



CITY OF DAHLONEGA

City Council Work Session Agenda

October 19, 2026, 4:00 PM

Gary McCullough Council Chambers, Dahlonaga City Hall

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. BOARDS AND COMMITTEES

- (1.) Cemetery Committee - September 2026
Chris Worick, Committee Chairman
- (2.) Downtown Dahlonaga Main Street Program - September 2026
Ariel Alexander, Dahlonaga Main Street Program Director

IV. DEPARTMENT REPORTS AVAILABLE AT:

<https://dahlonaga.gov/category/departement-reports/>

- (1.) Administration - September 2026
Allison Martin, City Manager
- (2.) Community Development - September 2026
Allison Martin, City Manager
- (3.) Police - September 2026
George Albert, Chief of Police
- (4.) Public Works - September 2026
Mark Buchanan, City Engineer
- (5.) Water and Wastewater Treatment - September 2026
John Jarrard, Water/Wastewater Treatment Department

V. PRESENTATIONS

- (1.) Tourism Report - Q3 Tourism Report
Sam McDuffie, Dahlonaga-Lumpkin County Visitors Bureau Executive Director

VI. AGREEMENTS AND CONTRACTS

- (1.) Agreement for Tourism Development Services with the Dahlonaga-Lumpkin County Convention and Visitors Bureau, Inc. (CVB) 2026
Allison Martin, City Manager

- (2.) Professional Services Agreement with Jarrard Water Services, Inc. (JWS) in the amount of \$58,462.80 (\$4,871.90 per month) for consulting services to the Water and Wastewater Departments
Ricky Stewart, Director of Utilities
- (3.) Master Engineering Services Agreement with Hazen and Sawyer, P.C.
Ricky Stewart, Director of Utilities

VII. OTHER ITEMS

- (1.) Approval of City of Dahlonega 2027 Holiday Calendar
Rhonda Hansard, City Clerk / Allison Martin, City Manager
- (2.) Approval of City of Dahlonega 2027 City Council Meeting Schedule
Rhonda Hansard, City Clerk / Allison Martin, City Manager
- (3.) Zoning Ordinance Update - September 2026
Allison Martin, City Manager

VIII. STAFF / COUNCIL ANNOUNCEMENTS AND COMMENTS - PLEASE LIMIT TO THREE MINUTES PER SPEAKER

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

IX. ADJOURNMENT



Department Report

Report Title: Cemetery Committee— September 2026
Report Highlight: FALL CLEANUP & TREE PLANTING NOVEMBER 7
Name and Title: Chris Worick, Chairman, Dahlonega Cemetery Committee

The Dahlonega Cemetery Committee did not hold a September meeting.

Recently Completed:

- Esther Morgan-Ellis was sworn in as a voting member of the Cemetery Committee at the August 3rd City Council monthly meeting. She replaces Robbie Rupard who resigned in July.

Upcoming:

- The Cemetery Committee will stake off the locations for holes to be dug and the soil prepared in preparation for the new vegetation at the entrance of Mt. Hope. New plants and trees will be planted before the first frost. Looking at Saturday, November 7th as the planting date since that will be our semi-annual fall cleanup day.



- Memorial Park still needs the new cemetery section marked off in rows and plots.



Department Report

Report Title: Downtown Dahlonega Main Street Program – September 2026
Report Highlight: Main Street Training and Planning Initiatives
Name and Title: Ariel Alexander, Director, Dahlonega Main Street Program

- Attended Downtown Business Association meeting at Lumpkin County Library.
- September First Friday Concert was a success, with Dock Rock Radio performing for one of our largest crowds of the season. Public House of Dahlonega was our drink vendor, with Shenanigans offering to-go orders.
- Met with representatives from the Old-Fashioned Christmas Committee and the Downtown Business Association to discuss a city-sponsored Christmas in July event. This program will begin in 2027.
- Attended virtual Main Street training.
- Attended Old Fashioned Christmas Committee steering committee meeting. Reported on food truck schedule and special event permitting. Ordered additional Christmas lighting for downtown.
- Planning for Scares on the Square trick-or-treating. The event will take place on Saturday, October 31, from 5 to 7 p.m. downtown. The square will be shut down during this time.
- The Main Street Program took over the scarecrow program downtown this year. Scarecrows will be assembled in the last week of September.
- Met with TrailFest representatives again to review their plans and permits.
- Met with Wimpy Mile representatives to discuss the expansion of their event and the public safety and permitting process.
- The Friendly Faces group will have their first shift on Gold Rush weekend. We have 10 volunteers so far and are still accepting applications.
- Completed draft of housing presentation for Georgia Initiative for Community Housing Fall Retreat. The group will travel to LaGrange on November 10-12.
- Managed permitting of Hancock Park rentals, downtown events, and parades/5Ks.
- Main Street Board is in the process of completing their required 8-hour Main Street 101 training. They have scheduled their annual planning meeting for November 3 at the Holly Theater. Community partners are invited to participate.
- Ordered new parking signage for downtown.
- Performed weekly downtown walkthroughs and office hours with merchants.
- Managed regular postings for City Hall social media and the Main Street accounts.
- City Manager and staff provided a letter of support for the Hillcrest House project to receive a low-interest loan from the Georgia Cities Foundation.



Department Report

Report Title: Administration – September 2026
Report Highlight: Completed revenue compliance audit process.
Name and Title: Allison Martin, City Manager

Recently Completed:

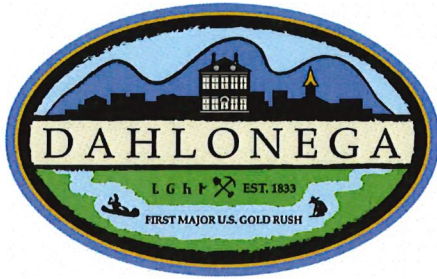
- Cyber Security updates/training.
- Attended Comprehensive Plan Public Input Session and stakeholder meeting
- Phase II Master Plan data collection 85% complete – additional information provided
- Pre-work on joint meeting agenda and meeting date

Underway:

- Inventory module design and implementation data collection/import.
- Internal audit of assets – 95% complete
- Drafts of updated financial policies and procedures, AI policy, and revenue handbook.
- Staff continue to review forms for needed updates.

Near Term:

- Develop and implement employee meetings to provide appropriate training and update HR forms;
- Review additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billing address points against MSAG/E911/USPS data.



City of Dahlonega
465 Riley Road
Dahlonega, GA 30533
 Telephone: 706-864-6133 Fax: 706-864-4837

Activity report for September 2026

Community Development Department

Permits issued for September

1 - Residential	0 - Annex	1-Sign permits	0 -Variances	0 -Tree Removal
1-Zoning	0-Minor Plats	0 -Final Plats	0-Pool	0-ZVL 4- STR
0-Commercial	1 - Cemetery	0 - Land Disturbance	0 - COA	- Demo -Misc.

110- Total open active permits

52- Residential permits	3- Pool permits	18 - Commercial permits	2- Tree permits
22- Land Disturbances permits	1- Sign permits	1- Cemetery permits	1-ZVL 0-STR
3- Rezoning permits	0-- Variances	2 - BZA permit	0- annex
0- Minor/Final permits	0- COA Permit	0- Outdoor dining permit	5-Misc.

Analytic Records submitted for September.

18 - Records were created.	76 - Inspections.
\$53,556.00 - Collected revenue.	13 - Permits were issued.

Breakdown of inspections for September.

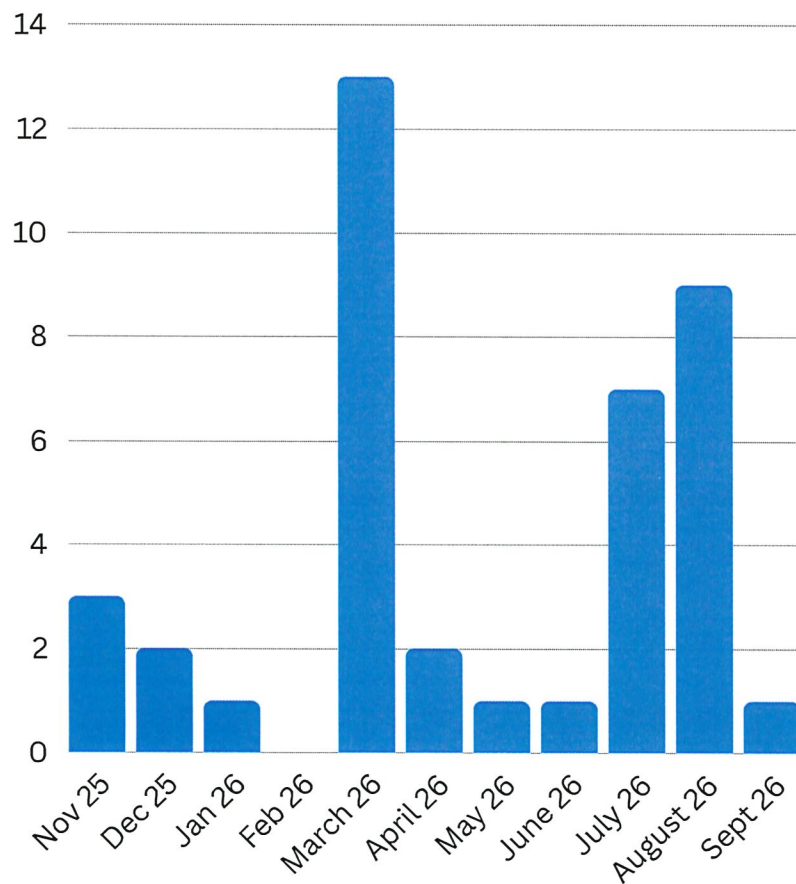
36- Residential.	7 - Commercial.	33- Land Disturbances.	-Other & (Business)
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Projects Under Review.

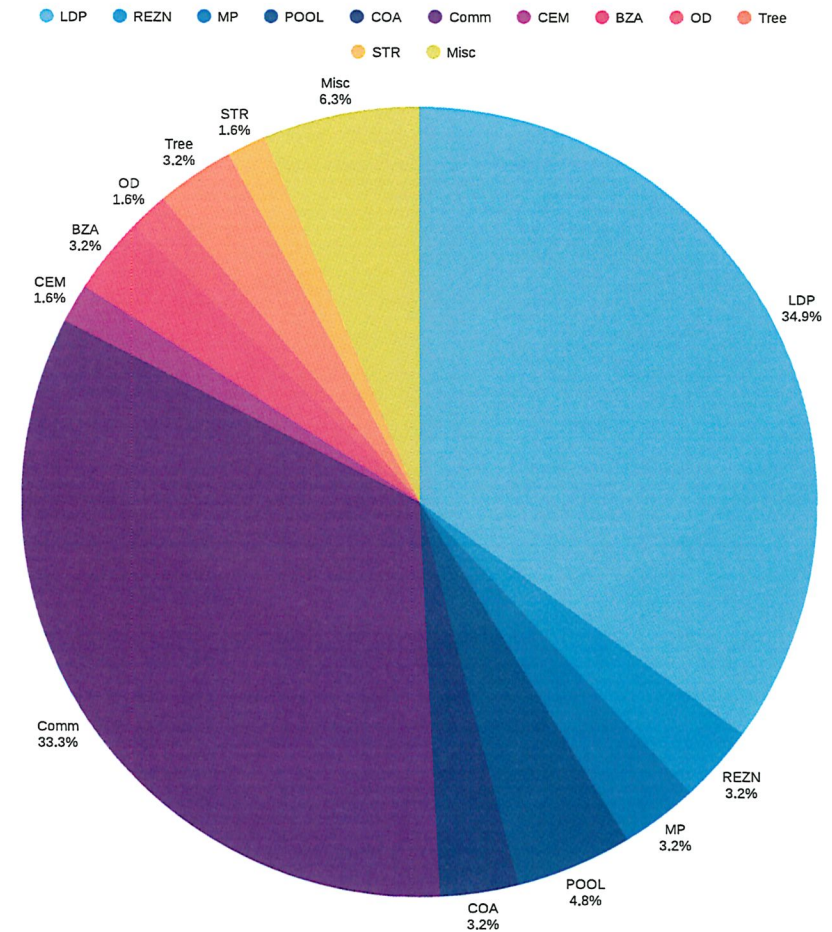
Approved projects.

Achasta, Golf Course Lots (on hold)

Sherman Green Terrace 3



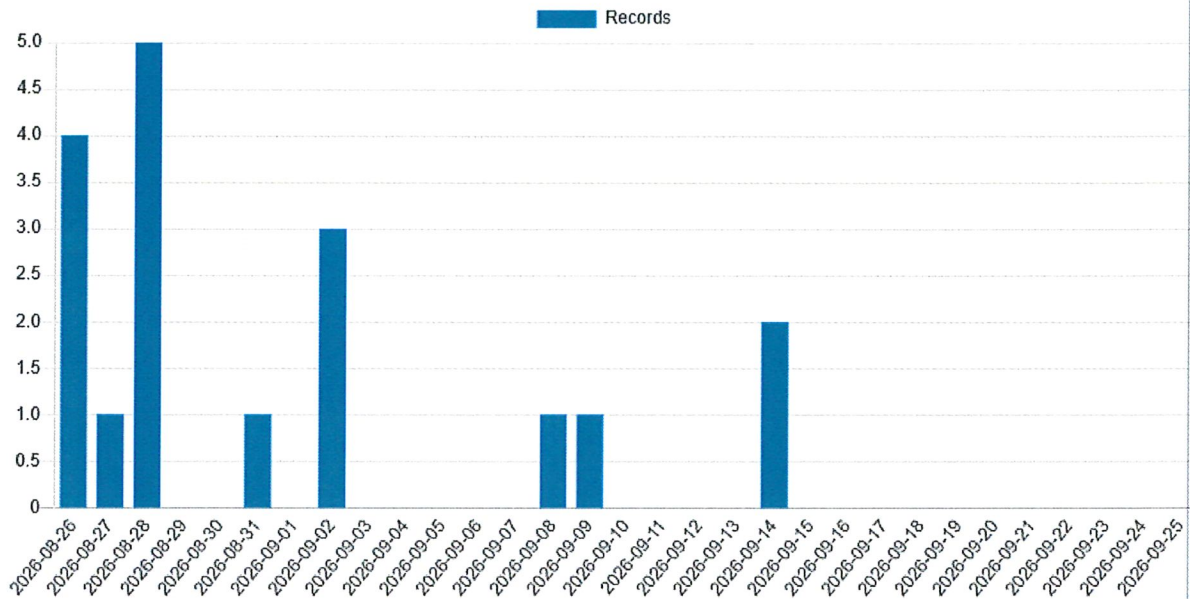
YTD New Housing permits



Active Permits for September

Analytics

Records submitted over time



Totals



18

Records Created



\$53,556.00

Revenue Collected



76

Inspections Done



13

Permits Issued

Filter Results

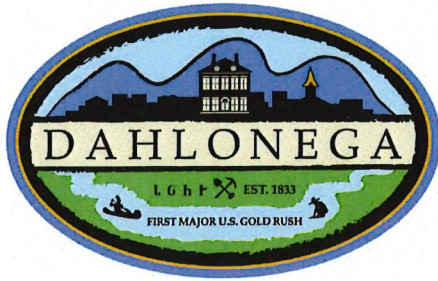
All Records

Date



Last 30 Days

All data displayed reflects the community time zone.



