

The Washington City Council met in a regular session on Monday, July 25, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; Richard Brooks, Councilmember; Larry Beeman; Councilmember and William Pitt, Councilmember. Also present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk. *Simon Harris - Troop 99 was also in attendance.

Mayor Hodges called the meeting to order and Councilmember Pitt delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Mercer seconded by Councilmember Brooks, Council approved the minutes of June 27, 2016 as presented.

APPROVAL/AMENDMENTS TO AGENDA

Mayor Hodges reviewed the requested amendments to the agenda:

- Add Under Consent Item F: Sewer Pump Purchase Order
- Remove Consent Item A & E for discussion
- Remove Under Scheduled Public Appearances: Milton Brooks – Internet Sweepstakes

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the agenda as amended.

RECOGNITION

**LOIS BLACKSTOCK – NATIONAL CERTIFICATION FROM THE
NATIONAL ANIMAL CARE & CONTROL ASSOCIATION**

On May 6, 2016, Animal Control officer Lois Blackstock received her National Certification from the National Animal Care and Control Association by attending the National Animal Control and Humane Officer Training Academy. The NACA purpose is to assist members to perform their duties in a professional manner. The program is designed for animal care and control personnel at the federal, state, and local levels, and for police officers, and sheriff's deputies who are responsible for animal control duties. This program was a two year endeavor for officer Blackstock. The program consisted of some of the following courses: ethics, interviewing search and seizure, evidence case and trial preparation, and sworn testimony.



CONSENT AGENDA:

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council approved the consent agenda as amended.

- A. Item removed from Consent for discussion: Authorize – Recreation Director to apply for the pre-application of the Marine Resources Fund – Havens Gardens Bulkhead Replacement
- B. Adopt – Resolution directing City Clerk to investigate a petition for a contiguous annexation from State Employees Credit Union *The property contains 5.46 acres and is located on Whispering Pines Road between W. 15th Street and West 5th Street.

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S.160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition was received on July 25,2016 by the Washington City Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Washington deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that:
The City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.
This the 25th day of July, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

- C. Approve – Generator Maintenance Purchase Order *\$35,291.99 to Atlantic Power Systems of NC for the annual maintenance of the City's peak shaving generators
- D. Approve – Circuit Breaker Purchase Order *\$42,760 to Westinghouse Electric Supply for the Wharton Station circuit breaker replacement
- E. Item removed from Consent for discussion: Approve – Software Purchase order
- F. Added: Approve – Sewer Pump PO *\$63,384.02 to Xylem Dewatering Solutions, Inc. for the purchase of a spare pump for the 5th & Respass pump station

Item A from Consent: AUTHORIZE – RECREATION DIRECTOR TO APPLY FOR THE PRE-APPLICATION OF THE MARINE RESOURCES FUND – HAVENS GARDENS BULKHEAD REPLACEMENT

BACKGROUND AND FINDINGS: The current bulkhead at Havens Gardens is deteriorating and needs to be repaired. The bulkhead is currently listed in the CIP. The Recreation Advisory Committee recommended to pursue the funding through the Marine Resources Fund during the June 2016 meeting. The total preliminary cost is \$430,000.00. It is recommended to complete this project in two phases, beginning on the bridge side and completing an estimated 700 feet of bulkhead. Phase I would cost an estimated \$215,000.00. The grant does not require a match, however would be a stronger application if the City provided a 10% match. All contracts for projects selected for funding will begin no sooner than July 1, 2017.

Councilmember Mercer noted he didn't have a problem with the pre-application, but wanted to know why we didn't apply for the entire project instead of two phases. Kristi Roberson said she was told we stood a better chance if we applied for the project in phases. Councilmember Mercer said we should apply for the whole project and Council, by consensus agreed to apply for the entire bulkhead repair and discussed the possibility of a match of up to 25%.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council authorized the Recreation Director to apply for the pre-application of the Marine Resources Fund (with up to a 25% match for the entire project).

Item E from Consent: REMOVE FOR DISCUSSION FROM CONSENT: APPROVE – SOFTWARE PURCHASE ORDER

BACKGROUND AND FINDINGS: A capital project fund has been established for this project. Site visits, demonstrations, and reference checks have been conducted and staff recommends proceeding with these vendors. The maintenance service contract is included in the license fees for the first year resulting in \$42,000 savings in year one and \$13,000/year in subsequent years. \$250,000 is budgeted for this project.

Councilmember Mercer expressed concerns with the proposal not showing a work order module. Matt Rauschenbach confirmed there is a work order module in the utilities (mobile application) as well as the financial software package.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council approved a PO for \$89,385 to Edmonds & Associates, Inc. and a PO for \$75,071 to Tyler Technologies for financial and utility billing software.

COMMENTS FROM THE PUBLIC:

Donna Lay came forward and discussed the increase in her utility bill from last month. She also inquired what the money is used for and what does her tax dollars pay for. Councilmember Mercer responded to her questions and offered to meet and talk with Ms. Lay about our budget/utilities.

