



CITY OF DAHLONEGA Council Meeting Agenda

July 05, 2022, 6:00 PM

Gary McCullough Chambers, Dahlonega City Hall

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

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

CALL TO ORDER AND WELCOME

PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

APPROVAL OF AGENDA

PUBLIC COMMENT – PLEASE LIMIT TO THREE MINUTES

APPROVAL OF MINUTES -

- a. City Council Meeting Minutes June 6, 2022
Danna Foster, Assistant City Clerk
- b. Council Work Session Minutes June 20, 2022
Danna Foster, Assistant City Clerk
- c. City Council Special Called Meeting Minutes, June 20, 2022
Danna Foster, Assistant City Clerk

APPOINTMENT/RECOGNITION

1. Officer Recognition- Christopher Weeks
George Albert, Chief of Police

ORDINANCE AND RESOLUTION:

2. Resolution 2022-11 - Authorization to Use Purchase Card Program
Allison Martin, Finance Director
3. Resolution 2022-12 - Resolution to Authorize Changes to Georgia Fund 1 Authorized Users
Allison Martin, Finance Director
4. Ordinance 2022-09: State Standards Adoption for Construction
Doug Parks, City Attorney

ANNOUNCEMENT/CITY REPORTS:

5. Financial Report - May 2022
Allison Martin, Finance Director

OLD BUSINESS:

6. Housing Needs Assessment
JoAnne Taylor, Mayor
7. Cemetery Visitation Permit - Dahlonega Walking Tours
Jameson Kinley, Planning and Zoning Administrator

NEW BUSINESS:

8. FY2023 City Manager's Proposed Budget
Bill Lewis, Interim City Manager

COMMENTS – PLEASE LIMIT TO THREE MINUTES

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

ADJOURNMENT



CITY OF DAHLONEGA Council Meeting Minutes

June 06, 2022, 6:00 pm

Gary McCullough Chambers, Dahlongega City Hall

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

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

PRESENT

Mayor JoAnne Taylor

Councilmember Ron Larson

Councilmember Roman Gaddis

Councilmember Johnny Ariemma

Councilmember Ryan Reagin

Councilmember Ross Shirley

Councilmember Lance Bagley

CALL TO ORDER AND WELCOME

Mayor Taylor called the meeting to order at 6:00 pm.

PRAYER / PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Council Member Larson led the prayer.

Council Member Bagley led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Taylor called for approval of the agenda.

Motion made by Councilmember Shirley, Seconded by Councilmember Bagley.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

PUBLIC COMMENT – PLEASE LIMIT TO THREE MINUTES

No public comments.

APPROVAL OF MINUTES -

Mayor Taylor asked for a motion to approve all minutes and listed them by title.

- a. City Council Meeting Minutes, May 2, 2022
Danna Foster, Assistant City Clerk
- b. City Council Work Session Minutes, May 16, 2022
Danna Foster, Assistant City Clerk

- c. City Council Special Called Meeting Minutes, May 16, 2022

Danna Foster, Assistant City Clerk

Motion made by Councilmember Gaddis, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

APPOINTMENT/RECOGNITION

1. Appointment to the Cemetery Committee Non-voting Quataunda Armstrong, Mark Buchanan, PW Director

Mayor Taylor invited Quataunda Armstrong to the front. She asked for a vote from Council for the appointment.

Motion made by Councilmember Larson, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Ms. Armstrong read the oath of office. Mayor Taylor thanked Ms. Armstrong for volunteering and everything she does for the community. Mayor Taylor added that she felt Ms. Armstrong would be an excellent asset to the Cemetery Committee. Council and Ms. Armstrong had a photo op.

2. Appointment Interim City Manager,

JoAnne Taylor, Mayor

Mayor Taylor introduced Bill Lewis to the Council and audience.

Mr. Lewis had previously done four terms as City Manager for the City of Dahlonega, twelve years as a city manager, and two terms as an interim city manager. He had also been the City Manager of Jacksonville Beach, Florida, Assistant City Manager in Gainesville for five years, the City Manager for Toccoa for eight years, and the City Manager of St Mary's, GA, for a couple of years. We are very fortunate that he has agreed to unretire and serve the city as an Interim City Manager.

Mayor Taylor asked for a motion to appoint Bill Lewis and authorization of the Mayor to enter into a short-term employment contract on terms consistent with the City's agreement with the prior Manager.

Motion made by Councilmember Reagin, Seconded by Councilmember Larson.

Councilmembers commented on their appreciation for having him back.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

Mr. Bill Lewis took the Oath of Office and Council, and Mr. Lewis had a photo op.

The Interim City Manager was at the table with City Attorney Parks.

Mayor Taylor thanked Interim Manager Lewis.

ORDINANCE AND RESOLUTION: No new ordinance or resolution

ANNOUNCEMENT/CITY REPORTS:

3. Financial Report - April 2022

Allison Martin, Finance Director

Director Martin gave an overview of her report and indicated that numbers look phenomenal now.

Mayor Taylor asked for a motion to accept the report.

Motion made by Councilmember Larson, Seconded by Councilmember Ariemma.

Council and Director Martin additionally discussed specifics in the line items, additions to reporting, delinquent property tax bills, and budgeting. They credited part of the success in the current financials to the previous Mayor and Financial Director's guidance.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

4. FY2021 Annual Audit Presentation - Rushton and Company

Allison Martin, Finance Director

Director Martin introduced Chris Hollifield of Rushton and Company to do the Annual Audit Presentation.

Mr. Hollifield expressed that the annual comprehensive financial report (ACFR) is presented annually to the Government Financial Officers Association (GFOA) for an award in reporting. Dahlonga has received this award for many years; a small percentage of the state gets this. With this reporting, there will be extra schedules in the report. The added schedules add transparency. He commended the staff for long-standing excellence with GFOA.

Mr. Hollifield began his presentation. He indicated the City is in a healthy place with about four months of reserves.

Mayor Taylor and Council thanked Mr. Hollifield for his presentation and Director Martin and her staff for all the work.

OLD BUSINESS:

5. Municipal Court Judge Service Agreement Renewal

Doug Parks, City Attorney

Mayor Taylor turned the floor over to City Attorney Parks.

City Attorney Parks reminded the Council of this 1-year agreement renewal at a recent Work Session.

Mayor Taylor called for a motion.

Councilmember Larson made a motion to approve the service agreement as presented, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

6. Reservoir Restrooms Project 2022-004

Vince Hunsinger, Capital Projects Manager

Mayor Taylor gave the floor to Director Buchanan, who presented the CXT Denali Restroom design to the Council for approval. Director Buchanan indicated he was working with the County to get some participation from them.

Mayor Taylor called for a motion.

Motion made by Councilmember Ariemma, Seconded by Councilmember Shirley.

Council discussed the design and timing for installation. Councilmember Gaddis inquired if the County would reimburse us or if the County would pay directly, and Director Buchanan indicated he believed we would be reimbursed. Councilmember Bagley asked the total cost and if the 46% was the County share.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

7. Hydrovac Purchase

Ron Simmons, Distribution/Collection Supervisor

Mayor Taylor offered the floor to Director Buchanan, who reviewed the budget amount of \$55,000 and bid amount of \$59,725 and asked for approval of the equipment.

Mayor Taylor asked for a motion.

Motion made by Councilmember Bagley to approve the purchase of the Hydrovac described from Vermeer Southeast and performed the necessary budget adjustment, Seconded by Councilmember Larson.

Council discussed the uses of this equipment. Director Buchanan explained that this piece of equipment was similar to an extremely powerful pressure washer that allows you to blast around pipes, holes, et cetera, and it sucks the debris out simultaneously; this is a smaller version that is on a trailer.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

NEW BUSINESS:

8. Memorandum of Understanding between Dahlonga Police Department and the University of North Georgia Regarding Responses to Emergency or Special Circumstances that Exceeds Immediate Resources, Skill, or Equipment Capacities

Doug Parks, City Attorney

Mayor Taylor turned the floor to City Attorney Parks.

City Attorney Parks explained that UNG negotiates this type of document with each city in which they have a campus. He recommended agreeing. George (Albert, Chief of Police) and Regents worked together to create this MOU, which is a good thing for the city. Plenty of support and a tremendous benefit to the City and UNG.

Chief Albert indicated that historically the university has this arrangement and agreement with each city in which they have a campus.

Mayor Taylor called for a motion.

Motion made by Councilmember Larson to approve acceptance of this understanding. Seconded by Councilmember Gaddis.

A discussion ensued concerning communities active with UNG and this type of agreement.

Council began a discussion regarding support for the school systems, especially the three schools inside the city limits. Mayor Taylor asked Chief Albert to bring back to Council any action required after the training they receive regarding active shooter scenarios within a school.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley

COMMENTS – PLEASE LIMIT TO THREE MINUTES

City Clerk Csukas reminded the Council of the Savannah GMA Conference coming June 23-28, allowing training. Your travel packets will be available on June 20th.

City Manager Lewis stated he was happy to be here.

City Attorney Parks stated that the manager has already commenced his duties.

Councilmember Shirley stated that on Saturday, he went to an event that opened the new section of the trail along the reservoir, which had had terrific community involvement and volunteers. The new trail section is fabulous, and the new restrooms will be a benefit.