City of Dahlonega
465 Riley Road
Dahlonega, GA 30533
Telephone: 706-864-6133 Fax: 706-864-4837

City of Dahlonega Activity Report for September 2026.

1-Animal Complaints.	0- Disrepair structure notice.
2- Debris/removal of items.	33- LDP inspection.
1-Excessive trash.	2- Other complaints.
7- Sign Removals.	0- Inoperable vehicle (Tow)
0- Sign Violation Notices.	0- Signage Complaints.
0- Traffic-Vehicle Assistance.	2- Property Owner Complaints.
0-Parking Tickets.	0 -Lighting Complaints.
0- Warning Tickets.	2- Business inspections.
0-Noise Complaints.	0-Camper Parking
1- Courtesy grass cutting.	2 -Grass Violation Notice
2-Soil Erosion Complaint.	2-Trash Violation Notice
0-Commercial Dumpster trash complaint.	
0- Drainage issues complaint.	0 Servers permits letters.
1 -Right-of-way complaint.	1- Excessive Violation Notice

PERMITS AS OF SEP 2026

Record #	Record Type	Applicant Name	Date Submitted	Address	Record Status
BCOM-24-9	Building Permit - Commercial	Steve Leibel Steve Leibel	4/23/2024 15:20	3619 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533	Active
BCOM-25-11	Building Permit - Commercial		6/6/2025 14:38	312 Grove Street North, Dahlonega, GA 30533	Active
BCOM-25-20	Building Permit - Commercial	Charles Padgett	9/30/2025 11:42	2001 INDIAN DR, DAHLONEGA, GA 30533	Active
BCOM-25-24	Building Permit - Commercial	Christopher Hayes	12/12/2025 14:33	50 Calhoun Mine Road, Dahlonega, GA 30533	Active
BCOM-26-1	Building Permit - Commercial	Ryan Puckett	1/23/2026 12:36	582 GROVE ST N, Unit A, DAHLONEGA, GA 30533	Active
BCOM-26-11	Building Permit - Commercial	Steve Aydelott	5/6/2026 9:44	234 HAWKINS ST, DAHLONEGA, GA 30533	Active
BCOM-26-12	Building Permit - Commercial	Bradley McEntyre	5/11/2026 10:30	168 MAIN ST W, DAHLONEGA, GA 30533	Active
BCOM-26-13	Building Permit - Commercial	STEPHEN ALBANESE	6/2/2026 12:38	70 ANSLEY DR, Unit A, DAHLONEGA, GA 30533	Active
BCOM-26-14	Building Permit - Commercial		6/3/2026 9:21	340 WALMART WAY, Unit F1, DAHLONEGA, GA 30533	Active
BCOM-26-15	Building Permit - Commercial	Ashley Peck	6/4/2026 13:41	266 MECHANICSVILLE RD, DAHLONEGA, GA 30533	Active
BCOM-26-16	Building Permit - Commercial	Ashley Peck	6/4/2026 14:31	325 RILEY RD, DAHLONEGA, GA 30533	Active
BCOM-26-18	Building Permit - Commercial	Chris Choi	7/17/2026 14:19	108 MOUNTAIN DR, DAHLONEGA, GA 30533	Active
BCOM-26-2	Building Permit - Commercial	Brian Ahearn	2/11/2026 16:51	833 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533	Active
BCOM-26-23	Building Permit - Commercial	Ron Simmons	8/3/2026 13:18	2859 South Chestatee, Unit Pole# 5, Dahlonega, GA 30533	Active
BCOM-26-24	Building Permit - Commercial	Mike Plumber	8/12/2026 11:10	77 MEMORIAL DR, Unit A, DAHLONEGA, GA 30533	Active
BCOM-26-25	Building Permit - Commercial	John Folger	8/28/2026 11:11	417 North Grove Street, Dahlonega, GA 30533	Active
BCOM-26-26	Building Permit - Commercial	Janie (D R Horton, Inc.) Sutton	8/28/2026 15:04	127 River Crest Drive, Dahlonega, GA 30533	Active
BCOM-26-7	Building Permit - Commercial	Marie Brunson	4/7/2026 17:06	50 American Way, Dahlonega, GA 30533	Active
BRES-23-23	Building Permit - Residential	Igor Bentley	3/9/2023 13:26	115 Stoneybrook Drive, Dahlonega, GA 30533	Active
BRES-23-24	Building Permit - Residential	Igor Bentley	3/9/2023 13:39	123 Stoneybrook Drive, Dahlonega, GA 30533	Active
BRES-23-25	Building Permit - Residential	Igor Bentley	3/9/2023 13:49	131 Stoneybrook Drive, Dahlonega, GA 30533	Active
BRES-23-26	Building Permit - Residential	Igor Bentley	3/9/2023 15:21	137 Stoneybrook Drive, Dahlonega, GA 30533	Active
BRES-25-100	Building Permit - Residential	Stephen Osley	12/19/2025 14:33	25 Overlook Road, Unit Lot 10A, Dahlonega, GA 30533	Active
BRES-25-2	Building Permit - Residential	James Allison	1/15/2025 10:42	402 Crown Mountain Drive, Dahlonega, GA 30533	Active
BRES-25-25	Building Permit - Residential	Darryl Peterson	3/12/2025 15:45	88 Laurel Heights, Dahlonega, GA 30533	Active
BRES-25-33	Building Permit - Residential	Stanley Jones	4/1/2025 17:15	17 Cherokee Trail, Unit D06 036, Dahlonega, GA 30533	Active
BRES-25-46	Building Permit - Residential	Gary Nicholson	5/2/2025 10:48	329 CLOUDLAND RD N, DAHLONEGA, GA 30533	Active
BRES-25-57	Building Permit - Residential	William Bertram	6/6/2025 16:59	61 BOYD CIR, DAHLONEGA, GA 30533	Active
BRES-25-62	Building Permit - Residential	Krista Dockery	6/30/2025 16:30	52 Riley Road, Unit B, Dahlonega, GA 30533	Active
BRES-25-63	Building Permit - Residential	Krista Dockery	6/30/2025 16:47	52 Riley Road, Unit A, Dahlonega, GA 30533	Active
BRES-25-73	Building Permit - Residential	Sandy Kemp	9/2/2025 12:18	1037 Bear Paw Ridge, Unit 1A, Dahlonega, GA 30533	Active
BRES-25-74	Building Permit - Residential	Steve Honnold	9/3/2025 14:24	282 MARTIN ST, DAHLONEGA, GA 30533	Active
BRES-25-79	Building Permit - Residential	Stephen Osley	9/29/2025 16:17	30 Overlook Cove, Unit 2A, Dahlonega, GA 30533	Active
BRES-25-80	Building Permit - Residential	Denny Holland	9/30/2025 10:45	85 CAVENDER RUN, DAHLONEGA, GA 30533	Active
BRES-25-97	Building Permit - Residential	David Foronda	11/24/2025 8:51	30 Golden Autumn Drive, Unit 80, Dahlonega, GA 30533	Active
BRES-25-99	Building Permit - Residential	Stephen Osley	12/19/2025 13:57	150 Stamp Mill Drive, Unit Lot 133, Dahlonega, GA 30533	Active
BRES-26-1	Building Permit - Residential	Samuel Kirkland	1/7/2026 12:57	40 Old Stamp Mill Road N, Unit 35, Dahlonega, GA 30533	Active
BRES-26-29	Building Permit - Residential	Steve Eiberger	3/26/2026 12:36	1044 Bear Paw Ridge, Unit 080 369 lot 9B, Dahlonega, GA 30533	Active
BRES-26-3	Building Permit - Residential	Randy Hampton	1/16/2026 15:56	130 PARK ST S, DAHLONEGA, GA 30533	Active
BRES-26-31	Building Permit - Residential	Thomas Pierce	4/3/2026 12:25	315 Rockhound Drive, Unit 842, Dahlonega, GA 30533	Active
BRES-26-33	Building Permit - Residential	Stephen Osley	4/9/2026 11:24	1030 Bear Paw Ridge, Unit 3B, Dahlonega, GA 30533	Active

BRES-26-34	Building Permit - Residential	Larue Benoit	4/9/2026 15:21	120 RILEY RD, DAHLONEGA, GA 30533	Active	
BRES-26-35	Building Permit - Residential	Nathan Bonham	5/1/2026 12:37	85 HIGH TRESTLE CT, DAHLONEGA, GA 30533	Active	
BRES-26-37	Building Permit - Residential	Bradley McEntyre	5/11/2026 10:53	168 MAIN ST W, DAHLONEGA, GA 30533	Active	
BRES-26-4	Building Permit - Residential	Kyle McDaniel	1/20/2026 13:23	26 ALTAVISTA DR, DAHLONEGA, GA 30533	Active	
BRES-26-40	Building Permit - Residential	Nathan Bonham	7/15/2026 13:01	62 MINERS PL, DAHLONEGA, GA 30533	Active	
BRES-26-41	Building Permit - Residential	James Callas	7/17/2026 11:34	30 Crown Mountain Ridge, Unit Lot 1, Dahlonega, GA 30533	Active	
BRES-26-42	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	7/28/2026 14:42	66 River Crest Drive, Unit lot 9, Dahlonega, GA 30533	Active	
BRES-26-43	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	7/28/2026 15:01	68 River Crest Drive, Unit lot 10, Dahlonega, GA 30533	Active	
BRES-26-44	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	7/28/2026 15:10	70 River Crest Drive, Unit lot 11, Dahlonega, GA 30533	Active	
BRES-26-45	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	7/28/2026 15:18	72 River Crest Drive, Unit lot 12, Dahlonega, GA 30533	Active	
BRES-26-46	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	7/28/2026 15:25	74 River Crest Drive, Unit lot 13, Dahlonega, GA 30533	Active	
BRES-26-47	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	7/28/2026 15:33	76 River Crest Drive, Unit lot 14, Dahlonega, GA 30533	Active	
BRES-26-48	Building Permit - Residential	David King	7/29/2026 10:46	160 Hyalite Road East Hyalite Road East, Unit 060 092, Dahlonega, GA 30533	Active	
BRES-26-49	Building Permit - Residential	Jeremiah McNeil	7/31/2026 15:50	158 Crown Mountain Drive, Dahlonega, GA 30533	Active	
BRES-26-50	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	8/3/2026 14:55	78 RIVER CREST DRIVE, Unit 15, DAHLONEGA, GA 30533	Active	
BRES-26-51	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	8/3/2026 15:03	80 RIVER CREST DRIVE, Unit 16, DAHLONEGA, GA 30533	Active	
BRES-26-52	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	8/3/2026 15:10	82 RIVER CREST DRIVE, Unit 17, DAHLONEGA, GA 30533	Active	
BRES-26-53	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	8/3/2026 15:24	84 RIVER CREST DRIVE, Unit 18, DAHLONEGA, GA 30533	Active	
BRES-26-54	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	8/3/2026 15:30	86 RIVER CREST DRIVE, Unit 19, DAHLONEGA, GA 30533	Active	
BRES-26-55	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	8/3/2026 15:38	88 RIVER CREST DRIVE, Unit 20, DAHLONEGA, GA 30533	Active	
BRES-26-56	Building Permit - Residential	Janie (D R Horton, Inc.) Sutto	8/3/2026 15:45	90 RIVER CREST DRIVE, Unit 21, DAHLONEGA, GA 30533	Active	
BRES-26-57	Building Permit - Residential	Irma Chlepko	8/6/2026 14:23	1024 Bear Paw Ridge, Unit 12 A, Dahlonega, GA 30533	Active	
BRES-26-58	Building Permit - Residential	Shawn Murdoch	8/17/2026 19:40	40 Ainu Court, Unit 1035, Dahlonega, GA 30533	Active	
BRES-26-59	Building Permit - Residential	Scott Williams	8/19/2026 11:39	95 JONES ST, DAHLONEGA, GA 30533	Active	
BRES-26-6	Building Permit - Residential	Krista Dockery	2/3/2026 13:06	52 Riley Road, Unit A, Dahlonega, GA 30533	Active	
BRES-26-61	Building Permit - Residential	Tracy Weaver	8/26/2026 14:38	355 Happy Hollow Road, Dahlonega, GA 30533	Active	
BRES-26-62	Building Permit - Residential	Sam Williamson	8/28/2026 13:37	552 PROSPECTOR TRL, DAHLONEGA, GA 30533	Active	
BRES-26-63	Building Permit - Residential	Ivan Martinez	8/28/2026 13:55	97 Beaumont Drive, Dahlonega, GA 30533	Active	
BRES-26-64	Building Permit - Residential	David Fisher	9/8/2026 12:47	34 RILEY RD, DAHLONEGA, GA 30533	Active	
BZA-25-4	Variance Application	Land Development Professio	9/30/2025 18:13	0 River Crest Drive, Dahlonega, GA 30533	Active	
BZA-26-1	Variance Application	Steven Leibel	3/4/2026 17:18	3619 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533	Active	
CEM-26-16	Request for Open/Close of Cemetery L	Chris Anderson	5/28/2026 16:30	438 MAIN ST W, DAHLONEGA, GA 30533	Active	
IRR-20	Irrigation meter	Andrea Brown	8/26/2026 13:47	1030 Bear Paw Ridge, Unit 3B, Dahlonega,, GA 30533	Active	
IRR-21	Irrigation meter	David Taylor	8/28/2026 11:36	1044 Bear Paw Ridge, Unit 080 369 lot 9B, Dahlonega, GA 30533	Active	
LDP-22-20	Land Disturbance Permit	Ron Link	10/25/2022 17:10	0 Stoneybrook Drive, DAHLONEGA, GA 30533	Active	
LDP-22-8	Land Disturbance Permit	Roberta Green	4/26/2022 11:32	0 Vickery and Hawkins street, Dahlonega, GA 30533	Active	
LDP-23-9	Land Disturbance Permit	Kate Murray	7/27/2023 10:33	0 Dawsonville Highway, Dahlonega, GA 30533	Active	
LDP-24-10	Land Disturbance Permit	Roberta Green	9/18/2024 18:13	0 Vickery and Hawkins street, Dahlonega, GA 30533	Active	
LDP-24-11	Land Disturbance Permit	Garry Osley	9/20/2024 9:39	0 BEAR PAW RIDGE, Unit Phase 2, Dahlonega, GA 30533	Active	
LDP-24-12	Land Disturbance Permit	Hank Haynes	10/18/2024 13:25	82 College Circle, Dahlonega, GA 30533	Active	
LDP-24-14	Land Disturbance Permit	Scott Hinchman	11/20/2024 11:09	290 Sunset, Dahlonega, GA 30533	Active	

