

November 27, 2017

The City Council of the City of Rocky Mount met this day in regular session at 4:00 p.m. in the George W. Dudley City Council Chamber of the Frederick E. Turnage Municipal Building with Mayor David W. Combs presiding.

Councilmembers present: Andre' Knight, Reuben Blackwell, IV, Lamont Wiggins, E. Lois Watkins, Tom Rogers, W. B. Bullock and Christine Carroll Miller.

Staff Present: Rochelle D. Small-Toney, City Manager; Pamela O. Casey, City Clerk; Tasha Logan Ford and Thomas M. Moton, Jr., Assistant City Managers; Tameka Kenan-Norman, Chief Communications and Marketing Officer; Archie Jones, Director of Human Relations; Elayne Henderson, Director of Human Resources; Rich Worsinger, Director of Energy Resources; Forrest Melvin, Community Development Planner; Kim Batts, Deputy City Clerk; and Richard J. Rose, City Attorney.

Security Officer: Retired Police Sergeant Stoney Battle.

The Mayor opened the meeting and called on Councilmember Tom Rogers to offer prayer.

WELCOME

Mayor Combs welcomed citizens and directed them to copies of the agenda near the entrance of the City Council Chamber.

APPROVAL OF MINUTES

The minutes of a regularly scheduled meeting of the City Council held November 13, 2017 were approved as submitted to the City Council prior to the meeting.

SPECIAL GUESTS/FAITH CHRISTIAN SCHOOL 2016 VARSITY SOCCER TEAM

The Mayor welcomed the Faith Christian School 2016 Varsity Soccer Team Champions. He congratulated them on winning the 2016 Carolina Independent Conference Regular Season Title and receiving the 13th Seed in the NCISAA 2-A State Tournament.

Motion was made by Councilmember Bullock, seconded by Councilmember Wiggins and unanimously carried that the following resolution be adopted:

Resolution No. R-2017-55

RESOLUTION CONGRATULATING FAITH CHRISTIAN SCHOOL 2016 SPORTS CHAMPIONS

WHEREAS, Faith Christian School excelled in Fall sports in 2016 with the Faith Christian School Patriots Varsity Soccer Team winning the Carolina Independent Conference (CIC) Regular Season Title and receiving the 13th seed in the NCISAA 2-A State Tournament; and

WHEREAS, the Varsity Soccer Team finished the season with a record of 16-3-2 and received the #13 seed in the State NCISAA Tournament; and

WHEREAS, Faith Christian School went through the regular season in the CIC Conference with an 8-1 record, earning Faith the regular season CIC Soccer Championship trophy; and

WHEREAS, team members have worked hard investing time, heart and effort into every season since they started on the Varsity Team and

there was much excitement as they came together, working as one unit to attain the accomplishments earned in the 2016 season; and

WHEREAS, Coach Tyler Hendricks encouraged his players to work together as a team and, as a result of those efforts, the team earned a chance in the playoffs; and

WHEREAS, the team traveled to Arendell Parrott Academy in Kinston, North Carolina, to participate in the State playoffs and came away with an upset victory advancing them to the 2nd round of the State Playoffs; and

WHEREAS, championships do not happen without dedicated leadership and the Faith Christian School team had that in Coach Tyler Hendricks; and

WHEREAS, in winning the Carolina Independent Conference (CIC) Championship and advancing to the second round of the NCISAA Soccer tournament, the Faith Christian Varsity Soccer Team distinguished themselves, individually and collectively, as a team and brought credit not only to themselves, but to their families, their school and their community; and

WHEREAS, while there were outstanding individual players in the tournament, winning the championship was a total team effort from the following team members: Chris Bradsher; Austin Bryant; Grey Clark; Clark Joyner; Trey Lewis; Jacob Pridgen; Jonathan Stallings; Luke Farmer; Chris Warrick; Dylan Brown; Andrew Grice; Connor Capps; Garrett VanZant; Josh Nelms; Jack Mascarenhas; and Landon Silveri; and

WHEREAS, also contributing to the success of the 2016 Soccer season was the support of Faith Christian School, Head of School, Dr. Edward Bunn; Athletic Director, Jimmy Hendricks; and the outstanding coaches, trainers and other key individuals.

NOW, THEREFORE, BE IT RESOLVED that Mayor David W. Combs and the Rocky Mount City Council hereby congratulate the Faith Christian Varsity Soccer Team and its coaches and staff for the great accomplishment and honor of winning the CIC Regular Season and Advancing to the NCISAA Tournament, earning the CIC Conference Player of year, earning 2A NCISAA All State Player and CIC Coach of the Year awards.

