![City of Dunwoody Georgia logo]

To: **Mayor and City Council**

From: **Nicole Stojka, Human Resources Director and Linda Nabers, Finance Director**

Date: **October 11, 2021**

Subject: **Discussion of Amendment of City Position Allocation and Compensation Chart**

ITEM DESCRIPTION

Discussion of updating the City's salary ranges and employee salaries by 4%, providing additional pay adjustments for some Police Department employees, and creating one new City position.

BACKGROUND

On a regular basis, Staff conducts and participates in salary surveys to verify that the City's salary structure remains market competitive. To review the adequacy of our current salary structure, Staff worked with Evergreen Solutions to analyze salary information from several comparable and/or competitive municipalities.

Staff also has conducted an ongoing review of all positions currently under contract. It was determined to be in the City's best interests for the City to directly employ the Technology Director position.

EVALUATION

With inflation and market pressures, Staff recommends updating the City's salary ranges and employee salaries by 4% in order to remain competitive with surrounding cities. The following Position Allocation and Compensation Charts show the current and proposed salary ranges. With the proposed salary ranges, some of the City's current Police Officers, Detectives, and Sergeants will need additional pay adjustments to ensure equity with the new scale.

Staff has reviewed job descriptions and salary data and recommends bringing the Technology Director position in as a City position in pay grade 116 as shown on the Proposed Position Allocation and Compensation Chart.

FISCAL IMPACT

The Fiscal Impact to the 2021 Budget for the 4% increase for all employees' pay, including benefits will be $100,543; the full year Fiscal Impact to the 2022 Budget for the 4% increase will be $373,445; the Fiscal Impact to the 2021 Budget for the Police Pay Grid, including benefits will be $179,746; The Fiscal Impact to the 2021 Budget for the Longevity / Holiday Bonus pay, including benefits will be $156,256. The 4% increase and the Police Pay Grid will be done retroactively back to October 1, 2021. The Longevity / Holiday Bonus will be paid out in December 2021.

The net increase to appropriations is $186,851 for 2021; however, the motor vehicle true up tax along with current business and occupational taxes are projected to exceed expectations and it is

Lynn Deutsch Mayor
Eric Linton ICMA-CM City Manager
Sharon Lowery CMC City Clerk

Villard "Ardy" Bastien City Council Post 1
Jim Riticher City Council Post 2
Tom Lambert City Council Post 3

Stacey Harris City Council Post 4
Joe Seconder City Council Post 5
John Heneghan City Council Post 6

Packet page:....

recommended to increase the projected revenue to cover this cost.   As a note, these costs are currently included in the Proposed 2022 Budget before Council.

The Technology Director position will have a favorable fiscal impact (roughly $30,000) as well as a favorable operational impact, by bringing this position in house.

RECOMMENDED ACTION

It is respectfully requested that Council approve Staff's recommendation to modify the current Position Allocation and Compensation Chart as shown in the Proposed Position Allocation and Compensation Chart to update the City's salary ranges and employee salaries effective October 1, 2021 and to create the Technology Director position effective October 25, 2021.

Lynn Deutsch Mayor
Eric Linton ICMA-CM City Manager
Sharon Lowery CMC City Clerk

Villard "Ardy" Bastien City Council Post 1
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Packet page:...

RESOLUTION 2021-10-XX

A RESOLUTION AMENDING THE BUDGET FOR THE FISCAL YEAR 2021 FOR THE GENERAL FUND, OF THE CITY OF DUNWOODY, GEORGIA, PURSUANT TO ARTICLE V, SECTION 5 OF THE CHARTER OF THE CITY, BEGINNING JANUARY 1, 2021, AND ENDING DECEMBER 31, 2021, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES, ADOPTING THE ITEM OF ANTICIPATED FUNDING SOURCES, PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS, AND PROHIBITING EXPENDITURES FROM EXCEEDING ACTUAL FUNDING SOURCES

WHEREAS, a proposed amended budget for the General Fund of the City has been presented to the Mayor and City Council; and

