



## **CITY OF SUMMERVILLE SPECIAL CALLED MEETING SEPTEMBER 6, 2016 6 PM**

**CALLED TO ORDER:** Mayor Harvey called the meeting to order.

**ROLL CALL:** Mayor Harry Harvey gave roll call. Council Members David Ford, Earl H. Parris, Mayor Pro Tem Lloyd "Buddy" Windle, Joe Money, Jr. and Zachary Martin were present. Also present was Interim City Manager Tony Carroll and City Attorney Albert Palmour.

**INVOCATION:** Mayor Harry Harvey gave the invocation.

**PLEDGE OF ALLEGIANCE:** Council Member David Ford led the pledge of allegiance.

**AGENDA:** Mayor Harvey asked if there are any changes needed for the agenda. Council Member David Ford stated that he would like to discuss records storage. Interim City Manager Tony Carroll interjected that Kim Windle gave him the name of a company that handles archiving records. Tony stated further that the plan is to begin work on records retention as soon as the software conversion is completed. Council Member Ford stated that he would like to discuss the item. Mayor Harvey asked if there were any other additions to the agenda. With no other changes requested, Council Member David Ford made a motion to approve the agenda with the addition of records retention discussion. The motion was seconded by Council Earl H. Parris and carried unanimously.

**REPORTS/PRESENTATIONS:** Mayor Harvey stated that Alex Damen from UGA's Carl Vinson Institute is present to provide an overview of the wage and classification study. Mayor Harvey stated that visitors will have an opportunity to address Council now and again at the end of the meeting.

Jason Espy of the *Summerville News* asked what the Executive Session will be concerning. Mayor Harvey responded stating that the closed session will be to discuss the City Manager's position.

**ANNOUNCEMENTS:** Mayor Harvey stated that there are lots of activities going on and more to come noting that details of those events will be given at Monday's Regular Council Session.

**UGA/CARL VINSON WAGE AND CLASSIFICATION STUDY:** Mayor Harvey stated that Alex Damen will provide information on the city's UGA – Carl Vinson Wage and Classification study. Mayor Harvey stated that the process of reviewing the wage and classification plan has been worked on for around 9 months. Mayor Harvey stated further that he hopes to put the plan into effect soon. Mayor Harvey requested that Alex proceed with his presentation.

Alex Damen began his presentation with a brief description of his background with the UGA Carl Vinson Institute. Alex stated that he has handled about 65 wage and classification plan reviews. Alex proceeded with a Power Point presentation listing the areas of service available through the UGA Carl Vinson Institute.

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**UGA/CARL VINSON WAGE AND CLASSIFICATION STUDY CONTINUED:**

Alex reviewed the project objectives which included studying the plan goals, reviewing information provided, review job descriptions, interviewing employees, review information to establish updated job descriptions, pull information from outside sources for industry wide pay, collate pay with jobs to compare apples to apples, and develop a classification plan with 61 position designations based on 10 points. Alex explained that local survey data was used as well as Bureau of Labor Statistics, American Water Works, and the International City and County Management Association data. Alex explained further than a compilation of all information was used to provide a medium pay scale. Alex stated that there are entities that pay more and some less. Alex stated that the goal of the review was to find the spot in the middle that would provide a reasonable wage for the associated job. Alex explained that the plan structure was based on classifications from 9 to 26 with 21 steps at 1.75% increments. Alex stated that there are about four positions that are currently being paid below the job's medium market value. Alex explained that the implementation plan has a caveat of no pay adjustment exceeding 10%. Alex explained that if the gap in pay for a position is greater than 10% then the balance of the gap would be taken care of the following fiscal year. Alex explained that there are also about five positions that are paid above the medium market value. Alex stated that the plan calls for those positions paid above the plan recommendations are to have their pay frozen until it comes back in line with the plan format. Alex explained that there are a few positions that were developed since the initiation of the original wage and classification plan. Alex explained that the plan recommendation is to provide a compression adjustment for those employees that have been working in a position that has just become classified with the UGA Carl Vinson plan by granting a one or two step bump in pay. The bump in pay, through a compression adjustment, would be validated due to the employee having already worked in the position as opposed to just beginning that job. Alex explained that a compression adjustment would be a one-time adjustment to eliminate putting a worker into a slot as if they were newly hired when they have service and experience in the position. Alex explained that the Carl Vinson UGA plan is presented with a two phase implementation. Alex stated that the first phase would be around \$66,000 with \$45,298 in wage adjustments and \$20,726 in compression adjustments. Alex explained that the second phase would be approximately \$15,500. Alex stated that the overall wage rates would need to be revised either every year or every other year to keep the plan on track. Alex stated that a cost of living adjustment would also need to be part of the review for the plan to stay on track. Council Member Earl H. Parris asked if the plan recommendations took either utility rates or if the entities had municipal taxes into consideration when developing pay rates. Alex responded that the plan was developed based on wages paid for equal work only. Alex explained that the goal of the plan did not include parameters of how each entity establishes revenue but rather to determine the midline pay rate for industry recognized positions. City Attorney Albert Palmour asked if there is information on what benefits the surveyed entities provide to employees. Alex responded that some information sources did provide that information while others did not. Attorney Palmour stated that he wonders how Summerville compares to other organizations. Alex stated that the plan study was focused strictly on job functions and what the median pay rate would be for a given job.