BE IT FURTHER RESOLVED that the Mayor and City Council, individually and collectively, thank the members of the team and the coaches, staff and support personnel for the honor the championship has brought to Faith Christian School and to the City of Rocky Mount; and

BE IT FURTHER RESOLVED that this resolution shall be spread upon the pages of the minutes of this proceeding and a copy presented to each team member, the coaches and staff and others who were instrumental in winning this phenomenal championship.

The Mayor recognized the team members, coaches and staff and each was presented with an official copy of the resolution congratulating them on their outstanding accomplishments.

SPECIAL GUESTS/FAITH CHRISTIAN SCHOOL 2017 VARSITY BASEBALL TEAM CHAMPIONS

The Mayor welcomed the Faith Christian School 2017 Varsity Baseball Team and congratulated them on winning the Carolina Independent Conference Regular Season Title and on winning the NCISAA 2-A Baseball State Championship.

Motion was made by Councilmember Bullock, seconded by Councilmember Wiggins and unanimously carried that the following resolution be adopted:

Resolution No. R-2017-56**RESOLUTION CONGRATULATING
FAITH CHRISTIAN SCHOOL
2017 SPORTS CHAMPIONS**

WHEREAS, Faith Christian School excelled in Spring sports in 2017 with the Faith Christian School Patriots Varsity Baseball Team winning the Carolina Independent Conference (CIC) Regular Season Title and won the NCISAA State 2-A Baseball State Championship; and

WHEREAS, the Varsity Baseball Team finished the season with a record of 24-1 and received the #2 seed in the State; and

WHEREAS, the team's only loss came early to then #1 seed Northside Christian; and Faith Christian faced Northside in the Finals in Greensboro, NC; and

WHEREAS, the Faith Christian Patriots won the best-of-three series 8-2 on Friday and 5-4 on Saturday to win the NCISAA 2-A state title; and

WHEREAS, the Faith Christian team went through the regular season in the CIC Conference with a perfect record finishing back to back regular seasons as CIC Baseball Champions; and

WHEREAS, Coach Greg Clifton regularly encouraged his players by telling them that their execution and hard work would pay off; and

WHEREAS, this group of players had long played together and worked hard for the opportunity to show their teammanship in seeking to win the championship; and

WHEREAS, championships do not happen without dedicated leadership and the Faith Christian School team had that in Coach Greg Clifton; and assistant coaches, Al Carter and Mike Pannell; and

WHEREAS, in winning the Carolina Independent Conference (CIC) Championship and the NCISAA State Championship, the Faith Christian Varsity Baseball Team distinguished themselves, individually and collectively, as a team and brought credit not only to themselves, but to their families, their school and their community; and

WHEREAS, while there were outstanding individual players in the tournament, winning the championship was a total team effort from the following team members: Landon Roupp, Sam Mills, Justin Powell, Ben Lewis, Jacob Pridgen, Garrett Pannell, Zach Warrick, Alex Crosby, Eli Ess, Braxton Varnell, Landon Lewis, Jonathan Stallings, Noah Calhoun, Chase Johnson, Hobart Brantley, Landon Silveri, Trysten Edwards and Head Coach Greg Clifton; and Assistants Al Carter and Mike Pannell; and

WHEREAS, also contributing to the success of the 2017 Baseball season was the support of Faith Christian School, Head of School, Dr. Edward Bunn; Athletic Director, Jimmy Hendricks; and the outstanding coaches, trainers and other key individuals.

NOW, THEREFORE, BE IT RESOLVED that Mayor David W. Combs and the Rocky Mount City Council hereby congratulates the Faith Christian Varsity Baseball Team and its coaches and staff for the great accomplishment and honor of winning the CIC Regular Season and the NCISAA State title.

BE IT FURTHER RESOLVED that the Mayor and City Council, individually and collectively, thank the members of the team, the coaches, staff and support personnel for the honor the championship has brought to Faith Christian School and to the City of Rocky Mount; and

BE IT FURTHER RESOLVED that this resolution shall be spread upon the pages of the minutes of this proceeding and a copy shall be presented to each team member, coaches and staff and others who were instrumental in winning this phenomenal championship.

The Mayor recognized the team members, coaches and staff and presented each with an official copy of the resolution congratulating them on their outstanding accomplishments.

PETITIONS FROM THE PUBLIC

Mayor Combs requested citizen sign-in sheets be completed and given to the Security Officer. He outlined the guidelines for the public petitions portion of the meeting and opened the meeting for petitions from the public.

Lige Daughtridge voiced concern relative to amendments to the City's personnel pay and classification plan to create new positions and amend the current pay grade for the internal auditor position and posed the following questions: 1) do these figures include benefits or are they just base salary; 2) if they do not include benefits, what is the cost with benefits; 3) should we wait for the compensation and job classification study to be finished before we proceed with these proposals? He questioned what effect the proposed amendments will have on the interfund transfers?

