



# CITY OF DAHLONEGA

## Council Work Session Agenda

February 15, 2021 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

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

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### OPEN MEETING

### BOARDS & COMMITTEES:

- [1.](#) Cemetery Report January 2021, Chris Worick, Dahlonega Cemetery Committee Chairman
- [2.](#) Main Street Department – January 2021, Lucas Cheney, Main Street Project Coordinator

### TOURISM:

- [3.](#) Tourism Report - January 2021, Sam McDuffie, Tourism Director

### DEPARTMENT REPORTS:

- [4.](#) Marshal's Office Report January 2021, Jeff Branyon, Marshal
- [5.](#) Community Development – January 2021, Kevin Herrit, Director
- [6.](#) Financial Services – January 2021, Melody Marlowe, Finance Director
- [7.](#) Public Works--January 2021, Mark Buchanan, PW/ City Engineer
- [8.](#) Water & Wastewater Treatment Department Report January 2021, John Jarrard, Water/Wastewater Treatment Director

### ITEMS FOR DISCUSSION:

- [9.](#) Tree City USA Certification, Lucas Cheney, Main Street Project Coordinator
- [10.](#) FY2020 Year-End Budget Amendment, Melody Marlowe, Finance Director
- [11.](#) FY2021 Reappropriations Budget Amendment, Melody Marlowe, Finance Director
- [12.](#) Ordinance 2021-01: An Ordinance to establish Regulations for Formula Businesses, Doug Parks, City Attorney
- [13.](#) Ordinance Changes Regarding House Bill 879, Doug Parks, City Attorney
- [14.](#) Barlow Lift Station Upgrade Proposal for Engineering Services, John Jarrard, Director of Water/Wastewater Treatment Departments
- [15.](#) Head House Update, Bill Schmid, City Manager
- [16.](#) 147 North Park Street Update, Bill Schmid, City Manager
- [17.](#) Solid Waste Appeal, Bill Schmid, City Manager
- [18.](#) Paid Parking Review, Bill Schmid, City Manager
- [19.](#) South Meaders Metered Parking, Mark Buchanan, Public Works Director
- [20.](#) Solid Waste Supervisor, Mark Buchanan, Public Work Director
- [21.](#) Local Maintenance and Improvement Grant (LMIG) Resurfacing for 2021 Award Recommendation  
Mark Buchanan, City Engineer
- [22.](#) Asphalt Leveling and Resurfacing of City Streets in Dahlonega, Ga In House Project for 2021, #2021-002  
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

2/2/2021

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Report Title: Cemetery Report January 2021

Report Highlight: Committee meeting was cancelled.

Name and Title: Chris Worick, Dahlongega Cemetery Committee Chairman

Recently Completed:

- Returning members Chris Worick, Terry Grizzle and Jane Mellor were sworn in at the January City Council meeting.
- Committee members and staff have worked with local funeral homes regarding details of the soon-to-open Memorial Park Columbarium.

Underway:

- Led by Jane Mellor, the committee is exploring enhancements to vegetation and ground cover near the newly installed Memorial Park Columbarium.
- Discussions continue with the Department of Veterans' Affairs regarding headstones for fallen confederate soldiers interred in Mount Hope.



## MAIN STREET

### CITY OF DAHLONEGA DEPARTMENT REPORT

2/15/2021

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Report Title: Main Street Department – January 2021  
Report Highlight: Arbor Day  
Name and Title: Lucas Cheney, Main Street Project Coordinator

#### Recently Completed:

- Submitted Georgia Main Street Annual Report
- Distributed January 2021 City Limits newsletter and received a 40% open rate with 30 new subscribers
- EVENT: Connectability Thousand Words event in Hancock Park held Saturday, January 16 in Hancock Park

#### Underway:

- Reapplying for Tree City USA certification for the 20<sup>th</sup> year
- Redeveloping the Main Street/DDA marketing calendar and social media strategy
- Creating new City Limits monthly newsletter template
- Attending Municode Meetings online training for entire Main Street Staff
- Restructuring the Dahlonega event permits (Parade, 5k/10k, Hancock Park Rental, Special Event, Demonstration) into one form
- Revising Wayfinding Sign program and program marketing

#### Near Term:

- Present Dahlonega Main Street GEMS Presentation on March 24
  - Main Street team will work to develop presentation for Georgia Main Street officials
- Evaluate advertising requirements within Dahlonega Special Event permits
  - Event Signage for S. Chestatee St., East Main St, or other proposed entrances to the Dahlonega Square
- Farmer's Market open house informational session
- Creation of Appalachian Jam 2021 Schedule



## CITY MARSHAL'S OFFICE

### CITY OF DAHLONEGA DEPARTMENT REPORT

Jan-21

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Report Title Marshal's Office Report January 2021

Report Highlight Employees of the Marshal's Office completed a total of 250 hours of state-approved training in 2020; this included training in the use of force, community policing, firearms, and de-escalation techniques. The State of Georgia mandated each officer receives 20 hours per year. The Marshal's Office averaged over 60 hours per officer in 2020.

Name, Title: Jeff Branyon, Marshal

#### Recently Completed:

- The Marshal's Office issued 39 traffic citations, 28 warnings, 58 traffic stops, 16 parking citations, responded to 82 calls for service, and made 373 citizen contacts.
- The Marshal's Office has completed the signal sidearm installation. Every officer is equipped with a sensor that will activate the officer's body camera anytime the Taser is turned on or the handgun is drawn.

#### Underway:

- The City Marshal's Office continues to address the dilapidated structures within the city. There are currently 11 structures that are being addressed in the process of being issued citations for violations.

#### Near Term:

- The Marshal's Office is currently accepting quotes to expand the camera system in the historic district to include coverage in Hancock Park.





## COMMUNITY DEVELOPMENT

### CITY OF DAHLONEGA DEPARTMENT REPORT

1/1/2021

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Report Title: Community Development – January 2021

Report Highlight: The Land and Water Conservation Fund Grant application was not selected for the fiscal year 2020. We will resubmit at the next available application window.

Name and Title: Kevin Herrit, Director

#### Recently Completed:

- Completed Update to HPC Guideline to allow for Staff Approval. HPC will review requested changes at their work session in February.
- Sent out notices for outside dining permit renewal campaign for 2021.

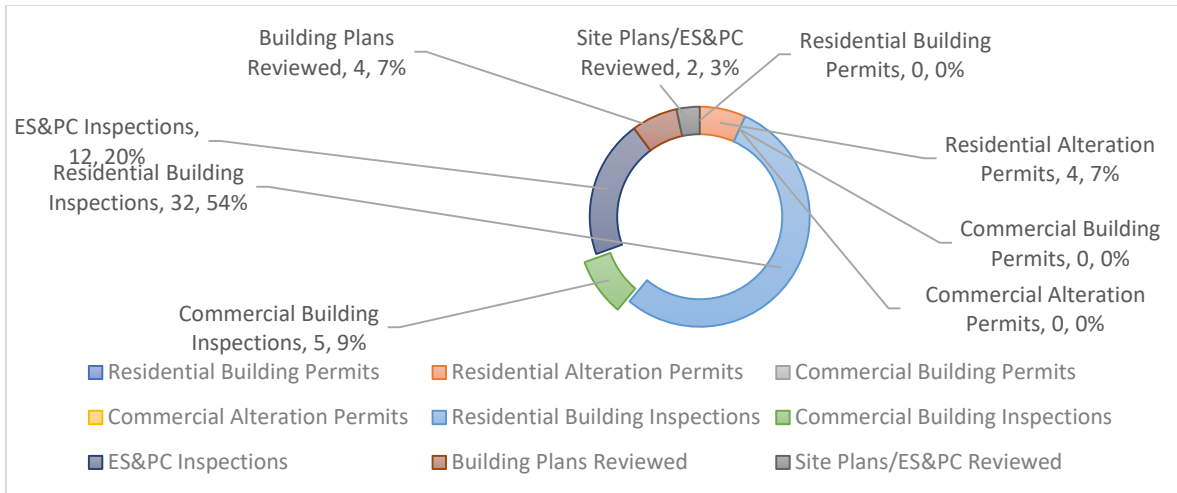
#### Underway:

- Creating an application for special events permit from the draft version passed by council for online permitting.
- Working on an application process for Tap Fees within the OpenGov online permitting system. Waiting on confirmation from other departments on information they would like to see on the form to complete a draft version. Residential will be placed within the building permit fees as requested by the City Manager and City Engineer.

#### Development Projects:

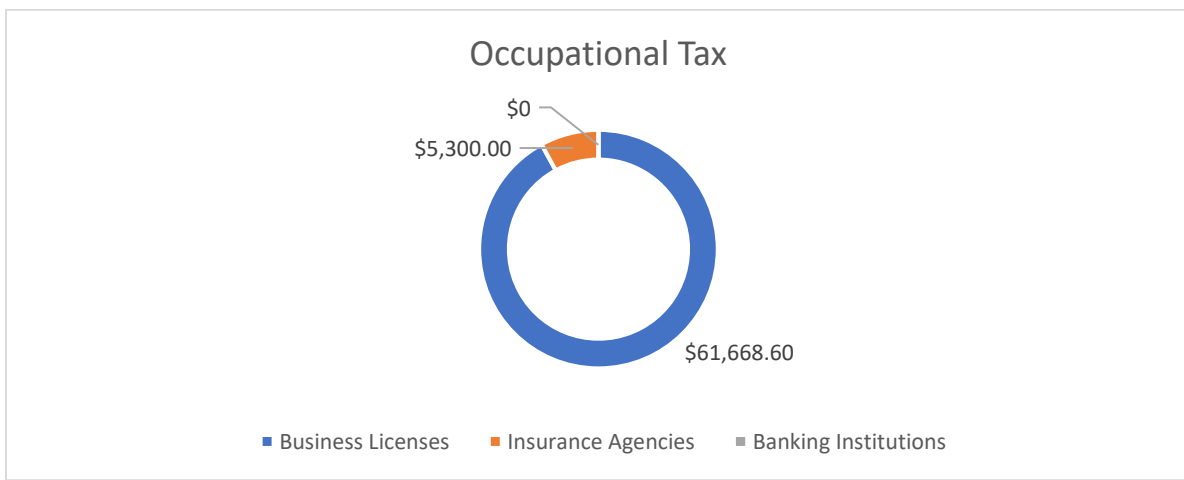
- 40 East Main Street – Finishing punch list items and should be under final inspection.
- Apartments located off of Vickery have obtained a full LDP. Site soil movement and Building permits should be applied for in February.
- The Laurel development has been issued TCO for the first three buildings. The rear two buildings are finishing up interior work. Final Plat has been approved and CO's will follow for the entire development after all Silt fence has been removed and complete soil coverage has been verified.

#### Monthly Operations Report:



### Occupational Tax Certificates:

- To date, Community Development Department has received 250 of the 422 Occupational Tax (Business Licenses) Renewals for 2021 (not including Insurance). 106 Insurance business licenses have responded for 2021. Zero of the six banks have submitted their Occupational tax renewals. All renewal notices have been sent out to business owners. 1<sup>st</sup> round of late notices will be sent out in March.



### New Businesses:

- On The Move Moving Company LLC. – Phone: 706-238-8268 – [dustin@otmmoves.com](mailto:dustin@otmmoves.com)

### Closed Businesses:

- Georgia Farm Wines LLC, Friendly Finance, Preferred Yield, INC, You-Nique Gifts INC., Dahlonga Day Care Center., Big Bang Vape Co #6 LLC.



## FINANCIAL SERVICES

### CITY OF DAHLONEGA DEPARTMENT REPORT

1/31/2021

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Report Title: Financial Services – January 2021  
Report Highlight: Successfully billed the City's first stormwater bills. A total of \$28,202.59 was billed to 1,699 customers.  
Name and Title: Melody Marlowe, Finance Director

#### Recently Completed:

- Assist as needed with implementation of stormwater utility fee
  - Setup utility billing software to accommodate new charge
  - Establish customer service processes and procedures

#### Underway:

- FY2020 Year-end Budget Amendment and Reappropriations resolutions
- Complete the FY2020 financial audit; file required year-end financial reports
- Combine utility accounts for common billing addresses
- Establish and setup Employee Portal on new software; implement and train employees on benefits and use
- Review finance record retention practices and organize file system

#### 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**

Jan-21

Report Title Public Works – January 2021

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

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

Recently Completed:

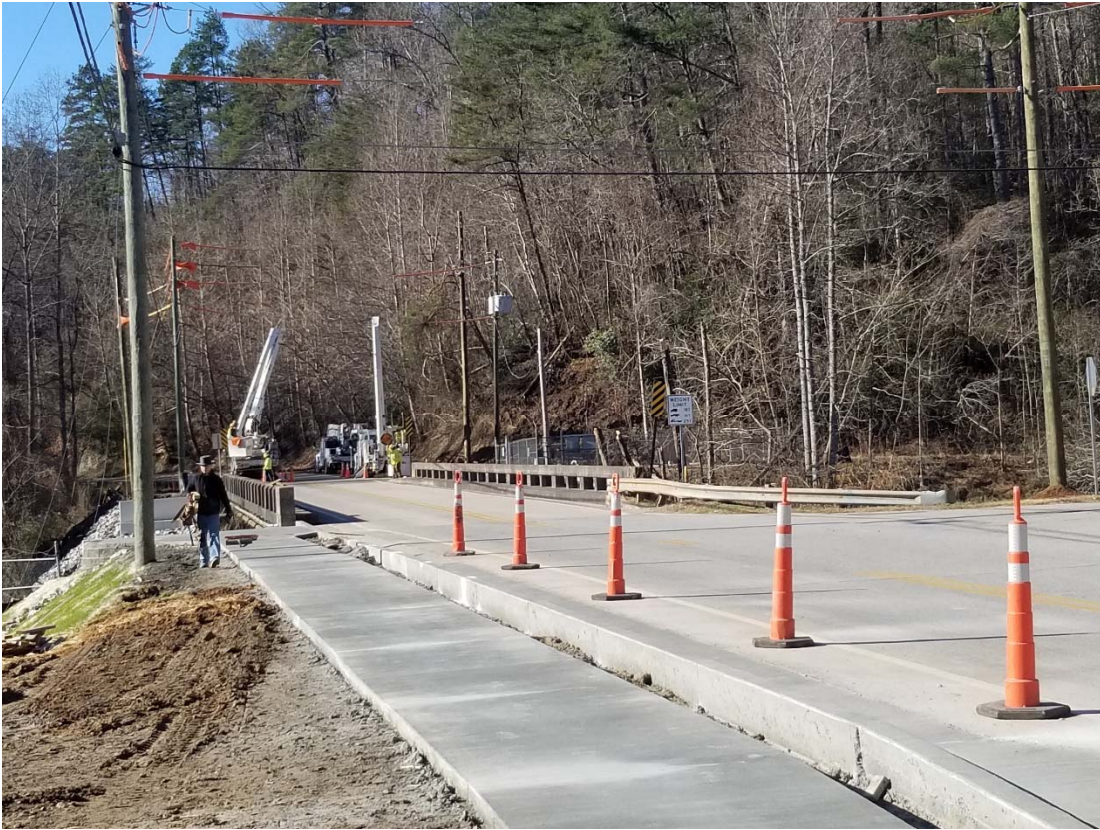
- Contractors have completed the parking area enlargement, ADA Kayak loading area and bridge installation at Wimpy Mill Picnic Area. The dock and sediment curtain are coming soon.





- City crews installed timed opening door locks at the Hancock Park restrooms. These facilities are open from 7:00AM to 7:00PM.
- Utility providers completed all utility relocation efforts at Wimpy Mill Picnic Area.





- Implementation of the Stormwater Management utility. The roll out has gone smoothly with fewer than anticipated public concerns at this time.
- Contractors removed construction fence around the Main Street Hotel. Staff is working to provide appropriate parking signage in this area while Georgia Power works to replace the streetlights that were removed to facilitate construction.



### Underway:

- Preparation for delivery of Wimpy Mill Picnic Area pedestrian bridge and kayak dock.
- Columbarium preparation for sales.
- Cooperative resurfacing of portions of Choice Street and Meaders Street. Rather than typical resurfacing, Meaders Street is being completely reconstructed from the sub-base layer to the surface. Outside contractors are performing this work as part of the Main Street Hotel construction.



- Wood Engineering is beginning the first steps of environmental assessments and design for the Morrison Moore sidewalk and pedestrian bridge.
- Design of a watermain extension along Morrison Moore Parkway between Chestatee Street and Calhoun Road.
- Modeling of the city's water delivery system in the downtown area.
- Coordination with GDOT and Lumpkin County officials regarding construction of the Hwy60/Oak Grove Road roundabout.
- 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.
- Creation of a heavily revised set of Development Regulations.

### Near Term:

- Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.



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## **WATER / WASTE WATER DEVELOPMENT**

### **CITY OF DAHLONEGA DEPARTMENT REPORT**

**1/31/2021**

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Report Title: Water & Wastewater Treatment Department Report January 2021

Report Highlight: We are currently gathering data for the 2020 Water Audit which is due March 1, 2021. This is a requirement that all water systems with a population of 3,300 or more must perform each year. Once the audit is complete, a "Qualified Water Loss Auditor" must examine and certify the report. As for the wastewater treatment plant, we were finally able to hire a qualified crane company that could install the two digester aerators purchased last fiscal year.

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

Recently Completed:

- Installment of new aerators in digestors #1 and #2
- Repairs completed to sludge dump truck bed
- Replaced level indicator on E.Q. Tank
- Installed new hopper system for the bar screen
- Repaired Wagon Wheel LS Pump #2
- Replaced vent valve and actuator on Rack #3
- Repaired UPS on automatic transfer switch
- Wood replaced on reservoir boat dock (Troy Armstrong Crew provided labor)

Underway:

- 2020 Water Audit
- Repairs to Portable Generator (John Deere Repair Shop)
- Repairs to main breaker on lift station at the WTP
- Update to Risk Assessment/Emergency Response Plan
- Repairs to Influent Actuator #2 at the WWTP
- Bidding out rehab work on Crown Mountain Pump Station
- Working with other City Departments to develop a Cross-Connection Control Program and Backflow Prevention Program

Near Term:

- "Module Life Estimation" through Pall Corporation
- Industrial Pre-Treatment Inspections
- Installation of safety railing on E.Q. Basin
- Installation of drainage piping on the eastern side of dam
- Installation of pallet racks for water bottle storage
- Possible Pilot Study on Lime System at the WWTP
- UV Disinfecting bulb replacement on all racks at WWTP





# CITY COUNCIL AGENDA REPORT

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**DATE:** February 15, 2021  
**TITLE:** Tree City USA Certification  
**PRESENTED BY:** Lucas Cheney, Main Street Project Coordinator

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## **AGENDA ITEM DESCRIPTION:**

The City of Dahlonega is reapplying for Tree City USA certification for the 20<sup>th</sup> year. In order to complete the application, a new Arbor Day proclamation must be adopted. Projected Arbor Day Observance planned for February 24

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## **HISTORY/PAST ACTION:**

The City of Dahlonega has been a certified Tree City for the past 20 years. Each year a new tree is planted in honor of Arbor Day and

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## **FINANCIAL IMPACT:**

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## **RECOMMENDATION:**

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## **SUGGESTED MOTIONS:**

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## **ATTACHMENTS:**

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**WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and**

**WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and**

**WHEREAS, Arbor Day is now observed throughout the nation and the world, and**

**WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and**

**WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and**

**WHEREAS, trees are a source of joy and spiritual renewal, and**

**WHEREAS, the City of Dahlenega has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting ways,**

**NOW THEREFORE, I, Sam Norton, Mayor of the City of Dahlenega, do hereby proclaim February 24, 2021 as ARBOR DAY, and I urge all citizens to support efforts to care for our trees and woodlands and to support our city's community forestry program, and**

**FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.**

**Proclaimed this 24<sup>th</sup> Day of February 2021 by:**

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

City Seal

Attest:

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

**Amendment 1  
ORDINANCE 2001 - 8  
Tree Protection Ordinance**

The following ordinance is designed to promote the health, safety, order, aesthetics and general welfare by protecting against incompatible uses of land, providing for a more attractive urban environment, assuring adequate open space, and reducing noise, night lighting, glare, odor, objectionable views, loss of privacy and other adverse impacts and nuisances through the use of buffers, landscaping and preservation of trees. This ordinance is designed to encourage the protection of trees. Public and private significant trees are to be preserved to better control problems of flooding, soil erosion and air pollution.

