



CITY OF DAHLONEGA

Amended Council Work Session Agenda

March 19, 2020 4:00 PM

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

OPEN MEETING

- [1.](#) Presentation to City Council - Community Helping Place Free Medical Clinic
Paula Payne, CHP Clinic Director
- [2.](#) Barn Quilt Design, Lynn Sylvester
- [3.](#) Employee Compensation and Benefit Review
Whit Perrin Wright, Whit Perrin Wright Consulting LLC
Melody Marlowe, Finance Director
- [4.](#) FY2019 Comprehensive Annual Financial Report (CAFR) and Audit
Chris Hollifield, Rushton and Company CPAs

BOARDS AND COMMITTEE'S:

- [5.](#) Cemetery Committee January 2020
Chris Worick, Cemetery Committee Chairman
- [6.](#) Downtown Development Authority
Shannon Ferguson, Executive Director
- [7.](#) Main Street
Carolyn McDuffie, Main Street Project Coordinator
8. Tourism Board Report, Sam McDuffie, Director

DEPARTMENT REPORTS:

- [9.](#) Marshal's Report February 2020
Jeff Branyon, Marshal
- [10.](#) Community Development – February 2020 Department Report
Kevin Herrit, Director
- [11.](#) Financial Reports (January 2020) - Melody Marlowe, Finance Director
- [12.](#) Financial Services Department Report
Melody Marlowe, Finance Director
- [13.](#) Public Works Department Report – February 2020
Mark Buchanan, PW Director/City Engineer
- [14.](#) Water & Wastewater Treatment Department Report February 2020
John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

- 15. City Council Coronavirus Update
- [16.](#) 2020-11: Special Events and Demonstrations Regulations; Exhibit A: Permit Requirement/ Application/ Processing
Doug Parks, City Attorney
- [17.](#) Ordinance 2020-17 Moratorium regarding special event applications and permits
Doug Parks
- [18.](#) Dahlenega Telecommuting Policy 2020
- [19.](#) Ordinance 2020-12: Vehicle Signs
Doug Parks, City Attorney
- [20.](#) Ordinance 2020-08 Short Term Rentals
Kevin Herrit, AICP, Director of Community Development
- [21.](#) City Park Trail Paving
Vince Hunsinger, Capital Projects Manager
- [22.](#) Contract Award Recommendation – Project #2020-011
Mark Buchanan, City Engineer
- [23.](#) Contract Award Recommendation – Project #2020-012
Mark Buchanan, City Engineer
- [24.](#) City of Dahlenega Marshal's Job Description
TBD

COMMENTS – PLEASE LIMIT TO THREE MINUTES

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

ADJOURNMENT



CITY COUNCIL AGENDA REPORT

DATE: March 19, 2020
TITLE: Presentation to City Council - Community Helping Place Free Medical Clinic
PRESENTED BY: Paula Payne, CHP Clinic Director

AGENDA ITEM DESCRIPTION:

Free Medical Clinic servicing Lumpkin County

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Power Point Presentation



Community Helping Place Free Medical Clinic

56 Camp Glisson Rd

Dahlonega, GA 30533

PH: 706-864-4455

FX: 706-864-4461

chpclinic@communityhelpingplace.org



Medical

- • Acute Care – Walk-in Clinic
(Every Thursday Morning)
- • Chronic disease management
 - • Women's health
 - • Laboratory services
- • Surgical (small procedures)
 - • Hepatitis C Treatment
 - • Physical therapy
- • Vision Exams and glasses
 - • Heart health
- Mental Health Counseling
- Prescription Assistance Program



Health Education

- Diabetes RX Food Box
- Weight management
- Heart healthy classes



Dental

- Initial Dental Examination
- Preventative: cleanings
- Simple Extractions



Health Navigation

- We help patients navigate through referral process to specialists imaging and financial services from hospitals and programs available.

General Guidelines for Free Clinic:

Residency: Lumpkin County

Income: At or below 200% FPL

Insurance: No insurance

New Patient Eligibility: Tuesday and Thursday
from 9 to 1.

All programs and services rendered at the Clinic
are FREE to all patients.

Who are our patients

Employed but part time not receiving insurance

Employed but opting out of insurance due to unaffordable
premiums

Temporarily un-employed or between jobs

Seniors on SSI but not eligible for Medicare yet (60 to 65)

Homeless

Self Employed but low income (below 200% FPL)

Seniors on Medicare but indigent (only services not covered
by Medicare)

DAHLONEGA WINE FESTIVAL
BARN QUILT, 2020

MADE
anew
DESIGN.MERCHANDISING.DEVELOPMENT.

Concepts Presented By:

5 Feb 2020

INSPIRATION



COLOR PALLETTE



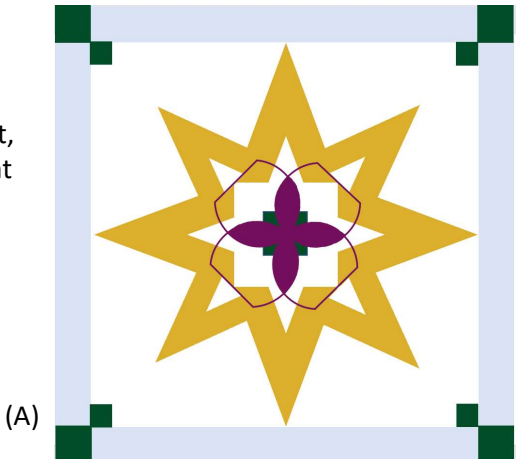
QUILT MOTIFS



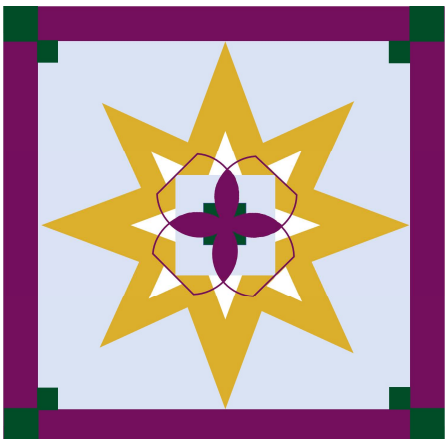
- PRICE MEMORIAL STEEPLE
- Iconic shape and color of the Dahlonega skyline
 - Points & Stars are common themes in traditional patchwork quilts.
- TIPPED WINE GLASS
- Evocative of a glass of wine being swirled or sipped.
 - Nod to the traditional cathedral window patch work pattern.

CONCEPTS

DOUBLE STAR
Larger Barn Quilt,
Grand Statement

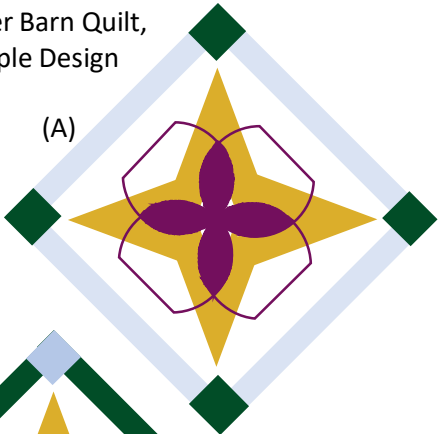


(B)

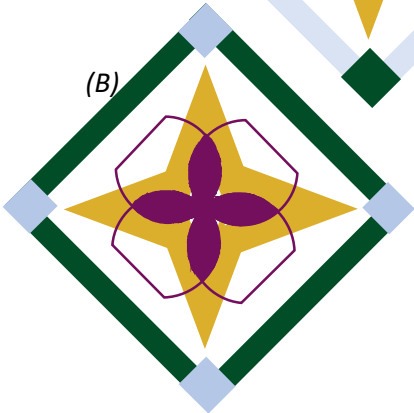


SINGLE STAR
Smaller Barn Quilt,
Simple Design

(A)



(B)



BARN QUILT (BQ) notes

Compiled by Lynn Sylvester

sylvesterlynn@yahoo.com

706.344.7444

What is a BQ?

Replica of one of the squares from a quilt painted on plywood and hung on a building for people to see as they drive by. (Or painted directly on barn)

What is a barn quilt trail?

The Quilt Trail originated in Adams County, Ohio when Donna Sue Groves decided to paint an 8'x 8' quilt square on her barn in honor of her mother, Maxine Groves. Maxine created a game for counting barns as they drove on trips to occupy kids. The mission is to preserve stories about those who built barn, family farm stories and quilts. The stories tell where we came from and to whom we came from. Quilts tell about family heritage.

Mission – to build strong communities, to care for people and to protect natural resources

Suzi Parron wrote 2 books BQ and American Quilt Trail Movement and Following the Barn Quilt Trail

suziparron@gmail.com 678.478.6906

*www.barnquiltinfo.com

Movie – Nick Pender composed music

Pieced Together (Glenda Pender has a copy of this movie)

Why BQ?

*Celebrate Art of Rural America

*Recognize women's role in art

*Bring economic development and tourism to the county through its natural and historic resources.

These states have established BQ trails.

Tennessee, Kentucky North Carolina, Ohio, Iowa, Illinois, Wisconsin, Michigan, New York, Ohio, Indiana Pennsylvania, Vermont, Louisiana, Kansas, Nebraska, Minnesota, Washington, Canada

Local resources

Face book

Mule Town Designs – owner Christine Boggs (She has classes and sells her BQ's on consignment) Christine is lovely!

Laura Yedvobnick Dipsy Doodle –classes

Barn Quilt Enthusiasts
Barn Quilt Addicts

Resources

Endless but this is a start

*www.Southernquilttrail.com (west Ga)

Electric Quilt's BlockBase software

Ohio Appalachian Arts Initiative

(Southern Field Representative for the Ohio Arts Council)

Ohio Arts Council

Nature Conservancy Edge of Appalachia

Adams County Economic Development

Planning Adams County Tomorrow (PACT)

Adams county Travel and Visitors Bureau, visual artists, quilters, interested community members

Trails In Ohio-Adams County Quilt Sampler

Tennessee Clinch-Powell Resource Conservation and Development Council

Starting a TRAIL

Form a committee

Decide on number of BQ, colors, theme, - high contrast colors and offset by boarder? Or not!

Highly visible locations

Well-attended events

Ideas for Dahlonega

Theme – peach, Gold Miner, wineries,

UNG

Painted sign with trail map and or
pamphlet

Dahlonega interest

Sam McDuffie

Tim Quigley

Robb Nichols –

Glenda Pender

Letty Rayneri Chestatee Artists

Rosann Kent – Appalachian Studies- Art Professor – heirloom seed bank

Susan Scranton

Connie Pruitt

Debra and Bob Pullen

Chris Dockery

Bill Roper

Kelly White-Bryant -LCHS

Libby Bicknell Summit Academy

Betsy Luceilla

Beth Brightwell

Robin Adams

Bill Lawson

Mera Turner

Jesi Webb LBES

Carol and Hal Williams

Judy Wheeler

Vickie Dover Chatin

Joy Helms

Carol Seitz

Suzanne Crossan

Sherry Sanford

Susan Burrell

Sue Self

Lynda Duke -Quilts of Honor

Wendy Wood

Valerie Fambrough

Jan Fambrough

Karrie Fadroski

Supplies

MDO or Birch ½ inch plywood

(consider Aluminum composite)???

Ruler

Pencil light lead

Eraser

Paint brushes

Water jar

Scissors

Exacto knife

Hair dryer

Yellow frog tape

Pattern

Paint (Sherwin William exterior – Satin)
Varathane Urethane water based

DAHLONEGA WINE FESTIVAL
BARN QUILT, 2020

Concepts Presented By: **MADE anew**
DESIGN • MERCHANDISING • DEVELOPMENT
5 Feb 2020

INSPIRATION



COLOR PALLETTE



QUILT MOTIFS

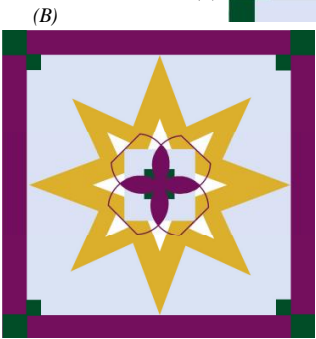
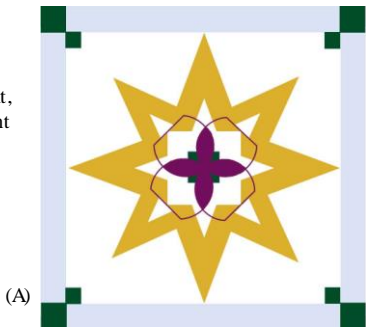


- PRICE MEMORIAL STEEPLE**
- Iconic shape and color of the Dahlonega skyline
 - Points & Stars are common themes in traditional patchwork quilts.

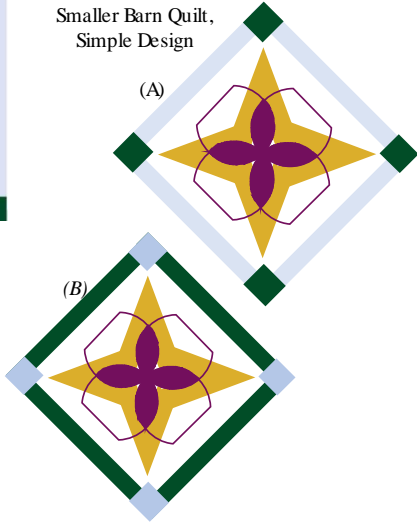
- TIPPED WINE GLASS**
- Evocative of a glass of wine being swirled or sipped.
 - Nod to the traditional cathedral window patch work pattern.

CONCEPTS

DOUBLE STAR
Larger Barn Quilt,
Grand Statement



SINGLE STAR
Smaller Barn Quilt,
Simple Design



CITY COUNCIL AGENDA REPORT

DATE: March 4, 2020
TITLE: Employee Compensation and Benefit Review
PRESENTED BY: Whit Perrin Wright, Whit Perrin Wright Consulting LLC
Melody Marlowe, Finance Director

AGENDA ITEM DESCRIPTION:

The City contracted Whit Perrin Wright Consulting to review the competitiveness of the City's compensation and benefit plans based on current market information from comparable employers. A report on the work performed, findings, and recommendations is being presented to City Council for consideration. A summary report is attached for Council review.

HISTORY/PAST ACTION:

Conducting a compensation and benefits study provides data from competitors for analysis. A look at how the City compares to others for total compensation including benefits is essential to understanding what is needed to attract and retain a high-performing workforce. In 2015, Evergreen Solutions conducted a Compensation and Benefits Study and Analysis for all staff. Because markets change, a review is recommended every three to five years.

With the development of the FY2020 Budget, the City anticipated a 10% increase in healthcare premiums. Through negotiations, there was no increase in premiums with the annual renewal. Additionally, policy was adopted to shift an additional 5% of dependent coverage cost to the employee. As suggested to Council, it has been the intention of management to redirect these budget savings to benefit the employee.

FINANCIAL IMPACT:

The Consultant's recommendation includes the adoption of a revised pay structure and changing the grade of several jobs. In a two-step process, employees who are paid below new grade minimums will receive a pay increase to their respective new grade minimums. To minimize compression issues, all employees will then be moved to a place in the new grade to align with a 25%-35% match to the employee's place in the current structure. The cost to implement the recommendations is an estimated \$94,000 and is manageable within the amount available by redirecting funds available for healthcare coverage.

