



**WINCHESTER COMMON COUNCIL
ROUSS CITY HALL
15 NORTH CAMERON STREET, WINCHESTER
NOVEMBER 24, 2015
AGENDA
6:00 PM**

CALL TO ORDER AND ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Motion to approve the November 10, 2015, Regular Meeting and the November 10, 2015, Work Session

REPORT OF THE MAYOR

REPORT OF THE CITY MANAGER

REPORT OF THE CITY ATTORNEY

1. PUBLIC HEARINGS

- 1.1. Public Hearing: To receive the nomination and citizen input on the appointment of Ralph Grim as a "Ward 3" member of the City School Board to an unexpired four year term commencing December 8, 2015, and ending June 30, 2017

2. PUBLIC COMMENTS

3. CONSENT AGENDA

- 3.1. **R-2015-40:** A Resolution Deleting Sections 3.6 and 6.7 and Amending Section 6.4 and Appendix D of the City of Winchester's Comprehensive Employee Management System
- 3.2. **R-2015-39:** Resolution Approving New Positions Related to the Construction of the Waste-To-Energy Project

4. AGENDA

- 4.1. Announce the resignation of Martha Shickle as a member of the Planning Commission effective December 1, 2015, and direct the Clerk of Council to advertise the vacancy.
- 4.2. Announce the resignation of Dan Troup as a member of the Economic Development Authority effective December 31, 2015, and direct the Clerk of Council to advertise the vacancy.
- 4.3. Motion to direct the Clerk of Council to prepare Certificates of Appreciation for Martha Shickle of the Planning Commission; Shep Campbell of the Frederick-Winchester Service Authority; Dan Troup of the Economic Development Authority; Marilyn Finnemore and Terry Bohan of the Old Town Development Board; Minh Le and Lauren Hawley of the School Board; Matt Mintschenko, Brian Wigley and Kyle Homan of the Parks Board; and Nancy Rinker and Theresa Gaines of the Tourism Board.

5. EXECUTIVE SESSION

- (1) MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(A)(7) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF RECEIVING LEGAL ADVICE AND STATUS UPDATE FROM THE CITY ATTORNEY AND LEGAL CONSULTATION REGARDING THE SUBJECT OF SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY THE CITY ATTORNEY AND MATTERS OF ACTUAL OR PROBABLE LITIGATION Specifically including but not limited to current Winchester Circuit Court case Henschel et. al. v. City of Winchester AND
- (2) PURSUANT TO §2.2-3711(A)(1) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION AND CONSIDERATION OF INFORMATION REGARDING THE SUBJECT OF THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, AND PERFORMANCE OF SPECIFIC PUBLIC OFFICERS APPOINTEES, AND EMPLOYEES OF THE CITY OF WINCHESTER INCLUDING THE APPOINTMENT OF OR PROSPECTIVE APPOINTMENT OF MEMBERS TO CERTAIN BOARDS AND COMMISSIONS, Specifically including but not limited to appointment of a member of the EDA, disciplinary matter involving a City employee based on performance concerns and employment of a public officer, AND
- (3) PURSUANT TO 2.2-3711(A)(29) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION OF THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS, INCLUDING INTERVIEWS OF BIDDERS OR OFFERORS, AND DISCUSSION OF THE TERMS OR SCOPE OF SUCH CONTRACT, WHERE DISCUSSION IN AN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE PUBLIC BODY. Specifically including but not limited to RFP #201423

6. ADJOURNMENT

CITY OF WINCHESTER, VIRGINIA

CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION ORDINANCE DESCRIPTION/PRESENTATION

ITEM TITLE: A Resolution Deleting Sections 3.6 and 6.7 and Amending Section 6.4 and Appendix D of the City of Winchester's Comprehensive Employee Management System

PUBLIC HEARING DATE:

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Tyler Schenck	Completed	11/05/2015 12:16 PM
Anthony Williams	Completed	11/05/2015 4:49 PM
Eden Freeman	Completed	11/05/2015 4:55 PM

Approved as to form:

Tyler Schenck

Tyler Schenck, Interim Human Resources Director 11/5/2015

By: 

Winchester
office of the city attorney Virginia

Anthony C. Williams, City Attorney
Office of the City Attorney
15 N. Cameron Street, Suite 313
Winchester, VA 22601
Phone: 540-667-1815, x 1433
Fax: 540-667-2259


Eden Freeman, City Manager 11/5/2015

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tyler Schenck, Interim Human Resources Director
Date: November 24, 2015
Re: A Resolution Deleting Sections 3.6 and 6.7 and Amending Section 6.4 and Appendix D of the City of Winchester's Comprehensive Employee Management System

THE ISSUE: Sections 3.6 and 6.7 of the City of Winchester's Comprehensive Employee Management System (CEMS) require deletion due to years of inactivity and limited funding. The City's pay plan (Appendix D) requires amendments to formally create the Mechanical/Electrical Systems Maintenance Supervisor and Waste to Energy and Safety Manager positions for the Opequon Water Reclamation Facility and change the assigned pay grade for the Tax Field Auditor position to reflect the position's recent regrading. In addition, the pay plan will reflect an alteration that changes the "Operations Superintendent" title to "Public Works Division Manager" and "Utilities Division Manager". Lastly, Section 6.4 requires amending due to the dated "WinFlex" language used within CEMS.

