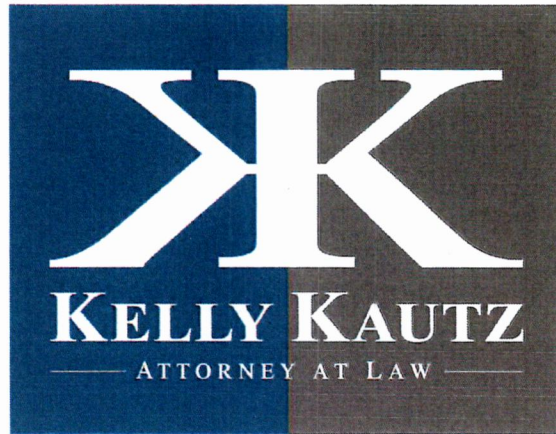




PROPOSAL TO SERVE AS

CITY ATTORNEY

City of Loganville, Georgia

THE LAW OFFICES OF
KELLY D. KAUTZ

2330 Scenic Highway
Suite 102
Snellville, GA 30078

678-252-2116 (PH)
kelly@kautzlawfirm.com
www.kautzlawfirm.com

September 24, 2026

Mayor and Members of the City Council
City of Loganville
4303 Lawrenceville Road
Loganville, Georgia 30052

Re: Proposal for City Attorney Services

Dear Mayor and Members of the City Council:

I am pleased to submit my proposal to serve as City Attorney for the City of Loganville. Over more than 24 years of practicing law, I have developed a combination of experience that is somewhat uncommon in municipal representation: extensive litigation experience in state, federal, and appellate courts coupled with hands-on experience handling the day-to-day legal work of local government. I believe that combination would provide Loganville with a City Attorney who can serve as its everyday legal advisor while also having the experience to protect the City's interests when a matter becomes contested or proceeds to litigation.

My municipal practice involves the issues that arise in the actual operation of local government. I advise governmental officials and staff; draft and review ordinances, resolutions, policies, contracts, and intergovernmental agreements; address Open Meetings and Open Records Act requirements; counsel clients regarding employment and personnel matters; and handle real estate, procurement, regulatory, and other governmental matters. My approach is practical and solution-oriented. The role of the City Attorney is not simply to identify legal obstacles, but to understand what the City is trying to accomplish and provide a lawful and workable path to get there.

What particularly distinguishes my practice is the depth of litigation experience I bring to that general counsel role. I began my career as a prosecutor and have spent much of my career in the courtroom. I have represented clients in significant and complex matters in Georgia state courts, federal courts, administrative proceedings, and appellate courts, including litigation before the Supreme Court of Georgia. I have handled matters from their earliest stages through discovery, motions practice, trial, and appeal.

That litigation background also makes me a better day-to-day advisor. Experience defending decisions in court provides a different perspective when drafting an ordinance, reviewing an employment action, responding to an Open Records request, negotiating a contract, or advising officials before a decision is made. I understand how documents, communications, policies, and governmental decisions may later be examined by opposing counsel, a judge, or an appellate court. The best municipal litigation strategy often begins long before a lawsuit is filed.

My prior service as a mayor and city councilmember adds another perspective to my legal experience. I understand the respective roles of elected officials, the City Manager, department heads, boards and authorities, and legal counsel because I have experienced municipal government from both sides of the attorney-client relationship. That experience reinforces my belief that good municipal counsel must be accessible, responsive, practical, and respectful of the responsibilities entrusted to both elected officials and professional staff.

As a solo practitioner, Loganville would receive direct, personal attention. The City would be a priority of my practice, not simply one client among hundreds assigned throughout a large firm. City officials and staff would communicate directly with me, and I would personally know the City's matters, history, priorities, and ongoing concerns. At the same time, I currently perform contract work for Denmark Ashby Matricardi LLC which provides me with access, when needed, to the personnel, experience, and resources of a larger firm. The availability of those resources does not, in itself, increase the City's costs for legal services as it would be covered in my scope of services as outlined herein. In addition, my office does not have any clients that would raise a conflict with the City of Loganville.

Finally, I believe representing a municipality carries a particular responsibility because legal fees are paid with public funds. I have spent a significant portion of my career in public service and believe strongly in giving back to the community. I do not view the City Attorney's role as an opportunity to generate unnecessary billable work. I believe counsel has a responsibility to use taxpayer dollars wisely, keep fees reasonable, prevent problems where possible, and resolve matters efficiently when doing so serves the City's interests. When litigation is necessary, however, the City should have counsel with the experience and willingness to litigate effectively.

I would welcome the opportunity to bring this combination of municipal counsel, litigation experience, personal service, and commitment to public service to the City of Loganville. Thank you for considering my proposal. I look forward to the opportunity to discuss how my experience and approach can serve the City, its elected officials, professional staff, and citizens.

Respectfully submitted,

Kelly D. Kautz
Principal Attorney
Law Office Kelly D. Kautz LLC

FIRM INFORMATION AND PRIMARY CONTACT

Contact:

Law Office Kelly D. Kautz, LLC
2330 Scenic Highway, Suite 102
Snellville, Georgia 30078
Telephone: 678-252-2116

Primary Contact: Kelly D. Kautz, Esq.
Cell: 770-851-4201
Email: kelly@kautzlawfirm.com

Firm Description:

The Law Office Kelly D. Kautz, LLC is a Georgia law firm providing legal services to governmental entities, businesses, nonprofit organizations, and individuals. Kelly D. Kautz established and operated the firm from 2006 through 2018, when she suspended operations to accept a full-time leadership position with Gwinnett County Government. She reestablished the firm in January 2026 following her return to the private sector.

The firm is a small law practice consisting of Kelly D. Kautz as principal attorney and Stacy Henderson as paralegal. This structure allows Kelly to remain personally involved in the City's legal matters and provides City officials and staff with direct and consistent access to their City Attorney.

Although Kelly is a solo practitioner, she also provides contract legal services to Denmark Ashby Matricardi LLC ("DAM") and maintains an established working relationship with DAM's attorneys and professional staff. Through this relationship, Kelly has access, when needed, to the personnel, experience, research capabilities, and other resources of a larger law firm. The availability of these additional resources does not, in itself, increase the City's cost. This structure provides the City with the responsiveness, continuity, and direct attorney access of a small practice, together with the depth and additional capacity of a larger legal team when circumstances require it.