Councilmember Ariemma discussed the bathrooms at the Kayak Launch and the Reservoir.

Councilmember Gaddis commented on the new sod around City Hall, which looks good.

Councilmember Larson followed up on the letter he asked for GDOT. City Clerk Csukas indicated it was in the works, and Mayor Taylor planned to meet with the Regional Manager and deliver it in person.

Councilmember Reagin reminded the Council and Audience that today's date, June 6th, 78 years ago, was D-Day. Remember those heroes.

Councilmember Bagley stated the First Friday Concert on Friday night was well attended and well done. The landscaping of the Downtown area looks fantastic; well done to our team. Also, the markers were up, and it's very inviting for people who come to Dahlonaga. We are putting our best foot forward. Well done.

Mayor Taylor congratulated Quataunda Armstrong for her willingness to serve, and she was thrilled to see Mr. Bill Lewis onboard.

ADJOURNMENT

Mayor Taylor called for a motion to adjourn at 7:12 pm.

Motion made by Councilmember Larson, Seconded by Councilmember Ariemma.

Voting Yea: Councilmember Larson, Councilmember Gaddis, Councilmember Ariemma, Councilmember Reagin, Councilmember Shirley, Councilmember Bagley



CITY OF DAHLONEGA

Council Work Session Minutes

June 20, 2022, 4:00 pm

Gary McCullough Council Chambers, Dahlongega City Hall

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

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

PRESENT: Mayor JoAnne Taylor

Councilmember Roman Gaddis

Councilmember Johnny Ariemma

Councilmember Ross Shirley

Councilmember Lance Bagley

ABSENT

Councilmember Ron Larson

Councilmember Ryan Reagin

OPEN MEETING

Mayor Taylor declared the meeting open at 4:01 pm

BOARDS & COMMITTEES:

1. Cemetery Committee—May 2022

Chris Worick, Committee Chairman

2. Downtown Dahlongega Report – May 2022

Ariel Alexander, Interim Main Street Manager

Interim Manager Alexander indicated there is a full day of activities for the upcoming 4th of July celebration. She also added that the staff and Board of Downtown Dahlongega had completed six of the twenty-two tasks that the Council and DDA Board identified earlier in the year.

3. Downtown Dahlongega (Downtown Development Authority) Chair Update

Amy Thrailkill, Chair

Chairman Thrailkill indicated that the old kindergarten property is one of the more significant projects on the table. She is excited to have a committee formed to move the project forward.

TOURISM: Sam McDuffie, Tourism Director

4. Successes of the Year Presentation

Sam McDuffie, Director of Tourism

Director McDuffie informed Council that the Board was updated from 9 to 11 people. He shared that they are putting \$80,000 into the Visitor Center restrooms.

He gave an overview of the marketing and increased viewing interest on the web and discussed the Hotel/Motel Tax collection and use. He shared their accolades over the last two years. There is a steady increase in growth. He discussed the media marketing campaign and separating from the Chamber of Commerce by the end of the fiscal year. Their focus is on drawing small groups to the area. Councilmember Gaddis reminded Director McDuffie of the Dahlenega Mine Train ride at Six Flags and suggested seeing if there was an opportunity to advertise there. Councilmember Ariemma stated his business is seeing a drop due to gas prices. Director McDuffie indicated July is our third busiest month and feels we will have a good season.

DEPARTMENT REPORTS:

5. Dahlenega Police Department – May 2022
George Albert, Chief of Police
Mayor Taylor commented on a note regarding Officer Weeks and his assistance to motorists.
6. Finance and Administration Department – May 2022
Allison Martin, Finance Director
7. Water & Wastewater Treatment Department Report May 2022
John Jarrard, Water/Wastewater Treatment Director
Councilmember Ariemma questioned the notation on the high volume of disposable wipes at the Highland Trace Lift Station. Council discussed the need to send a public service message regarding the use of the wipes' non-biodegradability in the system to the public.
8. Community Development – May 2022
Jameson Kinley, Planning and Zoning Administrator
9. Public Works—May 2022
Mark Buchanan, PW Director/City Engineer

ITEMS FOR DISCUSSION:

10. Letter of Support Lumpkin County Water & Sewerage Authority
JoAnne Taylor, Mayor
Mayor Taylor discussed this item and advised that the purpose was to offer support to the County as the City could not handle the wastewater of the incoming hospital.
11. Resolution 2022-12 - Authorize Changes to Georgia Fund 1 Authorized Users
Allison Martin, Finance Director
This Resolution is to make the updates to the Authorized users, which will allow changes to make investments for higher yield.
12. Resolution 2022-11 - Authorization to Use Purchase Card Program
Allison Martin, Finance Director
Director Martin explained the card program and its benefits. Director Martin estimated it would save three hours of work weekly in the department.
Mayor Taylor reminded Council of the upcoming GMA convention and hotel check-in processes.
13. Cemetery Visitation Permit - Dahlenega Walking Tours
Jameson Kinley - Planning and Zoning Administrator

Administrator Kinley gave the history of the ordinance and this business' permit request. Penny Sharpe of Dahlonaga Walking Tours has applied for a permit and agreed to the stipulations. Council discussed the application, history, and impact on tourism.

14. Housing Study Proposal

Mayor JoAnne Taylor

Mayor Taylor announced that this study would occur within the city limits and give current data to inform further development.

Council discussed the costs of the study, action steps that could come from the analysis, and the needs of current and future residents. One of the hopes is to attract developers.

15. Fleet Replacement by Enterprise

Mark Buchanan, Public Works Director

Allison Martin, Finance Director

Director Martin discussed the benefits and costs of the program and expounded that there was not enough data on electric vehicles to determine the benefit of this government program. Council asked many questions about the purchasing, financial pros and cons, capital replacement program, and other communities' experiences.

COMMENTS – PLEASE LIMIT TO THREE MINUTES

City Clerk Csukas reminded Council of the travel packet envelopes they received for their trip to GMA.

City Manager Lewis commented that he enjoys working with our very professional staff.

City Attorney Parks had no additional comments.

City Council members had no comments.

Mayor Taylor had no additional comments.

ADJOURNMENT

Adjournment at 5:11 pm.



CITY OF DAHLONEGA
City Council Special Called Meeting Minutes
June 20, 2022, 4:30 PM
Gary McCullough Chambers, Dahlonega City Hall

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

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

PRESENT

Mayor JoAnne Taylor

Councilmember Roman Gaddis

Councilmember Johnny Ariemma

Councilmember Ross Shirley

Councilmember Lance Bagley

ABSENT

Councilmember Ron Larson

Councilmember Ryan Reagin

CALL TO ORDER AND WELCOME

Mayor Taylor called the meeting to order at 5:11 PM.

APPROVAL OF AGENDA

Mayor Taylor called for a motion to approve the Agenda as submitted.

Motion made by Councilmember Gaddis, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Ariemma, Councilmember Shirley, Councilmember Bagley

NEW BUSINESS

1. Fleet Replacement by Enterprise

Allison Martin, Finance Director

Mark Buchanan, Public Works Director

Mayor Taylor introduced the item and explained that the reason for the urgency was the approaching purchasing deadline.

Mayor Taylor called for a motion.

Motion made by Councilmember Bagley to accept the Enterprise Fleet Replacement Program as discussed, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Ariemma, Councilmember Shirley, Councilmember Bagley

ADJOURNMENT

The meeting was adjourned at 5:20 PM.

Motion made by Councilmember Ariemma, Seconded by Councilmember Shirley.

Voting Yea: Councilmember Gaddis, Councilmember Ariemma, Councilmember Shirley,
Councilmember Bagley



To: Bill Lewis, Interim City Manager
City Hall of Dahlonega

From: Chief George Albert
Dahlonega Police Department

Date: 06/22/2022

Ref: Letter of Commendation

Bill,

This letter serves to recognize the outstanding service, dedication and professional attitude shown by Officer Chris Weeks.

On 05/22/2022 Officer Weeks responded to a location off Laurel Heights Dr in reference to a theft of a bicycle that occurred. Officer Weeks spoke with Lumpkin County Sheriff's Office to pass on information/identification on the stolen bicycle. Lumpkin County Officers shared with him multiple burglaries had occurred in the area recently.

On 06/04/2022 Officer Weeks was conducting routine patrols in the city; he witnessed a male subject riding a bicycle that matched the description of the bicycle that was reported stolen on 05/22/2022. Officer Weeks made a "Citizen Contact" stop with the male and conducted a field investigation. He found the male to be in possession of jewelry and other items. Officer Weeks reached out to the Lumpkin County Sheriff Deputy that informed him of the burglaries; he was able to properly ID the jewelry that was involved in one of the burglaries mentioned. Through this "Citizen Contact" stop Officer Weeks was able to return the \$1500.00 bicycle to the victim from Laurel Heights Dr. Not only that, but Officer Weeks aided Lumpkin County Sheriff's Office recover the stolen jewelry valued at \$5125.00 and a stolen gun valued at \$500.00.

In conclusion Officer Weeks keen observation and investigative skills helped close 4 cases of theft and reunite the victims of the theft with their property.

This highlights Officer Weeks tenacity and proactive approach to crime in our community. He is an invaluable member of the Dahlonega Police Department.

