

**AGENDA**  
**CITY COUNCIL REGULAR MEETING AND WORK SESSION**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, April 15, 2024**  
**5:00 P.M.**

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1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Announcements
5. Approval of the Agenda
6. Public Input
7. Consent Agenda
  - a. Approve Minutes
    - Regular Meeting held March 4, 2024
    - Executive Session held March 4, 2024
  - b. Approve Restated Defined Benefit Retirement Plan Adoption Agreement
  - c. Approve Additional FY 2024 Local Maintenance and Improvement Grant Funding
8. Employee Recognition
9. Proclamation: Administrative Professional's Day, April 24, 2024

**BUSINESS**

10. Dawson County Board of Education: Request for Development and Building Permit Fee Waiver
11. Creation of New Position: Assistant City Manager
12. Revised Organization Chart
13. Supplemental Funding to Dawson County for Burt Creek Road Paving Project
14. Request for Partial Road Closure: Gospel in the Park, Saturday, May 11, 2024

**WORK SESSION**

15. Discussion of City Parking Ordinance Options

**STAFF REPORTS**

16. Bob Bolz, City Manager
17. Robin Gazaway, Finance Director

**MAYOR AND COUNCIL REPORTS**

**EXECUTIVE SESSION, IF NEEDED:** Pending or Potential Litigation, Real Estate Acquisition and/or Personnel

**RESERVED FOR POTENTIAL ACTION ON EXECUTIVE SESSION ITEMS, IF NEEDED**

**ADJOURNMENT**

***The next scheduled City Council meeting is Monday, May 6, 2024***

*Those persons with disabilities who require reasonable accommodations in order to allow them to observe and/or participate in this meeting or who have questions regarding the accessibility of the meeting, should contact the Clerk at Dawsonville City Hall at 706-265-3256 at least two (2) business days prior to the meeting.*



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7

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SUBJECT: CONSENT AGENDA

CITY COUNCIL MEETING DATE: 04/15/2024

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PURPOSE FOR REQUEST:

**CONSIDERATION AND APPROVAL OF ITEMS BELOW; SEE ATTACHED SUPPORTING DOCUMENTS**

- a. Approve Minutes
    - Regular Meeting and Work Session held March 4, 2024
    - Executive Session held March 4, 2024
  - b. Approve Restated Defined Benefit Retirement Plan Adoption Agreement
  - c. Approve Additional FY 2024 Local Maintenance and Improvement Grant Funding
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DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7a

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SUBJECT: APPROVE MINUTES

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # NA

Funds Available from:      Annual Budget      Capital Budget Other     

Budget Amendment Request from Reserve:      Enterprise Fund      General Fund

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PURPOSE FOR REQUEST:

**TO APPROVE THE MINUTES FROM:**

- **REGULAR MEETING AND WORK SESSION HELD MARCH 4, 2024**
  - **EXECUTIVE SESSION MEETING HELD MARCH 4, 2024**
- 

HISTORY/ FACTS / ISSUES:

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OPTIONS:

**AMEND OR APPROVE AS PRESENTED**

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Beverly Banister, City Clerk

**MINUTES**  
**CITY COUNCIL REGULAR CALLED MEETING**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, March 4, 2024**  
**5:00 P.M.**

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1. **CALL TO ORDER:** Mayor Walden called the meeting to order at 5:00 pm.
2. **ROLL CALL:** Present were Councilmember William Illg, Councilmember Sandy Sawyer, Councilmember Mark French, Councilmember Caleb Phillips, City Attorney Kevin Tallant, City Manager Bob Bolz, City Clerk Beverly Banister, Public Works Director Trampas Hansard, Utility Director Jacob Barr, Downtown Development Director Amanda Edmondson and Finance Director Robin Gazaway. Clay Moss and Stacy Harris were in attendance for Planning and Zoning.
3. **INVOCATION AND PLEDGE:** Invocation and pledge were led by Councilmember French.
4. **ANNOUNCEMENTS:** The Farmers Market will open on Saturday, April 27, 2024.
5. **APPROVAL OF THE AGENDA:** Motion to approve the agenda as presented made by W. Illg; second by S. Sawyer. Vote carried unanimously in favor.
6. **PUBLIC INPUT:** None
7. **CONSENT AGENDA:** Motion to approve the consent agenda for the following items (a-d) made by M. French; second by C. Phillips. Vote carried unanimously in favor.
  - a. Approve Minutes
    - Regular Meeting and Work Session held February 19, 2024
    - Executive Session held February 19, 2024
  - b. Approve 2024 Farmer's Market Use Agreement
  - c. Approve Residential Property Lease Agreements  
*For Properties: 557 Hwy 9 N and 224 Flat Creek Drive*
  - d. Approve Contracts for Awarded Bids Concerning Upgrades at the Dawsonville History Museum *Windsor Pine (24-RFB-005); The WH Platts Co (24-RFB-006); Atlanta Home Theater (24-RFB-007)*

**BUSINESS**

8. **GEORGIA STATE PATROL POST #37 DONATION PRESENTATION:** City Manager Bolz introduced CPL White from the Georgia State Patrol Post #37 who accepted the equipment donation from the City.
9. **PLANNING COMMISSION POST #4 APPOINTMENT:** Motion to appoint Ashley Stephenson as the Planning Commission Post #4 Board member to fulfill the unexpired term of Anna Tobolski through December 31, 2025 made by M. French; second by W. Illg. Vote carried unanimously in favor.  
Mayor Walden also thanked the previous Board member, Anna Tobolski, for her service to the City.
10. **PROCLAMATION: COLORECTAL CANCER AWARENESS:** Jason Miller, the Chief Operations Officer of GI North, provided an overview of the facts surrounding colorectal cancer and the goal and importance of bringing awareness to the general public concerning prevention. He thanked the Mayor and Council for supporting their cause and the proclamation was presented to Jason Miller and Dr. Haoran Peng from GI North.
11. **DAWSON COUNTY SCHOOLS: REQUEST FOR RESERVATION OF PICKLEBALL COURTS:** Motion to approve the request from the Wellness Committee of Dawson County Schools to reserve the Main Street Park Pickleball Courts one Tuesday per month between the hours of 3:00 – 5:00 pm at no charge for the purpose of students and staff to have fitness time made by W. Illg; second by S. Sawyer. Vote carried unanimously in favor.
12. **RESTRUCTURE PERMIT TECHNICIAN POSITION TO BUILDING INSPECTOR:** Motion to restructure the Permit Technician position to Building Inspector made by M. French; second by C. Phillips. Vote carried unanimously in favor.
13. **ATLANTA MOTORSPORTS PARK: SPECIAL EVENT REQUEST TO EXCEED SOUND LIMITS:** Motion to approve an exception to sound limits described in stipulation #17 of ZSP C2300063 not to exceed 107 DBA LEQ on Monday, March 25, 2024 between the hours of 9:00 am – 5:00 pm made by W. Illg; second by M. French. Vote carried unanimously in favor. Mayor and Council directed

**MINUTES**  
**CITY COUNCIL REGULAR CALLED MEETING**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, March 4, 2024**  
**5:00 P.M.**

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Jeremy Porter to make a good faith effort in notifying the surrounding property owners about the event; he stated he can utilize social media, letters and email if available.

**MAYOR AND COUNCIL REPORTS:**

Councilmember Sawyer reported that she just attended the mandatory Newly Elected Officials training in Athens which she enjoyed and learned a lot. Councilmember French reported he recently attended a Board meeting for the Dawsonville History Museum and stated they have some impressive projects coming along which will greatly increase traffic to the museum. He thanked the City staff for their assistance.

**EXECUTIVE SESSION**

At 5:26 p.m. a motion to close regular session and go into executive session for potential/pending litigation, land acquisition and personnel was made by M. French; second by C. Phillips. Vote carried unanimously in favor.

Following a motion by Councilmember Phillips; second by Councilmember French, the executive session was concluded and the Council returned to join the open meeting.

Motion to resume regular session was made by M. French; second by W. Illg. Vote carried unanimously in favor.

**ADJOURNMENT**

At 6:23 pm a motion to adjourn the meeting was made by W. Illg; second by C. Phillips. Vote carried unanimously in favor.

***Approved this 15<sup>th</sup> day of April 2024***

By: CITY OF DAWSONVILLE

\_\_\_\_\_  
John Walden, Mayor

\_\_\_\_\_  
Caleb Phillips, Councilmember Post 1

\_\_\_\_\_  
William Illg, Councilmember Post 2

\_\_\_\_\_  
Sandra Sawyer, Councilmember Post 3

\_\_\_\_\_  
Mark French, Councilmember Post 4

Attest: \_\_\_\_\_  
Beverly A. Banister, City Clerk



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7b

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SUBJECT: APPROVE RESTATED DEFINED BENEFIT RETIREMENT PLAN ADOPTION AGREEMENT

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO PROTECT THE PLAN'S TAX-QUALIFIED STATUS. ALL PARTICIPATES MUST READOPT THEIR PLANS USING THE MOST RECENT IRS APPROVED ADOPTION AGREEMENT.**

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HISTORY/ FACTS / ISSUES:

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Robin Gazaway, Finance Director

**SUMMARY OF KEY AMENDMENTS  
TO THE RESTATED  
GEORGIA MUNICIPAL EMPLOYEES BENEFIT SYSTEM  
DEFINED BENEFIT RETIREMENT PLAN**

**I. GENERAL OVERVIEW**

On August 31, 2023, the IRS issued a favorable opinion letter for the Amended and Restated Third Six-Year Cycle Georgia Municipal Employees Benefit System Defined Benefit Retirement Plan ("DB Plan" or "Plan"). The Plan, as approved, incorporates required federal law updates, as well as administrative updates adopted by the Board of Trustees of GMEBS over the last several years. The IRS requires that each Adopting Employer sign an updated DB Plan Adoption Agreement (and Addendum, if applicable).

**II. SUMMARY OF KEY CHANGES TO THE BASIC PLAN DOCUMENT**

Participating employers have already been apprised of the content of all amendments adopted by the Board before August 31, 2023. However, during its review, the IRS required GMEBS to include additional amendments in the restated Plan documents. The following information summarizes those amendments, as well as Amendment 1 to the Basic Plan Document, which was approved by the Board of Trustees on September 22, 2023.

- ❖ **Change from “Master Plan Document” to “Basic Plan Document”** – The IRS changed its terminology for pre-approved plan documents from “Master Plan document” to Basic Plan Document.”
- ❖ **Removal of Outdated Language** – GMEBS amended the Plan for administrative purposes to move provisions that were no longer in effect or no longer applicable.
- ❖ **Minimum Age Limits for In-Service Distribution** – As a general rule, employees or elected officials may not draw retirement benefits while employed. The Basic Plan document states that if a plan allows in-service distribution, a participant must be at least age 62, or satisfy certain “safe harbor” age and service combinations established in IRS regulations, to receive retirement benefits while employed. If a plan allows in-service distribution and has an alternative normal retirement provision with a minimum age of at least 50 specifically for public safety employees (or that satisfies certain IRS “safe harbor” age and service qualifications that apply to public safety employees), public safety employees who are eligible for the alternative normal retirement may receive an in-service distribution even if they are younger than age 62. Though Congress amended federal law in 2019 to allow plans to set normal retirement ages at a minimum age of 59 ½, the IRS’s opinion letter for the DB Plan specified it would not apply to plans that allowed in-service distribution at ages younger than 62 (or 50 for public safety employees) or that did not satisfy one of the IRS’s safe harbors for in-service distribution. **As in prior restatements, GMEBS plans that currently have in-service distribution provisions that don’t meet these requirements will have the opportunity to file for separate IRS approval of these provisions.** “In-service distribution” means a distribution of normal or alternative normal retirement benefits without a bona fide separation from service. A “bona fide

## SUMMARY OF KEY AMENDMENTS

separation from service” is a separation from service of at least six months with no expectation of returning to service.

- ❖ **Removal of Public Employment Related Crime Provisions** – At the request of the IRS, GMEBS removed language concerning the reduction or forfeiture of a participant’s benefits following a final conviction of a public employment related crime from the Basic Plan Document. State laws requiring a reduction in or forfeiture of retirement benefits if a participant is convicted of a public employment related crime still apply but are no longer mentioned in the Plan documents.
- ❖ **Clarification of Process for Locating an Individual Owed Benefits** – As required by the IRS, the restated Basic Plan Document details the steps an employer offering benefits under the DB Plan must take to locate an individual to whom benefits are owed under the Plan. These steps include searching Plan-related and publicly available records or directories for alternative contact information; sending certified mail to the individual’s last known mailing address and reaching out through appropriate means for address or contact information (such as email addresses and phone numbers) available to the employer; and using either a commercial locator service, a credit reporting agency or internet search tools to find the individual.
- ❖ **Federal Tax Law Updates** – The Basic Plan Document contains several federal tax law updates, including allowing rollovers to SIMPLE IRAs in certain situations, updating mortality table language relating to annual benefit limits, and allowing employers to amend the plan as necessary to satisfy Section 415 of the Internal Revenue Code, even if doing so impacts benefits.
- ❖ **Voting Representative; Trustees** – GMEBS updated language in the Basic Plan Document designating employers’ voting representative for GMEBS purposes to be consistent with the GMEBS Bylaws. The language provides that, unless otherwise directed by an employer’s chief executive, a GMEBS trustee will be considered his or her employer’s designated voting representative. For all other employers, the chief executive or administrative officer will be the employer’s voting representative.
- ❖ **Use of Trust Fund Assets** – The Basic Plan Document stipulates that trust fund assets can be used to pay reasonable fees, taxes and expenses of the Plan and Trust.
- ❖ **Reversion of Assets in Event of Plan Termination** – Per the request of the IRS, GMEBS amended the Basic Plan Document to state that, in the event an employer’s plan is terminated, excess trust fund assets remaining after paying all vested accrued benefits to all participants can only revert to the employer if the excess was due to an actuarial error.
- ❖ **Added Language to Adoption Agreement Regarding Compliance with Federal Law when an Employer Has More than One Defined Benefit Retirement Plan** – Per the request of the IRS, the Adoption Agreement contains a new Section 15(G) concerning Section 415(b) of the Internal Revenue Code, when an employer has more than one defined benefit retirement plan. This provision will be blank in most GMEBS employers’ Adoption Agreements.



## SUMMARY OF KEY AMENDMENTS

- ❖ **Adjusted Minimum Ages for Commencement of Required Minimum Contributions** – The SECURE Act of 2019 and 2022’s SECURE 2.0 raised the age at which participants have to start drawing retirement benefits. These changes were not included in the restated Basic Plan Document reviewed by the IRS. However, on September 23, 2023, the Board of Trustees of GMEBS adopted Amendment 1 to the Restated Plan to implement these updates. Currently, a terminated vested participant must retire no later than the April 1 following the date the participant turns 73. Starting in 2033, a terminated vested participant must retire no later than the April 1 following the date the participant turns 75.

**GEORGIA MUNICIPAL EMPLOYEES**  
**BENEFIT SYSTEM**

**DEFINED BENEFIT RETIREMENT PLAN**

**AN ORDINANCE**  
**and**  
**ADOPTION AGREEMENT**  
**for**

**City of Dawsonville**

**Form Pre-approved Plan Adoption Agreement  
Amended and Restated for Third Six-Year Cycle, 2020 Cumulative List**

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## **I. AN ORDINANCE**

An Ordinance to amend and restate the Retirement Plan for the Employees of the City of Dawsonville, Georgia, in accordance with and subject to the terms and conditions set forth in the attached Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Basic Plan Document, and the GMEBS Trust Agreement. When accepted by the authorized officers of the City and GMEBS, the foregoing shall constitute a Contract between the City and GMEBS, all as authorized and provided by O.C.G.A. § 47-5-1 et seq.

BE IT ORDAINED by the Mayor and Council of the City of Dawsonville, Georgia, and it is hereby ordained by the authority thereof:

**Section 1.** The Retirement Plan for the Employees of the City of Dawsonville, Georgia, is hereby amended and restated as set forth in and subject to the terms and conditions stated in the following Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Basic Plan Document, and the GMEBS Trust Agreement.

