

AGENDA
CITY COUNCIL REGULAR MEETING AND WORK SESSION
G.L. Gilleland Council Chambers on 2nd Floor
Monday, July 17, 2023
5:00 P.M.

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 June 5, 2023
 - Executive Meeting held June 5, 2023
 - Special Called Meeting held June 28, 2023
 - b. Approve Amendment One to Service Agreement with SAFEbuilt
8. 2023 Georgia Racing Hall of Fame Inductees
9. Presentation of Historic Courthouse Print
10. Employee Recognition

BUSINESS

11. A Family Fair Event by Family Connection: Request for Road Closure and Fee Waiver
12. Main Street Pawn Broker License Fee Reduction Request
13. Ordinance No. 02-2023: An Ordinance To Amend The Zoning Ordinance Of The City Of Dawsonville, Georgia, To Comply With Recent Amendments To The Zoning Procedures Act, O.C.G.A. § 36-6-1 Et Seq.; And For Other Purposes (Public Hearing and First Reading: June 5, 2023; Second Reading and Consideration to Adopt: July 17, 2023)
14. 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 (First Reading and Adoption: June 5, 2023; Second Reading and Final Adoption: July 17, 2023)
15. Ordinance No. 04-2023: An Ordinance To Amend The Domestic Animal Control Ordinance Of The City Of Dawsonville, Georgia; To Provide For An Effective Date; And For Other Purposes (First Reading: June 5, 2023; Second Reading and Consideration to Adopt: July 17, 2023)
16. Ordinance No. 05-2023: An Ordinance To Amend The Health And Sanitation Ordinance Of The City Of Dawsonville, Georgia; To Provide For An Effective Date; And For Other Purposes (First Reading: June 5, 2023; Second Reading and Consideration to Adopt: July 17, 2023)
17. Ordinance No. 06-2023: An Ordinance to Amend The Utilities Ordinance Of The City Of Dawsonville, Georgia; To Provide For An Effective Date; And For Other Purposes (First Reading: June 5, 2023; Second Reading and Consideration to Adopt: July 17, 2023)
18. Employee Personnel Policy
19. Impact Fee Committee Recommendation
20. Historic Resource Survey Grant Award
21. T-Mobile Hometown Grant

STAFF REPORTS

22. Bob Bolz, City Manager
23. Robin Gazaway, Finance Administrator

EXECUTIVE SESSION, IF NEEDED

RESERVED FOR POTENTIAL ACTION ON EXECUTIVE SESSION ITEMS, IF NEEDED

ADJOURNMENT

The next scheduled City Council meeting is Monday, August 7, 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

SUBJECT: CONSENT AGENDA

CITY COUNCIL MEETING DATE: 07/17/2023

PURPOSE FOR REQUEST:

CONSIDERATION AND APPROVAL OF ITEMS BELOW; SEE ATTACHED SUPPORTING DOCUMENTS

a. Approve Minutes

- Regular Meeting held June 5, 2023
- Executive Session held June 5, 2023
- Special Called Meeting held June 28, 2023

b. Approve Amendment One to Service Agreement with SAFEbuilt



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 7a

SUBJECT: APPROVE MINUTES

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # NA

Funds Available from: Annual Budget Capital Budget Other

Budget Amendment Request from Reserve: Enterprise Fund General Fund

PURPOSE FOR REQUEST:

TO APPROVE THE MINUTES FROM:

- **REGULAR MEETING HELD JUNE 5, 2023**
 - **EXECUTIVE SESSION HELD JUNE 5, 2023**
 - **SPECIAL CALLED MEETING HELD JUNE 28, 2023**
-

HISTORY/ FACTS / ISSUES:

OPTIONS:

AMEND OR APPROVE AS PRESENTED

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Beverly Banister, City Clerk

MINUTES
CITY COUNCIL REGULAR MEETING
G.L. Gilleland Council Chambers on 2nd Floor
Monday, June 5, 2023
5:00 P.M.

1. **CALL TO ORDER:** Mayor Eason called the meeting to order at 5:00 pm.
2. **ROLL CALL:** Present were Councilmember Mark French, Councilmember Caleb Phillips, Councilmember John Walden, Councilmember William Illg, City Attorney Kevin Tallant, City Manager Bob Bolz, City Clerk Beverly Banister, Public Works Director Trampas Hansard, Utility Director Jacob Barr, Planning Director Jameson Kinley, Finance Administrator Robin Gazaway and Director of Downtown Development Amanda Edmondson.
3. **INVOCATION AND PLEDGE:** Invocation and pledge were led by Councilmember Illg.
4. **ANNOUNCEMENTS:** Mayor Eason announced the Farmer's Market is now open on Saturdays from 8:00 am until 1:00 pm or until sold out. The second Food Truck Friday was held on June 2, 2023 with a great turn out. Lastly, he reminded residents the City is still in the process of developing its comprehensive plan and he invited residents to participate in the process by completing the survey and/or attending the meetings.
5. **APPROVAL OF THE AGENDA:** Motion to amend the agenda to add item #17 Request to Approve ONEGEORGIA Authority Grant Application on behalf of the Dawsonville History Museum and to move item #10 after the executive session making it item #18 made by J. Walden; second by M. French. Vote carried unanimously in favor.

Motion to approve the agenda as amended made by C. Phillips; second by M. French. Vote carried unanimously in favor.

6. **PUBLIC INPUT:** Tommy Townsend, 131 Horseshoe Lane, Blairsville and Megan Kimsey, 219 Horseshoe Lane, Blairsville (Granddaddy Mimm's Distilling Co.) – Tommy Townsend shared a brief overview and history of his family owned and operated distillery which is currently located in Blairsville. Megan Kimsey provided a more in depth look at their business including their history, core objectives, awards and recognitions. She further shared their vision and footprint for the distillery, brewery and entertainment space they would like to develop in the available rental space at City Hall. Lastly, she included their plans for community outreach and a potential timeline for opening.
7. **CONSENT AGENDA:** Motion to approve the consent agenda for the following items (a,b) made by J. Walden; second by C. Phillips. Vote carried unanimously in favor.
 - a. Approve Minutes
 - Regular Meeting and Work Session held May 15, 2023
 - Executive Session held May 15, 2023
 - b. Approve FY 2024 Agreement with Dawson County Chamber of Commerce

PUBLIC HEARING

8. **PROPOSED FY 2023-2024 BUDGET:** Motion to open the public hearing made by M. French; second by W. Illg. Vote carried unanimously in favor. Mayor Eason conducted the public hearing; no one spoke in favor of or opposition to the FY 2024 budget. Finance Administrator Gazaway provided an overview of achievements in FY 2023 and highlights of the FY 2024 projects. She also informed Council she will need to adjust the budget to eliminate funding from the opioid settlement since it has already been expended and she will need to include the grant funding regarding the Dawsonville History Museum if the Council approves to move forward with the application. Motion to close the public hearing made by W. Illg; second by C. Phillips. Vote carried unanimously in favor.
9. **ORDINANCE NO. 02-2023: AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA, TO COMPLY WITH RECENT AMENDMENTS TO THE ZONING PROCEDURES ACT, O.C.G.A. § 36-6-1 ET SEQ.; AND FOR OTHER PURPOSES (PUBLIC HEARING AND FIRST READING: JUNE 5, 2023; SECOND READING AND CONSIDERATION TO ADOPT: JUNE 19, 2023):** Motion to open the public hearing made by J. Walden; 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 zoning ordinance amendment. Attorney Tallant read the first reading of the ordinance and provided a brief overview of the changes related to the

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amendment. Motion to close the public hearing made by M. French; second by J. Walden. Vote carried unanimously in favor.

BUSINESS

10. MOVED TO ITEM #18 AFTER THE EXECUTIVE SESSION

- 11. IMPACT FEE RECOMMENDATION:** City Manager Bolz provided the information related to the recommendation for impact fees as developed and prepared by the Georgia Mountain Regional Commission. He stated the recommendation for impact fees for Parks and Recreation could be implemented for up to \$1,704.58 per housing unit and impact fees for Roads, Streets and Bridges could be implemented for up to \$3,600.00 per housing unit for a total of \$5,304.58 per housing unit. Attorney Tallant stated the City Council is not required to implement the maximum recommended fees.

Motion to move forward and establish the committee required to develop the impact fees made by W. Illg; second by M. French. Vote carried three in favor (Illg, French, Walden) with one opposed (Phillips). Attorney Tallant questioned whether the staff should bring recommendations to the next meeting for appointment of the committee members; Mayor Eason agreed and recommended that if Councilmembers had any suggestions to provide them to City Manager Bolz.

- 12. SHOAL CREEK UTILITY RELOCATION: REQUEST FOR FINANCIAL ASSISTANCE FROM GDOT:** Utility Director Barr reported that GDOT is replacing the bridge on Shoal Creek Road and approximately 1,000 feet of the City's water line will need to be relocated costing approximately \$200,000.

Motion to approve requesting financial assistance from GDOT for the relocation of the City's water line made by C. Phillips; second by M. French. Vote carried unanimously in favor.

- 13. 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 (FIRST READING AND ADOPTION: JUNE 5, 2023; SECOND READING AND FINAL ADOPTION: JUNE 19, 2023):** Attorney Tallant provided the first reading of ordinance No. 03-3023, an amendment to the Charter.

Motion to approve the first reading and first adoption of Ordinance No. 03-2023 made by W. Illg; second by J. Walden. Vote carried unanimously in favor.

- 14. ORDINANCE NO. 04-2023: AN ORDINANCE TO AMEND THE DOMESTIC ANIMAL CONTROL ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES (FIRST READING: JUNE 5, 2023; SECOND READING AND CONSIDERATION TO ADOPT: JUNE 19, 2023):** Public Works Director Trampas Hansard read the first reading of ordinance No. 04-2023.

- 15. ORDINANCE NO. 05-2023: AN ORDINANCE TO AMEND THE HEALTH AND SANITATION ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES (FIRST READING: JUNE 5, 2023; SECOND READING AND CONSIDERATION TO ADOPT: JUNE 19, 2023):** Public Works Director Trampas Hansard read the first reading of ordinance No. 05-2023.

- 16. ORDINANCE NO. 06-2023: AN ORDINANCE TO AMEND THE UTILITIES ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES (FIRST READING: JUNE 5, 2023; SECOND READING AND CONSIDERATION TO ADOPT: JUNE 19, 2023):** City Clerk Banister read the first reading of ordinance No. 06-2023.

- 17. REQUEST TO APPROVE ONEGEORGIA AUTHORITY GRANT APPLICATION ON BEHALF OF THE DAWSONVILLE HISTORY MUSEUM:** Mayor Eason reported the Dawsonville History Museum has the opportunity to receive a \$500,000 grant to make improvements in the museum. The project proposed is adding an additional seating area outside of the Gordon Pirkle Room. The City will be

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required to manage the grant and a Memorandum of Understanding will need to be developed between the City and the museum because the City will need to administer the grant for the museum.

Motion to approve the ONEGEORGIA Grant Application on behalf of the Dawsonville History Museum made by M. French; second by W. Illg. Vote carried unanimously in favor.

EXECUTIVE SESSION

At 5:47 p.m. a motion to close regular session and go into executive session for real estate 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 C. Phillips; second by J. Walden. Vote carried unanimously in favor.

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

ADDITIONAL BUSINESS

- 18. AVAILABLE RENTAL SPACE AT CITY HALL COMPLEX:** Motion to approve Granddaddy Mimms to lease and occupy the available space at City Hall made by W. Illg; second by M. French. Vote carried unanimously in favor.

ADJOURNMENT:

At 5:55 p.m. a motion to adjourn the meeting was made by C. Phillips; second by W. Illg. Vote carried unanimously in favor.

Approved this 17th day of July 2023

By: CITY OF DAWSONVILLE

Mike Eason, Mayor

Caleb Phillips, Councilmember Post 1

William Illg, Councilmember Post 2

John Walden, Councilmember Post 3

Mark French, Councilmember Post 4

Attest: _____
Beverly A. Banister, City Clerk

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 June 5, 2023.
2. During such meeting, the Board voted to go into closed session.
3. The executive session was called to order at 5:47 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);

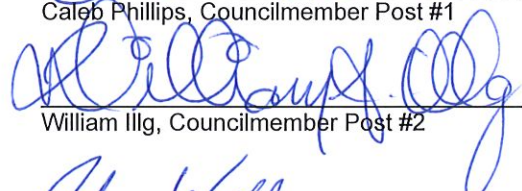
Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a City officer or employee as provided in O.C.G.A. § 50-14-3(b)(2);

Other _____ as provided in: _____.

This 5th day of June 2023; By the City of Dawsonville, Mayor and Council:


Mike Eason, Mayor

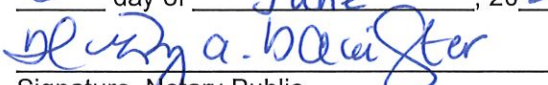

Caleb Phillips, Councilmember Post #1


William Illg, Councilmember Post #2


John Walden, Councilmember Post #3


Mark French, Councilmember Post #4

Sworn to and subscribed before me this 5 day of June, 2023.


Signature, Notary Public

My Commission expires: Feb 18, 2024



MINUTES
CITY COUNCIL SPECIAL CALLED MEETING
G.L. Gilleland Council Chambers on 2nd Floor
Wednesday, June 28, 2023
5:00 P.M.

1. **CALL TO ORDER:** Mayor Pro-Tem Walden called the meeting to order at 5:00 pm.
2. **ROLL CALL:** Present were Councilmember William Illg, Councilmember Mark French, Councilmember Caleb Phillips, Mayor Mike Eason (via teleconference), City Attorney Kevin Tallant, City Manager Bob Bolz, City Clerk Beverly Banister, Public Works Director Trampas Hansard, Utility Director Jacob Barr, Planning Director Jameson Kinley, Finance Administrator Robin Gazaway and Director of Downtown Development Amanda Edmondson.
3. **INVOCATION AND PLEDGE:** Invocation and pledge were led by Councilmember French.
4. **APPROVAL OF THE AGENDA:** Motion to amend the agenda to add item #7 Lease with the Dawsonville History Museum, item #8 Front Entrance Modification Request for the Dawsonville History Museum, item #9 Winner's Circle and item #10 Public Input made by W. Illg; second by C. Phillips. Vote carried unanimously in favor.

Motion to approve the agenda as amended made by C. Phillips; second by W. Illg. Vote carried unanimously in favor.
5. **RESOLUTION NO. R2023-05: CONSIDER ADOPTION OF THE 2023-2024 BUDGET:** Motion to approve Resolution R2023-05 made by M. French; second by W. Illg. Vote carried unanimously in favor. (Exhibit "A")
6. **MOVED TO END OF THE AGENDA (ADJOURNMENT):**
7. **LEASE WITH THE DAWSONVILLE HISTORY MUSEUM:** Motion to approve the lease with the Dawsonville History Museum made by W. Illg; second by C. Phillips. Vote carried unanimously in favor. (Exhibit "B")
8. **FRONT ENTRANCE MODIFICATION REQUEST FOR THE DAWSONVILLE HISTORY MUSEUM:** Motion to approve the City to pay \$34,207.55 from General Fund Reserves without violating the City's Financial Policy to replace the front entrance doors at the museum contingent upon the Museum's Board of Directors signing the lease agreement made by W. Illg; second by C. Phillips. Vote carried unanimously in favor.
9. **WINNER'S CIRCLE:** Motion to approve the City to purchase the epoxy paint to finish the winner's circle and pay the \$1,500 in labor contingent upon the Museum's Board of Directors signing the lease agreement made by W. Illg; second by M. French. Vote carried unanimously in favor.
10. **PUBLIC INPUT:** No participation by public.

ANNOUNCEMENTS

Mayor Pro-Tem Walden thanked the staff for preparing him for the GMA Convention he recently attended. He stated that during one of the classes he attended, it was reported that the Dawson County School System was in the top four schools in the State of Georgia for graduation and the level of education. He thanked everyone involved with the school system for their efforts and commitment.

Mayor Pro-Tem Walden reported the Georgia Racing Hall of Fame is holding their Independence Day Car Show on July 1st; the City's Comprehensive Plan Steering Committee will hold a public hearing on July 13, 2023 at 2:30 pm and 5:30 pm; the next Food Truck Friday will be on July 14, 2023 starting at 5:00 pm and the Farmer's Market is open every Saturday starting at 8:00 am.

Councilmember French stated there were several board members from the Dawsonville History Museum in attendance and took the opportunity to thank them for working with the City on these matters.

ADJOURNMENT:

At 5:10 p.m. a motion to adjourn the meeting was made by M. French; second by W. Illg. Vote carried unanimously in favor.

**MINUTES
CITY COUNCIL SPECIAL CALLED MEETING
G.L. Gilleland Council Chambers on 2nd Floor
Wednesday, June 28, 2023
5:00 P.M.**

Approved this 17th day of July 2023

By: CITY OF DAWSONVILLE

Mike Eason, Mayor

Caleb Phillips, Councilmember Post 1

William Illg, Councilmember Post 2

John Walden, Councilmember Post 3

Mark French, Councilmember Post 4

Attest: _____
Beverly A. Banister, City Clerk

DRAFT

RESOLUTION No. R2023-05

A RESOLUTION OF THE CITY OF DAWSONVILLE, GEORGIA,
ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2023 AND ENDING JUNE 30, 2024

WHEREAS, the City of Dawsonville, Georgia has prepared its annual budget for fiscal year July 1, 2023 through June 30, 2024; and

WHEREAS, the City Council received a proposed budget on May 15, 2023; and

WHEREAS, in accordance with O.C.G.A §36-81-5(d) the budget was made available for public review at city hall and on the city's official website; and

WHEREAS, in accordance with O.C.G.A §36-81-5(e) notice was published setting forth the availability of the budget for public review and in accordance with O.C.G.A §36-81-5(g) the notice included the public hearing advertisement on the proposed budget set for June 5, 2023; and

WHEREAS, a public hearing on the proposed budget was held on June 5, 2023; and

WHEREAS, the City has met all required notices under the law in terms of considering the budget; and

WHEREAS, Upon the call of the Mayor, a Special Called Meeting was set for June 28, 2023 to adopt the budget. A copy of the budget is attached hereto and incorporated herein as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dawsonville, Georgia that the Annual Budget for fiscal year July 1, 2023 through June 30, 2024 attached hereto as Exhibit "A" is hereby approved, effective and adopted on this 28th day of June 2023.

CITY OF DAWSONVILLE

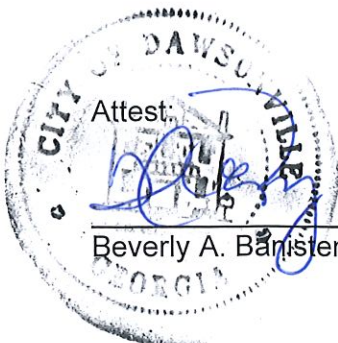
By: absent
Mike Eason, Mayor

Caleb Phillips
Caleb Phillips, Councilmember Post #1

William Illg
William Illg, Councilmember Post #2

John Walden
John Walden, Councilmember Post #3

Mark French
Mark French, Councilmember Post #4



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

CITY OF DAWSONVILLE

BUDGET FY 2023-24

FUND	ACCOUNT NAME	FUNCTION	DESCRIPTION	REVENUE	EXPENSES
100	GENERAL FUND	1100	COUNCIL		\$162,200.00
		1300	MAYOR		\$63,700.00
		1400	ELECTIONS		\$20,000.00
		1500	ADMINISTRATION		\$1,037,433.00
		1565	CITY HALL BUILDING		\$174,460.00
		3900	ANIMAL CONTROL		\$2,040.00
		4200	ROADS		\$796,000.00
		6200	PARKS		\$104,000.00
		7400	PLANNING & ZONING		\$572,839.00
		7540/7550	ECONOMIC DEVELOPMENT		\$330,673.00
				\$3,263,345.00	\$3,263,345.00
231	DRUG FUND			\$0.00	\$0.00
275	HOTEL-MOTEL TAX			\$7,500.00	\$7,500.00
285	DOWNTOWN DEVELOPMENT AUTHORITY			\$79,400.00	\$79,400.00
320/327/328	SPLOST VI & VII AND GRHOF PROJECT			\$3,259,000.00	\$3,259,000.00
505	ENTERPRISE	4300	SEWER	\$2,367,507.00	\$1,405,726.00
		4400	WATER		\$961,781.00
				\$2,367,507.00	\$2,367,507.00
530	CAPITAL OUTLAY	4300/4400	WATER/SEWER TAPS	\$210,000.00	\$9,000,000.00
			TRNSFR IN RESERVES/LOAN	\$10,290,000.00	\$1,500,000.00
				\$10,500,000.00	\$10,500,000.00
540	GARBAGE	4310	SOLID WASTE	\$230,200.00	\$230,200.00
790	CEMETERY	4950	CEMETERY	\$49,430.00	\$49,430.00

FY 2023-24 TOTAL REVENUE	\$19,756,382.00
FY 2023-24 TOTAL EXPENDITURES	\$19,756,382.00

BUDGET FY 2023-24

REVENUE			
GENERAL FUND - 100			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
100-0000-311100	ELECTRIC FRANCHISE FEES	185,000.00	165,000.00
100-0000-311315	MOTOR VEHICLE TITLE AD VALOREM TAX	101,000.00	66,000.00
100-0000-311730	GAS FRANCHISE FEES	15,000.00	13,000.00
100-0000-311750	TV CABLE FRANCHISE FEES	0.00	10,000.00
100-0000-311760	TELEPHONE FRANCHISE FEES	25,000.00	20,000.00
100-0000-311790	GARBAGE FRANCHISE FEES	8,850.00	7,500.00
100-0000-311795	BROADBAND FRANCHISE FEE	500.00	775.00
100-0000-313100	LOCAL OPTION SALES TAX	1,800,000.00	1,600,000.00
100-0000-314200	ALCOHOL EXCISE TAX	114,000.00	115,000.00
100-0000-314500	EXCISE TAX ON ENERGY	0.00	50.00
100-0000-316100	OCCUPATION TAX	35,500.00	34,000.00
100-0000-316200	INSURANCE PREMIUM TAX	355,000.00	223,000.00
100-0000-316300	FINANCIAL INSTITUTION TAX	5,100.00	0.00
100-0000-321100	ALCOHOL LICENSE	28,000.00	28,000.00
100-0000-321150	CATERING EVENT PERMIT	0.00	0.00
100-0000-322210	ZONING & LAND USE FEES	6,000.00	15,000.00
100-0000-322215	ANNEXATION FEE	500.00	500.00
100-0000-322230	SIGN PERMIT	1,000.00	1,300.00
100-0000-322240	VARIANCE APPLICATION FEE	2,500.00	2,000.00
100-0000-322250	DEMOLITION PERMIT	300.00	300.00
100-0000-322990	PARADE/PUBLIC ASSEMBLY FEE	500.00	300.00
100-0000-322995	PARADE/PUBLIC ASSEMBLY CLEANUP	0.00	0.00
100-0000-323100	BUILDING PERMIT	60,000.00	60,000.00
100-0000-323111	CERTIFICATE OF OCCUPANCY FEE	4,200.00	4,200.00
100-0000-323120	INSPECTION FEES	27,000.00	0.00
100-0000-323140	ELECTRIC PERMIT FEES	0.00	0.00
100-0000-323160	HVAC PERMIT FEES	0.00	0.00
100-0000-323900	OTHER - GRADING FEES	5,500.00	3,000.00
100-0000-323901	OTHER - PLAN REVIEW FEES	20,000.00	18,000.00
100-0000-334150	SAFETY GRANT	6,000.00	6,000.00
100-0000-334200	HEALTH GRANT	0.00	0.00
100-0000-334250	CARES ACT GRANT	0.00	0.00
100-0000-334310	STATE GRANT CAPITAL-LMIG DIRECT	0.00	0.00
100-0000-341400	MISC REVENUE	2,000.00	3,000.00
100-0000-341450	ROOM RENTAL REVENUE	7,500.00	5,000.00
100-0000-343001	ENGINEERING FEE	0.00	0.00
100-0000-346100	ANIMAL CONTROL AND SHELTER FEES	0.00	0.00
100-0000-349300	BAD CHECK FEE	0.00	0.00
100-0000-344260	STORM DRAINAGE	1,600.00	0.00
100-0000-351170	MUNICIPAL COURT FEES	4,000.00	3,000.00
100-0000-361000	INTEREST INCOME	100,000.00	1,300.00
100-0000-381000	RENTAL INCOME - DMC	66,000.00	60,000.00
100-1400-341910	ELECTION QUALIFYING FEE	900.00	0.00
100-1500-311340	INTANGIBLES TAX	30,000.00	40,000.00
100-1500-311601	REAL ESTATE TRANSFER TAX	17,000.00	15,000.00
100-0000-740000	TRANSFER IN FROM RESERVES	227,895.00	0.00
GENERAL FUND Revenue Totals:		3,263,345.00	2,520,225.00