The firm's practice areas include municipal and local government law; civil and business litigation; contracts and public procurement; real estate, land use, and condemnation matters; employment and personnel matters; ordinance, resolution, and policy drafting; administrative proceedings; and general counsel services to governmental, business, and nonprofit clients.

The firm's local office is located at 2330 Scenic Highway, Suite 102, Snellville, Georgia 30078. Information regarding the attorneys and professional staff who may provide services to the City, including their qualifications and experience, is provided in the Professional Biographies section of this Proposal.

QUALIFICATIONS OF ASSIGNED COUNSEL

Kelly D. Kautz, Esq.
Principal Attorney | Proposed City Attorney

BAR ADMISSIONS

Member in Good Standing, State Bar of Georgia | Georgia Court of Appeals | Supreme Court of Georgia | United States District Court for the Northern District of Georgia

Georgia Bar Admission: October 2002

Years in Practice: 24 years

PROFESSIONAL AFFILIATIONS

Gwinnett bar Association | Georgia Association Women Lawyers | National Association Children's Counsel

EDUCATION

University of Georgia

Juris Doctor, May 2002

University of Georgia

Bachelor of Arts, *cum laude*, Political Science, May 1999; Minors in Spanish and Criminal Justice

Municipal, County & Public-Sector Experience:

Kelly's governmental practice includes representation of municipalities, counties, school boards, Downtown Development Authorities, Urban Redevelopment Agencies, and other governmental entities. She advises governmental clients on the types of legal issues arising in their day-to-day operations, including ordinances, resolutions, policies, contracts and agreements, employment and personnel matters, regulatory compliance, Open Meetings and Open Records requirements, real estate, procurement, and litigation claims.

Her current practice includes counseling municipalities and governmental authorities regarding contracts, policies, resolutions, ordinances, regulatory matters, and litigation. She also serves as counsel to metro-Atlanta school districts in federal employment and EEOC matters, Fair Dismissal Act proceedings, student disciplinary tribunals and appeals, and other education-law matters.

Kelly previously spent seven years with Gwinnett County Government, where she supervised a court division, drafted departmental policies and procedures, participated in hiring and personnel matters, served on interdepartmental and intergovernmental committees, developed agreements and programs with outside entities, and worked collaboratively with governmental agencies and community partners. She also completed Gwinnett County's senior leadership programs through

the University of Georgia's Carl Vinson Institute of Government, including IMA, EXCEL, and LEAD.

Her additional public-sector legal experience includes service as a Special Assistant Attorney General representing Walton County DFACS, contract counsel to Gwinnett and Walton Counties, and an attorney in Gwinnett County's Neighborhood Stabilization Program.

Land Use, Zoning, Development & Real Estate:

Kelly has substantial experience with real estate, zoning, and development from both the governmental and private-sector perspectives. She currently represents builders and developers in rezoning matters and the formation and development of new residential neighborhoods in jurisdictions outside the City of Loganville, providing current experience with the zoning, development, construction, and regulatory processes affecting growing communities.

Earlier in her career, as an associate real estate attorney with Weissman, Nowack, Curry & Wilco, Kelly represented clients in acquisitions and dispositions of commercial and residential property; drafted and reviewed purchase, easement, and lease agreements; assisted builders with zoning and the formation of new developments; and resolved title and lien issues.

Her current practice also includes commercial acquisitions and sales, commercial leasing, landlord-tenant and property-management matters, real-estate and contract disputes, and condemnation proceedings. Her representation of municipalities, development and redevelopment authorities, builders, developers, businesses, and property owners gives her experience with development issues from multiple perspectives and an understanding of the intersection among municipal regulation, economic development, land use, construction, and private property interests.

Kelly also has significant land-use experience from the municipal decision-making side. As a member of the Snellville Planning Commission, City Council, and later Mayor, she participated in zoning and variance proceedings, interpreted zoning ordinances, addressed permitting and development issues, and worked on economic development, redevelopment, annexation, infrastructure, and long-range planning initiatives.

Litigation, Defense & Appellate Experience:

A significant distinction in Kelly's qualifications is the depth of litigation experience she brings to a municipal general counsel practice. She began her legal career serving as staff attorney to three Superior Court judges and subsequently served as an Assistant District Attorney, where she vertically prosecuted felony and misdemeanor cases and first-chaired dozens of jury trials, numerous bench trials, and motion hearings.

During private practice, Kelly has tried numerous jury trials and hundreds of bench trials, handled thousands of cases, and drafted and argued appeals before the Supreme Court of Georgia and Georgia Court of Appeals. Her litigation experience encompasses state and federal courts and administrative proceedings and includes commercial and contract disputes, employment matters,

civil-rights claims, governmental litigation, real-estate disputes, and actions involving governmental entities.

Her current practice continues to combine governmental representation with litigation, including business and commercial disputes, real-estate disputes, employment matters, governmental claims, federal employment matters, administrative proceedings, and appeals.

This litigation background also informs her day-to-day governmental advice. Policies, contracts, personnel decisions, ordinances, records, and governmental communications are approached not only from the standpoint of present legal compliance, but also with an understanding of how the City's actions may later be examined in litigation.

Municipal Court & Prosecution Experience:

Kelly began her courtroom career in prosecution, serving as an Assistant District Attorney in Walton County and, while in law school, prosecuting cases in the Western Judicial Circuit pursuant to Georgia's Third Year Practice Act. Her prosecution experience includes felony and misdemeanor cases, jury and bench trials, motions practice, appellate briefing, investigations, and advising law-enforcement officers.

She has also handled matters in Municipal and Recorder's Courts as part of a litigation practice encompassing thousands of cases in courts throughout Georgia. This experience provides a strong foundation for serving as a substitute prosecuting attorney when requested by the City, as contemplated by the RFP.

Contracts, Construction, Employment & Government Operations:

Kelly has experience drafting, reviewing, negotiating, and litigating contracts for governmental and private clients. Her current practice includes representation involving new construction and development projects, real estate transactions, commercial leases, land use, condemnation, and contract disputes.

Her governmental practice includes drafting and reviewing contracts, intergovernmental agreements, policies, ordinances, resolutions, and other governmental documents, as well as advising public entities regarding employment and personnel matters, procurement, regulatory compliance, and operational issues. Her current representation of school districts includes federal employment and EEOC matters and administrative employment proceedings.

