

**MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 13, 2021**

A Work Session of the Board of Commissioners was held on Monday, September 13, 2021, at 6:00 p.m. at the C. E. Weir Center. Mayor Tony L. Paulk was presiding, and Commissioners Edwin Taylor, Mike Gowen, Cindy McNeill, Kentaiwon Durham, and Olivia Pearson were present. Mayor Pro-Tem Bob Moore was absent.

REVIEW OF AUGUST 16, 2021 AND AUGUST 23, 2021 MEETINGS MINUTES

The first business item presented by City Manager Charles Davis was to review the Board of Commissioners' August 16, 2021, and August 23, 2021 (Work Session/Regular Minutes). Mayor Tony L. Paulk requested that the Commissioners offer any changes so that the City Clerk could correctly record the minutes for historical data.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**

DISCUSSED AND APPROVAL OF CLASSIFICATION & COMPENSATION STUDY COMPLETED BY CVIOG

Tammy Wilkerson, HR Director, appeared before the Mayor and Commission to discuss and approve the UGA Carl Vinson Institute of Government's Classification & Compensation Study as presented to be effective as soon as the software system can implement new pay tables.

Mrs. Wilkerson stated that on 9/28/2020, the mayor and Council approved UGA's Carl Vincent Institute of Government (CVIOG) to conduct a Classification & Compensation Study. The purpose of the study was to ensure and maintain pay compensation that is in line with other surrounding cities and similar entities. The City of Douglas historically uses the University Of Georgia Carl Vinson Institute Of Government to conduct this study. The last time our organization had this study done was in 1999 and 2004.

Mrs. Wilkerson also stated that at the request of the City of Douglas, the Carl Vinson Institute of Government (Institute of Government) at the University of Georgia agreed with the City of Douglas to develop a new classification and compensation plan for employees covered under the City's personnel plan.

The objectives of the project were to:

1. Develop a new classification system by utilizing job analysis and market-based pricing techniques.
2. Collect and analyze wage survey data.
3. Analyze and format the wage survey data to establish competitive pay levels and develop a recommended compensation plan.
4. Train the City of Douglas administrative personnel in each component of the classification and compensation plan development to ensure the implementation and maintenance of the system.

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**DISCUSSED AND APPROVAL OF CLASSIFICATION & COMPENSATION STUDY
COMPLETED BY CVIQG-CONTINUED**

Mrs. Wilkerson explained that there were components for pay to be considered. Those components were a general cost of living allowance (COLA), market rate comparison, and compression (time in position).

All employees will get the COLA of 1.66%, some will get two of the categories, and some will get all three. The cost of the implementation in 12 months is \$369,616. The remainder of FY'21 cost is approximately \$307,000. For comparison purposes, the average annual cola is approximately \$160,000.00. The real impact of the study is about \$200,000 for the compression and the market comparison.

Mrs. Wilkerson stated that the discussion and implementation of the agenda were presented to the Mayor and Council on 7/26/2021. The Council wanted time to think about the CVIQG plan and had a few questions.

- Question/issue 1 - When was the last study conducted? The City of Douglas conducted a planning study in 1998-1999 and one in 2004-2005.
- Question/issue 2 - This question dealt with merit increases? Even though policy allows for merit increases, during the budget process since 2010, payroll has always been set up with the cost of living at 2% (which is approximately \$160,000 annually) because the budget cannot handle annually 4 or 5 percent every year. 2009 was the last year the City has done a COLA and merit increase. Since 2010, we have been doing COLA increases during the budget presentation and adoption process.
- Question/issue 3 - Dealing with employees getting money at the end of the year? Employees get a \$200 appreciation check-in in late November. Since the 1940s, employees have been paid 5% of their past six-month salary. In 2004, a commissioner agreed to only vote for the FY'05 budget if the City did away with the bonus practice. On December 8, 2008, a commissioner asked to discuss and reconsider the "Christmas Bonus." On December 22, 2008, a commissioner offered a motion to implement a flat \$200.00 appreciation check.

The ongoing budget cannot handle constant 4 & 5 percent increases every year. This is why we periodically do UGA compensation studies.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**

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**DISCUSSED AND APPROVAL OF SUBMITTAL RESOLUTION FOR SECTION 3
POLICIES AND PROCEDURES FOR 2021 CHIP GRANT #2021-106**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission, seeking a submittal resolution for Section 3 Policies and Procedures. DCA designs this requirement following the FY2021 CHIP Program Description, Manuals, U.S. Department of Housing and Urban Development (HUD), and other required federal and state regulations for CHIP grant #2021-106.

Mrs. Henderson stated that the Section 3 policy pertains to training, employment contracting, and other economic opportunities arising from the expenditure of Federal housing assistance (HOME) used in conjunction with the following activities as housing rehabilitation and housing and other public construction.