Chief George Albert



From: William Bufton <wcbufton@gmail.com>

Sent: Monday, June 20, 2022 11:52 AM

To: George Albert <galbert@dahlongega.gov>; JoAnne Taylor <jtaylor@dahlongega.gov>

Subject: Expressing our thanks

NOTICE: The message below was generated outside of your organization. Please proceed with caution.

Police officer Chris Weeks greatly assisted us yesterday with roadside trouble we had. He was very helpful and an extremely professional young man. He is a credit to both the Dahlongega Police Department and the city of Dahlongega.

**William and Carol Bufton
Cumming, GA**

From: Sonny Raymond (6366,General Ma) <sonny.raymond@advance-auto.com>
Sent: Saturday, June 18, 2022 12:28 PM
To: George Albert <galbert@dahlongega.gov>
Subject: Officer Chris's Weeks Compliment

NOTICE: The message below was generated outside of your organization. Please proceed with caution.

Police Chief Albert,

I would like to share my sincere appreciation for one of your officers, Chris Weeks. I am the General Manager for Advance Auto Parts, here in Dahlongega.

Today, Saturday, 06/18/2022, Officer Weeks pulled in with a citizen in his back seat. They both came in requesting a car part. Officer Weeks saw this citizen broke down on the side of the road. He stopped to provide him aid. His assistance included driving this citizen around to our town's parts stores to help get the needed part to get the citizen back on the road.

I want to express my sincere appreciation for Officer Weeks and his open willingness to assist the citizens of our great community. You don't see or hear of this kindness and service very often.

I wanted you to know about the extraordinary community service provided by Officer Chris Weeks today. It was heart-warming and appreciated.

Thank you for setting the example and allowing this kind of Community Service from the officers on your department.

Sincerely,

Sonny Raymond
General Manager
Advance Auto Parts
Dahlongega, GA



City Council Agenda Memo

DATE: June 10, 2020
TITLE: Resolution 2022-11 - Authorization to Use Purchase Card Program
PRESENTED BY: Allison Martin, Finance Director

AGENDA ITEM DESCRIPTION:

Resolution 2022-11 - Authorization to Use Purchase Card Program

HISTORY/PAST ACTION:

The City of Dahlonega currently uses bank-issued credit cards for purchases. These types of credit cards are not recognized by merchants for tax-exempt status and do not offer any rebates on purchases. Bank of America offers a purchasing card program with a rebate to local governments. Recently, many hotels have stopped taking city-issued checks for reservations. Using this program will allow the city to issue p-cards to council members for travel-related use. This will also reduce the need to issue reimbursement checks for travel for the council.

FINANCIAL IMPACT:

The City will receive an annual rebate for purchases made on the cards. The amount of the rebate is tiered based upon the annual spend.

RECOMMENDATION:

It is the recommendation of staff to enter this program and to direct the City Manager and Finance Director to create an operational policy for the administration of the program.

SUGGESTED MOTIONS:

I make a motion to approve Resolution 2022-11

ATTACHMENTS:

Resolution 2022-11 Authorization to Use Purchase Card Program
Program Application

Resolution Certification

Legal Name of Organization: City of Dahlonega, Georgia

Headquarters Address: 465 Riley Road

City/State/Zip: Dahlonega, Georgia 30533

I, Mary Csukas, Clerk of the above-named organization (the "Organization") do hereby certify that I am the keeper of the records, corporate seal and minutes of the proceedings of the governing board of the Organization (the "Board"); that on the _____ of _____, 20_____, a meeting of the said Board was held in accordance with the laws of _____ and Bylaws of the Organization, that a quorum of Board members was present, and the following resolutions were duly and legally passed:

RESOLUTION 2022-11
AUTHORIZATION TO USE PURCHASE CARD PROGRAM

A RESOLUTION AUTHORIZING CERTAIN EMPLOYEES OF THE CITY OF DAHLONEGA, GEORGIA TO NEGOTIATE AND PROCURE CREDIT AND DESIGNATE ELECTED OFFICIALS AND EMPLOYEES TO RECEIVE PURCHASING CARDS

WHEREAS, in order to comply with O.C.G.A. §36-80-24, the Dahlonega City Council desires to authorize certain elected officials and employees to be issued a city purchasing and/or credit card; and

BE IT RESOLVED, that the Dahlonega City Council, by public vote, designates the following elected officials and employee positions to receive a city-issued purchasing and/or credit card:

- Mayor
- Council Members
- City Manager
- City Clerk
- City Engineer
- Chief of Police
- Finance Director
- Assistant Finance Director
- Planning and Zoning Administrator
- Water Plant Supervisor
- Wastewater Plant Supervisor
- Capital Projects Manager
- Purchasing Agent
- Streets Supervisor
- Sanitation Supervisor
- Utility Maintenance Supervisor
- DDA Manager

BE IT FURTHER RESOLVED, that the employees named below are authorized for and on behalf of and in the name of the Organization, for such time, at such interest rates, and on such other terms and conditions as are deemed expedient by the Designees to negotiate and procure credit from Bank of America, N.A. ("Bank of America") on VISA Purchasing card(s), to designate the officer(s) or employee(s) to receive Purchasing card(s), and to execute the application and provide any other documents or information required by Bank of America as a requirement of issuing such Purchasing card(s). The authority herein given and the designation of officer(s) or employee(s) shall remain irrevocable as far as Bank of America is concerned until Bank of America is notified in writing of the revocation of such authority and shall have acknowledged in writing receipt of such notification.

- Bill Lewis, City Manager
- Allison Martin, Finance Director
- Kimberly Stafford, Assistant Finance Director

BE IT FURTHER RESOLVED, that such Purchasing cards, the debt created by their use, and any security interest pertaining to that debt, issued to designated officer(s) or employee(s) of the Organization shall represent legal and binding obligations of the Organization; and that Bank of America is hereby authorized and directed to pay the proceeds of any such credit without the necessity to look to the use of the credit or of the account, whether such account is opened or maintained by the Designees, or others as designated by the Designees, in their individual capacities or not, and whether funds from the use of such accounts are deposited to the individual credit

of, or used for the individual credit of, or used for the individual purposes of, the Designees, or others designated by the Designees, or not.

Be it Further Resolved, the Corporation shall indemnify and hold harmless Bank of America from any claim, loss, cost, damage, liability, or expense arising out of its actions in reliance on this Resolution.

ADOPTED this ____ day of _____, 2021.

CITY OF DAHLONEGA, GEORGIA

By: _____
JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk



City Council Agenda Memo

DATE: June 10, 2022
TITLE: Resolution 2022-12 - Authorize Changes to Georgia Fund 1 Authorized Users
PRESENTED BY: Allison Martin, Finance Director

AGENDA ITEM DESCRIPTION:

Resolution 2022-12 - Authorize Changes to Georgia Fund 1 Authorized Users

HISTORY/PAST ACTION:

The City of Dahlonega began investing funds in GA Fund 1 in 2019. With the departure of the previous finance director, the authorized users on the account need to be updated.

FINANCIAL IMPACT:

There is no financial impact of approving this resolution.

RECOMMENDATION:

The recommendation of staff is to make the change.

SUGGESTED MOTIONS:

I make a motion to approve this resolution to update the authorized users on the account.

ATTACHMENTS:

Resolution 2022-12

For Customer Use:

_____	I have an existing Acct. # _____
_____	This resolution is for:
_____	New Account
<input checked="" type="checkbox"/>	Change to Existing Acct. # 6310

For OTFS Use Only:

_____	Acct Approved	_____	Auth Entered.
_____	Audit	_____	Wire Instructions
_____	Addr Entered	_____	Wire Templates
Approval:			
_____	AD1	_____	AD2
Res. form 2000A			

**CITY OF DAHLONEGA
RESOLUTION 2022-12
RESOLUTION TO AUTHORIZE INVESTMENT
GEORGIA FUND 1 (local government investment pool)**

WHEREAS, Ga. Code Ann. §§36-83-1 to 36-83-8 authorizes Georgia local governments and other authorized entities to invest funds through the local government investment pool, and

WHEREAS, from time to time it may be advantageous to the City of Dahlonega to deposit funds available for investment in Georgia Fund 1 (hereinafter referred to as the local government investment pool) as it may deem appropriate; and

WHEREAS, to provide for the safety of such funds deposited in the local government investment pool, investments are restricted to those enumerated by Ga. Code Ann. §36-83-8 under the direction of the State Depository Board, considering first the probable safety of capital and then the probable income to be derived; and

WHEREAS, such deposits must first be duly authorized by the governing body of the local government or authorized entity and a certified copy of the resolution authorizing such investment filed with the Treasurer of the Office of the State Treasurer; and

WHEREAS, such resolution must name the official(s) authorized to make deposits or withdrawals of funds in the local government investment pool; and

WHEREAS, Ga. Code Ann. §36-83-8 requires a statement of the approximate cash flow requirements of the participating government pertaining to the funds to accompany the authorization to invest such funds at the time such deposits are duly authorized;

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Dahlonega that funds of the City of Dahlonega may be deposited from time to time in the manner prescribed by law and the applicable policies and procedures for the local government investment pool.

