



# **CITY OF DAHLONEGA COUNCIL MEETING AGENDA**

**APRIL 06, 2020 AT 6:00 PM**

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

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## **TELECONFERENCE INFORMATION**

Due to recommendations by the CDC during the Coronavirus crisis, this meeting will be conducted via teleconference. This is allowed by O.C.G.A. §50-14-1(g) as the public is provided simultaneous access to the teleconference meeting. The City of Dahlonega will utilize Zoom to conduct this teleconference meeting.

### **TO JOIN:**

Go to - <https://dahlonega.gov/category/news/>

Find the meeting invite you would like to attend

OR – Click on the hyperlink above

**We appreciate your patience and understanding during this time**

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## **CALL TO ORDER AND WELCOME**

## **APPROVAL OF AGENDA**

## **PUBLIC COMMENT – PLEASE LIMIT TO THREE MINUTES**

## **APPROVAL OF MINUTES -**

[a.](#) Work Session Minutes - February 18, 2020

## **RECOGNITION**

[1.](#) Proclamation Child Abuse Prevention Month April 2020

## **ORDINANCE AND RESOLUTION:**

## **OLD BUSINESS:**

[2.](#) Employee Compensation and Benefit Review

Melody Marlowe, Finance Director

## **NEW BUSINESS:**

[3.](#) City Attorney Contract Renewal

Sam Norton, Mayor

## **COMMENTS – PLEASE LIMIT TO THREE MINUTES**

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

## **ADJOURNMENT**



# CITY OF DAHLONEGA

## Work Session Minutes

### February 18, 2020 4:00 PM

<p><b>PRESENT</b></p> <p>Mayor Sam Norton  Council Member Roman Gaddis  Council Member Mitchell Ridley  Council Member Ron Larson  Council Member JoAnne Taylor  Council Member Helen Hardman  Council Member Johnny Ariemma</p>	<p><b>PRESENT</b></p> <p>City Manager Bill Schmid  City Clerk Mary Csukas  Director Melody Marlowe  Director Kevin Herit  Director Mark Buchanan  Director John Jarrard</p>	<p><b>Present</b></p> <p>City Attorney Doug Parks  Director Shannon Ferguson  DDA Program Assistant Cari McDuffie</p>
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#### OPEN MEETING

Mayor Norton opened the Meeting at 4:00 p.m.

#### BOARDS AND COMMITTEE'S:

1. Cemetery Committee, Chris Worick, Cemetery Committee Chairman
  - Ms. Patricia Turner swearing-in will be this evening during the cemetery committee meeting. The cemetery committee needs an At-Large member
2. Downtown Development Authority – January 2020, Shannon Ferguson, Executive Director,
  - Special Called Meeting, Thursday, February 20th to promote the Head House and Kindergarten property through a consultant.
  - We identified Three key events with challenges and opportunities: App Jam and Christmas lighting and the Farmers Market.
  - The Farmer Market –Eliminate the Tuesday market, relocate the farmers market to Enota Road, implement a two-strike policy, monthly fee schedule with no early departure, possible fee waivers, and a plan is to outsource the Farmers Market to a third-party vendor as opposed to the Main Street staff.
    - Mayor Norton had concerns with the lack of shade on Enota concerning the farmer's tents.
    - Council Member Larson advised partnering with the educational community as an opportunity for the Farmers Market.
    - Council Member Taylor advised the use of signage to advertise the Farmers better.
    - Council Member Ridley asked to keep the Farmers Market informed of these ideas. Director Ferguson stated that at the Annual Meeting this year the possible changes will be outlined
  - AP Jam – While this event is vital to the downtown, we have identified a few cost-saving changes that will allow this event will stay strong.
    - Risk Management issues
    - Possible input into the design as the City funds it at \$1000 a year.

3. Main Street-January 2020, Carolyn McDuffie, Main Street Project Coordinator
  - Arbor Day rain or shine is set for Monday, February 24th, at 3:00 p.m. to plant the first dogwood tree. In case of rain, a tent will be available for attendees.
  - Pre-event Meeting with Arts & Wine, Bear on the Square, Literary & Science Festival events to ensure we have all the information as needed. Mayor Norton asked that we enhance AP Jam as it is vital.
4. Tourism Board - January 2020, Sam McDuffie,
  - Tourism Director Sam McDuffie was unable to attend today due to pressing tourism duties, but he is always available for input.

