



CITY OF DAHLONEGA

Council Work Session Agenda

September 21, 2020 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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

OPEN MEETING

BOARDS & COMMITTEES:

- [1.](#) Cemetery Committee - August 2020
Chris Worick, Cemetery Committee Chairman
- [2.](#) Dahlonega Downtown Development Authority
Shannon Ferguson, Executive Director

TOURISM:

DEPARTMENT REPORTS:

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

ITEMS FOR DISCUSSION:

- [8.](#) 2021 Employee Benefits Program
Melody Marlowe, Finance Director
Matt Bidwell, MSI Benefits Group, Inc.
- [9.](#) Lighting Ordinance Discussion
Bill Schmid, City Manager
- [10.](#) Morrison Moore Pedestrian Bridge Engineering Services Contract
Mark Buchanan, City Engineer

COMMENTS – PLEASE LIMIT TO THREE MINUTES

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

ADJOURNMENT



CEMETERY REPORT

CITY OF DAHLONEGA DEPARTMENT REPORT

8/31/2020

Report Title: Cemetery Committee - August 2020
Report Highlight: Face to Face Meetings have resumed
Name and Title: Chris Worick, Cemetery Committee Chairman

Recently Completed:

- Mount Hope gate repairs have been completed, solving the problem of after-hours vehicles in the cemetery.
- The current balance in the cemetery fund remains at \$ 2,063.33. No expenses or revenue were generated during July.
- Patriotic wreaths remained up at the entrance to both cemeteries until after the conclusion of the Independence Day holiday.

Underway:

- There is an ongoing expansion at the Scanlin Family plot in Mount Hope, adding additional stonework for future burials.
- The committee is in the process of researching if we may have veterans from the 19th century interred in Mt. Hope that have not been previously identified or marked accordingly.

Near Term:

- We have 6 voting members on the committee and 1 "At Large" non voting position vacant. There is still 1 "At Large" vacancy to fill.



DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF DAHLONEGA DEPARTMENT REPORT

8/31/2020

Report Title: Dahlonaga Downtown Development Authority
Report Highlight: Procurement process for Head House architect underway
Name and Title: Shannon Ferguson, Executive Director

Recently Completed:

- Completed downtown visioning project with UGA summer fellow and presented to joint meeting of DDA and City Council
- Participated in weekly DDA Directors call regarding continued COVID response and recovery as well as other downtown innovations
- Participated in weekly developer review meetings with Community Development
- Received pre-application (Phase 1) results from State Historic Preservation Office, discussing next steps with historic preservation consultant and DDA Executive Board in anticipation of formal board vote regarding Phase 2 application process during September 3 DDA Board meeting
- Reviewed the Master Fee Schedule for FY2021, making DDA/Main Street recommendations
- Completed mandatory grant training for Georgia Council for the Arts
- Worked with DDA/Main Street Intern to curate newsletter content from each city department

Underway:

- Received eight (8) RFQ responses for Head House architectural services and began review process with four-member RFQ review team
- Continued developer conversations regarding old school property—five total over last several months; one prospect further vetted and determined not viable and one withdrew from further conversations due to their focus on assemblage—two original prospects remain and recently added potential prospect via a large metro general contractor
- Preparing for strategic planning process with DDA Board (rescheduling September planning retreat to ensure new Main Street Manager is on-board and able to fully participate)
- Preliminary work with DDA consultant to prepare draft procurement documents for Head House general contractor
- Fall event planning (application processing and pre-event meeting schedules)
- Prospect conversations with an existing Dahlonaga business looking to expand, commercial office space for new behavioral health provider location, possible retail expansion into Dahlonaga, and a future franchise location

Near Term:

- Finalizing façade grant application reimbursements



CITY MARSHAL'S OFFICE

CITY OF DAHLONEGA DEPARTMENT REPORT

8/31/2020

Report Title: City Marshal's – August 2020

Report Highlight: During the August reporting period, members of the Marshal's Office attended the Naloxone training which is for the treatment of opioid overdose.

Both patrol vehicles are now equipped with Narcan and officers are trained to administer Narcan if needed.

Name and Title: Jeff Branyon, Chief Marshal

Recently Completed:

- The Marshal's Office issued 62 traffic citations, 7 warnings, 50 parking citations and responded to 39 calls for service, removed 21 signs, issued 4 grass notices, and made 136 citizen contacts

Underway:

- The Marshal's Office is working in conjunction with the Lumpkin County Sheriff's Office and the University Police and the Lumpkin County Fire Marshal to address the issues identified during the UNG Block Party at University heights.

Near Term:

- The Marshal's Office is seeking grant funds for the purchase of an additional patrol vehicle



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

8/1/2020

Report Title: Community Development – August 2020

Report Highlight: Census 2020 will complete their work by September 30. September 30 is the last day to self-respond at <https://2020census.gov>.

Name and Title: Kevin Herrit, Director

Recently Completed:

- Completed Update to HPC Guideline to allow for Staff Approval. This will be going to the HPC for approval at the Special Called Meeting on August 11. HPC has asked for some changes to the proposed Staff Approval.
- Demo, Short Term Rental, and Outside Sales and Dining Operations Permit have been added to the online permitting site.

