
The Washington City Council met in a continued session on Wednesday, May 3, 2017 at 5:30pm in the City Council Chambers at the Municipal Building. Present: Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; Richard Brooks, Councilmember; and Larry Beeman, Councilmember. Also present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk. Mayor Mac Hodges and Councilmember William Pitt were absent and excused.

Mayor Pro tem Finnerty called the meeting to order and Councilmember Mercer delivered the invocation.

Bobby Roberson and Matt Rauschenbach discussed the three items for Council's consideration:

1. No tax increase alternatives (Matt)
2. Expansion budget (Public Works/Library/Parks & Rec/Electric – all are personnel requests) with a total cost: \$28,000
3. Fees for tie downs at airport & electric re-read fee

Councilmember Mercer questioned the expansion budget, stating it would increase the budget which was approved Monday night. Council asked Cynthia Bennett, City Clerk to review the minutes from Monday and she re-stated the motion: "A motion was made by Councilmember Brooks and seconded by Mayor Pro tem Finnerty not to increase taxes in FY 17-18 budget. Motion carried 4-1 with Councilmember Mercer opposing". Council then directed staff to return on Wednesday with alternatives on how to fill the void by not having the three-cent tax increase.

Matt Rauschenbach reviewed three no tax increase alternatives:

Option A:

\$255,000 Electric Transfer

Option B:

\$127,500 Electric Transfer

\$127,500 Fund Balance

\$255,000 Total

Option C:

\$99,381 Expenditure Reductions

\$37,500 Revenue Increase

\$59,060 Fund Balance

\$59,060 Electric Transfer

\$255,000 Total

*Numbers do not include funding the expansion budget of approximately \$28,000.

Councilmember Mercer stated "Option C" should not be considered because staff has made reductions where they felt appropriate. He continued by saying he was not given the opportunity Monday evening to make suggestions for reductions in the amount of \$400,000. He also had increases in revenues of approximately \$150,000. Mayor Pro tem Finnerty said that "Option C" is the best choice and staff did have the opportunity to review his comments, they may have even used some of his suggestions – his comments were forwarded to staff by the City Manager's Office. Mayor Pro tem Finnerty stated that we hired these employees, we praise them and give them pay raises for doing a good job and she asked are they not good enough to determine where reductions should be made in their own departments. She continued saying her fellow Council members agreed with her on Monday night and agree with her tonight that staff should determine where the reductions should be made in their budgets.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council approved Option C as presented {\$99,381 Expenditure Reductions, \$37,500 Revenue Increase, \$59,060 Fund Balance, \$59,060 Electric Transfer ~ Total: \$255,000}. Motion carried 3-1 with Councilmember Mercer opposing.

EXPANSION BUDGET

PUBLIC WORKS – FRANKIE BUCK

Frankie Buck, Public Works Director reviewed his expansion budget request for an Equipment Mechanic II position. In 2012, Public Works lost a position in the garage due to reduction in force. Mr. Buck can cover the cost of this position with some cuts in the General Fund as well as labor reimbursements due to more billable hours ~ which will help offset the salary.

Councilmember Mercer inquired about a recent retirement in the Public Works staff – Mr. Buck stated that position was funded 60% Cemetery and 40% General Fund. Total number of employees does not increase.

Councilmember Brooks acknowledged the need for this position, as the current employee is overloaded.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council approved the expansion budget request for an Equipment Mechanic II.

Request for Service Expansion

Title of Service Expansion: New Position – Equipment Mechanic II. Upgrade Fleet Maintenance Supervisor position to pay grade 22 with a 5% pay increase.

Name of Department: Public Works - Equipment Services Division

Purpose and Justification: The new position will perform specialized mechanical work in the garage. The Fleet Maintenance Supervisor performs highly skilled diagnostic and technical work. This position has worked with limited to no assistance since 2012. A pay grade and salary increase is requested to properly compensate the position for the knowledge required and duties performed.