Johnny Cunningham of 1105 Branch Street voiced concern that more is not being done for the most vulnerable inner-city communities.

CONSENT AGENDA

A. FY 2017-2018 BUDGET ORDINANCE AMENDMENTS: (recommended for adoption)

- 1) **Ordinance No. O-2017-98** entitled **ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE FISCAL YEAR 2017-2018 FOR RECEIPT OF SPONSORSHIP FOR SPORTS COMPLEX** (increases revenues/appropriations in the Sports Complex Recreation Supplies account due to receipt of sponsorship funds from Coca-Cola - \$15,000); and
- 2) **Ordinance No. O-2017-99** entitled **ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE FISCAL YEAR 2017-2018 FOR CONSTRUCTION & EQUIPPING BACKUP BSAP FOR E911** (appropriates funding to the E-911 [Emergency Communications] fund and the General Capital fund for construction and outfit of the City's backup Public Safety Answering Point [PSAP] System - \$258,600 and Fire Station #7 Building Improvements - \$556,300 [total increase of \$814,900].
**[See Bid - \$378,832, plus 10% contingency (\$37,883); remaining funds used to cover purchase of equipment and materials for associated improvements - (\$436,068)].*

B. AD VALOREM TAX RELEASES (recommended for approval):

SCHEDULE A - acknowledge receipt of report of the following taxes under \$100 approved for release and/or refund by the City Manager:

<u>YEAR</u>	<u>BILL NO.</u>	<u>NAME/ADDRESS</u>	<u>TAX</u>	<u>COMMENT</u>
<u>NASH COUNTY</u>				
2017	1000176	NPA STYLING SALON 1434 S CHURCH ST ROCKY MOUNT, NC 27803	23.77	CITY BUSINESS CLOSED PRIOR TO JAN. 2017
		TOTAL RELEASE:	23.77	
2017	1937	PIEDMONT COCA COLA BOTTLING ATTN TAX DEPARTMENT PO BOX 31487 CHARLOTTE, NC 28231	36.48	CITY BILLED IN ERROR
			36.48	
2017	2208	SILVER VERNEISHA WRENA	45.28	CITY BILLED IN ERROR

1401 BEAL STREET 4.53 PEN
 ROCKY MOUNT, NC 27804
TOTAL RELEASE: 49.81

EDGECOMBE COUNTY

2017 297 CHOY, DAVID 17.23 CITY BILLED IN ERROR
 6157 NC 33 NW 1.72 PEN
 TARBORO, NC 27886
TOTAL RELEASE: 18.95

SCHEDULE B - approve release and/or refund of the following taxes over \$100:

<u>YEAR</u>	<u>BILL NO.</u>	<u>NAME/ADDRESS</u>	<u>TAX</u>	<u>COMMENT</u>
<u>NASH COUNTY</u>				
2017	15102	GRAY JESSE HEIRS 1017 SHEARIN ANDREW RD ROCKY MOUNT, NC 27804	206.71 CITY	VALUE CORRECTION
		TOTAL RELEASE:	206.71	
2017	1934	PIEDMONT COCA COLA BOTTLING ATTN TAX DEPARTMENT PO BOX 31487 CHARLOTTE, NC 28231	164.09 CITY	BILLED IN ERROR
		TOTAL RELEASE:	164.09	
2017	5006	R M RENAISSANCE LLC 218 SW MAIN ST ROCKY MOUNT, NC 27804	520.48 CITY	VALUE CORRECTION
		TOTAL RELEASE:	520.48	
2017	15898	UNITED GROUP OF HOTELS INC BEST WESTERN 7095 NC 4 BATTLEBORO, NC 27809	396.73 CITY	VALUE CORRECTION
		TOTAL RELEASE:	396.73	
2017	1000107	Y 2 SERVICES INC FKA OUTDOOR LIGHTING II ATTN: ELMO YANCEY PO BOX 15562 DURHAM, NC 27704	980.73 CITY	BILLED IN ERROR
		TOTAL RELEASE:	980.73	

C. AWARD OF DUTY SIDEARMS

The City Council received a recommendation for the award of duty sidearms to the following Police Officers who will be retiring:

- a. Chief James Moore - January 1, 2018 with 6 years of service; and
- b. Sergeant Steve Parker - January 1, 2018 with 24 years of service.

Motion was made by Councilmember Wiggins, seconded by Councilmember Rogers and unanimously carried that the recommendations relative to the Consent Agenda items be approved inclusive of adoption of the ordinances, approval of the tax releases and approval of the award of duty sidearms.

