



CITY OF DAHLONEGA

Council Work Session Agenda

October 21, 2024, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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.

Vision – Dahlonega will be the most welcoming, thriving, and inspiring community in North Georgia

Mission Statement - Dahlonega, a City of Excellence, will provide quality services through ethical leadership and fiscal stability, in full partnership with the people who choose to live, work, and visit. Through this commitment, we respect and uphold our rural Appalachian setting to honor our thriving community of historical significance, academic excellence, and military renown.

OPEN MEETING

APPROVAL OF AGENDA

BOARD & COMMITTEES

1. 2024 - 3rd Quarter Marketing Report
Sam McDuffie, Executive Director

DEPARTMENT REPORTS AVAILABLE AT: <https://dahlonega.gov/category/departments-reports/>

2. Public Works—September 2024
Mark Buchanan, PW Director/City Engineer
3. Water & Wastewater Treatment Department Report September 2024
John Jarrard, Water/Wastewater Treatment Director
4. Community Development - September 2024
Allison Martin, City Manager
5. City of Dahlonega Police Department - September 2024.
George Albert, Chief of Police.
6. Finance and Administration Department – September 2024
Kimberly Stafford, Finance Manager

APPOINTMENT, PROCLAMATION & RECOGNITION : (Vote at Council Meeting)

PRESENTATION

ORDINANCES & RESOLUTIONS

AGREEMENTS & CONTRACTS:

7. Agreement for Tourism Development Services - 2025
Allison Martin, City Manager
8. JWS Contract Renewal - 2025
Allison Martin, City Manager
9. Water/Sewer Master Plan Update - Proposal Discussion
Allison Martin, City Manager

OTHER ITEMS:

[10. 2025 Meeting Dates](#)

Sarah Waters, Assistant City Clerk

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT

Guideline Principles - The City of Dahlonaga will be an open, honest, and responsive city that balances preservation and growth and delivers quality services fairly and equitably by being good stewards of its resources. To ensure the vibrancy of our community, Dahlonaga commits to Transparency and Honesty, Dedication and Responsibility, Preservation and Sustainability, Safety and Welfare ...for ALL!



Dahlonega-Lumpkin County
Convention and Visitors Bureau

2024 Q3 Tourism Report

9/30/2024

1. MARKETING INITIATIVES

- **Pillar I: Market our Destination**

- *Passive Marketing* (Printed ads in Publications, Billboards)
 - Printed Ads Purchased (**Appendix 1**)
 - Fall Mountain Traveler, Oxford America, Local Palate, Smoke Signal (The Wall That Heals)
 - Billboards
 - Starting October 21 there will be “Turn Left” digital billboards at the end of Ga Hwy 400
- *Digital Marketing* (Social Media, Paid Search, Website)
 - Google Tracked Clicks, Bing Tracked Clicks, and Native Retargeting
 - Continuing to see great results in Organic Growth.
 - Website traffic was down by 18% from Q3 of 2023
- *Consumer Marketing* (TV/Film/Radio)
 - His & Her Netflix Mini-Series filming
 - R & B Netflix TV Series filming

- **Pillar II: Knowing our Guest.**

- The DLCVB has really been able to build a compelling story of who our visitors are and how they’re spending their time. (**Appendix 2**)
- We are shifting our focus to Quality vs Quantity

- **Pillar III: Welcoming Our Guest (Visitor Center Updates)**

- *2024 Monthly Visitation (Appendix 3)*
 - **January** – 9,090 (FY23:9,250 // FY22: 7,899)
 - **February** – 10,466 (FY23: 7,958 // FY22: 9,673)
 - **March** – 12,413 (FY23: 16,928 // FY22: 15,585)
 - **April** – 16,059 (FY23: 15,040 // FY22: 16,810)
 - **May** – 14,104 (FY23: 16,677 // FY22: 15,378)
 - **June** – 15,895 (FY23: 15,674 // FY22: 14,330)
 - **July** – 17,447 (FY23: 19,265 // FY22: 18,019)
 - **August** – 9,994 (FY23: 12,449 // FY22: 14,713)
 - **September** – 11,524 (FY23: 13,711 // FY22:14,375)
- *Year to Date Visitation (9/30/2024)*
 - FY24- 116,992
 - FY23- 126,952

2. **Public Relations**

- July 2024
 - *Atlanta Journal Constitution*, “Grab one last getaway before back-to-school” (Print)
 - *MSN*, “Best Small Towns of America” (Digital)
- August 2024
 - *Southern Living*, “15 Best North Georgia Vineyards” (Digital)
 - *Southern Living*, “22 Picturesque Mountain Towns to Visit this Fall...” (Digital)
 - *Talk Magazine*, “Striking Getaway Gold” (Print)
- September 2024
 - *Southern Living*, “General Stores We Love” (Print)
 - *Fox News*, “From Georgia to Colorado, mountain towns to visit this season for fall family fun.” (Digital)
- Travel Writers
 - Hosted a Southern Living Travel writer in August and a team returned in September to take photos of businesses.
 - Southern Living has not told us what the Print Article will be, but we have our hopes of something big.

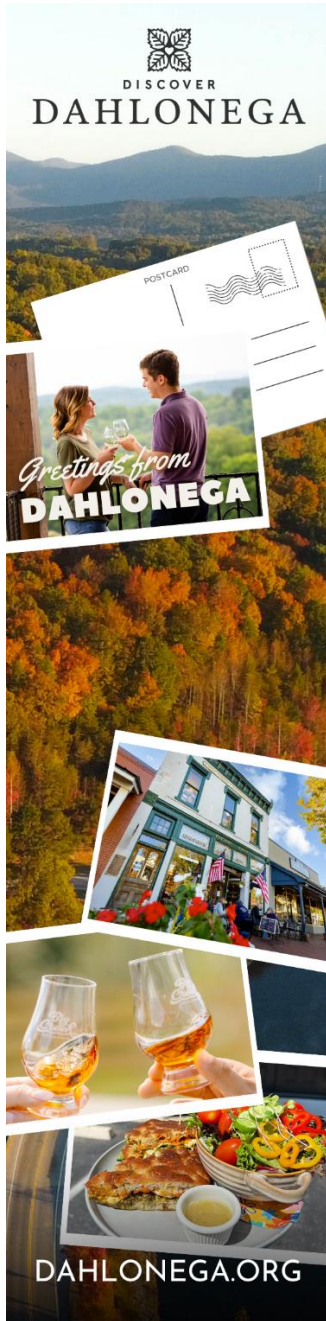
3. **Professional Development and Tourism Staff updates**

- Attended Southeast Tourism Society Connections in Auburn, AL
- Attended the Georgia Governors Conference in Atlanta, GA

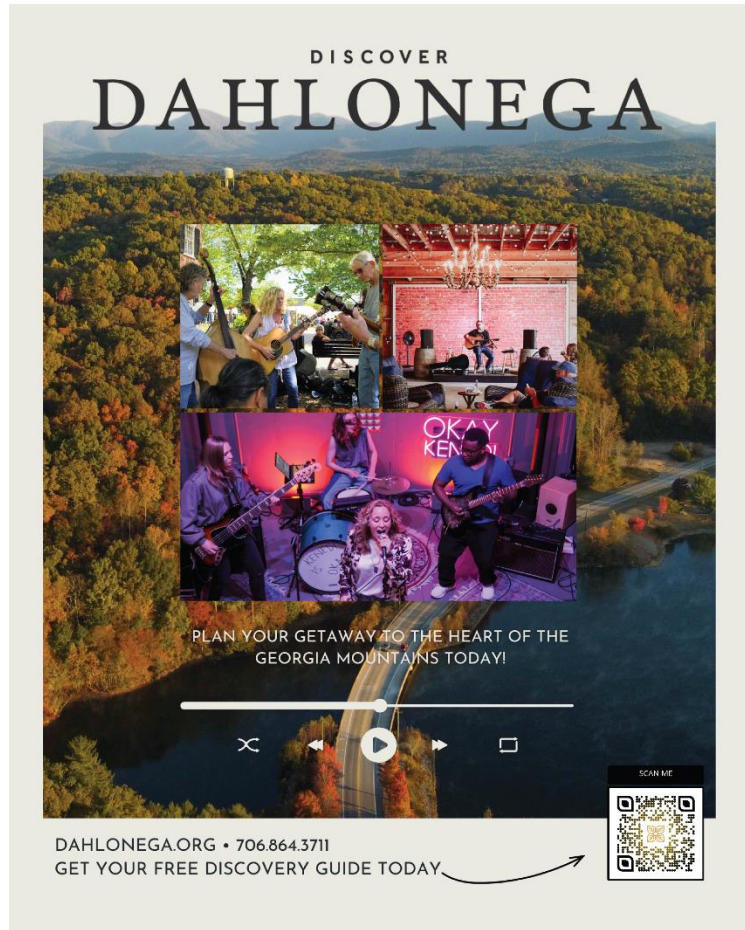
4. **Economic Impact Report from the State of Georgia**

- Georgia
 - \$79.7 Billion - Economic Impact in 2023
 - 463,483 Total Jobs Generated
 - \$5 Billion State & Local Taxes Generated
- Lumpkin County (**Appendix 4**)
 - \$106.1 Million- Economic Impact 2023 (10.1% growth from 2022)
 - 1,107 jobs supported (7.0% growth from 2022)
 - \$739.00 in tax savings for every household.