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**UGA/CARL VINSON WAGE AND CLASSIFICATION STUDY CONTINUED:**

Mayor Harvey stated that if the plan is implemented to make the minimal classification changes it would be approximately \$66,000 for the first year then the second fiscal year would close the gaps. Interim City Manager Tony Carroll stated that the plan is based on 12 months making note that we are currently most of the way through the first quarter of the fiscal year.

Mayor Pro Tem Lloyd "Buddy" Windle stated that the Executive Assistant and Purchasing jobs are being done by one person and that person has not been compensated for the increase of responsibilities. Mayor Pro Tem Windle stated that if she is doing both jobs then she should be compensated. Council Member David Ford stated that she also deserves back pay for when she started doing the extra work. Mayor Harvey stated that the current focus is the overall plan not individuals. Council Member Earl H. Parris requested clarification from Alex on the pay scales. Alex explained the pages within the report that depict current pay and the proposed adjustments. Mayor Harvey stated that the charts give the minimum and maximum pay for jobs. Mayor Harvey stated further that if the plan is adopted personnel needs to be trained to insure implementation is done correctly.

Jason Espy of the *Summerville News* asked who are the 4 staff members under and 5 staff members over the median pay rate. Mayor Harvey stated that the plan will be reviewed looking at positions; not individuals. Alex interjected that the program is a position based plan to provide an apple to apples analysis. Mayor Harvey stated that Council will have the opportunity to review the plan making note that implementation can be accomplished in two or even three fiscal years. Mayor Harvey thanked Alex Damen for the presentation and work dedicated to compile the plan.

**FAIRWAY RECREATION DEPARTMENT DESIGN:** Mayor Harvey stated that plans for the Fairway Recreation Center are available for inspection. Mayor Harvey asked if Council has any questions or comments concerning the plans. Council Member Earl H. Parris stated that he is anxious to see the project bid. Council Member Joe Money, Jr. asked if the architect can be present for the Monday night meeting. Interim City Manager Tony Carroll stated that he would take care of making that happen. Council Member David Ford asked how long it will take to complete the construction. Interim City Manager Carroll responded stating that approval to put the project out for bid should be accomplished at the 9/12/16 meeting, bids should be returned by mid to late October, building should start around November then three to six months after that it should be complete if the weather cooperates.

**SIDEWALK PROJECT – REBID:** Interim City Manager Tony Carroll explained that the project for sidewalks around the courthouse and on Commerce was bid and approved as \$42,000 using Dixie Concrete. Tony explained further that the contractor never signed the contract or notice to proceed. Tony stated that the project was rebid and only one bid was received for \$64,000. Tony explained that he is asking Council to reject all bids in order to rebid the project. Attorney Albert Palmour interjected that he recommends getting bid bonds with small projects requiring \$1,000 commitment. Council Member David Ford made a motion to reject all bids and rebid the sidewalk project as previously stated. The motion was seconded by Council Member Earl H. Parris and carried unanimously.

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**EXECUTIVE SESSION:** Mayor Harvey stated that an Executive Session is needed for the purpose of discussing appointment of a City Manager. Council Member David Ford made a motion to go into Executive Session. The motion was seconded by Council Member Zachary Martin and carried unanimously.

**EXECUTIVE SESSION CLOSED:** Mayor Harvey stated that the Executive Session is now closed.

**OPEN REGULAR SESSION:** Council Member Earl H. Parris made a motion to reopen the Regular Session. The motion was seconded by Council Member Joe Money, Jr. and carried unanimously.

**NO ACTION TAKEN IN EXECUTIVE SESSION:** Mayor Harvey stated that no action was taken in the Executive Session.

**RECORDS RETENTION:** Mayor Harvey stated that a request was made to discuss records retention.

Council Member David Ford stated that it is his opinion that the city does not need to buy buildings to store records. Council Member Ford stated that money would be better spent to digitize records. Council Member Ford stated that he would like someone to look into the process. Interim City Manager Tony Carroll responded stating that he has talked with Kim Windle at the County to see what they do with old records. Tony explained that he is in the process of looking at companies to have records digitized. Mayor Harvey stated that records stored at Fairway need to be addressed. City Attorney Albert Palmour stated that the State designates how long records need to be retained but he does not think there is a stipulation of what format in which a document is retained. Interim City Manager Tony Carroll stated that the City Clerk is currently tied up with a software conversion and would need to complete that before moving to record digitization.

**PUBLIC COMMENTS:** Mayor Harvey asked if there are any comments or questions from the public. There were no comments or questions from the public.

**ADJOURN:** With all current business having been concluded Mayor Pro Tem Lloyd "Buddy" Windle made a motion to adjourn. The motion was seconded by Council Member Zachary Martin and carried unanimously.

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**HARRY HARVEY – MAYOR**

Attest:

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**JILL DURHAM – CITY CLERK, G.C.M.C.**