



CITY OF DAHLONEGA

Council Work Session Agenda

May 16, 2022, 4:00 PM

Gary McCullough Council Chambers, Dahlongega City Hall

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

Vision - To be an open, honest, and responsive city, balancing preservation, and growth, and delivering quality services fairly and equitably by being good stewards of Dahlongega's resources.

OPEN MEETING

BOARDS & COMMITTEES:

1. Cemetery Committee—April 2022
Chris Worick, Committee Chairman
2. Main Street – April 2022
Ariel Alexander, Main Street/DDA Interim Main Street Manager

TOURISM: Sam McDuffie, Tourism Director

DEPARTMENT REPORTS:

3. Community Development – April 2022
Jameson Kinley, Planning and Zoning Administrator
4. Dahlongega Police Department – April 2022
George Albert, Chief of Police
5. Finance and Administration Department – April 2022
Allison Martin, Finance Director
6. Public Works—April 2022
Mark Buchanan, PW Director/City Engineer
7. Water & Wastewater Treatment Department Report April 2022
John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

8. Municipal Court Judge Service Agreement Renewal
Doug Parks, City Attorney
9. City of Dahlongega Housing Study
Bill Schmid, City Manager
10. Fleet Replacement by Enterprise
Mark Buchanan, Allison Martin, and Rachel McGirr of Enterprise Fleet
11. Reservoir Restroom – Project # 2022-004
Vince Hunsinger, Capital Projects Manager
12. Distribution/Collection Hydrovac Purchase
Ron Simmons, Distribution/Collection Supervisor

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT



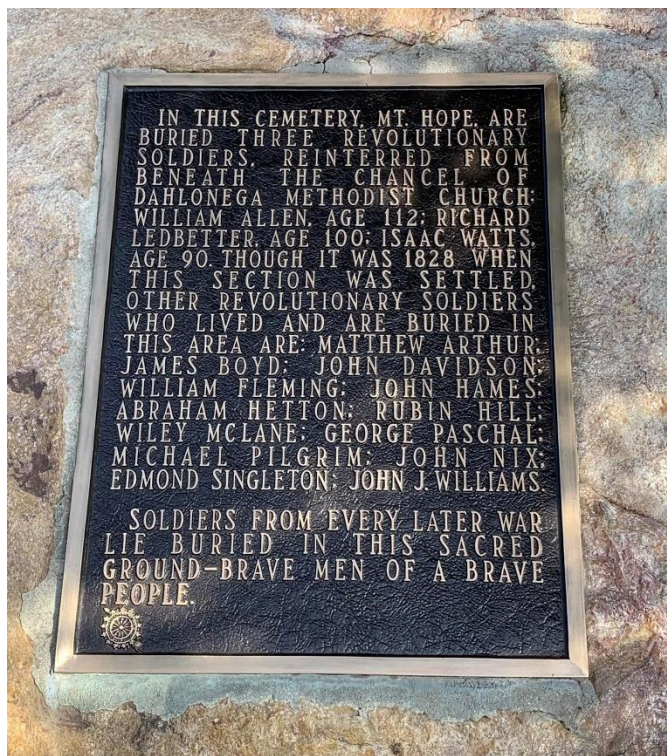
Department Report

Report Title: Cemetery Committee—April 2022
Report Highlight: Mount Hope Spring Cleanup
Name and Title: Chris Worick, Committee Chairman
Recently Completed:

- Our 4th annual Spring Cleanup Day in Mt. Hope was successful. Nine members of the public attended. The focus was on the removal of leaf and ground litter as well as removing selective invasive growth around the base of trees.



- Marker restoration. Ammon Grave Restoration Services, a family-owned business from Cleveland, Ga., was employed to restore the DAR plaque near the entrance of Mt. Hope. Cost of the project was \$350.00.



Underway:

- Students from the Appalachian Studies program are in the process of straightening and resetting fallen grave markers in the historic section of Mt. Hope.

Upcoming:

- The Cemetery Committee is reviewing ideas for fundraising to generate funds for long term projects.



Department Report

Report Title: Main Street – April 2022
Report Highlight: Implementing first steps of the work plan.
Name and Title: Ariel Alexander, Main Street/DDA Interim Main Street Manager

Recently Completed:

- Ordered benches for the downtown area in partnership with Public Works as it was more cost-effective.
- Added a “Meet the Vendors” page that lists all Farmer’s Market vendors for the 2022 market with a description of what they will be selling and a “get to know you” paragraph.
- Farmer’s Market posters have been distributed to downtown businesses to target the locals/visitors.
- Added a “Things to do” tab, that will display a drop-down list that has all downtown programs: Independence Day, Farmer’s Market, First Friday Concerts, etc... as well as an event calendar with all other events listed on it.
- Scheduled a meeting with the UNG Historian to look over historical pictures and documents to further our collection of historical materials for sharing. Also working with the UNG Historian on information for more walking tour materials.
- Booked East Coast Pyrotechnics for fireworks show on July 4.
- Met with University of North Georgia Public Safety, Lumpkin County Sheriff, City Police, Fire & EMS for safety plan for July 4 fireworks show.
- Met with UNG Student Involvement group to strategize ways to draw students downtown as customers and as employees.

Underway:

- Working to write and develop a Dahlonega Stories Plaque for the Head House.
- Preparing for Preservation Month in May; working on release of new promotional walking tour.
- Looking to hire an additional Summer Intern to assist with marketing and event facilitation.
- Began developing “Sip and Shop” special event research and proposal.
- Scheduling other activities on July 4; finalized schedule/poster will be released in June.
- Working to increase the Incentives match for all historic preservation incentives from \$1,500.00 to \$5,000.00 due to inflated cost of materials.
- Scheduling a summer movie night series for the second Friday of the month.



