



CITY OF DAHLONEGA

Council Work Session Agenda

April 20, 2020 4:00 PM
Zoom Meeting

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

TELECONFERENCE INFORMATION

Due to recommendations by the CDC during the Coronavirus crisis, this meeting will be conducted via teleconference. This is allowed by O.C.G.A. §50-14-1(g) as the public is provided simultaneous access to the teleconference meeting. The City of Dahlonega will utilize Zoom to conduct this teleconference meeting.

TO JOIN:

Go to - <https://dahlonega.gov/category/news/>

Locate the meeting invite you would like to attend and follow the listed instructions.

We appreciate your patience and understanding during this time

OPEN MEETING

BOARDS & COMMITTEES:

- [1.](#) Cemetery Committee March 2020
Chris Worick, Cemetery Committee Chairman
- [2.](#) Downtown Development Authority - March 2020
Shannon Ferguson, Executive Director
- [3.](#) Main Street- March 2020
Carolyn McDuffie, Main Street Project Coordinator
4. Tourism Board - March 2020
Director, Sam McDuffie

DEPARTMENT REPORTS:

- [5.](#) City Marshal - March 2020
Jeff Branyon, Marshal
- [6.](#) Community Development – March 2020
Kevin Herrit, Director
- [7.](#) Financial Services – March 2020
Melody Marlowe, Finance Director
- [8.](#) Public Works Department – March 2020
Mark Buchanan, PW Director/City Engineer
- [9.](#) Water & Wastewater Treatment Department - March 2020
John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

- [10.](#) FY20 Budget COVID-19 Amendments

[11.](#) Utility Billing Late Fees and Disconnection of Services

Melody Marlowe, Finance Director

[12.](#) Sign Proposal Cottrell Park

Bill Schmid, City Manager

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT



CEMETERY REPORT

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

Report Title

Cemetery Committee March 2020

Report Highlight

- The Dahlonega Cemetery Committee held its February meeting on Tuesday, February 18th at 6 pm.
- Members in attendance: Chris Worick, Jane Mellor, Terry Grizzle. Not in attendance: Chris Anderson and Jimmy Anderson.
- Patricia Turner was sworn in as a new voting member by Mayor Sam Norton.

Name, Title:

Chris Worick, Cemetery Committee Chairman

Old Business:

- Columbarium. In the process of being rebid. Neither vendor which previously bid, was able to satisfy all of the requirements specified by the city.
- Crape Myrtle: Three of the four Crape Myrtle saplings which had been purchased for Mt. Hope have been planted along the side gate entrance. The remaining sapling will be planted in Memorial Park near the benches.
- Mt. Hope still lacks a GPR survey which identifies unknown and unmarked burials. The current map which was done by the Georgia Mountains Regional Commission, only identifies known and marked burial locations.
- Cemetery Committee is partnering with the UNG Appalachian Studies Program to create a walking tour of Mt. Hope Cemetery as part of their Fall Semester, Appalachian Teaching Project.
- UNG Appalachian Studies students. There are 10 students enrolled in the spring semester class. With unseasonably warm weather, the students were able to begin taking part in headstone cleaning and preservation under the direction and supervision of Chris Worick and Rosann Kent (UNG Appalachian Studies Center Director.)

New Business:

- GPR survey of Mt. Hope needed to locate unmarked burials and determine additional burial plots for future sales.
- The Spring Cemetery Cleanup Day was identified as Saturday, April 25th. We discussed ways to get the media involved so as to draw a large group of volunteers. (Note: Event is pending current coronavirus related guidance from local, state and federal officials.)
- There are 10 students currently enrolled with the UNG Appalachian Studies program who have been doing a great job cleaning and restoring headstones and graves in Mt. Hope.



DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF DAHLONEGA DEPARTMENT REPORT
Mar-20

Report Title: Downtown Development Authority
Report Highlight: Bear on the Square cancelation due to COVID-19 concerns
Name, Title: Shannon Ferguson, Executive Director

Recently Completed:

- Assessed all previously issued special event permits in light of public health state of emergency and later shelter-in-place order
- Obtained drone and static imagery of the old school property for marketing purposes
- Drafted multiple media releases specific to ongoing public health crisis, local actions and state/federal directives and assisted with other communication efforts
- Attended multiple webinars in preparation for federal assistance packages as well as national webinars specific to Main Street response, stabilization, and future recovery
- Updated City and DDA websites to include COVID-19 emergency resources for the public and business owners
- Attended trainings for new financial system

Underway:

- Continued consulting efforts with Kirby Glaze and 4PM (Public-Private Partnership Management) principals (deliverables underway: Head House historic tax credit report and conceptual budget and cost estimate for retaining and remediating the old school building) [Note: These efforts slowed dramatically at the onset of COVID-19 due to personal constraints of the consultants as well as DDA staff serving in a support communications role temporarily. Planning/consulting resumed with consultants the week of April 3 with deliverables anticipated and available for reporting in April.]
- Actively soliciting first-floor restaurant prospects for Head House (slowed as of mid-March) and continuing discussions with potential redevelopment partners for the old school property
- Prior to mid-March COVID-19 crisis, multiple prospect and property discussions regarding Fresh 'n Low, Bellies & Butts, 40 Public Square S, 15 Arcadia Street, American Legion parcels, and potential retail developer
- Kicked off regular COVID-19 email updates from DDA Executive Director to all businesses licensed in the city (not just Main Street district)
- Directed staff to make emergency revisions to social media calendar and requested ideas for preliminary Main Street campaign

- Departmental budget review for FY21

Near Term:

- No projects near term at this time but city events (Farmers Market and App Jam) are on the horizon
- Scheduled March 23 annual site visit by Main Street program managers and evaluators from the Georgia Department of Community Affairs postponed until August
- Scheduled March 31 site visit by Georgia Department of Economic Development officials postponed (participants included Dahlonega DDA, County DDA, Chamber, and UNG economic development staff); date TBD [Note: DDA staff coordinated with owner's rep of former Mohawk property to showcase property to state officials.]No projects near term at this time but city events (Farmers Market and App Jam) are on the horizon



DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

Report Title Main Street- March 2020
Report Highlight 4th of July planning
Name, Title: Carolyn McDuffie, Main Street Project Coordinator

Recently Completed:

- Organized the placement, delivery and dedication of the 2020 Arbor Day tree.
- Prepared for Annual Visit from the Georgia Department of community affairs under the leadership of the DDA Director and assistance of Main Street Intern Luke Chaney.
- Published and distributed Monthly City Limit's Newsletter with assistance of Main Street Intern.
- Coordinated and organized the rotation of event banners.
- Reported December Main Street statistics to DDA Director for Department of Community Affairs (DCA) report.
- Created proposal and presentation for 2020 4th of July plans to City Leadership.
- Held pre and post event meetings for 3 events.
- Attended 7 Georgia/America Main Street webinars discussing business survival strategies and COVID-19 Communications.
- Processed event cancelation paperwork for 5 events.
- Creation of a saturated social media content calendar featuring merchants' websites, curbside pick-up, and other diversified business practices.
- Creation of City of Dahlonge/Dahlonge Main Street COVID-19 graphics and posts.