PUBLIC HEARING 6:00PM– ZONING: NONE

PUBLIC HEARING 6:00PM - OTHER:

TAXI CAB – CERTIFICATE OF CONVENIENCE ISSUED TO MS. GERALDINE ROBERSON FOR HODGES & ROBERSON (H & R) CAB SERVICE

BACKGROUND AND FINDINGS: The purpose of this Council Action is to hold a public hearing, as advertised, to consider the application for a Certificate of Convenience and Necessity by John Norfleet to operate three cabs in the City of Washington as H&R Cab Service. Per the application, Ms. Roberson desires to operate three taxicabs in the City limits from her terminal located at 9349 Thoroughfare Rd, Washington, NC. The notice calling for the public hearing was published on July 9, 2016, and a copy of the notice was mailed to all holders of Certificates of Convenience and Necessity for the operation of vehicles in compliance with Washington City Code Section 36-56(b).

Mayor Hodges opened the public hearing. There being no comments from the public, the public hearing was closed. Ms. Geraldine Roberson stated she is different than Roberson Cab, she is operating as Hodges & Roberson (H&R) Cab Service. Hours of operation 7am-7pm. Terminal is located on Thoroughfare Road.

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council authorized a Certificate of Convenience and Necessity be issued to Ms. Geraldine Roberson with three taxicabs for Hodges & Roberson (H&R) Cab Service.

SCHEDULED PUBLIC APPEARANCES:

JEANNIE NEAL – WASHINGTON HOUSING AUTHORITY – (ABSENT)

**MILTON BROOKS – INTERNET CAFÉ SWEEPSTAKES
(REQUEST REMOVED FROM AGENDA)**

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – WATERFRONT DOCKING AGREEMENTS – LEASES

The proposed Waterfront Docking Agreements for the following entities were presented to Council:

- 1. Little Washington Sailing School, Inc.*
- 2. NC Estuarium - River Rover*
- 3. Seatow IBX*
- 4. ECU – R/V Riggs*

These leases have been updated to reflect new information for each water craft and to reflect the same extension period of every one (1) year. The proposed changes are highlighted in yellow and the removal of information is shown by a strike-thru. The documents are for review only and we hope to have the new agreements approved during the August 8, 2016 Council Meeting.

John Rodman revised the agreements to a one year lease. Franz Holscher has advised Mr. Rodman of some clerical errors and insurance discrepancies. Bill Lurvey will look over those insurance issues.

Councilmember Beeman asked why LWSS was not charged a fee, being we charge a participation fee for softball, baseball, soccer, basketball. He feels we should charge their participants a fee of \$35 as well. Mayor Hodges disagrees and feels we should rescind the \$35 fee for all activities. Councilmember Mercer said every time fees come up it becomes a hot button issue – if we want to get out of the fee business then we should lease the fields to the leagues and let them take care of all of it. Councilmember Beeman disagrees as we should be stewards for the city. Councilmember Brooks stated we should sit down and talk about where we're going regarding fees. Mayor Pro tem Finnerty noted that people have money for what that want to have money for – if you give everything away for free people don't appreciate it – we may need to restructure the fees. Mr. Roberson suggested Council review our fees and explained the money from the fees are used for operation and maintenance.

Mr. Rodman asked if Council was ok with the one year renewal. By consensus, Council was in agreement with the one year renewal. Mr. Rodman will bring the agreements back for approval on August 8th and discussion of the fees will be at a later date.

MEMO – BUG HOUSE PARK UPDATE

The Washington Area Historic Foundation (WAHF) has graciously agreed to participate in the up-grade and beautification of Bug House Park. WAHF will upgrade the center signage area by reconditioning the soil in the area and planting Liriope, Lantana and Knock out Roses. This will enhance the entrance into the Park. The Washington Area Historic Foundation will also contribute several benches to the Park area. One bench has been purchased and they are raising funds to provide a couple of more. These benches will match the ones in Harding Square. Thanks to WAHF for partnering with the City by providing an up-grade to Bug House Park for all to enjoy.

Mayor Hodges inquired about the status of the tennis courts. Mr. Roberson noted that Gerald Rawls from WIMCO is doing an analysis and we will hopefully have an answer on August 8th.

MEMO – SAVE THE POOL FUNDRAISER UPDATE

The Save the Pool Fundraiser campaign began in June. We have completed 4 fund raisers, including Summer Kickoff, Save the Pool Golf Tournament, Save the Pool Pizza Inn Fundraiser and the World's Largest Swim Lesson. We are continuing to sell T-shirt Sales and Tiles. We have currently raised \$18,856.24 and are waiting on our check from the Pizza Inn fundraiser. The next fundraiser will be a car wash scheduled for July 23 from 8 AM -1 PM and hosted by Special Olympics Beaufort/Hyde Athletes. The car wash will be held in the Verizon parking lot.

Kristi Roberson, Recreation Director noted that \$900+ was raised at the Pizza Inn event along with \$500+ from the car wash. Two or three fundraisers will be held every month until December. The Dectron unit is still working but it is wearing out. We had an increase of 50 new memberships in June along with increased swim lessons, adult lap swim and open pool.