BE IT FURTHER RESOLVED THAT:

- Any one of the following individuals shall be authorized to deposit and/or withdraw funds from the local government investment pool on behalf of such government or other authorized entity:

Allison Martin Finance Director	706-482-2706 amartin@dahlonega.gov
Kimberly Stafford Assistant Finance Director	706-482-2713 kstafford@dahlonega.gov
Mary Csukas City Clerk	706-482-2710 mcsukas@dahlonega.gov

- All withdrawals from the local government investment pool shall be wired to the following participant's demand deposit account:

(For ACH and WIRE) United Community Bank
City of Dahlonega General Fund
ABA Number: 061112843
Account Number: 2004332983
Dahlonega, Georgia

- The local government investment pool monthly statements of account to:

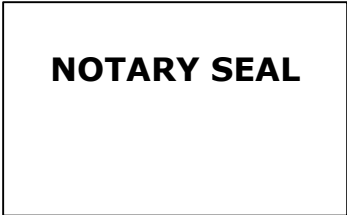
Kimberly Stafford
City of Dahlonega
465 Riley Road
Dahlonega, Georgia 30533

- Changes in the above authorization shall be made by cancellation or replacement resolution delivered to the Office of the State Treasurer. Until such a replacement resolution is received by the Office of the State Treasurer, the above authorized individuals, local government demand account instructions and statement mailing address(es) shall remain in full force and effect.

5. The following schedule represents the period in which existing balances are currently expected to remain invested in the local government investment pool:

 0 % 30 days or less;
 0 % more than 30 days but less than 90 days;
100 % 90 days or longer.
100 %

ADOPTED this 5th day of July, 2022.



JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk

Sworn to and subscribed before me this _____ day of _____ 20____.

(Notary Public)

Please complete and return an original copy to:

**Georgia Fund 1
Office of the State Treasurer
200 Piedmont Avenue
Suite 1204, West Tower
Atlanta, GA 30334-5527**

**Telephone: (404) 651-8964 or (404) 656-2993
Toll Free: (800) 222-6748
Fax: (404) 656-9048**

Georgia Fund 1 (local government investment pool) deposits are not guaranteed or insured by any bank, the Federal Deposit Insurance Corporation (FDIC), the Federal Reserve Board, the State of Georgia or any other agency.



Ordinances and Resolutions

DATE: 06/14/2022
TITLE: Ordinance 2022-09: State Standards Adoption for Construction
PRESENTED BY: Doug Parks, City Attorney

AGENDA ITEM DESCRIPTION:

This is an ordinance to amend the code regarding enforcement of the Georgia State Minimum Standard Code for Construction. Listed in the ordinance are code editions in effect as of January 1, 2022. The Act requires local governments that elect to enforce these codes within their jurisdictions to adopt administrative procedures and penalties in order to locally enforce any of these mandatory codes. The optional codes that are continuing to be amended are the International Property Maintenance Code and the International Existing Building Code.

HISTORY/PAST ACTION:

In previous years we have adopted the current year state minimum standards for construction as they are updated and amended by the state department of community affairs.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Recommendation to approve.

SUGGESTED MOTIONS:

Motion to approve.

ATTACHMENTS:

Ordinance 2022-09

ORDINANCE 2022-09

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, SUBPART B: LAND USE AND LAND DEVELOPMENT; CHAPTER 103: BUILDINGS AND REGULATIONS; ARTICLE II: CONSTRUCTION CODES; SECTION 103-19: STATE STANDARDS ADOPTED; TO PROVIDE FOR ENFORCEMENT OF THE GEORGIA STATE MINIMUM STANDARD CODES FOR CONSTRUCTION; AND OTHER PURPOSES.

Short title: "an ordinance to amend the Code of the City of Dahlonega regarding enforcement of the Georgia Minimum Standard Codes for Construction."

WHEREAS, the Georgia State Minimum Standard Codes for Construction promote the life, health, safety and general welfare of all citizens, and;

WHEREAS, said Codes are also designed to protect the property of all citizens, and;

WHEREAS, it is the desire of the Mayor and City Council to adopt and enforce, in all respects, the various Georgia State Minimum Standard Codes for Construction, and;

NOW, THEREFORE, be it ordained, and it is so ordained by the authority of the City Council of Dahlonega, that Subpart B, Chapter 103, Article II, Section 103-19, shall be amended in its entirety to read as follows:

Sec. 103-19. - State standards adopted.

(a) The mayor and city council hereby adopt the following state minimum standard codes, as adopted and amended by the state department of community affairs:

(1) International Building Code	2018 Edition
(2) International Mechanical Code	2018 Edition
(3) International Fuel Gas Code	2018 Edition
(4) International Plumbing Code	2018 Edition
(5) National Electrical Code	2020 Edition
(6) International Fire Code	2018 Edition
(7) International Residential Code	2018 Edition
(8) International Energy Conservation Code	2015 Edition
(9) International Swimming Pool and Spa Code	2018 Edition

(b) The following appendices of said codes, as adopted and amended by the state department of community affairs, are hereby adopted by reference as though they were copied herein fully:

- (1) International Building Code: All appendices
- (2) International Mechanical Code: All appendices

- (3) International Fuel Gas Code: All appendices
- (4) International Plumbing Code: All appendices
- (5) National Electrical Code: All appendices
- (6) International Fire Code: All appendices
- (7) International Residential Code: All appendices
- (8) National Energy Conservation Code: All appendices
- (9) International Swimming Pool and Spa Code: All appendices

(c) The following are adopted by reference as though they were copied herein fully:

- (1) International Property Maintenance Code 2018 Edition
- (2) International Existing Building Code 2018 Edition

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

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

This Ordinance shall take effect on the ____ day of _____, 2022.

ORDAINED, this ____ day of _____, 2022.

JoAnne Taylor, Mayor

Attest:

Mary Csukas, City Clerk

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	% BDGT USED
Fund 100 - GENERAL FUND				
	GENERAL PROPERTY TAXES	1,783,192.00	1,666,972.27	93.48
	GENERAL SALES AND USE TAXES	1,116,060.00	819,118.88	73.39
	SELECTIVE SALES AND USES TAXES	225,600.00	128,233.47	56.84
	ALCOHOLIC BEVERAGES LICENSES	131,900.00	130,000.00	98.56
	BUSINESS TAXES	555,200.00	589,527.19	106.18
	PENALTIES AND INTEREST	5,200.00	1,290.92	24.83
	PERMITS AND FEES	73,100.00	66,778.28	91.35
	INTERGOVERNMENTAL REVENUE	28,646.00	12,430.88	43.39
	CHARGES FOR SERVICES	703,800.00	480,921.60	68.33
	FINES AND FORFEITURES	181,400.00	162,575.67	89.62
	INVESTMENT INCOME	2,800.00	2,458.21	87.79
	MISCELLANEOUS REVENUE	10,000.00	12,968.10	129.68
	OTHER FINANCIAL SOURCES	20,000.00	9,050.00	45.25
	OTHER CHARGES FOR SERVICES	15,500.00	14,865.69	95.91
	TRANSFERS IN FROM OTHER FUNDS	61,458.00	40,972.00	66.67
	APPROPRIATED FUND BALANCE	850,626.00	0.00	0.00
TOTAL REVENUES		5,764,482.00	4,138,163.16	70.87
	LEGISLATIVE	208,477.00	143,695.12	56.87
	EXECUTIVE	267,970.00	167,463.70	62.49
	ELECTIONS	10,940.00	16,581.62	77.34
	GENERAL ADMINISTRATION	1,000,569.00	708,447.85	70.72
	MUNICIPAL COURT	326,866.00	183,404.74	56.11
	CITY MARSHAL	586,445.00	258,111.87	42.56
	PUBLIC WORKS ADMINISTRATION	284,482.00	114,645.33	40.30
	STREETS	1,050,960.00	714,420.16	67.98
	MAINTENANCE AND SHOP	102,671.00	73,294.05	71.39
	CEMETERY	74,613.00	12,264.04	15.58
	PARKS	31,034.00	15,135.35	48.77
	COMMUNITY DEVELOPMENT	272,814.00	169,952.90	62.30
	NON-DEPARTMENTAL	50,000.00	0.00	0.00
	TRANSFERS OUT TO OTHER FUNDS	1,496,641.00	997,760.72	66.67
TOTAL EXPENDITURES		5,764,482.00	3,575,177.45	61.17
Fund 100 - GENERAL FUND:				
	TOTAL REVENUES	5,764,482.00	4,138,163.16	70.87
	TOTAL EXPENDITURES	5,764,482.00	3,575,177.45	61.17
	NET OF REVENUES & EXPENDITURES	0.00	562,985.71	10,369.97

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY				
	CHARGES FOR SERVICES	0.00	684.86	100.00
	INVESTMENT INCOME	0.00	218.82	100.00
	CONTRIBUTIONS AND DONATIONS	0.00	80.00	100.00
	MISCELLANEOUS REVENUE	0.00	205.00	100.00
	TRANSFERS IN FROM OTHER FUNDS	322,998.00	215,332.00	66.67
	TOTAL REVENUES	322,998.00	216,520.68	67.03
	DDA ADMINISTRATION	150,988.00	53,693.35	28.17
	TOURISM	105,485.00	38,270.99	36.28
	DOWNTOWN DEVELOPMENT	66,525.00	34,987.89	45.72
	TOTAL EXPENDITURES	322,998.00	126,952.23	34.07
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:				
	TOTAL REVENUES	322,998.00	216,520.68	67.03
	TOTAL EXPENDITURES	322,998.00	126,952.23	34.07
	NET OF REVENUES & EXPENDITURES	0.00	89,568.45	180.63