Therefore, the goals of this ordinance are to:

1. Protect and replace significant trees in the City of Dahlonega on public and right of way property.
2. Provide encouragement and expertise to private single-family residences for the protection and preservation of residential trees.
3. Provide developers with tree requirements prior to issuance of permits and establish penalties for violations of the tree requirements set forth.
4. Provide for the enforcement of this tree ordinance.

**Section 1. APPLICABILITY**

- (1) The terms and provisions of the Tree Protection Ordinance and these standards shall apply to any activity which requires the issuance of a development permit. No development permit or grading permit shall be issued until it is determined that the proposed development is in conformance with the provisions of the Ordinance.

This ordinance applies to (1) all public properties and rights of way, (2) zones for which no tree protection and preservation has been approved, (3) an approved tree protection and preservation plan which is modified, (4) any activity which requires the issuance of a development permit.

This ordinance does not apply to (1) tracts which zoning ordinances impose no yard requirements and permits 100% coverage of the lot by buildings, (2) property already occupied by an owner as a single family residence, (3) public utilities and government agencies conducting activities to insure uninterrupted utility and government services and unobstructed passage on public streets because of an emergency (submission of a tree plan by the utility or government agency is desirable when possible) (4) tree farms, (5) approved public recreation areas or private recreation areas which have been issued a business license.

## **Section 2. EXEMPTIONS**

- (1) The following shall be exempt from the provisions of this Ordinance:
- (a) The removal of trees from an owner occupied, single family or duplex.
  - (b) The removal of trees from horticultural properties such as farms, nurseries or orchards. This exception shall not be interpreted to include timber harvesting incidental to development of the land.
  - (c) The necessary removal of trees by a utility company within dedicated utility easements.
  - (d) The removal of trees on public rights-of-ways conducted by, on behalf of, or for any activity to be dedicated to a federal, state, county, municipal or other government agency in pursuit of its lawful activities or functions in the construction or improvement of public rights-of-way.
  - (e) The removal of trees, other than specimen trees from detention ponds and drainage easements.
  - (f) The removal of any tree which has become or threatens to become a danger to human life or property.
  - (g) The removal of trees from recreation areas such a public or private playgrounds, ball fields, golf courses and other such uses.
- (2) Notwithstanding the foregoing, all reasonable efforts shall be made to save specimen trees.

## **Section 3. GENERAL CRITERIA FOR THE DETERMINATION OF SPECIMEN TREES OR STANDS OF TREES.**

- (1) Specimen tree:
- (a) Any tree in fair or better condition which equals or exceeds the following diameter sizes.
    - i. 24" dbh - Large hardwoods such as oaks, hickories, yellow poplars, sweetgums, etc...
    - ii. 30" dbh - Large softwoods such as pines, deodar cedars, etc..
    - iii. 4" dbh - Small trees such as dogwoods, redbuds, sourwoods, etc...
  - (b) A tree in fair or better condition must meet the following minimum standards:
    - i. A life expectancy of greater than 15 years
    - ii. A structurally sound trunk, not hollow and having no extensive decay, and less than twenty (20) percent radial trunk dieback.

- iii. No more than one major and several minor dead limbs (hardwoods only)
- iv. No major insect or pathological problem.
- (c) A lesser sized tree can be considered a specimen tree if it is a rare or unusual species, of exceptional or unique quality, or of historical significance.
- (d) A lesser size tree can be considered a specimen tree if it is specifically used by a builder, developer, or design professional as a focal point in a landscape project.
- (2) Specimen tree stands - A contiguous grouping of trees which has been determined to be of high value in the opinion of the Inspector. Determination is based upon the following criteria:
  - (a) A relatively mature, even-aged stand.
  - (b) A stand with purity of species composition or of a rare or unusual nature.
  - (c) A stand of historical significance.
  - (d) A stand with exceptional aesthetic quality.

#### **Section 4. MINIMUM TREE DENSITY REQUIREMENTS FOR DEVELOPERS**

- (1) A basic condition of the Dahlonega Tree Ordinance is that all applicable sites maintain an average minimum tree density of twenty (20) units per acre. The term "unit" is an expression of basal area, and is not synonymous with "tree". The density requirement must be met whether or not a site had trees prior to development for the issuance of a development permit.

The density may be achieved by counting existing trees to be preserved, by planting new trees according to the minimum standards in this Ordinance or by a combination of the two.

Minimum tree density shall be calculated and established pursuant to the formula and analysis set forth in Appendix B to this Ordinance.

- (2) Notwithstanding the foregoing, it is required that all reasonable efforts be made to save specimen trees. Reasonable efforts shall include, but not be limited to, alteration of building design; alternate location of building, parking area, water retention, drainage pipes; or relocation of utilities.
- (3) Only 20% of trees included in the density requirements may be softwoods (section 3.1.iii).
- (4) Tree requirements, as noted in Design Plans may be amended by the City Council in cases where minimum tree densities are not evenly distributed on the net site area where aesthetic appearances are an issue.

## **Section 5. APPLICATION REQUIREMENTS**

When a person applies for a development permit, such person shall also file an application for a tree removal permit providing the following information:

- (1) A complete Tree Protection Plan, as specified in Section 7. This plan shall be an integrated site plan showing specimen trees, the tree protection areas, those trees to be saved, and utilities to be installed, grading, the approximate location of all structures, driveways and curb cuts, proposed tree planting and other landscaping.
- (2) A complete Tree Replacement Plan as specified in Section 8. Replacement trees used in density calculation must be ecologically compatible with the intended growing site. A list of acceptable replacement trees is provided in The Dahlonga Tree Ordinance - Appendix C, Tree Species Selection List.
- (3) Minor additions to existing developments require that a sketch showing proposed changes be submitted to the inspector designated by the City hereafter know as the inspector in this document for review and approval.

## **Section 6. TREE SURVEY INSPECTION**

Following the receipt of the completed tree removal application, Tree Survey Plan and supporting data, the Inspector shall schedule and conduct an inspection of the proposed development site within ten (10) working days. The applicant or his designee shall be advised as to the date and time of the inspection and given an opportunity to participate. Following inspection, the Inspector, consistent with the purposed of this Ordinance, shall advise the applicant of any recommended changes in the applicants proposed tree removal, protection or replanting plans.

## **Section 7. TREE PROTECTION PLAN - DOCUMENTS REQUIRED**

- (1) Before the commencement of any alteration, defoliation or land disturbing activity which requires the issuance of a development permit, a Tree Protection Plan is required.
- (2) The Tree Protection Plan shall be a detailed plan designed to protect and preserve trees before, during and for a period of two (2) years after construction.

Required specification for a Tree Protection Plan include, but are not limited to, the following:

- (1) The identity of the tract of land upon which tree(s) sought to be removed are located.
- (2) The name, address and phone number of the owner of the land and the name, address and phone number of any tenant of the property.
- (3) The type, location and size as measured at the diameter breast height of the tree(s) constituting those to be protected. Only trees designated on the Tree Protection Plan will be counted toward density requirements.

- (4) Location of all specimen trees and their critical root zones (CRZ's). Indicated those specimen trees proposed for removal or for preservation. Removal of specimen trees is subject to approval by the Inspector. Any specimen tree proposed for removal is to be identified in terms of exact location, size and species.
- (5) Indication of staging areas for parking, including buffer areas, material storage, concrete washout, debris burn and burial holes and other areas where tree protection may be affected.
- (6) A delineation of tree save areas in which trees have been inventoried for density calculation.
- (7) Location and details for all permanent tree protection measures (tree wells, acration systems, permeable paving, retaining walls, bollards, etc.)
- <sup>1</sup>(8) *Trees and shrubs for overhead utility easements. The heights of utility lines vary. Select large shrubs and small trees with mature heights which are less than the line height. Suggestion list available.*

#### **Section 8. TREE REPLACEMENT PLAN - STANDARDS AND REVEGETATION**

- (1) A separate Tree Replacement Plan indicating the location of all proposed trees for revegetation is required. This plan will be included as a part of the Tree Protection Plan.
- (2) The Tree Replacement Plan is to include planting schedules with proposed tree names (botanical and common), quantity, size, spacing and any special planting notes.
- (3) The use of flowering ornamental trees or plants classified as large shrubs may be included in the Tree Replacement Plan, but shall not be used for the purpose of meeting density calculations for the site unless approved by the Inspector.
- (4) All replanted overstory trees shall be a minimum of eight (8) feet tall and have a trunk of not less than two and one-half (2.5) caliper inches. All replaced understory trees shall be a minimum of six (6) feet tall and have a trunk of not less than one and one-half (1.5) inches. In order to provide sufficient growing area for planted trees, the following minimum criteria must be observed unless otherwise approved by the Inspector. Overstory Trees - 200 square feet of pervious root zone. Understory Trees - 75 square feet of pervious root zone (However, up to 30% of root zone may be impervious area)
- (5) Planting and staking details are to be provided on the plan.
- (6) Trees must be relocated or replaced on site in accordance with the provisions of this Ordinance as well as Section 2100 et.seq. of the Dahlenega Zoning Ordinance.
- (7) Debris removed. All debris from trees cut or substantially damaged shall be removed from the site in a timely fashion including the removal of any portion of the tree

stump above the original natural grade or elevation of land unless excepted by the Inspector for a specific reason such as, but not limited to unusually large size or age.

#### **Section 9. PERMIT PROCEDURES**

- (1) Prior to the issuance of a development permit, a Tree Protection Plan must be submitted to the Inspector.
- (2) All Tree Protection plans and related documentation shall be reviewed by the Inspector for conformance to the provisions of this ordinance and either approved, returned for revision, or denied. If denied, the reasons for denial shall be annotated on the Tree Protection Plan or otherwise stated in writing.
- (3) All tree protection measures shall be installed prior to any land disturbance, and the Inspector shall be contacted for a pre-construction conference prior to land disturbance. Land disturbance may proceed only after a permit is obtained and tree protection measures have been approved by the Inspector.
- (4) After completion of a development, the Inspector will conduct an on-site inspection of the site to ensure compliance with the Tree Protection Plan and Design Plans.
- (5) The Inspector shall make unscheduled inspections before and during development to ensure protection of trees, critical root zones and buffer zones.
- (6) All single family uses and properties within the Historic District shall require approval by the Historic Preservation Commission.

#### **Section 10. REMOVAL OF TREES - CONDITIONS AND EXCEPTIONS**

- (1) Tree removal shall be disallowed in the following circumstances:
  - (a) Soil erosion or runoff problems will result due to topography, soil type, or proximity to flood plain or river protection areas; and the removal will substantially alter the existing soils adversely with regard to runoff and erosion. Information submitted by the city Engineer or other environmental specialist may be used by the Inspector in his/her evaluation.
  - (b) Specimen trees are located on site and cannot be adequately protected or replaced. Additionally, removal may be disallowed if reasonable accommodations can be made to alter the proposed project to save specimen trees and have not been made.
  - (c) Property degradation - the removal will have a significant adverse effect on property values of any adjoining property.
  - (d) Pruning - any substantial amount of pruning which results in unsightly appearance or predisposing the tree to pathogens, reducing the health and vigor of the tree.



(2) Exceptions.

Tree removal from a site may be allowed if:

- (a) The tree is located in an area where a structure or improvement will be placed and the tree cannot be relocated on the site because of age, type or size of tree.
  - (b) The tree interferes with existing utility service.
  - (c) The tree creates an unsafe vision clearance for vehicular movement.
- (3) Trees must be relocated or replaced on site in accordance with the provisions of this Ordinance as well as Section 2100 et.seq. of the Dahlonge Zoning Ordinance. Prior to approval of the Tree Protection Plan, the Inspector shall require relocation or replacement of each tree being moved or removed on the site to be supplemented with additional trees to establish within the tree protection zone a minimum of one tree per five hundred (500) square feet of minimum required open space per Section 16 and 17 of the Dahlonge Zoning Ordinance.

**Section 11. TREE PROTECTION DURING CONSTRUCTION**

- (1) No person in the construction of any structure(s) or improvement(s) or any activity shall encroach or place solvents, material, construction machinery or temporary soil deposits with six (6) feet of the area outside the drip line, as defined herein, of any specimen tree or any tree within a tree protection zone.
- (2) Before development, land clearing, filling or any land alteration, the developer shall be required to erect suitable protective barriers as required by the Inspector, including tree fences, tree protection signs, and erosion barriers until completion of site landscaping. Authorization to remove the protective devices shall be in writing by the Inspector or by the issuance of a final Certificate of Occupancy. Inspection of tree protection barriers is required prior to any land disturbance or development. The Inspector shall be contacted to schedule an inspection time.
- (3) Materials for active tree protection shall consist of chain link, orange laminated plastic, wooden post and rail fencing or other equivalent restraining material. In addition to fencing, where active tree protection is required, each tree to be saved shall be marked at the base of the trunk with blue colored water-based paint.
- (4) Materials for passive tree protection shall consist of heavy mil, plastic flagging, a minimum of four (40 inches wide with dark letters reading "Tree Protection Area - Do Not Enter" or equivalent signage on a continuous, durable restraint.
- (5) All tree protection devices must remain in functioning condition until the Certificate of Occupancy is issued.

**Section 12. TREE DAMAGE**

Any tree, designated in the plan to be saved, which is damaged during construction or as a result of construction, as determined by the Inspector, shall be treated according to accepted National Arborist Association Standards, or replaced with a tree or trees equal to the unit value of the tree removed. However, any specimen tree damaged as described above shall be replaced with trees equal to two (2) times the unit value of the tree removed or damaged.

### **Section 13. EMERGENCIES**

In case of emergencies, such as hurricane, windstorm, flood, freeze or other disaster, the requirements of these regulations may be waived by the Inspector or other designated official, upon a finding that such waiver is necessary so that public or private work to restore order in the city will not be impeded.

### **Section 14. APPEAL**

Any person adversely affected by a decision of the Inspector in the enforcement or interpretation of any of the terms or provisions of this ordinance may appeal such decision to the City Council. Such appeal shall be taken by filing written notice thereof with the Zoning Director with ten(10 days after the decision of the Inspector or his designee.

### **Section 15. WITHHOLDING OF CERTIFICATE OF OCCUPANCY**

The Inspector may withhold the issuance of the required Certificate of Occupancy, or permits and inspections, for any development as required until the provisions of this Ordinance have been fully met.

### **Section 16. TREE REMOVAL AND CONSTRUCTION COMPANIES**

All provisions of this Ordinance shall apply to any person removing trees on behalf of any other person, including all tree removal companies, utility companies or persons in the business of removing trees or construction. It shall be unlawful for any person or company to remove or cause to be removed any tree, or undertake any work for which a development permit is required pursuant to this Ordinance, unless a valid permit thereof is in effect and is displayed in accordance with the provisions of Section 17. If any such work or removal is performed without the permit being displayed as required in Section 17, such removal or work shall constitute a violation of this Ordinance and shall subject the person or company violating this Ordinance to all penalties provided herein. However, utility companies may provide emergency work without formal approval; provided, however, that emergency actions are reported in writing to the Inspector within three (3) working days after completion of all emergency services. Further, the permit taken by any person, company or utility under this section may include defined areas of tree cutting and trimming under one permit.

All tree removal companies, utility companies or persons in the business of removing trees or construction shall remove from the site any trees, stumps, limbs or debris caused by activities allowed by the issuance of a permit under this Ordinance.

## **Section 17. DISPLAY OF PERMIT AND INSPECTIONS**

The applicant shall prominently display on the site the permit issued. Such permit shall be displayed continuously while trees are being removed or replaced or work done as authorized on the permit. As a condition for the issuance of a permit, the applicant shall agree in writing to entry onto his premises by representatives of the city as designated by the Inspector to inspect the permit and activities at any time, and such entry shall be lawful. Failure to allow such entry shall be unlawful and shall constitute failure to display the permit as required under this section.

## **Section 18. FEES**

Each new applicant requesting a permit shall pay a fee to be determined by the City Council. <sup>2</sup>*Fee amount at this time is \$25.00 for plan review.*

No fees shall be charged on any application filed solely within a public right-of-way.

No fee shall be charged on any application where the Inspector determines that the tree(s) meet the exception criteria contained in Section 10.

## **Section 19. PENALTY**

Any person, firm or corporation violating any provisions of this article shall be punished as described in Section 1-8 of the Code of the City of Dahlenega, and in addition thereto may be enjoined from continuing the violation. Each tree cut, damaged or poisoned shall constitute a separate offense.

## **Section 20. TREE COMMITTEE**

A tree committee consisting of five members shall be appointed by the Dahlenega City Council. The committee will elect a chairperson from its membership.

It will be the responsibility of the committee to advise the Council concerning the enforcement of the tree ordinance and to advise the Council concerning the effectiveness of the tree ordinance.

The tree committee may recommend amendments to the Council as they see fit.

The tree committee shall hear any requests for a variance to the ordinance from any and all parties. The tree committee will not have the authority to grant variances.

The tree committee will report to the City Council <sup>3</sup>*on an as needed basis* concerning their activities and the activities of the City Official charged with permitting based on the tree ordinance. This report to the Council will be in writing.