#### DEPARTMENT REPORTS:

5. City Marshal's Report - January 2020, Jeff Branyon, Marshal
  - The owners of the dilapidated structure on Silver Ridge received a consent order to clean the property. The family took control and cleaned the property without city intervention. The Mayor stated that the work done was a marked and noticeable improvement to the area.
  - Johnny Ariemma asked if the tools were in place to assist the Marshal's office. Marshal Branyon stated that through budget funding and ordinances, the department is in order.
  - Marshal Branyon informed Council that priority is structures that are most likely a danger to the Citizens; Ordinance 2019-14, dilapidated structures will provide the Marshals with this right.
  - Marshal Branyon informed Council that Lex-Pro is assisting with the creation of the polices manual that will ready for Council review soon.
  - Council will discuss the Marshal's department at the upcoming Council retreat.
6. Community Development – January 2020, Kevin Herrit, Director
  - The database for Open Gov online permitting will be completed soon, and the expected go-live date is the end of March.
  - Council discussed the need for the City Manager and Director Herrit to streamline the HPC and Zoning process to allow for a smaller timeline for completion.
  - A Downtown Authority is considering the creation of a Downtown Master Plan.
  - The Downtown Hotel is following the consent order as directed, and we have no problems at this time. No information on the franchise for this hotel has given to the City. The side street repair will begin once the Hotels Certificate of Occupancy as been issued.
7. Financial Services Department Report – January 2020, Melody Marlowe, Finance Director
  - BSA software conversion is on track with all associated third-party vendors
8. Public Works Department Report – January 2020, Mark Buchanan, PW Director/City Engineer
  - Staff will complete the sanitary sewer line work project in the Dairy Queen area. Dairy Queen will shut down for 6 hours on Tuesday, starting around 9:00 a.m. This sewer line is part of the Main system. The work will include encasing the pipe in the water and a slight change in the flow process in the river near Dairy Queen. The time and place for the tree removal of this project can be found through our social media.
  - Council was informed that an ordinance is in place to remove trees from the sidewalk, and the city staff handles overhanging limbs that are in the right-of-way.
9. Water & Wastewater Treatment Department Report January 2020, John Jarrard, Director
  - The recent rain topped 14 inches, which reiterates the need for a rider on manholes in the future. Our water flow problem, with the use of the correct manholes, can be resolved.

**ITEMS FOR DISCUSSION:**

10. Property Manager Request for Additional Water Charge Write-Off, Gordon Copeland, Chestatee Real Estate
  - Mr. Copeland asked the City for assistance with a water bill from one of his rental properties. The City policy allows for an adjustment of one half of the total of the water bill, the water bill at this property was \$3344.00, so we gave him an adjustment of \$1641.00 & \$360.00. A water bill is the responsibility of the person on the account only, whether it is a tenant or owner of the property. The City's responsibility per state law is with the account owner only.
  - Mr. Copeland, the rental agent, was not informed by the tenet of the original leak on November 28th and December 13th. At the beginning of January, the City reported the water leak issue to Mr. Copeland, and he did not locate a leak until three weeks later.
  - Council discussed the issue and presented the following:
    - What will the property owner pay?
    - Why wasn't the water issue not noticed from the original leak in Nov until the end of January?
    - Other citizens have had this same issue in town with only a 50% refund.
    - An amount that the landowner is willing to pay.
    - Full payment must be made on the bill.
  - The City will allow a twelve-month payment plan for the remaining bill, which is \$2000.00.
  - The Tenant must agree to pay the bill as follows; \$500.00 by each party within 30 days- Owner, Management company, Tenant, and a City adjustment. We will move this item to the March 19<sup>th</sup> Work Session unless a resolution found before the March Work Session.
11. Ordinance 2020-07: An Ordinance to include regulations and procedures for mobile food service, Doug Parks, City Attorney
  - Mobile food vendors are only allowed with special events and festivals. The application for an event will now have a section about mobile food trucks to allow for a permit.
  - Main Street agrees that this is a sound ordinance that shows best practice.
  - The Public Works Department, with the use of the size of our streets, determined the allowable mobile food truck size for events. If a size issue arises the day of an event, the Main Street Manager will make a decision.
  - This item will be moved to the next Council Meeting for a vote.
12. Ordinance 2020-11: Parades, Assemblies, Demonstrations and Rallies in Public Places
  - Bill stated that the Ordinance would be part of the discussion at the Council Retreat.
13. Resolution opposing HB 302, HB 937 and SB 172, JoAnne Taylor
  - Resolution opposing HB 302 and SB 172 will be on the Council Meeting in March 2020 for a possible vote.
14. Zoning Map Quarterly Review, Director Herrit and City Manager Schmid
  - The updated zoning map will be presented to the Planning Commission for approval and then to the Council. This zoning map will go to the April meeting, not March meeting, to allow for the completion of needed text amendments.
  - The Mayor inquired into existing applications for zoning issues and any delays due to the updating of the zoning map. Director Herrit stated that this should not be a hindrance.
  - An update on the Squirrel Tail and Crown Mountain applications showed the information did not meet the state requirements. The consultants did not follow state law and City ordinance. Both can reapply.
15. Public Notice Meeting Dates – Work Session, Mary Csukas, City Clerk
  - Council is proposing the move of the Thursday Work Session to the third Monday of each month; there is no hindrance to other meetings at this time.
16. Contract Award Recommendation – Project #2020-005 Asphalt Leveling and Resurfacing City Streets, Mark Buchanan, Engineer. Council discussed the need to ensure that this low bid of \$60,000 from Colditz Trucking Inc was not from a substandard vendor. Director Buchannan assured Council that this vendor has been used many times on other projects and is a premier contractor.