Department Report

Report Title: Community Development – April 2022
Report Highlight: April 2022 Accomplishments
Name and Title: Jameson Kinley, Planning and Zoning Administrator

Recently Completed:

	2021			2022				Total
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Annexation Application								0
Building Permit - Commercial	2	2	1	1		2	4	12
Building Permit - Residential	8	9	2	12	3	9	1	44
Home Occupation Form	1							1
Certificate of Appropriateness						1		1
Cemetery - Plot Purchase					2	2	2	
Demolition Permit		1		1	1			3
Final Plat						1		1
Land Disturbance Permit		2	2	4		2	3	13
Minor Final Plat	1	4	2	1	2	5	4	19
Outside Sales and Dining				1				1
Pool/Spa Permit		1						1
Preliminary Plat								0
Open/Close of Cemetery Lot	1	4	3	1	3	4	1	17
Rezoning Permit	3		1		1			5
Short-Term Rental Application								0
Sign Permit	2	4	5	3	6	1	4	25
Tree Removal Permit					2	1		3
Variance Application	1							1
Visitation Cemetery Application		1						1
Zoning Verification Letter Request				1	4	2		7
Total	19	28	16	25	24	30	19	155
Inspections	126	99	144	90	76	134	88	757
Revenue								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Occupational Tax	\$ 1,735.00	\$ 945.00	\$ 34,900.00	\$ 46,035.00	\$ 21,846.00	\$ 43,350.46	\$ 2,850.00	\$ 151,661.46
Permits/Cemetery	\$ 30,572.28	\$ 42,700.08	\$ 11,178.32	\$ 7,885.72	\$ 13,520.00	\$ 14,509.76	\$ 37,462.42	\$ 157,828.58

Underway:

- UNG, Softball field retaining walls completed
- Anderson Townhomes started installing BMP's
- UNG, Business Center 75% complete
- Lumpkin County Elementary School installing Steel Framing
- Vickery/Sherman Green Terrace resubmitted civil plans

- Harbor Freight Store (Greenbriar) should start renovations soon
- The Peaks (apartments across from Summit) building and civil plans received for review.
- Walmart completed renovations
- Dentist (Riley/Morrison Moore) office building plans approved contingent on civils

Updates:

- Historic Preservation Committee
 - Next work Session is Wednesday May 11th at 6 pm
 - Introducing newly appointed members
- Planning Commission
 - Next Meeting is June 7th at 6 p.m.
- HPC Survey
 - Currently reviewing First Draft
 - Upcoming Deadlines for DCA
 - May 15th Activity Report (eCivics)
 - June 1st Second Draft Due Final Survey



Department Report

Report Title: Dahlonega Police Department – April 2022

Report Highlight: Selective traffic enforcement in community

Name and Title: George Albert, Chief of Police

Recently Completed:

- Interviews for POST Certified Code Enforcement Officer
- Bear on the Square Festival
- New uniform badges arrived
- Attended District 9 Chiefs meeting in Winder
- Agency members attended specialized training at LCSO for Domestic Violence investigations
- Attended Governor Kemp Law Enforcement Bill Signing Ceremony
- Attended Walmart Grand Reopening event
- NIBRS training
- TAC refresher training to maintain compliance with GBI

Underway:

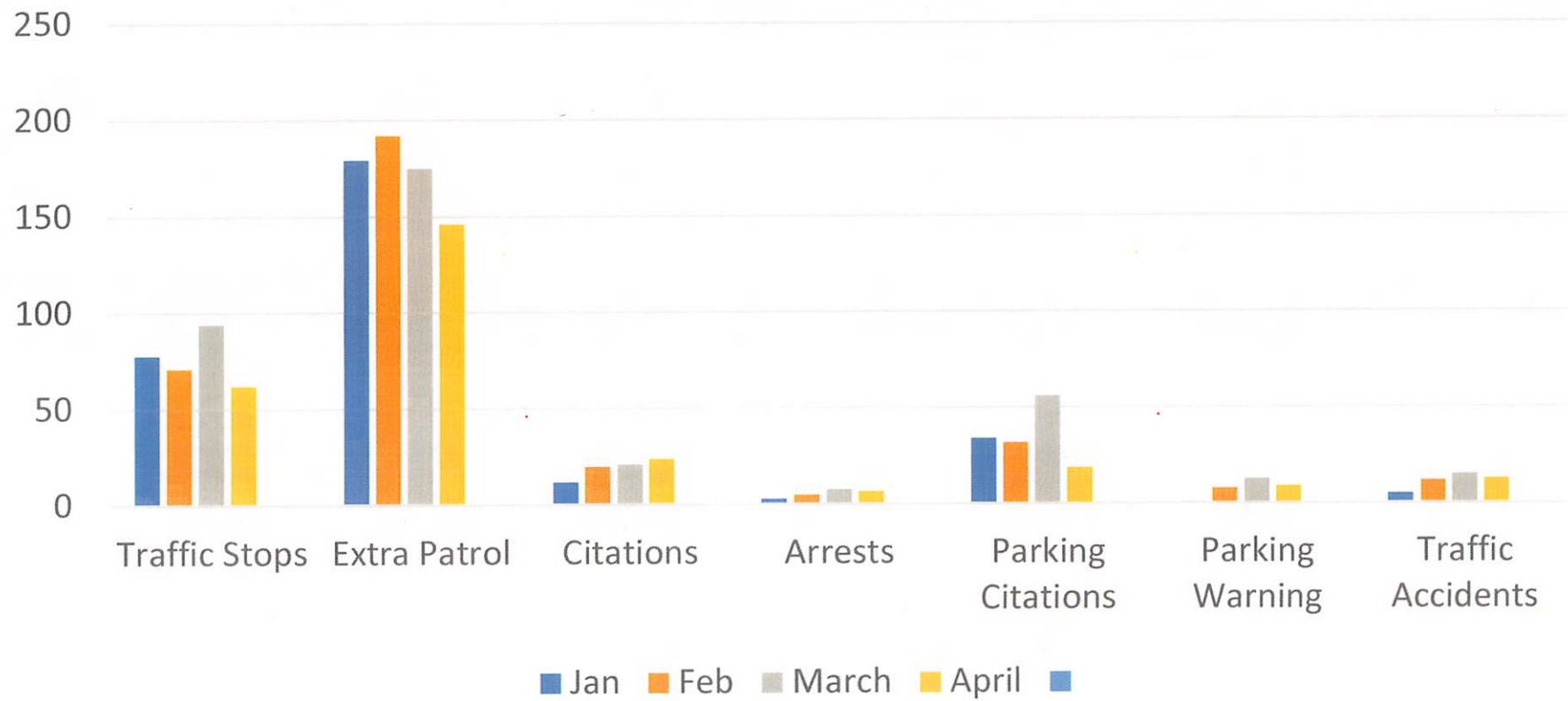
- Becoming a GCIC terminal agency so officers can run tags from the vehicle
- Addressing various code violations and issuing warning notices for corrective actions
- Continually monitoring problematic parking areas and taking appropriate action
- Reviewing next phase of security cameras in the community and placement options
- RADAR Donation to GSP as one unit has arrived and second is on the way
- Selective traffic enforcement in various areas to seek voluntary compliance
- Preparations for Art and Wine festival event third weekend of May.
- Pre-event meeting for the 4th of July event
- Post event meeting with Bear on the Square committee