**Ordinance continued on page 37**

**II. GMEBS DEFINED BENEFIT RETIREMENT PLAN**  
**ADOPTION AGREEMENT**

**1. ADMINISTRATOR**

Georgia Municipal Employees Benefit System  
201 Pryor Street, SW  
Atlanta, Georgia 30303  
Telephone: 404-688-0472  
Facsimile: 404-577-6663

**2. ADOPTING EMPLOYER**

Name: **City of Dawsonville, Georgia**

**3. GOVERNING AUTHORITY**

Name: **Mayor and Council**  
Address: **415 Hwy 53 East, Dawsonville, GA 30534**  
Phone: **(706) 265-3256**  
Facsimile: **(706) 265-4214**

**4. PLAN REPRESENTATIVE**

**[To represent Governing Authority in all communications with GMEBS and Employees]**  
**(See Section 2.49 of Basic Plan Document)**

Name: **City Clerk**  
Address: **415 Hwy 53 East, Dawsonville, GA 30534**  
Phone: **(706) 265-3256**  
Facsimile: **(706) 265-4214**

## 5. PENSION COMMITTEE

[Please designate members by position. If not, members of Pension Committee shall be determined in accordance with Article XIV of the Basic Plan Document]

Position: **City Manager**

Position: **City Clerk**

Position: **Utilities Director**

Position: **Finance Administrator**

Position: **Mayor**

Position: **Post 2 Councilmember**

Position: **Post 4 Councilmember**

Pension Committee Secretary: **Finance Director**

Address: **415 Hwy 53 East, Dawsonville, GA 30534**

Phone: **(706) 265-3256**

Facsimile: **(706) 265-4214**

## 6. TYPE OF ADOPTION

This Adoption Agreement is for the following purpose (**check one**):

- This is a new defined benefit plan adopted by the Adopting Employer for its Employees. This plan does not replace or restate an existing defined benefit plan.
- This is an amendment and restatement of the Adopting Employer's preexisting non-GMEBS defined benefit plan.
- This is an amendment and restatement of the Adoption Agreement previously adopted by the Employer, as follows (**check one or more as applicable**):
  - To update the Plan to comply with the PATH Act, and other applicable federal laws and guidance under IRS Notice 2020-14 (the 2020 Cumulative List).
  - To make the following amendments to the Adoption Agreement (**must specify below revisions made in this Adoption Agreement; all provisions must be completed in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_

## 7. EFFECTIVE DATE

NOTE: This Adoption Agreement and any Addendum, with the accompanying Basic Plan Document, is designed to comply with Internal Revenue Code Section 401(a), as applicable to a governmental qualified defined benefit plan, and is part of the GMEBS Defined Benefit Retirement Plan. Plan provisions designed to comply with certain provisions of the Protecting Americans from Tax Hikes Act of 2015 ("PATH Act"); and Plan provisions designed to comply with certain provisions of additional changes in federal law and guidance from the Internal

Revenue Service under Internal Revenue Service Notice 2020-14 (the 2020 Cumulative List) are effective as of the applicable effective dates set forth in the Adoption Agreement and Basic Plan Document. By adopting this Adoption Agreement, with its accompanying Basic Plan Document, the Adopting Employer is adopting a plan document intended to comply with Internal Revenue Code Section 401(a), as updated by the PATH Act and the 2020 Cumulative List with the applicable effective dates.

- (1) Complete this item (1) only if this is a new defined benefit plan which does not replace or restate an existing defined benefit plan.**

The effective date of this Plan is \_\_\_\_\_.

**(insert effective date of this Adoption Agreement but not earlier than the first day of the current Plan Year in which the Plan is adopted).**

- (2) Complete this item (2) only if this Plan is being adopted to replace a non-GMEBS defined benefit plan.**

Except as otherwise specifically provided in the Basic Plan Document or in this Adoption Agreement, the effective date of this restatement shall be \_\_\_\_\_ **(insert effective date of this Adoption Agreement but not earlier than the first day of the current Plan Year in which the Plan is adopted (unless a retroactive corrective amendment is permitted under EPCRS, Rev. Proc. 2021-30 (or subsequent updated guidance))**. This Plan is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which became effective on \_\_\_\_\_ **(insert original effective date of preexisting plan)**.

- (3) Complete this item (3) only if this is an amendment and complete restatement of the Adopting Employer's existing GMEBS defined benefit plan.**

Except as otherwise specifically provided in the Basic Plan Document or in this Adoption Agreement, the effective date of this restatement shall be **the date of its approval by the Governing Authority** **(insert effective date of this Adoption Agreement but not earlier than the first day of the current Plan Year in which the Plan is adopted (unless a retroactive corrective amendment is permitted under EPCRS, Rev. Proc. 2021-30 (or subsequent updated guidance))**.

This Plan is adopted as an amendment and restatement of the Employer's preexisting GMEBS Adoption Agreement, which became effective on **September 24, 2018** **(insert effective date of most recent Adoption Agreement preceding this Adoption Agreement)**.

The Employer's first Adoption Agreement became effective **March 1, 2003** **(insert effective date of Employer's first GMEBS Adoption Agreement)**. The Employer's GMEBS Plan was originally effective **March 1, 2003** **(insert effective date of Employer's original GMEBS Plan)**. (If the Employer's Plan was originally a non-GMEBS Plan, then the Employer's non-GMEBS Plan was originally effective \_\_\_\_\_ **(if applicable, insert effective date of Employer's original non-GMEBS Plan)**.)



## 8. PLAN YEAR

Plan Year means (**check one**):

- Calendar Year
- Employer Fiscal Year commencing \_\_\_\_\_.
- Other (**must specify month and day commencing**): March 1.

## 9. CLASSES OF ELIGIBLE EMPLOYEES

Only Employees of the Adopting Employer who meet the Basic Plan Document's definition of "Employee" may be covered under the Adoption Agreement. Eligible Employees shall not include non-governmental employees, independent contractors, leased employees, nonresident aliens, or any other ineligible individuals, and this Section 9 must not be completed in a manner that violates the "exclusive benefit rule" of Internal Revenue Code Section 401(a)(2).

### A. Eligible Regular Employees

Regular Employees include Employees, other than elected or appointed members of the Governing Authority or Municipal Legal Officers, who are regularly employed in the services of the Adopting Employer. Subject to the other conditions of the Basic Plan Document and the Adoption Agreement, the following Regular Employees are eligible to participate in the Plan (**check one**):

- ALL** - All Regular Employees, provided they satisfy the minimum hour and other requirements specified under "Eligibility Conditions" below.
- ALL REGULAR EMPLOYEES EXCEPT** for the following employees (**must specify; specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

### B. Elected or Appointed Members of the Governing Authority

An Adopting Employer may elect to permit participation in the Plan by elected or appointed members of the Governing Authority and/or Municipal Legal Officers, provided they otherwise meet the Basic Plan Document's definition of "Employee" and provided they satisfy any other requirements specified by the Adopting Employer. Municipal Legal Officers to be covered must be specifically identified by position. Subject to the above conditions, the Employer hereby elects the following treatment for elected and appointed officials:

#### (1) Elected or Appointed Members of the Governing Authority (check one):

- ARE NOT** eligible to participate in the Plan.
- ARE** eligible to participate in the Plan.

Please specify any limitations on eligibility to participate here (e.g., service on or after certain date, or special waiting period provision): Each elected or appointed member of the Governing Authority who holds an office on March 1, 2003 shall be qualified to participate

in the Plan on such date. Each other elected or appointed member of the Governing Authority who holds an office subsequent on March 1, 2003, shall be qualified to participate in the Plan on the first day of the month immediately following or coinciding with the first date after March 1, 2003, that such member occupies any elective office of the Governing Authority. (Participation became mandatory effective March 1, 2003. See Section 12 of this Adoption Agreement concerning mandatory participation in the Plan). In accordance with Section 4.03(b) of the Basic Plan Document, an elected or appointed member of the Governing Authority who initially takes office or returns to office on or after January 1, 2015, shall be qualified to participate in the Plan on the date said member initially takes such office or returns to office.

(2) Municipal Legal Officers (check one):

- ARE NOT eligible to participate in the Plan.
- ARE eligible to participate in the Plan. The term "Municipal Legal Officer" shall include only the following positions (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Please specify any limitations on eligibility to participate here (e.g., service on or after certain date) (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

## 10. ELIGIBILITY CONDITIONS

### A. Hours Per Week (Regular Employees)

The Adopting Employer may specify a minimum number of work hours per week which are required to be scheduled by Regular Employees in order for them to become and remain "Eligible Regular Employees" under the Plan. **It is the responsibility of the Adopting Employer to determine whether these requirements are and continue to be satisfied.** The Employer hereby elects the following minimum hour requirement for Regular Employees:

- No minimum
- 20 hours/week (regularly scheduled)
- 30 hours/week (regularly scheduled)
- Other: \_\_\_\_\_ (must not exceed 40 hours/week regularly scheduled)

**Exceptions:** If a different minimum hour requirement applies to a particular class or classes of Regular Employees, please specify below the classes to whom the different requirement applies and indicate the minimum hour requirement applicable to them.

Class(es) of Regular Employees to whom exception applies (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Minimum hour requirement applicable to excepted Regular Employees:

- No minimum

- 20 hours/week (regularly scheduled)
- 30 hours/week (regularly scheduled)
- Other: \_\_\_\_\_ (must not exceed 40 hours/week regularly scheduled)

**B. Months Per Year (Regular Employees)**

The Adopting Employer may specify a minimum number of work months per year which are required to be scheduled by Regular Employees in order for them to become and remain "Eligible Employees" under the Plan. **It is the responsibility of the Adopting Employer to determine whether these requirements are and continue to be satisfied.** The Employer hereby elects the following minimum requirement for Regular Employees:

- No minimum
- At least 5 months per year (regularly scheduled)

**Exceptions:** If different months per year requirements apply to a particular class or classes of Regular Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Regular Employees to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

The months to year requirement for excepted class(es) are:

- No minimum
- At least \_\_\_\_\_ months per year (regularly scheduled)

**11. WAITING PERIOD**

Except as otherwise provided in Section 4.02(b) of the Basic Plan Document, Eligible Regular Employees shall not have a waiting period before participating in the Plan. Likewise, elected or appointed members of the Governing Authority and Municipal Legal Officers, if eligible to participate in the Plan, shall not have a waiting period before participating in the Plan.

**12. ESTABLISHING PARTICIPATION IN THE PLAN**

Participation in the Plan is considered mandatory for all Eligible Employees who satisfy the eligibility conditions specified in the Adoption Agreement, except as provided in Section 4.03(e) of the Basic Plan Document. However, the Employer may specify below that participation is optional for certain classes of Eligible Employees, including Regular Employees, elected or appointed members of the Governing Authority, Municipal Legal Officers, City Managers, and/or Department Heads. If participation is optional for an Eligible Employee, then in order to become a Participant, the Employee must make a written election to participate within 120 days after employment, election or appointment to office, or if later, the date the Employee first becomes eligible to participate in the Plan. The election is irrevocable, and the failure to make the election within the 120 day time limit shall be deemed an irrevocable election not to participate in the Plan.

Classes for whom participation is optional (**check one**):

- None (Participation is mandatory for all Eligible Employees except as provided in Section 4.03(e) of the Basic Plan Document).
- Participation is optional for the following Eligible Employees (**must specify - specific positions are permissible; specific individuals may not be named; all positions or classes specified must be Eligible Employees**): \_\_\_\_\_.

### 13. CREDITED SERVICE

In addition to Current Credited Service the Adopting Employer may include as Credited Service the following types of service:

#### A. Credited Past Service with Adopting Employer

Credited Past Service means the number of years and complete months of Service with the Adopting Employer prior to the date an Eligible Employee becomes a Participant which are treated as credited service under the Plan.

##### (1) **Eligible Employees Employed on Original Effective Date of GMEBS Plan.**

With respect to Eligible Employees who are employed by the Adopting Employer on the original Effective Date of the Employer's GMEBS Plan, Service with the Adopting Employer prior to the date the Eligible Employee becomes a Participant (including any Service prior to the Effective Date of the Plan) shall be treated as follows (**check one**):

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).
- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except for Service rendered prior to \_\_\_\_\_ (**insert date**).
- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except as follows (**must specify other limitation in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.
- No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

##### (2) **Previously Employed, Returning to Service after Original Effective Date.**

If an Eligible Employee is not employed on the original Effective Date of the Employer's GMEBS Plan, but returns to Service with the Adopting Employer sometime after the Effective Date, said Eligible Employee's Service prior to becoming a Participant (including any Service prior the Effective Date) shall be treated as follows (**check one**):

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), subject to any limitations imposed above with respect to Eligible Employees employed on the Effective Date.

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), provided that after returning to employment, the Eligible Employee performs Service equal to the period of the break in Service or one (1) year, whichever is less. Any limitations imposed above with respect to Eligible Employees employed on the Effective Date shall also apply.
- No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

Other limitation(s) on Recognition of Credited Past Service **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: **In addition to the above limitations, Credited Past Service shall not include any tenure of office as an elected or appointed member of the Governing Authority prior to March 1, 2003, unless the Participant was serving as an elected or appointed member of the Governing Authority or Eligible Regular Employee on said date.**

**(3) Eligible Employees Initially Employed After Effective Date.** If an Eligible Employee's initial employment date is after the original Effective Date of the Employer's GMEBS Plan, said Employee's Credited Past Service shall include only the number of years and complete months of Service from the Employee's initial employment date to the date the Employee becomes a Participant in the Plan.

**(4) Newly Eligible Classes of Employees.** If a previously ineligible class of Employees becomes eligible to participate in the Plan, the Employer must specify in an addendum to this Adoption Agreement whether and to what extent said Employees' prior service with the Employer shall be treated as Credited Past Service under the Plan.

## **B. Prior Military Service**

**Note: This Section does not concern military service required to be credited under USERRA – See Section 3.02 of the Basic Plan Document for rules on the crediting of USERRA Military Service.**

### **(1) Credit for Prior Military Service.**

The Adopting Employer may elect to treat military service rendered prior to a Participant's initial employment date or reemployment date as Credited Service under the Plan. Unless otherwise specified by the Employer under "Other Conditions" below, the term "Military Service" shall be as defined in the Basic Plan Document. Except as otherwise required by federal or state law or under "Other Conditions" below, Military Service shall not include service which is credited under any other local, state, or federal retirement or pension plan.

Military Service credited under this Section shall not include any service which is otherwise required to be credited under the Plan by federal or state law. Prior Military Service shall be treated as follows **(check one)**:

- Prior Military Service is **not** creditable under the Plan **(if checked, skip to Section 13.C. – Prior Governmental Service).**

- Prior Military Service shall be counted as Credited Service for the following purposes (check one or more as applicable):
  - Computing amount of benefits payable.
  - Meeting minimum service requirements for vesting.
  - Meeting minimum service requirements for benefit eligibility.

**(2) Maximum Credit for Prior Military Service.**

Credit for Prior Military Service shall be limited to a maximum of \_\_\_\_\_ years **(insert number)**.

**(3) Rate of Accrual for Prior Military Service.**

Credit for Prior Military Service shall accrue at the following rate **(check one)**:

- One month of military service credit for every \_\_\_\_\_ month(s) **(insert number)** of Credited Service with the Adopting Employer.
- One year of military service credit for every \_\_\_\_\_ year(s) **(insert number)** of Credited Service with the Adopting Employer.
- All military service shall be creditable (subject to any caps imposed above) after the Participant has completed \_\_\_\_\_ years **(insert number)** of Credited Service with the Employer.
- Other requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

**(4) Payment for Prior Military Service Credit (check one):**

- Participants shall **not** be required to pay for military service credit.
- Participants shall be required to pay for military service credit as follows:
  - The Participant must pay \_\_\_\_\_% of the actuarial cost of the service credit (as defined below).
  - The Participant must pay an amount equal to **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

Other Conditions for Award of Prior Military Service Credit **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

**(5) Limitations on Service Credit Purchases.** Unless otherwise specified in an Addendum to the Adoption Agreement, for purposes of this Section and Section 13.C. concerning prior governmental service credit, the term "actuarial cost of service credit" is defined as set forth in the Service Credit Purchase Addendum. In the case of a service credit

purchase, the Participant shall be required to comply with any rules and regulations established by the GMEBS Board of Trustees concerning said purchases.