RECOMMENDATION:

Implementation of the Consultant's recommendations will enable the City of Dahlonega to continue to attract and retain qualified employees to perform the essential work of the City in the most efficient and effective manner possible. The recommendation will reward and recognize employees' experience, accomplishments, and performance in their classification to a level that is in-line with the City's competitors while maintaining fiscal responsibility to the citizens.

SUGGESTED MOTIONS:

I make a motion to adopt the recommended pay structure and redirect funds available in the FY2020 budget for healthcare coverage to implement the recommendations resulting from the Compensation and Benefits Review.

ATTACHMENTS:

Memorandum Re: Compensation and Benefits Review by Whit Perrin Wright Consulting LLC
City of Dahlenega Pay Structure



**CITY OF DAHLONEGA
FINANCE DEPARTMENT**

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

MEMORANDUM

Date: March 6, 2020
To: Mayor and City Council
From: Melody Marlowe, Finance Director
Re: Compensation and Benefits Review by Whit Perrin Wright Consulting LLC

The City of Dahlonega contracted Whit Perrin Wright Consulting, LLC, to review the competitiveness of the City's compensation and benefit plans based on current market information from comparable employers. A summary of the work performed and recommendations is presented below.

The consultant was tasked to

- Perform a review of the current pay plan for the City;
- Provide a comparative analysis of current compensation by job using pay data from selected cities and counties;
- Perform an analysis comparing the City's pay ranges and, where available, actual employee compensation to that of selected cities and counties;
- Analyze incumbent pay within current pay ranges;
- Review employee benefits and prepare an analysis comparing the City's benefits with those of comparable employers; and,
- Prepare a summary report with findings and recommendations for any changes to pay ranges for specific jobs and/or changes to the pay plan.

A survey of compensation and benefits was conducted for several cities and counties that were selected based on population size, geographic proximity to the City of Dahlonega, and/or other characteristics such as tourism and the presence of a college or university. Other surveys and compensation databases were used to find best matches for the City's positions including the 2019 Georgia DCA Municipal and County Wage and Salary Surveys. Overall, most of the City's jobs had several matches with some matched by more than half of the surveyed local governments.

The current pay structure for the City has 24 grades, each with a range from minimum to maximum of 50% and a progression from grade to grade of 5%. The grade-to-grade progression of 5% is adequate to recognize a difference from grade to grade, as well as a reasonable multi-grade difference for supervisory levels over senior workers. However, it is suggested the City consider whether a pay structure with wider pay ranges would be advantageous for greater flexibility in hiring pay and employee retention. A change increasing range widths to 60% for salaried exempt jobs and to 55% for hourly nonexempt jobs is recommended.

Overall, comparisons of the City's pay ranges to market rates show that pay ranges for some jobs are below market rates while pay ranges for a few others are at or slightly above market. Pay tables have been developed basing pay grades on market levels that are tied to levels between the median or mean and the third quartile. This approach aligns with the sample of smaller and larger cities that may have been skewed to the lower end of the market by looking only at reported population rather than Dahlonega's unique situation as a college town with a significant transient population as well as its attraction for a significant number of visitors and tourists who rely on City services.

All jobs were reviewed for proper placement on the recommended pay table. There are several jobs that are more appropriately placed at a higher grade-level than current. It is recommended that comparable jobs across the City be adjusted to reflect equitable placement, i.e. placing all trades supervisors on the same level. Other jobs require individual review to determine whether a grade change would be appropriate based on market comparisons considering the incumbent's duties and performance level. Some jobs did not have precise market matches and require individual review for grade-level placement.

The first step in implementing the recommended pay structure is to bring employees who are paid below new grade minimums to their respective new grade minimums. This action will create pay compression issues for employees, especially for long-term employees and those in the most market sensitive occupations. To minimize compression issues, an implementation strategy to bring every employee to a place in the new grade to align with the employee's place in the current structure is recommended. A cost-effective strategy is recommended that would bring employees to some percentage of the match, perhaps 25-35% of the relative match in the new grade. An employee-by-employee review is needed to address individual situations.

The survey included employee benefits for comparison with those offered by the City and indicated that Dahlonega's offerings are competitive. At 90% of healthcare premium for employee coverage paid by the City, Dahlonega is reasonably competitive; and, at 80% dependent premium coverage, Dahlonega's plan remains generous. Dahlonega's offer of an \$1,800 FSA contribution for employees waiving healthcare coverage through the City is an attractive benefit that also helps offset the costs to the City. Other insurance offerings, including life, disability, vision, and dental coverage, are common, and the City's plans appear to be competitive with other employers. Dahlonega's holiday and PTO leave schedules are in line with other cities and counties, and Dahlonega is very competitive overall.

Dahlonega participates in the Georgia Municipal Employees Benefit System (GMEBS) Defined Benefit Plan. Offering a defined benefit plan when others shift to defined contribution plans makes employment with the City very attractive. With five-year vesting, which is common among local governments, Dahlonega is competitive; however, the average is seven years with some employers requiring ten years for vesting. Additionally, Dahlonega offers a deferred compensation program in which employees may voluntarily contribute a portion of pay in pre-tax dollars.

While fewer than half of those who shared benefits information offer tuition reimbursement, this is a benefit the City may want to consider. Among those that do offer plans, the plan requirements vary. Plans range from very open arrangements where employees can be reimbursed for any college credits to those with narrowly defined training reimbursements. Some vary in reimbursement percentage tied to the grade received, while others focus on strictly job-specific training reimbursements of actual costs.

CITY OF DAHLONEGA PAY STRUCTURE

RECOMMENDED PAY STRUCTURE				CURRENT PAY STRUCTURE			
NEW GRADE	MINIMUM	MIDPOINT	MAXIMUM	CURRENT GRADE	MINIMUM	MIDPOINT	MAXIMUM
25	\$77,879.10	\$101,242.83	\$124,606.56	24	\$68,797.67	\$85,997.09	\$103,196.51
25	\$37.44	\$48.67	\$59.91	24	\$33.08	\$41.34	\$49.61
24	\$74,170.57	\$96,421.74	\$118,672.91	23	\$65,521.60	\$81,901.99	\$98,282.39
24	\$35.66	\$46.36	\$57.05	23	\$31.50	\$39.38	\$47.25
23	\$70,638.64	\$91,830.23	\$113,021.82	22	\$62,401.52	\$78,001.90	\$93,602.28
23	\$33.96	\$44.15	\$54.34	22	\$30.00	\$37.50	\$45.00
22	\$67,274.89	\$87,457.36	\$107,639.83	21	\$59,430.01	\$74,287.52	\$89,145.03
22	\$32.34	\$42.05	\$51.75	21	\$28.57	\$35.72	\$42.86
21	\$64,071.33	\$83,292.73	\$102,514.12	20	\$56,600.01	\$70,750.02	\$84,900.03
21	\$30.80	\$40.04	\$49.29	20	\$27.21	\$34.01	\$40.82
20	\$61,020.31	\$79,326.41	\$97,632.50	19	\$53,904.78	\$67,380.97	\$80,857.17
20	\$29.34	\$38.14	\$46.94	19	\$25.92	\$32.39	\$38.87
19	\$58,114.58	\$75,548.96	\$92,983.33	18	\$51,337.88	\$64,172.36	\$77,006.83
19	\$27.94	\$36.32	\$44.70	18	\$24.68	\$30.85	\$37.02
18	\$55,347.22	\$71,951.39	\$88,555.55	17	\$48,893.22	\$61,116.53	\$73,339.83
18	\$26.61	\$34.59	\$42.57	17	\$23.51	\$29.38	\$35.26
17	\$52,711.64	\$68,525.13	\$84,338.62	16	\$46,564.98	\$58,206.22	\$69,847.46
17	\$25.34	\$32.94	\$40.55	16	\$22.39	\$27.98	\$33.58
16	\$50,201.56	\$64,006.99	\$77,812.42	15	\$44,347.60	\$55,434.49	\$66,521.39
16	\$24.14	\$30.77	\$37.41	15	\$21.32	\$26.65	\$31.98
15	\$47,811.01	\$60,959.04	\$74,107.07	14	\$42,235.81	\$52,794.76	\$63,353.71
15	\$22.99	\$29.31	\$35.63	14	\$20.31	\$25.38	\$30.46
14	\$45,534.30	\$58,056.23	\$70,578.16	13	\$40,224.58	\$50,280.72	\$60,336.86
14	\$21.89	\$27.91	\$33.93	13	\$19.34	\$24.17	\$29.01
13	\$43,366.00	\$55,291.65	\$67,217.29	12	\$38,309.12	\$47,886.40	\$57,463.67
13	\$20.85	\$26.58	\$32.32	12	\$18.42	\$23.02	\$27.63
12	\$41,300.95	\$52,658.71	\$64,016.47	11	\$36,484.87	\$45,606.09	\$54,727.31
12	\$19.86	\$25.32	\$30.78	11	\$17.54	\$21.93	\$26.31
11	\$39,334.24	\$50,151.15	\$60,968.07	10	\$34,747.50	\$43,434.38	\$52,121.25
11	\$18.91	\$24.11	\$29.31	10	\$16.71	\$20.88	\$25.06
10	\$37,461.18	\$47,763.00	\$58,064.83	9	\$33,092.86	\$41,366.07	\$49,639.29
10	\$18.01	\$22.96	\$27.92	9	\$15.91	\$19.89	\$23.87
9	\$35,677.31	\$45,488.57	\$55,299.83	8	\$31,517.01	\$39,396.26	\$47,275.51
9	\$17.15	\$21.87	\$26.59	8	\$15.15	\$18.94	\$22.73
8	\$33,978.39	\$43,322.45	\$52,666.51	7	\$30,016.20	\$37,520.25	\$45,024.30
8	\$16.34	\$20.83	\$25.32	7	\$14.43	\$18.04	\$21.65
7	\$32,360.37	\$41,259.48	\$50,158.58	6	\$28,586.85	\$35,733.57	\$42,880.28
7	\$15.56	\$19.84	\$24.11	6	\$13.74	\$17.18	\$20.62
6	\$30,819.40	\$39,294.74	\$47,770.08	5	\$27,225.57	\$34,031.97	\$40,838.37
6	\$14.82	\$18.89	\$22.97	5	\$13.09	\$16.36	\$19.63
5	\$29,351.81	\$37,423.56	\$45,495.31	4	\$25,929.12	\$32,411.40	\$38,893.68
5	\$14.11	\$17.99	\$21.87	4	\$12.47	\$15.58	\$18.70
4	\$27,954.11	\$35,641.49	\$43,328.87	3	\$24,694.40	\$30,868.00	\$37,041.60
4	\$13.44	\$17.14	\$20.83	3	\$11.87	\$14.84	\$17.81
3	\$26,622.96	\$33,944.27	\$41,265.59	2	\$23,518.48	\$29,398.09	\$35,277.71
3	\$12.80	\$16.32	\$19.84	2	\$11.31	\$14.13	\$16.96
2	\$25,355.20	\$32,327.88	\$39,300.56	1	\$22,398.55	\$27,998.19	\$33,597.82
2	\$12.19	\$15.54	\$18.89	1	\$10.77	\$13.46	\$16.15



CITY COUNCIL AGENDA REPORT

DATE: March 4, 2020
TITLE: FY2019 Comprehensive Annual Financial Report (CAFR) and Audit
PRESENTED BY: Chris Hollifield, Rushton and Company CPAs

AGENDA ITEM DESCRIPTION:

FY2019 Comprehensive Annual Financial Report (CAFR) and Audit

HISTORY/PAST ACTION:

The City engaged the services of Rushton and Company CPAs to conduct an audit of the financial statements for the year ended September 30, 2019. The financial statements and audit reports are presented in the Comprehensive Annual Financial Report (CAFR).

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Report to Mayor and Council (Audit Presentation)

***Report to Mayor and Council
For the fiscal year ended September 30, 2019***



March 19, 2020

AUDIT OPINION – P. 16-18

City of Dahlonega's Responsibilities

The financial statements are the responsibility of the City of Dahlonega's management.

Rushton & Company's Responsibilities

As independent auditors for the City of Dahlonega, our responsibility is to express opinions on the fair presentation of the financial statements.

Auditing Standards

We audited the City's financial statements in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.

Unmodified Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the City of Dahlonega, Georgia, as of September 30, 2019, and the respective changes in financial position and, where applicable, cash flows for the year then ended.

Government-wide Statements

These statements provide the reader with information on the City as a whole, using the full accrual basis of accounting. Columns for the governmental activities, the business-type activities, and the Downtown Development Authority component unit.

Two statements:

- Statement of Net Position – P. 30-31
 - Presents the assets, liabilities, and residual net position of the City
- Statement of Activities – P. 32
 - Presents the results of operations of the City



3

3

Net Position and Change – Last 5 Fiscal Years

Fiscal Year	Net Position				Revenues over (under) Expenses	
	Net Investments in Capital Assets	Restricted	Unrestricted	Total		
2015	\$ 15,917,517	\$ 448,697	\$ 5,537,453	\$ 21,903,667	\$ (6,979)	
2016	15,178,103	947,878	6,128,332	22,254,313	350,646	1
2017	16,704,027	658,890	7,706,364	25,069,281	2,814,968	2
2018	17,908,350	95,295	8,337,269	26,340,914	1,271,633	3
2019	18,329,271	295,410	10,132,488	28,757,169	2,416,255	4

Note 1: The increase in revenues over expenses from 2015 to 2016 is due to an increase in water and sewer revenue, increase in streetscape expenses, and an increase in property tax revenue.

Note 2: The increase in revenues over expenses from 2016 to 2017 is due to an increase in property taxes, grant revenues, water and sewer, and solid waste revenue.

Note 3: The decrease in revenues over expenses from 2017 to 2018 is due to a decrease in water and sewer tap fees.

Note 4: The increase in revenues over expenses from 2018 to 2019 is due to an increase in water and sewer tap fees, interest earnings, fines and building permits.



