



# CITY OF DAHLONEGA

## Work Session Agenda – Amended

### January 16, 2020 4:00 PM

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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.

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#### OPEN MEETING

#### BOARDS AND COMMITTEE'S:

- [1.](#) Downtown Development Authority, Shannon Ferguson, Executive Director
- [2.](#) Main Street Program, Carolyn McDuffie, Main Street Project Coordinator

#### DEPARTMENT REPORTS:

- [3.](#) Marshal's Department Report - December 2019, Jeff Branyon, Marshal
- [4.](#) Community Development Department Report – December 2019, Kevin Herrit, Director
- [5.](#) Financial Services Department Report – December 2019, Melody Marlowe, Finance Director
- [6.](#) Public Works Department Report - December 2019, Mark Buchanan, PW Director/City Engineer
- [7.](#) Water & Wastewater Treatment Department Report - December 2019, John Jarrard, Water Wastewater Treatment Director

#### ITEMS FOR DISCUSSION:

- [8.](#) FY2019 Budget Amendment, Melody Marlowe, Finance Director
- [9.](#) Report on Hotel-Motel Tax Review, Melody Marlowe, Finance Director
- [10.](#) Amendment of Personnel Management System Policies, Melody Marlowe, Finance Director
- [11.](#) Amendment of Flexible Benefits Plan, Melody Marlowe, Finance Director
- [12.](#) Ford F-550 Service Truck with Telescopic Crane, Mark Buchanan, Public Works Director
- [13.](#) 2020-06: Parking Meters, Doug Parks, City Attorney
- [14.](#) 2020-08: Short-Term Rentals, Kevin Herrit, Director, AICP, EDFP

#### COMMENTS – PLEASE LIMIT TO THREE MINUTES

- Clerk Comments
- City Manager Comments
- City Attorney Comments
- City Council Comments
- Mayor Comments

#### ADJOURNMENT

01.13.2020



# DOWNTOWN DEVELOPMENT AUTHORITY CITY OF DAHLONEGA DEPARTMENT REPORT Jan-20

Report Title                      Downtown Development Authority

Report Highlight                Submission of annual Main Street assessment and completion of Georgia’s Exceptional Main Streets reaccreditation process

Name, Title:                      Shannon Ferguson, Executive Director

Recently Completed:

- Conducted site-visit to City of Woodstock, Georgia with board members of the Downtown Development Authority (DDA) and Council for presentation by Downtown Development Authority staff and guided tour of downtown Woodstock’s redevelopment and mixed-use projects
- Worked with City Attorney to review and update Downtown Development Authority by-laws (unanimously approved by the DDA board in December 2019)
- Installed Scanlin building historic bronze marker

Underway:

- Working to complete the 2019 Georgia Main Street Annual Assessment and reaccreditation for Georgia’s Exceptional Main Streets (GEMS) designation
- As directed by Council during the December 2019 work session, internal staff and external stakeholder discussions surrounding comprehensive review of the City’s alcohol ordinances
- Continued discussions with and impending proposals for the Head House and the old school property
- Ongoing outreach to businesses and property owners with plans for an annual survey in 2020
- Continued discussions with potential prospects for central business district vacancies
- Evaluating multiple grant funding opportunities for redevelopment of the Head House, predevelopment tasks for the old school property, and future downtown master plan project
- Processing façade grant improvement application for three building fronts at 16 Public Square South

Near Term:

- 2019 Georgia Main Street Annual Assessment and reaccreditation for Georgia’s Exceptional Main Streets (GEMS) designation, due to the Georgia Department of Community Affairs by January 14, 2020
- Evaluating potential high-impact film permit for top tier production (downtown business owner survey distributed with January 6 response deadline)
- Working with City Attorney, staff completed review of the existing ordinances related to food trucks and will be bringing recommendations in February



# DOWNTOWN DEVELOPMENT AUTHORITY

## CITY OF DAHLONEGA DEPARTMENT REPORT

Jan-20

Report Title Main Street Program

Report Highlight Christmas lights and decorations will be down by next week.

Name, Title: Carolyn McDuffie, Main Street Project Coordinator

Dahlongega Main Street has officially wrapped-up the 2019 Christmas season and is looking forward to spring events. Below is a breakdown of completed and ongoing tasks into 2020.

Recently Completed:

- Volunteer Light Checks
  - For the first time, Main Street implemented a schedule for volunteers to check the lights on the square. This allowed staff to make the best use of weekly hours.
  - By the implementation of this practice, we saved approximately 30 paid staffed hours this Christmas season.

Underway:

- Farmers Market and App. Jam
  - Dates have not been released for these events. These events are currently under staff review.
- Dahlongega’s Arbor Day
  - Arbor Day is celebrated every year in Georgia on the third Friday in February.
    - Our Arbor Day will be held Friday, Feb 21, 2020
      - Brian Denney will be donating the tree again this year
      - The location of the tree is TBD
- Website edits and updates
  - Main Street will be focusing on creating a more user-friendly website.
    - Current video, photos and original content are all to be expected with website improvements.

Near Term:

- OFC Wrap-up
  - Enjoy the lights of the square through Jan 12<sup>th</sup>, public works in coordination with OFC volunteers will have lights down by this date.



**CITY MARSHAL'S OFFICE**  
**CITY OF DAHLONEGA DEPARTMENT REPORT**  
**Dec-19**

Report Title                      Marshal’s Report December 2019

Report Highlight                The City Marshal’s Office staff joined the Lumpkin County Sheriff’s Office in the “Shop with a Cop” Christmas event. Officers assisted at need children with shopping for their families. This was a great opportunity for our law enforcement officers to build positive relationships with the community.

Name, Title:                      Jeff Branyon, Marshal

Recently Completed:

- Fourth quarter alcohol inspections are complete.
- The Marshal’s Office issued 22 citations, made over 300 citizen contacts, answered over 60 calls for service from 911, worked 5 auto accidents, issued 28 parking citations and 20 warnings.

Underway:

- Automated External Defibrillators have been ordered for the Marshal’s vehicles. Training for the Marshal’s staff will be scheduled once the AED’s arrive. CPR and NARCAN training will also be scheduled in 2020.

Near Term:

- The City Marshal’s Office receives frequent requests for “ride along” opportunities from various individuals and groups. The Marshal’s Office will develop a ride along policy and waiver of liability before implementing a ride along program.



# COMMUNITY DEVELOPMENT

## CITY OF DAHLONEGA DEPARTMENT REPORT

Dec-19

Report Title Community Development – December 2019 Department Report  
Report Highlight Parks and Trails Master Plan Draft has been sent back for review.  
Name, Title: Kevin Herrit, Director

Recently Completed:

- Working on zoning cases and talking with developers about possible new developments for mixed use residential and commercial areas.
- Parks and Trails Master Plan is in Draft form and is being reviewed.
- Draft of Accessory Dwelling Unit (ADU) text amendment has been completed and sent to City Attorney and Manager for review and comment.

Underway:

- Developing a web-based zoning map for the city web page. This map is being truthed and will require parcel splits for current parcels that have two zoning districts.
- Rebuilding the Character Area layer in GIS
- Working on an overlay district to incorporate design aspects for high traffic and entry points to the city (updating draft to meet city regulation)
- Accessory Dwelling Unit (ADU) addition to zoning districts and additional requirements
- Working on Plan First application for 2020. Submittal will be in May of 2020.