Appendix 1: Print Advertising

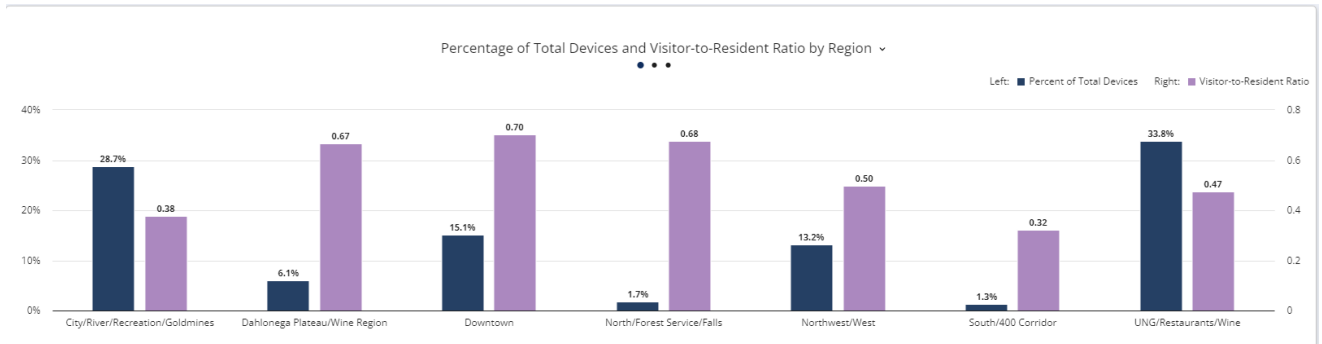
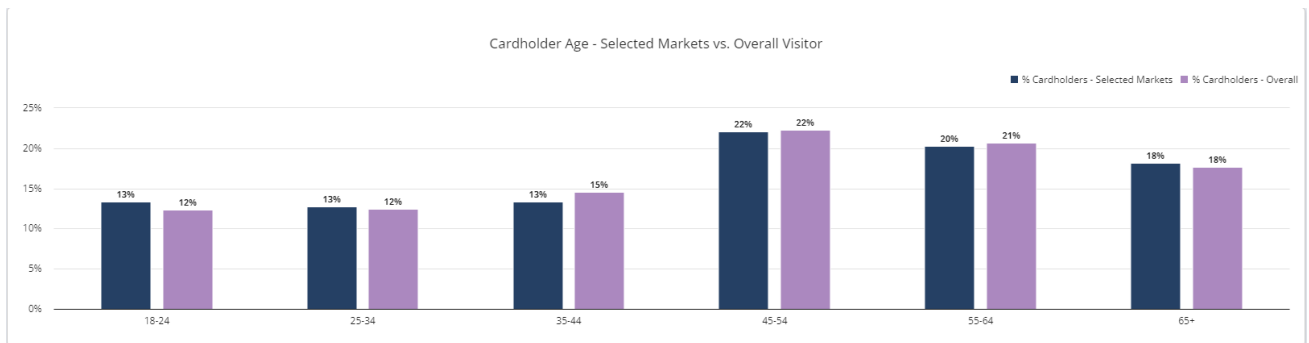
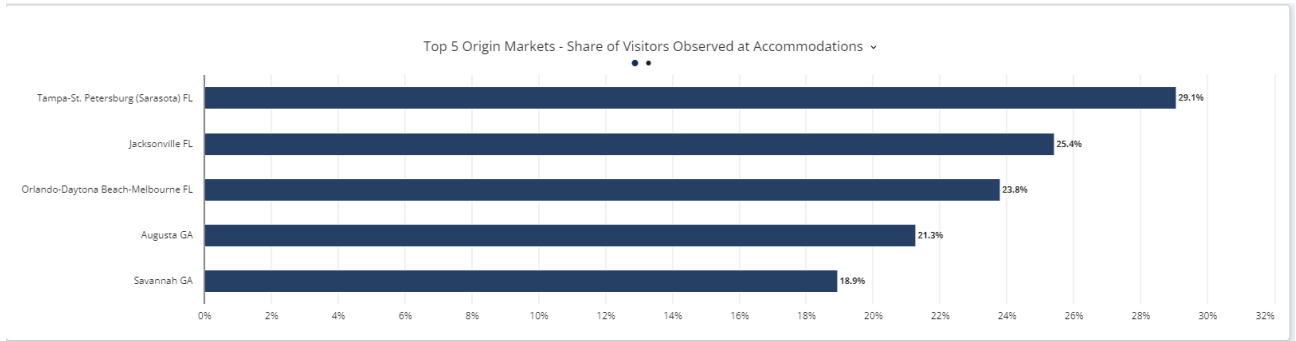


Local Palate Ad

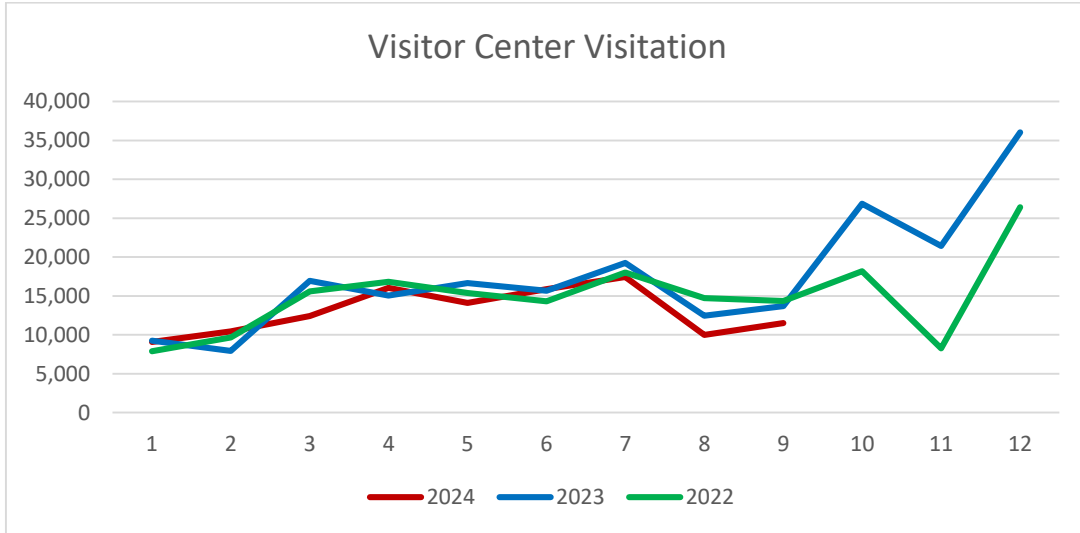


Oxford American Ad: Music Issue

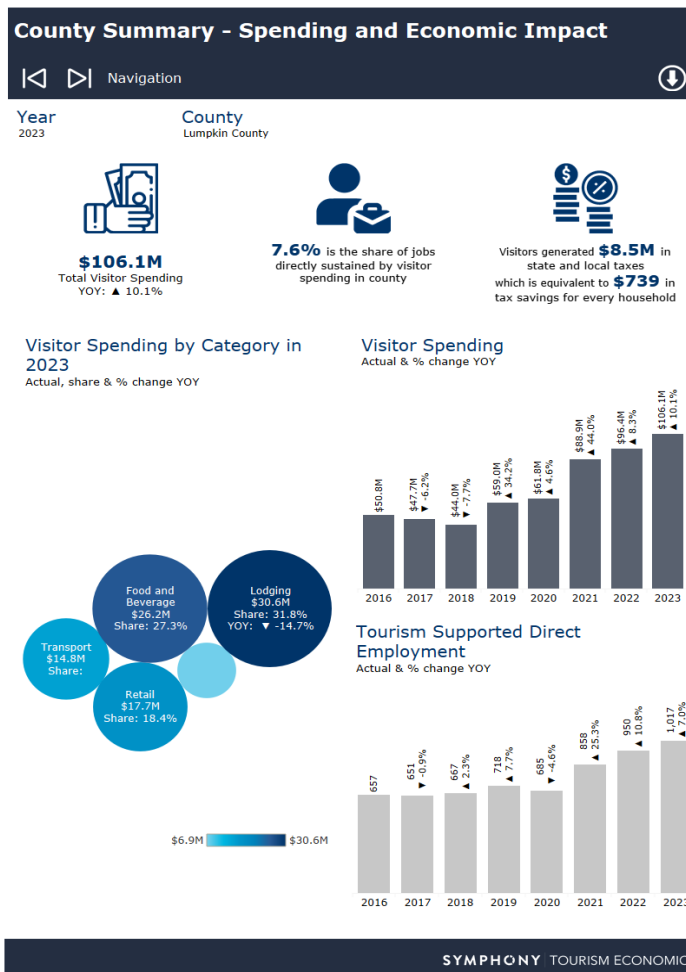
Appendix 2: Knowing our Guest (Quality vs Quantity)



Appendix 3: Visitor Center



Appendix 4: Economic Impact Numbers for Lumpkin County





City Council Agenda Memo

DATE: 10/15/2024
TITLE: Agreement for Tourism Development Services – 2025
PRESENTED BY: Allison Martin, City Manager
PRIORITY: Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Agreement for Tourism Development Services – 2025

HISTORY/PAST ACTION

The City contracted with the newly created Convention and Visitor's Bureau (CVB) this current year for tourism development services. The city staff recommend contracting again with the CVB and have incorporated the request of the CVB to move from a set dollar amount each month to a percentage of proceeds less the city's statutorily allowed administration fee of 3%.