RELATIONSHIP TO STRATEGIC PLAN: Goal Four: Improve City Services and Advance the City's Strategic Plan Goals by Promoting a Culture of Transparency, Efficiency and Innovation

BACKGROUND: The City of Winchester's Comprehensive Employee Management System was adopted by the Common Council of the City of Winchester in July 1979 and governs all City employees except those specifically exempted as stated within the system. City Staff has prepared a series of amendments to various sections within CEMS that delete existing policies pertaining to anniversary raises and education incentives and amends Section 6.4 and the City's pay plan (Appendix D) to remove dated language and reflect the desired aforementioned position changes, respectively.

BUDGET IMPACT: None.

OPTIONS:

1. Approve the attached resolution
2. Modify and approve the attached resolution
3. Reject the attached resolution

RECOMMENDATIONS: Staff recommends the approval of the attached resolution.

A RESOLUTION DELETING SECTIONS 3.6 AND 6.7 AND AMENDING SECTION 6.4 AND APPENDIX D OF THE CITY OF WINCHESTER'S COMPREHENSIVE EMPLOYEE MANAGEMENT SYSTEM

WHEREAS, the City of Winchester's Comprehensive Employee Management System (CEMS) was adopted by the Winchester Common Council in July 1979; and,

WHEREAS, CEMS governs all City employees except those specifically exempted as stated within the system and,

WHEREAS, CEMS has been periodically amended by City Staff and the Common Council since its inception to accommodate for various changes within the administration; and,

WHEREAS, City Staff has prepared a series of amendments to the CEMS that deletes Sections 3.6 and 6.7 and alters Section 6.4 and Appendix D; and,

WHEREAS, these amendments remove inactive policies pertaining to anniversary raises and education incentives, alters the City's existing pay plan (Appendix D) and removes dated language from Section 6.4.

NOW therefore be it RESOLVED the City of Winchester Common Council hereby adopts this resolution that proposes the deletions of Sections 3.6 and 6.7 and the modification of Appendix D and Section 6.4 of the City of Winchester's Comprehensive Employee Management System.

**City of Winchester
Position Title/Grade Listing
July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
1		19,385.60	9.32	25,188.80	12.11	30,992.00	14.90
2		20,342.40	9.78	26,447.20	12.72	32,552.00	15.65
3		21,361.60	10.27	27,768.00	13.35	34,174.40	16.43
4		22,422.40	10.78	29,151.20	14.02	35,880.00	17.25
5	Custodian	23,545.60	11.32	30,607.20	14.72	37,668.80	18.11
6	Account Clerk I Clerk Receptionist Recreation Center Attendant I Tourism - Travel Counselor	24,731.20	11.89	32,146.40	15.46	39,561.60	19.02
7	Laborer I Lead Custodian Recreation Center Attendant II	25,958.40	12.48	33,748.00	16.23	41,537.60	19.97
8	Bus Driver Customer Service Assistant Laborer II Office Associate Recreation Center Attendant III Sanitation Worker Utility Meter Attendant	27,268.80	13.11	35,443.20	17.04	43,617.60	20.97
9	Account Clerk II Maintenance Technician I Recreation Program Specialist Utility Service Mechanic I Warrants Clerk W/WTP Operator Trainee	28,641.60	13.77	37,221.60	17.90	45,801.60	22.02
10	Economic Program Support Tech Human Services Assistant Office Assistant Police Fleet Manager Visitor and Community Relations Manager W/WTP Lab Technician I W/WTP Operator I	30,056.00	14.45	39,062.40	18.78	48,068.80	23.11

Attachment: Pay Plan FY16 Revised (R-2015-40) : Resolution Amending the City of Winchester's Comprehensive Employee Management

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<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
11	Account Clerk III Aquatics Program Specialist Benefit Programs Specialist I Code Enforcement Technician Communications Specialist I Convention & Visitor Services Project Manager Maintenance Technician II Parking Control Officer Plant Mechanic Records Analyst Clerk Utility Service Mechanic II	31,553.60	15.17	41,017.60	19.72	50,481.60	24.27
12	Athletics Program Specialist I Benefit Programs Specialist II Community Recreation Specialist Community Resource Officer Crew Leader Deputy Commissioner Deputy Treasurer Deputy Voter Registrar Dewatering Operator Equipment Parts Manager Fiscal Assistant Planning Technician Senior Account Clerk W/WTP Lab Technician II W/WTP Operator II	33,134.40	15.93	43,076.80	20.71	53,019.20	25.49
13	Benefit Programs Specialist III Communications Specialist II Detention Specialist I Maintenance Technician III Traffic Signal Technician	34,798.40	16.73	45,229.60	21.75	55,660.80	26.76
14	Accounting Analyst AP and Payroll Specialist Administrative Assistant I Administrative Programs Assistant Arborist Athletics Program Specialist II Automotive Mechanic Benefit Programs Specialist IV Construction Inspector Deputy City Clerk	36,524.80	17.56	47,486.40	22.83	58,448.00	28.10