Near Term:

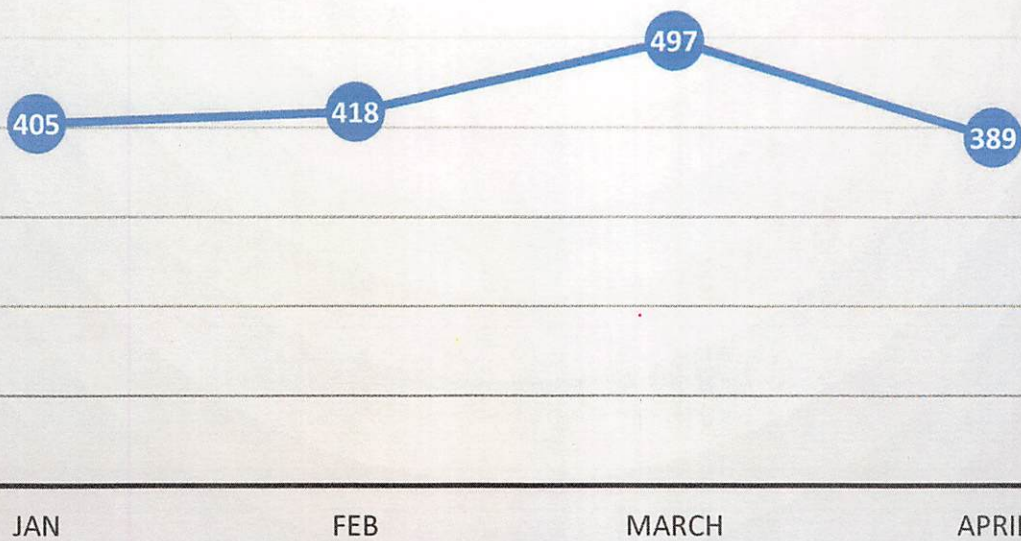
- 5 Year Strategic Plan

Officer:	Date: 5/1/22
Shift:	District:
Radar:	Cal. Time:
Laser:	Cal. Time:
Number of Calls for Service: 338	Patrol Vehicle #
Citizen Contacts 2	Incident Reports 12
Alcohol Checks 0	Accident Reports 5
Traffic Stops 62	Juvenile Complaint: 0
LPR Patrol Hours 0	Criminal Trespass 5
Traffic Citations Issued 24	Drug Arrest: 1
Traffic Warnings Issued 21	Shoplifting 1
LPR Citations Issued 0	Disorderly Conduct: 0
Stolen Vehicle Recovered 0	Underage Consumption 0
Parking Citations Issued 19	Animal Complaint: 3
Parking Warnings Issued 9	Public Drunk 1
Traffic Fatalities 0	Motorist Assist 6
Accidents to GSP 7	Trouble Alarms 7
DUI 0	K-9 Assists: 0
DUI to GSP 1	Fugitives Apprehended 3
Stolen Vehicle: 0	Road Checks: 0
Officer Assist LCSO 9	Funeral Assist: 1
Officer Assist Other 1	Other: 82
Extra Patrol 146	

Calls for Service



Total Calls For Service



Dahlonega PD Calls for Service 2022

Calls for Service	Jan-22	Feb-22	Mar-22	22-Apr
	Jan	Feb	Mar	
Traffic Stops	58	71	94	62
Extra Patrol	138	192	175	146
Citations	7	20	21	24
Arrests	2	5	5	7
Parking Citations	34	32	56	19
Parking Warning	1	8	13	9
Traffic Accidents	5	12	15	13
	Jan	Feb	Mar	Apr
Total CFS	307	418	497	389



Department Report

Report Title: Finance and Administration Department – April 2022
Report Highlight: Destruction of old files brought to City Hall complete.
Name and Title: Allison Martin, Finance Director

Recently Completed:

- Preliminary FY23 budget work continues.
- Required ARPA reporting completed.
- RFPs for IT and website received and are under review.

Underway:

- Website updates to include a searchable minute function and overall search engine refinement to create a better end-user experience.
- Administration of American Rescue Plan (ARP) grant
- Establish and set up Employee Portal on new software; implement and train employees on benefits and use.
- Historic Preservation Grant administration.
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.

Near Term:

- Update financial policies.
- Update purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and update HR forms; promote employee education related to City retirement plans.
- Review additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billing address points against MSAG/E911/USPS data.



Department Report

Report Title: Public Works—April 2022

Report Highlight: COVID-related measures continue at a reduced level. Having exhausted available federal funding for these tasks, City Staff are performing these duties in house.

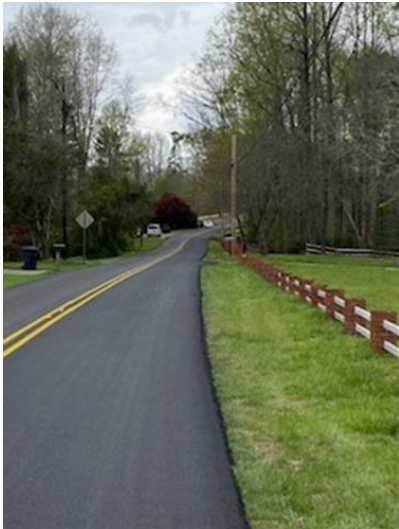
Name and Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Oak Grove roundabout construction. Streetlighting appears to be functioning.
- Enota Street sidewalk, storm drain and resurfacing project.



