



# CITY OF DAHLONEGA Council Meeting Agenda

November 04, 2024, 6:00 PM

Gary McCullough Chambers, Dahlongega City Hall

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

Mission Statement - Dahlongega, 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.

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## CALL TO ORDER AND WELCOME

## PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

## APPROVAL OF AGENDA

## APPROVAL OF CONSENT AGENDA

1. Agreement for Tourism Development Services – 2025  
Allison Martin, City Manager
2. Contract Renewal – Jarrard Water Services (JWS)  
Allison Martin, City Manager
3. 2025 Meeting Dates  
Sarah Waters, Assistant City Clerk

## PUBLIC COMMENT – FOUR MINUTE LIMIT

## APPROVAL OF MINUTES:

- a. October 21, 2024 - Council Work Session Minutes  
Sarah Waters, Assistant City Clerk
- b. October 21, 2024 - City Council Special Called Meeting  
Sarah Waters, Assistant City Clerk
- c. August 19, 2024 - Council Work Session Minutes  
Sarah Waters, Assistant City Clerk
- d. August 19, 2024 - City Council Special Called Meeting Minutes  
Sarah Waters, Assistant City Clerk
- e. City Council Meeting Minutes - September 3, 2024  
Sarah Waters, Assistant City Clerk
- f. City Council Special Called Meeting Minutes - September 16, 2024  
Sarah Waters, Assistant City Clerk
- g. Council Work Session Meeting Minutes - September 16, 2024  
Sarah Waters, Assistant City Clerk

## APPOINTMENT, PROCLAMATION & RECOGNITION:

1. Community Helping Place - 2024 Old Fashioned Christmas Ornament Reveal

Melissa Line, Executive Director

ANNOUNCEMENTS

CITY REPORTS:

ORDINANCES AND RESOLUTIONS:

CONTRACTS & AGREEMENTS:

OTHER ITEMS:

2. Water/Sewer Master Plan Update – Proposal Discussion

Allison Martin, City Manager

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT

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Guideline Principles - The City of Dahlonega 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, Dahlonega commits to Transparency and Honesty, Dedication and Responsibility, Preservation and Sustainability, Safety and Welfare ...for ALL!

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# City Council Agenda Memo

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

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## AGENDA ITEM DESCRIPTION

Agreement for Tourism Development Services – 2025

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## 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%.

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## 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.

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## RECOMMENDATION

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

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## SUGGESTED MOTIONS

n/a

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## ATTACHMENTS

Draft contract

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## **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 term proceeds as referenced in this paragraph shall be the 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. The monthly distribution of restricted funds shall be derived from the following formula:  $\text{proceeds (revenue - 3\%)} \times 43.75\% = \text{amount of monthly distribution}$ .
- 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 180<sup>th</sup> 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: \_\_\_\_\_



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# City Council Agenda Memo

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

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## AGENDA ITEM DESCRIPTION

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

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## 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.

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## 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.

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## 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.

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## SUGGESTED MOTIONS

n/a

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## ATTACHMENTS

Contract renewal

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## 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:

By: \_\_\_\_\_  
Name: J. Douglas Parks  
Title: City Attorney

REVIEWED BY:

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)



# Public Notice 2025

Notice is hereby given that the Dahlonge 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 Dahlonge **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 – to be rescheduled for retreat**
- ☐ Thursday, February 6, 2025
- ☐ Thursday, March 6, 2025
- ☐ Thursday, April 3, 2025
- ☐ Thursday, May 1, 2025
- ☐ Thursday, June 5, 2025
- ☐ **Thursday, July 3, 2025 - canceled**
- ☐ Thursday, August 7, 2025
- ☐ Thursday, September 4, 2025
- ☐ Thursday, October 2, 2025
- ☐ Thursday, November 6, 2025
- ☐ Thursday, December 4, 2025

The City of Dahlonge'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.

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

The Dahlonge 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. The BZA may hold meetings as needed on Work Session dates. Those meetings are advertised separately.

- ☐ **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 Dahlonge'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 Dahlonge website [www.dahlonge.gov](http://www.dahlonge.gov), on the bulletin board outside the front door of City Hall and sent to the Dahlonge Nugget.



# CITY OF DAHLONEGA

## Council Work Session Minutes

October 21, 2024, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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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.

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### OPEN MEETING

Mayor Protem Gaddis called the meeting to order at 4:10 P.M.

#### PRESENT

Councilmember Roman Gaddis  
Councilmember Johnny Ariemma  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley  
Councilmember Daniel Brown

#### ABSENT

Mayor JoAnne Taylor

### APPROVAL OF AGENDA

Mayor Protem Gaddis called for a motion to approve the agenda as written.

Motion made by Councilmember Shirley to approve the agenda as written, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

### BOARD & COMMITTEES

1. 2024 - 3rd Quarter Marketing Report

Sam McDuffie, Executive Director

Executive Director Sam McDuffie presented the 2024 3rd Quarter Marketing Report highlights to the Mayor Protem and Councilmembers.

Councilmember Shirley noted an 18% decline in website traffic and asked whether this was a reason for concern regarding revenue. He also asked which age groups contributed the most to spending and whether the city was doing enough to attract visitors.

Councilmember Ariemma discussed quality versus quantity in tourism data and suggested getting updated statistics from the state.

Councilmember Bagley requested an update on the Netflix filming activities in the area.

Councilmember Reagin asked how neighboring towns were performing in comparison to Dahlonega.



