

**AGENDA**  
**CITY COUNCIL REGULAR MEETING AND WORK SESSION**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, May 15, 2023**  
**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 May 1, 2023
    - Executive Session held May 1, 2023
  - b. Approve Reappointment of Kevin Herrit as the Private Sector Member of the Georgia Mountain Regional Commission Council
8. Employee Recognition
9. Proclamation: National Accounting Day, May 19, 2023
10. Proclamation: National Public Works Week, May 21 -27, 2023

**BUSINESS**

**WORK SESSION**

11. Consideration of Proposed Charter Amendment
12. Discuss Available Rental Space at City Hall Complex
13. Personnel Policy Revisions with Revised Organizational Chart
14. FY 2023-2024 Proposed Budget Presentation

**STAFF REPORTS**

15. Bob Bolz, City Manager
16. Robin Gazaway, Finance Administrator

**EXECUTIVE SESSION, IF NEEDED**

**ADJOURNMENT**

***The next scheduled City Council meeting is Monday, June 5, 2023***

*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: 05/15/2023

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PURPOSE FOR REQUEST:

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

- a. **Approve Minutes**
    - **Regular Meeting held May 1, 2023**
    - **Executive Session held May 1, 2023**
  - b. **Approve Reappointment of Kevin Herrit as the Private Sector  
Member of the Georgia Mountain Regional Commission Council**
-



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7a

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SUBJECT: APPROVE MINUTES

CITY COUNCIL MEETING DATE: 05/15/2023

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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 HELD MAY 1, 2023**
  - **EXECUTIVE SESSION HELD MAY 1, 2023**
- 

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 MEETING**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, May 1, 2023**  
**5:00 P.M.**

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1. **CALL TO ORDER:** Mayor Eason called the meeting to order at 5:00 pm.
2. **ROLL CALL:** Present were Councilmember Will Illg, Councilmember Mark French, Councilmember Caleb Phillips, Councilmember John Walden, City Attorney Kevin Tallant, City Manager Bob Bolz, City Clerk Beverly Banister, Public Works Director Trampas Hansard, Utility Director Jacob Barr, Director of Downtown Development Amanda Edmondson. Stacy Harris and Clay Moss were also present from the Planning & Zoning Department.
3. **INVOCATION AND PLEDGE:** Invocation and pledge were led by Councilmember Phillips.
4. **ANNOUNCEMENTS:** Mayor Eason announced the first Food Truck Friday will take place on May 5, 2023 at the Farmer's Market Pavilion. Amicalola Regional Farmer's Market had their opening day on Saturday and later in the season will add hours on Wednesday afternoon. He also encouraged the public to participate in and provide their input on the City's Comprehensive Plan survey and announced the next steering committee meeting for the Comprehensive Plan would be held at City Hall on Thursday, May 11, 2023 starting at 5:30 pm.
5. **APPROVAL OF THE AGENDA:** Motion to approve the agenda as presented made by M. French; second by J. Walden. Vote carried unanimously in favor.
6. **PUBLIC INPUT:** Corey Guthrie, 3384 Elliott Family Parkway – He came to speak on behalf of agenda item #13 to present plans for a greenspace area as a required stipulation from a previously approved zoning amendment request. The plan includes a trail from the road leading to a greenspace area which backs up to the creek and will have some picnic tables. He further stated there will be a mail kiosk but would be limited in space for a gathering area. He stated the trail to the creek is approximately one hundred feet.
7. **CONSENT AGENDA:** Motion to approve the consent agenda for the following items (a) made by W. Illg; second by C. Phillips. Vote carried unanimously in favor.
  - a. Approve Minutes
    - Regular Meeting and Work Session held April 17, 2023
8. **PROCLAMATION: 54<sup>TH</sup> ANNUAL PROFESSIONAL MUNICIPAL CLERKS, APRIL 30 – MAY 6, 2023:** Mayor Eason read the proclamation and thanked the City Clerk Beverly Banister and Deputy City Clerk Tracy Smith for their service to the City.
9. **PROCLAMATION: WATER PROFESSIONALS WEEK, MAY 7 – MAY 13, 2023:** Mayor Eason read the proclamation and thanked the City's utilities staff for their commitment and hard work on behalf of the City.

#### **PUBLIC HEARING**

10. **EXTENDING A TEMPORARY MORATORIUM ON THE ISSUANCE OF DEVELOPMENT AND BUILDING PERMITS:** Motion to open a public hearing made by W. Illg; second by M. French. Vote carried unanimously in favor. Mayor Eason conducted the public hearing. No one spoke in favor of or opposition to the request. Motion to close the public hearing made by J. Walden; second by C. Phillips. Vote carried unanimously in favor. Attorney Tallant briefly explained the City is awaiting the recommended fee schedule as a part of the study done by the Georgia Mountain Regional Commission. Tentatively the process could be completed by August 2023 should the Council choose to proceed with implementing impact fees. However, the Council could at any time repeal the moratorium.

Motion to approve Resolution #R2023-04 as presented made by J. Walden; second by W. Illg. Councilmember Phillips stated his opposition to impact fees and reported that several subdivisions have been delaying their building process because the impact fee is unknown at this time. Mayor Eason explained the delay in attempting to complete this study. Councilmember French requested clarification on whether or not the moratorium would terminate should the Council choose to reject the impact fee recommendation; Attorney Tallant confirmed that it would. Vote carried three in favor (Walden, Illg, French) with one opposed (Phillips). (Exhibit "A")

**MINUTES**  
**CITY COUNCIL REGULAR MEETING**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, May 1, 2023**  
**5:00 P.M.**

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**BUSINESS**

- 11. INDEPENDENT CONTRACTOR AGREEMENT FOR DAWSONVILLE HISTORY MUSEUM DIRECTOR:** Motion to accept the termination letter from Kara Grayson Gallery LLC (Cindy Elliott) regarding the Independent Contractor Agreement as the Director of the Dawsonville History Museum and to collect a balance of \$1,129.63 for April's percentage rent to offset payments made to Kara Grayson Gallery LLC in 2023 plus \$250.00 for April's base rent from the museum made by W. Illg; second by C. Phillips. Vote carried unanimously in favor.
- 12. CHANGE IN PROFESSIONAL SERVICE PROVIDER:** Motion to approve a change in the City's appointment of professional legal services from Miles, Hansford & Tallant, LLC to Tallant Howell and to appoint Jonah Howell as the City's Solicitor effective June 1, 2023 made by M. French; second by J. Walden. Vote carried unanimously in favor.
- 13. CONSIDERATION OF APPROVAL FOR AMENITY PACKAGE AND/OR GREENSPACE FOR ARBOR WEST SUBDIVISION:** Clay Moss provided a staff recommendation for the Council to consider adding a pavilion with seating that is ADA accessible from the development's sidewalk. Corey Guthrie asked for clarification on the size of the pavilion should the Council approve the staff recommendation; he explained they did not consider adding one in an attempt to keep maintenance fees down for the HOA in this size community. Discussion occurred. Mr. Guthrie was concerned about the pavilion being subject to the setback requirements of the right-of-way; Clay Moss recommended providing the build out plan including the pavilion and the department would determine if the setbacks needed to be moved. Council stated they would have no issue providing a variance if needed.

Motion to approve the greenspace area for Arbor West Subdivision to include a 12 x 20 pavilion with a concrete pad with ADA access, two grills, picnic tables and a permanent trash can made by W. Illg; second by J. Walden. Vote carried unanimously in favor.

**EXECUTIVE SESSION**

At 5:29 p.m. a motion to close regular session and go into executive session for potential/pending litigation and land acquisition made by J. Walden; second by M. French. Vote carried unanimously in favor.

At 5:53 p.m. a motion to close executive session was made by W. Illg; second by J. Walden. Vote carried unanimously in favor.

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

**ADJOURNMENT:**

At 5:54 p.m. a motion to adjourn the meeting was made by J. Walden; second by C. Phillips. Vote carried unanimously in favor.

***Approved this 15<sup>th</sup> day of May 2023***

By: CITY OF DAWSONVILLE

\_\_\_\_\_  
Mike Eason, Mayor

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

**MINUTES**  
**CITY COUNCIL REGULAR MEETING**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, May 1, 2023**  
**5:00 P.M.**

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

\_\_\_\_\_  
John Walden, Councilmember Post 3

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

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

DRAFT

STATE OF GEORGIA  
COUNTY OF DAWSON

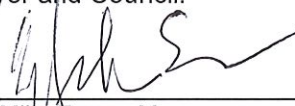
AFFIDAVIT OF THE CITY OF DAWSONVILLE MAYOR AND COUNCIL

Mayor Michael Eason, Councilmember John Walden, Councilmember Caleb Phillips, Councilmember William Illg, and Councilmember Mark French; being duly sworn, state under oath that the following is true and accurate to the best of their knowledge and belief:

1. The City of Dawsonville Council met in a duly advertised meeting on May 1, 2023.
2. During such meeting, the Board voted to go into closed session.
3. The executive session was called to order at 5:29 p.m.
4. The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law: (check all that apply)

- Consultation with the City Attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the City or any officer or employee or in which the City or any officer or employee may be directly involved as provided in O.C.G.A. § 50-14-2(1);
- Discussion of tax matters made confidential by state law as provided by O.C.G.A. § 50-14-2(2) and \_\_\_\_\_;
- Discussion of future acquisition of real estate as provided by O.C.G.A. § 50-14-3(b)(1);
- Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a City officer or employee as provided in O.C.G.A. § 50-14-3(b)(2);
- Other \_\_\_\_\_ as provided in: \_\_\_\_\_.

This 1<sup>st</sup> day of May 2023; By the City of Dawsonville, Mayor and Council:

  
\_\_\_\_\_  
Mike Eason, Mayor

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

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

  
\_\_\_\_\_  
John Walden, Councilmember Post #3

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

Sworn to and subscribed before me this  
1 day of May, 2023

  
\_\_\_\_\_  
Signature, Notary Public

My Commission expires: Feb 18, 2024



## RESOLUTION R2023-04

### **A RESOLUTION OF THE CITY OF DAWSONVILLE, GEORGIA TO EXTEND A TEMPORARY MORATORIUM ON THE ISSUANCE OF DEVELOPMENT PERMITS AND BUILDING PERMITS WITHIN THE JURISDICTIONAL LIMITS OF THE CITY OF DAWSONVILLE DURING A STUDY OF DEVELOPMENT IMPACTS AND FOR CAPITAL IMPROVEMENTS; TO PROVIDE FOR EXCEPTIONS; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

WHEREAS, the City of Dawsonville, Georgia is a Georgia Municipal Corporation which provides planning and zoning, as well as enforcement of building codes and regulations as a qualified local government;

WHEREAS, the City of Dawsonville directly provides and/or regulates, *inter alia*, the following services, all of which are and will continue to be impacted by residential and commercial development: road and street construction or maintenance, solid waste management, water supply and distribution; wastewater treatment; stormwater collection and disposal; and recreational facilities;

WHEREAS, local governments, pursuant to Chapter 71 of Title 36 of the Official Code of Georgia Annotated, may consider and adopt development impact fees which are imposed upon development as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve new growth and development;

WHEREAS, such development impact fees may be collected at the time of the issuance of a development permit or a building permit, depending upon the particular purpose of the fee;

WHEREAS, the City of Dawsonville has started the process of studying and developing a system of development impact fees pursuant to Chapter 71 of Title 36 of the Official Code of Georgia, Annotated;

WHEREAS, there are tracts of developed land which could be redeveloped, and undeveloped land in the City of Dawsonville which if developed, or if rezoned and developed, could create significant impacts on the services, facilities, and infrastructure of the City of Dawsonville, to include but not necessarily be limited to significant improvement costs as a result of the development;

WHEREAS, a review of development fee impact ordinances and studies related to the same confirms that residential development and usage creates the greatest impact on local government facilities, infrastructure, and services;



WHEREAS, the City of Dawsonville, pursuant to its police power, is authorized to enact ordinances to further and protect the health, safety, welfare and morals of the public;

WHEREAS, given the potentially significant impact to the services, facilities and infrastructure needs and demands of developing or redeveloping property, the City of Dawsonville has determined that it is reasonable and necessary, in order to protect the health, safety, welfare and morals of the public, to enact a temporary moratorium on development and building permits in the City of Dawsonville;

WHEREAS, the process of securing a study related to the imposition of impact fees has extended longer than originally anticipated due to a desire to obtain such in an efficient and cost effective manner from a trusted source with which the City of Dawsonville has experience;

AND WHEREAS, the moratorium, as described herein, is found by the City of Dawsonville to be an appropriate, reasonably necessary, not unduly oppressive, and narrowly tailored exercise of the City of Dawsonville's police power.

NOW, THEREFORE, premises considered, be it ordained by the Council of the City of Dawsonville, as follows:

**Section 1.** There is hereby enacted a moratorium on (a) the acceptance of applications for, or the issuance of land development permits (including land disturbance permits) as well as (b) the acceptance of applications for, or the issuance of building permits, within the corporate limits of the City of Dawsonville, Georgia, for properties which are in the following zoning districts:

- a. RA: Restricted Agricultural
- b. R-1: Restricted Single Family Residential
- c. R-2: Single Family Residential
- d. R-3: Single Family Residential
- e. R-6: Multiple-Family Residential
- f. R3R: Manufactured Home Subdivision District
- g. RMM: Residential Manufactured/Moved
- h. RMHT: Manufactured Housing Temporary District
- i. RPC: Residential Planned Community
- j. PUD: Planned Unit Development
- k. PCS: Planned Conservation Subdivision
- l. RCT: Residential Cottage
- m. AP: Annexed Property

**Section 2.** The moratoria described in § 1, above, shall expire on the earlier of:

- a. the passage of six months from the date this Resolution is adopted by the Council of the City of Dawsonville;
- b. the defeat or adoption of an ordinance establishing development impact fees pursuant to Chapter 71 of Title 36 of the Official Code of Georgia Annotated;

- c. a subsequent vote of the Council of the City of Dawsonville, Georgia, repealing or replacing the moratoria described in this Resolution.

**Section 3.** The moratoria described in § 1, above, shall not apply to:

- a. any development or project where there is an active Land Disturbance Permit in place on or before the date of the passage of this Resolution, however, if the Land Disturbance Permit expires without being renewed before its expiration, then the moratoria described above shall apply to any future issuance of a Land Disturbance Permit for the same tract of land.
- b. any building site where there is an active Building Permit in place on or before the date of the passage of this Resolution, however, if the Building Permit expires without being renewed before its expiration, then the moratoria described above shall apply to any future issuance of a Building Permit for the same Building Site.
- c. any development or building site which does not fit into the exceptions identified in § 3(a) or (b), but for which the applicant for the development and/or building permit executes an irrevocable commitment that it will remit, in full, any development impact fee within thirty (30) days after the passage of an ordinance establishing development impact fees pursuant to Chapter 71 of Title 36 of the Official Code of Georgia, Annotated. The Development Impact fee assessed pursuant to this exception shall be such as is established pursuant to any adopted ordinance, and if no ordinance is adopted then no fee shall be assessed.
  - i. In the event that an applicant seeks an exception pursuant to § 3(c) of this Resolution, if the applicant fails to make the committed payment of a development impact fee within the time required, then the permit issued (and any related permits or certificates, including but not limited certificates of occupancy) shall be revoked, *instantly*, by operation of law without the necessity of any further action by the City of Dawsonville or any of its departments or employees.
  - ii. In the event of a revoked permit or certificate pursuant to § 3(c)(i) of this Resolution, the unpaid development impact fee must be paid before any development or building permit or related certificate may issue for the site or development in question.

**Section 4. Severability.** If any section, provision or clause of any part of this resolution shall be declared invalid or unconstitutional, or if the provisions of any part of this resolution as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this resolution not so held to be invalid, or the application of this resolution to other circumstances not so held to be invalid. It is hereby declared as the intent that this resolution would have been adopted had such invalid portion not been included herein

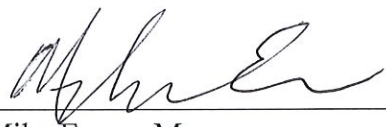
**Section 5. *Repealer.*** All laws and parts of laws in conflict with this resolution are hereby repealed.

**Section 6. *Effective Date.*** This resolution shall be effective the day following its passage by the Council of the City of Dawsonville, the health, safety, welfare, and general morality of the City of Dawsonville demanding it.

**[execution on following page]**

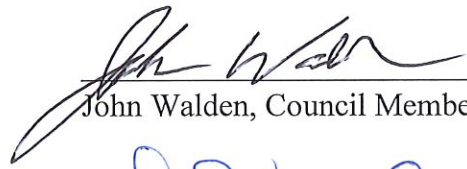
SO ADOPTED AND RESOLVED by the City Council of Dawsonville, Georgia, this 1 day of May, 2023.

**MAYOR AND DAWSONVILLE CITY COUNCIL**

By:   
Mike Eason, Mayor

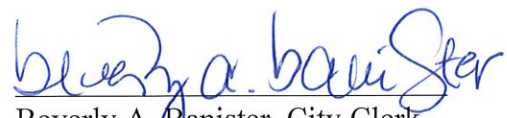
  
Caleb Phillips, Council Member, Post 1

  
William Illg, Council Member, Post 2

  
John Walden, Council Member, Post 3

  
Mark French, Council Member, Post 4

ATTEST:

  
Beverly A. Banister, City Clerk



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7b

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SUBJECT: **APPROVE REAPPOINTMENT OF KEVIN HERRIT AS THE PRIVATE SECTOR MEMBER OF THE GEORGIA MOUNTAIN REGIONAL COMMISSION COUNCIL**

CITY COUNCIL MEETING DATE: 05/15/2023

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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 APPOINT KEVIN HERRIT AS THE MEMBER REPRESENTING THE PRIVATE SECTOR OF DAWSON COUNTY FOR THE GEORGIA MOUNTAIN REGIONAL COMMISSION COUNCIL**

**TERM: JULY 1, 2023 TO JUNE 30, 2024**

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HISTORY/ FACTS / ISSUES:

- **KEVIN HERRIT SERVED AS THE PRIVATE SECTOR REPRESENTATIVE FROM JULY 1, 2022 TO JUNE 30, 2023**
  - **DAWSON COUNTY BOARD OF COMMISSIONERS WILL CONSIDER APPROVAL DURING A FUTURE MEETING**
  - **DEADLINE TO SUBMIT APPOINTMENT SELECTION IS 06/05/2023**
- 

OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Mike Eason, Mayor



## MEMORANDUM

To: Mayors, County Commission Chairmen, City and County Managers, City and County Clerks

From: Heather Feldman, GMRC Executive Director

Date: May 4, 2023

Re: Appointment or Reappointment of Private Sector Members of the GMRC Council

Pursuant to the GMRC Bylaws, each county within the Georgia Mountains Regional Commission (GMRC) has one Private Sector Appointee on the GMRC Council. All GMRC private sector appointments must be certified annually by the full council. This will be done at the June 29, 2023 Council Meeting which will be held in Blairsville, GA. Per Article IV, Section I.C. *“Appointees should be active members of the business or professional community represented and shall be capable of representing the broad private sector business interests of the county from which he or she is appointed”*.

We encourage the county and its cities to jointly agree on the appointee. I encourage you to discuss with each other and the appointee of your intentions. If we do not hear differently, we assume that you do not plan to change your current appointment, so it is very important that you notify GMRC of your intentions. The appointment form is attached, and should be returned, by email, to Gina Kessler by Monday, **June 5, 2023**. Should you have any questions, please contact Gina Kessler at 770-538-2607 or [gkessler@gmrc.ga.gov](mailto:gkessler@gmrc.ga.gov).

Current private sector appointees are:

| <u>County</u> | <u>Appointee</u> |
|---------------|------------------|
| Banks         | Vicki Boling     |
| Dawson        | Kevin Herrit     |
| Franklin      | Leslie McFarlin  |
| Habersham     | Ken Schubring    |
| Hall          | Deborah Mack     |
| Hart          | Bill Chafin      |
| Lumpkin       | Rebecca Mincey   |
| Rabun         | Doug Wayne       |
| Stephens      | James Addison    |
| Towns         | Denise McKay     |
| Union         | Mitch Griggs     |
| White         | Susan Cremering  |



## MEMORANDUM

To: Gina Kessler, GMRC Executive Assistant  
From: \_\_\_\_\_  
Re: Appointment for \_\_\_\_\_ County's Private Sector Appointee

The County and its City(s) have agreed to appoint or reappoint \_\_\_\_\_ as our Private Sector Representative on the GMRC Council to serve from July 1, 2023 to June 30, 2024

\_\_\_\_\_  
County or City Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

*Please return to [gkessler@gmrc.ga.gov](mailto:gkessler@gmrc.ga.gov) no later than June 5<sup>th</sup>.*



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 8

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SUBJECT: EMPLOYEE RECOGNITION

CITY COUNCIL MEETING DATE: 05/15/2023

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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 THE FOLLOWING:

- **SERVICE AWARDS FOR MAY 2023**
  - **APRIL 2023 EMPLOYEE OF THE MONTH**
- 

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: NATIONAL ACCOUNTING DAY, MAY 19, 2023

CITY COUNCIL MEETING DATE: 05/15/2023

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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 NATIONAL ACCOUNTING 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

## National Accounting Day

May 19, 2023



**WHEREAS**, the finance department is a vital part of local government that impacts the day to day life of individuals throughout the City; and

**WHEREAS**, the finance department provides the necessary financial information to the City's governing body; and

**WHEREAS**, the finance department administers the procedures and keeps the financial records that allow the governing body to carry out public functions efficiently and with confidence; and

**WHEREAS**, the finance department is the official custodian responsible for the proper management and investment of public funds; and

**WHEREAS**, the finance department continually strives to improve the administration of their responsibilities through participation in education programs, seminars, workshops and conferences across the State; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments and dedication of the City of Dawsonville's Finance Department.