Development Projects:

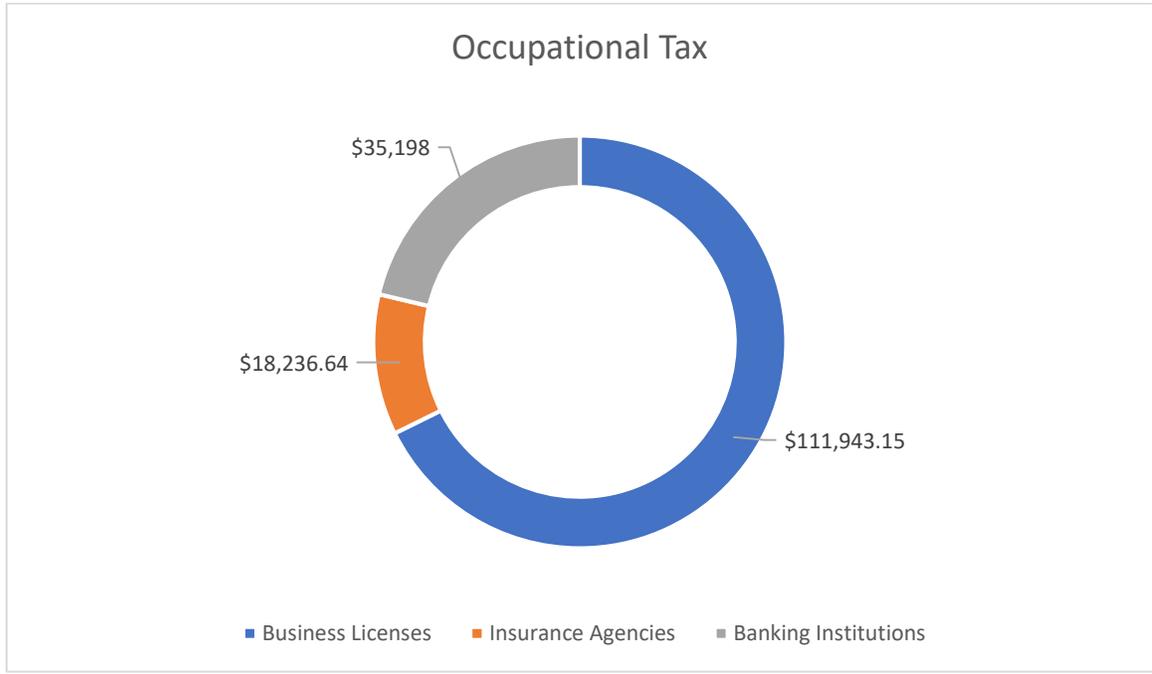
- 40 East Main Street – Brick encasement is going up around the new structure. Waiting on structural steel beams to be installed.
- The Smith House has been issued a TCO for specific dates until the elevator is installed and approved.
- Waffle House construction should start at the beginning of 2020.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. Site plans are under review. A clearing and grubbing permit have been issued for this site.

Occupational Tax Certificates:

- To date, Community Development Department has received 419 of the 420 Occupational Tax (Business Licenses) Renewals for 2019 (not including Insurance). 383 Insurance business licenses have responded for 2019. All of the six banks have submitted their Occupational tax renewals. All renewals notices have been sent out to business owners.

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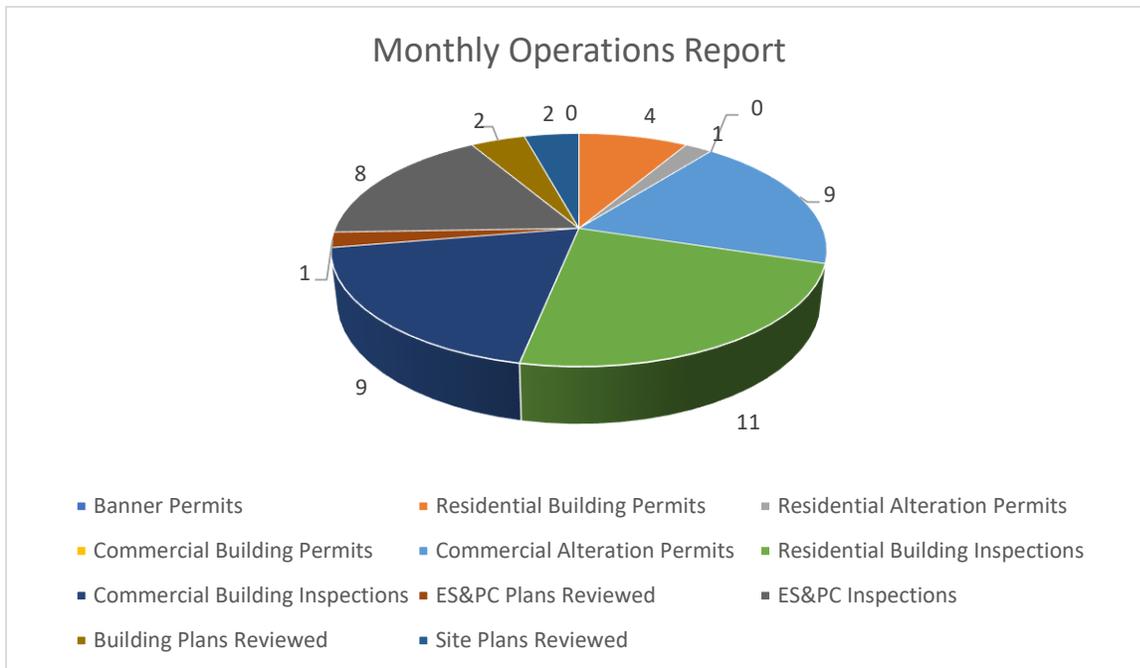
Occupational Tax Certificates:



New Businesses:

- None

Monthly Operations Report:





# FINANCIAL SERVICES

## CITY OF DAHLONEGA DEPARTMENT REPORT

Dec-19

Report Title Financial Services Department Report – December 2019

Report Highlight The Finance Department coordinated a hotel/motel tax audit to assure compliance with ordinance and correct collection and payment of tax. All lodging establishments were found in compliance.

Name, Title: Melody Marlowe, Finance Director

Recently Completed:

- 2020 Open Enrollment for employee benefits offered by City – includes establishment and offering of new Flexible Spending Account for healthcare costs
- Immigration reporting to State to confirm compliance with laws relating to receipt of public benefits – purchasing contracts, payments for services, business licenses, grants, etc.

Underway:

- Revision of hotel/motel tax ordinance
- Develop and adopt FSA and Cafeteria Plan Documents
- Develop new financial chart of accounts for new software that complies with State requirements
- Coordinate an employee compensation study
- Implement new financial software
- Update Financial Policies
- Review finance record retention practices and organize file system
- Assist as needed with consideration and implementation of stormwater utility fee
- Assist with an unaccounted water loss review and assist public works in establishing a meter management program

Near Term:

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



# PUBLIC WORKS

## CITY OF DAHLONEGA DEPARTMENT REPORT

Dec-19

Report Title Public Works Department Report - December 2019

Report Highlight Hancock Park Maintenance. Troy's team has been putting a lot of effort into helping the park recover from the use it sees during the busy summer and fall seasons. It's looking pretty good, although grass in the park will always be a challenge.



Name, Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Mulch installation at Hancock Park.
- Christmas lights, trees and other amenities upkeep.
- Preparation of 2020 LMIG paving bid package. Bids due January 21, 2020.
- Preparation of 2020 SPLOST funded paving bid package. Bids due January 21, 2020.
- Columbarium RFP process. Proposals being evaluated by Selection Committee.
- Preparation of Tanyard Branch Sanitary Sewer bid package.
- Preparation of Barlow Road bid package.
- Preparation of City Hall additional parking area bid package.
- Re-seeding of various areas of Hancock Park.

Underway:

- Continued upgrades along entire length of North Grove sidewalk by City crews.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- Design of Martin Street improvements.
- Head House entrance redesign.
- Wimpy Mill High Trestle Bridge preliminary engineering. Bid documents for pedestrian bridge on Wimpy Mill Road and Phase 2 of the picnic area have been created.
- Research and permitting of small-scale sediment removal from reservoir at Wimpy Mill Picnic Area.
- Commercial solid waste alternatives study.
- Residential Recycling alternatives study.
- Selection of vendor for handrail on Mechanic Street sidewalk.

Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.
- Re-staining of diving bell pavilion.



**WATER / WASTE WATER DEVELOPMENT**  
**CITY OF DAHLONEGA DEPARTMENT REPORT**  
**Aug-19**

Report Title Water & Wastewater Treatment Department Report December 2019

Report Highlight According to the work schedule that Willow Construction has prepared, rehab work on the Owens Farm Lift Station will be completed by the middle of March. The project was held-up due to the delivery of the pumps. This has not affected the completion date of this project and will not hamper the rehabilitation work on the Achasta Lift Station.

Name, Title: John Jarrard, Water Wastewater Treatment Director

Recently Completed:

- Replaced Acid Tank Valve and Actuator
- Repaired piping in CIP pit
- Replaced mechanical seal in circulation pump
- Replaced brine pump on Sodium Hypochlorinator
- Quarterly dam inspection
- Replaced bulbs in UV System
- Repaired auger on bar screen

Underway:

- Willow Construction Rehab of Owens Farm Lift Station
- Awarding Rehabilitation work on Achasta Lift Station
- Outside Electrical boxes being replaced at WWTP
- Singer Valve #1 repairs
- Replacing valve on Acid circulation line
- Repairing radiator on portable by-pass sewage pump
- Check valves being replaced on High School Lift Station
- Installation of water cooler in lobby of City Hall for public distribution of water bottles
- Repairs to Wal-Mart Tank altitude valve

Near Term:

- CIP Maintenance on all three racks at WTP
- Certified Engineer Dam Inspection
- Pall Technician Health System Check on WTP
- Second Phase of Testing on Watershed Protection Plan
- Industrial Pretreatment walk thru inspections at permitted facilities
- Annual Water Audit



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# CITY COUNCIL AGENDA REPORT

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**DATE:** January 16, 2020  
**TITLE:** FY2019 Budget Amendment  
**PRESENTED BY:** Melody Marlowe, Finance Director

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**AGENDA ITEM DESCRIPTION:**  
FY2019 Year-End Budget Amendment

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**HISTORY/PAST ACTION:**  
The FY2019 Original budget was approved on August 16,2018.