COMMITTEE OF THE WHOLE MINUTES

The City Council received the minutes from a Committee of the Whole meeting held November 13, 2017. The minutes are as follows:

MINUTES OF A MEETING OF A REGULAR RESCHEDULED COMMITTEE OF THE WHOLE HELD MONDAY, NOVEMBER 13, 2017, AT 4:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING**MEMBERS PRESENT:**

W. B. Bullock, Mayor Pro Tem
 André D. Knight*
 Reuben C. Blackwell, IV
 Lamont Wiggins
 Lois Watkins
 Tom Rogers
 Chris Miller
 David W. Combs, Mayor

STAFF PRESENT:

Rochelle D. Small-Toney
 Pamela O. Casey
 Tasha Logan Ford
 Thomas Moton, Jr.
 Tameka Kenan-Norman
 John Jesso
 Elayne Henderson
 Archie Jones
 JoSeth Bocook
 Amy Staton
 Nicki Gurganus
 Bruce Harper
 Brad Kerr
 Kim Batts
 Richard J. Rose

OTHERS PRESENT:

Kari Dunlap, Martin Starnes & Associates
 Jackie Turner, Ratio Design

OPENING OF MEETING

Mayor Pro Tem W. B. Bullock called the meeting to order and welcomed all present. He explained Committee of the Whole Meetings are work sessions and Council does not normally accept questions from the floor.

SPECIAL CALLED COMMITTEE OF THE WHOLE

Mayor David W. Combs requested that the City Council consider scheduling a Special Called Committee of the Whole meeting for the purpose of a tour and discussion of utility infrastructure in order to obtain a comprehensive understanding of the major capital improvement needs of the City.

COMMITTEE RECOMMENDATION: By consensus, the Committee scheduled a Special Called Meeting of the Committee of the Whole for Wednesday, December 20, 2017 beginning at noon and expected to last until approximately 3:30 p.m. with the meeting place to be determined.

INTRODUCTION OF AGENDA ITEMS

Mayor Pro Tem W. B. Bullock called on City Manager Rochelle D. Small-Toney to introduce the agenda items.

The City Manager told the Council today's meeting agenda is rather lengthy. She noted time parameters have been included in an effort for time guidance. She called on Finance Director Amy Staton to discuss the audit report.

AUDIT REPORT - Amy Staton and Kari Dunlap (Martin Starnes)

Finance Director Amy Staton introduced Kari Dunlap with Martin Starnes & Associates, CPAs, P.A. to give a detailed explanation of the Fiscal Year 2017 Annual Audited Financial Statements.

Ms. Dunlap thanked the Council for allowing Martin Starnes to prepare the annual audit and accounting staff for their cooperation and assistance during the audit preparation and gave a PowerPoint presentation of the audit highlights. She stated the firm has examined the City's financial statements and in accordance with generally

accepted auditing standards and the standards applicable to financial audits in *Government Auditing Standards* issued by the Comptroller General of the United States has rendered an unmodified opinion on all of the City's funds.

She outlined the following highlights of the audit:

- General Fund: increase in revenues in 2017 (unassigned up 3%; ad valorem up 2%; local option up to \$11M; intergovernmental up 3%); and
- She outlined revenues, expenditures and available fund balance for each of the enterprise funds.

Ms. Dunlap stated this year GASP 73 was implemented for the law enforcement separation allowance. She told the Council OPED will take effect next years and will affect the proprietary funds (enterprise funds), net positions and will increase liability.

She welcomed the Council to contact her should they have questions and clarified an unmodified opinion is a new term for unqualified opinion and they mean the same.

COMMITTEE RECOMMENDATION. Report only. No official action.

IMPLEMENTATION STRATEGIES PLAN AND LAND DEVELOPMENT CODE UPDATE - Jackie Turner, RATIO Design

Jackie Turner from Ratio Design provided an update regarding the work conducted relative to the Implementation Strategies Plan (ISP) and the Land Development Code (LDC). She stated that following her presentation at the last Committee of the Whole meeting an additional stakeholder meeting was scheduled and held the evening of November 9, 2017.