- North Hall neighborhood resurfacing is complete. Striping is ongoing.



- Morrison Moore Sidewalk and Water Main installation.



- Barlow Road sidewalk and storm drain. Sidewalk is complete; storm drain work is ongoing. Work is being performed by UNG contractors by agreement with the City.



Underway:

- Wimpy Mill guardrail replacement.
- Oliver Drive storm drain replacement.



- Downtown spring plantings are ongoing.



- Asphalt markings throughout the city, partially funded through the GDOT LMIG Off-System Safety grant were bid, awarded and are in progress.



- Continued design of the Morrison Moore Pedestrian Bridge.
- Creation of a heavily revised set of Development Regulations.
- Discussions and planning in coordination with UNG and GDOT for a sidewalk along Morrison Moore Parkway from Calhoun Road to the new Public Safety building, previously Stake 'n Shake.
- Mapping of City utilities by GMRC. This is an ongoing 2-year project.
- Working with Lumpkin County to ensure appropriate upgrades of Pine Tree Way related to elementary school construction.

Upcoming (these projects are currently either in concept, design or build phase):

- Installation of additional curb and gutter near intersection of Memorial Drive, West Main and Mechanic Street by GDOT crews as part of a GDOT Quick Response project.
- Choice Street sidewalk at Head House
- Arcadia Street water and sewer main project.
- North Grove St. sidewalk upgrades.
- Memorial Park Cemetery storm drain installation.
- Mechanic Street to Morrison Moore sidewalk.
- Choice St. parking lot overlay.
- Downtown tree installation (East Main).
- Mechanicsville Road storm drain installation.
- Staff has worked closely with GDOT and hopes to see the following projects soon:
 - Resurfacing of a portion of Highway 60 along Crown Mountain near Golden Avenue. Overlay course asphalt will be used in an effort to reduce accident frequency in this area.
 - Construction of additional hardscape and greenspace near the East Main/Mechanic/Memorial intersection.



Department Report

Report Title: Water & Wastewater Treatment Department Report April 2022

Report Highlight: The annual report to the Georgia Safe Dam Program was mailed to the Department of Natural Resources (DNR). Part of the outside engineering inspections noted a few minor items that will need to be addressed. The pathway on the crest of the dam and some water drainage issues at the toe of the dam were some of the deficiencies listed. Staff is currently working on estimates and will proceed with the project if the funds are available this fiscal year. These repair costs are usually split between the City and County.

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

Recently Completed

- Annual Safe Dam Reports submitted to the DNR
- Sludge Profile Test
- Computer replacement at WWTP
- Bolt replacement on filter effluent meter (Water Distribution Crew)
- Lower Crown Mountain Tank Painting (Interior and Exterior)
- Replaced chlorine feed line to raw water pit
- Consumer Confidence Report (CCR) Advertisement and Certification
- Float repairs on SBR #1 Basin
- Repairs to fluoride feed system injection valve

Underway:

- Cross-Connection Control Program and Backflow Prevention Program (joint work with other departments)
- Design/Purchase Reservoir Boat Complete, waiting on arrival
- SCADA programming for Walmart Altitude Valve controls
- Mountain Music Park Lift Station repairs
- Split sampling with Tyson Hatchery, part of the Industrial Pre-Treatment Program
- Wastewater flow meter change out at Camp Glisson
- Repairs to Highland Trace Lift Station (high volume of disposable wipes)

Near Term:

- Annual Preventive Maintenance Service on our larger lift stations (Flygt Contract)
- Barlow Lift Station Rehabilitation Project
- Filter Cloth replacement at WWTP
- Annual Watershed Study Report due to Department of Natural Resources
- Discharge Permit for the WWTP
- Koyo (Torrington) Lift Station Rehabilitation Engineering and Design



City Council Agenda Memo

DATE: 04/27/2022
TITLE: Municipal Court Judge Service Agreement Renewal
PRESENTED BY: Doug Parks, City Attorney

AGENDA ITEM DESCRIPTION:

This agreement, is to renew the municipal court judge's contract. The terms of this renewal are identical to the prior contract including identical compensation. The term of the Judge's employment will automatically renew each year unless either the City or the Judge provides the other with a 30 day notice. The Judge shall continue to perform all duties legally prescribed for a judicial officer serving as a Judge of a lawfully constituted Municipal Court according to the requirements of the Georgia Constitution, the Official Code of Georgia, the Code of Judicial Conduct, the Uniform Rules, Municipal Courts of the State of Georgia and such other rules as may be prescribed by the Supreme Court of the State of Georgia. In addition, the Judge shall act in accordance with any published opinions of the Judicial Qualifying Committee. The Judge shall preside over all pre-trial conferences, cases, trials, and hearings or arrange for a Judge Pro Tempore to do so. Additionally, the Judge's specific responsibilities are outlined in Section 3 of the Agreement.

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

RECOMMENDATION:

Recommendation to approve service agreement.

SUGGESTED MOTIONS:

Motion to approve.

ATTACHMENTS:

Municipal Court Judge Service Agreement

MUNICIPAL COURT JUDGE SERVICE AGREEMENT

This Agreement by and between the City of Dahlonega, a municipal corporation, hereinafter referred to as the "City" and Judge G. Hammond Law III, hereinafter referred to as the "Municipal Court Judge" or "Judge", is as follows:

WHEREAS, the City Council has appointed Judge G. Hammond Law III to serve as Judge of the City's Municipal Court; and

WHEREAS, Judge G. Hammond Law III has accepted the appointment and confirmation; and

WHEREAS, Judge G. Hammond Law III understands this is a part time position and involves overseeing court staff; and,

WHEREAS, in order to provide for the services of Judge of the Municipal Court and to establish compensation for such services, it is appropriate for the City to enter into an Employment Agreement with the Municipal Court Judge for such services replacing all prior contracts.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and terms contained herein, the City and Judge G. Hammond Law III agree as follows:

1. TERM OF EMPLOYMENT:

Judge G. Hammond Law III accepts the position of Judge of the Municipal Court of the City of Dahlonega for a one (1) year Term. The one (1) year Term shall commence on _____, 2022 and shall remain in effect up to and through _____, 2023, unless terminated sooner by the City or by the Judge.