17. LMIG Project #2020-001 Asphalt Leveling and Resurfacing City Streets, Mark Buchanan, Engineer. The contractor, Colditz Trucking Inc, winning bid was \$110,000 to resurface sidewalks in downtown. This a grant-funded project from GDOT.
18. Contract Award Recommendation - Project #2020-010 Barlow Road Improvements, Mark Buchanan, Engineer. The winning bid was with Townley Construction at \$228,764 for road improvement on Barlow Road.

**COMMENTS – PLEASE LIMIT TO THREE MINUTES**

City Manager Comments – City Hall access will be temporarily relocated to Building B for the next three days to allow for tile work in the Lobby.

Mayor Comments – Mayor Norton thanked the Staff for the time and effort it took to present thier monthly reporting and reminded everyone that we would be at a planning session in Milledgeville starting this Thursday through Saturday.

**ADJOURNMENT**

The Meeting was adjourned at 6:04 p.m.





# Joint Proclamation

By  
Lumpkin County  
And  
The City of Dahlonega



**WHEREAS;** Children are critical to Lumpkin County's future success, prosperity, and quality of life. While children are our most valuable resource, they also comprise one of the state's most valuable populations; and

**WHEREAS;** All Children have a right to a safe home – a place that provides each child with an opportunity to thrive, learn, and grow in an environment that fosters healthy development; and

**WHEREAS;** Child abuse and neglect can be prevented by supporting and strengthening Lumpkin County's families, thus preventing the far – reaching effects of maltreatment and providing opportunities for children to develop healthy, trusting family bonds. With such support, the community at large may better protect the interests of children today while building an even brighter future for our communities; and

**WHEREAS;** When children are threatened by abuse, effective intervention becomes a shared responsibility, and Georgia citizens must come together so that the voices of children are heard by all. We must work together to see that our communities are extending helping hands to children and families in need; and

**WHEREAS;** Effective child abuse prevention strategies succeed because of the partnership created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, the business community, and other community stakeholders; and

**WHEREAS;** By providing a safe and nurturing environment for our children – an environment free from violence, abuse, and neglect – we are best ensuring that Lumpkin's children will grow to their full potential as the next generation of leaders and the future of this state and nation;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dahlonega and Lumpkin County hereby proclaim the month of April 2020 to be **Child Abuse Prevention Month**, and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

*Lumpkin County Georgia*

\_\_\_\_\_  
Chris Dockery, Chairman

Attest:

\_\_\_\_\_  
Melissa Witcher, County Clerk

*City of Dahlonega*

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

Attest:

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







# CITY COUNCIL AGENDA REPORT

**DATE:** March 29, 2020  
**TITLE:** Employee Compensation and Benefit Review  
**PRESENTED BY:** Melody Marlowe, Finance Director

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## AGENDA ITEM DESCRIPTION:

The City contracted Whit Perrin Wright Consulting to review the competitiveness of the City's compensation and benefit plans based on current market information from comparable employers. Conducting a compensation and benefits study provides data from competitors for analysis. A look at how the City compares to others for total compensation including benefits is essential to understanding what is needed to attract and retain a high-performing workforce.