Underway:

- Implementation of a photo contest to focus on Main Street merchants.
- Execution of pre-event planning DDA sponsored events such as the Farmer's Market, App. Jam and First Fridays.
- Detailed event analysis meetings in partnership with DDA Director evaluating upcoming events.
- Creating a more user-friendly website for Dahlonge Main Street/DDA. Current video, photos and original content are all to be expected with website improvements.
- Strategic planning of advertising, promotions and scheduling of upcoming DDA sponsored events including Farmers Market, First Friday and Appalachian Jam.
- Evaluation of Wayfinding Signage project promotions to fill remaining blank slots on signage.

Near Term:

- None currently



CITY MARSHAL'S OFFICE

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

<u>Report Title</u>	Marshal's Report March 2020
<u>Report Highlight</u>	Due to the COVID-19 virus, the Marshal's Office has shifted focus from traffic and parking enforcement to enforcement of the shelter in place order and responding to calls for service.
<u>Name, Title:</u>	Jeff Branyon, Marshal

Recently Completed:

- The Marshal's Office issued 41 citations, 2 parking warnings and responded to 52 calls for service including four accident investigations two theft reports and an injured person report.

Underway:

- The Marshal's Office is in the process of completing a comprehensive policy manual for law enforcement operations. The policies are currently being released to employees in small groups to be reviewed and acknowledged.
- The city ambassador duties have been reassigned to the reservoir to assist in the enforcement of the trail closure and to remind visitors of the social distancing requirements.

Near Term:

The Marshal's Office will assume the responsibility as the Exposure Control Officer for the City. Each department will be examined to identify specific exposure hazards and determine the appropriate mitigation procedures and equipment needed. A supply room will be stocked with the appropriate PPE for each employee.



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

<u>Report Title</u>	Community Development – March 2020 Department Report
<u>Report Highlight</u>	Building Permit Software with OpenGov went live at the end of March 2020 and will provided for Building permits, Land Disturbance permits and Certificate of Appropriateness "Historic Preservation" will be the first permits available online. Permits and application to follow will be Plats, open and close cemetery lot request and variance/rezoning applications.
<u>Name, Title:</u>	Kevin Herrit, Director

Recently Completed:

- HPC staff reviewed three new COA's and is working with the applicants to have complete packages ready for the next scheduled HPC meetings when called.
- Draft of Accessory Dwelling Unit (ADU) text amendment was reviewed and tabled at the March Planning Commission and scheduled for the April meeting. When PC resumes the Commission will review the ADU text amendment.
- Short Term Rentals text amendment was approved by the Planning Commission in March. The amendment is forwarded to the Council and will be scheduled for the next available Public Hearing.
- Staff has reviewed 3 plats and 2 ES&PC plans.

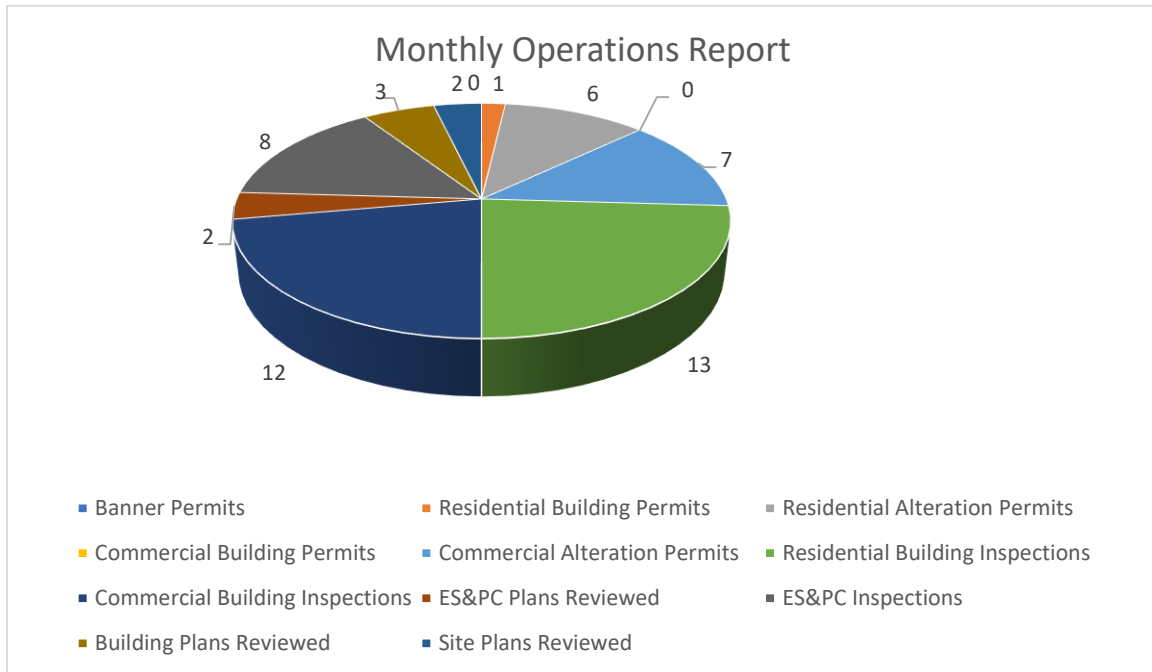
Underway:

- Developing a web-based zoning map for the city web page. This map is being truthed to identify any needed corrections on labeling of conditions.
- Rebuilding the Character Area layer in GIS – 70% complete.
- Working on an overlay district to incorporate design aspects for high traffic and entry points to the city (updating draft to meet city regulation)
- Reviewing parcels within the city limits and if they are currently on the Tax Assessors data base for the city.
- Working on Plan First application for 2020. Submittal will be in May of 2020.

Development Projects:

- 40 East Main Street – Brick encasement is going up around the new structure.
- The Smith House has been issued a 30-day TCO for all four floors. When the Widows Walk is completed, they will be issued their final CO. Widows Walk is currently going up and should be completed in early April.
- Waffle House has submitted new plans and is currently being reviewed by the Building Departments plans reviewer.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. Site plans are under review. A clearing and grubbing permit have been issued for this site.

