# LUMPKIN COUNTY
# BOARD OF COMMISSIONERS
## *Regular Meeting Agenda*
**Lumpkin County Administration Building**
**Boardroom**
**99 Courthouse Hill**
**Dahlonega, Georgia**

**July 19, 2016**
**6:00 P.M.**

- **CALL TO ORDER** — Chairman Dockery
- **INVOCATION** — Rev. Quentin Self, Bethlehem Baptist Church
- **APPROVAL OF AGENDA**
- **PUBLIC COMMENTS** *(Agenda Specific)*
- **APPROVAL OF MINUTES**
  - June 2, 2016 Special Called Meeting 4 p.m.
  - June 7, 2016 Work Session 4 p.m.
  - June 16, 2016 Special Called Work Session Notes 9 a.m.
  - June 21, 2016 Work Session II Notes 5 p.m.
  - June 21, 2016 Regular Meeting 6 p.m.
- **RESOLUTIONS**
  - 2016-31 A.D.A. Service Animal Policy – Lumpkin County Facilities *(Finance Director Allison Martin)*
  - 2016-32 Amend FY 2016 Budget Calendar for 2017 Budget *(Finance Director Allison Martin)*
  - 2016-33 July Surplus Property *(Finance Director Allison Martin)*
- **REPORTS**
  - Department reports can be viewed on the Commissioners web page at www.lumpkincounty.gov
  - Elected Officials
- **CONTRACTS/AGREEMENTS**
  - 2016-040-Ninth District Opportunity – Head Start Building Lease *(Finance Director Allison Martin)*
  - 2016-041-ACCG-IRMA Property & Liability Insurance Renewal *(Community & Employee Services Director Alicia Davis)*
  - 2016-042-Victims of Crime Act (VOCA) Grant Program FY-2016 Competitive Request for Applications/Sheriff – Child Victims Services Program *(Grants Analyst Mark French)*

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**6:00 P.M.**

- **OTHER ITEMS**
  - Special Event Permit Request for Letter – Community Helping Place Annual Gold Party Fundraiser, September 9, 2016, Blue Mountain Vineyards *(County Clerk Kathleen Walker)*
  - Library Master Building Program Funding *(Chestatee Library System Director Leslie Clark)*
  - Approval of Compensation Study Results *(Community & Employee Services Director Alicia Davis)*

- **COMMENTS**
  - COUNTY MANAGER
  - COUNTY ATTORNEY
  - COMMISSIONERS
  - CHAIRMAN

- **ANNOUNCEMENTS**

- **PUBLIC COMMENTS**

- **ADJOURN** Chairman Dockery

**FUTURE MEETINGS:**

***August 2016***

| | |
|---|---|
| ❖*Work Session – Administration Building* | *August 2, 2016 at 4:00 pm* |
| ❖*Public Hearing on Proposed Budget – Administration Building* | *August 9, 2016 at 6:00 p.m.* |
| ❖*Public Hearing "Notice of Property Tax Increase" – Admin Bldg.** | *August 9, 2016 at 7:00 p.m.* |
| ❖*Public Hearing "Notice of Property Tax Increase" – Admin Bldg.** | *August 11, 2016 at 9:00 a.m.* |
| ❖*Public Hearing "Notice of Property Tax Increase" – Admin Bldg.** | *August 16, 2016 at 5:00 p.m.* |
| ❖*Board Meeting – Administration Building* | *August 16, 2016 at 6:00 pm* |

***September 2016***

| | |
|---|---|
| ❖*Work Session – Administration Building* | *September 6, 2016 at 4:00 pm* |
| ❖*Board Meeting – Administration Building* | *September 20, 2016 at 6:00 pm* |

***October 2016***

| | |
|---|---|
| ❖*Work Session – Administration Building* | *October 4, 2016 at 4:00 pm* |
| ❖*Board Meeting – Administration Building* | *October 18, 2016 at 6:00 pm* |

**Public Hearings "Notice of Property Tax Increase" – these Public Hearings are held only if the proposed millage rate increases beyond the roll-up rate.*

# MINUTES OF THE REGULAR MEETING
# OF THE LUMPKIN COUNTY BOARD OF COMMISSIONERS

July 19, 2016

## CALL TO ORDER

Chairman Dockery began the meeting at 6:32 p.m. in the Boardroom of the Lumpkin County Administration Building. Present were Chris Dockery, Doug Sherrill, Rhett Stringer, Steve Shaw and Bob Pullen.

## INVOCATION

Reverend Quentin Self of Bethlehem Baptist Church Reverend gave the invocation which was followed by the pledge of allegiance.

## APPROVAL OF AGENDA

***Motion**: Commissioner Sherrill made a motion to approve the agenda. This motion was seconded by Rhett Stringer and approved by all district commissioners. Motion carried.*

## PUBLIC COMMENTS *(Agenda Specific)*

Chairman Dockery asked the public if anyone had comments on agenda specific items.
Sheriff Jarrard thanked county employees and the Commissioners for implementing the compensation study. He expressed his support for implementation.