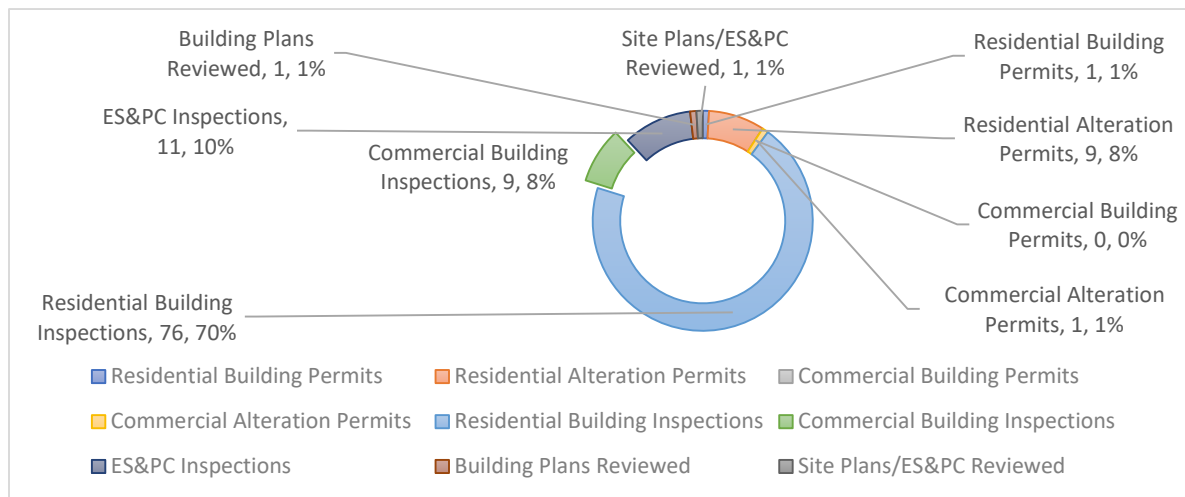
Underway:

- Reviewing parcels within the city limits to determine if they are currently on the Tax Assessors data base for the city.
- Adding tree removal permit and Rezoning application to the online permitting site.
- Creating an application for special events permit from the draft version passed by council for online permitting.
- Creating an online parking permit application for Public Works.

Development Projects:

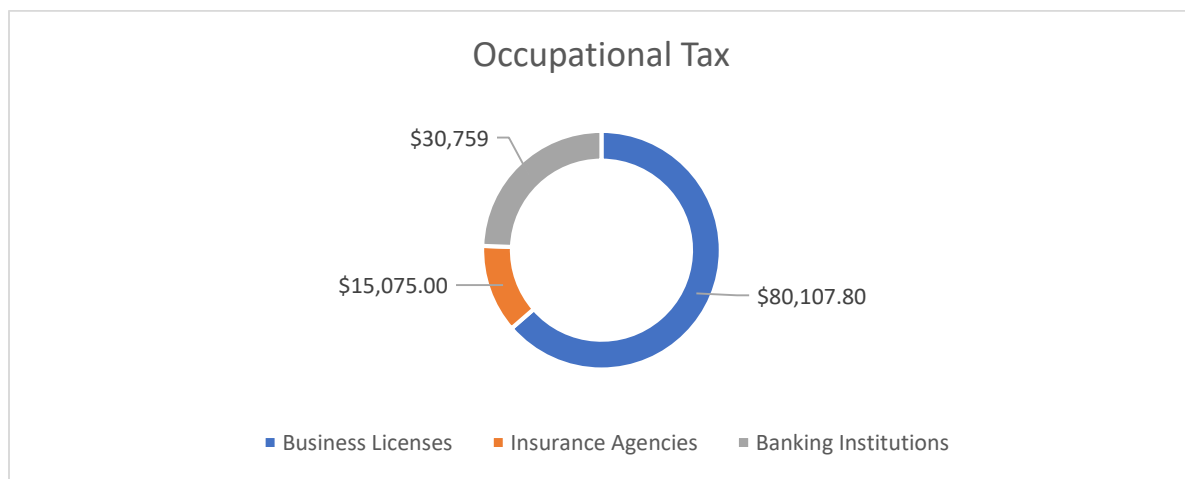
- 40 East Main Street – Rough-in inspections have been completed for 2nd and 3rd floor. The first floor has been approved for a partial rough-in.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. 8th round of Site plans is under review. A clearing and grubbing permit have been issued for this site with the addition of 4 walls to be constructed per the submitted plans.
- The Laurel development has been issued TCO for the first three buildings. The rear two buildings and finishing up interior work.
- Waffle House has indicated to the building department that they will not be moving forward with their project and will be selling off the parcel.

Monthly Operations Report:



Occupational Tax Certificates:

- To date, Community Development Department has received 387 of the 421 Occupational Tax (Business Licenses) Renewals for 2020 (not including Insurance). 309 Insurance business licenses have responded for 2020. Six of the six banks have submitted their Occupational tax renewals. All renewals notices have been sent out to business owners. 1st round of late notices have been sent out in March.



New Businesses:

- Southern Epicurean In Ga – 1810 S. Chestatee St. - Email – rwhorf@southern-epicurean.com
- Elizabeth Lennen – 455 Sky Country Dr. - Email – justiack_fl@gmail.com

Closed Businesses:

- Guidetti Salon and SPA – 75 N. Grove St.
- North Georgia Hair Cutters Shop – 15 Arcadis St.
- Studio Jewelers Inc. – 78 Public Square N.
- Trunk 71 LLC. – 28 N. Grove St.
- Historic Dahlongega Trading Post – 85 E. Main St.
- Copper Possum Creations – 19 E. Main St.
- Historic Dahlongega Shuttle – 85 E. Main St.



FINANCIAL SERVICES

CITY OF DAHLONEGA DEPARTMENT REPORT

8/31/2020

Report Title: Financial Services – August 2020

Report Highlight: Successfully submitted claims for the CARES grant for expenditure reimbursement through September 30. The requests were approved for a total of \$114,547.21. Another \$18,323.40 has been submitted and awaiting approval.