**NOW THEREFORE**, I, Michael Eason, Mayor of the City of Dawsonville, do recognize Friday, May 19, 2023 as National Accounting Day and further extend appreciation to our Finance Administrator Robin Gazaway and Accounting Clerk Sara Beacham for their vital services they perform and their exemplary dedication to the City of Dawsonville.

Dated this 15<sup>th</sup> day of May 2023.

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Michael Eason, Mayor

Attest:

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Beverly A. Banister, City Clerk





DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 10

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SUBJECT: **PROCLAMATION: NATIONAL PUBLIC WORKS WEEK, MAY 21 – 27, 2023**

CITY COUNCIL MEETING DATE: 05/15/2023

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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 NATIONAL PUBLIC WORKS WEEK**

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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

## National Public Works Week

May 21 -27, 2023



WHEREAS, public works infrastructure, facilities and services are of vital importance to sustainable communities and to the health, safety and well-being of the people of the City of Dawsonville; and,

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers and employees from State and local units of Government and the private sector, who are responsible for and must plan, design, build, operate, and maintain the transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential to serve our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the United States of America to gain knowledge of and to maintain a progressive interest and understand the importance of public works and public works programs in their respective communities,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, Mike Eason, Mayor of the City of Dawsonville, do hereby designate the week May 21-27, 2023 as National Public Works Week; and I urge all our people to join with representatives of the American Public Works Association and government agencies in activities and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they have made to our national health, safety, welfare and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Dawsonville to be affixed on this 15<sup>th</sup> day of May 2023.

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Mike Eason, Mayor

ATTEST:

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Beverly A. Banister, City Clerk





DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 11

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SUBJECT: CONSIDERATION OF PROPOSED CHARTER AMENDMENT

CITY COUNCIL MEETING DATE: 05/15/2023

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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 REVIEW AND CONSIDER PROPOSED CHARTER AMENDMENT CONCERNING  
FINALIZATION OF DISTRICT MAPS AND MAYOR AND COUNCIL COMPENSATION**

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HISTORY/ FACTS / ISSUES:

**IF MOVING FORWARD WITH CHARTER AMENDMENT, FIRST AND SECOND READINGS AND  
ADOPTIONS WILL BE ADVERTISED AND SCHEDULED FOR CONSIDERATION AT THE JUNE  
5, 2023 AND JUNE 19, 2023 CITY COUNCIL MEETINGS**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Kevin Tallant, City Attorney

**Subject Matter: Charter Amendment – District Map Finalization;  
Compensation of Mayor and Council**

First Reading and Adoption: \_\_\_\_\_

Second Reading and Final Adoption: \_\_\_\_\_

Publication Dates: \_\_\_\_\_

Filed with DC Clerk of Court (publication version): \_\_\_\_\_

Filed with DC Clerk of Court (adopted version): \_\_\_\_\_

Filed with Georgia Secretary of State: \_\_\_\_\_

**ORDINANCE NO. 03-2023**

**AN ORDINANCE TO AMEND THE CHARTER OF THE CITY OF DAWSONVILLE FOR THE PURPOSE OF APPROVING A CLARIFIED REAPPORTIONMENT MAP AND TO ADDRESS COMPENSATION OF THE GOVERNING AUTHORITY**

**WHEREAS**, the Charter of the City of Dawsonville, Georgia provides in Section 5.11(e) there shall be four (4) council member districts of approximately equal populations that shall be created and modified as required.

**WHEREAS**, the City of Dawsonville’s current voting district posts were created utilizing data obtained from the 2020 United States Census;

**WHEREAS**, the City utilized the services of the Georgia Mountain Regional Commission to analyze available data and information from the most recent decennial census to describe population growth and change;

**WHEREAS**, the Georgia Mountain Regional Commission determined population growth and shifts resulted in uneven voting districts;

**WHEREAS**, reapportioned election districts were adopted in accordance with state law;

**WHEREAS**, the maps adopted as part of the reapportionment process have been clarified to include areas where there is no voting population, but which nevertheless is within the City.;

**WHEREAS**, the City desires to adopt the clarified map, which does not alter the voting districts or apportionment, but more accurately reflects the district breakdown of the City;

**WHEREAS**, O.C.G.A. § 36-35-4 authorizes municipalities to fix the salary, compensation, and benefits of the members of its governing authority;

**WHEREAS**, any change to the salary, compensation, and benefits of the governing authority must be completed prior to the time for candidate qualification and cannot take effect until after those persons next elected take office.

**WHEREAS**, a notice of the proposed Charter Amendment, authorized by the General Assembly pursuant to O.C.G.A. § 36-35-3 was published in the Legal Organ for Dawson County for each of three (3) weeks within sixty (60) days of the final action on this ordinance, O.C.G.A. § 35-35-3(b)(1);

**WHEREAS**, the title of these Ordinances shall have been read and the Ordinance duly adopted at two (2) consecutive City Council meetings not less than seven (7) nor more than sixty (60) days apart, as required by Georgia law;

NOW THEREFORE, the Mayor and Council for the City of Dawsonville, at consecutive Regular meetings of the Governing Authority for the City of Dawsonville, does HEREBY DECLARE AND ORDAIN as follows:

1. The statements and conclusions contained in the “Whereas” paragraphs above are made the findings of fact of the City Council.

Any previous maps, depictions, or representations of the voting district posts found in the Charter of the City of Dawsonville are hereby REPEALED in their Entirety.

2. A new Appendix A is hereby enacted and described as shown in the attached Exhibit 1 illustrating the clarified district lines.
3. Subsection (a) of **Section 2.13** of Article II of the Charter of the City of Dawsonville is hereby amended by repealing existing subsection (a) in its entirety and replacing it with a new section subsection (a) as follows:

Effective January 1, 2024, the compensation of the mayor shall be \$1,200.00 per month and the compensation of each council member shall be \$600.00 per month, until such time as the compensation of the mayor and/or council are amended by ordinance adding to or amending the City’s Code of Ordinances in accordance with subsection (c). In addition to this monthly compensation, the mayor and council members shall also be paid \$100.00 per individual for each city council meeting and for any other meeting that has been pre-approved for compensation by the council that they attend other than the first regular city council meeting of the month. In addition to their compensation, the mayor and each council member shall be eligible to receive such benefits as may be permitted by law and approved by the City Council.

**SO ADOPTED AND ORDAINED** by the City Council of Dawsonville, Georgia, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**MAYOR AND DAWSONVILLE CITY COUNCIL**

By: \_\_\_\_\_

Mike Eason, Mayor

\_\_\_\_\_  
Caleb Phillips, Council Member Post 1

\_\_\_\_\_  
William Illg, Council Member Post 2

\_\_\_\_\_  
John Walden, Council Member Post 3

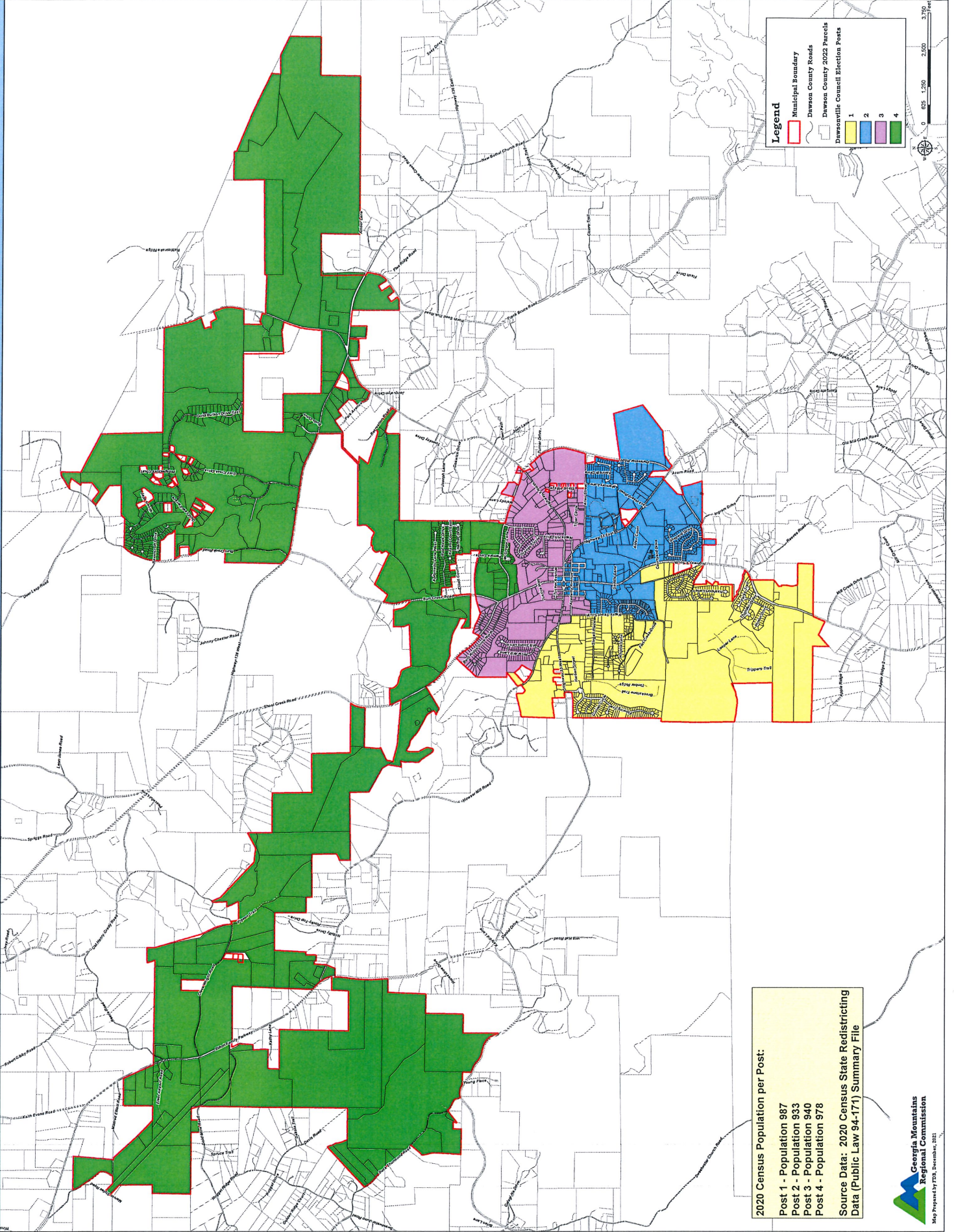
\_\_\_\_\_  
Mark French, Council Member Post 4

ATTESTED TO BY:

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



# City of Dawsonville Council Election Posts



2020 Census Population per Post:

- Post 1 - Population 987
- Post 2 - Population 933
- Post 3 - Population 940
- Post 4 - Population 978

Source Data: 2020 Census State Redistricting Data (Public Law 94-171) Summary File



Map Prepared by TRS, December, 2021



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 12

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SUBJECT: **DISCUSS AVAILABLE RENTAL SPACE AT CITY HALL COMPLEX**

CITY COUNCIL MEETING DATE: 05/15/2023

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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 OPTIONS FOR AVAILABLE RENTAL SPACE AT CITY HALL COMPLEX**

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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: Mike Eason, Mayor



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 13

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SUBJECT: PERSONNEL POLICY REVISIONS WITH REVISED ORGANIZATIONAL CHART

CITY COUNCIL MEETING DATE: 05/15/2023

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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

---

PURPOSE FOR REQUEST:

**TO PRESENT PROPOSED CHANGES TO THE PERSONNEL POLICY**

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HISTORY/ FACTS / ISSUES:

- **WILL PRESENT IN JUNE FOR FINAL APPROVAL AFTER CITY COUNCIL AND CITY ATTORNEY HAS HAD TIME TO REVIEW AND PROVIDE FEEDBACK**
  - **REDLINED COPY IS ATTACHED WITH AN OUTLINE OF SIGNIFICANT CHANGES. SOME CHANGES ARE SPELLING, WORDING, ETC.**
  - **OUTLINE OF CHANGES TO ORGANIZATION CHART IS ALSO PROVIDED FOR YOUR REVIEW**
- 

OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Bob Bolz, City Manager

## Outline of Proposed Changes

|        |                                     |   |
|--------|-------------------------------------|---|
| Pg. 5  | Attendance Requirements             | Added sentence regarding returning to work from an extended absence   |
| Pg. 11 | Uniform Rules & Regs                | Updated wording for appearance concerning apparel   |
| Pg. 13 | Use of City Owned Property          | Added section which prohibits sharing passwords and clause about internet security  |
| Pg. 16 | Driver Safety Policy                | Updated section on cell phone use while driving   |
| Pg. 23 | Distribution of Literature          | Added permissions to include authorization by the City Manager  |
| Pg. 25 | Prohibited activities               | Added City vehicles to right to search  |
| Pg. 26 | Security Camera Policy & Procedures | Added entire section 2.24 to policy   |
| Pg. 30 | Exempt Employees                    | Updated to include all exempt positions current and future  |
| Pg. 32 | Personal Leave                      | Clarified cash out procedures and accrued personal leave policy   |
| Pg. 37 | Conditions Involving Pandemic       | Added section to allow compensation for time when receiving vaccinations  |
| Pg. 39 | Conditions Involving Pandemic       | Added section on referring to the CDC for guidance  |
| Pg. 48 | Reports of Performance              | Clarified timing of evaluations of employees  |
| Pg. 57 | Creation of new positions           | Clarified authority on creating new positions   |
| Pg. 57 | Abolishment of positions            | Clarified authority on abolishing new positions   |
| Pg. 60 | Continuing Education                | Updated section to include professional development   |
| Pg. 60 | Employee Awards                     | Restructured process and added Employee of the Quarter  |
| Pg. 65 | Updated Appendices                  | Appendix A: Updated Organization Chart<br>Appendix D: Updated Leave Request Form to include Floating Holiday (previously approved)<br>Appendix E: Employee Exit Interview Form - Updated to recommended version from GMA<br>Appendix F: Updated Hunting Permission and Release<br>Appendix G: New PTO Cash Out Request Form |

415 Highway 53 E. Suite 100  
Dawsonville, Georgia 30534



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www.dawsonville-ga.gov

May 1, 2023

## **MEMORANDUM**

**To: Mayor Mike Eason, Mayor Pro Tem John Walden, Councilman Caleb Phillips, Councilman Mark French and Councilman Will Illg**

**From: Bob Bolz, City Manager**

**Re: Explanation & Justification Update Organization Chart**

Gentlemen, as required by our Personnel Manual, Clerk Bev Banister, Finance Administrator Robin Gazaway, and I conducted an annual review of our Employee Personnel Policy. As part of that review, I also evaluated our existing organization chart and made recommendations for existing positions and our current needs, as well as future needs. I have attached the chart for your review, feedback, and consideration.

As this organization chart was developed, I looked five to ten years into the future with a conservative eye. Approval and implementation of this chart with revisions and title changes to existing positions will not require any additional funding. Additional funding would only be required for future positions and of course, not until we have identified a future funding source.

The chart is color coordinated to make viewing easier. I will break down the positions by category and current staffing. Positions that are not highlighted are existing and filled. Positions (3) highlighted in magenta, are existing, funded, and approved positions that are vacant, and we are attempting to fill as soon as possible. Positions (6) highlighted in green are existing and approved positions that we are seeking to reclassify/rename with no salary increase to clean-up the chart and make it consistent. Position (1) highlighted in gray is a new position with funding that will be sought in FY24 with plans to fill in the spring of 2024. Positions (16) highlighted in blue are new positions that may be needed in the future should workload mandate. Before filling these positions, we would seek City Council approval should revenue be available to cover the cost.

### **Planning & Zoning:**

Our greatest need at the present time is to fill the Planning Director position. Most likely our greatest need in the next two years is for a Planner. One of Harmit's recommendations was to fund a Planner ASAP.

- Planning & Zoning Director - VACANT
- Inspector/Plan Review/Code Enforcement – Clay Moss
- P&Z Administrative Assistant & IT Specialist – Stacy Harris
- Permit & License Technician – Stan Zaverhuka
- Intern P/T – VACANT
- Planner – NEW POSITION NOT FILLED UNTIL NEEDED AND FUNDING AVAILABLE

#### Administration – Customer Service Department:

- City Clerk – Bev Banister
- Utility Billing Clerk/Deputy City Clerk – Tracy Smith
- Customer Service Specialist/Administrative Assistant – Beth Tuttle

#### Finance – Human Resources:

The only change recommended to this department would involve no additional funding but would change Robin Gazaway's title from Finance Administrator to Finance Director. This would make the organization chart look the same across the board.

- Finance Administrator – change title to Finance Director with no salary increase – Robin Gazaway
- Accounts Payable/Special Events Coordinator – Sara Beacham
- Accounting/Human Resource Technician – POTENTIAL FUTURE NEED
- Grant Writer, Part-time – POTENTIAL FUTURE NEED

#### Downtown, Economic Development, Grants & Marketing:

- Downtown Director – Amanda Edmondson

#### Public Works (Roads, Building, Parks, Cemetery, Animal Control):

I am recommending we change Steven McNeal's title from Public Works Foreman to Public Works Operation Manager. This would require no additional funding.

- Public Works Director/Code Enforcement – Trampas Hansard
- Public Works Foreman – change title to Public Works Operation Manager with no pay increase – Steven McNeal
- Roads/Equipment Operator I – Jon Davis
- Roads/Equipment Operator I – Tony Seabolt
- Roads/Equipment Operator I – John Tatum
- Custodian – Annette Watson
- Laborer (1/2 position shared with Utility Department) – Hunter Simmons
- Facilities/Building Lead – not yet funded – POTENTIAL FUTURE NEED
- Roads & Street Lead – not yet funded – POTENTIAL FUTURE NEED
- Parks & Cemetery Lead – not yet funded – POTENTIAL FUTURE NEED
- Parks & Cemetery Maintenance – not yet funded – POTENTIAL FUTURE NEED

#### Utilities (Water, Sewer, Garbage):

With your approval of the recent upgrade of Jacob Barr from Utilities Operation Manager to Utilities Director and corresponding raise, the position became Exempt and no longer cost us overtime. The savings in overtime offsets his increase. His number two position title would change from Utilities Foreman to Utilities Operation Manager and not require any additional money. Two of his existing positions, both titled Treatment Plant Operator, would receive title changes but no additional funding, with one becoming a Water Treatment Lead and the other a Sewage Distributions/Collections Lead. With the resignation of Kyle Richardson, we have one existing position, Treatment Plant Operator, that is vacant that we are seeking to fill ASAP. The title for that position would change to Distributions/Collections Operator I but would require no additional funding. We are recommending permission to advertise and hire the Wastewater Treatment Plant Manager towards the end of FY2024, target start date April 2024. We budgeted for it, and it would be good to have that position on board as the plant design is finalized, construction started, and the plant opened. Staff currently feel a rate increase is overdue and a rate study is underway. This need is compounded to cover the cost of the wastewater treatment plant. We will provide a recommendation appropriate to what the study recommends. The other future positions would not be funded until needed by workload and growth and only when funding is available. Utilities would be broken down by trade specific specialties, each requiring specific certifications, including, wastewater treatment, water treatment, wastewater distribution and collections (getting water to customers and sewage to the plant), and solid waste (garbage).

- Utility Director – Jacob Barr
- Utilities Foreman – change title to Utilities Operation Manager with no pay increase – Blake Croft
- Treatment Plant Operator – change title to Water Treatment Lead with no pay increase – Westin Lee
- Treatment Plant Operator – change title to Distributions & Collections Lead with no pay increase – David Schuette

- Treatment Plant Operator – change title to Distributions & Collections Operator I with no pay increase – VACANT
- Laborer (1/2 position shared with Public Works Department) – Hunter Simmons
- Wastewater Treatment Plant Manager – VACANT RECOMMEND FILLING IN SPRING 2024 PRIOR TO WWTP CONSTRUCTION
- Wastewater Treatment Plant Operator I – new position, not funded – POTENTIAL FUTURE NEED
- Wastewater Treatment Plant Operator II – new position, not funded – POTENTIAL FUTURE NEED
- Water Treatment Operator II – new position, not funded – POTENTIAL FUTURE NEED
- Distribution – Collections Operator – new position, not funded – POTENTIAL FUTURE NEED
- Distribution – Collections Operator – new position, not funded – POTENTIAL FUTURE NEED
- Solid Waste (Garbage) Lead – new position, not funded – POTENTIAL FUTURE NEED
- Solid Waste Technician (Garbage) – new position, not funded – POTENTIAL FUTURE NEED

Engineering/Assistant City Manager:

AS the city continues to grow, we need to consider hiring a city engineer. IT would save money on plan review and increase turnaround time. I would recommend it also be designated Assistant City Manager.