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14	Continued Economic Development Assistant Emergency Management Technician Environmental Program Coordinator Housing Specialist Legal Secretary Old Town Coordinator Probationary Firefighter Property Evidence Clerk Specialist Self-Sufficiency Specialist Senior Utility Service Mechanic	36,524.80	17.56	47,486.40	22.83	58,448.00	28.10
		Hours per year 2496 Hourly rate \$14.6334					
15	Code Compliance Inspector Communications Specialist III Computer & Network Support Tech I Deputy Sheriff I Deputy Zoning Administrator Detention Specialist II GIS Technician Licensed Practical Nurse Planner I Prevention Case Manager Senior Laboratory Technician Shop Foreman System Project Manager Transit Supervisor Victim Witness Assistant Director W/WTP Operator III	38,355.20	18.44	49,868.00	23.98	61,380.80	29.51
16	Accountant Administrative Assistant II Assistant Facility Manager Benefit Programs - Fraud Investigator Chief Deputy Treasurer Computer & Network Support Tech II Crew Supervisor Crime Prevention/Community Involvement Specialist CRO/Community Outreach Coordinator Deputy Sheriff II EMS Billing Manager Facilities Coordinator Firefighter/EMT	40,268.80	19.36	52,353.60	25.17	64,438.40	30.98
		Hours per year 2496 Hourly rate \$16.1334					

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July 1, 2015**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
16	Continued Human Resources Analyst Office Supervisor Paralegal Parks Administrative Coordinator Parks Projects Coordinator Parks Maintenance Coordinator Payroll and Benefits Coordinator Police Officer I Recreation Coordinator - Aquatics Services Recreation Coordinator - Special Events Recreation Coordinator - Sports & Athletics Services Recreation Coordinator - Youth Services	40,268.80	19.36	52,353.60	25.17	64,438.40	30.98
17	Assessment Analyst Benefit Programs Supervisor Chief Environmental Program Coordinator Computer & Network Support Tech III Deputy Sheriff III Engineering Inspector Family Services Specialist I Industrial Electrician Laboratory Supervisor Lead Communications Specialist Planner II Police Officer II Senior Codes Compliance Inspector Senior Detention Specialist Utilization Management Coordinator W/WTP Lead Operator	42,286.40	20.33	54,974.40	26.43	67,662.40	32.53
18	Assistant Water Treatment Plant Manager Automotive Service Supervisor CSA Coordinator Detective I Detention Specialist Supervisor Family Services Specialist II Firefighter Technician Logistics Support Technician Marketing Coordinator/PIO/FOIA Police Officer III Refuse/Recycling Coordinator Purchasing/Risk Manager Tax Field Auditor Waste to Energy and Safety Manager WWTP Chief Operator	44,408.00	21.35	57,720.00	27.75	71,032.00	34.15
			Hours per year 2496		Hourly rate \$17.7917		

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<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
19	Administrative Services Manager Assistant Commonwealth Attorney I Assistant Fire Marshal Communications Operations Supervisor Deputy Building Official Deputy Director of Zoning & Inspections Detective II Economic Development Program Coordinator Engineer I Executive Administrative Assistant Master Police Officer Mechanical/Electrical Systems Maintenance Supervisor Radio Communications Manager Senior Paralegal/Office Administrator Senior Human Resources Analyst Senior Planner Sheriff Sergeant Traffic Division Supervisor	46,633.60	22.42	60,611.20	29.14	74,588.80	35.86
20	Communications Manager Facility Manager Family Services Specialist III GIS Coordinator Maintenance Supervisor Police Sergeant Program Manager Real Estate Administrator Superintendent of Parks Victim Witness Director	48,942.40	23.53	63,637.60	30.60	78,332.80	37.66
21	Assistant Commonwealth Attorney II Chief Accountant Family Services Specialist IV Fire & Rescue Lieutenant Network/System Administrator Police Lieutenant	51,396.80	24.71	66,809.60	32.12	82,222.40	39.53
22	Accounting Manager Building Official Senior Computer Programmer Senior Network Engineer Family Services Supervisor Transit Director Webmaster	53,955.20	25.94	70,148.00	33.73	86,340.80	41.51