Name and Title: Melody Marlowe, Finance Director

Recently Completed:

- Submit GMEBS Retirement census, reporting wages for employees
- CARES Grant Training and
- Uniform Chart of Accounts Training
- Establish process for emailing utility bills and conduct a paperless billing campaign

Underway:

- Renewal of banking services contract
- Implement new rates for non-residential sanitation customers, effective October 2020
- Final Adoption of FY2021 Budget and Five-Year Capital Improvement Program Development, tax millage rate, and budget related contracts
- Review and administration of CARES grant for local assistance with COVID-related expenses
- Implement pay changes as recommended by the recent Compensation and Benefits Study and approved by Council with the FY2021 Budget
- Assist as needed with consideration and implementation of stormwater utility fee
- Review employee benefit package and insurance renewal rates for recommendation for open enrollment for 2021 benefits
- Establish and setup Employee Portal on new software; implement and train employees on benefits and use
- Combine utility accounts for common billing addresses
- Review finance record retention practices and organize file system
- Update Capital Asset tracking system to include photographs of assets
- Review of IT Services contract

Near Term:

- Update financial policies
- Review and update City Personnel Policies
- Update purchasing policy to include a vendor preference provision
- Update employee evaluation forms and document procedures for employee 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

Aug-20

Report Title

Public Works – August 2020

Report Highlight

COVID-related measures laid out in last month's report continue. However, these tasks are now being performed by outside contractors, freeing up staff to focus on Public Works duties once again.

Name, Title:

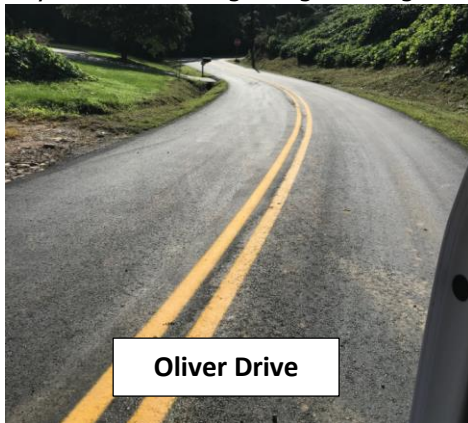
Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Memorial Park storm drain repair and resurfacing.



- Citywide resurfacing using GDOT grant funds and City general funds budget.



Oliver Drive



Barlow Road



Arcadia Street



Arcadia Street



Riley Road

- Notice to Proceed was issued to multiple vendors for some phases/aspects of the Wimpy Mill Picnic Area expansion, kayak launch and pedestrian bridge.
- Selection of a Preliminary Engineering vendor for the Morrison Moore Pedestrian Bridge. City staff is working with GDOT representatives to negotiate a rate in accordance with GDOT policy.
- Purchase of Memorial Park Columbarium. Awaiting delivery and site preparation.

Underway:

- Coordination with GDOT and Lumpkin County officials regarding construction of the Hwy60/Oak Grove Road roundabout.
- Columbarium site preparation activities at Memorial Park Cemetery.
- Coordination of infrastructure construction efforts with contractors of Main Street Hotel.
- The City is exploring a partnership with UNG on a project that would provide a sidewalk/pedestrian trail along Morrison Moore Drive from Alumni Drive to South Chestatee.

Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.
- Design of a watermain extension linking the existing mains on South Chestatee Street and Alumni Drive.



WATER / WASTE WATER DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

Aug-20

Report Title: Water & Wastewater Treatment - August 2020

Report Highlight: As we get closer to the end of the fiscal year, the operators are looking over their inventory and seeing that everything is in good shape before we close the year out. If there is enough in the budget, we will have a Pall Filter Technician at the water plant for a system health check. This will give us a better idea of how the filters are holding up in accordance to the manufacturer. On the wastewater side of things, there's been a lot of internally repairs to the lift stations but that seems to be a feast and famine order.

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

Recently Completed:

- Replaced wear ring in Kenimer Lift Station Pump #2
- Removed solids from both filter EQ tanks.
- Recalibrated both Dissolved Oxygen Meters in SBR Tanks
- Adjusted decanter weir #1
- Repaired pulley system on chlorine blower #2
- Repaired pre-chlorine feed line
- Trimmed trees off of Lower Crown Mountain Tank
- Installed new lift station pump at High School.
- Installed #24 mesh screens on Sky Country Tank and Clearwell drains.

Underway:

- Updates to Risk Assessment/Emergency Response Plan
- Replacement of both Digester Aerators (Capital Project)
- Replacement of pump in West Cleaners

Near Term:

- Replacement of pressure sensor in Flocculation Tank #1
- Work with other City Departments to develop a Cross-Connection Control Program and Backflow Prevention Program.
- Quarterly Dam Inspection
- Quarterly THM/HAA Sampling



CITY COUNCIL AGENDA REPORT

DATE: September 21, 2020
TITLE: 2021 Employee Benefits Program
PRESENTED BY: Melody Marlowe, Finance Director
Matt Bidwell, MSI Benefits Group, Inc.

AGENDA ITEM DESCRIPTION:

2021 Employee Benefits Program

HISTORY/PAST ACTION:

Each year the City reviews employee benefit offerings and costs and develops a benefits package designed to improve the health and wellbeing of the employee and his family while at the same time be affordable to the employee and to the City.

FINANCIAL IMPACT:

A benefits program has been designed for 2021 that offers a full scope of insurance products at the greatest value to the City and employee. The cost of health insurance is increasing 5%. Other insurance offerings are not increasing in cost. The City's portion of the cost is adequately funded with the adopted FY2021 Budget.

RECOMMENDATION:

Management intends to proceed with the offering and implementation of the 2021 Benefits Program as described in the attached information. Contracts will be renewed with the existing providers.

SUGGESTED MOTIONS:

ATTACHMENTS:

Memorandum Re: 2021 Employee Benefits Program

Presentation: January 2021 Renewal, Presented by MSI Benefits Group, Inc.