FINANCIAL IMPACT

The proceeds have a legal statute regarding the distribution of funds. This is an authorized use and is included in our operating budget.

RECOMMENDATION

It is the recommendation of staff to approve the contract as submitted.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

Draft contract

AGREEMENT FOR TOURISM DEVELOPMENT SERVICES

This Agreement entered into as of _____, 2024, by and between the City of Dahlonega, a Georgia Municipal Corporation, (the “City”), and the Dahlonega-Lumpkin County Convention and Visitors Bureau, Inc., a private sector nonprofit 501(c)(6) corporation under the laws of Georgia (the “CVB”) is as follows:

WHEREAS, the City may expend funds subject to the following limitations:

Notwithstanding the provisions of paragraph (1) of this subsection, a municipality...may levy a tax under this code section at a rate of 5 percent. A municipality...levying a tax pursuant to this paragraph shall expend (in each fiscal year during which the tax is collected under this paragraph) an amount equal to the amount by which the total taxes collected under this Code section exceed the taxes which would be collected at a rate of 3 percent for the purpose of (a) promoting tourism, conventions, and trade shows; ... Amounts so expended shall be expended only through a contract or contracts with... a private sector nonprofit organization, or through a contract or contracts with some combination of such entities, except that amounts expended for purposes (C) and (D) may be so expended in any otherwise lawful manner.

O.C.G.A. 48-13-51(a)(3).

WHEREAS, the City may expend funds for promoting tourism; and

WHEREAS, such expenditures are permissible pursuant to a contract with a private sector nonprofit organization; and

WHEREAS, the CVB is a private sector nonprofit organization exempt from income tax under IRC 501(c)(6) which is willing and authorized to expend such funds for the purpose of promoting tourism in Dahlonega, Georgia as provided by law; and

NOW, THEREFORE, in consideration of the premises herein, the parties agree as follows:

1) **Compensation and related details.**

- i. During the term of this Agreement, the City agrees to provide in consideration for the services rendered certain restricted funds to be derived from the proceeds of the hotel-motel tax. The monthly sum provided shall be 43.75% of the proceeds received for the prior month. The term proceeds as referenced in this paragraph shall be certain funds collected from the levy of the hotel-motel tax by the City less the City’s administrative fee of 3% of the funds collected, and the term restricted shall mean the funds shall be used exclusively for Tourism, Convention and Trade Show purposes as same are used in Title 48 Chapter 13 Article 3 of the Georgia Code.
- ii. The CVB shall, in consideration of the tax funds referenced above, provide bi-monthly financial reports to the City by the 30th day of each calendar month following a board meeting in a form mutually agreeable to both the CVB and the

City. These reports will be used by the City in part to ascertain the CVB's compliance with the terms of this Agreement and with O.C.G.A. Section 48-13-51(9)(A). The City may in its sole discretion require during the term of this Agreement additional financial information from the CVB, including specific receipts, copies of checks, deposits, and other similar items. The CVB shall also deliver a copy of its annual Form 990 and annual financial audit with findings and management comments as well as the QuickBooks documentation required by the City's designated auditors before the 180th day following the CVB fiscal year being audited.

- iii. By executing this Agreement, the CVB hereby affirms that it will use the funds received solely and exclusively in compliance with this Agreement and will further expend such funds in full compliance with the City ordinances and state laws. The CVB agrees to defend, indemnify, and hold harmless the City from and against all claims that arise therefrom, including reasonable attorney's fees and court costs of the City.
- iv. During the term of this contract and during each renewal term, if any, the CVB shall deliver its "cost allocation analysis" to the City of Dahlonega for the next succeeding contract year, including tourism budgets, advertising plans, and projected CVB budgets and such other information sufficient to the satisfaction of the City for it to adopt a budget plan specifying how the proceeds of such tax are to be expended. These efforts, and special CVB tourism promotions if any, shall be reviewed by the City as part of the City's budget process and may be amended at the discretion of the City in consultation with the CVB. The City may then determine and adopt a Tourism Development Services Contract budget plan to be made a part of the City budget plan. Special projects of the CVB, if any, including major renovations or multiyear elements of the work program, may then be identified and budgeted as part of the annual budget process with the City.

2) **Expenditure Solely for Promoting Tourism.** Tourism involves traveling to experience and learn about the places, attractions, and activities in the City of Dahlonega, Georgia. All hotel/motel tax sums received by the CVB from the City shall be expended for the purpose of promoting tourism within one year, and solely for the benefit of the City and only as follows:

- i. Promoting and stimulating tourism in Dahlonega to increase leisure visitor volume, overnight stays, visitor spending, and economic impact through the promotion and distribution of the City's travel products to the travel trade; and
- ii. Promoting conventions, events, and trade shows, which includes planning, conducting, or participating in programs of information and publicity designed to attract or advertise tourism, conventions, events, or trade shows; and
- iii. The promotion of recreational, cultural, historic, and natural resources of Dahlonega to attract both leisure and group visitors to Dahlonega;

Tourism promotion efforts must involve the following elements:

- i. The CVB will employ one full-time Executive Director to administer, initiate, and monitor all advertising/marketing campaigns for the City; and
 - ii. This employee will be expected to attend tourism training and be an active member in tourism organizations, regional trails, and heritage programs, that will help promote the City of Dahlonega as a leisure and group travel destination, convention and meeting location, and a cultural heritage center of the Northeast region, and to appear both quarterly and on request before the Mayor and the City Council at a public meeting to discuss the CVB's operation and finances.
 - iii. A staffed Welcome Center that will provide an outlet for promotional materials and a place to help with information about activities in Dahlonega and provide restroom facilities for the public. Hours of operation of the Welcome Center shall be approved by the City. It is expected that the traditional hours as follows shall be maintained: Hours of operation of the Welcome Center will be 10:00 a.m. – 5:00 p.m. Monday-Friday, 10:00 a.m. – 5:00 p.m. Saturday, and 10:00 a.m. – 5:00 p.m. on Sunday. The Welcome Center and public restrooms may be open longer during peak season(s) and weekends. Any reduction of these hours will need to be approved by the City.
- 3) **Audit Verification.** The CVB shall provide audit verification, as described below, to the City and demonstrate that the CVB uses the funds solely and exclusively for the purpose of promoting tourism in conformance with this Agreement. Reports are due 180 days following the end of the CVB's fiscal year. Failure to file the required report may compromise the CVB's status to receive grant funds.
 - a. The CVB shall provide a cost allocation schedule for overhead costs associated with the use of CVB facilities for tourism activities. The audit verification shall include a Line-item Detailed Expense Report to the City identifying and describing each item funded with hotel/motel tax revenues including all direct and indirect costs. Detailed invoices shall be retained in compliance with the City's retention schedule and will be available for review at the CVB offices. The City Clerk shall provide a copy of the retention policy upon request.
 - b. At the end of the fiscal year, the CVB shall internally perform this audit verification and provide to the City a Detailed Annual Report that conveys each item funded with hotel/motel tax. Every third year, the CVB shall hire an outside agency to perform a full audit in lieu of its annual internal review and submit the findings in a report to the City.
- 4) **Audits of Lodging Properties.** The City shall periodically perform unannounced audits of one, some, or all lodging properties in the City. These may be undertaken by an outside agency. Such lodging property audits shall be paid for from new tax funds collected

incident to the audit process or from hotel-motel tax collections, prorated between the CVB and the City based on the revenue sharing agreement in place at the time of payment not to exceed a cost of \$5,000.00 for the CVB's share.

- 5) **Use of Jointly Owned Facility.** The CVB occupies a building provided to it in part by the City. The CVB shall maintain insurance on the building's contents and liability insurance satisfactory to the City. A copy shall be furnished to the City together with a certificate of insurance at the time of execution of this contract and upon each renewal. The CVB shall pay all monthly routine operational bills including but not limited to electricity, internet, telephone and water. The CVB shall also provide paper supplies, hand soap and related items for proper operation of restrooms. The building may be inspected by the City at any time.
- i. In lieu of rent, the CVB shall perform all needed upkeep and maintenance of the interior of the building from Tourism and non-tourism monies based upon a functional analysis of the expense. Exterior maintenance and major repairs will be paid in equal thirds by the CVB, the City, and Lumpkin County. A contingency fund of no less than \$6,000 and no more than \$12,000 will be maintained by the CVB for this purpose. The CVB will obtain approval from the City and Lumpkin County prior to making any modifications to the building. Should a maintenance bill not be paid on time, or cited maintenance not be performed as suggested by the City's inspection within the time specified, the said bill will be paid by the City after consultation with the CVB. The amount of the bill or maintenance cost will be subtracted from the next available City hotel/motel revenue payment to the CVB. The value of the rent shall be reflected in the CVB's annual audit and Form 990.
- 6) **Notices.** All notices, requests, demands, or other communications required or permitted to be given hereunder shall be in writing and shall be addressed and delivered to each party at the addresses set forth below. Any such notice, request, demand, or other communication shall be considered given or delivered on the date of receipt. The rejection or other refusal to accept or inability to deliver because of a changed address of which proper notice was not given shall be deemed to be receipt of the notice, request, demand, or other communication. By giving prior written notice thereof, any party may from time to time and at any time change its address for notices hereunder. Legal counsel for the respective parties may send to the other party any notices, requests, demands, or other communications required or permitted to be given hereunder by such party.
- i. City of Dahlonega.
Attn: Allison Martin
465 Riley Road
Dahlonega, Georgia 30533
 - ii. Dahlonega-Lumpkin County Convention and Visitor's Bureau
Attn: Sam McDuffie
13 S Park Street
Dahlonega, GA 30533