4

4

General Fund – P.95

Revenues


- Increased \$359,850, 8.9%
 - Franchise Tax increased \$31,753
 - LOST increased \$78,278
 - Insurance Premium Tax increased \$24,849
 - Building Permits increased \$53,831
 - Fines, Fees, and Forfeitures increased \$98,065
 - Intergovernmental decreased \$68,468
 - Interest increased \$94,861

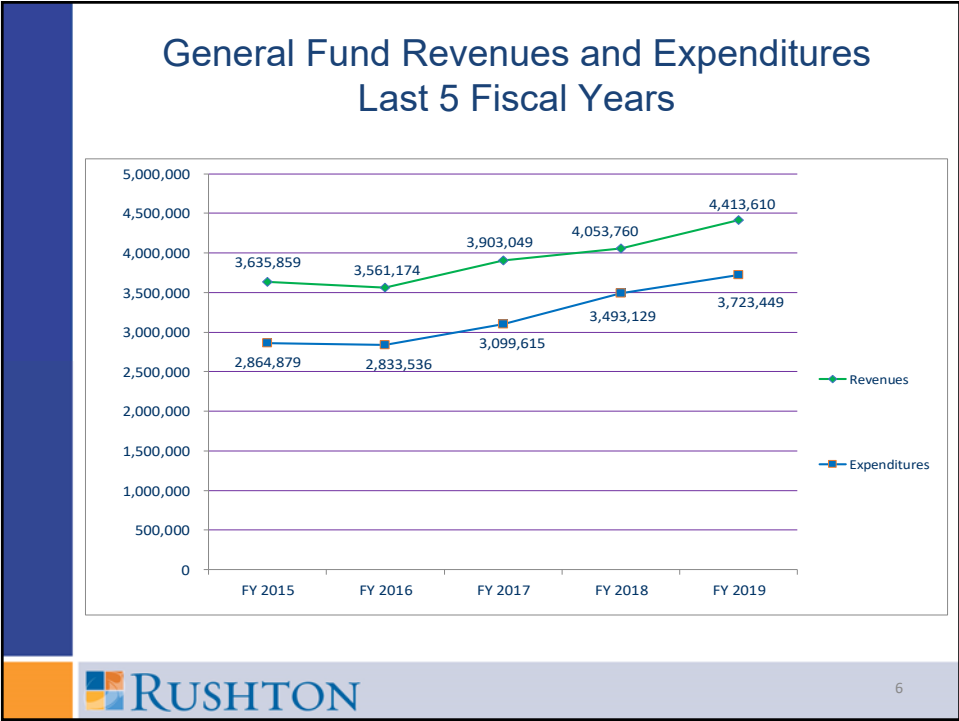
Expenditures

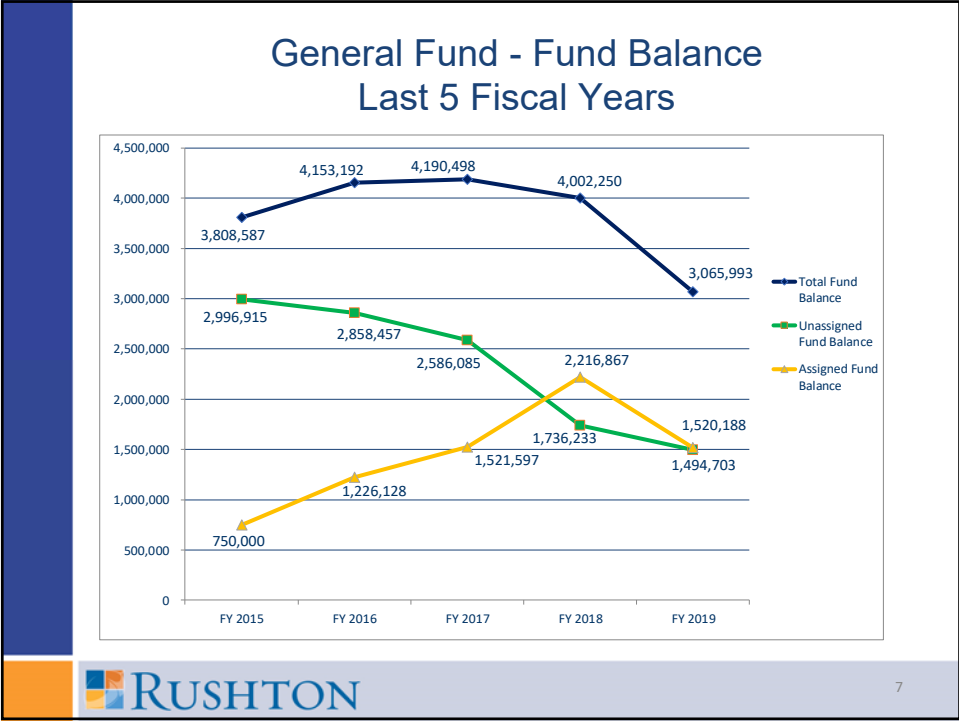
- Increased \$230,320, 6.6%
 - Executive increased \$28,920
 - Marshal's Office (new in 2018) increased \$64,908
 - Street Dept increased \$129,368
 - Community Development increased \$44,338
 - Downtown Development Authority decreased \$57,801

Unassigned Fund Balance

- FY 2019, \$1,494,703, 40.1% of expenditures (4.82 months)
- FY 2018, \$1,736,233, 49.7% of expenditures (5.96 months)

5





7

Water and Sewage Fund – P.118

Operating Revenue

- Increased \$798,376, 15.9%
 - Tap Fees \$508,568 increased 2019
 - Water and Sewer Fees increased \$298,399

Operating Expenses

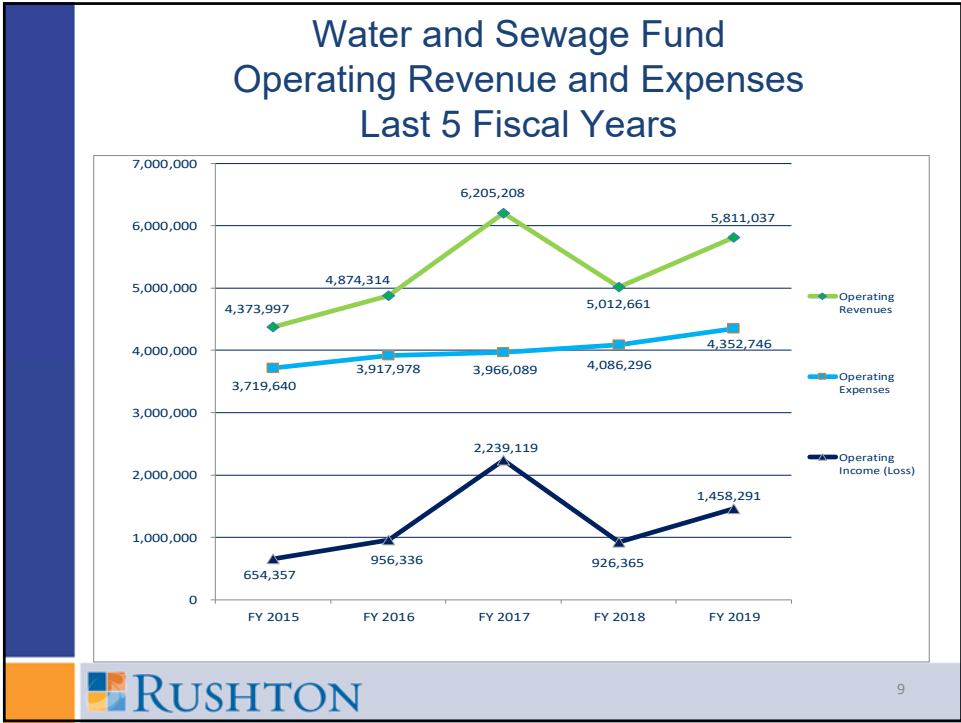
- Increased \$266,450, 6.5%

Unrestricted Net Position

- FY 2019, \$5,752,425, 132.2% of operating expenses (15.8 months)
- FY 2018, \$4,017,590, 98.3% of operating expenses (11.8 months)

RUSHTON

8



Report on Internal Control, Compliance, and Other Matters – P.172-173

In accordance with *Government Auditing Standards*, we have issued our report on our consideration of the City of Dahlonge's internal controls and our tests of compliance.

This report describes the scope of our testing of internal control and compliance, and the results of that testing, but is not intended to provide an opinion on the internal control or compliance.

No material weakness and no significant deficiencies were noted in the internal controls of the City of Dahlonge. No instances of material noncompliance or other matters that are required to be reported were noted.

RUSHTON


10

Current and Future Reporting Changes

GASB 88

The Governmental Accounting Standards Board (GASB) has issued Statement No. 88, *Certain Disclosures Related to Debt, Including Debt Borrowings and Direct Placements*. Was implemented by the City during fiscal year 2019.

The Statement defines debt and increases disclosure in notes to financial statements of all state and local governments.

11

11


Current and Future Reporting Changes

GASB 84

The Governmental Accounting Standards Board (GASB) has issued Statement No. 84, *Fiduciary Activities*. Effective for the City for fiscal year 2020.

The statement establishes guidance regarding the identification of fiduciary activities and a financial reporting model for fiduciary activities for state and local governments. The statement requires governments to report fiduciary activities in specific fiduciary fund types.

The statement requires fiduciary activities to be reported in financial statement of fiduciary net position and a statement of changes in fiduciary net position.

12


12

Current and Future Reporting Changes

GASB 87

The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases*. Effective for the City for fiscal year 2021.

The statement establishes a single approach to accounting for and reporting leases for state and local governments. The statement requires governments to recognize certain lease assets and liabilities that previously were classified as operating leases.

13

13

J. Chris Hollifield, CPA
chollifield@rushtonandcompany.com

www.RushtonandCompany.com
770.287.7800



14



Choose an item.

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

<u>Report Title</u>	Cemetery Committee January 2020
<u>Report Highlight</u>	Nominations were taken for the positions of Chair and Vice Chair. Chris Worick was elected to a third, one year term as Chairman, and Jane Mellor was elected as Vice Chair.
<u>Name, Title:</u>	Chris Worick, Cemetery Committee Chairman

Underway:

- Cemetery Committee is partnering with the UNG Appalachian Studies Program to create a walking tour of Mt. Hope Cemetery as part of their Fall Semester, Appalachian Teaching Project.
- Columbarium Re-bid. Project will be re-bid as separate items...site-work and columbarium alone. This should produce a substantially increased number of responsive bidders.
- UNG Appalachian Studies students. There are 10 students enrolled in the spring semester class. With unseasonably warm weather, the students were able to begin taking part in headstone cleaning and preservation under the direction and supervision of Chris Worick and Rosann Kent (UNG Appalachian Studies Center Director.)

Near Term:

- GPR survey of Mt. Hope needed to locate unmarked burials and determine additional burial plots for future sales.



DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

Report Title Downtown Development Authority
Report Highlight Consulting contract signed with 4PM for Head House and 147 N. Park Street
Name, Title: Shannon Ferguson, Executive Director

Recently Completed:

- DDA Board approved consulting contract with 4PM (Public-Private Partnership Project Management, Inc.) for both the Head House and 147 N. Park Street (old school property)
- Met with representatives from the Georgia Department of Community Affairs and the Georgia Mountains Regional Commission regarding possible grant funding for a new downtown master plan
- Met with City Manager and Mayor in preparation for the monthly small group work session for the City/County economic visioning group facilitated by Rope Roberts of Georgia Power (small group includes: Shannon Ferguson, Dahlonge DDA; Robb Nichols, Chamber; Rebecca Mincey, Lumpkin DDA; Bobbi Larson, UNG; and David Miller, Lumpkin County Commission)

Underway:

- 4PM team kicked off initial project planning meeting internally week of 2/24/2020
- Working with Main Street staff and community partners to implement Council-endorsed Farmers Market improvements
- Actively soliciting restaurant prospects for first floor of the Head House (provided tour to a new prospect on 2/14/2020)
- Actively managing three prospects for 147 N. Park Street redevelopment; toured school interior and site with Prospect B and reconnected with Prospect C regarding site visit with engineers and architect
- Continued assistance with downtown property owners and prospects (Fresh 'n Low, Bellies & Butts, 40 Public Square)
- Solicited potential active 55+ developer (initial discussions only)
- Annual state site visit for Main Street/GEMS reaccreditation is officially scheduled for March 23; this follows the annual required written submission

Near Term:

- No projects to report near term at this time



DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

Report Title Main Street
Report Highlight First Friday
Name, Title: Carolyn McDuffie, Main Street Project Coordinator

Recently Completed:

- First-Step planning meetings were held for five upcoming events including the Opening Day parade.
- Pre-Event meetings were held for 3 events including the Science and Literary Festival.
- Post-Event meetings were held for 2 events including Old Fashioned Christmas.
- Staff worked to build and distribute the February City Limits newsletter.
- Staff implemented a new policy for event files and permitting. All files are now posted on the DDA server to better serve record retention procedure.

Underway:

- First Friday
 - Staff is working to secure the 2020 First Friday line-up.
 - Graphic creation and media kits are under staff production.
 - DahlongeGA water bottles will be featured at this event.
- Farmers Market
 - Graphic creation and media kits are under staff production.
 - Paid social media ads, print ads and newspaper write-ups are some of the components being produced.
 - A proposal was created and presented to council based on staff recommendations.

Near Term:

- Staff are working to complete the review and discussion of all events permitted by our office. All DDA/Main Street sponsored events have been reviewed.



CITY MARSHAL'S OFFICE

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

Report Title Marshal's Report February 2020

Report Highlight Marshal's Office employees utilized the month of February to complete the 20 hours of state mandated training to maintain law enforcement certification.

Name, Title: Jeff Branyon, Marshal

Recently Completed:

- Parking meters are operational, and a collection procedure has been established.
- The Marshal's Office issued 60 parking citations, 26 parking warnings and completed over 40 hours of annual training.
- The GBI conducted the first GCIC Audit of the Marshal's Office. Several new policies will be forthcoming as a result of the audit.

Underway:

- The Marshal's Office is in the process of completing a comprehensive policy manual for law enforcement operations. The policies are currently being released to employees in small groups to be reviewed and acknowledged.
- The Marshal's Office is coordinating with the Sheriff's Office for law enforcement coverage for the Bear on the Square festival in April.

Near Term:

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



COMMUNITY DEVELOPMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

Mar-20

Report Title Community Development – February 2020 Department Report

Report Highlight Building Permit Software with OpenGov has will go live at the end of March 2020 and will provided for Building permits, Land Disturbance permits and Certificate of Appropriateness "Historic Preservation" will be the first permits available online.

Name, Title: Kevin Herrit, Director

Recently Completed:

- HPC reviewed one new COA and approved the enclosure of two porches on the second story of 36 Choice Avenue. The petitioner requested to enclose the porches to provided two full bathrooms.
- Draft of Accessory Dwelling Unit (ADU) text amendment has been completed and will go to the Planning Commission in March.
- Worked on Short Term Rentals text amendment to bring forward to Planning Commission in March.

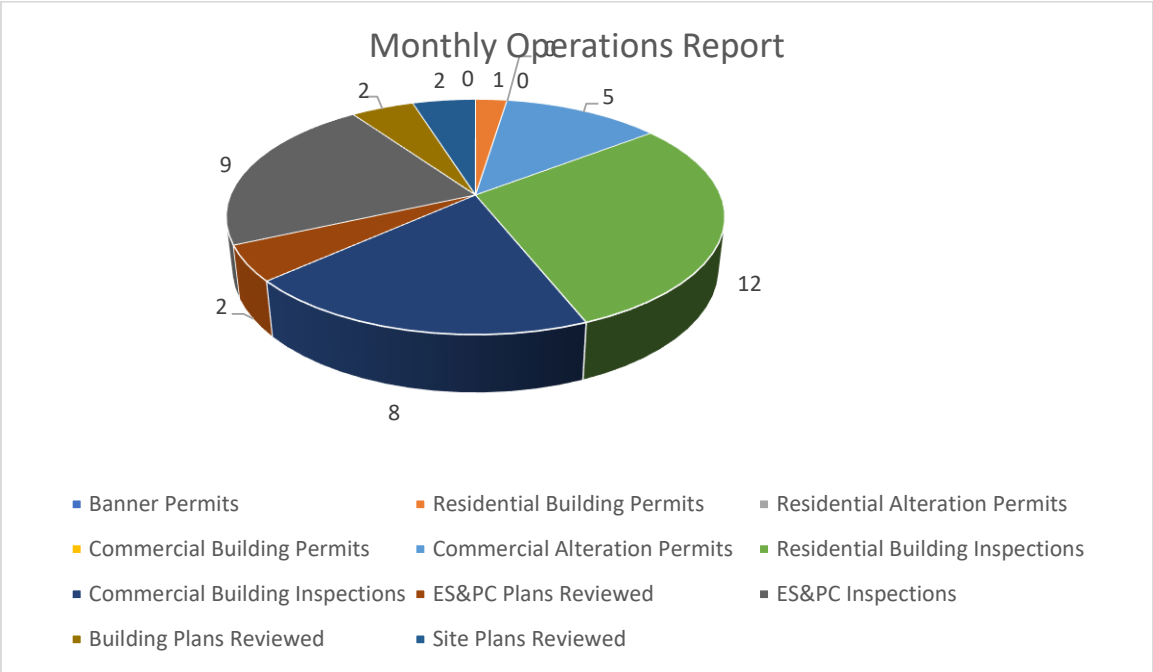
Underway:

- Developing a web-based zoning map for the city web page. This map is being truthed and will require parcel splits for current parcels that have two zoning districts.
- Rebuilding the Character Area layer in GIS – 50% complete.
- Working on an overlay district to incorporate design aspects for high traffic and entry points to the city (updating draft to meet city regulation)
- Reviewing parcels within the city limits and if they are currently on the Tax Assessors data base for the city.
- Working on Plan First application for 2020. Submittal will be in May of 2020.