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## HISTORY/PAST ACTION:

A report on the work performed, findings, and recommendations was presented to City Council by Consultant Whit Perrin Wright for consideration at the work session held March 19, 2020. A summary report is attached for Council review.

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## FINANCIAL IMPACT:

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

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## RECOMMENDATION:

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

Realizing that the City is facing a time of extreme financial uncertainty as a result of the COVID-19 pandemic, it is not prudent to suggest a financial commitment to implement the consultant's recommendation at this time. However, it is recommended that Council adopt the recommended pay structure. Failure to do so will result in further erosion of the accuracy of the tool used to recruit, maintain, and adequately compensate a quality workforce.

The adoption of a revised pay structure and changing the grade of several jobs will create discrepancies between actual pay and the new structure. Recognizing that eventual pay changes will be necessary to allow employees to be equitable paid, it is suggested that these be considered as a high priority item with the development of the FY2021 Budget.

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## SUGGESTED MOTIONS:

I make a motion to adopt the pay structure recommended by the consultant and instruct management to consider recommended pay changes as a high priority with the development of the FY2021 Budget.

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## ATTACHMENTS:

Memorandum Re: Compensation and Benefits Review  
City of Dahlonega Pay Structure



**CITY OF DAHLONEGA  
FINANCE DEPARTMENT**

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

# MEMORANDUM

Date: March 29, 2020  
To: Mayor and City Council  
From: Melody Marlowe, Finance Director  
Re: Compensation and Benefits Review

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

The consultant was tasked to

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

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

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



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

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

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

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

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

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

## CITY OF DAHLONEGA PAY STRUCTURE

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

CITY OF DAHLONEGA PAY STRUCTURE - JOBS				
ASSIGNED JOBS	NEW GRADE	MINIMUM	MIDPOINT	MAXIMUM
City Engineer/Public Works Director, Finance Director	25	\$77,879.10	\$101,242.83	\$124,606.56
	24	\$74,170.57	\$96,421.74	\$118,672.91
	23	\$70,638.64	\$91,830.23	\$113,021.82
City Marshal, Utilities Director	22	\$67,274.89	\$87,457.36	\$107,639.83
Assistant Finance Director, Downtown Development Director, Community Development Director	21	\$64,071.33	\$83,292.73	\$102,514.12
	20	\$61,020.31	\$79,326.41	\$97,632.50
Special Projects Manager	19	\$58,114.58	\$75,548.96	\$92,983.33
Water and Wastewater Superintendent	18	\$55,347.22	\$71,951.39	\$88,555.55
City Clerk	17	\$52,711.64	\$68,525.13	\$84,338.62
Deputy City Marshal	16	\$50,201.56	\$64,006.99	\$77,812.42
Main Street Director	15	\$47,811.01	\$60,959.04	\$74,107.07
Water Plant Supervisor, Sewer Plant Supervisor, Water Distribution Supervisor, Streets Supervisor, Solid Waste Supervisor, Stormwater Management Supervisor	14	\$45,534.30	\$58,056.23	\$70,578.16
	13	\$43,366.00	\$55,291.65	\$67,217.29
Finance Technician, Building Inspector	12	\$41,300.95	\$52,658.71	\$64,016.47
	11	\$39,334.24	\$50,151.15	\$60,968.07
Water Plant Operator I, Sewer Plant Operator I, DDA Project Coordinator, Code Enforcement	10	\$37,461.18	\$47,763.00	\$58,064.83
	9	\$35,677.31	\$45,488.57	\$55,299.83
Municipal Court Clerk, Senior Equipment Operator, Vehicle/ Building Maintenance Tech, Utility Maintenance Tech, Water Treatment Plant Operator II, Sewer Treatment Plant Operator II	8	\$33,978.39	\$43,322.45	\$52,666.51
	7	\$32,360.37	\$41,259.48	\$50,158.58
Equipment Operator, Water Treatment Plant Operator III, Sewer Treatment Plant Operator III	6	\$30,819.40	\$39,294.74	\$47,770.08
Administrative Assistant, Water Meter Reader, Water Treatment Plant Operator Trainee, Sewer Treatment Plant Operator Trainee	5	\$29,351.81	\$37,423.56	\$45,495.31
City Ambassador, Office Assistant	4	\$27,954.11	\$35,641.49	\$43,328.87
Groundskeeper	3	\$26,622.96	\$33,944.27	\$41,265.59
Laborer, Maintenance Worker	2	\$25,355.20	\$32,327.88	\$39,300.56