Her experience within Gwinnett County Government included policy development, personnel and hiring matters, agreements and MOUs with outside entities, and interdepartmental and intergovernmental initiatives designed to improve governmental programs and operational efficiency.

Municipal Finance, Budgeting & Capital Projects:

Kelly brings practical experience with municipal budgeting, governmental finance, capital planning, and the responsible expenditure of public funds from both her elected service and her professional work within government.

As Mayor of the City of Snellville, Kelly served during a period when the City operated without a City Manager, requiring her direct involvement in the City's executive and administrative operations. Her responsibilities included developing and presenting the City's annual budget, establishing the millage rate, evaluating spending priorities, and working with City staff to align available resources with operational needs and long-term goals.

Kelly also oversaw significant municipal capital and infrastructure projects, including construction of a new Police Department and Public Works facility, park improvements, LCI-funded projects, and the initial development of the City's Towne Green. Her experience included working with City staff and outside professionals as projects moved from planning and budgeting through development and implementation. She also worked on broader economic development, redevelopment, annexation, sidewalk, infrastructure, and long-range planning initiatives.

During her seven years with Gwinnett County Government, Kelly's management responsibilities also included departmental budgeting and working within governmental accounting and financial processes. Her experience within a large county government provided additional practical understanding of the relationship among departmental operations, personnel, contracts, program development, intergovernmental initiatives, and budgetary limitations.

Kelly has supplemented this hands-on experience with formal training in government finance and governmental management, including municipal training through the University of Georgia's Carl Vinson Institute of Government and completion of Gwinnett County's IMA, EXCEL, and LEAD management and leadership programs. Her professional training has also included government ethics, human resources, meetings and parliamentary procedure, and other subjects relevant to governmental operations.

Together, these experiences give Kelly a practical understanding of how legal requirements, governmental accounting, budgeting, contracts, capital improvements, infrastructure needs, and long-term planning intersect. She understands municipal finance not only from the perspective of legal counsel, but also from having been responsible for making governmental budget and capital-project decisions and for ensuring that limited taxpayer resources were directed toward the community's priorities.

Teaching & Professional Development:

In addition to practicing law, Kelly has served as an adjunct professor at Georgia Gwinnett College, Shorter University, and Argosy University, teaching graduate and undergraduate courses including Public Administration; Local, State & Federal Government; Political Processes; Legal Studies; Business Law; Criminal Justice; Judicial Systems; and Ethics. Her academic experience

complements her legal practice and reflects a longstanding focus on government operations, law, public administration, and the practical application of legal principles.

Her professional development has included training in municipal law, government finance, government ethics, human resources, meetings and parliamentary procedure, conflict resolution, and governmental leadership, in addition to Gwinnett County's IMA, EXCEL, and LEAD leadership programs.

Understanding of Municipal Government:

Kelly's prior service on the Snellville Planning Commission, City Council, and as Mayor, combined with her current representation of governmental entities, provides firsthand familiarity with the respective roles of elected officials, professional staff, department heads, boards and commissions, governmental authorities, and legal counsel.

This combination of municipal general counsel experience, litigation and appellate experience, real estate and development work, prosecution experience, and firsthand municipal leadership allows Kelly to provide legal advice with an understanding of both the legal requirements and the practical realities of operating a full-service municipal government. Her approach emphasizes accessibility, timely and reliable communication, practical problem-solving, defensible decision-making, collaboration with City officials and staff, and responsible stewardship of public resources.

PROFESSIONAL BIOS

Kelly D. Kautz, Attorney



Kelly D. Kautz is a Georgia attorney with more than 25 years of experience whose career has combined the practice of law, public service, and community leadership. Her legal practice includes representing municipalities and other governmental entities, businesses, and individuals in litigation, employment, real estate, contractual, regulatory, and governmental matters. She regularly advises public-sector clients, drafts ordinances, resolutions and policies, and represents clients in state and federal courts and administrative proceedings.

Kelly's understanding of local government comes not only from serving as legal counsel, but also from having worked inside government and served as an elected official. Kelly served as the Mayor of Snellville and as a member of the Snellville City Council for nine (9) years. During her tenure working for Gwinnett County, she held a leadership role within her department and was selected for and completed extensive management and leadership development programs, including Gwinnett County IMA, EXCEL and LEAD. She is also a graduate of Leadership Gwinnett. Those experiences gave her firsthand appreciation for the different responsibilities of elected officials, professional staff and legal counsel—and for the importance of a city attorney who can provide practical solutions, communicate clearly and help the City accomplish its goals.

A lifelong Gwinnett County resident, Kelly is a graduate of Brookwood High School and the University of Georgia, where she earned both her undergraduate and law degrees. A proud “Double Dawg,” she remains actively involved with UGA, including serving on the Executive Committee of Women of UGA and mentoring students through the Department of Political Science. She is also a committed Bulldog football fan and longtime season-ticket holder.

Community involvement has remained an important part of Kelly's life throughout her career. She has served in numerous volunteer and civic roles, including as a PTA president and youth sports coach. As a single mother, much of her time outside the office continues to revolve around her son. When she is not practicing law or in Athens cheering on the Dawgs, she can often be found coaching Brookwood cluster youth sports or volunteering at her son's school.

Kelly brings to municipal representation the perspective of an attorney, former prosecutor, former mayor, business owner, government professional and active member of the community. Those varied experiences have shaped her approach to serving public clients: be accessible, understand the practical problem as well as the legal one, provide clear and workable advice, use public resources responsibly, and never lose sight of the people the City ultimately serves.

Stacy Henderson, Paralegal



Stacy Henderson has called the Snellville community home for nearly 30 years, having lived in unincorporated Snellville with her husband since 1997. They raised two children in Gwinnett County. Their daughter now lives in Lilburn with her husband and daughter, and their son, a United States Navy veteran, chose Loganville as the community in which to settle after completing his military service.

Stacy has a long history of service to her community. She has been actively involved with American Legion Auxiliary Post 232, where she served as Americanism Chair, and with the Boy Scouts of America, where her leadership roles included serving as District Committee Chair and as a member of the Northeast Georgia Council Executive Board. She has also served on the Gwinnett Flag Day Executive Committee. In fact, Stacy first met Kelly Kautz through her volunteer work with local Boy Scout troops, when she brought Scouts to Snellville City Council meetings to observe local government in action.