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	% BDGT USED
Fund 275 - HOTEL/MOTEL TAX FUND				
	HOTEL/MOTEL TAXES	461,394.00	415,577.78	80.63
	INVESTMENT INCOME	0.00	87.03	100.00
	TOTAL REVENUES	461,394.00	415,664.81	80.65
	PURCHASES/CONTRACTED SERVICES	268,404.00	176,968.00	54.89
	TRANSFERS OUT TO OTHER FUNDS	192,990.00	128,660.00	66.67
	TOTAL EXPENDITURES	461,394.00	305,628.00	59.30
Fund 275 - HOTEL/MOTEL TAX FUND:				
	TOTAL REVENUES	461,394.00	415,664.81	80.65
	TOTAL EXPENDITURES	461,394.00	305,628.00	59.30
	NET OF REVENUES & EXPENDITURES	0.00	110,036.81	100.00

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	% BDGT USED
Fund 505 - WATER AND SEWER ENTERPRISE FUND				
	INTERGOVERNMENTAL REVENUE	0.00	30,494.78	100.00
	INVESTMENT INCOME	5,500.00	2,684.46	48.81
	MISCELLANEOUS REVENUE	5,000.00	7,647.06	152.94
	WATER CHARGES	3,041,894.00	2,055,239.56	67.56
	TAP FEES - WATER	100,000.00	237,141.00	237.14
	SEWER CHARGES	2,110,616.00	1,442,830.59	68.36
	TAP FEES - SEWER	100,000.00	235,015.00	235.02
	OTHER CHARGES FOR SERVICES	70,800.00	46,448.77	65.61
	TRANSFERS IN FROM OTHER FUNDS	1,280,982.00	853,988.00	66.67
	APPROPRIATED NET ASSETS	240,772.00	0.00	0.00
	TOTAL REVENUES	6,955,564.00	4,911,489.22	69.09
	SEWER LIFT STATIONS	257,877.00	115,950.96	44.96
	SEWER TREATMENT PLANT	722,992.00	451,442.42	61.80
	DISTRIBUTION AND COLLECTION	1,090,820.00	559,886.66	50.17
	WATER SUPPLY	343,496.00	122,743.04	35.73
	WATER TREATMENT PLANT	2,261,599.00	1,126,230.89	49.33
	CAPITAL OUTLAYS	2,090,780.00	1,339,355.75	55.98
	INTERFUND CHARGES	128,000.00	85,333.36	66.67
	OTHER COSTS	60,000.00	0.00	0.00
	TOTAL EXPENDITURES	6,955,564.00	3,800,943.08	51.98
Fund 505 - WATER AND SEWER ENTERPRISE FUND:				
	TOTAL REVENUES	6,955,564.00	4,911,489.22	69.09
	TOTAL EXPENDITURES	6,955,564.00	3,800,943.08	51.98
	NET OF REVENUES & EXPENDITURES	0.00	1,110,546.14	546.04

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	% BDGT USED
Fund 540 - SOLID WASTE ENTERPRISE FUND				
	CHARGES FOR SERVICES	500.00	250.00	50.00
	INVESTMENT INCOME	500.00	234.76	46.95
	OTHER CHARGES FOR SERVICES	8,000.00	4,624.75	57.81
	REFUSE COLLECTION CHARGES	1,003,716.00	698,956.33	69.64
	TOTAL REVENUES	1,012,716.00	704,065.84	69.52
PERSONAL SERVICES AND EMPLOYEE BENEFITS				
	PURCHASES/CONTRACTED SERVICES	510,863.00	290,535.20	56.87
	SUPPLIES	279,358.00	169,347.01	60.62
	INTERFUND CHARGES	80,600.00	66,657.27	63.74
	OTHER COSTS	64,000.00	42,666.64	66.67
	DEBT SERVICE	43,909.00	0.00	0.00
	TOTAL EXPENDITURES	33,986.00	1,577.80	4.64
	TOTAL EXPENDITURES	1,012,716.00	570,783.92	55.06
Fund 540 - SOLID WASTE ENTERPRISE FUND:				
	TOTAL REVENUES	1,012,716.00	704,065.84	69.52
	TOTAL EXPENDITURES	1,012,716.00	570,783.92	55.06
	NET OF REVENUES & EXPENDITURES	0.00	133,281.92	555.92

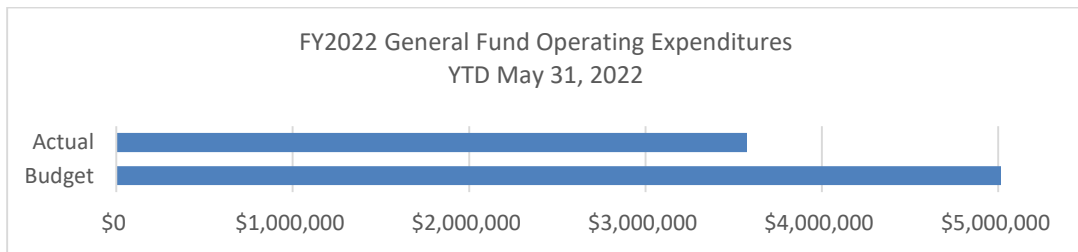
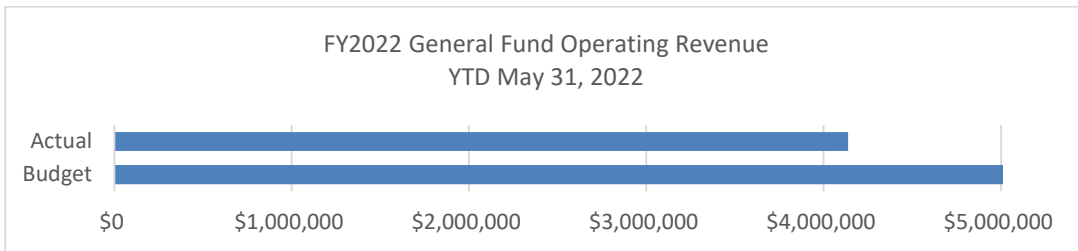
GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	% BDGT USED
Fund 560 - STORMWATER ENTERPRISE FUND				
	INVESTMENT INCOME	100.00	277.32	277.32
	OTHER CHARGES FOR SERVICES	1,000.00	1,153.35	115.34
	TRANSFERS IN FROM OTHER FUNDS	1,146,869.00	764,579.36	66.67
	STORMWATER UTILITY CHARGES	338,580.00	236,246.33	69.78
	TOTAL REVENUES	1,486,549.00	1,002,256.36	67.42
	PERSONAL SERVICES AND EMPLOYEE BENEFITS	76,154.00	45,378.20	59.59
	PURCHASES/CONTRACTED SERVICES	77,910.00	3,455.65	4.28
	SUPPLIES	32,000.00	0.00	0.00
	CAPITAL OUTLAYS	815,885.00	344,689.25	27.27
	INTERFUND CHARGES	484,600.00	323,066.64	66.67
	OTHER COSTS	0.00	3,000.00	100.00
	TOTAL EXPENDITURES	1,486,549.00	719,589.74	37.14
Fund 560 - STORMWATER ENTERPRISE FUND:				
	TOTAL REVENUES	1,486,549.00	1,002,256.36	67.42
	TOTAL EXPENDITURES	1,486,549.00	719,589.74	37.14
	NET OF REVENUES & EXPENDITURES	0.00	282,666.62	62.71
	TOTAL REVENUES - ALL FUNDS	16,003,703.00	11,388,160.07	69.93
	TOTAL EXPENDITURES - ALL FUNDS	16,003,703.00	9,099,074.42	53.47
	NET OF REVENUES & EXPENDITURES	0.00	2,289,085.65	312.25



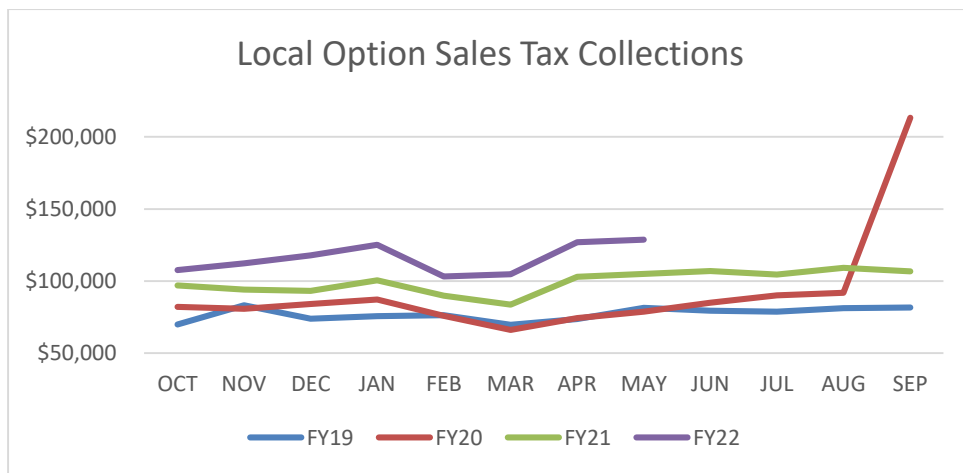
CITY OF DAHLONEGA MONTHLY FINANCIAL REPORTS

For the Eight Months Ended May 31, 2022

GENERAL FUND



- The annual property tax bills were levied and mailed by the Tax Commissioner on October 1st with a due date of December 1st. To date, 100% of the 2021 taxes budgeted have been collected.
- Sales tax collections remain strong. The change in the State law related to taxation of internet sales has continued to have a positive impact on our collections.