## APPROVAL OF MINUTES

June 2, 2016 Special Called Meeting 4 p.m.
June 7, 2016 Work Session Notes 4 p.m.
June 16, 2016 Special Called Work Session 9 a.m.
June 21, 2016 Work Session II Notes 5 p.m.
June 21, 2016 Regular Meeting 6 p.m.

***Motion**: Commissioner Pullen made a motion to approve all the above minutes by acclamation. That motion was seconded by Steve Shaw and approved by Commissioners Sherrill, Shaw, Stringer and Pullen. Motion carried.*

## RESOLUTIONS

2016-31 A.D.A. Service Animal Policy – Lumpkin County Facilities
A resolution adopting the ADA Service Animal Policy for Lumpkin County facilities.

***Motion**: A motion was made by Commissioner Pullen to approve Resolution 2016-31. The motion was seconded by Chris Dockery. Motion was approved by Doug Sherrill, Steve Shaw, Rhett Stringer, and Bob Pullen. The motion carried.*

2016-32 Amend FY 2016 Budget Calendar for 2017 Budget
This resolution amends the Lumpkin County 2016 Budget Calendar for the 2017 budget.

***Motion**: Commissioner Stringer moved to approve Resolution 2016-32. The motion was seconded by Bob Pullen and approved by Commissioners Sherrill, Shaw, Stringer, and Pullen. The motion carried.*

2016-33 July Surplus Property
This resolution provides for the identification and classification of certain Lumpkin County property as surplus property and authorizes its sale and disposition.

***Motion**: A motion was made by Chairman Dockery and seconded by Steve Shaw to approve Resolution 2016-33. The motion was then approved by all district commissioners and the motion carried.*

**REPORTS**
Department reports be viewed on the Commissioners web page at www.lumpkincounty.gov
Elected Officials – Sheriff Jarrard reviewed some of the upcoming events his department is hosting.

**CONTRACTS/AGREEMENTS**
2016-040-Ninth District Opportunity – Head Start Building Lease
This is a renewal of the current arrangement with Ninth District Opportunity for in-kind use of the Lumpkin County Head Start Building.

***Motion**: Commissioner Shaw moved to approve the annual lease agreement. The motion was seconded by Bob Pullen. Motion was approved by Doug Sherrill, Steve Shaw, Rhett Stringer, and Bob Pullen. The motion carried.*

2016-041-ACCG-IRMA Property & Liability Insurance Renewal
This is the renewal application for property and liability insurance through the ACCG-Interlocal Risk Management program.

***Motion**: Chairman Dockery made a motion to approve the renewal liability insurance agreement which was seconded by Bob Pullen. The motion was the approved by Commissioners Sherrill, Shaw, Stringer, and Pullen. The motion carried.*

2016-042-Victims of Crime Act (VOCA) Grant Program FY-2016 Competitive Request for Applications / Sheriff – Child Victims Services Program
This agreement provides for the application of the VOCA Grant Program to fund the expansion of the services provided to children who are victims of abuse and/or neglect.

***Motion**: A motion was made by Commissioner Sherrill to approve this grant program application. The motion was seconded by Rhett Stringer and approved by Doug Sherrill, Steve Shaw, Rhett Stringer, and Bob Pullen. The motion carried.*

**OTHER ITEMS**
Special Event Permit Request for Letter – Community Helping Place Annual Gold Party Fundraiser, September 9, 2016, Blue Mountain Vineyards
This is a special event permit, including a letter to the State, allowing for the sale of beer and wine for a fundraising event on September 9, 2016.

***Motion**: Commissioner Pullen moved to approve the special event permit request for Community Helping Place's Annual Fundraising Event. The motion was seconded by Steve Shaw and approved by all district commissioners. The motion carried.*

Library Master Building Program Funding
This is to discuss the program funding for a comprehensive building program and an application packet for a new Library Master Building.

***Motion**: Chairman Dockery made a motion to approve the funds for the program and the packet. The motion was seconded by Steve Shaw.*

***Motion**: Chairman Dockery then amended his motion to approve the allocation of funds through SPLOST for the program and the packet. That motion was seconded by Steve Shaw. Motion was approved by Commissioners Sherrill, Shaw, Stringer, and Pullen and the motion carried.*

Compensation Study Results
This is to discuss the employee compensation study completed by Evergreen Solutions.

***Motion**: Commissioner Sherrill made a motion to approve Option C of the staff recommendation and to separate out the grade columns for Public Safety employees. The motion was seconded by Steve Shaw.* [*See* Staff Analysis, Attached to Minutes.]

***Motion**: Commissioner Sherrill made an amended motion to approve Option C of the staff recommendation, to separate out the grade columns for Public Safety employees and to make it effective in October. The motion was seconded by Steve Shaw and was approved by Doug Sherrill, Steve Shaw, Rhett Stringer, and Bob Pullen. Motion carried.*

**COMMENTS**
COUNTY MANAGER
The County Manager addressed Commissioner Pullen's concerns regarding the receipt of meeting information. Mr. Kelley explained that the budget calendar was the issue for the rush in documents.