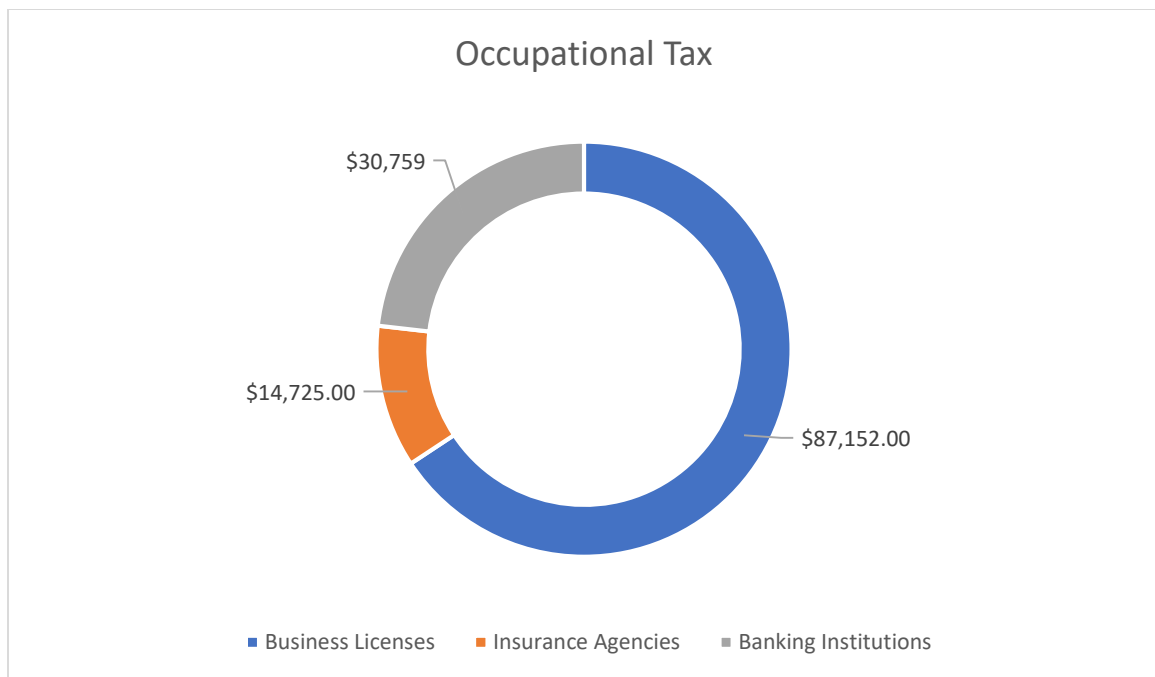
Monthly Operations Report:



Occupational Tax Certificates:

- To date, Community Development Department has received 363 of the 420 Occupational Tax (Business Licenses) Renewals for 2020 (not including Insurance). 301 Insurance business licenses have responded for 2020. Six of the six banks have submitted their Occupational tax renewals. All renewals notices have been sent out to business owners. 1st round of late notices have been sent out in March. The late fees and penalties have been added to all delinquent accounts on March 15th as required by the City Code.

Occupational Tax Certificates:



New Businesses:

- Hamiltons Meat Market – 995A Morrison Moore PKWY. Email – billyhamilton799@gmail.com
- PAPA'S Place – 1203 S. Chestatee ST. Email – papasplacedawsonville@gmail.com

Closed Businesses:

- Adam and Megan Scott Cleaners – 37 Collage Lane



FINANCIAL SERVICES

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

Report Title Financial Services – March 2020

Report Highlight Onsite implementation and training for the new financial software is underway. Going live in March were the following modules: general ledger, accounts payable, purchase order, cash receipting, utility billing, and work orders. This all-inclusive solution will also include modules for payroll, human resources, and occupation tax, which will go live in April.

Name, Title: Melody Marlowe, Finance Director

Recently Completed:

- Develop policies related to COVID-19 employee leave requirements and telework
- Presentation of the Employee Compensation and Benefits Study and Council adoption of recommended pay structure and related pay tables

Underway:

- Implement new financial software
- Coordinate and facilitate annual employee performance evaluation process
- Review finance record retention practices and organize file system
- Assist as needed with consideration and implementation of stormwater utility fee

Near Term:

- Update financial policies
- Review and update employee handbook
- Update purchasing policy to include a vendor preference provision
- Update employee evaluation forms and review process
- Develop and implement employee meetings to provide appropriate training and update HR forms; promote employee education related to City retirement plans



PUBLIC WORKS

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

Report Title

Public Works Department Report – March 2020

Report Highlight

The month of March saw many operational changes for all Public Works departments related to the coronavirus threat. The Streets, Parks and Cemeteries team has been wiping down most city facilities that remain open to the public on a daily basis with disinfectant. These departments, as well as all others, have revised their workday to operate in 2-man teams as much as possible. These teams stay together to complete tasks while attempting to avoid contact with other employees during work, lunch and breaks. Solid Waste staff has received and should be wearing additional protective gear including puncture resistant gloves and face shields. Office staff has joined in the zoom meeting process and some part time employees have been given take-home tasks. Public Works is prepared to continue these types of activities as long as necessary.

Name, Title:

Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Training for use of new financial software.
- Bid Phase of South Chestatee Sanitary Sewer Encasement. Bids were not favorable. City crews will perform the project under the direction of multiple supervisors saving our citizens tens of thousands of dollars.
- Bid phase of City Hall additional parking project. Daniel Raines was the low bidder and should be starting project soon.
- Bid phase of Memorial Park Cemetery curb repair/storm drain installation and resurfacing. Floyd Wimpy was the low bidder of the former and Garrett Paving the winner of the latter.

Underway:

- Coordination with GDOT and Lumpkin County officials regarding construction of the Hwy60/Oak Grove Road roundabout.
- Columbarium rebid. Bids are due April 6.
- City Park bathrooms renovation bid package preparation.
- Preparation of City Park for resurfacing of trail. This includes fence removal and tree trimming.
NOTE: CITY PARK WILL EXPERIENCE A 6-8 WEEK CLOSURE FOR TRAIL RESURFACING, RE-SEEDING AND BATHROOM RENOVATIONS.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- Design of Martin Street improvements.
- Wimpy Mill High Trestle Bridge preliminary engineering. Bid documents for pedestrian bridge on Wimpy Mill Road and Phase 2 of the picnic area have been created. Staff is currently working with vendors to value engineer cost estimates of project.
- Research and permitting of small-scale sediment removal from reservoir at Wimpy Mill Picnic Area.
- Residential Recycling alternatives study.
- Construction of handrail on Mechanic Street sidewalk.

Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.



WATER / WASTEWATER TREATMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

Report Title Water & Wastewater Treatment Department Report March 2020

Report Highlight The Owens Farm Lift Station Rehab Project is complete and fully operational. No change orders were needed on the project therefore no extra charges were made to the budget. Security fencing will be reinstalled as soon as possible. Until that time the structures will be secured with pad locks. The rehabilitation work on the Achasta Lift Station is scheduled to mobilize on May 20, 2020. Final completion date for this project is December 16, 2020. As for the Coronavirus Pandemic, all employees at the facilities are following the strict guide lines of the governing agencies. A plan has been developed to keep both facilities in operation with varying staff members if the virus was to infect them or their families. This will ensure that the City can provide both of these essential services that our community needs during this national emergency.