**CITY OF DAHLONEGA
FINANCE DEPARTMENT**

465 Riley Road
Dahlonega, Georgia 30533
Phone: 706-482-2706 • Fax: 706-864-4837

MEMORANDUM

Date: September 11, 2020
To: Mayor and City Council
From: Melody Marlowe, Finance Director
CC: Bill Schmid, City Manager
Re: 2021 Employee Benefits Program

Plans are to distribute information to employees later this month regarding employee benefits to be offered by the City for the 2021 plan year. The goal is to provide benefits that will improve the health and wellbeing of the employee and his family while at the same time be affordable to the employee and to the City. With assistance from the City's benefit consultant, Matt Bidwell with MSI Benefits Group, we believe that goal has been met.

2021 Benefit Offerings

Health Insurance: It is recommended that the City renew health coverage with Georgia Municipal Association through BCBS/Anthem, with no changes to the coverages offered. Renewal rates were received from GMA on August 21 and reflected a 5% increase in premiums.

2021 Coverage	Total Monthly Premium			
	EE Only	+Spouse	+Children	+Family
POS 90/70 (1000)	\$ 860.08	\$ 1,720.16	\$ 1,635.92	\$ 2,581.28
POS 90/70 (500)	\$ 910.00	\$ 1,820.00	\$ 1,729.52	\$ 2,728.96
2020 Coverage	Total Monthly Premium			
	EE Only	+Spouse	+Children	+Family
POS 90/70 (1000)	\$ 819.52	\$ 1,639.04	\$ 1,557.92	\$ 2,458.56
POS 90/70 (500)	\$ 866.32	\$ 1,732.64	\$ 1,646.32	\$ 2,598.96

Employee Premiums for Health Insurance: Typically, government employers pay about 90% of employee health coverage and about 50-60% of dependent coverage. A plan was developed and implemented beginning with the 2018 plan year to move toward these benchmarks over a multi-year time period. Prior to 2018, the City paid 93.5% of both employee and dependent coverage. In 2020 the City paid 90% of the cost of employee coverage and will continue at this rate in 2021. However, to continue toward benchmarks, coverage for dependents paid by the City will decrease from 80% to 75%. The monthly portion of premiums paid by the employee is presented below.

2021 Coverage	Employee Monthly Payment (10% Employee / 25% Dependents)			
	EE Only	+Spouse	+Children	+Family
POS 90/70 (1000)	\$ 86.00	\$ 301.02	\$ 279.96	\$ 516.30
POS 90/70 (500)	\$ 135.92	\$ 400.86	\$ 373.56	\$ 663.98
2020 Coverage	Employee Monthly Payment (10% Employee / 20% Dependents)			
	EE Only	+Spouse	+Children	+Family
POS 90/70 (1000)	\$ 81.96	\$ 245.86	\$ 229.64	\$ 409.76
POS 90/70 (500)	\$ 128.76	\$ 339.46	\$ 318.40	\$ 550.16

Health and Wellness Program: Early detection and proper treatment work to keep our medical claims and overall premiums lower. Annual exams are covered 100% under the City's insurance plan. All employees are expected to have an annual medical check-up. Employees who participate will benefit from a lower health insurance premium in 2021 and subsequent years than those who do not. The 2021 benefit is a \$240 annual credit on the employee's deduction for health insurance. For those who participate, this credit will lower the monthly portion of the premium paid by the employee shown above by \$20.00.

Dental Insurance: Coverage will continue through Delta Dental with no benefit changes. This is a group plan paid for by the employee. There is no increase in premiums for 2021.

Vision Insurance: Coverage will continue through Avesis with no benefit changes. This is a group plan paid for by the employee. There is no increase in premiums for 2021.

Life and AD&D Insurance: The City will continue to provide these basic coverages through One America at no cost to the employee. Voluntary supplemental life insurance may be purchased by the employee through payroll deduction. There is no increase in premiums for 2021.

Disability Insurance: The City will continue paying 100% of the cost for both short-term and long-term disability insurance through One America. There is no increase in premiums for 2021.

Accident and Critical Illness Insurance: Group plans will be renewed through Unum. These coverages are voluntary and may be purchased by the employee through payroll deduction. There is no increase in premiums for 2021.

Flexible Spending Account (FSA): The City will continue to offer an FSA in 2021, which allows employees to set aside money, before it is taxed, in order to pay medical, dental, and vision expenses not covered through an insurance benefit plan. The FSA plan generates tax savings for employees and the City.

Waiving Medical Coverage: The City will continue to provide \$1,800 annually in an FSA for employees who waive medical coverage. The employee must provide proof of medical coverage elsewhere to receive this benefit. The costs of this benefit are offset by the reduction in health insurance premiums paid by the City.

Working Spouse Rule (begins in 2021): As announced last year, if an employee covers a spouse under the City's health insurance program and the spouse has health insurance available to him/her at their place of employment, the employee will pay a \$100 surcharge per month, beginning in 2021.

2021 Enrollment Process and Contracts

MSI Benefits Group, an independent agency, will coordinate and conduct open enrollment meetings with employees on October 8th and 13th. Employees will be provided with an enrollment handbook prior to these meetings. Every full-time employee will be able to meet individually with a benefits counselor who will assist with enrollment and answer questions about benefits. Employees who are not making any changes to their medical insurance will have the option to enroll electronically online. MSI will also coordinate contract execution with the insurance providers.

Summary and Looking Ahead

The benefit program recommended for 2021 has been developed to ensure that we are offering an attractive benefits package to existing and prospective employees while protecting the City's long-term fiscal sustainability. With expectations that healthcare costs will continue to increase, management plans to continue working with MSI Benefits Group to review options and renewal terms. We will continue to focus on moving closer to benchmarks related to dependent coverage.



January 2021 Renewal

City of Dahlonega

Presented By: MSI Benefits Group, Inc.