WHEREAS, the Mayor and City Council have reviewed the proposed amendment; and

WHEREAS, the fund has a balanced budget, such that anticipated funding sources equal or exceed proposed expenditures; and

WHEREAS, This Budget Amendment and the Budget Message pursuant to Section 5.03(a) of the City Charter have been filed in the office of the City Clerk and open for public inspection; and

WHEREAS, the Mayor and City Council intend to amend the annual budget for the Fiscal Year 2021.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dunwoody, pursuant to their authority, as follows:

Section 1. That the City of Dunwoody, Georgia hereby amends the budget for the Fiscal Year 2021, said budget amendments being described below in Exhibit A;

Section 2. That any increase or decrease in appropriations of the General fund for any department; other than those exceptions provided for herein, shall require approval of the City Council; and

Section 3. That the City Manager and his/her designee may promulgate all necessary internal rules, regulations, and policies to ensure that this Budget Resolution is followed.

SO RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DUNWOODY, GEORGIA this the 11th day of October, 2021.

Approved:

_____
Lynn P. Deutsch, Mayor

Attest:

_____
Sharon Lowery, City Clerk
Seal

Approved as to Form and Content

_____
City Attorney

**City of
Dunwoody**   **EXHIBIT A**

Fiscal Year 2021 Budget Amendments - General Fund 4% employee salary increase, Police pay grid adjustment, Beginning October 1, 2021
 and Longevity Bonus, To be paid out in December 2021

FUND	Department	Account	Account Name	Proposed Budget Change
SOURCE - Revenue				
General Fund (100)			MV Title Ad Valorem Tax	($78,000)
General Fund (100)			Business & Occupational Tax	($108,545)
	Total SOURCE - Revenue			($186,545)
USE - Expenditure				
General Fund (100)	1320 - City Manager	51XX00.00	Salaries and Benefits	12,261
General Fund (100)	1330 - City Clerk	51XX00.00	Salaries and Benefits	5,103
General Fund (100)	1511 - Finance	51XX00.00	Salaries and Benefits	3,889
General Fund (100)	1540 - Human Resources	51XX00.00	Salaries and Benefits	4,604
General Fund (100)	1570 - Communications	51XX00.00	Salaries and Benefits	3,234
General Fund (100)	2650 - Court	51XX00.00	Salaries and Benefits	15,550
General Fund (100)	3200 - Police	51XX00.00	Salaries and Benefits	125,998
General Fund (100)	4100 - Public Works	51XX00.00	Salaries and Benefits	4,528
General Fund (100)	6200 - Parks & Recreation	51XX00.00	Salaries and Benefits	3,421
General Fund (100)	7000 - Community Development	51XX00.00	Salaries and Benefits	3,271
General Fund (100)	7500 - Economic Development	51XX00.00	Salaries and Benefits	4,685
	Total USE - Expenditure			186,545

POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		$28,085	$44,936
104	Police	Police Service Representative	6		$35,379	$56,606
105	Police	Property and Evidence Technician	2		$38,209	$61,135
105	Municipal Court	Deputy Municipal Court Clerk	3		$38,209	$61,135
106	Police	Crime Analyst	1		$41,266	$66,026
106	Police	Executive Assistant	1		$41,266	$66,026
106	Police	Crime Scene Technician	1		$41,266	$66,026
107	Police	Detective	9		$44,567	$71,308
107	Human Resources	Human Resources Generalist	1		$44,567	$71,308
107	Police	Police Officer	38		$44,567	$71,308
107	Police	Records Supervisor	1		$44,567	$71,308
110	Economic Development	Business Retention and Cultural Development Manager	1		$56,142	$89,827
110	Police	Sergeant	9		$56,142	$89,827
111	Communications	Communications Manager	1		$60,633	$100,045
111	Police	Lieutenant	4		$60,633	$100,045
112	Municipal Court	Municipal Court Clerk	1		$65,484	$108,049
113	Finance and Administration	Assistant Finance Director	1		$70,723	$116,693
114	City Clerk	City Clerk	1		$76,381	$126,028
114	Police	Major	2		$76,381	$126,028
116	Communications	Communications Director	1		$89,090	$146,999
116	Community Development	Community Development Director	1		$89,090	$146,999
116	Police	Deputy Chief	1		$89,090	$146,999
116	Economic Development	Economic Development Director	1		$89,090	$146,999
116	Human Resources	Human Resources Director	1		$89,090	$146,999
116	Parks and Recreation	Parks and Recreation Director	1		$89,090	$146,999
117	Public Works	Public Works Director	1		$96,218	$158,759
118	City Manager	Assistant City Manager	1		$103,915	$171,460
118	Finance and Administration	Finance Director	1		$103,915	$171,460
118	Police	Police Chief	1		$103,915	$171,460
	City Manager	City Manager	1		Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter

City of Dunwoody Georgia

PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		$29,208	$46,733
104	Police	Police Service Representative	6		$36,794	$58,870
105	Police	Property and Evidence Technician	2		$39,737	$63,580
105	Municipal Court	Deputy Municipal Court Clerk	3		$39,737	$63,580
106	Police	Crime Analyst	1		$42,917	$68,667
106	Police	Executive Assistant	1		$42,917	$68,667
106	Police	Crime Scene Technician	1		$42,917	$68,667
107	Police	Detective	9		$46,350	$74,160
107	Human Resources	Human Resources Generalist	1		$46,350	$74,160
107	Police	Police Officer	38		$46,350	$74,160
107	Police	Records Supervisor	1		$46,350	$74,160
110	Economic Development	Business Retention and Cultural Development Manager	1		$58,388	$93,420
110	Police	Sergeant	9		$58,388	$93,420
111	Communications	Communications Manager	1		$63,058	$104,047
111	Police	Lieutenant	4		$63,058	$104,047
112	Municipal Court	Municipal Court Clerk	1		$68,103	$112,371
113	Finance and Administration	Assistant Finance Director	1		$73,552	$121,361
114	City Clerk	City Clerk	1		$79,436	$131,069
114	Police	Major	2		$79,436	$131,069
116	Communications	Communications Director	1		$92,654	$152,879
116	Community Development	Community Development Director	1		$92,654	$152,879
116	Police	Deputy Chief	1		$92,654	$152,879
116	Economic Development	Economic Development Director	1		$92,654	$152,879
116	Human Resources	Human Resources Director	1		$92,654	$152,879
116	Technology	Technology Director*	1		$92,654	$152,879
116	Parks and Recreation	Parks and Recreation Director	1		$92,654	$152,879
117	Public Works	Public Works Director	1		$100,067	$165,109
118	City Manager	Assistant City Manager	1		$108,072	$178,318
118	Finance and Administration	Finance Director	1		$108,072	$178,318
118	Police	Police Chief	1		$108,072	$178,318
	City Manager	City Manager	1		Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter

* Effective October 11, 2021

City of
Dunwoody
Georgia

TITLE: Technology Director
DEPARTMENT: Technology
FLSA STATUS: Exempt

JOB SUMMARY:

This position is responsible for oversight, coordination, management, administration, and support of all technical systems utilized by the City, in addition to, assessing needs, formulating plans, and implementing solutions for all City information technology requirements. This position also is responsible for maintaining the operations, services, staff, and resources of the Technology Department, which includes user-assigned computers and mainframe computer systems, internet activities, computer networks (Local Area and Wide Area Networks), cloud-hosted services, and telecommunication services. Work is performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the City Manager and City staff to define business requirements and system goals and to identify and resolve business systems issues.
- Provides daily direct and indirect supervision of varying levels of professional and administrative staff.
- Coordinates and oversees activities for the database environment: the development and organization of the databases; all technical aspects of the databases and processes; database security; ability to query databases (ex., SQL query); ability to build reports from databases (ex., Crystal Reports).
- Coordinates, schedules, and plans the installation and testing of new products and improvements to computer systems: installation of new servers, databases, and network solutions.
- Coordinates, schedules, and plans for all City software applications maintenance, migrations, and/or upgrades.
- Monitors the operation and oversees the design of all City data backup, retention, and storage systems.
- Provides input and recommendations relating to the City's technology needs; analyzes the city's networking and server needs; recommends acquisitions of equipment changes or upgrades; prepares and recommends equipment specifications; provides information relating to specifications.
- Works with City staff to design and implement projects requiring technology solutions.
- Manages data from multiple sources including internal, external, and third-party data.
- Evaluates and recommends software, hardware and processes to the City's management team, Technology staff and end-users; implements solutions and maintains documentation of processes; prepares Request For Proposal ("RFP"), as required, for technology software and hardware solutions; evaluates vendor proposal responses to RFPs.
- Delivers services in his/her area of expertise as called upon by the City management team in support of the mission and goals of the City.
- Ensures departmental compliance with all applicable rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