EXPENDITURES			
GENERAL FUND - 100			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
DEPARTMENT: COUNCIL			
100-1100-511000	COUNCIL: SALARIES	42,000.00	35,000.00
100-1100-512100	COUNCIL: GROUP INSURANCE	106,200.00	89,000.00
100-1100-512200	COUNCIL: TAXES: SUTA, FICA, FUTA	3,600.00	3,000.00
100-1100-523200	COUNCIL: COMMUNICATIONS - CELL PHONE	2,900.00	2,900.00
100-1100-523500	COUNCIL: TRAVEL	4,000.00	1,000.00
100-1100-523700	COUNCIL: EDUCATION & TRAINING	3,000.00	3,000.00
100-1100-531100	COUNCIL: SUPPLIES	500.00	500.00
COUNCIL Expenditure Totals:		162,200.00	134,400.00
DEPARTMENT: MAYOR			
100-1300-511000	MAYOR: SALARIES	20,500.00	17,000.00
100-1300-512100	MAYOR: GROUP INSURANCE	37,000.00	60.00
100-1300-512200	MAYOR: TAXES: SUTA, FICA, FUTA	1,700.00	1,400.00
100-1300-523200	MAYOR: COMMUNICATIONS - CELL PHONE	1,000.00	1,000.00
100-1300-523500	MAYOR: TRAVEL	1,300.00	1,200.00
100-1300-523700	MAYOR: EDUCATION & TRAINING	2,000.00	2,000.00
100-1300-531100	MAYOR: SUPPLIES	200.00	200.00
MAYOR Expenditure Totals:		63,700.00	22,860.00

DEPARTMENT: ELECTIONS			
100-1400-521203	ELECTIONS: PROFESSIONAL OTHER	20,000.00	15,000.00
100-1400-523300	ELECTIONS: ADVERTISING	0.00	0.00
100-1400-523400	ELECTIONS: PRINTING AND BINDING	0.00	0.00
100-1400-531100	ELECTIONS: SUPPLIES	0.00	0.00
ELECTIONS Expenditure Totals:		20,000.00	15,000.00
DEPARTMENT: ADMINISTRATION			
100-1500-511000	ADMINISTRATION: SALARIES	369,198.00	383,016.00
100-1500-512100	ADMINISTRATION: GROUP INSURANCE	161,000.00	164,000.00
100-1500-512200	ADMINISTRATION: TAXES: SUTA, FICA, FUTA	34,000.00	32,000.00
100-1500-512400	RETIREMENT CONTRIBUTIONS	34,000.00	25,000.00
100-1500-512700	WORKERS COMP	4,300.00	4,300.00
100-1500-521200	PROFESSIONAL LEGAL	76,000.00	70,000.00
100-1500-521201	PROFESSIONAL ACCOUNTING	20,000.00	19,000.00
100-1500-521203	PROFESSIONAL OTHER	112,000.00	57,000.00
100-1500-521300	TECHNICAL SERVICES (IT)	19,000.00	19,245.00
100-1500-521315	TECHNICAL SERVICES-PAYROLL ACH	3,600.00	3,600.00
100-1500-522200	REPAIRS & MAINTENANCE	4,200.00	4,078.00
100-1500-522320	RENTAL EQUIPMENT	3,500.00	3,010.00
100-1500-523000	OTHER PURCHASED SERVICES	32,000.00	32,000.00
100-1500-523100	INSURANCE OTHER THAN EMPL	500.00	15,000.00
100-1500-523200	COMMUNICATIONS	13,500.00	13,000.00
100-1500-523300	ADVERTISING	3,000.00	2,500.00
100-1500-523400	PRINTING AND BINDING	1,100.00	1,116.00
100-1500-523500	TRAVEL	4,000.00	4,000.00
100-1500-523600	DUES & FEES	12,000.00	12,112.00
100-1500-523700	EDUCATION & TRAINING	4,435.00	4,435.00
100-1500-523910	UNIFORMS	1,400.00	1,400.00
100-1500-531100	SUPPLIES	55,000.00	45,000.00
100-1500-531270	ENERGY GASOLINE/DIESEL	1,700.00	1,550.00
100-1500-531300	FOOD	3,000.00	2,500.00
100-1500-531600	SMALL EQUIPMENT	5,000.00	5,000.00
100-1500-541000	CAPITAL OUTLAY	15,000.00	296,000.00
100-1500-581000	CONTINGENCY	0.00	0.00
100-1500-999999	PMTS TO OTHER - DAWSON	45,000.00	550,000.00
ADMINISTRATION Totals:		1,037,433.00	1,769,862.00
DEPARTMENT: CITY HALL BUILDING			
100-1565-521300	TECHNICAL SERVICES	5,400.00	5,387.00
100-1565-522200	REPAIRS & MAINTENANCE	43,000.00	43,000.00
100-1565-522201	R & M - GRHOF	5,000.00	5,000.00
100-1565-522202	R & M - DISTILLERY	5,000.00	5,000.00
100-1565-522203	R & M - RESTURANT	5,000.00	
100-1565-531100	SUPPLIES	25,000.00	25,000.00
100-1565-531220	ENERGY NATURAL GAS	9,460.00	9,000.00
100-1565-531230	ENERGY ELECTRICITY	56,600.00	51,307.00
100-1565-540000	CAPITAL OUTLAY	20,000.00	20,000.00
CITY HALL BLDG Totals:		174,460.00	163,694.00
DEPARTMENT: ANIMAL CONTROL			
100-3900-523600	DUES & FEES	500.00	500.00
100-3900-531100	SUPPLIES	1,540.00	1,036.00
ANIMAL CONTROL Totals:		2,040.00	1,536.00
DEPARTMENT: ROADS			
100-4200-511000	SALARIES	349,640.00	259,177.00
100-4200-512100	GROUP INSURANCE	145,000.00	94,000.00
100-4200-512200	TAXES: SUTA, FICA, FUTA	27,100.00	21,000.00
100-4200-512400	RETIREMENT CONTRIBUTIONS	20,000.00	5,000.00
100-4200-512700	WORKERS COMP	27,000.00	27,000.00
100-4200-521200	PROFESSIONAL LEGAL	6,000.00	6,000.00
100-4200-521202	PROFESSIONAL ENGINEERING	5,000.00	4,500.00
100-4200-521300	TECHNICAL SERVICES	7,000.00	7,000.00
100-4200-522110	GARBAGE SERVICES	2,500.00	2,000.00
100-4200-522140	STREET SWEEPING/GROUNDSUP	16,100.00	14,300.00
100-4200-522200	REPAIRS & MAINTENANCE	50,300.00	50,000.00
100-4200-523200	COMMUNICATIONS	5,360.00	5,240.00
100-4200-523400	PRINTING AND BINDING	100.00	100.00
100-4200-523500	TRAVEL	2,000.00	2,000.00
100-4200-523600	DUES & FEES	3,000.00	1,513.00
100-4200-523700	EDUCATION & TRAINING	2,000.00	1,500.00
100-4200-523910	UNIFORM SERVICE	3,000.00	3,000.00
100-4200-531100	SUPPLIES	35,000.00	22,000.00
100-4200-531230	ENERGY ELECTRICITY	51,000.00	47,033.00
100-4200-531240	ENERGY BOTTLED GAS	1,200.00	1,000.00
100-4200-531270	ENERGY GASOLINE/DIESEL	13,000.00	10,000.00
100-4200-531300	FOOD	1,300.00	0.00

100-4200-541400	CAPITAL	12,000.00	
100-4250-522200	STORM DRAINAGE	11,400.00	1,000.00
	ROADS Totals:	796,000.00	584,363.00
DEPARTMENT: PARKS			
100-6200-522200	REPAIRS & MAINTENANCE	42,000.00	20,000.00
100-6200-522202	R & M - FARMERS MKT	10,000.00	
100-6200-531100	SUPPLIES	20,000.00	
100-6200-531102	SUPPLIES - FARMERS MKT	10,000.00	
100-6200-531230	ENERGY ELECTRICITY	17,000.00	25,000.00
100-6200-531232	ENERGY ELECTRICITY - FARMERS MKT	5,000.00	20,528.00
100-6200-542100	CAPITAL OUTLAY - PARKS	0.00	0.00
	PARKS Totals:	104,000.00	65,528.00
DEPARTMENT: PLANNING & ZONING			
100-7400-511000	SALARIES	241,909.00	211,300.00
100-7400-512100	GROUP INSURANCE	156,500.00	79,000.00
100-7400-512200	TAXES: SUTA, FICA, FUTA	19,000.00	16,700.00
100-7400-512400	RETIREMENT CONTRIBUTIONS	18,000.00	7,508.00
100-7400-512700	WORKERS COMP	800.00	800.00
100-7400-521200	PROFESSIONAL LEGAL	47,000.00	43,000.00
100-7400-521202	PROFESSIONAL ENGINEERING	11,000.00	11,000.00
100-7400-521203	PROFESSIONAL OTHER	20,000.00	18,000.00
100-7400-521300	TECHNICAL SERVICES	13,000.00	11,000.00
100-7400-522200	REPAIRS & MAINTENANCE	2,000.00	2,000.00
100-7400-522320	RENTAL EQUIPMENT	4,400.00	4,400.00
100-7400-523200	COMMUNICATIONS	5,000.00	5,000.00
100-7400-523300	ADVERTISING	1,430.00	1,400.00
100-7400-523400	PRINTING AND BINDING	500.00	500.00
100-7400-523500	TRAVEL	5,000.00	4,000.00
100-7400-523600	DUES & FEES	2,500.00	2,500.00
100-7400-523700	EDUCATION & TRAINING	6,000.00	4,000.00
100-7400-523800	LICENSES	400.00	400.00
100-7400-523910	UNIFORMS	1,000.00	1,000.00
100-7400-531100	SUPPLIES	13,500.00	13,500.00
100-7400-531300	FOOD	500.00	
100-7400-321270	ENERGY-GASOLINE / DIESEL	3,400.00	3,000.00
100-7400-541400	CAPITAL - PROPERTY (VEHICLE)	0.00	0.00
	PLANNING & ZONING Totals:	572,839.00	440,008.00
DEPARTMENT: ECONOMIC DEVELOPMENT			
100-7540-572000	PMTS TO OTHER AGENCY (Chamber of Commerce)	12,000.00	12,000.00
100-7550-511000	SALARIES	65,723.00	
100-7550-512100	GROUP INSURANCE	52,000.00	
100-7550-512200	TAXES	5,100.00	
100-7550-512400	RETIREMENT	1,000.00	
100-7550-512700	WORKERS COMP	600.00	
100-7550-521200	PROFESSIONAL LEGAL	250.00	
100-7550-521201	PROFESSIONAL ACCOUNTING	1,000.00	
100-7550-521203	PROFESSIONAL OTHER	100,000.00	
100-7550-521300	TECHNICAL SERVICES	500.00	
100-7550-523300	ADVERTISING	2,000.00	
100-7550-523400	PRINTING AND BINDING	1,100.00	
100-7550-523500	TRAVEL	1,000.00	
100-7550-523600	DUES & FEES	1,000.00	
100-7550-523700	EDUCATION & TRAINING	1,000.00	
100-7550-523910	UNIFORMS	500.00	
100-7550-531100	SUPPLIES	500.00	
100-7550-531270	ENERGY - GASOLINE	500.00	
100-7550-531300	FOOD	500.00	
100-7550-531600	SMALL EQUIPMENT	5,000.00	
100-7550-531000	PMTS TO OTHER AGENCY (DDA)	79,400.00	105,000.00
	ECONOMIC DEVELOPMENT Totals:	330,673.00	117,000.00
	GENERAL FUND Expenditure Totals:	3,263,345.00	3,314,251.00

GENERAL FUND Revenue Totals:	3,263,345.00
GENERAL FUND Expenditure Totals:	3,263,345.00

REVENUE		DRUG -231	
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
231	DRUG FUND	0.00	0.00
231	INTEREST	0.00	0.00
DRUG FUND 231 Revenue Totals		0.00	0.00

EXPENDITURES		DRUG - 231	
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
231	NARCAN	0.00	0.00
DRUG FUND 231 Expenditure Totals		0.00	0.00

DRUG FUND 231 Revenue Totals	0.00
DRUG FUND 231 Expenditure Totals	0.00

REVENUE		HOTEL/MOTEL FUND - 275	
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
275-0000-314100	HOTEL/MOTEL TAX	7,500.00	6,000.00
HOTEL/MOTEL FUND 275 Revenue Totals		7,500.00	6,000.00

EXPENDITURES		HOTEL/MOTEL FUND - 275	
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
275-7540-572000	PMTS TO OTHER AGENCY (Chamber of Commerce)	7,500.00	6,000.00
HOTEL/MOTEL FUND 275 Expenditure Totals		7,500.00	6,000.00

HOTEL/MOTEL FUND 275 Revenue Totals	7,500.00
HOTEL/MOTEL FUND 275 Expenditure Totals	7,500.00

REVENUE		DOWNTOWN DEVELOPMENT AUTHORITY FUND (DDA) - 285	
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
285-7550-000000	DOWNTOWN DEVELOPMENT AUTHORITY (DDA)	4,400.00	4,400.00
285-7500-740000	TRANSFER IN FROM RESERVES	75,000.00	25,000.00
DDA FUND 285 Revenue Totals		79,400.00	29,400.00

EXPENDITURES		DOWNTOWN DEVELOPMENT AUTHORITY FUND (DDA) - 285	
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
285-7500-521200	PROFESSIONAL LEGAL	2,000.00	2,000.00
285-7500-521201	PROFESSIONAL ACCOUNTING	1,200.00	1,200.00
285-7500-521203	PROFESSIONAL OTHER	0.00	0.00
285-7500-523300	ADVERTISING	0.00	0.00
285-7500-523700	EDUCATION & TRAINING	1,200.00	1,200.00
285-7500-531000	FIREWORKS PURCHASE	0.00	0.00
285-7500-531100	SUPPLIES	0.00	0.00
285-7500-540000	GRANT DISBURSEMENTS	75,000.00	25,000.00
285-7550-531000	OTHER EXPENDITURES FROM RESERVES	0.00	0.00
DDA FUND 285 Expenditure Totals		79,400.00	29,400.00

DDA FUND 285 Revenue Totals	79,400.00
DDA FUND 285 Expenditure Totals	79,400.00

REVENUE			
SPLOST VI FUND - 320			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
320-0000-313200	SPECIAL PURPOSE LOCAL OPTION SALES TAX	0.00	0.00
320-0000-361000	INTEREST INCOME	0.00	100.00
320-0000-361000	TRANSFER IN FROM RESERVES	59,000.00	42,900.00
SPLOST VI FUND 320 Revenue Totals		59,000.00	43,000.00

EXPENDITURES			
SPLOST VI FUND - 320			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
320-1000-541300	CAPITAL OUTLAY - CITY HALL ACQUISITION	0.00	0.00
320-4200-541400	CAPITAL OUTLAY - ROADS AND SIDEWALKS	0.00	0.00
320-4200-542000	CAPITAL OUTLAY - PUBLIC WORKS EQUIPMNT-R	50,000.00	34,000.00
320-4300-541400	CAPITAL OUTLAY - SEWER PROJECTS	0.00	0.00
320-4300-542000	CAPITAL OUTLAY - PUBLIC WORKS EQUIPMNT-S	0.00	0.00
320-4400-541400	CAPITAL OUTLAY - WATER PROJECTS	0.00	0.00
320-4400-542000	CAPITAL OUTLAY - PUBLIC WORKS EQUIPMNT-V	0.00	0.00
320-6000-541000	CAPITAL OUTLAY - FARMERS MARKET	9,000.00	9,000.00
320-6200-541200	CAPITAL OUTLAY - PARKS AND RECREATION	0.00	0.00
SPLOST VI FUND 320 Expenditure Totals		59,000.00	43,000.00

SPLOST VI FUND 320 Revenue Totals	59,000.00
SPLOST VI FUND 320 Expenditure Totals	59,000.00

REVENUE			
SPLOST VII FUND - 327			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
327-0000-340000	SPECIAL PURPOSE LOCAL OPTION SALES TAX	1,000,000.00	1,599,900.00
327-0000-361000	INTEREST INCOME	21,000.00	100.00
327-0000-361000	TRANSFER IN FROM RESERVES	1,679,000.00	0.00
SPLOST VII FUND 327 Revenue Totals		2,700,000.00	1,600,000.00

EXPENDITURES			
SPLOST VII FUND - 327			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
327-1000-541300	CAPITAL OUTLAY - CITY HALL ACQUISITION	250,000.00	789,000.00
327-4200-541400	CAPITAL OUTLAY - ROADS AND SIDEWALKS	1,000,000.00	0.00
327-4200-542000	CAPITAL OUTLAY - PUBLIC WORKS EQUIPMNT-R	65,000.00	0.00
327-4300-541400	CAPITAL OUTLAY - SEWER PROJECTS	0.00	338,500.00
327-4300-542000	CAPITAL OUTLAY - PUBLIC WORKS EQUIPMNT-S	780,000.00	0.00
327-4400-541400	CAPITAL OUTLAY - WATER PROJECTS	0.00	338,500.00
327-4400-542000	CAPITAL OUTLAY - PUBLIC WORKS EQUIPMNT-V	0.00	34,000.00
327-6000-541000	CAPITAL OUTLAY - FARMERS MARKET	0.00	0.00
327-6200-541200	CAPITAL OUTLAY - PARKS AND RECREATION	605,000.00	100,000.00
SPLOST VII FUND 327 Expenditure Totals		2,700,000.00	1,600,000.00

SPLOST VII FUND 327 Revenue Totals	2,700,000.00
SPLOST VII FUND 327 Expenditure Totals	2,700,000.00

REVENUE			
GRHOF SPECIAL PURPOSE FUND - 328			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
328-0000-334310	SPECIAL PURPOSE REVENUE	500,000.00	0.00
GRHOF SPECIAL PURPOSE FUND 328 Revenue Totals		500,000.00	0.00

EXPENDITURES			
GRHOF SPECIAL PURPOSE FUND - 328			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
328-6172-541000	CAPITAL EXPENDITURES	500,000.00	0.00
DF SPECIAL PURPOSE FUND 328 Revenue Totals		500,000.00	0.00

SPECIAL PURPOSE FUND 328 Revenue Totals	500,000.00
SPECIAL PURPOSE FUND 328 Expenditure Totals	500,000.00

REVENUE			
ENTERPRISE FUND - 505			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
505-0000-341400	MISC REV/COPIES/PRINTING	1,600.00	100,000.00
505-0000-344210	WATER CHARGES	895,000.00	800,000.00
505-0000-344255	SEWERAGE CHARGES	916,000.00	900,000.00
505-0000-349000	ADMINISTRATIVE FEE	4,200.00	5,000.00
505-0000-349001	PENALTIES WATER & SEWER	19,000.00	18,000.00
505-0000-349002	RECONNECT FEE	4,000.00	2,000.00
505-0000-349300	BAD CHECK FEE	1,500.00	1,500.00
505-0000-351400	FINES	0.00	0.00
505-0000-361000	INTEREST INCOME	130,000.00	2,400.00
505-0000-381001	RENTAL INCOME HOUSE	9,000.00	9,000.00
505-0000-383000	REIMBURSEMENT FOR DAMAGED PROPERTY	0.00	0.00
505-0000-611000	OTHER FINANCING USES (RESERVES)	387,207.00	219,783.00
ENTERPRISE FUND Revenue Totals:		2,367,507.00	2,057,683.00

EXPENDITURES			
ENTERPRISE FUND - 505			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
DEPARTMENT: SEWER			
505-4300-511000	SALARIES	225,926.00	177,836.00
505-4300-512100	GROUP INSURANCE	100,000.00	82,000.00
505-4300-512200	TAXES: SUTA, FICA, FUTA	18,000.00	15,500.00
505-4300-512400	RETIREMENT CONTRIBUTIONS	15,000.00	12,000.00
505-4300-512700	WORKERS COMP	10,000.00	10,000.00
505-4300-521200	PROFESSIONAL LEGAL	4,000.00	3,000.00
505-4300-521201	PROFESSIONAL ACCOUNTING	16,000.00	16,000.00
505-4300-521202	PROFESSIONAL ENGINEERING	100,000.00	100,000.00
505-4300-521203	PROFESSIONAL OTHER	6,000.00	10,000.00
505-4300-521300	TECHNICAL SERVICES	14,000.00	15,000.00
505-4300-521315	TECHNICAL SERVICES: ENVIR MGMT	60,000.00	50,000.00
505-4300-522110	GARBAGE SERVICES	7,500.00	7,500.00
505-4300-522200	REPAIRS & MAINTENANCE	80,000.00	56,000.00
505-4300-523100	INSURANCE OTHER THAN EMPL	300.00	0.00
505-4300-523200	COMMUNICATIONS	7,000.00	7,000.00
505-4300-523215	POSTAGE / MAIL BILLS	3,200.00	2,900.00
505-4300-523300	ADVERTISING	400.00	350.00
505-4300-523400	PRINTING AND BINDING	1,000.00	1,700.00
505-4300-523500	TRAVEL	1,000.00	1,000.00
505-4300-523600	DUES & FEES	9,000.00	4,000.00
505-4300-523700	EDUCATION & TRAINING	2,000.00	2,000.00
505-4300-523800	LICENSES	100.00	100.00
505-4300-523910	UNIFORMS	3,000.00	2,500.00
505-4300-531100	SUPPLIES	36,000.00	35,000.00
505-4300-531230	ENERGY ELECTRICITY	145,000.00	135,000.00
505-4300-531240	ENERGY BOTTLED GAS	1,300.00	1,300.00
505-4300-531270	ENERGY GASOLINE/DIESEL	7,400.00	7,000.00
505-4300-531300	FOOD	1,600.00	1,000.00
505-4300-561000	DEPRECIATION	450,000.00	428,000.00
505-4300-572000	PMTS TO DAWSON	31,000.00	31,206.00
505-4300-582104	INTEREST BOND 2014	50,000.00	50,000.00
SEWER Totals:		1,405,726.00	1,264,892.00
DEPARTMENT: WATER			
505-4400-511000	SALARIES	225,926.00	177,836.00
505-4400-512100	GROUP INSURANCE	100,000.00	82,000.00
505-4400-512200	TAXES: SUTA, FICA, FUTA	18,000.00	15,500.00
505-4400-512400	RETIREMENT CONTRIBUTIONS	15,000.00	12,000.00
505-4400-512700	WORKERS COMP	10,000.00	10,200.00
505-4400-521200	PROFESSIONAL LEGAL	10,000.00	3,000.00
505-4400-521201	PROFESSIONAL ACCOUNTING	16,000.00	16,000.00
505-4400-521202	PROFESSIONAL ENGINEERING	40,000.00	35,000.00
505-4400-521203	PROFESSIONAL OTHER	9,000.00	10,000.00
505-4400-521300	TECHNICAL SERVICES	14,000.00	12,000.00
505-4400-522110	GARBAGE SERVICES	3,000.00	1,700.00
505-4400-522200	REPAIRS & MAINTENANCE	40,000.00	32,000.00
505-4400-522320	RENTAL EQUIPMENT	1,300.00	1,000.00
505-4400-523100	INSURANCE OTHER THAN EMPLOYEE (GIRMA)	300.00	0.00
505-4400-523200	COMMUNICATIONS	7,500.00	9,000.00
505-4400-523215	POSTAGE / MAIL BILLS	3,300.00	2,900.00
505-4400-523300	ADVERTISING	3,000.00	350.00
505-4400-523400	PRINTING AND BINDING	1,000.00	1,700.00
505-4400-523500	TRAVEL	1,000.00	1,000.00
505-4400-523600	DUES & FEES	17,000.00	12,000.00
505-4400-523700	EDUCATION & TRAINING	6,000.00	4,000.00