	ESTIMATED COST/ (SAVINGS)	Detail Explanation/ Justification of Cost
Personnel	Salary \$34,756 Benefits \$13,481	10-20-4250, Add Equipment Mechanic II position. Position class upgrade to pay grade 22 and a 5% pay increase for the Fleet Maintenance Supervisor position
Operational		
Capital Outlay		
Total Expenditures	\$ 48,237	
Revenue to offset Costs		
Total Cost of Service Expansion	\$ 48,237	Funds to offset cost are coming from eliminating the Public Works Supervisor position at the cemetery. \$ 58,057.

BROWN LIBRARY – SANDRA SILVEY

Sandra Silvey, Brown Library Director explained the expansion budget request is to add a full-time Circulation Supervisor position. She noted the library lost a full-time position in 2007.

Councilmember Mercer discussed the additional cost associated with a full-time employee vs. a part-time employee and asked where would the funding come from for this position. Mr. Roberson said funds would come from the General Fund or an Electric Fund transfer. The total increase would be approximately \$28,000 ~ the remaining positions are self-supporting through revenue streams.

Councilmember Brooks agreed it was time to fill the full-time position.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council approved the expansion budget request for Circulation Supervisor at Brown Library. Motion carried 3-1 with Councilmember Mercer opposing.

Request for Service Expansion

Title of Service Expansion: Personnel – New Position

Name of Department: Community & Cultural Services - Brown Library

Purpose and Justification: Full time Circulation Supervisor: Currently the Circulation Supervisor roll is being filled by the Programs Coordinator. We are falling short on the programing and outreach we should be doing for the community. There is also not enough time to run the Circulation desk correctly. There needs to be training, organization, and library standards need to be followed. Having one person try and perform two full time rolls is not realistic.

	ESTIMATED COST/ (SAVINGS)	Detail Explanation/ Justification of Cost
Personnel	Salary	30,604.00
	FICA - (7.65%)	2,341.21
	Retirement - (7.58%)	2,319.78
	Insurance	6,786.00
	401k	1,350.00
	HAS/FSA-Incentive	<u>300.00</u>
	Total Benefits	13,096.99
Operational	1,700	Computer and employee development
Capital Outlay		
Total Expenditures	45,400	

<i>Reorganizational Savings</i>	17,919	Turn one part time position into fulltime; do away with the two 16 hour part time positions. Three part time for one fulltime.
<i>Total Cost of Service Expansion</i>	\$27,481	

PARKS AND RECREATION – KRISTI ROBERSON

Kristi Roberson, Parks and Recreation Director explained the expansion budget request is to re-establish the Lead Recreation Maintenance Worker position. This would promote an existing maintenance worker to lead maintenance.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council approved the expansion budget request to re-establish the Lead Recreation Maintenance Worker. Motion carried 3-1 with Councilmember Mercer opposing.

Request for Service Expansion

Title of Service Expansion: Reestablish Lead Recreation Maintenance Worker

Name of Department: CCS - Recreation

Purpose and Justification: The Recreation Maintenance Department is made up of 1 supervisor and 6 full time employees. In the event the Supervisor is on vacation or out for any reason, there is no one else in charge. There is no one charged with assigning duties, explaining duties, or making sure staff is completing tasks correctly. This is not a request for a new position, however reestablishing a position that used to exist.

	ESTIMATED COST/ (SAVINGS)	Detail Explanation/ Justification of Cost
Personnel	3600	Promote employee at a pay grade of 10 to a pay grade of 12 at the Minimum Rate.
Operational		
Capital Outlay		
Total Expenditures		

Revenue to offset Costs		
<i>Total Cost of Service Expansion</i>	\$3600	

ELECTRIC – JEFF CLARK

Jeff Clark, Electric Director explained the expansion budget request for a full-time Electric Administrative Support Specialist. He noted the position has been part-time since 2012. The Electric Dept. needs someone in the office from 8am-5pm to run the day-to-day operations including agenda/minutes preparation for the Electric Advisory Board and managing key accounts such as Flanders, PAS, etc. He also wants to expand this position to coordinate safety and training within the department.

Councilmember Beeman noted this position would be a benefit with regard to the Electric Advisory Board especially since this board now meets on a monthly basis.