Name, Title: John Jarrard, Water/Wastewater Treatment Director

Recently Completed:

- Replaced heaters in Kenimer Lift Station Pump #1
- Flushed all chemical lines at the WWTP
- Completed the EPD Sanitary Survey for the Water Treatment and Distribution Systems
- Repaired the security system at the WTP
- Repaired piping to the CIP system
- Repaired Air Compressor #2 at WTP (Atlas Copco Tech)
- Emergency Response Plan for Covid-19 Pandemic
- Repaired disinfectant line to treated water pit

Underway:

- Repairs to the Wal-mart Altitude Valve
- High School Lift Station Pump Replacement
- Repairs to Singer Valves #3 and #4
- Annual Consumer Confidence Report for water system
- Second Phase of testing on Watershed Protection Plan
- Repairs to Kenimer Lift Station Pump #2
- Repairs to piping on Feed Pump B
- Reinstalling security fencing at Owens Farm Lift Station

Near Term:

- Pall Technician Health System Check on WTP (Capital Project)
- Replacement of two Digester Aerators (Capital Project)
- Rehabilitation work on Achasta Lift Station
- Annual Report for the Safe Dam Program



CITY COUNCIL AGENDA REPORT

DATE: April 20, 2020
TITLE: COVID-19 Budget Amendment Recommendations
PRESENTED BY: Bill Schmid, City Manager

AGENDA ITEM DESCRIPTION:

Approval Sought

In light of COVID-19 impacts to the local economy and City operations a series of recommendations are made to the City's FY20 budget at the Department and Fund levels based on currently available information. These were developed by the diligent efforts of each Department Head in consultation with the Finance Director and City Manager. As with all projections/estimates a range of assumptions have been made. Each is subject to further review in light of new information obtained over time. Examples include implementation of the recent pay study, and previously approved FY20 annual performance-based adjustments to pay, which are eliminated to make the numbers work and retain trained personnel.

The intent is to provide conservative forward-looking estimates of revenues and expenses through the end of the fiscal year and development of next year's budget. These will be monitored with monthly updates to be provided to the Council.

HISTORY/PAST ACTION:

The City has a practice of amending budgets as warranted and has exercised discipline with several years of consecutive budgets, which now give it options many other jurisdictions do not enjoy. The current circumstances are unusual, but not impossible to manage.

FINANCIAL IMPACT:

Projected reductions in revenues (and corresponding expenses) of over \$2.5 million (or 15%) over six months result. This is roughly equivalent to a 30% reduction in revenues and expenses for a year. These are detailed more fully in accompanying material. Development of the FY21 budget will be concurrent with actual results for the balance of FY20 and will also be approached conservatively. If revenues improve during FY21, subsequent budget amendments will be recommended.

RECOMMENDATION:

Approval of the City Manager's recommended changes to the FY20 budget, subject to further reconsideration in July, if warranted, based on results through June.

SUGGESTED MOTIONS:

I move the budget change recommendations by the City Manager be approved, provided the Council be provided monthly status updates, and that further forward-looking changes be considered in July 2020, or subsequent months, if warranted.

ATTACHMENTS:

Budget Revisions Summary and details for:

- General Fund
- Water/Sewer Fund
- Solid Waste
- Downtown Development Authority
- H/M Tax Fund
- SPLOST Fund
- TSPLOST Fund
- Capital Projects Fund

DAHLONEGA FY 2020 BUDGET COVID-19 OPERATIONAL CONTINUITY AMENDMENTS

SUMMARY

Per federal guidance the City of Dahlonega operates in four of the sixteen sectors of Critical Infrastructure and supports several of the others. Operational continuity is important.

The following budget amendments are jointly recommended by the City Manager and Finance Director to maintain continuity of services and personnel. They are intended to carry through the end of the fiscal year, but should be periodically updated as national, state and local conditions warrant. They assume no significant outside federal or state assistance.

Additional detail is provided on the following pages. Information and results gained over the next several months will further inform decision-making related to development of the FY2021 budget, which is soon to begin.

		Approved	Proposed	Change	% Change
General Fund					
	Rev	\$ 5,029,035	\$ 4,605,584	\$ (423,451)	-8.4%
	Exp	\$ 5,029,035	\$ 4,605,584	\$ (423,451)	-8.4%
Water/Sewer					
	Rev	\$ 8,545,963	\$ 7,368,441	\$ (1,177,522)	-13.8%
	Exp	\$ 8,545,963	\$ 7,368,441	\$ (1,177,522)	-13.8%
Solid Waste					
	Rev	\$ 1,419,025	\$ 948,070	\$ (470,955)	-33.2%
	Exp	\$ 1,419,025	\$ 948,070	\$ (470,955)	-33.2%
DDA					
	Rev	\$ 391,841	\$ 307,814	\$ (84,027)	-21.4%
	Exp	\$ 391,841	\$ 307,814	\$ (84,027)	-21.4%
Hotel/Motel					
	Rev	\$ 456,038	\$ 269,000	\$ (187,038)	-41.0%
	Exp	\$ 456,038	\$ 269,000	\$ (187,038)	-41.0%
SPLOST					
	Rev	\$ 476,900	\$ 313,965	\$ (162,935)	-34.2%
	Exp	\$ 476,900	\$ 313,965	\$ (162,935)	-34.2%
TSPLOST					
	Rev	\$ 704,834	\$ 594,244	\$ (110,590)	-15.7%
	Exp	\$ 704,834	\$ 594,244	\$ (110,590)	-15.7%
GF CAPITAL PROJECTS - Combined - Detail follows for grant/non-grant					
	Rev	\$ 2,742,083	\$ 2,890,719	\$ 148,636	5.4%
	Exp	\$ 2,742,083	\$ 2,890,719	\$ 148,636	5.4%
		\$ 19,765,719	\$ 17,297,837	\$ (2,467,882)	-12.5%

Minor rounding discrepancy may be noted in comparison of this electronic work product with the published FY2020 budget, which was manually prepared.

<u>GENERAL FUND</u>	Approved	Proposed	Change	% change
Revenues	\$ 5,029,035	\$ 4,605,584	\$ (423,451)	-8.4%
Increased appropriated fund balance (Rev) by \$35,993 (4.14%) from \$870,188 to \$906,161				
Expenses				
Legislative	\$ 209,541	\$ 174,477	\$ (35,064)	-16.7%
Executive	315,677	300,556	(15,121)	-4.8%
Elections	19,950	13,450	(6,500)	-32.6%
General Admin	968,723	897,917	(70,806)	-7.3%
Muni Court	232,983	223,967	(9,016)	-3.9%
City Marshal	411,394	352,689	(58,705)	-14.3%
Streets	1,123,165	1,097,921	(25,244)	-2.2%
Maint/Shop	100,316	93,524	(6,792)	-6.8%
Cemetery	58,849	53,970	(4,879)	-8.3%
Parks	42,740	42,440	(300)	-0.7%
Community Development	341,051	273,147	(67,904)	-19.9%
Sub-Total Exp	\$ 3,824,389	\$ 3,524,058	\$ (300,331)	-7.9%
Transfers				
DDA	\$ 314,206	\$ 280,179	(34,027)	-10.8%
Grant Capt Proj	102,666	42,666	(60,000)	-58.4%
Gen Govt Cap Proj	729,530	729,530	-	0.0%
Contingencies	58,244	29,151	(29,093)	-50.0%
Water Fund	-	-	-	0.0%
Sanitation Fund	-	-	-	0.0%
Sub-Total Transfers	\$ 1,204,646	\$ 1,081,526	\$ (123,120)	-119.2%
Total Expenses	\$ 5,029,035	\$ 4,605,584	\$ (423,451)	-8.4%
Net position			\$ -	Balances

Expense Notes:

Applied half of FY20 GF contingency (\$29,151)
Reduced GF Capital Projects by \$60,000 (next phase annual Streetscape grant match)
Reduced transfer to DDA by \$34,027

Other Options to balance considered, but not recommended at this time:

Fund from GF Reserves
Fund from Short Term COVID borrowing or Revenue Anticipation Notes
Offset transfers by reducing Capital Projects further
Reduce Transfer to DDA and have DDA fund from prior reserves
Reduce by full amount of budgeted Contingency
Reduction in force for interns, PT and/or FT staff
Other combinations of the above

Forward-looking GF recommendations:

Staff monitor forward-looking 30-, 90- and 180-day scenarios
Council re-evaluate in July based on info through June
Meaningful reduction to General Fund expenses would result from implementation of the stormwater utility.