Ms. Turner outlined Council's concerns from the October Committee of the Whole Meeting as:

- Desire additional outreach to existing businesses
- No change to the Douglas Block name so as not to diminish its historical significance
- Directly address gentrification by:
 - Balancing outside and internal investment
 - Working with local and minority business and property owners
 - Adding specific objectives that address impact of new development standards on existing and new property owners
- How to achieve participation by all without minimizing quality development

Ms. Turner stated the project began in 2016 in an effort to build on recent planning efforts and prepare a new plan that offers strategies to effect change. She provided a PowerPoint presentation and set out the request for qualifications as:

- A marketing tool that presents a compelling vision for the future of downtown
- A guide for the private sector that will bring to the forefront opportunities for public-private partnerships that would facilitate the transformation
- A policy guide for elected, appointed officials and staff in making more informed decisions about public investments and development approvals
- A road map for positive change with strategies that will be measurable and achievable given available funding and the capacity of City departments and partner organizations
- Documentation of the community's shared vision. This planning process is an opportunity to bring together people with different points of view

- A guide for specific enhancements, including wayfinding and public art

Ms. Turner stated the desire is to show a vision of the community and goals to preserve and celebrate the character of downtown Rocky Mount. Mrs. Miller requested the plan be placed on the City's website. Assistant City Manager Tasha Logan Ford stated it would be on the project website.

Ms. Turner provided a recap of the November 9, 2017 Downtown Stakeholder meeting, outlined the 16 strategies and recommendations to implement previous plans and outlined goals to preserve the historical and cultural Douglas Block reference and directly address gentrification. She explained the Downtown Overlay District and gave examples of how the district could benefit the City.

*Councilmember Knight arrived.

Ms. Sue Perry-Cole asked to speak and her request was granted. She said it is important that development benefit everyone. She stated that as a resident of an underserved community adjacent to the downtown it is important that it not be forgotten that these underserved neighborhoods and residents supported the vision of the event center, always believing the neighborhoods' interests would be taken into consideration.

Ms. Perry-Cole told the Council there is great potential for a partnership between underserved neighborhoods and the Downtown but a comprehensive systemic approach is needed. She said it is important to honestly address the impact, but if there is commitment there can be tools for addressing issues over time. She noted there are many things in the plan that are inspiring and encouraging but urged the Council not to approve the report until all issues are addressed. She stated she wanted to go on record that as a community change must benefit everyone and the community does not want to be traded off. She noted equitable development is a good concept.

Councilmember Blackwell stated he appreciates the recommendations made thus far; however, a demographic analysis of the City has not been discussed. He noted the Douglas Block had a concentration of African-American businesses and added it is very germane to talk about housing. He added discussion needs to be held relative to how the City can sustain the existing base while welcoming new development. Discussion continued relative to the City's comprehensive plan and other existing plans (8).

City Manager Rochelle D. Small-Toney advised the Council that design standards will be implemented incrementally.

Discussion continued relative to development in other cities.

She outlined the next steps as:

- December 2017 - determine need for additional work session
- January 2018 - set public hearing date for Planning Board
- February 2018 - City Council consideration of adoption of the Downtown Overlay District (DOD) and approval of the Implementation Strategies Plan (ISP)
- February 2018 - final document delivered

COMMITTEE RECOMMENDATION. Report only. No official action.

SPECIAL USE PERMIT/TEXT AMENDMENTS - JoSeth Bocook

Interim Director of Planning and Development, JoSeth Bocook, advised the City Council that the Planning Department has received a request for a Special Use Permit from Mack Hines to convert existing office buildings to multifamily dwellings on the property located at 3300 and 3320 Sunset Avenue. He told the Council that the Land

Development Code requires Council approval for issuance of such Special Use Permits.

He explained the process and told the City Council that consideration of the application will be on the November 27, 2017 agenda for receipt by Council and scheduling of a Public Hearing.

Mr. Bocook summarized and clarified the following land development code amendments which were deferred on September 11 and October 9 and referred to a Committee of the Whole:

- **PLANNING BOARD RECOMMENDATIONS – AUGUST 8, 2017 MEETING**

- **PURPOSE OF AMENDMENTS:** to revise the following Chapters and Sections of the Land Development Code of the City of Rocky Mount to align with the State general statutes, correct misaligned text and clarify the intended application of regulations:
 - Chapter 3. DEVELOPMENT REVIEW ADMINISTRATION; Sec. 308. Board of adjustment.; F. Board rules and procedures.;
 - Chapter 3. DEVELOPMENT REVIEW ADMINISTRATION; Sec. 312. Development review procedures.; G. Written notice.; H. Published notice.; I. Posted notice.; and K. Summary of procedures requiring notice. **Table 3-1. Notice Summary;**
 - Chapter 7. GENERAL DEVELOPMENT STANDARDS; Sec. 704. Landscaping and buffering.; C. Landscaping procedures and general requirements.; 6. Maintenance requirements.;
 - Chapter 7. GENERAL DEVELOPMENT STANDARDS; Sec. 709. Signs.; E. Signs note requiring a permit.; 4. Display of official governmental flags.;
 - Chapter 7. GENERAL DEVELOPMENT STANDARDS; Sec. 709. Signs.; F. Permitted freestanding signs.; **Table 7-1.**;
 - Chapter 7. GENERAL DEVELOPMENT STANDARDS; Sec. 709. Signs.; G. Permitted wall signs, hanging signs, projecting signs and roof signs.; **Table 7-2.**

- **PLANNING BOARD RECOMMENDATIONS – NOVEMBER 9, 2016 MEETING**

PURPOSE OF AMENDMENT: replaces Tables 7-6. (formerly 7-1) Use Classification Bufferyard Requirements. and Table 7-7. (formerly 702) Bufferyard Specifications in advertently deleted.

