

**CITY OF LAURINBURG
JUNE 23, 2011
MUNICIPAL BUILDING
303 WEST CHURCH ST.
LAURINBURG, NC
5:30 P.M.**

Minutes

The City Council of the City of Laurinburg reconvened its regular meeting held on June 21, 2011, which was recessed until June 22, 2011 at 6:30 p.m., and reconvened on that date and recessed until this date and time, June 23, 2011 at 5:30 p.m., in the council room of the Municipal Building with the Honorable Thomas W. Parker III, Mayor Pro Tem presiding. The following Councilmembers were present: Curtis B. Leak, Herbert M. Rainer, Jr., and Kenton Spencer. Mayor Matthew Block arrived at 5:50 p.m. and Councilmember Joy Ellison arrived at 6:21 p.m.

Mayor Pro Tem Parker reconvened the meeting at 5:41 p.m.

A discussion ensued concerning the proposed budget.

Mayor Block arrived at 5:50 p.m.

Councilmember Parker updated Mayor Block on the proposed budget. He explained that, with the exception of one item, everyone is happy with the budget that has been presented. The one item concerns \$11,000.00 that should be allocated to the recreation line item and removed from contingency leaving \$81,518.00 in contingency.

Upon question by Mayor Block, the City Manager stated that there was \$15,000.00 in the proposed budget allocated in contingency for a Wi-Fi study.

Mayor Block stated that Wi-Fi was a top priority at the citizen input session.

A discussion ensued on earmarking funds for certain projects.

Councilmember Rainer suggested that, in the future, instead of using "parked" to just simply remove the item from the budget.

Councilmember Parker suggested that the City Manager's budget message make reference that, although Wi-Fi was a top priority at the citizen input session, Council may choose, because of economic conditions and the fact that alternative sources are available, not to fund the Wi-Fi study.

During discussions, the City Clerk stated that the \$15,000.00 that was discussed for Wi-Fi is in the contingency line item in the Electric Fund. She explained that this money is not necessarily earmarked for Wi-Fi but can be used for it or for other purposes that may arise.

A discussion ensued regarding Management Fees. The City Manager explained that these fees are indirect transfers that are charged to offset the departments that contribute services to the General Fund.

Councilmember Parker motioned to approve Ordinance No. O-2011-11 (Budget Appropriation Ordinance) with the changes that the tax rate remains at \$0.40 per \$100.00 valuation and that the Finance Director make the corrections as identified by Council. Councilmember Rainer seconded the motion and the vote was as follows:

Ayes: Leak, Rainer, Spencer, Parker

Nays: None

(Ordinance No. O-2011-11 is on file in the City Clerk's Office)

City Council reviewed the revised Schedule of Fees.

Councilmember Parker motioned to approve the revised schedule of fees as submitted. Councilmember Rainer seconded the motion and it carried unanimously.

CLOSED SESSION

At 6:11 p.m., motion was made by Councilmember Spencer to go into closed session pursuant to North Carolina General Statute 143-318.11(a) (6) for the purpose of considering the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee.

Councilmember Parker seconded the motion and it unanimously carried.

Councilmember Ellison arrived at 6:21 p.m.

At 7:00 p.m., motion was made by Councilmember Spencer, seconded by Councilmember Rainer, and unanimously carried to adjourn the closed session and resume the open meeting.

Motion was made by Councilmember Spencer, seconded by Councilmember Ellison, and unanimously carried that the City Manager's salary for fiscal year 2011-2012 remains the same as 2010-2011.

ORGANIZATIONAL CHART

Councilmember Parker left at 7:01 p.m.

The City Manager gave an overview of his proposed organizational chart. He explained that the goal was to try to move as many of the public works facilities such as cemetery, beautification, street maintenance, equipment, garage and streets, signs etc. under the public works director.

The police department and fire department will continue to be under the supervision of the Chief of Police and Fire Chief respectively.

The City Manager explained that he is attempting to line up water and sewer services in such a way that one individual supervises all water and sewer services. Currently, the services are in two departments.

He informed Council that the Planning and Zoning Department would remain the same. He explained that the plan is that during the transition period of Bill Peele retiring an individual will be hired to train under Mr. Peele. He then explained that when Mr. Peele retires that the person would then have at least six months experience.

The City Manager then stated that this plan was developed with staff and that, given the fact that this is an austere year, staff realizes that it may not be the best time to make the changes developed.

He explained that in the proposed budget, the General Services Director remains and that the proposal is to keep the public works department under the leadership of three individuals.

He stated that in regards to salaries he would like to have an analysis prepared in order to determine what the proposed salaries would be.

The City Manager then stated that his recommendation is to leave the leadership of the organization as it currently exists with the exception of Animal Control which would be transferred to the Police Department. He would like to add an IT technician and a full time planning technician to train under Brandi Deese and Bill Peele.

He also stated that he would like to wait until the Pay and Classification Plan is available and Council has had opportunity to review the proposed plan. He explained that, before any large changes are made, this would be a more effective way to look at the organization.

Upon question by Mayor Block, the City Manager explained that the Fire Department would remain the same. He stated that two fire department employees are in management training and that this may allow the City to hire within when the Fire Chief retires. This is the same situation in the Electric Department.

A discussion ensued on the organization of City personnel.

Councilmember Leak suggested that the GIS position be transferred to the Technology Department and that the person be taught how to read water meters. According to him, this would be more effective.

Councilmember Leak suggested that the Cemetery Department be moved back to the Planning Department. He explained that families need a nice, quiet professional environment when purchasing a cemetery plot. He also suggested that beautification be moved back to Planning.

The City Manager stated that, because of the amount of equipment that is needed and used, he would like Beautification to remain at Public Works.

The City Manager stated that he agrees that public access to the Cemetery Department needs to be in a professional environment and that, because of the collection of money, it would be

appropriate to have that Department in close proximity to the Consumer Billing and Collections Department. He explained, however, that the purpose of moving the Cemetery and Beautification Departments to Public Works was so that employees could be cross-trained and the equipment could be better utilized.

A discussion continued regarding the City's Public Works Department.

Councilmember Ellison stated that she feels that planning the organizational chart should begin before the Pay and Classification Plan is presented.

A discussion ensued on employee evaluations.

The City Manager informed Council that employees' evaluations have been completed for this year.

He then proceeded to explain the process of the study for the Pay and Classification Plan.

He also explained that, with the exception of the Animal Control Officer and the IT technician, the company completing the Pay and Classification study would review the current job descriptions. The employees will also submit a form outlining their current duties for comparison.

Councilmember Leak stated that he understands that the GIS position will be placed in the IT Department and that the GIS person will be the contact person until an IT Director is hired.

A discussion then ensued on the process to advertise for an IT Director.

A discussion ensued regarding how to measure employee performance.

Councilmember Rainer expressed his feeling that the City's contribution to the 401K plan should be the same for all employees.

ADJOURNMENT

Motion was made by Councilmember Rainer, seconded by Councilmember Spencer, and unanimously carried to adjourn the meeting.

The meeting adjourned at 7:34 p.m.

Matthew Block, Mayor

Dolores A. Hammond, City Clerk