505-4400-523800	LICENSES	500.00	500.00
505-4400-523910	UNIFORMS	3,000.00	1,500.00
505-4400-531100	SUPPLIES	63,000.00	46,023.00
505-4400-531115	SUPPLIES: CHEMICALS	55,000.00	39,994.00
505-4400-531230	ENERGY ELECTRICITY	37,000.00	19,642.00
505-4400-531240	ENERGY BOTTLED GAS	1,300.00	950.00
505-4400-531270	ENERGY GASOLINE/DIESEL	7,400.00	5,115.00
505-4400-531300	FOOD	1,600.00	1,000.00
505-4400-531510	WATER PURCHASED FROM EWSA	0.00	0.00
505-4400-561000	DEPRECIATION	183,000.00	146,000.00
505-4400-572000	PMTS TO DAWSON	31,205.00	31,205.00
505-4400-582104	INTEREST BOND 2014	37,450.00	37,450.00
WATER Totals:		961,781.00	768,565.00

ENTERPRISE FUND Revenue Totals:	2,367,507.00
GRAND TOTAL of EXPENDITURES:	2,367,507.00

REVENUE ENTERPRISE PROJECTS FUND - 530			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
530-0000-344257	SEWER TAPS	10,000.00	200,000.00
530-0000-344212	WATER TAPS	200,000.00	200,000.00
530-0000-610000	TRANSFER IN (RESERVES)/LOAN	10,290,000.00	10,071,000.00
ENTERPRISE PROJECTS FUND 530 Revenue Totals		10,500,000.00	10,471,000.00

EXPENDITURES ENTERPRISE PROJECTS FUND - 530			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
530-4300-541400	CAPITAL OUTLAY - SEWER	9,000,000.00	7,587,500.00
530-4400-541400	CAPITAL OUTLAY - WATER	1,500,000.00	2,883,500.00
ENTERPRISE PROJECTS FUND 530 Expenditure Totals		10,500,000.00	10,471,000.00

ENTERPRISE PROJECTS FUND 530 Revenue Totals	10,500,000.00
ENTERPRISE PROJECTS FUND 530 Expenditure Totals	10,500,000.00

REVENUE GARBAGE FUND - 540			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
540-0000-344110	REFUSE COLLECTION CHARGES	240,000.00	225,000.00
540-0000-611000	TRANSFER IN (RESERVES)	-9,800.00	5,200.00
GARBAGE FUND 540 Revenue Totals		230,200.00	230,200.00

EXPENDITURES GARBAGE FUND - 540			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
540-4310-511000	SALARIES	0.00	0.00
540-4310-512100	GROUP INSURANCE	0.00	0.00
540-4310-512200	TAXES: SUTA, FICA, FUTA	0.00	0.00
540-4310-522110	GARBAGE SERVICES	195,000.00	195,000.00
540-4310-523300	ADVERTISING	200.00	200.00
540-4310-531100	SUPPLIES	35,000.00	35,000.00
540-4310-574000	BAD DEBT	0.00	0.00
540-4310-541000	CAPITAL OUTLAY - BUILDING	0.00	0.00
GARBAGE FUND 540 Expenditure Totals		230,200.00	230,200.00

GARBAGE FUND 540 Revenue Totals	230,200.00
GARBAGE FUND 540 Expenditure Totals	230,200.00

REVENUE CEMETERY FUND - 790			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
790-0000-321210	REAL ESTATE FEES	1,000.00	125.00
790-0000-349100	CEMETERY LOT SALES	30,000.00	9,000.00
790-0000-361000	INTEREST INCOME	2,000.00	100.00
790-0000-611000	TRANSFER IN (RESERVES)	16,430.00	109,775.00
CEMETERY FUND 790 Revenue Totals		49,430.00	119,000.00

EXPENDITURES CEMETERY FUND - 790			
Account #	Account Description	2023-24 Recmnd	2022-23 Budget
790-4950-522200	REPAIRS & MAINTENANCE	12,430.00	12,000.00
790-4950-523600	DUES & FEES	200.00	200.00
790-4950-531100	SUPPLIES	6,800.00	6,800.00
790-4950-542500	CAPITAL OUTLAY - OTHER	30,000.00	100,000.00
CEMETERY FUND 790 Expenditure Totals		49,430.00	119,000.00

CEMETERY FUND 790 Revenue Totals	49,430.00
CEMETERY FUND 790 Expenditure Totals	49,430.00

LEASE AGREEMENT

This Lease agreement ("Lease") is entered into effective the 1st day of July, 2023 by and between **THE CITY OF DAWSONVILLE**, a Georgia municipal corporation, whose address is 415 Hwy. 53 East, Suite 100, Dawsonville, Georgia 30534 ("Lessor") and **DAWSONVILLE HISTORY MUSEUM, INC.**, a Georgia non-profit corporation d/b/a Georgia Racing Hall of Fame, ("Lessee"), whose address is 415 Hwy. 53 East, Suite 110, Dawsonville, Georgia 30534.

WITNESSETH:

WHEREAS, the Lessor owns and operates certain property and facilities ("Premises") located at 415 Hwy. 53 East, Dawsonville, Georgia 30534, which is known as the City Hall/Dawsonville Municipal Complex; and

WHEREAS, the Premises includes several tenant spaces, including a museum and a retail/manufacturing space, of which the museum space is available for lease and suitable for Lessee's use; and

WHEREAS, the Lessor desires to lease the Tenant, the Museum space, and outdoor facilities area commonly known as the "Winner's Circle" appurtenant thereto, as fully depicted in Exhibit "A" attached hereto and fully incorporated herein ("Museum Space"), to Lessee for the operation by Lessee of the Georgia Racing Hall of Fame and the Gordon Pirkle Room as an event venue, which will be in general open to the public, pursuant to the terms and conditions of the City Lease.

NOW THEREFORE, for and in consideration of the mutual covenants and obligations set forth herein and in consideration of One Dollar (\$1.00) and other good and valuable consideration mutually exchanged this date between parties hereto, the

receipt and adequacy of which is hereby acknowledged, the parties hereby agree as follows:

1. **Premises and Use.** Lessee shall be permitted to occupy and utilize the areas of the Premises depicted in Exhibit A, otherwise known as the Museum Space, for the purpose of operating the Georgia Racing Hall of Fame Museum, which shall be open to the public and maintain business hours as deemed appropriate by Lessee, so long as, such operations do not materially interfere with the business and operations of the City of Dawsonville.

1.1 Notwithstanding anything to the contrary herein, the Lessor shall be permitted at to use the Gordon Pirkle Conference Room depicted upon Exhibit A for City sponsored events upon fifteen (15) days' notice so long as said use (a) does not conflict with a previously scheduled and paid reservation for the Gordon Pirkle Room, (b) does not materially interfere with the Lessee's reasonable use of the Premises, and (c) Lessor has executed the standard rental agreement utilized by the Lessee. The only charge to Lessor for use of the Gordon Pirkle Room shall be the setup and cleanup fee which shall be handled directly with the company currently providing that service to the Lessee, and at that company's prevailing rate. In conjunction with such City sponsored events, Lessee, at its expense and through its employees, shall provide access to the Museum during the first hour of said event, without Lessor incurring any cost for its guests and invitees.

1.2 In the event Lessor shall receive a bona fide offer to purchase the Premises which Lessor shall decide pursuant to the laws governing disposition of property by municipal corporations to accept, Lessor shall provide to Lessee a correct copy of such offer to purchase by personally delivery to the Lessee's Executive Director. Lessee shall, in such event, provide Lessor, within twenty (20) business days of Lessee's receipt thereof,

a written offer on identical terms, or shall provide Lessor with a written waiver of this right of first refusal, and the failure of either shall be, in fact, a waiver of the right of first refusal to purchase the property on identical terms. Lessor shall have the option, in its sole discretion, to decline any third party purchase offers, and shall not in such case be obligated to present the offer to Lessee under this right of first refusal. This provision is enforceable to the full extent of the law of the State of Georgia. Lessor and Lessee shall execute a Memorandum of Lease evidencing this right of first refusal in a format and manner recordable on the deed records of Dawson County, Georgia.

1.3. In the event Lessor receives an offer to lease any other property in the Dawsonville Municipal Complex, which offer Lessor desires to accept, Lessor, represented by the City Manager and at least one council member, shall meet with the Executive Director and President of the Museum (or their designated representatives) to discuss the offer and its impact on the Museum. Lessor is not and shall not be bound by Lessee's comments, and Lessor retains sole and absolute discretion to accept or decline offers to lease property in the Dawsonville Municipal Complex.

2. Lease Term. This Lease shall commence effective on July 1, 2023, for the period of twelve- months ("Lease Term") terminating on June 30, 2024. The lease term is subject to an automatic renewal for up to nine (9) renewal terms and shall be automatically renewed as long as neither party gives notice of an intent to not renew the lease at least 300 days before the expiration of the lease term. After the ninth renewal term this lease shall expire unless agreed to in wiring by the parties hereto, their successors or assigns.

3. **Rent.** Lessee covenants and agrees, to pay Lessor a rent amount as rent for the Museum Space during the Lease Terms which will be as follows:

A. From July 1, 2023 through June 30, 2024, Lessee covenants and agrees to pay Lessor rent in the amount of \$500.00 (Five Hundred and no/100 dollars) per month for the Museum Space. The same rental shall be due and owing in monthly increments through each lease renewal concluding with the lease terms which would expire on June 30, 2028.

B. From July 1, 2028 through June 30, 2029, Lessee covenants and agrees to pay Lessor rent in the amount of \$1,000.00 (One Thousand and no/100 dollars) per month for the Museum Space. The same rental shall be due and owing in monthly increments through each lease renewal concluding with the lease terms which would expire on June 30, 2033.

C. Rent will be due and payable by the 5th day of every month, and if not actually received by the City by the 10th of the month the rental payment shall be late. For any late payment received after the 10th of the month Lessee shall pay to the City a 5% penalty. Penalty payment shall be due immediately and must be included with payment of past due rent.

4. **Parking.** Lessee and its employees shall have the right to use the public parking spaces or parking areas near or adjacent to the City Hall/Dawsonville Municipal Complex, except to the extent such spaces may be utilized during the Mountain Moonshine Festival, held annually at the Dawsonville Municipal Complex, for festival purposes. All such parking shall be on a nonexclusive, non-assigned basis. Lessee shall not use or permit its

employees or invitees to use any spaces which have been specifically reserved by Lessor to other tenants or for such other uses as have been designated as being restricted to certain uses. Lessee shall at all times comply and cause its employees and invitees to comply with any parking rules and regulations as Lessor may from time to time reasonably adopt. At no time will Lessee or its employees use any parking spaces for storage or containers of any type or description. At no time will Lessee, its employees, or its customers use areas not specifically designated for parking as parking spots or areas, or for storage. Lessor assumes no liability or risk for any damage that may occur to the vehicles or other property of Lessee, its employees, customers or others in any parking area or common area.

5. Storage, Store Fronts, and Unpermitted Uses/Activities. Lessee agrees to maintain the Museum Space in a clean condition. Lessee agrees to not use the Museum Space as a long-term storage facility for items, except in areas specifically designated for the purpose of storage, such as closets. Notwithstanding the foregoing, Lessee shall have the right to store items necessary for the proper operation of the Museum for a period of time not to exceed three (3) business days. However, such storage shall not impede, obstruct, or in any way interfere with the normal operations of the City and/or any other tenants or visitors to the Premises. At no time will Lessee store any item that is unnecessary for the proper operation of its business within the Museum Space or the parking area.

6. Insurance and other charges. Lessee agrees to and shall pay for general liability insurance and shall name the Lessor as certificate holder or additional insured under the policy of insurance. Lessee shall keep the general liability policy in full force

and affect for the full Lease Term with coverage in the amount of at least \$1 million per person / \$2 million per occurrence. Lessee is responsible for all other forms of insurance (i.e. workers comp, etc.) as may be required by law, except as may be expressly assumed by Lessor in writing. Before holding any events where alcohol is sold or otherwise provided to attendees, whether or not it is an event of Lessee or some third party, Lessee shall provide or cause a third party to provide a "liquor liability policy" which policy shall likewise name the City as an additional insured, and which shall have coverage limits commensurate with this paragraph.

7. **Repair and Maintenance.** In addition to the overall maintenance of the Premises, Lessor shall repair and maintain, with reference to the Museum Space, the plumbing, heating, ventilating, electrical, air conditioning, or other mechanical installations therein, and shall provide Lessee with contact information for those persons Lessor designates to be responsible for repairs after regular available hours (as hereinafter defined). During the Lease Term, Lessor, at Lessor's sole expense, will be responsible for making any modifications to the Premises, Museum Space, and their appurtenances, including the parking lot and entrances serving the Premises and the Museum Space, required pursuant to any federal, state or local laws, ordinances, building codes, and rules and regulations of governmental entities having jurisdiction over the Premises, including but not limited to the Americans with Disabilities Act and all regulations and orders promulgated pursuant thereto.

8. **Improvements.** To the extent Lessee desires to modify, change or improve the Museum Space for Lessee's intended use, all plans for modifications or improvements must be presented to and approved in writing by Lessor prior to initiation

of any change, modification or construction. Lessor and Lessee shall attempt to reach an agreement on the sharing of costs incurred pursuant to this paragraph. Any costs accepted by the Lessor, must be preapproved by the City Manager or his designee. Lessee will be responsible for any expense they initiated without pre-approval from the City.

9. Utilization of City Employees and/or City Funds. Lessee is responsible for the charge of utilizing City employees to perform work inside of the museum not related to the maintenance of the museum that is the responsibility of the Lessor. The charge for the utilization of City employees will be billed monthly at the rate of \$20 per hour, per employee during regular available hours and \$30 per hour, per employee for work performed outside of regular available hours. Regular available hours are defined as Monday through Friday (excluding any City approved holidays), 8:00 am to 3:00 pm.

Lessee will be required to request and receive approval for the utilization of City Employees from the City Manager or his designee forty-eight hours in advance. A request for utilization of City Employees does not guarantee they will be available.

Effective with the execution of this lease, Lessee's management personnel shall become an employee of Lessee, and Lessee shall assume all responsibility for compensating said personnel. It is the intent of this provision that from the execution of this Lease forward Lessor shall no longer provide compensation for any employees whose focus is the management of Lessee's business.

10. Utilities. Lessee is responsible for all utilities associated with its occupation and use of the Museum Space including, but not limited to, water, sewer, natural gas, and electricity, some of which are invoiced by the Lessor to the Lessee. For all utilities invoiced by the Lessor, Lessee shall have ten (10) days from receipt of invoice in which to pay.

11. General Supplies/Office Supplies/Printer. Lessee is responsible for providing their own copier/printer, ink, toner, paper and other related office supplies for their operations. Lessor shall provide Lessee a key card capable of accessing the door to Lessor's lobby and the "Joe Lane Cox" meeting room. Lessee may use this key card access to secure the use of tables owned by Lessor after having received permission from the City Manager or his designee for such use. All borrowed tables shall be returned promptly after use by Lessee to the location from where they were taken.

12. Garbage/Dumpster Removal Services. Lessor shall provide access to Lessee to the Lessor's dumpster located on the property adjacent to the Premises for Lessee's normal weekly garbage usage. Lessee shall not deposit any hazardous substances in the dumpster or place any garbage or trash outside of the dumpster at any time. All garbage and trash from Lessee's leased Premises shall be hauled to and deposited in the dumpster by Lessee on at least a weekly basis. Notwithstanding the foregoing, except as required during events held or sponsored by the Lessee, Lessor agrees to haul off and deposit the garbage and trash from receptacles located in the Winner's Circle as needed, but at least weekly.

13. Pest Control. Lessee, at its cost, shall at all times keep the Premises free of pests. Lessor may elect to implement a program of pest control and, in such event, Lessee hereby grants Lessor the right to enter the Premises and perform such spraying and/or inspections that Lessor deems appropriate, and Lessee shall reimburse Lessor for Lessee's share of the cost of such program. If Lessor does not elect to implement a pest control program, Lessee shall implement a program of pest control satisfactory to Lessor which may include, without limitation, (a) moving any furniture, fixtures, equipment, displays

or inventory during inspections and spraying by Lessee's exterminator; and (b) maintaining the Premises in a clean, trash-free and sanitary condition. Lessee further acknowledges that Lessee's exterminator shall, in an environmentally safe way, perform inspections and/or spraying at least every month. If Lessee fails to promptly and fully comply with this Section, Lessor shall have the right, but not the obligation, to enter the Premises to perform such spraying or inspections at Lessee's expense. Performance of such work by Lessor shall not constitute a waiver of Lessee's default in failing to do the same and neither shall it entitle Lessee to any damages for any injury or inconvenience occasioned thereby nor to any abatement of rent. Lessee shall reimburse Lessor for any cost incurred by Lessor pursuant to this Section upon demand therefor.

14. Security Deposit. Because of the relationship between Lessor and Lessee and Lessee's status as a non-profit corporation operating a museum for the benefit of the general public, no Security Deposit shall be required from Lessee for this Lease.

15. Binding Effect and Severability. The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective successors and assigns. If any provision of this Lease or any application thereof shall be invalid or unenforceable, the remainder of this Lease and any other application of such provision shall not be affected thereby.

16. Quiet Enjoyment. Upon due performance by Lessee of its covenants and agreements under this Lease, Lessor covenants that Lessee shall and may at all times peaceably and quietly have, hold, and enjoy the Museum Space during the Lease Term.

17. Headings. The Section headings are for convenience and reference only and shall not be used to limit or otherwise affect the meaning of any provision of this Lease.

18. Counterparts. This Lease may be simultaneously executed in two or more counterparts, each of which shall be deemed a fully enforceable original but all of which together shall constitute one and the same instrument.

19. Governing law, Venue and Jurisdiction. This Lease shall be construed in accordance with and governed by the laws of the State of Georgia. Both parties hereby consent to jurisdiction and venue in Dawson County, Georgia in any action brought to enforce any provision of this Lease.

20. Relationship of parties. Lessor and Lessee shall not be considered or deemed to be joint venturers or partners and neither shall have the power to bind or obligate the other except as set forth herein.

21. Default. Lessee shall be in default if it fails to pay any rent or any other obligation when due to Lessor or fails to comply with any of the requirements of this Lease applicable to Lessee. . In the event Lessee defaults, Lessor may terminate this Lease and pursue such remedies as are allowed by law. Included among these remedies shall be the right of Lessor to recover all rents owed under the Lease for the unexpired portion of the Lease Term. Upon a default and prior to exercising any remedy hereunder or allowed by law, Lessor shall provide Lessee written notice of the default and of Lessor's intent to exercise remedies. Lessee shall communicate within ten (10) days following receipt of the notice of default whether or not it intends to cure the default. If Lessee communicates that it intends to cure the default, Lessee shall have thirty (30) days from its notice to Lessor to complete its cure, however, so long as Lessee is diligently pursuing a cure to its default, Lessor in its discretion may extend the time for cure an additional thirty (30) days. If the default is not cured within the cure period, or if Lessee fails to give notice that it intends

to cure the default, then Lessor will be immediately entitled to take possession of the Museum Space. Lessee waives any further right to notice prior to Lessor pursuing remedies other than those contained herein. Lessor shall be in default if it fails to comply with any of the requirements of this Lease applicable to Lessor. The foregoing notwithstanding, in the event a default of the Lessee poses or creates an imminent threat to life, health, or poses an immediate risk of substantial property damage or destruction, Lessor shall have the ability to immediately enter the premises in order to cure any such default.

22. Construction. All terms used in this Lease, regardless of the number or gender in which they are used, shall be deemed and construed to include any other number, singular or plural, and by other gender, masculine, feminine, or neuter, as the context or sense of this Lease or any section, subsection, or clause herein may require as if such terms had been fully and properly written in such number or gender.

23. Modification. No changes, additions, or interlineations made to this Lease shall be binding unless initialed by both parties.

24. Non-waiver. No delay or failure by either party to exercise any right under this Lease, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

25. Time of essence. Time is expressly declared to be of the essence of this Lease.

26. Entire Agreement. This Lease supersedes all agreements previously made between the parties relating to its subject matter. There are no other understandings or agreements between them.


27. Covered Pavilion. In the event a grant is awarded for the purpose of

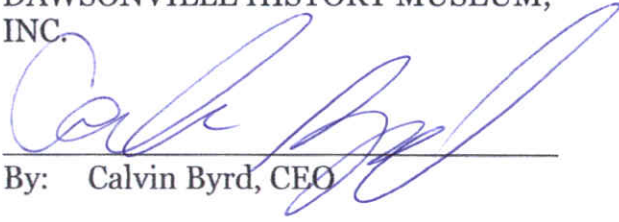
constructing a covered pavilion and an upgraded entrance to the Gordon Pirkle Room, Lessor and Lessee shall have a separate written agreement providing for the process and controls for expenditures of grant funds which shall, at a minimum, comply with any and all requirements of the grant awarded

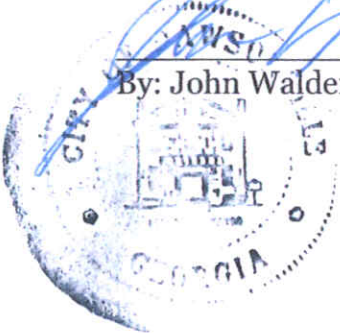
In witness whereof the parties have executed this Lease effective as of the date first above written.