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**FINANCIAL IMPACT:**  
Described on the attached documents

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**RECOMMENDATION:**  
It is recommended that Council approved the year-end budget amendment as presented

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**SUGGESTED MOTIONS:**  
I recommend approval of Resolution 2020-\_\_\_ Year-End Budget Amendment for Fiscal Year 2019

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**ATTACHMENTS:**  
Resolution 2020-\_\_\_ Year-End Budget Amendment Fiscal Year 2019

**RESOLUTION 2020-\_\_\_\_**  
**YEAR-END BUDGET AMENDMENT**  
**FISCAL YEAR 2019**

**WHEREAS**, the City Council approved a budget for fiscal year 2019 for the City of Dahlonega on August 16, 2018; and

**WHEREAS**, the budget is a dynamic rather than static revenue and spending plan which requires adjustment from time to time as circumstances change; and

**WHEREAS**, through review of the financial activity for the current fiscal year, there are budget adjustments needed to more closely reflect expected results.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of Dahlonega, Georgia hereby adopts the adjustments to the Fiscal 2019 budget as presented on “Attachment A” and “Attachment B” attached hereto and made a part of the Resolution.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF DAHLONEGA, GEORGIA**

By: \_\_\_\_\_  
Sam Norton, Mayor

Attest:

\_\_\_\_\_  
Mary Csukas, City Clerk

**YEAR-END BUDGET AMENDMENT – FISCAL YEAR 2019  
ADJUSTMENT DESCRIPTIONS**

**General Fund**

The General Fund recognized a net *increase* in operating revenues of \$48,600. The adjustments associated with this increase are as follows:

- Recognize additional interest income of \$48,600
- Decrease of 18,000 in Property Tax revenue and increase of \$18,000 in Local Option Sales Tax revenue

The General Fund recognized a net *increase* in operating expenditures of \$41,724. The adjustments associated with this increase are as follows:

- Additional \$8,000 in the Administrative department to recognize bank fees that were previously netted against interest income
- Increase Streets department by \$14,500 to provide funding for signs and cones necessary for the downtown protest event
- Increase Streets department by \$24,000 and decrease Parks department by \$24,000 to reflect shift of purchases between departments
- Increase Shop department by \$5,300 to provide funding for the emergency replacement of the air conditioner at City Shop
- Decrease Community Development by \$21,000 to supplement funding for engineering design services for the Yahoola High Trestle Trail Project (transfer to Grant Capital Project Fund)
- Increase Public Safety department expenditures by \$20,800 to provide funding for purchases related to the downtown protest event
- Increase Public Safety department by \$14,124 to provide funding for the purchase of a license plate reader

The General Fund recognized a *net change* in Other Funding Sources (Uses) of \$6,876. The adjustments associated with this change are as follows:

- Transfer Out increased by \$21,000 to reflect transfer to Grants Capital Project Fund to supplement funding for the engineering design services for the Yahoola High Trestle Trail Project
- General Fund Contingency decreased by \$14,124 to provide funding for purchase of a license plate reader for Public Safety

**Hotel/Motel Tax Fund**

The Hotel/Motel Tax Fund recognized an increase of \$3,341 to both revenue and related distributions to reflect final collections for the year.

**General Government Capital Projects Fund**

The General Government Capital Projects Fund recognized *no change* in the total budget; however, notable adjustments that *did not affect the total budget* but represent adjustments between projects are as follows:

- \$2,625 in additional revenue from cemetery lot sales was recognized and appropriated to the Cemetery Paving Project
- \$90,000 was taken from the Storm Drain – Johnson Street project (\$30,000) and from the Meaders Street Parking project (\$60,000) and redirected to the 2019 LMIG Paving project in the Grant Capital Projects Fund
- \$12,000 was moved from Cemetery Improvements project to Cemetery Paving
- \$85,000 was moved from Facilities & Property Program to Key Historic Properties project to supplement funding for the purchase of the Head House
- \$17,403 was allocated from Tourism Projects for the purchase of the Downtown Camera Surveillance System
- \$38,402 was transferred out of Tourism Projects to supplement funding for excavation and dredging of the Reservoir to prepare for the Kayak Launch

**Grant Capital Projects Fund**

The Grant Capital Projects Fund recognized an *increase* of \$50,000 in revenues as described below:

- GDOT provided LMIG funding for Off System Safety improvements in the amount of \$50,000

The Grant Capital Projects Fund recognized an *increase* of \$161,000 in expenditures as described below:

- The OSS Install – FY2019 LMIG project *increased* by \$50,000 to recognize GDOT funding received
- The Street Paving – FY2019 LMIG project was funded an additional \$90,000
- The Yahooola High Trestle Trail project was funded at \$21,000 in order to proceed with engineering design

Other Financing Sources *increased* by \$111,000 to reflect additional transfer from General Fund for the LMIG Paving project and the Trail project

**SPLOST Fund**

The SPLOST Fund recognized no adjustments

**TSPLOST Fund**

The TSPLOST Fund was established with estimated revenue of \$179,550, which will be paid to Lumpkin County as agreed for the joint transportation project.

**Water and Sewer Fund**

The Water and Sewer Fund recognized an *increase* in operating revenues of \$11,000. The adjustment associated with this increase are as follows:

- Recognize additional interest income of \$11,000

The Water and Sewer Fund recognized a net *increase* in operating expenditures of \$41,379. The adjustments associated with this increase are as follows:

- Increase to recognize new charges for sanitation services provided by the City of Dahlonega: Reservoir Maintenance (\$10,164), Water Treatment (\$1,944), and W/S Distribution & Collection (\$1,678)
- Increase Reservoir Maintenance department by \$11,000 to provide funding for legal expenses related to Yahoola Reservoir Management Plan
- Decrease Reservoir Maintenance department by \$2,407 to supplement the Reservoir Dredging Project
- Decrease Reservoir Maintenance department by \$16,000 to provide additional funding for the Wimpy Mill Picnic Area
- The W/S Distribution and Collection department increased by \$20,000 to provide funding for a detailed billing volume audit by Nelsnick Enterprises
- The Sewage Treatment department increased \$15,000 to cover unexpected, significant increases in disposal fees

The Water and Sewer Fund recognized a *net change* in Other Funding Sources (Uses) of \$30,379. The adjustments associated with this change are as follows:

- Transfer In from General Government Capital Projects Fund of \$38,402 for the Reservoir Dredging project
- W&S Fund Contingency increased by \$48,786 to provide funding for the detailed billing audit, sanitation services, and increased disposal fees
- Water and Sewer Capital Projects reflects a net decrease of \$56,809
  - The Lift Station Improvements / Pump Replacements project decreased by \$169,619 to provide funding to the Owen’s Farm Lift Station project and the Reservoir Dredging project
  - The budget for Facility Improvements Program of \$35,000 was reallocated to the Owen’s Farm Lift Station project
  - The Owen’s Farm Lift Station project was increased by \$185,428
  - The Wimpy Mill Picnic Area project was increased by \$16,000
  - The Reservoir Dredging project was established at \$60,000

**Solid Waste Fund**

The Solid Waste Fund recognized an increase in projected revenue of \$9,375 to be used for a Sanitation Study by the Resource Professional Group

**Downtown Development Authority**

The Downtown Development Authority recognized a *net change* in Operating expenditures of \$1,450. The adjustments associated with this change are as follows:

- Decrease of \$400 in Administration department and increase in Dahlonga 2000 to shift budget to cover event activity costs
- Increase in Dahlonga 2000 of \$1,450 to establish budget for façade grant awarded to Chestatee Village Management