MEMO – DISCUSS FINANCING RESIDENT’S SHARE OF MATERIAL COST FOR STORM DRAINAGE PIPE INSTALLATION

The Public Works Department currently participates with property owners in the installation of storm drains crossing private property. The City will furnish all labor and equipment and the property owner will pay for all materials for construction. The City will not participate in any storm drainage system which requires pipe sizes larger than 18" due to the increased labor cost, equipment and engineering required. All monies for materials must be paid by property owner before construction begins.

We have had a request from a City resident to consider financing the material costs for construction. I am requesting your consideration for the City to finance the storm drainage material construction cost for pipe installation 18" or smaller. I feel the City will need to set an interest rate with a term not to exceed three to five years. I would like to suggest that the A.P .R. and term be set by the Finance Director based on current market prices. By allowing City financing of these specific projects this may allow the homeowner affordability in improving their property.

Example: Cost Estimate to Pipe 140 Linear Feet of Ditch

<u>Unit</u>	<u>Description</u>	<u>Cost</u>	<u>Total</u>
140LF	15”HDPE Pipe	\$10/LF	\$1,400
1EA	Manhole Junction	\$500/EA	\$500
2EA	Catch Basins	\$500/EA	<u>\$500</u>
	Subtotal		\$2,900
	20% Admin.		<u>\$580</u>
	Total Due		\$3,480

Council discussed the administration charge of 20% and decided to only charge 10% instead of 20%. Future requests will be presented to Council for approval.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council approved the financing of the resident’s share of material cost for storm drainage pipe installation with a 10% administration charge.

MEMO – BUDGET TRANSFER – GENERAL FUND

(approved as presented)

The Budget Officer transferred funds between the Miscellaneous, Economic Development, Debt Service, & Equipment Services departments of the General Fund appropriations budget to cover spending in the respective departments. NCGS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

<i>From:</i>	<i>10-00-4400-5701</i>	<i>Misc.</i>	<i>\$285.00</i>
<i>To:</i>	<i>10-50-4020-8100</i>	<i>Debt Service</i>	<i>\$285.00</i>

<i>From:</i>	<i>10-00-4400-5701</i>	<i>Misc.</i>	<i>\$ 900</i>
	<i>10-00-4400-0200</i>	<i>Salary Adj.</i>	<i>\$18,600</i>
	<i>10-00-4650-4500</i>	<i>ED Projects</i>	<i>\$13,000</i>

<i>To:</i>	<i>10-20-4250-1300</i>	<i>Utilities</i>	<i>\$ 7,500</i>
	<i>10-20-4250-3102</i>	<i>Parts</i>	<i>\$25,000</i>

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:
REPORT – HUMAN RELATIONS COUNCIL -approved as presented

Human Relations Council (HRC) report for the month of June

MISSION STATEMENT

- *To promote social and economic equality in the community, working with Local Government and other resources*
- *To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County*
- *To encourage citizens to live and work together in harmony and mutual respect*

SCHEDULED PUBLIC APPEARANCES: NONE

OLD BUSINESS:

Appointment of Chairperson and Vice-chair: Chairperson Wright opened the floor for nominations.

By motion of Vice-chair Hawn, seconded by Board member Lawrence, the Board reappointed Bonita Wright as Chairman of the Human Relations Council for FY 2016-2017.

By motion of Board member Lawrence, seconded by Board member O'Pharrow, the Board reappointed Norman Hawn as Vice-chair of the Human Relations Council for FY 2016-2017.

Discuss – Fair Housing Format:

The Board continued discussions on how to promote/advertise Fair Housing. Board member Lawrence suggested another way of promoting this event would be to distribute flyers to businesses.

NEW BUSINESS:

FYI – Washington Municipal Code: Information included in the agenda package as it pertains to the Human Relations Council which was adopted by City Council on February 8, 2010.

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the June 14, 2016 report submitted to City Council, LGFCU materials, FY 2016-2017, and financial report.

OPEN DISCUSSION:

- *Information detailing upcoming events for Washington Police and Fire Services & requesting support from Human Relations Council board members:*
 - ❖ *'National Night Out' scheduled 8-2-2016 ~ 6:00pm – 8:00pm ~ Beebe Memorial Park.*
 - ❖ *NC Gang Free Symposium scheduled 8-5-2016 ~ 8:00am – 4:00pm ~ Temple of Jesus Christ Family Life Center (8:00am – 9:00am registration)*
 - ❖ *'I Live Alone Program' – Meet & Greet scheduled 7-23-2016 ~ 2:00pm ~ Peterson Building*

APPOINTMENTS: NONE

OLD BUSINESS:

APPROVE – MEMORANDUM OF UNDERSTANDING – HANGING BASKETS

(begin) Memorandum of Understanding - July 25, 2016

This is a Memorandum of Understanding between the City of Washington and Donor/The Washington Harbor District Alliance (WHDA) as requested by the City Council at the June 13, 2016 City of Washington Council meeting. The WHDA has given this project much thought and feels it to be a wonderful opportunity to help continue beautifying our Historic Port City. The WHDA has met with The Washington Historic Preservation Committee at the request of the City Manager and has received their support in this endeavor. Individual local merchants have also expressed their enthusiasm for this project and have given us their support.