For the past five and a half years, Stacy has worked as a paralegal, first with the Office of D. Warren Auld and now with Kelly D. Kautz. Her work encompasses both transactional and litigation matters, and she assists in serving the varied needs of business, nonprofit, and governmental clients. Her responsibilities include client and case management, document preparation, litigation support, transactional matters, and coordination with clients, courts, governmental agencies, attorneys, and other professionals.

Stacy brings to the legal team not only substantial paralegal experience, but also a genuine commitment to public and community service. Her longstanding ties with the Snellville, Gwinnett, and Loganville communities, combined with her experience supporting a diverse legal practice, provide an important foundation for her role in assisting with the day-to-day legal needs of the City.

Ariel Cohen, Receptionist

Ariel has been a receptionist with Scenic Offices for over ten (10) years. She resides in the City of Snellville with her husband. Ariel is pleasant and patient. She always welcomes clients into the building and answers the phone with a smile.

Renee Matlack, Receptionist

Renee has worked for Scenic Offices and has known Kelly for nineteen years. She lives in Monroe with her husband, a retired firefighter and one of their sons who is also a Walton County firefighter. She is known not only for welcoming but also listening to clients when they come to the office.

In addition to the staff at the Law Office of Kelly D. Kautz the following attorneys at Denmark Asby Matricardi LLC have been identified as attorneys who may provided additional resources to the City's representation.

Partner Danielle M. Matricardi



Danielle M. Matricardi is a Partner with Denmark Ashby Matricardi LLC whose practice is focused on public finance, bond counsel services, municipal law, commercial real estate, economic development, and local government representation. She serves as a trusted advisor to municipalities, counties, development authorities, educational entities, and other governmental organizations throughout Georgia, providing strategic legal counsel on complex financing transactions, economic development initiatives, and public infrastructure projects that support long-term community growth.

Ms. Matricardi has extensive experience representing governmental clients in public finance transactions, commercial real estate matters, redevelopment initiatives, and economic development projects. Her practice includes serving as Bond Counsel, Issuer's Counsel, and Counsel to governmental entities in connection with a broad range of tax exempt and taxable financing transactions involving municipal infrastructure, educational facilities, utilities, public facilities, redevelopment projects, and other capital improvement initiatives. She works closely with elected officials, financial advisors, underwriters, developers, lenders, and public agencies to structure and implement financing solutions that advance community objectives while ensuring compliance with applicable legal and regulatory requirements.

Drawing on her comprehensive understanding of municipal operations and economic development, Ms. Matricardi advises clients on financing strategies, intergovernmental agreements, development incentives, public private partnerships, and complex transactions that facilitate infrastructure investment and economic growth. Her experience allows her to guide governmental entities through each stage of the financing process, from project planning and transaction structuring through closing and implementation.

In addition to her public finance practice, Ms. Matricardi advises clients on commercial real estate transactions, acquisitions and dispositions, development agreements, procurement matters, contract negotiation, zoning and land use issues, and other municipal transactions. Her

collaborative approach, attention to detail, and commitment to client service have made her a valued advisor on projects requiring coordination among public and private stakeholders.

Clients appreciate Ms. Matricardi's professionalism, responsiveness, and ability to navigate sophisticated transactions with efficiency and precision. Her practical approach to problem solving and commitment to delivering exceptional legal counsel continue to make her an integral member of the Denmark Ashby Matricardi team and a trusted advisor to governmental entities throughout Georgia.

Ms. Matricardi was raised in Gwinnett County and is a graduate of Brookwood High School.

BAR ADMISSIONS

Member in Good Standing, State Bar of Georgia | Georgia Court of Appeals | Supreme Court of Georgia | United States District Court for the Northern District of Georgia

PROFESSIONAL AFFILIATIONS

Atlanta Bar Association | Women in Public Finance | National Association of Bond Lawyers

EDUCATION

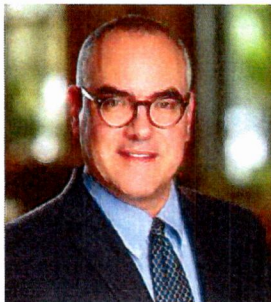
Mercer University, Walter F. George School of Law

Juris Doctor

University of Georgia

Bachelor of Arts

Senior Attorney Paul J. Dzilkowski



Paul J. Dzilkowski is a Senior Attorney with Denmark Ashby Matricardi LLC who serves as a key member of the Firm's local government practice, providing litigation support, conflict representation, independent legal review, and special counsel services for municipal and county clients. His practice focuses on municipal law, civil litigation, land use and zoning, regulatory compliance, and risk management, allowing him to assist clients when matters require additional legal resources, independent analysis, or litigation counsel.

Mr. Dzilkowski regularly serves as backup and conflict counsel for local governments, providing continuity of representation when conflicts arise or when matters require separate legal review. His experience representing governmental entities in complex litigation, regulatory proceedings, and administrative matters enables him to step in seamlessly to protect client interests while maintaining the continuity of ongoing operations and legal services.

He has extensive experience representing municipalities, public officials, and governmental entities in matters involving personal injury claims, employment disputes, wrongful arrest allegations, claims brought under 42 U.S.C. § 1983, Americans with Disabilities Act compliance issues, zoning disputes, code enforcement matters, and other litigation affecting public entities. His litigation background provides clients with an additional layer of support when routine legal matters evolve into claims, disputes, or contested proceedings.

Mr. Dzilkowski also advises local governments on ordinance development, regulatory enforcement, licensing and permitting issues, public works and procurement matters, land use regulations, and municipal risk management. His ability to identify potential legal challenges before they escalate helps clients minimize exposure and make informed decisions on complex issues.

Before entering private practice, Mr. Dzilkowski served as an Assistant District Attorney in South Georgia and as a Special Assistant Solicitor for a metropolitan Atlanta county, where he prosecuted hundreds of criminal cases in state and municipal courts. During his prosecutorial service, he developed procedural guidelines for a court's Pretrial Diversion Program, demonstrating his commitment to efficient government operations and sound public administration.

Clients value Mr. Dzilkowski for his responsiveness, practical judgment, and ability to provide objective legal analysis in high-stakes matters. His broad litigation experience and role as a trusted

backup and conflict attorney provide local government clients with additional depth, continuity, and legal capacity when specialized representation or independent counsel is needed.