LDP-24-7	Land Disturbance Permit	Beth Bowersox	7/24/2024 17:29	0 Summit Drive, Unit 077 248, Dahlonega, GA 30533	Active	
LDP-24-8	Land Disturbance Permit	DES Submittals	8/26/2024 12:33	0 Summit Drive, DAHLONEGA, GA 30533	Active	
LDP-25-1	Land Disturbance Permit	DES Submittals	5/5/2025 9:13	318 GROVE ST N, DAHLONEGA, GA 30533	Active	
LDP-25-2	Land Disturbance Permit	DES Submittals	5/13/2025 11:54	3544 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533	Active	
LDP-25-4	Land Disturbance Permit	Doug Sherrill	5/28/2025 17:05	0 River Crest Drive, Dahlonega, GA 30533	Active	
LDP-25-6	Land Disturbance Permit	Mark Buchanan	7/9/2025 16:49	1680 Morrison Moore Parkway, Dahlonega, GA 30533	Active	
LDP-25-8	Land Disturbance Permit		9/5/2025 14:30	1325 MECHANICSVILLE RD, DAHLONEGA, GA 30533	Active	
LDP-25-9	Land Disturbance Permit	ALAN OURS	10/16/2025 12:41	1 ROCK HOUSE ROAD, Unit 078 030, DAHLONEGA, GA 30533	Active	
LDP-26-1	Land Disturbance Permit	Bradley Dunckel	2/5/2026 14:24	0 BIRCH RIVER DRIVE GOLF COURSE PHASE, DAHLONEGA, GA 30533	Active	
LDP-26-2	Land Disturbance Permit	Cody Lanman	2/12/2026 9:14	197 Sunset Drive, Dahlonega, GA 30533	Active	
LDP-26-3	Land Disturbance Permit	Thomas Pierce	3/8/2026 10:37	315 Rockhound Drive, Dahlonega, GA 30533	Active	
LDP-26-4	Land Disturbance Permit	Ian Evans	4/9/2026 17:11	50 American Way, Dahlonega, GA 30533	Active	
LDP-26-5	Land Disturbance Permit	JOE KEMP	4/17/2026 16:56	40 Shamans Way, Dahlonega, GA 30533	Active	
LDP-26-6	Land Disturbance Permit	Steve Aydelott	5/6/2026 9:59	234 HAWKINS ST, DAHLONEGA, GA 30533	Active	
LDP-26-7	Land Disturbance Permit	Jermiah McNeil	5/14/2026 17:36	158 Crown Mountain Drive, Dahlonega, GA 30533	Active	
MFP-26-11	Minor Final Plat	John Gaston	7/13/2026 13:24	1370 CALHOUN RD, DAHLONEGA, GA 30533	Active	
MFP-26-6	Minor Final Plat	Land Development Professio	3/24/2026 12:43	3619 SOUTH CHESTATEE ST, DAHLONEGA, GA 30533	Active	
OD-26-13	Outside Sales and Dining Operations P	Deb Rowe	6/22/2026 14:59	87 NORTH CHESTATEE ST, Unit A, DAHLONEGA, GA 30533	Active	
POOL-25-1	Pool/Spa Permit	Faye Colbert	10/9/2025 8:04	244 Crown Mountain Way, Unit lot 8, Dahlonega, GA 30533	Active	
POOL-26-1	Pool/Spa Permit	Brain Murphy	2/13/2026 9:23	40 OVERLOOK ROAD, Unit 3A, DAHLONEGA, GA 30533	Active	
POOL-26-2	Pool/Spa Permit	Sarah Jenkins	8/5/2026 15:40	77 OLD RIVER RD, DAHLONEGA, GA 30533	Active	
REZN-24-2	Rezoning Permit	Land Development Professio	10/30/2024 17:51	598 GROVE ST N, DAHLONEGA, GA 30533	Active	
SGN-26-20	Sign Permit	Harol Perez	9/14/2026 12:24	340 WALMART WAY, Unit F1, DAHLONEGA, GA 30533	Active	
TAPP-6	Water Tap Fee-Sewer Tap Fees-Grinde	Sandra Usry	1/9/2026 17:03	265 J Mountain Drive, Dahlonega, GA 30533	Active	
TR-26-1	Tree Removal Permit Application	Greg Imig	2/10/2026 17:22	95 JONES ST, DAHLONEGA, GA 30533	Active	
TR-26-3	Tree Removal Permit Application	Steve Honnold	8/21/2026 13:13	282 MARTIN ST, DAHLONEGA, GA 30533	Active	
ZVL-26-9	Zoning Verification Letter Request	William Luesing	9/9/2026 12:01		Active	

INSPECTION 9-2026

Record #	Record Type	Result	Inspector	Note	Inspection Type(s)	Date Scheduled	Inspection	Group Name
BCOM-26-7	Building Permit - Commercial		Steve Holder		Commercial under slab	9/28/2026		
BRES-26-37	Building Permit - Residential	Pass	Shaun Williams		House Wrap	9/24/2026		
BRES-26-41	Building Permit - Residential	Pass	Shaun Williams		Residential Construction	9/24/2026		
LDP-26-7	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/23/2026		
LDP-26-3	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/23/2026		
LDP-26-2	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/23/2026		
LDP-25-2	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/23/2026		
LDP-25-6	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/22/2026		
LDP-25-4	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/22/2026		
LDP-24-14	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/22/2026		
LDP-26-6	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/21/2026		
LDP-26-4	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/21/2026		
LDP-22-20	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/21/2026		
BRES-25-57	Building Permit - Residential	Pass, Pass	Steve Holder		Residential Final Inspection	9/21/2026		
BRES-25-57	Building Permit - Residential	Fail	Steve Holder	No access,	Residential Combo Rough	9/21/2026		
BRES-26-37	Building Permit - Residential	Pass	Steve Holder		Residential Construction	9/21/2026		
LDP-25-1	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/18/2026		
LDP-23-9	Land Disturbance Permit	Partial Pass	Timothy Martin		B.M.P Inspection	9/18/2026		
BCOM-26-18	Building Permit - Commercial	Pass	Steve Holder		Commercial Ceiling Cover	9/17/2026		
LDP-23-9	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/16/2026		
BRES-26-63	Building Permit - Residential	Pass	Steve Holder		Temporary Perm Power Line	9/16/2026		
BRES-25-97	Building Permit - Residential	Fail	Steve Holder	1. Driveway	Residential Final Inspection	9/16/2026		
BCOM-25-24	Building Permit - Commercial	Pass	Steve Holder	Above ceiling	Commercial Ceiling Cover	9/16/2026		
LDP-25-2	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/15/2026		
LDP-24-7	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/15/2026		
LDP-22-20	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/15/2026		
BRES-26-40	Building Permit - Residential	Pass	Steve Holder		Residential Construction	9/15/2026		
LDP-26-6	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/14/2026		
LDP-24-7	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/11/2026		
LDP-24-14	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/11/2026		
BRES-26-41	Building Permit - Residential	Pass	Steve Holder		Pour wall foundations	9/11/2026		
LDP-26-4	Land Disturbance Permit	Pass	Timothy Martin		B.M.P Inspection	9/10/2026		

LDP-25-4	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/10/2026			
LDP-25-2	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/10/2026			
LDP-25-2	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/10/2026			
LDP-23-9	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/10/2026			
BRES-26-41	Building Permit - Re	Fail	Steve Holder	Not ready	Pour wall foundations	9/10/2026		
BRES-26-61	Building Permit - Re	Pass	Steve Holder	Temporary Perm Power I	9/9/2026 13:39			
LDP-26-7	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/9/2026			
BCOM-26-19	Building Permit - Co	Pass, Pass	Timothy Martin	Commercial Final Inspe	9/9/2026			
BRES-26-41	Building Permit - Re	Pass	Timothy Ma	3rd Party Re	Footing - Inspect Footing	9/9/2026		
LDP-26-3	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/8/2026			
LDP-25-6	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/8/2026			
BCOM-26-7	Building Permit - Co	Pass	Steve Holder	Basement v	Footing - Inspect Footing	9/8/2026		
BCOM-26-14	Building Permit - Co	Partial Pass	Steve Holder	Instructed C	Commercial Final Inspe	9/8/2026		
LDP-26-6	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/7/2026			
LDP-25-2	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/4/2026			
LDP-25-1	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/4/2026			
LDP-26-5	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/3/2026			
LDP-26-2	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/3/2026			
LDP-25-4	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/3/2026			
LDP-24-12	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/3/2026			
LDP-23-9	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/3/2026			
LDP-22-20	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/3/2026			
BCOM-26-25	Building Permit - Co	Pass	Steve Holder	Commercial Final Inspe	9/3/2026			
BCOM-26-25	Building Permit - Co	Pass	Steve Holder	Commercial Electrical R	9/3/2026			
LDP-23-9	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/2/2026			
LDP-26-4	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/1/2026			
LDP-24-14	Land Disturbance	Pass	Timothy Martin	B.M.P Inspection	9/1/2026			
BCOM-26-7	Building Permit - Co	Pass	Steve Holder	Commercial Final Inspe	9/1/2026			
BCOM-25-11	Building Permit - Co	Pass	Steve Holder	Temporary Perm Power I	9/1/2026			
BRES-26-35	Building Permit - Re	Pass	Steve Holder	Temporary Perm Power I	9/1/2026			
BRES-26-41	Building Permit - Re	Pass	Steve Holder	Residential T-Pole Inspe	8/31/2026			
BRES-26-58	Building Permit - Re	Pass	Timothy Martin	Erosion Controls B.M.P I	8/28/2026			
BRES-26-29	Building Permit - Re	Partial Pass	Timothy Martin	Erosion Controls B.M.P I	8/28/2026			

Record #	Record Type	Applicant Name	Date Submitted
STR-26-7	Short-Term Rental Application	Gregory Stipe	9/14/2026 9:49
STR-26-5	Short-Term Rental Application	Michael Davis	9/2/2026 17:16
STR-26-4	Short-Term Rental Application	Michael Davis	9/2/2026 17:06
STR-26-3	Short-Term Rental Application	William Manning	9/2/2026 15:05
CP-26-10	Cemetery - Plot Purchase	William & Nancy Skilling	8/31/2026 10:12
CEM-26-18	Request for Open/Close of Cemetery L	Pamela McCarthy	8/27/2026 9:44
DEM-26-4	Demolition Permit	John Blankenship	8/26/2026 18:21
BRES-26-60	Building Permit - Residential	Juda Beckman	8/26/2026 14:13
REZN-26-5	Rezoning Permit	Wes Ryals	8/17/2026 13:15
SGN-26-19	Sign Permit	Viviana Averlios	8/17/2026 11:40
SGN-26-18	Sign Permit	Mike Plumber	8/12/2026 11:21
BCOM-26-22	Building Permit - Commercial	Ron Simmons	8/3/2026 13:12
BCOM-26-21	Building Permit - Commercial	Ron Simmons	8/3/2026 13:10
BCOM-26-20	Building Permit - Commercial	Ron Simmons	8/3/2026 12:58
BCOM-26-19	Building Permit - Commercial	Ron Simmons	8/3/2026 12:49
CP-26-9	Cemetery - Plot Purchase	Matt & Emily Brazeal	7/31/2026 16:08
SGN-26-16	Sign Permit	Miles Ramsell	7/27/2026 16:58
CEM-26-17	Request for Open/Close of Cemetery L	Chris Anderson	7/27/2026 8:45
SGN-26-15	Sign Permit	izzie Keaton	7/24/2026 17:43
ZVL-26-8	Zoning Verification Letter Request	Clarke Coole	7/24/2026 10:28
OD-26-14	Outside Sales and Dining Operations P	Roberto Figueroa	7/22/2026 14:53
SGN-26-14	Sign Permit	Ivy Spraker	7/15/2026 12:36
BRES-26-39	Building Permit - Residential	Phil Tomes	7/15/2026 9:02
IRR-19	Irrigation meter	Sandy Kemp	7/14/2026 8:57
FP-26-1	Final Plat	Doug Sherrill	6/30/2026 14:47
OD-26-12	Outside Sales and Dining Operations P	Sam Norton	6/12/2026 17:23
MFP-26-10	Minor Final Plat	Stephen Osley	6/12/2026 13:08
MFP-26-9	Minor Final Plat	Garry Osley	6/12/2026 12:53
OD-26-11	Outside Sales and Dining Operations P	Justin Flanigan	6/11/2026 16:39
OD-26-10	Outside Sales and Dining Operations P	Brett Melanson	6/11/2026 16:10
ZVL-26-5	Zoning Verification Letter Request	Timothy Clow	6/11/2026 16:01
OD-26-9	Outside Sales and Dining Operations P	John Reen Jr	6/11/2026 12:18
IRR-18	Irrigation meter	CAMILO PATINO	6/5/2026 13:10
GEN-1	Generators Installation permit only	Cheryl Lockwood	6/4/2026 17:05
17	Generators Installation permit only	Cheryl Lockwood	6/4/2026 16:43
BRES-26-38	Building Permit - Residential	Jason Fuller	6/2/2026 17:50
OD-26-8	Outside Sales and Dining Operations P	Arthur Macias	6/1/2026 15:54
OD-26-7	Outside Sales and Dining Operations P	Laura Estrada	5/29/2026 18:16
OD-26-6	Outside Sales and Dining Operations P	Laura Estrada	5/29/2026 18:04
OD-26-5	Outside Sales and Dining Operations P	Laura Estrada	5/29/2026 17:53
OD-26-4	Outside Sales and Dining Operations P	Matthew Garner	5/29/2026 17:22
COA-26-3	Certificate of Appropriateness	Deb Rowe	5/28/2026 16:38
OD-26-3	Outside Sales and Dining Operations P	Matt Harper	5/27/2026 15:43



Department Report

Report Title: City of Dahlonega Police Department – September 2026.
Report Highlight: Commendation on Officers C. Ramos and Cody Sprague
Name and Title: George Albert, Chief of Police.

Recently Completed:

- Chief Albert attended the DDBA meeting.
- Staff attended and covered the council meeting, work sessions and planning commission meetings.
- Officers covered the First Friday Concert in Hancock Park.
- Staff attended the Gold Rush pre-event meeting with LCSO.
- Chief Albert and Officer Bauman spoke to a criminal justice class at UNG.
- Chief Albert and Officers Bauman and Weeks attended the 911 ceremony at Station # 1.
- Chief attended the newcomers meeting at parks and recreation.
- Staff attended a meet and greet with DFACS at the sheriff's office.
- Staff Attended Georgia Association of Women in Public Safety Conference in Brasstown.
- Officers Bauman and Weathington assisted with a gunshot wound at Harbor Freight.
- Chief Albert attended GACP Fall Conference.
- Attended Wimpy Mile Pre-Even meeting.
- Attended Pre-Event Meeting for Scares on the Square.

Underway:

- Officer Weathington deployed the RADAR speed trailer below Mountain Park to assist slow traffic down.
- Officers continue to conduct foot patrols in the downtown and business areas of the city.
- Veteran's parade planning underway.