Mrs. Henderson also stated that the recipient of DCA HOME Funding accepts the responsibility of enforcing the Section 3 requirements and proactively providing notice, encouraging, and facilitating compliance with Section 3 subject to the definition of Section 3 Covered Project. The recipient will have fulfilled this responsibility when they can provide evidence that the following have occurred in the case of every contract and sub-contract solicitation that exceeds the threshold requirements of 24 CFR Part 135.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED AND APPROVAL OF THE AFFIRMATIVE FAIR HOUSING PLAN FOR
DCA AND HUD GRANTS - CHIP GRANT #2021-106**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek an Affirmative Fair Housing Marketing Plan for DCA and HUD Grants and Programs.

Mrs. Henderson stated that the City of Douglas is committed to providing all persons equal access to its services, programs, activities, education, and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age. The City of Douglas certifies that it will diligently work to affirmatively further fair housing. To meet the grant's obligation to take some action to affirmatively further the national goal of fair housing, the City of Douglas will participate in a range of activities that will satisfy the City's obligation such as (but not limited to): 1) including a discussion of fair housing in public meeting agendas, 2) posting a fair housing poster at the City Hall, and 3) distributing brochures outlining fair housing law to persons attending community meetings or Public Hearings.

Mrs. Henderson also stated that Recipients approved from CHIP funding should implement the Affirmative Fair Housing Marketing Plan. Each recipient should set forth a marketing strategy for outreach to potential low-income homeowners in their commended award.

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**DISCUSSED AND APPROVAL OF THE AFFIRMATIVE FAIR HOUSING PLAN FOR
DCA AND HUD GRANTS - CHIP GRANT #2021-106-CONTINUED**

For some Recipients, the marketing strategy includes assisting qualified applicants from an existing waiting list followed by a first-come, first-served application intake process. For other approved CHIP awards, where a current waiting list is non-existent, Recipients can design a first-come, first-served application intake process.

Mrs. Henderson explained that in compliance with 24 CFR 92.351 of the Home Rule, the recipient must make reasonable efforts to affirmatively further fair housing practices and must develop and adopt as part of their local CHIP policies and procedures. Affirmative Fair Housing Marketing Plan (AFHMP). The HUD HOME regulations and DCA policy regarding fair housing and equal opportunity must follow to ensure that those least likely to apply will have the chance to become aware of the program and to use and participate. All printed material and flyers/brochures must include the equal housing opportunity logo in keeping with these requirements. DCA also requires that the fair housing poster and the equal employment opportunity posters appearing at locations where both applicants and contractors are likely to go for information on the program. The recipient is required to follow the affirmative marketing plan and local Language Access Plan.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED AND APPROVAL OF THE AGREEMENT FOR PROFESSIONAL
ADMINISTRATION SERVICES WITH SOUTHERN GEORGIA REGIONAL
COMMISSION FOR 2021 CHIP GRANT #2021-106**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek an Agreement for Professional Administration Services for the 2021 CHIP Grant #2021-106 between the City of Douglas and Southern Georgia Regional Commission.

Mrs. Henderson stated that the City of Douglas was awarded a 2021 Community Home Investment Program (CHIP) Grant for \$400,000. The Agreement for Professional Administration Services with the Southern Georgia Regional Commission has a maximum of \$4,000.00 per unit for non-lead costs for stick-built rehabilitation or modular housing project. The additional amount per unit is based on completing the CHIP assisted housing unit and then applying to the contract. The Southern Georgia Regional Commission writes and administers the grant, processes tribunals, environmental reports, historic guidelines, and other services ranging from construction acts, civil rights, and state and federal regulations.

It was the consensus of the Commission to place this item on the **Consent Agenda**

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**DISCUSSED AND APPROVAL OF THE SUBMITTAL RESOLUTION FOR
AFFIRMATIVE FAIR HOUSING PLAN FOR DCA AND HUD GRANTS - 2021 CHIP
GRANT #2021-106**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek approval of a submittal resolution adopting an Affirmative Fair Housing Marketing Plan for DCA and HUD Grants and Programs for the 2021 Community HOME Investment Program grant #2021-106.