Mayor Protem Gaddis thanked Mr. McDuffie for everything he and the staff do.

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

2. Community Development - September 2024

Allison Martin, City Manager

Councilmember Ariemma stated that he was surprised at the number of residential permits and asked if it would be possible to categorize the different types of permits for clarification in the future.

3. Finance and Administration Department – September 2024

Kimberly Stafford, Finance Manager

4. Public Works—September 2024

Mark Buchanan, PW Director/City Engineer

5. City of Dahlonega Police Department - September 2024.

George Albert, Chief of Police.

6. Water & Wastewater Treatment Department Report September 2024

John Jarrard, Water/Wastewater Treatment Director

Councilmember Shirley stated that there was much talk about fluoride being used in the community's water and asked Water/Wastewater Treatment Director Jarrard what he thought about all of this.

Councilmember Ariemma asked if there is a filter that can be used for people who are concerned.

City Manager Martin reminded everyone that the cemetery committee's clean-up at Mount Hope is November 2, 2024.

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

PRESENTATION

ORDINANCES & RESOLUTIONS

AGREEMENTS & CONTRACTS:

7. Agreement for Tourism Development Services – 2025

Allison Martin, City Manager

City Manager Martin presented an agreement for Tourism Development Services for 2025. She explained that the City had contracted with the newly established Convention and Visitor's Bureau earlier this year to provide tourism development services. Based on the success of the current partnership, city staff recommend renewing the contract with the Convention and Visitor's Bureau. Additionally, they have proposed a change from a fixed monthly dollar amount to a percentage of proceeds, less the city's statutorily allowed 3% administration fee. The distribution of these proceeds is governed by legal statute, and this use is both authorized and included in the City's operating budget. City staff recommend approving the contract as presented.

Mayor Pro Tem asked a question about the 3%.

Councilmembers agreed to move this item to the consent agenda.

8. Contract Renewal – Jarrard Water Services (JWS)

Allison Martin, City Manager

City Manager Martin presented the contract renewal exceeding \$50,000 for Jarrard Water Services, owned by John Jarrard. Since January 1, 2020, Jarrard Water Services has provided part-time consulting to the City's water and wastewater departments. The original one-year contract was extended in 2022 at a rate of \$4,458 per month, totaling \$53,496 annually. This contract, included in the FY25 budget with no additional financial impact, proposes a 3% increase, bringing the monthly rate to \$4,730, or \$56,760 annually. City staff recommended approval of the renewal, citing the critical need for John's continued expertise as the City updates the water/sewer master plan, navigates federal and state mandates, and manages staff coverage during employee absences. His contributions are deemed invaluable for ongoing operations.

Councilmember Ariemma asked about the on-site training opportunities that John provides.

Mayor Pro Tem expressed appreciation to John, acknowledging and thanking him for his continuous assistance and past efforts.

Councilmembers agreed to move this item to the consent agenda.

#### 9. Water/Sewer Master Plan Update – Proposal Discussion

Allison Martin, City Manager

City Manager Martin presented the Water/Sewer Master Plan Update Proposal. The city's current plan is 18 years old, and updates are required every five years to meet state and regional mandates. After evaluating qualified firms, the selection committee chose Hazen and Sawyer for their experience and quality of work. Hazen proposed a two-phase approach, but staff recommends spreading the project over three years to stay within budget and manage time effectively while still completing the plan before the next permitting cycles. City Manager Martin recommended refining the financial proposal and entering into a multi-year agreement with Hazen.

Councilmember Shirley asked about the four vendors, asking whether the state dictates the scope of the project or if the city has the ability to define it independently. He also asked whether the existing plan would be used, how frequently the plan is utilized, and what the budget and funding source would be.

Councilmember Bagley asked for the cost of phase one and whether the vendors provided examples of other cities they've worked with.

Councilmember Brown questioned whether this would involve an ongoing annual fee.

#### OTHER ITEMS:

#### 10. 2025 Meeting Dates

Sarah Waters, Assistant City Clerk

Assistant City Clerk Waters told the Council that staff has reviewed the bylaws for each committee and commission, considering holidays and court dates. She mentioned that if the Council has any changes they would like to suggest, they should let staff know, and those changes can be made.

Councilmember Ariemma suggested moving two dates on the Downtown Development Authority meetings list.

Councilmembers agreed to move this item to the consent agenda.

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

Assistant City Clerk Waters had no comments.

City Manager Comments

City Manager Martin had no comments.

City Attorney Comments

City Attorney Parks had no comments.

City Council Comments

Councilmember Shirley stated that Gold Rush was a fantastic event, but parking was quite challenging. Suggested adding signs to direct the public to available parking for the Christmas season.

Councilmember Reagin stated that Gold Rush was a success overall, with a particularly busy Sunday.

Councilmember Brown had no comments.

Councilmember Bagley stated that Gold Rush was excellent, and shared the news that Wall That Heels will be coming to UNG.

Councilmember Ariemma announced that Publix would be opening on October 30th.

Mayor Comments

Mayor Pro Tem Gaddis stated that Gold Rush was great and asked about any updates regarding Halloween festivities.

ADJOURNMENT

Mayor Pro Tem Gaddis called the meeting to adjourn at 4:56 P.M.

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Guideline Principles - The City of Dahlenega 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, Dahlenega commits to Transparency and Honesty, Dedication and Responsibility, Preservation and Sustainability, Safety and Welfare ...for ALL!