At the conclusion of the above-stated Term, this Agreement will automatically renew for one year, unless either the City or Judge provides to the other thirty (30) days' notice of non-renewal.

The Judge shall be, and remain, an attorney admitted to practice law in the State of Georgia. The Judge must also be a citizen of the United States of America and the State of Georgia. The Judge must comply with all other requirements for service as a municipal court judge, including but not limited to complying with all training requirements. The Judge shall immediately report to the City Manager and City Attorney any change affecting his membership in good standing in the Georgia Bar Association and any training deficiencies.

2. SCOPE OF SERVICES:

The Judge shall perform all duties legally prescribed for a judicial officer serving as a Judge of a lawfully constituted Municipal Court according to the requirements of the Georgia Constitution, the Official Code of Georgia, the Code of Judicial Conduct, the Uniform Rules, Municipal Courts of the State of Georgia and such other rules as may be prescribed by the Supreme Court of the State of Georgia. In addition, the Judge shall act in accordance with any published opinions of the Judicial Qualifying Committee. The Judge shall preside over all pre-trial conferences, cases, trials, and hearings or arrange for a Judge Pro Tempore to do so. The Judge also shall perform the duties described in section 3.

The Judge shall at all times faithfully and to the best of his ability administer activities of the court, assign and hear all cases and fulfill obligations of the Court as established by State or local law, rule, statute, regulation and City ordinance.

The Judge shall appoint Judges Pro Tempore for vacation, affidavits of prejudice, recusal from a pending case, illness and required judicial continuing education and training. Before appointing a Judge Pro Tempore, the Judge shall confirm that he or she is an attorney admitted to practice law in the State of Georgia, a member in good standing with the Georgia Bar Association, and current in all training requirements.

The Judge shall instruct all Judges Pro Tempore concerning procedures and customary sentences in order to promote uniformity to the greatest extent possible

The Judge shall make a reasonable effort to maintain a pool of at least three Judges Pro Tempore and shall endeavor to rotate them evenly so that all will be reasonably familiar with Municipal Court procedures should their service be necessary.

3. JUDICIAL INDEPENDENCE AND ADMINISTRATION:

The Judge is independent from the City when performing judicial responsibilities and nothing contained herein shall be construed to interfere with the Judge when performing judicial duties. The Judge, or any Judge Pro Tempore serving in the absence of the Judge, is solely responsible for judicial decisions. Judicial decisions include, but are not limited to, establishment of a standard bail schedule, determination of bail in individual cases, determination of financial ability, determination of conditions of probation, determination of liability, and determination of eligibility for indigent defense and for alternatives to monetary penalties including community service and penalty or fine reductions.

Furthermore, the Judge is responsible for doing the following:

- In coordination with the City Attorney approving court forms and procedures necessary for the proper exercise of constitutional rights and other compliance with the law, and updating such forms and procedures as necessary;
- In coordination with the City Attorney providing proper training of court staff and officials subject to the Judge's direction and control about court procedures and the use of approved court forms, and updating such training as necessary;
- Ensuring that court staff and officials subject to the Judge's direction and control use approved forms, follow approved procedures and comply with applicable provisions of the Code of Judicial Conduct, court rules, ordinances and statutes;
- Notifying the City Attorney of additional resources necessary to ensure compliance with applicable laws and rules;

- Notifying the City Attorney of service provider performance deficiencies; and
- Reviewing quarterly reports and other communications of the Georgia Department of Community Supervision Misdemeanor Probation Oversight program and taking any actions the Judge deems necessary or appropriate.

The Court Clerk shall be appointed by The City Manager and shall serve as an employee of the City. The Court Clerk and all represented court staff are City employees subject to City rules and regulations. However, they are subject to the Judge's direction and control. Their salaries, benefits, hours of work and working conditions shall be established by the City.

The Judge understands that court staff adhere to the same applicable personnel policies as other City employees. The Parties agree that the Judge will participate in the review and amendment of any such policies to ensure that they recognize the unique nature of court employment and the Judge's rights and responsibilities with respect to court employees.

4. COMPENSATION:

The Judge's salary and benefits shall be set and appropriated through the City's budget process. The Judge's compensation within the adopted budget may be increased, but not decreased, during the Judge's term of office. The Judge's current salary is set at \$600 per month.

This salary shall constitute compensation for all responsibilities and duties in the administration of the Municipal Court.

Each party will pay payroll and other taxes as required by applicable laws and regulations.

The Judge may request from the City Manager reimbursement for required judicial training and qualification to hold the office of a municipal court judge.

5. BENEFITS:

The Judge only will be eligible for City benefits while he meets the eligibility requirements in the applicable benefit documents.

6. TERM OF AGREEMENT:

The Judge's term of office shall be for a period of one (1) year beginning _____, 2022 and ending on _____, 2023.

7. CONTRACT ADMINISTRATION:

This Agreement shall be administered by the City Manager and/or designee on behalf of the City and by Judge G. Hammond Law III on behalf of the Municipal Court Judge. Any written notices to be served on either party shall be served or mailed to the following addresses:

IF TO THE CITY:
City Manager
465 Riley Road
Dahlonega, GA 30533

IF TO THE JUDGE:
Judge G. Hammond Law III
P.O. Box 1704
Gainesville, GA 30503

8. TERMINATION OF AGREEMENT:

This Agreement may be terminated during the Judge's term of office as follows:

By the Judge if he provides a minimum of thirty (30) days written notice prior to his effective date of termination, unless otherwise mutually agreed by the parties.

By the City only as provided in O.C.G.A. Section 36-32-2.1.

9. MERGER AND AMENDMENT:

This Agreement contains the entire understanding of the City and the Judge with respect to the matters set forth herein, and any prior or contemporaneous understandings are merged herein. This Agreement shall not be modified except by written instruments executed by the City and Judge hereto.

This Agreement shall be governed under the laws of the State of Georgia, and any dispute regarding this Agreement shall be resolved in Lumpkin County Superior Court, State of Georgia.

10. SEVERABILITY:

If any provision of this Agreement or their application to any circumstance is held invalid, the remainder of this Agreement and their application to other circumstances is not affected.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF the parties hereto do hereby execute this Agreement.