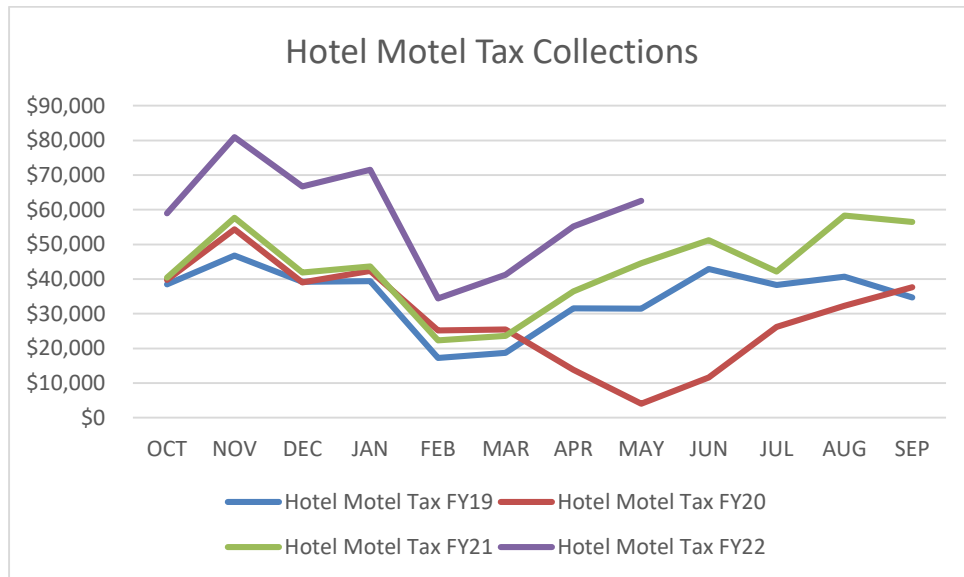
- The annual revenue for Insurance Premium Tax is \$436,601 this year, which is 3.3% greater than received last fiscal year.
- Alcoholic Beverage Tax and License revenue collected year-to-date is slightly increased from the prior year.
- Permit revenue collected year-to-date is slightly above last year's collections.
- Department expenditures are in line with budget expectations.

DOWNTOWN DEVELOPMENT AUTHORITY

- Operational results are on track with the budget.

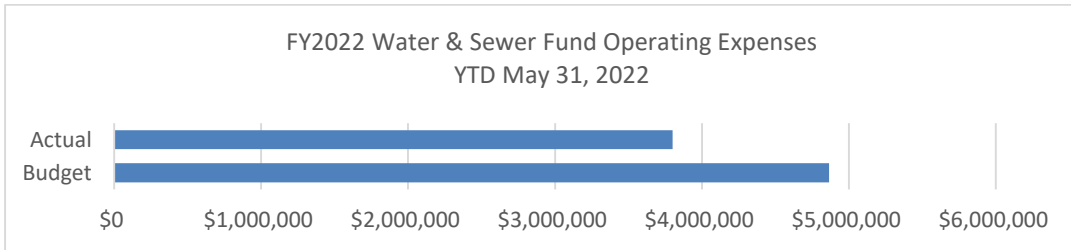
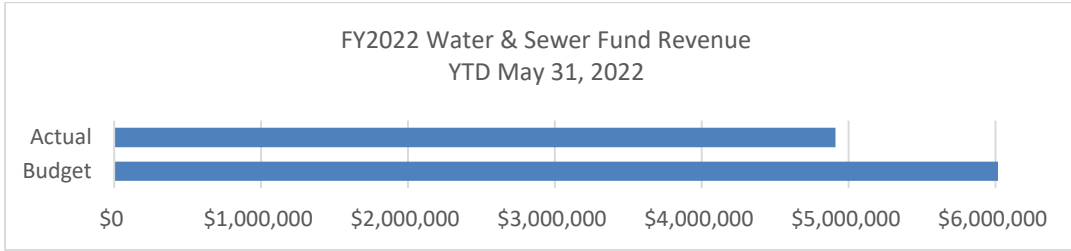
HOTEL/MOTEL TAX FUND

- Tax revenue collections experienced a sharp decline in April 2020 with the onset of the Pandemic. Beginning in September 2020, collections have remained higher than in previous years. FY22 is 51.86% more than FY21 and is 79.4% higher than pre-pandemic collections. There are two factors for the increase above pre-pandemic levels. One is the change to the law regarding collection by third-party online booking agencies, the other is the new hotel.



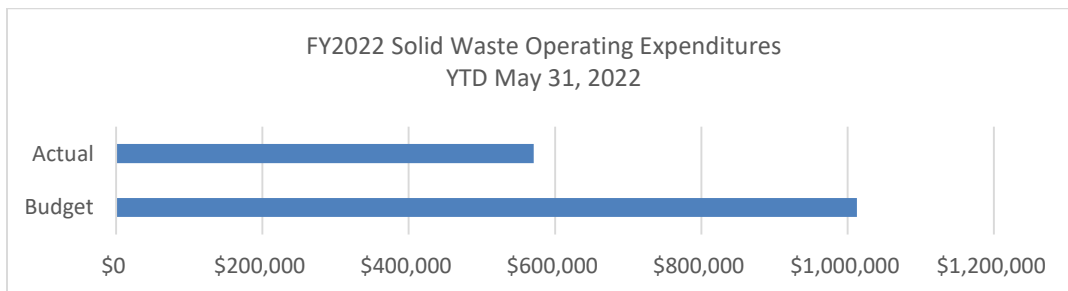
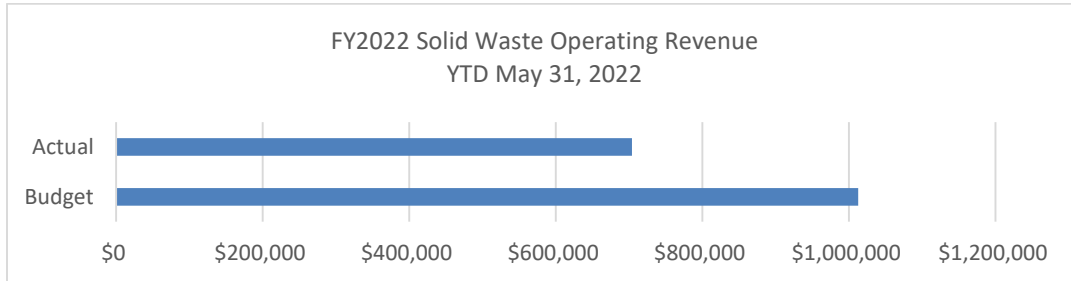
WATER AND SEWER FUND

- Water and sewer sales are trending along with budget projections. Revenue from water sales and sewer charges is 2.63% more than last year and just exceeded pre-pandemic levels by 1.0%.
- All department expenses are in line with the budget.



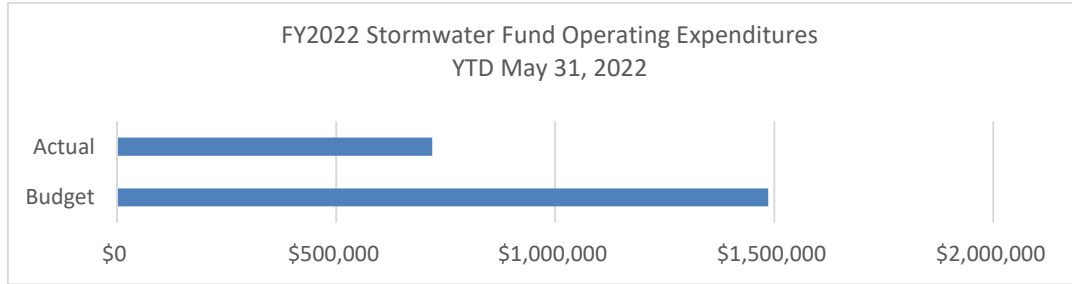
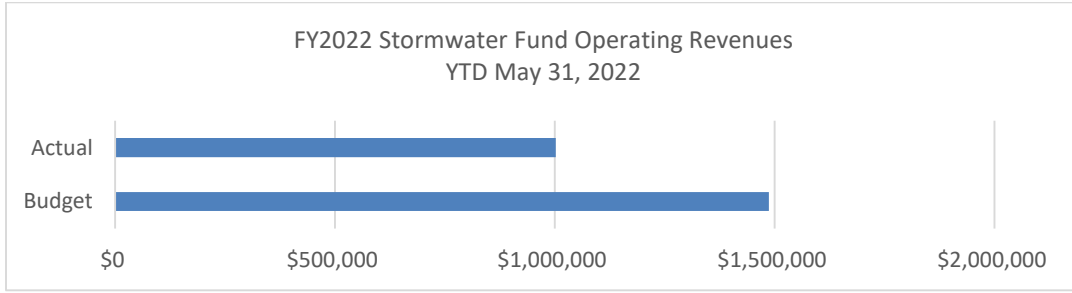
SOLID WASTE FUND

- Refuse Collection Charges are Revenues are 2.36% greater than the prior year.
- Expenses are meeting budget expectations.