- 7) **Term, Renewal and Termination.** The term of this contract shall commence on January 1, 2025 and end on December 31, 2025. This agreement shall automatically renew on the first day of the calendar year that immediately follows the current Agreement term. Either party may terminate the Agreement at the end of its annual term and bar automatic renewal by written notice to the opposing party's notice address listed in paragraph 6, provided such written notice is postmarked no later than sixty (60) days prior to the end of the current annual term.
- 8) **Assignment.** The parties hereto may not assign, sublet, or transfer their interest in and responsibilities under this agreement without the prior written approval of all parties hereto.
- 9) **Georgia Law.** It is the intention of the parties that the laws of Georgia shall govern the validity of this agreement, the construction of its terms, and the interpretation of the rights or duties of the parties.
- 10) **Severability.** In the event any provision or portion of this agreement is held by any court of competent jurisdiction to be invalid or unenforceable, such holdings shall not affect the remained hereof and the remaining provisions shall continue in full force and effect to the same extent as would have been the case had such invalid or unenforceable provision or portion had never been a part hereof.
- 11) **Reasonable Cooperation.** On and after the date of this agreement, both parties shall, at the request of the other, make, execute, and deliver or obtain and deliver all instruments and documents and shall do or cause to be done all such other things which either party may reasonably require to effectuate the provisions and intentions of this agreement.
- 12) **Time.** Time is and shall be of the essence under this agreement.
- 13) **Binding Authority.** The parties signing this agreement hereby state that they have the authority to bind the entity on whose behalf they are signing.
- 14) **Integration.** This agreement supersedes all prior discussions and agreements between the parties and contains the sole and entire understanding between the parties with respect to transactions contemplated by this agreement. This agreement shall not be modified or amended except by a written instrument executed by or on behalf of the parties in the same manner in which this agreement is executed. No course of action or waiver of rights hereunder shall constitute a waiver of such right or action.
- 15) **Compliance with Law, Responsibility for Transmission of Meeting Records.** By executing this Agreement, the CVB acknowledges it may be a contracted organization, receiving 33% or more of its total operating budget from hotel/motel tax, and if so, is subject to the Open Meetings Act (O.C.G.A. 50-15-1 et. Seq) and Open Records Act

(O.C.G.A. 50-18/70 et. Seq.). The CVB will provide the City a copy of Committee/Board meeting notices, agendas and supporting documents, and minutes from each and every meeting reflecting a report of the Convention and Visitor's Bureau activities and official actions taken by the governing body.

IN WITNESS WHEREOF, the parties have signed this Agreement under their hand and seal on the date set forth above.

CITY OF DAHLONEGA, GEORGIA

Acting by and through its Duly Elected
Mayor and City Council

By: _____
JoAnne Taylor

Title: Mayor _____

Date: _____

Attest: _____
City Clerk

DAHLONEGA-LUMPKIN COUNTY
CONVENTION AND VISITORS
BUREAU INC.

By: _____
Sam McDuffie

Title: Executive Director _____

Date: _____



City Council Agenda Memo

DATE: 10/16/2024
TITLE: Contract Renewal – Jarrard Water Services (JWS)
PRESENTED BY: Allison Martin, City Manager
PRIORITY: Strategic Priority - Effectively Manage Growth

AGENDA ITEM DESCRIPTION

Approval of a contract renewal over \$50,000.

HISTORY/PAST ACTION

Jarrard Water Services (John Jarrard’s company) has provided part-time consulting services to the water and wastewater departments of the City since January 1, 2020. A base one-year contract was extended in 2022 for another fiscal year in the amount of \$4,458 paid per month, or \$53,496.

FINANCIAL IMPACT

This contract is included in our FY25 budget – no additional impact. No additional staff was hired to replace John’s full-time position. The contract renewal is presented with a 3% increase to \$4,730 paid per month or \$56,760.

RECOMMENDATION

It is the recommendation of staff to approve the contract renewal. There is need for John’s continued work for the City. His expertise will be invaluable as we undertake an update to the water/sewer master plan, navigate continued federal and state mandates, and his ability to help cover employee absences is critical for ongoing operations.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

Contract renewal

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this “Agreement”) is made and entered into this _____ day of _____, 2024, to be effective October 1, 2024 (“Effective Date”), by and between the City of Dahlonega (“City”) and Jarrard Water Services, Inc., located at 12 Jarrard Drive, Dahlonega, Georgia 30533 (“Service Provider”).

WHEREAS, the City wishes to obtain the professional services of the Service Provider, and;

WHEREAS, the Service Provider has the knowledge, skill, and capability to perform such services for the City.

NOW THEREFORE, in consideration of the foregoing, the parties, intending to be legally bound, hereby agree to the following:

1. Services. The Service Provider is hereby retained by the City. The Service Provider agrees to provide the services set forth in Exhibit A attached hereto and incorporated herein by this reference (the “Services”).
2. Services Requirements. Service Provider agrees to use sound and professional principles and practices in accordance with normally accepted industry standards in rendering Services hereunder, and Service Provider further agrees that performance shall reflect the best professional knowledge, skill, and judgment of Service Provider. Service Provider shall furnish competent personnel for the fulfillment of its obligations. If the City deems Service Provider personnel unsatisfactory to perform Service due to a failure by such personnel to comply with the terms and conditions imposed on Service Provider as set forth herein, such personnel shall be removed immediately.
3. Payment. The City agrees to pay the Service Provider monthly at \$4,730, for Services completed in accordance with the terms of this Agreement. Service Provider shall not incur or charge the City any other fees or expenses without the prior written authorization of the City. Performance beyond the limitations set forth in this Agreement (either financial or time) shall be at the sole risk and responsibility of the Service Provider, and the City shall not be obligated to pay for Services exceeding the funding or contract period of this Agreement.

4. Insurance. Insurance requirements are specified in Exhibit A attached hereto.
5. Licenses. License requirements are specified in exhibit A attached hereto.
6. Term. The term of this Agreement shall commence on the Effective Date and expire at the end of the City's fiscal year (September 30), unless this Agreement is otherwise extended. Service Provider may terminate this agreement by providing thirty (30) days' written notice to the other party.
7. Restriction on Competing Activities. During the term of this Agreement and continuing during any renewal of this Agreement, Service Provider shall not engage in consulting and advisory services for any entities operating a water or wastewater system within twenty miles of the current City of Dahlonega water treatment plant without providing a minimum thirty days' notice to and obtaining the subsequent written consent of the City of Dahlonega. Excepted from this prohibition is the existing contract between the Service Provider and the U.S. Army installation commonly known as Camp Merrill or the Ranger Camp.
8. Annual Increase. Should there be no change to the Scope of Work, the Service Provider shall be entitled to an increase in the monthly rate for services provided in an amount not to exceed the percentage of funds set aside to provide compensation increases to City employees in the Fiscal Year the contract, or extension, is in force.
9. Entire Agreement. This Agreement, including the exhibit attached hereto, represents the entire agreement between the parties hereto and supersedes all prior and contemporaneous written or oral agreements and all other communications between the parties relating to these Services to be rendered hereunder. Any additional, deletions or modifications shall not be binding on either party unless accepted and approved in writing by duly authorized representatives of both parties. In the event of any contradictory provisions between this agreement and the terms of any Exhibit hereto or any purchase order or other documents issued by the City or Service Provider in connection herewith, the terms set forth in the body of this Agreement shall prevail.
10. Severability. The provisions of this Agreement shall be deemed severable, and if any portion shall be held invalid, illegal, or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties, unless to do so would clearly violate the present legal and valid intention of the parties hereto.

[EXECUTION ON FOLLOWING PAGE]

IN WITNESS WHEREOF, this Professional Services Agreement has been duly executed by the authorized representatives of the parties hereto as of the date first set forth above.

THE CITY OF DAHLONEGA

By: _____
Name: Allison Martin
Title: City Manager

JARRARD WATER SERVICES, INC.

By: _____
Name: John A. Jarrard
Title: CFO, CEO & Secretary

APPROVED AS TO FORM:

REVIEWED BY:

By: _____
Name: J. Douglas Parks
Title: City Attorney

By: _____
Name: JoAnne Taylor
Title: Mayor

EXHIBIT A SERVICES

1. Scope of Services

- Provide management services to the City as to City departments numbered 32, 35, 37, and 38, for the existing water and wastewater plant operations.
- Provide a biweekly status review of the plant operations.
- Provide project management services for new capital improvements and repairs of existing facilities.
- Provide onsite training for supervisors and operators.
- Collect historic operations data, plant drawings, and previous reports and correspondence.
- Generate Meeting Agenda documentation for City elected officials and staff and prepare government reporting documents.
- Meet with City staff to discuss and agree to the projected demands and to identify the City's desire to plan for growth including additional "reserve capacity" to facilitate other unspecified further growth.
- Conduct on-site meetings to gather additional information and review how the plant is currently operated and make recommendations on how to improve efficiency with either operational changes and renovations or with new improvements.