Officer Commendation – Officers Cezsar Ramos & Cody Sprague

The Dahlonega Police Department received a commendation from the parent of a young college student following a traffic crash involving their daughter. Although the crash was minor, the daughter was understandably overwhelmed, as it was only her fourth week away at college. The parent expressed appreciation for the compassionate and professional assistance provided by Officers Cezsar Ramos and Cody Sprague.

The parent shared:

"Please pass on my thanks to the officers that responded. It was my daughter's 4th week away at college. Although it was a very minor accident, she was a little overwhelmed. She did say how nice the officers were to her. Thanks for taking care of our kiddos in Dahlonega."

This recognition highlights the importance of not only responding to calls for service but also providing reassurance and compassion to members of the community, particularly those who may be experiencing a stressful situation away from home for the first time.

Officer Cody Sprague – Outstanding Officer of the Year

Officer Cody Sprague was also recognized at the Georgia Association of Chiefs of Police (GACP) Fall Conference, where he received the Outstanding Officer of the Year Award for agencies with 1–10 officers.

This statewide recognition reflects Officer Sprague's commitment to professional service and his dedication to the Dahlonega community. His recognition, coupled with the positive feedback received from citizens, demonstrates the impact that professionalism, compassion, and service can have on the people our officers encounter each day.

September Pictures



BGW Dental dropping off Lunch



DDBA Meeting

September Pictures



09/11 Ceremony



Dahlonega Game show at the Holly

September Pictures



Dahlonega Game show at the Holly



DFACS Meet & Greet

September Pictures



Blackburn Elementary Touch-a-Truck Event



September Pictures



Georgia Association of Women in Public Safety Conference



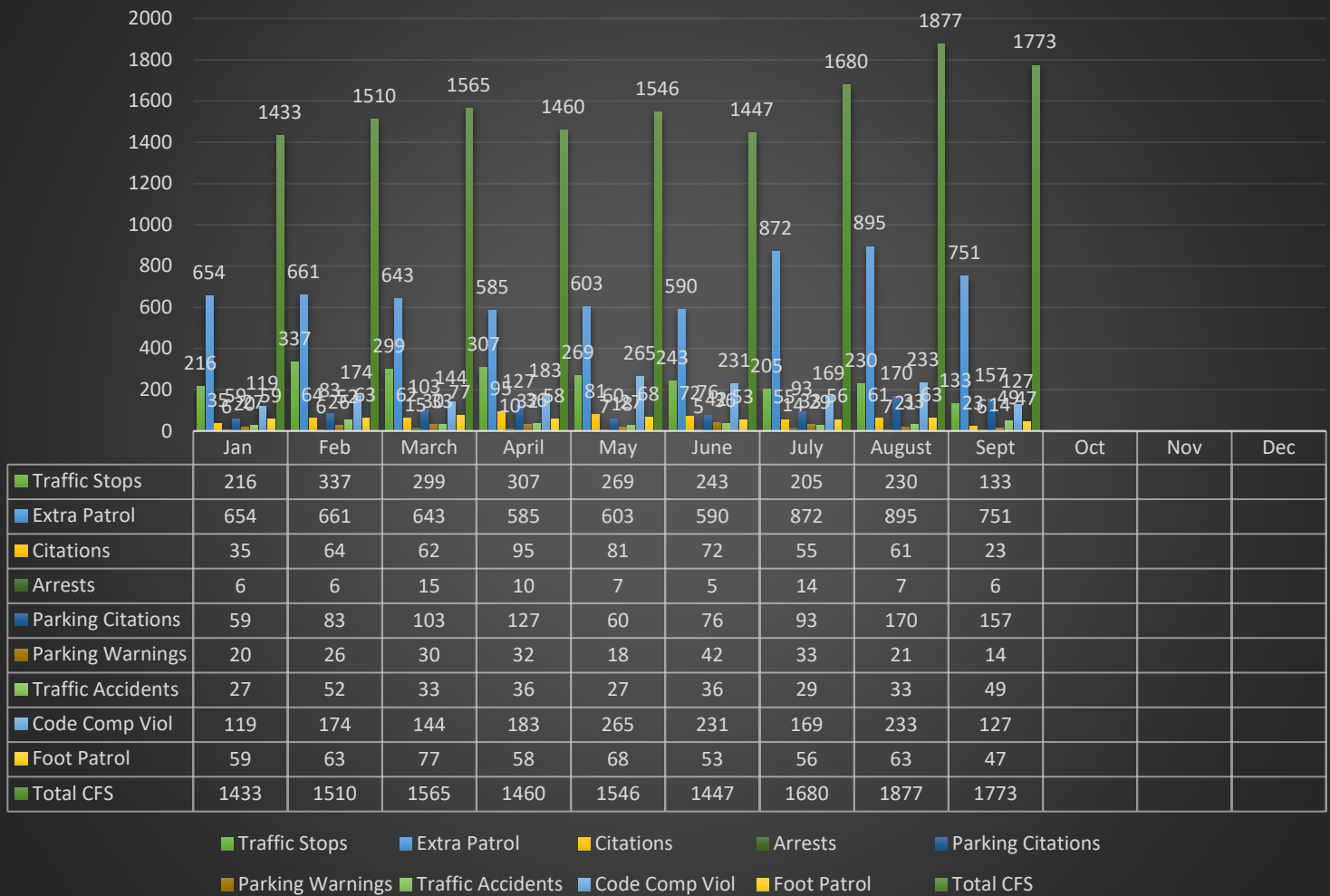
GACP Conference- Officer Cody Sprague Officer of the Year Award

September Pictures

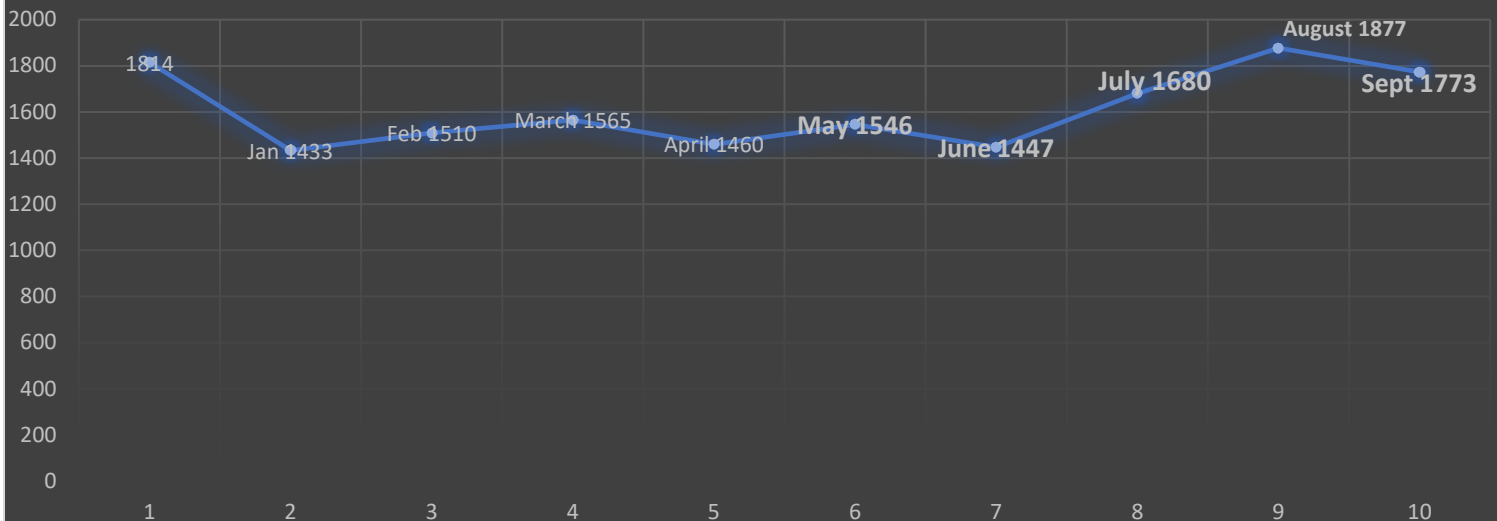


GACP Conference- Officer Cody Sprague Officer of the Year Award

2026 Call Type by Month



Total CFS 2026



September 2026 Calls for Service

2026 Call Type	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
<i>Traffic Stops</i>	216	337	299	307	269	243	205	230	133			
<i>Extra Patrol</i>	654	661	643	585	603	590	872	895	751			
<i>Citations</i>	35	64	62	95	81	72	55	61	23			
<i>Arrests</i>	6	6	15	10	7	5	14	7	6			
<i>Parking Citations</i>	59	83	103	127	60	76	93	170	157			
<i>Parking Warnings</i>	20	26	30	32	18	42	33	21	14			
<i>Traffic Accidents</i>	27	52	33	36	27	36	29	33	49			
<i>Code Comp Viol</i>	119	174	144	183	265	231	169	233	127			
<i>Foot Patrol</i>	59	63	77	58	68	53	56	63	47			
Total CFS	1433	1510	1565	1460	1546	1447	1680	1877	1773			

Calls for Service Comparison

	Sep-24	Sep-25	Sep-26
<i>Traffic Stops</i>	128	276	133
<i>Extra Patrol</i>	1532	806	751
<i>Citations</i>	15	46	23
<i>Arrests</i>	6	11	6
<i>Parking Citations</i>	12	41	157
<i>Parking Warning</i>	15	11	14
<i>Traffic Accidents</i>	40	50	49
<i>Code Comp Viol</i>	36	116	127
<i>Foot Patrol</i>		93	47



Dahlonega Police Department

City of Dahlonega
465 Riley Road
Dahlonega, Ga 30533



Monthly CFS

Printed on October 1, 2026

CFS Date/Time

10 : Fight

10 : Fight Total: 1

11 : Dog/Animal Call

11 : Dog/Animal Call Total: 5

15A : Burglary Alarm

15A : Burglary Alarm Total: 8

16 : Domestic Problem

16 : Domestic Problem Total: 8

21 : Place A Phone Call

21 : Place A Phone Call Total: 3

28 : Vehicle Registration Info

28 : Vehicle Registration Info Total: 3

29 : Warrant

29 : Warrant Total: 2

37 : Suspicious Person/Vehicle

37 : Suspicious Person/Vehicle Total: 10

38 : Traffic Stop

38 : Traffic Stop Total: 133

44 : Suicide Or Attempt
44 : Suicide Or Attempt Total: 1
46 : Assist Motorist
46 : Assist Motorist Total: 6
48 : Traffic Light Out
48 : Traffic Light Out Total: 2
50 : Vehicle Accident
50 : Vehicle Accident Total: 47
56 : Intoxicated Pedestrian
56 : Intoxicated Pedestrian Total: 1
57 : Hit And Run
57 : Hit And Run Total: 2
58 : Direct Traffic
58 : Direct Traffic Total: 2
59 : Escort Or Convoy
59 : Escort Or Convoy Total: 3
59F : Funeral Escort
59F : Funeral Escort Total: 1
65 : Mechanical Breakdown
65 : Mechanical Breakdown Total: 12
72 : Abandoned Vehicle
72 : Abandoned Vehicle Total: 4
78 : Assistance Needed/Given
78 : Assistance Needed/Given Total: 4

80 : Chase In Progress

80 : Chase In Progress Total: 1

81 : Status Check (Nightly 10-81's)

81 : Status Check (Nightly 10-81's) Total: 1

84 : Special Detail

84 : Special Detail Total: 4

90 : Bank Alarm

90 : Bank Alarm Total: 2

92 : Improperly Parked Vehicle

92 : Improperly Parked Vehicle Total: 4

ARRESTS: Arrests

ARRESTS: Arrests Total: 6

AS : Assault/Abuse

AS : Assault/Abuse Total: 3

BOLO : Be On The Lookout For

BOLO : Be On The Lookout For Total: 2

CEC : Code Enforcement Complaint

CEC : Code Enforcement Complaint Total: 13

CEV : Code Enforcement Violation

CEV : Code Enforcement Violation Total: 127

CHCUS : Child Custody Exchange

CHCUS : Child Custody Exchange Total: 4

CIT: Citations

CIT: Citations Total: 23

CRTRES : Criminal Trespass

CRTRES : Criminal Trespass Total: 1

DISP : Dispute (Not Family Related)

DISP : Dispute (Not Family Related) Total: 6

DTP : Damage To Property

DTP : Damage To Property Total: 7

ERROR : Opened in Error

ERROR : Opened in Error Total: 1

FOLL : Follow Up

FOLL : Follow Up Total: 8

FOUND : FOUND ITEM

FOUND : FOUND ITEM Total: 2

FRA : Fraud

FRA : Fraud Total: 1

GSW : Gunshot/Stab Wound

GSW : Gunshot/Stab Wound Total: 1

HAR : Harassment

HAR : Harassment Total: 6

HAZ : Hazard

HAZ : Hazard Total: 6

MISC : Miscellaneous

MISC : Miscellaneous Total: 3

OD : Overdose Poisoning

OD : Overdose Poisoning Total: 1

OTH : Other

OTH : Other Total: 11

OT : Other Medical Complaint

OT : Other Medical Complaint Total: 3

PARKING CIT : Parking Citation Total: 157

PARKING WARN : Parking Warning Total: 14

RD : Breathing Problems/Respiratory Distress

RD : Breathing Problems/Respiratory Distress Total: 1

SHOP : Shoplifting

SHOP : Shoplifting Total: 1

SHOTS : Shots Fired

SHOTS : Shots Fired Total: 1

SIG35 : SIGNAL 35

SIG35 : SIGNAL 35 Total: 3

STAT10 : Extra Patrol

STAT10 : Extra Patrol Total: 781

STAT10FP : Foot Patrol

STAT10FP : Foot Patrol Total: 47

STAT35 : Meal Break

STAT35 : Meal Break Total: 1

STAT5 CITY : Report at Dahlonga Police Department STAT5

CITY : Report at Dahlonga Police Department Total: 4

STAT5 : Report at Sheriff's Office

STAT5 : Report at Sheriff's Office Total: 3

THE : Theft

THE : Theft Total: 4

THR : Threats

THR : Threats Total: 1

CFS Date/Time

TRE : Trespassing

TRE : Trespassing Total: 3

UNLOCK : Vehicle Unlock

UNLOCK : Vehicle Unlock Total: 19

UNR : Unruly Juvenile

UNR : Unruly Juvenile Total: 1

WEL : Welfare Check

WEL : Welfare Check Total: 12

Total Records: 1,773

September 2026 Police Department Stats

Number of Calls for Service: 1773

Incident Reports: 44

Accident Reports: 21

Traffic Stops: 133

Juvenile Complaint:1

Criminal Trespass: 3

Domestic Problem: 8

Vehicle Unlock: 19

Traffic Citations Issued: 23

Traffic Warnings Issued: 40

Shoplifting: 0

Parking Citations Issued: 157

Animal Complaint: 5

Public Drunk: 1

Traffic Fatalities:0

Assist Motorist/Breakdown: 12

Accidents to GSP:

Trouble Alarms: 8

DUI: 2

DUI to GSP: 0

Arrests: 6

Officer Assist LCSO: 7

Funeral Assist: 1

Officer Assist Other: 3

Other:11

Welfare Check: 12

Foot Patrol Time: 16.98 Hours

Extra Patrol: 751

Tim Martin



City of Dahlonega
465 Riley Road
Dahlonega, GA 30533
Telephone: 706-864-6133 Fax: 706-864-4837

City of Dahlonega Activity Report for September 2026.

