



**City of Havelock, North Carolina  
Board of Commissioners**

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**WORK SESSION AGENDA COMMUNIQUE**

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**TO:** Mayor William L. Lewis, Jr.  
Board of Commissioners  
City Attorney Troy Smith

**FROM:** City Manager Frank Botorff  
City Clerk Cindy Morgan

**SUBJECT:** Board of Commissioners Meeting – Monday, September 10, 2018 – 7:00 PM

**DATE:** 9/7/2018

**CC:** Department Heads; Press

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**I. CALL TO ORDER:**

Mayor Will Lewis will call the meeting to order.

**II. OPENING PRAYER/MOMENT OF SILENCE:**

The Mayor or a Board member shall request a clergy member to offer the opening prayer or the Board shall conduct a moment of silence.

**III. PLEDGE OF ALLEGIANCE:**

Mayor Will Lewis will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

*“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”*

**IV. REGULAR & CONSENT AGENDA:**

The City Clerk respectfully submits to Board, the Regular Agenda and the below Consent Agenda items, which there is thought to be of general agreement and little public interest or no controversy. These items may be voted on as a single group without Board discussion “or” if so desired, the Board may vote to remove any item(s) from the consent agenda and place same on the regular agenda for discussion and consideration.

<b>Agenda Item A</b>	Minutes of the August 27, 2018 Board of Commissioners Meeting
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**Request:** Commissioners motion and second are being sought as to approving or not, the following agenda matters:

- A. Consent Agenda as presented; and
- B. Regular Agenda as presented.

**City Manager's Opinion:** The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

## V. WORK SESSION AGENDA ITEMS:

### Item #1. Disposal of Unclaimed Firearms

North Carolina General Statute 15-11.2 (**Exhibit #1A**) provides law enforcement agencies disposal options for unclaimed firearms. The Havelock Police Department has several firearms in its possession that are designated as unclaimed. These firearms have been found or received by the department over several years and are not known to be confiscated or seized as trial evidence.

The City has already published the required legal notice providing any potential owners the opportunity to submit a claim of ownership within 30 days of publication. This notice was published on July 13, 2018 (**Exhibit #1B**).

At this time, Police Chief Marvin Williams will present the following disposal options; along with a recommendation, for the Board's feedback:

- 1) Proper destruction of the firearm
- 2) Sale, trade or exchange to a federally licensed firearm dealer
- 3) Maintain the firearm for training or experimental purposes; or transfer the firearm to a museum or historical society

The Board's feedback and direction will be sought.

## Item #2. Utilities Division - Proposed Changes

One of the struggles within the Utilities Division is retaining employees after obtaining their certifications. In an effort to improve employee retention, as well as creating a succession plan for the future, Staff has developed a plan that should address potential concerns. The proposed plan is a pro-active approach to prevent the issues that occurred last year within the Wastewater Treatment Plant. As you may recall, the City lost senior employees to other agencies with no one qualified to assume the Supervisor position or the backup ORC (Operator in Responsible Charge). Based upon these factors, the City had to hire a contractor to oversee the plant.

In summary, the positions within the Utilities Division requires multiple certifications for each job. Currently, upon hire, employees are considered trainees until they obtain their certifications and are then promoted to the next certified position. These employees then remain in that position until they obtain all of their certifications for the next level position. There are time restrictions that are tied to certifications as well.

As a result, the manager will be implementing Item 1, along with seeking the Board's input and direction on Items 2 and 3:

1. **Certifications, Salary Increases and Promotions:** When employees in the Utilities Division go to school and obtain a certification that goes towards the next position, a 2.5% increase would be granted for obtaining the first primary certification. This would only happen once within the current position. Once an employee receives all the certifications for the next position, they would move up to that position. This would not be the case for the Supervisor position.

*Example A. A Water Treatment Plant Operator 1, Pay Grade 12 currently holds the following certifications: Class C Well, CDL-B, Grade C Distribution, and a Grade 1 Physical/Chemical. This operator obtains their Class B Well certification. Because that is the only thing missing to become a Water Treatment Plant Operator 2, Pay Grade 14, they would move up to that position.*

*Example B. A Wastewater Treatment Plant Operator Trainee, Pay Grade 11, obtains their Grade II Operator certification but does not have the full requirements to be promoted to the WWTP Operator 1 position. They would remain in the same position until all requirements to move up were met. The employee would receive a one-time certification increase of 2.5%. They would not receive another increase if another certification was obtained but still does not have all the certifications to move up.*

2. **Rename Positions (No Grade or Salary Changes):** Currently, the job titles in the Utilities Division are geared towards certification grades. This is often very confusing as jobs typically have more than 1 certification requirement. Certifications come in the form of letters and/or numbers. In an effort to

prevent confusion, Staff recommends renaming the positions so that the job title is not reflective of certifications (**Exhibit #2A**). The positions would remain the same Grade and Salary Range.

3. **Additional Utilities Services Crew Leader Position (Grade/Salary Change of Existing Position)**: Often times the Lines/Distribution crew has multiple daily duties going on at one time. Currently within the Lines Crew, there is 1 Utilities Supervisor, 1 Utilities Services Crew Leader position, and 8 positions that range from a USW Trainee to a USW II. Staff requests that one of the eight positions be changed to a Utilities Services Crew Leader position. This would assist the Utilities Supervisor in splitting up the employees into two teams and being able to have a Crew Leader present on both teams. This is not an added position. Approximate cost to implement would be \$3,300.

## **VI. ADJOURNMENT/RECESS**