2. Insurance Requirements:

- General Liability (\$1,000,000 Minimum per accident)
- Professional Errors and Omissions (\$1,000,000 minimum per accident)
- Automotive (\$100,000 minimum)
- Worker's Compensation (\$500,000) if required. Owner of JWS not covered under Worker's Compensation.

3. License Requirements:

- Georgia Class 1 Water Treatment License
- Georgia Class 1 Wastewater Treatment License
- Georgia Driver's License (Class "C" minimum requirement)



City Council Agenda Memo

DATE: 10/18/2024
TITLE: Water/Sewer Master Plan Update – Proposal Discussion
PRESENTED BY: Allison Martin, City Manager
PRIORITY: Strategic Priority - Infrastructure

AGENDA ITEM DESCRIPTION

Water/Sewer Master Plan Update – Proposal Discussion

HISTORY/PAST ACTION

The city's current water/sewer master plan is 18 years old. Master plans should be updated every five years to remain current with state and regional plans and to incorporate new mandates and regulations. City staff evaluated qualified firms who could perform this needed task for the city. After reviewing proposals and interviewing firms, the selection committee chose Hazen and Sawyer based on their listing of similar work and product samples. The selection committee next worked with Hazen to refine the scope of work and discuss existing data with Hazen so a financial proposal could be developed. That is attached for review. Hazen proposes a two-phase approach. To remain within our budget, city staff recommends further refining the work and spreading it out over three years. This approach preserves our budget, helps staff better budget for time management of the project while accomplishing other tasks, and still allows us to have a master plan completed before our next permitting cycles. This is the best possible situation for the rate payers and city staff.

FINANCIAL IMPACT

If we use the approach requested by staff, there will be no adverse impact to the budget.

RECOMMENDATION

It is the recommendation of staff to refine the financial proposal, enter into an agreement with Hazen for the work over a multi-year period.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

Proposal and Schedule

October 9, 2024

Mak Yari, PE
Special Projects Coordinator
City of Dahlonega
465 Riley Road
Dahlonega, GA, 30533

Re: Water and Wastewater Master Plan Update – Phase 1

Dear Mak:

As requested, Hazen and Sawyer (Hazen) is pleased to submit the following letter proposal to assist the City of Dahlonega (City) develop updates to its Water and Wastewater Master Plan.

Project Understanding

The City is committed to enhancing its water and wastewater infrastructure to support future growth and ensure system reliability. By updating its master plan, the City aims to implement efficient, cost-effective strategies for expansion and improvement of its water and wastewater systems. As a part of this update, the City seeks to develop a strategic methodology for regular Master Plan updates every five years, ensuring long-term sustainability and adaptability.

Scope of Work

The Master Plan update will be performed in two phases. Phase 1 includes foundational work needed to update the master plan as well as identification of immediate system needs. A future Phase 2 includes potential tasks related to long-range planning and system enhancements. It is anticipated that Phase 2 will be further refined based on findings from Phase 1 and that the final scope and budget for Phase 2 will be provided after Phase 1 is completed.

Phase 1 – Foundational Work and Immediate Needs

- Task 1A Project Kickoff and Data Discovery
- Task 1B Data Gap Analysis
- Task 1C Water and Wastewater Demand Projections
- Task 1D Water Treatment Plant Evaluation
- Task 1E Wastewater Treatment Plant Evaluation
- Task 1F Water Model Update and Evaluation
- Task 1G Collection System Preliminary Evaluation
- Task 1H Capital Replacement Needs Assessment
- Task 1I Raw Water Supply Evaluation

Task 1J Preliminary Projects List
Task 1K Master Plan Report

Phase 2 – Long-Term Planning and System Enhancements

The following are potential tasks that may be completed under a future phase of the Master Plan update:

- Raw Water Alternatives Analysis
- Sewer Model Refinement and Collection System Improvement Update
- Asset Management Implementation Roadmap
- Master Plan Report Update
- Digital Master Plan

Throughout all tasks, Hazen will manage the project, including coordination, scheduling, and communication to ensure project milestones are met. Hazen follows a collaborative approach ensuring seamless coordination, quality control, and budget management from inception through to completion. As part of project management, Hazen will:

- Submit monthly reports to the City, including schedule updates and invoicing, while maintaining active involvement in all client communications to ensure transparency on overall project progress.
- Conduct recurring monthly check-ins (remote or in person).
- Conduct QA/QC for each deliverable.
- Manage and organize Hazen’s digital site to share Master Plan Update electronic deliverables with the City.

Phase 1 – Foundational Work and Immediate Needs

Task 1A – Project Kickoff and Data Discovery

Hazen will initiate the Master Plan Update by conducting a Kickoff Meeting with the City staff and other key stakeholders to discuss project objectives, scope, schedule, and responsibilities. Prior to this meeting, Hazen will submit a data request to the City. As part of this task, Hazen will:

- a) Collect and review existing documentation, maps, and system data.
- b) Establish data management protocols – such as main points of contact and secure methods to share electronic data.

Meetings

- Kickoff Meeting

Deliverables

- Meeting agenda, presentation slide deck, and meeting summary
- Data request

Task 1B – Data Gap Analysis

Hazen will perform a comprehensive review of the submitted data to identify any missing or incomplete information necessary for the Master Plan Update. As part of this task, Hazen will:

- a) Identify missing or incomplete data critical for analysis.
- b) Develop strategies to obtain the necessary information, including potential field data collection or further coordination with City staff.

Hazen will meet with the City to review the data gap analysis findings. Hazen and the City will determine what additional information is critical for the Master Plan Update and what information should be reserved for future efforts.

Meetings

- Data Gap Review Meeting

Deliverables

- Meeting agenda, presentation slide deck (including summary of data gap findings), and meeting summary

Task 1C – Water and Wastewater Demand Projections

Hazen will develop water and wastewater demand projections for a 50-year time horizon by leveraging a combination of existing state-level plans, historical data, known developments, and GIS analysis to help ensure a comprehensive demand projection forecast. This task will help the City's align its long-term infrastructure planning with expected growth and system demands. As a part of this task, Hazen will:

- a) Use projections from the 2023 Coosa-North Georgia Regional Water Plan as a baseline, incorporating population data from the Governor's Office of Planning and Budget (OPB).
 - The Coosa Plan goes to 2060. To reach a 50-year time horizon, Hazen will extrapolate a trendline based on the projected curve to estimate 2075.
- b) Develop projections for the following future years:
 - For Capital Planning (five year intervals up to 2045)
 - For Raw Supply: (up to 2075)

- c) Validate baseline projections by comparing gallons per capita per day (GPCD), water production data from the City's historical records, and known water and wastewater treatment plant expansion plans against regional plan projections to help ensure accuracy and capacity alignment.
- d) Refine projections using GIS analysis of known developments, planned annexations, and land use data to generate a hybrid forecast, allowing for precise allocation of future demand in the service area (as defined by HB 489).
- e) Generate demand forecast bands to account for potential reductions in non-revenue water and the impact of water conservation measures on future demand.

Hazen will coordinate with the City to identify known developments and planned annexations to include in the demand projections. Additionally, projected water demands from Lumpkin County Water & Sewerage Authority (LCWSA) will be incorporated into the projections. A review meeting will be held with the City to discuss the demand projections developed in this task.

Meetings

- Demand Projections Review Meeting

Deliverables

- Meeting agenda, presentation slide deck (including summary of demand projections), and meeting summary

Task 1D – Water Treatment Plant Evaluation

Hazen will evaluate the performance of existing unit processes and major equipment at the City's water treatment plant (WTP) through discussions with plant staff and a review of historical plant data. The treatment capacity will be reviewed by developing an understanding of existing plant flows relative to future flow projections developed in Task 1C. As part of this task, Hazen will:

- a) Collect, review, analyze, and summarize historical raw water, finished water, and distribution system water quality data for the past five years.
- b) Conduct a site visit to interview operations staff to fully understand existing plant operations, issues, limitations, and operational preferences. A process, structural, electrical, and I&C engineer will attend this visit to make visual observations of existing conditions. Field testing of equipment and other physical testing (e.g., structural concrete coring) will not be performed.
- c) Summarize existing unit processes and major equipment, including information provided by the City regarding any areas of concern.
- d) Evaluate the implications of transitioning the WTP from part-time to full-time operations by comparing the City's current operations with similarly sized utilities. Assess staffing requirements, including the need for additional certified operators, and estimate the associated operational costs over the 20-year planning horizon (based on existing operational costs provided by the City).

- e) Evaluate each unit process to determine treatment capacity and the ability to meet existing regulations. The City's desire to develop other finished water treatment goals (i.e. more stringent than regulated levels) will be discussed in this task's workshop and documented in the Master Plan Report.
- f) Identify treatment processes that may be needed due to potential future changes in source water quality or future regulations. Options considered will include the possible need to add flocculation/sedimentation basins upstream of the membrane filtration system in the future (stub outs were provided in the original design) or other advanced treatment processes.
- g) Review sludge management practices of sending sludge from the WTP to the WWTP. Develop recommendations for potential changes to existing practices.
- h) Develop a process flow diagram of the existing WTP.
- i) Estimate the timeline for future expansions to the WTP based on projected demands.