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# CITY OF DAHLONEGA

## City Council Special Called Meeting Minutes

October 21, 2024, 4:00 PM

Gary McCullough Chambers, Dahlonega City Hall

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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.

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### CALL TO ORDER AND WELCOME

Mayor Protem Gaddis called the meeting to order at 4:00 P.M.

He thanked everyone for being at the meeting.

### PRESENT

Councilmember Roman Gaddis  
Councilmember Johnny Ariemma  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley  
Councilmember Daniel Brown

### ABSENT

Mayor JoAnne Taylor

### APPROVAL OF AGENDA

Mayor Protem Gaddis called for a motion to approve the agenda as written.

Motion made by Councilmember Bagley to approve the agenda, Seconded by Councilmember Brown.

Voting Yea: Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

### NEW BUSINESS

#### 1. Resolution Regarding Cash Defeasance

Allison Martin and Doug Parks

Strategic Priority - Communication

City Attorney Parks and City Manager Martin presented this item to the Mayor ProTem and Council. City Manager Martin explained that this resolution establishes a procedure for the City to achieve significant financial benefits by escrowing the necessary funds to cover \$955,000 in principal and accrued interest related to existing city-bonded indebtedness. The bonds associated with this resolution and the accompanying Escrow Agreement are the Water and Sewerage Revenue Refunding Bonds, Series 2015. City Manager Martin detailed the financial

implications, highlighting the substantial benefits for the City. City Attorney Parks recommended approving the resolution, the Escrow Agreement, and all necessary ancillary documents to facilitate the transaction.

Motion made by Councilmember Ariemma to approve the Resolution and Escrow Agreement, and for the Mayor or Mayor ProTem to execute those documents as they may be deemed appropriate after finalization together with all other documents necessary and incidental to effectuate the purpose of the Resolution, Seconded by Councilmember Bagley.

Councilmember Ariemma expressed his support for the resolution and requested clarification on the bond rating change and its potential impact on the overall financial picture.

Councilmember Bagley also expressed his support but asked about alternative opportunities for utilizing the funds elsewhere.

Councilmember Shirley asked for details regarding the principal balance.

Mayor ProTem Gaddis called for a vote.

Voting Yea: Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

#### ADJOURNMENT

Mayor Pro Tem Gaddis adjourned the Special Called Meeting at 4:10 P.M.

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# CITY OF DAHLONEGA

## Council Work Session Minutes

August 19, 2024, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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### OPEN MEETING

Mayor Taylor called the August 19, 2024 Work Session to order at 4:02 P.M.

### PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Daniel Brown

### ABSENT

Councilmember Johnny Ariemma  
Councilmember Lance Bagley arrived at 4:30 P.M.

### APPROVAL OF AGENDA

Mayor Taylor called for a motion to approve the agenda as written.

Motion made by Councilmember Gaddis to approve the agenda as written, Seconded by Councilmember Reagin.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Brown

### BOARD & COMMITTEES

#### 1. Cemetery Committee--July 2024

Quataunda Armstrong, Dahlonega Cemetery Committee

Mayor Taylor stated there was nothing new to the Cemetery Committee.

#### 2. Dahlonega Downtown Development Authority/Main Street – July 2024

Ariel Alexander, Downtown Development Director

Mayor Taylor asked Downtown Development Director Alexander if there was anything to add to the report. There was nothing to add.

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

Mayor Taylor asked if council members had any questions.

Councilmember Shirley asked if the housing assistance was approved. He also commented about how great John was doing the water reports. He appreciated the EPA requirements and stated that John made great notes. He appreciates John keeping everyone informed about the water plant.

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

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

8. University of North Georgia - Council Update  
Dr. Shannon, President  
Mayor Taylor welcomed Dr. Shannon to the meeting and asked him to give his presentation.  
Dr. Shannon went over his presentation with the Mayor and Council members.  
Mayor Taylor thanked Dr. Shannon and addressed the opportunities within the city. She highlighted that the city offers numerous engineering opportunities, particularly in civil engineering. Mayor Taylor noted that several graduates from the University of North Georgia (UNG) work in key roles, such as running the city's water treatment plants. Mayor Taylor emphasized the educational value of learning firsthand what it takes to make a city function effectively, especially in managing water systems and avoiding situations like Flint, Michigan. She encouraged collaboration for student tours, advising coordination with city staff to facilitate the visits.

ORDINANCES & RESOLUTIONS

9. Ordinance 2024-07 Body Art  
Doug Parks, City Attorney  
Mayor Taylor turned the meeting over to City Attorney Parks.  
City Attorney Parks stated that this is a very minor change. The alteration is simply to incorporate the rules of the Georgia Department of Public Health into our regulations. This is in accord with and consistent with the County's action. The recommendation is to approve.  
Councilmembers agreed to move this item to the consent agenda.

10. Ordinance 2024-04 Amending Map

Doug Parks

City Attorney Parks explained that Ordinance 2024-04, which amends the city map, will incorporate updates and changes that have occurred since the last adoption. He noted that several changes have been made and are now ready to be officially integrated. Parks recommended that staff initiate the necessary process to adopt the amended map.

City Manager Martin added that they collaborated with CPL and GMRC to review and audit the 2017 map. She explained that they pulled records to ensure this updated version accurately included all council-approved actions. Martin expressed confidence that any previous mapping errors had been corrected. She further mentioned that once adopted, this version would be used moving forward, with the long-term goal of sharing data with the county tax assessor.

Councilmembers agreed to move this item to the consent agenda.