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<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
23	Assistant Commonwealth Attorney III Assistant Human Resources Director Assistant Parks & Recreation Director Director of Emergency Communications Fire & Rescue Battalion Chief Fire Marshall Juvenile Detention Center Assistant Superintendent Public Works Division Manager Police Captain Utilities Division Manager Family Services Manager	56,659.20	27.24	73,663.20	35.42	90,667.20	43.59
24	Assistant Finance Director Assistant Social Services Director Executive Director Winchester Parking Authority Executive Director WFCCVB Downtown Manager	59,508.80	28.61	77,365.60	37.20	95,222.40	45.78
25	Assistant City Attorney City Engineer Deputy Commonwealth Attorney Fire & Rescue Deputy Chief Police Major	62,462.40	30.03	81,213.60	39.05	99,964.80	48.06
26		65,603.20	31.54	85,280.00	41.00	104,956.80	50.46
27	Assistant Public Services Director Juvenile Detention Center Superintendent Parks & Recreation Director Planning Director Public Works Director	68,889.60	33.12	89,544.00	43.05	110,198.40	52.98
28	Financial Services Director Executive Director - Service Authority Human Resources Director Information Technology Director Director of Zoning & Inspections	72,321.60	34.77	94,026.40	45.21	115,731.20	55.64
29		75,940.80	36.51	98,716.80	47.46	121,492.80	58.41

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<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
	Finance Director						
	Fire & Rescue Chief						
	Economic Redevelopment Director						
	Police Chief						
	Public Services Director						
	Social Services Director						
30		79,747.20	38.34	103,667.20	49.84	127,587.20	61.34
31	Assistant City Manager Chief Financial Officer	83,720.00	40.25	108,836.00	52.33	133,952.00	64.40
32		87,921.60	42.27	114,296.00	54.95	140,670.40	67.63
33		92,310.40	44.38	120,005.60	57.70	147,700.80	71.01
34		96,928.00	46.60	127,046.40	61.08	157,164.80	75.56
35		101,753.60	48.92	132,298.40	63.61	162,843.20	78.29

Attachment: Pay Plan FY16 Revised (R-2015-40) : Resolution Amending the City of Winchester's Comprehensive Employee Management

3.6 ~~Anniversary Raise~~

~~Anniversary Raise is defined as an increase within the pay range of a class that is paid to employees in the first 20 pay grades on their anniversary date which is usually their date of initial employment with the City. Employees in pay grades 21 and higher (with some exceptions—see Appendix E) are not eligible. Grades 21 and higher contain single position classifications usually not impacted by compression. An Anniversary Raise may be delayed or denied because of unsatisfactory job performance, disciplinary action, or general pay plan increase or position adjustment.~~

~~Any employee between 2 years and 25 years service will receive 5 cents increase effective when the annual increases are awarded when reaching the following thresholds:~~

- ~~2 years = 5 cents~~
- ~~3 years = 5 cents~~
- ~~4 years = 5 cents~~
- ~~5 years = 5 cents~~
- ~~7 years = 5 cents~~
- ~~9 years = 5 cents~~
- ~~12 years = 5 cents~~
- ~~16 years = 5 cents~~
- ~~21 years = 5 cents~~
- ~~25 years = 5 cents~~

6.4 WinFlex Health Plan

Classified employees are eligible to participate in a cafeteria-style benefits plan. This plan allows an employee to choose his benefit package based on his individual needs. The City adds a fixed dollar amount to each employee’s gross pay, and the benefits are deducted on a pre-tax basis pursuant to Title 26 Section 125 of the Internal Revenue Code. Each employee must use all of their cafeteria dollars. Reference should also be made to WinFlex the various health insurance booklets for a detailed explanation of the City’s cafeteria benefits plan.

The City’s insurance plans are usually obtained and paid in monthly increments. New employees are eligible for coverage the first day of the month following the benefit waiting period. The City’s share of the monthly premium will be paid on a prorated basis determined by the number of days in a month an employee is in a paid status. For instance, if an employee is paid for the entire month, the City’s portion will be paid in full. For an employee who terminates or goes on leave of absence without pay during the month, he must pay the prorated premium differences either through a payroll deduction or personal payment.

Employees can choose from the following menu of benefits:

A. **Health Insurance**

The City offers its employees and their families the opportunity to enroll in its group health insurance plan which includes hospitalization, physician, major medical, and basic vision coverage.

Employees retiring with the City with full service benefits under Virginia Retirement System are eligible for a City Council determined monthly allowance towards the purchase of retiree health insurance until Medicare eligible. The retiring employee must have a minimum of twenty (20) years service with the City. All other retiring employees are eligible for Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits.

B. **Enhanced Vision**

The City offers its employees and their families the opportunity to enroll in an enhanced vision plan which includes an annual routine eye exam and contact lens fitting as well as network discounts.

C. **Dental Insurance**

The City offers a basic dental plan to its classified employees that includes preventive care and basic restorative treatment.