CITY OF DAHLONEGA

By: _____
JoAnne Taylor, Mayor

Date: _____

Approved as to Form:

By: _____
J. Douglas Parks, City Attorney

MUNICIPAL COURT JUDGE

By: _____
Judge G. Hammond Law III

Date: _____



City Council Agenda Memo

DATE: May 5, 2022
TITLE: Fleet Replacement by Enterprise
PRESENTED BY: Mark Buchanan, Allison Martin, and Rachel McGirr of Enterprise Fleet

AGENDA ITEM DESCRIPTION:

Enterprise Fleet Services proposal for the annual replacement of a portion of the city's fleet using a lease model. This proposal does not include vehicles requiring a commercial driver's license.

HISTORY/PAST ACTION:

None.

FINANCIAL IMPACT:

See attachment.

RECOMMENDATION:

No formal recommendation at this time.

SUGGESTED MOTIONS:

None at this time.

ATTACHMENTS:

Fleet Synopsis Dahlonaga 2022-05-05



FLEET MANAGEMENT

PREPARED FOR:



Rachel McGirr

FLEET CONSULTANT

404-985-9075

PHONE

Rachel.C.McGirr@efleets.com

EMAIL



FLEET SYNOPSIS | CITY OF DAHLONEGA

THE SITUATION

Current fleet age is negatively impacting the overall budget and fleet operations

- **31%** of the light and medium duty fleet is currently 10 years or older
- **7.9 years** is the current average age of the fleet
- **11 years** – time it would take to cycle the entire fleet at current acquisition rates
- Older vehicles have higher fuel costs, maintenance costs and tend to be unreliable, causing increased downtime and loss of productivity.

THE OBJECTIVES

Identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a conservative savings of over \$593,184 in 10 years

- Shorten the current vehicle life cycle from 11 years to 3.5 years
- Provide a lower sustainable fleet cost that is predictable year over year
- Free up more than \$47,790 in capital from the salvage of 10 vehicles in the first year
- Significantly reduce Maintenance to an average monthly cost of \$39.95 vs. current \$115.50
- Reduce the overall fuel spend through more fuel efficient vehicles
- Leverage an open-ended lease to maximize cash flow opportunities and recognize equity.

Increase employee safety with newer vehicles

- Currently:
 - **2** vehicles predate Anti-Lock Brake standardization (2007)
 - **8** vehicles predate Electronic Stability Control standardization (2012)
 - *ESC is the most significant safety invention since the seatbelt*
 - **21** vehicles predate standardization of back up camera (2018)

Piggyback The Sourcwell awarded RFP #060618-EFM that addresses the following:

- Access to all fleet management services as applicable to the needs of the city
- Supports the city's need for fleet evaluation on a quarterly basis assessing costs and reviewing best practices

THE RESULTS

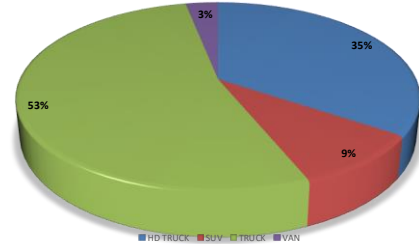
By partnering with Enterprise Fleet Management, CITY OF DAHLONEGA will be better able to leverage its buying power, implement a tighter controlled resale program to lower total cost of ownership and in turn minimize operational spend. CITY OF DAHLONEGA will reduce fuel costs by 25% and reduce maintenance costs from \$115.50 on average to \$39.95 per unit. Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, CITY OF DAHLONEGA will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 109% above Black Book value. By shifting from reactively replacing inoperable vehicles to proactively planning vehicle purchases, CITY OF DAHLONEGA will be able to replace all of its vehicles over the course of 5 years while creating an annual savings of \$24,517.

FLEET STATISTICS | CITY OF DAHLONEGA

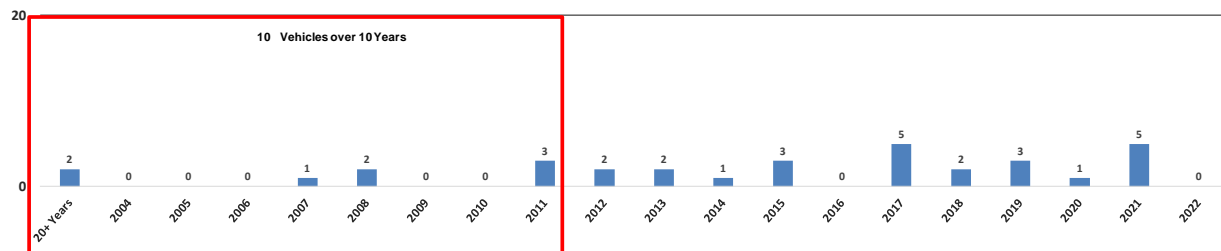
City of Dahlonge - Fleet Profile

Fleet Profile				Fleet Replacement Schedule							Replacement Criteria	
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2022	2023	2024	2025	2026	Under-Utilized			
Minivan-Cargo	1	9.4	8,100	0	1	0	0	0	0		* Fiscal Year 2022 = 10 years old and older, or odometer over 100,000	
Mid Size SUV 4x2	1	8.3	9,200	0	1	0	0	0	0		* Fiscal Year 2023 = 8 years old and older, or odometer over 93,300	
Mid Size SUV 4x4-ERV	2	3.3	7,500	0	0	0	1	1	0		* Fiscal Year 2024 = 6 years old and older, or odometer over 86,600	
1/2 Ton Pickup Reg 4x2	2	13.0	7,900	2	0	0	0	0	0		* Fiscal Year 2025 = 4 years old and older, or odometer over 79,900	
1/2 Ton Pickup Reg 4x4	9	6.8	6,900	2	0	3	2	2	0		* Fiscal Year 2026 = Remaining Vehicles	
1/2 Ton Pickup Ext 4x4	4	4.8	7,400	0	1	0	2	1	0		* Underutilized = Annual Mileage less than	
1/2 Ton Pickup Quad 4x4	2	4.3	7,300	0	0	0	1	1	0			
3/4 Ton Pickup Reg 4x2	1	25.6	5,400	1	0	0	0	0	0			
3/4 Ton Pickup Ext 4x2	2	10.9	5,900	2	0	0	0	0	0			
3/4 Ton Pickup Quad 4x2	1	3.3	7,300	0	0	0	0	1	0			
1 1/2 Ton Cab Chassis	4	7.9	3,400	2	0	0	0	2	0			
Med Duty Cab Chassis	3	10.4	3,000	1	0	0	1	1	0			
Totals/Averages	32	7.9	6,300	10	3	3	7	9	0			