Mr. Dzikowski resides in Norcross with his wife who is a school teacher.

BAR ADMISSIONS

Georgia Court of Appeals | Supreme Court of Georgia | United States District Court for the Northern District of Georgia | United States Court of Appeals for the Eleventh Circuit

EDUCATION

University of Georgia School of Law

Juris Doctor

University of Georgia

Bachelor of Arts in Political Science and History

This version makes him sound like an important member of the county attorney team by emphasizing **conflict counsel, independent review, litigation support, risk management, and continuity of service**, rather than simply being a litigator. Those are often the qualities evaluators look for in county and municipal legal services proposals.

KELLY D. KAUTZ

2330 Scenic Hwy, Snellville, GA 30078 • (770) 851-4201 • kelly@kautzlawfirm.com

EDUCATION:

University of Georgia School of Law, Athens, Georgia

Juris Doctorate May 2002; Georgia Bar October 2002

Barred: GA Supreme Court, GA Court of Appeals & Northern District Court (Federal) 2003
Certified Child Welfare Legal Specialist NCCA 2022

Honors: Georgia Journal International & Comparative Law
Editorial Board and Managing Board (Notes Editor)
Byrant Castellow Memorial Scholarship
Closing Argument Competition Quarterfinals

University of Georgia, Athens, Georgia

Bachelor of Arts, *Cum Laude*, May 1999

Major: Political Science

Minors: Spanish & Criminal Justice

Honors: Phi Beta Kappa, Phi Kappa Phi, Golden Key National Honor Society & National Dean's List

LEGAL EXPERIENCE:

Law Office Kelly D. Kautz, LLC., Snellville, Georgia

January 2026- present

Attorney/Owner

- Maintain a diverse civil practice with an emphasis on business and commercial litigation, real estate matters, and representation of governmental and institutional clients.
- Represent businesses, property owners, and other entities in civil and commercial litigation, including contract disputes, real estate disputes, employment matters, and other business-related claims.
- Handle a broad range of commercial real estate matters, including acquisitions and sales, contract disputes, commercial leasing, landlord-tenant matters, property management issues, and condemnation proceedings.
- Advise businesses and nonprofit organizations on entity formation, governance, contracts, regulatory compliance, and day-to-day operational matters.
- Serve as counsel to school districts in Fair Dismissal Act proceedings, federal employment and EEOC matters, student disciplinary tribunals and appeals, and other education-law matters.
- Counsel municipalities and governmental authorities on contracts, policies, resolutions, ordinances, regulatory matters, and litigation claims.
- Maintain a criminal defense practice representing individuals charged with felony and misdemeanor offenses.
- Represent individuals in complex civil and family matters, including divorce, custody, guardianship, and dependency proceedings, and serve as a court-appointed Guardian ad Litem in custody and dependency cases.

Gwinnett County Juvenile Court, Lawrenceville, Georgia

November 2018-December 2025

Attorney Child Advocacy and Juvenile Services Department

- Advocate for the best interests of abused children in dependency, termination, delinquency and CHINS cases
- Conduct bench trials including complex multi-party medical injury and death cases, argue motions, review and respond to discovery matters and draft appellate briefs
- Draft policies and procedures for the new CAJS Department consistent with county policies and procedures
- Complete senior leadership training for county employees with UGA Carl Vinson Inst: IMA, EXCEL and LEAD
- Create and run a college readiness program for foster youth to include establishing partnerships with community partners and educational institutions and draft policies and MOUS for vendors
- Participate in interviews and hiring recommendations

- Work with community partners to secure stable housing and related resources for indigent families
- Serve on interdepartmental and intergovernmental committees to implement new programs to increase efficiency of services and work with agency organizations to establish best practices
- Supervise a court division and mentor new attorneys
- Serve as an educational advocate for disabled children in Georgia's secondary and post-secondary public school systems including ADA, SSI and DBHDD matters and competency hearings
- Provide recommendations and testimony to juvenile court judges on the ultimate issues of fact and serve as an expert witness for divorce, custody, termination and dependency matters
- Seek cooperative solutions and mediate disputes
- Interact respectfully with people from diverse backgrounds
- Serve as duty attorney, advise staff on new intake calls and review cases for charging decisions
- Collaborate with other agencies for best practices, serve as a liaison with the public school system and coordinate and teach CLEs and CE courses with multi-discipline teams

Law Office Kelly D. Kautz, LLC., Snellville, Georgia

June 2006- November 2018

Attorney/Owner

- Served as a Special Assistant Attorney General representing Walton County DFACS
- Served as a contract attorney for Gwinnett and Walton counties for felony criminal cases and appeals
- Served as an attorney in the Gwinnett County Neighborhood Stabilization Program
- Represented businesses and non-profit organizations on formation, compliance and regulation issues
- Represented clients in civil rights matters in federal and state courts and administrative agencies
- Advised local legislators and drafted amendments to state and local statutes
- Represented clients in family law matters including divorces, custody modifications, child support actions, legitimations, adoptions and guardianships in Superior, Probate and Juvenile Courts
- Represented clients in criminal cases including felonies, misdemeanors and delinquencies across the state
- Tried numerous jury trials and hundreds of bench trials, argued countless motions/hearings and disposed of thousands of cases in Superior, State, Probate, Recorder's, Magistrate, Juvenile and Municipal courts
- Drafted and argued appeals to the Georgia Supreme Court and Georgia Court of Appeals
- Represented clients in administrative law proceedings for license suspensions, workers' compensation matters and for professional certificates
- Represented developers and business clients in real estate and zoning issues and business/permit applications
- Represented businesses and individuals in the formation of companies, drafting and reviewing of contracts, employment disputes and EEOC claims
- Drafted estate planning documents and represented clients in probate matters
- Filed actions against governments in federal and state court including election contests, 1983 claims and writs
- Supervised office staff, controlled daily operations of a business and maintained a case calendar

Weissman, Nowack, Curry & Wilco, Lawrenceville, Georgia

May 2005- May 2006

Associate Real Estate Attorney

- Represented clients in the acquisition and disposition of residential and commercial real estate
- Reviewed and drafted purchase, easement, and lease agreements
- Assisted builders in the zoning and formation of new developments
- Cleared liens and resolved title issues
- Developed and taught training classes to agents and attorneys