Mrs. Henderson stated that the purpose of the Community HOME Investment Program (CHIP) is to provide safe, decent, and affordable housing in Georgia. In compliance with 24 CFR 92.351 of the Home Rule, the recipient must make reasonable efforts to affirmatively further fair housing practices and must develop and adopt as part of their local CHIP policies and procedures an Affirmative Fair Housing Marketing Plan (AFHMP)

Mrs. Henderson also stated each participating jurisdiction must adopt and follow affirmative marketing procedures and requirements for rental and home-buyer projects containing five or more HOME-assisted housing units. Affirmative marketing requirements and procedures also apply to all HOME-funded programs. Affirmative marketing steps provide information and otherwise attract eligible persons in the housing market to the available housing without regard to race, color, national origin, sex, religion, familial status, or disability.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED AND APPROVAL OF RESOLUTION FOR REVISED LANGUAGE
ACCESS PLAN (LAP) FOR GA DCA, HUD, AND OTHER FEDERALLY FUNDED
GRANTS PROGRAMS**

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek approval of a submittal resolution to adopt a revised Language Access Plan (LAP) for GA DCA, HUD, and Other Federally Funded Grants Programs.

Mrs. Henderson stated that a revised Language Access Plan (LAP) is necessary for accordance with the requirements of DCA and HUD for the Community Development Block Grant (CDBG), Community HOME Investment Program (CHIP), and other Georgia Department of Community Affairs (GA DCA), U.S. Department of Housing and Urban Development (HUD), and other federally funded grants and programs.

Mrs. Henderson also stated that in compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the recipient must take timely and reasonable steps to provide Limited English Proficient (LEP). Persons with meaningful access to programs and activities funded by the federal government and awarded by DCA.

It was the consensus of the Commission to place this item on the **Consent Agenda**

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DISCUSSED AND APPROVAL OF SUBMITTAL RESOLUTION FOR MINORITY BUSINESS ENTERPRISE (MBE) AND WOMEN BUSINESS ENTERPRISE (WBE) OUTREACH PLAN - 2021 CHIP GRANT #2021-106

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek approval of a submittal resolution. This resolution will be for a Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Outreach Plan for DCA and HUD Grants, and Programs for the Community HOME Investment Program grant #2021-106.

Mrs. Henderson explained that it is necessary to adopt an MBE/WBE Outreach Plan for the Community Development Block Grant (CDBG), Community HOME Investment Program (CHIP), and other Georgia Department of Community Affairs (GA DCA) and U.S. Department of Housing and Urban Development (HUD) grants & programs. The recipient must make reasonable efforts to encourage the use of minority and women-owned business enterprises (MBE/WBE) and must adopt as part of their local CHIP policies and procedures an MBE/WBE Outreach Plan for compliance with 24 CFR 92.351 of HOME Rule.

Mrs. Henderson also stated that a participating jurisdiction must prescribe procedures acceptable to HUD to establish and oversee a minority outreach program within its authority to ensure the inclusion, to the maximum extent possible, of minorities and women and entities owned by minorities and women including, without limitation. The Federal Regulations describe actions taken by a participating jurisdiction. This ensures that minority business enterprises and women business enterprises are used when possible to procure property and services.

(This statement was added for approval at the October 11, 2021 Meeting)

Commissioner Pearson stated she was fine with item nine Approval of the Submittal Resolution for Minority Business Enterprise, but she recalled some months back she brought a proposal for minority Business enterprise and woman that was included. Commissioner Pearson stated to Ms Henderson that if she gets a chance to have Mrs. Wynetta (City Clerk) to pull that information. Commissioner Pearson stated she could not recall the other that she used to propose at that time. Mrs Henderson stated it was the Disadvantage Business Enterprise. Commissioner Pearson commended Mrs. Henderson with having a good memory and stated to cross reference what she proposed.

It was the consensus of the Commission to place this item on the **Consent Agenda**

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DISCUSSED AND APPROVAL OF REVISED LANGUAGE ACCESS PLAN (LAP) FOR GA DCA, HUD, AND OTHER FEDERALLY FUNDED GRANTS PROGRAMS

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek a revised Language Access Plan (LAP) for GA DCA, HUD, and Other Federally Funded Grants Programs.

Mrs. Henderson stated that in compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166. The recipient must take timely and reasonable steps to provide Limited English Proficient (LEP) persons with meaningful access to programs and activities funded by the federal government and awarded by DCA.

**DISCUSSED AND APPROVAL OF REVISED LANGUAGE ACCESS PLAN (LAP) FOR GA DCA, HUD, AND OTHER FEDERALLY FUNDED GRANTS PROGRAMS
CONTINUED**

Mrs. Henderson explained that this Language Access Plan has prepared to address the City of Douglas's responsibilities as a recipient of Federal financial assistance related to the needs of individuals with limited English language skills. The City of Douglas has developed this Language Access Plan to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP). They wish to access services provided through Federal and State programs. As defined by Executive Order 13166, LEP persons do not speak English as their primary language and have limited ability to read, talk, write or understand English.