STORMWATER ENTERPRISE FUND

- Transfers In and Indirect Charges reflect an eight-month allocation.
- Stormwater utility charges were first billed in January 2021 and are meeting budget expectations.
- Expenses are related to the startup of the new utility, projects, and allocated staff pay and benefits.



(Prepared for Council and Management by Allison Martin 6/24/2022)



KB Advisory Group
1447 Peachtree Street NE
Suite 610
Atlanta GA 30309
404.845.3550

May 25, 2022

Jameson Kinley
Planning and Zoning Administrator
City of Dahlonega, Georgia
465 Riley Road
Dahlonega Georgia, 30533

PROPOSAL

Comprehensive City-wide Housing Market Study, Needs Analysis, and Strategy Development

Dear Mr. Kinley,

Thank you for reaching out to our firm about the possibility of conducting a study to assess the City of Dahlonega's housing needs and goals. We understand you are interested in a housing analysis that addresses Dahlonega's current housing market, housing affordability and availability, as well as the unique characteristics impacting Dahlonega's market. We appreciate the opportunity to provide the City of Dahlonega a city-wide housing analysis proposal, and we look forward to working on this engagement.

From our past and recent work in the area, we know that multiple aspects of Dahlonega attract a varied audience seeking housing opportunities including UNG students, faculty & staff, tourists, the local workforce, second home buyers, and full-time residents. Our proposed work will provide you with a perspective on how current and future residential market trends will impact Dahlonega over the coming years. The research, analysis, and conclusions can provide key inputs for making future land use, planning, and real estate development policy decisions.

We find that often these housing assessments have dual purposes: first is the technical analysis, which provides abundant data points and interesting insights into your local residential marketplace, which can inform and enhance your decision-making processes for housing locally. The second is the communication aspect, which gives staff and elected officials the tools and information they need to communicate to constituents the rationale for crucial policies related to land use and housing.

Our proposed assessment will answer questions related to the Dahlonega's housing market such as:

- What are the economic and demographic drivers of housing demand city-wide in Dahlonega?
- What does the Dahlonega's future rental housing demand look like? Is there a need and opportunity for more rental housing in the city, both student and non-student?
- What about for-sale housing? What products and price points are likely to be attracted to Dahlonega, and are the City's policies aligned appropriately with future demand for new single-family for-sale product?



- Given that a city's appeal as a tourist destination, what are the impacts and outlook for short-term rentals? How do short-term rentals impact housing attainability?
- Further, how is Dahlonega's housing market impacted by second home purchases?
- What tools or funding resources are available to best position Dahlonega's housing market to improve overall livability?

We see the assignment as incorporating six key elements that will be addressed in the proposed scope of work outlined below:

1. Data analysis of housing supply and demand drivers in Dahlonega
2. Qualitative assessment of local housing preferences
3. Regional/comparable cities analysis
4. Identification of housing demand and corresponding needs/gaps
5. Housing strategy: Recommended alignment of current policy to comply with housing needs
6. Final Report.

Based on our understanding of the issues, we have prepared the following scope of services to conduct a rental housing needs assessment for the City of Dahlonega.

Project Scope

Task 1: Housing Supply/Demand Assessment

Housing Supply/Demand Analysis

We will examine the trends in the performance of the housing market in Dahlonega and the broader regional market to define the current inventory and set of new developments, for-sale and rental communities, etc. This will include an analysis of recent and planned changes to the housing supply in the area, both currently and in the development pipeline. We will evaluate the supply in terms of:

- Unit types
- Age/condition
- Unit characteristics, size, and amenities
- Sales trends, pricing, rents
- Occupancy and tenure trends
- Short-term rental trends
- Second home trends

Housing Demand Analysis

We will assess the housing demand drivers in Dahlonega by examining the following key local economic and demographic trends including:



- Population and household trends
- Employment and local workforce trends
- Household income patterns
- Migration and turnover ratios
- Housing tenure preferences
- Affordable housing needs based on demographic data
- U. of North Georgia's student, faculty, and staff housing demand
- Short-term rental occupancy

We will gather the above data through both primary and secondary research methods.

Task 2: Qualitative Assessment of Local Housing Preferences

As part of the preparation of the housing strategy we will conduct a set of **stakeholder interviews** to get a detailed understanding of the housing market in Dahlonega from an “on-the-ground” perspective. We intend to interview local land use officials, real estate professionals, managers of apartment communities, area developers, and other local stakeholders including major employers.

With your assistance, we will also plan a one-to-two-hour **public information sharing** in which we will deliver a short presentation on our work. This presentation will kick-off an open house-style session in which we will provide boards and other visuals that illuminate our work and findings. This type of sharing session is typically most useful to our work prior to our final analysis so that we can incorporate feedback from the session in our recommendations. However, you may determine that this session is most useful after the bulk of our work and recommendation delivery. Thus, timing of this session is to be determined.

We would also deliver one presentation of the draft or final report to a board or committee of your choosing (typically the city council).

Task 3: Regional/Comparable Cities Analysis

As part of the assessment of local housing supply and demand drivers we will prepare a **Regional/Comparable Cities Analysis** to examine housing by type found in Dahlonega compared to a sample of up to five similar and/or nearby Georgia towns for comparison. This analysis will provide useful information on other similar cities in terms of the mix of housing that best achieves a successful balance in the local housing market for those communities. It is likely that we will use Blue Ridge and Gainesville in the comparative set, both North Georgia destinations that we have recently studied as part of similar analyses described herein.

Task 4: Housing Gap Analysis

We will prepare a housing demand analysis by forecasting housing demand in Dahlonega for the next five years to determine future housing demand by tenure (owner/renter) and price range. This will allow for conclusions regarding the depth of housing needs at all price points. Additionally, this demand will allow us determine demand for housing by householder age.



The demand analysis in this task, combined with the supply analysis in the previous tasks, will be used to determine the portions of the ownership and rental housing markets that are in demand but not attracting new production. We will look at the level of housing production that is required to meet future housing needs over the coming years.

Based on the results of the preceding analytic steps, we will prepare an assessment of the housing need in Dahlonega that considers the following factors:

- The anticipated demand for housing of various types in the city over the coming years by housing type
- The capacity of the current housing inventory to accommodate growth in demand
- The status of future additions to supply already in the development pipeline or planned
- Estimates of any unmet housing needs based upon an assessment of the preceding factors.

Task 5: Aligning Current Policy to Housing Needs

Once we have determined the appropriate level of housing need, a critical next step is to make sure the City's land use policies and regulatory framework are aligned with its long-range opportunities and goals. In this portion of the study, we will identify a series of strategies designed to align housing development with the needs generated by new employment and demographic changes occurring in Dahlonega. We will examine key conditions affecting housing development in terms of:

- Current locations for housing development, both for greenfield development and redevelopment/infill
- Potential housing opportunities near employment and commercial centers
- For-sale and rental housing trends indicating preferred development areas
- Identify current barriers to housing development and the potential tools available to improve existing housing and create future housing which is contextually appropriate for Dahlonega
- Adequacy of land use policies/zoning capacity and approval process to support future housing development.

The purpose of this task in the housing strategy will be to identify a number of specific recommendations for improving the performance of the local housing market in providing a range of housing alternatives to support the economic growth of the community and enhance the quality of life for current and future residents. These recommendations will be tailored to speak to public sector policy initiatives.

Task 6: Final Report

After the analysis period we will prepare a draft report on the results of the preceding tasks that will provide our findings and recommended housing strategy for Dahlonega over the 2022-2027 period. We will provide you with a digital copy of the draft report and be available to discuss the



findings with you at your convenience. As mentioned above, after soliciting and incorporating feedback on our work, we will be available to make one final presentation of the report to the public, or public entities, at your direction.

TIMING AND FEE

Based on our extensive experience conducting this type of analysis, and the suggested scope of services outlined above, we estimate it will take approximately **16 weeks** from your authorization to complete the housing strategy and deliver the first draft of the report.

Our fee for the housing study assignment is **\$45,500**, which is inclusive of all expenses.

Proposed Fee by Task	
Carrollton City-wide Housing Study	
Task 1: Supply and Demand Analysis	\$12,750
Task 2: Qualitative Assessment	\$7,100
Task 3: Comparable Cities Analysis	\$6,200
Task 4: Identify Housing Needs/Gaps	\$8,500
Task 5: Housing Strategy	\$7,500
Task 6: Final Report	\$3,500
TOTAL LUMP SUM FEE	\$45,500

We require a **retainer of \$9,110** for this assignment (20% of the total fee), which will be applied to the final invoice. We will invoice you on a monthly basis for the work completed that month. Our invoices are due and payable within 30 days. The following terms and conditions are an integral part of our proposal.

If this proposal is acceptable to you, please sign and return a copy to us as authorization to proceed. We look forward to continuing our work with you.

All the Best,

Geoff Koski, President
KB | ADVISORY GROUP

Accepted by: _____
 Date: ____/____/____



NOTE: After 20 years, **Bleakly Advisory Group** is now doing business as **KB Advisory Group**.