September 14, 2020

MSI Summary

	<u>Annual Premium</u>	<u>% Increase</u>	<u>Employee Cost</u>	<u>Net Annual Cost</u>	<u>Net % Increase</u>	<u>Annual Net Difference To City</u>	<u>Annual Net Difference To Employee</u>
MEDICAL							
<u>GMA</u>							
Current	\$831,667		\$130,651	\$701,017			
Renewal	\$873,126	4.98%	\$157,707	\$715,418	2.05%	\$14,402	\$27,057
DENTAL							
<u>DMA - Delta</u>							
Current	\$20,316		\$20,316	\$0			
Renewal	\$20,316	0.00%	\$20,316	\$0		\$0	\$0
Vision							
<u>Avesis</u>							
Current	\$5,159		\$5,159	\$0			
Renewal	\$5,159	0.00%	\$5,159	\$0		\$0	\$0
Basic Life & Disability							
<u>OneAmerica</u>							
Current	\$20,618		\$20,618	\$0			
Renewal	\$20,618	0.00%	\$20,618	\$0		\$0	\$0



GMA Medical

Premiums			Current GMA		Renewal GMA 90%/75%	
	LOW	HIGH	\$1,000	\$500	\$1,000	\$500
Employee	11	5	819.52	866.32	860.08	910.00
Employee + Spouse	10	2	1,639.04	1,732.64	1,720.16	1,820.00
Employee + Child(ren)	3	1	1,557.92	1,646.32	1,635.92	1,729.52
Employee + Family 6 Waive	10	2	2,458.56	2,598.96	2,581.28	2,728.96
Annual Total		44		\$831,667		\$873,126
In-network			OAPOS	OAPOS	OAPOS	OAPOS
Deductible			\$1,000 (\$3,000 Family)	\$500 (\$1,500 Family)	\$1,000 (\$3,000 Family)	\$500 (\$1,500 Family)
Coinsurance			90%	90%	90%	90%
PCP Co-pay			\$35	\$25	\$35	\$25
Specialist Co-pay			\$45	\$35	\$45	\$35
Emergency Room			\$150	\$150	\$150	\$150
Urgent Care			\$60	\$60	\$60	\$60
Out-of-pocket			\$2,500 (\$5,000 Family)	\$1,500 (\$3,000 Family)	\$2,500 (\$5,000 Family)	\$1,500 (\$3,000 Family)
Outpatient Surgery			Ded. / Coin.	Ded. / Coin.	Ded. / Coin.	Ded. / Coin.
Inpatient Hospitalization			Ded. / Coin.	Ded. / Coin.	Ded. / Coin.	Ded. / Coin.
Prescription						
Tier 1 - Generic:			\$10	\$15 Generic	\$10	\$10
Tier 2 - Formulary			\$35	\$30 Formulary	\$35	\$35
Tier 3 - Non-Formulary			\$60	\$60 Non-Formulary	\$60	\$60
Rx Out-of-pocket			\$1,600 (\$3,200 Family)	\$3,200 (\$6,400 Family)	\$1,600 (\$3,200 Family)	\$1,600 (\$3,200 Family)
Employee Contributions			Semi-monthly		Semi-monthly	
Employee	11	5	40.98	64.38	43.00	67.96
Employee + Spouse	10	2	122.93	169.73	150.51	200.43
Employee + Child(ren)	3	1	114.82	159.02	139.98	186.78
Employee + Family	10	2	204.88	275.08	258.15	331.99
Annual Deductions				\$130,651		\$157,707
Net Cost to City				\$701,017		\$715,418
						2.05%

6 Waive

Percentage paid by City	
Employee	90.00%
Employee Cost	80.00%

Percentage paid by City	
Employee	90.00%
Employee Cost	75.00%



Dental

		Delta Dental (GMA)	
		Current	Renewal
Employee	13	25.00	25.00
Family	18	76.00	76.00
	31	1,693	1,693
Annual Total			\$20,316
DENTAL PLAN			
Preventive Procedures		100%	
Basic Procedures		80%	
Major Procedures		50%	
Endodontics		80%	
Periodontics		80%	
Orthodontia Coverage		50% up to \$1,000 Adults and	
Deductible per person		\$50	
Yearly Maximum per person		\$1,500	
FEE SCHEDULE		MAC	
Office Visit/Cleaning Allowable			
Deductions (24)		Deductions (24)	
Employee	13	12.50	12.50
Family	18	38.00	38.00

19 Waive



Vision

Current / Renewal

Employee Only	10
Employee + Dependent (Spouse)	8
Employee + Family	7
Annual Premium	25
IN-NETWORK	
Routine Eye Exam	
Eyeglass Frames	
Eyeglass Lenses	
Standard Plastic Single	
Standard Plastic Bifocal	
Standard Plastic Trifocal	
Contact Lenses	
Non-Elective Contact Lenses	
Elective Conventional Lenses	
Elective Disposable Lenses	
OUT-OF-NETWORK	
Routine Eye Exam	
Eyeglass Lenses	
Contact Lenses - Elective	
Non-Elective	
Frame	
Employee Only	10
Employee + Dependent	8
Employee + Family	7
Percentage of Change	

25 Waive

Avesis
10.19
17.83
26.48
\$5,159
0.00%
\$10 copay (1 per year)
\$50 Wholesale or up to \$150 retail allowance (Every 24 months)
Every 12 months
\$10 copay
\$10 copay
\$10 copay
Every 12 months
Covered in full
\$130 allowance
\$130 allowance
\$35 allowance
\$25 - \$80 allowance
\$130 allowance
\$250 allowance
\$45 allowance
DEDUCTIONS (24)
5.10
8.92
13.24
0.00%