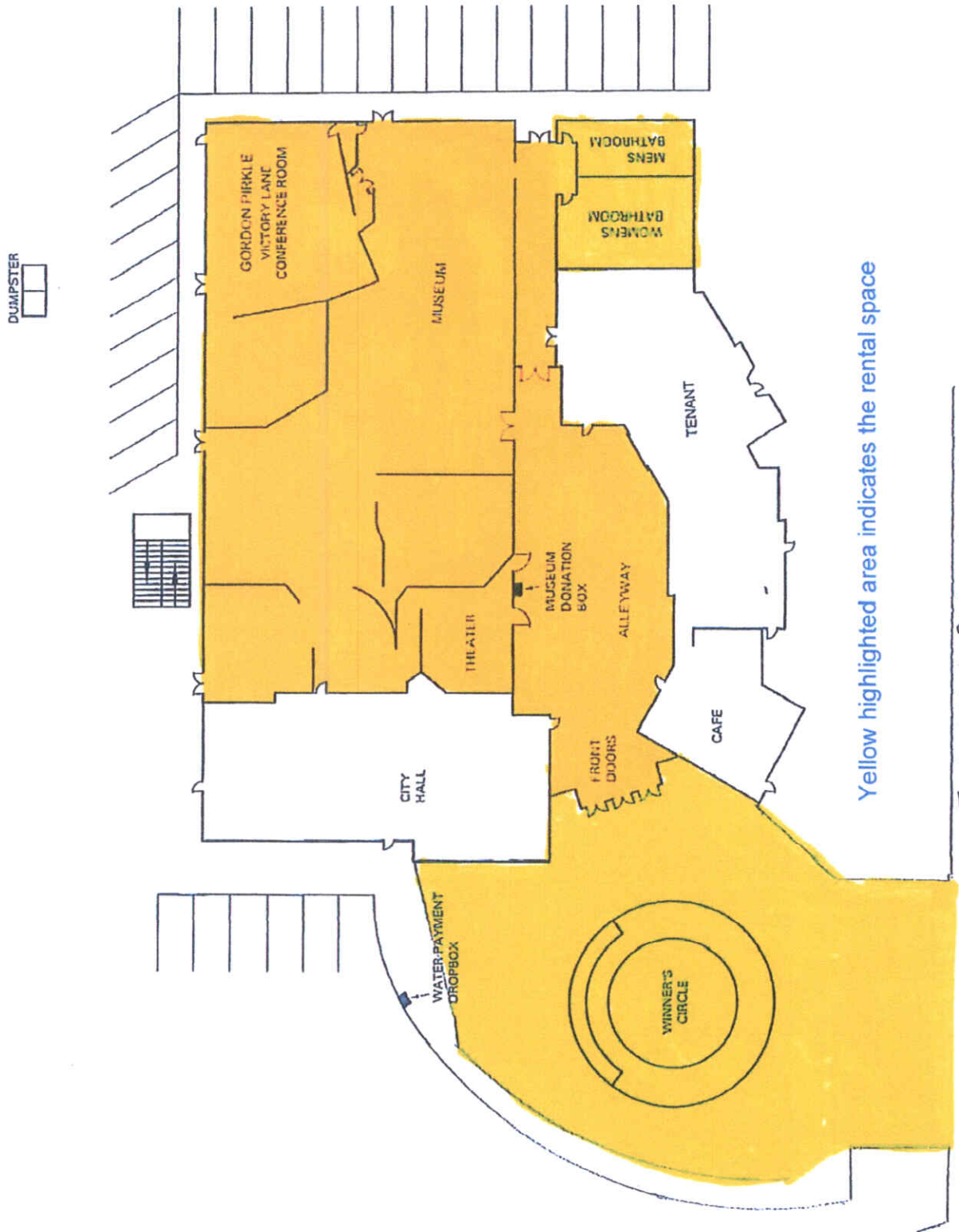
LESSOR:
CITY OF DAWSONVILLE

LESSEE:
DAWSONVILLE HISTORY MUSEUM,
INC.


By: John Walden, Mayor Pro-Tem


By: Calvin Byrd, CEO





Yellow highlighted area indicates the rental space

FOOD LION PARKING LOT

Exhibit "A"

Exhibit "B"



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 7b

SUBJECT: **APPROVE AMENDMENT ONE TO SERVICE AGREEMENT WITH SAFEUILT**

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

- Funds Available from: _____ Annual Budget: _____ Capital Budget: Other _____
 Budget Amendment Request from Reserve: _____ Enterprise Fund: _____ General Fund

PURPOSE FOR REQUEST:

TO REQUEST APPROVAL OF AMENDMENT ONE TO THE SAFEUILT SERVICE AGREEMENT

HISTORY/ FACTS / ISSUES:

- **AGREEMENT APPROVED BY COUNCIL ON 03/20/2023 FOR SUPPLEMENTAL SERVICES WITH PLANNING & ZONING**
- **AMENDMENT ONE INCLUDES THE ADDITION OF CIVIL ENGINEERING PLAN REVIEW SERVICES AT \$150.00 PER HOUR, IF NEEDED**

OPTIONS:

STAFF RECOMMENDS APPROVAL

RECOMMENDED SAMPLE MOTION:

DEPARTMENT: Planning and Zoning

REQUESTED BY: Stacy Harris

**AMENDMENT ONE
PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF DAWSONVILLE, GEORGIA
AND SAFEbuilt GEORGIA, LLC**

This Amendment is entered into to amend the Professional Services Agreement previously entered into on March 22, 2023, by and between City of Dawsonville, Georgia, (Municipality) and SAFEbuilt Georgia, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). Municipality and Consultant shall be jointly referred to as the "Parties".

Amendment Effective Date: Effective the 1st (first) day of the month following full execution by both Parties.

RECITALS AND REPRESENTATIONS

Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on March 22, 2023; and

Parties hereto now desire to amend the Agreement as set forth herein; and

NOW, THEREFORE

Agreement is hereby amended as set forth below:

- A. Agreement, Exhibit A, 1. List of Services is amended to include As-Requested Civil Engineering Plan Review.

As-Requested Civil Engineering Plan Review Services

- ✓ Provide development permitting review services for land use, environmental regulations and development engineering
- ✓ Review of utilities, storm water infrastructure analysis and design, erosion and sediment control transportation, curb and gutter, sidewalks, paving, grading and drainage
- ✓ Preparation of engineering reports, plans and specifications

- B. Agreement, Exhibit B, 1. Fee Schedule shall be replaced with and read in its entirety as follows:

1. FEE SCHEDULE

- ✓ Beginning January 01, 2024 and annually thereafter, the hourly and flat rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI") for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service Fee Schedule:	
Inspection Services <ul style="list-style-type: none"> • Building, Mechanical, Plumbing, Electrical , Fire • Residential and Commercial 	\$90.00 per hour – two (2) hour minimum
After Hours/Emergency Inspection Services	\$150.00 per hour – two (2) hour minimum
Re-Inspection Fee	\$90.00 per inspection
Plan Review Services <ul style="list-style-type: none"> • Includes Fire Review • Residential and Commercial 	\$95.00 per hour – one (1) hour minimum
Civil Engineering Plan Review Services	\$150.00 per hour – one (1) hour minimum
Building Official Services	\$105.00 per hour – one (1) hour minimum
Hourly inspection time tracked will start when Consultant checks in at Municipality or first inspection site. Time tracked will end when the inspector completes the last scheduled inspection or leaves Municipal office. Time tracked will include travel time between inspection sites and all administrative work related to inspection support.	

All other provisions of the original Agreement shall remain in effect, to the extent not modified by Amendment.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.



Gary Amato, CAO
SAFEbuilt Georgia, LLC

April 14, 2023

Date

Signature
City of Dawsonville, Georgia

Date

Name & Title
City of Dawsonville, Georgia



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 8

SUBJECT: 2023 GEORGIA RACING HALL OF FAME INDUCTEES

CITY COUNCIL MEETING DATE: 07/17/2023

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 RECOGNIZE THE 2023 GEORGIA RACING HALL OF FAME INDUCTEES

HISTORY/FACTS/ISSUES:

SEE ATTACHED LIST OF INDUCTEES AND A BRIEF HISTORY

INDUCTION CEREMONY WILL BE HELD ON AUGUST 5, 2023 AT THE GEORGIA RACING HALL OF FAME AND INDUCTEES WILL RECEIVE A PROCLAMATION FROM THE CITY HONORING THEIR CONTRIBUTION TO GEORGIA RACING

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Mike Eason, Mayor

1. **GORDON PIRKLE** – HE IS THE FOUNDER OF THE GEORGIA RACING HALL OF FAME AND THE GO-TO GUY FOR MEDIA MEMBERS BECAUSE OF HIS HISTORIC KNOWLEDGE AND ENTHUSIASM FOR AUTO RACING IN GEORGIA. OWNER OF THE DAWSONVILLE POOL ROOM WHERE HE STARTED THE TRADITION OF HONORING LOCAL CELEBRITIES BILL AND CHASE ELLIOTT WHEN EITHER DRIVER HAS MADE THEIR WAY TO VICTORY LANE ON THE NASCAR CUP CIRCUIT, BY SOUNDING THE ALARM AT THE POOL ROOM.
2. **ED CLARK** – HE RETIRED AS THE PRESIDENT OF 25 YEARS FOR THE ATLANTA MOTOR SPORTS SPEEDWAY. HE RECEIVED THE PRESTIGIOUS BUDDY SHUMAN AWARD IN 2020 WHICH RECOGNIZES INDIVIDUALS AND ORGANIZATIONS WHOSE EFFORTS AND CONTRIBUTIONS HELP ADVANCE THE SPORT OF STOCK CAR RACING. HE ALSO SPENT TIME BEHIND THE WHEEL OF A RACE CAR, IN THE NASCAR BABY GRAND DIVISION AND COMPETING IN BOTH THE MASTERS AND THUNDER ROAD DIVISIONS.
3. **BOB LEACH** - HE BEGAN RACING AT AGE 21 AT THE SUGAR BOWL SPEEDWAY AND CONTINUED DRIVING AT THE PEACH BOWL AND THE BANKS COUNTY SPEEDWAY. HE WAS THE NASCAR LATE MODEL HIGH POINT CHAMPION AT JEFKO SPEEDWAY IN 1968 AND THE NASCAR MODEL HIGH POINT CHAMPION IN BYRON, GA IN 1967, 1969 AND 1970. HE ALSO COMPETED AND WON RACES IN TENNESSEE, SOUTH CAROLINA AND BOTH IN SAVANNAH AND ATHENS GEORGIA. IT'S BELIEVED HE WON CLOSE TO 180 RACES IN HIS YEARS AS A DRIVER.
4. **HENCE POLLARD** – HE BUILT AND OPENED THE SENOIA RACEWAY IN 1968 BECAUSE OF HIS PASSION FOR RACING. HE WATCHED THE RACES FROM THE FAN'S PERSPECTIVE AND WAS KNOWN FOR HELPING HIS RACERS WHEN THEY WERE DOWN ON THEIR LUCK AND NEEDED MONEY TO REPAIR THEIR VEHICLES SO THEY COULD RACE AT SENOIA. THE POLLARD FAMILY OWNS AND OPERATES THE RACETRACK IN HONOR OF HENCE'S MEMORY AND IT IS CURRENTLY A DIRT TRACK SHOWPLACE.
5. **HAROLD "SPEEDY" EVANS** – HE STARTED HIS CAREER BY WORKING ON RACE CARS IN A CHICKEN HOUSE AND WENT ON TO BUILD CARS FOR SOME OF THE BEST DRIVERS IN NORTH GEORGIA. HIS LONG AND DISTINGUISHED CAREER INCLUDED CAR BUILDER, ENGINE BUILDER, CAR OWNER, CHIEF MECHANIC, AUTO BODY REPAIR MAN AND TOW TRUCK DRIVER. HIS CAR WON RACES ALL OVER NORTH GEORGIA INCLUDING THE DIXIE SPEEDWAY, ROME SPEEDWAY, WEST ATLANTA RACEWAY AND THE OLD MOUNTAIN RACETRACK.



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 9

SUBJECT: PRESENTATION OF HISTORIC COURTHOUSE PRINT

CITY COUNCIL MEETING DATE: 07/17/2023

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 A FRAMED PRINT OF THE HISTORIC COURTHOUSE

HISTORY/ FACTS / ISSUES:

- **THE PRINT USED TO HANG IN LEON MARTIN'S HOME OFFICE; HE WAS A SENIOR MAGISTRATE OF DAWSON COUNTY FOR A NUMBER OF YEARS.**
 - **THE PRINT IS FRAMED, NUMBERED AND DATED FROM 1989**
 - **DREW MARTIN (LEON'S SON) REACHED OUT TO THE CITY TO SEE IF THEY WOULD LIKE TO HAVE THE PRINT BELIEVING THAT HE THIS WOULD HAVE BEEN HIS WISHES**
-

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Bob Bolz, City Manager



**DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 10**

SUBJECT: EMPLOYEE RECOGNITION

CITY COUNCIL MEETING DATE: 07/17/2023

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 RECOGNIZE AND PRESENT THE FOLLOWING:

- **INTRODUCE NEW EMPLOYEE HAYDEN HARRIS**
 - **MAY 2023 EMPLOYEE OF THE MONTH**
 - **JUNE 2023 EMPLOYEE OF THE MONTH**
 - **SPRING EMPLOYEE OF THE QUARTER**
 - **SERVICE AWARDS FOR JULY**
 - **RECOGNITION FOR CLAY MOSS WHO OBTAINED HIS CERTIFICATION FOR WASTEWATER COLLECTION SYSTEM OPERATOR**
-

HISTORY/ FACTS / ISSUES:

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Bob Bolz, City Manager



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 11

SUBJECT: **A FAMILY FAIR EVENT BY FAMILY CONNECTION: REQUEST FOR ROAD CLOSURE AND FEE WAIVER**

CITY COUNCIL MEETING DATE: 07/17/2023

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 CONSIDER APPROVAL FOR

- **ROAD CLOSURE: MAIN STREET THROUGH THE PARK, ON AUGUST 11, 2023 FROM 5:00 – 11:00 PM**
- **PERMIT FEE WAIVER: \$50.00**
- **PAVILION RENTAL FEE WAIVER: \$225**

PRESENTATION WILL BE PROVIDED BY FAMILY CONNECTION

HISTORY/ FACTS / ISSUES:

- **EVENT TO BE LOCATED AT MAIN STREET PARK FRIDAY, AUGUST 11, 2023– EVENT START TIME AND END TIME IS FROM 6:00 PM – 11:00 PM**
- **THIS IS A RESOURCE FAIR ORGANIZED BY DAWSON COUNTY FAMILY CONNECTION.**
- **PREVIOUS EVENT WAS HELD WITH OUT INCIDENT AT MAIN STREET PARK FRIDAY, JULY 29, 2022, FROM 6:00 PM – 11:00 PM**

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Jameson Kinley, Planning Director



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256
 Fax # (706)265-4214
 Email: permit.tech@dawsonville-ga.gov

Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies
 in Public Places

Permit Fee: Nonprofit: \$50.00 For-Profit: \$100.00

A completed application with Permit Fee must be received **a minimum of 15 days** prior to event.

* Events with alcohol or food Require additional forms & time to process
 *ALL Road Closures must be approved by CC (3 hours or over)

- Name of Event: A Family Fair PARADE RALLY OTHER Resource Fair
- Location of Event: Main Street Park 415 Hwy 53E, Dawsonville, Ga 30534 PUBLIC DEMONSTRATION
- Date(s) of Event: Friday, August 11, 2023 PUBLIC ASSEMBLY
 Time of Event: Start: 6:00 a.m./ p.m. End: 11:00 a.m./ p.m. ROAD CLOSING 6:00pm-11:00pm Hrs.
 NON-PROFIT (please provide 501 (c)(3) Information) PROFIT
- Provide information listed below for the main contact person responsible for the organization of this event:

Name: Rebecca Bliss	Title: Coordinator
Organization: Dawson County Family Connection	Telephone #: 706-265-1981
Email Address: [REDACTED]	Cell Phone #: [REDACTED]
Address: 45 Medical Center Drive, Suite 101 City: Dawsonville State: GA Zip Code: 30534	

- Provide information listed below for any key personnel involved in coordinating this event. Also, provide information listed below on each officer of the club, organization, corporation, or partnership requesting this event. Attach a separate sheet if necessary.

Name:	Title:
Organization:	Telephone #:
E-Mail Address:	
Address:	City: State: Zip Code:

Name:	Title:
Organization:	Telephone #:
E-Mail Address:	
Address:	City: State: Zip Code:

- 6. Expected number of participants: 40+ agencies/vendors and approximately 400 event attendees
- 7. Physical description of materials to be distributed: Information regarding local resources & promotional items
- 8. How do participants expect to interact with public? Each agency to host a family-friendly, field day type activity
- 9. Route of event: (attach a detailed map of the route) N/A

- 9.a. Number and type of units in parade: _____
- 9.b. Size of the parade: _____
- 10. Will any part of this Event take place outside the City Limits of Dawsonville? No
 If YES, do you have a permit for the event from Dawson County? _____ Date Issued: _____ * Attach Copy
- 11. Do you anticipate any unusual problems concerning either police protection or traffic congestion as a consequence of the event? No If YES, please explain in detail: _____

- 12. If road closures are needed, which roads do you anticipate closing and for how long would each be closed? Road inside of park gates to be closed from 5:00pm-11:00pm

- 13. List all Prior parades or public assemblies, demonstrations, or rallies in a public place within the city limits of Dawsonville for which you obtained a permit in the last 12 months: (Include dates (month/year) – attach separate sheet, if necessary). Permit applied for May 2022-Approved

Details: Please outline what your event will involve: (number of people – life safety issues – vendors – cooking – tents – rides – handicap parking – egress) attach separate sheet if necessary. Also, in event outline please include setup, teardown and clean up. See Attachment 1

Please attach a Detailed Route, Lay Out and Site plan.

What participation, if any, do you expect from the City of Dawsonville? City of Dawsonville has expressed a desire to be co-sponsor of this event, has offered to help with advertising of event, and extend park hours dependent on movie end.

What participation, if any, have you arranged from Dawson County Emergency Services? No participation expected, DCEMS has been notified of date/time/location of event.

What participation, if any, have you arranged from the Dawson County Sheriff Department? No participation expected, DCSO has been notified of date/time/location of event.

What participation, if any, have you arranged from the Dawsonville History Museum (GRHOF)? No participation expected, but is invited to participate as an agency/vendor.

What participation, if any, have you arranged from the Environmental Health? (Any food service requires inspection from the health department.) Waiting response from Bill Ringle from Environmental Health (04/29/2022)

Insurance Requirements: (circle that apply)

Sec. 10-25(c) "An applicant for a permit under this ordinance shall obtain liability insurance from an insurer licensed in the State of Georgia for a special event, parade, public assembly, demonstration, rally, footrace, fun run, bicycle race or filming in a public place if one or more of the following criteria exists:"

- ~~(1) The use, participation, exhibition, or showing of live animals;~~
- ~~(2) The use, participation, exhibition, or showing of automobiles of any size or description, motorcycles, tractors, bicycles, or similar conveyances;~~
- (3) The use of a stage, platform, bleachers or grandstands that will be erected for the event; (movie screen)
- ~~(4) The use of inflatable apparatus used for jumping, bouncing or similar activities;~~
- (5) A special event, parade, demonstration, rally, road closing, or other such activity, for which primary attendance (that is, attendance primarily for said special event, parade, demonstration, rally, road closing, or other such activity, and not attendance which is the result of another event) is reasonably expected to meet or exceed one hundred (100) persons;
- ~~(6) The use of roller coasters, bungee jumping or similar activities;~~
- (7) The use of vendors or concessions; or
- (8) The use of public streets and rights of way. (Required for public street closure or making certain areas exclusively available to the applicant like Main Street Park, City Hall parking lot etc.)

Any applicant required to provide insurance in accord with this section shall provide the City of Dawsonville with a copy of the Certificate of Insurance from an insurer authorized and licensed by the State of Georgia. The City of Dawsonville shall be added as an additional named insured party for the event on the Certificate of Insurance by the carrier. The minimum policy limits shall be \$1,000,000 (one million) per incident and \$2,000,000 (two million) aggregate for the entire event. All cost for insurance and naming the City of Dawsonville as an additional named insured party shall be borne solely by the applicant. Such insurance shall protect the City of Dawsonville from any and all claims for damages to property and/ or bodily injury or death.

Is the Certificate of Liability Insurance attached? Yes No Not applicable to this event

Additional information/comments about liability insurance: Insurance policy from Dawson Insurance in process of producing 04/29/2022

Additional information/comments about this application: _____



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256
 Fax # (706)265-4214

Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies in Public Places
 (Dawson County Emergency Services)

Emergency Services: Please complete this sheet and return it to the City of Dawsonville.

Name of Event: A Family Fair Date(s) of Event: August 11, 2023

Any anticipated problems with proposed route? No

Any anticipated problems with the designated location for participants to assemble? No

How many personnel will be required for this event? 0

Estimated cost for personnel: N/A

Number and type of vehicles required: NONE

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: Any need for fire or EMS response to be requested by calling 911

Estimated cost for equipment: N/A

Additional comments/concerns: NONE

EMERGENCY SERVICES
 APPROVED: YES NO

By: [Signature] Date: 6/12/23



City of Dawsonville
415 Hwy 53 E, Suite 100
Dawsonville, GA 30534
Phone (706)265-3256
Fax # (706)265-4214

Permit Application for:
Parades, Public Assemblies,
Demonstrations, and Rallies in Public Places
(Dawson County Sheriff Department)

Sheriff Department: Please complete this sheet and return it to the City of Dawsonville.

Name of Event: A Family Fair Date(s) of Event: August 11, 2023

Any anticipated problems with proposed route? _____

Any anticipated problems with the designated location for participants to assemble? None

How many officers will be required for this event? 0

Estimated cost for officers: _____

Number of vehicles required: 0

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: _____

Estimated cost for equipment: _____

Additional comments/concerns/recommendations: Sheriff's Office will have on duty City unit make frequent checks.

SHERIFF DEPARTMENT: (ALSO PROVIDE A WRITTEN STATEMENT FOR EVENTS ON DOT ROADS/ROW'S)

APPROVED: YES NO

By: [Signature] Date: _____



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256
 Fax # (706)265-4214

Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies in Public Places
 (Public Works – Environmental Health)

Name of Event: A Family Fair Date(s) of Event: August 11, 2023

DAWSONVILLE HISTORY MUSEUM (GRHOF):

Additional comments/concerns/recommendations: _____

APPROVED: YES NO

By: _____ Date: _____

ENVIRONMENTAL HEALTH:

Additional comments/concerns/recommendations: Event coordinator will need

to contact us to receive forms needed and menu
discussion. Inspection will be performed the day of the event.