1-Animal Complaints.	0- Disrepair structure notice.
2- Debris/removal of items.	33- LDP inspection.
1-Excessive trash.	2- Other complaints.
7- Sign Removals.	0- Inoperable vehicle (Tow)
0- Sign Violation Notices.	0- Signage Complaints.
0- Traffic-Vehicle Assistance.	2- Property Owner Complaints.
0-Parking Tickets.	0 -Lighting Complaints.
0- Warning Tickets.	2- Business inspections.
0-Noise Complaints.	0-Camper Parking
1- Courtesy grass cutting.	2 -Grass Violation Notice
2-Soil Erosion Complaint.	2-Trash Violation Notice
0-Commercial Dumpster trash complaint.	
0- Drainage issues complaint.	0 Servers permits letters.
1 -Right-of-way complaint.	1- Excessive Violation Notice



Department Report

Report Title: Public Works—September 2026
Name and Title: Mark Buchanan, PW Director/City Engineer

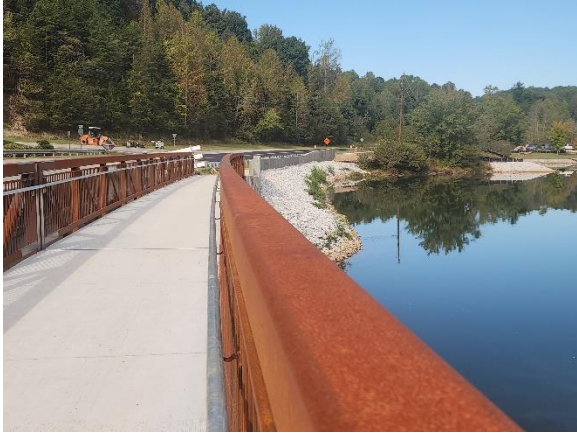
Recently Completed:

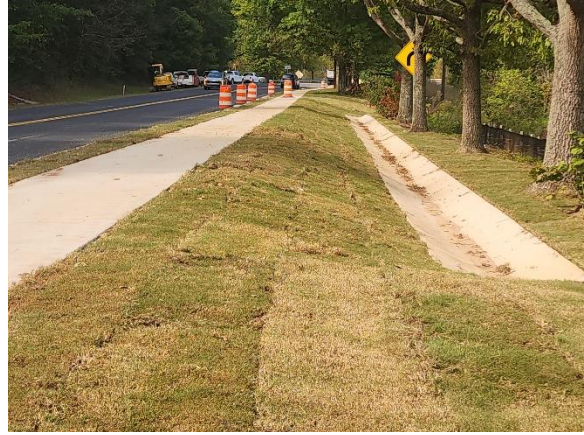
- City crews continued and completed the latest round of asphalt patching throughout the city.
- Significant amounts of vegetation planting, trimming and removal downtown, along bypass, in cemeteries and elsewhere.



Ongoing:

- City Park Playground renovation bid process. Staff is currently working with vendors to finalize playground feature choices.
- School-to-School sidewalk and intersection improvements GDOT LAP bid process.
- Boat Ramp Picnic Area beautification bid process. Bids received and a contract has been approved by City Council. Notice of Award and Notice to Proceed is imminent.
- Morrison Moore Pedestrian Bridge & Sidewalk.







- Memorial Park Cemetery lot layout. New lots have been preliminarily laid out and await installation of plot markers by volunteers with City staff guidance. Following this, staff will work with City legal counsel to determine following steps to prepare the plots for sale and present to City Council.
- Golden Avenue storm drain. The culvert and street redesign files have been sent to GDOT for coordination into the Yahoola Bridge project.
- Early stages of Christmas light installation.

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

- Coordination with GDOT regarding Yahoola Bridge replacement, South Chestatee slope repair in multiple locations and the Auraria/Torrington intersection improvements. Throughout the summer, the City has been providing engineering documents related to utility relocations and began the process of formal request for utility aid. If successful, GDOT project funding may cover a portion or all of the costs to relocate the main due to highway construction.



DISCOVER

DAHLONEGA

DAHLONEGA-LUMPKIN COUNTY
CONVENTION & VISITORS BUREAU

TOURISM REVIEW

Q3 PUBLIC RELATIONS AND DIGITAL MARKETING REPORT

Key Q3 Takeaways

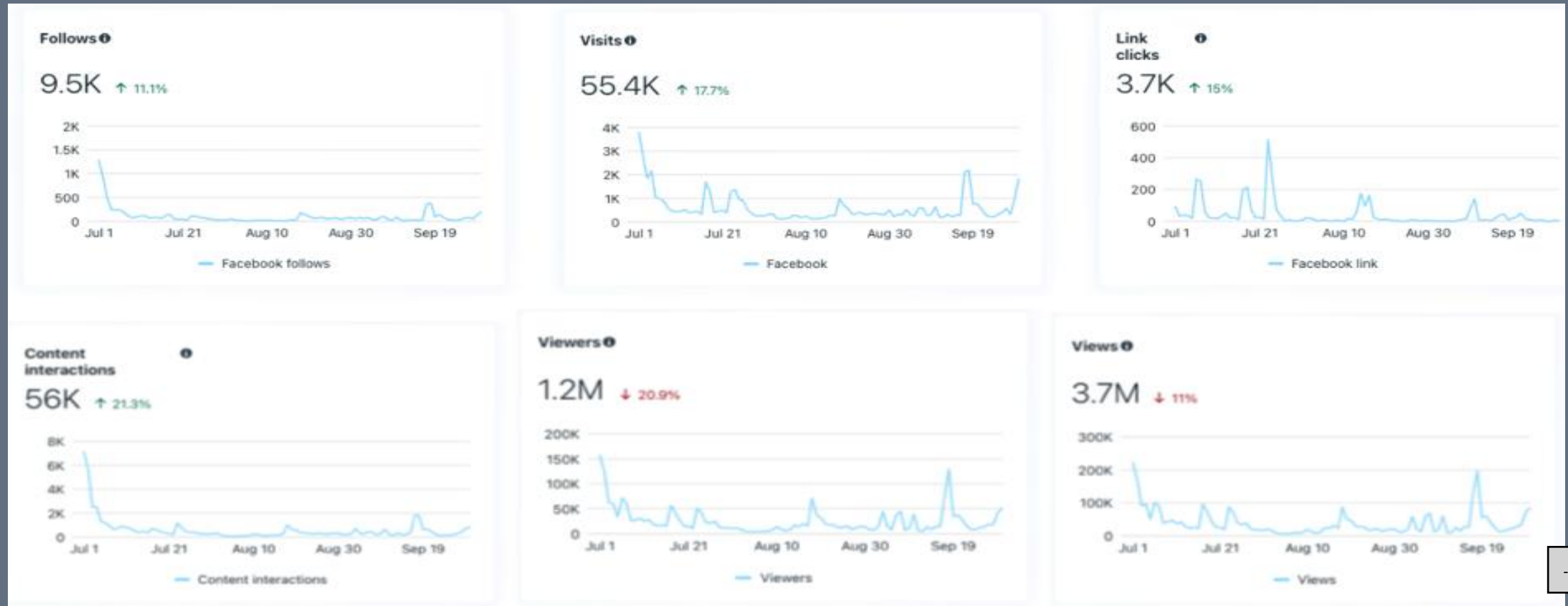
- PR visibility remained strong across travel, lifestyle, and regional & national outlets.
- Coverage included fall foliage, holiday trip planning, and weekend getaways.
- Our Digital performance finished the quarter with momentum and website users surpassed 128,000 in Q3.
- Our Google Ad continue to have above average CTR at 10.34% for the quarter

1,133,997,916	\$84,927,519.74
Earned Media Impressions	Editorial Value
436,474	31,588
Website Pageviews	Google Ad Clicks

Q3 SOCIAL MEDIA REPORT (FACEBOOK)

Facebook Takeaways

- Performance in Q3 shows a positive shift toward higher quality engagement.
- Our audiences were smaller, but they were more engaged.
- Generating awareness through our users will ultimately lead to them planning a visit to us.



Q3 SOCIAL MEDIA REPORT (INSTAGRAM)

Instagram Takeaways

- Instagram delivered strong growth across every major metric in Q3.
- Link clicks was extremely high due to us incorporating *ManyChat* to our repertoire.
- More people saw our content, engaged and followed.

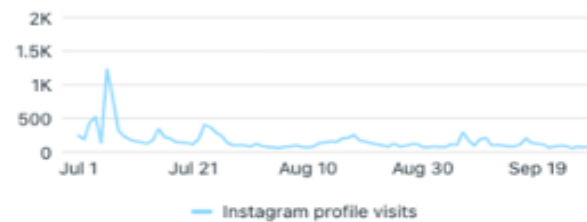
Follows ⓘ

3.5K ↑ 52.2%



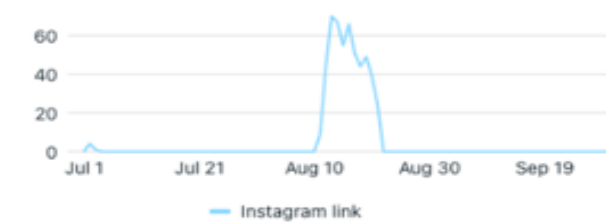
Visits ⓘ

15.1K ↑ 33%



Link clicks ⓘ

523 ↑ 100%



Content interactions ⓘ

66.3K ↑ 41.2%



Reach ⓘ

212.4K ↑ 30.1%

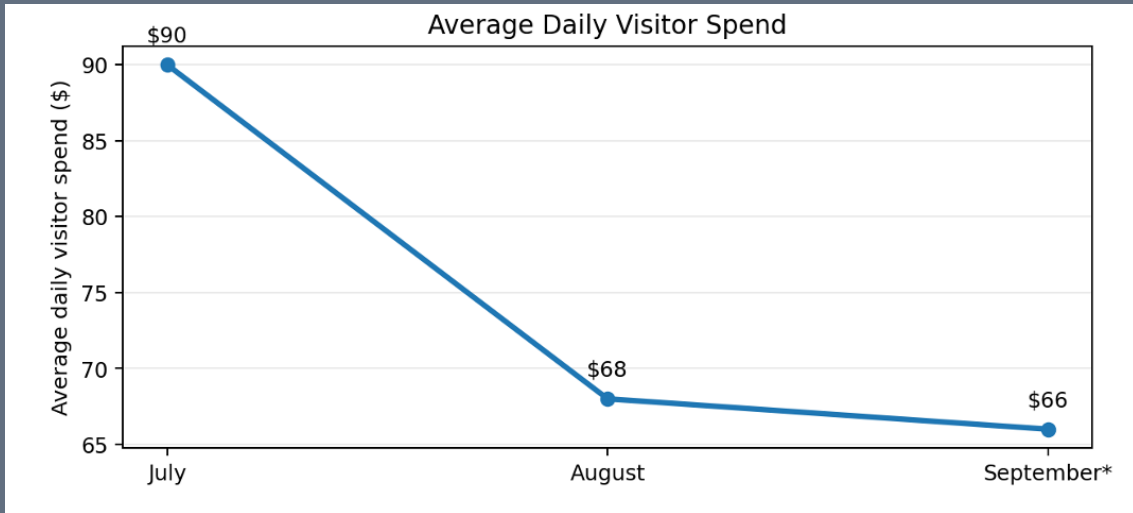


Views ⓘ

1.1M ↑ 19.3%



Q3 VISITOR SPEND & VISITOR MARKETS



\$75	28%	41%	57%
3-month avg. daily spend	avg. share of destination spend from visitors	avg. local-business capture	out-of-state visitors in September



Visitor Spend Key Takeaways

- July was a great month for Visitor Spend. With the *Christmas in July* event and end of the Summer Travel, our guest were a little looser on their wallets and purses.
- As the School Year started and travel decreased, we saw visitor spend return to more normal, but still an increase from Q2.
- Out-of-State Visitation rose each month and topped off representing 53% of Visitor spend.

Q3 VISITOR SPEND & VISITOR MARKETS

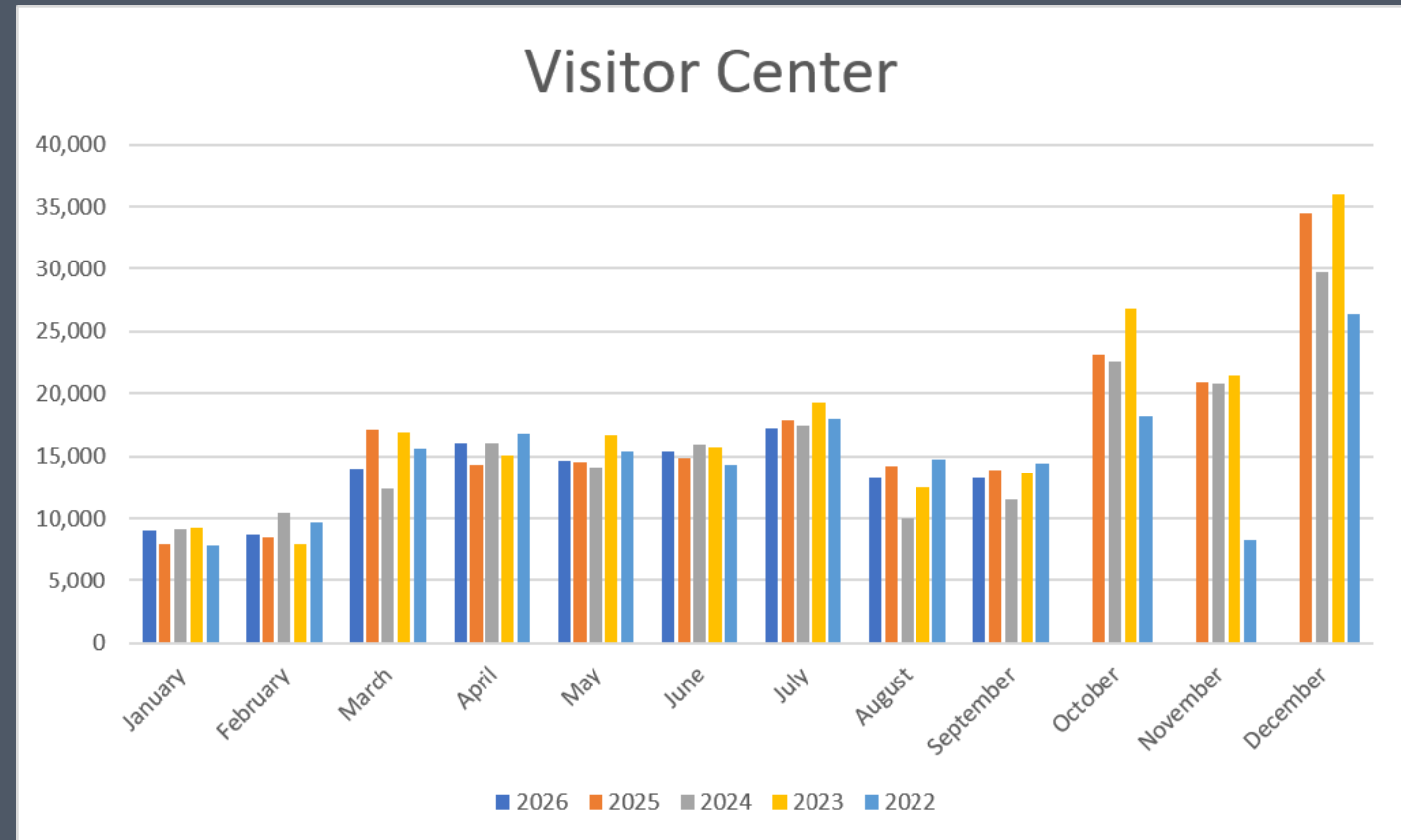
Visitor Origin Market	% Visitors	% Visitor Spend	Avg. Daily Spend
Atlanta, GA	42%	13%	\$52
Tampa-St. Petersburg-Sarasota, FL	7%	5%	\$77
Greenville-Spartanburg-Anderson / Asheville	5%	5%	\$59
Chattanooga, TN	3%	4%	\$85
West Palm Beach-Fort Pierce, FL	3%	2%	\$103
Birmingham-Anniston-Tuscaloosa, AL	2%	2%	\$83