D. **Short-term Disability Insurance**

All classified employees have the option of enrolling in a short-term disability plan. The premium is based on the employees' age and up to 70% of their weekly salary. Benefits will become payable on the 15th day of the disability and will be payable for a maximum of 26 weeks. The payment of premiums is required during the period of disability.

E. **Cancer Insurance**

Only classified employees who were enrolled in the cancer insurance plan prior to 01/01/2005 are eligible to continue enrollment in this plan. The plan provides coverage to help employees pay the many bills incurred for cancer treatments. This is in addition to the health insurance and is paid directly to the employee to supplement his income.

F. **Pre-paid Legal Insurance**

Pre-paid Legal Insurance provides classified employees with preventative legal services such as legal document review, will preparation, and telephone consultations; motor vehicle services including personal injury/property damage collection assistance; and trial defense services.

G. **Critical Illness Insurance**

All classified employees have the option of enrolling in Critical Illness Insurance which pays an up-front cash benefit upon diagnosis of a covered illness or condition.

H. **Flexible Spending Accounts**

Classified employees can use their ~~WinFlex flexible spending account dollars to open flexible spending accounts~~ to pay for dependent day care and unreimbursed medical expenses.

6.6 **Tuition Assistance**

A. **Purpose**

The City of Winchester values continued education and considers it a vital part of employee development. Tuition assistance is designed to aid in attracting desirable new employees; to improve the quality of leadership in City operations; and encourage continued training and education for enhanced job performance and potential advancement in the City service. Courses must be directly or reasonably related to the employee's job duties or to a position to which the employee could reasonably aspire to progress.

B. **Definition**

Tuition Assistance is a cost-sharing program to aid employees in furthering their training and education.

C. **Eligibility**

All full and part-time classified employees may apply for tuition assistance. The employee must have satisfactory work performance. Tuitions assistance for part-time employees will be prorated based on the number of regularly scheduled hours worked per week.

Assistance is contingent on the availability of funds in the department's budget and the City reserves the right to limit the total career reimbursement for any employee. An employee may be eligible for or is receiving tuition benefits under the GI Bill, scholarships, veteran's benefits or other forms of tuition assistance. An employee must certify that other educational assistance entitlement has been exhausted.

An employee agrees to repay the tuition assistance received by continuing employment with the City for a minimum period of one year in a consecutive manner per each course completed. If his employment with the City is terminated for any reason before completing this minimum period of service, the employee agrees to repay, on a prorated basis, the dollar amount not repaid by service.

D. Benefit

Eligible expenses include tuition, fees, and books for the coursework requested. All expenses require appropriate documentation. Courses that meet degree requirements rather than being job related shall not be approved. Specific training and workshops related to an employee’s position shall be provided through the department’s training account rather than the Tuition Assistance program. The employee must receive a grade of “C” (numerical 2.0) or higher in undergraduate courses, a grade of “B” (numerical 3.0) or higher in graduate courses, a grade of “pass” in a pass/fail course, or certificate of course completion.

An employee may enroll in multiple courses per fiscal year. The maximum amount the City will reimburse is related to their years of service with the City. Any cost exceeding the maximum is the employee’s responsibility. Tuition reimbursement date indicates fiscal year for which total reimbursement monies will be charged.

<u>Years of Service</u>	<u>High School, Technical School or Undergraduate Courses</u>	<u>Graduate Courses</u>
1 - 5	\$ 800.00 / year	\$1000.00 / year
5 -10	\$1600.00 / year	\$2000.00 / year
10 +	\$3200.00 / year	\$4000.00 / year

If a course is available locally at a lower cost, the City will pay that cost instead of the distance learning rate or the rate of another institution. The employee is required to pay the difference.

Employees with 5 or more years of service are eligible to receive course prepayment. If an employee receives payment in advance and does not achieve the grade required, drops the course or the course is cancelled, the employee agrees to repay the City in full.

Employees should promptly notify the Administration Department in writing if they (1) withdraw from a course (2) change a course (3) expect a final grade to be late. If an employee changes a course, he must reapply for tuition assistance.

E. Pre-Enrollment Application and Approval

Normally, an employee must take the course outside of regular working hours; however an employee may attend courses during working hours at the discretion of the City Manager. The City Manager, on advice of the Administration Director, will decide if the employee will take straight work time for the time spent in class, use compensatory time, or take the course on his own time.

An employee must file a completed Pre-Enrollment Application for Tuition Assistance (See Appendix L) including Department Head and Finance Director approval with the

Administration Department. The application will be forwarded to the City Manager for consideration. The Administration Department will notify the employee of his acceptance or denial.

F. Reimbursement Procedure

Unless extenuating circumstances exist, only pre-approved tuition assistance will be reimbursed.

The employee must, within 30 days of course completion, complete an Application for Tuition Assistance Reimbursement (See Appendix L) and forward to the Administration Department proof of cost of the course, receipt or cancelled check, and evidence of final grade from the educational institution. Approved expenditures will be promptly reimbursed. Tuition reimbursement date indicates fiscal year for which total reimbursement monies will be charged.