Vehicle Types



Model Year Analysis



Confidential

4/11/2022

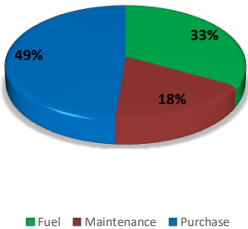
Enterprise
FLEET MANAGEMENT

City of Dahlonge - Fleet Planning Analysis

Current Fleet	32	Fleet Growth	0.00%	Proposed Fleet	32
Current Cycle	10.67	Annual Miles	6,300	Proposed Cycle	3.56
Current Maint.	\$115.50			Proposed Maint.	\$39.95
Maint. Cents Per Mile	\$0.22	Current MPG	10	Price/Gallon	\$4.00

Fleet Costs Analysis

Fleet Mix				Fleet Cost				Annual			
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Net Cash
Average	32	3.0	32	0	118,745	0			44,352	80,640	243,737
'22	32	10	22	10	0	90,245	-47,790	-21,271	35,286	75,600	132,070
'23	32	6	19	13	0	110,966	-23,673	-21,271	32,566	74,088	172,677
'24	32	6	16	16	0	134,221	-32,680	-45,990	29,846	72,576	157,973
'25	32	12	9	23	0	212,802	-86,590	-34,489	23,500	69,048	184,271
'26	32	13	0	32	0	286,724	-161,132	15,341	64,512	101,098	142,639
'27	32	12	0	32	0	286,724	-147,651	15,341	64,512	218,926	24,811
'28	32	13	0	32	0	286,724	-93,437	15,341	64,512	273,139	-29,402
'29	32	9	0	32	0	286,724	-105,126	15,341	64,512	261,450	-17,714
'30	32	9	0	32	0	286,724	-201,482	15,341	64,512	165,095	78,642
'31	32	15	0	32	0	286,724	-189,089	15,341	64,512	177,488	66,249
10 Year Savings										\$593,184	Avg. Sustainable Savings
											\$24,517



Current Fleet Equity Analysis

YEAR	2022	2023	2024	2025	2026	Under-Utilized
QTY	10	3	3	7	9	0
Est \$	\$4,779	\$7,891	\$10,893	\$12,370	\$11,594	\$0
TOTAL	\$47,790	\$23,673	\$32,680	\$86,590	\$104,348	\$0
Estimated Current Fleet Equity**					\$295,080	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet

31% of the current light and medium duty fleet is over 10 years old
Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded

Enterprise
FLEET MANAGEMENT

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* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

CASE STUDY | CITY OF DAHLONEGA

CASE STUDY | CITY OF FREDERICKSBURG, TX



City lowers fleet maintenance costs by \$127K with Fleet Program.

BACKGROUND

Location: Fredericksburg, TX
Industry: Government
Total vehicles: 75 vehicles

THE CHALLENGE

Each year, the City of Fredericksburg was faced with high vehicle repair and maintenance costs for an aging fleet. The City's 75 vehicles had an average age of 12 years resulting in unexpected maintenance issues each year. The City was spending \$153,300 per year on fleet maintenance, averaging over \$2,000 per truck. Searching for solutions within their budget, the city needed to make managing their vehicles easier, from purchasing to maintenance and driver fueling options.

THE SOLUTION

Enterprise Fleet Management presented a proactive fleet replacement plan to the City of Fredericksburg that would reduce the average age of their fleet by 60% helping reduce operational and maintenance expenses. With integrating newer vehicles into the City's fleet, employees would drive safer, more reliable vehicles with minimal maintenance needs. Long-term, this plan has helped save an average of \$29,284 per year in fleet related expenses.

"We have truly enjoyed the partnership with Enterprise Fleet Management. Things are much easier to manage now, and we are saving money on vehicle maintenance."

— Brian Peters, Programs Manager

Enterprise Fleet Management also recommended replacing all vehicles owned by the city within a 5-year time frame. This approach will help The City lower maintenance expense from \$153,300 per year to \$26,016 per year.

THE RESULTS

Since their partnership began 4 years ago, Enterprise Fleet Management has helped The City of Fredericksburg transition their fleet vehicles from an average age of 12 years to 4. The City has experienced a significant reduction in costs associated with their fleet program and a decrease in employee downtime. This is due to The City putting their trust in the local Enterprise Fleet Management team's expertise and the fleet planning analytics backing each recommendation. The partnership has given the City visibility into all vehicle costs and budget accordingly.

To learn more, visit efleets.com or call 877-23-FLEET.



Key Results

MAINTENANCE
LOWERED BY
83%



**SAVED
\$62,052**
OVER THE LAST 2
REPLACEMENT YEARS

5 YEAR
REPLACEMENT PLAN



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PROGRAM RESOURCES | CITY OF DAHLONEGA