Development Projects:

- 40 East Main Street – Brick encasement is going up around the new structure.
- The Smith House has been issued a 30-day TCO for all four floors. When the Widows Walk is completed, they will be issued their final CO.
- Waffle House has submitted new plans and is currently being reviewed by the Building Departments plans reviewer.
- Apartments located off of Vickery have submitted Land Disturbance Permit application. Site plans are under review. A clearing and grubbing permit have been issued for this site.

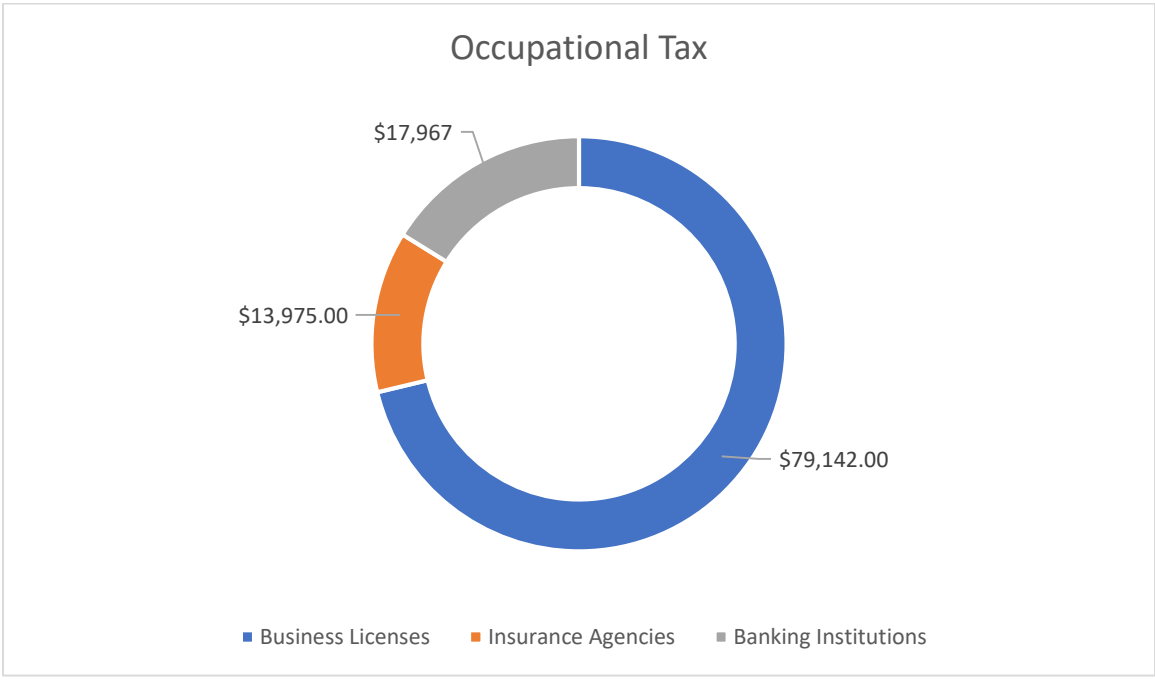
Monthly Operations Report:



Occupational Tax Certificates:

- To date, Community Development Department has received 291 of the 420 Occupational Tax (Business Licenses) Renewals for 2020 (not including Insurance). 301 Insurance business licenses have responded for 2020. Two of the six banks have submitted their Occupational tax renewals. All renewals notices have been sent out to business owners. 1st round of late notices have been sent out in March.

Occupational Tax Certificates:



New Businesses:

- Stryker Marketing – 344 Yahoola Creek Farm Road. Email – gedwards@strykermarketing.net
- Canopy and the Roots Listening – 53 W. Main Street.
Email – orders@canopyandtheroots.com
- Canopy and the Roots Yoga – 53 W. Main Street. Email – orders@canopyandtheroots.com
- Dahlonga Graphics – 934 Golden Avenue – danny@dahlongagraphics.com

Closed Businesses:

- PR Threadworks, INC – 170 Hamp Mill Road
- Danny's Restaurant, INC – 1203 South Chestatee Street
- DTM DBA Flower Mart – 156 S. Chestatee Street



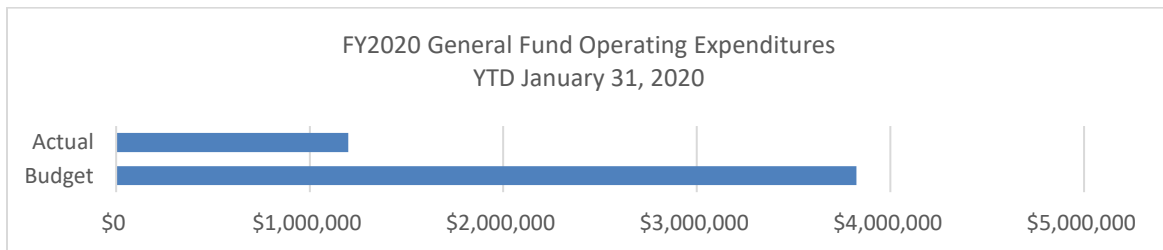
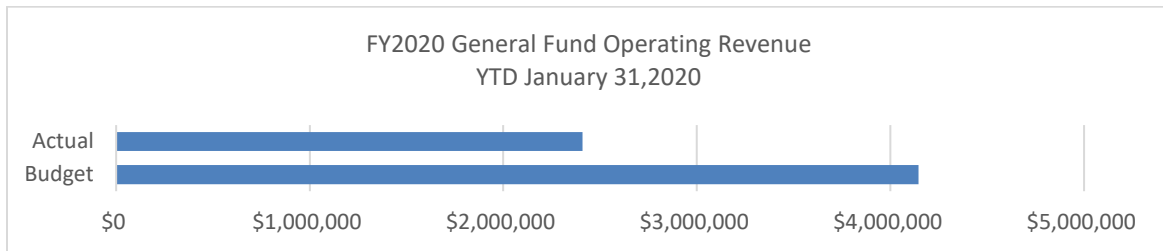
CITY OF DAHLONEGA

MONTHLY FINANCIAL REPORTS

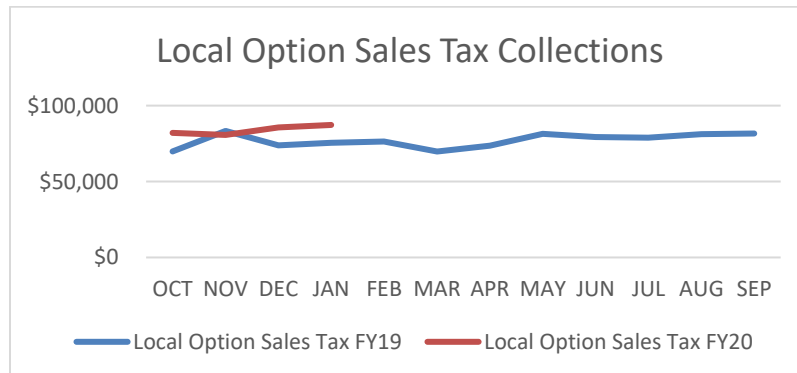
For the Four Months Ended January 31, 2020

(The Budget presented is the Adopted Budget prior to Reappropriations.)

GENERAL FUND

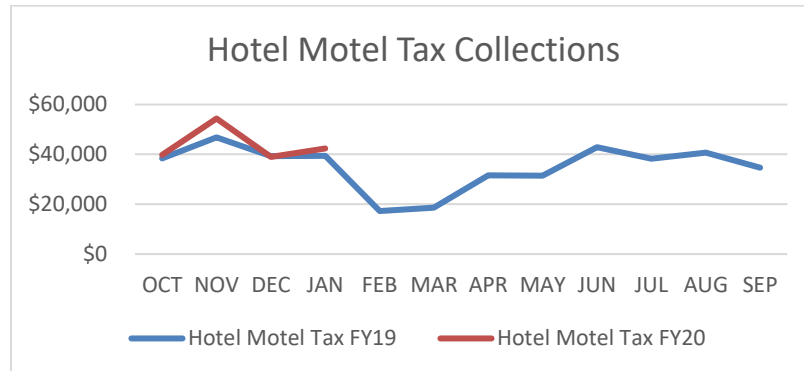


- Property taxes were billed in October with a due date of November 17. 91% of 2019 taxes have been collected to date.
- TAVT revenue has been dramatically impacted by the change in State law effective July 1, 2019 that changes distribution percentages. Revenues are estimated to be 70% less than budgeted. A budget amendment will be forthcoming.
- The annual revenue for Insurance Premium Tax has been received in the amount of \$395,901, which is 10% greater than the budgeted amount of \$345,000.
- Licenses and Permits are trending above budget projections as businesses pay renewal fees for alcohol licenses for 2020.
- Department expenditures are in line with budget expectations.
- Transfers out to DDA for operational expenses are being transferred monthly; the full amount budgeted for the year for capital purchases was transferred out in October.



HOTEL/MOTEL TAX FUND

- Tax revenue collections are trending slightly above budget expectations.

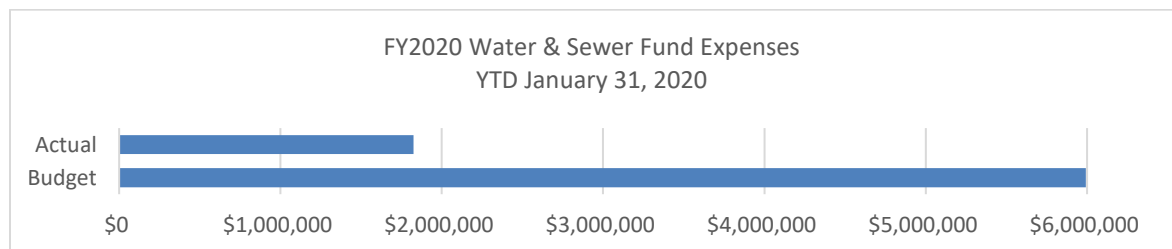
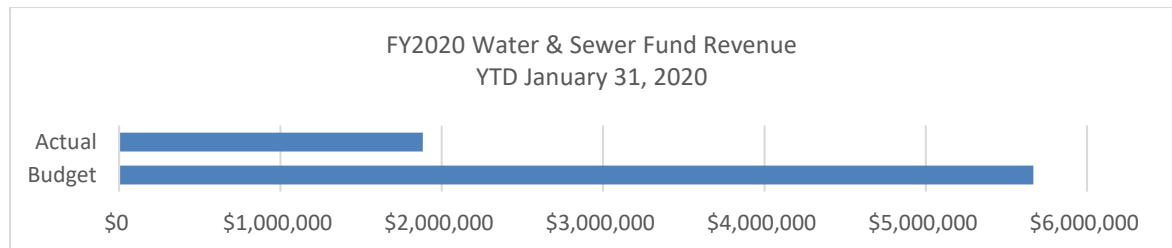


SPLOST & TSPLOST FUNDS

- Sales tax revenue is trending slightly over budget projections.

WATER AND SEWER FUND

- Water and sewer sales are trending with budget expectations.
- Connection Fees revenue fluctuates from month to month.
- All department expenses are in line with budget.



SOLID WASTE FUND

- Revenues and expenses are meeting budget expectations.
- Expenses for Supplies reflects the non-routine purchase of 22 dumpsters at a cost of \$29,280.

DOWNTOWN DEVELOPMENT AUTHORITY

- Operational results are better than budget expectations.
- The budget was developed assuming revenue of \$50,000 from a parking program. Adjustments may be necessary.

General Fund
Statement of Revenues and Expenditures - For Management Purposes Only
January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Target</u> <u>33.33%</u>
Revenues			
General Property Taxes	\$ 1,239,153	\$ 1,126,042	90.87%
Local Option Sales Tax	901,188	335,727	37.25%
Other Taxes	1,452,000	610,294	42.03%
Licenses & Permits	169,000	157,785	93.36%
Fines, Fees, and Forfeitures	160,000	84,365	52.73%
Charges for Services	96,500	27,385	28.38%
Intergovernmental	20,600	17,686	85.85%
Interest	80,000	24,739	30.92%
Other	27,100	25,882	95.51%
Total	<u>4,145,541</u>	<u>2,409,905</u>	<u>58.13%</u>
Expenditures			
Legislative	209,541	62,950	30.04%
Executive	315,677	100,913	31.97%
Election	19,950	10,679	53.53%
Administration	968,723	328,364	33.90%
Municipal Court	232,983	69,331	29.76%
Street Construction and Maintenance	1,123,165	379,605	33.80%
Shop	100,316	30,175	30.08%
Cemetery	58,849	18,835	32.01%
Parks	42,740	6,156	14.40%
Community Development	341,051	90,650	26.58%
Public Safety	411,394	101,654	24.71%
Total	<u>3,824,389</u>	<u>1,199,312</u>	<u>31.36%</u>
Excess of revenues over expenditures	<u>321,152</u>	<u>1,210,593</u>	<u>376.95%</u>
Other Funding Sources (Uses)			
Transfers In/(Out)	(1,133,096)	(931,666)	82.22%
Contingency	(58,244)	-	0.00%
Total	<u>(1,191,340)</u>	<u>(931,666)</u>	<u>78.20%</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (870,188)</u>	<u>\$ 278,927</u>	<u>-32.05%</u>

City of Dahlonega
Hotel/Motel Tax Fund
Statement of Revenues and Expenses - For Management Purposes Only
January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Target</u> <u>33.33%</u>
Revenues			
Hotel/Motel Tax Revenue (8%)	\$ 456,038	\$ 175,545	38.49%
Total	456,038	175,545	38.49%
Expenses			
Purchased Services - Tourism	250,000	62,500	25.00%
Transfer to GG Capital Projects Fund	192,732	86,946	45.11%
Transfer to General Fund (Administration)	13,306	5,266	39.58%
Total	456,038	154,712	33.93%
Change in Net Assets	\$ -	\$ 20,833	

City of Dahlonega
SPLOST Fund
Statement of Revenues and Expenditures - For Management Purposes Only
January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Target</u> <u>33.33%</u>
Revenues			
2014 SPLOST Revenues	\$ 105,100	\$ 185,087	176.11%
2020 SPLOST Revenues	371,800	-	
Interest Income	-	2,537	
Total	476,900	187,624	39.34%
Expenses			
Transfer Out - Grant Capital Projects Fund (Roads)	92,950	-	0.00%
Transfer Out - GG Capital Projects Fund (Stormwater)	92,950	-	0.00%
Transfer Out - Water & Sewer Fund	291,000	-	0.00%
Total	476,900	-	0.00%
Change in Net Assets	\$ -	\$ 187,624	

Notes:

2014 SPLOST funds are dedicated to the WW Treatment Plant Upgrade project and is capped at \$3 million.

2020 SPLOST collections begin April 2020 and are dedicated to Roads (25%), Stormwater (25%),

City of Dahlonega
Transportation SPLOST Fund
Statement of Revenues and Expenditures - For Management Purposes Only
January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Target</u> <u>33.33%</u>
Revenues			
Transportation SPLOST Revenues	\$ 704,834	\$ 266,779	37.85%
Interest Income	-	1,008	
Total	704,834	267,787	37.99%
Expenses			
Payment to Other Governments	660,450	-	0.00%
Transfer Out - Grant Capital Projects Fund	44,384	44,384	100.00%
Total	704,834	44,384	6.30%
Change in Net Assets	\$ -	\$ 223,403	

Notes:

2019 TSPLOST collections began July 2019 and are first dedicated to Oak Grove Road / Highway 19N Intersection project. Future collections are for Roads and Bridges, Sidewalks, and Bicycle Paths.