~~6.7 Education Incentive Plan*~~

~~A. Purpose~~

~~The City of Winchester values educational accomplishment and considers it a vital part of employee development. The attainment of higher education serves to improve the quality of leadership in City operations, enhances job performance and provides advancement opportunities in the City service. The provision of an education incentive will also serve as an aid in recruitment and retention of a quality workforce.~~

~~B. Definition~~

~~Education incentive is bonus pay for attaining higher educational course work above what is required of the position. The bonus pay will be separate from the City's Classification and Compensation Plan and will not be added to an employee's annual salary rate.~~

~~C. Eligibility~~

~~All full and part-time classified employees may apply for education incentive. The employee must have satisfactory work performance. Education incentive for part-time employees will be prorated based on the number of regularly scheduled hours worked per week.~~

~~(*Policy was approved by City Council for incentive award December, 2002 and continuing. Appendix M contains the list of Police Department employees grandfathered under the former College Incentive Policy. The rates are frozen unless lower than newly adopted plan.)~~

~~D. Benefit~~

~~Eligible full-time employees shall receive an annual bonus of a minimum of~~

~~\$500 to \$1,500 maximum for the following:~~

- ~~a. Employees serving in a position that requires or prefers less than a high school degree or GED are eligible to receive an annual bonus of \$1,000 for high school degree or GED. An additional \$500 annual bonus will be granted to employees with a job related associate's degree from an accredited college or university.~~
- ~~b. Employees serving in a position that requires or prefers a high school degree or GED are eligible to receive an annual bonus of \$1,000 for a job related associates degree from an accredited college or university. An additional \$500 annual bonus will be granted to employees with a job related bachelor's degree from an accredited college or university.~~
- ~~c. Employees serving in a position that requires or prefers a college degree are eligible to receive an annual bonus of \$1,000 for a job related post graduate degree from an accredited college or university. An additional \$500 annual bonus will be granted to employees with an additional job related post graduate degree.~~
- ~~d. \$500 annual bonus will be granted to an employee whose degree is not job related but exceeds the required or preferred degree requirements of the position.~~

~~E. Application and Approval~~

~~Any employee with the required service credit may apply for the annual bonus by completing an Education Incentive Application Form (See Appendix N) and attaching the required documentation to certify the level of attainment. Certified applications must be submitted to the Administration Director for authorization and payroll processing. Annual Education Incentive bonuses will be awarded in December of each calendar year. To be eligible for an annual bonus, an employee must have met the length of service and course work requirements prior to the issue date of the bonus check.~~

CITY OF WINCHESTER, VIRGINIA

CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION ORDINANCE DESCRIPTION/PRESENTATION

ITEM TITLE: Resolution Approving New Positions Related to the Construction of the Waste-To-Energy Project

PUBLIC HEARING DATE:

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Review:

Perry Eisenach	Completed	11/04/2015 1:47 PM
Anthony Williams	Completed	11/05/2015 2:33 PM
Eden Freeman	Completed	11/05/2015 4:01 PM

Approved as to form:

Perry Eisenach

Perry Eisenach, Public Services Director 11/4/2015

By: _____



Winchester
office of the city attorney Virginia

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Winchester, VA 22601
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Eden Freeman, City Manager 11/5/2015

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Perry Eisenach, Public Services Director
Date: November 24, 2015
Re: Resolution Approving New Positions Related to the Construction of the Waste-To-Energy Project

THE ISSUE: Proposed new positions at the Opequon Water Reclamation Facility that are necessary to help operate the Waste-to-Energy Project that is currently under construction.

RELATIONSHIP TO STRATEGIC PLAN: Goal 3 - Advance the quality of life for all Winchester residents.

BACKGROUND: The City is responsible for operating the Opequon Water Reclamation Facility (OWRF) as per the existing operating agreement with the Frederick-Winchester Service Authority (FWSA). The FWSA is currently constructing a \$50 million Waste-to-Energy Project at the OWRF that was previously reviewed and approved by City Council back in 2013. This project will significantly change the operations at the OWRF and will require additional staff to help operate and maintain the new processes and equipment that are being added.

The construction on the project has progressed very well and everything is on schedule for the additional facilities to be fully operational by late spring in 2016. Some of the new equipment has already been put into service and additional equipment and processes will be brought on line during the next few months as construction progresses. In coordination with the FWSA, Public Services is recommending that three additional positions be added in January 2016 to the existing staff at the OWRF to properly operate and maintain the facility.

The proposed new positions are:

1. Waste-to-Energy and Safety Manager
2. Mechanical/Electrical Systems Maintenance Supervisor
3. Industrial Electrician

The proposed job descriptions and organizational chart for these positions are attached.