**C. Prior Governmental Service**

**Note:** A Participant's prior service with other GMEBS employers shall be credited for purposes of satisfying the minimum service requirements for Vesting and eligibility for Retirement and pre-retirement death benefits as provided under Section 9.05 of the Basic Plan Document, relating to portability service. This Section 13(C) does not need to be completed in order for Participants to receive this portability service credit pursuant to Section 9.05 of the Basic Plan Document.

**(1) Credit for Prior Governmental Service.**

The Adopting Employer may elect to treat governmental service rendered prior to a Participant's initial employment date or reemployment date as creditable service under the Plan. Subject to any limitations imposed by law, the term "prior governmental service" shall be as defined by the Adopting Employer below. The Employer elects to treat prior governmental service as follows **(check one)**:

- Prior governmental service is **not** creditable under the Plan **(if checked, skip to Section 13.D. – Unused Sick/Vacation Leave)**.
- Prior governmental service shall be counted as Credited Service for the following purposes under the Plan **(check one or more as applicable)**:
  - Computing amount of benefits payable.
  - Meeting minimum service requirements for vesting.
  - Meeting minimum service requirements for benefit eligibility.

**(2) Definition of Prior Governmental Service.**

Prior governmental service shall be defined as follows: **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

Unless otherwise specified above, prior governmental service shall include only full-time service (minimum hour requirement same as that applicable to Eligible Regular Employees).

**(3) Maximum Credit for Prior Governmental Service.**

Credit for prior governmental service shall be limited to a maximum of \_\_\_\_\_ years **(insert number)**.

**(4) Rate of Accrual for Prior Governmental Service Credit.**

Credit for prior governmental service shall accrue at the following rate **(check one)**:

- One month of prior governmental service credit for every \_\_\_\_\_ month(s) **(insert number)** of Credited Service with the Adopting Employer.

- One year of prior governmental service credit for every \_\_\_\_\_ year(s) **(insert number)** of Credited Service with the Adopting Employer.
  - All prior governmental service shall be creditable (subject to any caps imposed above) after the Participant has completed \_\_\_\_\_ years **(insert number)** of Credited Service with the Adopting Employer.
  - Other requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.
- (5) Payment for Prior Governmental Service Credit.**
- Participants shall **not** be required to pay for governmental service credit.
  - Participants shall be required to pay for governmental service credit as follows:
    - The Participant must pay \_\_\_\_% of the actuarial cost of the service credit.
    - The Participant must pay an amount equal to **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

Other Conditions for Award of Prior Governmental Service Credit **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

**D. Leave Conversion for Unused Paid Time Off (e.g., Sick, Vacation, or Personal Leave)**

**(1) Credit for Unused Paid Time Off.**

Subject to the limitations in Section 3.01 of the Basic Plan Document, an Adopting Employer may elect to treat accumulated days of unused paid time off for a terminated Participant, for which the Participant is not paid, as Credited Service. The only type of leave permitted to be credited under this provision is leave from a paid time off plan which qualifies as a bona fide sick and vacation leave plan (which may include sick, vacation or personal leave) and which the Participant may take as paid leave without regard to whether the leave is due to illness or incapacity. The Credited Service resulting from the conversion of unused paid time off must not be the only Credited Service applied toward the accrual of a normal retirement benefit under the Plan. The Pension Committee shall be responsible to certify to GMEBS the total amount of unused paid time off that is creditable hereunder.

**Important Note:** Leave cannot be converted to Credited Service in lieu of receiving a cash payment. If the Employer elects treating unused paid time off as Credited Service, the conversion to Credited Service will be automatic, and the Participant cannot request a cash payment for the unused paid time off.



The Employer elects the following treatment of unused paid time off:

- Unused paid time off shall **not** be treated as Credited Service **(if checked, skip to Section 14 – Retirement Eligibility)**.
- The following types of unused paid time off for which the Participant is not paid shall be treated as Credited Service under the Plan **(check one or more as applicable)**:
  - Unused sick leave
  - Unused vacation leave
  - Unused personal leave
  - Other paid time off **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

**(2) Minimum Service Requirement.**

In order to receive credit for unused paid time off, a Participant must meet the following requirement at termination **(check one)**:

- The Participant must be 100% vested in a normal retirement benefit.
- The Participant must have at least \_\_\_\_\_ years **(insert number)** of Total Credited Service (not including leave otherwise creditable under this Section).
- Other **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

**(3) Use of Unused Paid Time Off Credit.** Unused paid time off for which the Participant is not paid shall count as Credited Service for the following purposes under the Plan **(check one or more as applicable)**:

- Computing amount of benefits payable.
- Meeting minimum service requirements for vesting.
- Meeting minimum service requirements for benefit eligibility.

**(4) Maximum Credit for Unused Paid Time Off.**

Credit for unused paid time off for which the Participant is not paid shall be limited to a maximum of \_\_\_\_ months **(insert number)**.

**(5) Computation of Unused Paid Time Off.**

Unless otherwise specified by the Adopting Employer under "Other Conditions" below, each twenty (20) days of creditable unused paid time off shall constitute one (1) complete month of Credited Service under the Plan. Partial months shall not be credited.

**(6) Other Conditions (please specify, subject to limitations in Section 3.01 of Basic Plan Document; must specify in a manner that satisfies the definite written program**

requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): \_\_\_\_\_.

## 14. RETIREMENT ELIGIBILITY

### A. Early Retirement Qualifications

Early retirement qualifications are (check one or more as applicable):

- Attainment of age 55 (insert number)
- Completion of 10 years (insert number) of Total Credited Service

**Exceptions:** If different early retirement eligibility requirements apply to a particular class or classes of Eligible Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Eligible Employees to whom exception applies (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Early retirement qualifications for excepted class(es) are (check one or more as applicable):

- Attainment of age \_\_\_\_\_ (insert number)
- Completion of \_\_\_\_\_ years (insert number) of Total Credited Service

### B. Normal Retirement Qualifications

**Note:** Please complete this Section and also list "Alternative" Normal Retirement Qualifications, if any, in Section 14.C.

#### (1) Regular Employees

Normal retirement qualifications for Regular Employees are (check one or more as applicable):

- Attainment of age 65 (insert number)
- Completion of 5 years (insert number) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one):  all Participants  only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

**Exceptions:** If different normal retirement qualifications apply to a particular class or classes of Regular Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Class(es) of Regular Employees to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

Normal retirement qualifications for excepted class(es) are (**check one or more as applicable**):

- Attainment of age \_\_\_\_\_ (**insert number**)
- Completion of \_\_\_\_\_ years (**insert number**) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

(2) **Elected or Appointed Members of Governing Authority**

**Complete this Section only if elected or appointed members of the Governing Authority or Municipal Legal Officers are permitted to participate in the Plan.** Normal retirement qualifications for this class are (**check one or more as applicable**):

- Attainment of age **65** (**insert number**)
- Completion of \_\_\_\_\_ years (**insert number**) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

**Exceptions:** If different normal retirement qualifications apply to particular elected or appointed members of the Governing Authority or Municipal Legal Officers, the Employer must specify

below to whom the different requirements apply and indicate below the requirements applicable to them.

Particular elected or appointed members of the Governing Authority or Municipal Legal Officers to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

Normal retirement qualifications for excepted elected or appointed members of the Governing Authority or Municipal Legal Officers are (**check one or more as applicable**):

- Attainment of age \_\_\_\_\_ (**insert number**)
- Completion of \_\_\_\_\_ years (**insert number**) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**):\_\_\_\_\_.

**C. Alternative Normal Retirement Qualifications**

The Employer may elect to permit Participants to retire with unreduced benefits after they satisfy service and/or age requirements other than the regular normal retirement qualifications specified above. The Employer hereby adopts the following alternative normal retirement qualifications:

**Alternative Normal Retirement Qualifications (check one or more, as applicable):**

- (1)  Not applicable (the Adopting Employer does not offer alternative normal retirement benefits under the Plan).
- (2)  **Alternative Minimum Age & Service Qualifications (if checked, please complete one or more items below, as applicable):**
  - Attainment of age \_\_\_\_\_ (**insert number**)
  - Completion of \_\_\_\_\_ years (**insert number**) of Total Credited Service
  - In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service

Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**:  all Participants  only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

A Participant **(check one)**:  is required  is not required to be in the service of the Employer at the time the Participant satisfies the above qualifications in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

- (3)  **Rule of \_\_\_\_\_ (insert number)**. The Participant's combined Total Credited Service and age must equal or exceed this number. Please complete additional items below:

To qualify for this alternative normal retirement benefit, the Participant **(check one or more items below, as applicable)**:

- Must have attained at least age \_\_\_\_\_ **(insert number)**
- Must not satisfy any minimum age requirement
- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets the minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**:  all Participants  only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

This alternative normal retirement benefit is available to:

- All Participants who qualify.

- Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

A Participant (**check one**):  is required  is not required to be in the service of the Employer at the time the Participant satisfies the Rule in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

- (4)  **Alternative Minimum Service.** A Participant is eligible for an alternative normal retirement benefit if the Participant has at least \_\_\_\_\_ years (**insert number**) of Total Credited Service, regardless of the Participant's age.

- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets the minimum service requirement specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

A Participant (**check one**):  is required  is not required to be in the service of the Employer at the time the Participant satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

- (5)  **Other Alternative Normal Retirement Benefit.**

**Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)):** \_\_\_\_\_.

- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**:  all Participants  only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

A Participant **(check one)**:  is required  is not required to be in the service of the Employer at the time the Participant satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

**(6)  Other Alternative Normal Retirement Benefit for Public Safety Employees Only.**

**Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: \_\_\_\_\_.

- In-Service Distribution to Eligible Employees who are Public Safety Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and satisfies the minimum age parameters for In-Service Distribution Described in Section 6.06(a)(3) of the Basic Plan Document, subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**:  all Participants  only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

This alternative normal retirement benefit is available to:

- All public safety employee Participants who qualify.
- Only the following public safety employee Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

A public safety employee Participant (**check one**):  is required  is not required to be in the service of the Employer at the time the Participant satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

**Note:** "Public safety employees" are defined under the Internal Revenue Code for this purpose as employees of a State or political subdivision of a State who provide police protection, firefighting services, or emergency medical services for any area within the jurisdiction of such State or political subdivision.

#### **D. Disability Benefit Qualifications**

Subject to the other terms and conditions of the Basic Plan Document and except as otherwise provided in an Addendum to this Adoption Agreement, disability retirement qualifications are based upon Social Security Administration award criteria or as otherwise provided under Section 2.23 of the Basic Plan Document. The Disability Retirement benefit shall commence as of the Participant's Disability Retirement Date under Section 2.24 of the Basic Plan Document.

To qualify for a disability benefit, a Participant must have the following minimum number of years of Total Credited Service (**check one**):

- Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- No minimum.
- \_\_\_\_\_ years (**insert number**) of Total Credited Service.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

### **15. RETIREMENT BENEFIT COMPUTATION**

#### **A. Maximum Total Credited Service**

The number of years of Total Credited Service which may be used to calculate a benefit is (**check one or all that apply**):

- not limited.



- limited to \_\_\_\_\_ years for all Participants.
- limited to \_\_\_\_\_ years for the following classes of Eligible Regular Employees:
  - All Eligible Regular Employees.
  - Only the following Eligible Regular Employees: \_\_\_\_\_.
- limited to **25** years as an elected or appointed member of the Governing Authority.
- limited to \_\_\_\_\_ years as a Municipal Legal Officer.
- Other (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

**B. Monthly Normal Retirement Benefit Amount**

**(1) Regular Employee Formula**

The monthly normal retirement benefit for Eligible Regular Employees shall be 1/12 of **(check and complete one or more as applicable)**:

- (a) **Flat Percentage Formula. 1.5% (insert percentage)** of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants who are Regular Employees.
- Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

- (b) **Alternative Flat Percentage Formula. \_\_\_\_\_% (insert percentage)** of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee. This formula applies to the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

- (c) **Split Final Average Earnings Formula. \_\_\_\_\_% (insert percentage)** of Final Average Earnings up to the amount of **Covered Compensation (see subsection (2) below for definition of Covered Compensation)**, plus \_\_\_\_\_% **(insert percentage)** of Final Average Earnings in excess of said Covered Compensation, multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants who are Regular Employees.
  - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:\_\_\_\_\_.
- (d) **Alternative Split Final Average Earnings Formula.** \_\_\_\_\_ % **(insert percentage)** of Final Average Earnings up to the amount of **Covered Compensation (see subsection (2) below for definition of Covered Compensation)**, plus \_\_\_\_\_% **(insert percentage)** of Final Average Earnings in excess of said Covered Compensation, multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants.
- Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

**[Repeat above subsections as necessary for each applicable benefit formula and Participant class covered under the Plan.]**

**(2) Covered Compensation (complete only if Split Formula(s) is checked above):**

Covered Compensation is defined as (check one or more as applicable):

- (a) **A.I.M.E. Covered Compensation** as defined in Section 2.18 of the Basic Plan Document. This definition of Covered Compensation shall apply to **(check one)**:
  - All Participants who are Regular Employees.
  - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.
- (b) **Dynamic Break Point** Covered Compensation as defined in Section 2.19 of the Basic Plan Document. This definition of Covered Compensation shall apply to **(check one)**:
  - All Participants who are Regular Employees.
  - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:\_\_\_\_\_.
- (c) **Table Break Point** Covered Compensation as defined in Section 2.20 of the Basic Plan Document. This definition of Covered Compensation shall apply to **(check one)**:
  - All Participants who are Regular Employees.
  - Only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: \_\_\_\_\_.

- (d) **Covered Compensation** shall mean a Participant's annual Earnings that do not exceed \$ \_\_\_\_\_ (**specify amount**). This definition shall apply to (**check one**):
  - All Participants who are Regular Employees.
  - Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

**(3) Final Average Earnings**

Unless otherwise specified in an Addendum to the Adoption Agreement, Final Average Earnings is defined as the monthly average of Earnings paid to a Participant by the Adopting Employer for the **60 (insert number not to exceed 60)** consecutive months of Credited Service preceding the Participant's most recent Termination in which the Participant's Earnings were the highest, multiplied by 12. Note: GMEBS has prescribed forms for calculation of Final Average Earnings that must be used for this purpose.

This definition of Final Average Earnings applies to:

- All Participants who are Regular Employees.
- Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

**[Repeat above subsection as necessary for each applicable definition and Participant class covered under the Plan.]**

**(4) Formula for Elected or Appointed Members of the Governing Authority**

The monthly normal retirement benefit for members of this class shall be as follows (**check one**):

- Not applicable (elected or appointed members of the Governing Authority or Municipal Legal Officers are not permitted to participate in the Plan).
- \$25.00 (insert dollar amount)** per month for each year of Total Credited Service as an elected or appointed member of the Governing Authority or Municipal Legal Officer (service of at least 6 months and 1 day is treated as a year of Total Credited Service; provided, however, than an elected or appointed member of the Governing Authority or Municipal Legal Officer may accrue a maximum of one year of Total Credited Service for every 12-month period of Service as an elected or appointed member of the Governing Authority or Municipal Legal Officer).

This formula applies to:

- All elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate.
- Only the following elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

**[Repeat above subsection as necessary for each applicable formula for classes of elected or appointed members covered under the Plan.]**

**C. Monthly Early Retirement Benefit Amount**

**Check and complete one or more as applicable:**

- (1) **Standard Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly Normal Retirement benefit, but the benefit shall be reduced on an Actuarially Equivalent basis in accordance with Section 12.01 of the Basic Plan Document to account for early commencement of benefits. This provision shall apply to:
  - All Participants.
  - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):**\_\_\_\_\_.
  
