

City of Jenkinsburg
Regular Council Meeting
Monday, June 25, 2018

Deputy Clerk William Mullis administered the Oath of Office for new Councilman Gary Brown.

With a quorum present, Mayor Eddie Ford called the City of Jenkinsburg's Council meeting to order at 7:08 pm. Attending were Mayor Eddie Ford, Mayor Pro-Tem Kenneth Rooks, Council Members: Joye England, Gary Brown and Deputy City Clerk William Mullis.

William Mullis gave the invocation and Mayor Eddie Ford led the Pledge to the Flag.

Adopt Agenda - A motion was made by Kenneth Rooks to adopt the agenda as presented for the June 25, 2018 meeting. The motion was seconded by Joye England. Council voted: Joye England – yes, Kenneth Rooks – yes, and Gary Brown - yes. The motion passed.

Approve Minutes from the May 14, 2018 Meeting - A motion was made by Kenneth Rooks to approve the minutes from the May 14, 2018 meeting as presented. The motion was seconded by Joye England. Council voted: Joye England – yes, Kenneth Rooks – yes, and Gary Brown - yes. The motion passed.

Financial Report – Financial Report was given by the Deputy City Clerk, William Mullis. For the benefit of new Councilman Brown, Mayor Ford noted that two of the attached reports: the budget breakdown for the prior month, and the budget breakdown for the fiscal year to date are reports that Council receive at each meeting. The latter gives a quick check of where the city stands financially at any given point in time.

Staff Report – Mullis called attention to the enclosed pamphlet “WHAT YOU NEED TO KNOW ABOUT Hands Free Georgia Law.” What it boils down to is this: except in very specific emergency situations detailed in the law, you cannot touch a “Stand-alone electronic device” or a “Wireless Telecommunications Device” in your vehicle unless you are legally parked.

Mullis also reported on estimates received for replacing the mulch in the kids play area at Jenkinsburg Memorial Park. As requested, the lowest quote for mulch replacement with a “certified playsafe” rubber mulch will involve about 33 cubic yds of material at a delivered cost of \$6426.47. Prep and placement of the material is anticipated to be accomplished using city staff. Staff were directed to continue to seek additional quotes with the option of using a “certified playsafe” wood mulch comprised of cedar for its inherent pest repellent qualities.

Haisten & Johnston – 2017 Financial Audit – Rae Johnston gave a brief presentation on the “City of Jenkinsburg, Georgia Annual Financial Report for the Year Ended December 31, 2017”. Specific highlights included the “Statement of Net Position” on page 10, the “Statement of Activities” on page 11, the Governmental Funds Balance Sheet on page 12 and the “General Fund Schedule of Revenues and Expenditures and Changes in Fund Balances – Budget and Actual on page 32. She concluded her presentation with brief comments on the Independent auditor's reports and findings that begin on page 36 and a request that the Council authorize Haisten & Johnson to submit the audit report to the applicable State entities.

A motion was made by Kenneth Rooks to accept the report as presented and to authorize Haisten & Johnston to submit same as required to State agencies on behalf of the City. The motion was seconded by Joye England. Council voted: Joye England – yes, Kenneth Rooks – yes, and Gary Brown - yes. The motion passed.

JBGR 18-03 Personnel Policies and Procedures Categories of Employment – Mayor Ford introduced this housekeeping measure intended to better define the “Categories of Employment” for Regular, Full-Time Employees and Regular, Part-time Employees. He noted that this action will replace only page 7 of the manual for “Personnel Policies and Procedures.” Mayor Ford gave a brief history of prior actions by the Council in this regard. He also provided information from the Affordable Care Act (ACA) with regard to the definition of an Applicable Large Employer (ALE). Certain stipulations of the ACA only apply to an ALE - an employer with more than 50 employees. The ACA’s method of calculating the total number of full-time employees for reporting purposes utilizes a statistical value of 30 man-hrs/week for ALL employees, regardless of full-time or part-time status, in order to determine the number of full-time employees. The Bureau of Labor Statistics (BLS) has similarly used a 35 man-hrs/week in other similar circumstance. The confusion over what was required under ACA has been driven by these un-related numbers, i.e., the 30 & 35 man-hrs/week, and were the basis for past City changes. It is abundantly clear, however, in the ACA that the subject and definition of full-time and part-time employment is left exclusively to the employer and is unrelated to the 30 & 35 hour increments utilized by the ACA and BLS in statistical calculations. As such, Mayor Ford recommended that the City return to its original Categories of Employment for Regular, Full-time and Regular, Part-time employees. Mayor Ford then called for a motion. Kenneth Rooks made a motion to approve JBGR 18-13 Resolution to Amend Personnel Policies and Procedures Categories of Employment – page 7. The motion was seconded by Gary Brown. Council voted: Joye England – yes, Kenneth Rooks – yes, and Gary Brown - yes. The motion passed.

JBGO 18-03 An Ordinance to establish positions of employment, descriptions and rates of compensation for city employees (FIRST READING) - Mayor Ford explained that the City’s Charter specifically states that such actions as these shall be accomplished through an ordinance. He further noted that prior Councils have taken similar actions at various times that addressed some of the issues covered herein. This ordinance is meant to establish job classifications, description and rates of compensation in a clear and concise manner that will, upon adoption, supersede any and all prior Council actions. Ford further explained that the adoption of the ordinance cannot occur in the same Council meeting in which it is first introduced. Mayor Ford then called for a motion. Kenneth Rooks made a motion to accept the First Reading of “JBGO 18-03 An Ordinance to establish positions of employment, descriptions and rates of compensation for city employees.” The motion was seconded by Gary Brown. Council voted: Joye England – yes, Kenneth Rooks – yes, and Gary Brown - yes. The motion passed.

Mayor’s Report – On behalf of the Council, Mayor Ford welcomed the new Council member, Gary Brown, and thanked him for his interest in serving our community in this capacity. Ford stated that he looked forward to working with him and the council in leading and guiding the City into the future.

Mayor Ford commented that this is the first council meeting since the death of City Clerk/City Administrator Clair Jones. He noted that her leadership and guidance in business administration, public relations, office

management and all the many other hats she wore is going to be sorely missed. Her active roles in the Three Rivers Regional Commission, the Georgia Municipal Association, the Georgia Municipal Clerks and Finance Officers Association, Butts County Government and our sister cities – Jackson and Flovilla worked to create an awareness of our city that we’ve not had in the past. She continues to contribute to our community through her memorial request for friends and family to make donations to the Jenkinsburg Special Needs Park in lieu of flowers for her memorial service.

Public Comments – None

Adjourn - Mayor adjourned the council meeting at 7:44 pm.

Recorded by: William Mullis – Deputy City Clerk