BUDGET IMPACT: The estimated cost to add these three positions at the OWRF is approximately \$190,000 per year (salaries plus benefits). As per the operating

agreement with the FWSA, the City's expenditures in operating the OWRF are reimbursed by the FWSA. The cost of these new positions was included in the FWSA's FY2016 adopted operating budget. If approved, the additional cost for these new employees will need to be included in the City's mid-year budget amendments that the Finance Department will prepare for City Council's consideration.

OPTIONS: Either approve or not approve the resolution that would authorize the hiring of three additional employees at the OWRF.

RECOMMENDATIONS: Approve the resolution.

RESOLUTION APPROVING NEW POSITIONS RELATED TO THE CONSTRUCTION OF THE WASTE-TO-ENERGY PROJECT

WHEREAS, the City is responsible for operating and staffing the Opequon Water Reclamation Facility (OWRF) for the Frederick-Winchester Service Authority (FWSA); and

WHEREAS, the current Waste-to-Energy Project under construction at the OWRF will require that additional personnel be added to properly operate the facility; and

WHEREAS, the Waste-to-Energy Project is expected to begin operating during the first half of calendar year 2016; and

WHEREAS, the cost for the additional personnel needed at the OWRF to operate the Waste-to-Energy Project were included in the FY2106 operating budget that was approved by the FWSA.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester hereby authorizes and approves the following:

1. Two new positions shall be added to the listing of positions in the City's Pay Plan, a Waste-to-Energy and Safety Manager and a Mechanical/Electrical Systems Maintenance Supervisor.
2. Three additional employees shall be hired at the OWRF as soon as practical to assist in operating the Waste-to-Energy Project. These three positions shall include:
 - a. Waste-to-Energy and Safety Manager (new in Pay Plan)
 - b. Mechanical/Electrical Systems Maintenance Supervisor (new in Pay Plan)
 - c. Industrial Electrician (position already included in Pay Plan)
3. The cost for these three additional employees shall be included in the mid-year budget amendments prepared by the Finance Department that will be presented to City Council for review and approval.

WASTE TO ENERGY AND SAFETY MANAGER PUBLIC SERVICES DEPARTMENT

NON-EXEMPT
SALARY LEVEL: Grade

JOB CODE:
DATE: 10/30/15

SUMMARY: The position is responsible for managing all aspects of the waste-to-energy project as well as developing and implementing an effective safety program for the OWRF. Work is performed under general supervision of the Operations Superintendent (Utilities Division Manager).

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily.

- Manages all business aspects of the waste-to-energy project including tracking waste shipments and tracking performance against the project goals.
- Interfaces with waste contributors and the OWRF staff to ensure smooth operation of the waste delivery and waste processing activities.
- Coordinates and works closely with the FWSA Board and Executive Director on matters related to the waste-to-energy project.
- Ensures that waste contributors meet their contract obligations.
- Promotes the waste-to-energy project to new potential waste contributors.
- Directs the OWRF employee safety program in close coordination with Facility Manager.
- Helps create a proactive safety culture where all employees are committed to working in a safe manner and following safety procedures.
- Develops the OWRF training schedule. Ensures the OWRF safety training program meets all regulatory requirements. Reviews safety results and determines additional safety training needs. Ensures all safety trainers are qualified to train OWRF employees.
- Performs periodic in-plant safety audits and ensures corrective action is taken to address any deficiencies. Recommends corrective actions or new safety training initiatives based on the results of inspections and input from employees.
- Seeks employee input on ways to improve the OWRF employee safety program and implements, as appropriate, improvements.
- Completes the OSHA 300 log, and other required reports, and posts the log as required.
- Quickly responds to all OWRF safety incidents. Undertakes a thorough investigation after all safety incidents to determine the root cause and necessary corrective actions.
- Develops and implements an OWRF contractor's safety program.
- Performs other duties as assigned, including meeting with the public regarding project status, organization, schedules, performance, etc. If required, presents information on the waste-to-energy project in a public forum and at FWSA Board meetings.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Position requires five years of progressively responsible experience in a water or wastewater utility (or similar business or government agency). A Bachelor's Degree is preferred. A thorough knowledge of safety standards and experience

implementing an employee safety program at a utility, business or government agency is required. Prior knowledge of waste-to-energy projects or energy management is a strong asset.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver’s license.

Language Skills: Ability to read laws and policies. Ability to write incidents reports and other documents using proper grammar, punctuation and spelling. Ability to speak effectively using correct English. Spanish desirable.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required Physical Activities: Requires moderate physical effort working regularly with light weight materials and occasionally with materials up to 50 pounds including but not limited to walking, talking, climbing, balancing, stooping, kneeling, bending, crouching, lifting, hoisting, pushing, and pulling.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted indoors and outdoors under variable weather conditions. Sometimes works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, vibration, risk of electrical shock and toxic or caustic chemicals.