Q4 Recommendations & Focus

- Convert drive-market volume to overnight stays:
 - Package fall & holiday messaging around lodging, dining, and multi-day itineraries.
 - Keep a close eye on the feeder markets mentioned above by spending a little more money in advertising towards those destinations.
- Research website content that visitors are engaging with.
 - Planning a Visit, Events, Arts & Entertainment, and Dining

VISITOR CENTER (9/30/26)

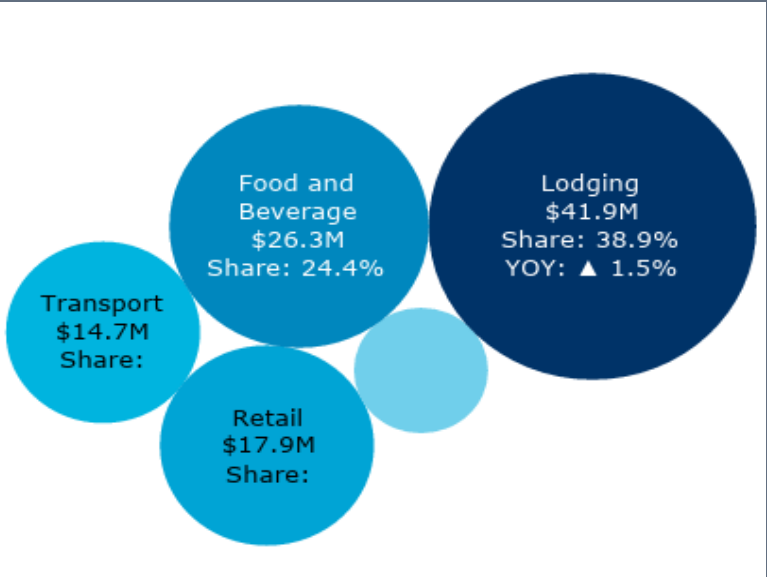
- Visitors stopping into the Visitor Center has see a slight decrease. We are down by 1,704 YoY.
- Bus Tour Traffic is up in 2026.
 - 2025 we had 1 bus with 24 guest.
 - 2026 we have had 7 buses with 183 guests.



2025 TOURISM ECONOMIC IMPACT REPORT

STATE OF GEORGIA, NORTH GEORGIA REGION, & LUMPKIN COUNTY

\$84.1B Georgia total economic impact	175.6M Total Georgia visitation	\$46.2B Georgia visitor spending	473,837 Georgia jobs supported
\$4.22B North Georgia visitor spending	33,230 North Georgia jobs	\$107.7M Lumpkin visitor spending	998 Lumpkin jobs





THANK YOU.
QUESTIONS?




DISCOVER
DAHLONEGA



City Council Agenda Memo

DATE: 10/8/2026
TITLE: Agreement for Tourism Development Services – 2027
PRESENTED BY: Allison Martin, City Manager
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Agreement for Tourism Development Services – 2027

HISTORY/PAST ACTION

The City contracts with the Convention and Visitor's Bureau (CVB) for tourism development services. The city staff recommend continuing the contract with the CVB. The contract remains the same using the percentage of proceeds method less the city's statutorily allowed administration fee of 3% as outlined in the statutes regarding hotel motel taxation.

FINANCIAL IMPACT

The proceeds have a legal statute regarding the distribution of funds. This is an authorized use and is included in our operating budget.

RECOMMENDATION

It is the recommendation of staff to approve the contract as submitted.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

Draft contract

AGREEMENT FOR TOURISM DEVELOPMENT SERVICES

This Agreement entered into as of _____, 2026, by and between the City of Dahlonega, a Georgia Municipal Corporation, (the “City”), and the Dahlonega-Lumpkin County Convention and Visitors Bureau, Inc., a private sector nonprofit 501(c)(6) corporation under the laws of Georgia (the “CVB”) is as follows:

WHEREAS, the City may expend funds subject to the following limitations:

Notwithstanding the provisions of paragraph (1) of this subsection, a municipality...may levy a tax under this code section at a rate of 5 percent. A municipality...levying a tax pursuant to this paragraph shall expend (in each fiscal year during which the tax is collected under this paragraph) an amount equal to the amount by which the total taxes collected under this Code section exceed the taxes which would be collected at a rate of 3 percent for the purpose of (a) promoting tourism, conventions, and trade shows; ... Amounts so expended shall be expended only through a contract or contracts with... a private sector nonprofit organization, or through a contract or contracts with some combination of such entities, except that amounts expended for purposes (C) and (D) may be so expended in any otherwise lawful manner.

O.C.G.A. 48-13-51(a)(3).

WHEREAS, the City may expend funds for promoting tourism; and

WHEREAS, such expenditures are permissible pursuant to a contract with a private sector nonprofit organization; and

WHEREAS, the CVB is a private sector nonprofit organization exempt from income tax under IRC 501(c)(6) which is willing and authorized to expend such funds for the purpose of promoting tourism in Dahlonega, Georgia as provided by law; and

NOW, THEREFORE, in consideration of the premises herein, the parties agree as follows:

1) **Compensation and related details.**

- i. During the term of this Agreement, the City agrees to provide in consideration for the services rendered certain restricted funds to be derived from the proceeds of the hotel-motel tax. The monthly sum provided shall be 43.75% of the proceeds received for the prior month. The term proceeds as referenced in this paragraph shall be certain funds collected from the levy of the hotel-motel tax by the City less the City’s administrative fee of 3% of the funds collected, and the term restricted shall mean the funds shall be used exclusively for Tourism, Convention and Trade Show purposes as same are used in Title 48 Chapter 13 Article 3 of the Georgia Code.
- ii. The CVB shall, in consideration of the tax funds referenced above, provide bi-monthly financial reports to the City by the 30th day of each calendar month following a board meeting in a form mutually agreeable to both the CVB and the

City. These reports will be used by the City in part to ascertain the CVB's compliance with the terms of this Agreement and with O.C.G.A. Section 48-13-51(9)(A). The City may in its sole discretion require during the term of this Agreement additional financial information from the CVB, including specific receipts, copies of checks, deposits, and other similar items. The CVB shall also deliver a copy of its annual Form 990 and annual financial audit with findings and management comments as well as the QuickBooks documentation required by the City's designated auditors before the 180th day following the CVB fiscal year being audited.

- iii. By executing this Agreement, the CVB hereby affirms that it will use the funds received solely and exclusively in compliance with this Agreement and will further expend such funds in full compliance with the City ordinances and state laws. The CVB agrees to defend, indemnify, and hold harmless the City from and against all claims that arise therefrom, including reasonable attorney's fees and court costs of the City.
 - iv. During the term of this contract and during each renewal term, if any, the CVB shall deliver its "cost allocation analysis" to the City of Dahlonega for the next succeeding contract year, including tourism budgets, advertising plans, and projected CVB budgets and such other information sufficient to the satisfaction of the City for it to adopt a budget plan specifying how the proceeds of such tax are to be expended. These efforts, and special CVB tourism promotions if any, shall be reviewed by the City as part of the City's budget process and may be amended at the discretion of the City in consultation with the CVB. The City may then determine and adopt a Tourism Development Services Contract budget plan to be made a part of the City budget plan. Special projects of the CVB, if any, including major renovations or multiyear elements of the work program, may then be identified and budgeted as part of the annual budget process with the City.
- 2) **Expenditure Solely for Promoting Tourism.** Tourism involves traveling to experience and learn about the places, attractions, and activities in the City of Dahlonega, Georgia. All hotel/motel tax sums received by the CVB from the City shall be expended for the purpose of promoting tourism within one year, and solely for the benefit of the City and only as follows:
- i. Promoting and stimulating tourism in Dahlonega to increase leisure visitor volume, overnight stays, visitor spending, and economic impact through the promotion and distribution of the City's travel products to the travel trade; and
 - ii. Promoting conventions, events, and trade shows, which includes planning, conducting, or participating in programs of information and publicity designed to attract or advertise tourism, conventions, events, or trade shows; and
 - iii. The promotion of recreational, cultural, historic, and natural resources of Dahlonega to attract both leisure and group visitors to Dahlonega;
- Tourism promotion efforts must involve the following elements:

- i. The CVB will employ one full-time Executive Director to administer, initiate, and monitor all advertising/marketing campaigns for the City; and
 - ii. This employee will be expected to attend tourism training and be an active member in tourism organizations, regional trails, and heritage programs, that will help promote the City of Dahlonega as a leisure and group travel destination, convention and meeting location, and a cultural heritage center of the Northeast region, and to appear both quarterly and on request before the Mayor and the City Council at a public meeting to discuss the CVB's operation and finances.
 - iii. A staffed Welcome Center that will provide an outlet for promotional materials and a place to help with information about activities in Dahlonega and provide restroom facilities for the public. Hours of operation of the Welcome Center shall be approved by the City. It is expected that the traditional hours as follows shall be maintained: Hours of operation of the Welcome Center will be 10:00 a.m. – 5:00 p.m. Monday-Friday, 10:00 a.m. – 5:00 p.m. Saturday, and 10:00 a.m. – 5:00 p.m. on Sunday. The Welcome Center and public restrooms may be open longer during peak season(s) and weekends. Any reduction in these hours will need to be approved by the City.
- 3) **Audit Verification.** The CVB shall provide audit verification, as described below, to the City and demonstrate that the CVB uses the funds solely and exclusively for the purpose of promoting tourism in conformance with this Agreement. Reports are due 180 days following the end of the CVB's fiscal year. Failure to file the required report may compromise the CVB's status to receive grant funds.
 - a. The CVB shall provide a cost allocation schedule for overhead costs associated with the use of CVB facilities for tourism activities. The audit verification shall include a Line-item Detailed Expense Report to the City identifying and describing each item funded with hotel/motel tax revenues including all direct and indirect costs. Detailed invoices shall be retained in compliance with the City's retention schedule and will be available for review at the CVB offices. The City Clerk shall provide a copy of the retention policy upon request.
 - b. At the end of the fiscal year, the CVB shall internally perform this audit verification and provide to the City a Detailed Annual Report that conveys each item funded with hotel/motel tax. Every third year, the CVB shall hire an outside agency to perform a full audit in lieu of its annual internal review and submit the findings in a report to the City.
- 4) **Audits of Lodging Properties.** The City shall periodically perform unannounced audits of one, some, or all lodging properties in the City. These may be undertaken by an outside agency. Such lodging property audits shall be paid for from new tax funds collected

incident to the audit process or from hotel-motel tax collections, prorated between the CVB and the City based on the revenue sharing agreement in place at the time of payment not to exceed a cost of \$5,000.00 for the CVB's share.

- 5) **Use of Jointly Owned Facility.** The CVB occupies a building provided to it in part by the City. The CVB shall maintain insurance on the building's contents and liability insurance satisfactory to the City. A copy shall be furnished to the City together with a certificate of insurance at the time of execution of this contract and upon each renewal. The CVB shall pay all monthly routine operational bills including but not limited to electricity, internet, telephone and water. The CVB shall also provide paper supplies, hand soap and related items for proper operation of restrooms. The building may be inspected by the City at any time.
- i. In lieu of rent, the CVB shall perform all needed upkeep and maintenance of the interior of the building from Tourism and non-tourism monies based upon a functional analysis of the expense. Exterior maintenance and major repairs will be paid for in equal thirds by the CVB, the City, and Lumpkin County. A contingency fund of no less than \$6,000 and no more than \$12,000 will be maintained by the CVB for this purpose. The CVB will obtain approval from the City and Lumpkin County prior to making any modifications to the building. Should a maintenance bill not be paid on time, or cited maintenance not be performed as suggested by the City's inspection within the time specified, the said bill will be paid by the City after consultation with the CVB. The amount of the bill or maintenance cost will be subtracted from the next available City hotel/motel revenue payment to the CVB. The value of the rent shall be reflected in the CVB's annual audit and Form 990.
- 6) **Notices.** All notices, requests, demands, or other communications required or permitted to be given hereunder shall be in writing and shall be addressed and delivered to each party at the addresses set forth below. Any such notice, request, demand, or other communication shall be considered given or delivered on the date of receipt. The rejection or other refusal to accept or inability to deliver because of a changed address of which proper notice was not given shall be deemed to be receipt of the notice, request, demand, or other communication. By giving prior written notice thereof, any party may from time to time and at any time change its address for notices hereunder. Legal counsel for the respective parties may send to the other party any notices, requests, demands, or other communications required or permitted to be given hereunder by such party.
- i. City of Dahlonega.
Attn: Allison Martin
465 Riley Road
Dahlonega, Georgia 30533
 - ii. Dahlonega-Lumpkin County Convention and Visitors Bureau
Attn: Sam McDuffie
13 S Park Street
Dahlonega, GA 30533

- 7) **Term, Renewal and Termination.** The term of this contract shall commence on January 1, 2027, and end on December 31, 2027. This agreement shall automatically renew on the first day of the calendar year that immediately follows the current Agreement term. Either party may terminate the Agreement at the end of its annual term and bar automatic renewal by written notice to the opposing party's notice address listed in paragraph 6, provided such written notice is postmarked no later than sixty (60) days prior to the end of the current annual term.
- 8) **Assignment.** The parties hereto may not assign, sublet, or transfer their interest in and responsibilities under this agreement without the prior written approval of all parties hereto.
- 9) **Georgia Law.** It is the intention of the parties that the laws of Georgia shall govern the validity of this agreement, the construction of its terms, and the interpretation of the rights or duties of the parties.
- 10) **Severability.** In the event any provision or portion of this agreement is held by any court of competent jurisdiction to be invalid or unenforceable, such holdings shall not affect the remained hereof and the remaining provisions shall continue in full force and effect to the same extent as would have been the case had such invalid or unenforceable provision or portion had never been a part hereof.
- 11) **Reasonable Cooperation.** On and after the date of this agreement, both parties shall, at the request of the other, make, execute, and deliver or obtain and deliver all instruments and documents and shall do or cause to be done all such other things which either party may reasonably require to effectuate the provisions and intentions of this agreement.
- 12) **Time.** Time is and shall be of the essence under this agreement.
- 13) **Binding Authority.** The parties signing this agreement hereby state that they have the authority to bind the entity on whose behalf they are signing.
- 14) **Integration.** This agreement supersedes all prior discussions and agreements between the parties and contains the sole and entire understanding between the parties with respect to transactions contemplated by this agreement. This agreement shall not be modified or amended except by a written instrument executed by or on behalf of the parties in the same manner in which this agreement is executed. No course of action or waiver of rights hereunder shall constitute a waiver of such right or action.
- 15) **Compliance with Law, Responsibility for Transmission of Meeting Records.** By executing this Agreement, the CVB acknowledges it may be a contracted organization, receiving 33% or more of its total operating budget from hotel/motel tax, and if so, is subject to the Open Meetings Act (O.C.G.A. 50-15-1 et. Seq) and Open Records Act

(O.C.G.A. 50-18/70 et. Seq.). The CVB will provide the City a copy of Committee/Board meeting notices, agendas and supporting documents, and minutes from each and every meeting reflecting a report on the Convention and Visitors Bureau activities and official actions taken by the governing body.