A workshop will be held with the City to review the results of the evaluations performed and discuss the recommended short- and long-term improvements.

Meetings

- Site Visit (interview plant staff)
- WTP Evaluation Workshop

Deliverables

- Meeting agenda, presentation slide deck (including summary of evaluations performed and recommended improvements), and meeting summary
- WTP process flow diagram

Task 1E – Wastewater Treatment Plant Evaluation

Hazen will evaluate the performance of existing unit processes and major equipment at the City's wastewater treatment plant (WWTP) through discussions with plant staff and a review of historical plant data. The treatment capacity will be reviewed by developing an understanding of existing plant flows/loads relative to future flow projections developed in Task 1C. As part of this task, Hazen will:

- a) Collect, review, analyze, and summarize historical influent, effluent, solids handling, and plant operational data for the past five years.
- b) Prepare mass balances to check plant loadings and solids production values. The mass balances will be developed in Excel spreadsheet format, which can be transferred to the City plant staff for their future use in tracking plant operations.
- c) Conduct a site visit to interview operations staff to fully understand existing plant operations, issues, limitations, and operational preferences. A process, structural, electrical, and I&C

engineer will attend this visit to make visual observations of existing conditions. Field testing of equipment and other physical testing (e.g., structural concrete coring) will not be performed.

- d) Summarize existing unit processes and major equipment, including information provided by the City regarding any areas of concern.
- e) Evaluate the implications of transitioning the WWTP from part-time to full-time operations by comparing the City's current operations with similarly sized utilities. Assess staffing requirements, including the need for additional certified operators, and estimate the associated operational costs over the 20-year planning horizon (based on existing operational costs provided by the City).
- f) Evaluate each unit process on the liquid treatment and solids treatment trains to determine treatment capacity and identify limitations in meeting current and potential future effluent limits based on projected future influent flows (future influent loads will be assumed to be similar to existing loads).
- g) Assess the ability to comply with total maximum daily loads (TMDLs) for phosphorus and nitrogen (existing and future anticipated limits). Develop a trigger-based action plan for achieving potential lower limits identifying the potential types of treatment processes that may be needed.
- h) Review sludge management practices at the WWTP, including the current practice of receiving sludge from the WTP. Develop recommendations for potential changes to existing practices.
- i) Evaluate the need for additional equalization to manage future influent flows (City will provide capacity for the EQ tank currently being designed).
- j) Develop a process flow diagram of the existing WWTP.
- k) Estimate the timeline for future expansions to the WWTP based on projected demands. If the existing site does not have space to accommodate additional infrastructure needed for a plant expansion, Hazen will consider the following options:
 - Implementation of a densified activated sludge (DAS) system to achieve more capacity within the existing sequencing batch reactors (SBRs).
 - Construction of a new WWTP.
 - Partnering with LCWSA.

Advantages and disadvantages of each option will be summarized along with a high-level comparison of costs.

A workshop will be held with the City to review the results of the evaluations performed and discuss the recommended short- and long-term improvements.

Meetings

- Site Visit (interview plant staff)

- WWTP Evaluation Workshop

Deliverables

- Meeting agenda, presentation slide deck (including summary of evaluations performed and recommended improvements), and meeting summary
- WWTP process flow diagram

Task 1F – Water Model Update and Evaluation

Hazen will update and validate the existing water distribution system hydraulic model to reflect current conditions and prepare it for future scenario analysis over a 20-year planning horizon. This task will focus on aligning the model with current system performance, enabling projections for future growth, and conducting a comprehensive evaluation of the distribution system to identify areas for improvement and operational efficiencies. A key component of this task will be the thorough review and integration of findings from the August 2020 study performed by Wiedeman and Singleton, Inc. (W&S). Hazen will obtain, update, and utilize the hydraulic model generated and maintained by W&S. As part of this task, Hazen will:

- a) Conduct a site visit to interview WTP and distribution staff to understand system operations, collect SCADA data, gather relevant operational insights, and review the operational status of pressure reducing valves (PRVs), including their locations and conditions.
- b) Establish levels of service (LOS) goals (including developing and recommending appropriate system operational standards such as pressures, flow rates, fire flows, storage requirements, pumping capacity, tank operations, velocity/head loss within transmission mains, and model validation criteria) to serve as a basis for evaluating system performance. Hazen will help the City develop the LOS standards based on prior experience and industry guidelines as needed.
- c) Allocate demands based on customer addresses and update model consumption data. Customer data requests will be submitted with advanced notice to City staff, as gathering the needed information may take time.
- d) Update the hydraulic model using the most recent GIS data and the hydraulic model originally developed by W&S to ensure all system components are accurately represented.
- e) Validate the model by comparing it to SCADA data to confirm the accuracy of system operations, demands, flows, pressures, and tank levels.
 - If SCADA time-series data (WTP flow, pressure, tank levels) is available, Hazen will validate the model against a 72-hour period. Model results will be compared against SCADA by using appropriate validation targets (i.e. model-predicted versus historic flows within 10%).
 - Validate model diurnal patterns for residential, industrial, and school usage patterns against a system-wide diurnal pattern derived from SCADA data.

- Develop future scenarios for water demand projections, including future growth, over the 20-year planning horizon.

Once the model is updated and validated, Hazen will conduct a detailed evaluation of the water distribution system to identify deficiencies and operational improvements. This will include:

- f) Evaluate a second interconnection with LCWSA to enhance redundancy and expand system capacity.
- g) Conduct a deficiency evaluation to identify current system weaknesses, including capacity limitations, fire flow concerns, pressure management issues, and operational storage capacity needs versus existing. Investigate how hourly operational modifications at the WTP may affect storage capacity needs. Focus on reducing non-revenue water, water loss, and improving overall efficiency.
- h) Evaluate operational improvements, such as modifying pressure zones, optimizing storage and pumping operations, and balancing supply with demand to ensure long-term system resilience. Provide a detailed evaluation and recommendations on the establishment and maintenance of existing pressure zones.
- i) Assess fire flow and storage volume needs, including recommendations for system enhancements such as storage tanks, booster pump stations (BPSs), and the hydraulic grade maintained by the WTP with these new improvements.
- j) Based upon input from the City staff, review the operational status of PRVs—locations, conditions, and settings—in accordance with the pressure zone evaluations.
- k) Evaluate the practical and economic distribution of finished water to satisfy future demands, specifically focusing on strategies to reduce non-revenue water within the distribution system.

Meetings

- **Operations Site Visit:** Hazen will interview WTP and distribution staff and collect available SCADA data.
- **Model Update Review Meeting:** Hazen will meet with the City to review the updated model and ensure that the allocated demands and SCADA validation align with operational experience.
- **Water Distribution Deficiencies Workshop:** Hazen will meet with the City to review findings from the deficiencies evaluation and discuss potential operational improvements.
- **Water Distribution Recommendations Workshop:** Hazen will hold a workshop with the City to review and prioritize recommendations for system enhancements including the evaluation of the LCWSA interconnection and finalize capital projects.

Deliverables

- Updated and validated hydraulic water distribution system model

- Meeting agendas, presentation slide decks (including summary of the topics covered in each meeting), and meeting summaries

Task 1G – Collection System Preliminary Evaluation

In Phase 1 of this Master Plan update, Hazen will utilize available data to develop a “simplified” model for the sewer collection system using a Hazen-developed sewer modeling tool that can be used as a foundation to develop a more complete model in the future as the model use increases. As part of this task, Hazen will:

- a) Create a simplified model of the sewer system for capacity analysis and planning.
 - Hazen will develop the model pipeline network based on available data. For missing invert data (if no as-built drawings available), Hazen will infer the pipe inverts based on ground elevation topography (using GIS data) for gravity mains. Engineer judgments will be applied for assumptions, including pipe slopes and manhole depths. The inferred data will be flagged in the model for easy update in the future, and the impact from the inferred data on the capacity results will be clearly documented.
 - Hazen will utilize the historical flow monitoring data from the City’s 2019 Inflow and Infiltration (I&I) study to generate flow inputs in the sewer model.
 - Hazen will interview City staff to include system operational details in the model.
 - As part of the model development effort, Hazen will conduct a brief evaluation and categorization of lift stations (i.e. based on size and service area).
- b) Validate the model with historical flow monitoring data at major sewer branches. The historical flow monitoring data from 2019 I&I study will be reviewed and used to validate the model results at the monitored locations for both dry and wet weather flow. By validating the model-predicted flow at those locations, the simplified model will provide the City with a fairly reasonable prediction of flow rates through its trunk lines. Hazen understands that the 2019 I&I study flow monitoring was done during the dry months with low ground water infiltration, will adjust the model wet weather flow parameters to mitigate the risk of underpredicted RDII.
- c) Conduct capacity assessment to identify potential capacity deficiency with existing system. (within limits of the desktop analysis and historical flow monitoring data). Hazen will work with the City to develop system performance criteria/LOS including criteria for gravity main surcharge, pump capacity, and design storm for wet weather flow prediction. Based on the agreed LOS (i.e., no surcharge during peak flow etc.), Hazen will use the validated model to identify potential capacity restriction with the existing system. As part of this task, Hazen will review and determine an updated number of water customers being served by the sanitary and other components in the overall system, and how the additional flow will affect the system performance. Hazen will also review the 2019 I&I study findings and evaluate the potential rainfall derived inflow and infiltration (RDII) impact on capacity for the monitored areas.