- (2) **Alternative Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly Normal Retirement benefit, but the benefit shall be reduced to account for early commencement of benefits based on the following table. This table shall apply to:
  - All Participants.
  - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named):**\_\_\_\_\_.

**Alternative Early Retirement Reduction Table**

<b><u>Number of Years Before [Age (Insert Normal Retirement Age)] (check as applicable)</u></b>	<b><u>Percentage of Normal Retirement Benefit* (complete as applicable)</u></b>
<input type="checkbox"/> 0	1.000
<input type="checkbox"/> 1	0.____
<input type="checkbox"/> 2	0.____
<input type="checkbox"/> 3	0.____
<input type="checkbox"/> 4	0.____
<input type="checkbox"/> 5	0.____
<input type="checkbox"/> 6	0.____
<input type="checkbox"/> 7	0.____
<input type="checkbox"/> 8	0.____
<input type="checkbox"/> 9	0.____
<input type="checkbox"/> 10	0.____
<input type="checkbox"/> 11	0.____
<input type="checkbox"/> 12	0.____
<input type="checkbox"/> 13	0.____
<input type="checkbox"/> 14	0.____
<input type="checkbox"/> 15	0.____

\*Interpolate for whole months

**D. Monthly Late Retirement Benefit Amount (check one):**

- (1) The monthly Late Retirement benefit shall be computed in the same manner as the Normal Retirement Benefit, based upon the Participant's Accrued Benefit as of the Participant's Late Retirement Date.
- (2) The monthly Late Retirement benefit shall be the greater of: (1) the monthly retirement benefit accrued as of the Participant's Normal Retirement Date, actuarially increased in accordance with the actuarial table contained in Section 12.05 of the Basic Plan Document; or (2) the monthly retirement benefit accrued as of the Participant's Late Retirement Date, without further actuarial adjustment under Section 12.06 of the Basic Plan Document.

**E. Monthly Disability Benefit Amount**

The amount of the monthly Disability Benefit shall be computed in the same manner as the Normal Retirement benefit, based upon the Participant's Accrued Benefit as of the Participant's Disability Retirement Date.

**Minimum Disability Benefit.** The Adopting Employer may set a minimum Disability Benefit. The Employer elects the following minimum Disability benefit (**check one**):

- Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- No minimum is established.
- No less than **(check one):**  20%  10%  \_\_\_\_% **(if other than 20% or 10% insert percentage amount)** of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding the Participant's Termination of Employment as a result of a Disability. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)
- No less than **(check one):**  66 2/3 %  \_\_\_\_\_% **(if other than 66 2/3%, insert percentage amount)** of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding the Participant's Termination of Employment as a result of a Disability, less any monthly benefits paid from federal Social Security benefits as a result of disability as reported by the Employer. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)

**F. Minimum/Maximum Benefit For Elected Officials**

In addition to any other limitations imposed by federal or state law, the Employer may impose a cap on the monthly benefit amount that may be received by elected or appointed members of the Governing Authority. The Employer elects **(check one):**

- Not applicable (elected or appointed members of the Governing Authority do not participate in the Plan).
- No minimum or maximum applies.
- Monthly benefit for Service as an elected or appointed member of the Governing Authority may not exceed 100% of the Participant's final salary as an elected or appointed member of the Governing Authority.
- Other minimum or maximum **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i):** \_\_\_\_\_.

**G. Multiple Plans**

In the event that the Employer maintains multiple plans, the following provisions will apply to the extent necessary to satisfy Code § 415.

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**16. SUSPENSION OF BENEFITS FOLLOWING BONA FIDE SEPARATION OF SERVICE; COLA**

**A. Re-Employment as Eligible Employee After Normal, Alternative Normal, or Early Retirement and Following Bona Fide Separation of Service (see Basic Plan Document Section 6.06(c) Regarding Re-Employment as an Ineligible Employee and Basic Plan Document Section 6.06(e) and (f) Regarding Re-Employment After Disability Retirement)**

**(1) Reemployment After Normal or Alternative Normal Retirement.** In the event that a Retired Participant 1) is reemployed with the Employer as an Eligible Employee (as defined in the Plan) after the Participant's Normal or Alternative Normal Retirement Date and after a Bona Fide Separation from Service, or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) due to the addition of such class to the Plan after the Participant's Normal or Alternative Normal Retirement Date, the following rule shall apply (**check one**):

- (a) The Participant's benefit shall be suspended in accordance with Section 6.06(a)(1) of the Basic Plan Document for as long as the Participant remains employed.
  
- (b) The Participant may continue to receive retirement benefits in accordance with Section 6.06(b) of the Basic Plan Document. This rule shall apply to (**check one**):  all Retired Participants  only the following classes of Retired Participants (**must specify (specific positions are permissible; specific individuals may not be named) - benefits of those Retired Participants not listed shall be suspended in accordance with Section 6.06(a) of the Basic Plan Document if they return to work with the Employer**): \_\_\_\_\_.

**(2) Reemployment After Early Retirement.** In the event a Participant Retires with an Early Retirement benefit after a Bona Fide Separation from Service 1) is reemployed with the Employer as an Eligible Employee before the Participant's Normal Retirement Date; or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) before the Participant's Normal Retirement Date due to the addition of such class to the Plan, the following rule shall apply (**check one or more as applicable**):

- (a)  The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Basic Plan Document for as long as the Participant remains employed.

This rule shall apply to (**check one**):  all Retired Participants;  only the following classes of Retired Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

- (b)  The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Basic Plan Document. However, the Participant may begin receiving benefits after satisfying the qualifications for Normal Retirement or Alternative Normal Retirement, as applicable, and after satisfying the minimum age parameters of Section 6.06(a)(3) of the Basic Plan Document, in accordance with Section 6.06(b)(2)(B)(i) of the Basic Plan Document.

This rule shall apply to **(check one)**:  all Retired Participants;  only the following classes of Retired Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:

\_\_\_\_\_.

- (c)  The Participant's Early Retirement benefit shall continue in accordance with Section 6.06(b)(2)(B)(ii) of the Basic Plan Document.

This rule shall apply to **(check one)**:  all Retired Participants;  only the following classes of Retired Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:

\_\_\_\_\_.

## **B. Cost Of Living Adjustment**

The Employer may elect to provide for an annual cost-of-living adjustment (COLA) in the amount of benefits being received by Retired Participants and Beneficiaries, which shall be calculated and paid in accordance with the terms of the Basic Plan Document. The Employer hereby elects the following **(check one)**:

- (1) No cost-of-living adjustment.
- (2) Variable Annual cost-of-living adjustment not to exceed \_\_\_\_\_% **(insert percentage)**.
- (3) Fixed annual cost-of-living adjustment equal to \_\_\_\_\_% **(insert percentage)**.

The above cost-of-living adjustment shall apply with respect to the following Participants (and their Beneficiaries) **(check one)**:



- All Participants (and their Beneficiaries).
- Participants (and their Beneficiaries) who terminate employment on or after \_\_\_\_\_ (insert date).
- Other (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)); specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

The Adjustment Date for the above cost-of-living adjustment shall be (if not specified, the Adjustment Date shall be January 1): \_\_\_\_\_.

## 17. TERMINATION OF EMPLOYMENT BEFORE RETIREMENT; VESTING

### A. Eligible Regular Employees

Subject to the terms and conditions of the Basic Plan Document, a Participant who is an Eligible Regular Employee and whose employment is terminated for any reason other than death or retirement shall earn a vested right in the Participant's accrued retirement benefit in accordance with the following schedule (check one):

- No vesting schedule (immediate vesting).
- Cliff Vesting Schedule.** Benefits shall be 100% vested after the Participant has a minimum of 5 years (insert number not to exceed 10) of Total Credited Service. Benefits remain 0% vested until the Participant satisfies this minimum.
- Graduated Vesting Schedule.** Benefits shall become vested in accordance with the following schedule (insert percentages):

<u>COMPLETED YEARS OF TOTAL CREDITED SERVICE</u>	<u>VESTED PERCENTAGE</u>
1	%
2	%
3	%
4	%
5	%
6	%
7	%
8	%
9	%
10	%

**Exceptions:** If a vesting schedule other than that specified above applies to a special class(es) of Regular Employees, the Employer must specify the different vesting schedule below and the class(es) to whom the different vesting schedule applies.

Regular Employees to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

Vesting Schedule for excepted class (**Must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i). Must be at least as favorable as one of the following schedules: (i) 15-year cliff vesting, (ii) 20-year graded vesting, or (iii) for qualified public safety employees, 20-year cliff vesting.**): \_\_\_\_\_.

**B. Elected or Appointed Members of the Governing Authority**

Subject to the terms and conditions of the Basic Plan Document, a Participant who is an elected or appointed member of the Governing Authority or a Municipal Legal Officer shall earn a vested right in the Participant's accrued retirement benefit for Credited Service in such capacity in accordance with the following schedule (**check one**):

- Not applicable (elected or appointed members of the Governing Authority are not permitted to participate in the Plan).
- No vesting schedule (immediate vesting).
- Other vesting schedule (**Must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i). Must be at least as favorable as one of the following schedules: (i) 15-year cliff vesting, (ii) 20-year graded vesting, or (iii) for qualified public safety employees, 20-year cliff vesting.**): \_\_\_\_\_.

**18. PRE-RETIREMENT DEATH BENEFITS**

**A. In-Service Death Benefit**

Subject to the terms and conditions of the Basic Plan Document, the Employer hereby elects the following in-service death benefit, to be payable in the event that an eligible Participant's employment with the Employer is terminated by reason of the Participant's death prior to Retirement (**check and complete one**):

- (1)  **Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant, had the Participant elected a 100% joint and survivor benefit under Section 7.03 of the Basic Plan Document. In order to be eligible for this benefit, a Participant must meet the following requirements (**check one**):
- The Participant must be vested in a normal retirement benefit.
  - The Participant must have \_\_\_\_\_ years (**insert number**) of Total Credited Service.

- The Participant must be eligible for Early or Normal Retirement.
- Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

(2)  **Actuarial Reserve Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, actuarially equivalent to the reserve required for the Participant's anticipated Normal Retirement benefit, provided the Participant meets the following eligibility conditions (**check one**):

- The Participant shall be eligible upon satisfying the eligibility requirements of Section 8.02(c) of the Basic Plan Document.
- The Participant must have \_\_\_\_\_ years (**insert number**) of Total Credited Service.
- Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

**Imputed Service.** For purposes of computing the actuarial reserve death benefit, the Participant's Total Credited Service shall include (**check one**):

- Total Credited Service accrued prior to the date of the Participant's death.
- Total Credited Service accrued prior to the date of the Participant's death, plus (**check one**):  one-half (½)  \_\_\_\_\_ (**insert other fraction**) of the Service between such date of death and what would otherwise have been the Participant's Normal Retirement Date. (**See Basic Plan Document Section 8.02(b) regarding 10-year cap on additional Credited Service.**)

Minimum In-Service Death Benefit for Vested Employees Equal to Terminated Vested Death Benefit. Unless otherwise specified under "Exceptions" below, if a Participant's employment is terminated by reason of the Participant's death prior to Retirement, and if as of the date of death the Participant is vested but does not qualify for the in-service death benefit, then the Auto A Death Benefit will be payable, provided the Auto A Death Benefit is made available to terminated vested employees under the Adoption Agreement (see "Terminated Vested Death Benefit" below).

(3) **Exceptions:** If an in-service death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415): \_\_\_\_\_.

Participants to whom alternative death benefit applies (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Eligibility conditions for alternative death benefit (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

**B. Terminated Vested Death Benefit**

**(1) Complete this Section only if the Employer offers a terminated vested death benefit.** The Employer may elect to provide a terminated vested death benefit, to be payable in the event that a Participant who is vested dies after termination of employment but before Retirement benefits commence. Subject to the terms and conditions of the Basic Plan Document, the Employer hereby elects the following terminated vested death benefit (**check one**):

- Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant had the Participant elected a 100% joint and survivor benefit under Section 7.03 of the Basic Plan Document.
- Accrued Retirement Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary which shall be actuarially equivalent to the Participant's Accrued Normal Retirement Benefit determined as of the date of death.

**(2) Exceptions:** If a terminated vested death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415): \_\_\_\_\_.

Participants to whom alternative death benefit applies (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Eligibility conditions for alternative death benefit (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

## 19. EMPLOYEE CONTRIBUTIONS

**(1) Employee contributions (check one):**

- Are not required.
- Are required in the amount of \_\_\_\_\_ % **(insert percentage)** of Earnings for all Participants.
- Are required in the amount of \_\_\_\_\_ % **(insert percentage)** of Earnings for Participants in the following classes **(must specify - specific positions are permissible; specific individuals may not be named):** \_\_\_\_\_.

**[Repeat above subsection as necessary if more than one contribution rate applies.]**

**(2) Pre-Tax Treatment of Employee Contributions.** If Employee Contributions are required in Subsection (1) above, an Adopting Employer may elect to "pick up" Employee Contributions to the Plan in accordance with IRC Section 414(h). In such case, Employee Contributions shall be made on a pre-tax rather than a post-tax basis, provided the requirements of IRC Section 414(h) are met. If the Employer elects to pick up Employee Contributions, it is the Employer's responsibility to ensure that Employee Contributions are paid and reported in accordance with IRC Section 414(h). The Adopting Employer must not report picked up contributions as wages subject to federal income tax withholding.

The Employer hereby elects **(check one)**:

- To pick up Employee Contributions. By electing to pick up Employee Contributions, the Adopting Employer specifies that the contributions, although designated as Employee Contributions, are being paid by the Employer in lieu of Employee Contributions. The Adopting Employer confirms that the executor of this Adoption Agreement is duly authorized to take this action as required to pick up contributions. This pick-up of contributions applies prospectively, and it is evidenced by this contemporaneous written document. On and after the date of the pick-up of contributions, a Participant does not have a cash or deferred election right (within the meaning of Treasury Regulation Section 1.401(k)-1(a)(3)) with respect to the designated Employee Contributions, which includes not having the option of receiving the amounts directly instead of having them paid to the Plan.
- Not to pick up Employee Contributions.

**(3) Interest on Employee Contributions.** The Adopting Employer may elect to pay interest on any refund of Employee Contributions.

- Interest shall not be paid.
- Interest shall be paid on a refund of Employee Contributions at a rate established by GMEBS from time to time.

- Other rate of interest (**must specify rate in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**):
- 

## **20. MODIFICATION OF THE TERMS OF THE ADOPTION AGREEMENT**

If an Adopting Employer desires to amend any of its elections contained in this Adoption Agreement (or any Addendum), the Governing Authority by official action must adopt an amendment of the Adoption Agreement (or any Addendum) or a new Adoption Agreement (or Addendum) must be adopted and forwarded to the Board for approval. The amendment of the new Adoption Agreement (or Addendum) is not effective until approved by the Board and other procedures required by the Plan have been implemented.

The Administrator will timely inform the Adopting Employer of any amendments made by the Board to the Plan.

## **21. TERMINATION OF THE ADOPTION AGREEMENT**

This Adoption Agreement (and any Addendum) may be terminated only in accordance with the Plan. The Administrator will inform the Adopting Employer in the event the Board should decide to discontinue this pre-approved plan program.

## **22. EMPLOYER ADOPTION AND AUTHORIZATION FOR AMENDMENTS**

**Adoption.** The Adopting Employer hereby adopts the terms of the Adoption Agreement and any Addendum, which is attached hereto and made a part of this ordinance. The Adoption Agreement (and, if applicable, the Addendum) sets forth the Employees to be covered by the Plan, the benefits to be provided by the Adopting Employer under the Plan, and any conditions imposed by the Adopting Employer with respect to, but not inconsistent with, the Plan. The Adopting Employer reserves the right to amend its elections under the Adoption Agreement and any Addendum, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board of Trustees of GMEBS. The Adopting Employer acknowledges that it may not be able to rely on the pre-approved plan opinion letter if it makes certain elections under the Adoption Agreement or the Addendum, and that the failure to properly complete the Adoption Agreement may result in a failure of the Adopting Employer's Plan to be a qualified plan.