**City of Dahlonaga  
General Fund  
FY2019 Budget**

	<u>Original Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>Revenues</b>				
General Property Taxes	\$ 1,307,555	\$ -	\$ (18,000)	\$ 1,289,555
Local Option Sales Tax	873,291	-	18,000	891,291
Other Taxes	1,364,000	-	-	1,364,000
Licenses & Permits	160,000	-	-	160,000
Fines, Fees, and Forfeitures	140,000	-	-	140,000
Charges for Services	74,000	-	-	74,000
Intergovernmental	19,700	-	-	19,700
Interest	42,500	-	48,600	91,100
Other	9,100	15,246	-	24,346
Total	<u>3,990,146</u>	<u>15,246</u>	<u>48,600</u>	<u>4,053,992</u>
	-			
<b>Expenditures</b>				
Legislative	201,608	9,600	-	211,208
Executive	272,799	-	-	272,799
Election	15,450	-	-	15,450
Administration	957,372	4,000	8,000	969,372
Municipal Court	230,641	-	-	230,641
Street Construction and Maintenance	1,020,652	21,576	38,500	1,080,728
Shop	110,883	-	5,300	116,183
Cemetery	59,384	-	-	59,384
Parks	76,808	-	(24,000)	52,808
Community Development	303,848	30,000	(21,000)	312,848
Public Safety	332,451	15,846	34,924	383,221
Total	<u>3,581,896</u>	<u>81,022</u>	<u>41,724</u>	<u>3,704,642</u>
Excess of revenues over expenditures	<u>408,250</u>	<u>(65,776)</u>	<u>6,876</u>	<u>349,350</u>
<b>Other Funding Sources (Uses)</b>				
Transfer Out	(1,935,217)	(2,500)	(21,000)	(1,958,717)
Contingency	(39,900)	25,776	14,124	-
Total	<u>(1,975,117)</u>	<u>23,276</u>	<u>(6,876)</u>	<u>(1,958,717)</u>
Appropriated Fund Balance	<u>\$ (1,566,867)</u>	<u>\$ (42,500)</u>	<u>\$ -</u>	<u>\$ (1,609,367)</u>

**City of Dahlonega  
Hotel/Motel Tax Fund  
FY2019 Budget**

	<u>Original</u>		<u>Previous</u>		<u>Year-End</u>		<u>Amended</u>
	<u>Budget</u>		<u>Amendments</u>		<u>Amendment</u>		<u>Budget</u>
<b>Revenues</b>							
Hotel/Motel Tax Revenue (8%)	\$ 417,397	\$	-	\$	3,341	\$	420,738
Total	<u>417,397</u>		<u>-</u>		<u>3,341</u>		<u>420,738</u>
<b>Expenditures</b>							
Purchased Services - Tourism	253,047		-		9,088		262,135
Transfer to GG Capital Projects Fund	151,828		-		(5,847)		145,981
Transfer to General Fund	12,522		-		100		12,622
Total	<u>417,397</u>		<u>-</u>		<u>3,341</u>		<u>420,738</u>
Appropriated Fund Balance	<u>\$ -</u>	\$	<u>-</u>	\$	<u>-</u>	\$	<u>-</u>

**CITY OF DAHLONEGA, GEORGIA  
General Government Capital Projects Fund  
FY2019 Budget**

	<u>Original Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>Revenues and Other Financing Sources</b>				
Cemetery Lot Sales	\$ 12,000	\$ -	\$ 2,625	\$ 14,625
Transfer In - General Fund	1,451,000	-	(90,000)	1,361,000
Transfer In - Hotel Motel Tax Fund	151,828	-	-	151,828
<b>Total</b>	<b>1,614,828</b>	<b>-</b>	<b>(87,375)</b>	<b>1,527,453</b>
<b>Expenditures</b>				
Transfer Out - Grant Capital Projects Fund	-	-	-	-
Transfer Out - Water & Sewer Fund	-	-	38,402	38,402
Capital Projects**	1,614,828	443,234	(125,777)	1,932,285
<b>Total</b>	<b>1,614,828</b>	<b>443,234</b>	<b>(87,375)</b>	<b>1,970,687</b>
Appropriated Fund Balance	\$ -	\$ (443,234)	\$ -	\$ (443,234)

**\*\*Capital Projects:**

4-Door Pickup Truck 4x4 (Streets)	\$ 29,000			\$ 29,000
Stormwater Projects	80,000	54,660		134,660
Cemetery Columbarium	50,000	10,000		60,000
Bridge Maintenance Program	25,000	50,000		75,000
Facilities & Property Program	60,000	41,000	(85,000)	16,000
Storm Drain - Park Street	-	30,000		30,000
Roof - City Hall	-	30,000		30,000
Vehicle - Public Safety SUV	45,000			45,000
Financial Software/Hardware	-	70,000		70,000
Tourism Projects	151,828	(83,426)	(55,805)	12,597
Crosswalk/Sidewalk Program	40,000			40,000
Key Historic Properties	400,000		85,000	485,000
City Hall Restrooms & Foyer	30,000			30,000
City Hall Parking Expansion	50,000			50,000
N Park Street Building Demolition	130,000			130,000
Storm Drain - Johnson Street	352,000	(250,000)	(30,000)	72,000
Faux Brick Crosswalks	25,000			25,000
Meaders Street Parking	60,000		(60,000)	-
Cemetery Paving	75,000		14,625	89,625
Cemetery Improvements	12,000		(12,000)	-
Hancock Park Playground	-	241,000		241,000
Storm Drain Repairs - Barlow Street	-	150,000		150,000
Martin Street Widening	-	100,000		100,000
Downtown Camera Surveillance System			17,403	17,403
<b>Total</b>	<b>\$ 1,614,828</b>	<b>\$ 443,234</b>	<b>\$ (125,777)</b>	<b>\$ 1,932,285</b>

**City of Dahlonaga  
Grant Capital Projects Fund  
FY2019 Budget**

	<u>Original</u>	<u>Previous</u>	<u>Year-End</u>	<u>Amended</u>
	<u>Budget</u>	<u>Amendments</u>	<u>Amendment</u>	<u>Budget</u>
<b>Revenues</b>				
GDOT TE Grant (10681) - Streetscape	\$ -	\$ 110,478		\$ 110,478
FY2019 GDOT LMIG - Street Paving	-			\$ -
FY2019 GDOT LMIG - OSS	-		50,000	\$ 50,000
GDOT LMIG - Calhoun Road	-	28,500	-	\$ 28,500
	-	-	-	-
Total	<u>-</u>	<u>138,978</u>	<u>50,000</u>	<u>188,978</u>
<b>Expenditures</b>				
Streetscape	60,000			60,000
Street Paving - FY2018 LMIG	-	8,530		8,530
OSS Install - FY2019 LMIG	25,000		50,000	75,000
Street Paving - FY2019 LMIG	30,000	74,501	90,000	194,501
Calhoun Road Paving - GDOT LMIG	-	41,000	-	41,000
Yahoola High Trestle Trail Phase I	-	-	21,000	21,000
Total	<u>115,000</u>	<u>124,031</u>	<u>161,000</u>	<u>400,031</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Intergovernmental - UNG	-	-		-
Transfers In(Out)				
General Fund	115,000	12,500	111,000	238,500
Total	<u>115,000</u>	<u>12,500</u>	<u>111,000</u>	<u>238,500</u>
Appropriated Fund Balance	<u>\$ -</u>	<u>\$ 27,447</u>	<u>\$ -</u>	<u>\$ 27,447</u>

**City of Dahlonega  
SPLOST Fund  
FY2019 Budget**

	<u>Original Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>Revenues</b>				
SPLOST Revenues	\$ 554,374			\$ 554,374
Interest Income	-			-
Total	<u>554,374</u>	<u>-</u>	<u>-</u>	<u>554,374</u>
<b>Expenses</b>				
Transfer Out - Water & Sewer Fund	<u>554,374</u>			<u>554,374</u>
Total	<u>554,374</u>	<u>-</u>	<u>-</u>	<u>554,374</u>
Appropriated Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Note: SPLOST funds are dedicated to the Wastewater Treatment Plant Upgrade project.**

**City of Dahlonega  
Transportation SPLOST Fund  
FY2019 Budget**

	<u>Original Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>Revenues</b>				
TSPLOST Revenues	\$ -		\$ 179,550	\$ 179,550
Interest Income	-			-
Total	-	-	179,550	179,550
<b>Expenses</b>				
Payment to Other Governments	-		179,550	179,550
Total	-	-	179,550	179,550
Appropriated Fund Balance	\$ -	\$ -	\$ -	\$ -

