



Agenda
City Council Meeting
May 13th, 2024
6:30pm

Baldwin Courtroom, 155 Willingham Avenue, Baldwin, GA 30511

Call Meeting to Order

Invocation and Pledge

Consent Agenda

- a. Approval of Minutes: Council Retreat 4/17-19/24, Council Meeting 4/29/24, and Work Session 5/7/24.

Public Comments

Public Hearings

Reports

Municipal Court – Susan Newsom

Old Business

1. Consideration/Approval of PTO Supplement for Exempt Employees

New Business

2. Ratification of Consent Order for Alto Mountain Grocery (BP Gas)

Executive Session

Executive Session for Personnel

Announcements

- a. The City of Baldwin will host a Town Hall Meeting for the FY2025 budget tomorrow night at 6:30 pm at the Baldwin Farmers' Market at 110 Airport Road. We invite citizens to ask questions, meet department heads and staff, and discuss the future of Baldwin.
- b. Join us for the Movie in the Market on May 24th, starting at 8:30 p.m.. Bring your lawn chairs, blankets and join us for a FREE night of fun at the Farmers' Market located at 110 Airport Road. This month we will be showing Moana. Concessions are available, with all proceeds going to Shop with a Hero.
- c. City Offices will be closed May 27th in observance of Memorial Day.

Adjournment

***The City of Baldwin will provide reasonable accommodations whenever needed for those participating in a City Council meeting. Please notify the City Clerk as early as possible prior to a meeting to ensure such accommodations can be made in a smooth and timely fashion.*

memo

To: All City Staff
From: Mayor and Council
Effective July 1st, 2024
Date:

Policy Manual Section II Employee Benefits

2.1.7 Exempt Employee Vacation Allowances

Exempt employees shall receive a vacation day allowance for each fiscal year. This allowance can be used at any time with advanced written notice to the Chief Administrative Officer and must be taken at the convenience of the department. In the case of an unplanned absence for illness, emergency, etc., the employee is required to notify their immediate department head as soon as possible of the absence and the projected length of the absence.

<i>Years of Service</i>	<i>Vacation Allowance Total</i>
<i>1-3 years</i>	<i>80 hours</i>
<i>3-8 years</i>	<i>120 hours</i>
<i>8-15 years</i>	<i>160 hours</i>
<i>15-30 years</i>	<i>200 hours</i>
<i>30 years +</i>	<i>240 hours</i>

Vacation Allowances are not eligible for the PTO Buyout Program and will not be paid upon the employment separation with the City.

memo

To: All City Staff
From: Mayor and Council
Effective Date: July 1st, 2024

Policy Manual Section II Employment Practices & Regulations

6.5.2 Comp Time

As Written:

“Any compensatory time (comp time) will be accrued at a rate of 1 hour for every hour worked over the employee’s scheduled work week (40 hours). (See 6.5) Comp time usage must be requested and approved. Comp time must be used within 2 pay periods of the pay period it was earned. The accumulation of comp time will have a cap of not more than twenty (20) hours per employee. Comp time may not be carried over at the end of the fiscal year.”

To be Changed:

Eliminated.

memo

To: All City Staff
From: Mayor and Council
Effective July 1st, 2024
Date:

Policy Manual Section II Employment Practices & Regulations

7.1 Salary Basis Rules

As Written:

“(1) Exempt employees normally receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked, employees must use personal or sick leave. However, exempt employees need not be paid for any work week in which they perform NO work at all for the organization (no work includes no calls and no emails).”

“(3) ...

- a. Absences of one or more full days for personal reasons other than sickness or disability.”

To be Changed:

“(1) Exempt employees normally receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked, ~~employees must use personal or sick leave.~~ However, exempt employees need not be paid for any work week in which they perform NO work at all for the organization (no work includes no calls and no emails) *with the exception of exempt employee vacation allowances as defined by Section 3.2.1.2.*”

(3) ...

- a. Absences of one or more full days for personal reasons other than sickness or disability, *after all vacation allowance is used.*”
-

**BEFORE THE MAYOR AND CITY COUNCIL OF THE CITY OF BALDWIN
STATE OF GEORGIA**

BALDWIN, GEORGIA,)	
a Georgia municipal corporation.)	
)	
)	
v.)	ALCOHOL LICENSE
)	VIOLATION HEARING
)	
ABENT WORKNEH)	
)	
)	
Defendant)	

CONSENT ORDER

Having been presented this Order jointly by THE CITY OF BALDWIN and Defendant WORKNEH, and for good cause shown, the Mayor and City Council of the City of Baldwin do hereby:

ORDER, ADJUDGE, and DECREE that:

- (1) Defendant shall pay a fine of \$750. This action shall be completed by 5:00pm on May 3, 2024.
- (2) Defendant shall correct all zoning and life safety violations currently identified on Defendant's premises. Specifically, Defendant shall not maintain a residence for employees on Defendant's premises without City approval. This action shall be completed immediately.
- (3) Defendant shall update its employee handbook to include a policy of requiring proof of age before any alcohol, tobacco, or hemp sale. Defendant's employees shall sign such policy. This action shall be completed by 5:00pm on May 3, 2024.

(4) Defendant shall pay past due taxes in the amount of \$1030.59. This action shall be completed by 5:00pm on May 3, 2024.

(5) Defendant's alcohol license shall be reinstated immediately. Defendant's alcohol license shall be revoked upon a finding by the City Council that Defendant has not complied with the terms of this Order.

CITY OF BALDWIN, GEORGIA

ABENT WORKNEH

By: _____
Mayor

By: _____
Abent Workneh or Attorney

City Council

City Council

City Council

City Council

City Council

Attest: _____
City Clerk

Order prepared by:

THE SAMUELS FIRM

/s/ Jack A. Samuels
JACK A. SAMUELS
Georgia Bar No. 388026
Attorney for the City of Baldwin
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