City of Dahlonega
Water & Sewer Fund
Statement of Revenues and Expenses - For Management Purposes Only
January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Target</u> <u>33.33%</u>
Revenues			
Water Sales	\$ 3,171,327	\$ 1,057,561	33.35%
Sewer Sales	2,113,717	714,132	33.79%
Connection Fees	300,000	79,481	26.49%
Interest Income	66,000	29,882	45.28%
Other	15,400	1,465	9.51%
Total	<u>5,666,444</u>	<u>1,882,521</u>	<u>33.22%</u>
Expenses			
Reservoir Maintenance	35,700	6,308	17.67%
Reservoir Loan	147,204	49,523	33.64%
Water Treatment	844,031	245,842	29.13%
W/S Distribution and Collection	952,023	281,834	29.60%
Sewage Treatment	773,369	198,098	25.61%
Sewage Lift Stations	246,130	63,568	25.83%
Interest Expense	1,064,240	354,855	33.34%
Charges for Services (Indirect Costs)	67,500	22,500	33.33%
Contingency	56,664	-	0.00%
Depreciation	1,805,227	601,740	33.33%
Total	<u>5,992,088</u>	<u>1,824,268</u>	<u>30.44%</u>
Excess of revenues over expenses	<u>(325,644)</u>	<u>58,253</u>	<u>-17.89%</u>
Non-Operating Revenues/(Expenses)			
Transfer In - SPLOST Fund	291,000	-	0.00%
Total	<u>291,000</u>	<u>-</u>	<u>0.00%</u>
Change in Net Assets	<u>\$ (34,644)</u>	<u>\$ 58,253</u>	<u>-168.15%</u>

This report does not reflect the principal payments on bonds and GEFA debt.
Also, activity related to capital projects is not shown on this report.

City of Dahlonega
Solid Waste Fund
Statement of Revenues and Expenses - For Management Purposes Only
January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Target</u> <u>33.33%</u>
Revenues			
Solid Waste Collection Fees	\$ 903,355	\$ 310,261	34.35%
Miscellaneous Revenue	-	-	
Interest Revenue	-	-	
Total	<u>903,355</u>	<u>310,261</u>	<u>34.35%</u>
Expenses			
Personal Services	493,830	166,437	33.70%
Purchased Services	258,100	75,576	29.28%
Supplies	81,400	41,729	51.26%
Interest Expense	12,427	1,751	14.09%
Depreciation	58,268	19,424	33.34%
Total	<u>904,025</u>	<u>304,917</u>	<u>33.73%</u>
Non-Operating Revenues/(Expenses)			
Transfer In - General Fund	-	-	
Total	<u>-</u>	<u>-</u>	
Change in Net Assets	<u>\$ (670)</u>	<u>\$ 5,344</u>	<u>-797.61%</u>

This report does not reflect the principal payments on GEFA debt.
Also, activity related to capital projects is not shown on this report.

City of Dahlonega
Downtown Development Authority
Statement of Revenues and Expenses - For Management Purposes Only
January 31, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Target</u> <u>33.33%</u>
Revenues			
Miscellaneous Revenue	\$ -	\$ 918	
Parking	50,000	-	0.00%
Interest	-	-	0.00%
Total Revenues	<u>50,000</u>	<u>918</u>	<u>1.84%</u>
Expenditures			
DDA Administration	228,588	62,189	27.21%
DDA Programs and Projects	135,618	36,601	26.99%
Dahlonega 2000	-	2,635	
Parking	-	-	
Total Expenditures	<u>364,206</u>	<u>101,425</u>	<u>27.85%</u>
Non-Operating Revenue			
Bond Issue Revenue	-	-	
Contributions - Private	-	-	
Transfer from General Fund	314,206	104,736	33.33%
Total Non-Operating Revenue	<u>314,206</u>	<u>104,736</u>	<u>33.33%</u>
Excess/(Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ 4,229</u>	



FINANCIAL SERVICES

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

<u>Report Title</u>	Financial Services Department Report
<u>Report Highlight</u>	Beginning March 9, BS&A will be onsite 8 weeks for implementation and training for the new financial software. General Ledger, Accounts Payable, Purchase Order, and Cash Receipting will "go live" on March 16. Utility Billing and Work Orders will follow on March 23. This all-inclusive solution will also include modules for Payroll, Human Resources, and Occupation Tax, which will "go live" in April.
<u>Name, Title:</u>	Melody Marlowe, Finance Director

Recently Completed:

- Financial audit for FY2019
- Develop new financial chart of accounts for new software that complies with State requirements
- Coordinate an employee compensation and benefits study
- Submitted renewal application to GIRMA for property and liability insurance

Underway:

- Implement recommendations from employee compensation and benefits study
- Implement new financial software
- Coordinate and facilitate annual employee performance evaluation process
- Review finance record retention practices and organize file system
- Assist as needed with consideration and implementation of stormwater utility fee

Near Term:

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



PUBLIC WORKS

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

<u>Report Title</u>	Public Works Department Report – February 2020
<u>Report Highlight</u>	During the month of February, there was a flurry of activity related to Capital Improvements. Three jobs were bid and awarded including the Barlow Road stormwater project and paving of over a mile and a half of city streets through a combination of LMIG funding and the City's own general fund. While these projects seem to easily pass through the approval process, there are countless hours spent on each of them. Preparation and coordination of capital items requires significant input from Vince, Angi, Chris York and Charles Trammell. Applications to GDOT, preparation of documents, pre-bid meetings, bid-openings, award and project oversight all happen behind the scenes but require extensive effort. When you see the construction happening, please remember the team of folks and all their hard work that got us successfully to that point.
<u>Name, Title:</u>	Mark Buchanan, PW Director/City Engineer
<u>Recently Completed:</u>	<ul style="list-style-type: none"> • Preparation of Tanyard Branch Sanitary Sewer bid package. Bids were not favorable. City crews will perform the project under the direction of multiple supervisors saving our citizens tens of thousands of dollars. • Preparation of City Hall additional parking area bid package. Bids due soon. • Selection of vendor for construction of additional City Hall parking.
<u>Underway:</u>	<ul style="list-style-type: none"> • Coordination with GDOT and Lumpkin County officials regarding construction of the Hwy60/Oak Grove Road roundabout. • Columbarium rebid. • City Park bathrooms renovation bid package preparation. • Preparation of City Park for resurfacing of trail. NOTE: CITY PARK WILL EXPERIENCE A 6-8 WEEK CLOSURE FOR TRAIL RESURFACING, RE-SEEDING AND BATHROOM RENOVATIONS. • Coordination of infrastructure construction efforts with contractors of Main Street Hotel. • Design of Martin Street improvements. • Head House entrance redesign. • Wimpy Mill High Trestle Bridge preliminary engineering. Bid documents for pedestrian bridge on Wimpy Mill Road and Phase 2 of the picnic area have been created. Staff is currently working with vendors to value engineer cost estimates of project. • Research and permitting of small-scale sediment removal from reservoir at Wimpy Mill Picnic Area. • Commercial solid waste alternatives study. • Residential Recycling alternatives study. • Construction of handrail on Mechanic Street sidewalk.
<u>Near Term:</u>	<ul style="list-style-type: none"> • Expected extension of Barlow Road sidewalk from bus barn to existing sidewalk by UNG.



WATER / WASTEWATER TREATMENT

CITY OF DAHLONEGA DEPARTMENT REPORT

Feb-20

Report Title Water & Wastewater Treatment Department Report February 2020

Report Highlight Work on the Owens Farm Lift Station is continuing as planned. The rainy weather has slowed down the work but the completion date is still the same. On-site work at the Achasta Lift Station is scheduled to begin in May. The Contractor stated that he was not going to mobilize until all the equipment is received. Completion date for that station is December, 2020. The EPD performed the Sanitary Survey of the Water Plant and Distribution System. We are currently waiting on their report on any issues they have with our systems. Once we receive the report, we have 45 days to respond with an action plan to correct any deficiencies or non-compliance items they find. Any major issues will be reported to the City Manager.

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

Recently Completed:

- Pre-construction meeting for Achasta Lift Station
- Completed 2019 Water Audit
- Replaced Rack #1 Flow Control Valve
- Dam Inspection by Southern GEO (state requirement)
- GAWP Inspection of WTP and WWTP for Plant of the Year Competition
- Replaced CIP Sump Pump
- Insurance Inspection at both facilities

Underway:

- Willow Construction Rehabilitation of Owens Farm Lift Station
- Repair CIP Circulation Pump at WTP
- EPD Sanitary Survey for Water Treatment Plant and Distribution System
- Repairs to Air Compressor #2 at WTP
- High School Lift Station Pump Replacement
- Repairs to Singer Valves #3 and #4

Near Term:

- Annual Consumer Confidence Report for water system
- Pall Technician Health System Check on WTP (Capital Project)
- Second Phase of testing on Watershed Protection Plan
- Replacement of two Digester Aerators (Capital Project)
- UNG Tours of WWTP (3 days)
- Rehabilitation work on Achasta Lift Station
- Annual Report for the Safe Dam Program



CITY COUNCIL AGENDA REPORT

DATE: March 19, 2020
TITLE: 2020-11: Special Events and Demonstrations Regulations; Exhibit A: Permit Requirement/ Application/ Processing
PRESENTED BY: Doug Parks, City Attorney

AGENDA ITEM DESCRIPTION:

2020-11: An ordinance to regulate special events and demonstrations in the City of Dahlonega.
Exhibit A: Establishes Permit Requirements, Application and Processing Procedures.

HISTORY/PAST ACTION:

February 18 Work Session: moved to the Council retreat for discussion.

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Ordinance 2020-11: Special Events and Demonstrations Regulations
Exhibit A: Permit Requirement/Application/Processing

Ordinance 2020-11

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA WHICH APPEARS IN THE PUBLICATION OF THE CODE OF THE CITY OF DAHLONEGA, GEORGIA AT CHAPTER 28: STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV: SPECIAL EVENTS BY AMENDING AND REPLACING DIVISION 1 WITH A NEW DIVISION 1 ENTITLED: PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS AND BY AMENDING DIVISION 2: PICKETING AND DIVISION 3: PUBLIC ASSEMBLIES AND PARADES TO DELETE THEIR CONTENT AND FOR EACH OF THEM NOW TO BE TITLED "RESERVED."

Short title: "special events and demonstrations regulations"

WHEREAS, the City Council of Dahlonega, Georgia desires to establish procedures and standards governing the use of public property by non-City organizations and individuals for the purpose of conducting events; and

WHEREAS, the City Council of Dahlonega, Georgia desires to ensure the preservation of public convenience in the use of City streets and outdoor areas; and

WHEREAS, the City Council of Dahlonega, Georgia desires to preserve public order and safety; and

WHEREAS, the City Council of Dahlonega, Georgia desires to defray administrative expenses associated with certain types of uses; and

WHEREAS, the City Council of Dahlonega, Georgia desires to protect the rights of persons and groups to organize and participate in peaceful assemblies to express their political, social, religious or other views on City streets, other public ways, parks and other public lands subject to reasonable restrictions designed to protect public safety, persons and property and accommodate the interest of persons not participating in such assemblies; and

WHEREAS, the City Council of Dahlonega, Georgia desires to enact rules and regulations for applications to any person or entity intending to hold or sponsor an event on any City-owned or leased property.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that the Code of the City of Dahlonega, Chapter 28, Article IV, is hereby amended by replacing the title and content of Division 1 with a new Division 1 title and new content, and by amending Division 2 and Division 3, to delete their content and for each of them now to be titled "Reserved.". Divisions 1, 2, and 3 shall now read as follows:

DIVISION 1. PERMITS FOR SPECIAL EVENTS AND DEMONSTRATIONS

Sec. 28-88. Definitions.

“Demonstration” means any demonstration, rally, protest, counter-protest, picket, or other similar public assembly conducted on public property, at which one or more individuals are engaged in non-commercial expression protected by the First Amendment of the United States Constitution.

“Event” may refer either to a demonstration or a special event, or to demonstrations and special events, collectively.

“Open flame” means fire whose flame is supported by a wick, oil or other slow-burning means to sustain itself. “Open flame” includes, but is not limited to, flame producing devices such as candles, torches, and juggling or other fire artist equipment; provided, however, that “open burning and open fire” and “open flame” shall not include handheld candles when used for ceremonial purposes, provided that they are not held or used in an intimidating, threatening, dangerous, or harmful manner.

“Prohibited items” shall mean all items prohibited by law from being held, carried, displayed, worn or otherwise used in public, and any item prohibited by event specific regulations or as specified in permit conditions promulgated by the City Manager.

“Special event” means any activity, such as a sports event, pageant, celebration, historical reenactment, carnival or other entertainment, exhibition, dramatic presentation, fair, festival, race (i.e., run/walk/bike), block party, movie filming, parade, and any other, similar activity conducted by a person or entity other than the City of Dahlonge on public property that is reserved, or is sought to be reserved, as the venue for such activity. The term “special event” shall exclude (i) a gathering people in a park for general recreational or sports activities and (ii) a demonstration, as defined above within this section.

“Sponsor” shall mean the person or persons who sign, or whose authorized representative(s) sign, an application for an event permit and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with these regulations. Where a purported sponsor is not a legal entity, the sponsor shall be the individual(s) signing the permit application.

Sec. 28-89. Permit required.

- (a) The City Manager is authorized to adopt standard operating procedures that establish an event permit application process to be administered through the City Clerk. The procedures shall also provide for the grant or denial of permit applications within specified times; establish the grounds for revocation of an approved permit; provide for the application of reasonable time, place and manner regulations for permitted events; establish reasonable fees, charges, rentals and insurance and indemnification requirements; and restrict the

possession or use of prohibited items, as defined herein, during the event. The procedures once promulgated by the City Manager shall be immediately applicable but must be ratified within forty-five days by the City Council in order to remain in effect. Initial procedures promulgated by the Manager and ratified by the City Council are attached hereto and labeled Exhibit A.