**City of Dahlonega  
Water & Sewer Fund  
FY2019 Budget**

	<u>Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>Revenues</b>				
Water Sales	\$ 2,972,243	\$ -	\$ -	\$ 2,972,243
Sewer Sales	1,984,184	-	-	1,984,184
Connection Fees	300,000	-	-	300,000
Interest Income Operating Accounts	24,000	-	11,000	35,000
Interest Income Bond Accounts	3,000	-	-	3,000
Grant Revenue	-	-	-	-
Sale of Fixed Assets	-	-	-	-
Other	14,500	-	-	14,500
<b>Total</b>	<b>5,297,927</b>	<b>-</b>	<b>11,000</b>	<b>5,308,927</b>
<b>Expenses</b>				
Reservoir Maintenance	23,500	-	2,757	26,257
Reservoir Loan	153,049	-	-	153,049
Water Treatment	761,596	-	1,944	763,540
W/S Distribution and Collection	960,238	43,000	21,678	1,024,916
Sewage Treatment	643,793	-	15,000	658,793
Sewage Lift Stations	229,120	-	-	229,120
Bond Interest/Insurance Expense	1,085,706	-	-	1,085,706
Charges for Services (General Fund)	45,000	-	-	45,000
Depreciation	1,792,792	-	-	1,792,792
<b>Total</b>	<b>5,694,794</b>	<b>43,000</b>	<b>41,379</b>	<b>5,779,173</b>
Excess of revenues over expenses	(396,867)	(43,000)	(30,379)	(470,246)
Transfer In - SPLOST Fund	554,374	-	-	554,374
Transfer In - GG Capital Projects Fund	-	-	38,402	38,402
Contingency	(52,977)	-	48,786	(4,191)
Capital Projects**	(1,369,000)	(651,708)	(56,809)	(2,077,517)
<b>Total</b>	<b>(867,603)</b>	<b>(651,708)</b>	<b>30,379</b>	<b>(1,488,932)</b>
Change in Net Assets	\$ (1,264,470)	\$ (694,708)	\$ -	\$ (1,959,178)

**City of Dahlonega  
Water & Sewer Fund  
FY2019 Budget**

	<u>Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>**Capital Projects:</b>				
Lift Station Improvements / Pump Replacements	\$ 150,000	\$ 39,000	\$ (169,619)	\$ 19,381
Meter Replacement Program	50,000	15,020	-	65,020
WS Line Replacement - Park Street	400,000	75,000	-	475,000
Lift Station Rehab - Birch River	350,000	-	-	350,000
Facility Improvements Program	-	35,000	(35,000)	-
Lift Station Rehab - Owen's Farm	-	326,075	185,428	511,503
WS Line Replacements - Other	100,000	100,000	-	200,000
Wimpy Mill Picnic Area	-	41,613	16,000	57,613
S Chestatee SS Easement	60,000	-	-	60,000
Water Model	50,000	20,000	-	70,000
Water & Sewer System Mapping	84,000	-	-	84,000
Service Truck	65,000	-	-	65,000
Reservoir Dredging	-	-	60,000	60,000
Debt Reduction Program	60,000	-	-	60,000
	<u>\$ 1,369,000</u>	<u>\$ 651,708</u>	<u>\$ 56,809</u>	<u>\$ 2,077,517</u>

**City of Dahlonega  
Solid Waste Fund  
FY2019 Budget**

	<u>Original Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>Revenues</b>				
Solid Waste Collection Fees	\$ 874,665		\$ 9,375	\$ 884,040
Miscellaneous Revenue	1,000			1,000
Interest Revenue	300	-	-	300
Total	<u>875,965</u>	<u>-</u>	<u>9,375</u>	<u>885,340</u>
<b>Expenses</b>				
Personal Services	494,202			494,202
Purchased Services	230,281		9,375	239,656
Supplies	79,800			79,800
Depreciation	71,627			71,627
Total	<u>875,910</u>	<u>-</u>	<u>9,375</u>	<u>885,285</u>
<b>Non-Operating Revenues/(Expenses)</b>				
Transfer In - General Fund	40,000	-	-	40,000
Loan Proceeds - GEFA	-	-	-	-
Interest Expense	(8,000)	-	-	(8,000)
Capital Assets	(170,000)	-	-	(170,000)
Total	<u>(138,000)</u>	<u>-</u>	<u>-</u>	<u>(138,000)</u>
Appropriated Net Assets	<u>\$ (137,945)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (137,945)</u>

**City of Dahlonaga  
Downtown Development Authority  
FY2019 Budget**

	<u>Original Budget</u>	<u>Previous Amendments</u>	<u>Year-End Amendment</u>	<u>Amended Budget</u>
<b>Revenues</b>				
Miscellaneous Revenue	\$ 200	\$ -	\$ -	\$ 200
Interest	-	-	-	-
Total	200	-	-	200
<b>Expenditures</b>				
DDA Administration	181,735	-	(400)	181,335
DDA Programs and Projects	153,954	-		153,954
Dahlonaga 2000	-	-	1,850	1,850
Film	6,250	-		6,250
Parking	-	-		-
Total	341,939	-	1,450	343,389
<b>Non-Operating Revenue</b>				
Bond Issue Revenue	-	-	-	-
Contributions	-	-	-	-
Transfer from General Fund	341,739	(10,000)	-	331,739
Total	341,739	(10,000)	-	331,739
Appropriated Fund Balance	\$ -	\$ (10,000)	\$ (1,450)	\$ (11,450)



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# CITY COUNCIL AGENDA REPORT

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**DATE:** January 16, 2020  
**TITLE:** Report on Hotel-Motel Tax Review  
**PRESENTED BY:** Melody Marlowe, Finance Director

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**AGENDA ITEM DESCRIPTION:**

A review of Hotel-Motel Tax was recently completed through a contract with Georgia Municipal Association. The scope of the work included (1) review of applicable provisions of the City’s municipal code and ordinances, and (2) examination of records pertaining to hotel-motel taxes to ensure accuracy and to identify errors or omissions that resulted in deficient payment to the City. A summary of the work performed is presented in the attached memo from Mak Yari, project coordinator. The Analysis Report and Examination Report presented by the consultant are available for review in the City Finance Department.

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**HISTORY/PAST ACTION:**

None

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**FINANCIAL IMPACT:**

The total cost for both phases of the review was \$8,237.58. Revenue of \$1,470.69 was discovered. The net cost will be prorated between the Chamber and the City as described in the Agreement for Tourism Development Services.

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**RECOMMENDATION:**

It is recommended that staff work with the City Attorney to prepare recommended ordinance revisions for Council adoption.

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**SUGGESTED MOTIONS:**

None

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**ATTACHMENTS:**

Memorandum – City’s of Dahlonega’s Hotel-Motel Excise Tax Audit Project – Phase 1 and 2



# Memorandum

**To:** Ms. Melody Marlowe  
**From:** Mak Yari  
**Date:** 1/10/2020  
**Subject:** City of Dahlonega’s Hotel-Motel Excise Tax Audit Project - Phases 1 and 2

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This memorandum is intended to summarize and document the process and history associated with completion of the subject project.

This project was undertaken to take a comprehensive look at this City program. It was intended to ensure appropriate recordkeeping and reporting as well as the City Ordinances that comply with the most recent state statutes and laws. To that end, the City’s Finance Department contacted the GMA to obtain a proposal to complete this work. This proposal was received, and work was ultimately authorized in March 2018. The Resource Professionals Group (TRPG) acted as the technical subcontractor to the GMA on completing this project.

Phase 1 of this work reviewed the City records and tax returns for 15 local hospitality service providers. Records for the period of 2015 through 2018 were examined by the consultant. The review of the returns yielded no real concern about the general appropriateness of the rent earnings reported or the tax remitted. Additionally, all existing City Ordinances were obtained and reviewed.

Phase 1 report was completed and delivered to the City in May 2019. This work identified the following general recommendations:

- Provide field audits of 2 hospitality service providers as Phase 2 of this project;
- Adopt new model ordinance;
- Incorporate a number of ancillary steps within the existing program to enhance the identification of all potential service providers, such as vacation rental properties and enhance the record keeping.

Subsequently, Phase 2 of this project was authorized in Fall of 2019. This work was completed by the consultant and report provided to the City in November 2019. This phase of the work reviewed two, local service providers’ operation in much greater details. The ultimate results indicated that these providers were complying with the required ordinance and properly reporting/ submitting their excise taxes to the City. However, one instance of a missing submittal was discovered. This was associated with a month when the audited establishment changed ownership. Subsequently, the new owner completed and submitted a return to take care of this inadvertent matter to the City in November 2019.