District Attorney's Office Alcovy Circuit, Monroe, Georgia

April 2003- May 2005

Assistant District Attorney

- Responsible for vertical prosecution of a heavy caseload of felonies and misdemeanors before a designated Superior Court judge
- First chaired dozens of jury trials, numerous bench trials and countless hearings including serious violent felonies
- Composed briefs to the Georgia Court of Appeals and Georgia Supreme Court
- Advised and assisted local law enforcement with investigations and drafted search warrants
- Served on the Child Fatality Review Board

Superior Court Northern Circuit, Elberton, Georgia

May 2002- April 2003

Staff Attorney for Chief Judge John Bailey, Judge Lindsay Tise & Judge Thomas Hodges

- Served as staff attorney to three Superior Court Judges in a five county circuit
- Researched, analyzed and wrote judicial rulings and court orders for all civil and complex criminal matters
- Drafted jury charges and conducted charge conferences for all trials
- Managed daily dockets and served as a liaison between the judges and attorneys
- Reviewed and analyzed habeas corpus petitions and served as point-person for all prisoner litigation

District Attorney's Office Western Circuit, Athens, Georgia

August 2001- May 2002

Assistant District Attorney Third Year Practice Act

- Conducted preliminary hearings for all felony jail cases
- Assigned a caseload in Juvenile Court to vertically prosecute delinquency cases
- Served as first chair on several bench trials and numerous motion hearings
- Drafted appellate briefs to Georgia Supreme Court

Cincinnati Insurance Company, Duluth, Georgia

December 2000- August 2001

Summer Associate and Law Clerk

- Attended depositions and responded to discovery requests
- Conducted legal research and drafted pleadings for in-house counsel on complex personal liability, subrogation, workers' compensation and other insurance defense cases

Superior Court Piedmont Circuit, Athens, Georgia

Summer 2000

Judicial Clerk Intern for Judge Steve C. Jones

- Researched and analyzed state and federal laws
- Drafted bench memoranda
- Attended and observed hearings

GOVERNMENT EXPERIENCE:

Mayor City of Snellville, Snellville, Georgia

November 2011- November 2015

Elected Official

- Elected the first female Mayor of Snellville, a city with 18,000 people, 100 FTE and an \$18 million budget
- Drafted city ordinances and policies and amendments to the city charter
- Presided over public hearings and voted on zoning matters after listening to cases from both sides
- Conducted meetings in accordance with local, state and federal laws and regulations including ADA matters
- Oversaw the application and administration of CDBG and LCI funded projects
- Developed an annual budget, presented the budget to council and the community and set the mileage rate
- Managed and hired city staff and negotiated and signed employment and purchase contracts
- Established an Economic Development Office and streamlined the permitting and zoning process
- Built park improvements and developed a master plan for the Towne Center, annexation and sidewalks
- Performed an audit of city staff and collaborated with staff to prioritize objections and set city goals
- Diversified city staff and board members and fought for civil rights when legally challenged on hiring decisions
- Created, chaired and raised third party funds for the Snellville Arts Commission, Leadership Snellville, Snellville Youth Commission, Snellville Days Parade, Snellville MLK Day March, and Adviser Roundtables

Councilwoman, Snellville, Georgia

June 2006- September 2011

Elected Official

- Conducted public hearings and voted to decide zoning and variance matters after hearing from the parties
- Drafted, adopted and interpreted city policies and ordinances
- Set and interpreted rules governing proceedings for city boards and commissions
- Chaired community events, led teams of volunteers, and worked with diverse groups to find solutions to complex problems and to meet the needs of the community

- Forged strong partnerships with political, community and business leaders
- Started a court diversion program to reduce caseloads and jail video court for easier transport in municipal court

Planning Commission, Snellville, Georgia

November 2005- June 2006

Appointed Commissioner

- Presided and ruled on all zoning matters within the city
- Interpreted zoning ordinances and made recommendations to staff and the City Council

TEACHING EXPERIENCE:

Georgia Gwinnett College, Lawrenceville, Georgia

Adjunct Professor

- Developed curriculum and taught undergraduate courses in Criminal Justice and Judicial Systems

Shorter University, Atlanta, Georgia

Adjunct Professor

- Taught graduate and undergraduate courses in Public Admin, Legal Studies, Business Law and Ethics/Philosophy

Argosy University, Atlanta, Georgia

Adjunct Professor

- Taught graduate courses in Business Law; Local, State & Federal Government and Political Processes

SPECIALIZED TRAINING COURSES:

Gwinnett County LEAD
Discipline and Delegation
CHOA Forensic Interviews Children
Holtz Training Institute for Elected Officials
Government Finance
Staff Relationships
Changing Demographics and Best Practices

Gwinnett County EXCEL
Gwinnett County IMA
Human Resources
Conflict Resolutions
Government Ethics
Meetings & Parliamentary Procedure
Cultural Diversity and Sensitivity
Municipal Law

COMMUNITY INVOLVEMENT/RECOGNITION:

Women of UGA Executive Council
President Gwin Oaks PTA
Founder/Past President Gwinnett Juvenile Law Bar
Brookwood Baseball Assoc. Coach
i9 Sports Basketball Coach
CASA Training Presenter
UGA Alumni 40 under 40
Certificate Community Ach Gwinnett League Women Voters
Certificate Congressional Recognition

Leadership Gwinnett
Past Judge and Coach Mock Trial
Past President Gwinnett Criminal Defense Bar
NFL Flag Football Coach
Judge Miss GA/Miss America Prelim Pageant
Former Speaker GAWL Leadership Institute
Super Lawyer/Rising Star 2017
GMA Certificate of Achievement
Outstanding Georgia Citizen

SCOPE OF SERVICES

The Law Office Kelly D. Kautz, LLC proposes to serve as general legal counsel to the City of Loganville and to provide comprehensive legal services to the Mayor and City Council, City Manager, Department Heads, boards, commissions, authorities, and other City officials and employees as appropriate.

The proposed monthly flat fee is intended to cover the City's ordinary and reasonably anticipated legal needs without separate hourly charges for individual matters. Services will include, but are not limited to, attendance at regular and special-called City Council meetings and other meetings as requested; legal research and opinions; general legal advice to City officials and staff; drafting and reviewing ordinances, resolutions, policies, contracts, intergovernmental agreements, and other legal documents; Open Meetings and Open Records matters; employment and personnel matters; zoning, land use, development, procurement, construction, and regulatory matters; real estate and property matters; and advice concerning the City's day-to-day governmental operations.