- Engineering Director/Assistant City Manager – new position, not funded – POTENTIAL FUTURE NEED

This summarizes our suggested revisions to our organization chart. Should anyone have questions, please let me know. Thank you for your consideration, leadership, and support.

Dear Employee:

Welcome to the City of Dawsonville! We are excited to have you as a part of our talented and diverse team of employees. The City of Dawsonville is a unique municipality, requiring input and contribution from every team member. This policy manual contains key policies and expectations of the City of Dawsonville as your employer. You will find the [information contents](#) both necessary and informative and are encouraged to use the manual as the vital resource it is intended to be.

The City of Dawsonville is committed to outstanding service to our citizens and visitors. Providing an outstanding quality of life to our community is our top priority. As a part of our team, you will discover that your involvement will not only benefit the City but will also be a rewarding experience to you on both a professional and personal level. We expect you to own the results of your innovation and productivity and be an active participant in the growth and development of your career and of the City of Dawsonville's future.

Welcome aboard, and we look forward to your contribution!

Sincerely,

*Bob Bolz*

Bob Bolz  
City Manager

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Nothing in this manual is to be construed to create a contract between the City and its employees. Any benefit, rule, or provision provided in this manual may be modified or withdrawn at any time without notice, except as provided by federal or state law.



## CITY OF DAWSONVILLE PERSONNEL POLICIES AND PROCEDURES

### SECTION 1 INTRODUCTION

#### 1.1 Adoption

The City of Dawsonville Personnel Policy originally dated June 4, 2007, along with all amendments thereto, is hereby superseded in its entirety by the provisions as set forth herein which shall hereinafter be the City of Dawsonville Personnel Policy amended April 9, 2018, May 21, 2018 and amended again on March 16, 2020. To the extent that the amendments and sections contained herein are in conflict with the previous versions of the Policy, those matters contained herein shall control.

#### 1.2 Purpose

The purpose of these personnel policies and procedures are to:

- Establish equitable benefits and procedures,
- Ensure equal employment opportunity, and
- Comply with all state and federal laws related to employment.

In a broader sense, the Council and Mayor want to ensure high morale for the employees of the City and high productivity of employees on behalf of the citizens of the City. To accomplish these goals, the Council and Mayor feel that fair and equitable treatment of all applicants and employees is necessary. Although all jobs are not identical and, therefore, all conditions of employment will not be identical, many personnel practices can be similar in all departments. Among those practices are the methods of accruing and requesting personal leave, the method of administering disciplinary action, and the method of administering complaints. By including those provisions in the policies and procedures by all supervisors, the Council and Mayor hope to ensure good personnel practices.

#### 1.3 Establishment

The Council and Mayor have voluntarily established these personnel policies and procedures. The policies are intended to standardize the personnel practices in the various departments where standardization is possible, and to extend certain privileges to the employees of the same departments. In establishing these practices and privileges, the Council and Mayor are not relinquishing their authority as the appointing Authority, nor are they creating a property interest for employees that leads to the expectancy of continued employment at any time, in any position, pay grade or pay step. The privileges are considered good personnel practices and are consistent with the above-stated goals.

#### **1.4 Coverage**

These policies apply to all City employees in the departments under the administration of the City Manager, unless specifically defined otherwise in a specific section of this policy. These Policies and Procedures, in accordance with applicable law, shall not cover elected officials.

#### **1.5 Administration**

The City Manager, as the Chief Administrative Officer, is responsible for administering these Policies and Procedures, as duly approved, and adopted by the Council and Mayor.

#### **1.6 "At Will" Status**

There is no intention of establishing a civil service system with these policies. The City of Dawsonville is an "at will" employer, and all City employees are "at will" employees.

#### **1.7 Printing and Distribution**

The City Personnel Policies and Procedures will be printed and distributed to each employee. The City Manager or his/her designee will be responsible for reviewing the Policies and Procedures with each employee, and for distributing the Personnel Policies and Procedures to employees. Each employee will be required to acknowledge by signature that he/she has reviewed a copy of the Personnel Policies and Procedures. That signed acknowledgement will be filed in the employee's personnel file.

#### **1.8 Revision**

Additional policies and procedures adopted by the Council and Mayor will be incorporated into these Policies and Procedures by substitution of revised pages into each copy of the Plan, as amended from time to time, as necessary. Additionally, the City Manager or his/her designee shall conduct an annual review of the Policies and Procedures to determine if additional revisions are necessary to comply with new laws and regulations or with existing personnel practices. The City Manager should document each annual review, even if no changes to the Policies and Procedures are made. Any suggested revisions will be submitted for consideration for adoption to the Council and Mayor.

**SECTION 2  
STANDARDS OF CONDUCT FOR EMPLOYEES**

**2.1 General Standards**

Employees are employed by the City and have a fiduciary duty to the City. As a result, employees are expected to adhere to high moral and ethical standards in business relationships and personal conduct. It is virtually impossible to set out specific rules to govern each employee's conduct in all phases of his/her job. These policies set out minimal standards of job performance, policies and procedures that are common to all positions.

**2.2 Use of Privileged and Confidential Information**

Many City employees deal with matters of significant public interest and of a confidential nature. Employees must not use confidential or proprietary information for personal gain or to promote outside interests. Employees should avoid any situation, conversation or relationship that may involve a conflict between their personal interest and the interest of the City. Employees are to act in the best interests of the City in performing their duties. All conflicts of interest or potential conflicts of interest that may threaten an employee's loyalty to the City or interfere with an employee's ability to perform in the best interests of the City should be immediately reported to a supervisor or to the City Manager for resolution. Failure to report actual or potential conflicts of interest will result in disciplinary action.

**2.3 Outside Activities**

Employees are encouraged to engage in outside community activities, including, civic and charitable organizations on their own time and at their own expense. However, unless officially authorized, all such activities should be performed off duty. Proprietary information must never be used or disclosed to promote the interests of an outside organization in such participation unless the City Manager has authorized such disclosure in advance.

**2.4 Employee Standard of Conduct**

When contacting the public in any manner, City employees must do so in a courteous manner. No employee shall use profane language nor show any sign of ill feeling, anger, or disrespect. No employee shall engage in unnecessary conversation or gossip while on duty. Employees are prohibited from releasing news pertaining to the City's business, except upon approval of the City Manager. Every employee shall conduct himself/herself in a manner that reflects credit upon the government of the City. Employees are expected to follow the laws of the State of Georgia and the policies and ordinances of the City. Additionally, since City employment is a position of public trust, certain activities are specifically prohibited.

## 2.5 Attendance & Work Hours

### A) Policy Statement

In order to maintain a high level of responsiveness to the City of Dawsonville citizenry, it is important that employees follow established work hours, avoid tardiness and unauthorized absences, and follow reporting requirements.

### B) General Provisions

#### 1) General Business Hours

All offices of the City will be kept open continuously from 8:00 a.m. to 4:30 p.m. Monday through Friday during a regular work week. Unless otherwise approved by the City Manager, the regular workday is from 8 a.m. to 4:30 p.m. Each department may schedule alternate work schedules to meet their needs and the needs of citizens with approval of the City Manager.

#### 2) Attendance Requirements

Maintaining good attendance is a condition of employment and an essential job function of every employee. An employee will refrain from unauthorized absences or tardiness; abusing sick leave; absences or tardiness that causes significant disruption of service; and excessive amount of time off the job, regardless of reason. An employee absent from the job without proper authorization and/or certification from a health care provider for three consecutive workdays may be considered to have resigned his/her position without notice, unless exigent circumstances are demonstrated upon review on a case-by-case basis.

Specific attendance requirements may be established by Department Head as needed to ensure operation effectiveness.

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### **3) Additional Work**

All employees are required to work in excess of their regularly scheduled hours when necessary, as determined by department management. Such additional work assignments may be rotated and allocated among employees qualified to perform the duties. Excess hours may be required or granted for a specific period of time or on a regular basis as operating circumstances warrant. Additional work by non-exempt employees must be approved by the employee's supervisor. This includes, but is not limited to, work before or after regular work hours.

### **4) Travel Time**

When a non-exempt employee travels on City business or attends a training class/conference outside of his/her normal work schedule, it will be at the discretion of his/her Department Head to determine if the employee should leave from his/her home or from his/her City work facility. Traveling hours for non-exempt employees may be calculated as work time and could possibly create overtime pay.

Should travel require an employee to fly rather than drive, time spent at airports waiting on flights is considered work time and should be paid according to the Fair Labor Standards Act (FLSA).

Non-exempt employees traveling during their normal work hours will be compensated as their normal work schedule; employees traveling on their scheduled off day will be compensated as any other workday.

### **5) Time Increments**

Hourly computations for the purpose of compensation and the use of annual, sick, holiday, or other types of leave will be computed in quarter hour increments for non-exempt employees.

### **6) Meal Breaks**

Mealtime should be at least thirty (30) minutes in length. Mealtimes may occasionally vary to accommodate medical or personal appointments. Allowances are made for the Public Works crews when laying asphalt, during severe weather response, as well as Utility Crews when responding to an emergency. Other rest periods/breaks of short duration during the day should not be disruptive to operations, should not exceed fifteen (15) minutes in length, and should be approved by the employee's supervisor. In compliance with the

Fair Labor Standards Act, mealtime during a shift is not considered compensable time.

### **C) Alternative Work Schedules**

#### **1) General Provisions**

Subject to operational requirements, regular full-time employees may work an alternative work schedule that requires the employee to work outside the normal work hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

#### **2) Approval Process**

Any change in an employee's work schedule must be based on operational need and must be approved by the Department Head prior to implementation.

#### **3) Restrictions**

- a) The City may cancel or suspend an employee's alternative work schedule at any time, for any or no reason.
- b) Daily and weekly work schedules can be modified at the City's discretion to meet changing operational needs.
- c) Approval of an alternative work schedule does not prohibit employees from working more than their regularly scheduled work hours.
- d) Employees can be required to depart from their alternative work schedule as necessary, to work additional hours, to attend training, or for other business purposes as determined by the City.
- e) No alternative schedule will be approved that has the potential to unduly increase the City's overtime pay liability or that results in an inconvenience to, or disruption of, the City's business.

## **2.6 Outside Employment**

No employee shall engage in any outside employment or professional activity during the hours for which he/she is required to work for the City. Additionally, any job outside working hours with the City that adversely affects the performance of required job duties is prohibited. All outside employment should be reported to and pre-cleared by the City Manager with a written report of the same being placed in the employee's personnel file. City employees should avoid outside employment or professional activity which might lead to a conflict of interest or have a negative impact on performance of his/her city functions. The Outside Employment Request/Authorization Form must be completed and approved prior to accepting employment by the City of Dawsonville, or if you are already an employee, prior to accepting outside employment.

## **2.7 Procurement**

Only the City Manager, Department Heads and designated employees have the authority to procure goods and services for the City. All contracts for goods and services must have prior authorization from the City Council. Only City purchases should be made on City credit cards. Any abuse of City credit cards by employees making personal purchases shall result in disciplinary action up to and including termination.

## **2.8 Gifts, Gratuities and Favors**

No employee shall accept any gift(s), gratuity(ies), or favor(s) from any person(s), outside company, vendor or contractor that has a cumulative value from any single donee of \$100.00 within a calendar year. Furthermore, no employee should accept any monetary or other gift from one who might expect to receive return favors from the City; or if receipt of such gift will interfere with an employee's ability to make objective decisions for the best interests of the City.

## **2.9 Drug and Alcohol Policy**

The City seeks to promote an alcohol and drug-free workplace in order to best protect the safety and wellbeing of its workforce, its citizens and to increase productivity. The use of alcohol or controlled substances by City employees while on the job constitutes a direct threat to property and the safety of others. The safety of citizens and other employees depends upon the ability of employees to think clearly with unimpaired faculties.

A) As a condition of employment, employees will follow the following policies:

- 1) The use or possession of alcohol or any controlled substance while on the job or on City property is prohibited. This shall include the use of illegal substances, the abuse of prescription drugs, and the use or abuse of alcohol and shall carry

the same definitions set forth under the Controlled Substances Act, 21 U.S.C. § 812.

- 2) The sale, distribution, or provision of alcohol or any controlled substance while on work time or work premises is prohibited.
- 3) Reporting to work, or working, while intoxicated or otherwise impaired by alcohol, controlled substance, prescription, or over-the-counter drug use is prohibited.
- 4) Any conduct resulting from the use of alcohol or controlled substance during off-duty hours that effects performance or undermines the reputation, authority, or efficiency of the City is prohibited.
- 5) Any refusal to submit to testing for alcohol or controlled substances shall constitute ~~insubordination, and~~ insubordination and shall be ~~a-sufficient grounds~~ for termination.

B) All employees shall submit to alcohol and controlled substance testing in any of the following situations:

- 1) Post-offer testing: All employees must pass a drug screening test as a condition of beginning employment with the City or prior to beginning a new position with the City as a transferred employee. Such testing must take place after an applicant has been extended an offer for a position.
- 2) The City maintains the right to require testing at random intervals during the year while on duty to ensure an alcohol and drug free workplace, as may be directed by the City Manager.
- 3) When, in the opinion of at least two supervisory personnel, there is a reasonable suspicion that any employee of the City has violated any provision of the drug and alcohol policy.
- 4) When an employee is involved in an accident, which results in property damage or personal injury.

C) Procedures

- 1) If the results of a test confirm the presence of alcohol or any controlled substance, it will be assumed that the employee is impaired. This impairment will result in the immediate termination of the employee; or in the case of a positive post-offer result, the offer will be immediately revoked, and the applicant will not be eligible to be considered for another position for six months.



- 2) All testing will be conducted by qualified medical personnel designated by the City and at a location designated by the City in a uniform and consistent manner, as approved by the City Manager. If required and deemed appropriate by the City Manager or Department Head, the City may conduct on-site alcohol or drug testing from the use of an accurate and properly functioning Breathalyzer or blood test or urinalysis. Breath tests may be performed by a sworn officer or by medical personnel who are trained to operate such testing. All testing will be at the City's expense.
  
- 3) The employee may through his own effort attempt to rebut the assumption of impairment through additional testing. If such tests produce negative results, the assumption of impairment may be considered rebutted, depending upon such factors as the timing of the test and other circumstances surrounding the impairment. The employee will be reinstated upon successful rebuttal. The Council and Mayor will make determinations regarding the tests after the employee has had an opportunity to present facts, evidence arguments and had an opportunity to be heard before the Council sitting in executive session. Determinations made by the Council after such opportunity to be heard will be deemed final and will be recorded in the minutes. At all times during an investigation of violations of the Drug and Alcohol Policy, the City will take reasonable efforts to protect, but cannot guarantee confidentiality of the case.

#### **2.10 Tobacco-Free/Vape-Free Areas**

Consistent with the public health concerns addressed by the adoption of the Georgia Smoke Free Air Act of 2005, all City buildings and vehicles are hereby declared to be smoke-free areas. In addition, based upon the maintenance and cleanliness issues presented by the use of smokeless tobacco that gives rise to increased facilitated costs and resulting public health concerns, all City buildings and vehicles are hereby declared to be tobacco-free areas. VAPE (e-cigarettes) are also prohibited in all City buildings and City vehicles. Employees should not smoke, use smokeless tobacco, or vape while talking with citizens or in areas where smoking is prohibited by law or in violation of common safety regulations.

#### **2.11 Personal Appearance/Uniforms**

All employees must maintain a neat and well-groomed appearance. Uniformed personnel shall wear a clean and complete uniform (including shoes/boots) and shall adhere to dress standards established by the City Manager. Employees required to wear uniforms will be issued an authorized quantity of uniforms. The City Manager or Department Heads shall determine when City-issued uniform replacement is necessary due to wear or damage. The employee shall be responsible for reimbursing the City for replacement uniforms lost or damaged due to negligence by the employee.

#### A) Uniform Rules and Regulations

The following rules and regulations apply to all uniformed City personnel:

Employees are responsible for maintaining all uniforms provided by the city and are expected to make minor repairs to them (i.e., replace buttons, repair small tears, etc.). Where uniforms are provided by rental contract, the employee shall report the need for repairs as soon as they are apparent and shall report any failure by the rental company to provide the needed repairs. Uniform wear is limited to enroute to and from work, while on the job, or at official departmental/City functions. While it may be necessary for the employee to make brief stops enroute to or from work, employees may not wear uniforms in any establishment that would bring discredit to the city or its operations. ~~All clothing must be work appropriate and foster professionalism. Shirts shall be buttoned at all times. Shirt tails shall be tucked in at all times. Belts shall be worn at all times.~~ Insignias, when worn, shall be in good condition and properly placed on uniforms. Violation of City or Department uniform rules and regulations shall result in appropriate disciplinary action. ~~Hats/Caps~~ shall be optional. However, if a ~~hat cap~~ is worn, only the City issued ~~hat cap~~ or a ~~hat cap~~ with no logo shall be worn with the uniform. Any item of personal clothing visible while worn with the City uniform shall be approved by the City Manager prior to wearing. There shall be no logos, lettering, etc., visibly showing on the personal clothing. All articles provided for the safety of the employee will conform to O.S.H.A. standards and shall be properly used by the employee. Hard hats, safety goggles, safety vests, lightweight coveralls, noise dampeners, and other necessary equipment shall be kept at the employee's workstation.

#### B) Ownership of Uniforms

Ownership of all uniforms purchased by the City is retained by the City with the exception of shoes/boots, which become the property of the employee when issued and are retained by the employee. The rental company retains ownership of all uniforms rented by the city for employees.

#### C) Non-Uniformed Personnel

Non-uniformed field personnel shall adhere to dress standards established by The City Manager. No clothing with inappropriate messages is allowed, and no shorts or sandals are permitted when safety is a concern. Suitable jeans may be worn. Office Personnel are permitted to dress in a business casual manner as long as the attire is professional and in good taste. Male employees are expected to wear slacks and collared shirts/sweaters/turtlenecks. Female employees are expected to wear dresses or skirts/slacks/business-looking capris with appropriate blouses/sweaters/shirts. Every Friday (unless specified differently) is casual day.

Suitable blue jeans and tennis shoes in good condition are allowed on "Casual Fridays." However, no shorts, clothing with inappropriate messages, jogging suits/sweatpants, or clothing which exposes the midriff or back are allowed. When in doubt about the appropriateness of particular attire, the attire should not be worn. The City Manager reserves the right to determine appropriateness of attire. Any problems with what are considered inappropriate attire will be discussed with the employee. The employee will be asked to go home and change and will not be compensated for time away from work to change inappropriate attire. If the problem continues, disciplinary action, up to and including termination, will be taken.

#### 2.12 Use of City-Owned Property, Equipment and Supplies

- A) No employee shall take or use for personal purposes any City property, equipment, or supplies. All employees shall use City property, equipment, and supplies only in the manner needed for their jobs or as authorized by the City Manager. The abuse or misuse of City property, equipment, or supplies will lead to appropriate disciplinary action.
- B) Employee and his/her immediate family listed on the release form will be considered for approval to hunt on the City property designated in the Hunting Permission and Release form. For consideration of use the employee and his/her immediate family listed must read, understand, and agree to all terms of said form. Employee and his/her immediate family must have valid Georgia hunting licenses. Permission expires upon termination of employment with the City or one year from the date of approval, whichever occurs first.
- C) Employees who are "on call" and reside in Dawson County or are specifically designated by the City Manager are authorized to take their vehicles to their residences with the permission of the City Manager. Personal use of any City vehicle is strictly prohibited with the exception of attending a gym within the City limits of Dawsonville immediately prior to work, immediately after work or during employee lunch period for the promotion of health and wellness.
- D) Employees are prohibited from using City telephone facilities, faxes, copiers, and other City equipment for personal purposes where such use interferes with the employee's duties or the official business of the city. Any such use should be infrequent and always kept as brief as possible. Employees are strictly prohibited from making personal long distance calls on City telephones unless such calls are charged to the employee's home or other personal telephone number.
- E) Employees are prohibited from using City computers, internet or other technological equipment for any activities which are not in the furtherance of City business. This includes all e-mail and internet use and activities. The use of City computers by

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employees or others authorized by the employee in violation of this rule may subject the employee to disciplinary action up to and including dismissal. Employees are prohibited from sharing usernames and passwords to their Microsoft 365 accounts and/or any other individualized programs, websites, or software utilized in performing job duties.

- 1) Electronic Mail Policy (email): The City provides electronic mail facilities to employees for City business purposes. All email users should exercise good judgment when creating and distributing email messages. The following is a non-exclusive list of activities prohibited by the City: forgery of email messages, sending harassing, threatening, discriminatory, obscene, inappropriate, or other objectionable messages, and sending unsolicited junk mail or chain letters.
- 2) Internet Policy: Internet use should involve good judgment, common sense, and careful discretion. Internet access should be limited to City business only. Visiting game, adult, auction, travel, Facebook, Twitter, and shopping sites (for non-City business related reasons) and access for other personal or inappropriate use is prohibited. The City's IT management company remotely monitors and manages all domain access and will prohibit unsafe internet activity.

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## 2.13 SAFETY & ACCIDENT REPORTING

### A) Policy Statement

The City of Dawsonville is committed to providing a safe workplace. Employees are expected to take an active role in promoting workplace safety by reporting unsafe working conditions and by noting where fire extinguishers, first-aid kits, and emergency exits are located. Additionally, employees are required to participate in identifying and correcting, where possible, the underlying causes of accidents and unsafe conditions.