Upon completion of this matter, City proceeded to complete this audit by forwarding 2 letters to thank these providers for their recordkeeping and compliance with the requirements.



# CITY COUNCIL AGENDA REPORT

**DATE:** January 16, 2020  
**TITLE:** Amendment of Personnel Management System Policies  
**PRESENTED BY:** Melody Marlowe, Finance Director

**AGENDA ITEM DESCRIPTION:**

An amendment of the City of Dahlongega Personnel Management System Policies is necessary to reflect changes to City and employee contributions toward the cost of health insurance.

**HISTORY/PAST ACTION:**

The City offers health care coverage to employees, and the cost is shared between the City and employee. The cost share for 2019 was 90%/10% (City/employee) for employee coverage and 85%/15% (City/employee) for dependent coverage. The allocation changed for 2020 for dependent coverage to 80%/20% (City/employee). The City continues to pay 90% of employee coverage.

**FINANCIAL IMPACT:**

The policy change shifted an additional share of the cost for dependent coverage to the employee.

**RECOMMENDATION:**

It is recommended that Council approve the amendment to Personnel Policies to include a general statement that the Employee shares in the cost of health insurance. Specific percentages are removed to allow for flexibility in future years.

**SUGGESTED MOTIONS:**

I make a motion to adopt Resolution 2020-\_\_\_ approving the amendment of the City of Dahlongega Personnel Management System Policies.

**ATTACHMENTS:**

Resolution 2020-\_\_\_ Personnel Management System Policies Amendment  
Personnel Management System Policies, Section VI – Benefits, Par. 6.100

**RESOLUTION 2020-\_\_**

**PERSONNEL MANAGEMENT SYSTEM POLICIES AMENDMENT**

**WHEREAS**, the City of Dahlonega Mayor and City Council adopted the Personnel Management System Policies on February 3, 2014; and,

**WHEREAS**, it is desired to modify Section VI – Benefits, Paragraph 6.1000 Group Health Insurance relating to the employee’s percentage contribution to the cost of coverage.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of Dahlonega, Georgia approves the amendment as attached hereto and made a part of the Resolution with an effective date of January 1, 2020.

**ADOPTED** this \_\_ day of \_\_\_\_\_, 2020.

**CITY OF DAHLONEGA, GEORGIA**

By: \_\_\_\_\_  
Sam Norton, Mayor

Attest:

\_\_\_\_\_  
Mary Csukas, City Clerk

**AMENDMENT OF CITY OF DAHLONEGA  
PERSONNEL MANAGEMENT SYSTEM POLICIES**

(Adopted February 3, 2014; Amended February 3, 2020; Effective January 1, 2020)

**SECTION VI- BENEFITS**

Par. 6.100 Group Health Insurance - The City will provide insurance at a cost to be determined each budget year to regular employees and their families. Group health insurance is to be made available to covered regular employees after retirement or termination for a period of 18 months at the employee's cost. Group health insurance is to be made available to a covered employee who leaves because of disability for a period of 36 months at the employee's cost. Group health insurance is also to be made available to the covered dependents of a covered employee upon the death of the employee for a period of 36 months at their cost. Insurance will terminate at the option of the employer when the employee is covered by other group insurance. This Par. 6.100 shall not be construed as requiring the City to provide continuation coverage for employees and/or their dependents in excess of its obligations under federal COBRA.

- a. ~~Subject to~~ In accordance with the City's above-stated right to amend or modify this Group Health Insurance Policy, employees will pay ~~10.0% of pre-determined percentages for~~ health insurance costs (i) for single coverage at the Basic level and ~~will pay 15.0% of the health insurance costs~~ (ii) for family coverage at the Basic level. If a Premium Plan is selected, the employee will pay the additional cost.
- b. The City will not offer health insurance coverage for spouses of employees who have access to duplicate health insurance through their own employers.



# CITY COUNCIL AGENDA REPORT

**DATE:** January 16, 2020  
**TITLE:** Amendment of Flexible Benefits Plan  
**PRESENTED BY:** Melody Marlowe, Finance Director

**AGENDA ITEM DESCRIPTION:**

An amendment and restatement of the City’s Flexible Benefits Plan is necessary to provide for the offering of a Health Care Flexible Spending Arrangement (FSA).

**HISTORY/PAST ACTION:**

The City has a Flexible Benefits Plan in place that offers employees a choice between various benefits and allows employees to contribute to the cost of these benefits through a payroll deduction using pre-tax earnings. Beginning with the 2020 benefits program, the City expanded benefits to include the option for employees to contribute to a reimbursement account used to pay for out-of-pocket health care expenses using pre-tax earnings.

**FINANCIAL IMPACT:**

The offering will save the employee money by allowing out-of-pocket health care expenses previously paid using after-tax earnings to be paid with pre-tax earnings. This means the employee pays less tax and has more money to spend and save. The City will save on the match required for Social Security and Medicare tax, which will be used to offset the administrative fees for the third-party administrator.

**RECOMMENDATION:**

It is staff’s recommendation that Council approve the Plan amendment and restatement.

**SUGGESTED MOTIONS:**

I make a motion to adopt Resolution 2020-\_\_\_ approving the amendment and restatement of the City of Dahlonega Flexible Benefits Plan.

**ATTACHMENTS:**

Resolution 2020-\_\_\_ Flexible Benefits Plan Amendment and Restatement  
Plan Document for the City of Dahlonega Flexible Benefits Plan (Effective January 1, 2020)

**RESOLUTION 2020-\_\_\_**

**FLEXIBLE BENEFITS PLAN AMENDMENT AND RESTATEMENT**

**WHEREAS**, the City of Dahlonega desires to provide various benefits to its employees and is committed to identifying and offering products and programs that are beneficial to employees at affordable prices; and

**WHEREAS**, the City of Dahlonega has a Flexible Benefits Plan in place that offers employees a choice between various benefits and allows employees to contribute to the cost of these benefits through a payroll deduction using pre-tax earnings; and

**WHEREAS**, the City wishes to expand the benefits package to include a Health Care Flexible Spending Arrangement (FSA), which allows employees to contribute to a reimbursement account used to pay for out-of-pocket health care expenses using pre-tax earnings; and

**WHEREAS**, the offering of an FSA requires an amendment and restatement of the Plan Document for the City of Dahlonega Flexible Benefits Plan.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of Dahlonega, Georgia hereby amend and restate the Plan known as the City of Dahlonega Flexible Benefits Plan, substantially in the form presented, said amended and restated Plan being effective as of January 1, 2020, and a copy of said amended and restated Plan being attached hereto and made a part of the Resolution; and

**BE IT FURTHER RESOLVED** that the City Finance Director is hereby appointed to constitute the Plan Administrator of such Plan and to have such powers and duties as are set forth in the Plan; and

**BE IT FURTHER RESOLVED**, the full power and authority are hereby conferred upon the Mayor of the City of Dahlonega to execute amendments to such Plan within the general intent and purpose thereof in order that the Plan shall continue to qualify under the provisions of Section 125 of the Internal Revenue Code of 1986, as amended.

**ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF DAHLONEGA, GEORGIA**

By: \_\_\_\_\_  
Sam Norton, Mayor

Attest:

\_\_\_\_\_  
Mary Csukas,  
City Clerk



# CITY COUNCIL AGENDA REPORT

**DATE:** January 3, 2020  
**TITLE:** Ford F-550 Service Truck with Telescopic Crane  
**PRESENTED BY:** Mark Buchanan, Public Works Director

**AGENDA ITEM DESCRIPTION:**

This item includes Staff's recommendation to award the bid to the vendor Nichols Fleet Equipment Co., In the amount of \$127,769.00.

**HISTORY/PAST ACTION:**

New Item

**FINANCIAL IMPACT:**

The budgeted amount is \$135,000.00. Eight bids were received ranging from a low of \$115,000.00 to a high of \$132,468.00. Nichols Fleets Equipment Co., Inc. was selected at the amount above.

**RECOMMENDATION:**

Staff recommends the following: Award of project #2020-008 Ford F-550 Service truck with Telescopic Crane to Nichols Fleet equipment Co., Inc.

**SUGGESTED MOTIONS:**

Motion to award project #2020-008 Ford F-550 Service Truck with Telescopic Crane to Nichols Fleet Equipment Co., Inc.