Basic Life & Disability

Current / Renewal	
Basic Life and AD&D	One America
Benefit Amount	\$50,000
Reduction Schedule:	50% at age 70
Life Rate per \$1,000:	\$0.23
AD&D Rate per \$1,000:	\$0.03
Projected Volume:	\$2,475,000
Covered Lives:	50
Basic Life Annual Premium:	\$7,722
Rate Guarantee:	1/1/2023
Group Short Term Disability	One America
Benefit	60% Salary
Maximum Benefit	\$1,000
Elimination Period	30 Days
Duration	9 Weeks
Pre-existing Conditions	None
Benefit Volume	\$25,463
Cost per \$10	\$0.150
Rate Guarantee	1/1/2023
Annual Cost	\$4,583
Group Long Term Disability	One America
Benefit	60%
Maximum Benefit	\$5,000
Elimination Period	90 Days
Duration	SSNRA
Pre-existing Conditions	3/12
Benefit Volume	\$187,226
Cost per \$100	\$0.370
Rate Guarantee	1/1/2023
Annual Cost	\$8,313
Total Annual Cost	\$20,618



CITY COUNCIL AGENDA REPORT

DATE: September 11, 2020
TITLE: Lighting Ordinance Discussion
PRESENTED BY: Bill Schmid, City Manager

AGENDA ITEM DESCRIPTION:

This item includes a presentation from Dr. Gregory Feiden, assistant professor of astronomy at UNG, whose work includes study of economic, business, tourism, and safety factors regarding lighting. Options moving ahead are many. Determination of the will of the Council is sought as to whether or not further work should be done by staff on this topic at this time.

HISTORY/PAST ACTION:

The rural nature of the community is changing. There are increasing concerns about road glare and ambient light issues. Council has had brief discussions on this subject in meetings and at retreat, but no action has been taken.

FINANCIAL IMPACT:

Commitment of staff time is the only financial impact at this time.

RECOMMENDATION:

After hearing the presentation by Dr. Feiden, the Council should determine whether it wants staff, including the City Attorney's office, to take time to develop a comprehensive recommendation/draft ordinance and in what time-frame.

SUGGESTED MOTIONS:

TBD - None at this time

ATTACHMENTS:

Consideration of a lighting ordinance memo from Councilmember Taylor

Consideration of a Lighting Ordinance in Dahlonega - Discussion

The Milky Way at Nottely Dam, Photo by Brandon Montgomery



Featured Speaker Dr. Gregory Feiden, UNG



Dr. Gregory Feiden is an Assistant Professor of Astronomy at the University of North Georgia and is Director of the North Georgia Astronomical Observatory. He has a B.S. in Physics from the State University of New York at Oswego, a Ph.D. in Astrophysics from Dartmouth College, and served as a Postdoctoral Scholar in Theoretical Astrophysics at Uppsala University (Sweden). Dr. Feiden now lives in Lumpkin County with his wife, Meghan, and two sons, Linus (2 months) and Chester (5). (As an aside, his submitted bio is very modest – his curriculum vitae is 13 pages!)

Dr. Feiden has agreed to speak with us about research he and his students have been doing with respect to economic, business, tourism, and safety factors regarding lighting. They have been doing comparisons with surrounding cities. Their work has included condensing the model from the Dark Skies Initiative to the few essential factors that affect our cities.

Here in Dahlonega, we've been experiencing the encroachment of lighting glare, light trespass, and other unwanted effects from lighting that isn't well-managed by a city ordinance.

Some definitions:

Light Pollution

Less than 100 years ago, everyone could look up and see a spectacular starry night sky. Now, millions of children across the globe will never experience the Milky Way where they live. The increased and widespread use of artificial light at night is not only impairing our view of the universe, it is adversely affecting our [environment](#), our [safety](#), our [energy consumption](#) and our [health](#).

What is Light Pollution?

Most of us are familiar with air, water, and land pollution, but did you know that light can also be a pollutant?

The inappropriate or excessive use of artificial light – known as light pollution – can have serious environmental consequences for humans, wildlife, and our climate.

Components of light pollution include:

- **Glare** – excessive brightness that causes visual discomfort
- **Skyglow** – brightening of the night sky over inhabited areas
- **Light trespass** – light falling where it is not intended or needed
- **Clutter** – bright, confusing and excessive groupings of light sources

Advice Sought from Southern Company – Minimum Objectives

“I would suggest that you simplify it to be easily understood as well as give you flexibility for situations that need exemption. **Most want to have good lighting for safety, designed to illuminate the area in a downward direction, and avoid glare and up-light.** There still are needs for directional lighting, so I do not recommend eliminating it altogether. We can do so much more with LED now would be glad to provide photometric designs for approval if we are the ones doing the work.”

- All Outdoor Lighting fixtures shall be subject to review and approval of _____ and submitted to _____ during permitting.
- All Lighting will be LED
- Lighting shall be directed to avoid intrusion on adjacent properties and away from adjacent thoroughfares.
- Lighting from the building aimed towards the road is discouraged. (this is not good for customers entering a premise or for police patrolling an area)
- All exterior lighting shall be directed downward, except when stated otherwise in _____ section or approved by _____.
- Mounting Height: fixture mounting height shall be appropriate for the project and setting. Overall height of all lighting within parking lots shall not exceed 35' from finished grade to the top of the light fixture. Lower mounting heights are encouraged where sites are located adjacent to residential area or other sensitive land use.
- Outdoor Lighting shall be designed to provide minimum lighting necessary to ensure adequate safety, night vision, and comfort and not create or cause sky-glow, energy waste, impacts on the nocturnal environment, excessive glare and light trespass onto adjacent properties and public street right of way.
- All buildings, developments and projects of any kind, whether public or private, and all streetscape lighting, shall have a lighting plan submitted to the City for approval prior to any installation.

Ben Jones, Southern Company

What are others doing?

There are a variety of steps that counties and cities in Georgia have taken to implement lighting ordinances.

Lumpkin County, for example, has included lighting guidelines in their Gateway Corridor document. The focus is on downlighting, no neon, no light trespass, etc.