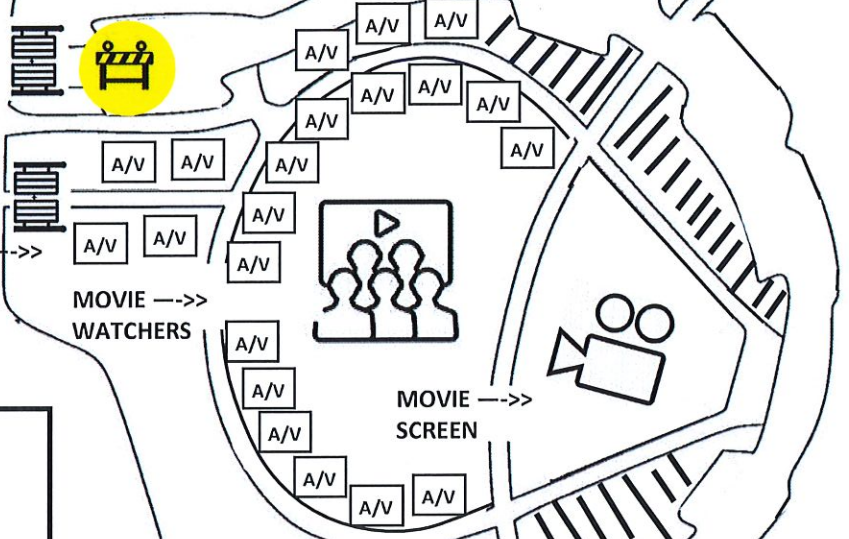
APPROVED: YES NO

By: George W. [Signature] Date: 6/14/2023

ALLEN STREET -->>



INFO/DCFC -->>



PARK MAIN ENTRANCE -->>

AGENCIES/VENDORS -->>

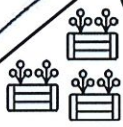
MOVIE WATCHERS -->>

MOVIE SCREEN -->>



FOOD LION

FOOD -->>



MEMORY LANE -->>

Attachment 1

- **Event Description**
 - The Mental Wellness Coalition initiated by Dawson County Family Connection would like to present an opportunity for our fellow non-profit/social service agencies to connect with the community.
 - A “Family Fair” was envisioned a FREE, family-friendly event/resource fair where local agencies who serve the Dawson County community can connect with/educate the public on local resources available (i.e., food pantries, mental wellness services, faith-based services, etc.) all while providing an opportunity for families to connect with each other and to their community.
 - Information table will be set up at Pavilion 1 (Dawson County Family Connection).
 - Registered agencies/vendors will set up their tables/tents on sidewalk areas around the perimeter of the grass amphitheater.
 - Grills/coolers/tables/etc. will be set up at Pavilion 3.
 - Outdoor movie and seating will be setup on the grass amphitheater lawn.
 - Movie provided by *Southern Outdoor Cinema*.
 - Movie to be shown not yet determined. (G or PG rated).
- **Number of people expected to attend event**
 - At the 2022 event held on July 29, 2022 it is estimated that 350 people representing 250 families attended this event. It is expected that there will be a greater attendance this year; goal:500 participants
- **Life Safety Issues**
 - All activities planned are simple, family-friendly, “field day” type activities meant to be fun and not physically taxing; therefore, **no life safety issues are expected.**
- **Agencies/vendors**
 - Agencies/vendors will consist of the following:
 - Local non-profits
 - Those who offer resources/social services to the community including:
 - Members of the Dawson County Community Collaborative
 - Faith-based organizations
 - Mental wellness providers
 - Children’s service providers
 - Student support
 - Support groups
 - Substance abuse
 - Parenting
 - Bereavement
 - All agencies/vendors will pre-register with Dawson County Family Connection and pay a \$35.00 registration fee to cover expenses of event (i.e., advertising, supplies, etc.).
 - Expecting 40+ agencies/vendors to participate (with approximately two or more representatives/agency).
 - Each agency/vendor is responsible for bringing their own:
 - Tent
 - Table

Attachment 1

- Seating
 - Supplies
 - Power source (if needed)
 - Cooking supplies (if needed)
- Each agency/vendor is responsible for their own setup (to begin at 4:30pm day of event).
- Each agency/vendor is responsible for their own breakdown (to begin at movie start, approximately 8:45pm).
- Each agency/vendor is responsible for removing their own trash.
- **Cooking**
 - It is the Mental Wellness Coalition's hope to be able to provide FREE dinner for fair goers consisting of hamburgers and/or hotdogs, chips, dessert, and drink.
 - Agencies will be self-providing all food.
 - Agencies will be self-preparing food (i.e., grilling hamburgers and hot dogs).
 - It is the Mental Wellness Coalition's hope to be able to provide popcorn and/or cotton candy for children watching the outdoor movie.
- **Parking**
 - Reliant on parking available.
 - Main Street Park
 - GRHOF
 - Board of Education
 - Professional Development Center
 - Dawson County Library



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 12

SUBJECT: **MAIN STREET PAWN BROKER LICENSE FEE REDUCTION REQUEST**

CITY COUNCIL MEETING DATE: 07/17/2023

PURPOSE FOR REQUEST:

THE LICENSE HOLDER IS REQUESTING A REDUCTION OR WAIVER OF THE 2023 ANNUAL PAWNBROKER LICENSE FEE FOR THE REMAINING BALANCE OF \$668.78.

THE ORIGINAL LICENSE FEE IS \$1,025.00; PARTIAL PAYMENT OF \$356.22 WAS MADE ON 06/02/2023.

HISTORY/ FACTS / ISSUES:

- 1. THE BUSINESS IS LOCATED IN POST 3, COUNCIL MEMBER JOHN WALDEN'S DISTRICT.**
 - 2. THE BUSINESS'S ADDRESS IS 236 HWY 53W, SUITE 130.**
 - 3. THE CURRENT LICENSE HOLDER HAS BEEN IN BUSINESS FOR THREE YEARS.**
 - 4. THE CITY COUNCIL APPROVED A FIFTY PERCENT REDUCTION IN THE PAWNBROKER LICENSE FEE FOR 2021 AND 2022.**
 - 5. IF APPROVED, THE REDUCED OR WAIVED LICENSE FEE WILL EXPIRE ON 12/31/2023.**
-

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Jameson Kinley, Planning Director

MAINSTREET GUN AND PAWN

236 HWY 53 SUITE 130

DAWSONVILLE, GA 30534

706-300-1826

TO Whom It May Concern:

This letter is regarding the remaining balance of \$668.78(\$1,025.00) that is left for the renewal of Mainstreet's Pawnbrokers license. I am hoping to get the balance removed so I can continue doing business in Dawsonville. In March of 2023 I broke my ankle on both sides and had to have surgery and during this time my store was closed from March 6th, 2023, thru Mid-June of 2023. Due to the store being closed and not bringing in any income I got behind on bills and now trying to get everything caught up. I truly hope the economy starts picking up so my shop can start to profit once again and that I am able to keep the doors opened.

Thank you





City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534

(706)265-3256

Payment Due Upon Receipt

INVOICE #
I2301172

INVOICE DATE: 06/01/23
 DUE DATE: 07/01/23

ACCOUNT ID:
 MAINSTREET PAWN 1 LLC
 ERIKA SMITH
 236 HWY 53 WEST STE 130
 DAWSONVILLE, GA 30534

LICENSE INFORMATION
 LICENSE ID: L2300577
 NAME: MAINSTREET PAWN
 LOCATION: 236 HIGHWAY 53 WEST, STE 130

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		PAWNBROKER ANNUAL LICENSE		
1.0000	B-020	PAWNBROKER ANNUAL LICENSE FEE	1,025.000000	1,025.00
			TOTAL DUE:	<u>\$ 1,025.00</u>
		Prn Payment: 06/02/23 CK 250		-356.22
			BALANCE:	<u>\$ 668.78</u>

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

City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534

INVOICE #: I2301172
 DESCRIPTION: PAWNBROKER ANNUAL LICENSE
 ACCOUNT ID:
 DUE DATE: 07/01/23
 TOTAL DUE: \$ 668.78

MAINSTREET PAWN 1 LLC
 ERIKA SMITH
 236 HWY 53 WEST STE 130
 DAWSONVILLE, GA 30534





DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 13

SUBJECT: ORDINANCE NO. 02-2023 – ZONING ORDINANCE AMENDMENT

CITY COUNCIL MEETING DATE(S): 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST: **SECOND READING AND CONSIDERATION TO ADOPT**

Ordinance No. 02-2023: An Ordinance To Amend The Zoning Ordinance Of The City Of Dawsonville, Georgia, To Comply With Recent Amendments To The Zoning Procedures Act, O.C.G.A. § 36-6-1 Et Seq.; And For Other Purposes (Public Hearing and First Reading: June 5, 2023; Second Reading and Consideration to Adopt: July 17, 2023)

HISTORY/ FACTS / ISSUES:

- **AMENDMENT INITIATED DUE TO BILL PASSED BY THE GENERAL ASSEMBLY**
- **ADVERTISING REQUIREMENTS PER THE ZONING PROCEDURES ACT WERE MET**

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Kevin Tallant, City Attorney

Subject Matter: Zoning Ordinance Amendment
Date of Public Hearing and First Reading: June 5, 2023
Date of Second Reading: July 17, 2023
Date of Adoption:

ORDINANCE NO. 02-2023

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA, TO COMPLY WITH RECENT AMENDMENTS TO THE ZONING PROCEDURES ACT, O.C.G.A. § 36-6-1 et seq.; AND FOR OTHER PURPOSES

WHEREAS the Constitution of the State of Georgia provides in Article IX, Section II, Paragraph IV thereof, that the governing body may adopt plans and exercise the power of zoning; and

WHEREAS, the Georgia General Assembly has enacted the Georgia Planning Act of 1989, (Georgia Laws, 1989 pp. 1317-1391, Act 634) which among other things provides for local governments to adopt plans and regulations to implement plans for coordinated and comprehensive planning; and

WHEREAS, The City finds that the regulations contained in this Ordinance are necessary for the purposes of implementing its comprehensive plan adopted pursuant to the requirements of the Georgia Planning Act of 1989; and

WHEREAS, this Ordinance has been prepared and considered in accordance with the Zoning Procedures Act, O.C.G.A. § 36-66-1 et. seq., and

WHEREAS, this Ordinance is necessary for the purposes of promoting the health, safety, morals, convenience, order, prosperity and the general welfare of the City of Dawsonville; and encouraging the most appropriate use and development of land and buildings throughout the City of Dawsonville in accordance with its duly adopted comprehensive plan;

NOW THEREFORE, the governing body of the City of Dawsonville, Georgia, does hereby ordain, enact and thereby incorporate into the City Code of Dawsonville, Georgia, this ordinance and all of its sections as set forth below:

SECTION I. Powers of the planning director

Section 901 Powers of the planning director of the Dawsonville Code of Ordinances is deleted in its entirety and a new Section 901 Powers of the planning director is hereby enacted as follows:

The planning director has the authority and responsibility to provide the following services:

- A. Provide information concerning the requirements of this ordinance and require compliance with these requirements.
- B. Issue permits under the conditions and procedures required by this ordinance.
- C. Dispense and receive applications as required by this ordinance.

D. Determine the applicable district, uses, and standards for a particular parcel of land.

E. Provide assistance and guidance to applicants concerning compliance with this ordinance.

F. Collect, receive, disburse, and account for fees and monies as required under the provisions of this ordinance.

G. Serve as the secretary of the planning commission when appointed.

H. Act as liaison for the planning commission with other officials.

I. Maintain official records and perform administrative duties required in the execution of the provisions of this ordinance.

J. The planning director is charged with interpretation of the zoning ordinance and related ordinances.

K. Provide general information to the public concerning the application and administration of this ordinance.

SECTION II: Variances, conditional uses and map amendments

Sections 902 Administrative variances of the Dawsonville Code of Ordinances is deleted in its entirety. Section 907 Variances, conditional uses and map amendments is deleted in its entirety and a new Section 907 Variances, conditional uses and map amendments is hereby enacted as follows:

I. Purpose. The purpose of a variance is to provide relief when a strict application of the district requirements would impose unusual practical difficulties or unnecessary physical hardships on the applicant. Practical difficulties and unnecessary hardships may result from the size, shape, or dimensions of a site or the location of existing structures thereon; from geographic, topographic, or other conditions on the site or in the immediate vicinity. No variance shall be granted to allow the use of property for a purpose not authorized within the district in which the proposed use would be located. A variance should be granted only after evidence is presented and accepted that enforcement of all of the required standards on the property in question would render the property useless. This article establishes conditions; criteria for granting variances; public hearings on proposed variances; variances to road requirements; variance procedures; compliance with conditions of approval; vested interest in approved variances; investigations and reports; revocation; limitations on re-applications; and use variance. A variance may be granted, upon specific findings that all of the following conditions exist. The absence of any one of the conditions shall be grounds for denial of the application for variance.

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other land or structures in the same district; and,

2. A literal interpretation of the provisions of these zoning regulations would create an unnecessary hardship and would deprive the applicant of rights commonly enjoyed by other property owners within the district in which the property is located; and,

3. Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located; and,

4. Relief, if granted, will be in harmony with the purpose and intent of these regulations and will not be injurious to the neighborhood or general welfare in such a manner as will interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value; and,

5. The special circumstances are not the result of the actions of the applicant; and,

6. The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure; and,

7. The variance is a request to permit a use of land, building or structures which is permitted by right in the district involved.

II. Notwithstanding anything in paragraph I, the planning commission shall have the power to grant a variance (except for density and use) from the development standards of the zoning ordinance of the city if the intent of the ordinance can be achieved and equal performance obtained by granting the variance.

A. Authority. The authority to grant variances in accord with this section shall be limited to variances from the following requirements:

1. Front yard, side yard and rear yard setbacks. Variances shall not exceed 20 percent of the setback in applicable zoning district;

2. Building height. A variance may be granted up to, but not exceeding, ten feet if such variance does not allow space habitable by humans and is also approved by the fire marshal and would not result in an increase in the number of stories that would otherwise be allowed by the zoning district;

3. Buffers. The dimensions of a landscaping buffer required by the zoning ordinance or other ordinance may be varied by no more than twenty percent if the adopted comprehensive plan recommends a similar or more compatible use of the neighboring property or in other situations if the intent of the required buffer can be equally achieved; however, no buffer required as a condition of zoning shall be modified; and

4. Parking. If the required parking standards cannot reasonably be met and if a variance will not adversely affect the spirit or intent of the ordinance, then a variance of not more than ten percent may be granted.

B. Application, notification and fee. The applicant may choose to either submit an affidavit attesting to notice that includes signatures of all adjoining property owners listed within the application package consenting to the requested variance or the applicant may choose to request written notice from the planning department to adjoining property owners of the variance application and then wait at least thirty business days from notice to all adjoining property owners before the variance may be considered for approval. In either application method, notice of the variance application shall be posted upon the property as required by law before the variance is considered and shall state the variance requested and the date the variance shall be considered.

C. Basis for approval. No variance may be granted under this paragraph for an application for a variance that has been heard by the planning commission within one year or if the application is for the expansion of a non-conforming use or structure. The following criteria shall be considered by the planning commission before granting a variance under this paragraph:

1. The variance neither interferes with the rights of others as provided in this chapter nor is injurious to the public health, safety, general welfare;

2. A strict interpretation and enforcement of the standards or requirement would result in practical difficulty or unnecessary hardship;

3. Exceptional or extraordinary circumstances applicable to the subject property exist that do not generally apply to other properties in the same district;

4. The variance provides for reasonable use under the specified circumstances of each application;

5. The variance achieves the general intent of this ordinance;
6. The variance is the minimum possible variance under the specific circumstances; and
7. The variance does not exceed the scope of the authority set forth in subsection (A) hereof.

III. Conditions of approval. The planning commission may impose reasonable conditions upon any variance to ensure that the public health, safety, and general welfare are protected. A violation of any imposed condition shall be a violation of this section.

IV. At any time before the planning commission renders a decision on an application for a variance, the planning director may direct that the application be transferred to the mayor and city council for consideration by them, and shall take appropriate steps to effect such transfer. The planning director should direct transfer under this paragraph if, based on the nature of the variance requested, consideration of the application by the mayor and city council would be in the public interest. The planning commission shall take no further action on the application after the planning director directs the transfer, and any action taken on the application by the planning commission after such direction shall be void. Upon transfer, the mayor and council shall hold a hearing on the application that complies with section 911 of this article and shall grant or deny the variance, applying the criteria set forth in paragraph I, II, and III of this section, and shall issue or direct the issuance of any necessary permit.

V. Appeal. An applicant or opposing party may seek review in superior court of any decision of the planning commission under this section in accordance with O.C.G.A. § 36-66-5.1. Pursuant to O.C.G.A. § 36-66-5.1(c)(1), the Planning Director of the City of Dawsonville is hereby designated as the officer who shall have authority to receive service of a petition for review of the planning commission's grant or denial of a variance and to approve or issue a certificate needed to perfect the petition.

SECTION III. Appeal

Section 910.3 Appeal of the Dawsonville Code of Ordinances is deleted in its entirety and a new Section 910.2 Appeal is hereby enacted as follows:

Any decision of the city council under this Article is subject to review in the county superior court in accordance with O.C.G.A. § 36-66-5.1. Pursuant to O.C.G.A. § 36-66-5.1(c)(2), the mayor is hereby designated as the elected official who shall have authority to receive service of a petition for review of any quasi-judicial decision of the local government under this Article.

SECTION IV: Public notice and public hearing required

Section 911 Public notice and public hearing required is deleted in its entirety and a new Section 911 Public notice and public hearing required is hereby enacted as follows:

This section shall apply to all applications for amendments to the text of the zoning regulations, amendments to the official zoning map, petitions for variances, requests for conditional use approval, requests for alteration or extension of conditional zoning, applications for site plan approval and petitions for development approval for property within site plan specific zoning districts.

Upon receipt of a completed application, fees and other information required by this article, the planning director or designee shall cause notice of such application to be published at least one time in a newspaper of general circulation in the community at least 15 days (or 30 days in the case of a quasi-judicial decision, as that term is defined in O.C.G.A. § 36-66-3), but not more than 45 days prior to the date of public hearing before the appropriate body. Said published notice shall include, as a minimum, the purpose, location, date and time of the public hearing, before the governing body, the purpose, location, date and time of the public hearing before the planning commission, the location of the property being considered, the present zoning classification of the property, and proposed action to be taken, as appropriate, such as proposed zoning district, type of conditional use, variance to particular articles and sections, and so forth. Whenever published notice is required by this paragraph, additional notice shall be mailed to the owner of the property that is the subject of the proposed action. The planning director or designee shall also cause to have posted in a conspicuous place on said property one or more sign(s), each of which shall contain the information specified for published notices. No public hearing shall take place until said sign(s) have been posted for at least 15 days but not more than 45 days prior to the date of the public hearing.

All required public hearings shall be held by the planning commission and/or the governing body, and no action shall be taken on said applications until a public hearing has been held by the planning commission and/or the governing body.

Public hearings may be delayed, rescheduled or continued at another time and date, provided announcement is given at the time and place of the initially scheduled and advertised public hearing, and provided such date, time and location of the public hearing to be delayed, rescheduled or continued is given. If the applicant of a petition before the planning commission or governing body fails to attend the public hearing, then the planning commission or governing body may deny the subject petition or may require re-advertisement of the subject petition at the expense of the applicant. If there is no quorum of the planning commission or governing body at the scheduled public hearing, then the public hearing(s) shall be rescheduled and re-advertised at the city's expense.

Notwithstanding any other provision of these regulations, when a proposed zoning decision relates to an amendment of a zoning ordinance to revise one or more zoning classifications or definitions relating to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owners to deviate from the existing zoning requirements of a single-family residential zoning, such zoning decision may only be adopted in compliance with the notice and multiple-hearing requirements of O.C.G.A. § 36-66-4(h), which are hereby incorporated into this section. The planning director shall be responsible for carrying out the notice requirements of that provision, and is hereby empowered to take any appropriate action to that end.

SECTION V: Planning commission recommendation

Section 913 Planning commission recommendation of the Dawsonville Code of Ordinances is deleted in its entirety and a new Section 913 Planning commission recommendation is hereby enacted as follows:

Prior to the first public hearing held by the governing body on any of the following matters, the planning commission shall hold a public hearing on all applications for amendment to the text of the zoning regulations, amendments to the official zoning map, conditional use permit applications, petitions for alteration or extension of conditional zoning, requests for development plan approval within site plan specific zoning districts request for site plan approval.

After completing its studies of the particular petition, the planning commission shall submit a recommended action in writing to the governing body. The planning commission may submit any additional report it deems appropriate. The recommendations of the planning commission shall have an advisory effect only and shall not be binding on the governing body. Copies of the planning commission's recommendations and reports shall be made available to the applicant and other interested parties upon completion and distribution to the governing body and at the public hearing before the governing body.

The planning commission shall have 30 days within which to submit its recommendations. The governing body shall not take action on any of said applications, until it has received the recommendation of the planning commission within the specified time period. If the planning commission fails to submit a recommendation within the 30-day period, it shall be deemed to have approved the proposed application.

SECTION VI: Action by the appropriate body

Section 915 Action by the appropriate body of the Dawsonville Code of Ordinances is deleted in its entirety and a new Section 915 Action by the appropriate body is hereby enacted as follows:

After completion of all required public hearings, the governing body may take action to approve or deny the request, refer the application back to the planning director or designee, or planning commission for further study, or the governing body may table or defer action until a later meeting.

SECTION VII: Accessory buildings and uses

Sec. 712 Accessory buildings and uses of the Dawsonville Code of Ordinances is deleted in its entirety and a new Section 712 Accessory buildings and uses is hereby enacted as follows:

Accessory buildings and uses shall be permitted only in side or rear yards, except as otherwise provided by these regulations.

Accessory buildings and uses shall be permitted only if they meet the following:

1. No accessory building shall be erected on a lot prior to the time of construction of the principal building to which it is accessory.
2. No more than two accessory buildings shall be permitted on a residential lot.
3. Accessory buildings and uses shall be setback according to zoning classifications.
4. Where an accessory building is structurally attached to the principal building, it shall be subject to and must conform to all regulations applicable to the principal building.
5. In the case of double frontage lots, accessory buildings shall observe front yard requirements on both streets.
6. Accessory buildings in residential districts shall not be used for any type of commercial operation, whether permanent, part-time or as part of a home occupation.
7. No accessory building on a residential lot shall exceed the height of the primary structure.
8. Detached accessory buildings shall be located a minimum of ten feet from the principal building on a lot.
9. In no instance shall an accessory building exceed the gross ground floor area of the principal building.
10. All accessory buildings 201 square feet or greater are required to obtain permits.

Accessory structures shall be no larger than the footprint of the primary structure or one-half the gross square footage, whichever is greater. Notwithstanding the foregoing, if the lot size is three acres or greater, then the size of the accessory structure shall not be regulated in size but shall meet all setback requirements.

SECTION VIII: Assignment of AP

Section 3304 of the Dawsonville Code of Ordinances is amended as follows:

Paragraph 3 is amended by deleting “12 months” and inserting in place thereof “24 months.”

SECTION IX: Conversion to city created performance standards.

Section 3305 of the Dawsonville Code of Ordinances is amended by deleting paragraph 2 thereof in its entirety and inserting in place thereof a new paragraph 2 as follows:

2. The AP zoning designation may be applied to land annexed into the corporate limits of the city for a period of up to 36 months after the effective date of the annexation as determined by chapter 36 of title 36 of the Official Code of Georgia Annotated.

a. At any time at least 24 months after the effective date of annexation of the property into the corporate limits of the city, the property may be rezoned pursuant to the application of the landowner or on the initiation of a rezoning by the governing authority.

b. If no zoning change application has been filed by the end of 26-months from the effective date of the annexation, then the zoning administrator shall thereafter initiate a zoning change to be governed by the Zoning Procedures Law, chapter 66 of title 36 of the Official Code of Georgia Annotated, and the City of Dawsonville Code of Ordinances in order to assign the property a zoning district under the City of Dawsonville's zoning ordinance.

SECTION X: Incorporation and Repealer

Except as modified herein, the remainder of the ordinance regulating zoning is affirmed and incorporated herein. All laws and parts of laws in conflict with this enactment are hereby repealed.

SECTION XI: Effective Date

This ordinance shall be effective the day following its passage by the Council of the City of Dawsonville.

SO ADOPTED AND ORDAINED by the City Council of Dawsonville, Georgia, this ____ day of _____, 2023.