**ATTACHMENTS:**

- Bid Tabulation
- Nichols Fleet Equipment Co., Inc. Bid Submission
- Award Recommendation

CITY OF DAHLONEGA  
BID OPENING  
December 20, 2019

#2020-008 FORD F-550 SERVICE TRUCK WITH TELESCOPIC CRANE

Vendor	Price
Beek Ford	129,479. <sup>18</sup>
Wade Ford	132,468. <sup>18</sup>
Park Built Body Co.	115,000. <sup>18</sup>
Nichols Fleet Equipment	127,769. <sup>18</sup>
Dalton Ford	128,200. <sup>18</sup>
Pal Finger	115,047. <sup>18</sup>
alan Jay Automotive mgmt	129,320. <sup>18</sup>
Cherokee Truck	130,370. <sup>18</sup>

Opened By: Ron Simmons

Attendees: Angie McDonald

Ron

Tr. Egan

Just Jull

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CITY OF DAHLONEGA

January 3, 2020

## **Project 2020-008 Ford F-550 Service Truck with Telescopic Crane**

The Water Distribution Department recommends that the above referenced bid be awarded to **Nichols Fleet Equipment Co., Inc.** based on the following factors:

**Quality** – Meets specifications desired. Research indicates performance has been superb requiring little to no repairs outside of routine maintenance. References consisting of current owners offered positive feedback regarding the structure, stability and mechanics.

**Familiarity** – Familiar with the Ford brand offers efficiency in daily operations for drivers and operators. Also knowledge and skill for City Mechanics conducting routine maintenance and service needs.

**Uniformity** – Currently the City of Dahlonega’s Water Distribution Fleet houses Ford models, keeping uniformity allows the ability to stock routine parts and supplies for service and maintenance needs.

**Availability of Parts & Service** – Should parts and service be needed service stations are local for Ford model parts and IMT provides on-site service.

**Price** – Competitive with comparable models.

**Longevity** - All the above-mentioned items play a vital role in the life and cost associated.

Although not the lowest bid, based on thorough review of the eight bids submitted, Nichols Fleet Equipment Co., Inc. met and/or exceeded the desired specifications and criteria for this unit. Therefore, it is the recommendation of the Water Distribution Department that the bid be awarded to **Nichols fleet Equipment Co., Inc.** for the bid amount of **\$127,769.00**. The FY2020 Capital Budget included \$135,000.00 for the purchase of a Service Truck with Telescopic Crane.



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# CITY COUNCIL AGENDA REPORT

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**DATE:** January 16, 2020  
**TITLE:** 2020-06: Parking Meters  
**PRESENTED BY:** Doug Parks, City Attorney

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**AGENDA ITEM DESCRIPTION:**

An ordinance to allow the installation and regulation of parking meters in the City of Dahlonega.

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**HISTORY/PAST ACTION:**

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**FINANCIAL IMPACT:**

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**RECOMMENDATION:**

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**SUGGESTED MOTIONS:**

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**ATTACHMENTS:**

Ordinance 2020-06: Parking Meters

Ordinance 2020-06

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 32: TRAFFIC; ARTICLE II: STOPPING, STANDING AND PARKING; DIVISION 1: GENERALLY; SECTIONS 32-42—32-70: PARKING METERS.**

Short title: “An ordinance to allow the installation and regulation of parking meters in the City of Dahlonega.”

WHEREAS, the City Council of Dahlonega, Georgia desires to install parking meters;

WHEREAS, the City Council of Dahlonega, Georgia desires to establish fees associated with metered spaces;

WHEREAS, the City Council of Dahlonega, Georgia desires to establish dates and times that metered spaces will be enforced;

WHEREAS, the City Council of Dahlonega, Georgia desires to establish use of funds derived from the metered spaces;

NOW, THEREFORE, be it ordained, and it is so ordained by the City Council of Dahlonega, that Chapter 32, Article II, Division 1, Sections 32-42—32-70 shall be amended in its entirety to read as follows:

**Sec. 32-42. - Definitions with regards to parking meters and meter spaces.**

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

*Operator* means every individual who shall operate a vehicle as the owner thereof, or as the agent, employee or permittee of the owner.

*Parking meter* means any mechanical device or meter not inconsistent with this chapter placed or erected for the regulation of parking by authority of this chapter, including pay-and-display parking meters.

*Parking meter space* means the space alongside the curb in which a vehicle shall be properly parked, which shall be indicated clearly by painted lines or otherwise, and adjacent to which a parking meter is installed within four feet of the front line of such space.

*Public holidays* mean the holidays of Christmas, Thanksgiving, New Year's Day, the Fourth of July, Labor Day, Martin Luther King, Jr. Day and Memorial Day.

*Vehicle* means any device in or upon or by which any person or property is or may be transported upon a highway, road or street, except a device which is operated upon rails or tracks.

**Sec. 32-43. - Designation and use of spaces.**

Lines or markings shall be painted or placed upon the curb or upon the street adjacent to each parking meter for the purpose of designating the parking space for which such meter is to be used, and each vehicle parking adjacent or next to any parking meter shall park within the lines or markings so established. It shall be unlawful for any person to park any vehicle across any such line or marking or to park any vehicle in such position that the vehicle shall not be entirely within the area so designated by the lines or markings. When a parking space in any parking meter zone is parallel with the adjacent curb or sidewalk, any vehicle parked in such parking space shall be parked with the foremost part of the vehicle nearest to the meter. Each of the meters shall be so arranged as to show or display a signal which shall indicate whether the time limits during which parking in that space is permitted has expired.

**Sec. 32-44. - Operation of meters; exceptions.**

Except in a period of emergency determined by the Mayor or City Manager of Dahlonge, or except in compliance with directions of a law enforcement officer, when any vehicle shall be parked in a space regulated by a parking meter, between the hours of 9:00 a.m. and 5:00 p.m. on any day except Sunday and public holidays, the owner, operator or driver of such vehicle shall, upon entering such parking space, immediately pay \$1 per hour as directed by meter signage.

**Sec. 32-45. - Parking time limits—Posted notices.**

Parking or standing in any designated parking space shall be lawful only for the period of time designated by official signage.

**Sec. 32-46. - Parking overtime; separate offenses; inoperative timing device.**

- (a) It shall be unlawful for any person to cause, allow, permit or suffer any vehicle registered in the name of or operated by such person to be parked overtime.
- (b) It shall be unlawful for any person to cause, allow or permit any vehicle to stay parked in any designated metered parking space beyond the purchased designated unit of time specified by such meter.
- (c) The exceeding of each segment of time or fraction thereof beyond the initial lawful unit of time shall constitute a separate violation of this section.
- (d) The fact that the timing device on any parking meter is not showing available paid time shall be presumptive evidence, as to a parked vehicle then found in the parking space regulated by such parking meter, that the owner or driver failed to provide payment via coin or credit card, and the digital indication by such meter of a "violation" shall be presumptive evidence of unlawful parking.

**Sec. 32-47. - City of Dahlonge employees.**

Any clearly marked vehicle belonging to the City of Dahlonge, the driver of which is engaged in the performance of his duties as an employee of the City of Dahlonge, is hereby exempted from the

provisions of this chapter and the driver of any such vehicle is authorized to park the vehicle on any parking space governed by a parking meter without the necessity of payment.

**Sec. 32-48. - Defacing, etc., meters.**

It shall be unlawful for any person to deface, injure, tamper with or open or willfully break, destroy or impair the usefulness of any parking meter installed under the provisions of this chapter.

**Sec. 32-49. - Fees for parking meters.**

The fee for parking in metered spaces shall be one (1) dollar per hour for each space and shall be indicated on the parking meter.

**Sec. 32-50. – Use of funds.**

All the revenue derived from the installation and use of parking meters shall be used exclusively for the purchase and maintenance of parking meters, parking enforcement, additional parking facilities and related administrative costs in the downtown area to be accounted for separately.

**Sec. 32-51. – Collections, installation and maintenance.**

Installation and maintenance of parking meters shall be the responsibility of the Department of Public Works.

**Sec. 32-52.- Reserved.**

**Sec. 32-53. - Items attached to parking meter posts.**

It shall be unlawful and a violation of the provisions of this chapter for any person to attach animals or other objects, including bicycles, mopeds and motorcycles, to any parking meter post.

**Sec. 32-54.- Installation of new parking meters.**

Reserved.

**Sec. 32-55. – Parking meter violations.**

Parking meter violations. The civil fines for parking meter violations are hereby adopted to be the same as those set forth in Section 32-29(b)(1) of this Code for Extended parking beyond the posted time limit.

**Secs. 32-56—32-70. Reserved.**

13.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

This Ordinance shall take effect on the \_\_\_\_ day of \_\_\_\_\_, 2020.