### B) General Provisions

#### 1) Management Responsibility

Each Department Head has the final authority and accountability for the City Safety Program. However, direct responsibility for the safety of any operation or function rests with the immediate supervisor. The Human Resources Department is responsible for administering the City Safety Program.

#### 2) Safety Committee Responsibility

The City Safety Committee is comprised of representatives from each

Department. The individual Safety Committee members report to the Department Head or designee. The Human Resources Manager chairs the Safety Committee and is responsible for the Safety Program, monthly Safety Committee meetings, and develop monthly staff meeting topics. The Safety Committee is responsible to:

- a) Ensure that the City Safety Program is implemented on a consistent and uniform basis throughout all areas of their department.
- b) Conduct annual self-inspections, to evaluate all areas, equipment operations, and jobs for safety and loss prevention, and to submit this report to the Human Resources Manager. The Human Resources Manager will review these reports with the City Manager.
- c) Develop an employee safety awareness and training program. The individual Safety Committee members are responsible for making recommendations to the Department Head and the City Manager for safety awareness within their department. Specific equipment training should be given at the department level while general safety training will be provided through the Human Resources Department for all affected departments.
- d) The Safety Committee will meet monthly with the Human Resources Manager to discuss specific safety topics, their department's safety activity and training. A review of the review of the previous month's accidents and Workers' Compensation Injuries/Illnesses, and other pertinent areas of concern.

### **C) Employee Responsibility**

Employees are responsible for exercising care and good judgment in preventing accidents and for observing safety rules and procedures when performing their duties. Employees are required to:

- 1) Report all accidents to their supervisor immediately;
- 2) Report any unsafe work conditions, equipment, or practices to the supervisor as soon as possible;
- 3) Attend scheduled safety meetings and activities; and
- 4) In the event of an injury resulting in lost work time, continued contact with the supervisor and the Human Resources Department is required for the purpose of keeping records on the expected return to work status.

#### **D) Equipment Repair**

An employee has a responsibility to report the need for repairs of any City-owned or leased property issued to the employee. No employee shall alter, repair, or in any way change, add to, or remove any parts or accessories of any City-owned or leased Property without the permission of the Department Head.

#### **E) Safety Program**

The following areas of concern will be included in the Safety Program:

- 1) Identification, appraisal, and correction of accident loss and hazard-producing conditions and practices.
- 2) Development of safety, accident, and loss prevention methods, procedures, and programs.
- 3) Communication of safety and accident and loss prevention information to all employees.
- 4) Measurement and evaluation of the effectiveness of the Safety Program.
- 5) Development, implementation, and presentation of safety materials to all employees.
- 6) Coordination of accidents and losses with the City self-insurance program, commercial insurance, and Workers' Compensation.

#### **F) Personal Protective Equipment**

The City will provide directly, or through an allowance approved in the annual budget each year, items of personal protection. Supervisors will direct use of personal protective items when warranted, and employees are expected to comply with such direction.

#### **2.14 Driver Safety policy**

The safety and wellbeing of our employees is of critical importance to the city. We, therefore, each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on City business at any time will be expected to follow state law including the Georgia Rules of the Road and apply common sense procedures, such as:

#### A) Procedures

- 1) All employees are required to wear seat belts at all times while on duty and operating a City vehicle or other mobile equipment equipped with a seatbelt and a rollover protection device.
- 2) ~~As per the Hands-Free Georgia Act, drivers cannot have a cell phone or any device in their hands while driving. This includes but is not limited to talking, reading, writing or sending text messages, e-mails, social media content, other internet data, recording or watching videos and activating/programming music streaming applications. Devices may be connected to vehicles for handsfree use via Bluetooth, CarPlay or any other handsfree connectivity available. For absolute safety, drivers should pull off the road, in appropriate locations, to take or make cell phone calls. However, if the driver must make or take calls while operating a City vehicle it is highly recommended that the phone be placed where it is easy to see and reach or use a hands-free cellular device. When dialing manually, dial only when stopped. In accordance with state law, texting on a cell phone while driving is prohibited.~~
- 3) Engaging in other distracting activities including reading or constantly changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
- 4) Use of alcohol, drugs, or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- 5) All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
- 6) Employees must promptly report any accidents to local law enforcement as well as to their Department Head or the City Manager.
- 7) Employees must promptly report any moving or parking violations received while driving on City business and/or in City vehicles to their Department Head or the City Manager.
- 8) Failure to adhere to these procedures may result in disciplinary action up to and including termination.
- 9) Motor Vehicle Records reports shall be run annually on existing employees who drive City vehicles. Employees with unacceptable driving records shall not be permitted to drive City vehicles until appropriate corrective action, as determined by the City Manager, has been taken.

## **2.15 CHAIN OF COMMAND**

With the exception of matters reserved by state law or the City Charter to the City Council, the general and final authority for personnel administration rests with the City Manager. The Council and Mayor shall set policy and the City Manager shall be responsible for the means and method of policy implementation. The Personnel Policy Manual provides statements of employee policy and establishes procedure relating to personnel administration that are necessary to effectively and efficiently manage City operations. The Council and Mayor should communicate any request or department matters involving the staff to the City Manager and not directly to the staff member. The City Manager and Department Heads, as applicable, shall provide direction to employees under their supervision.

All employees should report matters for consideration and communication first to their respective Department Head; the Department Head will communicate all department matters to the City Manager; the City Manager will make the decision on all employee matters. If any employee feels that this channel of communication/chain of command is not sufficient, then he/she may send a copy of such communication directly to the Council after the communication through the channels of procedure set forth above has been completed.

## **2.16 Political Activity**

No employee of the City shall seek or hold a compensated elective public office in any governmental unit (local, state, or federal). No employee shall actively support, campaign for, or conduct campaign activities while on the job or using City property, City vehicles or while wearing a City uniform. Employees must not seek, request, or receive backing or aid relative to their jobs nor conditions of employment from elected office holders or other political officials. Employees are prohibited from performing private work on their own time for elected officials unless preapproved in writing by the City Manager. Violations of this rule shall result in dismissal or such other disciplinary action, as the City Manager deems appropriate.

## **2.17 Voting Rights**

No employee shall be given or refused employment, suspended, or discharged because of his/her vote or failure to vote in any primary or election.

## **2.18 Solicitation**

- A) Employees are prohibited from soliciting funds for any purpose from the public or from other City employees on the job, except for such charitable causes as are approved by the Council and Mayor in advance. Employees from those departments that wear City uniforms are prohibited from soliciting funds from the public at any time while wearing the uniform. (This includes, but is not limited to the sale of cookies, candy, shirts, school fund raising projects, church fund raising projects, cosmetics, vitamins, etc.)



B) Conduct that interferes or tends to interfere with work should be kept to an absolute minimum. An orderly and efficient flow of work is essential not only to meet the City's work requirements, but also to assure that each employee has the opportunity to satisfactorily perform his/her job without interference. The elimination of conduct tending to interfere assures that such employee will be able to achieve the highest level of earnings their productive capacity will permit. To accomplish this, it is the City's policy that no employee will be allowed to engage in the solicitation for subscriptions, memberships, or other outside activities during his/her working time, or with another employee during that employee's working time.

## 2.19 SOCIAL MEDIA

### Purpose and Intent

The purpose and intent of this policy is to establish guidelines for employees who engage in social media activity as defined herein. This policy is not intended to prohibit any employee's personal expression in general or through social media; however, because such activity can adversely affect the efficiency and effectiveness of the City of Dawsonville operations, as well as undermine public trust and confidence, a certain amount of regulation is necessary and appropriate. This policy therefore attempts to strike a reasonable balance between the employees' interest in engaging in social media activity and the City of Dawsonville's interest in preventing unnecessary disruption to or interference with its operations and relationship to the public it serves.

### Definitions

- A) For purpose of this policy, the term "social media" is defined as the online technologies through which employees and other individuals engage in "social media activity" as defined below. In most cases, the term refers to internet-based websites such as MySpace, Facebook, Twitter, LinkedIn, Google, YouTube, Tumblr, and Blogger. Online social media technologies covered by this policy also include, but are not limited to, such applications as web logs/blogs, video logs/vlogs, message boards, podcasts, and wikis.
- B) For purpose of this policy, the term "social media activity" is defined as the act of sharing information or otherwise communicating through social media, including, but not limited to, the posting, uploading, reviewing, downloading and/or forwarding of text, audio recordings, video recordings, photographs/images, symbols, or hyperlinks.

- C) For purpose of this policy, the term employee is defined as those employed by the city, public officials elected by the city and any Authority or Commission members appointed by those public officials.

#### Scope of Policy

- A) This policy applies to all employees of the City of Dawsonville without regard to whether their social media activity is conducted in or outside the workplace, while on or off-duty, or anonymously or through the use of pseudonyms.
- B) This policy applies to all employees of the City of Dawsonville without regard to job title, position, or rank; however, with the approval of the City Manager, and any other department or affiliated agency of the City of Dawsonville having special or unique concerns pertaining to its employees' social media activity may adopt and implement more restrictive SOP's policies or other internal rules narrowly designed to address such concerns.

#### Prohibitions on Social Media Activity

- A) All employees of the City of Dawsonville should remain mindful that, as public servants, they are generally held to higher standards than the general public with regards to their on-duty and off-duty conduct, professionalism, and ethics. Thus, certain social media activity that may be tolerated or even acceptable in the private sector may nevertheless constitute a violation of this policy.
- B) Each employee of the City who engages in social media activity must take personal responsibility for ensuring that such activity is consistent with all policies of the City, including, but not limited to, those pertaining to making false or misleading statements, promoting or endorsing violence or illegal activity, promoting or endorsing the abuse of alcohol or drugs, disparaging individuals or groups, or otherwise engaging in conduct unbecoming an employee of the City, bringing discredit to the City, or interfering with or detrimental to the mission or function of the City.
- C) Employees must refrain from engaging in any social media activity which disqualifies them from performing, or in any way reasonably calls into question their ability to objectively perform, any essential function of their jobs. Examples of such functions include, but are not limited to, making hiring or promotion decisions or recommendations, conducting performance evaluations, and determining eligibility for programs.

- D) While any employee at his/her discretions, may engage in social media activity with any other employee(s) consistent with the prohibitions, limitations, and restrictions, and guidelines of this policy, no employee may be required or otherwise compelled to engage in such activity with another employee.
- E) No employee, whether for purposes of engaging in social media activity or otherwise, may disclose or otherwise reveal any privileged or confidential information of the City of Dawsonville, any other current or former employee of the City, or any applicant for employment with the City.

#### Limitations and Restrictions on Social Media Activity

- A) Employees are strongly discouraged from disclosing or otherwise revealing their status as employees of the City of Dawsonville through social media and except as otherwise authorized in advance by the City Manager, are strictly prohibited from directly or indirectly representing themselves to be speaking on behalf of the City of Dawsonville. Similarly, in the absence of prior approval, employees' social media activity should not reveal or depict the City's adopted logos, seals, symbols, uniforms, patches, badges, or similar items identified with the City.
- B) Except as otherwise authorized in advance by the City Manager, if an employee's status as an employee of the City is disclosed, revealed, or otherwise made apparent in connection with his/her social media activity, his/her social media activity must include a prominently displayed disclaimer to the effect that the activity reflects only the employee's personal views or opinions and not those of the City of Dawsonville; provided, however, that no disclaimer will shield an employee from the imposition of appropriate corrective and/or disciplinary action for social media activity which violates this policy. Employees should recognize that social media activity is generally more likely to violate this policy and other policies of the City if their status as City employees is disclosed or revealed in connection therewith.
- C) Except as otherwise authorized in advance by the City Manager, no employee may utilize City computers or equipment for purposes of engaging in social media activity.
- D) Except as otherwise authorized in advance by the City Manager, no employee, whether for purposes of engaging in social media activity or otherwise, may post or upload any information, audio recordings, video recordings, photographs/images, etc., from City computers or equipment.

- E) To preserve the continuity of the City of Dawsonville's message to ensure accuracy, and to avoid unnecessary confusion in the community, except as otherwise authorized in advance by the City Manager, employees should refrain from engaging in any social media activity that purports or serves to announce or explain the details of City programs, projects, activities, or events.
  
- F) Exceptions to the above-stated limitations and restrictions may be authorized by the City Manager; provided, however, that any request for such an exception represents a promise by the employee that, if approved, the disclosure of information, photographs, audio, video, etc., via social media activity will be fully consistent with the letter and spirit of this and all other policies of the City, any internal SOP's or rules adopted by his/her Division Director, as well as any laws pertaining to copyrights trademarks, trade secrets, patents, and privacy and reputational rights.
  
- G) The City of Dawsonville reserves the right to require any employee to remove immediately any posted or uploaded text, audio recordings, video recordings, photographs/images, etc., (even if previously approved) if such posted material constitutes a violation of this policy or other City policies.

#### Application to Other Policies

All personnel policies of the City of Dawsonville relating to employee conduct apply equally to conduct that occurs through social media. This includes, but is not limited to, policies relating to discrimination, harassment, retaliation, workplace violence, conflicts of interest, and political activity. Any conflicts or inconsistencies between this policy and any one or more other policies shall be resolved by the Director of Human Resources and the City Manager or their designee.

#### Duty to Report

All employees have an ongoing duty to report any violations of this policy by any other employee. The City considers this duty to report to be a critical component of its efforts to enforce this policy, and thereby ensure the safety, well-being, morale, and efficiency of its employees, preserve its reputation and goodwill in the community, and avoid or minimize unnecessary disruptions to or interference with its operations and service to the public.

#### No Expectation of Privacy in Social Media Activity

- A) City employees should be aware that social media activity is not secure or private, even if active steps are taken to restrict access. Once information has been posted or exchanged via social media, it is generally trackable, traceable, and accessible indefinitely. Employees should have no expectation of privacy in any social media activity conducted in the workplace and/or on-duty or in any social media activity

which otherwise directly or indirectly relates to or affects the City, any of its departments, or any of its employees.

- B) The City reserves the right to inspect or monitor any social media activity engaged in by its employees using City-owned computers or other electronic equipment or devices. In addition, employees may be required to provide access to any social media websites or other applications in which they participate upon a determination by the City that there is reasonable suspicion to believe that such access will reveal evidence of a violation of this policy or any other City policy.

#### Corrective and/or Disciplinary Action and Other Potential Consequences

- A) Employees engaging in social media activity in violation of this policy will be held accountable, and corrective and/or disciplinary action, up to and including termination of employment, may be taken in accordance with the City's disciplinary policies.
- B) If an employee is sued in part due to his/her social media activity under circumstances where the City would ordinarily provide a defense and/or indemnify the employee, the City reserves the right to withhold or withdraw such defense or indemnification in the event any such activity is found to violate this policy or any other policy of the City.

#### Interpretation and Application

- A) Nothing in this policy is intended to or will be applied in a manner that violates any employee's constitutional rights, including rights to freedom of speech, expression, and association, or Federal or State rights to engage in any statutorily protected activity.
- B) Any employee unsure about the application of this policy to any social media activity should seek guidance from the City Manager before engaging in such activity. This policy is intended for internal use of the City and should not be construed as establishing a higher duty or standard of care for the purposes of any third-party civil claims against the City or its employees. A violation of this policy by an employee provides only a basis for corrective and/or disciplinary action against such employee by the City

#### 2.20 Distribution of Literature

There will be no distribution of literature or other printed material of any kind at any time in working areas by any employee, unless approved by the City Manager. There will be no distribution of literature or printed material of any kind by any person not employed by the City on City work premises without approval of the City Manager.

## 2.21 Discrimination and Sexual Harassment

The City is committed to ensuring that the workplace is free from any unlawful discrimination or sexual harassment. Harassment includes overt and implicit behavior that demeans another person and undermines the integrity of the workplace.

- A) **Discrimination Harassment:** It is unlawful and specifically prohibited to harass or discriminate against any employee because of their race, color, age, religion, sex, mental or physical disability, genetic information, ancestry, citizenship, veteran status, and/or national origin.
- B) **Sexual Harassment:** Sexual harassment includes any unwelcomed overt or subtle conduct, comments, advances, contacts or materials of a sexual nature or suggestion. Sexual harassment is unwelcomed if it is made as a condition of an individual's employment or employment decisions; or has the purpose or effect of adversely interfering with an employee's job performance by creating offensive, hostile, or intimidating work environments.
- C) **Reporting Complaints:** Any employee who witnesses or experiences unlawful harassment must immediately report such conduct to their Department Head. If it is inappropriate to report to the Department Head, then the report should be made to the City Manager. If it is inappropriate to report to the City Manager, then the report should be made to the City Council and Mayor. If possible, the employee should submit the report in writing. However, if a report is made orally, then the Department Head, City Manager, Council or Mayor who receives the report must reproduce the oral report in writing and have the employee sign the written report and certify the truth and accuracy of the written report.
- D) **Retaliation:** There shall be no retaliation taken against any employee or supervisor who reports complaints of sexual or discriminatory harassment in good faith.
- E) **Investigation of Complaints:** The City will thoroughly and promptly investigate all reported complaints of harassment and/or discrimination. The City will take all reasonable and necessary steps to keep the investigation confidential and discreet, although confidentiality cannot be guaranteed. The results of the investigation will be communicated in writing to the employee who submitted the report. A finding of improper or unlawful harassment and/or discrimination will result in appropriate disciplinary action up to termination of employment. The City accepts no liability for harassment/discrimination of one employee by another employee. Any employee

who unlawfully harasses or discriminates against another employee is personally liable for such conduct. A claim of sexual harassment by-passes the normal grievance procedure, and that the claim can be expressed privately to the City Manager or the Mayor.

## 2.22 VIOLENCE AND WEAPONS

The City of Dawsonville has a strong commitment to its employees to provide a safe, healthy, and secure work environment within the confines of prevailing law. The city also expects its employees to maintain a high level of productivity and efficiency. The presence of weapons and the occurrence of violence in the workplace are inconsistent with these objectives. While the City has no intention of intruding into the private lives of its present or potential employees, all on-duty City employees are prohibited from possessing weapons while performing their duties in any location or situation in which the individual is acting in his/her capacity as an employee of the City. This policy shall apply to all City employees, regardless of full-time, part-time, paid, non-paid, and/or volunteer status, with the exception of any who are POST Certified law enforcement officers and who have law enforcement as an official part of their duties, i.e., Police Officers or City Marshal. The city expects all employees to perform their job without violence toward any other individual and work in a manner so that they can perform their duties in a safe and productive manner. It is the City of Dawsonville's belief that all employees have the right to work in an environment free from physical violence, threats, or intimidation. Such behavior may result in disciplinary action up to and including termination of employment. These restriction and prohibitions shall apply to all employees regardless of any license or permit that an individual may have pertained to said firearms and weapons including a concealed weapons permit. It is the responsibility of each manager to ensure that all employees are informed of and are aware of this policy and legal guidelines. Employees who are victims of or who are witnesses to violent incidents should immediately report such conduct to their supervisors or to the City Manager.

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### A) Prohibited Activities

The City of Dawsonville specifically prohibits the following activities. Employees engaging in any of the following may be required to cooperate in an internal investigation and are subject to disciplinary action up to and including termination of employment on the first offense:

- 1) Use, possession, or sale of any weapon during work hours. A weapon is described as explosive devices, a machine gun, a short barrel rifle or shotgun, a handgun, a firearm silencer, a switchblade knife, a device principally designed, made or adapted for delivering or shooting an explosive weapon, any other type of knife with a blade in excess of five inches, knuckles, or other implement used for infliction of bodily injury, serious bodily harm, or death, which have no common lawful purpose or are not issued as standard employee equipment by the department.

- 2) Storing any weapon in a locker, desk, lunch box, tool kit, bag, purse, tote, other repository on the worksite of any City building.
- 3) Illegal possession, use, or sale of a weapon off City property that adversely affects his/her own or other's safety at work or indicates a propensity for same.
- 4) Refusing to submit to an inspection for the presence of a weapon that is requested by the City.
- 5) Conviction under any criminal statute for the illegal possession of a weapon or for committing a violent act against the person or property of another.
- 6) Refusing to participate in an investigation pertaining to allegations or suspicion that violence has or is likely to occur, or an investigation pertaining to the carrying of a weapon by the employee.
- 7) Verbal or physical threats, threatening gestures, statements, or actions to employees, managers, and the citizens we serve.
- 8) Fighting, including unprovoked attacks that are either physical or verbal.
- 9) The City reserves the right to search an employee's possessions kept in City vehicles, City offices, desks or lockers for appropriate reasons. Employees shall have no right of privacy with respect to City facilities and equipment. Reasons may include, but are not limited to searches for:
  - a) City documents, property, equipment, tools;
  - b) Missing or stolen articles;
  - c) Alcohol, drugs, or any controlled substance;
  - d) Firearms or weapons.
- 10) Any employee who believes he/she has been subject to conduct which violates this policy should talk to the City Manager.

## 2.23 Reasonable Accommodation for Disabled Persons



The City shall provide reasonable accommodation to employees with disabilities unless reasonable accommodation would impose an undue hardship. A disabled employee with a need for reasonable accommodation should notify his or her Department Head, the City Manager, or the Mayor of such need. This policy shall be interpreted and implemented in accordance with the Americans with Disabilities Act.