ACCOUNT MANAGEMENT

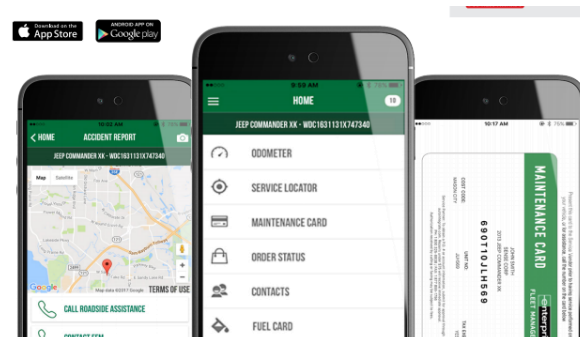
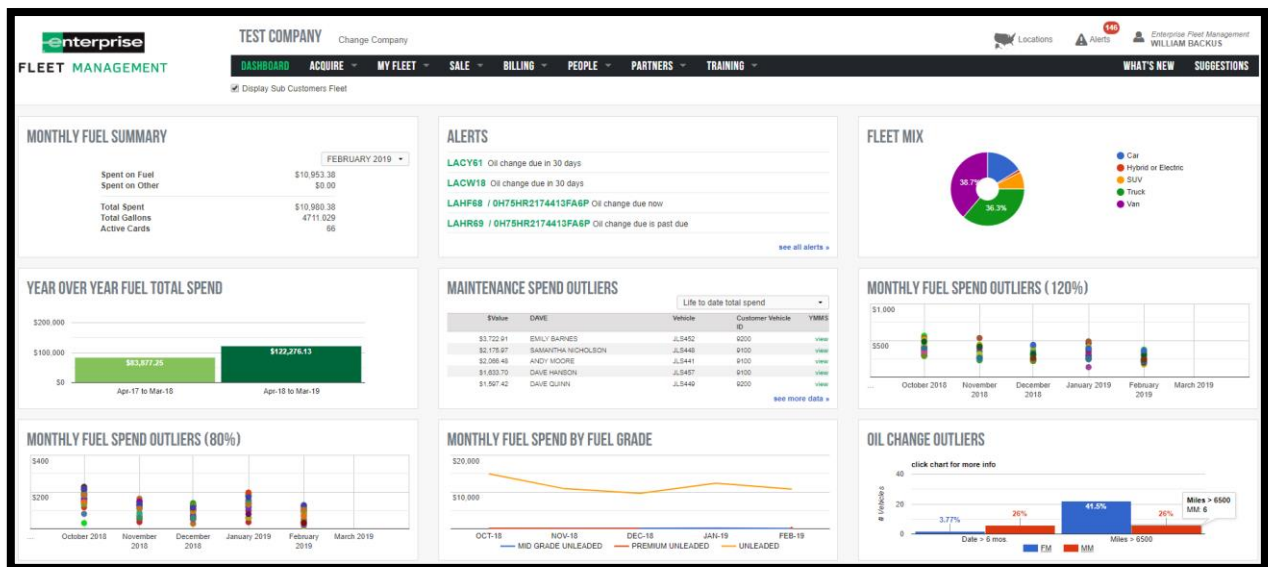
The CITY OF DAHLONEGA will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Your dedicated Account Manager meets with you 3-4 times a year for both financial and strategic planning.
- Your Account Manager will provide on-going analysis – this will include most cost-effective vehicle makes/models, cents per mile, total cost of ownership, and replacement analysis.

TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data so that you may have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our Mobile App gives drivers all the convenience and functionality they need.

- **Consolidated Invoices** - Includes lease, maintenance, and any additional ancillaries
- **Maintenance Utilization** - Review the life-to-date maintenance per vehicle
- **Recall Information** - See which units have open recalls
- **License & Registration** - See which plate renewals are being processed by Enterprise and view status
- **Alerts** - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis** - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction



REFERENCES | CITY OF DAHLONEGA

CURRENT PARTNERS

- City of Canton
- City of Roswell
- City of Savannah
- City of Tybee Island
- City of Pembroke
- Cherokee County
- Effingham County
- City of Waycross
- Jasper County
- Camden County
- City of Covington
- City of Hiram
- City of Grantville
- City of Norcross

REFERENCE:

Below is a list of at least two (2) client references including company name, contact person, and telephone number.

1. City: **City of Covington**
Business Phone #: (678) 230-7923
Contact Person: Randy Smith, Finance Director
2. City: **City of Hiram**
Business Phone #: (678) 622-9656
Contact Person: Josh Lonegran, Deputy Chief

COOPERATIVES:

- TIPS/TAPS USA
- SOURCEWELL



City Council Agenda Memo

DATE: 5/16/2022
TITLE: Reservoir Restroom – Project # 2022-004
PRESENTED BY: Vince Hunsinger, Capital Projects Manager

AGENDA ITEM DESCRIPTION:

Purchase and Installation of restrooms for the Yahoola Creek/Lake Zwerner Reservoir Area.

HISTORY/PAST ACTION:

Bid Opening for this project was held 5/11/22.

FINANCIAL IMPACT:

The City of Dahlonega and Lumpkin County will be sharing the cost of the building, pad preparation, and utility connection. Once the project is complete, Lumpkin County will be billed for 46% of the total cost. The City of Dahlonega's current budget for this project is \$109,127.90.

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:



City Council Agenda Memo

DATE: May 6, 2022
TITLE: Distribution/Collection Hydrovac Purchase
PRESENTED BY: Ron Simmons, Distribution/Collection Supervisor

AGENDA ITEM DESCRIPTION:

Staff seeks approval for the purchase of a new hydro vacuum excavation unit.

HISTORY/PAST ACTION:

FY2022 budgeted item.

FINANCIAL IMPACT:

This item has a budget of \$55,000. Vermeer Southeast is offering the product for \$59,725.

RECOMMENDATION:

Staff recommends approval of purchase of a hydrovac excavation unit at the above price from Vermeer Southeast with a budget adjustment to be performed by the Finance Department adequate to cover the projected shortfall. Funds will be transferred from the Water & Sewer Fund.

SUGGESTED MOTIONS:

Motion to approve the purchase of the hydrovac described from Vermeer Southeast and perform the necessary budget adjustment.

ATTACHMENTS:

Bid Tabulation.

CITY OF DAHLONEGA
BID OPENING
APRIL 14TH, 2022 2:00 PM

TRAILER MOUNTED HYDRO
VACUUM EXCAVATION UNIT #2022-011

Contractor	Attachments								W-9	Ins	Bond	Price
	A	B	C	D	E	F	G	H				
vermeer southeast	✓	✓	✓	✓	✓	✓	NA	NA	✓	NA	NA	\$59,725.00
environmental products group	✓	✓	✓	✓	✓	✓	NA	NA	✓	NA	NA	\$ 72,368.00

Opened By: Brittany Lee

Attendees: Brittany Lee

Ron Simmons

Mark Buchanan

Troy Armstrong

Allison Martin

Casey Meehan