[Executions on Following Page]

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



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 14

SUBJECT: ORDINANCE NO. 03-2023 CHARTER AMENDMENT

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST: **SECOND READING AND CONSIDERATION OF SECOND ADOPTION**

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 (First Reading and Adoption: June 5, 2023; Second Reading and Final Adoption: July 17, 2023)

HISTORY/ FACTS / ISSUES:

- **PRESENTED AT THE 05/15/2023 CITY COUNCIL MEETING FOR A FIRST LOOK. CLARIFICATION ON DISTRICT MAPS AND PROPOSED SALARY INCREASE FOR MAYOR AND COUNCIL**
- **FIRST READING AND FIRST ADOPTION TOOK PLACE AT THE 06/05/2023 CITY COUNCIL MEETING**
- **AS REQUIRED, CHARTER AMENDMENT HAS BEEN ADVERTISED ACCORDING TO GUIDELINES AND A COPY OF THE PROPOSED AMENDMENT HAS BEEN RECORDED WITH THE DC SUPERIOR COURT CLERK.**
- **MAYOR AND COUNCIL SALARY INCREASES GO INTO EFFECT JANUARY 1, 2024**

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Kevin Tallant, City Attorney

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

First Reading and Adoption: 06/05/2023

Second Reading and Final Adoption: _____

Publication Dates: 05/24/2023, 05/31/2023, 06/07/2023

Filed with DC Clerk of Court (publication version): 05/19/2023

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

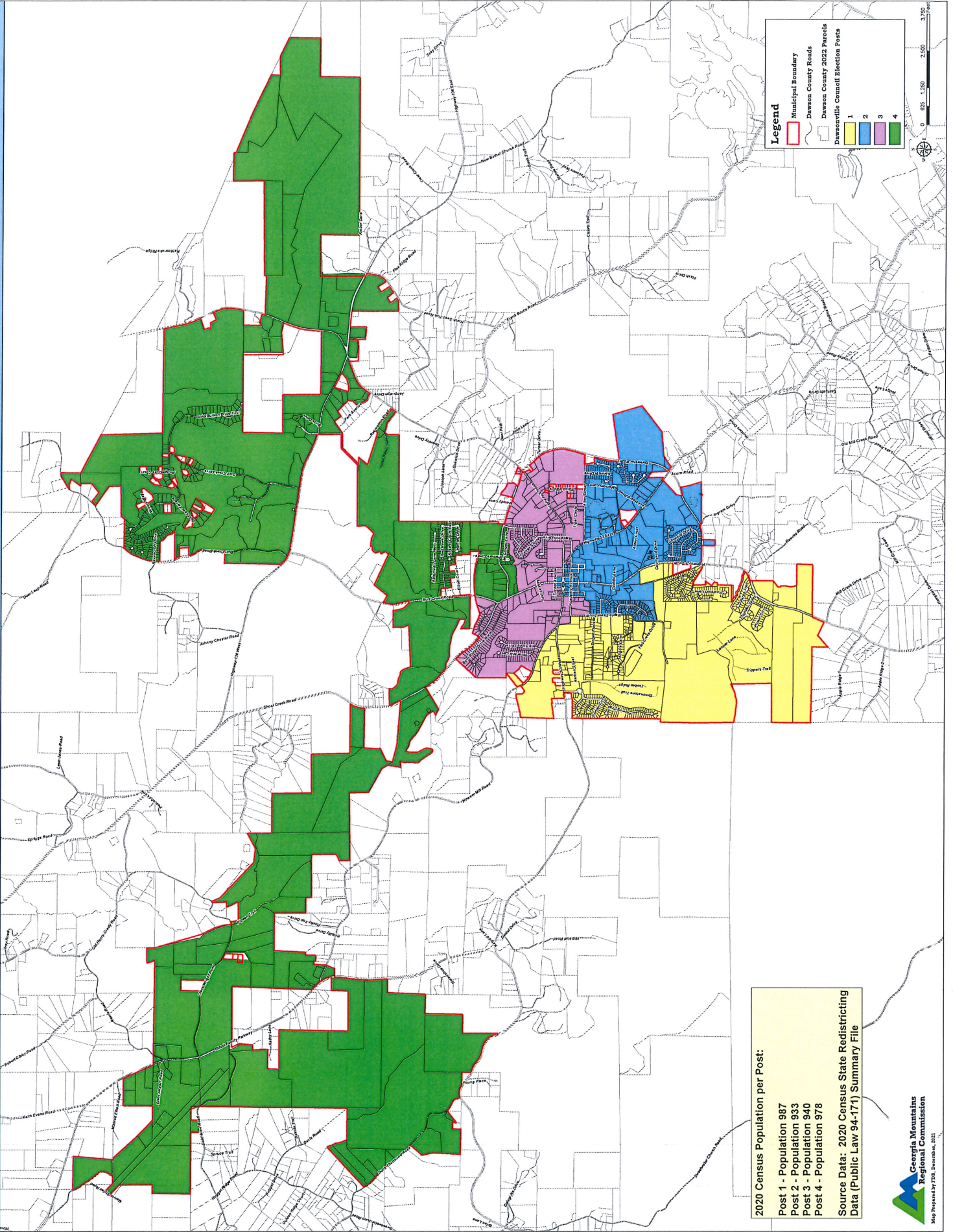
John Walden, Council Member Post 3

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



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 15

SUBJECT: ORDINANCE NO. 04-2023:ANIMAL CONTROL

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST: **SECOND READING AND CONSIDERATION TO ADOPT**

ORDINANCE NO. 04-2023: AN ORDINANCE TO AMEND THE DOMESTIC ANIMAL CONTROL ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

FIRST READING: JUNE 5, 2023; SECOND READING AND CONSIDERATION TO ADOPT: JULY 17, 2023

HISTORY/ FACTS / ISSUES:

- **PRESENTED AT THE 04/17/2023 CITY COUNCIL MEETING WITH DIRECTION FROM CITY COUNCIL TO PROCEED WITH AN ORDINANCE AMENDMENT**
-

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Trampas Hansard, Public Works Director

Subject Matter: Animal Control
Date of First Reading: June 5, 2023
Date of Second Reading: July 17, 2023
Date of Adoption:

ORDINANCE NUMBER 04-2023

AN ORDINANCE TO AMEND THE DOMESTIC ANIMAL CONTROL ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, pursuant to Article IX, Section II, Paragraph II of the Constitution of the State of Georgia and Chapter 35 of Title 36 of the Official Code of Georgia, the City Council of Dawsonville is empowered to adopt reasonable ordinances for local government upon matters not governed by general law and which are not inconsistent with the Constitution of the State of Georgia or the Charter of the City of Dawsonville; and

WHEREAS, the City Council has determined it is in the interests of public health, safety, morals, convenience, order, prosperity, and general welfare of the City of Dawsonville to update and clarify certain provisions of the City's Domestic Animal Control Ordinance;

NOW THEREFORE, the governing body of the City of Dawsonville, Georgia, does hereby amend its Domestic Animal Control Ordinance as follows:

SECTION I: Chapter 4 Animals, Article II Domestic Animal Control, Section 4-27 Duty to keep animal under restraint, While on property is hereby amended by deleting Section 4-27 in its entirety and inserting in lieu thereof a new Section 4-27, as follows:

§ 4-27 Duty to keep animal under restraint, While on property

It shall be the duty of every owner of any animal to ensure the animal, while on the owner's property, is confined by way of a fence or other enclosure (which shall include an invisible fence which is functioning properly and to which the animal is responsive) or is otherwise under control as that term is defined in Section 4-28 of this article, such that the animal cannot leave the property except while under control.

SECTION II: Chapter 4 Animals, Article II Domestic Animal Control, Section 4-28 Same, While off property is hereby amended by deleting Section 4-28 in its entirety and inserting in lieu thereof a new Section 4-28, as follows:

§ 4-28 Duty to restrain animals generally.

(a) Whenever an animal is not confined by way of a fence or other enclosure pursuant to Section 4-27 of this article, it shall be the duty of the owner of such animal or anyone having the animal in his possession to keep the animal under control at all times. An animal is deemed under control when it is confined within

a vehicle, whether parked or in motion; is secured by a leash or other device held by a competent person and the owner or another competent person authorized by the owner to take charge of the animal is present; or is properly confined within an enclosure with permission of the owner of the property where the enclosure is located. An animal may be under voice control only if the owner is present, the animal is responsive to the owner, and the animal is being used in hunting in accordance with section 4-26 of this article.

(b) No person shall tie, stake, or fasten any animal within any street, alley, sidewalk, or other public place or in such manner that the animal has access to any portion of any street, alley, sidewalk, or other public place.

(c) In addition to the other requirements of this section and Section 4-27, all male and female dogs and cats that have not been spayed or neutered must be securely confined in such a way that they cannot be reached by other dogs or cats, except for planned breeding. Every female dog in heat shall be confined in a building or other enclosure in such manner that such female dog cannot come into contact with another animal, except for planned breeding.

(d) In addition to the other requirements of this section and Section 4-27, every animal shall be restrained and controlled so as to prevent it from harassing passersby, chasing vehicles, or attacking persons or other animals.

(e) All animals must be confined in a vehicle or secured by a leash or other device held by a competent person while on property of the City, including but not limited to Main Street Park, the Dawsonville Municipal Complex, the Dawsonville Farmer's Market, and sidewalks owned by the City, and the owner or a competent authorized person must be present with the animal.

(f) Nothing contained in this ordinance shall authorize an animal to be confined or otherwise left in a vehicle under such circumstances where it is likely that the animal will come to harm through either heat or cold, and any person confining or leaving an animal in such circumstances shall be in violation of this ordinance, and may, in addition to any other enforcement, be subject to the enforcement mechanisms of Sec. 1-8 of the code of Dawsonville, Georgia.

SECTION III: Incorporation and Repealer

Except as modified herein, the remainder of the Domestic Control Ordinance is affirmed and incorporated herein. All laws and parts of law in conflict with this enactment are hereby repealed.

SECTION IV: Effective Date

This ordinance shall be effective the day following its passage by the City Council of Dawsonville.

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



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 16

SUBJECT: ORDINANCE NO. 05-2023: HEALTH AND SANITATION

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST: **SECOND READING AND CONSIDERATION TO ADOPT**

ORDINANCE NO. 05-2023: AN ORDINANCE TO AMEND THE HEALTH AND SANITATION ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

FIRST READING: JUNE 5, 2023; SECOND READING AND CONSIDERATION TO ADOPT: JULY 17, 2023

HISTORY/ FACTS / ISSUES:

- **ORDINANCE NEEDED TO BE AMENDED DUE TO THE GEORGIA DEPARTMENT OF HEALTH REPEALING THE ADMINISTRATIVE RULES CODIFIED AS CHAPTER 290 AND REPLACED WITH CHAPTER 511**
-

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Trampas Hansard, Public Works Director

ORDINANCE NUMBER 05-2023

AN ORDINANCE TO AMEND THE HEALTH AND SANITATION ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, in accordance with Article IX, Section II, Paragraph II of the Constitution of the State of Georgia, and pursuant to O.C.G.A. § 36-35-3, the governing authority of the City of Dawsonville has power to adopt clearly reasonable ordinances, resolutions, or regulations relating to its property, affairs, and local government;

WHEREAS, on July 1, 2009, the City Council of Dawsonville adopted a comprehensive Health and Sanitation Ordinance;

WHEREAS, it has come to the attention of the City Council of Dawsonville that the Health and Sanitation Ordinance requires updating to cite current rules and regulations of the Georgia Department of Public Health; and

WHEREAS, it is in the interest of the public health, safety, good order, and general welfare of the City of Dawsonville to amend the Health and Sanitation Ordinance;

NOW THEREFORE, the City Council of Dawsonville hereby resolves and ordains as follows:

SECTION I: Chapter 6.5 Health and Sanitation, Article II Rules and Regulations, Section 6.5-50 State promulgated rules and regulations is hereby amended by deleting Section 6.5-50 in its entirety and inserting in lieu thereof a new Section 6.5-50 State Promulgated Rules and Regulations as follows:

The following rules and regulations of the Georgia Department of Public Health (“DPH”), including all subsequent amendments, revisions or modifications thereto, and which are expressly incorporated herein, are hereby adopted and approved for enforcement as set forth therein:

- (1) Control of Rabies, Comp. R. & Regs. 511-2-7.
- (2) Food Service, Comp. R. & Regs. 511-6-1.
- (3) Tourist Accommodations, Comp. R. & Regs. 511-6-2.
- (4) Land Disposal of Domestic Septage, Comp. R. & Regs. 511-3-6.
- (5) On-Site Sewage Management Systems, Comp. R. & Regs. 511-3-1.
- (6) Drinking Water Supply, Comp. R. & Regs. 511-3-3.
- (7) Solid Waste, Comp. R. & Regs. 511-3-4.
- (8) The Georgia Smokefree Air Act of 2005, Comp. R. & Regs. 511-3-7.

Copies of those DPH rules and regulations are available at the DPH website:

<https://dph.georgia.gov/about-dph/public-health-regulations/current-dph-regulations>

SECTION II: Chapter 6.5 Health and Sanitation, Article II Rules and Regulations, Section 6.5-53 Fee schedule is hereby amended by deleting Section 6.5-53 in its entirety and inserting in lieu thereof a new Section 6.5-53 Fee Schedule as follows:

A fee schedule for the implementation and confirmation of compliance with the above-referenced rules and regulations and local board of health enactments, including permit and inspection fees, has been established by the county board of health, and is hereby adopted by the city, as the same may be amended from time to time. A copy of this fee schedule, including all subsequent amendments, revisions or modifications thereto, is on file in the office of the city clerk and is available for inspection and copying by the public during regular city operating hours.

SECTION II: Chapter 6.5 Health and Sanitation, Article II Rules and Regulations, Section 6.5-59 Prosecution, Citations or accusations is hereby amended by deleting Section 6.5-59 in its entirety and inserting in lieu thereof a new Section 6.5-59 Prosecution, Citations or Accusations as follows:

Violations of all promulgated rules and regulations and all local board of health enactments identified herein may be prosecuted by an accusation or citation, with or without a prosecuting attorney; and the city hereby authorizes the city attorney or his designee to prosecute violations of this ordinance. In addition, the district attorney of the county and his or her assistants or designees shall also have the authority to prosecute all citations or accusations issued for violation of the rules and regulations identified and adopted in this article.

SECTION III: Chapter 6.5 Health and Sanitation, Article II Rules and Regulations, Section 6.5-60 is hereby amended by deleting Section 6.5-60 in its entirety and inserting in lieu thereof a new Section 6.5-60 Enforcement by State as follows:

This article, and the enforcement and prosecution of this article by the city and the county board of health, and their authorized agent(s) or designee(s), does not in any way effect, estop, prescribe, regulate, limit, or in any way control or prohibit the Georgia DPH, and its agent(s) or designee(s), from initiating or undertaking any action or proceeding to enforce compliance with its rules and regulations.

SECTION IV: Incorporation and Repealer

Except as modified herein, the remainder of the Health and Sanitation Ordinance is affirmed and incorporated herein. All laws and parts of law in conflict with this enactment are hereby repealed.

SECTION V: Effective Date

This ordinance shall be effective the day following its passage by the City Council of Dawsonville.

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



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 17

SUBJECT: ORDINANCE NO. 06-2023: UTILITIES

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST: **SECOND READING AND CONSIDERATION TO ADOPT**

ORDINANCE NO. 06-2023: AN ORDINANCE TO AMEND THE UTILITIES ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

FIRST READING: JUNE 5, 2023; SECOND READING AND CONSIDERATION TO ADOPT: JULY 17, 2023

HISTORY/ FACTS / ISSUES:

- **PRESENTED AT THE 04/17/2023 CITY COUNCIL MEETING WITH DIRECTION FROM CITY COUNCIL TO PROCEED WITH AN ORDINANCE AMENDMENT**

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Beverly A. Banister, City Clerk

Subject Matter: Utilities
Date of First Reading: June 5, 2023
Date of Second Reading: July 17, 2023
Date of Adoption:

ORDINANCE NUMBER 06-2023

AN ORDINANCE TO AMEND THE UTILITIES ORDINANCE OF THE CITY OF DAWSONVILLE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, pursuant to Article IX, Section II, Paragraph II of the Constitution of the State of Georgia and Chapter 35 of Title 36 of the Official Code of Georgia, the City Council of Dawsonville is empowered to adopt reasonable ordinances for local government upon matters not governed by general law and which are not inconsistent with the Constitution of the State of Georgia or the Charter of the City of Dawsonville; and

WHEREAS, the City Council has determined it is in the interests of public health, safety, morals, convenience, order, prosperity, and general welfare of the City of Dawsonville to update and clarify certain provisions of the City's Utilities Ordinance;

NOW THEREFORE, the governing body of the City of Dawsonville, Georgia, does hereby amend its Utilities Ordinance as follows:

SECTION I: Chapter 14 Utilities, Article II Water and Sewer Service, Section 14-21 Minimum charges is hereby amended by deleting Section 14-21 in its entirety and inserting in lieu thereof the following:

(a) The minimum charges, as provided in section 14-22, shall be made for each connection, provided that in any case when a customer commences or terminates service within 7 days of the monthly meter reading and the customer's usage for such period does not exceed 1,500 gallons, the minimum charge as set forth in section 14-22 shall be prorated per diem. Water furnished for a given lot shall be used on that lot only. Except for fire protection for the citizens of the city, the city shall not, under any circumstance, furnish water free of charge to anyone.

SECTION II: Chapter 14 Utilities, Article II Water and Sewer Service, Section 14-25 Meter readings, billing and collection is hereby amended by deleting paragraph (d) thereof in its entirety and inserting in lieu thereof a new paragraph (d), as follows:

(d) Return check fee. A service charge in the amount charged to the city by the city's bank plus the sum of \$35.00 will be charged on all checks returned to the city for insufficient funds, account closed, or any other reason, except that for electronic checks returned because the account cannot be found, the service charge shall be \$15.00.

SECTION III: Chapter 14 Utilities, Article II Water and Sewer Service is amended by inserting in lieu of reserved Section 14-85 the following:

The city manager or his or her designee shall have the authority, in his or her sole discretion, to remove or adjust any fee imposed by this article upon finding the imposition of such fee would cause undue hardship to the customer, that there is a valid basis for removing or adjusting the fee, and that the removal or adjustment of the fee will not result in repetitive fee adjustments or removals for the customer at issue or any other. Notwithstanding, neither the city manager nor his or her designee shall have authority to remove or adjust service charges imposed under sections 14-21 and 14-22 of this article.

SECTION IV: Chapter 14 Utilities, Article III Garbage Service is amended by inserting in lieu of reserved Section 14-143 the following:

Section 14-143: Service Termination Fee.

(a) Whenever garbage service is terminated for nonpayment, the city shall impose a service-termination fee in the amount of \$35.00 in addition to any outstanding balance owed, and the service to the customer shall not resume until the customer pays the service-termination fee in addition to any outstanding balance.

(b) Whenever a residential customer terminates garbage service and fails to leave the garbage can issued by the City on the premises, a service fee of \$65.00 shall be added to the customer's final bill.

(c) Whenever a customer terminates garbage service and leaves excess garbage outside the designated container, a service fee up to \$50.00 shall be added to the customer's final bill.

(d) The fees imposed by this section may be paid out of the customer's security deposit and shall be imposed only to the extent not covered thereby.

SECTION V: Incorporation and Repealer

Except as modified herein, the remainder of the Utilities Ordinance is affirmed and incorporated herein. All laws and parts of law in conflict with this enactment are hereby repealed.

SECTION VI: Effective Date

This ordinance shall be effective the day following its passage by the City Council of Dawsonville.

SO ADOPTED AND ORDAINED by the City Council of Dawsonville, Georgia, this ____ day of _____, 2023.

[Executions on Following Page]

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



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 18

SUBJECT: EMPLOYEE PERSONNEL POLICY

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST:

TO REQUEST APPROVAL FOR AMENDMENTS TO THE EMPLOYEE PERSONNEL POLICY

HISTORY/ FACTS / ISSUES:

- **PRESENTED RECOMMENDED REVISIONS AND ADDITIONS AT THE 05/15/2023 CITY COUNCIL MEETING**
 - **INCORPORATED SOME ADDITIONAL CHANGES OFFERED AS FEEDBACK**
 - **POLICY REVIEW AND REVISED AS NEEDED BY CITY ATTORNEY**
-

OPTIONS:

STAFF RECOMMENDS APPROVAL

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Robin Gazaway, Finance Administrator

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 ~~ground~~ ground 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. [Uniformed employees traditionally include those employed by the Public Works and Utilities Departments, and the inspector serving in the Planning and Zoning Department.](#)

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. Non-Uniformed employees traditionally include all administrative and other personnel not employed by the Public Works and Utilities Department or the Inspector. From time to time, non-Uniformed personnel will be provided and allowed to wear appropriate outerwear with the logo of the City of Dawsonville.

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

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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 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, however, reliance upon the IT manager does not replace the need for an employee to have good judgment about internet usage, and is not a defense to any disciplinary action taken based on improper internet usage.-

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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

In all things safety, OSHA guidelines will be the default procedures city personnel will follow. The following areas of concern will be included in the Safety Program:

1) At least monthly, staff will attend safety meetings at which time OSHA approved topics and related items will be discussed.

~~1)2)~~ Identification, appraisal, and correction of accident loss and hazard-producing conditions and practices.

~~2)3)~~ Development of safety, accident, and loss prevention methods, procedures, and programs.

~~4) 3)~~ Communication of safety and accident and loss prevention information to all employees.

5)

~~4)~~ Measurement and evaluation of the effectiveness of the Safety Program.

6) Development, implementation, and presentation of safety materials to all employees.

7) Coordination of accidents and losses with the City self-insurance program,

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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, viewing or taking photographs or taking videos. 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. [Any employee receiving a citation for a traffic offense must report that citation to 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 and maintained in employee files 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 shall not display or advertise support for a political party, platform, candidate or policy while using any vehicle on official City business. 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-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 will not engage 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

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or who are witnesses to violent incidents should immediately report such conduct to their supervisors or to the City Manager.

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. Recordings shall be retained consistent with system capability, except that if the City is aware that an accident was captured on the video system, efforts will be made to preserve that video.

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.

~~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

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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 workdays. 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 No more than twice per year, employees will be allowed to may be compensated by the City for the time it takes to receive contagious disease vaccinations if performed during their regularly scheduled workday. This applies to the administration of the vaccine, not to any potential side effects.

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. [The City Manager will notify the Council of any demotions.](#)

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. [The City Manager will notify the City Council of any terminations.](#)

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 in the month of the ~~en~~ anniversary of their hire date. ~~not less than annually at least two months prior to adoption of the annual budget.~~ The City Council shall conduct any evaluation of the City Manager.
- 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 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, [and when implemented, the City Council shall be made aware](#). 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, and no position provided for by the Charter may be abolished except by the City's amendment of the same.

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:

- 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 and award which will be presented at a City of Dawsonville City Council

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meeting. A gift card in an amount not to exceed \$25.00 may be awarded with this honor.