- (b) Any person or entity intending to hold or sponsor an event on any City-owned or leased property must first obtain a permit through the City Clerk, unless (i) the event is exempt from permitting requirements under the standard operating procedures promulgated by the Dahlonaga City Manager, or (ii) such person is holding or sponsoring such event pursuant to a valid permit issued by the City Manager pursuant to another Chapter of this Code.
- (c) By accepting a permit issued by the City pursuant to this Article, the Sponsor represents that (1) all information included or presented as part of the permit application was, to the best of the Sponsor's information and belief, complete and correct; (2) that all terms and conditions of such permit have been or will be complied with; and (3) that a copy of the permit will be made available for inspection by any City representative during the event.

Sec. 28-90. Insurance requirements.

- (a) To further the goal of public safety and to protect the City of Dahlonaga and its officers, officials and employees from claims for damage to property or bodily injury occurring during the event, the sponsor of an event shall be required to furnish a general liability and property damage insurance contract insuring the Sponsor's liability for personal injury and death and damages to property resulting from its use of public property. The required general liability and property damage insurance, unless waived in whole or in part, shall be provided in an amount not less than \$1,000,000 (\$2,000,000 aggregate), and the insurance policy shall name the City (including its officers, officials, employees and agents), as additional insured parties to the insurance contract.
- (b) This insurance requirement may be waived, in whole or in part, by the City Manager or his or her designee because: (1) the cost of the insurance will result in a documented financial hardship to the sponsor, or (2) for an event that does not (i) pose a high level of liability risk to the City or a material risk to public safety, and (ii) does not involve any inherently dangerous activity. A written request to waive or modify any insurance requirement must be made by the sponsor at the time a permit application is submitted. An approval or denial of the request will be made in writing to the event sponsor.
- (c) The decision on whether the event poses a high level of liability risk to the City or a material risk to public safety will be based on the following factors: (1) whether the event and planned activities present a risk of personal injury or property damage; (2) whether the event involves a large number of participants relative to the size of the event venue; (3) whether the event involves the preparation and sale of food; (4) the duration of the event; and (5) whether the event involves transportation or installation of heavy equipment, or the installation of a stage or other temporary structures. Provided however, that, in deciding whether insurance will be required or waived for an event the City Manager or his or her

designee shall not consider the number of anticipated onlookers, the potential risk of property damage or bodily injury that may be caused by onlookers, nor the possibility that the event will be controversial in nature.

Sec. 28-91. Violations and penalties.

The following conduct is declared to be unlawful and shall be, upon conviction, punishable as a civil offense with a fine not to exceed five hundred dollars:

- (a) Sponsoring, holding or conducting an event for which a permit is required, without first obtaining a permit;
- (b) Sponsoring, holding or conducting a permitted event on days or at times not authorized by the permit;
- (c) Intentionally providing false, misleading or incomplete information in a permit application;
- (d) Failing to comply with any terms or conditions placed on a permit;
- (e) The failure to comply during an event with any lawful directive of a law enforcement officer, or with any lawfully posted public sign, direction or instruction;
- (f) Climbing, during an event, upon any tree, or any wall, fence, shelter, fountain, statue, or any other structure not specifically intended for climbing purposes;
- (g) Closing any street or public right-of-way during an event, or using any street or right-of-way in a manner that obstructs vehicular or pedestrian passage during an event, without first obtaining permission to close the street from the City and the Georgia Department of Transportation if applicable;
- (h) Holding, carrying, displaying or using any prohibited item as defined herein within the area where a permitted event is taking place, without the prior written consent of the City Manager or his or her designee;
- (i) Throwing or propelling objects of a potentially dangerous nature during an event, including but not limited to rocks, bottles, sticks, staffs, glass objects or cans; and
- (j) Damaging landscaping, plantings, improvements, equipment or structures located on City property where an event is being held.

In addition to the sanctions authorized herein, any person engaging in the unlawful conduct proscribed by this section, may also be held civilly liable for any damages or loss, and may be banned from the future use of City-owned property for a specified period of time.

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.

(Secs. 28-92—28-117. - Reserved.)

DIVISION 2. RESERVED

(Secs. 28-118—28-138. - Reserved.)

DIVISION 3. RESERVED

(Secs. 28-139—28-167. - Reserved.)

Adopted and ordained this ____ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk

Exhibit A

1.1. Permit Requirements.

1.1.1. Events involving 50 or more persons or events in which the sponsor requests space to be reserved may be held only pursuant to a permit issued by the City Manager. Events involving fewer than 50 persons where no space is requested to be reserved do not require a permit. A demonstration involving 50 or more persons which occurs without prior planning or announcement for the purpose of an immediate and spontaneous response to a recent occurrence, may take place without a permit if (i) it is otherwise a lawful assembly conducted in accordance with the regulations set forth in section 1.3.8.b herein; (ii) the group will not unreasonably interfere with other scheduled events or other events taking place concurrently; (iii) the demonstration does not block streets or access to City property including but not limited to city parks; and (iv) the demonstration does not pose a threat to public safety. A demonstration occurring more than 48 hours after the event to which it is responsive will not qualify as a spontaneous demonstration, even without prior planning or announcement. Sponsors of events outside this window must apply for and receive a permit for an event expected to draw 50 or more persons.

1.1.2. Wherever these regulations specify that a particular use or activity may be conducted only pursuant to a permit, such permit shall be required in order for that use or activity to be lawful.

1.2. Permit Applications In cases where a permit for an event is required:

1.2.1. Permit applications may be obtained from the City Clerk.

1.2.2. Applications for permits shall be submitted by the event sponsor in writing, on a form provided by the City, so as to be received by the City Clerk at least (i) twenty (20) days in advance of any event, if not requiring street closure, removal of parking, or provision of public safety personnel, or (ii) thirty (30) days in advance of any event, if requiring street closure, removal of parking, or provision of public safety personnel. This time may be extended beyond thirty (30) days if the street closure involves a route governed by the Georgia Department of Transportation. These periods may be reduced by the City Manager with respect to demonstrations only if, upon consultation with the City Marshal/Police Chief, Fire Chief or other appropriate public safety officials, the size and nature of the proposed demonstration will not reasonably require commitment of City resources or personnel in excess of that which are normally available or which can reasonably be made available within the necessary time period, and review of the permit by all appropriate personnel for the purposes contemplated by these ordinances is feasible within the necessary time period. In all cases, sponsors are encouraged to submit requests for permits as far in advance of any event as possible (but not to exceed 14 months). Previously permitted annually recurring events with no changes from prior approved event elements are subject to summary staff approval.

a. Each application shall specify (i) the name, address and telephone number of a contact person for the sponsor, (ii) the nature of the event, (iii) the date when the event is to be conducted, (iv) the times when the event is to begin and end, and the approximate times when assembly for, and disbanding of, the event are to take place, (v) the location(s) and/or route of the event and any assembling or disbanding areas, as well as any related stands or other structures to be used in the event, (vi) the approximate number of persons, animals, and vehicles that will participate in the event, (vii) whether the sponsor will invite, publicize or advertise the event to groups and other persons that the sponsor does not directly represent, (viii) a description of the types of animals, the types of vehicles to be used, the number of bands and other musical units and sound trucks to be used, and the number, type, and size of banners, placards, and signs to be used, (ix) the number of persons who will be designated by the sponsor to monitor the event, and (x) any other information required by these regulations.

b. Any permit grant will be based on the information provided in the application being, and remaining, complete, accurate and not containing any material omissions regarding the nature of the event, any structures or items to be used during the event, or any activities to be conducted during an event, which information constitutes conditions and limits on the event. Sponsor will notify the City as soon as practicable if any information in the application is no longer complete or accurate and provide a revised application containing the updated information. The City will promptly review the revised application and notify the sponsor whether the permit will stand, or be revoked, modified or subject to additional conditions or limits. The sponsor will be responsible for notifying the anticipated attendees of any applicable conditions and limits placed on an event and any relevant subject matter of these regulations directly applicable to their conduct at an event, such as the list of prohibited items and the allotted time and location for an event and its initial staging and dispersal, if applicable.

c. Each application must be accompanied by all required fees and deposits and signed by all sponsors responsible for the event unless, with respect to an application for a demonstration only, the sponsor claims in the application a bona fide financial hardship and the sponsor demonstrates to the City Manager by reasonable evidence including supporting financial documents and records indicating that the monetary obligations imposed by these regulations on the event would render the sponsor not reasonably able to conduct the demonstration, in which event the City Manager may waive, in whole or in part, compliance with the monetary obligations, including the obligations of indemnification, imposed by these ordinances to the extent necessary to enable the sponsor to conduct the demonstration.

d. The sponsor of (i) an event at which at least 500 people will or may be expected to attend, or (ii) a special event for which admission fees will be charged shall provide the City with the location and number(s) of people who attended the past three events staged by the sponsor (or the sponsor's officers, directors or other principals). This will assist City officials and public safety personnel in planning for any services which may be necessary in connection with the event, including by contacting counterparts in other jurisdictions for the purpose of assessing the appropriate levels of such services.

1.3. Permit Processing.

1.3.1. Permit applications for events will be approved in order of receipt. The use of a particular area is allocated in order of receipt of completed applications (including any applicable fees or charges); however, the application of a sponsor who applies for a hardship fee waiver or reduction will not be considered incomplete due to non-payment of any fees or charges unless and until a determination is made that any fees or charges are due and owing from the sponsor and the due date for the fee has passed without the payment having been made. Unless otherwise provided by these regulations, no applications shall be accepted more than fourteen months prior to the proposed date of an event. Upon receipt of a permit application, the City Clerk shall promptly deliver a copy of such application to the City Manager, the Downtown Development Authority, the Police Chief/City Marshal, Public Works Director and any other City or County officials whom the City Manager may, from time to time, designate as reasonably necessary to receive and review permit applications, or their respective designees. Such officials shall promptly deliver to the City Manager their recommendations with respect to granting or denying the requested permit, or any modifications, conditions or limits upon which issuance of the permit should be based.

1.3.2. Reserved.

1.3.3. Permit Application Fees. An application fee shall be paid by the sponsor of every proposed event for which a permit is required. The permit fee shall be based solely on the cost of processing the application but not to exceed \$300.00. Other segments of the City's ordinances and these regulations may require direct financial commitment by the sponsor beyond the processing fees for the application. If a permit is denied or revoked, the application fee will not be refunded.

1.3.4. Requests for Information. Before or after permit issuance, the City Manager or his or her designee may request from the sponsor such additional information with respect to a proposed event as reasonably deemed necessary for evaluating the proposed event's compliance with these regulations and the impact of the proposed event upon public safety, persons, and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes unreasonably impaired. The sponsor's failure to timely provide such additional information

constitutes grounds for denial of a permit request or the modification, conditioning or limiting of a permit.

1.3.5. Grounds for Rejecting or Revoking a Permit. A permit may be denied, or its grant may be conditioned or limited by the City Manager, or an issued permit may be revoked upon the following grounds:

a. Receipt of Multiple Requests: a fully executed application for the same time and place has been received at an earlier time, reserving an area for an event or activities which do not reasonably permit multiple events in the particular area.

b. Reserved.

c. Incompatible Use: the proposed event is of such a nature or duration that it cannot reasonably be accommodated in the particular area applied for; would be inconsistent or incompatible with the purpose(s) for which the area sought to be reserved is normally used, or with other uses of the area sought to be reserved.

d. Failure to Meet Conditions: the application proposes activities contrary to one or more of the purposes, conditions or limits specified within these regulations.

e. No Responsible Person: there is no person authorized to sign an application on behalf of the sponsor applying for a permit and/or there is no person willing or able, as demonstrated to the City Manager by reasonable evidence, to accept responsibility for and perform the sponsor's obligations set forth in these regulations, including, without limitation, the sponsor's indemnification obligations.

f. Reserved.

g. Failure of the Event to be Consistent with the Application: The City Manager reasonably determines at any time, following consultation with the Police Chief/City Marshal, the Fire Chief, or other appropriate City officials, that any material information set forth in the permit application is incorrect or misleading, or has become since the submission of the application incorrect or misleading and the permit must be revoked, modified, conditioned or limited consistent with these regulations.

h. Prohibited Items: Prohibited items are not allowed at events and an event permit will be denied or revoked if at any time it appears that prohibited items will be used, or are being used, during an event, and the City has not granted special permission in the permit covering such use. If any prohibited item is used during the demonstration, such use will be unlawful and the permit's allowance of such use shall be automatically revoked. The person responsible for the unlawful use of the item will be directed by law enforcement to leave the demonstration area, and any person refusing to do so shall be subject to arrest for trespassing. Nothing in these regulations shall prohibit a disabled person from carrying, possessing or using a

wheelchair, cane, walker, or similar device necessary for providing mobility so that the person may participate in a permitted event. Nothing in these regulations shall prohibit certified law enforcement officers or other public safety officials acting in their official capacity from carrying or possessing materials, weapons and/or devices used in the performance of law enforcement duties. Prohibited items shall be identified by event specific permit conditions promulgated by the City Manager.

i. A permit may be denied if, taking into account the size and nature of the proposed event, the City Manager does not have sufficient time to evaluate the proposed event's potential impact upon public safety, persons and property, and the interests of persons not participating in the event being able to use City streets, sidewalks, and other public ways to travel to their intended destinations, City parks for recreational purposes, and other City lands for their intended purposes.

1.3.6. Modifying or Placing Conditions or Limits on Permit Grants. A permit may be modified or its grant may be conditioned or limited by the City Manager where necessary to meet the requirements of these regulations or to further their purposes. Such conditions and limits may include, for example, requiring the event to be relocated to an alternative venue if doing so is required to safely accommodate the number of anticipated attendees or type of event; provided, however, that with respect to demonstrations only, the City Manager shall take into account whether the alternative venue is suitable for communicating the content of the demonstration. The City reserves the right to limit the number of persons allowed at events based on the location or nature of the event, and to require that the sponsor provide a certain number of individuals, who may be volunteers within sponsor's organization, to act as crowd managers to assist with ensuring that the assembly is and remains lawful and in compliance with these regulations and liaising with City officials prior to and during the event. However, this does not give sponsors the authority to employ individuals to perform law enforcement functions without complying with state and local licensure or other requirements. Reasonable content neutral time, place and manner restrictions may be imposed also.

1.3.7. Notice of Decision.

a. Applicants shall be notified of the City's approval or denial of a permit for an event as soon as reasonably practicable after the date on which the application was received. The City may also issue approval of a permit for an event conditioned upon the sponsor's accepting modifications, conditions or limits imposed on the event consistent with these regulations.

b. Unless denied or modified within 10 business days following the submission of a completed permit application, or within thirty (30) business days if the event requires a street closure, removal of parking, or provision of public safety personnel, all requests for demonstration permits shall be deemed granted, subject to the conditions and limits set forth in the permit and these regulations, so long as the area proposed for the demonstration had not been reserved by another person

prior to the date on which the permit would be deemed granted in accordance with this section 3.4.7(b). The applicant must provide GDOT approval of closure of state or federal highways at the time of filing the application for a permit. If not provided, the application will be deemed incomplete until the GDOT approval is provided.

c. All denials of requests for, or conditional approvals of, demonstration permits shall include a reasonably detailed description of the reason for the denials or the modifications, conditions or limits, and specific instructions for how an appeal of the denial or conditional approval can be submitted to the Mayor.