## CITY COUNCIL AGENDA REPORT

**DATE:** April 6, 2020  
**TITLE:** City Attorney Contract Renewal  
**PRESENTED BY:** Sam Norton, Mayor

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### AGENDA ITEM DESCRIPTION:

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### HISTORY/PAST ACTION:

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### FINANCIAL IMPACT:

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### RECOMMENDATION:

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### SUGGESTED MOTIONS:

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### ATTACHMENTS:

City Attorney – Contract Renewal

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## REPLACEMENT

### CITY ATTORNEY EMPLOYMENT AGREEMENT

This Agreement made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Dahlonega, Georgia, a municipal corporation, ("City") as party of the first part and J. Douglas Parks, P.C., ("Law Firm") as party of the second part, both of whom understand as follows:

#### WITNESSETH

WHEREAS, the City desires to secure the services of J. Douglas Parks, P.C. to provide the service of City Attorney for the City of Dahlonega; and,

WHEREAS, it is the desire of the governing body of the City of Dahlonega, hereinafter called the "City Council" to establish certain conditions of services; and,

WHEREAS, the original employment agreement of the City Attorney and other professional services providers has been misplaced in the City's records.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

#### **Section 1. Duties**

The firm of J. Douglas Parks, P.C. shall perform the functions and duties specified in the City Charter and the Code of Ordinances with its employee J. Douglas Parks being denominated as City Attorney, and said Law Firm shall perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

#### **Section 2. Term**

The term of this Agreement shall be for an initial period of one (1) year commencing on the Employment Date and ending one (1) year later, which shall be the Initial Term. This Agreement shall be automatically renewed at the expiration of the Initial Term for an additional year unless notice that the Agreement shall not be renewed is given by the City or by the Law Firm at least six (6) months before the expiration of the Initial Term. Successive renewal terms of one (1) year each will commence automatically upon the expiration of the prior renewal term unless terminated in the same manner as provided in the Initial Term. This Agreement replaces a contract still in effect executed on or about January 1, 2007.

#### **Section 3. Fees**

The hourly rate of the Law Firm is \$100.00 per hour plus general expenses as well as expenses for training and seminars together with existing retainers as currently in effect. Time devoted by legal assistants and certified paralegals is charged consistent with their skillset and knowledge but not to exceed fifty dollars per hour. The time for which the City will be charged is based on quarter hour increments, and will include, but will not necessarily be limited to, telephone and office conferences with City officials or its personnel, other counsel, consultants, government personnel

and others; perform duties of city solicitor and related expenses, all as consistent with current practices; conferences among our personnel; factual investigation; legal research; drafting and review of letters, memoranda, ordinances, litigation and other documents; reviewing files in preparation for proceedings or meetings; responding to City staff requests to provide information; and travel time.

#### **Section 4. General Provisions**

The text herein shall constitute the entire Agreement between the parties. This Agreement shall be binding upon and inure to the Benefit of the heirs at law and executors of Law Firm. If any provision or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. No alteration, modification or amendment of this Agreement shall be effective unless contained in writing, executed between the Law Firm and the City. In the event of a dispute relating to this Agreement, the prevailing party shall be entitled to all costs, disbursements and attorneys' fees incurred in enforcing this Agreement.

IN WITNESS WHEREOF, the City of Dahlonega has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested by the City Clerk, and the Law Firm has signed and executed this Agreement, both in duplicate, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**J. DOUGLAS PARKS, P.C.**

**THE CITY OF DAHLONEGA**

\_\_\_\_\_  
J. Douglas Parks, President

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

Attest:

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