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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

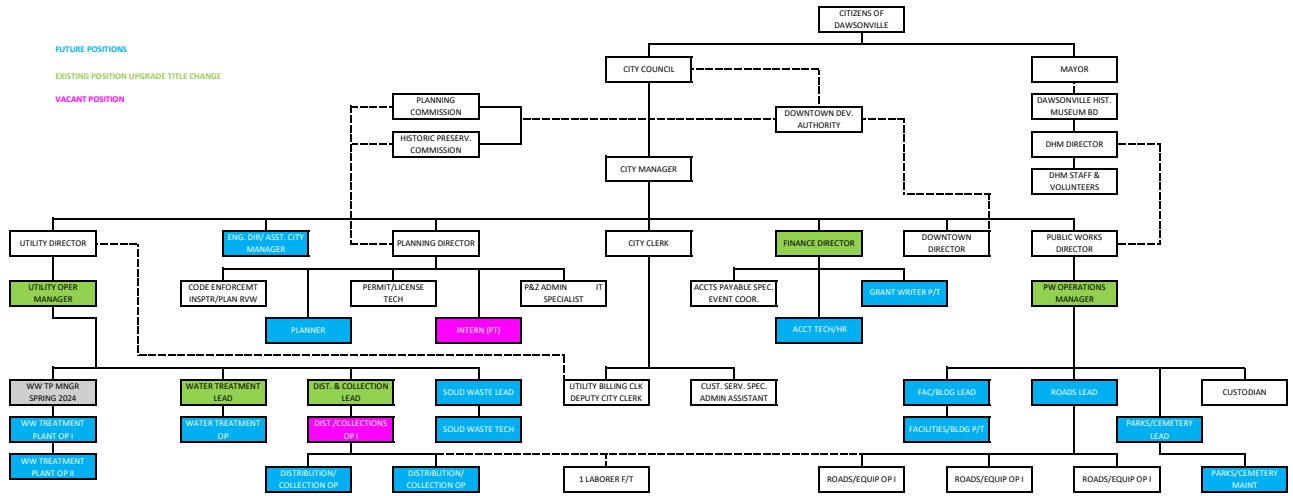
Appendix E: Employee Exit Interview Form

Appendix F: Hunting Permission and Release Form

Appendix G: PTO Cash Out Request Form

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Appendix A
CITY OF DAWSONVILLE
ORGANIZATION CHART



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

4/11/2018

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

- | | | | | |
|---|--|-------------------------------------|---|--|
| <input type="checkbox"/> Better Employment | <input type="checkbox"/> Job Security | <input type="checkbox"/> Maternity | <input type="checkbox"/> Retirement | <input type="checkbox"/> Work Conditions |
| <input type="checkbox"/> Co-Workers | <input type="checkbox"/> Location/distance | <input type="checkbox"/> Military | <input type="checkbox"/> Return to school | |
| <input type="checkbox"/> Health | <input type="checkbox"/> Marriage | <input type="checkbox"/> Relocation | <input type="checkbox"/> Supervision | |
| <input type="checkbox"/> 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

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Excessive absenteeism or lateness | <input type="checkbox"/> Insubordination | <input type="checkbox"/> Position eliminated | <input type="checkbox"/> Seasonal employment |
| <input type="checkbox"/> Inability to perform tasks | <input type="checkbox"/> Poor Production | <input type="checkbox"/> Never returned from a granted leave of absence | |
| <input type="checkbox"/> Violation of City Policy (please explain) _____ | | | |
| <input type="checkbox"/> 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>	Always	Usually	Sometimes	Never
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>	Excellent	Good	Fair	Poor
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

Appendix F

HUNTING PERMISSION AND RELEASE CITY OF DAWSONVILLE

Whereas, the undersigned is an employee ("Employee") of the City of Dawsonville ("City") that desires to hunt on City owned property commonly described as listed below (the "Hunting Area");

- Spray-fields approximately 214 acres
- Well #111 approximately 30 acres
- Burt Creek WWTP approximately 5 acres (bow only)

Whereas, the City has a practice of allowing employees and their immediate family members to hunt on the City owned property listed above;

Whereas, no other areas owned by the City are open to hunting;

Whereas, each year, employees must complete and submit to the City Manager for approval this Hunting Permission and Release form and are subject to the terms and conditions and benefits conferred on Employee by virtue of receiving permission to hunt in the Hunting Area

AND WHEREAS, Employee and his/her Immediate Family Members signing below, in exchange for said hunting permission, agree as follows:

1. Only Employee and his/her immediate family (parents, spouse, son or daughter and/or stepchildren) that have signed and been approved by the City Manager below my hunt in the Hunting Area. No guests will be allowed or permitted to hunt. Employee and his/her immediate family must all have valid Georgia hunting licenses. Permission expires upon termination of employment with the City or one year from date hereof, whichever occurs first.
2. Prior to any hunt, Employee must inform the City Manager or his/her designee of Employee's intent to hunt on specific days so that the City Manager may avoid having too many individuals hunting at any given time. No hunting may occur during the normal business hours of the City, nor during any time when the Employee is "on duty" or "on call" for the City.
3. All persons hunting pursuant to this form agree to take all due steps, care, and caution necessary to ensure that any and all shot, loads, bullets, arrows, and other hunting ammunition are discharged only in such a way that they will not leave the property of the City, and they further agree that they either are or will make themselves aware of the location of the boundaries of the City's property for that purpose as well as to avoid any potential issues of trespass.
4. Employee and his/her immediate family agree, on behalf of themselves as well as their heirs, administrators, executors, beneficiaries, and successors to the full permissible extent of Georgia law, to release and waive any and all claims that exist or may exist in the future as a result of Employee and his/her immediate family hunting in the Hunting Area, including but not limited to any claim of personal injury, damages, illness, or death, whether or not actually arising out of the hunting activity conducted on the premises. It is the express understanding of Employee and his/her immediate family that hunting is a dangerous sport and that they are hunting in the Hunting Area.
5. Employee acknowledges and agrees that hunting in the Hunting Area is not in any way related to employee's duties as a City Employee, that while in Hunting Area Employee is not acting in his or her capacity as a City Employee, and that, in general, Employee's actions and activities while in the Hunting Area are separate and apart from Employee's employment with the City.
6. Prior to hunting pursuant to the terms of this Permission and release, Employee agrees to obtain the signature of each family member over 18 years of age and represents that Employee has the legal right to sign on behalf of any family member under 18 years of age.
7. All person signing this document agree, for themselves as well as their heirs, administrators, executors, beneficiaries and successors, to protect, defend, and indemnify the City from any actions, claims, demands or liabilities arising out of our related to any and all actions taken or not taken by the undersigned or the persons for whom they sign, which actions or inactions occur in the Hunting Area.
8. All persons signing this document for themselves or on behalf of another have read it and understand it, have been given the opportunity to have this document reviewed by an attorney of their own choosing, and sign this document voluntarily.

So agreed this the _____ day of _____, 20_____

Employee

Immediate Family Member

Relationship

Immediate Family Member Relationship

Immediate Family Member

Relationship

Immediate Family Member Relationship

Approved: _____
City Manager Date

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 # 19

SUBJECT: IMPACT FEE COMMITTEE RECOMMENDATION

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST:

TO REQUEST APPROVAL FOR THE IMPACT FEE COMMITTEE MEMBERS

HISTORY/ FACTS / ISSUES:

- **REQUIREMENT FOR THE IMPACT FEE COMMITTEE IS A MINIMUM OF FIVE PERSONS AND NOT MORE THAN TEN. 50% REQUIRED FROM DEVELOPMENT**
 - **RECOMMENDATIONS ARE AS FOLLOWS FOR NON-DEVELOPMENT MEMBERS:**
 - **ALEXIS NOGGLE**
 - **CALVIN BYRD**
 - **JEREMY PORTER**
 - **MARC BANISTER**
 - **RECOMMENDATIONS ARE AS FOLLOWS FOR DEVELOPMENT MEMBERS:**
 - **MIKE TURNER**
 - **COREY GUTHRIE**
 - **BRYAN YOUNG**
 - **STEVE EIBERGER**
 - **ALLEN FRIERSEM**
-

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Jameson Kinley, Planning Director



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 20

SUBJECT: HISTORIC RESOURCE SURVEY GRANT AWARD

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST:

THE HISTORIC PRESERVATION DIVISION OF THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS HAS APPROVED THE AWARD OF A FFY 2023 HISTORIC PRESERVATION FUND GRANT IN THE AMOUNT OF \$6,000 TO THE CITY OF DAWSONVILLE FOR THE PURPOSE OF FUNDING A HISTORIC RESOURCE SURVEY. THIS GRANT REQUIRES A 50% MATCH. STAFF WILL DEVELOP AN RFQ TO BEGIN THE PROCUREMENT PROCESS FOR CONTRACTING A QUALIFIED CONSULTANT TO FULFILL THE PROJECT INTENT.

HISTORY/ FACTS / ISSUES:

STAFF SUBMITTED AN APPLICATION FOR THE GRANT TO DCA IN JANUARY OF 2023 IN ORDER TO SUBSTANTIALLY FUND A NEW HISTORIC RESOURCE SURVEY. THE SURVEY IS A DCA PERIODIC REQUIREMENT IN ORDER TO MAINTAIN QLG STATUS.

OPTIONS:

APPROVE OR REQUEST FURTHER INFORMATION.

RECOMMENDED SAMPLE MOTION:

N/A

REQUESTED BY: Amanda Edmondson, Director of Downtown Development

July 3, 2023

Mike Eason
Mayor, City of Dawsonville
415 Highway 53 East, Suite 100
Dawsonville, GA, 30534
Sent Via Email

RE: FFY 2023 Historic Preservation Fund Grant
City of Dawsonville, Historic Resource Survey

Dear Mr. Mike Eason:

I am pleased to inform you that the Historic Preservation Division (HPD) of the Georgia Department of Community Affairs has approved the award of a FFY 2023 Historic Preservation Fund (HPF) grant in the amount of **\$6,000.00** to the City of Dawsonville to complete a Historic Resource Survey.

In July, the HPD project team will contact your designated grant project manager with further details about your project. Public announcement of these grant awards will be made in early July. We will notify you when the awards are able to be publicized by your community and our office. A copy of a press release will be provided for your reference.

We are very pleased to be able to fund this important community historic preservation project, and HPD looks forward to working with the City of Dawsonville in the coming year.

Thank You,



Allison Asbrock
Director, Office of Community and Technical Services
Historic Preservation Division

Cc: Ms. Stacy Harris, City of Dawsonville, Zoning Administrator
Ms. Amanda Edmondson, City of Dawsonville, Downtown Development
Director



**DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 21**

SUBJECT: **APPLICATION FOR T-MOBILE HOMETOWN GRANT**

CITY COUNCIL MEETING DATE: 07/17/2023

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 INFORM THE COUNCIL REGARDING AN APPLICATION SUBMITTED FOR THE T-MOBILE HOMETOWN GRANT Q2 2023. THIS GRANT REQUESTED \$47,627.13 FOR THE IMPLEMENTATION OF A PROJECT TO COMBINE COMMUNITY ORAL HISTORIES AND PUBLIC ART. THE PROJECT INTENT SERVES CITY GOALS TO PRESERVE HISTORY, CULTURAL HERITAGE, AND ENGAGE THE PUBLIC TO ENHANCE SENSE-OF-PLACE.

HISTORY/ FACTS / ISSUES:

STAFF PREPARED THE ATTACHED PROJECT MANAGEMENT FRAMEWORK INCORPORATING EXISTING CITY GOALS AND OBTAINED COMMUNITY SUPPORT LETTERS TO SUBMIT BY THE GRANT DEADLINE. THE GRANT DOES NOT REQUIRE MATCHING OR IN-KIND EFFORTS BEYOND ALREADY-PLANNED ROLES AND VOLUNTEER COMMUNITY PARTNERS.

OPTIONS:

APPROVE OR REQUEST FURTHER INFORMATION.

RECOMMENDED SAMPLE MOTION:

N/A

REQUESTED BY: Amanda Edmondson, Director of Downtown Development

STORIES OF DAWSONVILLE

T-MOBILE HOMETOWN GRANT PROPOSAL



← Q2 2023

Prepared For :

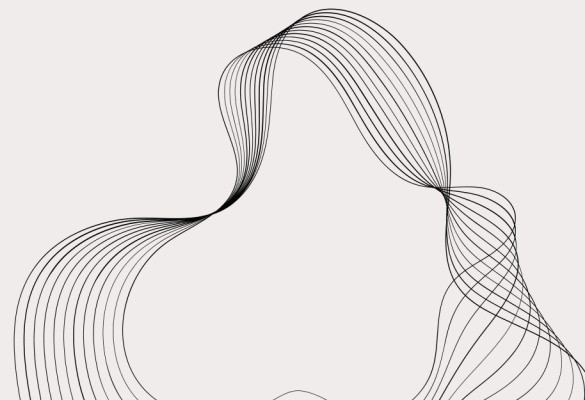
The City & Community of Dawsonville, GA

Prepared By :

Amanda M. Edmondson, AICP

706-203-4922

downtowndevelopment@dawsonville-ga.gov



PROJECT DESCRIPTION

PROJECT TITLE: "Stories of Dawsonville"



PROJECT CONCEPT: "WHAT" Dawsonville?

WAY-FINDING + HISTORIC PRESERVATION + ART + TECHNOLOGY = PLACE-MAKING

Intent: The most valuable resource of any community is its humanity: as we grow and plan for a bright future, we seek innovative ways to cultivate a welcoming and inviting sense of place shared by all through investments in our cultural infrastructure.

Summary: This project combines digital humanities in the form of audio oral histories across diverse backgrounds, with wayfinding, public art, and technology, in order to make cultural preservation accessible to the public.

This strategy seeks to replace the "intimidation factor" of scholarly preservation activities with an interactive, inspiring, place-making experience inviting to all ages, races, income and education levels.

Connectivity is the social fabric.



COMMUNITY NEED

ECONOMIC BARRIERS TO PROJECT

INRASTRUCTURE NEEDS

Although this project has a high level of community buy-in, the City of Dawsonville must prioritize critical physical infrastructure needs such as providing safe, clean potable water. Due to a rapid population increase, necessary infrastructure projects such as a new municipal well and a new wastewater treatment plant dominate funds rather than place-making efforts.



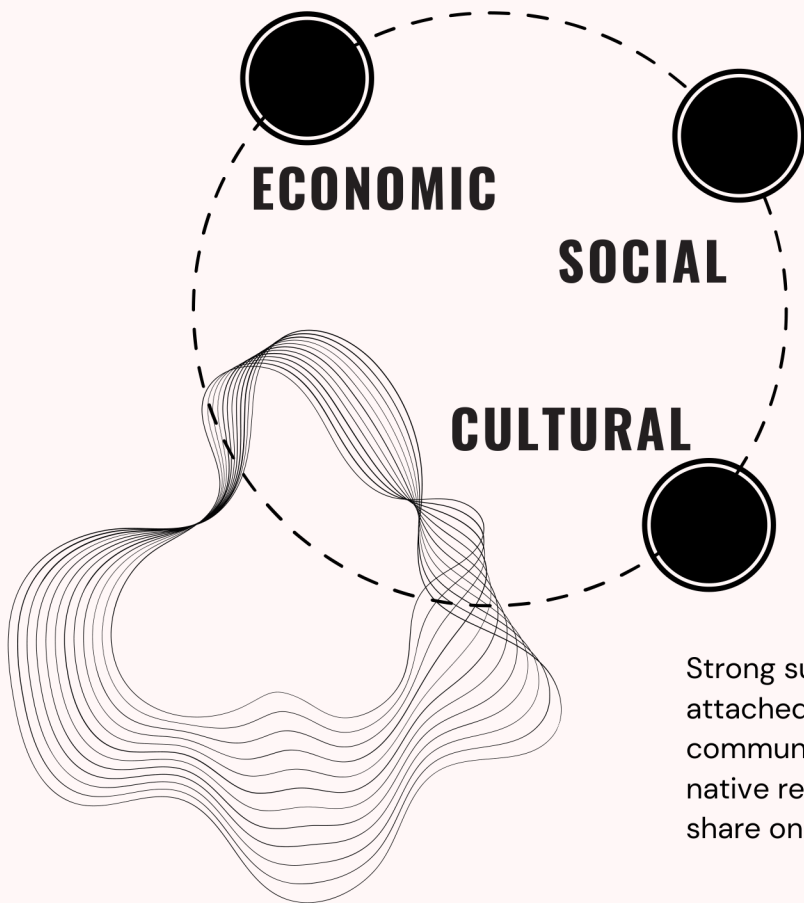
COMMUNITY SIZE

The City of Dawsonville is currently home to 4,186 residents. The population has doubled in size in 10 years and this increase is expected to continue. The city is rural and lacks much of the economic opportunities enjoyed by established urban areas.

SOCIAL & CULTURAL NEED FOR PROJECT

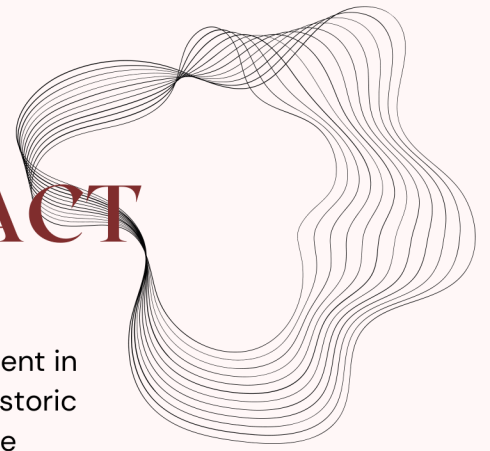
HUMAN NEED

As local population increases, new Dawsonville residents seek meaningful connection with their new community and value its sense of place. This personal connection is a vital human social and psychological need.



Strong support for this project (as indicated in the 5 attached support letters) is evidence of the community's desire to meet this need by new and native residents alike, who value the opportunity to share one another's lived experiences.

COMMUNITY & REGIONAL IMPACT



Fostering sense of place is a key goal of Dawsonville's community transformational efforts. This project represents a strong investment in placemaking through an innovative combination of way-finding, historic preservation, art, and technology. The strategies of this project are consistent with the Main Street America's 4-Point Approach.

ORGANIZATION

The strong partnerships forged through this project will help strengthen our community, build leadership and organizational capacity while encouraging a high level of community engagement.

ECONOMIC VITALITY

This project seeks to cultivate a smart investment in our social and economic infrastructure, creating greater economic opportunity through enhancing quality of life.

DESIGN

This project will help create an inviting, inclusive atmosphere through sharing lived experiences, celebrate our community's historic character, and foster people-centered public spaces.

PROMOTION

This project will help us to market and increase awareness of the community's defining unique features as we communicate through storytelling.



Anticipated broad or Regional Impacts:

- Building capacity to do future oral histories.
- Making cultural humanities accessible to the public.
- Expanding the Richard B. Russell Special Collections and furthering cultural heritage preservation across the state of Georgia

**FINAL OUTCOME:
ONE COMMUNITY
SERVED & STRENGTHENED**



ALIGNMENT WITH T-MOBILE'S SMALL TOWN STRATEGY



T HOMETOWN
GRANT



**Creating a connected world where
everyone can thrive.**

Our project is all about connecting the community.

Everyone in.

We will remain unstoppable in our quest to create genuine, positive opportunities for everyone through our unrelenting focus on diversity, equity, and inclusion.

Our project will seek to strengthen the social fabric of our community across all demographics, uniting through storytelling.

Our project will be accessible to all, increasing our capacity to connect with one another without economic or social, or educational barriers.

Digital for all.

We will empower as many people as possible with the connectivity and tools to take part and succeed in today's digital world.

Prioritizing our planet.

We will take bold steps to improve our impact on the planet by reducing our environmental footprint and using our network and resources to enable a more sustainable future for all.

Our project has specified quality products that will have a long and sustainable life-cycle, reducing waste and negative environmental impacts.



Our project represents the City of Dawsonville's commitment to integrity and transparency as a Certified City of Ethics,

The T-Mobile way.

We will realize our ambitions by doing things the right way—always—with integrity, responsibility, and transparency. To build trust with our customers, suppliers, business partners, and one another, we are uncompromising in our ethical code and uphold strong corporate governance policies and practices.

STORIES OF DAWSONVILLE

PROJECT DESIGN & IMPLEMENTATION PLAN



Prepared For :

The City & Community of Dawsonville, GA

Prepared By :

Amanda M. Edmondson, AICP

706-203-4922

downtowndevelopment@dawsonville-ga.gov

PROJECT MANAGEMENT: COMMUNITY SUPPORT

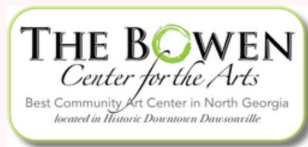
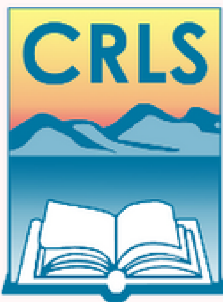
Feasibility - Staff and Technical Support: This project is being managed by the City of Dawsonville Department of Downtown Development lead by Amanda Edmondson, MPA, AICP a certified professional planner and certified project manager, receiving additional technical support from the University of Georgia Richard B. Russell Library.

Feasibility - Community Support: Community partners also include conjunction the Dawson County Chamber of Commerce, The Chestatee Regional Library System, civic groups such as the Dawson County Historic and Genealogical Society, the Dawsonville City Council, and the Dawsonville Downtown Development Authority. The project has been strongly endorsed by regional planning agencies such as the Georgis Mountains Regional Commission, and most importantly has a high level of community support and buy-in!

Feasibility Level: High

**Strong Community and Regional Support.
Please see attached support letters.**

Strong technical support.



UNIVERSITY OF
GEORGIA

A handwritten signature in black ink that reads "Richard B. Russell".

Library for Political Research and Studies

The purpose of the Special Collections Library is to "document the history and culture of Georgia as a state and as it relates to the nation and the world."

PROJECT MANAGEMENT: BUDGET

Although this project has a high level of community buy-in, the City of Dawsonville must prioritize physical infrastructure needs such as providing safe water and roads. The City does have the financial capacity to implement and maintain the project.

Feasibility Level: High.

- The City has the existing staff and partners to implement the project.
- Strong community support and participation.

Sustainability Level: High.

- The City has the financial capacity to implement the project.
- Large in-kind donations, in perpetuity by the City and the UGA Richard B. Russell Library.

Element	Program Item / Description	Direct Cost	QTY	In Kind	Grant Request
Cultural Preservation - Oral History Srt up:					
Equipment	Zoom PodTrak P4 Portable Multitrack Podcast Recorder	149.99	1		\$149.99
Equipment	(2) Senal SMH-1000 Professional Field and Studio Monitor Headphones	84.99	2		\$169.98
Equipment	(2) Audio-Technica AT803B Omnidirectional Condenser Lavalier Mic	149.99	2		\$299.98
Equipment	(2) Kopul Studio Elite 4000 Series Neutrik XLR M to XLR F Mic Cable (6', Black)	19.99	2		\$39.98
Equipment	SanDisk 32GB Extreme PRO UHS-I SDHC Memory Card	11.79	20		\$235.80
Service	Sound technician pay per interview session / \$75.00	75	20		\$1,500.00
Service	Interviewer / Researcher pay per interview session, \$200 each donated.		20	\$4,000	
Service	Project Management provided by City staff, estimated.		1	\$4,000	
Service	Consulting provided by the Richard B. Russell Library, estimated.		1	\$4,000	
Online Technology - Interactive storymap to organize information:					
Service	ESRI License for ArcGIS Storymap (annual)	\$1,100.00	1		\$1,100.00
Service	Staff time - Development of Storymap		1	\$2,000	
Service	Landing Page Domain Purchase	\$36.00	1		\$36.00
Service	QR Code Generator (annual)	\$476.40	1		\$476.40
Public Art - Public Mural Wall to engage the public:					
Service	Mural Design	\$300.00	1		\$300.00
Service	Wall wash, preparation by City staff		1	\$200	
Service	Mural Painting - Labor	\$38,000.00	1		\$38,000.00
Materials	Sherwin Williams Latex Paint, estimated	\$5,219.00	1		\$5,219.00
Materials	Brushes and rollers	\$100.00	1		\$100.00
Way-Finding - Signage to engage the public:					
Materials	Printed Signs to promote Downtown				\$0.00
Materials	GQ Code decal for mural				\$0.00
				In Kind	Grant Request
				\$14,200.00	\$47,627.13

20 Future In-Kind Donation Estimated:		
Service	Physical storage of original archives, Dawson County Library	Invaluable.
Service	Digital formatting & online storage Provided by UGA Richard B. Russel Library	Invaluable.
Service	Annual inspection and maintenance of mural wall, replacement of signage.	\$40,000
TOTAL	ESTIMATED IN-KIND MIN. 20-YEAR	\$40,000.00

Significatnt future In-Kind donations will continue throughout the life of the project.

PROJECT MANAGEMENT: TIMELINE

The Department of Downtown Development has a detailed project management plan ready to implement the project, and community partners are ready and excited to be a part of the effort.