<sup>2</sup>amended 10/4/04

<sup>3</sup>amended 10/4/04

## THE DAHLONEGA TREE ORDINANCE - APPENDIX A

### DEFINITIONS

- (1) Inspector - The Zoning Director or his/her designee responsible for administering the provisions of this Ordinance.
- (2) Basal Area - The cross-sectional area of a tree trunk at diameter breast height (dbh) expressed herein in terms of "units" per acre.
- (3) Buffer - A landscaped open space area and/or screen for buffering incompatible uses, as defined in Section 680 of the Zoning Ordinance.
- (4) Buildable Area - The portion of a lot which is not located within any minimum required yard, landscape strip/area or buffer; that portion of a lot wherein a building or structure may be located.
- (5) Caliper - A forest standard of tree trunk measurement for understory or replacement trees. Caliper of the trunk shall be taken at six (6) inches above the ground for trees up to and including four (4) inch caliper size, and twelve (12) inches above the ground for trees larger than four (4) inch caliper.
- (6) Critical Root Zone (CRZ) - The minimum area beneath a tree which must be left undisturbed in order to preserve a sufficient root mass to give a tree a reasonable chance of survival. The CRZ will typically be represented by a concentric circle centering on the tree's trunk with a radius equal in feet to one and one-half (1.5) times the number of inches of the trunk diameter. EXAMPLE: The CRZ radius of a twenty (20) inch diameter tree is thirty (30) feet.
- (7) dbh (Diameter breast height) - The standard measure of tree size for those trees existing on a site that are at least four (4) inch caliper at a height of four and one-half (4.5) feet above the ground. If a tree splits into multiple trunks below four and one-half (4.5) feet, then the trunk is measured at its most narrow point beneath the split.
- (8) Density Factor - A unit of measure used to prescribe the calculated tree coverage on a site. Site density factor for areas within the corporate limits of the City of Dahlonega is twenty (20) units per acre. (See Density Factor Analysis, The Dahlonega Tree Ordinance Appendix A).
- (9) Development Activity - Any alteration of the natural environment which requires the approval of a development or site plan and issuance of a development permit. Development Activity shall also include the "thinning" or removal of trees from any undeveloped land, including that carried out in conjunction with a forest management program, and the removal of trees incidental to the development of land or to the marketing of land for development.
- (10) Development Permit - An official authorization issued by the Zoning Director in accord with this Ordinance.

- (11) Drip Line - An imaginary perpendicular surface of a tree's branch tips down to the ground. The circular area of land surrounding the tree from the trunk to the outermost branches. This area is not to be confused with Critical Root Zone.
- (12) Hardwood Tree - Any leaf bearing (not needle-bearing) tree that is not coniferous (cone bearing). This definition is based on the colloquialism, and does not reflect any true qualities of the tree.
- (13) Overstory Trees - Those trees that compose the top layer or canopy of vegetation and will generally reach a mature height of greater than forty (40) feet.
- (14) Revegetation - The replacement of trees and landscape materials into the minimum required landscape areas, as determined by the Zoning Ordinance, conditions of zoning approval, or the provisions of this Ordinance.
- (15) Softwood Trees - Any coniferous (cone bearing) tree, such as pine, fir, hemlock, cedar, etc. This definition is based on the colloquialism, and does not necessarily reflect any true qualities of the tree.
- (16) Specimen Tree or Stand - Any tree or collective group of trees which qualifies for special consideration for preservation due to size, type and condition. See Section 4 for general criteria regarding specimen trees or stands.
- (17) Tree - Any self-supporting, woody perennial plant usually having a single trunk diameter of three (3) inches or more which normally attains a mature height of a minimum of fifteen (15) feet.
- (18) Tree Bank - An account, maintained by the Finance Department of the City of Dahlonega, of funds contributed from developers as a form of alternative compliance to The Dahlonega Tree Ordinance. Funds from the Tree Bank are to be used solely for the purchase and planting of trees on public sites within the City of Dahlonega as authorized by the Zoning Director.
- (19) Tree Removal Permit - A formal letter or permit issued by the Inspector allowing for the removal of said tree(s) on a property.
- (20) Tree Protection Zone - All lands that fall outside the buildable area of a parcel required to remain in open space, or all areas required as landscaping strips or buffers according to the Dahlonega Zoning Ordinance, conditions of zoning approval or provisions of this Ordinance,
- (21) Tree Area - An area designated for the purpose of meeting tree density requirements, saving natural trees, preserving the root system of natural trees and/or preserving normal buffers.
- (22) Tree Species Selection List - The recommended species of trees in The Dahlonega Tree Ordinance Appendix B.
- (23) Understory Tree - Those trees that grow beneath the overstory, and will generally reach a mature height of under forty (40) feet.

## THE DAHLONEGA TREE ORDINANCE - APPENDIX B

### DENSITY FACTOR ANALYSIS

A basic condition of the Dahlongega Tree Protection Requirements is that all applicable sites maintain a minimum tree density of twenty (20) units per acre. The term "unit" is an expression of basal area and is not synonymous with "tree".

The density requirement must be met whether or not a site had trees prior to development. The density may be achieved by counting existing trees to be preserved, planting new trees, or some combination of the two.

For density factor analysis, the following formula shall apply:

**SDF = EDF + RDF** Where:

**SDF** (Site Density Factor) The minimum tree density required to be maintained on a developed site (20 units per acre).

**EDF** (Existing Density Factor) Density of existing trees to be preserved on a site.

**RDF** (Replacement Density Factor) Density of new trees to be planted on a site.

### PROCEDURE FOR CALCULATING THE REQUIRED TREE REPLACEMENT:

Step 1. Calculate the Site Density Factor (SDF):

The SDF is calculated by multiplying the number of site acres by 20.

EXAMPLE: A 2.2 acre site has a SDF of  $2.2 \times 20 = 44$

Step 2. Calculate the Existing Density Factor (EDF):

The Existing Density Factor, EDF, is determined by converting the diameter breast height (dbh) of individual trees to density factor units as shown in the following Table 1. These units are totaled to determine the EDF for the site.

EXAMPLE: A total of 8 trees will remain on the 2.2 acre site in Step 1. These trees include:

3 .14" pines  
3 .18" oaks  
.20" hickory  
.30" oak

When converted to density factory units using Table 1, we arrive at the following values:

<u>dbh</u>	<u>UNITS X NUMBER OF TREES</u>		
14"	3.1	x	3 = 9.3
18"	3.8	x	3 = 11.4
20"	4.2	x	1 = 4.2
30"	6.9	x	1 = 6.9

31.8 units total. The total units. 31.8, is the EDF (Existing Density Factor).

TABLE 1. CONVERTING EXISTING TREE DIAMETERS TO DENSITY UNITS

<u>DBH</u>	<u>UNITS</u>	<u>DBH</u>	<u>UNITS</u>	<u>DBH</u>	<u>UNITS</u>
2-4	2.0	22	4.6	37	10.5
5-7	2.3	23	4.9	38	10.9
8-9	2.5	24	5.1	39	11.3
10	2.6	25	5.4	40	11.7
11	2.7	26	5.7	41	12.2
12	2.8	27	6.0	42	12.6
13	2.9	28	6.3	43	13.1
14	3.1	29	6.6	44	13.6
15	3.2	30	6.9	45	14.0
16	3.4	31	8.2	46	14.5
17	3.6	32	8.6	47	15.0
18	3.8	33	8.9	48	15.6
19	4.0	34	9.3	49	16.1
20	4.2	35	9.7	50	16.6
21	4.4	36	10.1	51+	20

Step 3. Calculate the Replacement Density Factor (RDF):

Replacement Density Factor (RDF) is determined by subtracting the EDF from the SDF.

EXAMPLE: 44 (SDF) - 31.8 (EDF) = 12.2

This means that 12.2 tree units are required as replacements for the total site to meet the requirement of 20 units per acre.

The Density Factor credit for each caliper size of replacement (new) trees is shown in the following Table 2.

**TABLE 2. CONVERTING REPLACEMENT TREES TO DENSITY UNITS**

<u>CALIPER</u>	<u>UNITS</u>	<u>CALIPER</u>	<u>UNITS</u>
1"	.4	8"	2.3
2"	.8	9"	2.5
3"	1.6	10"	2.7
4"	1.7	11"	2.9
5"	1.9	12"	3.1
6"	2.0	13"	3.3
7"	2.2	14+"	3.5

A seven (7) gallon container grown pine tree is given replacement credit of .3 units.

For tree relocation, replacement units will be granted to trees relocated on site. Tree relocation is subject to Inspector approval.

**Table 3 Circumference vs. dbh**

<u>Dbh (in)</u>	<u>Circumference (in)</u>
2	6.29
3	9.43
4	12.57
5	15.71
6	18.86
7	22.00
8	25.14
9	28.29
10	31.43
11	34.57
12	37.71
13	40.86
14	44.00
15	47.14
16	50.29
17	53.43
18	56.57
19	59.71
20	62.86
21	66.00
22	69.14
23	72.29
24	75.43
25	78.57
26	81.71
27	84.86
28	88.00
29	91.14
30	94.29
31	97.43
32	100.57



## THE DAHLONEGA TREE ORDINANCE - Appendix C

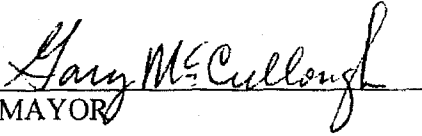
### TREE SPECIES SELECTION LIST

#### Overstory Trees

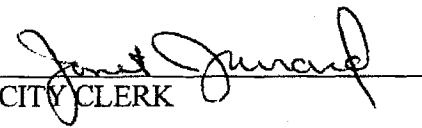
1. <i>Acer floridanum</i>	Florida Maple or Southern Sugar Maple
2. <i>Acerrubrum</i>	Red Maple
3. <i>Acersaccharum</i>	Sugar Maple
4. <i>Betula nigra</i>	River Birch
5. <i>Carya species</i>	Hickories, pecans
6. <i>Castanea mollissima</i>	Chinese Chestnut
7. <i>Celtis occidentalis</i>	Hackberry
8. <i>Cercidiphyuum japonicum</i>	Katsura Tree
9. <i>Cladrastis lutea</i>	American Yellowwood
10. <i>Cunninghamia lanceolata</i>	Common Chinafir
11. <i>Fagus grandifolia</i>	American Beech
12. <i>Fraxinus Americana</i>	White Ash
13. <i>Fraxinum Pennsylvania</i>	Green Ash
14. <i>Ginkgo biloba</i>	Gingko
15. <i>Halesia Carolina</i>	Carolina Silverbell
16. <i>Juniperus virginiana</i>	Eastern Red Cedar
17. <i>Liquidambar styraciflua</i>	Sweetgum
18. <i>Liriodendron tulipifera</i>	Yellow Poplar, Tulip Poplar
19. <i>Magnolia grandiflora</i>	Southern Magnolia
20. <i>Metasequoia glyptostroboides</i>	Dawn Redwood
21. <i>Myssa sylvatica</i>	Black Gum, Black Tupelo
22. <i>Pinus elliottii</i>	Slash Pine
23. <i>Pinus strobes</i>	White Pine
24. <i>Pinua taeda</i>	Loblolly Pine
25. <i>Pinus virginiana</i>	Virginia Pine
26. <i>Platanus occidentalis</i>	Sycamore
27. <i>Quercus species</i>	Oaks, except Live Oaks
28. <i>Robinia pseudoacacia</i>	Black Locust
29. <i>Sophora japonica</i>	Japanese Pagodatree
30. <i>Taxodium disticum</i>	Bald Cypress
31. <i>Ulmus parvifolia</i>	True Chinese Elm
32. <i>Zelkova serrata</i>	Japanese Zelkova

All other ordinances and parts of ordinances in conflict herewith are hereby repealed.

ORDAINED THIS 4<sup>th</sup> DAY OF OCTOBER, 2004 BY THE MAYOR AND COUNCIL  
OF THE CITY OF DAHLONEGA.

  
MAYOR

ATTEST:

  
CITY CLERK



## RESOLUTIONS & ORDINANCES

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**DATE:** February 1, 2021  
**TITLE:** FY2020 Year-End Budget Amendment  
**PRESENTED BY:** Melody Marlowe, Finance Director

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**AGENDA ITEM DESCRIPTION:**

FY2020 Year-End Budget Amendment

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**HISTORY/PAST ACTION:**

The FY2020 Original budget was approved by Council on September 5, 2019. An adjusted COVID budget was approved by Council on April 20, 2020.

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**FINANCIAL IMPACT:**

Described on the Resolution Attachment A

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**RECOMMENDATION:**

It is recommended that Council approve the year-end budget amendment as presented.

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**SUGGESTED MOTIONS:**

I make a motion to approve Resolution 2021-\_\_ Year-End Budget Amendment for Fiscal Year 2020

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**ATTACHMENTS:**

Resolution 2021-\_\_ Year-End Budget Amendment for Fiscal Year 2020

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**RESOLUTION 2021-\_\_\_\_**  
**YEAR-END BUDGET AMENDMENT**  
**FISCAL YEAR 2020**

**WHEREAS**, the City Council approved a budget for fiscal year 2020 for the City of Dahlonega on September 5, 2019; 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 2020 budget as presented on “Attachment A” attached hereto and made a part of the Resolution.

**ADOPTED** this 1st day of March, 2021.

**CITY OF DAHLONEGA, GEORGIA**

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

Attest:

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

**CITY OF DAHLONEGA**  
**FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 100 - GENERAL FUND				
GENERAL PROPERTY TAXES	1,976,153.00	(218,715.00)	0.00	1,757,438.00
GENERAL SALES AND USE TAXES	901,188.00	(138,188.00)	47,900.00	810,900.00
SELECTIVE SALES AND USE TAXES	220,000.00	(72,000.00)	0.00	148,000.00
ALCOHOLIC BEVERAGES LICENSES	132,000.00	(4,350.00)	0.00	127,650.00
BUSINESS TAXES	488,000.00	35,900.00	0.00	523,900.00
PENALTIES AND INTEREST	7,000.00	(4,000.00)	0.00	3,000.00
PERMITS AND FEES	36,000.00	29,535.00	0.00	65,535.00
INTERGOVERNMENTAL REVENUE	30,600.00	1,200.00	33,000.00	64,800.00
CHARGES FOR SERVICES	93,600.00	(4,000.00)	0.00	89,600.00
FINES AND FORFEITURES	162,000.00	(60,500.00)	0.00	101,500.00
INVESTMENT INCOME	80,000.00	(20,000.00)	(15,400.00)	44,600.00
CONTRIBUTIONS AND DONATIONS	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE	10,000.00	8,000.00	0.00	18,000.00
OTHER FINANCING SOURCES	9,000.00	(7,000.00)	0.00	2,000.00
OTHER CHARGES FOR SERVICES	0.00	0.00	0.00	0.00
TRANSFERS IN FROM OTHER FUNDS	13,306.00	(5,236.00)	2,483.00	10,553.00
APPROPRIATED FUND BALANCE	870,188.00	35,903.00	(1,523.00)	904,568.00
TOTAL REVENUES	5,029,035.00	(423,451.00)	66,460.00	4,672,044.00
LEGISLATIVE	209,541.00	(35,064.00)	0.00	174,477.00
EXECUTIVE	315,677.00	(15,121.00)	0.00	300,556.00
ELECTIONS	19,950.00	(6,500.00)	0.00	13,450.00
GENERAL ADMINISTRATION	968,723.00	(70,806.00)	44,900.00	942,817.00
MINICIPAL COURT	232,983.00	(9,016.00)	0.00	223,967.00
CITY MARSHAL	411,394.00	(58,705.00)	2,000.00	354,689.00
STREETS	1,123,165.00	(25,244.00)	15,178.00	1,113,099.00
MAINTENANCE AND SHOP	100,316.00	(6,792.00)	26,560.00	120,084.00
CEMETERY	58,849.00	(4,879.00)	0.00	53,970.00
PARKS	42,740.00	(20,300.00)	9,000.00	31,440.00
COMMUNITY DEVELOPMENT	341,051.00	(67,904.00)	0.00	273,147.00
NON-DEPARTMENTAL	58,244.00	(29,093.00)	(12,018.00)	17,133.00
TRANSFERS OUT TO OTHER FUNDS	1,146,402.00	(74,027.00)	(19,160.00)	1,053,215.00
TOTAL EXPENDITURES	5,029,035.00	(423,451.00)	66,460.00	4,672,044.00
Fund 100 - GENERAL FUND:				
TOTAL REVENUES	5,029,035.00	(423,451.00)	66,460.00	4,672,044.00
TOTAL EXPENDITURES	5,029,035.00	(423,451.00)	66,460.00	4,672,044.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00

**YEAR-END BUDGET CHANGE DESCRIPTIONS:**

- Increase operating budgets where COVID cuts were too deep - covered by additional sales tax revenue (\$32,500)  
(Legal \$16,000, Banking Fees \$5,700, Electricity \$4,000, Street supplies and services \$5,600, Parks supplies \$1,200)
- Decrease Interest Revenues where original estimates were not met - covered by additional sales tax revenue (\$15,400)
- Increase operating budgets for COVID 19 Pandemic expenses - covered by federal grant (\$33,000)  
(Administrative technology & supplies \$23,200, Marshal supplies \$2,000, Parks cleaning services \$7,800)
- Write off disposal of fuel with the closing of the City's fuel center, charged to Streets (\$11,178)
- Recognize additional Hotel/Motel tax revenue administrative fees (\$2,483)

**CITY OF DAHLONEGA**  
**FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY				
CHARGES FOR SERVICES	50,000.00	(50,000.00)	<b>0.00</b>	0.00
TRANSFERS IN FROM OTHER FUNDS	314,206.00	(34,027.00)	<b>840.00</b>	281,019.00
APPROPRIATED FUND BALANCE	0.00	30,270.00	<b>10,500.00</b>	40,770.00
TOTAL REVENUES	364,206.00	(53,757.00)	<b>11,340.00</b>	321,789.00
DDA ADMINISTRATION	228,588.00	(9,936.00)	<b>29.00</b>	218,681.00
DOWNTOWN DEVELOPMENT	135,619.00	(49,092.00)	<b>11,311.00</b>	97,838.00
DAHLONEGA 2000	0.00	5,270.00	<b>0.00</b>	5,270.00
TOTAL EXPENDITURES	364,207.00	(53,758.00)	<b>11,340.00</b>	321,789.00

## Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:

TOTAL REVENUES	364,206.00	(53,757.00)	<b>11,340.00</b>	321,789.00
TOTAL EXPENDITURES	364,207.00	(53,758.00)	<b>11,340.00</b>	321,789.00
NET OF REVENUES & EXPENDITURES	(1.00)	1.00	<b>0.00</b>	0.00

YEAR-END BUDGET CHANGE DESCRIPTIONS:

- DDA Board approved contract with WLA Studio, Historic Preservation Consultant for Head House (\$8,971)
- Increase Fourth of July event budget to provide for portable handwashing stations (\$840)
- Allocate funding from fund balance to provide match for a Georgia Downtown Renaissance Partnership grant (\$6,000)