It was the consensus of the Commission to place this item on the **Consent Agenda**

**DISCUSSED AND APPROVAL OF APPOINTMENT TO KEEP DOUGLAS BEAUTIFUL BOARD
*REMOVED FROM THE AGENDA***

DISCUSSED AND APPROVAL OF THE SALE OF 3 CITY-OWNED RESIDENTIAL PROPERTIES (TRACT 26 WYNN AVENUE, 608 LONNIE STREET, AND 610 LONNIE STREET)

Georgia Henderson, Community Development Director, appeared before the Mayor and Commission to seek permission to sell three (3) residential land lots; two (2) located in the Elisha Harrell Subdivision and one (1) located on Wynn Avenue described as Tract 26.

Mrs. Henderson stated that properties became acquired through the Community Development Block Grant (CDBG). Through the CDBG, we were able to add infrastructure to the properties/land. Once the infrastructure project was complete, the land became divided into lots for residential purposes.

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DISCUSSED AND APPROVAL OF THE SALE OF 3 CITY-OWNED RESIDENTIAL PROPERTIES (TRACT 26 WYNN AVENUE, 608 LONNIE STREET, AND 610 LONNIE STREET) CONTINUED

- Tract 26 Wynn Avenue: All that tract or parcel of land situate, lying and being in the City of Douglas and particularly depicted on that certain plat of Survey dated September 10, 1981, prepared for the City of Douglas Community Development and described as Tract 26 recorded in the Office of the Clerk of Superior Court of Coffee County, Georgia Plat Book 27, Page 7.
- 608 Lonnie Street: All that tract or parcel of land situate, lying and being located in Land Lot 193, in the 6th Land District in Coffee County, Georgia particularly described as Lot 4 according to that certain plat recorded in the office of the Clerk of Superior Court of Coffee County, Georgia Special Plat Book 5, Page 34.
- 610 Lonnie Street: All that tract or parcel of land situate, lying and being located in Land Lot 193, in the 6th Land District in Coffee County, Georgia and more particularly described as Lot 5 according to that certain plat recorded in the Office of the Clerk of Superior Court of Coffee County, Georgia Special Plat Book 5, Page 34

Mrs. Henderson concluded that if lots become sold, the revenues will go back into the Special Revenue Accounts to support grants and housing programs expenditures.

It was the consensus of the Commission to place this item on the **Consent Agenda**

DISCUSSED AND APPROVAL OF THE GOPHER TORTOISE FESTIVAL ROAD CLOSURES

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval on behalf of the Douglas-Coffee County Chamber of Commerce to close two streets, around Central Square Complex, for the Gopher Tortoise Festival.

Mrs. Henderson stated that the Douglas-Coffee Chamber of Commerce had applied to hold a special event Gopher Tortoise Festival, on October 1, 2021, thru October 2, 2021, at Central Square Complex. This event will be open and accessible to the public. It will also have a live band. The Douglas-Coffee Chamber of Commerce has request certain city streets to be closed. The streets requested to be close are S. Pearl Ave, from the railroad track to E. Ashley Street. E. Bryan St. from S. Madison Ave. to S. Pearl Ave.

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**DISCUSSED AND APPROVAL OF THE GOPHER TORTOISE FESTIVAL ROAD
CLOSURES-CONTINUED**

Mrs. Henderson also explained that the streets will be closed from October 1, 2021, from 7:00 a.m. until October 2, 2021, at 6:00 p.m. The Douglas-Coffee County Chamber of Commerce asks to utilize the closed streets, City parking lot near the Gazebo, the Central Square Gym, and C.E. Weir Center grassed area to set up vendors.

It was the consensus of the Commission to place this item on the **Consent Agenda**

Commissioner Pearson stated that she would like for the Minutes of August 16, 2021, on page 5, to reflect the name of the organization (Coffee County Black Economic Coalition) that Mr. Michael Newton came forth representing.


GENERAL COMMENTS

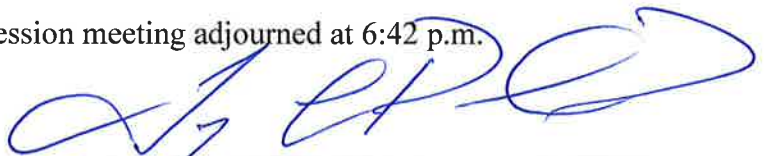
Mickeyla Clark-Brockington appeared before the Commission, expressing her concerns regarding the issue of racism in our community. She discussed a racial experiment from an author and college professor Jane Elliott.

Olivia Pearson stated she wanted to address the Council regarding information and express her concerns regarding the incident of Mr. Pernell Harris.

ADJOURNMENT

There being no further discussion, the work session meeting adjourned at 6:42 p.m.


Wynetta J. Bolder, CMC


Mayor Tony L. Paulk