The Adopting Employer hereby agrees to abide by the Basic Plan Document, Trust Agreement, and rules and regulations adopted by the Board of Trustees of GMEBS, as each may be amended from time to time, in all matters pertaining to the operation and administration of the Plan. It is intended that the Act creating the Board of Trustees of GMEBS, this Plan, and the rules and regulations of the Board are to be construed in harmony with each other. In the event of a conflict between the provisions of any of the foregoing, they shall govern in the following order:

- (1) The Act creating the Board of Trustees of The Georgia Municipal Employees' Benefit System, O.C.G.A. Section 47-5-1 *et seq.* (a copy of which is included in the Appendix to the Basic Defined Benefit Plan Document) and any other applicable provisions of O.C.G.A. Title 47;
- (2) The Basic Defined Benefit Plan Document and Trust Agreement;
- (3) This Ordinance and Adoption Agreement (and any Addendum); and
- (4) The rules and regulations of the Board.

In the event that any section, subsection, sentence, clause or phrase of this Plan shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the previously existing provisions or the other section or sections, subsections, sentences, clauses or phrases of this Plan, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part hereof. The Governing Authority hereby declares that it would have passed the remaining parts of this Plan or retained the previously existing provisions if it had known that such part or parts hereof would be declared or adjudicated invalid or unconstitutional.

This Adoption Agreement (and any Addendum) may only be used in conjunction with Georgia Municipal Employees Benefit System Basic Defined Benefit Retirement Plan Document approved by the Internal Revenue Service under opinion letter Q705465a dated August 31, 2023. The Adopting Employer understands that failure to properly complete this Adoption Agreement (or any Addendum), or to operate and maintain the Plan and Trust in accordance with the terms of the completed Adoption Agreement (and any Addendum), Basic Plan Document and Trust, may result in disqualification of the Adopting Employer's Plan under the Internal Revenue Code. Inquiries regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the IRS opinion letter should be directed to the Administrator. The Administrator is Georgia Municipal Employees Benefit System, with its primary business offices located at: 201 Pryor Street, SW, Atlanta, Georgia, 30303. The business telephone number is: (404) 688-0472. The primary person to contact is: GMEBS Legal Counsel.

**Authorization for Amendments.** Effective on and after February 17, 2005, the Adopting Employer hereby authorizes the pre-approved plan provider who sponsors the Plan on behalf of GMEBS to prepare amendments to the Plan, for approval by the Board, on its behalf as provided under Revenue Procedure 2005-16, as superseded by Revenue Procedure 2015-36, Revenue Procedure 2011-49, and Announcement 2005-37. Effective January 1, 2013, Georgia Municipal Association, Inc., serves as the pre-approved plan provider for the Plan. Employer notice and signature requirements were met for the Adopting Employer before the effective date of February 17, 2005. The Adopting Employer understands that the implementing amendment reads as follows:

On and after February 17, 2005, the Board delegates to the Provider the authority to advise and prepare amendments to the Plan, for approval by the Board, on behalf of all Adopting Employers, including those Adopting Employers who have adopted the Plan prior to the January 1, 2013, restatement of the Plan, for changes in the Code, the regulations thereunder, revenue rulings, other statements published by Internal Revenue Service, including model, sample, or

other required good faith amendments (but only if their adoption will not cause such Plan to be individually designed), and for corrections of prior approved plans. These amendments shall be applied to all Adopting Employers. Employer notice and signature requirements have been met for all Adopting Employers before the effective date of February 17, 2005. In any event, any amendment prepared by the Practitioner and approved by the Board will be provided by the Administrator to Adopting Employers.

Notwithstanding the foregoing paragraph, no amendment to the Plan shall be prepared on behalf of any Adopting Employer as of either:

- the date the Internal Revenue Service requires the Adopting Employer to file Form 5300 as an individually designed plan as a result of an amendment by the Adopting Employer to incorporate a type of Plan not allowable in a pre-approved plan as described in Revenue Procedure 2017-41; or
- as of the date the Plan is otherwise considered an individually designed plan due to the nature and extent of the amendments.

If the Adopting Employer is required to obtain a determination letter for any reason in order to maintain reliance on the opinion letter, the Provider's authority to amend the Plan on behalf of the Adopting Employer is conditioned on the Plan receiving a favorable determination letter.

The Adopting Employer further understands that, if it does not give its authorization hereunder or, in the alternative, adopt another pre-approved plan, its Plan will become an individually designed plan and will not be able to rely on the pre-approved plan opinion letter.

**Reliance on Opinion Letter.** As provided in Revenue Procedure 2017-41, the Adopting Employer may rely on the Plan's opinion letter, provided that the Adopting Employer's Plan is identical to the GMEBS Plan, and the Adopting Employer has not amended or made any modifications to the Plan other than to choose the options permitted under the Plan, Adoption Agreement, and any Addendum.



**AN ORDINANCE (continued from page 1)**

**Section 2.** Except as otherwise specifically required by law or by the terms of the Basic Plan Document or Adoption Agreement (or any Addendum), the rights and obligations under the Plan with respect to persons whose employment with the City was terminated or who vacated office with the City for any reason whatsoever prior to the effective date of this Ordinance are fixed and shall be governed by such Plan, if any, as it existed and was in effect at the time of such termination.

**Section 3.** The effective date of this Ordinance shall be the date of its approval by the Governing Authority **(not earlier than the first day of the current Plan Year in which the Plan is adopted, unless a retroactive corrective amendment is permitted under EPCRS, Rev. Proc. 2021-30 (or subsequent updated guidance))**.

**Section 4.** All Ordinances and parts of ordinances in conflict herewith are expressly repealed.

Approved by the Mayor and Council of the City of Dawsonville, Georgia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attest:

CITY OF DAWSONVILLE, GEORGIA

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

(SEAL)

Approved:

\_\_\_\_\_  
City Attorney

The terms of the foregoing Adoption Agreement are approved by the Board of Trustees of Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Board of Trustees  
Georgia Municipal Employees  
Benefit System

(SEAL)

\_\_\_\_\_  
Secretary



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7c

---

SUBJECT: APPROVE ADDITIONAL FY 2024 LOCAL MAINTENANCE & IMPROVEMENT GRANT FUNDING

CITY COUNCIL MEETING DATE: 04/15/2024

---

BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

---

PURPOSE FOR REQUEST:

**TO REQUEST APPROVAL FOR ADDITIONAL FY 2024 LMIG FUNDING APPLICATION**

---

HISTORY/ FACTS / ISSUES:

- **ADDITIONAL FY 2024 LMIG FUNDING SOURCE IS FROM THE GOVERNOR AND THE LEGISLATURE WHO INCLUDED \$250 MILLION IN LOCAL ROAD ASSISTANCE ADMINISTRATION FUNDS IN THEIR AMENDED FY 2024 BUDGET**
  - **TOTAL GRANT AMOUNT IS \$57,825.52 AND NO MATCH IS REQUIRED.**
  - **GRANT WILL BE USED TO SUPPLEMENT PREVIOUS YEARS LMIG FUNDING TO SOIL CEMENT AND REPAVE THE ROAD AND REPAIR THE SIDEWALKS ON MAPLE STREET SOUTH**
  - **TOTAL PROJECT COST IS APPROXIMATELY \$500,000**
- 

OPTIONS:

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RECOMMENDED SAMPLE MOTION:

**STAFF RECOMMENDS APPROVAL AS PRESENTED**

---

REQUESTED BY: Trampas Hansard, Public Works Director

415 Highway 53 E. Suite 100  
Dawsonville, Georgia 30534



(706) 265-3256  
Fax (706) 265-4214  
[www.dawsonville-ga.gov](http://www.dawsonville-ga.gov)

April 15, 2024

GDOT Gainesville District 1 Office  
Attn: Charles R. Arnhart  
1475 Jesse Jewell Pkwy NE  
Suite 100  
Gainesville, GA 30501

Dear Mr. Arnhart:

The City of Dawsonville has completed the application for the FY 2024 Local Road Assistance Administration (LRA) funds. The project that the City Council has approved is to soil cement the road, repave and repair the sidewalk on Maple Street South (approximately .62 miles), starting at Route 53 and ending at the end of Maple Street South. This project is anticipated to cost \$500,000.00 and is intended to start in FY 2025.

We respectfully request you to allow the City to combine this additional funding with the FY 2023 and FY 2024 LMIG funds which have already been rolled over and combined to fund this project.

The status of our LMIG funding for the last four (4) fiscal years is as follows:

- **FY 2021 & FY 2022** – Combined funding; 100% complete. Statement of Final Project Expenditures has been submitted.
- **FY 2023** – Rolled over to combine with FY 2024 funding to fund this project.
- **FY 2024** – Rolled over to combine with future FY 2025 funding to fund this project.

Please do not hesitate to contact the office if anything further is required.

Sincerely,

John Walden  
Mayor



**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL  
MAINTENANCE & IMPROVEMENT GRANT (LMIG)  
APPLICATION FOR FISCAL YEAR 20<sup>24</sup>  
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.**

**LOCAL GOVERNMENT INFORMATION**

Date of Application: April 15, 2024

Name of local government: City of Dawsonville

Address: 415 Hwy 53 E, Suite 100, Dawsonville, GA 30534

Contact Person and Title: Trampas Hansard, Public Works Director

Contact Person's Phone Number: (706) 531-6454

Contact Person's Fax Number: (706) 265-4214

Contact Person's Email: roads@dawsonville-ga.gov

Is the Priority List attached? Yes

**LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION**

I, John Walden (Name), the Mayor (Title), on behalf of City of Dawsonville (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL  
MAINTENANCE & IMPROVEMENT GRANT (LMIG)  
APPLICATION FOR FISCAL YEAR 20<sup>24</sup>**

**LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION**

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

100707  
E-Verify Number

\_\_\_\_\_(Signature)

Sworn to and subscribed before me,

John Walden (Print)

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Mayor / Commission Chairperson

In the presence of:

April 15, 2024 (Date)

NOTARY PUBLIC

LOCAL GOVERNMENT SEAL:

\_\_\_\_\_  
My Commission Expires:

NOTARY SEAL:



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 8

---

SUBJECT: EMPLOYEE RECOGNITION

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO RECOGNIZE AND PRESENT EMPLOYEE RECOGNITION**

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HISTORY/ FACTS / ISSUES:

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Bob Bolz, City Manager



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 9

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SUBJECT: **PROCLAMATION: ADMINISTRATIVE PROFESSIONAL'S DAY, APRIL 24, 2024**

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO READ PROCLAMATION FOR ADMINISTRATIVE PROFESSIONAL'S DAY**

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HISTORY/ FACTS / ISSUES:

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Bob Bolz, City Manager





# Proclamation

## Administrative Professionals Day

### April 24, 2024



**WHEREAS**, administrative professionals, including administrative assistants, office assistants, receptionists, billing clerks, finance specialists, deputy clerks and other administrative support staff, make up one of the largest segments of the labor force in America; and

**WHEREAS**, administrative professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and

**WHEREAS**, administrative professionals are vital contributors in today's team-oriented work environment and are key front-line public relations ambassadors for their organizations; and

**WHEREAS**, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and most importantly, have the willingness to learn and accept new challenges; and

**WHEREAS**, Administrative Professionals Day is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and has been sponsored by the International Association of Administrative Professionals since 1952;

**NOW, THEREFORE**, I, John Walden, Mayor of the City of Dawsonville, do hereby proclaim April 24, 2024 as

#### **ADMINISTRATIVE PROFESSIONALS DAY**

in the City of Dawsonville and do hereby recognize and appreciate these administrative professionals and their valuable contributions in the workplace and support their continued professional growth.

In Witness Whereof, I have set my hand and seal this 15<sup>th</sup> day of April, 2023.

---

John Walden, Mayor

ATTEST:

---

Beverly Banister, City Clerk



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 10

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SUBJECT: DAWSON COUNTY BOARD OF EDUCATION: REQUEST FOR DEVELOPMENT  
AND BUILDING PERMIT FEE WAIVER

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO CONSIDER WAIVING FEES FOR THE DAWSON COUNTY BOARD OF EDUCATION NEW  
CONSTRUCTION AND DEMO FOR A DAWSON COUNTY HIGH SCHOOL BASEBALL &  
SOFTBALL COMPLEX PHASE 1**

---

HISTORY/ FACTS / ISSUES:

- **FEES TOTAL \$4,772.40 – INVOICE BREAKDOWN ATTACHED (\$1,000 PAID BY THE CONTRACTOR AND IF FEES ARE WAIVED WILL BE REIMBURSED).**
- **BUILDING INSPECTIONS CAN BE DONE BY A BOE THIRD PARTY ENGINEER TO ELIMINATE CITY EXPENSES.**

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OPTIONS:

**APPROVE, DENY OR POSTPONE**

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Stacy Harris, Planning and Zoning Department



# Dawson County Schools

28 Main Street  
Dawsonville, GA 30534  
(706) 265-3246  
FAX (706) 265-1226  
[www.dawsoncountyschools.org](http://www.dawsoncountyschools.org)

Mrs. Nicole LeCave  
Superintendent

Board Members:  
Karen Armstrong  
Doris Cook  
Nathan Ingram  
Barry Slaton  
Elaine Wilson

Mrs. Stacy Harris  
Zoning Administrative Assistant  
415 Hwy 53 East  
Dawsonville, GA 30534

Dear Mrs. Harris,

Please waive all permit fees related to the baseball/softball redesign and construction at Dawson County High School, 1665 Perimeter Road.

