

**MINUTES OF THE COMMON COUNCIL
WORK SESSION
May 12, 2015
Council Chambers – Rouss City Hall**

DRAFT

PRESENT: Councilor Evan Clark, John Hill and Corey Sullivan; Vice-President Milt McInturff; City Councilor Kevin McKannan and William Wiley; Mayor Elizabeth Minor; Vice-Mayor Les Veach; President John Willingham (9)

ABSENT: None (0)

President Willingham called the meeting to order at 7:18 p.m.

2.0 Public Comments: (Each person will be allowed 3 minutes to address Council with a maximum of 10 minutes allowed for everyone)

President Willingham asked if there was anyone wishing to address Council. Seeing none, he closed the public comments at 7:18 p.m.

3.0 Items for Discussion:

3.1 R-2015-20: Resolution – Approval of Business Tangible Personal Property Tax Refund to Win VA Gym, LLC in the amount of \$4,453.72

Commissioner of the Revenue Ann Burkholder presented the request to refund \$4,453.72 to Win VA Gym, LLC for overpaid Business Tangible Personal Property Taxes.

Vice-President McInturff moved to forward R-2015-20 to Council. *The motion was seconded by Councilor Clark then unanimously approved by voice-vote.*

3.2 R-2015-19: Resolution – Amending Sections 3.1-3.8 of the City of Winchester’s Comprehensive Employee Management System pertaining to the Pay Plan and Position Listing

City Manager Eden Freeman presented the updated Pay Plan for 2015 listing the titles of positions that are approved to hire. She stated this does not mean the positions will be funded to fill. As a part of this update, staff has revised Sections 3.1 – 3.8 to remove the anniversary raises that have not been offered for some time and to add the new employee incentive program.

Vice Mayor Veach asked why the position of Sheriff Major is being added. Ms. Freeman stated it is being added at the request of the Sheriff to reclassify the Deputy III position to Sheriff Major. The revised job description for this position

provided by the Sheriff was sent to and rated by the City's third party consultant, Archer, as all job descriptions are done. The job description came back at a slightly lower pay grade than what the Sheriff requested but the position is proposed in the budget. In order for it to be in the budget, the title has to be in the Pay Plan. Ms. Freeman stated she looked to see if this position was listed in a previous Pay Plan and it was not. However, the City had an individual who was known as the Sheriff Major but it was not a formal title that was adopted in the Pay Plan.

Vice-Mayor Veach stated the Deputy III is a grade level 17 which is about \$42,000 minimum and \$67,000 maximum. Ms. Freeman agreed. Vice-Mayor Veach stated in the proposed budget, a 20% pay raise is being proposed which still puts that individual within the Deputy III range. He asked if it makes sense to do a Sheriff Major title at this time when that individual could stay a Deputy III. Ms. Freeman stated that certainly could be done. She reiterated that all of this was at the request of the Sheriff and not something that was initiated by City staff.

Vice-Mayor Veach stated the position is going from a \$42-67,000 to a \$59,500 to almost \$95,000 and this person is already going from a \$49,000 salary to \$59,000 with a 20% pay raise. He asked what salary range the Sheriff requested. Ms. Freeman stated the Sheriff requested a \$62,000 base. Vice-Mayor Veach stated there is still room to move in the Deputy III range. He suggested to approve the pay increase but to eliminate the Sheriff Major title.

Vice-President McInturff asked if the Sheriff shared his justification for raising the salary of one person 20%. Ms. Freeman stated the Sheriff did submit a request for reclassification which she could provide to Council if they desire. The reclassification was submitted with a revised job description. Vice-President McInturff asked if the revised job description included more duties for this person. Ms. Freeman stated it did. When the job description was sent to the third party to review, they did reclassify the position but did not rank it as high on the pay grade scale as had been requested.

Vice-Mayor Veach moved to forward the R-2015-19 to Council with the elimination of the Sheriff Major title. The motion was seconded by Vice-President McInturff.

Councilor Clark stated there is a position in the Police Department for a Police Major and in certain situations a title helps convey a certain sense of presence for some people in lieu of salary. He suggested allowing the title suggested by the Sheriff but dictate the salary as recommended by staff.

President Willingham stated Vice-Mayor Veach has suggested eliminating the title and keep the salary and asked Councilor Clark if he is suggesting changing the title but keeping the salary. Councilor Clark stated he understood the motion to be that City Council would dictate to the Sheriff that we would no

longer have a Sheriff Major. President Willingham stated the Sheriff Major would be a new title with an expanded pay range versus the Deputy III.

Councilor McKannan stated he understood the independent verifier indicated that the title was not germane to that description also. Ms. Freeman stated he is correct. The independent verifier said the job description sent to them is ranked as currently reflected in the current Pay Plan.

The motion made by Vice-Mayor Veach was unanimously approved by voice-vote.

President Willingham stated he would entertain a motion to add the nomination of appointments to the Old Town Development Board, the Parks & Recreation Board, the Social Services Advisory Board, the Board of Zoning Appeals, and the Environmental Sustainability Taskforce to the agenda. *The motion was made by Vice-President McInturff, seconded by Councilor Wiley, and unanimously approved by voice-vote.*

Vice-President McInturff moved to forward the nomination of appointments to the Old Town Development Board, the Parks & Recreation Board, the Social Services Advisory Board, the Board of Zoning Appeals, and the Environmental Sustainability Taskforce. *The motion was seconded by Councilor Wiley then unanimously approved by voice-vote.*

4.0 Monthly Reports

4.1 Police Department

5.0 Adjournment

Mayor Minor moved to adjourn the meeting at 7:32 p.m. *The motion was seconded by Councilor Wiley then unanimously approved by voice-vote.*