Other counties have enacted ordinances that specifically relate to road glare and light trespass as both safety issues and being good neighbors.

Bill Schmid has several examples of ordinances that could provide a basis for a Dahlonega ordinance for consideration at a future meeting.

North Carolina, in their mountain region, has implemented a number of ordinances to preserve their dark skies in that area.

We have the opportunity now to prevent further light disturbances and to contribute to our tourism and businesses.



CITY COUNCIL AGENDA REPORT

DATE: September 8, 2020
TITLE: Morrison Moore Pedestrian Bridge Engineering Services Contract
PRESENTED BY: Mark Buchanan, City Engineer

AGENDA ITEM DESCRIPTION:

Staff's recommendation for award of contract to Wood Engineering for Engineering, Design and Environmental Services for the Morrison Moore Pedestrian bridge project.

HISTORY/PAST ACTION:

None.

FINANCIAL IMPACT:

The cost for these services is \$375,262.05. The GDOT TAP Grant covers 80% of the cost up to a maximum of \$300,000.

RECOMMENDATION:

Staff recommends a motion to execute the contract provided and reviewed by our legal counsel for the work as described in the proposal from Wood Environment & Infrastructure Solutions on August 20, 2020.

SUGGESTED MOTIONS:

...Motion to execute the contract provided and reviewed by our legal counsel for the work as described in the proposal from Wood Environment & Infrastructure Solutions on August 20, 2020.

ATTACHMENTS:

Wood Project Proposal 2020-08-20



Wood Environment & Infrastructure Solutions, Inc.
1075 Big Shanty Road NW
Suite 100
Kennesaw, GA 30144
USA
T: 770-421-3400
www.woodplc.com

August 20, 2020

Mr. Mark Buchanan
City Engineer and Public Works Director
City of Dahlonega
465 Riley Road
Dahlonega, GA 30533

**Subject: Revised Fee Proposal for PI 0016629
City of Dahlonega Morrison Moore Pedestrian Bridge and Sidewalk
RFQ 2020-007 Engineering Design Services
Wood Proposal 20MKTGTRNP.LOCAL.0005**

Dear Mr. Buchanan:

Wood Environment & Infrastructure Solutions, Inc. (Wood) respectfully submits this revised fee proposal to the City of Dahlonega to provide engineering design, environmental compliance and administrative services for Project PI 001629 related to the Morrison Moore Pedestrian Bridge and Sidewalk. The project includes a pedestrian bridge across Lake Zwerner and approximately 4,550 linear feet of pedestrian sidewalk along SR60/US19 from SR60 Business to CR 189/ Wimpy Mill Road, located north of the City of Dahlonega.

Project Background

On February 12, 2020, Wood submitted a response to RFQ No. 2020-007 for Engineering Design Services. Based on the Wood team qualifications, we were selected by the City of Dahlonega and were requested to provide a fee estimate for negotiation in accordance with the procurement process. On August 11, 2020 Wood met with the City of Dahlonega to clarify the scope in order to revise the design fee to be aligned with the available State Transportation Improvement Program (STIP) funds. This revised proposal presents the reduced scope of services and associated fee that resulted from the August 11th meeting.

Scope of Services

Wood's technical approach for the project was included as part of the previously submitted RFQ response in February 2020. In summary, the design and engineering services for the project will be executed in accordance with the GDOT Plan Development Process (PDP) for a limited scope concept report format as defined in our previously submitted technical approach and modified or clarified herein. The following tasks are included in Wood's proposed scope of services:

- Task 1- Corridor Land Survey and Subsurface Utility Engineering (SUE) for utilities
- Task 2- Concept Design Plans and Approvals per GDOT PDP
- Task 3- Environmental Clearance: NEPA Documentation and Environmental Permitting
- Task 4 – Preliminary Plans and Approvals: Preliminary Design Intent Booklet, Pedestrian Bridge Structural Design, Preliminary Sidewalk Plans, Hydraulic Study, Drainage Design, Stormwater Drainage Plans, Erosion and Sedimentation Control Plans, Constructability Review, prepare and participate in Preliminary Field Plan Review (PFPR), Address PFPR comments
- Task 5- Final Plans and Approvals: Prepare and Participate in Final Field Plan Review (FFPR), Address FFPR Comments, Prepare Corrected FFPR Plans, Preconstruction Environmental Commitments, and Certification for Let
- Task 6- Cost Estimates (Engineering Opinion of Probable Construction Cost), Project Schedule and Schedule Management
- Task 7- Coordination and Project Management: Communication and Meetings (internal and external), Project Schedule, Quality Assurance and Quality Control (QA/QC), and Documentation for Local Public Agencies (LAP) Process

During the meeting between the City of Dahlonega and Wood on August 11, 2020, the following items were discussed clarifying the scope and reducing the requirements so that the design fee and the construction cost stay aligned with the available STIP funds. The design fee proposed herein was revised based on these scope modifications.

- Remove Traffic Signal redesign at the intersection of E. Main Street and Morrison Parkway (at entrance to Walmart). The City of Dahlonega will coordinate with GDOT such that the curb modifications at this intersection permit the construction of the sidewalk connection to the existing ADA pedestrian wheelchair ramp without any major impact to the current intersection. The design and survey work will be limited to the northeast quadrant of the E. Main Street and Morrison Parkway intersection.
- Eliminate all effort for the Public Information Open House (PIOH) except for eight hours by one senior team member to support the City of Dahlonega in conducting this Local Government Meeting.
- Remove all scope and effort related to traffic operations, signal design and PIOH coordination, including preparation of support documents (Road Design tab).
- The survey scope will be limited to the following:
 - Locate the edge of pavement on both sides of the road; survey 50 feet from the edge of pavement on the east side of the road (only) where the sidewalk is planned.
 - When the topography falls away from the roadside, extend the survey limits to the toe of the existing slope and/or the lake limits.