IN WITNESS WHEREOF, the parties have signed this Agreement under their hand and seal on the date set forth above.

CITY OF DAHLONEGA, GEORGIA

Acting by and through its Duly Elected
Mayor and City Council

By: _____
Sam Norton

Title: Mayor

Date: _____

Attest: _____
City Clerk

DAHLONEGA-LUMPKIN COUNTY
CONVENTION AND VISITORS
BUREAU INC.

By: _____
Sam McDuffie

Title: Executive Director

Date: _____



City Council Agenda Memo

DATE: 10/8/2026
TITLE: JWS Contract Renewal
PRESENTED BY: Ricky Stewart, Director of Utilities
PRIORITY Strategic Priority - Infrastructure

AGENDA ITEM DESCRIPTION

HISTORY/PAST ACTION

Jarrard Water Services (John Jarrard's company) has provided part-time consulting services to the water and wastewater departments of the City since January 1, 2020. This is an annual contract in the amount of \$5,018.06 per month, or \$60,216.68 annually. As discussed during the budget, this contract will sunset in one year, moving to a consultant, as needed basis as we onboard, train, and transition to the newly filled Director of Utilities position.

FINANCIAL IMPACT

Included in the FY27 budget for the Water/Sewer Fund.

RECOMMENDATION

Approve the accompanying contract renewal. There is a bona fide need for John's continued work for the City especially as we transition. John's involvement is material to ongoing discussions regarding increasing water sales, future capital projects, shifts John covers for vacations and illness of staff, and ongoing mentoring he provides to water and wastewater plant staff.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

JWS Contract 2026 (FY27)

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is made and entered into this _____ day of _____, 2026, to be effective October 1, 2026 ("Effective Date"), by and between the City of Dahlonega ("City") and Jarrard Water Services, Inc., located at 12 Jarrard Drive, Dahlonega, Georgia 30533 ("Service Provider").

WHEREAS, the City wishes to obtain the professional services of the Service Provider, and;

WHEREAS, the Service Provider has the knowledge, skill, and capability to perform such services for the City.

NOW THEREFORE, in consideration of the foregoing, the parties, intending to be legally bound, hereby agree to the following:

1. Services. The Service Provider is hereby retained by the City. The Service Provider agrees to provide the services set forth in Exhibit A attached hereto and incorporated herein by this reference (the "Services").
2. Services Requirements. Service Provider agrees to use sound and professional principles and practices in accordance with normally accepted industry standards in rendering Services hereunder, and Service Provider further agrees that performance shall reflect the best professional knowledge, skill, and judgment of Service Provider. Service Provider shall furnish competent personnel for the fulfillment of its obligations. If the City deems Service Provider personnel unsatisfactory to perform Service due to a failure by such personnel to comply with the terms and conditions imposed on Service Provider as set forth herein, such personnel shall be removed immediately.
3. Payment. The City agrees to pay the Service Provider monthly at \$5018.06, for Services completed in accordance with the terms of this Agreement. Service Provider shall not incur or charge the City any other fees or expenses without the prior written authorization of the City. Performance beyond the limitations set forth in this Agreement (either financial or time) shall be at the sole risk and responsibility of the Service Provider, and the City shall not be obligated to pay for Services exceeding the funding or contract period of this Agreement.

4. Insurance. Insurance requirements are specified in Exhibit A attached hereto.
5. Licenses. License requirements are specified in exhibit A attached hereto.
6. Term. The term of this Agreement shall commence on the Effective Date and expire at the end of the City's fiscal year (September 30), unless this Agreement is otherwise extended. Service Provider may terminate this agreement by providing thirty (30) days' written notice to the other party.
7. Restriction on Competing Activities. During the term of this Agreement and continuing during any renewal of this Agreement, Service Provider shall not engage in consulting and advisory services for any entities operating a water or wastewater system within twenty miles of the current City of Dahlonega water treatment plant without providing a minimum thirty days' notice to and obtaining the subsequent written consent of the City of Dahlonega. Excepted from this prohibition is the existing contract between the Service Provider and the U.S. Army installation commonly known as Camp Merrill or the Ranger Camp.
8. Annual Increase. Should there be no change to the Scope of Work, the Service Provider shall be entitled to an increase in the monthly rate for services provided in an amount not to exceed the percentage of funds set aside to provide compensation increases to City employees in the Fiscal Year the contract, or extension, is in force.
9. Entire Agreement. This Agreement, including the exhibit attached hereto, represents the entire agreement between the parties hereto and supersedes all prior and contemporaneous written or oral agreements and all other communications between the parties relating to these Services to be rendered hereunder. Any additions, deletions or modifications shall not be binding on either party unless accepted and approved in writing by duly authorized representatives of both parties. In the event of any contradictory provisions between this agreement and the terms of any Exhibit hereto or any purchase order or other documents issued by the City or Service Provider in connection herewith, the terms set forth in the body of this Agreement shall prevail.
10. Severability. The provisions of this Agreement shall be deemed severable, and if any portion shall be held invalid, illegal, or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties, unless to do so would clearly violate the present legal and valid intention of the parties hereto.

[EXECUTION ON FOLLOWING PAGE]

IN WITNESS WHEREOF, this Professional Services Agreement has been duly executed by the authorized representatives of the parties hereto as of the date first set forth above.

THE CITY OF DAHLONEGA

By: _____

Name: Allison Martin

Title: City Manager

JARRARD WATER SERVICES, INC.

By: _____

Name: John A. Jarrard

Title: CFO, CEO & Secretary

APPROVED AS TO FORM:

REVIEWED BY:

By: _____

Name: J. Douglas Parks

Title: City Attorney

By: _____

Name: Sam Norton

Title: Mayor

EXHIBIT A SERVICES

1. Scope of Services

- Provide management services to the City as to City departments numbered 32, 35, 37, and 38, for the existing water and wastewater plant operations.
- Provide a biweekly status review of the plant operations.
- Provide project management services for new capital improvements and repairs of existing facilities.
- Provide onsite training for supervisors and operators.
- Collect historic operations data, plant drawings, and previous reports and correspondence.
- Generate Meeting Agenda documentation for City elected officials and staff and prepare government reporting documents.
- Meet with City staff to discuss and agree to the projected demands and to identify the City's desire to plan for growth including additional "reserve capacity" to facilitate other unspecified further growth.
- Conduct on-site meetings to gather additional information and review how the plant is currently operated and make recommendations on how to improve efficiency with either operational changes and renovations or with new improvements.

2. Insurance Requirements:

- General Liability (\$1,000,000 Minimum per accident)
- Professional Errors and Omissions (\$1,000,000 minimum per accident)
- Automotive (\$100,000 minimum)
- Worker's Compensation (\$500,000) if required. Owner of JWS not covered under Worker's Compensation.

3. License Requirements:

- Georgia Class 1 Water Treatment License
- Georgia Class 1 Wastewater Treatment License
- Georgia Driver's License (Class "C" minimum requirement)



City Council Agenda Memo

DATE: 10/9/2026
TITLE: Agreement for Services – Hazen and Sawyer
PRESENTED BY: Ricky Stewart, Director of Utilities
PRIORITY Strategic Priority - Infrastructure

AGENDA ITEM DESCRIPTION

Agreement for Services – Hazen and Sawyer

HISTORY/PAST ACTION

Historically, the city has used multiple engineering firms to maintain the city's master plan, water model, and perform studies and update our models related to our utility facilities and infrastructure. The City of Dahlonega seeks to establish a Master Engineering Services Agreement with an engineering firm to provide these key services for the city. Such an agreement provides continuity for the utility. Hazen and Sawyer, P.C., is a competent firm that has been providing those services for the city on recent past and current projects. It is the City's desire to formalize that relationship with this Master Engineering Services Agreement. Large construction projects requiring engineering would still be competitively bid.

FINANCIAL IMPACT

There are funds in the budget to cover these types of engineering services.

RECOMMENDATION

It is the recommendation of staff that this agreement be approved.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

Draft agreement

MASTER ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT for Professional Services, along with its schedules, exhibits, or attachments (“Agreement”) is effective the _____ day of _____ 2026 (“Effective Date”) between the City of Dahlonaga, Georgia, 465 Riley Road, Dahlonaga, Georgia 30533 (“City”) and Hazen and Sawyer, P.C., headquartered at 498 Seventh Avenue 11th Floor, New York, NY 10018 (“Engineer”).

City and Engineer in consideration of their mutual covenants set forth herein agree as follows:

1. SERVICES OF ENGINEER

- 1.1 Engineer shall provide the services set forth herein and as more specifically stated in each subsequent Project Work Order (“the Services”). Engineer shall perform the Services with the care and skill ordinarily exercised by members of the same profession currently practicing in the same locality on projects of similar size, scope and complexity at the time the services are performed (“Standard of Care”). Engineer makes no warranties, express or implied, under this Agreement or otherwise.
- 1.2 Professional services are to be provided on a project-by-project basis when directed by the City and will be enumerated in a Project Work Order following the general format shown in Exhibit C, attached hereto, and incorporated herein by this reference. The primary focus of professional services shall be Project Work Orders concerning water and wastewater related projects on an as needed basis.

2. CITY’S RESPONSIBILITIES

- 2.1 Provide the Engineer with all criteria and full information as to the City’s requirements for the Project.
- 2.2 Furnish or otherwise make available additional project related information and data as is reasonably required to enable Engineer to complete the Project.
- 2.3 City shall arrange safe access for Engineer to enter public and private property as required by Engineer.

3. SCHEDULE FOR RENDERING SERVICES

- 3.1 Engineer is authorized to begin services as of the Effective Date of each Project Work Order.
- 3.2 Engineer shall complete its obligations in accordance with the specific time periods set forth in each Project Work Order.
- 3.3 If City authorizes changes in the scope, extent, or character of the Project, then the time for completion of the Engineer’s services, and the rates and amounts of Engineer’s compensation may be adjusted equitably as needed.

- 3.4 The Engineer will attend monthly staff level progress meetings as directed in the Project Work Order.

4. COMPENSATION, INVOICES AND PAYMENTS

- 4.1 The City shall pay the Engineer for the services properly performed or furnished as provided for in the Project Work Order which shall be negotiated by mutual agreement between the parties. Unless noted in the Project Work Order, the fee set forth in Exhibit A attached hereto shall be used by Engineer. This fee will be based on an hourly rate with a maximum fee. The fee schedule shall be updated annually.
- 4.2 The Engineer may submit requests for periodic progress payments for services rendered and preapproved expense reimbursement. Engineer shall invoice City monthly unless the applicable Project Work Order provides otherwise. The Engineer shall itemize all invoices in full. The original invoice shall be submitted to:

City of Dahlonega
Accounts Payable
465 Riley Road
Dahlonega, GA 30533
accountspayable@dahlonega.gov

Each invoice must include at least the following information:

- Date of Invoice
- Description of services performed
- Billing period
- Terms
- All billable items itemized
- Appropriate unit of measurement

Invoices missing any of the information listed above will not be accepted for payment and will be returned to Engineer for correction. All invoices must reflect a unique invoice number. Likewise, each project task must be assigned a unique number for tracking purposes.

5. INSURANCE

- 5.1 For the duration of the Project, the Engineer shall procure and maintain the following insurance coverages and Certificates of Insurance will be provided to the City upon written request. The insurance required shall provide coverage for the not less than the following amounts, or greater where required by law:

- a. Worker's Compensation and Employer's Liability Insurance: Workers' Compensation in compliance with the applicable state and federal laws Employer's Liability Limit \$1,000,000.
 - b. Engineer shall maintain at all times, insurance consistent with Exhibit B attached.
- 5.2 Professional Liability (Errors and Omissions) Insurance – Limits shall not be less than the following:
- a. For Professionals - \$1,000,000 per claim and \$1,000,000 in aggregate coverage;
 - b. The Engineer shall maintain professional liability insurance that shall be either a practice policy or project-specific coverage. Professional liability insurance shall contain prior acts coverage for services performed by the Engineer for this Project. If project-specific coverage is used, these requirements shall be continued in effect for two (2) years following issuance of the Certificate of Final Completion for the Project.

6. INDEMNITY AND LIMITATION OF LIABILITY

- 6.1 **Indemnification.** To the fullest extent permitted by law, Engineer shall indemnify and hold harmless the City and its officers and employees from claims, costs, losses, and damages, brought by third-parties, including reasonable attorney's fees, arising out of or relating to the Project, to the extent caused by the Engineer's negligent acts or omissions.
- 6.2 **Limitation of Liability.** Except for fraud, willful misconduct, and liability that cannot legally be limited, Engineer's aggregate liability to City for claims arising directly between City and Engineer out of Engineer's professional services for any given Project Work Order shall not exceed two million dollars. This limitation applies only to direct claims between the parties and does not require City to indemnify, defend, or hold Engineer harmless, nor does it shift to City, or limit any liability Engineer owes to a third party.
- 6.3 **Force Majeure.** The respective duties and obligations of the parties hereunder, except for City's obligation to pay Engineer such sums as may become due from time to time for services rendered by it, shall be suspended while and so long as performance thereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, governmental action, war acts, acts of God or any other cause similar or dissimilar to the foregoing which are beyond the reasonable control of the party from whom the affected performance was due.