**CITY OF DAHLONEGA  
FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 275 - HOTEL/MOTEL TAX FUND				
HOTEL/MOTEL TAXES	456,038.00	(187,038.00)	<b>82,774.00</b>	351,774.00
TOTAL REVENUES	456,038.00	(187,038.00)	<b>82,774.00</b>	351,774.00
PURCHASES/CONTRACTED SERVICES	250,000.00	0.00	<b>0.00</b>	250,000.00
TRANSFERS OUT TO OTHER FUNDS	206,038.00	(187,038.00)	<b>82,774.00</b>	101,774.00
TOTAL EXPENDITURES	456,038.00	(187,038.00)	<b>82,774.00</b>	351,774.00
Fund 275 - HOTEL/MOTEL TAX FUND:				
TOTAL REVENUES	456,038.00	(187,038.00)	<b>82,774.00</b>	351,774.00
TOTAL EXPENDITURES	456,038.00	(187,038.00)	<b>82,774.00</b>	351,774.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	<b>0.00</b>	0.00

YEAR-END BUDGET CHANGE DESCRIPTIONS:

- Recognize additional Hotel/Motel tax revenue (\$82,774)

**CITY OF DAHLONEGA**  
**FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 320 - SPLOST CAPITAL PROJECTS FUND				
GENERAL SALES AND USE TAXES	476,900.00	(162,935.00)	<b>220,326.00</b>	534,291.00
INVESTMENT INCOME	0.00	0.00	<b>813.00</b>	813.00
TOTAL REVENUES	476,900.00	(162,935.00)	<b>221,139.00</b>	535,104.00
TRANSFERS OUT TO OTHER FUNDS	476,900.00	(162,935.00)	<b>221,139.00</b>	535,104.00
TOTAL EXPENDITURES	476,900.00	(162,935.00)	<b>221,139.00</b>	535,104.00
Fund 320 - SPLOST CAPITAL PROJECTS FUND:				
TOTAL REVENUES	476,900.00	(162,935.00)	<b>221,139.00</b>	535,104.00
TOTAL EXPENDITURES	476,900.00	(162,935.00)	<b>221,139.00</b>	535,104.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	<b>0.00</b>	0.00

YEAR-END BUDGET CHANGE DESCRIPTIONS:

- Recognize additional SPLOST and interest revenue and related transfers out to capital projects (\$221,139)



**CITY OF DAHLONEGA**  
**FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 335 - TSPLOST CAPITAL PROJECTS FUND				
GENERAL SALES AND USE TAXES	0.00	594,244.00	<b>0.00</b>	594,244.00
INVESTMENT INCOME	0.00	0.00	<b>0.00</b>	0.00
TOTAL REVENUES	0.00	594,244.00	<b>0.00</b>	594,244.00
OTHER COSTS	0.00	274,242.00	<b>0.00</b>	274,242.00
TRANSFERS OUT TO OTHER FUNDS	0.00	320,002.00	<b>0.00</b>	320,002.00
TOTAL EXPENDITURES	0.00	594,244.00	<b>0.00</b>	594,244.00
Fund 335 - TSPLOST CAPITAL PROJECTS FUND :				
TOTAL REVENUES	0.00	594,244.00	<b>0.00</b>	594,244.00
TOTAL EXPENDITURES	0.00	594,244.00	<b>0.00</b>	594,244.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	<b>0.00</b>	0.00

**CITY OF DAHLONEGA**  
**FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
<b>Fund 505 - WATER AND SEWER ENTERPRISE FUND</b>				
INVESTMENT INCOME	66,000.00	(1,400.00)	<b>0.00</b>	64,600.00
MISCELLANEOUS REVENUE	1,400.00	(700.00)	<b>0.00</b>	700.00
WATER CHARGES	3,106,327.00	(543,327.00)	<b>0.00</b>	2,563,000.00
TAP FEES - WATER	150,000.00	(105,574.00)	<b>0.00</b>	44,426.00
SEWER CHARGES	2,123,717.00	(345,717.00)	<b>0.00</b>	1,778,000.00
TAP FEES - SEWER	150,000.00	(110,165.00)	<b>0.00</b>	39,835.00
OTHER CHARGES FOR SERVICES	69,000.00	(1,000.00)	<b>0.00</b>	68,000.00
TRANSFERS IN FROM OTHER FUNDS	291,000.00	(93,295.00)	<b>110,569.00</b>	308,274.00
APPROPRIATED NET ASSETS	869,545.00	1,742,630.00	<b>0.00</b>	2,612,175.00
<b>TOTAL REVENUES</b>	<b>6,826,989.00</b>	<b>541,452.00</b>	<b>110,569.00</b>	<b>7,479,010.00</b>
SEWER LIFT STATIONS	248,928.00	(24,534.00)	<b>0.00</b>	224,394.00
SEWER TREATMENT PLANT	815,513.00	(127,762.00)	<b>0.00</b>	687,751.00
DISTRIBUTION AND COLLECTION	1,012,221.01	(118,069.01)	<b>0.00</b>	894,152.00
WATER SUPPLY	182,904.00	(7,000.00)	<b>0.00</b>	175,904.00
WATER TREATMENT PLANT	1,803,131.00	(61,702.00)	<b>0.00</b>	1,741,429.00
CAPITAL OUTLAYS (SEE DETAIL BELOW)	834,900.00	878,835.00	<b>110,569.00</b>	1,824,304.00
INTERFUND CHARGES	67,500.00	0.00	<b>0.00</b>	67,500.00
DEPRECIATION AND AMORTIZATION	1,805,227.00	0.00	<b>0.00</b>	1,805,227.00
OTHER COSTS	56,664.00	1,685.00	<b>0.00</b>	58,349.00
<b>TOTAL EXPENDITURES</b>	<b>6,826,988.01</b>	<b>541,452.99</b>	<b>110,569.00</b>	<b>7,479,010.00</b>
<b>Fund 505 - WATER AND SEWER ENTERPRISE FUND:</b>				
TOTAL REVENUES	6,826,989.00	541,452.00	<b>110,569.00</b>	7,479,010.00
TOTAL EXPENDITURES	6,826,988.01	541,452.99	<b>110,569.00</b>	7,479,010.00
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0.99</b>	<b>(0.99)</b>	<b>0.00</b>	<b>0.00</b>
<b>CAPITAL OUTLAYS</b>				
RESERVOIR DREDGING	0.00	57,775.00	<b>0.00</b>	57,775.00
METER REPLACEMENT PROGRAM	75,000.00	0.00	<b>0.00</b>	75,000.00
W/S LINE REPLACEMENTS-OTHER	100,000.00	50,000.00	<b>0.00</b>	150,000.00
LIFT STATION/PUMP REPLACEMENTS	75,000.00	(58,000.00)	<b>0.00</b>	17,000.00
LIFT STATION REHAB-BIRCH RIVER	162,000.00	316,625.00	<b>0.00</b>	478,625.00
LIFT STATION REHAB-OWENS FARM	0.00	457,074.00	<b>0.00</b>	457,074.00
S CHESTATEE SS ENCASEMENT	0.00	30,000.00	<b>0.00</b>	30,000.00
W/S LINE EXTENSIONS - SPLOST	185,900.00	(69,639.00)	<b>110,569.00</b>	226,830.00
SERVICE TRUCK	135,000.00	0.00	<b>0.00</b>	135,000.00
DIGESTER AERATORS (2)	40,000.00	3,000.00	<b>0.00</b>	43,000.00
WATER MODEL	0.00	70,000.00	<b>(15,000.00)</b>	55,000.00
WATER & SEWER SYSTEM MAPPING	0.00	84,000.00	<b>(34,270.00)</b>	49,730.00
DEVELOPMENT STANDARDS MANUAL	0.00	0.00	<b>49,270.00</b>	49,270.00
DEBT REDUCTION PROGRAM	62,000.00	(62,000.00)	<b>0.00</b>	0.00
<b>TOTAL CAPITAL OUTLAYS</b>	<b>834,900.00</b>	<b>878,835.00</b>	<b>110,569.00</b>	<b>1,824,304.00</b>

**YEAR-END BUDGET CHANGE DESCRIPTIONS:**

- Reallocate unspent funds from the Water Model project and W&S System Mapping project to provide funding for a Development Standards Manual project (\$49,270)
- Recognize additional transfer in from SPLOST Fund for W&S Line Extensions (\$110,569)

**CITY OF DAHLONEGA**  
**FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 540 - SOLID WASTE ENTERPRISE FUND				
CHARGES FOR SERVICES	0.00	400.00	<b>0.00</b>	400.00
OTHER FINANCING SOURCES	515,000.00	(400,000.00)	<b>0.00</b>	115,000.00
OTHER CHARGES FOR SERVICES	0.00	0.00	<b>0.00</b>	0.00
REFUSE COLLECTION CHARGES	903,355.00	(71,355.00)	<b>0.00</b>	832,000.00
APPROPRIATED NET ASSETS	670.00	0.00	<b>0.00</b>	670.00
TOTAL REVENUES	1,419,025.00	(470,955.00)	<b>0.00</b>	948,070.00
PERSONAL SERVICES AND EMPLOYEE BENEFITS	493,830.00	(30,048.00)	<b>0.00</b>	463,782.00
PURCHASES/CONTRACTED SERVICES	259,300.00	(19,320.00)	<b>0.00</b>	239,980.00
SUPPLIES	80,200.00	(16,860.00)	<b>0.00</b>	63,340.00
CAPITAL OUTLAYS	515,000.00	(400,000.00)	<b>0.00</b>	115,000.00
DEPRECIATION AND AMORTIZATION	58,268.00	0.00	<b>0.00</b>	58,268.00
OTHER COSTS	0.00	2,500.00	<b>0.00</b>	2,500.00
DEBT SERVICE	12,427.00	(7,227.00)	<b>0.00</b>	5,200.00
TOTAL EXPENDITURES	1,419,025.00	(470,955.00)	<b>0.00</b>	948,070.00
Fund 540 - SOLID WASTE ENTERPRISE FUND:				
TOTAL REVENUES	1,419,025.00	(470,955.00)	<b>0.00</b>	948,070.00
TOTAL EXPENDITURES	1,419,025.00	(470,955.00)	<b>0.00</b>	948,070.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	<b>0.00</b>	0.00

**CITY OF DAHLONEGA  
FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	PROJECT DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 340 - GRANT CAPITAL PROJECTS FUND					
Revenues					
STATE GRANT - LMIG RESURFACING	STREET PAVING - FY20 LMIG	0.00	80,460.00	0.00	80,460.00
STATE GRANT - LMIG RESURFACING	BARLOW ROAD IMPROVEMENTS	0.00	104,000.00	0.00	104,000.00
STATE GRANT - LMIG RESURFACING	STREET PAVING - FY21 LMIG	0.00	0.00	72,854.00	72,854.00
STATE GRANT - DEPT NATURAL RESOURCES	WIMPY MILL PARK	0.00	0.00	134,501.00	134,501.00
STATE GRANT - TAP PROJECTS	MORRISON MOORE PEDESTRIAN BRIDGE	0.00	0.00	300,000.00	300,000.00
TRANSFERS IN - GENERAL FUND		102,666.00	80,000.00	(140,000.00)	42,666.00
TRANSFERS IN - SPLOST		92,950.00	(34,820.00)	55,285.00	113,415.00
TRANSFERS IN - TSPLOST		44,384.00	275,618.00	0.00	320,002.00
TRANSFERS IN - GG CAPITAL PROJECTS		0.00	0.00	23,527.00	23,527.00
APPROPRIATED FUND BALANCE		0.00	111,785.00	84,715.00	196,500.00
TOTAL REVENUES		240,000.00	617,043.00	530,882.00	1,387,925.00
Expenditures					
CAPITAL OUTLAYS - PROPERTY	WIMPY MILL PARK	0.00	299,500.00	158,028.00	457,528.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STREETSCAPE	60,000.00	0.00	0.00	60,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	OSS INSTALL - FY19 LMIG	0.00	47,285.00	0.00	47,285.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STREET PAVING - FY20 LMIG	150,000.00	26,258.00	0.00	176,258.00
CAPITAL OUTLAYS - INFRASTRUCTURE	OSS INSTALL - FY20 LMIG	30,000.00	0.00	0.00	30,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	BARLOW ROAD IMPROVEMENTS	0.00	244,000.00	0.00	244,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STREET PAVING - FY21 LMIG	0.00	0.00	72,854.00	72,854.00
CAPITAL OUTLAYS - INFRASTRUCTURE	MORRISON MOORE PEDESTRIAN BRIDGE	0.00	0.00	300,000.00	300,000.00
TOTAL EXPENDITURES		240,000.00	617,043.00	530,882.00	1,387,925.00
Fund 340 - GRANT CAPITAL PROJECTS FUND:					
TOTAL REVENUES		240,000.00	617,043.00	530,882.00	1,387,925.00
TOTAL EXPENDITURES		240,000.00	617,043.00	530,882.00	1,387,925.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00

**YEAR-END BUDGET CHANGE DESCRIPTIONS:**

- Recognize additional funding for Wimpy Mill Park - DNR Grant (\$134,501) and Hotel/Motel Tax (\$23,527)
- Recognize GDOT FY21 LMIG allocation for Street Paving (\$72,854)
- Recognize GDOT TAP Award for Morrison Moore Pedestrian Bridge engineering costs (\$300,000)
- Recognize additional transfer in from SPLOST Fund (\$55,285)

**CITY OF DAHLONEGA**  
**FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	PROJECT DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
Fund 390 - GENERAL GOVERNMENT CAPITAL PROJECTS FUND					
Revenues					
TRANSFERS IN - GENERAL FUND		729,530.00	(120,000.00)	<b>120,000.00</b>	729,530.00
TRANSFERS IN - HOTEL/MOTEL TAX		192,732.00	(181,802.00)	<b>80,291.00</b>	91,221.00
TRANSFERS IN - SPLOST		92,950.00	(34,820.00)	<b>55,285.00</b>	113,415.00
PROPERTY SALES - CEMETERY LOT		12,000.00	0.00	<b>0.00</b>	12,000.00
GENERAL LONG-TERM DEBT ISSUED		350,000.00	0.00	<b>0.00</b>	350,000.00
APPROPRIATED FUND BALANCE		0.00	1,013,086.00	<b>(196,245.00)</b>	736,550.00
TOTAL REVENUES		1,377,212.00	676,464.00	<b>59,331.00</b>	2,032,716.00
Expenditures					
CAPITAL OUTLAYS - PROPERTY	FACILITIES & PROPERTY PROGRAM	60,000.00	(4,000.00)	<b>0.00</b>	56,000.00
CAPITAL OUTLAYS - PROPERTY	TOURISM PROJECTS	192,732.00	(169,205.00)	<b>56,764.00</b>	0.00
CAPITAL OUTLAYS - PROPERTY	CEMETERY IMPROVEMENTS	12,000.00	27,886.00	<b>0.00</b>	39,886.00
CAPITAL OUTLAYS - PROPERTY	CEMETERY COLUMBARIUM	0.00	57,653.00	<b>0.00</b>	57,653.00
CAPITAL OUTLAYS - PROPERTY	ROOF - CITY HALL	0.00	30,000.00	<b>0.00</b>	30,000.00
CAPITAL OUTLAYS - PROPERTY	CITY HALL RESTROOMS & FOYER	0.00	30,000.00	<b>0.00</b>	30,000.00
CAPITAL OUTLAYS - PROPERTY	CITY HALL PARKING EXPANSION	0.00	48,103.00	<b>(15,000.00)</b>	33,103.00
CAPITAL OUTLAYS - PROPERTY	N PARK STREET BLDG DEMOLITION	0.00	130,000.00	<b>0.00</b>	130,000.00
CAPITAL OUTLAYS - PROPERTY	FAUX BRICK CROSSWALKS	25,000.00	25,000.00	<b>0.00</b>	50,000.00
CAPITAL OUTLAYS - PROPERTY	MEADERS STREET PARKING	60,000.00	0.00	<b>0.00</b>	60,000.00
CAPITAL OUTLAYS - PROPERTY	CEMETERY PAVING	60,000.00	0.00	<b>0.00</b>	60,000.00
CAPITAL OUTLAYS - PROPERTY	CITY HALL EXPANSION	30,000.00	0.00	<b>0.00</b>	30,000.00
CAPITAL OUTLAYS - PROPERTY	HEAD HOUSE RENOVATION	350,000.00	0.00	<b>0.00</b>	350,000.00
CAPITAL OUTLAYS - PROPERTY	CITY PARK IMPROVEMENTS	0.00	40,000.00	<b>15,000.00</b>	55,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	CROSSWALK/SIDEWALK PROGRAM	40,000.00	39,341.00	<b>0.00</b>	79,341.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STORMWATER PROJECTS	92,951.00	104,685.00	<b>0.00</b>	197,636.00
CAPITAL OUTLAYS - INFRASTRUCTURE	BRIDGE MAINTENANCE PROGRAM	25,000.00	75,000.00	<b>0.00</b>	100,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STORM DRAIN - JOHNSON STREET	0.00	72,000.00	<b>0.00</b>	72,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	MARTIN STREET WIDENING	100,000.00	100,000.00	<b>0.00</b>	200,000.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	FINANCIAL SOFTWARE/HARDWARE	147,530.00	70,000.00	<b>0.00</b>	217,530.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	DUMP TRUCK (REPLACEMENT)	90,000.00	0.00	<b>0.00</b>	90,000.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	SERVICE TRUCK (PUBLIC WORKS)	60,000.00	0.00	<b>(20,960.00)</b>	39,040.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	TRACTOR (MOWER/BLOWER)	32,000.00	0.00	<b>0.00</b>	32,000.00
TRANSFERS OUT - GRANT CAPT PROJ		0.00	0.00	<b>23,527.00</b>	23,527.00

**CITY OF DAHLONEGA  
FY2020 YEAR-END BUDGET AMENDMENT**

DESCRIPTION	PROJECT DESCRIPTION	2019-20 ORIGINAL BUDGET	MID-YEAR BUDGET CHANGE	YEAR-END BUDGET CHANGE	FY2020 AMENDED BUDGET
TOTAL EXPENDITURES		1,377,213.00	676,463.00	<b>59,331.00</b>	2,032,716.00
Fund 390 - GENERAL GOVERNMENT CAPITAL PROJECTS FUND:					
TOTAL REVENUES		1,377,212.00	676,464.00	<b>59,331.00</b>	2,032,716.00
TOTAL EXPENDITURES		1,377,213.00	676,463.00	<b>59,331.00</b>	2,032,716.00
NET OF REVENUES & EXPENDITURES		(1.00)	1.00	<b>0.00</b>	0.00

YEAR-END BUDGET CHANGE DESCRIPTIONS:

- Council approved transfer from City Hall Parking Expansion project to City Hall Park Improvements project (\$15,000)
- Transfer Hotel/Motel tax funds held for Tourism Projects to the Wimpy Mill Park project in Grant Capital Projects fund (\$23,527)
- Move funding for tools to equip the new service truck to Maintenance and Shop operating budget (20,960)
- Recognize additional Hotel/Motel tax revenue dedicated to Tourism Projects (\$80,291)
- Recognize additional transfer in from SPLOST Fund (\$55,285)



## RESOLUTIONS & ORDINANCES

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**DATE:** February 1, 2021  
**TITLE:** FY2021 Reappropriations Budget Amendment  
**PRESENTED BY:** Melody Marlowe, Finance Director

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### AGENDA ITEM DESCRIPTION:

FY2021 Prior Year Reappropriations Budget Amendment

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### HISTORY/PAST ACTION:

The FY2021 Original budget was approved by Council on September 8, 2020. Several Capital Projects were budgeted in FY2020 but not completed at year-end.