Assistant City Manager Tasha Logan Ford advised the Council that consideration of the Planning Board recommendations will be on today's agenda for the regular City Council meeting at 7 p.m.

COMMITTEE RECOMMENDATION. Report only. No official action.

COMMUNITY DISCUSSION DEALING WITH SENSITIVE ISSUES – Archie Jones:

Director of Human Relations, Archie Jones, told the City Council that the Human Relations Department has created a Conversational Guide for community discussion when dealing with sensitive issues. He stated this guide can be used to discuss and engage the community to address any issue.

Mr. Jones told the Council that for a variety of reasons race is not an easy topic for many of us to talk about. He said occurrences of racial inequity continue to spark unrest across the country and, for this reason, we often avoid these discussions whenever possible, but however failure to find ways to manage our discomfort and have these conversations is a problem many communities, small and large, face.

Mr. Jones stated the Human Relations Commission feels this structure will provide a process that will support and engage the community in its efforts of understanding why everyone feels a certain way regarding race. He provided the Council with a copy of the guide entitled "Understanding Why."

Mr. Jones noted the conversations would include several diverse groups and include adults, youth, the faith community, law enforcement and the business community, including subgroups.

He outlined the components of the plan as:

- Personal (familial) and community history and experience
- Bringing our community together
- How do we move forward

The Human Relations Director explained that recommendations would then need to be developed to encourage accountability and measure progress. He provided the Council with the plan outline which includes the following plan of action to address almost any issue:

- Plan of Action
 1. Identify need resources
 2. Conduct community survey to identify opportunities and challenges
 3. Identify key community leaders to partner with the Commission and serve as facilitators
 4. Receive direction from city leadership (Council)

Mr. Jones advised the City Council that training is needed for the Human Relations Commission to move forward with the plan. He said there are different personalities on the Commission and as a group they feel they need similar training in diversity as City staff has recently undergone. It was recommended that the Mayor's Commission on Persons with Disabilities be included in the training.

Councilmember Knight noted that other civil rights organizations should be included in the community conversations.

Mr. Jones responded to questions posed by Councilmembers. He stated the model is one prepared by the National League of Cities, Race, Equity and Leadership Initiative. He added there is always a group that feels they have not been heard and this model will allow all to be heard.

Mr. Jones thanked Human Relations Commission members Nehemiah Smith and Ricky Pitt for their assistance and input. He told the Council the Human Relations Commission has been a silent asset to the community for a long time and quietly addresses community concerns in a collaborative manner, always remaining respectful and impartial.

City Manager Rochelle D. Small-Toney stated this process came out of a discussion regarding whether the confederate monument should be removed when the Council engaged the Human Relations Commission and, as a result of their research, this process has been recommended to address not only racial issues, but any issues impacting the community. Council held a discussion.

COMMITTEE RECOMMENDATION. Report only. No official action.

POSITION CLASSIFICATION AND COMPENSATION CONTRACT - Elayne Henderson

The City Council was provided with a position classification and compensation contract with Gallagher Benefit Services, Inc.

Human Resources Director Elayne Henderson explained that every ten years the City undergoes a comprehensive employee job classification and position compensation study. Council was advised that the job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks and authority level of a job. They were advised that during the process job descriptions are reviewed and updated to ensure positions are correctly classified and placed in the proper pay scale.

Ms. Henderson presented a PowerPoint presentation outlining the following main points:

- HISTORY
 - The last classification and compensation study was conducted in 2008 and implemented in 2009
 - The consultant group completing the study was Condrey and Associates
 - For a few years after the study the City did not give performance increases nor were the pay grades moved
 - As a result, the City lost some ability to be competitive
 - In recent years (with the exception of the current fiscal year) pay grades were adjusted by an increase of 3% which has led to compression within the ranges
- DESIRED IMPACT OF NEW STUDY
 - Have a pay and class system that is competitive with the labor market, attracting the best candidates for positions
 - Properly place employees within a job class and pay grade
 - Address internal equity
 - Provide for career ladders as appropriate
 - Encourage the use of "best practices" in job analysis and compensation
- TIMELINE FOR CURRENT PROCESS
 - First draft of class and comp request for proposals completed August 2016
 - Target date for submittal - September 5th through October 7th
 - Time extended to the end of October
 - October 28th - received one response
 - RFP sent out again in November; result: two responses
 - Both proposals reviewed
 - Research into why the low response - determined that 2/3 of the possible vendors had not received the RFP
 - RFP was closed without an award; proposal changed and put out again
 - New RFP open from April 28, 2017 through May 19, 2017
 - Five proposals submitted
 - Committee reviewed and evaluated proposals
 - Springsted and Mercer eliminated as not fully addressing the proposal
 - Final three (Evergreen Solutions, Gallagher Benefit Services and Willis Towers Watson) given an opportunity to give a presentation
 - Presentations held on July 28 and 31
- STATUS
 - Contract reviewed by City attorney and attorney(s) for Gallagher Benefit Services, Inc.
 - Request to have Council authorize Mayor to execute contract

Ms. Henderson responded to questions from the City Council. City Manager Rochelle D. Small-Toney advised the Council the process is expected to take approximately 6 months. Following discussion, it was determined more discussion was required prior to consideration of approval of the contract.

COMMITTEE RECOMMENDATION. Motion was made by Councilmember Rogers and seconded by Councilmember Watkins that the contract for the position classification and compensation study be added to the agenda for the regularly scheduled 7 p.m. meeting for consideration this evening. A substitute motion was made by Councilmember Blackwell, seconded by Councilmember Knight, and unanimously carried to place the contract on the November 27, 2017 agenda for consideration.

CLOSED SESSION. The City Manager requested a Closed Session for matters involving personnel and attorney-client privilege.

COMMITTEE RECOMMENDATION. Motion was made by Councilmember Knight, seconded by Councilmember Wiggins and unanimously carried that the City Council go into Closed Session at 6:23 p.m.

The minutes of the Closed Session shall be placed on file as **ESM-485** at the end of **Minute Book 33** upon approval for release by the City Attorney.

REGULAR SESSION/ADJOURN. The Mayor Pro Tem convened the Committee in regular session at 6:49 p.m. and, there being no further business for the Committee of the Whole, motion was made by Councilmember Knight, seconded by Councilmember Rogers and unanimously carried that the meeting adjourn.

Motion was made by Councilmember Miller, seconded by Councilmember Blackwell and unanimously carried that the minutes and recommendations from the Committee of the Whole be approved, inclusive of scheduling a Special Called Committee of the Whole Meeting for Wednesday, December 20, 2017 beginning at noon (location to be determined).

SPECIAL USE PERMIT

The City Council received an application from Mac Hines on behalf of Dawson Hines, LLC and Dawson Hines Curtis, LLC for a Special Use Permit to convert buildings at 3320 Sunset Avenue (Lot 1) and 3300 Sunset Avenue (Lot 2) into apartments.

Motion was made by Councilmember Rogers, seconded by Councilmember Bullock and unanimously carried that receipt of the request be acknowledged and that a public hearing be scheduled for January 8, 2018 at 7:00 p.m. The City Clerk was authorized to publish notice of said public hearing.

GRANT APPLICATION AND BUDGET ORDINANCE/LITTER CLEANUP (KAB)

The City Council received a request for approval of an application to the Futrell-Mauldin Community Fund for Greater Rocky Mount for a litter cleanup grant in the amount of \$1,000 for the hiring of temporary help for litter cleanup activities.

Motion was made by Councilmember Miller, seconded by Councilmember Wiggins and unanimously carried that the grant application be approved; that the Mayor be authorized to execute same on behalf of the City; that staff be authorized to submit the application to the Futrell-Mauldin Community Foundation for Greater Rocky Mount; and that the following budget ordinance be adopted:

- **Ordinance No. O-2017-100** entitled **ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE FISCAL YEAR 2017-2018 FOR RECEIPT OF KAB GRANT FOR LITTER CLEANUP (\$1,000)**.

POSITION CLASSIFICATION AND PAY PLAN AMENDMENTS

The City Council received a recommendation for the following amendments to the City's Pay and Classification Plan:

- a. Rename the Planning and Development Department to Department of Development Services and amend job classification:

Dept/ Division	Current Classification	New Classification	Pay Grade
Department of Planning and Development rename as Department of Development Services	Planning Director	Development Services Director	26 *no change

b. Create new department entitled Department of Community & Business Development and amend job classifications (effective January 1, 2018):