11. Ordinance 2024-05 Amending HPC Regulations

Doug Parks

City Attorney Parks explained that not all matters under the jurisdiction of the Historic Preservation Commission (HPC) require public hearings. The amendments introduced by this ordinance establish an administrative process for more routine matters. Historically, it has been necessary to require applicants to go through the full Certificate of Appropriateness process for minor changes. This administrative procedure would also streamline the permitting process for routine items, such as wall signs. The suggested adjustments by the preservationist are highlighted in yellow. At the previous meeting, these revisions had not been provided, but they have now been incorporated into the draft. A copy of the ordinance has been sent to the HPC chair for review and any necessary adjustments before adoption. Approval is recommended.

Councilmember Bagley asked if the matter would still come before the Council if it passes the HPC.

Councilmember Brown inquired whether paint would be a factor in this process.

Councilmembers agreed to move this item to the consent agenda.

AGREEMENTS & CONTRACTS:

OTHER ITEMS:

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

Assistant City Clerk Waters had no comment.

City Manager Comments

City Manager Martin had no comment.

City Attorney Comments

City Attorney Parks had no comments.

City Council Comments

Councilmember Gaddis thanked Dr. Shannon for coming.

Councilmember Reagin thanked Dr. Shannon for coming.

Councilmember Shirley had no comments.



Councilmember Brown thanked Dr. Shannon for coming from UNG.  
Councilmember Bagley stated that Dr. Shannon has done wonderful things for UNG.

Mayor Comments

Mayor Taylor had no comments.

#### ADJOURNMENT

Mayor Taylor called for a motion to adjourn the August 19, 2024, Work Session at 4:46 P.M.

Motion made by Councilmember Reagin to adjourn, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley,  
Councilmember Brown

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# CITY OF DAHLONEGA

## City Council Special Called Meeting Minutes

August 19, 2024, 4:00 PM

Gary McCullough Chambers, Dahlongega City Hall

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

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### CALL TO ORDER AND WELCOME

Mayor Taylor called the August 19, 2024 Special Called Meeting to order at 4:00 P.M.

#### PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Daniel Brown

#### ABSENT

Councilmember Johnny Ariemma  
Councilmember Lance Bagley

Mayor Taylor stated that this meeting would be suspended until after the City Council Work Session because a Councilmember would not be able to arrive until 4:30 p.m.

Mayor Taylor called for a motion to reconvene the City Council Special Called Meeting.

Motion made by Councilmember Gaddis to reconvene the City Council Special Called Meeting, Seconded by Councilmember Reagin.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

#### PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley  
Councilmember Daniel Brown

#### ABSENT

Councilmember Johnny Ariemma

## APPROVAL OF AGENDA

Mayor Taylor called for a motion to approve the agenda.

Motion made by Councilmember Reagin to approve the agenda as written, Seconded by Councilmember Gaddis.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Brown

## NEW BUSINESS

### 1. FY2025 Budget and Capital Improvements Program

Allison Martin, City Manager

Mayor Taylor opened the meeting by highlighting the importance of the new business regarding the budget, tax digest, and millage rate. She then turned the floor over to City Manager Martin.

City Manager Martin addressed the first item on the agenda, which is the adoption of the 2025 fiscal year budget and the accompanying Faculty Program. She noted that the budget had been presented to the council, and a public hearing was held, as mandated by Georgia state law, on August 5, 2024. Georgia requires the adoption of a balanced budget, and the proposed budgets across all funds adhere to this requirement, with the tax levy reflecting the rollback calculated by the tax commissioner. City Manager Martin attached the resolution and budget documents as required by law.

Councilmember Shirley expressed his concerns regarding staffing levels, acknowledging the hard work of the city staff. He noted that, given the current economic climate, he found it difficult to justify the increases in the budget. While he recognizes the need for certain positions, he believes that deferring some staffing additions may be necessary. He also emphasized the importance of considering raises for existing staff.

Councilmember Bagley sought clarification on what exactly they were approving, emphasizing the need for discussions before a vote. He acknowledged the importance of addressing staffing needs while ensuring responsible spending moving forward.

City Manager Martin clarified that the proposed changes included moving a part-time clerk position to full-time, adding one police officer, and positions for sanitation and distribution.

Councilmember Bagley reiterated his appreciation for the clarification but expressed concern about the timing of the discussions, suggesting they needed more time to review the budget comprehensively before making a decision.

Mayor Taylor acknowledged the time constraints and highlighted the extensive communication and documentation that had already taken place regarding the budget. She noted the sparse attendance at previous work sessions and recommended passing the budget with the option to amend it later, as the millage rate needs to be set promptly. Mayor Taylor emphasized that adopting the full rollback means that taxes for individual taxpayers would remain flat. She also noted that even Senator Gooch recognized the city's achievement in executing the full rollback when many surrounding governments have struggled.

City Manager Martin affirmed her willingness to review any budget lines the council wished to discuss further.

Councilmember Bagley expressed his appreciation for Mayor Taylor's comments, affirming his respect for the city manager's recommendations while advocating for sufficient time to review the budget to ensure responsible spending of taxpayer money.

City Manager Martin clarified that the changes made over the weekend were primarily aimed at balancing the budget across various departments, factoring in the council's support for a 3% Cost of Living Adjustment (COLA), and ensuring all interfund transfers and shared service costs were accurately reflected.