ORDAINED, this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Sam Norton, Mayor

Attest:

\_\_\_\_\_  
Mary Csukas, City Clerk

DRAFT



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# CITY COUNCIL AGENDA REPORT

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**DATE:** January 16, 2020  
**TITLE:** 2020-08 Short-Term Rentals  
**PRESENTED BY:** Kevin Herrit, Director, AICP, EDFP

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**AGENDA ITEM DESCRIPTION:**

An ordinance to regulate short term rentals.

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**HISTORY/PAST ACTION:**

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**FINANCIAL IMPACT:**

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**RECOMMENDATION:**

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**SUGGESTED MOTIONS:**

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**ATTACHMENTS:**

Ordinance 2020-08

Ordinance 2020-08

**AN ORDINANCE TO AMEND ORDINANCE 91-9 OF THE CITY OF DAHLONEGA, GEORGIA WHICH APPEARS AT: SUBPART B: LAND USE AND LAND DEVELOPMENT, APPENDIX B: ZONING, ARTICLE VIII APPEARING AS SO IDENTIFIED IN THE CODE OF THE CITY OF DAHLONEGA, GEORGIA.**

Short title: "An ordinance to regulate short term rentals."

WHEREAS, the City Council of Dahlonega, Georgia draws a disproportionate number of tourists to the community, and

WHEREAS, short term rentals now occur in structures other than the normal hotel and motel environments in properties that do not meet typical standards for parking and other land use restrictions; and

WHEREAS, short term rentals in properties now or formerly used as a single-family dwelling may generate instability of neighborhoods and other surrounding land use environments; and

WHEREAS, the City of Dahlonega desires to mitigate the detrimental impact of short-term rentals in structures currently or previously used as single-family dwellings; and

WHEREAS, in order to mitigate the detrimental impact the City Council of Dahlonega, Georgia desires to regulate this type of short term rental;

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Subpart B, Appendix B, Article VIII, of Ordinance 91-9 appearing as so identified in the Code of the City of Dahlonega shall be amended in its entirety to read as follows:

**Article VIII: Short Term Rentals.**

**Sec. 8.1 – Definition/ Location Allowed/ Prohibited.**

- a. Short-Term Rental means the renting or leasing of a part or all of a detached, attached or semi-detached structure now or formerly used as a single-family dwelling, or the renting or leasing of a part or all of any structure not operating as a hotel, motel or inn where the term of occupancy, possession, or tenancy is for 30 consecutive calendar days or less. Renting or leasing, as used herein, means the payment of compensation, money, rent, or other bargained for consideration in exchange for occupancy, possession or use of the property.
- b. Short Term Rentals are permitted in all zoning districts.
- c. Nothing contained in this Chapter shall be construed to prohibit motels, hotels, inns, bed and breakfasts and other commercial lodging uses from being located where otherwise specifically allowed.

**Sec. 8.2 - Regulations Applicable to Short-Term Rentals.**

- a. In addition to the licensing requirements and other requirements set forth herein, the following regulations apply to Short-Term Rentals:
  - I. Inspection: Prior to the issuance of an annual license for a Short-Term Rental, an acknowledgement by the property owner must be signed stating that the property meets or exceeds current building code standards and an occupation tax certificate must be obtained;
  - II. Parking requirements: Off street parking is required for every Short-Term Rental. One (1) off-street parking space is required per room qualifying as a bedroom for Short-Term Rentals. To qualify as a parking space, the minimum dimensional requirements must include a useable rectangular area of nine (9) feet wide by twenty (20) feet long, exclusive of any other area counted as a parking space. The number of vehicles allowed during a Short-Term Rental tenancy shall not exceed the number of parking spaces available on the property. For the purposes of this ordinance, any type of trailer, boat and/or recreational vehicle shall also be counted as one vehicle, separate from the vehicle used to transport the trailer, boat and/or recreational vehicle;
  - III. Trash: All trash must be disposed of properly. A limit of three (3) rolling trash cans not to exceed ninety-six (96) gallons each may be utilized for property with a Short-Term Rental license. Use of commercial or roll off dumpsters on a property with a Short-Term Rental is prohibited. Following scheduled trash pick-up, trash cans must be removed from the curb and or street area and out of plain view;
  - IV. Demarcation of Boundaries: The property boundaries of every parcel with a Short-Term Rental license must be clearly demarcated and approved by the Community Development Director;
  - V. Number of occupants: Bedrooms in short term rentals shall be limited to no more than four occupants.
  - VI. Fire Extinguishers: At least one (1) 10 lb. ABC fire extinguisher must be located on each level of the structure and must be clearly visible or marked with appropriate signage. Fire extinguishers must be certified annually by a licensed fire extinguisher company;
  - VII. Smoke Detectors and Carbon Monoxide Detectors: A smoke detector must be installed in each bedroom and on each level of the structure. All smoke detectors must be interconnected. Carbon Monoxide detectors must be installed on each level and shall be placed 5' off the ground; and
  - VIII. Property Manager or Local Contract Person: All Short-Term Rentals shall designate a local property manager. The local property manager shall be available 24 hours a day to respond to tenant and neighborhood questions or concerns. Where a property owner lives within the same community as the Short-Term Rental, the property owner may designate him/herself as the local contact person. The name, address and telephone number(s) of the local contact person shall be submitted to the Community Development Department, the Lumpkin County Sheriff's Office, the Lumpkin County Fire Department, and the Dahlonega City Marshals Office, and to the property owners located within a 300-

foot radius of the property. The name, address and telephone numbers shall be permanently posted in the rental unit in a prominent location(s). Any change in the local contact person's address or telephone number shall be promptly furnished to each of these agencies and neighboring property owners as specified in this Section. If the local contact person is unavailable or fails to respond, the complaining or questioning party may contact the Community Development Department. The City will then attempt to reach the local contact person. In cases where the City is unable to reach the local contact person, the penalties as set forth in this Chapter shall apply.

### **Sec. 8.3 - License Required.**

All Short-Term Rentals require an annual Short-Term Rental License. The fee for said License shall be \$100.00. An applicant must apply each year and pay the license fee annually. The Short-Term Rental facility shall be treated for Occupational Tax purposes as a hotel.

### **Sec. 8.4 - Standards for Granting a License.**

- a. The following standards shall be used to determine whether an application for Short-Term Rental will be granted or denied:
  - I. Applicant must prove ownership of the property and have obtained a City of Dahlonega occupation tax certificate;
  - II. Applicant must show compliance with requirements contained in this ordinance through inspection of books and records;
  - III. Applicant must not have been convicted of a crime of moral turpitude within the 10 years prior to the application; and
  - IV. Applicant must not have been convicted of violating any provisions of this Ordinance or the City of Dahlonega Code of Ordinances within 18 months prior to the date of the application.

### **Sec 8.5 – Regulation and Violations Procedure.**

- a. The Community Development Department shall maintain in each short-term vacation rental location file a record of all code violation charges, founded accusations and convictions occurring at or relating to a short-term vacation rental unit. When a property owner has accumulated three code violations for a particular property within a period of 12 consecutive months, the City shall revoke any pending certificates and reject all applications for the subject premises for a period of 12 consecutive months.
- b. If a short-term vacation rental unit owner has been cited and found to be in violation of any zoning, building, health or life safety code provision, the owner must demonstrate compliance with the applicable code prior to being eligible to receive a short-term vacation rental certificate.
- c. The use of property in violation of the provisions of this Chapter shall constitute a violation of this Ordinance and shall be punishable as an offence in the Municipal Court of the City of Dahlonega with a minimum fine of \$500.00 per offense.

- d. A person aggrieved by the city's decision to revoke, suspend or deny a short-term vacation rental certificate may appeal the decision to the City Manager. The appeal must be filed with the City Manager's office in writing, within 30 calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal. Timely filing of an appeal shall stay the revocation, suspension or denial pending a decision by the City Manager.
- e. The City Manager or appointed designee shall consider the appeal within 30 days after receipt by the City Manager of a request unless otherwise agreed in writing by the city and aggrieved party. All interested parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The City Manager shall render a determination, which will constitute a final ruling on the application.
- f. Nothing in this section shall limit the city from enforcement of its code, state or federal law by any other legal remedy available to the city. Nothing in this section shall be construed to limit or supplant the power of any city inspector, deputy marshal or other duly empowered officer under the city's ordinances, rules and regulations and the authority granted under state law, as amended, to take necessary action, consistent with the law, to protect the public from property which constitutes a public nuisance or to abate a nuisance by any other lawful means of proceedings.

It is so ordained this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
Sam Norton, Mayor

Attest: \_\_\_\_\_  
Mary Csukas, City Clerk