- d) Generate preliminary projects (including future flows with 20-year horizon). Hazen will evaluate alternatives to solve the identified capacity deficiencies from the capacity assessment and recommend improvement projects. The alternative will consider scenarios to assist collection system capacity/expansion management in the North Georgia foothills/mountains effectively and efficiently while managing proliferation of new lift stations. To assist the City in properly interpreting the uncertainties related to the recommendations and to prioritize the future model-refinement efforts, Hazen will document the impact the assumptions have on the outcomes of the simplified collection system model.
- e) Provide recommendations to refine the model accuracy in Phase 2, including field survey and flow monitoring at critical locations based on the model validation and capacity assessment results.

Hazen will meet with the City to review the model and assumptions and ensure that the validation results align with operational experience. A workshop will also be held with the City to discuss the preliminary capacity results.

Meetings

- Operation Site Visit (interview WWTP and collection system staff)
- Model Review Meeting
- Preliminary Capacity Assessment and System Improvement Recommendation Workshop

Deliverables

- Sewer Collection System Simplified Model files
- Meeting agendas, presentation slide decks (including preliminary capacity assessment results and system improvement recommendations), maps developed as a part of this task (service area per distinct watersheds/basins and existing and future new subbasins within the service area), and meeting summaries.
- Recommendations for field survey and further flow monitoring locations to be performed in Phase 2

Task 1H – Capital Replacement Needs Assessment

Hazen recommends a Capital Replacement Needs Assessment to help the City understand the extent of replacement needs across the full portfolio of its water and sewer assets. Based on initial discussions, maintaining and replacing existing assets is a top priority for the City, with some anticipated growth that will include the construction of new infrastructure. Therefore, a primary focus will be on preserving current infrastructure rather than on new development. This assessment will help identify immediate "quick win" projects for a Capital Improvement Plan (CIP) and lay the groundwork for a more advanced asset management strategy in the future. As part of this task, Hazen will:

- a) Review available asset condition data including age, material, historical breaks, and known issues identified by City staff to develop a high-level determination of the condition and replacement needs for water distribution and sewer collection systems.
- b) In combination with Task 1B – Data Gap Analysis, Hazen will review the available asset data and recommend attributes by asset categories. Future data collection recommendations will enable the City to organize, track, and prioritize maintenance and replacement activities based on asset criticality and condition.
- c) Based on the high-level determination of replacement needs, Hazen will identify high-level recommendations and costs for system replacement targets and include them as part of the Task 1J – Preliminary Projects List.

Meetings

- Capital Replacement Needs Assessment Review Meeting

Deliverables

- Capital replacement recommendations will be included as part of Task 1J – Task 1J – Preliminary Projects List

Task 1I – Raw Water Supply Evaluation

Hazen will evaluate the City's current raw water source and assess the system's ability to meet future demands by conducting a safe yield analysis for the City's internal use (up to 50 years out). As part of the raw water source evaluation, Hazen will meet with the City to determine the observed operation of the existing raw water intake and whether there has been any noticeable buildup of silt within the reservoir.

Hazen will utilize the Georgia Environmental Protection Division's (GA EPD) Basin Environmental Assessment Models (BEAM) developed by Hazen in OASIS (a surface water modeling program) to complete the safe yield analysis. The models are used by GA EPD to evaluate all permitted surface water withdrawals and discharges across the state; the ACF BEAM model will be used for this analysis, as the City's water system (including Yahoola Creek Reservoir and the associated withdrawal [GA EPD Withdrawal: GA0026077]) is part of the Apalachicola-Chattahoochee-Flint (ACF) River Basin.

There is limited sediment sampling data for Yahoola Creek Reservoir. Though an extensive bathymetric survey is beyond the scope of this task, Hazen will utilize the existing data to estimate a standard sediment loading rate to include in this analysis.

As a part of this task, Hazen will:

- a) Assess current raw water sources, including reservoir and surface water intake, and their capacities to meet both current and future demand.

- b) Examine the City's reservoir management plan previously submitted to GA EPD, evaluating its impact on raw water supply, potential regulatory hurdles, and future water resource planning.
- c) Calculate an in-house safe yield for the City's water supply using advanced modeling techniques to help predict available capacity under varying conditions.

Hazen will meet with the City to discuss the results of the raw water supply assessment and safe yield calculations.

Meetings

- Raw Water Assessment Review Meeting

Deliverables

- Meeting agenda, presentation slide deck (summary of current capacities and safe yield calculations), and meeting summary

Task 1J – Preliminary Projects List

Hazen will develop a prioritized list of projects based on the assessments of the City's water and wastewater systems, focusing on immediate needs and critical system issues. This task will serve as an initial roadmap for addressing critical infrastructure improvements. Hazen will:

- a) Compile a list of prioritized projects that address critical system issues deficiencies, operational challenges, and regulatory compliance issues identified during the evaluation phase.
- b) Provide high-level cost estimates (AACE Class 5) for each project to assist the City in understanding potential financial commitments and prioritizing based on available budget.
- c) Provide details (e.g., project drivers, priorities) for recommended projects to address short-term operational improvements and long-term resiliency, incorporating recommendations from Phase 1 tasks such as the water distribution system, wastewater collection system, and treatment plant evaluations. Additional evaluation of raw water supply options (identified under Task 1I) will be addressed in Phase 2.

Hazen will meet with the City to review the preliminary projects list, discussing prioritization, estimated costs, and any additional considerations for future planning.

Meetings

- Projects Phasing Workshop

Deliverables

- Meeting agenda, presentation slide deck (including a preliminary projects list), and meeting summary

Task 1K – Master Plan Report

Hazen will develop a Master Plan Report that consolidates all findings, analyses, and recommendations from the Phase 1 tasks. The report will serve as the foundation for the City’s long-term infrastructure planning and provide a clear roadmap for implementation. Hazen will:

- a) Compile all data, assessments, and project recommendations from the Phase 1 evaluations, including water distribution system, wastewater collection system, treatment plants, and repair and replacement needs.
- b) Present the prioritized list of projects, along with high-level cost estimates (AACE Class 5) and implementation timelines.
- c) Provide recommendations for long-term operational improvements, system resiliency strategies, and capital improvement projects.
- d) Outline a framework for updating the Master Plan every five years, ensuring ongoing adaptability to growth and changing regulations.

Hazen will meet with the City to present the draft Master Plan Report, discussing key findings, project priorities, and long-term planning strategies. A final Master Plan Report will be prepared based on comments received from the City.

In addition to the Master Plan Report, Hazen will provide a Basic Digital Master Plan tool. This tool will allow the City to more easily access and view the CIP’s data, including project priorities, cost projections, and implementation timelines, without the ability to adjust phasing or change project orders directly within the tool. While offering limited functionality, this read-only option will make the Capital Plan more accessible but at a lower implementation cost compared to a more customizable Digital Master Plan that may be developed in Phase 2.

Hazen will work with the City to determine the best-fit platform (e.g., ESRI ArcGIS Dashboards, Microsoft PowerBI) as part of the Basic Digital Master Plan. If the City is unable to self-host, Hazen can host and provide Hazen credentials to the City for access (at no additional cost).

Meetings

- Draft Master Plan Report Review Meeting
- Basic Digital Master Plan Demonstration Meeting

Deliverables

- Meeting agendas, presentation slide decks (including summary of the topics covered in each meeting), and meeting summaries
- Master Plan Report
- Basic Digital Master Plan

Assumptions

Population and Water Demand Projections

- Population projections beyond what is available in the Coosa-North Georgia Regional Water Plan (which provide projections to 2060) will be based on an extrapolation of the 35-year projections available within this report.

WTP and WWTP Evaluations

- A process model of the WWTP will not be developed.
- Future influent loads to the WWTP are assumed to be similar to existing influent loads (mg/L basis).
- Identification of a new site for construction of a new WTP or WWTP, if needed, is not part of the scope of this study.
- Year 2045 is the maximum planning year for evaluation of future improvements to the WTP and WWTP.
- The estimated capital cost for future expansions to the WTP and WWTP will be on a dollar per gallon basis for planning purposes.
- Historical WTP and WWTP data will be provided by the City in electronic format (e.g., Microsoft Excel).
- A hydraulic analysis of the existing WTP and WWTP will not be performed.
- A detailed evaluation to select future potential treatment processes for the WTP and WWTP will not be performed as part of the master plan. Detailed layouts of future WTP or WWTP treatment processes will not be developed.
- The City will provide terms of existing or potential contract agreements for LCWSA's wholesale purchase of drinking water from the City or for the City to potentially send wastewater to LCWSA for treatment.

Water and Sewer Models

- Water distribution field monitoring will not be performed (such as additional flow/pressure monitoring, fire flow tests, hydraulic grade line tests).
- A sewer field survey and flow monitoring will not be performed in Phase 1. A sewer field survey may be conducted by other firms under a separate contract in Phase 2.
- Field investigations to determine as-built conditions of existing water and sewer pipes will not be performed.



Water Supply

- The Phase 1 raw water supply evaluation does not include evaluating water quality.
- A bathymetric survey of the Yahoola Creek Reservoir will not be conducted in Phase 1.
- Evaluation of alternative raw water sources for long-term resiliency will not be performed in Phase 1.