The WHDA has strived in this Memorandum of Understanding to make this project as cost effective as possible for the City. There are, however, certain costs that cannot be avoided. None of the costs are intentional but the City will have to assume some costs as in many of the other projects they are involved in.

Listed below are the responsibilities of both Parties involved:

Donor/WHDA

- 1. Furnish 15-18 plants and the pots as well as brackets needed for light poles*
- 2. Furnish the grooming when needed on a monthly basis*
- 3. Replace pots and plants when damaged and need repair caused by the elements along with plants*

City of Washington

- 1. Will assume a watering program to help maintain the health of the plants*
- 2. The City will have them mounted to assure height requirements are met*
- 3. The City will assume all Liabilities of the plants and planters*
- 4. The City at the request of the City Manager will have them taken down when needed due to storms or inclement weather approaching*
- 5. Any damage done to the pots and/or plants caused by watering will be replaced by the City*

This agreement will be effective August 1, 2016 and run through August 1, 2018 at that time all parties will review the Memorandum of Understanding prior to the expiration date to determine if the renewal is in all parties' best interest.

Again we hope that this will clarify any involvement that the City and our Donor will have in this beautification process. We thank you for your support. (end)

Councilmember Mercer expressed concern about hanging baskets on poles and the liability for the City. He continued by saying there seems to be a lot of responsibility for not much benefit. Mayor Pro tem Finnerty stated she disagrees and noted that studies have shown that the beautification of a downtown (with plants) does increase visitors.

Harold Robinson, WHDA said this is a great opportunity for downtown and the Council shouldn't turn down the offer from the donor. Councilmember Beeman also expressed concern over the liability issue. Harold Robinson explained that WHDA would agree to replace the planters if the City employee breaks it during watering, etc. Councilmember Brooks noted that it appears that over time the City will become responsible for the entire project and will cause the City to invest more money for equipment and felt we shouldn't proceed. Mr. Robinson said the merchants he had spoken to were in support of this project. Discussion was held regarding the needed equipment for this project. The City Manager explained the cost of a new golf cart is \$6800 and the watering device is \$1900. Councilmember Pitt asked if the project was approved, how long it would take to be implemented. Mr. Robinson stated possibly 1-2 months, and suggested that the agreement could be revisited in one year to determine the feasibility. Councilmember Brooks voiced concern with additional cost of equipment for the plants as we didn't budget for this project. Mayor Pro tem Finnerty stated she didn't understand why Council would say no to this gift.

Bobby Roberson explained it would be much easier to purchase a new golf cart with the watering system. Mayor Pro tem Finnerty asked if we were going to purchase a golf cart for the new downtown maintenance worker anyway. Mr. Roberson said the golf cart was not appropriated in the budget, but it would be easier to purchase a new golf cart with the watering system. We could use the dock attendant's golf cart to do the maintenance early in the morning in order to save money, but it would need to be retrofitted to use the watering system.

Dot Moate came forward and stated it is commendable that WHDA & Council wants to improve the downtown area and she likes the idea of the flowers. She feels this project is moving too fast and we need to do it right if we're going to do it.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Finnerty, Council agreed to enter into a MOU with WHDA for one year from date of installation of planters with the MOU being open for modification, noting termination can occur by either party with a 30 day notice. Motion carried 4-1 with Councilmember Brooks opposing.

NEW BUSINESS:

ADOPT – RESOLUTION OF INTENT TO CLOSE A PORTION OF WEST 2ND STREET

BACKGROUND AND FINDINGS: In May 2016 the Utilities Support Superintendent, Ed Pruden, requested West 2nd Street between Wilson Street and Plymouth Street should be closed due to construction upgrades to the City's main substation. We feel public access to the area should be restricted. Pursuant to General Statute's 160A-299, when a city proposes to permanently close a street, the City Council shall first adopt a resolution declaring its intent to close the street and call for a public hearing on the matter. A resolution of intent is attached calling for a Public Hearing to be held on Monday, September 12, 2016, should Council decide to close the street as requested.

Councilmember Mercer inquired about closing an additional portion of this street and Frankie Buck stated that remaining portion needed to remain open.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council adopt a resolution stating that the City Council intends to close that portion of West 2nd Street running west from Wilson Street to Plymouth Street, and calling for a Public Hearing to be held at 6 pm in the Council Chambers, Room 214, of the Municipal Building on September 12, 2016.

**A RESOLUTION DECLARING
THE INTENT OF THE CITY OF WASHINGTON TO CONSIDER
CLOSING AND ABANDONING PORTIONS OF WEST 2ND STREET
(RESOLUTION OF INTENT)**

WHEREAS, the City Council (Council) for the City of Washington (City) exercises general authority and control over all public streets, sidewalks, alleys, bridges, and other ways of public passage within its corporate limits pursuant to North Carolina General Statute§ 160A-296 et seq.