Thanks,

Mrs. Nicole LeCave  
Superintendent



**City of Dawsonville**  
 415 HIGHWAY 53 STE 100  
 DAWSONVILLE, GA 30534

ATTN: Beverly Banister, City Clerk  
 (706)265-3256

<b>INVOICE #</b>
I2400871

INVOICE DATE: 03/26/24  
 DUE DATE: 04/25/24

ACCOUNT ID: <span style="background-color: black; color: black;">XXXXXXXXXX</span>  CARROLL DANIEL CONSTRUCTION CO BRANDON HARMON 330 MAIN STREET GAINESVILLE, GA 30501
--

PERMIT INFORMATION  
 PERMIT NO: C2400098  
 LOCATION: 1665 PERIMETER ROAD  
 OWNER: DAWSON CO BOARD OF

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	P-0002	COMM CERTIFICATE OF COMPLETION Permit No: C2400098	100.000000	100.00
1.0000	P-0003	DEMOLITION Permit No: C2400098	50.000000	50.00
1.0000	P-0107CB	COMMERCIAL BUILDING INSPECTION Permit No: C2400098	530.000000	530.00
1.0000/SQF	P-0111	COVERED SPACE - UNDER ROOF Permit No: C2400098	588.000000	588.00
			TOTAL DUE:	<u>\$ 1,268.00</u>

-----  
**PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT**

City of Dawsonville  
 415 HIGHWAY 53 STE 100  
 DAWSONVILLE, GA 30534

INVOICE #: I2400871  
 DESCRIPTION: Permit No: C2400098  
 ACCOUNT ID: XXXXXXXXXX  
 DUE DATE: 04/25/24  
 TOTAL DUE: \$ 1,268.00

CARROLL DANIEL CONSTRUCTION CO  
 BRANDON HARMON  
 330 MAIN STREET  
 GAINESVILLE, GA 30501





**City of Dawsonville**  
 415 HIGHWAY 53 STE 100  
 DAWSONVILLE, GA 30534

ATTN: Beverly Banister, City Clerk  
 (706)265-3256

<b>INVOICE #</b>
12400794

INVOICE DATE: 02/27/24  
 DUE DATE: 03/28/24

ACCOUNT ID: [REDACTED]  
 DAWSON CO BOARD OF  
 1665 PERIMETER ROAD  
 Dawsonville, GA 30534

PERMIT INFORMATION  
 PERMIT NO: C2400088  
 LOCATION: 1665 PERIMETER ROAD  
 OWNER: DCBOE HS BASEBALL & SOFTBALL COMPLE

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	P-0100	BUILDING PLAN REVIEW Permit No: C2400088	1,000.000000	1,000.00
			TOTAL DUE:	\$ 1,000.00
		Prn Payment: 03/04/24 CK 52369		-1,000.00
			BALANCE:	\$ 0.00

-----  
**PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT**

City of Dawsonville  
 415 HIGHWAY 53 STE 100  
 DAWSONVILLE, GA 30534

INVOICE #: 12400794  
 DESCRIPTION: Permit No: C2400088  
 ACCOUNT ID: [REDACTED]  
 DUE DATE: 03/28/24  
 TOTAL DUE: \$ 0.00

DAWSON CO BOARD OF  
 1665 PERIMETER ROAD  
 Dawsonville, GA 30534





**City of Dawsonville**  
 415 HIGHWAY 53 STE 100  
 DAWSONVILLE, GA 30534

ATTN: Beverly Banister, City Clerk  
 (706)265-3256

<b>INVOICE #</b>
12400870

INVOICE DATE: 03/26/24  
 DUE DATE: 04/25/24

ACCOUNT ID: [REDACTED]  
 CARROLL DANIEL CONSTRUCTION CO  
 BRANDON HARMON  
 330 MAIN STREET  
 GAINESVILLE, GA 30501

PERMIT INFORMATION  
 PERMIT NO: C2400097  
 LOCATION: 1665 PERIMETER ROAD  
 OWNER: DAWSON CO BOARD OF

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
5.1100	P-0047	STATUTORY FEE PER ACRE Permit No: C2400097	40.000000	204.40
1.0000/AC	P-0048C	COM - LAND DISTURBANCE FEE Permit No: C2400097	400.000000	400.00
1.0000	P-0107LD	COMMERCIAL LDP INSPECTION FEE Permit No: C2400097	500.000000	500.00
1.0000	PC-00001	COMMERCIAL DEVELOPMENT FEE Permit No: C2400097	400.000000	400.00
1.0000	P-0100	BUILDING PLAN REVIEW Permit No: C2400097	1,000.000000	1,000.00
			TOTAL DUE:	<u>\$ 2,504.40</u>

-----  
**PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT**

City of Dawsonville  
 415 HIGHWAY 53 STE 100  
 DAWSONVILLE, GA 30534

INVOICE #: 12400870  
 DESCRIPTION: Permit No: C2400097  
 ACCOUNT ID: [REDACTED]  
 DUE DATE: 04/25/24  
 TOTAL DUE: \$ 2,504.40

CARROLL DANIEL CONSTRUCTION CO  
 BRANDON HARMON  
 330 MAIN STREET  
 GAINESVILLE, GA 30501





DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 11

---

SUBJECT: CREATION OF NEW POSITION – ASSISTANT CITY MANAGER

CITY COUNCIL MEETING: 04/15/2024

BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

---

PURPOSE FOR REQUEST:

PER DIRECTIVE FROM MAYOR WALDEN, THE CITY MANAGER WAS INSTRUCTED TO PREPARE A JOB DESCRIPTION FOR AN ASSISTANT CITY MANAGER POSITION. THE JOB DESCRIPTION IS ATTACHED.

---

HISTORY/ FACTS / ISSUES

PER SECTION 10.3 OF OUR PERSONNEL MANUAL, THE CREATION OF A NEW POSITION MUST BE NEEDED, AND THE ADDITIONAL FUNDING IDENTIFIED WITHIN THE BUDGET SHOULD THE POSITION BE DEEMED A NECESSITY. A JOB DESCRIPTION MUST THEN BE CREATED FOR APPROVAL BY THE CITY COUNCIL.

EVERY GOOD LEADER SHOULD PLAN FOR SUCCESSION. THE PLAN SHOULD BE IMPLEMENTED IN SUCH A MANNER THAT THE NEW PERSONNEL CAN BE ADEQUATELY TRAINED BEFORE ASSUMING THE LEADERSHIP ROLE. THUS, THE PURPOSE OF THIS REQUEST.

FUNDING WILL BE A CHALLENGE. EXPENDITURES IN THE GENERAL FUND WILL HAVE TO BE REALIGNED AND SOME REDUCTIONS WILL BE MADE TO COVER THE ADDITIONAL COST.

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

APPROVE OR DENY CREATION OF NEW POSITION.

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DEPARTMENT: Administration

REQUESTED BY: Bob Bolz, City Manager



# CITY OF DAWSONVILLE

## ASSISTANT CITY MANAGER

ADM/1  
Exempt  
1500 General

### JOB SUMMARY

This position is responsible for assisting the City Manager in managing and administering the day-to-day operations of the city government including oversight for several departments.

### MAJOR DUTIES

- Assists the City Manager with supervision, direction, and evaluation of staff; evaluates, counsels and disciplines assigned personnel.
- Coordinates work activities; organizes, prioritizes, and assigns work of assigned staff and departments; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex problem situations, and provides technical expertise.
- Consults with the City Manager, to review city activities, provide recommendations, resolve problems, and receive advice and direction; makes presentations to City Council.
- Promotes positive public relations with the community; as assigned by the City Manager, responds to the media about city issues; represents the city at meetings, special events, and social functions; attends various meetings and serves on committees as needed; makes speeches or presentations.
- Assists with the development, implementation, and management of annual city budgets; prepares and reviews budget reports; ensures compliance with approved budget; ensures competitive bidding of large purchases; monitors expenditures and schedules purchases as appropriate, as assigned, and in accordance with all required policies.
- Serves as a representative of the City Manager and as a liaison between various boards, committees, commissions and authorities, civic organizations, other government agencies, Chamber of Commerce, Economic Development Council, etc.; represents the City Manager as needed by attending community functions, special events, meetings, and related activities; represents the City with outside agencies.
- Serves as the Acting City Manager in the absence of the City Manager.
- Manages and supervises the daily operations of the City's Planning and Zoning Department including direct supervision of the Planning and Zoning Director, as well as functions including but not limited to plan review, land and building inspections, ordinance development, zoning administration, annexations, permits and licenses, code enforcement, animal control, information and technology, GIS, Municipal Court and other functions as directed; this includes scheduling staff and work, assigning, inspecting, and evaluation of work; monitors and reviews work of assigned departments; and prepares employee performance appraisals. This includes coordination and management of the Planning Commission and the Historic Preservation Commission.
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies, and procedures; interprets and explains city ordinances; initiates actions necessary to correct deviations or violations.
- Assists the City Manager with the daily supervision, management, and operation of the Downtown Director, preparation of performance appraisal, long and short-term planning, including management of related special projects such as the Downtown Master Plan, coordination of the Downtown Development Authority, marketing and advertisement, economic development, and all related functions. Participates and supports special events, outreach efforts, etc.
- Assists the City Manager and assigned Department Heads with the development and implementation of long- and short-term plans, goals, and objectives for the city, planning long-term infrastructure improvements and emergency plans; with development, updates, and implementation of policies and procedures and recommends policy changes.
- Assist the City Manager and Department Heads in research, preparation, and provision of information, updates and staff support for the Mayor and City Council to assist them in governmental decision making, the development of policy initiatives, the provision of information



related to planning and zoning, downtown and economic development, and the monitoring and reporting on project status.

- Reviews and manages the City's risk management processes. This includes preparation of fixed asset schedules for all city departments; with appropriate department heads, supervise, develop, and implement a computerized asset management system that includes roads, stormwater, sidewalks, water/sewer infrastructure, and buildings. This includes related GIRMA insurance requirements.
- With the assistance of the Finance Director, meet with GIRMA, various insurance brokers and oversee renewal of health, property and casualty, and worker's compensation insurance policies; performs risk assessments, works with various departments to analyze current and potential risks.
- Manage and supervise city lease agreements for residential and commercial rental properties and other related and required contracts.
- Plans, coordinates, directs, and manages assigned special projects for the City; identifies and recommends proper allocation of financial, material, and human resources committed to the project; oversees the implementation of the project; provides updates to the City Manager and others.
- Assists City Manager and other staff with preparation of monthly staff meetings, monthly department meetings, staff outings and events; staff health, wellness, and safety programs, guest speakers, specific presentations, and other assigned efforts to provide the best for city employees.
- As assigned, participate in employee recruitment, selection, performance management, and retention. This includes participation in interview panels.
- Assist the City Manager and the Finance Director with preparation, management, record keeping, and reporting of grants and related funding opportunities, including but not limited to, LMIG, CDBG, GEMA, GMRC/ARC, GMA, Land and Water Conservation, DCA grants, and other related efforts and opportunities.
- Assists the Finance Department with maintenance of vendor files and annual required reporting for the Georgia Department of Audits and Accounts. Supervise department heads and ensure the city complies with the SAM (System of Award Management) System.
- Prepares or completes various forms, ad hoc reports, correspondence, budgets, financial reports, bid tabulations, presentations, or other documents as requested by the City Manager.
- Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions.
- Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of local government operations, regulations, and standards; relevant federal and state laws, city ordinances, and department policies and procedures.
- Knowledge of the principles and practices of business administration.
- Knowledge of budgetary principles and practices, budget development and management principles and practices.
- Knowledge of community and economic development practices.
- Knowledge of human resource principles and laws.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job-related software programs.
- Skills in interpersonal communication, teambuilding, and employee training and development.
- Skill in prioritizing and planning.
- Skills in planning, organizing, directing, and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skills in oral and written communication.

## **SUPERVISORY CONTROLS**

Directly reports to the City Manager who assigns work in terms of city goals and objectives. Review of work through performance evaluations, reports, and observation of city activities.

## **GUIDELINES**

Guidelines include the City Charter, Code of Ordinances, personnel and financial policies, state and federal law, internal control procedures, and other city procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, administrative, and supervisory duties. Strict regulations, the need for accuracy, and the variety of city operations contribute to the complexity of the position.
- The purpose of this position is to provide assistance to the City Manager in daily operational oversight, providing a level of support on capital projects, to assist in the absence of the City Manager, and to participate in public outreach efforts of the city.

## **CONTACTS**

- Contacts are typically with city management, department heads, other city employees, elected and appointed officials, business leaders, representatives of other government agencies, attorneys, bankers, auditors, consultants, vendors, state and federal officials, and the public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence people; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office but at times has field requirements.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over the Planning and Zoning Director, and the Downtown Director.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree and substantial experience, and/or master's degree and related experience in a profession or course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

## **LICENSE AND CERTIFICATIONS**

- Valid Class C Driver's License must have and maintain a satisfactory Motor Vehicle Record (MVR).

## **SALARY RANGE**

Based on level of qualifications and experience.



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 12

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SUBJECT: REVISED ORGANIZATION CHART

CITY COUNCIL MEETING: 04/15/2024

BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

TO REQUEST REVISION OF THE CITY'S ORGANIZATION CHART TO ACCOMMODATE RECENT RESTRUCTURE OF PERMIT TECH POSITION TO BUILDING INSPECTOR AS APPROVED BY THE CITY COUNCIL ON MARCH 4, 2024 AND TO ACCOMMODATE THE ADDITION OF AN ASSISTANT CITY MANAGER POSITION IF APPROVED.

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HISTORY/ FACTS / ISSUES

THE ORGANIZATION CHART WAS LAST UPDATED IN JULY 2023 BUT SINCE THAT TIME WE REVISED THE PERMIT TECH POSITION AND HAVE REQUESTED A NEW POSITION, ASSISTANT CITY MANAGER.

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OPTIONS:

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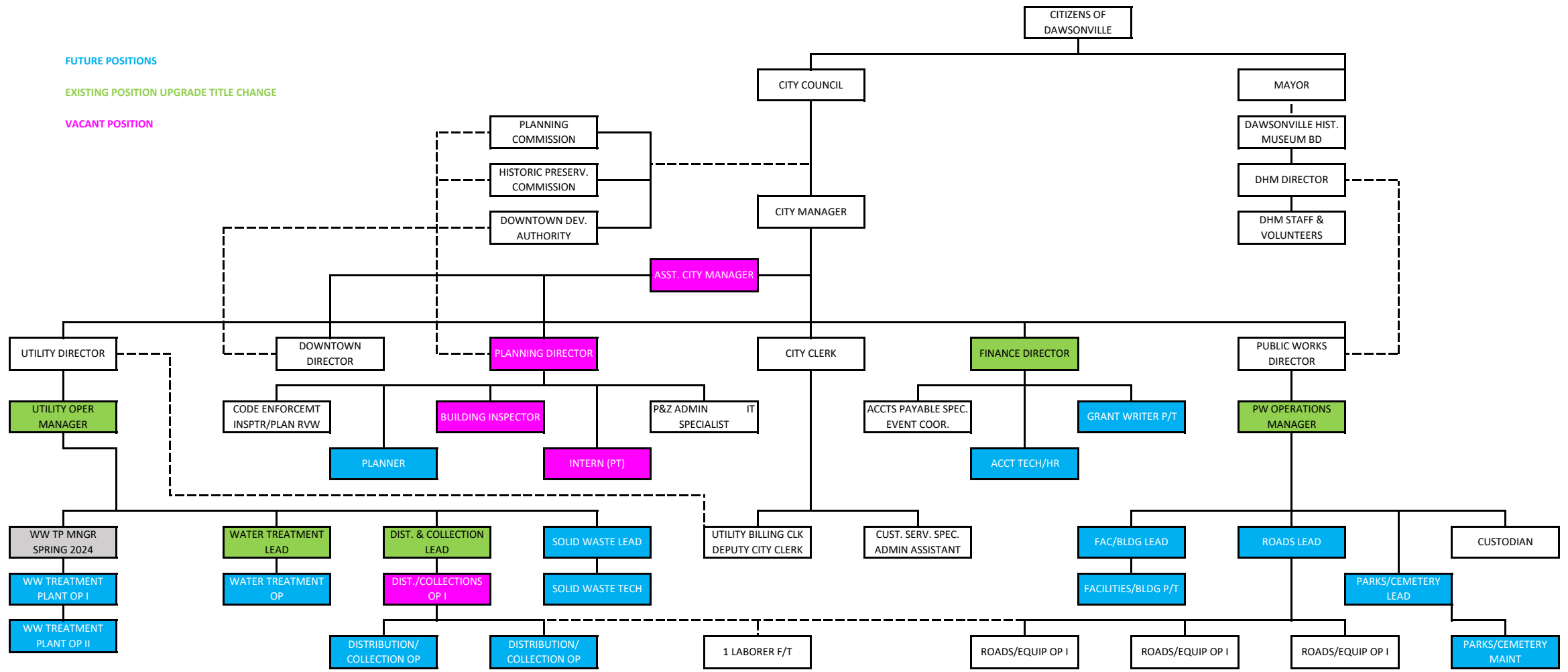
RECOMMENDED SAMPLE MOTION:

TO APPROVE REVISED ORGANIZATION CHART AS PRESENTED.  
TO DENY REVISED ORGANIZATION CHART AS PRESENTED.  
TO APPROVE AMENDMENT TO THE REVISED ORGANIZATION CHART.