WATER/SEWER FUND

	Approved	Proposed	Change	% Change
Revenues	\$ 8,545,963	\$ 7,368,441	\$ (1,177,522)	-13.8%
Expenses				
Capital Projects & Depreciation	4,483,266	3,644,811	(838,455)	-18.7%
Sewer Lift Stations	248,928	224,394	(24,534)	-9.9%
Sewage Treatment Plant	815,513	687,751	(127,762)	-15.7%
Distribution & Collection	1,012,221	894,152	(118,069)	-11.7%
Water Supply	182,904	175,904	(7,000)	-3.8%
Water Treatment Plant	<u>1,803,131</u>	<u>1,741,429</u>	<u>(61,702)</u>	<u>-3.4%</u>
Sub-Total Exp	\$ 8,545,963	\$ 7,368,441	\$ (1,177,522)	-13.8%
Transfers To Other Funds	0	0	0	
From Other Fundes	<u>0</u>	<u>0</u>	<u>0</u>	
Sub-Total Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Total Expenses	\$ 8,545,963	\$ 7,368,441	\$ (1,177,522)	

Notes:

Water and Sewer charges are reduced by 30% and 28.6% respectively for next six months

No additional water/sewer tap fee receipts are budgeted

Trained long-term talent is retained with no additional hires

Operational expenses are reduced for next six months as related to sales

Some capital projects are deferred to aid with cashflow

SOLID WASTE FUND

	Approved	Proposed	Change	% Change
Revenues	\$ 1,419,025	\$ 948,070	\$ (470,955)	-33.2%
Expenses				
Depreciation	58,268	58,268	0	0.0%
Operations	845,757	774,802	(70,955)	-8.4%
Capital Outlays	515,000	115,000	(400,000)	-77.7%
Sub-Total Exp	\$ 1,419,025	\$ 948,070	\$ (470,955)	
Transfers To Other Funds	0	0	0	
From Other Fundes	<u>0</u>	<u>0</u>	<u>0</u>	
Sub-Total Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Total Expenses	\$ 1,419,025	\$ 948,070	\$ (470,955)	-33.2%

Notes:

The budgeted but not committed purchase of \$400,000 in new equipment is deferred

Operational expenses are reduced in relation to reduced revenues

Trained long-term talent is retained with no additional hires

Changes in recycling operations are not addressed above:

 All customers are charged for the service used by 25% of the customers

 Annual savings per customer of \$54 would result if the program were terminated

 This program almost covers its costs, so savings to the City would be \$2,500

 Customers would be responsible for recycling as County residents

 This option has not been explored with the County

DOWNTOWN DEVELOPMENT AUTHORITY

	Approved	Proposed	Change	% Change
Revenues	\$ 391,841	\$ 307,814	\$ (84,027)	-21.4%
Expenses				
DDA Administration (DDA Operations)	253,588	218,652	(34,936)	-13.8%
Downtown Development (Main Street Programming)	135,618	86,527	(49,091)	-36.2%
Dahlonega 2000 (Grants)	<u>2,635</u>	<u>2,635</u>	<u>0</u>	<u>0.0%</u>
Sub-Total Exp	\$ 391,841	\$ 307,814	\$ (84,027)	-21.4%
Transfers To Other Funds	0	0	0	
From Other Fundes	<u>0</u>	<u>0</u>	<u>0</u>	
Sub-Total Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Total Expenses	\$ 391,841	\$ 307,814	\$ (84,027)	

Notes:

Trained talent is retained with no additional hires
Flexibility remains for other DDA initiatives

HOTEL/MOTEL FUND

	Approved	Proposed	Change	% Change
Revenues	\$ 456,038	\$ 269,000	\$ (187,038)	-41.0%
Expenses				
Tourism - TCT	250,000	250,000	\$ -	0.0%
Transfers- (out) GF	13,306	8,070	\$ (5,236)	-39.4%
Transfers (out) TPD	<u>192,732</u>	<u>10,930</u>	<u>\$ (181,802)</u>	<u>-94.3%</u>
Total Expenses	\$ 456,038	\$ 269,000	\$ (187,038)	-41.0%

Notes:

\$43,000 H/M revenue assumed for April-September

Promotion of Tourism, Conventions & Tradeshow continues through contract with Chamber

Administrative Fee to GF continues at 3% of HM Tax collected

Tourism Product Development projects deferred to FY2021 to aid cashflow

SPLOST FUND

Penny sales tax for stormwater (25%), streets (25%), water & sewer (50%)

	Approved	Proposed	Change	% Change
Revenues	\$ 476,900	\$ 313,965	\$ (162,935)	-34.2%
Expenses				
Tr Out - Grant Cap Proj - SW	92,950	58,130	\$ (34,820)	-37.5%
Tr Out - GF Cap Proj - Roads	92,950	58,130	\$ (34,820)	-37.5%
Tr Out W/S Cap Proj	<u>291,000</u>	<u>197,705</u>	<u>\$ (93,295)</u>	<u>-32.1%</u>
Total Expenses	\$ 476,900	\$ 313,965	\$ (162,935)	-34.2%

Notes:

The effect of the reduced income is deferral of expenses related to needed capital projects.

The recommendation remains to use a portion of these funds for infrastructure master planning.

TSPLOST FUND

Penny sales tax for roads, bridges, trails

	Approved	Proposed	Change	% Change
Revenues	<u>\$ 704,834</u>	<u>\$ 594,244</u>	<u>\$ (110,590)</u>	<u>-15.7%</u>
Expenses				
Intergovernmental	660,450	274,242	\$ (386,208)	-58.5%
Tr Out - Grant Cap Proj	<u>44,384</u>	<u>320,002</u>	<u>\$ 275,618</u>	<u>621.0%</u>
Total Expenses	\$ 704,834	\$ 594,244	\$ (110,590)	-15.7%

Notes:

Because of substantial commitment from GDOT, the City's portion of the joint round-about project has come down to \$472,500. \$198,258 was set aside in FY19, which leaves a balance of \$272,242 shown above. The balance of funds are committed for the Wimpy Mill Park bridge and sidewalk.