7. TERMINATION

- 7.1 This Agreement or any Project Work Order may be terminated, in whole or in part, by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. However, no such termination will be effective unless the terminating party gives the other party (1) no less than ten (10) business days' written notice by certified mail or overnight mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party to resolve any dispute before termination. Notwithstanding the foregoing, the City may terminate this Agreement or any Project Work Order for Convenience.
- 7.2 In the event of the City's termination for convenience, the Engineer shall be paid for services performed to the effective date of termination and all actual, reasonable, and verifiable costs that Engineer incurs related to such termination (winding-up costs). In the event of termination, the City will receive reproducible copies of Drawings, Specifications, and other documents completed by the Engineer up to the date of termination.
- 7.3 Any terms of this Agreement that are applicable to situations arising after its termination (such as, but not limited to, sections related to payment, intellectual property, indemnity and limitation of liability) shall survive termination.
- 7.4 The termination or suspension of any one Project Work Order shall not affect the remaining Project Work Order(s) or this Agreement.

8. USE OF DOCUMENTS AND DATA

- 8.1 Ownership. All reports, drawings, specifications and other related deliverables as set forth in the applicable Project Work Order and that were created specifically for City's use pursuant to this Agreement ("Deliverables") are instruments of service in respect to the Project, and upon City's payment in full, the Engineer shall not retain an ownership interest therein (including the copyright), except to the extent the Deliverables include the intellectual property, and derivatives thereof; developed, acquired or owned by Engineer prior to or independent of this Agreement ("Engineer IP"). Engineer and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to any Engineer IP. Engineer grants City a limited, non-exclusive, non-transferable, non-sublicensable, non-assignable license under Engineer's intellectual property rights to use the applicable Engineer IP solely to the extent necessary for City to use the Deliverables for the purposes contemplated by this Agreement. All other rights in and to the Engineer IP are expressly reserved by Engineer.
- 8.2 Data Reliance. Either party to the Agreement may rely on that data or information the party receives from the other party by mail, electronic transmission, or hand delivered. If there is a discrepancy between the electronic files and the hard copies, the hard copies will govern. Engineer is not liable for any errors,

omissions, or delays resulting from inaccurate, incomplete, or untimely information provided by City provided Engineer complies with the conditions set forth in this Section 8.2.

- 8.3 As to electronic media, because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests and/ or procedures within 60 calendar days of receipt, after which the receiving party shall be deemed to have accepted the transferred data. Any transmittal errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files.
- 8.4 When transferring documents in electronic media format, the transferring party makes no representations as to long-term compatibility, usability, or readability of such information resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the creator.

9. SUCCESSOR, ASSIGNS AND BENEFICIARIES

- 9.1 City and Engineer are hereby bound, as are their respective successors, employees, and representatives to the other party to this Agreement with respect to all covenants, terms, promises, and obligations contained herein.
- 9.2 Neither the City nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is required by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement.
- 9.3 Unless expressly provided otherwise in this Agreement, nothing contained herein shall be construed to create, impose, or give rise to any duty owed by City or Engineer to any Contractor, Suppliers or other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken to this Agreement will be for the sole and exclusive benefit of City and Engineer and not for the benefit of any other party.

10. MISCELLANEOUS PROVISIONS

- 10.1 This Agreement is to be governed by the law of the state of Georgia.
- 10.2 Any notice required under this Agreement will be in writing, addressed to the designated party at its address in the signature page and served personally, by registered or certified mail (postage prepaid), overnight carrier or by a commercial courier service. All notices shall be effective upon the date of receipt. For Engineer, a copy of notices shall be sent to: legal@hazenandsawyer.com.

- 10.3 All express representations, indemnifications, and limitations of liability in this Agreement shall survive its completion and/ or termination.
- 10.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the City and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intension of the stricken provision.
- 10.5 A party's non-enforcement of any provision shall not constitute a waiver of the provision, nor shall affect the enforceability of the provision or of the remainder of this Agreement.
- 10.6 This Agreement constitutes the entire agreement between City and Engineer and supersedes all prior written or oral understandings. This Agreement may be amended only by a mutually agreed and executed written instrument. This Agreement may be executed in counterparts.
- 10.7 After the execution of this Agreement, Engineer and City shall designate specific individuals to act as Engineer's and City's representatives with respect to the services to be performed or furnished by Engineer and responsible of City under this Agreement. Such an individual shall have the authority to transmit instructions, receive information, and render decisions relative to the Project on behalf of the respective party whom the individual represents. Engineer's representative shall have specific authority to allocate resources.

11. COUNTERPARTS; ELECTRONIC SIGNATURES

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same agreement, and it shall not be necessary in making proof of this Agreement or the terms of this Agreement to produce or account for more than one of such counterparts. This Agreement may be signed and transmitted electronically (via email, PDF, Docusign or similar program) and such electronically transmitted document and/or signature page shall be treated as an original document.

12. PROFESSIONAL SERVICES ESTIMATE PER WORK ORDER

Each work order shall contain an estimated amount of professional fees allocated to the anticipated work to be performed. Work orders with professional fee estimates greater than the City Manager's authority limit shall require City Council approval precedent to a notice by staff for the work to commence.

(EXECUTION TO FOLLOW ON NEXT PAGE)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Engineer: Hazen and Sawyer, P.C.

City of Dahlenega, Georgia

By: _____

By: _____

Alan Bowling

Sam Norton

Title: Associate Vice President

Title: Mayor

Date Signed: _____

Date Signed: _____

Address: 211 Perimeter Center Parkway,

Address: 465 Riley Road

Suite 300

Dahlenega, GA 30533

Atlanta, GA 30346

Attested By: _____

Rhonda Hansard

Title: City Clerk

Date Signed: _____

Designated Representative:

Designated Representative:

Helen Lu

Email Address: hlu@hazenandsawyer.com

Email Address: _____

Office: 404-328-4925

Office: _____

EXHIBIT A

**Hazen and Sawyer Billing Rate Table
(January 1, 2026 to December 31, 2026)**

Labor Category	Hourly Billing Rate
Project Director	\$ 278.00
Subject Matter Expert	\$ 278.00
Chief Engineer	\$ 268.00
Managing Engineer	\$ 253.00
Supervising Engineer	\$ 235.00
Principal Engineer	\$ 222.00
Senior Engineer	\$ 204.00
Engineer V	\$ 190.00
Engineer IV	\$ 176.00
Engineer III	\$ 158.00
Engineer II	\$ 143.00
Engineer I	\$ 129.00
Project Manager	\$ 186.00
Supervising Designer	\$ 179.00
Principal Designer	\$ 168.00
Senior Designer	\$ 149.00
Designer	\$ 126.00
Drafter	\$ 93.00
GIS	\$ 165.00
Communications Specialist	\$ 202.00
Communications Manager	\$ 268.00

Hourly rates are effective January 1, 2026 through December 31, 2026 and may be adjusted annually.
Other direct expenses will be billed at cost.
Automobile mileage will be charged at the current IRS rate.

**EXHIBIT B**

HAZE&SA-01

EROCKER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	CONTACT NAME:	
	PHONE (A/C, No, Ext): (703) 827-2277	FAX (A/C, No): (703) 827-2279
	E-MAIL ADDRESS: admin@amesgough.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: American Casualty Co of Reading, PA A(XV) 20427	
	INSURER B: National Fire Insurance Company of Hartford A(XV) 20478	
INSURED Hazen and Sawyer 498 Seventh Avenue New York, NY 10018	INSURER C: Continental Casualty Company (CNA) A+, XV 20443	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	NAIC #	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			7036845683	3/29/2026	3/29/2027	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			7036845635	3/29/2026	3/29/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							DEDUCTIBLE \$ 1,000
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	☐ DED ☐ RETENTION \$						\$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	7036845652	3/29/2026	3/29/2027	☒ PER STATUTE ☐ OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	☒ Professional Liab.			AEH008231489	3/29/2026	3/29/2027	Per Claim/Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: On-Call Services - City of Dahlonega, GA

General Liability Additional Insured is provided per Blanket Additional Insured - Owners, Lessees or Contractors - with Products & Completed Operations Coverage Endorsement - CNA 75079xx 3/22. Primary and Non-Contributory applies per Blanket Additional Insured - Owners, Lessees or Contractors - with Products & Completed Operations Coverage Endorsement - CNA 75079xx 3/22. Waiver of Subrogation applies per Waiver of Transfer of Rights of Recovery Against Others to the Insurer Endorsement - CNA75008XX 10/16. Notice of Cancellation for Certificate Holders applies per Changes - Notice of Cancellation or Material Restriction Endorsement - CNA74702NY 01/15.
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER**CANCELLATION**

City of Dahlonega 465 Riley Road Dahlonega, GA 30533	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Ames & Gough		NAMED INSURED Hazen and Sawyer 498 Seventh Avenue New York, NY 10018	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

Automobile Liability Additional Insured is provided per Additional Insured – Primary and Non-Contributory – CNA71527XX 10/12. Primary and Non-Contributory is included per Additional Insured – Primary and Non-Contributory – CNA71527XX 10/12. Waiver of Subrogation applies per Waiver of Transfer of Rights of Recovery Against Others to Us (Waiver of Subrogation) – CA 04 44 10 13. Notice of Cancellation for Certificate Holders applies per Notice of Cancellation to Certificate Holders – CNA68021XX 02/13.

Workers Compensation Waiver of Subrogation applies per Waiver of Our Right to Recover From Others Endorsement – WC 00 03 13 04/84. Workers Compensation Notice of Cancellation for Certificate Holders applies per Notice of Cancellation to Certificate Holders – CNA97315XX 10/16.

Professional Liability Notice of Cancellation applies per form CNA83699XX (11/15).



Hazen and Sawyer
211 Perimeter Center Parkway, Suite 300
Atlanta, GA 30346 • 404.459.6363

Date

Staff Name

Staff Title

City of Dahlonega

465 Riley Road

Dahlonega, Georgia 30533

Re: [insert Project Name] Proposal

Dear Name:

Hazen and Sawyer (Hazen) is pleased to submit the following letter proposal to perform [insert short description of services] to assist the City of Dahlonega (City) with the [insert Project Name] project. If acceptable, this work will be performed as a Project Work Order under the Master Engineering Services Agreement (“AGREEMENT”) between Hazen and the City, dated September ____, 2026. The terms, conditions, and labor rates of the Agreement will govern this Project Work Order

Project Understanding

Opening section describing the background of the project, the drivers, and the purpose of this Project Work Order.

Scope of Work

To accomplish this effort, Hazen will provide the following services:

- Task 1: Task Name
- Task 2: Task Name

Task 1: Task Name

Scope Text

Task 1 Assumptions

The following assumptions will apply to work conducted as part of this task:

-
-



Task 1 Meetings

The following meetings are anticipated to be held as a part of this task:

-
-

Task 1 Deliverables

Hazen will provide the following deliverables as part of this task:

- Agendas and summaries for all meetings
-

Task 2: Task Name

Scope Text

Task 2 Assumptions

The following assumptions will apply to work conducted as part of this task:

-
-

Task 2 Meetings

The following meetings are anticipated to be held as a part of this task:

-
-

Task 2 Deliverables

Hazen will provide the following deliverables as part of this task:

- Agendas and summaries for all meetings
-



Schedule

This Work Order is based upon the anticipated schedule shown below.

Task	Duration	1	2	3	4	5	6	7	8	9	10	11	12
Task 1: Task Name	# months												
Task 2: Task Name	# months												

Compensation

Compensation for the Scope of Services shall be on a time and materials basis as defined in the AGREEMENT, using the fully loaded fixed hourly rates by labor category for the calendar year in which the work is performed and reimbursement of other costs specifically authorized by this Project Work Order. The total cost for this Project Work Order shall not exceed \$###,### unless changed by written amendment signed by both parties. A cost summary estimated by task is provided below; a work breakdown structure is attached.

Task	Hours	Budget
Task 1: Task Name	##	\$##,###
Task 2: Task Name	##	\$##,###
	Total:	\$###,###

Please call [Hazen PM or Client Manager] or me if you have any questions regarding this proposal. We look forward to serving the City through this important project.

Regards,

Signatory Name

Signatory Title

cc: Hazen Client Manager, Hazen Project Manager

Attachments: Project Budget Breakdown



City Council Agenda Memo

DATE: 10/19/2026
TITLE: Approval of City of Dahlonega 2027 Holiday Calendar
PRESENTED BY: Rhonda Hansard, City Clerk / Allison Martin, City Manager
PRIORITY: Select a Priority

AGENDA ITEM DESCRIPTION

Proposed 2027 Holiday Calendar for the City of Dahlonega

HISTORY/PAST ACTION

Annual approval

FINANCIAL IMPACT

RECOMMENDATION

Approval

SUGGESTED MOTIONS

Approve as presented by staff

ATTACHMENTS

City of Dahlonega 2027 Holiday Calendar

City of Dahlonega 2027 Holiday Calendar	
HOLIDAY	DATE OF OBSERVANCE
New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Friday following Thanksgiving	Friday, November 26
Christmas Eve	Friday, December 24
Christmas Day	Monday, December 27



City Council Agenda Memo

DATE: 10/19/2026
TITLE: Approval of City of Dahlonaga 2027 City Council Meeting Schedule
PRESENTED BY: Rhonda Hansard, City Clerk / Allison Martin, City Manager
PRIORITY: Select a Priority

AGENDA ITEM DESCRIPTION

2027 City Council Meeting Schedule

HISTORY/PAST ACTION

Annual approval

FINANCIAL IMPACT

RECOMMENDATION

Approve

SUGGESTED MOTIONS

Approve the 2027 City Council Meeting Schedule as presented by staff

ATTACHMENTS

2027 CC Proposed Meeting Schedule

2027 Proposed City Council Meeting Schedule

January						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 City of Dahlonega Government Holiday

City of Dahlonega CC Regular Meeting

GMA Annual Convention - Savannah

City of Dahlonega CC Work Session

GMA Cities United Summit - Atlanta



City Council Agenda Memo

DATE: 10/14/2026
TITLE: Zoning Ordinance Update – September 2026
PRESENTED BY: Allison Martin, City Manager
PRIORITY Strategic Priority - Communication

AGENDA ITEM DESCRIPTION

Zoning Ordinance Update – September 2026

HISTORY/PAST ACTION

The council requested monthly updates on the progress of work to the draft of the proposed zoning ordinance update. Since the last update in August, TSW has continued to make additional updates to the draft based on feedback and discussions with legal and staff. As we have identified a candidate to fill the planning role for the City, we will hold on the next steps until that person starts and can read through the draft of the code and provide comments.

FINANCIAL IMPACT

There is no financial impact.

RECOMMENDATION

There is no recommendation.

SUGGESTED MOTIONS

n/a

ATTACHMENTS

none