## 2.24 Security Camera Policy & Procedures

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### 1. Purpose

The purpose of this policy is to establish City of Dawsonville guidelines for use of security cameras and remote monitoring systems in the City buildings or on City property in a way that enhances security while respecting the privacy of employees and members of the Dawsonville community.

This policy shall not apply to the use of cameras for reasons unrelated to surveillance activities or video conferencing. Nor shall this policy apply to cameras used by law enforcement for the purpose of criminal surveillance in the course of investigations or normal law enforcement functions.

### 2. Scope

This policy covers all employees, including seasonal and temporary employees. In addition, it covers all volunteers, interns, and visitors of City facilities.

### 3. Definitions

**Video Recording Camera:** This type of camera has the ability to record images in an area. May be digital or tape recording.

**Video Conference Camera:** Connected to a personal computer. Used to transfer images of video conference participant. Not a continuously monitored camera. Activated by the user.

### 4. Policy

It is the City of Dawsonville's policy that the City is committed to protecting public property and establishing and maintaining workplaces and public areas that are secure and safe for both employees and residents. To enhance this commitment, the City of Dawsonville allows departments to install and utilize security cameras in public areas.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

### 5. Responsibilities

The City Manager is responsible for overseeing the installation, maintenance, and utilization of security cameras on City property, along with implementation of associated standards and procedures. Pursuant to this policy, the City Manager may delegate certain responsibilities to other City employees.

Security cameras shall only be installed pursuant to the request of a City department head, with final approval by the City Manager.

Recorded video will be secured, and viewing access granted based on the following:

- a) Viewing of personnel in recorded video shall be limited to approved individuals with a need to know and, with prior approval of the City Manager.
- b) Any other access such as for vandalism, stolen/missing items, or other security related issue will be authorized by the City Manager.
- c) As required pursuant to law or legal process.

Expense and maintenance of the camera(s) shall be the responsibility of the department requesting installation of the camera.

All security camera equipment must comply with current City standards. New surveillance cameras must connect to the City's centralized surveillance system. Live view of the cameras will be checked weekly by the City Manager to make sure cameras are working properly, the image quality meets the City's needs, and video storage periods meet or exceed the State of Georgia's record retention standards. Any cameras found not meeting these standards will be recommended for repair or replacement.

#### **6. Acceptable Use**

The installation or removal of a departments security camera(s) must be coordinated with the City Manager. Departments shall not install cameras for security purposes on their own.

Placement of cameras shall only be considered for the security and safety of employees and the public, security of City facilities and property, or for legally mandated reasons. Cameras may be installed in outdoor and indoor locations that are deemed public areas. Examples include public common areas such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices. If needed, electronic shielding will be placed in the security camera so the camera cannot be used to look into or upon private areas on City property or on adjacent properties. Camera placement must also take into consideration any confidential material that could be visible.

Signs shall be posted at the entrances to City buildings or other public facilities informing the public and staff that security cameras are in use.

The City Manager and other authorized personnel may monitor or review security camera live feeds and recordings as needed, as authorized and appropriate to support investigations and to enhance public safety. Employees with a need to access select cameras will have that access granted by the City Manager. No unauthorized or unnecessary access is permissible.

Access to the archived footage for investigating violations of rules or investigating potential criminal activity is restricted to the City Manager or with approval by the City Manager.

#### **7. Prohibited Conduct**

No security cameras, game cameras or related image recording equipment shall be installed or located upon City property without being properly approved and meeting the standards of this policy. Tampering with or causing damage to City cameras is also prohibited.

Cameras are not installed for, nor will they be used for the purposes of routinely monitoring staff. However, the City may utilize routine security camera recordings in support of disciplinary proceedings against employees, or in a civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding.

Confidentiality, privacy, and security issues prohibit the general public from viewing security camera footage that contains personally identifiable information employees and citizens, or information that reveals or identifies City security measures. If the City receives a request from the general public to inspect security camera footage, the City will respond according to Georgia public records laws and City policies.

A breach of this policy may result in disciplinary action up to and including termination. Any employee who becomes aware of any damage to or tampering with City security cameras, unauthorized use or disclosure of video recording, and/or potential privacy breach has a responsibility to immediately inform the City Manager.

#### **8. Review of Policy and Procedures**

This policy will be reviewed every one to three years or as state and federal regulations are revised and necessitate a change in the policy or procedures.

### **SECTION 3 ATTENDANCE, OVERTIME, LEAVE AND HOLIDAYS**

#### **3.1 COMPENSATION**

The City of Dawsonville's compensation philosophy is to maintain a competitive pay structure for the purpose of recruiting and retaining an effective and efficient workforce. The pay structure is designed to pay employees based on what their job is worth; ensure they appropriately move through the salary range for their classification; and recognize performance through merit (performance) pay, where applicable. The pay plan is designed to comply with Federal and State law, including the Fair Labor Standards Act (FLSA). All aspects of the pay plan are contingent upon the availability of funds as determined in the sole discretion of the City Council.

#### **3.2 Record Keeping and Work Hours**

The City Manager shall establish the working hours for the employees and may make such other reasonable regulations regarding employee attendance, as he/she deems necessary. The working hours so established will be known as the scheduled work hours on a daily basis. All regular hours earned by non-exempt employees will be in increments of the nearest quarter

hour. For all employees, work hours before scheduled start time and during the lunch half-hour shall include only actual work time, not personal activities. Lunch with a business associate does not constitute work time; however, business that causes an employee to miss lunch or lunch related business meetings, does qualify as work time. When recording time on the employee time record for meetings after 4:30 p.m., an employee should indicate any personal time between 4:30 p.m. and the actual work time (i.e., only actual travel time and meeting should be recorded as time worked not time between 4:30 p.m. and leaving for the meeting).

#### **Employee Time Records and Payroll Deadline**

All non-exempt employees are required to record their work time daily by completing the City Employee Time Record. Employees must accurately record actual hours worked. All time records must be signed by the employee, reviewed, and signed by the Department Head. The employee time records are forwarded by the Department Head to the City Manager no later than 9:00 A.M. on the Monday of payroll week for final review, approval, and signature. The City Manager will then forward all time records to the Human Resources Manager for processing. A copy of the time record for each pay period will be available in the Human Resources Office. Special submission deadlines may be established by the Human Resources Department during holiday weeks.

#### **Compensatory Time**

Compensatory Time (Comp Time) in lieu of payment for overtime hours worked by non-exempt employees to reduce the cost of overtime wages and to assist employee productivity and effectiveness without extra cost to the City is allowed. Comp Time is defined as time off granted to a non-exempt employee to offset overtime hours worked by the employee. Comp Time cannot be accrued unless the non-exempt employee actually works overtime in the pay period. The accrual of Comp Time for exempt employees is not allowed. Each department may decide to utilize Comp Time. The Department Head is responsible for making that decision. Employees must agree to receive Comp Time in lieu of overtime payment. Comp Time will accrue at a rate of one and one-half hours for each hour of employment for which overtime compensation is otherwise required and where the employee has not accrued Comp Time beyond the maximum limit that the City has established. Comp time will be earned in 15-minute increments. Accrual of Comp Time must be approved in advance by the employee's supervisor except in cases of emergency. Supervisors are expected to organize their projects and tasks appropriately to minimize Comp Time accruals. Utilization Comp Time that a non-exempt employee elects to take in lieu of being paid overtime must be taken within the two (2) following pay periods after the overtime work occurred or else the Comp Time will be forfeited, and the non-exempt employee will be paid the overtime wages earned. This section shall not apply to personal leave accrued pursuant to section 3.6.1.

### Exempt employees

Shall be paid a salary to do a job and are anticipated to work at least 40 hours per week. Exempt employees will review their timesheet at the end of the pay period and tabulate time worked. Administrative accrual time is considered more than 80 hours for the pay period. If time worked is less than 80 hours for the two weeks, the employee will charge the shortage on his or her time sheet to personal leave, leave without pay or administrative accrual leave so that the timesheet totals at least 80 hours for the two-week pay period. The time sheet will be reviewed and approved by the Department Head or City Manager and submitted to the Human Resource office. Exempt employees are the City Manager, Utility Director, [Public Works Director](#), Planning and Zoning Director, Finance Administrator, ~~the~~ City Clerk, [Director of Downtown Development](#), [Wastewater Treatment Plant Manager](#) and such other positions as may be established in the future by the City Council that qualify as exempt under FLSA guidelines.

### Non-exempt employees

Shall review their timesheets in order to adjust their working hours so as to not exceed 40 hours during each week if possible. Should there be a need for the non-exempt office employee to exceed the 40-hour workweek, they will need to have the extra work hours pre-approved in writing by the Department Head or City Manager in a non-emergency situation. Due to the frequent emergency nature of their jobs and the public safety requirements of having properly functioning water and sewer systems, non-exempt Utilities department employees may exceed the 40-hour workweek on oral or written approval from the Utility Director or the City Manager. Any hours in excess of 40-hours per work week shall be paid to the non-exempt employee at time and a half per the Department of Labor's FLSA guidelines or the employee may accrue personal leave at time and a half at the option of the non-exempt employee. No non-exempt employee may accrue more than two weeks (10 workdays) personal leave through overtime and all overtime in excess of two weeks (10 workdays) personal leave shall be paid to the employee.

#### 3.3 Overtime

Non-exempt employees whose work period is one week will be paid at the rate of one and one-half the normal rate for all hours worked over forty-hours per week and double pay for all hours worked on a paid holiday. Exempt employees will receive their normal salaries for all work periods and are not eligible for overtime pay or for extra accrued personal leave based upon overtime.

#### 3.4 Emergency Call-out

The Department Head or City Manager may, at their discretion, authorize an employee to return to work in an emergency situation. This is anticipated to happen from time to time in the

Water, Sewer and Roads departments due to the need to provide those services 24/7. Payment for authorized callouts for nonexempt employees of all departments will be made at the rate of a minimum of two (2) hours per call-out and the actual time worked, if any, beyond that. If as a result of emergency call-out time a non-exempt employee works more than forty hours per week, all such overtime shall be compensated as set forth in Section 3.3 above.

### **3.5 Accrued Personal Leave Time in lieu of Overtime Pay**

A non-exempt employee may elect to take personal leave time in lieu of being paid overtime at the same rate as the overtime. By way of example, if a non-exempt employee works one hour of overtime, the non-exempt employee has the option of either being paid for one and one-half hours or accruing one and one-half hours of personal leave. Accrued personal leave time that a non-exempt employee elects to take in lieu of being paid overtime must be taken within the two (2) following pay periods after the overtime work occurred or else the personal leave time will be forfeited, and the non-exempt employee will be paid the overtime wages earned. This section shall not apply to personal leave accrued pursuant to section 3.6.1.

### **3.6 Leave**

Six types of employee leave are recognized: personal leave, military leave, civil leave, funeral leave, leave-of-absence without pay (Family Medical Leave) and administrative leave. The following are specifics of each of these leave types:

#### **3.6.1 Personal Leave**

All leave will be requested in advance, if possible, on standard forms and approved by the Department Head and the City Manager. Personal leave, whenever possible, should be submitted fifteen (15) working days prior to the first day the employee will be absent. The employee must complete the Leave Request form located on the Share Drive and forward to his/her direct supervisor. Any incomplete forms will be denied and returned to the employee by his/her direct supervisor. If the leave request is approved by the direct supervisor, the form is to be forwarded by the direct supervisor up the chain of command with the City Manager making the final leave request approval decision.

In the event of illness or other emergencies that prevent prior approval, a leave request must be submitted to the City Manager within twenty-four (24) hours after return to work.

For absences due to vacation, illness, personal business, or other personal activities, employees shall use personal leave days.

- A) Employees with less than five (5) full years of continuous service shall accrue personal leave at the rate of six (6) hours per biweekly payroll period for twenty-six (26) payroll periods per year.
- B) Employees with Five (5) to ten (10) years of continuous service shall accrue personal leave at the rate of eight (8) hours per biweekly payroll period for twenty-six (26) payroll periods per year.
- C) Employees with over ten (10) years of continuous service shall accrue personal leave at the rate of ten (10) hours per biweekly payroll period for twenty-six (26) payroll periods per year.

Personal leave must be accrued before it is taken. Personal leave accrues from the original date of employment. However, employees may neither take personal leave during the orientation period nor be compensated for personal leave if they are not offered regular employment. Personal leave will not accrue while employee is absent on short-term or long-term disability.

Accrual of personal leave is an earned right granted under these policies. However, taking personal leave is a privilege that must be approved by the City Manager before it is taken, if possible.

Personal leave ~~will not -may not be-~~ accrued in excess of two hundred forty (240) hours. ~~Any accrual of personal leave in excess of two hundred forty (240) hours shall be paid to the employee.~~

Employees on personal leave are subject to recall to duty in cases of emergency.

~~Personal leave may be taken in increments of one hour or more.~~

Upon termination or death, employees or their estates will be paid for accumulated personal leave.

#### Personal Leave Cash Out Requests

Employees may request to cash out personal leave, however, the following criteria applies to each request:

- Employee must take a minimum of forty (40) hours personal leave per calendar year.
- Employee must have a minimum of 120 hours in their accrued leave time to be eligible.
- Employee may only cash out up to eighty (80) hours per calendar year but not before a minimum of forty (40) hours personal leave has been taken.
- Employee must receive approval from the City Manager
- Cash outs will only be processed in conjunction with regularly scheduled payroll cycles

- PTO cash out wages are subject to federal tax withholding, Social Security, Medicare and applicable state tax withholding.

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~~All employees must take a minimum of one week (40 hours) personal leave per year if leave accrual is available. Employees with a minimum of 120 hours in their leave bank may be compensated up to 80 hours per year upon approval of the City Manager.~~

### 3.6.1-1 PERSONAL LEAVE TRANSFER CONTRIBUTION

The Personal Leave Transfer Contribution is strictly voluntary which allows any full-time City employee to donate his/her accrued personal leave time directly to any other full-time City employee who has a personal or family medical emergency and who has exhausted his/her available Leave time. The Leave donor must complete the Personal Leave Transfer Contribution form and forward the completed and signed form to his/her department head for review. The department head will forward the form to the City Manager. An employee may receive donated personal Leave when it has been determined by the City Manager that the need is a personal/family medical emergency. The City Manager will verify with the Human Resources Department that the recipient has exhausted his/her accrued personal Leave time. The personal Leave recipient may receive a maximum of 160 hours of donated personal Leave at any one time for each personal/family medical emergency. However, any unused donated Leave must be reported to the Human Resources Manager who will return the unused donated Leave to the Leave donor(s) when the personal/family medical emergency ends. A full-time employee may donate up to 80 hours of accrued leave per year.

### 3.6.2 Military Leave

In the event state or federal law requires that paid leave be granted to members of the Reserve and National Guard under certain conditions or leave-of-absence for military personnel is required under other conditions, then Military leave shall be granted without pay or such persons paid during military leave only as required by applicable state and federal law.

### 3.6.3 Civil Leave

An employee of the City shall be entitled to absence from duties, without loss of pay or time and without effect of his status, on all days during which he shall be subpoenaed by any court to serve as a juror or witness upon presenting a court notice to the City Manager.

### 3.6.4 Funeral Leave

An employee having a death in his/her immediate family is entitled to three days' absence from work without reduction of time or pay and without effect on his/her status. "Immediate family" is defined as mother, father, sister, brother, spouse, child, stepchild, grandparents, grandchild



of employee and/or his/her spouse. All requests for funeral leave shall be approved by the City Manager.

### **3.6.5 Family and Medical Leave (FMLA)**

In compliance with the Family and Medical Leave Act (FMLA) of 1993 (P.L. 103.3) the City will provide eligible employees up to twelve (12) weeks of unpaid leave within a rolling twelve (12) month period for the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse or a son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition; or because of a serious health condition that makes the employee unable to perform the functions of the position of such employee. The twelve (12) weeks may include accrued paid or unpaid leave. The following policies and procedures apply:

- A) "Eligible employees" are those employed for at least one (1) year and who have worked at least 1,250 hours within the previous twelve (12) month period.
- B) "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
- C) An employee may take leave intermittently or on a reduced leave schedule when medically necessary; however, intermittent, or reduced leave schedule to care for a newborn or newly adopted child must be approved by the City Manager.
- D) An employee must take accrued vacation, personal, or family leave as part of the twelve (12) week FMLA period for leave to which the employee is entitled under the FMLA for the birth of a son or daughter of the employee and in order to care for such son or daughter, because of the placement of a son or daughter with the employee for adoption or foster care, or in order to care for the spouse or a son, daughter, or a parent of the employee if such spouse, son, daughter, or parent has a serious health condition. An employee must take accrued vacation, personal, or medical or sick leave as part of the twelve (12) week FMLA period for leave to which the employee is entitled under the FMLA in order to care for the spouse or a son, daughter, or a parent of the employee if such spouse, son, daughter, or parent has a serious health condition or because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- E) An employee must request FMLA thirty (30) days in advance when possible and must be approved by the City Manager.
- F) An employee shall receive written notice of the City's designation of time as FMLA leave.

- G) An employee on FMLA leave is entitled to receive health benefits while on unpaid leave under the same terms and conditions as when working. However, the City may recover health coverage premiums paid for an employee who fails to return to work at the conclusion of family and medical leave for a reason other than the continuance, recurrence, or onset of a serious health condition that would have entitled the employee to family and medical leave under the Family and Medical Leave Act or other circumstances beyond the control of the employee.
- H) The City shall provide service credit during unpaid FMLA leave, but only for the purpose of avoiding a break in service.
- I) Upon the conclusion of his or her FMLA leave, the City shall return the employee to the position he or she held immediately prior to the beginning of said leave or to an equivalent position.
- J) Spouses who are both employed by the City are entitled to a total of twelve (12) weeks FMLA leave for the birth or adoption of a child or to care for a sick parent. If the leave is required to care for a sick child or the other spouse, each spouse is entitled to twelve (12) weeks of FMLA leave.
- K) When the FMLA leave is for the employee's personal illness or health condition, the City may require a physician's certification, within fifteen (15) days of (1) the date the illness or condition began, (2) the probable duration of the illness or condition, and (3) appropriate medical facts regarding the illness or condition.
- L) Maternity leave will fall under this category.
- M) Leave of absence without pay shall have the following effect on employee benefits:

|                                   |   |
|-----------------------------------|---|
| Health, Life & Dental Insurance   | Can remain in effect, but employee must pay entire premium during the leave-of-absence without pay. If the LOA is approved FMLA then the health coverage would continue as normal for the 12-week FMLA period.                    |
| Personal Leave Retirement Program | Is not accrued during leave-of-absence without pay. No employer or employee contributions are made during leave-of-absence without pay.   |
| Holiday Pay                       | An employee shall not receive holiday pay if on leave of absence without pay for one or more days preceding the holiday. (For more detailed information on the Family and Medical Leave Act, see a copy of the Act at City Hall). |

### 3.6.6 Military Related Forms of FMLA Leave

#### A) Military Related Exigency Leave

The City will allow employees to use their FMLA Leave discussed in 3.6.5 for Military Related Exigency. This is another qualifying use of the FMLA Leave described in 3.6.5 and is not in addition to that leave. Military Related Exigency Leave is intended to assist families of military servicepersons who manage personal affairs while said military serviceperson (1) is on active duty and (2) is supporting a contingency operation, which (3) creates a qualifying exigency. A qualifying exigency may exist because of the following:

1. short notice deployment
2. military events and related activities
3. childcare and school activities
4. financial and legal arrangements
5. counseling
6. rest and recuperation
7. post deployment activities and
8. any additional activities agreed to by the City and the Employee.

Except as otherwise noted in this section, Military Related Exigency Leave is governed by the same procedures as FMLA Leave discussed in 3.6.5.

#### B) Military Caregiver Leave

The City will allow employees to use their FMLA Leave discussed in 3.6.5 plus an additional fourteen (14) weeks (for a total possibility of twenty-six (26) weeks) for Military Caregiver Leave. Military Caregiver Leave is available to employees who are the next of kin to a family member who is a military serviceperson with a serious illness or injury incurred in the line of duty while on active duty. Except as otherwise noted in this section, Military Caregiver Leave is governed by the same procedures as FMLA Leave discussed in 3.6.5.

### 3.6.7 Administrative Leave With or Without Pay

At the discretion of the City Manager, an employee may be put on administrative leave during an investigation or when such leave is deemed appropriate for the circumstances. An employee may be granted leave with or without pay at the discretion of the City Manager up to 15 work-days. An employee in his orientation period may be put on administrative leave without pay or without cause. Any employee placed on administrative leave with or without pay will be provided with a written notice of the reason for the leave.

### 3.7 Conditions Involving Pandemic or Influenza

Sick employees who report to work with contagious ~~symptoms stems~~ and/or a contagious condition, as those terms are defined in this Section, may significantly impact City operations due to the potential for spreading sickness, diminished productivity, and lack of quality or attention to safety.

Employees should consider options and practices that will reduce the risk of contracting a contagious condition or passing on a contagious condition by ~~observing considering~~ healthy practices such as: receiving ~~flu~~ vaccinations, covering their noses or mouths when coughing or sneezing, washing, or sanitizing their hands, using sanitizers on common work areas, and other health practices that are designed to reduce infection and the spread of disease. Employees should also refrain from reporting to work with contagious symptoms and/or a contagious condition so as not to spread a condition or disease. Within reason, employees will be allowed to be compensated by the City for the time it takes to receive contagious disease vaccinations if performed during their regularly scheduled workday.