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DEPARTMENT: Administration

REQUESTED BY: Bob Bolz, City Manager



FUTURE POSITIONS

EXISTING POSITION UPGRADE TITLE CHANGE

VACANT POSITION



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 13

SUBJECT: SUPPLEMENTAL FUNDING TO DAWSON COUNTY FOR  
BURT CREEK ROAD PAVING PROJECT

CITY COUNCIL MEETING: 04/15/2024

BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other SPLOST VII

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

PURPOSE FOR REQUEST:

**TO UTILIZE UP TO \$60,000.00 OF SPLOST VII STREETS & SIDEWALKS FUNDING TO ALLOW DEEP PATCH 2" DEPTH AND 20' WIDE AS NEEDED TO PAVE BURT CREEK ROAD.**

HISTORY/ FACTS / ISSUES

**AS PART OF THE CITY AND COUNTY SPLOST VII AGREEMENT, THE COUNTY WAS REQUIRED TO PAVE BURT CREEK AND SHOAL CREEK ROADS. THE SOUGHT BIDS FOR BURT CREEK ROAD, APPROXIMATELY 2,635 FEET OF LEVELING AND RESURFACING, 9.5 MM 135/SY TO 1/H MIX SP ASPHALT TOPPING 20' WIDE, AND NECESSARY TRAFFIC CONTROL, SHOULDER WORK, STRIPING, SIGNAGE, AND MOBILIZATION. BLOUNT CONSTRUCTION PROVIDED A BID OF \$112,733.12. BLOUNT CONSTRUCTION ALSO PROVIDED AN ALTERNATE BID THAT WOULD INCLUDE DEEP PATCH AND RESURFACING AT A COST OF \$157,116.35, OR AN ADDITIONAL \$44,383.23. THIS WOULD INCLUDE DEEP PATCH REPAIRS TO 2" DEPTH AND REPLACE WITH B-MOD ASPHALT BINDER. THE COUNTY BID TABULATION SUMMARY SHEET IS ATTACHED.**

**STAFF ARE REQUESTING UP TO \$60,000.00 FROM SPLOST VII FUNDS TO ALLOW THE DEEP PATCH REPAIRS ALONG WITH ANY UNFORESEEN OVERAGES. OVERAGES OR ADDITIONAL COSTS MIGHT BE INCURRED WHEN MAKING THE DEEP PATCH REPAIRS. THE \$60,000.00 ALLOWS FOR UP TO \$15,616.77 IN POTENTIAL UNFORESEEN COST.**

OPTIONS:

RECOMMENDED SAMPLE MOTION:

**APPROVE OR DENY REQUEST TO UTILIZE \$60,000.00 OF SPLOST VII FUNDS.**

DEPARTMENT: Public Works

REQUESTED BY: Trampas Hansard

Line Item	Description	Estimated Quantity	Unit	Unit Cost	Total Estimated Cost
<b>TASK 2:</b>	<b>Leveling and Resurfacing – Burt Creek Road – Approx. 2,635 feet</b>				
2.1	Traffic Control, Shoulders, Striping, Signage and Mobilization	1	Lump sum	\$38,600.12	\$38,600.12
2.2	9.5 mm 135 lbs/SY TP 1/H Mix SP Asphalt Topping 20' wide	450	TN	\$164.74	\$74,133.00
<b>Subtotal</b>				<b>\$112,733.12</b>	

<b>Alternate 1</b>	<b>BURT CREEK ROAD FDR-Approx. 2635 feet</b>				
Alternate 1.1	Traffic Control, Shoulders, Striping, Signage and Mobilization	1	Lump Sum	\$44,488.76	\$44,488.76
Alternate 1.2	10" Cement Reclaimed Base (Includes temp raised lane markers) 20 foot wide	5855	SY	\$5.33	\$31,207.15
Alternate 1.3	Portland Cement – 55 lb/SY	161	TN	\$286.93	\$46,195.73
Alternate 1.4	B-MOD Asphalt Binder 2" Depth, 20' wide	700	TN	\$154.39	\$108,073.00
Alternate 1.5	9.5 mm 135 lbs/SY TP 1/H Mix SP Asphalt Topping 20' wide	450	TN	\$164.74	\$74,133.00
<b>TOTAL COSTS FOR ALTERNATE #1</b>				<b>\$304,097.64</b>	

<b>Alternate #2 Bid for Task 2</b>					
<b>Alternate 1</b>	<b>BURT CREEK ROAD Deep Patch and Resurfacing-Approx. 2635 feet</b>				
Alternate 1.1	Traffic Control, Striping, Signage and Mobilization	1	Lump Sum	\$33,871.35	\$33,871.35
Alternate 1.2	9.5 mm 135 lbs/SY TP 1/H Mix SP Asphalt Topping 20' wide	450	TN	\$164.74	\$74,133.00
Alternate 1.3	Deep Patch 2 inch depth and replace with B-MOD Asphalt Binder	200	TN	\$245.56	\$49,112.00
<b>TOTAL COSTS FOR ALTERNATE #1</b>				<b>\$157,116.35</b>	



**DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 14**

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SUBJECT: **GOSPEL IN THE PARK – MAIN STREET PARK ROAD CLOSURE (IF NEEDED)**

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # N/A

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**REQUEST TO CLOSE THE PORTION OF MAIN STREET SURROUNDING THE AMPHITHEATER AREA AT MAIN STREET PARK FROM 12PM THROUGH 7PM ON MAY 11<sup>TH</sup>, 2024 TO ASSURE PEDESTRIAN SAFETY FOR THE DURATION OF THE EVENT IF NEEDED.**

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HISTORY/ FACTS / ISSUES:

**A MUSIC FESTIVAL WILL OCCUR ON MAY 11<sup>TH</sup>, 2024 CELEBRATING LOCAL MUSICAL HISTORY & CULTURAL IMPACT. THIS EVENT WILL BE FREE TO THE PUBLIC AND TAKE PLACE IN THE AMPHITHEATER AREA OF MAIN STREET PARK. FOOD TRUCKS AND A SMALL SELECTION OF VENDORS WILL BE AVAILABLE.**

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OPTIONS:

**GRANT OR DENY THE ROAD CLOSURE, INCORPORATE STIPULATIONS OR REQUEST FURTHER INFORMATION.**

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RECOMMENDED SAMPLE MOTION:

**MOTION TO APPROVE / DENY THE REQUESTED ROAD CLOSURE FOR THE DURATION OF THE EVENT ON MAY 11<sup>TH</sup>, 2024.**

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REQUESTED BY: Amanda Edmondson, Director of Downtown Development



Main Street Park  
305 Main Street

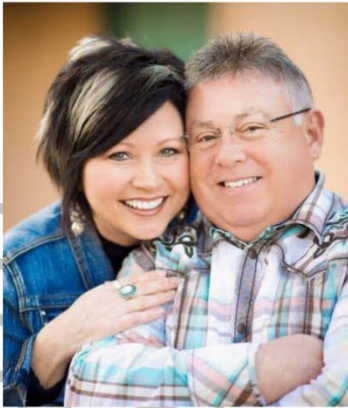


LOCAL HISTORY & CULTURE  
FREE CONCERT SERIES

# Gospel in the Park

**Featuring Local Southern Gospel Music Artists:**

**Randy & Mary Perry, The Raven Welch Band,  
Debra Perry & Jaidyn's Call, Karen Peck & New River**



**Thanks to our Event Sponsors!**



**LIGHTHOUSE  
CHRISTIAN ACADEMY**



**LIGHTHOUSE  
BAPTIST CHURCH**



**Plus Food Trucks & a Gift Market for Mom!**



**Sat. May 11th, 1-6 PM**  
**Bring the Whole Family & Lawn Chairs**





DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 15

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SUBJECT: DISCUSSION OF CITY PARKING ORDINANCE OPTIONS

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO DISCUSS PARKING ORDINANCE OPTIONS AND DETERMINE IF THE COUNCIL WANTS TO MOVE FORWARD WITH ADOPTING AN ORDINANCE**

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HISTORY/ FACTS / ISSUES:

- **PARKING ON CITY STREETS HAS BEEN AN ONGOING ISSUE AS PRESENTED BY THE PUBLIC WORKS DIRECTOR AND DISCUSSED AT SEVERAL COUNCIL MEETINGS**
  - **COUNCIL DIRECTED CITY ATTORNEY TO DEVELOP AN ORDINANCE TO BE CONSIDERED.**
  - **OPTIONS WERE PRESENTED AT THE 01/17/2024 MEETING TO HAVE COUNCIL REVIEW AND CONSIDER THE OPTIONS.**
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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Kevin Tallant, City Attorney

**OPTION 1 – GENERAL PROHIBITION PARKING ON THE STREETS WITH  
DAYTIME-ONLY PERMIT OPITION**

Section 13-45 Parking on streets

- (a) *Parking on public streets prohibited generally.* It shall be unlawful for any person to park a vehicle on any public street in a residential zoning district other than as expressly permitted in this section.
- (b) *Delivery vehicles, tradespersons, and emergency vehicles.* Commercial delivery vehicles may park on public streets in residential areas for the purpose of making deliveries in the vicinity. Tradespersons, utilities workers, construction workers, and other service providers may park on public streets in a residential area in the vicinity of the service location if doing so is reasonably necessary for the purpose of performing their work or providing their services. Persons operating emergency vehicles in the performance of their duties are exempt from this section.
- (c) *Permitted parking.* The owner or any occupant of a residence in a residential district may apply for a temporary parking permit to allow residents or social guests to park on public streets in the vicinity of the residence. The applicant shall apply in writing at least one full business day in advance of the desired date for parking and shall state location of residence, the time and date for which the permit is desired, the purpose for which the permit is desired, the names of the streets where permitted parking is desired, the approximate number of vehicles anticipated to be present, and whether there will be any oversized vehicles such as buses, large vans, or limousines. If the applicant desires a permit for more than one consecutive day, the applicant shall submit the application at least one week in advance of the first day of the desired period.

The City Manager or his designee shall have discretion to issue a permit, giving consideration to the following factors:

- Whether the parked vehicles would significantly impede traffic;
- Whether parked vehicles would create a hazardous condition;
- Whether the anticipated number and type of vehicles can reasonably park in the area;
- Whether the anticipated parking could result in a violation of this section;
- Whether another parking permit has already been issued for a residence in the vicinity for an event taking place around the same time; and
- Any other factors which in the judgment of the City Manager or his designee impact good order within the City of Dawsonville or the health, safety, convenience, or welfare of any person therein.

Any permit issued pursuant to this paragraph shall specify the permitted time, date, streets, and number of vehicles. The City Manager or his designee shall have the discretion to specify or restrict the time, place, and number of vehicles notwithstanding the applicant's request. In general, the City Manager or his designee should not permit on-street parking in a vicinity for more than seven consecutive days, but the City Manager shall have discretion to consider whether circumstances stated by an applicant warrant a longer period. Upon written notice to the permittee, the City Manager or his designee may revoke an on-street parking permit if the City Manager or his designee becomes aware of new or different circumstances which would justify denying a permit.

(d) *Duties of permittee and guests.* It shall be the duty of the permittee to ensure that all persons parking pursuant thereto place a copy of the permit in the vehicle such that it is readily

visible from the exterior, such as through the driver's window or windshield. The permittee shall be in violation of this section if the permittee allows more vehicles to utilize the permit than the number permitted, fails to provide copies of the permit to the operators of the vehicles, or uses or permits any person to use the permit for a materially different purpose from the purpose stated in the application. Except as otherwise provided in this section, any person who parks on a public street without displaying a valid permit shall be in violation of this section regardless of whether a permit has been issued.

(e) *Impeding traffic and overnight parking prohibited.* Notwithstanding anything in this section, it shall in all cases be unlawful for any person, other than the operator of an emergency vehicle pursuant to paragraph (b), to park a vehicle on a public street

1. in a manner which would prevent or hinder an emergency vehicle from passing on the street;
2. in a manner which blocks a driveway;
3. within an intersection;
4. beside or across the street from another vehicle parked on the street such that more than one lane is impeded; or
5. between midnight and 6:00 AM.

(f) *Nonconsensual towing and penalty for violation.* Vehicles parked in violation of this section are subject to nonconsensual towing as provided in this Article. Each calendar day a violation continues or occurs shall be a separate violation of this Code.

## **OPTION 2 – STREET PARKING PROHIBITED; NO PERMIT OPTION**

### Section 13-45 Parking on streets

(a) It shall be unlawful for any person to park a vehicle on any public street in a residential zoning district, except as follows:

1. Operators of emergency vehicles are exempt from this section while engaged in the performance of their duties.
2. Operators of commercial delivery vehicles may park on a public street in residential area for the purpose of making deliveries in the vicinity.
3. Tradespersons, utilities workers, construction workers, and other service providers may park on public streets in a residential area in the vicinity of the service location if doing so is reasonably necessary for the purpose of performing their work or providing their services.

(b) In no case shall any person, other than an exempt operator of an emergency vehicle, park on a public street

1. in a manner which would prevent or hinder an emergency vehicle from passing on the street;
2. in a manner which blocks a driveway;
3. within an intersection;
4. beside or across the street from another vehicle parked on the street such that more than one lane is impeded.

(c) *Nonconsensual towing and penalty for violation.* Vehicles parked in violation of this section are subject to nonconsensual towing as provided in this Article. Each calendar day a violation continues or occurs shall be a separate violation of this Code.

## **OPTION 3: PROHIBITION WITH NON-PERMITTED EXCEPTION FOR SHORT-TERM PARKING**

### Section 13-45 Parking on streets

(a) It shall be unlawful for any person to park a vehicle on any public street in a residential zoning district, except as follows:

1. Operators of emergency vehicles are exempt from this section while engaged in the performance of their duties.
2. Operators of commercial delivery vehicles may park on a public street in residential area for the purpose of making deliveries in the vicinity.
3. Tradespersons, utilities workers, construction workers, and other service providers may park on public streets in a residential area in the vicinity of the service location if doing so is reasonably necessary for the purpose of performing their work or providing their services.
4. A vehicle may be parked on the street in front of a residence, or as nearly as reasonably possible in the vicinity thereof, for up to 24 hours at a time provided the owner or an operator resides in the residence or is a social guest at the residence; while parked is physically present at the residence, on the premises thereof, or in the vicinity of the vehicle; and there is no reasonably available option for the vehicle to be parked in a driveway or designated parking area. Any person parking on a street pursuant to this paragraph shall have a duty to ensure the vehicle does not create or contribute to a hazardous traffic condition or significant traffic impediment, and to remain in compliance with this section at all times, including but not limited to ensuring changed conditions do not result in a violation of this

section and by moving the vehicle off the street if a reasonable alternative option becomes available. This duty shall apply equally to the owner of the vehicle.

(b) In no case shall any person, other than an exempt operator of an emergency vehicle, park on a public street

1. in a manner which would prevent or hinder an emergency vehicle from passing on the street;
2. in a manner which blocks a driveway;
3. within an intersection;
4. beside or across the street from another vehicle parked on the street such that more than one lane is impeded.

(c) *Nonconsensual towing and penalty for violation.* Vehicles parked in violation of this section are subject to nonconsensual towing as provided in this Article. Each calendar day a violation continues or occurs shall be a separate violation of this Code.



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 16

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SUBJECT: \_\_\_\_\_ **STAFF REPORT: CITY MANAGER** \_\_\_\_\_

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_ NA \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO PROVIDE PROJECT UPDATES**

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HISTORY/ FACTS / ISSUES:

**SEE ATTACHED OUTLINE**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Bob Bolz, City Manager



## CITY MANAGER REPORT

PREPARED APRIL 8 FOR APRIL 15, 2024, AGENDA

**TSPLOST:** There is a townhall meeting to discuss TSPLOST scheduled for April 22<sup>nd</sup> from 6-8 PM at Dawson County Jr. High School hosted by the Chamber and featuring Mayor Walden and Chairman Thurmond

**Downtown Strategic Plan:** TSW is finalizing the plan.

**Rental Space – Distillery - Restaurant - Patio:** Our work in the distillery is complete except for installation of roll up doors. We await the delivery of the doors. Their CO2 system will be installed the week of April 8<sup>th</sup>. We anticipate Granddaddy Mimms starting their buildout as early as the week of April 15<sup>th</sup> They hope to be open in May 2024. Work is underway in the restaurant with plumbing install complete, concrete floor has been repoured, and framing is nearing completion. The hood has been relocated and stainless-steel wall guard installed. The drop ceiling installation is underway. Work will start on the patio later this winter.