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### FINANCIAL IMPACT:

Described on the Resolution Attachment A

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### RECOMMENDATION:

It is recommended that Council approve the reappropriations budget amendment as presented in order to bring forward budget balances for capital projects in progress at the end of fiscal year 2020.

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### SUGGESTED MOTIONS:

I make a motion to approve Resolution 2021-\_\_ Budget Amendment - Fiscal Year 2021 Prior Year Reappropriations.

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### ATTACHMENTS:

Resolution 2021-\_\_ Budget Amendment – Fiscal Year 2021 Prior Year Reappropriations

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**RESOLUTION 2021-\_\_\_\_\_**  
**BUDGET AMENDMENT – FISCAL YEAR 2021**  
**PRIOR YEAR REAPPROPRIATIONS**

**WHEREAS**, the City Council approved a budget for fiscal year 2021 for the City of Dahlonega on September 8, 2020, 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**, there were some projects/items budgeted in the previous fiscal year but not completed/received until the current fiscal year, and there is a need to re-appropriate the remaining budget amounts from FY2020.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and City Council of the City of Dahlonega, Georgia hereby adopts the adjustments to the Fiscal Year 2021 Budget as presented on “Attachment A” attached hereto and made a part of the Resolution.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF DAHLONEGA, GEORGIA**

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

Attest:

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



## ATTACHMENT A

**CITY OF DAHLONEGA**  
**FY2021 BUDGET AMENDMENT - PRIOR YEAR REAPPROPRIATIONS**

DESCRIPTION	PROJECT DESCRIPTION	2020-21 ORIGINAL BUDGET	REAPPROPRIATIONS BUDGET CHANGE	FY2021 AMENDED BUDGET
Fund 340 - GRANT CAPITAL PROJECTS FUND				
Revenues				
STATE GRANT - DEPT NATURAL RESOURCES	<b>WIMPY MILL PARK</b>	0.00	<b>134,501.00</b>	134,501.00
STATE GRANT - TAP PROJECTS	<b>MORRISON MOORE PEDESTRIAN BRIDGE</b>	0.00	<b>300,000.00</b>	300,000.00
TRANSFERS IN - HOTEL/MOTEL TAX		40,000.00	<b>0.00</b>	40,000.00
TRANSFERS IN - SPLOST		65,000.00	<b>0.00</b>	65,000.00
TRANSFERS IN - TSPLOST		310,000.00	<b>0.00</b>	310,000.00
APPROPRIATED FUND BALANCE		0.00	<b>464,654.00</b>	464,654.00
TOTAL REVENUES		415,000.00	<b>899,155.00</b>	1,314,155.00
Expenditures				
CAPITAL OUTLAYS - PROPERTY	<b>WIMPY MILL PARK</b>	0.00	<b>436,301.00</b>	436,301.00
CAPITAL OUTLAYS - INFRASTRUCTURE	<b>STREETSCAPE</b>	60,000.00	<b>60,000.00</b>	120,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	<b>OSS INSTALL - FY20 LMIG</b>	0.00	<b>30,000.00</b>	30,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	<b>STREET PAVING - FY21 LMIG</b>	0.00	<b>72,854.00</b>	72,854.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STREET PAVING - FY21 LMIG	30,000.00	<b>0.00</b>	30,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	SWIM BEACH	40,000.00	<b>0.00</b>	40,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	<b>MORRISON MOORE PEDESTRIAN BRIDGE</b>	250,000.00	<b>300,000.00</b>	550,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	OSS INSTALL - FY21 LMIG	35,000.00	<b>0.00</b>	35,000.00
TOTAL EXPENDITURES		415,000.00	<b>899,155.00</b>	1,314,155.00
Fund 340 - GRANT CAPITAL PROJECTS FUND:				
TOTAL REVENUES		415,000.00	<b>899,155.00</b>	1,314,155.00
TOTAL EXPENDITURES		415,000.00	<b>899,155.00</b>	1,314,155.00
NET OF REVENUES & EXPENDITURES		0.00	<b>0.00</b>	0.00

## ATTACHMENT A

**CITY OF DAHLONEGA  
FY2021 BUDGET AMENDMENT - PRIOR YEAR REAPPROPRIATIONS**

DESCRIPTION	PROJECT DESCRIPTION	2020-21 ORIGINAL BUDGET	REAPPROPRIATIONS BUDGET CHANGE	FY2021 AMENDED BUDGET
Fund 390 - GENERAL GOVERNMENT CAPITAL PROJECTS FUND				
Revenues				
TRANSFERS IN - GENERAL FUND		199,000.00	0.00	199,000.00
TRANSFERS IN - HOTEL/MOTEL TAX		45,000.00	0.00	45,000.00
TRANSFERS IN - SPLOST		120,922.00	0.00	120,922.00
TRANSFERS IN - TSPLOST		417,216.00	0.00	417,216.00
PROPERTY SALES - CEMETERY LOT		5,000.00	0.00	5,000.00
GENERAL LONG-TERM DEBT ISSUED		0.00	350,000.00	350,000.00
APPROPRIATED FUND BALANCE		0.00	1,089,258.00	1,089,258.00
APPROPRIATED NET ASSETS		197,636.00	0.00	197,636.00
TOTAL REVENUES		984,774.00	1,439,258.00	2,424,032.00
Expenditures				
CAPITAL OUTLAYS - PROPERTY	FACILITIES & PROPERTY PROGRAM	60,000.00	56,000.00	116,000.00
CAPITAL OUTLAYS - PROPERTY	TOURISM PROJECTS	45,000.00	80,291.00	125,291.00
CAPITAL OUTLAYS - PROPERTY	CEMETERY IMPROVEMENTS	5,000.00	39,886.00	44,886.00
CAPITAL OUTLAYS - PROPERTY	CEMETERY COLUMBARIUM	0.00	50,943.00	50,943.00
CAPITAL OUTLAYS - PROPERTY	ROOF - CITY HALL	0.00	30,000.00	30,000.00
CAPITAL OUTLAYS - PROPERTY	N PARK STREET BLDG DEMOLITION	0.00	130,000.00	130,000.00
CAPITAL OUTLAYS - PROPERTY	FAUX BRICK CROSSWALKS	0.00	50,000.00	50,000.00
CAPITAL OUTLAYS - PROPERTY	MEADERS STREET PARKING	0.00	60,000.00	60,000.00
CAPITAL OUTLAYS - PROPERTY	CITY HALL EXPANSION	0.00	30,000.00	30,000.00
CAPITAL OUTLAYS - PROPERTY	HEAD HOUSE RENOVATION	0.00	350,000.00	350,000.00
CAPITAL OUTLAYS - PROPERTY	CITY PARK IMPROVEMENTS	0.00	6,000.00	6,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STREET PAVING (INHOUSE/CONTRACT)	120,922.00	0.00	120,922.00
CAPITAL OUTLAYS - INFRASTRUCTURE	CROSSWALK/SIDEWALK PROGRAM	0.00	28,055.00	28,055.00
CAPITAL OUTLAYS - INFRASTRUCTURE	TRANSPORTATION PROJECTS	207,216.00	0.00	207,216.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STORMWATER PROJECTS	0.00	173,642.00	173,642.00
CAPITAL OUTLAYS - INFRASTRUCTURE	BRIDGE MAINTENANCE PROGRAM	25,000.00	100,000.00	125,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	STORM DRAIN - JOHNSON STREET	0.00	72,000.00	72,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	MARTIN STREET WIDENING	0.00	182,441.00	182,441.00
CAPITAL OUTLAYS - INFRASTRUCTURE	CHOICE ST PARKING LOT RESURFACING	35,000.00	0.00	35,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	WIMPY MILL SIDEWALK CONSTRUCTION	60,000.00	0.00	60,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	NORTH GROVE SIDEWALK REPLACEMENT	50,000.00	0.00	50,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	CHOICE ST SIDEWALK REPLACEMENT	45,000.00	0.00	45,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	ENOTAH ST SIDEWALK REPLACEMENT	30,000.00	0.00	30,000.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	EXCAVATOR (STREETS)	75,000.00	0.00	75,000.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	PICKUP TRUCK 4-DOOR 4X4 (PW)	29,000.00	0.00	29,000.00

**CITY OF DAHLONEGA**  
**FY2021 BUDGET AMENDMENT - PRIOR YEAR REAPPROPRIATIONS**

DESCRIPTION	PROJECT DESCRIPTION	2020-21 ORIGINAL BUDGET	REAPPROPRIATIONS BUDGET CHANGE	FY2021 AMENDED BUDGET
TRANSFERS OUT - STORMWATER		197,636.00	0.00	197,636.00
TOTAL EXPENDITURES		984,774.00	1,439,258.00	2,424,032.00
Fund 390 - GENERAL GOVERNMENT CAPITAL PROJECTS FUND:				
TOTAL REVENUES		984,774.00	1,439,258.00	2,424,032.00
TOTAL EXPENDITURES		984,774.00	1,439,258.00	2,424,032.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00
Fund 505 - WATER AND SEWER ENTERPRISE FUND (CAPITAL PROJECTS)				
Revenues				
APPROPRIATED NET ASSETS		943,845.00	481,089.00	1,424,934.00
TOTAL REVENUES		943,845.00	481,089.00	1,424,934.00
Expenditures				
CAPITAL OUTLAYS - INFRASTRUCTURE	METER REPLACEMENT PROGRAM	50,000.00	0.00	50,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	W/S LINE REPLACEMENTS-OTHER	100,000.00	150,000.00	250,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	LIFT STATION/PUMP REPLACEMENTS	75,000.00	0.00	75,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	W/S LINE EXTENSIONS - SPLOST	0.00	226,830.00	226,830.00
CAPITAL OUTLAYS - INFRASTRUCTURE	BARLOW LIFT STATION REHABILITATION	62,000.00	0.00	62,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	WATER LINE EXTENSION - M MOORE PKWY	371,845.00	0.00	371,845.00
CAPITAL OUTLAYS - INFRASTRUCTURE	WATER/SSFM RELOCATION - OAK GROVE	90,000.00	0.00	90,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	WATER MAIN REPLACEMENT - ARCADIA ST	30,000.00	0.00	30,000.00
CAPITAL OUTLAYS - INFRASTRUCTURE	SANITARY SEWER REPLACEMENT - ARCADIA ST	30,000.00	0.00	30,000.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	SERVICE TRUCK	0.00	7,231.00	7,231.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	SKIDSTEER LOADER (D&C)	75,000.00	0.00	75,000.00
CAPITAL OUTLAYS - MACH & EQUIPMENT	PICKUP TRUCK (WWTP)	30,000.00	0.00	30,000.00
CAPITAL OUTLAYS - INTANGIBLES	WATER & SEWER SYSTEM MAPPING	0.00	49,730.00	49,730.00
CAPITAL OUTLAYS - INTANGIBLES	DEVELOPMENT STANDARDS MANUAL	0.00	47,298.00	47,298.00
CAPITAL OUTLAYS - INTANGIBLES	WWTP MASTER PLAN	30,000.00	0.00	30,000.00
TOTAL EXPENDITURES		943,845.00	481,089.00	1,424,934.00
Fund 505 - WATER AND SEWER ENTERPRISE FUND (CAPITAL PROJECTS):				
TOTAL REVENUES		943,845.00	481,089.00	1,424,934.00
TOTAL EXPENDITURES		943,845.00	481,089.00	1,424,934.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00



# CITY COUNCIL AGENDA REPORT

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**DATE:** January 27, 2021  
**TITLE:** Ordinance 2021-01: An Ordinance to establish Regulations for Formula Businesses  
**PRESENTED BY:** Doug Parks, City Attorney

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## **AGENDA ITEM DESCRIPTION:**

This Ordinance is to allow the Dahlonega B-3 district around the Public Square to be monitored via zoning more definitively in order to maintain a village theme to the mix of businesses active within that zone. If the council desires, this amendment to the zoning ordinance will be forwarded to the planning commission to begin the hearing process necessary to adopt a zoning ordinance amendment.

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## **HISTORY/PAST ACTION:**

N/A

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## **FINANCIAL IMPACT:**

N/A

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## **RECOMMENDATION:**

Recommendation to forward to the planning commission for the usual zoning ordinance amendment process to take place.

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## **SUGGESTED MOTIONS:**

Motion to direct that the ordinance draft be forwarded to the planning commission for the usual text amendment process to the zoning ordinance to begin.

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## **ATTACHMENTS:**

Draft of Proposed Ordinance 2021-01: An ordinance to establish regulations for formula businesses.

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## Ordinance 2021-01

(Note: Originally circulated as Ordinance 2020-24)

AN ORDINANCE TO AMEND ORDINANCE 91-9 WHICH APPEARS IN THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, AND MORE PARTICULARLY APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF DAHLONEGA, GEORGIA AT: SUBPART B: LAND USE AND LAND DEVELOPMENT, APPENDIX B: ZONING, ARTICLE XVI: B-3 HISTORICAL DISTRICT, SECTION 1607: FORMULA BUSINESS ESTABLISHMENTS.

Short title: “An ordinance to establish regulations for formula businesses.”

**WHEREAS**, the B-3 zoning district primarily surrounds the original Lumpkin County Courthouse constructed in 1836; and

**WHEREAS**, the former courthouse is now the State of Georgia owned and operated Gold Museum which attracts approximately 25,000 visitors annually; and

**WHEREAS**, it is important that the qualities of the natural business environment spawned by the historic Gold Museum in the surrounding B-3 District be respected so that the uniqueness of Dahlonega can flourish without inappropriate changes; and

**WHEREAS**, the City, its DDA and Main Street program have made a long term commitment to an economic development approach based on historic preservation developed and recommended by the National Main Street Center, which has resulted in the City achieving Great American Main Street Award designation, with such designation being shared with only approximately 100 communities in the country and three other cities in Georgia; and

**WHEREAS**, the success of the City’s Main Street program is recognized among the top 20 in the state of Georgia by virtue of its designation as a Georgia Exceptional Main Street (GEMS) community; and

**WHEREAS**, the six blocks comprising the Public Square (the B-3 Zoning District) create one of the most engaging spaces in any Georgia city, and hold a building, the Gold Museum, that is one of the few in the state outside Savannah to date back to the post-colonial period; and

**WHEREAS**, unlike other Georgia county seats, Dahlonega’s Public Square has architecture that is uniquely derived from the vernacular patterns and folkways that migrated south through the mountain valleys shortly after the War of 1812; and

**WHEREAS**, it is because of this highly individual context that the B-3 zoning district around the Public Square is considered a very specific design envelope that incorporates shops and other workplaces consistent with the unique character of the City center, the natural byproduct of which is to create a special business ambiance; and

**WHEREAS**, the Dahlonega B-3 district is one of a very precious few traditional business districts still in existence much as the town was first designed, in which its shops, workplaces, parks and civic facilities co-exist in relative harmony, its streets invite walking and its architectural styles create a sense of timelessness that have contributed to a strong sense of community – a village atmosphere; and

**WHEREAS**, the B-3 zoning district is for open and inviting retail storefronts that impart a sense of streetscape continuity to pedestrians that enhances the village atmosphere; and

**WHEREAS**, the City of Dahlonega established its Historic District regulations in the year 1965, and later created an Historic Preservation Commission appointing committee members that represent the perspectives of business operators, property owners, and the residents at large, and charging its members with enhancing the economic and physical characteristics of the business areas of Dahlonega aimed at preserving and enhancing Dahlonega's historical village atmosphere which occurs in the B-3 district; and

**WHEREAS**, the Downtown Development Authority, pursuant to a lengthy and inclusionary public participatory process, developed the Dahlonega Downtown Master Plan, the purpose of which was to provide a coherent framework to foster a vibrant commercial sector in the City that is economically sound for merchants and property owners, well-balanced in its appeal and aesthetically and environmentally suitable to the small-town, low-density character of the City of Dahlonega's B-3 district; and

**WHEREAS**, notwithstanding the marketability of a retailer's goods or services or the visual attractiveness of the storefront, an over-abundance of certain kinds of businesses can be counterproductive and otherwise detract from the appeal of the B-3 streetscape fostered by the work of the Historic Preservation Commission, the Downtown Development Authority and the City Council; and

**WHEREAS**, the addition of formula businesses in the B-3 district, if not monitored and regulated, will serve to frustrate the City's primary goal which is to maintain a unique sense of community and village themes. Specifically the unregulated and unmonitored establishment of formula business uses will unduly limit or eliminate business establishment opportunities for other businesses, many of which tend to be non-traditional or unique, and unduly skew the mix of businesses towards national retailers in lieu of local or regional retailers, thereby decreasing the likelihood of a diversity of retail activity; and

**WHEREAS**, in light of the foregoing considerations, the City Council has determined that the public welfare of the City's retail, business and tourist based community, as articulated in the previous paragraphs will best be served and advanced by monitoring and regulating the establishment of formula businesses in the B-3 district through the mechanism of special use permits issued by the City Council of the City of Dahlonega.

**NOW, THEREFORE**, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that for purposes of describing the circumstances which warrant the adoption of an ordinance amendment regulating formula businesses, the City Council hereby adopts and makes the findings discussed in the "Whereas" paragraphs above the factual findings of the Council; and further ordains that Subpart B, Appendix B, Article XVI, Section 1607, shall be amended by adding a new section to read as follows:

**Sec. 1607 – Formula Business Establishments.**

- (1) Definitions. "Formula Business" means a type of commercial business establishment, retail sales or rental activity and retail sales or rental establishment, including restaurants, hotels and motels, which, along with ten (10) or more other establishments, maintains two (2) or more of the following features: (i) standardized array of merchandise or standardized menu; (ii) standard façade; (iii) standardized internal décor or color scheme; (iv) uniform apparel; (v) standardized signage; or (vi) trademark or service mark; provided, however, a "formula business" shall not include an automated, standalone vending machine.
  - (a) "Standardized array of merchandise" means fifty (50%) percent or more of in-stock merchandise from a single distributor bearing uniform markings.