General

- Capital cost estimates for recommended improvements will be AACE Class 5 (-50% to +100%).
- Preliminary engineering of recommendations will not be performed.

Schedule

It is anticipated that the project will begin in November 2024. A Microsoft Project schedule is attached to this letter summarizing the tasks and their interrelationships.

Proposed Budget

The above scope of services will be compensated on a reimbursable time and expense basis for a not-to-exceed budget of \$405,387 for Phase 1 tasks. Since the results of Phase 1 task will inform the final scope of Phase 2, only Phase 1 tasks are proposed to be authorized at this time.

Thank you for the opportunity to be of service to the City of Dahlenega. Please do not hesitate to call if you have any questions or would like to discuss our proposal in more detail. We look forward to working with you and the rest of the City staff on this very important project.

Sincerely,

Helen Lu, PE
Project Manager

cc: David Haas, Matt Sellers
enclosure: work breakdown structure, project schedule, Phase 2 outline

The following is provided for informational purposes only; not intended at this point to put it in the scope letter.

Phase 2 – Long-Term Planning and System Enhancements

The following tasks are suggested for a future phase of work. The outcome of Phase 1 tasks will inform the final scope of work for future phases of master planning. These potential tasks are recommended for consideration once Phase 1 is complete, at which time we will have a better understanding of the City's needs.

Raw Water Alternatives Analysis and Additional Assessments

Hazen can explore alternative raw water sources to meet future demand increases, improve system resiliency, and provide redundancy in the City's water supply. Potential activities include:

- a) Evaluating alternative water sources, such as withdrawals from Lake Lanier or a pumped storage system from the Chestatee River.
- b) Analyzing the feasibility, environmental impact, and regulatory requirements associated with each alternative.
- c) Recommending strategies for ensuring long-term water supply reliability.
- d) Assessing the impact of existing watershed management practices on water quality and sediment loading. Strategies can be recommended for watershed protection that could enhance raw water quality and reduce sedimentation rates, potentially involving collaboration Lumpkin County.

Sewer Model Refinement and Collection System Improvement Update

Based on recommendations from Phase 1, Hazen can refine the sewer model to improve accuracy and identify capital improvement projects. Potential activities include:

- a) Supporting the City in conducting field surveys at critical locations.
- b) Assisting with a Sewer System Flow Monitoring Program to collect data during wet seasons.
- c) Completing a detailed assessment (field surveying and analysis) of the low-pressure collection system.
- d) Updating and calibrating the sewer model based on field survey and flow monitoring data.
- e) Evaluating rainfall-derived inflow and infiltration (RDII).
- f) Updating preliminary system improvements and recommending capital projects.

Asset Management Implementation Roadmap

Following the Capital Replacement Needs Assessment in Phase 1, Hazen can develop an Implementation Roadmap to enhance the City's asset management practices. Potential activities include:

- a) Defining the City's goals and priorities for asset management.
- b) Developing detailed initiatives and strategies to address gaps identified in the asset management maturity assessment.
- c) Prioritizing initiatives and creating an action plan for implementation.

Master Plan Report Update

Hazen can develop a comprehensive Master Plan Report that consolidates findings, analyses, and recommendations from both Phase 1 and Phase 2 tasks. Potential activities include:

- a) Compiling data, assessments, and project recommendations from evaluations of water distribution, wastewater collection, treatment systems, raw water supply, and asset management.
- b) Developing a detailed CIP outlining projects, estimated costs, timelines, and implementation triggers.
- c) Prioritizing projects within the CIP based on criticality and potential impact on system performance and reliability.

Dynamic Digital Master Plan

Hazen can develop a more advanced Digital Master Plan tool to allow the City to access, update, and interact with Master Plan data efficiently. Potential features include:

- a) Enabling users to filter, modify, and update project details based on new data or shifting priorities.
- b) Allowing re-ordering and prioritization of projects within the CIP.
- c) Specifying project implementation phases and visualizing alignment with financial and operational timelines.
- d) Integrating projected capital costs by year to assist with long-term financial planning.
- e) Providing training to City staff on using and updating the Digital Master Plan.

Project Name: Dahlonga Master Plan Update
Phase 1 (Year 1): Foundational Work and Immediate Needs

Task/Milestone	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026
Project Management															
Task 1A – Project Kickoff and Data Discovery															
Task 1B – Data Gap Analysis															
Task 1C – Water and Wastewater Demand Projections															
Task 1D – Water Treatment Plant Evaluation															
Task 1E – Wastewater Treatment Plant Evaluation															
Task 1F – Water Model Update and Evaluation															
Task 1G – Collection System Preliminary Capacity Assessment															
Task 1H – Capital Replacement Needs Assessment															
Task 1I – Raw Water Supply Evaluation															
Task 1J – Preliminary Projects List															
Task 1K – Master Plan Report															



Public Notice 2025

Notice is hereby given that the DahlongeGA City Council will hold the **Regular Council Meeting** on the first Monday of each month at 6:00 pm except for September. The month of September will be held on the following Tuesday due to a holiday.

- ☐ Monday, January 6, 2025
- ☐ Monday, February 3, 2025
- ☐ Monday, March 3, 2025
- ☐ Monday, April 7, 2025
- ☐ Monday, May 5, 2025
- ☐ Monday, June 2, 2025
- ☐ Monday, July 7, 2025
- ☐ Monday, August 4, 2025
- ☐ **Tuesday, September 2, 2025 – Labor Day**
- ☐ Monday, October 6, 2025
- ☐ Monday, November 3, 2025
- ☐ Monday, December 1, 2025

The City of DahlongeGA **Downtown Development Authority's** regular meetings are held on the first Thursday of each month at 8:30 am. The meetings for the Downtown Development Authority:

- ☐ Thursday, January 2, 2025
- ☐ Thursday, February 6, 2025
- ☐ Thursday, March 6, 2025
- ☐ Thursday, April 3, 2025
- ☐ Thursday, May 1, 2025
- ☐ Thursday, June 5, 2025
- ☐ Thursday, July 3, 2025
- ☐ Thursday, August 7, 2025
- ☐ Thursday, September 4, 2025
- ☐ Thursday, October 2, 2025
- ☐ Thursday, November 6, 2025
- ☐ Thursday, December 4, 2025

The City of DahlongeGA's **Historic Preservation Commission Work Session** is held on the second Wednesday of each month and the Regular meetings are held on the fourth Monday of each month; both are held at 6:00 pm, and the exception dates are underlined. The meeting dates for the Historic Preservation Commission 2025 are listed below.

Work Session	Regular Meetings
* Wednesday, January 8 th	Monday, January 27 th
* Wednesday, February 12 th	Monday, February 24 th
* Wednesday, March 12 th	Monday, March 24 th
* Wednesday, April 9 th	Monday, April 28 th
* Wednesday, May 14 th	<u>Wednesday, May 28th</u>
* Wednesday, June 11 th	Monday, June 23 rd
* Wednesday, July 9 th	Monday, July 28 th
* Wednesday, August 13 th	Monday, August 25 th
* Wednesday, September 10 th	Monday, September 22 nd
* Wednesday, October 8 th	Monday, October 27 th
* Wednesday, November 12 th	Monday, November 24 th
* Wednesday, December 10 th	Monday, December 22 nd

The DahlongeGA City Council will hold a **Work Session** on the third Monday of each month at 4:00 pm. The January Work Session will be held on the following Tuesday due to a holiday. The Work Sessions are open meetings.

- ☐ **Tuesday, January 21, 2025- Martin Luther King**
- ☐ Monday, February 17, 2025
- ☐ Monday, March 17, 2025
- ☐ Monday, April 21, 2025
- ☐ Monday, May 19, 2025
- ☐ Monday, June 16, 2025
- ☐ Monday, July 21, 2025
- ☐ Monday, August 18, 2025
- ☐ Monday, September 15, 2025
- ☐ Monday, October 20, 2025
- ☐ Monday, November 17, 2025
- ☐ Monday, December 15, 2025

The City of DahlongeGA's **Planning Commission's** regular meetings are held on the first Tuesday of each month at 6:00 pm. The month of September will be held on the following Wednesday due to the holiday.

- ☐ Tuesday, January 7, 2025
- ☐ Tuesday, February 4, 2025
- ☐ Tuesday, March 4, 2025
- ☐ Tuesday, April 1, 2025
- ☐ Tuesday, May 6, 2025
- ☐ Tuesday, June 3, 2025
- ☐ Tuesday, July 1, 2025
- ☐ Tuesday, August 5, 2025
- ☐ **Wednesday, September 3, 2025**
- ☐ Tuesday, October 7, 2025
- ☐ Tuesday, November 4, 2025
- ☐ Tuesday, December 2, 2025

- ❖ The Regular Council meetings are open public meetings and will have a designated time for public comments.
- ❖ The City Council may meet in Executive Sessions, closed to the public, as part of Regular and Special Called meetings for purposes of discussing specific real estate, personnel, and legal matters limited by law. Final actions from Executive Sessions occur in open meetings.
- ❖ Special called meetings of the Council, the Board of Zoning Appeals, Downtown Development Authority, Planning Commission, and Historic Preservation Commission may be called as needed and require separate advance notice.
- ❖ Cancellations of any of the meetings mentioned above will be posted on the City of DahlongeGA website www.dahlongeGA.gov, on the bulletin board outside the front door of City Hall and sent to the DahlongeGA Nugget.