A motion was made by Councilmember Beeman and seconded by Councilmember Brooks to approve the expansion budget request. Discussion

Councilmember Mercer noted the request shows a Senior Administrative Position and the job description shows the position would handle collections (he is opposed to this position collecting monies). Mr. Clark noted the request was changed to reflect the title: Electric Administrative Support Specialist and the position would only be billing for insurance companies and pole attachment agreements. Councilmember Mercer noted the motion approves the position not the job description – Council confirmed.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council approved the expansion budget request for the Electric Administrative (Support Specialist) Assistant position. Motion carried 3-1 with Councilmember Mercer opposing.

Request for Service Expansion

Title of Service Expansion: New Position- Electric Administrative Support Specialist

Name of Department: Electric- Director Staff

Purpose and Justification: This new position will perform complex administrative duties, office management skills, key accounts representative, safety & training coordinator. The position I have now is a part-time Add. Min. and I see this new position being something that the Electric Department has been missing.

	ESTIMATED COST/ (SAVINGS)	Detail Explanation/ Justification of Cost
Personnel	Salary \$43,721 Benefits \$15,290	35-90-7220, Add Admin. Position to the Electric Department to run the everyday operation of the Directors office and to handle special duties consisting of key accounts rep. S&T coordinator, also with storm management
Operational		
Capital Outlay		
Total Expenditures	\$ 59,011	

Revenue to offset Costs		
Total Cost of Service Expansion	\$ 59,011	We will be eliminating a part time job at a savings of \$13,885

Request for Service Expansion

Title of Service Expansion: Marketing and Promotions

Name of Department: CCS - Recreation

Purpose and Justification: The creation of the Inner Banks Wedding Association has provided staff with the opportunity to attend bridal shows and advertise with other local vendors to attract weddings to our venues.

	ESTIMATED COST/ (SAVINGS)	Detail Explanation/ Justification of Cost
Personnel		
Operational	\$2000	Add Marketing and Promotions line item to the 6121 budget. Promote Festival Park and the Municipal Pier as a wedding venue.
Capital Outlay		
Total Expenditures	\$2,000	

Revenue to offset Costs	\$2,000	Expect an increase of Revenues in the amount of \$2,000 from increased reservations (at least 4)
Total Cost of Service Expansion	0	

*No funds associated with this request.

FEES: AIRPORT TIE-DOWN

Councilmember Mercer noted the airport advisory board held extensive discussion regarding the lack of tie-downs at the airport. Approximately two years ago, we had 8-10 airplanes using tie-downs. When the fees were increase last year, we lost our tie-downs. The consensus of the airport board was to reduce the tie-down fees to encourage planes to return to our facility. The recommendation of the airport board: first 3 days at no charge, charge of \$3 after third day, with a monthly fee of \$25 - this will put us in line with Pitt-Greenville airport. Frankie Buck stated we currently charge \$10 per day or \$75 per month.

Councilmember Beeman noted we had this same discussion about the fees for the docks as well as participant fees (if we reduce fees, we would get more boaters using the docks and participants playing sports) but that suggestion was not recommended by some members of Council.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council amended the fee schedule to reduce the airport tie-down fees to reflect a zero charge for the first three days, \$3 per day after the 3rd day with a maximum of \$25 per month. Motion carried 3-1 with Councilmember Beeman opposing.

FEES: METER RE-READ

Mr. Roberson noted if a customer challenges the amount they are charged on their bill and they request a meter re-read there is currently no charge for our staff to go back and re-read the meter. The proposal is to charge a re-read fee of \$20.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council amended the fee schedule to include a \$20 meter re-read charge.

OTHER: ELECTRIC RATE REDUCTION

Councilmember Mercer noted at the last Electric Advisory Board meeting, the members recommended that City Council consider a three-cent across the board reduction in electric rates because of the 4 ½ cent reduction in the energy charge that we will be getting from Electricities. He advised the board he would pass this information along to Council.

Councilmember Beeman asked staff to review the minutes from that meeting as he thought the reduction was only for residential.

OTHER: PARTICIPANT FEES

Councilmember Beeman asked if this is the appropriate time to discuss participant fees. Mr. Roberson noted this item should be discussed prior to the renewal of the league agreements.

ADJOURN:

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council adjourned the meeting at 6:05pm until Monday, May 8, 2017 at 5:30pm.

**Cynthia S. Bennett, MMC
City Clerk**