EQUIPMENT ESSENTIAL TO DO THE JOB: Telephone, computer, copier, fax machine, calculator and occasionally the supervisor may be required to perform the duties of any individual in their department.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

City Manager

Date

MECHANICAL/ELECTRICAL SYSTEMS MAINTENANCE SUPERVISOR PUBLIC SERVICES DEPARTMENT

NON-EXEMPT
SALARY LEVEL: Grade

JOB CODE:
DATE: 10/28/15

SUMMARY: Directs, coordinates and assists with the activities of the Mechanics and Instrumentation Technicians/Electricians engaged in the installation, maintenance, repair, expansion, and relocation of the mechanical and electrical systems at the wastewater treatment plant, water treatment plant, pump stations, etc.; does related work as required. Work is performed under general supervision of the Operations Superintendent (Utilities Division Manager). Supervision is exercised over a small sized group of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Directs, establishes work schedules, and supervises the maintenance work completed by the mechanics and instrumentation technicians/electricians.
- Plans methods and sequence of maintenance activities for all applicable mechanical/electrical equipment/systems at the wastewater treatment plant, water treatment plant, pump stations, etc.
- Coordinates with the Facility Managers at the wastewater treatment plant and water treatment plant and the Utility Maintenance Supervisor to help ensure that their facilities and equipment are fully operational and maintained properly.
- Inspects projects and maintenance work performed to confirm conformance to specifications.
- Develops and implements a predictive maintenance program.
- Ensures an adequate inventory of supplies and spare parts is maintained.
- Helps prepares budget estimates based on anticipated needs of department.
- Ensures that a timely response is provided for all after-hours and weekend maintenance emergencies.
- Responsibilities include interviewing, recommending new hires, and training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to a high school diploma or General Education Diploma (GED) with minimum seven years' experience in the operation, maintenance, and repair of water/wastewater mechanical/electrical equipment/systems and three years of supervisory responsibility is required. An Associate's Degree is preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license.

Language Skills: Ability to read laws and policies. Ability to write incidents reports and other documents using proper grammar, punctuation and spelling. Ability to speak effectively using correct English. Spanish desirable.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required Physical Activities: Requires moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) including but not limited to walking, talking, climbing, balancing, stooping, kneeling, bending, crouching, lifting, hoisting, pushing, and pulling.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted outdoors under variable weather conditions. Frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, vibration, risk of electrical shock and toxic or caustic chemicals. Position may require utilizing a self-contained breathing apparatus which may be necessary for entering confined space.

EQUIPMENT ESSENTIAL TO DO THE JOB: Telephone, computer, copier, fax machine, calculator and occasionally the supervisor may be required to perform the duties of any individual in their department.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

City Manager

Date

Attachment: Mechanical-Electrical Systems Maintenance Supervisor (R-2015-39 : New Positions Related to the Construction of the Waste-To-

INDUSTRIAL ELECTRICIAN PUBLIC SERVICES DEPARTMENT

NON-EXEMPT
SALARY LEVEL: Grade

JOB CODE:
DATE: 10/28/15

SUMMARY: Performs difficult, skilled, technical work in the repair, maintenance, and installation of monitoring and flow control devices associated with water and wastewater treatment, electrical switchgear, electric motors, building lighting and other equipment; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over a small group of departmental personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain an attendance record to the satisfaction of the City. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Inspects instruments, tests equipment periodically, and adjusts calibration to ensure functioning within specified standards.
- Installs power supply wiring and conduit for newly installed machines and equipment such as conveyors and programmable controllers.
- Connects power supply wires to machines and equipment and connects cables and wires between machines and equipment.
- Diagnoses malfunctioning apparatus such as transformers, motors, and lighting fixtures and replaces damaged or broken wires and cables.
- Replaces faulty electrical components of machine such as relays, switches, and motors, and positions sensing devices.
- Diagnoses and repairs or replaces faulty electronic components such as printed circuit boards.
- Pushes buttons and presses keys on programmable controller to program automated machinery, operate automated machinery, test for malfunctions, and verify repairs.
- Plans layout of wiring and installs wiring, conduit, and electrical apparatus in buildings.
- Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) is required. An Associate's Degree in a related field preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license; possession or the ability to obtain Journeyman Electrician's License for State of Virginia within 12 months. Commercial Driver's License preferable.

Language Skills: Ability to read and comprehend. Ability to speak and communicate effectively using correct English.

Other Knowledge, Skills, and Abilities: None.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required Physical Activities: Requires moderate physical effort working occasionally with heavy materials (over 60 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted outdoors under variable weather conditions. Frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, vibration, risk of electrical shock and toxic or caustic chemicals.

EQUIPMENT ESSENTIAL TO DO THE JOB: Harness/hoist for confined space, computer, gas analyzer, hand tools, motor vehicles and all other facility machinery and equipment.

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Employee Signature

Date

Print Name

City Manager

Date