Motion made by Councilmember Brown to adopt the FY2025 Budget for each fund and approve the Five-Year Capital Improvement Program, Seconded by Councilmember Gaddis.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Bagley, Councilmember Brown

Voting Nay: Councilmember Shirley

## 2. 2025 Tax Digest and Millage Rate

Allison Martin, City Manager

Mayor Taylor turned the meeting to City Manager Martin.

City Manager Martin reported that in July of this year, the City received the digest from the Lumpkin County Tax Commissioner, reflecting property tax assessments from the county tax assessor. The calculated rollback rate for the 2024 tax digest year is 3.847 mills, which is necessary to meet our revenue requirements under the 2024 millage rate. The public hearing on the budget was held on August 5, 2024, and the Council is now being asked to consider the attached ordinance. There are two forms that the Mayor will need to sign: the PT 32, which calculates the millage rate, and the PT 38, which serves as the annual certification form required for cities. It was also noted in the tax ordinance that the Tax Commissioner and the Senate are working diligently to delineate a portion of the work related to the public safety millage rate, which will be designated for District Two, albeit under a different name. Importantly, we have successfully contained this year's obligations with the state without any changes to our millage rate or the need for rollback.

Mayor Taylor called for a motion to approve the tax digest and millage rate.

Motion made by Councilmember Brown to approve the 2024 Tax Digest and fix the millage rate at 3.847, Seconded by Councilmember Gaddis.

Councilmember Gaddis noted that on the last page, specifically PT 38, it states there is a rollback of 5.038 mills for local option sales tax. He pointed out a common misconception that the City does not adjust its bills based on local option sales tax collections, but in reality, it does so by significant amounts.

City Manager Martin confirmed that the City is legally required to implement this rollback. However, she clarified that there is no legal requirement to roll back the insurance premium tax collection, which may be the source of the confusion. She emphasized that this rollback is part of the general government revenue for the City, meaning the City does not levy an additional tax. This ultimately results in tax savings for city residents.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

## ADJOURNMENT

Mayor Taylor called for a motion to adjourn the August 19, 2024, Special Called Meeting at 4:58 P.M.

Motion made by Councilmember Gaddis, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Brown

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# CITY OF DAHLONEGA Council Meeting Minutes

September 03, 2024, 6:00 PM

Gary McCullough Chambers, Dahlongega City Hall

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

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## CALL TO ORDER AND WELCOME

Mayor Taylor called the September 3, 2024, City Council Meeting to order at 6:00 P.M.

Mayor Taylor thanked everyone for coming to the meeting.

## PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Johnny Ariemma  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley  
Councilmember Daniel Brown

## PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Mayor Taylor asked Councilmember Gaddis to lead everyone in prayer and Councilmember Brown to lead the Pledge of Allegiance.

## APPROVAL OF AGENDA

Mayor Taylor called for a motion to approve the agenda as written.

Motion made by Councilmember Shirley to approve the agenda as written, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

## APPROVAL OF CONSENT AGENDA

Mayor Taylor called for a motion to approve the consent agenda as written.

Motion made by Councilmember Shirley to indicate the process and recent updates, Seconded by Councilmember Reagin.

Motion made by Councilmember Gaddis, Seconded by Councilmember Reagin.

Voting Yea: Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

1. Ordinance 2024-05 Amending HPC Regulations  
Doug Parks
2. Ordinance 2024-07 Body Art  
Doug Parks, City Attorney
3. Direction Regarding Ordinance 2024-04 Amending Map  
Doug Parks

#### PUBLIC COMMENT – FOUR MINUTE LIMIT

Mayor Taylor opened the floor for public comments.

Chris Worick extended an invitation to everyone for an event at the Lumpkin County Historical Society, taking place next Thursday at the Dahlonega Community House. He also reminded everyone that Gold Rush is only a month away, marking its 70th anniversary. Chris asked if the DDA had plans to commemorate this milestone and expressed his hope that something special would be done to celebrate this important event.

#### APPROVAL OF MINUTES:

There were no minutes to approve.

#### APPOINTMENT, PROCLAMATION & RECOGNITION:

1. Daughters of the American Revolution Constitution Week Proclamation  
JoAnne Taylor, Mayor

Mayor Taylor stated that this item was a joint Proclamation with Lumpkin County and the City of Dahlonega to make September 17 through 23, 2024, Constitution Week 2024. Mayor Taylor then read the Daughters of the American Revolution Constitution Week Proclamation to the public.

Mayor Taylor called for a motion.

Motion made by Councilmember Gaddis to approve that September 17 through 23, 2024, to be Constitution Week 2024, Seconded by Councilmember Reagin. Voting Yea: Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

#### ANNOUNCEMENTS

#### CITY REPORTS:

2. Financial Report - July 2024  
Allison Martin, City Manager

Mayor Taylor turned the meeting to City Manager Martin to give the July 2024 Financial Report.

City Manager Martin reported that the 2023 annual property tax bills were mailed on October 1st, with a due date of December 1st. So far, 98.12% of the budgeted taxes have been collected. Sales tax collections are 3.96% higher than last fiscal year, largely due to changes in state law regarding internet sales taxation. The Insurance Premium Tax revenue for this year is \$667,217, a 22.37% increase from last year, based on population. Alcoholic Beverage Tax and License revenues, as well as permit revenues, have exceeded last year's figures, partly due to changes in the fee schedule. Department expenditures remain within budget expectations. The Downtown Development Authority is also on track with the budget. Hotel/Motel Tax collections have risen 11.15% from FY23, boosted by new laws and a recently opened hotel. Water and

sewer sales are up 15.38% compared to last year, with all department expenses meeting budget expectations. Refuse collection revenues are 2.17% higher than last year, while the Stormwater Enterprise Fund reflects steady progress in utility charges and expenses related to project startups and staffing.

