

Council Work Session

July 17, 2018

Meeting called to order by Mayor Harley at 5:00pm.

Invocation given by Councilman Andrews.

Pledge of Allegiance led by Boy Scout Troop 400 Austin Hurlbert.

Welcome extended to all by Mayor Harley and recognized former Mayor Ronnie Brand.

Present were Mayor John R. Harley, Councilman Cameron W. Andrews, Councilman Justin Wright, Councilman J. Micheal Evans, Councilman Edward Armijo and City Attorney Rebecca Tydings.

- Rules of Decorum: Mayor Harley: Mayor Harley read rules of decorum. See below.

In light of the foregoing, the following rules of procedure and decorum for City Council meetings in general and for public comment time, specifically, shall be observed by all present:

1. Public comment (comment made during a designated time as shown on the meeting agenda and without prior request to bring a matter before Mayor and Council) will address matters that are on the agenda of the meeting at which an individual wants to speak. Comments will address matters that are within the authority of the Council.
2. Non-elected and non-staff individuals shall not comment on each agenda item as it is considered nor shall they address Mayor and Council throughout the meeting. Interrupting during the meeting to ask questions or attempt to voice an objection to a discussion is not a protected exercise of free speech. Such conduct is out of order and disruptive and will be met with a request of the speaker by the presiding Council member to cease.
3. When permitting public comment on agenda items that are directly relevant to city business, the Council creates a designated public forum. In this situation, the Council is well within its rights to enact content-neutral time, place and manner restrictions on speech and expressive conduct. Those restrictions, however, must be narrowly tailored to achieve a significant government interest and must allow sufficient alternate channels of communication. (City of Madison, Joint School District v. Wisconsin Employment Relations Comm'n, 429 U.S. 167 (1976)). Therefore, restrictions on public comment shall include:
 - (a) TIME LIMIT ON SPEAKERS: Each speaker shall limit their comments to three minutes and shall state their name and address for the record at the onset of their remarks. The purpose of this restriction is to keep discussion of issues timely and on point. Each speaker will be asked to yield the floor at the end of the allotted time.
 - (b) POLITELY ADDRESSING COUNCIL AND CITIZENS: A policy on respect for the Council and citizens will ensure that meetings remain orderly and productive. Individuals shall refrain from using the public meeting as a forum for rude or disruptive conduct. The presiding Council member may take the floor away from individuals who act in an unruly manner. Individuals are also prohibited from

private conversations or other distractions during the meeting. Such acts may also be stopped by the presiding Council member. No one, Council, staff, nor the public, shall conduct themselves in a manner that is abusive, profane or disruptive.

(c) FOCUS ON RELEVANT MATTERS: Public comment shall be limited to matters that are on the agenda of the meeting taking place at the time the comments are made and shall be directly related to the business of the body being addressed. In the interest of time and allowing the expression of a variety of viewpoints, redundant or repetitive comments are also prohibited.

(d) COMMENTS DIRECTED TO CHAIR OR PRESIDING OFFICIAL: All comments shall be directed to the Chair or official presiding over the meeting.

Motion made by Councilman Andrews to add the following (2) items to the agenda #4: Executive Session-Personnel Matters; #5 Resolution and Affidavit: seconded by Councilman Evans. Motion carried.

Public Comments

None

Old Business

None

New Business

Pay Study-MGRC- Greg Boike- Director of Public Administration/ Marissa Jackson: Mayor Harley recognized Greg Boike. Mr. Boike reminded everyone that the city had requested MGRC about 3-4 months ago to take a look at the overall compensation. The initial discovery was to look at the overall pay scale and review all job descriptions, suggesting revisions where necessary. Look at rates of pay similar to cities across the state of Georgia, competitors for attracting and retaining talent. Also, reviewed responsibilities in each position, equality in pay, comparing and reviewing pay. Mr. Boike stated he appreciated everyone's support; Mayor, Council and staff. One major key found, we (city) are in good shape, how we stack up against overall others whom are the competitors. Some of the bigger competitors around Centerville, we (city) would be a little low with the starting wage/ salaries. Studied and found that there was a little gap of 9% difference between Centerville and the competitors. Based off this information, looked at a couple of different pay scales: Option 1-higher end take the city 9% above current pay scale. Option 2 would bring the city up to comparison. All employees that were on the pay scale and graded on the new pay scale, standardized spacing/ steps/ grades. Numbers might have changed due to change in grade, not necessarily saying their position is changing. The important thing to take away is no one's pay is decreasing, recommendation is not to decrease anyone's pay as part of the study. Looked at the grade based on the new pay scale and placed the employee on the proposed new pay scale. Preserves future potential for all employees. Overview of the process. Mr. Boike stated he was open for questions.