GF CAPITAL PROJECTS - GRANT RELATED

Revenue Sources

DESCRIPTION	AMENDED BUDGET	PROJECTED ACTIVITY	Projected AMT CHANGE	
STATE GRANT - LMIG RESURFACING		\$80,460	\$80,460	
STATE GRANT - BARLOW ROAD		104,000	104,000	
TRANSFERS IN - GENERAL FUND	102,666	182,666	80,000	77.9%
TRANSFERS IN - SPLOST - **	92,950	58,130	(34,820)	-37.5%
TRANSFERS IN - TSPLOST - ***	44,384	320,002	275,618	621.0%
APPROPRIATED FUND BALANCE	111,785	111,785		
	\$351,785	\$857,043	\$505,258	143.6%

Project Expenditures

WIMPY MILL PARK - *****	\$4,500	\$299,500	\$295,000	6555.6%
STREETSCAPE	120,000	60,000	(60,000)	-50.0%
OSS INSTALL - FY19 LMIG	47,285	47,285		0.0%
STREET PAVING	150,000	176,258	26,258	17.5%
OSS INSTALL - FY20 LMIG	30,000	30,000		0.0%
BARLOW ROAD IMPROVEMENTS		244,000	244,000	
	\$351,785	\$857,043	\$505,258	143.6%

\$0

Notes:

Barlow was non-grant before GDOT commitment of \$104,000. With \$240,000 from the GF, the project is now \$244,000 and is removed from the non-grant list

** - See SPLOST Fund for transfer

*** - See TSPLOST Fund for transfer

****- does not include RTP grant funds from DNR

GF CAPITAL PROJECTS - NON-GRANT

Sources of Funds	AMENDED BUDGET	PROJECTED ACTIVITY	Projected AMT CHANGE	Projected % CHANGE
TRANSFERS IN - GENERAL FUND	729,530	589,530	(140,000)	(19.19)
TRANSFERS IN - HOTEL/MOTEL TAX	192,732	10,930	(181,802)	(94.33)
TRANSFERS IN - SPLOST	92,950	58,130	(34,820)	(37.46)
PROPERTY SALES - CEMETERY LOT	12,000	12,000		
GENERAL LONG-TERM DEBT ISSUED (Head House)	350,000	350,000		
APPROPRIATED FUND BALANCE	1,013,086	1,013,086		
	2,390,298	2,033,676	(356,622)	(14.92)

Project Expenditures

FACILITIES & PROPERTY PROGRAM	76,000	56,000	(20,000)	-26.3%
City Park Walking Path Replacement	0	20,000	20,000	
TOURISM PROJECTS	205,329	23,527	(181,802)	-88.5%
CEMETERY IMPROVEMENTS	39,886	39,886		
CEMETERY COLUMBARIUM	57,653	57,653		
ROOF - CITY HALL	30,000	30,000		
CITY HALL RESTROOMS & FOYER	30,000	30,000		
CITY HALL PARKING EXPANSION	48,103	48,103		
N PARK STREET BLDG DEMOLITION	130,000	130,000		
FAUX BRICK CROSSWALKS	50,000	50,000		
MEADERS STREET PARKING	60,000	60,000		
CEMETERY PAVING	60,000	60,000		
CITY HALL EXPANSION	30,000	30,000		
HEAD HOUSE RENOVATION	350,000	350,000		
CROSSWALK/SIDEWALK PROGRAM	79,341	79,341		
STORMWATER PROJECTS	202,456	197,636	(4,820)	(2.38)
BRIDGE MAINTENANCE PROGRAM	100,000	100,000		
STORM DRAIN - PARK ST DESIGN	30,000		(30,000)	(100.00)
STORM DRAIN - JOHNSON STREET	72,000	72,000		
STORM DRAIN - BARLOW STREET	140,000		(140,000)	(100.00)
MARTIN STREET WIDENING	200,000	200,000		

GF Capital Purchases

FINANCIAL SOFTWARE/HARDWARE	217,530	217,530		
DUMP TRUCK (REPLACEMENT)	90,000	90,000		
SERVICE TRUCK (PUBLIC WORKS)	60,000	60,000		
TRACTOR (MOWER/BLOWER)	32,000	32,000		
	2,390,298	2,033,676	(356,622)	(14.92)

Notes:

Projected revenue shortfalls merit reduced capital projects
 Tourism projects relate to Tourism Product Development (3%) not TCT with the Chamber (5%)
 Park Street project on hold after budget approval
 Barlow Street Storm now moved to GF CP Grants because of \$104k GDOT participation



CITY COUNCIL AGENDA REPORT

DATE: April 20, 2020
TITLE: Utility Billing Late Fees and Disconnection of Services
PRESENTED BY: Melody Marlowe, Finance Director

AGENDA ITEM DESCRIPTION:

Calls and emails have increased from customers requesting extension of due dates for paying utility bills because of inability to pay related to the Coronavirus Pandemic. City Council is asked to review requirements of the Water and Sewer Rates Ordinance and determine if action is warranted to temporarily suspend late fees and disconnection of service.

HISTORY/PAST ACTION:

Below is an excerpt from the City's Water and Sewer Rates Ordinance that covers penalties and fees charged for late payments.

A penalty of 10% or a minimum amount of \$2.00 will be added each month to any delinquent utility bill that has not been paid by the tenth of each month....Any utility bill delinquent on the 20th of the month will result in service being discontinued, and a service charge of \$75.00 will be added to the bill.

Since Council's adoption of the emergency declaration in March, there have been no service disconnections or penalty charges for non-payment of utility bills.

FINANCIAL IMPACT:

On average, the City charges \$7,800 in utility penalties and fees each month. The 10% penalty charged on the 10th of the month averages \$3,800; the \$75 fee charged on the 20th of the month averages \$4,000. The approval of a grace period will lead to collection challenges: payment arrangements will negatively impact cash flow, and some accounts may become uncollectible.

RECOMMENDATION:

As a relief to customers, Council may desire to temporarily suspend the requirements to charge penalties and disconnect services for non-payment. For administrative facilitation, this grace period would apply to all customer types, i.e. residential, commercial, etc. This temporary grace period would allow financially-challenged customers time to secure payment through other resources and avoid additional charges without the fear that water service would be disconnected.

SUGGESTED MOTIONS:

I make a motion for the City to temporarily suspend charging late fees or disconnecting service because of inability to pay utility bills for two months, April and May 2020. The City Finance Director is authorized to make payment arrangements with individual customers to resolve unpaid balances after May 31, 2020.

ATTACHMENTS:

None



CITY COUNCIL AGENDA REPORT

DATE: March 19, 2020
TITLE: Sign Proposal Cottrell Park
PRESENTED BY: Bill Schmid, City Manager

AGENDA ITEM DESCRIPTION:

Attached is a current rendering and scaled dimensions of the exterior sign proposed for the Barlow Rd. property. UNG requests City Council approval to install this sign on the parcel of property owned by the City of Dahlonega. UNG will bear all capital and maintenance costs for the new sign and the sign will be up lighted from an external source. If approved, UNG will execute a standard Board of Regents easement agreement (also attached).

HISTORY/PAST ACTION:

None

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Rendering and scaled dimensions of the sign proposed.