1.3.8. Permit revocation.

a. An issued permit for an event may be revoked by the City Manager upon a finding of a violation, or a reasonably anticipated violation, of any rule, ordinance, law, regulation and/or condition or limit of the permit, or a finding that a permit application was not complete or accurate or had a material omission of fact when granted, or a finding that the information in the permit application has become, or is reasonably likely to become, incomplete, inaccurate or to contain a material omission. Immediately upon such a revocation, the City Manager shall send a written notice to the sponsor at the sponsor's address in the permit application, specifying the reason for the revocation.

b. During the conduct of an event, a permit may be revoked by the ranking police/Marshal or other public safety supervisory official in charge, and the event attendees dispersed, if the event is unlawful, prohibited items are being used, there exists an imminent likelihood of violence or other threat to public safety endangering persons or threatening to cause significant property damage, or if the City has declared either a state of emergency or an unlawful assembly covering the area in which such demonstration is being or will be held. Upon such revocation, the sponsor and the other sponsor attendants shall communicate the need to disperse the demonstration to the attendees.

c. When a permit has been granted, or is deemed to have been granted pursuant to these regulations, the City Manager may revoke, modify, condition or limit the permit for any reason for which it could have been denied, modified, conditioned or limited originally.

d. Except for permits revoked during demonstrations, all revocations of demonstration permits shall include a reasonably detailed description of the reason for the revocation and specific instructions for how an appeal of the revocation can be taken, and shall be served personally or by certified mail, with a copy sent by fax or e-mail at the sponsor's request.

1.3.9. Appeals.

a. Except for permits revoked during demonstrations, an appeal of the denial, conditional approval or revocation of a demonstration permit may be made to the

Mayor or his designee in writing, and shall include a statement of the basis for the objection to the denial, conditional approval or revocation.

b. The Mayor or his designee shall make a decision on appeal expeditiously and, if practicable, at least three (3) business days prior to the date the demonstration is planned to commence, and shall explain in writing the reasons for the decision.

Submitted By: _____
Bill Schmid, City Manager

Ratified this, ____ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk



RESOLUTIONS & ORDINANCES

DATE: March 19, 2020
TITLE: Ordinance 2020-17 Moratorium regarding special event applications and permits
PRESENTED BY: Doug Parks

AGENDA ITEM DESCRIPTION:

Ordinance 2020-17 Moratorium regarding special event applications and permits

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Ordinance 2020-17

ORDINANCE 2020-17**MORATORIUM PROHIBITING THE ACCEPTANCE OF APPLICATIONS AND THE ISSUANCE OF SPECIAL EVENT PERMITS FROM MARCH 20, 2020 THROUGH APRIL 30, 2020 AS TO ORDINANCE 2020-11**

Short title: "Moratorium regarding special event applications and permits."

Factual Background and Findings: Both the President of the United States and the Governor of the State of Georgia have issued emergency declarations regarding the Coronavirus. The virus that causes Coronavirus 2019 Disease ("COVID-19") is easily transmitted, especially in group settings, and it is essential that the spread of the virus be minimized from affecting citizens in our community as Dahlonega has no medical resources at this time in the form of sufficient hospital beds necessary to treat virus patients. Northeast Georgia Medical Systems is in the process of building a new facility; however, during this interim period Dahlonega cannot meet the demands of local treatment of virus victims who must be hospitalized. It is critical to protect our population from avoidable exposure to pathogens. Persons attending our special events may not display symptoms or may have mild symptoms. Such persons during those special events can unwittingly pass the virus on to others attending. Because of the risk of the spread of the virus, and the need to protect all members of this community a moratorium is essential. The order entered below restricts the City staff and administration from accepting applications or approving special event permits for any gathering effective from and after 8 a.m. on March 20, 2020. The Moratorium will continue through the close of business on April 30, 2020.

WHEREAS, the President of the United States and the Governor of the State of Georgia have issued emergency declarations regarding the Coronavirus; and

WHEREAS, the virus that causes Coronavirus 2019 Disease ("COVID-19") is easily transmitted, especially in group settings; and

WHEREAS, it is essential that the spread of the virus be minimized from spreading to citizens in our community as Dahlonega has limited medical resources at this time in the form of hospital beds necessary to treat virus patients; and

WHEREAS, the best way to minimize the risks of affecting our citizens and reducing community spread is to avoid gatherings of any size where sufficient social distancing is not possible.

NOW THEREFORE, it is ordered by the City Council of Dahlonega that no special events permit application shall be accepted nor any special event permits be issued during the period of time from March 20, 2020 through April 30, 2020 as to Ordinance 2020-11.

IT IS SO ORDERED THIS ____ DAY OF MARCH, 2020.

Sam Norton, Mayor

Attest:

Mary Csukas, City Clerk

City of Dahlonge

Policy for Telecommuting Work Arrangements

Overview and Statement of Policy

The City of Dahlonge supports telecommuting work arrangements and allows the City Manager to implement these arrangements, where appropriate, for eligible employees.

Telecommuting work arrangements may be implemented when they benefit the City of Dahlonge in one or more of the following ways.

- City of Dahlonge Citizens -To provide Citizens with an even higher level of service with no delays at the beginning of the business day and continue this level of service until the close of the day.
- City of Dahlonge as an Employer – To improve recruitment and retention of high-quality employees, to decrease employee vacancy rates and to provide a no-cost enhancement to the City’s work environment
- City of Dahlonge Employees – To improve job satisfaction, employee morale, effectiveness and productivity; promotes employee health, wellness and reduces absenteeism by helping employees face the demands of juggling work, family and life related issues. Reduce employee’s time of commute, cost of fuel and vehicle maintenance.
- Sustainability – To position the City as a leader for solutions to reduce traffic congestion and improve air quality and will maximize the utilization of City facilities and resources.
- Emergency – To provide a solution in times of emergency that would allow continuance of City business when work from a remote location is beneficial over work from the City worksite. Emergency situations include, but are not limited to, inclement weather, pandemic or other health-related situation, transportation-related concerns, and threats to employee safety.

The City of Dahlonge Offices will be open from 8:00 a.m. until 5:00 p.m. Monday through Friday unless otherwise determined by the City Manager. Except for emergency situations, telecommuting work arrangements shall not result in the closing of any offices.

Telecommuting work arrangements shall not diminish the ability of the City to meet all operational requirements, service to the citizens, or the ability to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

No new positions are to be created as a result of telecommuting work arrangements. Telecommuting work arrangements shall not result in automatic overtime or compensatory time.

The City Manager will have the final authority in the applicability of Telecommuting Work Arrangements for each situation and shall have the right to terminate the program at any time.

Eligibility

A telecommuting work arrangement is a management option, and by their nature, certain positions are not suited for telecommuting work arrangements. Except in emergency situations, participation is not appropriate for all employees and no employee is entitled to, or guaranteed the opportunity to have a telecommuting work arrangement. Telecommuting work arrangements are not a benefit. To be eligible to telecommute, typically, the nature of the employee's work must be such that face-to-face interaction with internal or external customers or project workgroups is minimal and the employee's tasks can be performed successfully away from the office.

Telecommuting work arrangements are determined at the department level to provide adequate staffing for the functions performed by the department. The Department Director is responsible for ensuring that schedules are established in such a way as to fulfill all the purposes of this policy. The Department Director shall determine the supervisory requirements of an employee with telecommuting work arrangements.

Full-time and part-time employees may request a telecommuting work arrangement. Consideration is based on a combination of job characteristics and contingent on satisfactory employee performance.

Leave Time

There is no change in how any type of Paid Time Off (PTO) or other type of leave is earned, paid or used. When an employee uses PTO for all or part of the work day, the number of hours away from the work place shall be the number of hours charged to the employee.

Duration of Telecommuting Work Arrangement

After an employee begins a telecommuting work arrangement, periodic reviews are to be conducted by the employee's supervisor to evaluate the success of the arrangement. These reviews are to be conducted at 90-day intervals during the first year of the arrangement.

Should a conflict arise between two or more employees concerning a telecommuting work arrangement, the employee's supervisor shall have authority to resolve the matter.

Approval for Telecommuting Work Arrangement

Employees may request a telecommuting work arrangement by submitting a request form to their Department Director detailing the type of schedule requested and the reason for the request. The Department Director will forward a recommendation to the City Manager who will either approve or decline the request.

In positions where a telecommuting work arrangement is permitted, requests from employees for any change will be considered on the basis of the standards and the workload of the City. Any changes to the agreement must be approved by the employee's Department Director and City Manager. If a request is not approved, the employee is to be notified.

Stipulations

Expectations and Responsibilities of Employees

The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the telecommuting arrangement.

Employees may be called to work at their regular workplace on their regular telecommuting workday to meet workload requirements. The supervisor should provide as much advance notice as possible. Under no circumstances will the time traveling from the employee's home to the workplace be considered as hours worked.

The duties, obligations and responsibilities of an employee who telecommutes are the same as employees at the centrally located workplace. Employees who telecommute are expected to be working at their home, or other approved location, during their telecommuting work schedule.

Telecommuting employees shall not hold meetings at their alternate workplace where the physical presence of others is required. Employees shall not conduct any unauthorized external (non-city) work during their telecommuting work schedule.

Telecommuting shall not be used as a substitute for dependent or child care. Employees who telecommute are expected to make dependent and child care arrangements during the period they will be telecommuting.

Liability

Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring during their defined work period.

In the event of a job-related incident, accident or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents or injuries.

Worker's compensation will not apply to non-job-related injuries that occur while telecommuting. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. The City of Dahlongega will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises.

Since the City is ultimately responsible for ensuring that employees have a safe work environment, safety inspections may be made of the alternate workplace as needed. If a job-related incident, accident or injury has occurred, a home safety inspection is **mandatory**.

Equipment and Supplies

Computer and telephone equipment may be provided on an as-needed basis to employees, by the City, based on availability. Information Technology (IT) staff shall assist in determining the equipment required.

Remote access to the City's network may be provided to the employee at the discretion of the IT staff based on the recommendation of the employee's Department Director provided the employee is using City equipment. Employees are not allowed access to the City's network on personal devices except via remote access arranged by City IT. If the City's remote access system includes Internet access or other dial-in services, the employee may only use this access or service in a manner consistent with City policies.

The City will provide routine maintenance and repairs for City equipment only if the equipment is returned to the employee's centrally located workplace. Maintenance and repair of equipment will not be provided at the employee's home or alternate workplace. The City will not provide maintenance or repairs for employee owned equipment.

The City will not pay for or reimburse the employee for any communications charges including but not limited to, local or long-distance telephone calls or service, internet access or service, DSL charges, cell phone charges, etc. for the purposes of providing a telecommuting opportunity.

Employees who telecommute may use City supplied office supplies such as pens, pencils, stationary, envelopes, etc. for work purposes. Necessary supplies should be obtained through the normal procurement process. Office furniture, toner, ink or paper for printers or copiers will not be provided to employees who telecommute.

Employees who telecommute are subject to the same city policies regarding the use of City provided equipment, supplies and services as that of employees at the centrally located workplace.

All equipment and supplies must be returned to the City upon conclusion of the telecommuting arrangement, or if the equipment or supplies are no longer needed by the employee to perform their work.

Confidential Information

The employee will maintain the confidentiality of City information and documents and prevent unauthorized access to any City system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the City.

Requirements of Telecommuting

Employees eligible to be considered for telecommuting must meet the following criteria:

- The employee must have a satisfactory attendance record.
- The employee must meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.
- The nature of the employee's work and responsibilities must be conducive to a telecommuting work arrangement without causing significant impact to others due to coverage needs, disruption to performance and/or service delivery.

City of Dahlonega
Policy for Telecommuting Work Arrangements

Attachment A – Employee Request for Telecommuting Work Arrangement

Employee Name _____ Date _____

Position _____ Department Director _____

Type of Schedule Requested _____

Reason for Request _____

Designated Telework Location _____

Telework Location Address _____

I have read and understand the City of Dahlonega Policy for Telecommuting Work Arrangements and believe I am eligible to participate in the program. If approved, I agree to abide by and operate in accordance with the terms and conditions described in the Policy.

Employee

Date

City of Dahlonge
Policy for Telecommuting Work Arrangements

Attachment B – Telecommuting Agreement

This telecommuting agreement (hereafter “agreement”), effective (date) _____,
is between (employee name) _____ (hereinafter referred
to as “Employee”), an employee of the City of Dahlonge.

I have read and understand the City of Dahlonge Policy for Telecommuting Work
Arrangements and agree to abide by and operate in accordance with the terms and conditions
described in the document. I agree that the sole purpose of this agreement is to regulate
telework and that it does not constitute an employment contract nor an amendment to any
existing contract and may be cancelled at any time.

_____	_____
Employee	Date
_____	_____
City Manager	Date

City of Dahlonaga

Policy for Telecommuting Work Arrangements

Attachment C – Safety Guidelines for the Telework Location

Employee Name _____ Date _____

Participating employees should use these recommended guidelines to assist them in a survey of the overall safety and adequacy of their alternate worksite. The following recommendations do not encompass every situation that may be encountered. Employees are encouraged to obtain professional assistance with issues concerning appropriate electrical service and circuit capacity for residential worksites.

1. Always report accidents and injuries immediately to your supervisor.
2. Develop and practice a fire evacuation plan for use in the event of an emergency.
3. Check your smoke detectors regularly and replace batteries as recommended.
4. Always have a working fire extinguisher at your telework location and check the charge as recommended.
5. Always place heavy workplace tools on sturdy, level, well maintained furniture.
6. Take the following into consideration when locating your computer:
 - Place the monitor where there will not be any noticeable glare from windows or lighting.
 - Place the monitor at a comfortable height for viewing.
 - Locate the computer keyboard and mouse at a height that does not cause wrist strain.
 - Use a surge protector and make sure all cables are grounded.
7. Choose chairs that provide good supporting backrests and allow adjustments to fit you comfortably.
8. Locate computers, phones and other electrical equipment in a manner that keeps power cords out of walkways.
9. Keep your work area clean and avoid clutter, which can cause fire and tripping hazards.

Please complete the following about the designated work area.	Yes	No
Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?		
Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?		
Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?		
Is the office space neat, clean, and free of excessive amounts of combustibles?		

18.

I certify that my responses to the checklist are true and complete to the best of my knowledge. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for my preclusion from teleworking. I have read the Safety Guidelines for the Telework Location and have discussed any concerns with my supervisor.

Employee

Date

City Manager

Date



CITY COUNCIL AGENDA REPORT

DATE: February 4, 2020
TITLE: Ordinance 2020-12: Vehicle Signs
PRESENTED BY: Doug Parks, City Attorney

AGENDA ITEM DESCRIPTION:

This ordinance is to allow for multiple types of vehicular signs.

HISTORY/PAST ACTION:

NA

FINANCIAL IMPACT:

NA

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Ordinance 2020-12: Vehicle Signs

Ordinance 2020-12

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, SUBPART B: LAND USE AND LAND DEVELOPMENT; CHAPTER 123: SIGNS; SECTION: 123-9: PROHIBITED SIGNS AND DEVICES; SUBSECTION 13: VEHICLE SIGNS.

Short title: "An ordinance to allow multiple types of vehicular signs."

WHEREAS, the City Council of Dahlonega, Georgia desires to regulate the types of vehicular signage.