In the interest of maintaining safe and healthy workplace, the City may require persons with contagious symptoms and/or a contagious condition not to report to work and/or may send employees with contagious symptoms and/or a contagious condition home.

#### A) Contagious Symptoms and/or Condition

For purposes of the Section, contagious symptoms and/or a contagious condition exist when:

- 1) An employee exhibits influenza-related symptom (e.g., fever, vomiting, diarrhea, headache, cough, sore throat, runny or stuffy nose, muscle aches) or other symptoms, described by a public health organization as indicative of other contagion, such as Coronavirus; and/or
- 2) An employee is diagnosed with an infectious/contagious condition (e.g., influenza, strep throat, tuberculosis, bacterial meningitis, mononucleosis, mumps, measles, rubella, chicken pox, etc.); or
- 3) An employee and/or family member/household member has recently traveled or plans to travel to a geographic area or has been subjected to a confined area, such as cruise ship or airplane, actively identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 2 or 3 travel advisory.

#### B) Workplace Requirements

The city and its employees bear responsibility for a safe and productive workplace environment. Accordingly, an employee with contagious systems and/or a contagious condition:

- 1) Will not report to the workplace so as not to infect other employees or members of the public.
- 2) Will not report to the workplace until his/her symptoms have subsided and the employee has been cleared with a health care provider's statement that the employee may return to work. (Such statement must be submitted to the City Manager for approval as provided in subsection (d), below, in advance of returning to the workplace.)
- 3) Will not report to the workplace after returning from, or after a family/household member has returned from, a geographic area or confined area recently identified by a recognized health organization to present a high degree of contagion health risk or an area for which the CDC has issued a Level 2 or 3 travel advisory. In such case, the employee cannot return to the workplace until completion of the incubation period as identified by a public health organization and until the employee has been cleared with a health care provider's statement that the employee may return to work. (Such statement must be submitted to the City Manager for approval as provided in subsection (d), below, in advance of returning to the workplace.)
- 4) May be sent home, with or without the opportunity to work from home, based on observations of symptoms of a contagious condition.

C) Absence Due to Contagious Symptoms or Conditions

An employee who has been sent home by the City Manager and/or has not reported to work due to contagious symptoms and/or a contagious condition, or who has been quarantined, will be required to use accrued Personal Leave time and/or accrued compensatory time. If Personal Leave or compensatory time is unavailable or exhausted, the employee will be recorded as absent with approved unpaid leave. In the event that an employee's absence pursuant to an approved unpaid leave extends beyond five (5) days and/or an employee's absence pursuant to an approved unpaid leave becomes a recurring issue, and such absences are deemed to constitute an undue burden upon the City, the City Manager may request that the employee provide a doctor's certification as to the employee's current condition. Ultimately, prolonged absences will be addressed in compliance with all Federal and State laws and regulations, including the ADA and the FMLA (where a serious health condition is involved.)

The City Manager may approve an employee to work from home or another private location while recuperating. Such approval is dependent upon consideration of factors, including the employee's position, the severity of the illness, and other safety and logistical considerations. Notification that an employee will be allowed to work from home must be provided to Human Resources. Any employee subject to absence due to contagious symptoms or a contagious condition must contact

Human Resources to determine if the employee and medical condition qualifies for Family Medical Leave. In such case, the policy covering Family Medical Leave Act shall apply.

D) Return to Work from Contagious Symptoms or Contagious Condition

As a condition for return to work, the employee will be required to provide certification from a professional health care provider stating the contagious symptom or contagious condition that the employee experienced has been cleared and the employee may return to work without risk to other employees. The written statement must be submitted to the City Manager, which shall review and must approve the release *before* the employee may return to work. An employee failing to provide a written return to work authorization prior to reporting to work will be immediately sent home and may be subject to disciplinary action for failure to comply with this requirement.

E) Compliance

Due to the seriousness of the ramifications of non-compliance, any violation of the policy as set forth will subject the employee to disciplinary action, up to and including, termination.

This Section will be administered in accordance with all Federal and State laws and regulations, including the ADA and the FMLA (where a serious health condition is involved).

The City will refer to the guidelines set forth by the Center for Disease Control and Prevention (CDC) to assist with necessary protocol surrounding conditions involving a pandemic and/or influenza. The final determination will be at the discretion of the City Manager.

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### 3.8 Holidays

The following are the official holidays that will normally be observed by the City of Dawsonville employees:

- A) New Year's Day
- B) Martin Luther King's Day
- C) Good Friday
- D) Memorial Day
- E) Independence Day (July 4)
- F) Labor Day
- G) Veterans Day
- H) Thanksgiving Day
- I) Day after Thanksgiving
- J) Christmas Eve
- K) Christmas Day

L) New Year's Eve

M) Floating Holiday – to be used for birthday, Mountain Moonshine Festival, or any other event. This holiday is not subject to double time and will have to be used to receive any monetary value.

### **3.9 Observance of Holidays**

Some employees may be required to work during the above holidays due to emergencies. Those non-exempt employees who are required to work will receive the payment as required by the FLSA or equivalent personal leave days at another time as determined by the employee in consultation with his/her Department Head or the City Manager. If a holiday falls on Saturday, it will generally be observed on the preceding Friday. If a holiday falls on Sunday, it will generally be observed on the following Monday, as determined by the City Manager.

## **SECTION 4 EMPLOYMENT PRACTICES**

### **4.1 Objective**

The objectives of establishing the following employment practices are:

A) to comply with accepted principles of good personnel practice, and

B) to enhance the employment conditions in the City of Dawsonville with the belief that fair and equitable employment practices lead to greater job satisfaction and productivity.

### **4.2 Equal Employment Opportunity**

The intent of this policy is to reaffirm the City's position regarding nondiscrimination in all matters relating to employment. The fundamental philosophy that has guided the City has been a belief in the importance of good human relations and the dignity of the individual. Consistent with this philosophy, there shall be no discrimination in City employment based on race, color, religion, sex, national origin, age, ancestry, citizenship, veteran status, disability, or genetic information. Department Heads are responsible for administering and complying with the policy as it concerns the employees under their supervision.

### **4.3 Recruitment**

Every reasonable effort will be made to attract qualified applicants for available jobs, to include posting job opening announcements in public places and publishing them in the local newspaper and on the GMA, internet jobs site or its equivalent.

#### **4.4 Refusal to Accept Application**

The City shall not refuse to accept an application for employment. Applications will be reviewed for qualifications when a position is available, and the most qualified applicants will be invited for interviews. A job applicant is not automatically entitled to an interview. Solicited or unsolicited applications may be held for a maximum of three (3) months and considered when a position becomes available for which the applicant is qualified. After three (3) months, the application is discarded, and the applicant must submit a new application.

#### **4.5 Appointments**

The City recognizes two (2) types of appointments that apply to both original appointments and to promotions: competitive appointments and noncompetitive appointments.

##### **4.5.1 Competitive Appointments**

Competitive appointments are the normal practice of the City. All positions shall be created and authorized by the Council and Mayor. When a vacancy occurs in an existing position or is created by a new position, all applicants certified as eligible are considered for the position. In general, the best-qualified applicant as selected by the City Manager will be employed. Following recruitment of applicants, the City Manager shall conduct interviews of those deemed best qualified. After a background and reference check of those selected for final consideration, the City Manager shall make the appointment to the position.

##### **4.5.2 Noncompetitive Appointments**

- A) It shall be the policy of the City to promote employees from positions in lower job classifications whenever the employee has the requisite job knowledge and skills necessary for the promotion. These noncompetitive promotions shall be consistent with fair employment practices. If no eligible applicant is available when a vacancy occurs or a new position is created within an operating City department, the City Manager or a Department Head upon notification and approval of the City Manager may make a temporary or emergency appointment of an individual to fill said position until such time as he/she becomes eligible for regular appointment or until a suitable, fully qualified applicant becomes available.
  
- B) Noncompetitive appointments may be made to fill temporary or part-time positions not covered by these policies.

#### **4.6 Employment of Relatives (Nepotism)**



- A) It shall be the policy of the City to not employ any member of an employee's family whose relationship is first cousin or closer by blood or marriage to another employee in the same chain of command; or in any capacity, which will result in an employee directly supervising such a relative. This policy shall not prohibit the employment of relatives, but only shall prohibit their employment in the same chain of command from a supervision standpoint. This policy applies to promotions, demotions, transfers, reinstatements, and new employees but shall only be applied prospectively and shall not affect any employee who may be in violation as of the effective date of this policy.
  
- B) If the City institutes a reorganization that changes chain of command, an employee who would be working within the same chain of command as, or supervising, a relative must transfer to another chain of command if possible. However, no employee will be penalized as a result of a departmental reorganization or chain of command change, which places him or her, in violation of this policy.

#### 4.7 Non-Fraternization

Romantic or sexual relationships between a manager/supervisor and a direct report employee can cause real or perceived conflicts of interest. To prevent these conflicts, the City prohibits such relationships or any conduct that is intended or may reasonably be expected to lead to the formation of a romantic or sexual relationship between a manager/supervisor and an employee in a direct reporting relationship. This policy applies regardless of both parties freely consent to such relationships. Should a manager desire to date or become involved with a direct report employee, the manager should first resign from his/her position with the City. Should two employees within the same department, but not in a direct reporting relationship, desire to become involved in a romantic relationship, they should disclose the relationship to the Department Head who shall then determine the effect of the relationship on work product and work flow within the department. If, in the judgment of the City Manager, the relationship between two employees within the department creates a negative effect on departmental operations, then the City Manager will determine resolution of the Manager.

### SECTION 5 ORIENTATION PERIOD

#### 5.1 Purpose

An orientation period shall apply to original employment positions, promotions, or transfers to positions with different qualification requirements according to the following time periods for the purpose of determining whether an employee is best suited for a position. No employee is eligible for receiving [health](#) benefits until the employee has successfully completed 60 days of employment.

## 5.2 Length of Period

- A) Generally, the orientation period will constitute the first 90 days of employment in positions of original appointment, promotion, or transfer. However, the City Manager may extend the orientation period as set forth in Section 5.5 below as may be deemed necessary and appropriate.
- B) At no time during the orientation period or after the orientation period should the employee have the expectation of continued employment. During the orientation period, an employee may be discharged from his/her position at any time with or without cause. All employees are "at will" employees.

## 5.3 Evaluation

During the orientation period, the Department Head shall evaluate the performance of the employee at least once per month. At the conclusion of the orientation period, the Department Head shall provide a written statement to the City Manager with a copy to the employee's personnel file indicating whether the performance of the employee during the period was "satisfactory" or "unsatisfactory". The employee will be notified on or before the last day of the orientation period whether his/her employment will be continued or terminated.

## 5.4 Completion

Upon successful completion of the orientation period, the employee will be considered as being capable of performing satisfactorily in that position and will be offered continued employment. Such offer of continued employment does not, however, create a property right or claim of entitlement to his/her job.

## 5.5 Extension of Orientation Period

The City Manager may extend the orientation period for up to an additional 90 days (180 days total maximum) in such cases that it is determined that an employee needs improvement in certain areas, but those shortcomings do not warrant termination at the expiration of the initial 90 days. However, failure to meet directives outlined in the orientation review may result in termination after the expiration of the extended orientation period.

**SECTION 6  
PROMOTIONS, TRANSFERS, DEMOTIONS, SEPARATIONS, SUSPENSIONS**

**6.1 Promotions**

- A) A promotion is the filling of a vacancy by the advancement of a permanent employee from a position of a lower class. For this purpose, a lower class means any class of positions having a maximum salary lower than the maximum salary of the vacant position to which the employee is being promoted. No employee shall be promoted unless he/she has completed an orientation period. An employee who is promoted shall be required to serve an orientation period in the higher position. The serving of an orientation period in the higher position shall not affect the employee's status in a lower position.
- B) Promotion of employees will be contingent upon their meeting the minimum qualifications of training and experience necessary for appointment to the class to which the promotion is to be made. Nonqualified employees may be promoted provisionally only in accordance with these policies.
- C) Promotion of duly qualified employees to higher level positions is to be made by the Department Heads in accordance with the provisions of these policies, subject to the final approval of the City Manager.
- D) Employees who have not attained permanent status, and who are thereby ineligible for promotion, shall nevertheless be entitled to any consideration for appointment to the position that he/she would normally receive if he/she were not a City employee.

**6.2 Transfers**

- A) A transfer is the movement of a regular or orientation period employee to another comparable job. The position to which the transfer is made may be within the same class as the job currently held by the employee, or it may be of a different class provided the salary ranges are the same.
- B) The City Manager must approve any and all transfers in writing.
- C) An employee transferred in accordance with the provisions of these policies shall maintain the same status (regular or orientation) as he/she had in the position from which he/she was transferred.
- D) In the case of transfers to positions in a different class, employees must meet the minimum qualifications of the new class, except as otherwise provided in these policies.

### 6.3 Demotion

- A) A reduction of a regular or orientation employee to a position of a lower class is a demotion. A lower class means a class having a lower maximum salary than that of the class in which the individual is presently employed. A demotion may be made for cause or may be made on a voluntary or involuntary basis provided the employee has been certified by the City Manager as meeting the qualifications for the position to which he is being demoted.
- B) A regular employee may be demoted because of unfitness to perform assigned duties; negligence or inefficiency in performing duties; for misconduct; for insubordination; or other violations of policies and procedures. An employee serving an initial orientation period may be demoted for any reason with or without cause. An employee serving a promotional orientation period may be demoted to his/her previous position for any reason with or without cause.
- C) If for personal or other reasons a regular or orientation employee prefers to be assigned to a position of a lower class, the Department Head, subject to review by the City Manager, may make such a voluntary demotion.
- D) An involuntary demotion may be made for just cause other than the conduct or work-related activities of the employee; provided that regular employees have the right to appeal such action.
- E) In the event of a demotion of a regular employee, the Department Head must notify the employee being demoted and the City Manager, in writing, as provided in Section 8.

### 6.4 Separations

#### 6.4.1 Resignations

Resignation of any employee should be made in writing to the head of the employee's department, and the Department Head shall notify the City Manager of such resignation.

#### 6.4.2 Termination during Orientation Period

The City Manager or a Department Head may terminate without cause the employment of an orientation employee at any time. The orientation employee shall have no right of grievance, appeal, or hearing.

#### **6.4.3 Termination of Regular Employees**

The City Manager, upon recommendation of a Department Head or upon his own volition, may terminate the employment of a regular employee for cause.

#### **6.4.4 Surrender of Property**

At any time when an employee is terminated or separated from employment, the employee shall transfer all records, assets, and other items of City property to the City Manager prior to final wage payment. The employee shall sign certification to this effect. The value of City items determined missing at this time may, at the discretion of the City Manager, be withheld from the employee's final paycheck. Additionally, if an employee is suspended, he/she shall return to the City Manager all items of equipment, including cell phones, pagers, keys, or uniforms owned by the City, in his/her possession before receiving his/her final pay.

#### **6.4.5 Exit Interview**

After receiving written notice of voluntary resignation or retirement by the employee, the Division Director shall notify the City Manager and Human Resources Manager. The original written notice of resignation or retirement shall be sent to Human Resources. The Human Resources Department will schedule an exit interview with the employee.

#### **6.4.6 Death**

Upon the death of an employee, the Department Head shall immediately report the separation of the employee to the City Manager.

#### **6.4.7 Job Abandonment**

An employee who is absent from work for a period of three (3) consecutive working days without notifying his/her supervisor of the reasons for his/her absence and without receiving permission to remain away from work shall be considered as having abandoned their position and not in good standing, provided, however, that the failure to contact his/her supervisor was not caused by unavoidable emergency circumstances. Such an employee will not be eligible for re-employment for a minimum of six months. An employee who "quit without notice" under these circumstances will be paid his/her unused accrued leave balance. The official termination date will be on the day following the third consecutive day with no notification.

#### **6.4.8 Reduction in Force (Lay-off)**

Subject to review and approval by the City Council, the City Manager may lay-off an employee whenever he/she deems it necessary, by reason of shortage of work or funds, the abolition of a position, department or portion of a department, or other material change in duties or organization. The order in which an employee is to be laid-off shall be determined by the City's needs and priorities, and the City Manager shall file a written listing of employees to be laid-off with the City Council for approval prior to taking such action. Laid-off employees will be given preference in a recall. A position shall not be abolished as an alternative means to terminate an employee consistent with this policy.

**SECTION 7  
PERSONNEL RECORDS**

**7.1 Records**

The Human Resources Manager shall maintain a personnel file for each employee.

**7.1.1 Confidentiality of Records**

All personnel files and records for City employees are confidential records. Access to such records shall be restricted to the Human Resources Manager and City Manager. Any disclosure of information contained in personnel files and records to persons other than the foregoing shall require the written authorization of the employee affected; provided, however, that the public shall have the right to request and obtain disclosure of any such information as is required by the Georgia Open Records Act and the Council and Mayor shall have the right to obtain disclosure of such information as is required in any employee initiated appeal of a disciplinary action.

**7.1.2 Reports of Performance**

- A) The City Manager or each Department Head shall administer a system of employee performance rating designed to give a fair and just evaluation of the quality and quantity of work performed by City employees.
- B) These evaluations shall be prepared on forms prescribed by the City Manager and shall be conducted for each employee annually on the anniversary of their hire date. ~~not less than annually at least two months prior to adoption of the annual budget.~~
- C) The performance of orientation period employees shall be evaluated at least once per month and at the end of the orientation period.
- D) Each time a performance evaluation is performed, the City Manager and/or his/her designee shall hold a private interview with the employee to explain the rating and the reason for the rating.
- E) The evaluation shall be signed by the City Manager, Department Head and the employee and filed in the employee's personnel file.
- F) The employee is entitled to receive a copy of his/her performance evaluation upon request.

## **SECTION 8 DISCIPLINE**

### **8.1 Policy Statement on Discipline**

#### **8.1.1 General Overview**

One of the most difficult aspects of the job of a manager is that of disciplining a subordinate. Administrators generally agree that most employees desire to do a good job and that situations in which formal disciplinary action is needed can usually be prevented by proper selection, clear and adequate instructions, frequent observation and communication, and appropriate recognition. Sometimes, however, even after earnest efforts, established rules and standards, disciplinary action is necessary. In such cases, the prompt application of appropriate disciplinary measures is imperative and absolute obligation of the manager. Since discipline is a periodic necessity, the importance of establishing and adhering to disciplinary policies and procedures that are fair, prompt, and legally sufficient cannot be emphasized too strongly. The disciplinary process known as "progressive discipline" can usually satisfy the requisites of fairness and promptness. The Council and Mayor subscribe to this concept, and it is this process that should be the basis of disciplinary practices in the City.

#### **8.1.2 Definition**

"Progressive discipline" is a process in which disciplinary action is applied in several steps of increasing severity up to and including dismissal. The typical progression of discipline should be implemented in the sequence as follows: oral reprimand, written reprimand, suspension, demotion, and dismissal.

Each step, therefore, moves closer to termination and each one, in turn, is designed to stimulate a change in the behavior that activated the disciplinary process. Moreover, the steps are so timed that the employee has the opportunity to correct his/her behavior prior to the next stage. There is no requirement that all steps be utilized and in appropriate circumstances all steps may be skipped, and the employee immediately dismissed, and their employment terminated. However, the goal is to apply the minimum level of discipline that will bring the employee's performance up to the expected level.

#### **8.1.3 Essential Prerequisites**

The essential prerequisites of a progressive discipline process are:

- A) To ensure that all employees understand their duties and are aware of the policies and procedures that apply to them. At a minimum, this should include an initial orientation



to the job and the organization and periodic reminders of expectations. It is especially important that changes in duties or standards be adequately communicated.

- B) To enforce the policies and procedures with consistency. Consistency in the enforcement of policies and procedures does not mean that the penalty for violation must be precisely the same in every instance. Indeed, in a progressive discipline system, the penalty may vary because of the presence or absence of intent, the work record of the offender, or other relevant factors. What is important is that the enforcement itself should not wax or wane because of personal whims, biases, favoritism, or similar irrelevant factors.
- C) When a violation of a policy or procedure occurs:
  - 1) Be certain of the facts and circumstances. In minor cases this may be a one-time observation supplemented by one or two questions. In serious cases, an extensive investigation may be necessary to determine the full extent of the offense. In any event, this aspect should not be unnecessarily delayed.
  - 2) Determine the appropriate disciplinary measure. This determination involves the coalescing of numerous factors, such as the seriousness of the offense, whether it was deliberate or unintentional, and the employee's record of behavior. The appropriate disciplinary measure, therefore, may range from simple verbal correction to summary dismissal under the emergency provisions.
  - 3) Apply the discipline promptly, being careful to observe the procedural requirements for the type of discipline imposed. In oral and written reprimands, the procedures are usually quite simple in that they involve mostly the principles of good communication. That is, the reprimand should generally be given quickly, privately, and frankly. It should not be mixed with compliments, nor should digressions be permitted. If these points are not observed, the employee may not realize that he has been warned of an error and that more serious action will be taken if the offense is repeated. If a suspension, dismissal, or other serious type of discipline is to be imposed, the procedural requirements are critical and must be observed. Accordingly, such actions should never be initiated without prior discussion with and approval by the City Manager.
  - 4) Conclude the process as quickly as feasible and resume normal operations. This includes documenting the incident in the record with particular attention to time, place, facts, and the action taken. When the discipline has been imposed and the documentation prepared, do not dwell on the issue, and especially do not engage in harassment or intimidation. Let it end there unless

the employee himself resurrects it by repetition or compounds it by subsequent violations.