Mayor Harley stated that he was happy that they were able to identify some revisions that needed to be made to current job descriptions pertaining to reporting structure.

Councilman Andrews referenced #5 in the memo from MGRC:

5. Continue Consideration of Local Government Organization: As noted earlier, the existing job descriptions for the City of Centerville are not always clear as to reporting responsibilities. In some instances, this is a relic of older organization systems. In other cases, though, employees seem to have multiple levels of reporting responsibilities. For example, the City Attorney seems to have broad oversight responsibilities in city government, but the position has no direct reports specified in the existing job description. There are also a handful of positions that do not fit neatly into a departmental format today (typically one-person departments) but may require additional organization into the future. Centerville is a growing community, so its government structure must be able to grow alongside it. Again, MGRC staff is available to continue assisting with this process however necessary.

Councilman Andrews stated he was glad to see that the findings are good. Inquired if the MGRC offers assistance with job descriptions. Mr. Boike stated “yes” and would be happy to continue working and look at job descriptions and organization. MGRC provides assistance to local governments to provide appropriate job description and appropriate pay scale. Councilman Andrews mentioned the (2) options provided in the report: gold option and bronze option. Inquired why was there not a silver option listed. Mr. Boike stated typically we look at a variety, these were the (2) that stood out the most, however, stated we could run a silver option.

Councilman Wright stated to be almost 10% off is awful, one of the things we have done such a tremendous job in Houston County, ESPLOST is used to offset teacher’s salaries, wife is an educator. Option 1 would allow a deeper opportunity to hire qualified candidates. This is an opportunity to put things at a higher level, the organizational chart is a little “fuzzy”, stating “to be unclear is unkind”. Clearing up some of these will make things go a little smoother.

Mayor Harley stated he wanted everyone to know that ESPLOST does not pay for educator’s salaries, ESPLOST money is used to construct buildings (schools), leaving money in the budget for salaries.

Councilman Evans stated we have known there is a problem, made attempts to fix on occasion. This document gives a basis to move forward and fix problem. The pay study is based on concrete evidence, this isn’t something that happened overnight it has happened overtime. Glad we have the opportunity.

Councilman Armijo stated this is an excellent report. A lot of hard work. Asked if the document could be revised to include a City Administrator position, would it be a lot to add a City Administrator? Referenced item # 5 in memo: Continue Consideration of Local Government Organization. In terms of responsibilities. This pay study is a vision of where we want to go and how we want to solve, right personality and qualifications and corral issues and resolve. Asked if we can go back and possibly think about this in the study, management and leadership of the city. Councilman Wright stated he understands the issues but not to add an entirely new salary position. Councilman Armijo replied this is not just a salary position, but a leadership position. Could control this (management) with the right person, add the city administrator position into the study as an option. Councilman Armijo asked Mr. Boike how often we should revisit pay scale study. Mr. Boike confirmed every 5 to 10 years. Also stating that MGRC provided the study looking at future growth as a city. Management of the city in the right place and right things. Councilman Evans agrees, but we as a council should discuss. Mayor Harley stated we could address as a separate issue (City Administrator), any thoughts, recognizing Mr. Boike. Mr. Boike confirmed it would not be an easy addition to the study, due to the structure. It is an

option to address, but also other ways, how it's implemented and how it's rolled out referenced memo (#2-#3).