- Modify bathymetric (lake/pond) survey to provide only the information required for the hydraulic modelling (upstream and downstream).
- Provide the topographic information for the connection of the proposed sidewalk in the northeast quadrant of E. Main St and Morrison Parkway intersection only. Eliminate the entire intersection from the survey, except the northeast quadrant.
- Modify the environmental survey limits to the width of the topographic survey limits (50-foot corridor from the edge of pavement and the toe slopes as described above).
- Modify the bridge type to a pre-engineered Contech single span (likely 220 foot x 8 foot).
- Remove the design of the proposed cut wall along the east side of Morrison Parkway near the intersection of SR 52. Adjust the typical section to eliminate the utility grass strip.
- Use the City-provided copy of the Bridge Foundation Investigation (BFI) for the existing vehicular bridge to support the new BFI and design.
- In accordance with the GDOT Negotiation Manual, project principal hours will only be expended by the Prime (Wood).
- No R-O-W acquisition or impacts are anticipated, and any associated effort is therefore excluded.

Assumptions & Exceptions

In addition to the assumptions discussed in the Scope of Services included herein and in Wood's RFQ response, we made the following assumptions in preparation of this revised fee proposal:

- City of Dahlonega will grant access to project property to prevent down time and project delays for geotechnical field exploration, survey, SUE, and environmental field activities.
- Field activities will be able to be scheduled during the dry weather season to avoid delays.
- Where retaining walls are required, we assume that the Georgia DOT Standard Design, including details, for gravity walls up to 8.5 feet will be used.
- We understand that the bridge will be single-span and will be supported on two abutments only.
- Structural drawings for the existing GDOT bridge will be provided with Notice to Proceed.

The following items are excluded from this proposed scope of services but can be provided, if requested, for additional fees:

- Bidding and construction phase support services (i.e. participation in meetings, submittal reviews, responses to RFIs, field inspections for erosion control, construction engineering and supervision, material testing, etc.)
- Right-of-Way Plans

- Traffic Signal Redesign or Associated Traffic Operation
- Preparation of As-built Drawings
- Public Information Open House (PIOH) support, other than as noted herein
- Design of retaining walls (cut walls) or gravity walls higher than 8.5 feet
- NPDES permitting fees, USACOE mitigation credits (if needed) and other regulators review fees.

Fee

Wood proposes to perform the scope of services described herein on a Cost-Plus Fixed Fee (CPFF) basis for \$375,262. This amount is based on an estimate of hours and direct expenses necessary to perform the described scope. This fee is valid for 30 days from the date of this proposal. Should additional services become necessary due to unforeseen circumstances that would modify the proposed scope of services, we will contact you to discuss and obtain your approval for the additional effort prior to proceeding. Invoices will be submitted to City of Dahlonega monthly. Please find attached the GDOT Cost Proposal Excel File and PDF file for each proposed task. The activities are described in detail for each involved discipline. In addition, the assumptions used in the preparation of our revised fee estimate are summarized therein.

At the completion of final design and if requested by the City, Wood will provide a fee for bidding and construction phase support services including construction administration, construction engineering and supervision, field inspections for erosion control and construction material testing. The construction schedule will determine the number of site visits, including the number of testing requirements and field inspections. Please find the attached Wood 2020 fee schedule for construction material testing and Wood 2020 labor rates for field inspections.

Terms and Conditions

After completion of the fee and scope negotiation, we understand that the City of Dahlonega and Wood will commence the procurement process and negotiate the applicable terms and conditions. Wood cannot commence services until a mutually acceptable agreement has been fully executed and written Notice to Proceed for the scope and fee presented herein has been received.

COVID-19 Consideration

Notwithstanding anything mentioned in this proposal, the attached documents or any terms or conditions applicable to Wood's work, if Wood's work is delayed, disrupted, suspended, or otherwise impacted as a direct or indirect result of COVID-19 (coronavirus), including, but not limited to, by (1) disruptions to material and/or equipment supply; (2) illness of Wood's or Subcontractors' workforce and/or unavailability of labor; (3) government quarantines, closures, or other mandates, restrictions, and/or directives; (4) Wood's or Subcontractors' restrictions and/or directives; and/or (5) fulfillment of Wood's or Subcontractors' contractual or

August 20, 2020

legal health and safety obligations associated with COVID-19; then, Wood shall be entitled to a reasonable adjustment to the schedule and duration to account for such delays, disruptions, suspensions, and impacts.

To the extent the causes identified herein result in an increase in the price of labor, materials, or equipment used in the performance of these services, Wood may be entitled to a mutually-agreed upon equitable adjustment to the price for such increases, provided Wood presents documentation of such increases (including the original prices).

Closing

Please issue an authorization letter or sign-in the space provided below to confirm your agreement with the revised fee proposed herein for the above discussed services. We appreciate this opportunity and your confidence in Wood's team to provide these important services to you. Please contact Soraya Agudelo at 770-421-3407 if you have any questions or would like to discuss this fee proposal.

Sincerely,

Wood Environment & Infrastructure Solutions, Inc.



Azim Mohammed, P.E.
Senior Transportation (Rdwy & Traffic) Engineer

Soraya.Agudelo

Digitally signed by
Soraya.Agudelo
DN: cn=Soraya.Agudelo
Date: 2020.08.20 14:53:20 -04'00'

Soraya Agudelo, LEED AP BD+C
Associate Project Manager

Proposal approval granted by:

Signature Date

Name Title

Enclosures: Wood GDOT Format Revised Cost Proposal - Excel File
Wood GDOT Format Revised Cost Proposal - PDF File
Wood 2020 Geotechnical Laboratory Construction Material Testing Fee Schedule
Wood 2020 CEI and CMT Field Inspections Fee Schedule
Wood 2020 CEI Office Field Engineer Fee Schedule