The monthly flat fee will also include claims and litigation handled by the Law Office Kelly D. Kautz, LLC on behalf of the City, including administrative proceedings and litigation in state and federal courts, as well as appeals. Kelly's extensive litigation experience allows her to handle most City litigation directly rather than routinely referring litigation to separate outside counsel and creating an additional layer of legal fees. When an insurance carrier provides counsel for a covered claim, Kelly will coordinate with insurance-appointed counsel as appropriate to protect the City's interests.

The monthly flat fee will initially include serving as Solicitor for the City of Loganville Municipal Court and prosecuting matters within the jurisdiction of the Municipal Court. Upon the City's appointment of a permanent Municipal Court Solicitor, the monthly flat fee will be reduced by the amount designated for those services in the Fee Proposal.

The flat fee will not include bond counsel services or real estate closing and title services if needed by the City. These services may be provided through Denmark Ashby Matricardi LLC, or another law firm selected by the Mayor and City Council. Fees for bond counsel services and real estate closing and title services will be separately charged based upon the customary and reasonable fee for the particular transaction, taking into consideration the nature, scope, complexity, and value of the transaction. The exclusion of closing and title services does not exclude ordinary legal services concerning City real estate matters, including drafting and reviewing purchase and sale agreements, easements, leases, condemnation matters, negotiations, and other property-related matters, which are included within the monthly flat fee.

As is traditional with any retainer agreement, the flat fee does not include third-party costs and non-legal expenses incurred on the City's behalf, including filing and recording fees, service-of-process fees, court reporter and transcript charges, deposition expenses, expert witness and consultant fees, title insurance premiums, title examination or abstract fees, publication costs, and similar expenses. Such expenses will be separately charged to the City without markup.

Kelly will serve as the City's primary attorney and point of contact and intends to personally handle the substantial majority of the City's legal work, including litigation. Through her established relationship with Denmark Ashby Matricardi LLC, Kelly has access to additional attorneys, professional staff, research capabilities, and other resources when a matter requires additional capacity or experience in a particular area of law. When Kelly determines that consultation or assistance from Denmark Ashby & Matricardi is reasonably necessary to enable her to provide services that are otherwise included within the monthly flat fee, the cost of that assistance will be borne by the Law Office Kelly D. Kautz, LLC and will not result in an additional legal fee to the City.

If a matter requires separate counsel because of a conflict of interest, insurance requirements, or the need for specialized representation outside the scope of the general legal services covered by the monthly flat fee, Kelly will consult with the Mayor and City Council before separate counsel is engaged. No additional law firm will be retained at the City's expense without the City's authorization. Bond counsel and real estate closing and title services will be handled separately as provided above.

City business will receive a high priority within Kelly's practice. Kelly will maintain direct communication with the Mayor and City Council, City Manager, Department Heads, and other designated City officials and will strive to provide timely, practical, and well-researched advice. The goal of the proposed structure is to provide the City with direct and consistent access to its City Attorney, predictable legal costs, and the ability to address most legal matters without the routine need for separately billed outside counsel.

FEE STRUCTURE

The Law Office Kelly D. Kautz, LLC proposes a flat-fee structure designed to provide the City with predictable legal expenses while providing comprehensive legal representation without routine additional hourly charges.

Flat-Fee Option

The proposed annual flat fee for City Attorney services is **\$165,000.00**, payable in twelve equal monthly installments of \$13,750.00.

During the period in which Kelly D. Kautz also serves as Solicitor for the City of Loganville Municipal Court, an additional \$1,250.00 per month will be charged, resulting in a combined monthly fee of \$15,000.00. Upon the appointment and commencement of service of a permanent Municipal Court Solicitor, the additional fee will terminate, and the monthly fee will return to \$13,750.00.

The flat fee includes the comprehensive services described in the Scope of Services, including general municipal counsel services, meetings, legal research and advice, drafting and review of legal documents, employment and personnel matters, zoning and land use, construction and development matters, real estate legal matters, administrative proceedings, and litigation in state and federal courts, including appeals.

In developing this proposal, Kelly reviewed the City's prior arrangement for legal services. The proposed initial combined fee of \$15,000.00 per month is consistent with the monthly amount originally established for the City's current legal representation, while providing a substantially broader scope of services. In particular, this proposal includes litigation, appeals, and interim Municipal Court prosecution services within the monthly fee, services that were excluded from the regular monthly retainer under the City's prior agreement.

Bond counsel services and real estate closing and title services are not included in the flat fee and may be provided through Denmark Ashby Matricardi LLC, or another firm selected by the Mayor and City Council. Fees for those services will be based upon the customary and reasonable fee for the particular transaction. Third-party costs and non-legal expenses are also excluded as described in the Scope of Services.

The City will receive a monthly invoice identifying the applicable monthly flat fee together with any legal services or expenses outside the scope of the flat fee incurred during that billing period. Invoices will be submitted and paid in accordance with the City's customary billing and payment procedures for vendors.

Alternative Hourly-Fee Option

If the City prefers an hourly billing arrangement, the following reduced governmental rates are proposed:

Service	Rate
Attorney Services	\$225.00/hour
Paralegal Services	\$100.00/hour

The proposed attorney rate represents a substantial reduction from Kelly's customary \$400.00 hourly rate for private business clients.

Cost Predictability

The flat-fee structure allows City officials and staff to seek legal advice when needed without concern that each telephone call, email, meeting, or developing issue will generate an additional legal charge. Kelly will personally handle the substantial majority of the City's legal work, including litigation.

When consultation or assistance from Denmark Ashby Matricardi LLC is reasonably necessary to provide services otherwise included within the flat fee, that assistance will not result in an additional legal fee to the City. This structure is intended to provide the City with direct access to its City Attorney, predictable legal expenses, and comprehensive representation while minimizing the need for separately billed outside counsel.

REFERENCES

Name	Phone Number	Email
Dwight Harrison	770-789-0044	dwightharrison@comcast.net
Winston Denmark	770-478-9950	wdenmark@dam.law
Rahim Asani	770-906-1292	rahimasani@yahoo.com
Osman Roman	404-578-1448	Oroman2003@gmail.com
Chasity Middlebrooks-Cody	678-676-0503	Chasity_middlebrooks-cody@dekalbschoolsga.org

Loganville Package Store

3967 Atlanta Highway
Loganville, GA 30052

September 23, 2026

To the Mayor, City Council, and City Manager of the City of
Loganville:

I am pleased to recommend Kelly D. Kautz and her law firm to serve
as City Attorney for the City of Loganville.