Current Dept/Division and Classification	New Dept/Division and Classification
Planning/Community Development CDBG/Manager	Department of Community & Business Development/Community Development Manager
Planning/Community Development CDBG/Secretary	Department of Community & Business Development/Secretary
Planning/Community Development CDBG/Community Development Specialist – Compliance	Department of Community & Business Development/Community Development Specialist – Compliance
Planning/Community Development CDBG/Community Development Specialist -HOME Coordinator	Department of Community & Business Development/Community Development Specialist – HOME Coordinator
Planning/Community Development CDBG/Community Development Specialist -Housing Rehab	Department of Community & Business Development/Community Development Specialist – Housing Rehab
Planning/Community Development CDBG/Special Projects	Department of Community & Business Development/Community Development/Special Projects
Planning/Community Development CDBG/Office Assistant	Department of Community & Business Development/ Office Assistant
CMO/Downtown Development Manager	Department of Community & Business Development/Downtown Development Manager
CMO/Downtown Coordinator	Department of Community & Business Development/Downtown Coordinator

c. Create new positions and amend job classifications/pay ranges (effective January 1, 2018):

Dept/Division	Classification	Pay Grade
Department of Community & Business Development	Director	26
Department of Community & Business Development	Business Development Manager	22
Department of Community & Business Development	Administrative Assistant	13

d. Amend pay range:

Dept/Division	Current Pay Grade	New Pay Grade
CMO/Internal Auditor	20	26

Motion was made by Councilmember Wiggins, seconded by Councilmember Watkins and unanimously carried that **Resolution No. R-2017-57** entitled **RESOLUTION APPROVING AMENDMENTS TO POSITION CLASSIFICATION AND PAY PLAN** be adopted.
RENEWABLE ENERGY POLICY AMENDMENTS

The City Manager provided the City Council with revisions to the City's policies on Renewable Energy and Electric and Gas Service and Equipment Fees to provide more opportunities for customers to install renewable energy generating facilities.

Motion was made by Councilmember Miller, seconded by Councilmember Rogers and unanimously carried that Resolution No. **R-2017-58** entitled **RESOLUTION APPROVING AMENDMENTS TO ADMINISTRATIVE POLICIES** (Policy No. VI.11 entitled "Policy: Renewable Energy" and Policy No. X.7.6 entitled "Policy: Electric and Gas Service and Equipment Fees") be adopted.

JOB CLASSIFICATION/COMPENSATION STUDY

City Manager Rochelle Small-Toney advised the Council that every ten years the City undergoes a comprehensive employee job classification and position compensation study. She noted the job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks and authority level of a job and provides a tool in developing a job hierarchy and pay equity across different job classes.

The City Council was provided with a contract with Gallagher Benefit Services for the classification and compensation study for a fee not to exceed \$142,500, plus the costs of developing new classification specifications/job descriptions, subject to both the appropriation and availability of funds.

Motion was made by Councilmember Wiggins, seconded by Councilmember Rogers and unanimously carried that the firm of Gallagher Benefit Services be awarded the contract (**C-2017-46**) to conduct the job classification/compensation study and that the Mayor and City Clerk be authorized to execute the same on behalf of the City.

BIDS/FIRE STATION #7 IMPROVEMENTS AND 911 BACKUP DISPATCH

The City Council received the tabulation of bids received for the Fire Station #7 improvements and 911 backup dispatch. Bids were received and opened on November 9, 2017 after all necessary legal procedures had been implemented and the bid tabulation is on file in the office of the City Clerk as **BD-2017-36**.

Motion was made by Councilmember Blackwell, seconded by Councilmember Watkins and unanimously carried that the bid be awarded to Calvin Davenport, Incorporated at a total cost of \$378,832 (base bid of \$299,082 and alternate generator replacement cost of \$79,750), plus a 10% contingency of \$37,883 and that the Mayor and City Clerk be authorized to execute the bid contract on behalf of the City.

APPOINTMENTS

No action was taken to fill the vacancies on the Board of Adjustment, the Human Relations Commission or the Martin Luther King, Jr. Commission.

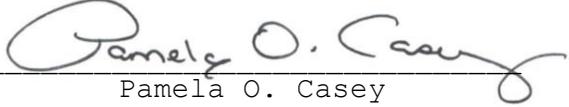
CLOSED SESSION

The City Attorney and Mayor requested a Closed Session to discuss matters concerning attorney-client privilege and personnel.

Motion was made by Councilmember Knight, seconded by Councilmember Miller and unanimously carried that the City Council adjourn to Closed Session at 4:30 p.m. The minutes of the Closed Session shall be filed as **ESM-486** at the end of **Minute Book 33** upon approval for release by the City Attorney.

REGULAR SESSION/ADJOURNMENT

The Mayor convened the City in regular session at 5:16 p.m. and there being no further business for regular session, adjourned the meeting.



Pamela O. Casey
City Clerk