Mayor Taylor asked a question about the election costs.

Councilmember Shirley asked how long the Servline program has been going on and if they have made many claims they have had so far this year.

Councilmember Bagley asked how many citizens opted out of Servline.

Councilmember Ariemma asked about Hotel/Motel Tax. He also asked about the DDA fund balance.

Mayor Taylor called for a motion.

Motion made by Councilmember Ariemma to accept the July 2024 financial report, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

#### ORDINANCES AND RESOLUTIONS:

#### CONTRACTS & AGREEMENTS:

#### OTHER ITEMS:

##### 3. 2025 Insurance Renewal Presentation

Allison Martin & Tommy Hayes, MSI

Mayor Taylor handed the meeting to Tommy Hayes to present the 2025 Insurance Renewal Presentation.

Mr. Hayes went over the presentation with the Mayor and Council.

Mayor Taylor suggested that council members review this and send over questions to City Manager Martin because it is an important decision regarding the employees.

Councilmember Ariemma asked about the long-term disability claim.

Mayor Taylor thanked Mr. Hayes for coming to the meeting and thanked City Manager Martin for all the hard work.

#### COMMENTS – PLEASE LIMIT TO THREE MINUTES

##### Clerk Comments

Assistant City Clerk Waters had no comments.

##### City Manager Comments

City Manager Martin stated that the new website is going well and is set to launch on the first of October.

##### City Attorney Comments

City Attorney Parks had no comments.

##### City Council Comments

Councilmember Gaddis had no comments.

Councilmember Ariemma noted he would be attending training starting next Thursday and will be absent for three weeks, including the upcoming work session.

Councilmember Reagin Councilmember Reagin mentioned the excitement surrounding recent high school sports, highlighting a great high school game.



Councilmember Shirley had no comments.

Councilmember Bagley shared that Coach Davenport is leaving and expressed best wishes while noting the new coach's excitement. He also mentioned the first Friday concert and upcoming September 11th events at UNG.

Councilmember Brown had no comments.

Mayor Comments

Mayor Taylor had no comments.

ADJOURNMENT

Mayor Taylor adjourned the September 3, 2024, City Council Meeting at 7:06 P.M.

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# CITY OF DAHLONEGA

## City Council Special Called Meeting Minutes

September 16, 2024, 4:00 PM

Gary McCullough Chambers, Dahlonega City Hall

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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.

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### CALL TO ORDER AND WELCOME

Mayor Taylor called the meeting to order at 4:17 P.M.

#### PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley  
Councilmember Daniel Brown

#### ABSENT

Councilmember Johnny Ariemma

### APPROVAL OF AGENDA

Mayor Taylor called for a motion to approve the agenda.

Motion made by Councilmember Gaddisto approve the agenda, Seconded by Councilmember Reagin.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

### NEW BUSINESS

#### 1. Georgia Reads Proclamation

JoAnne Taylor, Mayor

Mayor Taylor announced a new program being used across the state of Georgia. It is called Georgia Reads and encompasses many actions to improve literacy in the state. Only 40% of Georgia's third graders can read at grade level. This program will be part of a bigger program focusing mainly on literacy for children and adults across the state. Mayor Taylor read the proclamation to the audience.

Mayor Taylor called for a motion.

Motion made by Councilmember Brown to approve September 30, 2024 as City of Dahlonega Reads Day, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley,

Councilmember Bagley, Councilmember Brown

2. Resolution 2024-05 Support for GOSP Grant Application

Allison Martin, City Manager

City Manager Martin introduced Resolution 2024-05 to support the GOSP Grant Application. The city's grant writing firm has identified a grant opportunity to fund the remaining planned improvements at the Wimpy Mill Picnic Area. These improvements include a restroom facility, pavilion, nature trail, upgrades to the ADA-compliant kayak launch, dredging, and enhancements to the trail and sidewalk. The Georgia Outdoor Stewardship Program (GOSP), which offers the grant, requires a resolution from the governing body to demonstrate support for the project. Although we are still awaiting the final version of the resolution, due to the tight application timeline, this item has been added to the special called meeting agenda. The city has sufficient funds to cover any required grant match, and staff recommends approval of the resolution to allow the application to proceed.

Mayor Taylor called for a motion.

Motion made by Councilmember Gaddis to approve Resolution 2024-05, Seconded by Councilmember Reagin.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

3. 2025 LMIG - Extension of Quantities for Paving Sky Country

Allison Martin, City Manager

City Manager Martin explained that the 2025 LMIG Project is ready. Typically, the city receives its state funding each summer but waits until the next fiscal year to start paving. This year, the contractor is finishing work in Sky County and has offered to extend the current pricing to complete the 2025 project while they are still mobilized. Accepting this offer would reduce disruptions for residents and save taxpayer money by avoiding the need to rebid in 2025. The city has enough funds to cover the project, and there's no budget impact since the paving was already planned for 2025. Staff recommends moving forward with the contract extension, and a motion must include authorization for the Mayor to sign the extension.

Mayor Taylor called for a motion.

Motion made by Councilmember Reagin to approve 2025 LMIG Extension of Quantities for Paving Sky Country, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

## ADJOURNMENT

Mayor Taylor adjourned the meeting at 4:27 P.M.