2. Utilize a Standardized Merit Increase System

Using the grade and step system, MGRC recommends that pay raises should be given in uniform increments for all employees and should be based on merit. Annual, standardized performance reviews may be used to determine the level of merit increase for each employee. In general, satisfactory performance will earn a merit increase. In case of a promotion, the employee would move to a new grade at a step commensurate with approximately a double-merit increase over their existing rate of pay.

Many organizations utilizing merit systems fail to implement and follow practices that are essential to this type of personnel system. A true merit system requires performance evaluations to measure levels of accomplishment for each employee at routine intervals. Thus, employees advance on the pay scale based on individual performance-based merit increases. Without such measures in place, the core component of "merit" is removed from the system. If requested, MGRC is available to assist with the process of developing employee evaluations that reflect merit-based performance raises.

3. Periodically Assess the Need for a Cost of Living Adjustment (COLA)

A standardized pay system also allows for an equitably-applied cost of living adjustment (COLA). Unlike a merit increase, a COLA is applied as a percentage determined by the City Council. This percentage would be applied across the board, with all employees receiving the same percentage increase in pay. From 2008-2017, U.S. inflation averaged approximately 1.7 percent annually. While the ability of employees to earn, merit pay increases helps to blunt the impact of inflation, it also lessens the impact of any realized gains when a merit increase is received. With this in mind, annually, the city should review its budget and examine overall changes in the economy to ensure that the buying power of employees is not greatly diluted over time.

Mr. Boike stated if periodically COLA's are given then the pay study document would serve you (city) 10-15 years. Mayor Harley stated that is what has gotten us into the current situation, no COLA or raises, trying to catch up.

Approval Contract Planit Police: Councilman Evans stated he sat down and met with Chief Hadden and they discussed how this would help the Police Department. Chief Hadden stated he is seeking approval of the contract and authorization to sign the contract. The contract has been reviewed by City Attorney Tydings. This is a planned communications web-based site. The Police Department has multiple type forms that are antiquated. When looking for software found Planit Police has the following; web based, log onto anytime with schedule, communications device, emails, text, serves as a quartermaster, live scheduling, rotations of time off request, permissions that Chief has to approve prior to swapping shifts, tracts all overtime, all court appearances, subpoena's, shift trades, automatic notifications of changes, has message boards, clearing house, what certifications are due, emergency contacts, vehicle check/equipment lists – maintenance reports. Motion made by Councilman Evans to approve and authorize Chief Hadden to sign contract; seconded by Councilman Wright. Councilman Evans asked Chief Hadden how much it cost per year. Chief Hadden replied "\$1,200.00". Councilman Wright asked Chief Hadden if this is a budgeted item. Chief Hadden replied "yes". Anyone locally using this at this time? Chief Hadden replied "no". Mayor Harley asked if he can upgrade if necessary due to staff growth. Chief Hadden replied "yes". Motion carried.

Comments from Council

Post 1 Councilman Andrews, none.

Post 2 Councilman Wright, mentioned the upcoming Center Park events on July 21, 2018, farmers market, goat yoga Centerville rocks-free-painting rocks, and movie night featuring “Wonder”. Movie night sponsored by Mosquito Squad.

Mayor Harley, informed all that there is a Health and Wellness Grant available from GMA. The Fire Department (Chief Jones and Assistant Chief Bostick) will be working on this grant.

Executive Session-Personnel Matters: Councilman Andrews made motion to enter into executive session at 5:47pm; seconded by Councilman Evans. Motion carried.

Mayor and Council reconvened at 6:13pm.

Councilman Evans made motion to close out executive session and reconvene at 6:13pm; seconded by Councilman Wright. Motion carried.

Affidavit & Resolution: City Attorney Tydings read resolution. Motion made by Councilman Evans to adopt resolution as written; seconded by Councilman Wright. Motion carried. Affidavit executed by Mayor Harley and notarized by City Clerk Bedingfield. Affidavit & Resolution attached and made part of official minutes.

Meeting adjourned at 6:14pm.

Mayor John R. Harley

Attest by City Clerk Krista Bedingfield

Date