WHEREAS, North Carolina General Statute§ 160A-299 authorizes cities to close public streets and alleys and proscribes procedures for carrying out said authority.

WHEREAS, the City finds it to be advisable and in the public's best interest to conduct a public hearing for the purpose of giving consideration to the closing and abandoning of portions of West 2nd Street - that portion of said street running west from Wilson Street to Plymouth Street (S.R. 1401).

WHEREAS, the City intends to reserve its right, title and interest, if any, in and to any and all utility improvements or easements within those areas of West 2nd Street more particularly described herein.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Washington, North Carolina as follows.

1) Pursuant to North Carolina General Statute § 160A-299, a public hearing will be held at 6:00 p.m. on the 12th day of September, 2016 in the City Council Chambers, Room 214, of the Municipal Building to consider a resolution that would order the closing and abandoning of portions of West 2nd Street, said portions being more particularly described as follows: ALL of the area on West 2nd Street -that portion of said street running west from Wilson Street to Plymouth Street (SR 1401).

2) The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Washington Daily News, or other newspapers of general circulation in the area.

3) The City Clerk is further directed to transmit by registered or certified mail a copy of this Resolution of Intent to each property owner abutting upon those portions of said West 2nd Street under consideration to be closed and abandoned.

4) The City Clerk is further directed to prominently post this Resolution of Intent in at least two places along the portions of West 2nd Street that are under consideration to be closed and abandoned as notice of said public hearing and the consideration being given to close as well as abandon those portions of West 2nd St. This the 25th day of July, 2016.

ATTEST:

*s/Cynthia S. Bennett
City Clerk*

*s/Mac Hodges
Mayor*

AUTHORIZE – CLASSIFICATION AND PAY STUDY

BACKGROUND AND FINDINGS: The City of Washington has not performed a comprehensive city-wide classification and pay study since 2004. Since that time there have been significant changes to the organization and the competitive market place. This has led to concerns within the organization regarding internal and external pay equity, salary range spread within grades and between grades is too narrow, which is causing salary compression, and the recruitment and retention of current and future employees. PTRC will confirm with the City Council, City Manager and HR Director the labor market comparisons that will be reflected in the study. PTRC will design and propose an implementation strategy based for the updated compensation system with lowest financial impact on city operating process, but also review and recommend the greatest gain to positions that are critical to the organization, positions that have a high turnover, and positions that are the most deficient within the pay structure. The implementation of such a plan will be over a specified period of time. PTRC will also update job classifications/job descriptions and assist with developing a new classification and pay structure to eliminate pay compression issues in the future. The study typically takes approximately 4 months to complete.

Councilmember Mercer expressed comments regarding the pay and classification study. Mr. Roberson discussed that Council will need to suggest municipalities that they would like included in the study. Mr. Roberson noted that we do not have the staff to perform this project in-house. If we were only looking at salaries and job titles then we could use the NCLM information as suggested by Councilmember Mercer. But, the study is much more involved. Stacey Christini explained that we need to have stable firm job descriptions that are in compliance with the actual jobs. We've had a tremendous amount of re-organizations within the last 5 years and the job titles/descriptions do not match the job duties. Councilmember Brooks stated that we need to have the study and do everything possible to keep our employees here.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council authorized the City Manager to enter into a contract with Piedmont Triad Regional Council of Governments (PTRC) to perform a city-wide classification and pay study and implementation strategy for the City of Washington in an amount not to exceed \$35,000. Motion carried 4-1 with Councilmember Mercer opposing.

PROFESSIONAL SERVICES OFFERED TO
CITY OF WASHINGTON
FOR
A CLASSIFICATION AND PAY STUDY

This is a proposal and agreement by Piedmont Triad Regional Council of Governments (PTRC) to provide services to City of Washington (hereinafter "the City") to conduct a comprehensive City-wide classification and pay study.

These services will be conducted according to the scope of work described below in the following sections:

I. Work Elements for the Pay and Classification Study

As part of the position classification and pay study, PTRC agrees to review the existing City job classifications and pay plan for appropriateness, internal equity and external competitiveness:

- A. Study the classification and positions identified and mutually agreed to by the City and PTRC.
- B. Meet with management before commencement of the position classification and pay study to discuss the following issues: expectations of the study, confirmation of labor market comparisons, the understanding of the classifications and pay process, and implementation principles.
- C. Hold meetings with Department Heads to obtain an understanding of each Department's mission, vision and organizational structure and discuss any concerns regarding the study.
- D. Facilitate an orientation session with Department Heads, Supervisors and/or the employees for the purpose of explaining the study and to distribute and explain the position description questionnaire. PTRC will provide the design and format of questionnaires which are to be filled out by every employee. The questionnaires provide the basic information necessary to address the classification criteria.
- E. Interview each employee who wishes to be interviewed; however, PTRC reserve the right to conduct group interviews with employees in the same job classification. A minimum of one person from each classification will be interviewed. The interviews provide an opportunity to see the employee's work environment, to ask the employee