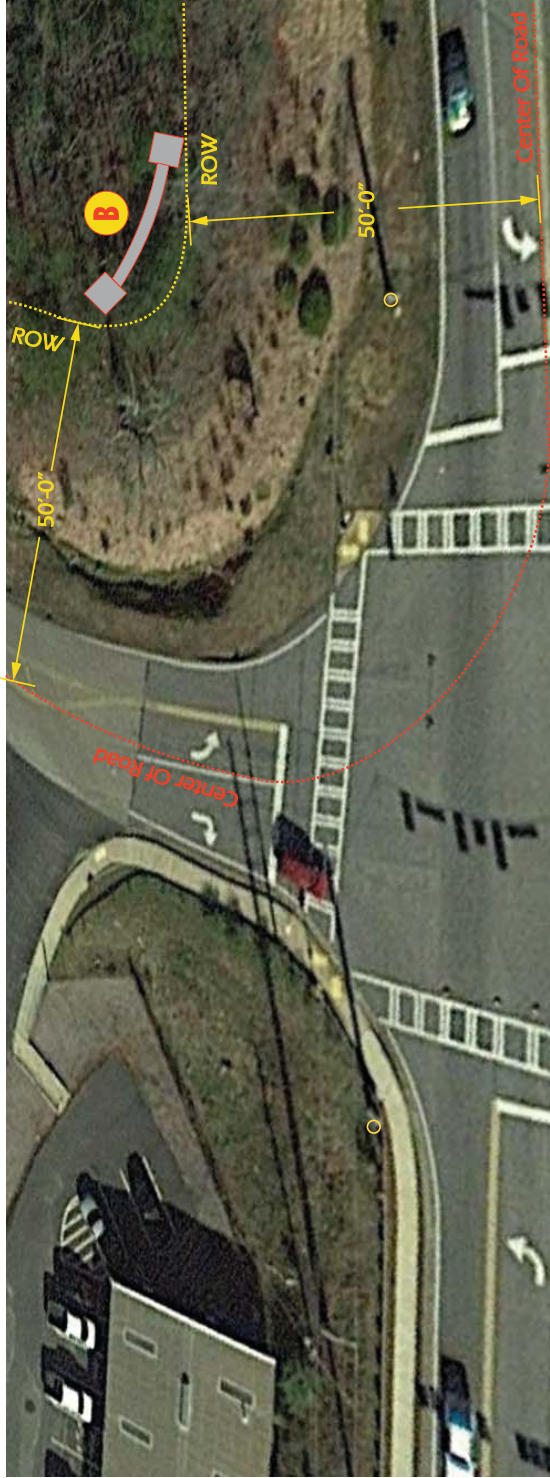


Photo Overlay Of Proposed New Curved Wall Entry Monument On Right Side Of Road



Graphics Option 1 - Photo Overlay Of Proposed New Curved Wall Entry Monument On Right Side Of Road

ST.2.C - Cottrell Park Road - Smaller Monument On Right Side Of Road ONLY

Scale: Not To Scale



HENRY
INCORPORATED

2305 Oak Creek Blvd.
Dacula, GA 30035
770.593.1234 Phone
www.henryincorporated.com

Job Name

UNIVERSITY OF
NORTH GEORGIA
**COTTRELL
PARK**

02-24-2020

Issued For
LFA
Approval

Project Address	Dahlonega, GA
Project Number	85689
Account Manager	Dave Atkins
Drawn By	Bruce Bernhardt
Date	12-10-2019
Revision	12-11-1988
7	01-21-2088
	01-22-2088
	01-28-2088
	01-29-2088
	01-30-2088
	02-24-2088

Customer Approval	
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Description	Entrance Structure
20-02-24 LFA - 85689	Page
UNG - Cottrell Park Ent. Sm	2 of 3



HENRY
INCORPORATED

2305 Oak Creek Blvd.
Decatur, GA 30035
770.593.1334 Phone
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Job Name

UNIVERSITY OF
NORTH GEORGIA
**COTTELL
PARK**

02-24-2020
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Project Address

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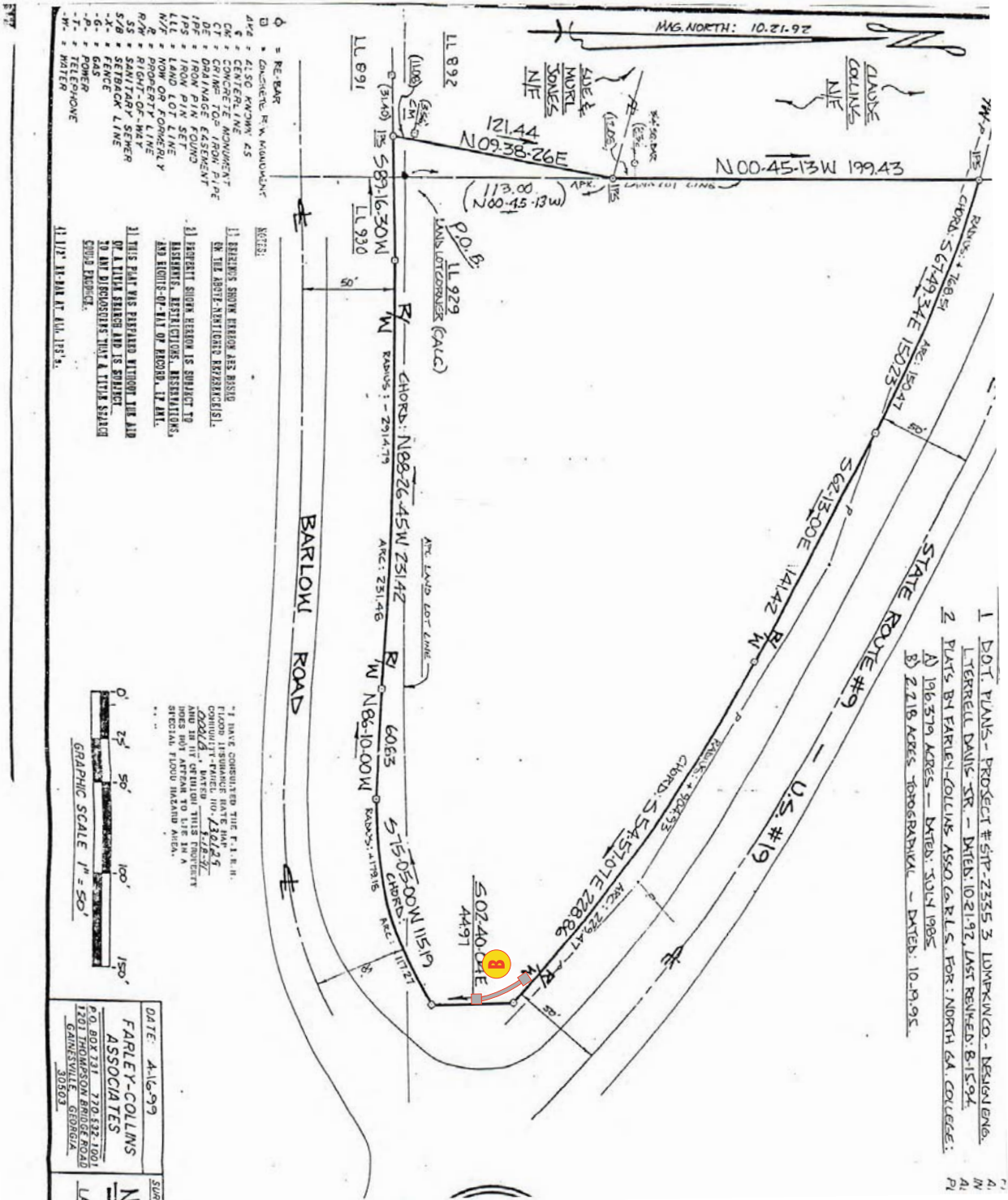
Customer Approval

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Description

Entrance Structure

20-02-24 LFA - 85689
Page 3 of 3
UNG - Cottrell Park Ent. Sm.