Terms and Conditions Governing this Research and Report

Accuracy of Report: Every reasonable effort will be made to ensure that the data developed in this assignment reflect the most accurate and timely information possible and is believed to be reliable. This consulting assignment will be based on estimates, assumptions and other information developed by KB Advisory Group (“KBAG”) from its independent research efforts, general industry knowledge and consultations with the client for this assignment and its representatives. No responsibility is assumed for inaccuracies in reporting by the client, its agents or representatives or any other data source used in preparing or presenting this study. The research and reports are based on information that is current as of the date of the report. KBAG assumes no responsibility to update the information after the date of the report. The research may contain prospective financial information, estimates or opinions that represent our view of reasonable expectations at a particular point in time, but such information, estimates or opinions are not offered as predictions or as assurances that a particular outcome will occur. Actual results achieved during the period covered by our prospective analysis may vary from those described on our research and report and variations may be material. Therefore, nor warranty or representation is made by KBAG that any of the projected values or results contained in the work product from this assignment will actually be achieved.

Usage of Report: The research product may not be used, in whole or in part, in any public or private offering of securities or other similar purpose by the client without first obtaining the prior written consent of KBAG.

Termination: Should you determine to terminate this agreement for any reason you agree to so notify KBAG via letter and agree to pay for work completed by KBAG up to the date of the notification of termination.

Entirety of Agreement: The terms and conditions of this agreement embody the entirety of the agreement and understanding between the parties hereto and there are no other agreements and understandings, oral or written, with reference to the matter hereof that are not merged herein and superseded hereby. No alteration, change, or modification of the terms of the agreement shall be valid unless made in writing and signed by both parties.

Dispute Resolution: If a dispute arises out of or related to this agreement, or the breach thereof, the parties will attempt to settle the matter through amicable discussion. If no agreement can be reached, the parties agree to use mediation before resorting to a judicial forum. The cost of the third-party mediator will be shared equally by the parties.

Limitation of Liability: The client agrees that as a result of any mediation or legal action resulting from this assignment KBAG’s maximum liability is limited to the fees it receives for the assignment.

Governing Law: The agreement shall be governed by the laws of the State of Georgia.

DIVISION 2. - MOUNT HOPE CEMETERY AND MEMORIAL PARK CEMETERY

Sec. 10-118. - Restricted hours of visitation.

- (a) It shall be unlawful for any person to visit, loiter, wander, stroll, or otherwise be on or within the grounds of Mount Hope Cemetery or Memorial Park Cemetery between the hours of 8:00 p.m. and 7:00 a.m. from April 1, until September 30, and between the hours of 6:00 p.m. and 7:00 a.m. from October 1, until March 31, except as permitted by formal written permission of the city.
- (b) Any individual, group, organization or business, which seeks a temporary exemption to the established hours, shall be required to submit a request in writing to the Dahlonega City Council for consideration. In the event the exception request is approved, such business or individual may be permitted to visit the Mount Hope Cemetery or Memorial Park Cemetery on hours outside of those specified in this section for certain indicated times specified by the city council.
- (c) Each offense under this section shall be punishable as a misdemeanor via citation to the municipal court.

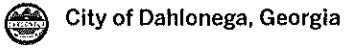
(Ord. No. 2015-8, §§ 1—3, 8-20-2015 ; Ord. No. 2019-15, 6-4-2019)

Statement Regarding Dahlonega Walking Tours and Mount Hope Cemetery

Dahlonega Walking Tours was started in 2014. We offer 5 different walking tours of the historic district in Dahlonega. The cemetery is included on one of our tours, the Historic Ghost Walk. Our ghost walk begins at 8 pm every Friday and Saturday and tours by request on Thursday and Sunday.

The cemetery permit, as written now, is not workable except for 3-5 months of the year. The current ordinance is based on the setting of the sun rather than a time. It is a walk of over ½ mile to the cemetery from our office. As the days get shorter, we are having to eliminate some very historic stops in order to make it to the cemetery stop on time.

We are also anticipating having to offer additional tours this fall with the Covid-19 pandemic. In the past, we have been able to conduct fairly large tours. With the current virus, we are offer tours of no more than 10-12 people to more effectively social distance tour goers. We will need to conduct additional tours to accommodate our biggest season around Halloween.



05/27/2022

LGT-22-1

Visitation Permit to Mount Hope Cemetery or Memorial Park Cemetery Application

Status: Active

Date Created: May 23, 2022

Applicant

Penelope Sharp
dahlonegawalkingtours@gmail.com
19 East Main Street
Suite F
Dahlonega, GA 30533
[REDACTED]

Location

19 MAIN ST E Unit E
Unit E
DAHLONEGA, GA 30533

Individual Contact Information

Contact Name

Penelope Sharp

Contact Address

19 Main Street

City

Dahlonega

State

GA

Zip

30533

Contact Phone Number

[REDACTED]

Business Contact Information

Legal Business Name

Dahlonega Tours and More, LLC

Physical Location

19 E. Main Street Suite F

City

Dahlonega

State

GA

Zip Code

30533

Business Phone Number

706-482-8795

Business Fax Number

--

Point of Contact Person

Penelope Sharp

Business Mailing Address

19 E. Main Street Suite F

City

Dahlonega

State

GA

Zip Code

30533

Emergency Phone #

[REDACTED]

Email

dahlonegawalkingtours@gmail.com

Business License Number

110,096

Website Address

dahlonegawalkingtours.com

Business Ownership and Insurance Information

Business Owner Name

Penelope Sharp

Insurance Company Address

385 Washington Street

State

MN

Insurance Co. Phone #

1-800-237-9334

Insurance Company Name

Northfield Insurance Company

City

St. Paul

Zip Code

55102

Liability Insurance Policy #

WS400574

Agreement and Stipulations

An annual \$250.00 limited privilege license fee is included with this application. The undersigned agrees that this limited privilege license can be revoked for failure to abide by, any stipulation as stated herein:

City staff can accompany a tour at any time and the tour must remain on the paved pathways of the cemetery at all times.

At all times, the license holder should have in force no less than a \$1,000,000 liability insurance policy. The City of Dahlongega shall be named as an additional insured on the policy which is to be maintained while the business is in operation.

The tour must suspend all activity inside any city cemetery according to Ordinance 2019-15. Division 2. - MOUNT HOPE CEMETERY AND MEMORIAL PARK CEMETERY Sec. 10-118 - Restricted hours of visitation.

(a) It shall be unlawful for any person to visit, loiter, wander, stroll, or otherwise be on or within the grounds of Mount Hope Cemetery or Memorial Park Cemetery between the hours of 8:00 p.m. and 7:00 a.m. from April 1, until September 30, and between the hours of 6:00 p.m. to 7:00 a.m. from October 1, until March 31, except as permitted by formal written permission of the city.

(b) Any individual, group, organization, or business, which seeks a temporary exemption to the established hours, shall be required to submit a request in writing to the Dahlongega City Council for consideration. In the event the exception request is approved, such business or individual may be permitted to visit the Mount Hope Cemetery or Memorial Park Cemetery on hours outside of those specified in this section for certain indicated times specified by the City Council.

Reason for Temporary Exemption

Business

(c) Each offense under this section shall be punishable as a misdemeanor via citation to the municipal court.

Signature

Penelope Sharp
05/23/2022

Title

Owner

Date

05/23/2022




Attachments

No attachments

History

Date	Activity
May 23, 2022 at 2:49 pm	Jameson Kinley started a draft of Record LGT-22-1
May 23, 2022 at 2:54 pm	Jameson Kinley submitted Record LGT-22-1
May 23, 2022 at 2:54 pm	approval step Limited Guided Tours for Mount Hope Cemetery Review was assigned to Mary Csukas on Record LGT-22-1
May 23, 2022 at 2:54 pm	Jameson Kinley altered payment step Custom Payment, changed status from Inactive to Skipped on Record LGT-22-1

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Custom Payment	Waived	-	May 23, 2022 at 2:54 pm	-	-
 Limited Guided Tours for Mount Hope Cemetery Review	Active	-	-	Mary Csukas	-
 Permit Issuance	Inactive	-	-	-	-



City Council Agenda Memo

DATE: 7/5/2022
TITLE: Cemetery Visitation Permit - Dahlonega Walking Tours
PRESENTED BY: Jameson Kinley, Planning and Zoning Administrator

AGENDA ITEM DESCRIPTION:

The Dahlonega Walking Tours has applied for a Cemetery Visitation Permit under Chapter 10 – Article II City Cemeteries – Division 2 Mount Hope Cemetery and Memorial Park Cemetery – Sec. 10-118. Restricted hours of visitation (b).

The applicant is requesting to provide guided tours through the cemeteries between the hours of 8 and 10pm on Thursday's through Sunday's.

HISTORY/PAST ACTION:

The Dahlonega Walking Tours have been operating since 2014.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Up to the discretion of the Council

SUGGESTED MOTIONS:

Motion to Deny

-or-

Motion to grant access to the Dahlonega Walking Tours for Mount Hope and Memorial Park Cemetery from 8 to 10 pm on Thursdays through Sunday's. The applicant must provide a copy of the insurance and comply with all other stipulations on the permit outside of the ones in this motion.

ATTACHMENTS:

Ordinance
Written Request
Application