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- additional questions, to allow the employee to add information that may have been left off the questionnaire, and to obtain a "personal feel" for the position.
- F. Collect salary and classification data from public employers in the labor market with whom the City competes. The City will have input as to whom data is collected from and generally what weight data is given.
 - G. Assign each classification to a salary grade based on an assessment of the classification, market data collected, and internal relationships.
 - II. Assign each employee to a position and classification. Implementation costs for any recommended changes will be calculated and shall include, but not be limited to, addressing salary compression. A printout will be provided to management which will include name, current title, proposed title, current grade, current salary, proposed grade, proposed salary, dollar increase on an annual basis, and percent increase. These costs will be summarized by department based on the way the information is provided by the City.
 - I. Write classification specifications for classifications without appropriate specifications.
 - J. Meet with Department Heads and management prior to finalizing the recommendations to discuss findings and receive input.
 - K. Present to management a summary of the study and recommendations.
 - L. Deliver to the City a final compilation of the study that will contain the assignment of classifications to grades, schedule of changes, and allocation list.

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III. Responsibilities of the City

In order to facilitate relevant and useful study results the City agrees to provide to PTRC the following:

- A. Input as to whom data is collected from and generally what weight data is given. Because this element is so important in determining recommended salary ranges, it is suggested this be discussed and resolved before the data is collected in order to obtain some consensus about data collection and what emphasis should be placed on the larger employers in the market. No private sector or out of state data will be analyzed, unless the City specifically provides it.
- B. Copies of existing class specifications. Electronic copies will be provided if available,
- C. Access to employees for interviews, if necessary, for data collection about the work they perform.
- D. Access to a computer or digital database of current payroll and salary administration information. This database should include the employee's name, current title, current grade, current salary, and any other relevant information related to classification or study implementation decisions. PTRC will summarize the study reports based on the way the information is provided by the City.
- E. Guidance as to how the implementation of the study's results will be administered.
- F. Access to appropriate management staff, as determined by the City Manager, to meet with PTRC's representatives to gather information, discuss recommendations and receive input.
- G. A contact person for all business related to the project including the scheduling of interviews, necessary meeting space, information referral to the City Manager and any other items necessary to the completion of this project.

Until otherwise directed the designated contact and address is –

Ms. Stacey Christini
Human Resources Director
102 E. Second Street
Washington, NC 27889
schristini@washingtonnc.gov
252-975-9322

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IV. Timeline for Project Completion

To be determined

- Meet with management and discuss the expectations of the classification and pay study, and confirmation of labor market comparisons.
- Hold an orientation session with employees.

To be determined

- Conduct employee interviews.
- Gather and analyze labor market position classification and salary data.

To be determined

- Meet with management to discuss findings and receive input.
- Final presentation will be made to management summarizing the study and recommendations.

To be determined

- Deliver final compilation of the study to the City

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V. Method of Classification

PTRC utilizes the factor comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in the personnel field. The following are among the classification factors used in determining the level of each position:

1. Working conditions
2. Nature and significance of public contacts
3. Variety and complexity of work
4. Decision making
5. Consequence of error
6. Supervision given
7. Supervision received
8. Knowledge, skills, and abilities

It is mutually understood that individual employee compensation is not being studied and PTRC will not be making recommendations regarding individual employee compensation. Further it is understood that the City's management and employment practices and such factors as individual employee performance determine individual compensation.

VI. Staff

The staff who will be working on this project are very experienced in personnel work.

David Hill is retired from Caldwell County as the Human Resources Director. David brings both a private and public sector perspective having worked within a unionized private sector establishment as well as state and local government within NC. David received a Bachelor's Degree in Economics from UNC Asheville and has over 40 years of experience in human resources management. David is a graduate of the School of Government's Municipal and County Administration program, and is a past member of IPMA, and SHRM. David served for six years as a Trustee for the NC Association of County Commissioner's Health, Workers' Comp, and Property & Liability Insurance Pools. He is a past member of the Board of Directors for the Foothills Area Mental Health Authority. David's specialties include employee benefits development, labor contract negotiations, development of policies and procedures, federal contract compliance, employee and management training, compensation and classification analysis, conflict resolution, Affirmative Action and EEO compliance, and establishment and management of a Substantially Equivalent HR System.

Bob Carter is experienced in managing the employment, interviewing, and employee records maintenance functions for small and large organizations. His breadth of experience includes labor contract administration and the development of operating budgets. He has significant job evaluation experience and has conducted salary studies to ensure workforce competitiveness. He

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also has experience in the development and administration of local County substantial equivalency compensations systems to ensure compliance with State of NC guidelines. Bob has served as a subject matter expert for three different local government employers implementing client server human resource information systems. Bob graduated from High Point University with a bachelor's degree in Business Administration and has completed post graduate work in public administration at UNCG and Florida International University. He is a graduate of the Institute of Government's Municipal and County Administration Course, and he holds a certification as a Certified Compensation Professional (CCP).