**GMRC Banquet:** The city was proud to host the GMRC meeting and banquet at Atlanta Motorsports Park last month.

### **Georgia Racing Hall OF Fame:**

- The bids for all the projects, including racing simulators, 50's garage, AV system upgrade, etc. have all been approved as have the contracts. We finally received official word from DCA regarding the grant award.
- The GRHOF has completed converting some bathroom space to storage.
- Demolition for the 50's garage and the simulators should start in mid-April.
- They hosted their first car show of the season in March, and despite rainy weather, over 30 cars participated. Their next show is scheduled for April 27.

**Farmer's Market:** The lease has been approved and sent to the Chamber for execution. The market will open April 27<sup>th</sup>.

**Partnership Personnel Revisions:** We were notified this week that Amanda Payne Sheffield has been hired by Kare4Kids to replace Tiffany Buchan. We will be meeting with her soon. At the Sheriff's Office, Sheriff Johnson promoted Major Greg Rowan, Chief Deputy to Lt. Colonel. Captain Ray Goodie has been promoted to Major over Operations. In this role Goodie will supervise all Sheriff's Office Divisions, including Patrol which has included our officers, Crime Suppression, SRO's, Investigations, Detention, Court Services, and the Office of Professional Standards that includes Training, Certification, Internal Affairs, etc. Goodie will report to Rowan, and Rowan will report to the Sheriff. Former Patrol Captain Brad Rounds will be leaving the agency. Goodie has asked for a meeting in the immediate future. We are awaiting his dates.

**DCA Historic Resource Survey for CLG \$6,000.00 Grant:** With the City Council awarding the contract work is underway and about 25% complete.

**Impact Fees Study:** With the passage of Impact Fees, we are working on all the implementation tasks, such as the CIP and other DCA requirements.

**Dawson County Health Department:** Discussions continue, and the county has hired an engineer to do some preliminary site evaluation on the southern end of the 17-acre property.

**Rental Properties:** With the recent acquisition of the new water tower site along Hwy 9 N, renovation to the house on the property is complete and under rental agreement. This will provide additional revenue for the Enterprise Fund.

**Well #112 Drilling & Spring Site:** We are underway with the purchase process for the spring site and will be drilling a test well at another location as soon as EPD grants permission.

**Governor's Office of Planning & Budget Grant for Water System Infrastructure due to Population Increase:**

No news on the grant we applied for offered by the Governor's Office of OPB that can be awarded to municipalities experiencing significant population increases. The grant request totaled \$1,154,720.00 and would be used to cover the cost of drilling and setting up operation of the new well. The grant requires a 75-25 match; so, our portion would be \$285,000.00. We have already budgeted in our Enterprise Fund for the total amount. If awarded, this could represent a savings of at least \$896,220.00. The plans and design for the well are complete.

**Lead & Copper Pipe Grant:** Staff have completed 75% of this labor-intensive project and are working on the last 25%.

**Future Wastewater Treatment Plant:** Great news – the GA EPD and the USDA have “concurred” with our environmental package. This allows us to begin preapplication for USDA funds. Simultaneously, we will be seeking GEFA loan information as well. USDA has been awarding 45% grants and GEFA loans are under 3%. The open market rates have been good. All will be evaluated. Construction times are extended because of supply line issues. They anticipate a two-year construction time. They anticipate costs up to \$15 million and we have a \$3 million grant from the Governor's Office that must be expended by the end of 2026. Turnipseed Engineers address and received approval of mitigation of the U.S. Fish and Wildlife concerns.

**Current Wastewater Treatment Plant:** Due to heavy sludge levels, four aerators are in need of replacement in the sewage pond. We will order a fifth as a back-up. These are critical to the sewage treatment process. Additionally, the sampler is in need of replacement.

**Generator Grants – GEMA:** Staff have worked hard to prepare grant request packages that have been submitted to GEMA for several generators that would be permanently installed at several of our water wells, sewage lift stations, and City Hall. They continue to ask for additional information, which means the requests are getting some good interest. We will keep our fingers crossed and keep you informed as we move along.

**Roads & Streets:**

- **Improvements to Downtown Roundabout:** We await word from GDOT as to when the project will begin.
- **Shoal Creek Bridge Construction & Paving Project:** We participated in the virtual pre-construction meeting with GDOT as this project will be starting soon. Once we get the final start date and detour routes, we will share them. The contractor has until November 2025 to complete the project.
- **Burt Creek Road:** The county is required to pave Burt Creek Road from Hwy 136 to the Lumpkin Campground Road, including the city's portion, as part of our SPLOST VII agreement. They plan to do full depth reclamation (FDR) on their sections. Ideally, we would do the same but don't have adequate funds; so, our portion will just be resurfaced. We will be requesting use of some SPLOST VII funds to do some deep patch repairs.

**Dawson County Hazard Mitigation Task Force:** Last updated in 2018 with city participation, both the City Manager and the Public Works Director participated this week in a virtual working group revising the plan for 2023. The plan

has been submitted to GEMA and FEMA. Once that step is completed, it will be returned to the City Council for adoption consideration.

### **Special Events:**

Our tentative 2024 Food Truck Night dates are May 3<sup>rd</sup>, June 7<sup>th</sup>, July 12<sup>th</sup>, August 2<sup>nd</sup>, September 6, October 4, and November 23<sup>rd</sup>, which will also be our tree lighting event.

- **May 11, 2024 - Gospel in the Park:** Mark your calendars, as we host a gospel music festival in Main Street Park. Acts already confirmed for the event, include Randy & Mary Perry (Randy of the original The Perrys), Raven Harris (possibly the entire Raven Welch Band), in the works Jaden's Call, Karen Peck and New River with Josh Sims of Premier Rendition providing technical assistance with audio and lights. The contract is in place with the DDA for the act they are paying for.

**GA Tech Partnership for Inclusive Innovation (PIN) Internship:** We have been selected as recipients of PIN Internship. The Smart Community Corps (SCC) is the first statewide program of its kind for civic-minded students to gain hands on smart city experience. Working as a summer cohort and in community pairs, interns are placed into local municipalities to support smart technology projects that are dedicated to creating livable and equitable communities. In addition to a full-time summer stipend, SCC provides curriculum programming in sustainability, innovation, career development and mentorship. The program is open to both Georgia Tech and other Georgia college undergraduate and graduate students. Each community opportunity will place interns to work together on a project. The aim is to bring students together with complementary skillsets, experiences, and expertise so that together they can learn from each other and leverage their joint work for cross-learning and co-creation with the community. The pair also works closely with the designated Georgia Tech lead researcher for research guidance and expertise. Together, the community and the students benefit from the joint university, multidisciplinary, and diverse experiences, and perspectives of the student pair.

### **Main Street Park Projects:**

- **Playground & Shade:** Staff continue researching shade for various locations in the park and the dog park. We received \$10,000.00 from the Dawsonville Civitan Club which will be used for this project over the inclusive playground area. We hope installation will occur later this spring or early summer. The zip line is broken due to oversized people riding it. We await cost estimates for repair.
- **Picnic Shelters #1 and #3:** Electrical power has been installed at both shelters. Reservations continue to be very popular.
- **Skate Park:** New equipment has been installed as has relocation of old elements to the new pad. Skate Park users are enjoying the larger, more challenging course. The old pad will be converted to a rest room and shelter assuming adequate funding is available. Planning is underway for a water fountain, benches, and a small shelter for shade at the new location. Landscape work by the Women's Club is underway. We are planning a ribbon cutting soon, possibly in conjunction with a food truck night for the basketball and pickle ball courts.
- **Disc Golf:** We have begun laying out and then clearing the course in the next several weeks with clearing to start soon after in hopes of having the extension open in the spring.
- **Basketball Court & Pickleball Courts:** Continue to receive heavy use.
- **Small Bathroom between Shelter #3 and Skate Park/Court Area:** We are evaluating what type of rest room to place at this location, stick built or prefab. We will also build a small shelter for shade.
- **Water Fountains:** We continue evaluating additional locations for water fountains within the park, each costing about \$7,000.
- **Stage:** Staff are researching the purchase of a hydraulic, mobile stage We have learned that John Megal may be interested in sponsoring the amphitheater.

- **Dog Park:** We held a ribbon cutting for the Heart of the Dog park on March 8<sup>th</sup> with over 50 in attendance. We worked with the Chamber and the young Eagle Scout candidate to put this together around his college schedule as he is a scholarship music student at UGA. The weather was cloudy, but it was still a nice ceremony, fortunately the rain held off. We continue to work on the turf in that area. Most afternoons, the parking lot is full as people enjoy the park with their canine friends.
- **Splash Pad:** Research into the possibility of adding this amenity is underway. The current cost estimate is over \$350,000.00.
- **Power for Amphitheater & Christmas Tree Walk:** We are working with GA Power for additional power for the future amphitheater.

**Cannery & Multi-use Facility:** Staff have been meeting with several interested individuals, groups, and agencies all interested in replacing the cannery that was once in our community. We are working to build a coalition of committed people and agencies that can join to design a facility and find grant funding for land acquisition, construction, and operation. Early vision sees the facility not only being a cannery, but a dual kitchen that includes incubator space, refrigerated cold/frozen storage, classroom, emergency shelter for warming needs and other weather events, etc. This is just a vision but so far, we have interest from Reggie Stowers, Louise McPherson, Clark McAllister, Cooperative Extension Service, Department of Agriculture, and others. We will see where our conversations and research lead. An online interest survey has been developed and another will be used in conjunction with the Farmer's Market.

**Personnel Vacancies:** We continue to recruit and take applications for the Utility Collections Lead, Planning and Zoning Director, and Building Inspector positions that are vacant.

**Downtown, Marketing, Economic Development:** The DDA has collaborated with the GRHOF and AMP to develop, share costs and submit an excellent full-page ad in this special publication. Also, new street post banners were installed. We have two mural proposals for the Food Lion wall that faces City Hall, and we will get one more. We have been told that Food Lion corporate offices approved the mural project as did the shopping center owner, but we are awaiting written permission.

**Leak Adjustments:** Six accounts were adjusted in March and thus far in April for a total of \$707.59. \$277.28 for water and \$430.31 for sewer.

**Calendar YTD \$1,846.34. Last Year Calendar YTD \$1,978.55 reducing lost revenue, aiding our customers, and saving water thanks to our upgraded radio-read meter system.**



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 17

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SUBJECT: \_\_\_\_\_ **STAFF REPORT: FINANCE DIRECTOR** \_\_\_\_\_

CITY COUNCIL MEETING DATE: 04/15/2024

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BUDGET INFORMATION: GL ACCOUNT # \_\_\_\_\_ NA \_\_\_\_\_

Funds Available from: \_\_\_\_\_ Annual Budget \_\_\_\_\_ Capital Budget Other \_\_\_\_\_

Budget Amendment Request from Reserve: \_\_\_\_\_ Enterprise Fund \_\_\_\_\_ General Fund

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PURPOSE FOR REQUEST:

**TO PRESENT FUND BALANCE AND ACTIVITY THROUGH MARCH 31, 2024**

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HISTORY/ FACTS / ISSUES:

**SEE ATTACHED FINANCIAL REPORTS**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Robin Gazaway, Finance Director

CITY OF DAWSONVILLE, GEORGIA  
GENERAL FUND  
July 1, 2023 - March 31, 2024

75%

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<b>REVENUES</b>			
Taxes	\$ 2,457,600	\$ 2,034,181	82.77%
Licenses and permits	92,300	92,756	100.49%
Intergovernmental revenues	6,000	52,695	878.25%
Fees	297,550	322,371	108.34%
Other	<u>409,895</u>	<u>177,079</u>	<u>43.20%</u>
Total revenues	<u>3,263,345</u>	<u>2,679,082</u>	<u>82.10%</u>
<b>EXPENDITURES</b>			
Department:			
Council	162,200	111,948	69.02%
Mayor	63,700	20,565	32.28%
Elections	20,000	932	4.66%
Administration	1,037,433	649,738	62.63%
City Hall building	174,460	179,290	102.77%
Animal control	2,040	253	12.40%
Roads	796,000	490,650	61.64%
Parks	104,000	73,580	70.75%
Planning and zoning	572,839	311,840	54.44%
Economic development	<u>330,673</u>	<u>256,381</u>	<u>77.53%</u>
Total expenditures	<u>3,263,345</u>	<u>2,095,177</u>	<u>64.20%</u>
<b>TOTAL REVENUES OVER EXPENDITURES</b>		583,905	
Transfer in From Reserves		<u>(583,905)</u>	
<b>NET CHANGE IN FUND BALANCE</b>		<u><u>-</u></u>	

CITY OF DAWSONVILLE, GEORGIA  
WATER, SEWER, AND GARBAGE FUND  
July 1, 2023 - March 31, 2024

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
<b>REVENUES</b>			
Water fees	\$ 895,000	\$ 742,332	82.94%
Sewer fees	916,000	879,023	95.96%
Garbage fees	230,200	263,837	114.61%
Miscellaneous	<u>556,507</u>	<u>168,704</u>	<u>30.31%</u>
Total revenues	<u>2,597,707</u>	<u>2,053,896</u>	<u>79.07%</u>
<b>EXPENDITURES</b>			
Depreciation	633,000	514,313	81.25%
Garbage service	230,200	275,115	119.51%
Group insurance	200,000	77,248	38.62%
Insurance	600	-	0.00%
Interest	87,450	52,226	59.72%
Payroll taxes	36,000	19,330	53.69%
Professional	201,000	137,419	68.37%
Miscellaneous	166,205	353,732	212.83%
Repairs/supplies	274,000	252,527	92.16%
Retirement	30,000	21,855	72.85%
Salaries	451,852	257,269	56.94%
Technical services	88,000	87,962	99.96%
Utilities	<u>199,400</u>	<u>136,896</u>	<u>68.65%</u>
Total expenditures	<u>2,597,707</u>	<u>2,185,892</u>	<u>84.15%</u>
<b>INCOME (LOSS)</b>		<u><u>(131,996)</u></u>	

CITY OF DAWSONVILLE, GEORGIA  
 SPLOST VI  
 July 1, 2023 - March 31, 2024

**SPLOST VI**

	Budget	Actual	Percentage
<b>REVENUES</b>			
Taxes	-	-	#DIV/0!
Interest	-	1,081	#DIV/0!
Other	59,000	-	0.00%
Total revenues	59,000	1,081	1.83%
<b>EXPENDITURES (Capital Outlays)</b>			
City hall acquisition	-	75	#DIV/0!
Roads and sidewalks		-	#DIV/0!
Public works equipment - roads	50,000	-	0.00%
Sewer projects	-	-	0.00%
Public works equipment - sewer	-	-	0.00%
Water projects	-	-	0.00%
Public works equipment - water	-	-	0.00%
Farmers market	9,000	6,750	75.00%
Parks and recreation	-	-	0.00%
Total expenditures	59,000	6,825	11.57%
<b>TOTAL REVENUES OVER EXPENDITURES</b>		(5,744)	
Transfer in From Reserves		5,744	
<b>NET CHANGE IN FUND BALANCE</b>		-	



CITY OF DAWSONVILLE, GEORGIA  
 SPLOST VII  
 July 1, 2023 - March 31, 2024

**SPLOST VII**

	Budget	Actual	Percentage
<b>REVENUES</b>			
Taxes	1,000,000	923,628	92.36%
Interest	21,000	59,335	282.55%
Other	1,679,000	-	0.00%
Total revenues	2,700,000	982,963	36.41%
<b>EXPENDITURES (Capital Outlays)</b>			
City hall acquisition	250,000	25,646	10.26%
Roads and sidewalks	1,000,000	113,089	11.31%
Public works equipment - roads	65,000	-	0.00%
Land Acq. / Downtown	-	-	0.00%
Public works equipment - sewer	780,000	-	0.00%
Water projects/Sewer Projects	-	-	0.00%
Public works equipment - water	-	-	0.00%
Farmers market	-	-	#DIV/0!
Parks and recreation	605,000	413,897	0.00%
Total expenditures	2,700,000	552,632	20.47%
<b>TOTAL REVENUES OVER EXPENDITURES</b>		430,331	
Transfer in From Reserves		(430,331)	
<b>NET CHANGE IN FUND BALANCE</b>		-	