## **8.2 Types of Disciplinary Action**

There are five types of progressively severe disciplinary actions that are recognized or permissible under the policies and procedures of these Policies and Procedures. In general order of severity, they are:

- A) Oral Reprimand
- B) Written Reprimand
- C) Suspension without Pay
- D) Demotion
- E) Dismissal

The five disciplinary actions fall into two (2) general categories: "reprimands" and "adverse actions". Oral and written reprimands are warning procedures and are the least harsh of the several types of disciplinary actions. They are usually the first two steps in the progressive discipline sequence. When properly documented, they provide evidence that the department has observed a progressive sequence if a more severe form of discipline is applied in a subsequent violation. A regular employee may be suspended without pay for cause for a period not to exceed fifteen (15) working days. An orientation employee may be suspended without pay with or without cause for a period not to exceed fifteen (15) working days. Adverse actions consist of suspension, demotion, and dismissal. None of these actions should be initiated without prior consultation with the City Manager. There are occasions when an employee must be removed from the job without delay. This includes such circumstances as when it is likely that the employee has committed a felony or other crime involving moral turpitude, or when his continued presence on the job might be dangerous for him or others or be unduly disruptive to the operations. In such instances, the employee should be immediately removed from the job and the City Manager contacted immediately for appropriate action.

## **8.3 Causes for Disciplinary Action**

The following list of possible causes for disciplinary action is intended to communicate to the employee several general reasons that are universally accepted as reasons justifying discipline in public employment. These reasons are neither mutually exclusive nor collectively exhaustive. The City may discipline for any combination of these reasons or for reasons not listed below. Some possible causes of disciplinary action include, without limitation:

- A) Inadequate, negligent, or inefficient performance of job duties;
- B) Unfitness to perform assigned duties;
- C) Insubordination;
- D) Misconduct;
- E) Conduct reflecting discredit on the City or the employee's department;
- F) Failure to report for work without justifiable cause;
- G) Chronic tardiness or absenteeism;
- H) Political activity in violation of these policies;
- I) Violation of or refusal to comply with Federal, State or local laws or regulations, including applicable State and local traffic laws and ordinances;
- J) Theft, destruction, or damage of City property;
- K) Abuse of alcohol or drugs or use of alcohol or drugs while on duty;
- L) Discourtesy to the public;
- M) Falsification of records, including a City employment application;
- N) Conduct that jeopardizes harmony among coworkers or the maintenance of discipline by the employee's immediate supervisor;
- O) Conduct which jeopardizes a close working relationship, where such close working-relationship requires personal loyalty and confidence is necessary to the employee's job;
- P) Acceptance of money or other valuable consideration given with the intent of influencing the employee in the performance of his/her official duties;
- Q) Improper use of official position for personal profit or advantage;
- R) Release of false or misleading information concerning the City or unauthorized release of any City records or files designated as confidential including employee personnel records; or

- S) Violation of any provision of these rules or any other reason that violates these rules is just cause for disciplinary action.

#### 8.4 Notice

- A) Other than in an emergent situation as set forth below that demands immediate discipline without prior notice, the affected employee will be given a written notice at least five (5) business days prior to the effective date of any adverse action describing:

- 1) The effective date of the adverse action;
- 2) The specific reasons for the adverse action;
- 3) A statement informing the employee that he/she may respond to a named official within five
- 4) business days of receiving the notice of proposed adverse action; and
- 5) A warning that failure to respond to the named official will result in a waiver of all further appeals.

- B) Where retention of an employee for the period of time necessary to comply with the preceding notice and response procedures would (or would be likely to)

- 1) result in damage to City property;
- 2) be detrimental to the interests of the City; or
- 3) result in injury to the employee, a fellow worker, or to the general public, the employee may be disciplined immediately without compliance with the preceding section. However, the written notice of disciplinary action shall be given to the employee within a reasonable time after the disciplinary action and the employee shall have the right to appeal and a hearing pursuant to Section 9 of these Policies and Procedures.

#### 8.5 Employee Response

- A) The employee may respond in person or in writing to the City Manager within five (5) business days of receiving the notice of proposed adverse action.

B) Failure to respond to the notice within five (5) business days will result in a waiver of all appeals.

#### **8.6 Notice of Final Action**

- A) The City Manager, after considering the employee's response, should give the employee a written notification of the action taken within five (5) business days of the employee's response. The notification should contain a statement informing the employee of his/her privilege to appeal the action through the hearing process described in Section 9 of these Policies and Procedures.
- B) If the employee responds to the City Manager, the City Manager may postpone the deadline for the final notice by a specific number of days to conduct further investigation. If the deadline for the final notice is postponed, the effective date of the final action should be postponed by as many days as the postponement.

**SECTION 9  
GRIEVANCE PROCEDURES**

**9.1 Purpose**

The purpose of the employee grievance procedure is to provide an orderly process for hearing the grievance claims of employees. The object of the process is to reach a fair and equitable decision in a timely manner. The employee and his/her supervisor should make an effort to resolve any grievance informally before initiating a formal procedure.

**9.1.1 Definition**

Subject to the limitations set forth in Section 9.2. A grievance is a claim initiated by an employee alleging what his/her employment or productivity has been adversely affected by:

- A) Unfair treatment;
- B) Unsafe or unhealthy working;
- C) Capricious application of City or departmental policies and procedures
- D) Disciplinary adverse actions;
- E) Alleged sexual harassment; or
- F) Alleged unlawful discrimination.

**9.1.2 Filing**

An employee may file a written grievance with his/her Department Head or the City Manager within five (5) business days after the occurrence of the event being reported, or within five (5) business days after becoming aware of the event. The grievance statement must be submitted to the supervisor or the City Manager in writing, and it should state the specific claim and the specific relief desired.

**9.1.3 Administrative Review**

The employee grievance shall be reviewed and decided by the City Manager within five (5) business days after the grievance is filed. The City Manager shall notify the grievant of his/her decision in writing. If the employee is dissatisfied with the City Manager's decision upon administrative review, the employee must request an appeal hearing in front of the City Council within five (5) business days of the City Manager's decision.

#### **9.1.4 Grievance Appeal Hearing**

The grievance appeal hearing is intended to create a formal means for the grievant to communicate his/her complaint. The grievance appeal hearing will be scheduled within thirty (30) days of the date of the employee's request for an appeal hearing. The Mayor or the City Attorney will act as the hearing officer and will conduct the hearing. The City Council will listen to the presentation from management and the grievant and may question any witness to obtain pertinent facts about the appeal and the situation relevant to the appeal. Management and the grievant may bring witnesses to the hearing to testify. The appeal hearing will be open to the public. The City Council will issue its written decision on the appeal hearing within ten (10) business days of the hearing. The decision of the City Council shall be final.

#### **9.2 Non-Grievance Areas**

The following are non-grievance areas:

- A) Issues that are pending or have been concluded by other administrative or judicial procedures;
- B) Work assignments that do not result in a demotion or salary reduction;
- C) Budget allocations and expenditures, and organizational structure, including the persons or number of persons assigned to particular jobs or units;
- D) The content or rating of a performance appraisal except when the employee can show that he/she has been adversely affected by the appraisal;
- E) The selection of an individual by the appointing authority to fill a position through appointment, promotion or transfer except when the employee can show that he/she has been adversely affected because of unlawful discrimination;
- F) Disciplinary reprimands;
- G) Any matter that is not within the jurisdiction or control of the Council and Mayor
- H) Internal security practices established by the Council and Mayor; and
- I) Decisions, policies, practices, resolutions, or ordinances made or passed by the Council and Mayor, which are not job or work related and which do not contradict these policies.

## SECTION 10 POSITIONS

### 10.1 General Overview

The Council and Mayor have identified all positions with the City government, which may be amended from time to time as new positions may be created or abolished in the best interests of the City.

### 10.2 Job Descriptions

Every position will have a complete job description, which will include a list of job duties; minimum qualifications, such as skills, experience, and education; and salary range. Salaries will be offered to an applicant within the salary range according to the applicant's personal level of qualifications and experience. Job Descriptions will be created by the City Manager or his/her designee and approved by the Council.

### 10.3 Creation of new positions

The ~~Council and Mayor~~Mayor and Council, or the City Manager with the City Council's approval, may create new positions upon the identification of a need and a determination of necessity and available funding within the budget. A job description will be created for all new positions by the City Manager or his/her designee and approved by the Council.

### 10.4 Restructuring City Positions

As may become necessary, the Council and Mayor may approve the restructuring of positions and duties within positions to better promote the efficiency and best interests of the City.

### 10.5 Abolishment of Positions

Whenever it may become necessary, the ~~Mayor and Council and Mayor and/or the City Manager~~ may abolish a position for such reasons as lack of work, reorganization, lack of funds, or other justifiable reasons. However, in no case will a position be abolished solely as a means of terminating an employee.



**SECTION 11  
SALARIES AND OTHER COMPENSATION**

**11.1 Salary Range by Position**

After investigation and consultation with appropriate authorities, the Council and Mayor shall prepare or have prepared a set salary ranges for all positions. In establishing such salary ranges, consideration shall be given to rates of pay for comparable services in other public and private employment, living costs, other benefits received by employees, the City's financial condition and policies, education, length of service and experience and other relevant factors. Once established, the salary ranges shall be included in all job descriptions, as set out in Section 10.

**11.2 Approval**

Employee salaries shall be set by the City Manager within the range for each position previously established by the Council and Mayor, except that the City Manager's salary shall be set by the Council and Mayor. The City Manager shall review regularly and make subsequent changes in salaries on at least an annual basis as determined necessary within the budget set by the Council.

**11.3 Reclassification of Employee**

Upon reclassification, an employee's salary will be adjusted to the pay grade assigned to the new position, if applicable.

**11.4 Demotion**

An employee who is demoted shall have his salary reduced to the level of the new range that corresponds to his level of experience. Upon written request from the Department Head, the City Manager may authorize an employee to retain the same salary after a demotion, provided the amount is not in excess of the maximum salary for positions in the new class.

**11.5 Transfer**

An employee who is transferred may have his/her salary placed at any level of the range applicable to the position to which he is appointed, provided that it is not a higher level than that at which he was paid at the time of his transfer.

**11.6 Reappointment**

An employee who is reappointed may have his/her salary placed at any level of the range applicable to the position to which he is reappointed, provided it is not a higher level than that at which he was paid at the time of his termination.

#### **11.7 Special Circumstances**

In special or unusual circumstances, the Council and Mayor, upon the request of the City Manager or a Department Head, may authorize the adjustment of an employee's salary up to a level higher than the range for a position so long as the same is within the budget approved by the council.

#### **11.8 Salary advancements**

Salary advancements are not ~~allowed~~allowed.

#### **11.9 Cost of Living Adjustments (COLA)**

The Council and Mayor may from time-to-time award cost of living adjustments (COLA) to all City employees or to classes of employees. Such cost-of-living increases shall be at the discretion of the Council and Mayor based on their evaluation of increases in the cost of living and funds available to be budgeted for such increases.

#### **11.10 Salary Reductions**

All salary reductions shall correspond with the levels of the approved salary range, and no employee shall have his/her salary reduced to a point below the minimum of the salary range applicable to the class of his/her position.

#### **11.11 Approval of Actions Affecting Compensation**

The Council and Mayor shall have, through the budgetary process, final authority in all matters concerning Compensation.

#### **11.12 Pay Schedule**

All City employees shall receive their paychecks on a biweekly schedule. There are twenty-six (26) pay periods during the year.

## SECTION 12 BENEFITS

### 12.1 In general

The Council and Mayor will determine the level of benefits, eligibility requirements and insurance plans available to employees and family members. A benefits package will be made available to all full-time (30 hours or more workweek) employees reaching regular status after completion of their orientation period.

### 12.2 Professional Development and Continuing Education

The City may, at its option, pay the cost of training programs and workshops for professional development to improve an employee's job skills in their current role and/or continuing an employee's professional education by utilizing an institution or academic program.~~certification or continuing education courses that will increase the employee's job skills for an employee's position.~~ Prior approval and funding for such course work must be obtained from the City Council. Classes scheduled during working hours must have prior approval from the City Manager.

### 12.3 Travel Expenses

The City will reimburse employees for expenses incurred while the employee is on authorized business, including mileage, meals, and Hotel/Motel/Lodging Costs in accordance with the City's Financial Policy.

### 12.4 Employee Awards

Employee awards have been established to recognize those City employees who have performed or provided a notable act or exemplary achievement or service for the City of Dawsonville. Any employee (full-time or part-time) of the City may be nominated and may participate in the awards.

#### A) Employee of the Month

This award will be presented monthly to one (full-time or part-time) City employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. Nominations may be made by a peer, citizen, as well as department supervisors/heads and/or the Mayor and City Council in ~~detailed~~ writing to the City Manager, Human Resources Department by the deadline communicated by the Human Resources Department. The Human Resources Department will submit all nominations to the City Manager for review. The City Manager and/or the leadership team will make the final selection. The employee of the

month will have his/her name added to the City of Dawsonville Employee of the Month plaque and ~~receive a gift card or other an~~ award which will be presented at ~~a the~~ City of Dawsonville City Council staff meeting. ~~by the City Manager and/or his/her designee.~~

**B) Employee of the Quarter**

This award will be given four times per year for the following categories:

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- Winter Employee of the Quarter: January – March
- Spring Employee of the Quarter: April – June
- Summer Employee of the Quarter: July – September
- Fall Employee of the Quarter: October – December

For each employee who received an Employee of the Month award for each of these months respectively will be considered for the Employee of the Quarter (EOQ) award for each period. The employees of the City will be provided the employees names for nomination by the City Manager and they will cast their ballot for their choice of EOQ. The employee who receives the most votes will receive this award. The Employee of the Quarter will have his/her name added to the City of Dawsonville Employee of the Quarter plaque an award which will be presented at a City of Dawsonville City Council meeting.

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**B)C) Employee of the Year**

This award will be given to one (full-time or part-time) City employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. A ballot will be comprised from a list of all City Employees of the ~~Month-Quarter winners~~ for the entire year, and will be distributed to all employees to cast their ballot for their choice of Employee of the Year. The employee who receives the most votes will receive this reward. ~~final selection shall be made by a panel comprised of all Division Directors and City Manager.~~ A gift card in the amount of \$100 will be presented at ~~a the Annual Employee Christmas gathering~~ City of Dawsonville City Council meeting. The employee will also receive an Employee of the Year ~~award. plaque.~~

**APPENDICES**

**Appendix A: City of Dawsonville Organization Chart**

**Appendix B: City of Dawsonville Outside Employment Request/Authorization Form**

**Appendix C: City of Dawsonville Progressive Discipline Notice**

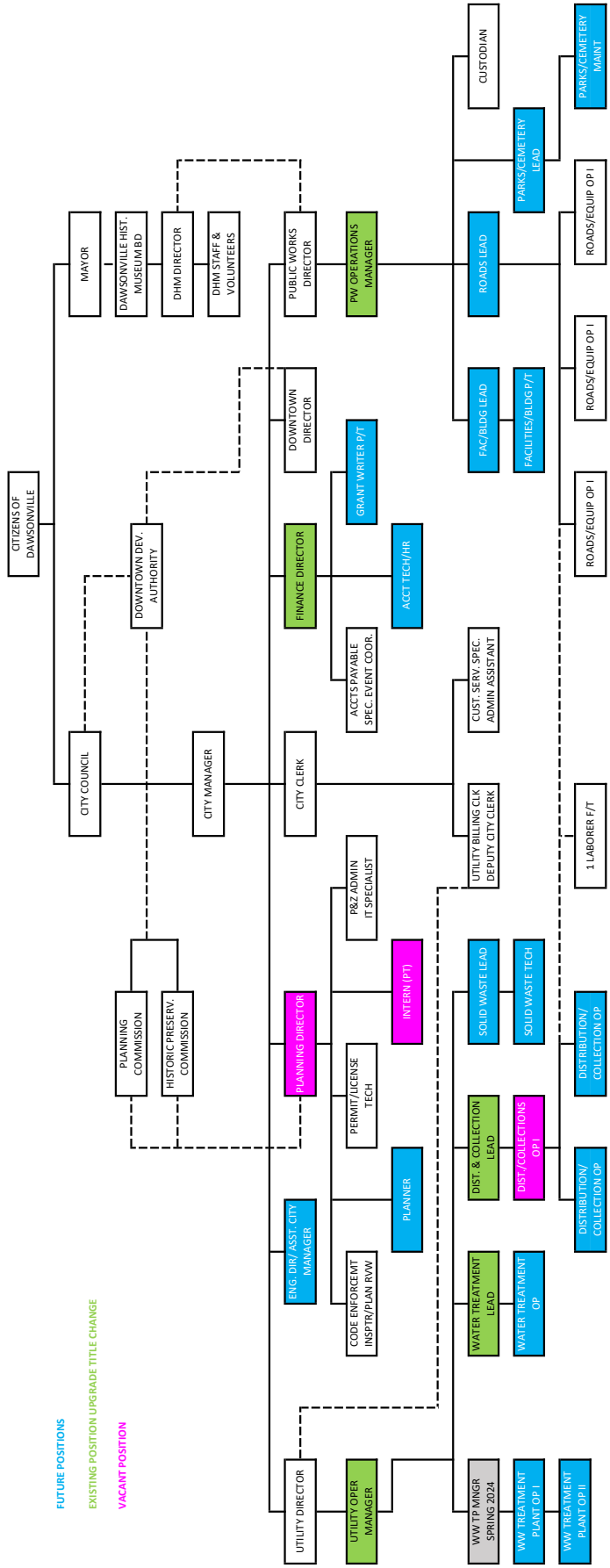
**Appendix D: Leave Request**

**Appendix E: Employee Exit Interview Form**

**Appendix F: Hunting Permission and Release Form**

**[Appendix G: PTO Cash Out Request Form](#)**

CITY OF DAWSONVILLE  
ORGANIZATION CHART



FUTURE POSITIONS

EXISTING POSITION UPGRADE/TITLE CHANGE

VACANT POSITION

Appendix B:

**CITY OF DAWSONVILLE  
OUTSIDE EMPLOYMENT REQUEST/AUTHORIZATION FORM**

Employees are expected to follow the laws of the State of Georgia and the policies and ordinances of the City. Additionally, since City employment is a position of public trust, certain activities are specifically prohibited. City employees should avoid outside employment which might lead to a conflict of interest or have a negative impact on performance of his/her city functions.

The Outside Employment Request/Authorization Form must be completed prior to accepting employment by the City of Dawsonville, or if you are already an employee, prior to accepting outside employment.

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_

Start Date of Outside Employment: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Type of Business:  Retail  Professional  Entrepreneur  Government  Other: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Describe Work to Be Performed for Outside Employer: \_\_\_\_\_  
Are you, your spouse or any relative an owner or employee of this business?  Yes  No

I acknowledge that the above listed outside employment will remain in compliance with Section 2.5 of the City of Dawsonville Personnel Policy. Any violation of Section 2.5 will be subject to disciplinary actions up to termination of employment.

\_\_\_\_\_/\_\_\_\_\_  
EMPLOYEE SIGNATURE / DATE

Approved  Denied \_\_\_\_\_  
SIGNATURE OF DEPARTMENT SUPERVISOR/DIRECTOR

Approved  Denied \_\_\_\_\_  
SIGNATURE OF CITY MANAGER

Forward Original to Human Resources to be placed in Employee's Personnel File

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1/11/2018

Appendix C:



CITY OF DAWSONVILLE  
PROGRESSIVE DISCIPLINE NOTICE

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Progressive Discipline Notice serves as:  
 Oral Reprimand  Written Reprimand  Suspension without Pay  Demotion  Dismissal  
Reason for progressive discipline notice: \_\_\_\_\_  
(please reference Section 8.3, pages 28 and 29 of the City of Dawsonville Personnel Policy)

Explain the reason for the progressive discipline notice in detail. – if additional space is needed please attach to this notice and specify explanation as page 2

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain the expectations and corrections that must be done by employee. – if additional space is needed please attach to this notice and specify explanation as page 2 or 3

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any previous progressive disciplinary notices below:  
Date: \_\_\_\_\_ Cause for Progressive Disciplinary notice: \_\_\_\_\_  
Was progressive disciplinary notice given to employee: \_\_\_\_\_  
Date: \_\_\_\_\_ Cause for Progressive Disciplinary notice: \_\_\_\_\_  
Was progressive disciplinary notice given to employee: \_\_\_\_\_


I hereby acknowledge receipt of a copy of this progressive discipline notice.  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The original signed notice along with any attachments must be forwarded to the Human Resources Department to add to the employee's personnel file.