Kim Newsom recently retired from Randolph County as the Personnel Director. A native of the Piedmont Triad, Kim also boasts more than 40 years of human resources management experience including work with the NC Office of State Personnel, the Greenville Utilities Commission, and the NC Department of Human Resources, serving as personnel analyst for local mental health, public health, and social services departments in a 21 County region. Kim has a Bachelor's Degree in Economics from NC State University and has completed graduate level coursework at NC State and East Carolina University. Kim's has developed skill sets in a full range of human resources services with an emphasis on employee relations, classification and compensation, policy development and administration, interpretation and application of federal and state legislation, drug and alcohol policy administration, and supervision and managerial development. Kim is also a member of IPMA, serving as President of the NC chapter and as President of the Southern Region during his tenure.

Ann Taylor has over 30 years of Human Resources experience at the county and regional level. After working for six years with the Union County Department of Social Services, she joined Piedmont Behavioral HealthCare (now Cardinal Innovations). Ann retired from Cardinal Innovations having served as Director of Human Resources for over 20 years, where she developed and administered a substantially equivalent personnel system. During her tenure she was a member of the Executive Management Team developing and over-seeing merger plans, divesture plans and the creation of Daymark Recovery – a successful, private non-profit spin-off of the area program.

Her experience includes policy and procedure development, employee relations, classification and compensation, interpretation and application of federal and state legislation, development and presentation of a wide range of Human Resources and Compliance training. Ann obtained her Senior Professional in Human Resources (SPHR) in 1999 and completed the Healthcare Corporate Compliance Institute in 2005 and is certified as a Workplace Mediator.

Since retiring in 2007, she has worked as a consultant providing Human Resources, Compliance and National Accreditation training and consultation throughout the state, working with Areas Programs and Behavioral Healthcare Providers. Most recently she was a key member of the consulting group managing the successful merger of three Area Programs that transitioned from a Local Management Entity (LME) to a Medicaid Managed Care Organization (MCO).

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Matt Reece serves as PTRC's Assistant Director. He has extensive experience providing technical assistance to local governments throughout the state. He regularly conducts a variety of management studies including, program evaluation, policy analysis, capital budgeting, and personnel classification and compensation. As a past-president of regional and state wide professional organizations, Matt has directed and organized research and discussion on a variety of personnel, compensation and public policy issues. He has also served as adjunct faculty for compensation management instructing in the master of human resources management program. Matt has a bachelor of arts in political science and a master's degree in public affairs, both from the University of North Carolina at Greensboro.

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VII. References

PTRC has been involved in human resources consulting for nearly two decades. The following is a list of local governments for whom services have been rendered recently and would be familiar with our work. Specific contact information will be provided upon request:

- | | |
|--------------------|----------------------------------|
| Alamance County | City of Reidsville |
| Bladen County | City of Thomasville |
| Caswell County | Town of Carolina Beach |
| Davidson County | Town of Elon |
| Davie County | Town of Farmville |
| Forsyth County | Town of Gibsonville |
| Guilford County | Town of Green Level |
| Montgomery County | Town of Jamestown |
| Rockingham County | Town of Kernersville |
| Town of Archdale | Town of Liberty |
| City of Asheboro | Town of Madison |
| City of Burlington | Town of Mayodan |
| City of Eden | Town of Nags Head |
| City of Graham | Town of Ramseur |
| City of High Point | Piedmont Triad Airport Authority |
| City of Randleman | Town of Warrenton |
| City of Havelock | Town of Sawmills |
| | Town of Jamestown |

VIII. Fees for Service

PTRC proposes to complete the pay and classification study for a fee of \$34,850. This fee will be billed in three installments; 25% upon approval of this agreement; 50% upon delivery and presentation of study findings and recommendations; 25% balance will be payable within thirty (30) days after submission of all agreed upon deliverables. Any alteration or modification from the above specifications involving extra cost of material or labor will be implemented only upon written instructions from the designated contact with the City.

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IX. Acceptance of Proposal and Agreement

If you are in agreement with the terms of this proposal please indicate by signing below and returning a signed original to the offices of the CCOG. PTRC' staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by PTRC, provide assistance and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Please return acceptance to:
Matt Reece, Assistant Director
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

For your information:
Office # 36-904-0300 / mreece@ptrc.org / www.ptrc.org



City of Washington
[Signature]
Signature

City Manager Title

7/26/16 Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

[Signature]
(Signature of Finance Director)

7/26/16
Date

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APPROVE – RECREATION CONCESSION BUDGET ORDINANCE AMENDMENT

BACKGROUND AND FINDINGS: *Concession expense needs to be appropriated to correspond with revenue that was budgeted for concession sales in the Special Events, Waterfront Docks and Aquatic Center departments of the General Fund. Concession revenue was budgeted and the corresponding expense was omitted for the adopted budget.*

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved a Budget Ordinance Amendment to appropriate funds equivalent to the amount of concession revenue budgeted.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2016-2017**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the General Fund be increased in the following amounts and accounts:

10-00-3991-9910	Fund Balance Appropriated	\$ 2,050
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Section 2. That the following account numbers in the General Fund appropriations budget be increased in the amounts indicated:

10-40-6121-4800	Special Event Concessions	\$ 1,100
10-40-6124-4800	Docks Concessions	600
10-40-6126-4800	Aquatic Center Concessions	350

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 25th day of July, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

APPROVE – T-HANGER LEASE

BACKGROUND AND FINDINGS: *The T-hanger lease has been revised to include an automatic renewal and annual CPI adjustment to the rent.*

Councilmember Mercer suggested the following revisions for Sections 2 and 3.