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Guideline Principles - The City of Dahlonega 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, Dahlonega commits to Transparency and Honesty, Dedication and Responsibility, Preservation and Sustainability, Safety and Welfare ...for ALL!

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# CITY OF DAHLONEGA

## Council Work Session Minutes

September 16, 2024, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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### OPEN MEETING

Mayor Taylor called the meeting to order at 4:27 P.M.

### PRESENT

Mayor JoAnne Taylor  
Councilmember Roman Gaddis  
Councilmember Ryan Reagin  
Councilmember Ross Shirley  
Councilmember Lance Bagley  
Councilmember Daniel Brown

### ABSENT

Councilmember Johnny Ariemma

### APPROVAL OF AGENDA

Mayor Taylor called for a motion to approve the agenda as written.

Motion made by Councilmember Gaddis to approve the agenda as written, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

### BOARD & COMMITTEES

1. Cemetery Committee--August 2024  
Quataunda Armstrong, Dahlonega Cemetery Committee  
There was nothing new to discuss.

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

There was no discussion regarding the department reports.

2. Community Development Report - August 2024  
Allison Martin, City Manager
3. Finance and Administration Department – August 2024  
Kimberly Stafford, Finance Manager

4. City of Dahlonega Police Department - August 2024.  
George Albert, Chief of Police.
5. Public Works—August 2024  
Mark Buchanan, PW Director/City Engineer
6. Water & Wastewater Treatment Department Report August 2024  
John Jarrard, Water/Wastewater Treatment Director

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

7. Daughters of the American Revolution Constitution Week Proclamation  
JoAnne Taylor, Mayor  
Mayor Taylor asked the Daughters of the American Revolution to join her at the front as she read the Proclamation.  
Mayor Taylor thanked them for coming and for everything they do for the community.

ORDINANCES & RESOLUTIONS

AGREEMENTS & CONTRACTS:

8. UCBI Banking Service Contract Renewal  
Kimberly Stafford, Finance Manager

Mayor Taylor turned the meeting over to City Manager Martin.

City Manager Martin stated that none of the terms have changed from the previous year. We have been very pleased with the services the city has received. Just locally, with the funds that the city holds with United Community, we have earned over \$317,000 in interest in the past year with this contract. Staff recommends the renewal of this contract.

Councilmembers agreed to move this item to the consent agenda.

9. Employee Benefits Program  
City Manager, Allison Martin

Mayor Taylor handed the meeting over to City Manager Martin.

Tommy expresses his regrets that he could not be at the meeting. City Manager Martin stated that no decision will be made tonight as they have two additional weeks to ask questions. A renewal was sent back from United Healthcare, and they are the only carrier that agreed to quote us outside of the GMA pool. That came in a little over 10% renewal rate. United Healthcare has some known issues, but one is favorable. They offer a 2% bundle rate for bundling vision and dental. However, they have a record of returning with higher rates in years 2 and 3, but it is still a local network.

Councilmember Gaddis asked if options one through four are all GMA pool.

Councilmember Bagley asked Tommy's outlook on leaving GMA and going outside.

Councilmember Brown asked if the city has done anything with United Healthcare.

Councilmember Shirley asked if we have a history of using HSA.

10. Intergovernmental Service Agreement–Downtown Development Authority

Allison Martin, City Manager

Strategic Priority - Effectively Manage Growth

Mayor Taylor handed the meeting over to City Manager Martin.

City Manager Martin presented an agreement to continue the City's contractual relationship with the Downtown Development Authority (DDA) for the fiscal year 2025. The agreement outlines the DDA's budget and funding sources, which were reviewed during the budget process and found to align with the City's goals for the Authority. The DDA holds an annual planning retreat to develop a work plan, which is always shared with the council for consideration. There is no adverse impact on the City's budget. The City's general fund contribution to the DDA has been reduced to \$50,000 for FY2025, with additional funding coming from the hotel/motel tax, fund reserves, miscellaneous revenues, and private donations. Approval of the Intergovernmental Service Agreement with the DDA for FY2025 was recommended.

Council members agreed to move this item to the consent agenda.

OTHER ITEMS:

11. Gulf Food and Gas INC bda Gulf Food Mart - Retail Alcoholic Beverage License

Sarah Waters, Assistant City Clerk & Doug Parks, City Attorney

Assistant City Clerk Waters stated that this application is complete, and that staff recommends approval.

Council members agreed to move this item to the consent agenda.

12. Change to Open Container Footprint - Spirits Tavern Feral Cat Program Fundraiser

Doug Parks, City Attorney & Sarah Waters, Assistant City Clerk

Assistant City Clerk Waters stated that Spirits Tavern has completed the application and is seeking approval from the Council.

City Attorney Parks stated that staff would draft a motion that relieves the open container ordinance for their specific footprint.

Council members agreed to move this item to the consent agenda.

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

Assistant City Clerk Waters had no comments.

City Manager Comments

City Manager Martin stated that Assistant City Clerk Waters and herself will out of the office the next two days for safety coordinator training. She thanked Dr. Mayfield for his work on school safety. His efforts make the students and parents feel safe at school.

City Attorney Comments

City Attorney Parks stated that when the city left the GMA pool and tried to get back in it was very difficult.

City Council Comments

Councilmember Shirley stated that he is looking forward to the improvements in the park. He also thanked staff for looking hard for great health benefits.

Councilmember Gaddis had no comments.

Councilmember Regain had no comments.

Councilmember Brown had no comments.

Councilmember Bagley thanked Dr. Mayfield for keeping everyone safe. He stated that he was excited to support David and Sabrina at their event.

