

**Garner Town Council
Council Work Session Minutes
June 27, 2017**

Dinner will be served for town officials in the Conference Room at 5:15 p.m.

The Garner Town Council met in a Work Session at 6:00 p.m. on Tuesday, June 27, 2017 in the Garner Police Department Training Room located at 912 7th Avenue.

CALL MEETING TO ORDER/ROLL CALL

Mayor Williams called the meeting to order at 6:00 p.m.

Present: Mayor Ronnie Williams, Mayor Pro Tem Kathy Behringer, Council Member Buck Kennedy, Council Member Ken Marshburn and Council Member Gra Singleton. Council Member Jackie Johns was absent.

Staff Present: Rodney Dickerson-Town Manager, John Hodges-Asst. Town Manager-Development Services, Pam Wortham-Finance Director, Jeff Triezenberg-Planning Director, Brandon Zuidema-Police Chief, Reginald Buie-Neighborhood Improvement Manager, William E. Anderson-Town Attorney, and Rebecca Schlichter-Deputy Town Clerk.

ADOPTION OF AGENDA

Mr. Dickerson requested to move the UDO-17-01 Text amendment item to the second item and add a Budget Amendment.

Motion: Marshburn
Second: Singleton
Vote: Unanimous

REPORTS/DISCUSSION

Neighborhood Improvement Update

Presenter: Reginald Buie, Neighborhood Improvement Manager

Mr. Buie reviewed the Rand Mill Park improvements, Cloverdale Initiative, Cloverdale Street Lighting Project, Garner 101 Update and discussed other potential Neighborhood Improvement Program offerings.

Council Member Kennedy asked staff to follow-up on whether homeowner's had to reside in the home for a specified time after home improvements were made.

UDO-17-01 Various Minor Text Amendment Package

Presenter: Jeff Triezenberg, Planning Director

Mr. Triezenberg reviewed the proposed text amendment which included a collection of corrections and clarifications that planning staff have been collecting over the past two years. In many cases there is conflicting and/or duplicate language, a change in terminology or a need to clarify long-standing interpretations. In addition, corrections to the use table are needed to fix errors in items that were carried forward from the last

UDO update process.

Council Consensus to place on the July 18th Council Agenda.

Lobbyist Update

Presenter: Sam Bridges, Town Lobbyist

Mr. Bridges presented an overview of activities since his appointment including a Legislative update and outreach efforts. Focus areas for the upcoming year include the Wake County School Board, CAMPO/State Highway Funding, Affordable Housing, Raleigh City Council, County Commissioners and the 2018 NCGA Short Session.

Police Holiday Pay

Presenter: BD Sechler, Human Resources Director

Mr. Sechler reviewed the current practice of providing the sworn officers with a bank of holiday hours at the start of each calendar year. The current Town policy below is inconsistent with this practice and has been in place since at least 1998. The purpose of the presentation is to provide staff guidance on potential modifications.

Section 2. Holidays

The policy of the Town is to follow the holiday schedule provided by the State of North Carolina for its employees.

Each paid Town holiday equates to 8 hours for employees working a regular 40 hour week; 12.25 hours for police personnel working a 12.25 hour shift (2,223 hrs yr); 6 hours for three-quarter time staff working 30 hours per week; and 4 hours for part-time employees working 20 hours per week.

In order to receive a paid holiday, an eligible employee must have worked the day before and the day after the holiday(s), according to his/her work schedule, OR have been given approved use of leave.

If a sworn police officer separates during the year and they have received holiday pay in excess of the number Town holidays that have occurred prior to their separation date, the employee will be required to repay the Town for the difference.

Section 4. Holidays: Compensations When Work is Required

Employees required to perform work on regularly scheduled holidays shall be paid at their hourly rate for hours actually worked in addition to any holiday pay to which they are entitled in accordance with the FLSA, with the exception of sworn police personnel which maintain a holiday bank. If a holiday falls on a regularly scheduled off-duty day for sworn, non-exempt police personnel, the employee shall receive pay for the holiday hours.