2. TERM

The lease shall become effective on the date first shown herein above and shall remain in effect for twelve months ending _____ (FIRST TERM). The lease shall automatically renew for additional one year terms unless either party provides written notice of non-renewal at least 60 days prior to lease expiration. No holding over by the LESSEE after the expiration or earlier termination of this lease shall have the effect of extending or renewing this lease for a further term. Upon termination of this lease for any reason, LESSEE shall vacate PREMISES without unreasonable delay.

3. AMOUNT OF RENT

LESSEE shall pay to OWNER an annual rent as established by the City Council of _____ per year which will be billed quarterly. The rent will be increased 2% at each term renewal with said revised rent becoming effective with the TERM on _____ each year.

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council approved the revised T-Hanger lease with revisions suggested by Councilmember Mercer.

ANY OTHER ITEMS FROM CITY MANAGER:
DISCUSSION – FIRE INSURANCE RATING

Bobby Roberson explained that our fire insurance rating was reviewed 10 years ago and needs to be revised. The City Manager and Fire Chief sent a letter to request the review be moved up. Mark Yates summarized that the review was supposed to be completed several years ago and

never was. We are now being told the review will not take place until late 2017 or early 2018. Our current rating is a five.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council authorized Mayor Hodges to send a letter requesting the review date to be moved up noting the request has received unanimous support from Council.

DISCUSSION – CRS PROGRAM FOR INSURANCE FLOOD

Bobby Roberson and John Rodman reviewed the Community Rating System that comes up in October for flood plain management. By participating in this we can get lower ratings on flood insurance. Washington has a class 7 rating which gives a 15% discount on premiums. We are reviewed every five years. We hope to move to a class 6 rating which gives a 20% reduction on insurance premiums. The area in the flood plain will be reduced along with the Base Flood Elevation being reduced from 10ft. to 6 ft.

DISCUSSION – ELECTRIC POLICY

The City Manager reviewed that a resident had a utility bill increase from \$87 to \$800 and then next month the bill was \$750 after a new HVAC system was installed. The contractor explained to Mr. Roberson that the system was defective. Discussion was held regarding our current water/sewer adjustment policy. Councilmember Brooks stated we should use the same policy we use for water/sewer adjustments and offer them an adjustment on their electric bill. Mr. Roberson explained staff will look at the last six months of usage and bring a recommendation back to Council for approval.

A motion was made by Councilmember Pitt to offer an adjustment to the electric bill based on the average electric usage of 1,000kw per month, average the bill and bring the information back to Council for approval on the final adjustment.

Councilmember Pitt revised his motion to reflect the average of the bill from the last three months without using an average of 1000kw.

Councilmember Pitt rescinded his motion and revision.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council instructed the City Manager and staff to investigate this issue and make a recommendation for an adjustment as well as a recommendation for a policy for future situations, bringing the recommendations back to Council for final approval.

WHDA REQUEST - COFFEE WITH COUNCIL

Mr. Roberson noted this event may be held later in August. Councilmember Beeman suggested holding an “evening with Council” in order to alleviate work schedule conflicts.

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:

- Councilmember Pitt offered the following reminders:
 - NCLM conference Oct. 23-25 Raleigh (\$50 discount if registered before Friday)
 - HB 473 land use
 - Conversations being held regarding changing municipal elections from odd years to even years (study going on now)

- Councilmember Mercer asked staff to give an update on the PEG channel scheduling and noted we need to do a better job of presenting information to public.

- John Rodman has received seven request for bids for the Wayfinding signs and we are in the process of evaluating bids with a recommendation coming to Council on August 8th.

CLOSED SESSION: UNDER NCGS § 143-318.11(A)(3) ATTORNEY/CLIENT PRIVILEGE, (A)(5) POTENTIAL LAND ACQUISITION {BOUND BY 2ND, 3RD, VAN NORDEN AND HWY 17}, AND (A)(6) PERSONNEL (A)(4) ECONOMIC DEVELOPMENT

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council entered into closed session under NCGS § 143-318.11(A)(3) Attorney/Client Privilege, (A)(5) Potential Land Acquisition {bound by 2nd, 3rd, Van Norden and Hwy 17}, (A)(6) Personnel and (A)(4) Economic Development at 7:30pm.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council agreed to come out of closed session at 8:45pm.

ADJOURN

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adjourned the meeting at 8:45pm until Monday, August 8, 2016 at 5:30 pm in the Council Chambers.

Cynthia S. Bennett, MMC
City Clerk