Mayor Comments

Mayor Taylor thanked everyone for getting this data in front of us and thanked all the staff for all the hard work.

#### ADJOURNMENT

Mayor Taylor called the meeting to adjourn at 4:48 P.M.

Motion made by Councilmember Reagin, Seconded by Councilmember Brown.

Voting Yea: Councilmember Gaddis, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley, Councilmember Brown

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# City Council Agenda Memo

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**DATE:** 10/31/2024  
**TITLE:** Water/Sewer Master Plan Update – Proposal Discussion  
**PRESENTED BY:** Allison Martin, City Manager  
**PRIORITY:** Strategic Priority - Infrastructure

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## AGENDA ITEM DESCRIPTION

Water/Sewer Master Plan Update – Proposal Discussion

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## 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. Hazen submitted an amended scope of work and pricing to keep the project within the adopted budget. In the subsequent budget cycle(s), staff will ask for funding to complete the project. 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.

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## FINANCIAL IMPACT

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

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## 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.

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## SUGGESTED MOTIONS

n/a

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## ATTACHMENTS

Proposal and Schedul

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October 24, 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 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 carried out in two phases. **Phase 1** will address foundational tasks required to begin the update and identify immediate system needs. **Phase 2** will complete the remaining tasks necessary to finalize the Master Plan Update, including preparing the Master Plan Report. Phase 2 may be further refined based on the findings from Phase 1. Additionally, an "**Optional Future Work**" section has been included to capture items identified by the City as important but deferred for potential inclusion in **Phase 2** or future separately-scoped projects.

#### 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 Wastewater Treatment Plant Evaluation
- Task 1E Water Model Update and Evaluation
- Task 1F Collection System Preliminary Evaluation
- Task 1G Capital Replacement Needs Assessment

## Task 1H Preliminary Projects List

### **Phase 2 – Master Plan Update**

Task 2A Water Treatment Plant Evaluation

Task 2B Raw Water Supply Evaluation

Task 2C Master Plan Report

### **Optional Future Work**

The following are potential tasks that may be completed under Phase 2 or future work:

- 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 – 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:
  - o Implementation of a densified activated sludge (DAS) system to achieve more capacity within the existing sequencing batch reactors (SBRs).
  - o Construction of a new WWTP.
  - o 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 1E – 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 1F – 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.
  - o 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.
  - o 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.
  - o Hazen will interview City staff to include system operational details in the model.
  - o 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 the future (see “Optional Future Work”), 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, where this survey work could be performed in **Optional Future Work**.

## Task 1G – 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 1H – Preliminary Projects List.

## Meetings

- Capital Replacement Needs Assessment Review Meeting

## Deliverables

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

## Task 1H – 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.

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

## 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.

### 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 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 WWTP will be on a dollar per gallon basis for planning purposes.
- Historical WWTP data will be provided by the City in electronic format (e.g., Microsoft Excel).
- A hydraulic analysis of the existing WWTP will not be performed.
- A detailed evaluation to select future potential treatment processes for the WWTP will not be performed as part of the master plan. Detailed layouts of future 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 (refer to **Optional Future Work** section).



- Field investigations to determine as-built conditions of existing water and sewer pipes will not be performed.

#### 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. The 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 \$250,000 for Phase 1 tasks. Since the results of Phase 1 task will inform the final scope of Phase 2 and Optional Future Work, 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 –Master Plan Update**

Due to budget and scheduling limits, the Water Treatment Evaluation, Raw Water Supply Evaluation, and Master Plan Report were shifted to Phase 2. This phase will finalize the remaining evaluations and combine Phase 1 findings into a detailed Master Plan report, also developing a Basic Digital Master Plan for future system management and planning.

### **Task 2A – 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 2B – 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 2C – Master Plan Report

Hazen will develop a Master Plan Report that consolidates all findings, analyses, and recommendations from the Phase 1 tasks and task 2A and 2B. 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

## Optional Future Work

The following tasks are proposed as optional activities for Phase 2, guided by the findings from Phase 1. Alternatively, these could be deferred to future phases of work based on the City's priorities and budget availability.

## 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 Phase 1, Phase 2 and other optional future work. 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 work includes:

- a) Working closely with City IT staff to determine the best hosting options (self-hosted, or Hazen-hosted). Hazen has ample experience to do either option and can assist the City through this process as needed.
- b) Enabling users to filter, modify, and update project details based on new data or shifting priorities.
- c) Allowing re-ordering and prioritization of projects within the CIP.
- d) Specifying project implementation phases and visualizing alignment with financial and operational timelines.
- e) Integrating projected capital costs by year to assist with long-term financial planning.
- f) Providing training to City staff on using and updating the Digital Master Plan.

**Project Name: Dahlonge Master Plan Update**

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	█	█	█	█	█	█	█	█	█	█	█	█	█		
<b>Phase 1 (Year 1): Foundational Work and Immediate Needs</b>															
Task 1A – Project Kickoff and Data Discovery	█														
Task 1B – Data Gap Analysis		█	█												
Task 1C – Water and Wastewater Demand Projections				█	█										
Task 1D – Wastewater Treatment Plant Evaluation						█	█	█	█						
Task 1E – Water Model Update and Evaluation					█	█	█	█							
Task 1F – Collection System Preliminary Capacity Assessment					█	█	█	█							
Task 1G – Capital Replacement Needs Assessment									█	█					
Task 1H – Preliminary Projects List										█	█	█	█		