Recommended changes:

1. Place an accrual cap or maximum on the number of hours an officer can bank. This would allow the Town to better quantify the total liability associated with holiday pay. This would mirror the practice in use regarding maximum accrual on vacation hours.
 - a. As of June 19, 2017, there are 8,400 hours of accrued holiday pay on the books
 - b. As of June 19, 2017, these hours represent a fully loaded liability of \$253,000 to the Town.
2. Modify the practice of providing all holiday hours at the start of the calendar year and instead award them as each holiday occurs. This will reduce the Town's overall liability while also reducing any confusion as to what holiday leave time has or has not been earned in an employee's bank.

Council Consensus to bring a modified policy back to Council for review.

Development Services Software Funding

Presenter: John Hodges, Asst. Town Manager-Development Services

Mr. Hodges presented the funding options for Development Services software that was proposed but not funded for 2017-2018. The initial costs for the project are estimated at \$89,000 for the first year, \$85,000 for the second year and ongoing costs of \$60,000 for years three and after.

Action: Move forward in creating a committed fund balance account of \$200,000 from the surplus 2016/17 development fees.

Motion: Singleton
Second: Kennedy
Vote: Unanimous

Nominations for Board and Commission Appointments

Presenter: Ken Marshburn, Council Member

Council Member Marshburn advised the Human Resources Committee selected nominations to the Planning Commission, Board of Adjustment, Parks, Recreation & Cultural Resources Advisory Board, Veteran's Advisory Board and The Senior Citizens Advisory Committee. The Committee's recommendations are as follows:

- Planning Commission - re-appoint J. Dean Fox and Vira Hogan and appoint Jon Blasco and Vang Moua to expire June 30, 2019
- Board of Adjustment - appoint Clint Ferrell, Anita Powell and Lamara Williams-Jones to expire June 30, 2020
- Parks, Recreation & Cultural Resources - re-appoint Althea Boone and appoint Ernestine Durham and Byron Wade to expire June 30, 2020
- Senior Citizen Advisory - re-appoint Norma Montgomery and appoint Herbertina Johnson and Francis Liles to expire June 30, 2020
- Garner Veterans Advisory-re-appoint Spencer Cardwell and Charles Scott and appoint Willis McKoy to expire June 30, 2020

Action: Appoint Committee Members

Motion: Marshburn
Second: Behringer
Vote: Unanimous

Council Member Marshburn asked what the Council's role was to Committees. Council discussion concluded that it is acceptable to attend advisory board meetings but technical committee meetings could be questionable depending on the topic.

Ordinance Amending the FY2016/2017 Operating Budget

Presenter: Pam Wortham, Finance Director

Request to move funds from the Finance Department budget to the Public Works budget for unexpected costs associated with an employee retirement.

Motion: Singleton
Second: Marshburn
Vote: Unanimous

COUNCIL REPORTS

Council Member Singleton

- Asked what the Town pays for retiree's healthcare. Mr. Sechler reported employees hired after May 1, 2011 attaining 25 years of continuous full-time service with the Town may elect to continue the Town's group health insurance plan until they reach Medicare coverage age (typically age 65), if requested within 30 days of the retirement date. The Town will contribute \$223.00 to the retiree-only monthly health insurance premium. Once the retiree is eligible for Medicare coverage (typically age 65), the retiree will no longer be eligible for coverage under the Town's group health plan. At that time, the Town will contribute \$223.00 or 50% towards the retiree-only monthly premium of a Town approved Medicare supplement plan, whichever is less. The retiree is responsible for paying any balance of the premium after the Town's prorated portion has been applied.

Mr. Singleton asked Mr. Sechler to provide retiree health care costs for 2011 and 2017.

ADJOURNMENT: 8:42 p.m.

Motion: Kennedy
Second: Behringer
Vote: Unanimous