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Subpart B, Chapter 123, Section 123-9, Subsection 13, shall be amended in its entirety to read as follows:

(13) *Vehicle signs.* The vehicle owner may elect one of the following three options: (1) Three dimensional roof or trunk mounted signs on automobiles except that vehicles may have only one sign that is no greater than three square feet on a face, with a maximum length of one foot wide, one foot high, and three feet long; (2) Two dimensional (flat) front or rear mounted signs on automobiles except that a single vehicle may have a maximum of two signs with each sign being no greater than a maximum width of two feet and a length of four feet; or (3) Vehicle signs of no more than eight square feet on the sides of vehicles if completely flat and painted upon or applied directly to the original body of the vehicle or attached magnetically. Signs attached to or painted on vehicles parked adjacent to and visible from a street for the sole purpose of advertising onto the street are prohibited.

Adopted and Ordained this ____ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: January 16, 2020
TITLE: Short Term Rentals
PRESENTED BY: Kevin Herrit, AICP, Director of Community Development

AGENDA ITEM DESCRIPTION:

Short Term Rental

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

Ordinance 2020-08

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

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

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

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

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

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

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

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

Article VIII: Short Term Rentals.

Sec. 8.1 – Definition/ Location Allowed/ Prohibited.

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

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

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

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

Sec. 8.3 - License Required.

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

Sec. 8.4 - Standards for Granting a License.

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

Sec 8.5 – Regulation and Violations Procedure.

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

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

It is so ordained this _____ day of _____, 2020.

By: _____
Sam Norton, Mayor

Attest: _____
Mary Csukas, City Clerk



CITY COUNCIL AGENDA REPORT

DATE: March 3, 2020
TITLE: City Park Trail Paving
PRESENTED BY: Vince Hunsinger, Capital Projects Manager

AGENDA ITEM DESCRIPTION:

Staff is performing maintenance items at City Park. Part of the desired work includes resurfacing of the walking trail with a new asphalt surface.

HISTORY/PAST ACTION:

New Item

FINANCIAL IMPACT:

City crews will perform site preparation. Estimated cost of necessary contracted work is from \$15,000 to \$20,000. Staff has held roughly \$68,000 in reserve resurfacing funds as needed throughout the city in FY2020. A portion of this funding could be used to cover the cost of the trail.

RECOMMENDATION:

Staff recommends redirection of \$20,000 in street resurfacing funds to a line item specific to City Park upgrades.

SUGGESTED MOTIONS:

Motion to: Redirect \$20,000 from the City street resurfacing budget to the City Park upgrade budget.

ATTACHMENTS:

List names of documents that are attached, in order of occurrence



CITY COUNCIL AGENDA REPORT

DATE: March 4, 2020
TITLE: Contract Award Recommendation – Project #2020-011
PRESENTED BY: Mark Buchanan, City Engineer

AGENDA ITEM DESCRIPTION:

This item includes staff's recommendation for a vendor to complete demolition and construction to expand parking facilities at City Hall identified as Project# 2020-011. The scope of work for the project consists of demolition of existing asphalt, grading, setting grades, curb and gutter, subgrade construction, placement of 6 in. of graded aggregate base, placement of 2in of 19 mm binder and top with 1.5in of 12.5 mm asphalt concrete.

HISTORY/PAST ACTION:

N/A

FINANCIAL IMPACT:

An Invitation to Bid resulted in six bids ranging from \$28,271.25-\$84,993.10. The available budget for the project is \$50,000.

Bids were solicited and opened on February 20, 2020 for the City Hall Parking Expansion project with Raines Grading, Hauling & Paving being the apparent low bidder with a bid of \$28,271.25. However, further research has revealed the need for a larger parking area than the one indicated in the bid documents. Bid items were compiled using a Unit Cost method. Given this, staff will request Raines to perform additional work at pre-set rates. The estimated total of additional work is \$7,000 bringing the requested award amount to \$35,271.25.

RECOMMENDATION:

Staff recommends the following: Award of project #2020-011 City Hall Parking Expansion to Raines Grading, Hauling & Paving, in the amount of \$35,271.25.

SUGGESTED MOTIONS:

Motion to award project #2020-011 City Hall Parking Expansion to Raines Grading, Hauling & Paving, in the amount of \$35,271.25.

ATTACHMENTS:

Bid Tabulation for Project #2020-011

CITY OF DAHLONEGA
 BID OPENING
 Thursday February 20, 2020

CITY HALL PARKING EXPANSION
 PROJECT #2020-011

Contractor	Attachments								Ins	Bond	Price
	A	B	C	D	E	F	G	H			
Briggs Brothers Ent.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	81,700. ⁰⁰
Colditz Trucking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	65,104. ⁷⁰
Raines Grading	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	28,271. ²⁵
Summit Const.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	67,932. ⁵⁰
Townley Const.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	58,987. ⁵⁰
Tri Scapes Const.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	84,993. ¹⁰

Opened By: Mark Buchanan

Attendees: Brandi Raines

Larry Clay
Ajay Naidu (Summit CD)
Greg McDonald

Vani



CITY COUNCIL AGENDA REPORT

DATE: March 4, 2020
TITLE: Contract Award Recommendation – Project #2020-012
PRESENTED BY: Mark Buchanan, City Engineer

AGENDA ITEM DESCRIPTION:

This item includes staff's recommendation for a vendor to complete asphalt leveling and resurfacing of various roadways within Memorial Park Cemetery identified as Project# 2020-012. The scope of work for the project consists of asphalt leveling and resurfacing the street and parking area within the Memorial Park Cemetery.

HISTORY/PAST ACTION:

N/A

FINANCIAL IMPACT:

Bids were solicited and opened on February 28, 2020 for Project #2020-012 with Garrett Paving Co. being the apparent low bidder with a bid of \$36,433.50.

An Invitation to Bid resulted in six bids ranging from \$36,433.50-\$56,944.00. The available budget for the project is \$60,000.

RECOMMENDATION:

Staff recommends the following: Award of project #2020-012 asphalt leveling and resurfacing Memorial park Cemetery in the amount of \$36,433.50.

SUGGESTED MOTIONS:

Motion to award project #2020-012 asphalt leveling and resurfacing Memorial park Cemetery in the amount of \$36,433.50.

ATTACHMENTS:

Bid Tabulation for Project #2020-012

CITY OF DAHLONEGA
BID OPENING
Friday February 28, 2020

ASPHALT LEVELING AND RESURFACING MEMORIAL PARK CEMETERY
PROJECT #2020-012

Contractor	Attachments								Ins	Bond	Price
	A	B	C	D	E	F	G	H			
all about asphalt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	46,352.50
cedwell construction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	45,833.75
Garrett Paving co.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	36,433.50
Silveline Paving & const.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	44,595.00
Summit construction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	56,944.00
Colditz Trucking Inc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	38,097.34

Opened By: Chris York

Attendees: Corey McDonald V. H

Miniam Garcia - Summit

MARK BUCHANAN

Chris York



CITY COUNCIL AGENDA REPORT

DATE: March 12, 2020
TITLE: City of Dahlonaga Marshal's Job Description
PRESENTED BY: TBD

AGENDA ITEM DESCRIPTION:

Attached to this report are two job descriptions for the city marshal. One is labeled "Former City of Dahlonaga Position Description" and the other is labeled "New City of Dahlonaga Position Description." The New Description is consistent with the actual functioning of the Marshal's office and in alignment with the City's policy regarding the Marshal's office. Ratification of the new description is requested.

HISTORY/PAST ACTION:

FINANCIAL IMPACT:

RECOMMENDATION:

SUGGESTED MOTIONS:

ATTACHMENTS:

- Former City of Dahlonaga Position Description of the City Marshal
- New City of Dahlonaga Position Description of the City Marshal

FORMER CITY OF DAHLONEGA POSITION
DESCRIPTION OF THE CITY MARSHAL

CITY OF DAHLONEGA POSITION DESCRIPTION

TITLE: CITY MARSHAL

GENERAL DESCRIPTION

The essential function of the position within the organization is to enforce local ordinances and codes to protect life and property in the City of Dahlonega as a “working Chief”. The position is responsible for patrolling city streets by automobile, bicycle or on foot to enforce traffic and alcohol related laws of the City and State of Georgia; preventing criminal acts as a visual deterrent; enforcing codes, ordinances, and regulations of the City; performing computer operations to prepare enforcement actions and reports; coordinating with other law enforcement agencies as needed; conducting code investigations for Dahlonega Municipal Court; performing follow-up reviews and inspections; supervising the code enforcement duties of off-duty Lumpkin County sheriff’s deputies working part-time for the City and other POST or non-POST certified civilian employees or volunteers routinely or for special events; providing customer service to the public, and performing related clerical tasks. The position works under general supervision of the City Manager; otherwise, the Marshal prioritizes and decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Enforces local ordinances, codes and regulations related primarily to traffic, alcohol, noise and similar community quality of life ordinances; supervises and provides guidance to others who have other code enforcement duties (for buildings, signs, etc.); and answers questions from and provides assistance to the public. Serves as additional security for once a month Municipal Court. Participates in on-call program as required.

Identifies gaps in and complements law enforcement services provided by the Lumpkin County Sheriffs’ Office, University of North Georgia Police Department and various state law enforcement agencies, within the City limits of Dahlonega. The Dahlonega City Marshal is to provide excellent service to our citizens and visitors, through proactive patrols and enforcement, as well as establishing good public relations throughout the community. The City Marshal will be devoted to community oriented public safety, code enforcement within our community and provide other law enforcement tasks.

Performs and/or supervises inspections with follow-ups, reviews and re-inspections, including issuing citations for code/ordinance non-compliance, preparing court case files, appearing and testifying in court, obtaining/serving warrants and subpoenas and other documentation as required by policy and procedures.

Communicates with City residents regarding complaints/issues relating to emergency and non-emergency calls for assistance; resolves issues or refers persons to appropriate personnel for handling; develops policies and procedures over time as appropriate to the size of the department; and prepares daily activity reports.

Maintains assigned vehicles, including cleaning, scheduling maintenance, and performing daily inspections to ensure optimal functioning of other assigned equipment.

Coordinates and directs traffic control as needed to provide for safe and convenient flow of vehicular and pedestrian traffic within the community; assists with traffic accidents, enforces traffic laws, reports unsafe

road conditions to appropriate personnel. May utilize RADAR, LASER, automated license plate reader or other law enforcement technology.

Performs clerical tasks related to the position, including maintaining records of daily activities, and performing data entry to prepare periodic reports and field interview or incident case cards.

Attends staff and City Council meetings to exchange information; attends technical or professional classes or workshops to maintain certification.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information, maintains confidentiality limited to a “need to know” basis and possibly recommends action based on results. Uses Microsoft 365 and other software.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

May supervise or direct POST certified or non-POST certified employees or volunteers, including off-duty Lumpkin County Sheriff’s Office deputies.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the proper handling of or accounting for time, materials, equipment or small amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, percents and basic statistical functions.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks and writes compound sentences, email and reports using standard grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and affects citizens; probability of loss of life and/or damage exists.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computer, tablet, cell phone, radio, vehicles, body armor, body cameras, or firearms. May perform duties in uniform or street clothes.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the City's ordinances and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a high school diploma or the equivalent. College level course work or degree preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires current POST certification with good service record; completion at next available offerings of the New Chief's Training Course administered by the Georgia Chief's Association and the Executive Development Training Course; and a valid State of Georgia Driver's License with satisfactory Motor Vehicle Record. Prior completion of some or all of the State of Georgia P.O.S.T. Supervisory and Management training courses is preferred.

Maintains the required annual training as required by the State of Georgia for law enforcement certification.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Five years of direct local law enforcement experience in Georgia is required. Ten or more years of various law enforcement duties and five or more years in a supervisory or management capacity is preferred. Extensive law enforcement experience may substitute for prior Supervisory, Management or Chief experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving driving, standing or walking much of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, firearms or office equipment. Work hours may vary from week to week or day to day depending on the needs of the community. Work may involve the occasional physical apprehension and arrest of adults.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, violence, disease/pathogens, traffic, animals/wildlife, explosives and toxic or caustic chemicals. On occasion, physical restraint of another individual may be required.

SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dahlonaga is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

NEW CITY OF DAHLONEGA POSITION DESCRIPTION OF THE CITY MARSHAL

**CITY OF DAHLONEGA
POSITION DESCRIPTION**

TITLE: CHIEF OF POLICE (CITY MARSHAL)

GENERAL DESCRIPTION

Enforces local and state ordinances and laws; answers emergency and non-emergency calls for assistance from 911, providing assistance to the public; plans, directs, implements through direct engagement, manages and oversees the activities and operations of the Police Department/Marshal's Office including general law, traffic, parking and code enforcement; crime prevention and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

PRIMARY DUTIES:

Assume full management as well as direct enforcement/engagement duties and responsibility for all department services and activities including general law, traffic, code and ordinance enforcement, crime prevention and crime suppression programs; recommend and administer policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate, through subordinate level staff as well as by direct engagement, the Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Develop and conduct problem solving and identification training exercises; respond to questions and inquiries.

Direct and assist with traffic, parking, ordinance and code enforcement, investigation of major crimes, accidents and related matters.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training and career development; work with employees to correct deficiencies; implement discipline and termination procedures.

Immediately and constantly assess the strengths and weaknesses of all law enforcement personnel, including himself, and identify and promptly address all specialized, supplementary or remedial training needs.

Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Represent the Department and maintain a positive working relationship with other departments, elected officials, media, outside agencies and police unions.

Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Serve as a resource for law enforcement personnel, City staff and other organizations; coordinate information, resources, and work teams necessary to support a positive, productive and harmonious work environment.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

KNOWLEDGE OF:

Operations, services and activities of a comprehensive municipal law enforcement program.

Principles and practices of program development and administration.

Modern principles, practices and techniques of police administration, organization and operation.

Methods and techniques of investigation, identification and collection of evidence.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Principles and practices of crime prevention, suppression and law enforcement.

Principles and practices of organization, administration and personnel management.

Methods and techniques of public of public relations.

Principles and practices of municipal budget preparation and administration.

Management skills to analyze programs, policies and operational needs.

Use of firearms and other modern police equipment.

Recent court decisions and how they affect department operations.

Principles of supervision, training and performance evaluation.

Principles of supervision, training and performance evaluations.

Pertinent Federal, State and local laws, codes and regulations.

ABILITY TO:

Manage and direct a comprehensive law enforcement program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery techniques.

Perform criminal investigations involving complex and sensitive situations.

Respond to requests and inquiries from the general public.

Prepare clear and concise administrative financial reports.

Prepare and administer large and complex budgets.

Discharge firearms in a safe and effective manner.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a high school diploma or the equivalent. College level course work or degree preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, State, or Federal licenses, certifications, or registrations required to enter the position.*

Requires current P.O.S.T. certification with good service record; completion at next available offerings of the New Chief’s Training Course administered by the Georgia Chief’s Association and the Executive Development Training Course; and a valid State of Georgia Driver’s License with satisfactory Motor Vehicle Record. Prior completion of some or all of the State of Georgia P.O.S.T. Supervisory and Management training courses is preferred.

Maintains the required annual training as required by the State of Georgia for law enforcement certification.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Five years of direct local law enforcement experience in Georgia is required. Ten or more years of various law enforcement duties and five or more years in a supervisory or management capacity is preferred. Extensive law enforcement experience may substitute for prior Supervisory, Management or Chief experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving driving, standing or walking much of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, firearms or office equipment. Work hours may vary from week to week or day to day depending on the needs the community. Work may involve the occasional physical apprehension and arrest of adults.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

This position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, violence, disease/pathogens, traffic, animals/wildlife, explosives and toxic or caustic chemicals. On occasion, physical restraint of another individual may be required.

SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

This position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dahlonaga is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.