- Provides technical support, training and information to system users, staff members, and elected officials regarding operation of hardware and software, procedures, problems and related issues; troubleshoots and/or resolves problems.
- Provides vendor and contractor coordination including: communicating with hardware/software vendors and technical support representatives; providing information concerning operational and/or mechanical problems as appropriate; coordinating technical training by outside vendors; testing programs or databases, correcting errors, and submitting necessary modifications.
- Communicates with the City Manager, City staff, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems; responds to requests for service or assistance.
- Reviews and analyzes the effectiveness and efficiency of existing systems and develops strategies for improving or further leveraging these systems.
- Sets and manages project expectations with supervisors and end users by leading planning sessions for enhancing business processes, operations, information process flow and new or improved reporting processes.
- Plans and coordinates training of existing staff for implementation of new software and/or upgrades to existing software.
- Develops annual goals and budget for departmental programs and activities, monitors progress to ensure the efficient and effective use of City resources, and coordinates the preparation of the annual departmental budget.
- Briefs management as needed on issues of concern to assure proper action.
- Coordinates and assists in developing the department's strategic plan and outlines how the department will achieve its goals.
- Attends City Council meetings and official City functions, as needed in an official capacity, and coordinates staff coverage to provide City staff support with information technology.
- Researches and reviews information related to emerging technology including state-of-the-art voice, data, radio, and computerized systems; keeps up to date with the advancing new products and trends in information technology.
- Performs other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May be required to attend meetings outside normal business hours
- May be required to drive to alternate City sites and meeting locations
- Manages confidential information as required
- Attends seminars and workshops related to the Technology Director's duties and responsibilities

MINIMUM QUALIFICATIONS:

<u>Education and/or Experience</u>

a) Bachelor's degree in Information Technology, Computer Science or a related field from an accredited college or university.
b) Seven (7) years of progressively responsible management experience in information technology, preferably in a public sector environment.
c) An equivalent combination of education and experience may be acceptable.

<u>Necessary Knowledge, Skills, and Abilities</u>

a) Knowledge of Windows environments, SQL database management, personal computer and mainframe computer systems, internet activities, computer networks (Local Area and Wide Area Networks), VMWare environment, Veeam and telecommunication services
b) Knowledge of modern office practices, equipment, methods and procedures
c) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
d) Skill in managing competing priorities on multiple projects and meeting deadlines
e) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
f) Ability to plan, organize and direct the work of staff and contractors
g) Ability to pay attention to details in personal work output and that of other assigned staff and contractors
h) Ability to communicate clearly and effectively, verbally and in writing, including engaging in complex communications
i) Ability to identify and respond to community and City Council issues, concerns and needs
j) Ability to deal tactfully, diplomatically and courteously with employees and the general public
k) Ability to effectively work in an environment and conditions that involve high levels of public contact, irregular work hours, and working closely with others
l) Ability to manage stressful situations
m) Ability to make sound decisions, use good judgment, reason and analyze
n) Ability to maintain strict confidentiality
o) Ability to use a personal computer and computer software applications in a Microsoft Windows environment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time sitting at a keyboard or workstation.
- The employee must occasionally lift, carry, and/or move up to 50 pounds.
- The employee must occasionally bend, kneel, and crawl to reach computer electrical or wiring connections.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.

PUBLIC CONTACT:

Extensive contact with other employees and governmental officials often involving problem-solving circumstances. Occasional contact with public citizens during meetings and events.