- (b) “Trademark” means a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs that identifies and distinguishes the source of the goods from one party from those of others.
  - (c) “Servicemark” means a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs that identifies and distinguishes the source of a service from one party from those of others.
  - (d) “Décor” means the style of interior furnishings, which may include but is not limited to, style of furniture, wallcoverings or permanent fixtures.
  - (e) “Color scheme” means selection of colors used throughout, such as on the furnishings, permanent fixtures, and wallcoverings, or as used on the façade.
  - (f) “Façade” means the face or front of a building, including awnings, looking onto a street or an open space.
  - (g) “Uniform apparel” means standardized items of clothing including but not limited to standardized aprons, pants, shirts, smocks or dresses, hat, and pins (other than name tags) as well as standardized colors of clothing.
  - (h) “Signage” means a “sign” as defined in Sec. 123-4 of the Code of the City of Dahlonga.
  - (i) “Standardized” does not mean identical but means “substantially the same.”
- (2) Purpose. The purpose of this section is to regulate the location of formula business establishments in order to maintain the village atmosphere, tourist attracting small town character of the B-3 zoning district of the City, the diversity of the community’s unique commercial areas and quality of life for visitors and residents.
- (3) Regulation.
- (a) A formula business may only be established on a site after obtaining a conditional use permit from the City for the operation of that use on such site, subject to the limitations of this section. Change of ownership, by itself, shall not require obtaining a conditional use permit pursuant to this section.
  - (b) In addition to the findings required by Sec. 2608 as a prerequisite to the issuance of a conditional use permit, the City Council shall make all of the following findings prior to the issuance of a conditional use permit for a formula business:
    - i. The establishment is compatible with existing surrounding uses, and has been designed and will be operated in a non-obtrusive manner to preserve the community’s character and ambiance;
    - ii. The establishment is consistent with the City’s comprehensive plan and other adopted planning documents;
    - iii. The establishment will contribute to an appropriate balance of local, regional or national based businesses in the overall community.
- (4) Applicability. This section is in addition to, and not in replacement of, any other regulations set forth elsewhere in this title. In the event of a conflict between the provisions of this section and any other regulations in this title the provisions of this section shall prevail.
- (5) Existing formula retail establishments. Formula business establishments existing and/or permitted for construction on the date of adoption of this ordinance amendment are

nonconforming structures as such are defined and regulated elsewhere in the ordinances and regulations of the City of Dahlonega.

- (6) Burden of proof. In the event the City determines that a permit application or permit subject to this section is for a formula business, the permit applicant or holder bears the burden of proving to the City that the proposed or existing use does not constitute a formula business.

It is so Ordained this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

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





## RESOLUTIONS & ORDINANCES

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**DATE:** February 5, 2021  
**TITLE:** Ordinance Changes Regarding House Bill 879  
**PRESENTED BY:** Doug Parks, City Attorney

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### AGENDA ITEM DESCRIPTION:

This item includes Ordinance revisions necessary to adjust the Dahlonega Code to reflect the new legislative changes to alcohol regulations in Georgia. These Ordinances allow package licensees to do tastings and also to perform home delivery of alcohol.

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### HISTORY/PAST ACTION:

A memo regarding House Bill 879 was discussed at the Work Session on January 19, 2021.

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### FINANCIAL IMPACT:

None. No additional license fee is established by these regulations at this time. It is recommended that license fees be reviewed at the time we move to centralized permitting.

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### RECOMMENDATION:

Approval.

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### SUGGESTED MOTIONS:

Motion to approve Ordinances 2021-02, 2021-03, 2021-04, 2021-05 and 2021-06.

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### ATTACHMENTS:

- Ordinance 2021-02: An Ordinance to allow and provide regulations for tasting events on the premises of Class B or C licensees.
  - Ordinance 2021-03: An Ordinance to allow licensees to open original retail containers of alcoholic beverages on the licensed premises for the purpose of tasting events.
  - Ordinance 2021-04: An Ordinance to allow licensees to offer alcoholic beverages for less than \$1.00 during tasting events.
  - Ordinance 2021-05: An Ordinance to mark Section 4-32: Conditions for issuance of an ancillary wine tasting permit, as "Reserved".
  - Ordinance 2021-06: An Ordinance to allow for the delivery of alcoholic beverages by a package goods retailer aka retail package stores within the City of Dahlonega
-

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 4: ALCOHOLIC BEVERAGES; ARTICLE II: LICENSING AND REGULATION; SECTION 4-23: GENERAL REGULATIONS PERTAINING TO ALL CLASSES OF LICENSEES; SUBSECTION (q) SALES AREAS, ACTIVITIES, BY DEEMING IT LAWFUL FOR ALCOHOL LICENSEES TO CONDUCT TASTING EVENTS.**

Short Title: "An ordinance to allow and provide regulations for tasting events on the premises of Class B or C licensees."

WHEREAS, the City Council of Dahlonega, Georgia desires to allow tasting events on the premises of a Class B or C licensee; and

WHEREAS, to provide terms and conditions for such tasting events.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 4, Article II, Section 4-23, Subsection (q) shall be amended in its entirety to read as follows:

(q) Sales areas, activities. Except as otherwise allowed under the terms of this article or other city regulations regarding home delivery of alcohol, it shall be unlawful for any licensee to make delivery of any alcoholic beverages licensed to be sold except within the premises or area licensed for sale thereof. No package store licensee shall permit the consumption of alcohol sold by the licensee to be consumed on the premises where the licensed establishment is located, nor shall any individual consume the contents of such packages on the lots or premises where the licensed establishment is holding a Class B or C license. However, minor consumption on the premises of a Class B or C licensee shall be allowed in the form of tastings subject to the following terms and conditions:

- (1) A tasting event shall only take place on the licensed premises and only at times at which such alcoholic beverages may be lawfully sold on such licensed premises;
- (2) Only one tasting event per day may be held on the licensed premises and such tasting event shall not exceed four hours;
- (3) Only one type of alcoholic beverage may be served at a tasting event, either malt beverage or wine; provided, however, that more than one brand of such type of alcoholic beverage may be offered so long as not more than four packages are open at any one time;
- (4) If the tasting event is for malt beverages, a consumer shall not be served more than eight ounces of malt beverages during such tasting event. If the tasting event is for wine, a consumer shall not be served more than five ounces of wine during such tasting event;

(5) Only alcoholic beverages that the licensee is licensed to sell on the licensed premises may be offered as part of a tasting event, and such alcoholic beverages shall be part of the licensee's inventory;

(6) Only food that is lawful to sell on the licensed premises by the City, under this title or under any rules or regulations of the Department of Revenue commissioner, may be served as part of a tasting event. Such food shall be offered at no cost to the consumer;

(7) Any operator or employee of the licensee may refuse to provide any brand, type, or quantity of alcoholic beverage to any consumer;

(8) The licensee shall notify the governing authority of the City of Dahlonge in writing or by email prior to holding a tasting event;

(9) Any broken package containing alcoholic beverages on the licensed premises that is not licensed for retail sales for consumption on the premises shall be kept locked in a secure room or cabinet by the operator of the licensed premises except when in use during a tasting event;

(10) A maximum of fifty-two (52) tasting events per year may be conducted;

(11) Representatives and salespersons of manufacturers or wholesalers may attend a tasting event; provided, however, that such representatives and salespersons shall not host the tasting event, pour any alcoholic beverage, or provide anything of value to any consumer or to the licensee or an employee of a licensee;

(12) Any other terms, conditions, and limitations as may be required or imposed by the governing authority of the municipality in which the licensed premises is located;

(13) Licensees holding an ancillary growler ordinance shall follow the rules set forth for growler licensees rather than the provisions of this section; and

(14) Nothing in this title shall be construed to prohibit a representative or salesperson of a manufacturer or wholesaler from opening a package of alcoholic beverages on the premises of a retail package liquor store or other retail dealer for the purpose of providing samples of such alcoholic beverage product to a retail dealer or its employees for consumption on the licensed premises, provided that:

(a) All samples are provided and consumed in the presence of a representative or salesperson of the manufacturer or wholesaler in an office, storage room, or other area of the licensed premises of the retail dealer that is closed to the public; and

(b) Such representative or salesperson of the manufacturer or wholesaler removes from the licensed premises any packages he or she brought onto such licensed premises in order to provide samples of alcoholic beverage products.

For purposes of this subsection, the term 'sample' means a small amount of any malt beverage or wine.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

This Ordinance shall become effective on \_\_\_\_\_, 2021.

SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Approved: \_\_\_\_\_  
Sam Norton, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Mary Csukas, City Clerk

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 4: ALCOHOLIC BEVERAGES; ARTICLE II: LICENSING AND REGULATION; SECTION 4-24: REGULATIONS PERTAINING TO CERTAIN CLASSES OF LICENSES ONLY; SUBSECTION (a): RETAIL BEER AND WINE PACKAGE STORE; SUBSECTION (2), BY DEEMING IT LAWFUL FOR ALCOHOL LICENSEES TO OPEN ORIGINAL RETAIL CONTAINERS OF ALCOHOLIC BEVERAGES FOR THE PURPOSE OF TASTING EVENTS.**

Short Title: "An ordinance to allow licensees to open original retail containers of alcoholic beverages on the licensed premises for the purpose of tasting events."

WHEREAS, the City Council of Dahlonega, Georgia desires to allow for licensees to open original containers on the licensed premises of alcoholic beverages for the purpose of tasting events.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 4, Article II, Section 4-24, Subsection (a)(2) shall be amended in its entirety to read as follows:

(2) Except as specifically provided for in subsection (b) of this section concerning certain wine tastings and Section 4-27 concerning growlers, the original retail containers of any alcoholic beverage sold by a package store retail licensee hereunder shall not be opened on the lot or premises of the location licensed for the sale thereof except for the purpose of tasting events properly conducted and in compliance with all City of Dahlonega and State of Georgia regulations.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

[EXECUTION ON THE FOLLOWING PAGE]

This Ordinance shall become effective on \_\_\_\_\_, 2021.

SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Approved: \_\_\_\_\_  
Sam Norton, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Mary Csukas, City Clerk

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 4: ALCOHOLIC BEVERAGES; ARTICLE II: LICENSING AND REGULATION; SECTION 4-29: ALCOHOL PROMOTIONS; PRICING OF ALCOHOLIC BEVERAGES; SUBSECTION (b): UNLAWFUL PRACTICES; SUBSECTION (2), BY DEEMING IT LAWFUL FOR ALCOHOL LICENSEES TO SELL, OFFER TO SELL, OR DELIVER DRINKS TO ANY PERSON OR PERSONS FOR LESS THAN \$1.00 DURING TASTING EVENTS.**

Short Title: "An ordinance to allow licensees to offer alcoholic beverages for less than \$1.00 during tasting events."

WHEREAS, the City Council of Dahlonega, Georgia desires to allow for licensees to offer alcoholic beverages for less than \$1.00 during tasting events.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 4, Article II, Section 4-29, Subsection (b), Subsection (2), shall be amended in its entirety to read as follows:

(2) Sell, offer to sell, or deliver to any person or group of persons any alcoholic beverage at a price less than \$1.00 except pursuant to other provisions of this article allowing free sample tastings except during a tasting event that the licensee has given proper notice to the City prior to the event and which is in compliance with all City and State of Georgia regulations.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

[EXECUTION ON FOLLOWING PAGE]

This Ordinance shall become effective on \_\_\_\_\_, 2021.

SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Approved: \_\_\_\_\_  
Sam Norton, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Mary Csukas, City Clerk



**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER 4: ALCOHOLIC BEVERAGES; ARTICLE II: LICENSING AND REGULATION; SECTION 4-32: CONDITIONS FOR ISSUANCE OF AN ANCILLARY WINE TASTING PERMIT, BY MARKING THIS SECTION AS "RESERVED".**

Short Title: "this is an ordinance to mark section 4-32 as "Reserved"."

WHEREAS, the City Council of Dahlonega, Georgia desires to make section 4-32 as "Reserved".

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter 4, Article II, Section 4-32, shall be amended in its entirety to read as follows:

**4-32: Reserved.**

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

This Ordinance shall become effective on \_\_\_\_\_, 2021.

SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Approved: \_\_\_\_\_  
Sam Norton, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Mary Csukas, City Clerk

## **ORDINANCE ALLOWING HOME DELIVERY OF ALCOHOL BY PACKAGED GOODS RETAILERS**

Ordinance 2021-06

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, CHAPTER FOUR: ALCOHOLIC BEVERAGES; ARTICLE II: LICENSING AND REGULATION, TO ADD SECTION 4-33: HOME DELIVERY OF ALCOHOL BY PACKAGED GOODS RETAILERS a/k/a RETAIL PACKAGE STORES.**

Short title “An ordinance to allow for the delivery of alcoholic beverages by a package goods retailer a/k/a retail package stores within the City of Dahlonega.”

WHEREAS, the City Council of Dahlonega, Georgia desires to allow home delivery of alcohol;

WHEREAS, to provide an effective date; and

WHEREAS, to repeal all ordinances and parts of ordinances in conflict herewith.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Chapter Four, Article II, Section 4-33, shall be added to read as follows:

Sec. 4-33. Home Delivery of Alcohol by Packaged Goods Retailers a/k/a Retail Package Stores.

Home Delivery of Alcohol by Packaged Goods Retailers a/k/a Retail Package Stores which are identified as Class B and C licensees under the regulations of the City of Dahlonega.

- (a) For purposes of this section, a “Packaged Goods Retailer” a/k/a “Retail Package Stores” shall have the same meaning as provided in O.C.G.A. §3-3-10.
  - (b) No Packaged Goods Retailer with only an “on-premises” permit shall be permitted to engage in delivery operations without first obtaining a proper alcohol license in Class B and/or C from the City pursuant to the requirements of the Code of the City of Dahlonega. Home delivery shall be permitted only by licensees whose licenses are in good standing. No additional license for delivery shall be required.
1. All Packaged Goods Retailers a/k/a Retail Package Stores opting to make home deliveries must comply with all State of Georgia regulations including but not limited to the regulations of the Department of Revenue.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections

to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

This Ordinance shall become effective on \_\_\_\_\_, 2021.

SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Approved: \_\_\_\_\_  
Sam Norton, Mayor

ATTEST:

\_\_\_\_\_(SEAL)  
Mary Csukas, City Clerk



# CITY COUNCIL AGENDA REPORT

---

**DATE:** January 26, 2021  
**TITLE:** Barlow Lift Station Upgrade Proposal for Engineering Services  
**PRESENTED BY:** John Jarrard, Director of Water/Wastewater Treatment Departments

---

## **AGENDA ITEM DESCRIPTION:**

This proposal is from Turnipseed Engineers to provide the engineering and construction administration services on the Barlow Lift Station Upgrade Project which is currently planned for FY2022.

---

## **HISTORY/PAST ACTION:**

Turnipseed Engineering has performed this service on the Old Water Plant, Owens Farm, and Achasta Lift Stations. All three projects were completed on time and within the agreed price range with no surprises.

---

## **FINANCIAL IMPACT:**

Terms are the same as the last three projects at a rate of 10.2% of construction bid. The max pay out to Turnipseed is \$56,000. This price does not include Resident Project Inspection Services. That will be totaled after the award is given to the Contractor that performs the upgrade services. This max pay out is higher than the other projects in the past due to the estimated construction cost being higher. Budget was for \$62,000, remaining balance will go toward Inspection Services.

---

## **RECOMMENDATION:**

Accept this proposal under the terms listed in the attached form.

---

## **SUGGESTED MOTIONS:**

Approve this proposal to be voted on in the next Council Meeting.

---

## **ATTACHMENTS:**

Barlow Lift Station Engineering Proposal

---



ATLANTA  
AUGUSTA  
ST. SIMONS ISLAND

January 4, 2021

Mr. John Jarrard  
Water / Wastewater Superintendent  
City of Dahlonega  
1929 Morrison Moore Parkway East  
Dahlonega, Georgia 30533

Via Electronic Mail: jarrardwater@windstream.net

Re: City of Dahlonega  
Barlow Lift Station Upgrade  
Proposal for Engineering Services

Dear Mr. Jarrard:

Our firm is pleased to provide a proposal to the City of Dahlonega for design engineering services to rehabilitate and upgrade the Barlow Lift Station. The scope of our proposal includes engineering services, assistance with the bid process and construction contract administration services as follows:

Design Engineering:

1. Evaluate design information, record documents, operational data and future flow projections for the existing lift station and perform a hydraulic analysis for the station and force main
2. Prepare a topographic survey of the lift station, and indicate existing utilities and relevant points of the force main to be used for design
3. Meet with City personnel to confirm recommendations and estimated project costs
4. Incorporate City input and prepare construction drawings, specifications and other bidding documents, including soil erosion and sediment control plans, electrical installations, SCADA, site work details and other appurtenances
5. Submit documents for review by the Georgia Environmental Protection Division and obtain applicable permits

6. Review manufacturer and supplier shop drawings and submittals for the project
7. Prepare record drawings for use by the City based on the contractor's as-built drawings

Construction Contract Administration:

1. Prepare documents for advertising and receiving bids for construction
2. Evaluate and certify bids and prepare recommendations for contract awards
3. Prepare contracts, including payment and performance bond forms and E-Verify affidavits
4. Conduct a preconstruction conference, prepare conference notes and issue notice to proceed
5. Verify results of soils, concrete and other testing required by the contract
6. Certify periodic pay requests, provide cost control and prepare change orders, if needed
7. Periodically review active construction and attend project progress meetings with the City and the contractor
8. Provide certification of project completion in conformance with the construction contract documents

Resident Project Inspection Services:

1. Observe construction and verify the contractor's work is in general conformance with the approved project design documents
2. Verify work and material quantities
3. Provide on-site coordination with the City and the contractor
4. Provide periodic inspection reports
5. Coordinate equipment testing, start-up and training
6. Conduct a final inspection and prepare punch-lists

Fees

We propose to provide the engineering and construction contract administration services outlined for a fee of 10.2% of actual construction costs. The total engineering services fee not to exceed \$56,100. Milestone billing will be based on preliminary construction cost estimates and reconciled after receipt of bids. Services will be billed upon completion of the following milestones:

- Preliminary construction drawings complete, review meeting with the City (30% of fee)
- Final construction drawings and specifications complete, review meeting with the City (30% of fee)
- Georgia Environmental Protection Division review of the plans and specifications (15% of fee)
- Bid opening, certified bid tabulation, and recommendation of award provided to the City for consideration (5% of fee)
- Preparation of contract documents for execution of the contractor and the City (5% of fee)
- Engineering assistance and construction administration services provided during construction, invoiced monthly based on percentage of completion. (15% of fee)

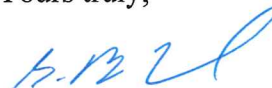
Resident Project Inspection services will be invoiced monthly based on an hourly rate of \$85. The estimated cost to provide Resident Project Inspection services is approximately 3% to 4% of construction costs.

We estimate the initial design work will take approximately eight to twelve (8 to 12) weeks to complete after the City authorizes us to proceed. Our proposal is valid for 60 days.

If this proposal is acceptable, please sign, date, and return one (1) copy to us for our files. A copy of our General Conditions of Agreement is enclosed and a part of this proposal.

We appreciate the opportunity to continue to work with the City of Dahlonega.