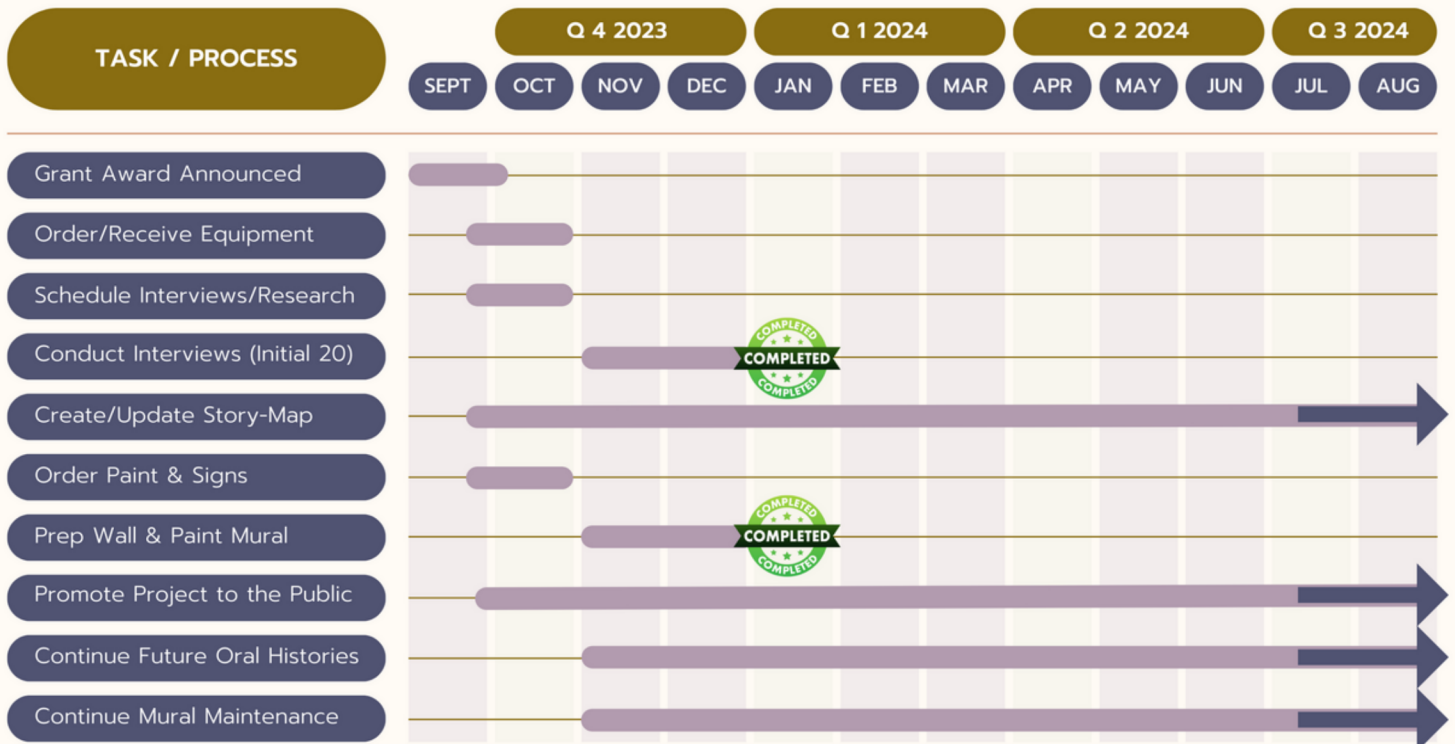
- Upon announcement of grant award, this project is ready for implantation.
- After receipt of funds, this project can be completed in 4 months, given no unforeseen weather or supply chain delays.

Feasibility Level: High.

Readiness Level: High. This project is "shovel-ready"



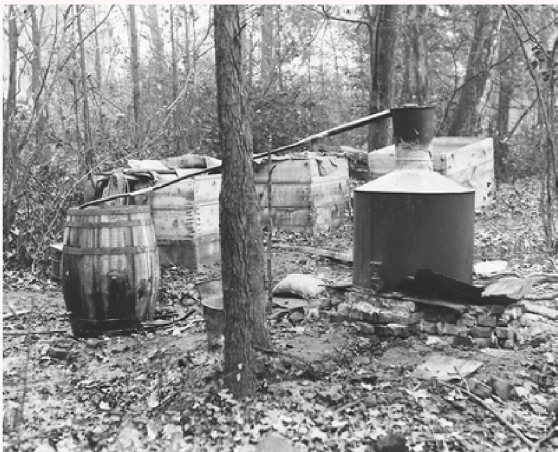
PROJECT SCHEDULE The City of Dawsonville, GA



PROJECT DESIGN: COMMUNITY STORY-TELLING THROUGH ORAL HISTORY



The Richard B. Russell Library has agreed to provide technical and scholarly support to the City of Dawsonville in order to create a community special collection that will be housed in the library's digital archives, as well as physically in the Dawson County library's archives.



A detailed equipment list provided by the Richard B. Russell Library team is itemized in the proposed project budget to build the community's capacity for oral histories. Many community groups are interested in participating with the research and interview process.

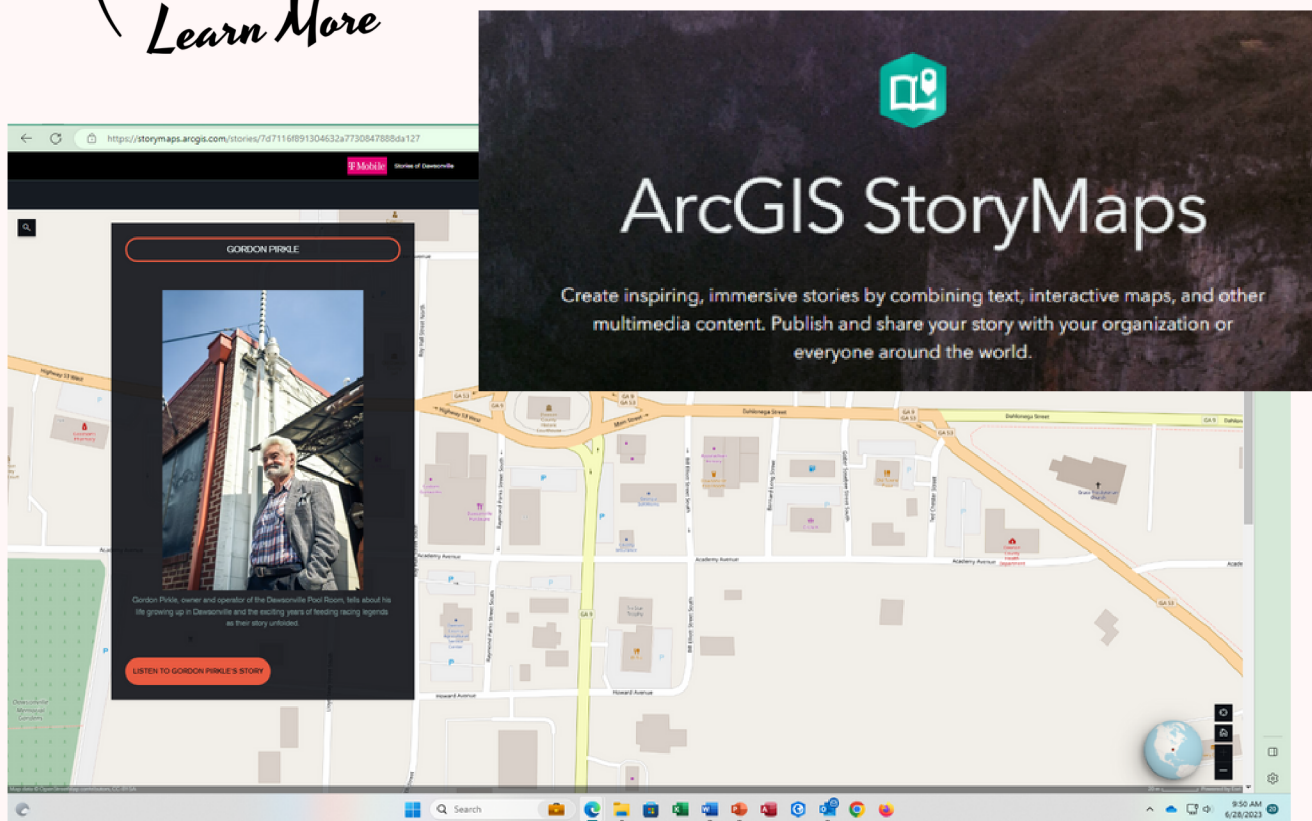


The intent of an oral history is to document the lived experiences of the individual being interviewed. This form of historic and cultural preservation is an effective way to reveal the humanity in a community's history, and better understand its good, bad, and ugly.

Special topics of interest range from everyday life, moon-shine running, to the operation of a highly advanced cold-war era nuclear aircraft laboratory.

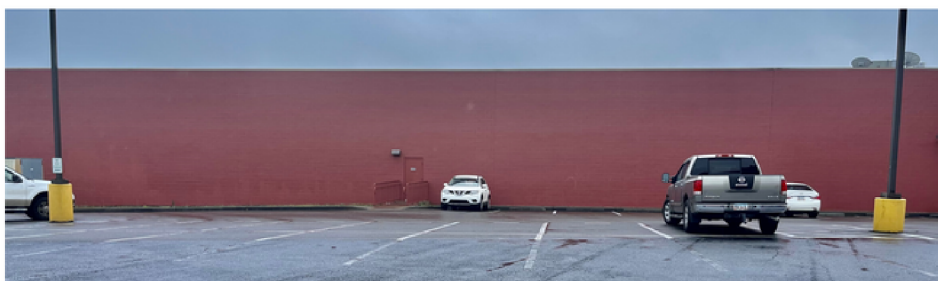
PROJECT DESIGN: TECHNOLOGY AS A PUBLIC OUTREACH PLATFORM

Once recorded, the Dawsonville community oral histories will be housed digitally in the University of Georgia Richard B. Russell Oral History Special Collection. We seek to make this collection easily accessible to the public by organizing them in the format of an interactive ARCGIS Storymap by geographical location, including additional pictures, documentation, and relevant data. The Storymap can serve as a centralized location to aggregate important information relevant to community identity, easily accessible by a QR code.



PROJECT DESIGN: ACCESSIBILITY THROUGH WAY-FINDING & PUBLIC ART

Historic and cultural preservation can often be unmeaningful, relegated to the shelves of academics rather than relevant to the general public, who may have strong interest yet feel intimidated by archives and classification systems. This project seeks to make cultural preservation relevant in on-going place-making efforts by incorporating easily accessible digital oral histories into public art. A large mural on an otherwise uninspiring public-space wall can introduce the project, create curiosity about the community, and easily direct the public to engage with these archives utilizing a QR code to the Storymap.



BEFORE



AFTER



The end result will help beautify the community, encourage active public participation in place-making, and strengthen community sense of place.



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 22

SUBJECT: _____ **STAFF REPORT: CITY MANAGER** _____

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____ NA _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST:

TO PROVIDE PROJECT UPDATES

HISTORY/ FACTS / ISSUES:

SEE ATTACHED OUTLINE

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Bob Bolz, City Manager

CITY MANAGER REPORT

PREPARED JULY 10, 2023, FOR JULY 17, 2023, AGENDA

Comprehensive Plan: Thus far we have had five very successful Comprehensive Plan Meetings and received almost 400 surveys. Attendance at meetings has been great. On July 13th we held two public hearings. Our next meeting is August 10th. For current feedback results please use this link: <https://www.surveymonkey.com/results/SM-LC6NHP2X8/>

Downtown Strategic Plan: TSW has signed the contract and an initial meeting was held July 7th. Data is being gathered with a Design Workshop scheduled for November.

Grading Main Street Park Court Projects: The grading and gravel is complete and we are awaiting court construction to begin.

Point Broadband (NGN Fiber) Installation of fiber is underway in the Shoal Creek and Rain Hill Subdivision. We have received some complaints from residents about digging/installing in the ROW and residents not being notified. Point Broadband mailed out post cards/flyer to residents. Some residents stated they did not get the notices, while other residents stated they did receive the post cards/flyer.

Sheriff's Office Deputy Program: Jacob Champion has resigned, and his last day was July 7th. He has done a superb job and we hate to see him leave.

Annual Hydrant Testing for ISO Fire Rating: Staff have begun the required annual testing of fire hydrants that determines the city's ISO rating for fire insurance. Members of our team come in at 10 PM and work until 2 AM to test hydrants to have the least impact on our customers.

Highway Flags: These were both proudly handled for Memorial Day and Independence Day.

Impact Fees Study: After guidance from the City Council, staff have put together the impact fee review committee for the City Council/Mayor review.

June's Friday Night Food Truck Night: An excellent crowd, not quite as slammed due to many folks being on vacation. This event had live music, a bouncy jungle obstacle course for the kids, and the following vendors: Old Dad's Wings, Get Skewers, Meatballerz Pizza, Brookton Catfish School, Patty Cakes, and Best Ice Cream on Wheels. We held another event on July 14th with Old Dad's Wings, Brookton Catfish School, Egg Roll Boyz, The Fresh Truck, Black Market BBQ, Cassie Cakes, IGY6 Coffee, live music, and a wet bouncy house for kids. Our next Food Truck Night is August 4th.

Annual Pollinator Tour: This event was successfully held Saturday, June 10th, hosted by the Women's Club and featured pollinator gardens in Main Street Park, at the Farmer's Market, and at City Hall.

GRHOF Memorial Day and Independence Day Car Shows: Great weather and two more successful events. Their Hall of Fame Induction Ceremony is scheduled for August 5th.

Well #112: Test well #1 only produced flows of 10 gallons per minute, great for a residence or even a small subdivision but not what we require. Test well #2 drilling only produced 15-20 GPM, not enough for our use. Bob Atkins, our city

geologist, is currently researching other locations, then we will get a permit from EPD and try again. Mr. Atkins is 7 for 10 with successful well site selection for the city.

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

Lead & Copper Pipe Grant: Staff are currently researching the possibility of seeking this grant.

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.

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.

Staff Update: We welcomed Jameson Kinley as our new Planning and Zoning Director and Hayden Harris as our new Part-Time Laborer. Robin Gazaway was in late June to maintain her required hours for certification. Clay Moss took and passed the Wastewater Collections Operator training as it will better prepare him in his role with Planning & Zoning. Amanda Edmondson attended two LEED webinars and the Carl Vinson Institute of Government Retail & Downtown Development class in Madison, GA. Staff responded to feedback on the Personnel Manual. Several staff took some well-deserved time off. Staff held its June Staff Meeting that in addition to regular safety and business, featured a special presentation on active shooters from Capt. Ray Goodie. Our July Staff Meeting was held that featured guest speaker Tony Wooten.

Safety Grant: We received safety grant awards from LGRMS totaling \$6,000.00 for use in FY24.

Historic Survey Grant: Former PZ Director Harmit Bedi and Stacy Harris submitted a grant request for funds to cover a historical survey, a new requirement for Certified Local Government certification. We received the \$6,000.00 in early July.

T-Mobile Hometown Grant Proposal: We submitted a grant that if received, would provide funding for capturing digital humanities in the form of oral histories representing our community to make cultural preservation accessible to the public in the forms of wayfinding, public art, and technology. Downtown Director Edmondson submitted this grant that had a June 30th deadline.

Roads: PW Staff will be patching some potholes along Shoal Creek as we anxiously await this major project to get underway. We will also be doing some repair work at the entrance to Robinson Road.

GDOT:

- **Improvements to Downtown Roundabout:** GDOT has rebid the project to restripe the crosswalks around the old courthouse square. When a contractor is selected and an NTP issued, they will notify us.
- **Shoal Creek Bridge Construction & Paving Project:** The city has requested utility relocation funds from

GDOT to cover the \$200,000.00 cost required to relocate the city waterline as needed for the bridge project. We await word.

Georgia Racing Hall OF Fame: The City Council approved the 2023 lease.

- We have a meeting scheduled July 18th to kick off the GA Fund One process for the pavilion that the DHM desires to be built behind the Pirkle Room. We are still awaiting engineered drawings so the project can be bid out. Our engineer has given us a price of \$2,500.00 to prepare the bid documents and manage the RFP process if they prepare the engineered drawings and specs. Due to the cost, it will require following not only our financial policy but also that required at the state level.
- The front entrance doors will be paid for by the DHM with the city reimbursing. Per our attorney and auditor, they will present us with a paid invoice or cancelled check from which we will reimburse. The City Council approved a cost increase.
- The City Council approved the painting of the Winner's Circle and staff will be purchasing epoxy paint. The painting can start once the seals set up from the concrete pour.

Rental Space – City Hall Complex:

- Granddaddy Mimms was selected as the distillery for the rental space. We are actively working on the design and plans for buildout as well as finalization of the lease. We met with our engineer to discuss what is needed for construction and the fire marshal. Staff and our engineer are developing plans for the buildout construction of the space and related fire marshal requirements. We received the signed lease from them.
- Restaurant property, our engineer is developing buildout plans for the space including the kitchen equipment and fire marshal needs. CM French suggested we reach out to Country Café, a very successful restaurant in the War Hill area. We did and they are really interested and excited. More information to come.
- Patio: We should have updated drawings in a week to address some items that were left off or shown incorrectly that we are working to rectify. We are especially excited about the patio improvements that will bring a green, fresh look to this area.
- We hope to meet with K4K next week to discuss the impact the patio has on the Moonshine Festival as well as the area for the basketball and pickle ball courts.

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.

Main Street Park Projects:

- **Playground:** The zip line and the mini merry-go-round are back in service. This equipment was damaged by adults using it despite our efforts to prevent such use.
- **Disc Golf:** 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:** The grading pre-construction meeting was held on June 13th, the grading is complete, shortly that will be followed by the court construction.
- **Shade:** Staff continue researching shade for various locations in the park and the dog 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 pads. 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 hooked up to utilities.
- **Water Fountains:** We continue evaluating additional locations for water fountains within the park, each costing about \$7,000.
- **Stage:** Staff are researching the purchase of a hydraulic, mobile stage, 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.
- **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.
- **Bridge & Trail to Library:** Construction is complete.
- **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.
- **Shade:** Staff continue evaluating cost and locations in the park and at the dog park.
- **Splash Pad:** Research into the possibility of adding this amenity is underway. The current cost estimate is over \$350,000.00.
- **Power for Shelters & Christmas Tree Walk:** The PW Director met with GA Power representatives and an engineer from CEC to evaluate power needs for a Christmas tree walk within Main Street Park. While here, they also discussed power for concerts and stage needs, as well as power to shelters #1 and #3 in hopes of addressing all of these issues at the same time. Engineered drawings are being repaired for GA Power.

Downtown Update

- **Strategic plan:** We held our initial meeting with TSW and this project is off and running.
- **Main Street Park banners:** Four banners promoting downtown, and hardware were received, and installation is complete.
- **Community Marketing:** 100 Table Tent cards designed and ordered for promoting Downtown Dawsonville. Large banner for the Farmer's Market Pavilion was designed and ordered to promote Downtown Dawsonville.
- **Business Retention:** Explore GA website - Compiled information for 17 new City of Dawsonville listings. Mandy Barnhart will create the listings and a login for me to link their websites and post a picture for each. Pics are ready in a file.
- **Business Recruitment:** Connected Chris Sheets, Bernadine Baptiste, Allen Cerinetti & Matt Pritchett with GMRC contacts for potential revolving loan fund grant access to capital to begin or scale their business.
- **Business Recruitment / Site Selection:** Assisted Matt Pritchett with site selection; sent letter about this opportunity to property owner in Americus, GA.

- **Chamber of Commerce:** Attended ribbon cuttings for new DCPS athletic and agricultural facilities and Go Roofing Atlanta. 55 Teacher gifts for new Dawson County teachers have been ordered.
- **Public Events:** Continued researching future concert options including a free concert/gospel in the park: Randy Perry can do May 11, 2024, Saturday, recommends beginning at 6PM, checking on Raven Welch, Jaden's Call & Karen Peck.
- **Economic Development:** Contacted Marion Phillips, a GA Power Community & Economic Development Research Manager I met at the Data Analytics conference to learn if we can obtain PlacerAI data through GP.
- **Grants:** Attended GMRC meeting and met Lisa Golphin (GEFA Proj. Mgr.) wrote to her to learn more about grant money they have for energy projects; we may be able to explore some sustainable design elements for 17 acres that would tie to this money.
- **Place-maker Efforts:** Continued efforts to move project for mural on Food Lion wall forward.
- **Historic Preservation:** Continued work on efforts to locate firm to complete needed surveys for placement of cemetery on National Historic Register.
- **Tourism:** Continued efforts to involve the city with *Explore Georgia*.

Leak Adjustments: There were no leak adjustments this month.

Calendar YTD \$2,035.81



**DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 23**

SUBJECT: _____ **STAFF REPORT: FINANCE ADMINISTRATOR**

CITY COUNCIL MEETING DATE: 07/17/2023

BUDGET INFORMATION: GL ACCOUNT # _____ NA _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST:

TO PRESENT FUND BALANCE AND ACTIVITY THROUGH MAY 31, 2023

HISTORY/ FACTS / ISSUES:

SEE ATTACHED FINANCIAL REPORTS

OPTIONS:

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Robin Gazaway, Finance Administrator

CITY OF DAWSONVILLE, GEORGIA
GENERAL FUND
July 1, 2022 - May 31, 2023

92%

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
REVENUES			
Taxes	\$ 2,163,050	\$ 2,280,819	105.44%
Licenses and permits	91,900	101,417	110.36%
Intergovernmental revenues	6,000	-	0.00%
Fees	256,975	314,488	122.38%
Other	796,326	186,916	23.47%
	<u>3,314,251</u>	<u>2,883,640</u>	<u>87.01%</u>
EXPENDITURES			
Department:			
Council	134,400	120,913	89.97%
Mayor	22,860	15,043	65.80%
Elections	15,000	-	0.00%
Administration	1,769,862	1,470,301	83.07%
City Hall building	163,694	177,308	108.32%
Animal control	1,536	100	6.51%
Roads	584,363	614,928	105.23%
Parks	65,528	151,368	231.00%
Planning and zoning	440,008	415,710	94.48%
Economic development	117,000	11,000	9.40%
	<u>3,314,251</u>	<u>2,976,671</u>	<u>89.81%</u>
TOTAL REVENUES OVER EXPENDITURES		(93,031)	
Transfer in From Reserves		<u>93,031</u>	
NET CHANGE IN FUND BALANCE		<u><u>-</u></u>	

CITY OF DAWSONVILLE, GEORGIA
WATER, SEWER, AND GARBAGE FUND
July 1, 2022 - May 31, 2023

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
REVENUES			
Water fees	\$ 800,000	\$ 863,913	107.99%
Sewer fees	900,000	1,018,350	113.15%
Garbage fees	230,200	289,203	125.63%
Miscellaneous	357,683	298,199	83.37%
	<u>2,287,883</u>	<u>2,469,665</u>	<u>107.95%</u>
EXPENDITURES			
Depreciation	574,000	601,098	104.72%
Garbage service	230,200	237,595	103.21%
Group insurance	164,000	161,111	98.24%
Insurance	-	38,852	#DIV/0!
Interest	87,450	73,428	83.97%
Payroll taxes	31,000	25,629	82.67%
Professional	193,000	375,244	194.43%
Miscellaneous	149,311	215,741	144.49%
Repairs/supplies	229,000	280,029	122.28%
Retirement	24,000	23,104	96.27%
Salaries	355,672	342,656	96.34%
Technical services	77,000	30,547	39.67%
Utilities	173,250	143,478	82.82%
	<u>2,287,883</u>	<u>2,548,512</u>	<u>111.39%</u>
INCOME (LOSS)		<u><u>(78,847)</u></u>	

CITY OF DAWSONVILLE, GEORGIA
 SPLOST VI
 July 1, 2022 - May 31, 2023

SPLOST VI

	Budget	Actual	Percentage
REVENUES			
Taxes	-	-	#DIV/0!
Interest	100	1,866	1866.00%
Other	42,900	-	0.00%
Total revenues	43,000	1,866	4.34%
EXPENDITURES (Capital Outlays)			
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	8,250	91.67%
Parks and recreation	-	-	0.00%
Total expenditures	43,000	84,971	197.61%
TOTAL REVENUES OVER EXPENDITURES		(83,105)	
Transfer in From Reserves		83,105	
NET CHANGE IN FUND BALANCE		-	

CITY OF DAWSONVILLE, GEORGIA

SPLOST VII

July 1, 2022 - May 31, 2023

SPLOST VII

	<u>Budget</u>	<u>Actual</u>	<u>Percentage</u>
REVENUES			
Taxes	1,599,900	1,096,160	68.51%
Interest	100	26,768	26768.00%
Other	-	-	0.00%
	<u>1,600,000</u>	<u>1,122,928</u>	<u>70.18%</u>
EXPENDITURES (Capital Outlays)			
City hall acquisition	-	8,370	#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%
	<u>1,600,000</u>	<u>708,237</u>	<u>44.26%</u>
Total expenditures		<u>708,237</u>	<u>44.26%</u>
TOTAL REVENUES OVER EXPENDITURES		414,691	
Transfer in From Reserves		<u>(414,691)</u>	
NET CHANGE IN FUND BALANCE		<u><u>-</u></u>	