Counterpart No. _____ Of _____ Original
Executed Counterparts.
Counterpart Of The _____

STATE OF GEORGIA;

COUNTY OF _____ :

**NON-EXCLUSIVE EASEMENT
GRANTED TO THE BOARD OF REGENTS
OF THE UNIVERSITY SYSTEM OF GEORGIA
(General Purpose Format)**

THIS NON-EXCLUSIVE EASEMENT, hereinafter referred to as "Easement," is made and entered into this _____ day of _____, _____, hereinafter referred to as "the date hereof," with said date being inserted herein by Grantee at the time of its execution hereof, by and between _____, a _____ corporation, whose address for purposes of this Easement is _____ Party of the First Part, hereinafter referred to as "Grantor" and, the **BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA**, a Department of the State of Georgia, whose address for purposes of this Easement is Board of Regents of the University System of Georgia, Attention: Vice Chancellor for Facilities, 270 Washington Street, S.W., Atlanta, Georgia 30334, Party of the Second Part, hereinafter referred to as "Grantee" or "Regents" (the words "Grantor," "Regents" and "Grantee" to include their successors and assigns where the context requires or permits).

WITNESSETH THAT:

WHEREAS, Grantor is the owner of certain real property located in _____ County, Georgia, lying and being in Land Lot _____ of the _____ Land District, (the "Property"); and

WHEREAS, Grantee desires to construct, operate, and maintain _____ (hereinafter referred to as the "Undertaking") in, on, over, under, upon, across, or through the Property (hereinafter referred to as the "Easement Area"); and

WHEREAS, Regents, by proper Resolution adopted at its meeting on _____, authorized and approved the acceptance of this Easement, together with the right of ingress and egress over adjacent land of Grantor as may be reasonably necessary to accomplish the aforesaid purposes;

NOW, THEREFORE, Grantor, for and in consideration of the sum of _____ AND 00/100 DOLLARS (\$_____.00) in hand paid by Regents to Grantor at and before the sealing and delivery of these presents and other good and valuable consideration as specified by Regents, the receipt and sufficiency of which is hereby acknowledged, has bargained, sold, granted and conveyed and by these presents does hereby bargain, sell, grant and convey unto Grantee, or its successors and assigns, to the extent of Regents' right, title and interest in and to the Easement Area and upon the terms and conditions hereinafter set forth, a non-exclusive easement to accomplish the Undertaking in, on, over, under, upon, across, or through the Easement Area, together with the right of ingress and egress over adjoining land of Grantor as may be reasonably necessary to accomplish the aforesaid purposes, said ingress and egress to be over a route established by Grantor and which may from time to time be changed by Grantor, with Grantee being given reasonable written notice of any change.

1.

The Easement Area traverses the Property and comprises that portion of the Property as more particularly described on Exhibit "A", said legal description, plat or drawing being incorporated herein and by this reference made a part hereof, together with any temporary construction or use area shown and described in the aforesaid Exhibit A.

2.

Grantee shall have the right to remove or cause to be removed from the Easement Area only such trees, undergrowth, buildings, walls, fences, gates, signs and other obstructions as may be reasonably necessary for the protection of Grantee's rights as described herein, and to cut, remove and dispose of "danger trees" on lands adjacent to the Easement Area, which now or may hereafter injure or endanger any of the works on the Easement Area.

3.

The right to use the temporary construction or use area shall terminate upon the construction completion of the Undertaking, or upon expiration of the term of twelve (12) months from the date hereof, whichever is earlier.

4.

No title is conveyed herein by Grantor to Grantee, and, except as herein specifically granted to Grantee, all rights and interest in and to the Easement Area are reserved in Grantor, who may make any use of the Easement Area not inconsistent with or detrimental to the rights and interest herein granted and conveyed to Grantee.

5.

Grantee shall record this Easement in real property records of the Superior Court of the county in which the Property is located, and a recorded copy shall be forwarded to Grantor and to the State Properties Commission, as provided by law.

6.

This Easement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect between the parties, related to the subject matter hereof. This Easement may be amended or modified only by an instrument of equal formality signed by the respective parties.

TO HAVE AND TO HOLD THE EASEMENT AREA unto Grantee in perpetuity; and Grantor warrants that Grantor has the right to convey this easement and bind Grantor's heirs, successors, executors and administrators, and assigns; and Grantor will forever warrant and defend these presents.

IN WITNESS WHEREOF, Grantor hereunto sets his hand and seal, acting pursuant to and in conformity with a properly considered and adopted resolution and acting by and through its duly authorized officers, with its corporate seal affixed hereto, all as of the date hereof.

GRANTOR:

(ENTITY NAME)

By: _____ (Seal)
NAME:

Title:

Attest: _____ (Seal)
NAME:

Title:

Signed, sealed and delivered as to
Grantor in the presence of:

Unofficial Witness

(Seal affixed here)

Official Witness, Notary Public
My Commission expires:

(Notary public seal affixed here)

(Signatures Continued on Next Page)

(Signatures Continued from Previous Page)

ACCEPTED BY GRANTEE:

**BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA**

By: _____
SANDRA LYNN NEUSE
Vice Chancellor for Facilities

Attest: _____
EDWARD TATE
Secretary to the Board

Signed, sealed and delivered as to the Board
Of Regents in our presence:

(SEAL OF THE BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA)

Unofficial Witness

Official Witness, Notary Public
My Commission expires:

(Notary public seal affixed here)

EXHIBIT "A"

**Legal Description and
Copy of Plat**

Entitled:

" _____,"
dated _____,
prepared by, _____,
Georgia Registered Land Surveyor No. _____,
recorded in Plat Book _____, Page _____
in the Office of the Clerk of the
Superior Court of _____ County

All that tract or parcel of land comprising the Easement Area, lying and being in Land Lot No. _____,
_____ Land District, _____ County, Georgia, and in the City of _____, more
particularly described as follows:

To find the POINT OF BEGINNING, BEGIN at the point of intersection of the Northwest right-of-way
line of . . . and proceed to a point, the POINT OF BEGINNING;

From said POINT OF BEGINNING run . . .

to the POINT OF BEGINNING; said tract of land bounded on the Southeast by property now or formerly
of _____