Yours truly,



G. Ben Turnipseed, P.E., *Chairman*  
Turnipseed Engineers

GBT:kb  
Enclosure

**AUTHORIZATION TO PROCEED  
ENGINEERING SERVICES – BARLOW LIFT STATION UPGRADE**

**CITY OF DAHLONEGA, GEORGIA**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



Fees

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- Preparation of contract documents for execution of the contractor and the City (5% of fee)
- Engineering assistance and construction administration services provided during construction, invoiced monthly based on percentage of completion. (15% of fee)

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We appreciate the opportunity to continue to work with the City of Dahlonega.

Yours truly,



G. Ben Turnipseed, P.E.  
Turnipseed Engineers

GBT:kb  
Enclosure



## GENERAL CONDITIONS OF AGREEMENT

### 1. COORDINATION WITH THE OWNER:

The Engineer shall hold periodic conferences with the Owner, or his representatives, to the end that the Project, as it progresses shall have benefit of the Owner's experience and knowledge of existing needs and facilities, and be consistent with the Owner's current policies and construction standards. To implement this coordination, the Owner shall make available to the Engineers, for use in planning the Project, all existing plans, maps, field notes, statistics, computations and other data in his possession relative existing facilities and to the Project.

### 2. FEES

Unless otherwise specified, fees shall be paid the Engineer in accordance with monthly billings based upon work performed and expenses incurred during that month. Any payments not made within thirty (30) days on statements rendered shall be subject to charge for interest at a rate of one and one-half percent (1-1/2%) per month, beginning 30 days after date of the statement, and failure to make payments when due will entitle the Engineer to suspend services. The Engineer's final payment is due and payable upon completion of the Engineers services. The final payment to the Engineer shall not be withheld, due to refusal of the Contractor to perform a check list item, or because of disputes with the Contractor over liquidated damages, Contractor's performance, etc., since the Engineer cannot and does not serve as surety for the Contractor's performance.

### 3. OWNERSHIP OF DOCUMENTS AND RECORDS

It is understood that the Engineer is preparing documents for a specific installation, rather than standard documents for repetitive multiple use. Therefore, all documents, including original drawings, estimates, specifications, field notes and data are and remain the property of the engineer as instruments of service. The Owner may obtain, upon payment of fees due the Engineer, reproducible copies of drawings, and copies of other documents, in consideration of which it is mutually agreed that the Owner will use them solely in connection with the project, and shall not authorize their use on other projects, except by written agreement with the Engineer. The Engineer shall retain all pertinent records relating to the services performed hereunder for a period of three years after completion thereof. The Owner shall have access to such records at all reasonable times during such period as may be required for audit of reimbursable items.

#### 4. MODIFICATIONS DURING DESIGN

The Engineer shall retain discretion as to whether changes made by the Owner or his representatives during the design phase shall constitute additional services. Minor modifications and dimensional adjustments are considered to be normal design development. Relocation of sites, relocation of structures, parking areas, and roadways may result in additional services if such changes result in loss of completed design work required.

#### 5. TERMINATION; SUSPENSION OF WORK:

The Owner may at its discretion, terminate the work or indefinitely suspend the work under this Agreement, by giving a seven-day written notice. In such event, the Owner shall assume all obligations, commitments, and claims that the Engineer may have theretofore in good faith undertaken or incurred in connection with the Project. The Engineer shall be equitable paid for services rendered prior to effective termination notice date and for reasonable termination expenses.

#### 6. PROFESSIONAL RESPONSIBILITIES

All services hereunder will be performed in accordance with sound and generally accepted principles by personnel experienced in the applicable technical fields.

The Engineers scope of authority does not include the expenditure of the Owner's funds through changes, disbursement powers, or supervision of the Construction Contractor's men or his subcontractors. The Engineer shall not be responsible for construction methods, techniques, sequences or procedures, safety precautions and programs in connection with activities of the Construction Contractor. As to the warranty or guaranty of, or patent indemnity on, items or machinery, equipment or other products manufactured by others, or work of construction contractor's, subcontractors or manufacturers, the Engineer's responsibility with respect thereto is limited to the assignment by the Engineer to the Owner of the manufacturer's or construction contractor's warranty or guaranty and/or patent indemnity, and the Engineer agrees to cooperate with the Owner in the enforcement thereof. The Engineer shall use reasonable and acceptable methods in establishing basis for cost estimates, but cannot guarantee that the construction contractor's bid basis or costs will not vary above or below such estimates. The Engineer shall be included as additional insured, where construction is involved, on the Builder's Risk Policy and on the Contractor's General Liability Policy. In no event shall the liability of the Engineer for damages exceed \$50,000 or the total compensation received by the Engineer for services rendered hereunder, whichever is greater.

## 7. SUCCESSORS AND ASSIGNMENTS

The Owner and the Engineer each binds himself and his partners, successors, executors, administrators and assigns to the other party of the Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants, of the Agreement; except as above, neither the Owner nor the Engineer shall assign, sublet, or transfer his interest in the Agreement without the written consent of the other, and they further agree that the Agreement represents the entire understanding of the Owner and the Engineer and cannot be changed, added to or modified in any way except by an instrument in writing signed by the Owner and by the Engineer. The Owner and Engineer agree to the full performance of the covenants contained herein.

## END OF GENERAL CONDITIONS OF AGREEMENT



## RESOLUTIONS & ORDINANCES

---

**DATE:** February 5, 2021  
**TITLE:** Head House Update  
**PRESENTED BY:** Bill Schmid, City Manager

---

### **AGENDA ITEM DESCRIPTION:**

Monthly update – Mayor Norton, Mayor Pro Tempore Taylor, Mary Csukas and I participated in a GoToMeeting call with architect Joe Smith on Friday, February 5, 2021. Mr Smith provided further information regarding the condition of the building's systems and review by the structural engineer. The building rests on dry-stack stone walls and piers. The house, itself, is in relatively good condition.

He explained a range of options based on schematic floor plans (attached) he has prepared ranging from restoration as a single family structure (its original use), single structure duplex (residential over residential), office or retail over retail (including small kitchen), and restaurant with commercial kitchen and outdoor dining (its most recent use), but which would require an addition to comply with codes. All involve removal of the last addition and provision of different access. Each involve different requirements for structural reinforcement, fire separations and associated MEP systems. Evaluation of foundation rebuilding follows. Next group discussion is February 19<sup>th</sup>.

---

### **HISTORY/PAST ACTION:**

Extensive

---

### **FINANCIAL IMPACT:**

None at present.

---

### **RECOMMENDATION:**

Do not evaluate multi-family or large commercial restaurant options further. Only consider relocation of the building on the site as a last option, unless it can be shown to be more cost-effective than rebuilding the foundation in place.

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### **SUGGESTED MOTIONS:**

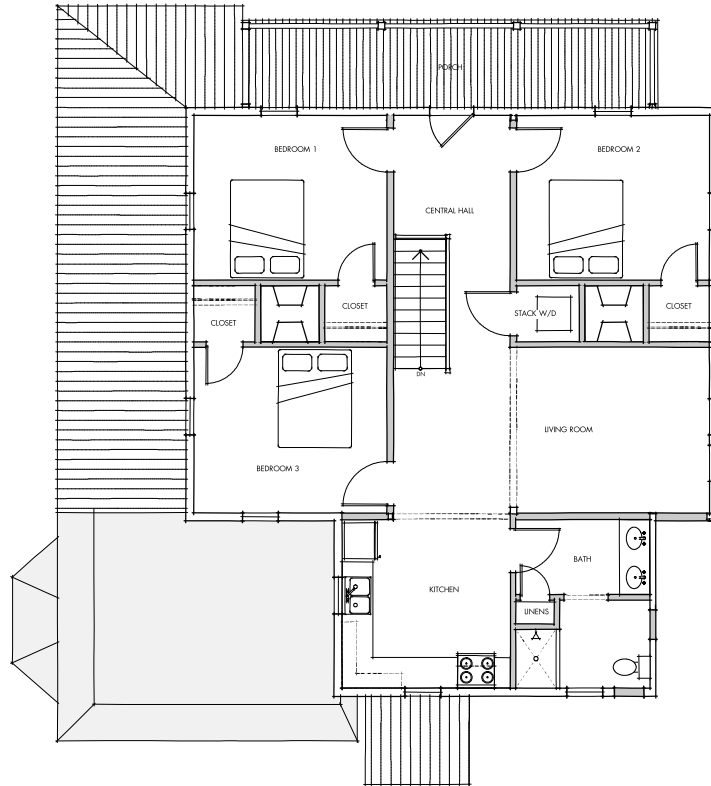
None

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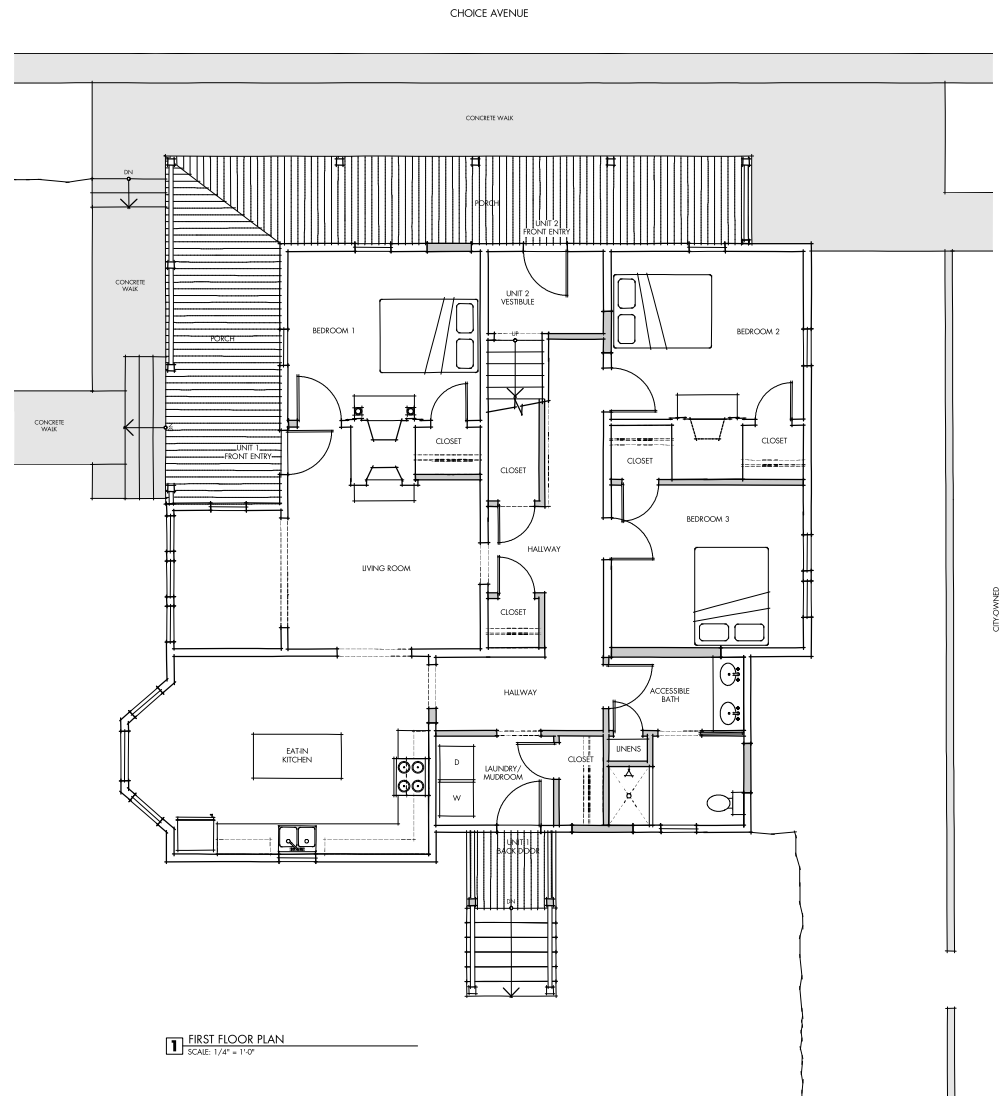
### **ATTACHMENTS:**

Head House Future Use Schematic Studies

---



**2** SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"



**1** FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

FIRST FLOOR USE:  
SECOND FLOOR USE:

RESIDENTIAL (3-BED APARTMENT)  
RESIDENTIAL (3-BED APARTMENT)

1549 HEATED SQ. FT.  
1204 HEATED SQ. FT.



**arcolab**  
ARCHITECTURAL CONSULTANTS  
1328 PRINCE AVENUE  
DAKONOGA, GEORGIA 30533  
T: 706.333.3310  
www.arcolab.net

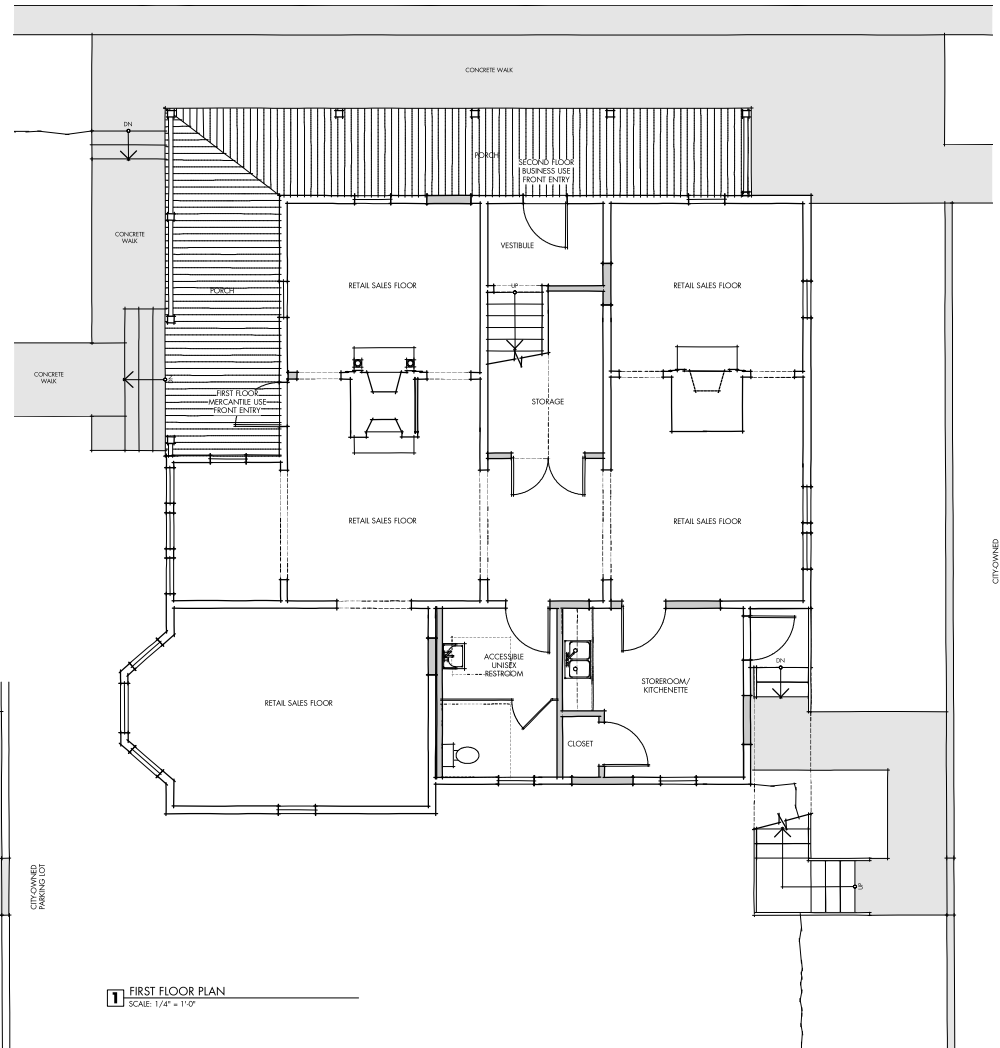
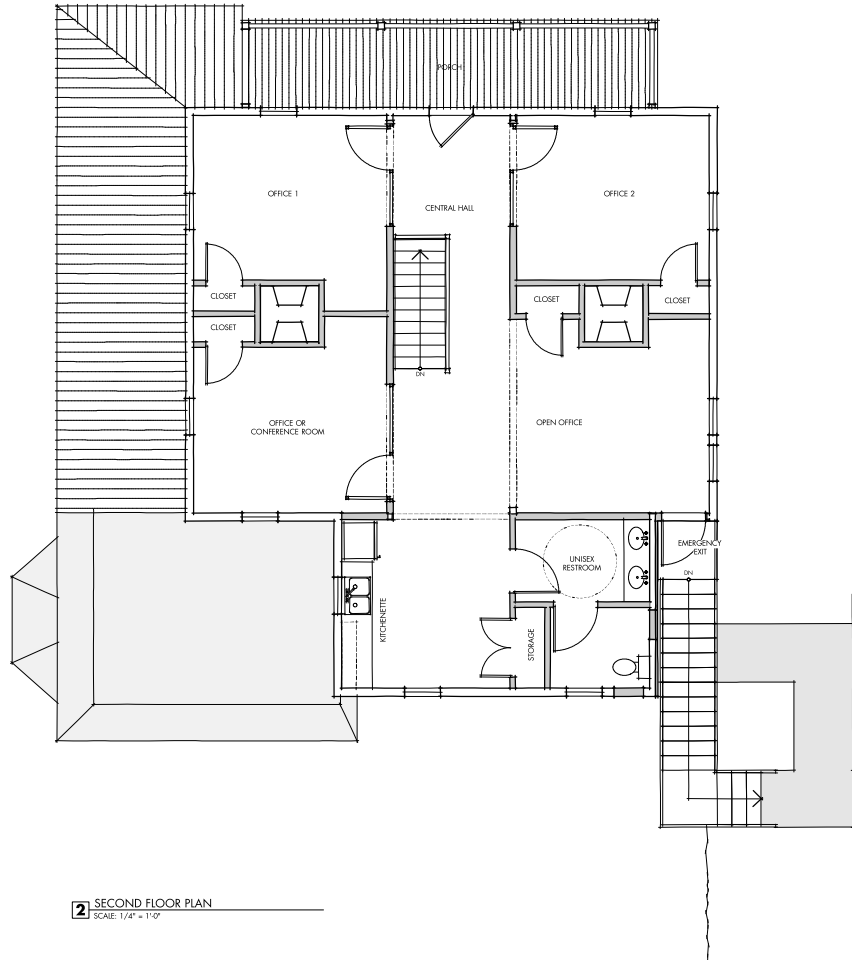
PROJECT:  
HEAD HOUSE  
47 SOUTH PARK STREET  
DAKONOGA, GEORGIA 30533

TITLE:  
FUTURE MIXED USE  
REHABILITATION PLANS  
RESIDENTIAL + RESIDENTIAL

SD-100

ISSUE:

CHOICE AVENUE



FIRST FLOOR USE:  
SECOND FLOOR USE:

RETAIL (MERCANTILE USE)  
OFFICE (BUSINESS USE)

1549 HEATED SQ. FT.  
1204 HEATED SQ. FT.

CITY OWNED  
PARKING LOT



**arcollab**  
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DAKOTA, MINN. 55601  
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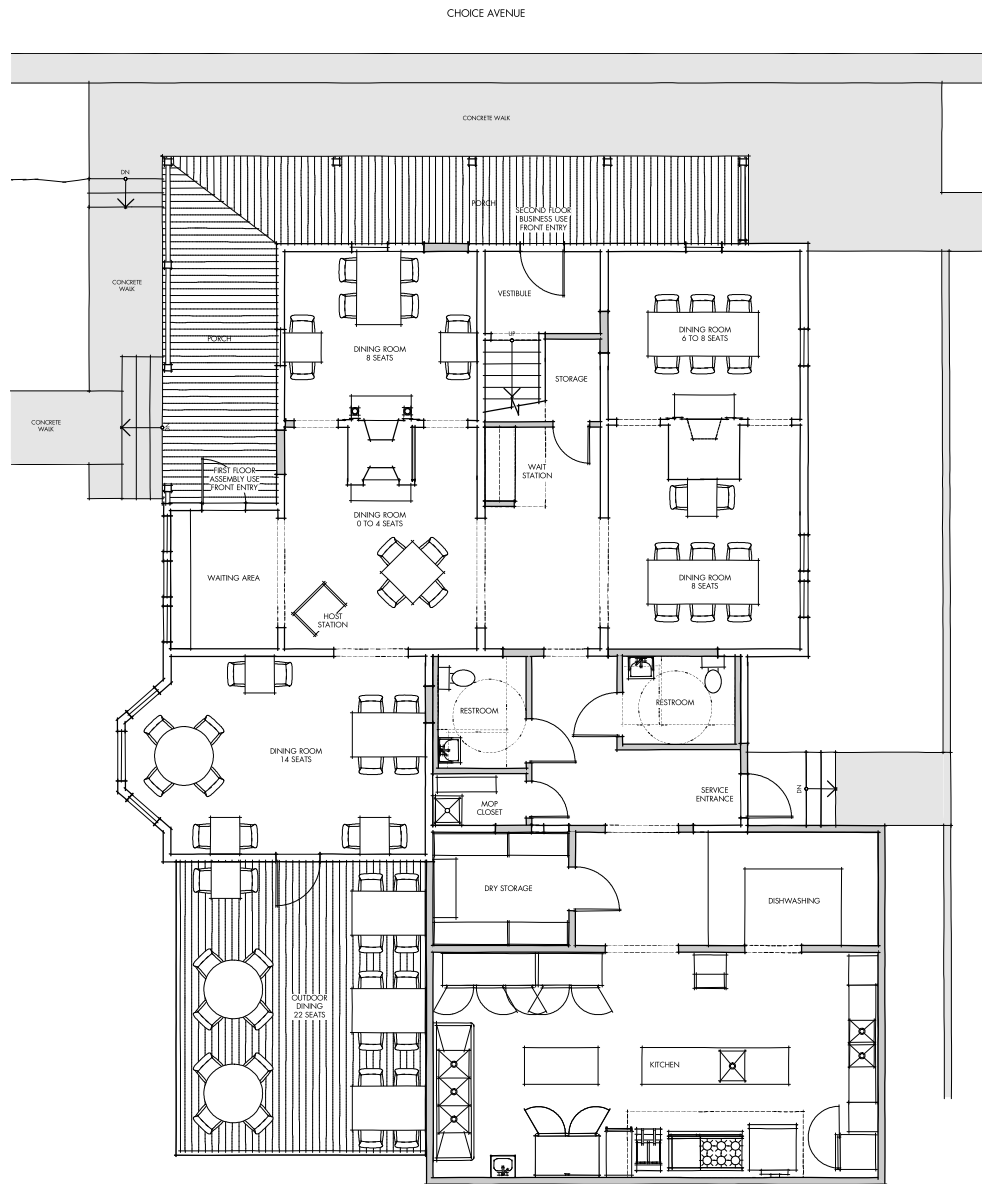
PROJECT:  
HEAD HOUSE  
47 SOUTH PARK STREET  
DAKOTA, GEORGIA 30533

TITLE:  
FUTURE MIXED USE  
REHABILITATION PLANS:  
MERCANTILE + BUSINESS

SD-101

ISSUE:





FIRST FLOOR USE: ASSEMBLY (RESTAURANT OVER 50 OCCUPANTS) 2259 HEATED SQ. FT.

1 FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"



**arcollab**  
ARCHITECTURAL CONSULTANTS  
1328 PRINCE AVENUE  
SECONDFLOOR  
DALLAS, TEXAS 75244  
T: 214.355.3310  
www.arcollab.net

PROJECT:  
HEAD HOUSE  
47 SOUTH PARK STREET  
DALLAS, TEXAS 75203

TITLE:  
FUTURE MIXED USE  
REHABILITATION PLANS  
FIRST FLOOR ASSEMBLY USE

SD-102

ISSUE:





## RESOLUTIONS & ORDINANCES

---

**DATE:** February 5, 2021  
**TITLE:** 147 North Park Street Update  
**PRESENTED BY:** Bill Schmid, City Manager

---

**AGENDA ITEM DESCRIPTION:**

Monthly update – The Dahlonega DDA met Thursday, February 5, 2021, with discussion of this topic as an item on their agenda. There was not a quorum present, so no action was taken. Staff updated attending Boardmembers with the Council's action of February 1<sup>st</sup> to have staff prepare bid documents for advertising and bids.

---

**HISTORY/PAST ACTION:**

Extensive

---

**FINANCIAL IMPACT:**

None at present.

---

**RECOMMENDATION:**

Meet with the DDA as scheduled for March 15<sup>th</sup>.

---

**SUGGESTED MOTIONS:**

None

---

**ATTACHMENTS:**

None – see request above.

---



## RESOLUTIONS & ORDINANCES

---

**DATE:** February 5, 2021  
**TITLE:** Solid Waste Appeal  
**PRESENTED BY:** Bill Schmid, City Manager

---

### **AGENDA ITEM DESCRIPTION:**

Jazzercise Dahlonaga: Appeal by letter of December 17, 2020. Owner Lynn Hale's request follows:

To Whom It May Concern:

I have received "utility bills" for "garbage" for my business. I have employed another trash service for trash pick up for my business and have not used the city dumpster at all in the past year. I will not be paying this fee. Thank you see much! Sincerely /s/ Lynn Hale

---

### **HISTORY/PAST ACTION:**

Since adopting the revised downtown solid waste fee schedule in the fall of 2020 the Council has consistently denied similar requests.

---

### **FINANCIAL IMPACT:**

Minimal to the City. Equitable to the downtown business.

---

### **RECOMMENDATION:**

The recommendation for this request is for denial. This business, located at 33 North Grove Street receives service via the nearby Hancock Park facility and is billed at the NR-1 rate of \$40 per month. It also benefits from its location within the downtown district and their customers are free to use the downtown cans that receive 7 day per week service by city crews.

---

### **SUGGESTED MOTIONS:**

I move to deny the request.

---

### **ATTACHMENTS:**

None – see request above.

---



## RESOLUTIONS & ORDINANCES

---

**DATE:** February 5, 2021  
**TITLE:** Paid Parking Review  
**PRESENTED BY:** Bill Schmid, City Manager

---

### **AGENDA ITEM DESCRIPTION:**

Staff seeks to update Council on paid parking results in 2020. We also seek to confirm Council's support for recommended changes and their intent to proceed with parking management approaches, including additional paid parking, elsewhere in the downtown. We recommend working with the DDA/Main Street Board to do so. Increased demand for downtown parking is anticipated as we return to a post-COVID environment. Also, loss of on-campus parking spaces will occur in conjunction with construction of the new Cottrell College of Business building.

A range of management approaches is warranted as we work to encourage a positive visitor experience and improve economic activity downtown through frequent parking space turnover. Doing so reduces driver frustration caused when easily identifiable open spaces cannot be found within a block or two. Our aim is to provide a positive experience by adding convenient options, using existing parking spaces better, and improving sales per square foot without losing buildings or constructing expensive parking, except where warranted.

---

### **HISTORY/PAST ACTION:**

Dahlonaga has a limited number of shared public and private on- and off-street parking lots. It had metered parking on the Square post WWII until the 1970s. As a pilot project, in January 2020 thirteen coin/card parking meters were installed on Martin Street (8) and West Main (5) at the fringe of downtown to gather data. They operate 8 am-5 pm Monday through Saturday at \$1/hour year-round.

Despite location of the meters and COVID, 2,275 hours of parking was paid. \$1,066.50 was by coin and \$1,293.50 was by credit card. Peak usage occurs on Saturdays and Fridays and peak paid usage occurs between 12 pm and 2 pm. Evening activity is not registered, because metered hours end at 5 pm. The spaces are often occupied after 5 pm and on Sunday afternoons.

Additionally, \$37,400 was collected from reserved parking spaces, primarily adjacent to the new hotel. \$10,124 in parking fines was collected from time limited 3-hour and non-limited metered spaces. Parking enforcement expenses were \$12,264.

---

### **FINANCIAL IMPACT:**

Varies depending on combination of methods chosen and when implemented.

---

---

**RECOMMENDATION:**

Convert a second space per block face to 15 minutes – nominal – recommended for immediate implementation

Increase metered hours to be 8 am to 7 pm Monday through Saturday and 1 pm to 7 pm Sunday. Nominal cost to implement.

Encourage parking and walking by downtown business owners and their employees from the school lot – additional lighting and signage is warranted, costs are otherwise nominal – recommended

Convert some all-day (23 hour) spaces to time limited 3-hour and/or 3-hour spaces to non-limited but metered – ex. Meaders Street between East Main and Choice, North Meaders between East Main and Warwick Street, North Park between Warwick and North Square, etc. – nominal for signage or \$1,400 per additional meter –evaluate central kiosk system as option for individual space meters.

Extend business hours – requires merchant support which will be based on the number of downtown visitors after dark – beneficial impact to merchants and the City

Consider varying reserved spaces and metered space pricing based on the general seasonal demand – ex. January-March, April-December. Nominal cost, but no specific recommendation.

Work with UNG and others to improve access/signage to/from nights and weekend spaces generously provided by them in the BB&T lot and Rec Deck - TBD

Dedicate net revenues from parking to further parking improvements in the downtown area: acquire and construct additional on-street or surface lot parking spaces - \$4,000 - \$8,000 per space, finance and construct additional deck parking - \$20,000 - \$25,000 per space

---

**SUGGESTED MOTIONS:**

I move to implement second 15-minute spaces on each block face and to have the City Manager work with the Downtown Development Authority to develop specific further recommendations.

---

**ATTACHMENTS:**

None

---



# CITY COUNCIL AGENDA REPORT

---

**DATE:** February 4, 2021  
**TITLE:** South Meaders Metered Parking  
**PRESENTED BY:** Mark Buchanan, Public Works Director

---

## **AGENDA ITEM DESCRIPTION:**

This item for discussion focuses on the 12 diagonal parking spaces along South Meaders Street between East Main and Choice Street. Prior to its closure due to the construction of the Main Street Hotel, observations indicated that there was little parking turnover occurring on this block. This usually indicates heavy use by employees of nearby businesses, rather than downtown customers. In an effort to increase turnover and provide additional parking opportunities for downtown visitors and shoppers, staff recommends the designation of these 12 spaces as metered parking.

---

## **HISTORY/PAST ACTION:**

None at this location.

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## **FINANCIAL IMPACT:**

Historical data indicates revenues of around \$100 annually per meter. However, given this location, much higher figures could be expected. Also, the financial gain to the City by virtue of the increased parking turnover, while difficult to determine, does exist. The cost per meter, including purchase, set up, training and enforcement is around \$1,400 each.

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## **RECOMMENDATION:**

Staff recommends designation of all spaces along South Meaders Street between East Main Street and Choice Street as metered parking only and begin process for purchase of meters and implementation. Similarly, staff is prepared to implement metered parking anywhere in the city as directed by City Council, either in addition to South Meaders Street or in lieu of it.

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## **SUGGESTED MOTIONS:**

"...motion to approve designation of all spaces on South Meaders Street between East Main Street and Choice Street as metered parking and authorize staff to begin purchase of meters and implementation immediately."

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## **ATTACHMENTS:**

N/A.

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# CITY COUNCIL AGENDA REPORT

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**DATE:** February 1, 2021  
**TITLE:** Solid Waste Supervisor  
**PRESENTED BY:** Mark Buchanan, Public Work Director

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## **AGENDA ITEM DESCRIPTION:**

This item is a request to hire a full time Solid Waste Supervisor. Currently, the Solid Waste Supervisor is working on a half-time basis, sharing the remainder of his employment in Capital Projects administration. This employee's level of success, while acceptable, isn't all that it could be in either role. His efficiency at both tasks is diminished and the workload he is expected to endure at times seems overly burdensome and not sustainable long term. As the Solid Waste Supervisor, he is expected to also be a fill-in employee as the need arises, a minimum of 1440 hours, annually.

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## **HISTORY/PAST ACTION:**

None.

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## **FINANCIAL IMPACT:**

This proposed hire would result in an increase in expenditures to both Solid Waste and Public Works administration. Solid Waste would see the cost of its manager increase from one half of the current supervisor's all-in cost to the City of \$40,000 annually to 100% of the cost of a new manager, budgeted to be roughly \$86,000, assuming employee election of full benefits. The City is currently one quarter into our first year since the revised solid waste billing strategy. Projected annual revenues should increase by \$100,000 annually. The increased revenues can offset the \$46,000 additional cost of the full-time supervisor.

Similarly, the Public Works Administration budget would see a doubling of the cost of the Capital Projects Manager, from an all-in annual amount of \$40,000 to \$80,000, requiring General Fund support of \$40,000. Given the number, size and complexity of our capital projects, a dedicated full-time employee in this position should prove to be money well spent in terms of efficiency and quality of work. Funding for this additional cost can be covered from Local Option Sales Tax collections received over budget estimates for FY2021.

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## **RECOMMENDATION:**

Staff recommends reassignment of current Solid Waste Supervisor to full-time Capital Projects administration and hire of a new full-time Solid Waste Supervisor.

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## **SUGGESTED MOTIONS:**

...motion to approve hire of new Solid Waste Supervisor.

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## **ATTACHMENTS:**

None.

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# CITY COUNCIL AGENDA REPORT

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**DATE:** February 4, 2021

**TITLE:** Local Maintenance and Improvement Grant (LMIG) Resurfacing for 2021 Award Recommendation

**PRESENTED BY:** Mark Buchanan, City Engineer

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## **AGENDA ITEM DESCRIPTION:**

This item includes staff's recommendation for a vendor to complete asphalt and resurfacing of city streets in Dahlonega identified as LMIG Project #2021-001. For 2021, Staff has selected Wimpy Mill Road from North Grove to the bridge for heavy resurfacing. Due to its condition and traffic load, it will require more than double the thickness of most City resurfacing projects. This level of work will require nearly the entire budgeted amount for both our LMIG project and our non-LMIG project. There are several other streets considered for the 2021 asphalt season. Expect to see requests in further months for other small selective smaller projects using funding from different sources.

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## **HISTORY/PAST ACTION:**

This project is a result of Public Works' annual assessment of city streets and helps achieve resurfacing goals found in our Road Maintenance Plan.

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## **FINANCIAL IMPACT:**

The available budget for the project is \$102,853.92 which is a combination of funds from the City's general fund (30%) and the GDOT Local Maintenance & Improvement Grant Program (70%).

Bids were solicited and opened on January 19, 2021 for asphalt leveling and resurfacing and resulted in a low bid of \$101,363.52 from Colditz Trucking Inc. This was in line with the City's estimate. An Invitation to Bid resulted in five bids ranging from \$101,363.52-\$153,935.78.

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## **RECOMMENDATION:**

Staff recommends the following: Award of LMIG project #2021-001 (Asphalt Leveling and Resurfacing of City Streets in Dahlonega) to Colditz Trucking Inc. in the amount of \$101,363.52.

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## **SUGGESTED MOTIONS:**

"...motion to approve award of LMIG project #2021-001 to Colditz Trucking Inc. in the amount of \$101,363.52."

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## **ATTACHMENTS:**

Bid Tabulation for Project #2021-001.

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## LMIG PROJECT #2021-001

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# CITY COUNCIL AGENDA REPORT

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**DATE:** February 4, 2021  
**TITLE:** Asphalt Leveling And Resurfacing of City Streets In Dahlonega, Ga In House Project for 2021, #2021-002  
**PRESENTED BY:** Mark Buchanan, City Engineer

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## AGENDA ITEM DESCRIPTION:

This item includes staff's recommendation for a vendor to complete asphalt and resurfacing of city streets in Dahlonega identified as Asphalt Leveling and Resurfacing of City Streets In Dahlonega, Ga In House Project for 2021, #2021-002. This work is in addition to the 2021 LMIG-funded resurfacing described in a previous agenda report. Both of these projects will be combined to complete the total required amount of resurfacing for Wimpy Mill Road from North Grove Street to the bridge. All of the combined work will be performed by the same vendor (Colditz Trucking) at the same time and will appear as a single seamless project. The total completed cost is expected to be between \$200,000 and \$220,000 based on required quantity of asphalt. Expect additional resurfacing projects later in the year for other streets that were evaluated and prioritized for work in 2021. Value of that additional work will be roughly \$50,000.

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## HISTORY/PAST ACTION:

This project is a result of Public Works' annual assessment of city streets and helps achieve resurfacing goals found in our Road Maintenance Plan.

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## FINANCIAL IMPACT:

The available budget for the project is \$120,922.

Bids were solicited and opened on January 19, 2021 for asphalt leveling and resurfacing and resulted in a low bid of \$104,022.15 from Colditz Trucking Inc. This was in line with the City's estimate. An Invitation to Bid resulted in five bids ranging from \$104,022.15 - \$135,190.22.

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## RECOMMENDATION:

Staff recommends the following: Award of referenced project #2021-002 to Colditz Trucking Inc. in the amount of \$104,022.15. In addition, staff would like to request authorization of an additional 15% contingency of \$15,600, necessary due to the nature of the Unit Cost method of contracting for these types of projects.

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## SUGGESTED MOTIONS:

"...motion to approve award of Project #2021-002 to Colditz Trucking Inc. in the amount of

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\$104,022.15.”

“...motion to authorize additional asphalt resurfacing at Staff discretion at a cost of up to \$15,600.”

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**ATTACHMENTS:**

Bid Tabulation for Project #2021-002.

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## CITY OF DAHLONEGA

## BID OPENING


**Tuesday, January 19, 2021, 3:30 PM**

## IN-HOUSE PROJECT #2021-002

[illegible]

Opened By:

**Attendees:**

John Mack Buchanan 

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