COUNTY ATTORNEY
The County Attorney said he had no comments.

COMMISSIONERS
Chairman Dockery shared his appreciation of the county employees and public safety. He encouraged everyone to support the Board's salary study decision, because it will not be popular in the community.

Commissioner Sherrill stated that there is no perfect compensation plan, however, there had to be a path chosen. He thinks the chosen path is the path for least resistance.

Commissioner Stringer thanked everyone for being patient while waiting for him to arrive for the meeting. He was late due to coming from a funeral.

PUBLIC COMMENTS
Citizen Bill O'Leksy shared his support regarding the compensation study decision approved by the commissioners.

**ADJOURN**

***Motion**: Commissioner Sherrill moved to adjourn the meeting. That motion was seconded by Bob Pullen and approved by all district commissioners. The motion carried and the meeting was adjourned at 7:00 p.m.*

18 Aug 2016
Date

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Kathleen C. Walker
Clerk, Lumpkin County

# Lumpkin County, Georgia

**Date:** July 15, 2016/**REVISED July 19, 2016**

**Agenda Item:** Classification and Compensation Study Implementation

**Item Description:** Recommendation for Action Based on Compensation Study

**Facts & Historical Information:**

A classification and compensation study was last done in 2007 and implementation occurred in 2008. Since that time only a few COLA's have occurred. Pay rates have not been maintained and job descriptions have not been updated to include changes induced by technology, additional or combined responsibilities, newly created jobs, etc.

Earlier this year, the Board approved a compensation study; the presentation attached shows the results.

**Potential Courses of Action:**

A. Option 1, "Current Range Penetration - minimum 3% increase". This option gives Full Time employees at least a 3% increase, brings all employees at least to the new minimum, but in almost all cases caps the increase at the midpoint of the job's range. Additionally, it is recommended that this option be implemented in October of 2016 instead of waiting until January, 2017. Implementing in October of 2016 allows the county to address the new FLSA rules and clear up any concerns regarding which positions remain exempt and which must move to non-exempt as of December 1, 2016. Additionally, implementing in October will allow employees more time to budget for the insurance changes and the $3,000 up-front health insurance deductible for our current plan (the deductible starts over in January of each year.)

B. Implement Option 1, with modifications. After reviewing last night, Evergreen's consultant realized that the Sheriff's Office Lieutenant position was in the wrong pay grade, so that position should be moved up one grade. At the request of the Sheriff's Office, Evergreen also reviewed the Investigator position and is willing to support moving that position up a pay grade. Making these modifications will increase the implementation cost.

C. Implement Option 1, with additional modifications. Again, move the SO Lieutenant position up one pay grade, but move the SO Investigator position up two pay grades. After speaking with Evergreen today, Evergreen reported that the initial information submitted on the JAT's did not support moving the job up two pay grades; however, the

Captain submitted supplemental information that allows Evergreen to say they could support this move if the Board wishes to implement the change. Making these modifications will increase the implementation costs even further.

D. Option 2 is to accept the new pay ranges recommended by the study and move only those employees whose current pay is not at the new minimum rates to the new minimums. This would impact fewer employees and would have a lower cost.

**Budget Impact**

A. Total cost to implement Option 1 as presented by Evergreen Solutions in the 4th quarter of 2016 would be $246,288. This amount includes fringe of 16.05%. While not included in the 2016 budget, the Board has several options to cover this cost should early implementation be approved including the use of fund balance. Utilizing fund balance is the least favorable of the options as those funds should really be used for one time expenditures, not to fund salary or balance budgets. Another option is to use a portion of money levied for 2016 that has been unused to date. In 2015, the Board of Commissioners levied over 1 mil to cover expenses due to a decline in the motor vehicle digest and as part of a capital improvement program. There have been no expenses from that program in 2016. A lease agreement was entered into but no payments are due until 2017. The money from the levy, if not used in 2016, will roll to fund balance. The total amount levied was $820,470. If the Board chooses to use a portion of these funds to implement the survey, $584,924 will remain available for use should the Board decide to purchase any capital items that are in the program.

   The cost for one year of the salary study above our current payroll is $985,151. This does not include bailiffs or poll workers; however, we never use all of the budget set aside so implementing increases to those areas should have little to no impact.

B. The additional cost to Course of Action A is estimated to be $21,469 annually (including fringe), taking the cost for one year of the salary study above our current payroll to $1,006,620. To implement this option for the last quarter of 2016 is estimated to be $251,655.

C. The additional cost to Course of Action A is estimated to be $46,964 (including fringe) annually, taking the cost for one year of the salary study above our current payroll to $1,032,115. To implement this option for the last quarter of 2016 is estimated to be $258,029.

D. To implement this COA with the Sheriff's Office increases is estimated to be an additional $415,145 above our current annual payroll.

**Staff Recommendation:**
Course of Action B.