Appendix D

|   |   |   |
|---|---|---|
|  | <p><b>City of Dawsonville</b><br/>415 Highway 53 East Suite 100<br/>Dawsonville, Georgia 30534<br/><b>Human Resource Department</b></p> | <p><b>Employee Leave<br/>Request Form</b></p> |
|---|---|---|

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

---

**TYPE OF LEAVE REQUESTED**

Personal Leave     Military Leave     Time Off Without Pay     Jury Duty\*  
 Surgery     Bereavement     Maternity/Paternity     Floating Holiday     Other

Dates of Leave: from: \_\_\_\_\_ to: \_\_\_\_\_ Return to Work Date: \_\_\_\_\_

Total Current Leave Accrual: \_\_\_\_\_ Coverage Needed:  Yes  No

Staff Working Each Day: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**MANAGEMENT APPROVAL**

Approved     Rejected    Reason: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Jury Duty paperwork must be submitted along with your timesheet.

**Appendix E**



**CITY OF DAWSONVILLE  
EXIT INTERVIEW**

We appreciate you taking a few minutes to answer the following questions as honestly as possible. The information is vital and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
 POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 HIRE DATE \_\_\_\_\_ TERM DATE \_\_\_\_\_

**REASON FOR LEAVING (Please check all applicable)**

**VOLUNTARY**

- Better Employment       Job Security       Maternity       Retirement       Work Conditions
- Co-Workers       Location/distance       Military       Return to school
- Health       Marriage       Relocation       Supervision
- Other (please explain) \_\_\_\_\_

**VOLUNTARY SEPARATION ONLY**

New Employer \_\_\_\_\_  
 Do you believe your new position will offer you something the city should have provided but didn't? \_\_\_\_\_  
 If so, please explain. \_\_\_\_\_  
 Would you consider re-employment with the city? \_\_\_\_\_

**INVOLUNTARY**

- Excessive absenteeism or lateness       Insubordination       Position eliminated       Seasonal employment
- Inability to perform tasks       Poor Production       Never returned from a granted leave of absence
- Violation of City Policy (please explain) \_\_\_\_\_
- Other (please explain) \_\_\_\_\_

Were you offered a transfer?       Yes       No      To which department? \_\_\_\_\_  
 If offered, was the transfer       Yes       No      If so, why? \_\_\_\_\_  
 refused?

**SUPERVISION**

| <i>How would you rate your supervision on the following points?</i> | <b>Always</b>            | <b>Usually</b>           | <b>Sometimes</b>         | <b>Never</b>             |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Followed policies and practices                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated fair and equal treatment                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provided recognition on the job                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Developed cooperation and teamwork                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Encouraged and listened to suggestions                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Resolved complaints and problems                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**TRAINING/DEVELOPMENT**

| <i>Please rate the following factors.</i>          | <b>Excellent</b>         | <b>Good</b>              | <b>Fair</b>              | <b>Poor</b>              |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Cooperation within your department                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work relationship with your supervisor             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Were your skills & experience adequately utilized? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# Appendix E

## EXIT INTERVIEW

|  | Excellent                | Good                     | Fair                     | Poor                     |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Communications between you and your supervisor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Training you received                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Potential for career                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Job Satisfaction                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respect received from coworkers                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Opportunity for advancement                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: _____                                |                          |                          |                          |                          |

## SUMMARY

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Did management adequately recognize employee contribution?            | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you feel that you have had the support of management on the job?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you feel the city fairly treated you?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you paid an adequate salary for the work you did?                | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you understand city policies and the reason for them?             | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you observed incidences of theft of city property?               | <input type="checkbox"/> | <input type="checkbox"/> |
| Please suggest how we can make the city a better place to work. _____ |                          |                          |
| _____   |                          |                          |
| _____   |                          |                          |

What did you like most about your position and/or city? \_\_\_\_\_

What did you like least about your position and/or city? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT REPRESENTATIVE

\_\_\_\_\_  
DATE

C: Department Head  
City Manager



Appendix G



City of Dawsonville  
415 Highway 53 East Suite 100  
Dawsonville, Georgia 30534

Human Resource Department

**PTO Cash Out Request Form**

Employee Name: \_\_\_\_\_

---

**Criteria for PTO Cash Out:**

- Employee must take a minimum of forty (40) hours personal leave per calendar year.
- Employee must have a minimum of 120 hours in their accrued leave time to be eligible.
- Employee may only cash out up to eighty (80) hours per calendar year but not before a minimum of forty (40) hours personal leave has been taken.
- Employee must receive approval from the City Manager.
- Cash outs will only be processed in conjunction with regularly scheduled payroll cycles.

**PLEASE NOTE:** PTO cash out wages are subject to federal tax withholding, Social Security, Medicare and applicable state tax withholding.

---

Current PTO Balance: \_\_\_\_\_

Number of Hours to be cashed out: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 14

---

SUBJECT: FY 2023-2024 PROPOSED BUDGET PRESENTATION

CITY COUNCIL MEETING DATE: 05/15/2023

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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

---

PURPOSE FOR REQUEST:

**PRESENTATION OF THE FY 2023-2024 PROPOSED BUDGET**

---

HISTORY/ FACTS / ISSUES:

- **COPIES OF THE DRAFT BUDGET WILL BE PRESENTED TO MAYOR AND COUNCIL AT THE MEETING**
- **ONCE PRESENTED TO CITY COUNCIL, DRAFT BUDGET WILL BE POSTED TO THE WEBSITE AND AVAILABLE TO THE PUBLIC UPON REQUEST**
- **PUBLIC HEARING IS SCHEDULED FOR THE JUNE 5, 2023 CITY COUNCIL MEETING**
- **CONSIDERATION OF ADOPTION OF FY2024 BUDGET IS SCHEDULED FOR THE JUNE 19, 2023 CITY COUNCIL MEETING**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Robin Gazaway, Finance Administrator



DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 15

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

CITY COUNCIL MEETING DATE: 05/15/2023

---

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**

---

HISTORY/ FACTS / ISSUES:

**SEE ATTACHED OUTLINE**

---

OPTIONS:

---

RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Bob Bolz, City Manager

## CITY MANAGER REPORT

PREPARED May 10, 2023, FOR May 15, 2023, AGENDA

**Comprehensive Plan:** Thus far we have had three very successful Comprehensive Plan Meetings and received over 340 surveys. Attendance at meetings has been great. Our next meeting is on May 11<sup>th</sup>, then June 8<sup>th</sup>, we hope you can join us.

**Personnel Vacancies:** We continue to advertise for two vacant positions, the Planning and Zoning Director position as well as one Treatment Plant Operator position. An interview for the PZ Director position was held this week and references are being checked before we decide on the hire.

**Celebration of Our Outstanding Staff:** This month we celebrate four groups of employees. We started the month celebrating National City Clerks Week. The week of May 8<sup>th</sup> we celebrated Water Professionals Week. National Accounting Day will be celebrated on May 19<sup>th</sup>. Finally, the week of May 21<sup>st</sup>, we will celebrate National Public Works Week. We are fortunate to have an incredible team of people serving our city and it is always an honor and rewarding to celebrate that fact.

**Staff Training:** Amanda Edmondson attended Carl Vincent Economic Development training this month. Jacob Barr and Blake Croft attended GRWA training this month to maintain certification hours. David Schuette attained his Wastewater Collector System Operator license this month to add to the Water Distribution Operator license he obtained in June 2022.

**Safety Grant:** We finally received additional AED's that have been backordered for months. Although after the deadline, LGRMS is allowing us to use safety grant funds to cover the cost.

**SPLOST VII Paving:** We spoke with the county this week reminding them that according to the SPLOST VII agreement, they are to pave Shoal Creek Road from the Historic Courthouse to State Route 136 and Burt Creek Road from State Route 136 to the Dawson/Lumpkin County line. Burt Creek was to be paved within two years of the agreement signing date, which was May 20, 2021. We are putting together plans for the paving of Maple Street now.

**Distillery & Restaurant Update:** The required engineered drawing of the kitchen space including the fire suppression system is underway at a cost of \$12,500.00. The rest room construction project within the distillery is underway. We anticipate having a contract with the distillery soon. We continue to have an interest in the restaurant space from Gracious Plenty. With direction from the City Council, we are meeting with potential providers while we await the final engineered drawings for the kitchen.

**Georgia Racing Hall OF Fame:** The Museum Director and our Public Works Director are researching improvements to the museum front, removal of old, leaking doors and windows to be replaced with showroom doors to enable staff to bring cars in and out with a new canopy. We are awaiting the Museum Director to provide bids for the special door considerations to allow vehicles to be moved in and out. We have been waiting since May 2022 for engineered drawings of the desired pavilion over the Winner's Circle. We hope to have those for review by the City Council/Mayor soon.

**Deputy Program with Sheriff's Office:** Our Community Service program is underway with good results.

**Dawson County Hazard Mitigation Task Force:** Last updated in 2018 with city participation, both the City Manager and the Public Works Director are serving on this working group to revise the plan for 2023.



**DCA Certified Local Government:** PZ Staff finalized and have submitted the grant request that would cover the cost of the required survey needed to regain our Certified Local Government status.

**Radio Repeaters for Water Meter & SCADA Upgrades:** The project is ending as the last repeaters are being installed for optimum radio signal capability providing greater customer service.

**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 up to \$896,220.00. The plans and design for the well are complete and under review by GBT.

**Impact Fees Study:** We await the fee recommendations from GMRC's Adam Hazell.

**Downtown Strategic Plan:** Kevin Tallant has finalized the contract and it has gone to TSW, the selected provider. We look forward to that process starting soon.

**Wastewater Treatment Plant:** We await comments from EPD and the USDA with regards to the package Turnipseed Engineering submitted for their permitting process and funding consideration.

**GMRC Meetings:** On May 17<sup>th</sup>, we will host the GMRC City County Managers Meeting in the Joe Lane Cox Room.

**GDOT Improvements to Downtown Roundabout:** GDOT have advertised the project to restripe the crosswalks around the courthouse square. When a contractor is selected and an NTP issued, they will notify us.

**Wellness Program:** The City Manager and Finance Director met with a representative from GMA regarding wellness program opportunities and we have a meeting next week with a representative from our health insurance company as we work to implement a program for our outstanding personnel.

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

- **Land and Water Conservation Fund:** Staff are working with CEC to develop a Land and Water Conservation Fund grant that could be applied to the park. By law it must go toward outdoor recreation. It cannot go toward roads and infrastructure to get to a new park. We have several areas in the existing park that could benefit from LWCF that could cover the cost of a bathroom for the court and skate park area and a splash pad. If awarded, it would be a 50-50 match. We will continue research and let you know as more information becomes available.
- **Playground:** The very popular zip line was repaired/replaced at a cost of \$8,000.00+ after a 50% discount. The mini merry-go-round is out of service as well, and we are awaiting parts expected to be delivered in June. Both pieces of equipment were damaged by adults using it despite our efforts to prevent such use. The wheelchair swing was vandalized, and repairs have been made.
- **Disc Golf:** The course continues in popularity with popular league events every Thursday night. We are evaluating additions to this course that would involve an agreement with the BOE for use of some of their property along Allan Street.
- **Basketball Court & Pickleball Courts:** If you remember, initial bids for the grading portion of this project were opened December 6<sup>th</sup> with bids for just the grading, not court construction, ranging from \$134,250.00

to \$186,370.00. These bids were rejected, and the project was rebid in April in hopes of cheaper bids. Our patience paid off and we opened new bids on May 10<sup>th</sup>. The low bid was \$130,500.00 from Townley Construction and the high bid was Tri Scapes at \$176,855.56. CEC will review the bid packages and then this project will proceed with your approval of \$250,000.00 from SPLOST VII for the grading and court costs.

- **Shade:** Staff continue researching shade for various locations in the park.
- **Skate Park Expansion:** Staff are estimating the cost for expansion of this amenity. We have an estimate of just under \$50,000.00 for additional elements and we are awaiting bids on the cost of additional concrete pad. Installation of a safety fence between the walking path and the park is underway.
- **Small Bathroom between Shelter #3 and Skate Park/Court Area:** We are working identify a modular rest room that can be set on site after grading and hooked up to utilities.
- **Stage:** Staff are researching the purchase of a hydraulic, mobile stage, like what we used at the tree lighting event. Since it is portable it can be set up and taken down in a few hours. This idea is opposed to an amphitheater. Our concerns for an amphitheater include cost, additionally facility would sit outside, weather, and possibly get vandalized. As we develop more research, we will present pros, cons, anticipated costs, and recommendations soon.
- **Dog Park:** Eagle Scout candidate Palmer Hartley has finished his project complete with obstacles for the dogs, signage, and an entry way. The sidewalk is complete as is the landscape work. Palmer is home from UGA for the summer and we are planning a grand opening and we may have his Eagle ceremony there as well.
- **Bridge & Trail to Library:** Construction is underway with most initial clearing complete. Next the culvert pipe will be installed then fill and siding. We hope the entire project will be completed by Memorial Day.
- **Geocaching Site:** Geocaching is a sport that is growing in popularity. There has existed a cache at the GRHOF for years. We have been approached by a volunteer geocaching enthusiast that wants to install and will maintain three sites, one in Main Street Park, one at the Dog Park, and one at Wallace Park. Staff have met with her, and we are awaiting her official proposal.
- **Splash Pad:** Research into the possibility of adding this amenity is underway. The current cost estimate is over \$350,000.00.

#### **Downtown Update:**

- **Strategic Planning: Foundation of all Downtown Activities:**
  - a. The contract has been sent to TSW.
  - b. Staff are creating a tentative project management framework and assembling project background research, recommendations, to begin working with consultant ASAP. It will include a robust public participation plan to support the plan process; many downtown businesses have agreed to maintain idea logs to document public interest; building relationships and assembling contact lists for this process.
  - c. Managing ARC Grant: Preparing Interim Progress Report for required submission.

- **DDA Business Co-op Advertisement Program:**

Created a "Downtown Dawsonville" website. DDA agreed to fund purchase URL/Domain names:  
Dawsonville Downtown .org, .gov, .com

- **Created a co-op of business owners to advertise on HWY 53 billboard. DDA agreed to participate in funding this effort.**

Created a "Business Welcome Packet" for new/potential businesses, including information on access to business assistance, grants, and other resources.

- **Creating Demographic and Market Data reports and infographics to make available on City website Downtown Development page for potential businesses.**

**Leak Adjustments:** There were no Leak Adjustment this month.

**Calendar YTD \$1,978.55**



**DAWSONVILLE CITY COUNCIL  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 16**

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

CITY COUNCIL MEETING DATE: \_\_\_\_\_ **05/15/2023** \_\_\_\_\_

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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 APRIL 30, 2023**

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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 Administrator \_\_\_\_\_

CITY OF DAWSONVILLE, GEORGIA  
GENERAL FUND  
July 1, 2022 - April 30, 2023

84%

|   | <u>Budget</u>    | <u>Actual</u>    | <u>Percentage</u> |
|---|------------------|------------------|-------------------|
| <b>REVENUES</b>                         |                  |                  |                   |
| Taxes                                   | \$ 2,163,050     | \$ 2,110,485     | 97.57%            |
| Licenses and permits                    | 91,900           | 92,334           | 100.47%           |
| Intergovernmental revenues              | 6,000            | -                | 0.00%             |
| Fees                                    | 256,975          | 301,675          | 117.39%           |
| Other                                   | 796,326          | 166,203          | 20.87%            |
|   | <u>3,314,251</u> | <u>2,670,697</u> | <u>80.58%</u>     |
| <b>EXPENDITURES</b>                     |                  |                  |                   |
| Department:                             |                  |                  |                   |
| Council                                 | 134,400          | 110,756          | 82.41%            |
| Mayor                                   | 22,860           | 13,422           | 58.71%            |
| Elections                               | 15,000           | -                | 0.00%             |
| Administration                          | 1,769,862        | 1,372,190        | 77.53%            |
| City Hall building                      | 163,694          | 169,738          | 103.69%           |
| Animal control                          | 1,536            | 100              | 6.51%             |
| Roads                                   | 584,363          | 563,554          | 96.44%            |
| Parks                                   | 65,528           | 109,907          | 167.73%           |
| Planning and zoning                     | 440,008          | 383,510          | 87.16%            |
| Economic development                    | 117,000          | 10,000           | 8.55%             |
|   | <u>3,314,251</u> | <u>2,733,177</u> | <u>82.47%</u>     |
| <b>TOTAL REVENUES OVER EXPENDITURES</b> |                  | (62,480)         |                   |
| Transfer in From Reserves               |                  | <u>62,480</u>    |                   |
| <b>NET CHANGE IN FUND BALANCE</b>       |                  | <u><u>-</u></u>  |                   |

CITY OF DAWSONVILLE, GEORGIA  
WATER, SEWER, AND GARBAGE FUND  
July 1, 2022 - April 30, 2023

|                      | <u>Budget</u>    | <u>Actual</u>        | <u>Percentage</u> |
|----------------------|------------------|----------------------|-------------------|
| <b>REVENUES</b>      |                  |                      |                   |
| Water fees           | \$ 800,000       | \$ 782,869           | 97.86%            |
| Sewer fees           | 900,000          | 922,406              | 102.49%           |
| Garbage fees         | 230,200          | 260,571              | 113.19%           |
| Miscellaneous        | 357,683          | 276,248              | 77.23%            |
|                      | <u>2,287,883</u> | <u>2,242,094</u>     | <u>98.00%</u>     |
| <b>EXPENDITURES</b>  |                  |                      |                   |
| Depreciation         | 574,000          | 542,192              | 94.46%            |
| Garbage service      | 230,200          | 193,438              | 84.03%            |
| Group insurance      | 164,000          | 147,557              | 89.97%            |
| Insurance            | -                | 16,864               | #DIV/0!           |
| Interest             | 87,450           | 66,793               | 76.38%            |
| Payroll taxes        | 31,000           | 23,563               | 76.01%            |
| Professional         | 193,000          | 307,502              | 159.33%           |
| Miscellaneous        | 149,311          | 145,831              | 97.67%            |
| Repairs/supplies     | 229,000          | 233,957              | 102.16%           |
| Retirement           | 24,000           | 21,064               | 87.77%            |
| Salaries             | 355,672          | 315,015              | 88.57%            |
| Technical services   | 77,000           | 74,034               | 96.15%            |
| Utilities            | 173,250          | 130,757              | 75.47%            |
|                      | <u>2,287,883</u> | <u>2,218,567</u>     | <u>96.97%</u>     |
| <b>INCOME (LOSS)</b> |                  | <u><u>23,527</u></u> |                   |

CITY OF DAWSONVILLE, GEORGIA  
 SPLOST VI  
 July 1, 2022 - April 30, 2023

**SPLOST VI**

|   | Budget | Actual   | Percentage |
|---|--------|----------|------------|
| <b>REVENUES</b>                         |        |          |            |
| Taxes                                   | -      | -        | #DIV/0!    |
| Interest                                | 100    | 1,537    | 1537.00%   |
| Other                                   | 42,900 | -        | 0.00%      |
| Total revenues                          | 43,000 | 1,537    | 3.57%      |
| <b>EXPENDITURES (Capital Outlays)</b>   |        |          |            |
| City hall acquisition                   | -      | -        | #DIV/0!    |
| Roads and sidewalks                     | -      | -        | #DIV/0!    |
| Public works equipment - roads          | -      | 76,721   | 0.00%      |
| Sewer projects                          | -      | -        | 0.00%      |
| Public works equipment - sewer          | 34,000 | -        | 0.00%      |
| Water projects                          | -      | -        | 0.00%      |
| Public works equipment - water          | -      | -        | 0.00%      |
| Farmers market                          | 9,000  | 7,500    | 83.33%     |
| Parks and recreation                    | -      | -        | 0.00%      |
| Total expenditures                      | 43,000 | 84,221   | 195.86%    |
| <b>TOTAL REVENUES OVER EXPENDITURES</b> |        | (82,684) |            |
| Transfer in From Reserves               |        | 82,684   |            |
| <b>NET CHANGE IN FUND BALANCE</b>       |        | -        |            |

CITY OF DAWSONVILLE, GEORGIA  
 SPLOST VII  
 July 1, 2022 - April 30, 2023

**SPLOST VII**

|   | Budget           | Actual           | Percentage    |
|---|------------------|------------------|---------------|
| <b>REVENUES</b>                         |                  |                  |               |
| Taxes                                   | 1,599,900        | 1,000,394        | 62.53%        |
| Interest                                | 100              | 20,586           | 20586.00%     |
| Other                                   | -                | -                | 0.00%         |
|   | <b>1,600,000</b> | <b>1,020,980</b> | <b>63.81%</b> |
| <b>EXPENDITURES (Capital Outlays)</b>   |                  |                  |               |
| City hall acquisition                   | -                | -                | #DIV/0!       |
| Roads and sidewalks                     | -                | -                | #DIV/0!       |
| Public works equipment - roads          | -                | -                | 0.00%         |
| Land Acq. / Downtown                    | 789,000          | 689,000          | 0.00%         |
| Public works equipment - sewer          | -                | -                | 0.00%         |
| Water projects/Sewer Projects           | 677,000          | -                | 0.00%         |
| Public works equipment - water          | 34,000           | -                | 0.00%         |
| Farmers market                          | -                | -                | #DIV/0!       |
| Parks and recreation                    | 100,000          | 10,867           | 0.00%         |
|   | <b>1,600,000</b> | <b>699,867</b>   | <b>43.74%</b> |
| <b>TOTAL REVENUES OVER EXPENDITURES</b> |                  | 321,113          |               |
| Transfer in From Reserves               |                  | (321,113)        |               |
| <b>NET CHANGE IN FUND BALANCE</b>       |                  | <b>-</b>         |               |