I have known Kelly for many years in both a professional and
community capacity. As a business owner in Loganville and a board
member of the Evermore Community Improvement District, I
understand the importance of having legal counsel who appreciates
both the needs of local government and the practical impact that
governmental decisions have on businesses and residents.

Kelly has represented me personally and has provided legal services
to my businesses, including during my ownership of Dwight Harrison
Volkswagen. Over the years, I have relied upon her in a variety of
matters involving both litigation and business transactions. She has
successfully handled matters on my behalf, and I have confidence in
her ability to evaluate a legal problem, develop an effective strategy,
and work toward a successful and practical resolution. She is a strong
advocate when litigation is necessary, but she also understands that
the best result for a client is often one that resolves a problem
efficiently without unnecessary conflict or expense.

As a client, I have also appreciated Kelly's approach to legal fees. She
is conscientious about the time and expense associated with a matter,
her billing has been fair and reasonable, and she does not generate
unnecessary legal work simply for the sake of billing additional time.
She understands that her job is to protect her client's interests while
also being mindful of the client's resources. I believe that approach is
particularly important when the client is a municipality entrusted with
public funds.

My experience with Kelly has also consistently been that she is accessible and responsive. When an issue arises, she makes herself available, communicates clearly, and gives practical advice that allows her clients to make informed decisions. She does not simply identify legal problems; she works with her clients to find workable solutions.

Loganville continues to grow, and with that growth come increasingly complex issues involving development, contracts, real estate, infrastructure, personnel, and municipal services. Kelly's broad legal background, business experience, and firsthand knowledge of municipal government allow her to approach those issues from both a legal and practical perspective.

Having entrusted Kelly with my own legal matters over many years, I have confidence in her judgment, professionalism, and responsiveness. I believe she would bring those same qualities to her representation of the City Council, City Manager, Department Heads, and the boards and authorities serving the City of Loganville.

I am pleased to recommend Kelly D. Kautz for consideration as City Attorney for the City of Loganville.

Sincerely,

A handwritten signature in cursive script, reading "Dwight Harrison". The signature is written in dark ink and is positioned above the printed name.

Dwight Harrison



Denmark | Ashby | Matricardi

ATTORNEYS

September 21, 2026

VIA CERTIFIED MAIL AND EMAIL

Mayor and City Council
City of Loganville
4303 Lawrenceville Road
Loganville, GA 30052
citycouncil@loganville-ga.gov

Re: Recommendation for Kelly D. Kautz

To the Mayor, City Council, and City Manager of the City of Loganville:

I am pleased to recommend Kelly D. Kautz and her law firm in connection with the City of Loganville's selection of City Attorney.

I am the Managing Partner of Denmark, Ashby & Matricardi, LLC, a law firm that represents governmental entities throughout metropolitan Atlanta. I have known Kelly professionally for several years, and for approximately the past year she has performed contract legal work for our firm in connection with the representation of governmental clients. As a result, I have had the opportunity to evaluate her legal work, professional judgment, and ability to advise public entities firsthand.

Kelly's work with our firm has involved a broad range of governmental matters. In addition to handling administrative proceedings, employment matters, contested hearings, and litigation-related issues, she has drafted and reviewed municipal policies, ordinances, resolutions, and other documents for our local-government clients. Her work requires her to research and apply Georgia law, understand the operational needs of the governmental entity, and translate those requirements into practical and legally defensible policies and legislation.

Kelly is an experienced attorney who is capable of independently analyzing complex legal issues, identifying potential risks, and providing practical advice to governmental clients. She is a strong writer and advocate and understands that effective municipal representation involves much more than responding to litigation. It requires helping officials and staff address legal issues before they become disputes and developing practical solutions that allow the government to accomplish its objectives while remaining compliant with applicable law.

wdenmark@dam.law

100 Hartsfield Center Pkwy #400, Atlanta, GA 30354
770. 478-9950 | www.dam.law

An important part of representing a governmental entity is responsiveness. Questions frequently arise with little advance notice and may involve competing legal, operational, and practical considerations. In my experience, Kelly understands that responsibility. She communicates effectively with clients, governmental personnel, and opposing counsel, takes ownership of the matters assigned to her, and works collaboratively with others to resolve issues in a timely and efficient manner.

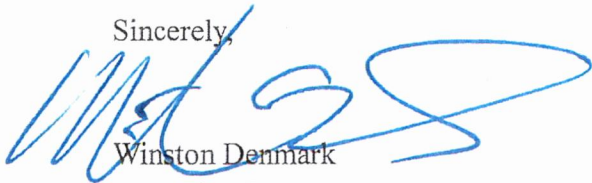
Kelly also brings considerable breadth to the position. During more than twenty-five years of practice, she has handled litigation, employment matters, contracts, real estate and business transactions, administrative proceedings, and matters involving public entities. In addition, her prior service as Mayor of the City of Snellville gives her firsthand knowledge of municipal government and an understanding of the respective roles of a city council, city administration, department leadership, and legal counsel.

That combination of legal experience and municipal experience is significant. A city attorney must be able to address a wide range of issues, work effectively with elected officials and professional staff, coordinate with other counsel when specialized assistance is necessary, and provide clear and timely guidance while respecting that policy decisions ultimately belong to the City's elected officials.

Kelly's professional relationship with our firm also provides her with access to additional attorneys experienced in governmental representation should a particular matter require additional resources, specialized knowledge, or assistance because of the scope or timing of an issue. If Kelly is selected to serve as City Attorney and determines that our assistance would benefit the City on a particular matter, Denmark, Ashby & Matricardi would be available to support her as needed.

Based upon my experience working with Kelly and my familiarity with her professional background, I believe she has the experience, judgment, communication skills, and understanding of governmental representation necessary to provide the broad range of legal services contemplated by the City of Loganville's Request for Proposals. I am pleased to recommend her for consideration as City Attorney and would welcome the opportunity for our firm to serve as a resource to her when needed.

Sincerely,



Winston Denmark
Managing Partner

