
The Washington City Council met in a regular session on Monday, April 10, 2017 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; Richard Brooks, Councilmember; Larry Beeman, Councilmember and William Pitt, Councilmember. Also, present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk.

Mayor Hodges called the meeting to order and Councilmember Brooks, delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Pitt, seconded by Mayor Pro tem Finnerty, Council approved the minutes of March 27, 2017 as presented.

LINEMAN APPRECIATION DAY

Council thanked all of our linemen for their dedication and hard work.

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add: under other items from Mayor and Council – HB68 Bright Futures Act and State of Region Updates

By motion of Councilmember Brooks, seconded by Mayor Pro tem Finnerty, Council approved the agenda as amended.

CONSENT AGENDA: NONE

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING – ZONING - 6:00PM: NONE

PUBLIC HEARING – OTHER – 6:00PM:

CORRESPONDENCE AND SPECIAL REPORTS: NONE

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

HUMAN RELATION COUNCIL (accepted as presented)

SCHEDULED PUBLIC APPEARANCES: *City Manager, Bobby E. Roberson*

City Manager, Bobby Roberson thanked the board for their service and offered his gratitude for the Edward Peed Commemoration Service. Mr. Roberson voiced there is a definite need for the HRC Board and requested the Board remain alert of things happening in the community. Also, he addressed the bathroom installation for Beebe Park.

OLD BUSINESS:

Discussion/Approve – Ed Peed Commemoration Service: Chair Wright voiced the event was very successful. She thanked Board member Lawrence and all who attended WITN-TV 7 (Chief Rose, Council Liaison Pitt, and Secretary Johnson) to promote the event. Chair Wright sanctioned the Board to keep up the good work.

Discussion – “Be Brave: Race Together”: Board member Griffin voiced he still needs to reach out to the attendee’s; therefore, the next scheduled meeting will need to be determined. Also, he noted the suggested time is still 9:00am and requested participation from board members.

Discussion – Review of up-coming Fair Housing Event: Chair Wright continued the discussion of language/verbage on the flyer and explained what we wish to convey on the flyer. Members of the Board suggested brainstorming for a catchier title. Board members agreed on hosting the event at the Civic Center again this year and to tentatively schedule the meeting for May. The Board agreed that we had great speakers last year and would like to reach out to

those individuals again this year. Also, the Board suggested contacting several other organizations/individuals.

NEW BUSINESS: NONE

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the February 14, 2017 report submitted to City Council and the financial report.

OPEN DISCUSSION:

Flyer announcing the first Catholic Church in North Carolina 188 years of our faith. Event scheduled for Saturday, March 25, 2017 ~ 12:00PM – 3:00PM.

APPOINTMENTS: HUMAN RELATIONS COUNCIL

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council appointed Ann-Marie Montague to the Human Relations Council to fill a vacant position. Term to expire June 30, 2019.

OLD BUSINESS:

APPROVE – EQUIPMENT & UPGRADES TO PEG CHANNEL (CITY NINE)

BACKGROUND AND FINDINGS: The current PEG (Public-Education-Government) Channel equipment & software are past end of life. This equipment & software was installed in the spring of 2006 Microsoft ended the support of the software in 2016. Funds (\$50,000) for this project were appropriated (10-00-4132-4505) and approved in the current year budget.

The following quotes were received:

- 1) Sound Advice of Eastern NC - \$ No Bid*
- 2) Onyx Technical Services - \$61,241.45*
- 3) Encore Broadcast Solutions - \$49,858.50*

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the lowest responsible bidder of \$49,858.50 to Encore Broadcast Solutions & approved the corresponding purchase order.

DISCUSSION – CLASSIFICATION AND PAY STUDY BY PIEDMONT TRIAD REGIONAL COUNCIL

(Memo from Stacey Christini) On May 26, 2016 the City Council authorized Piedmont Triad Regional Council (PTRC) to assist the City in reviewing the existing classification and pay plan and in making recommendations for a market analysis and an internal equity review.

David Hill from PTRC will attend the City Council meeting on Monday, April 10, 2017 to present their findings and recommendations. A copy of the PTRC's final report and recommendations is attached.

The recommended Classification and Pay Study will enable the City to recruit, retain, and motivate a qualified workforce with pay at fair, equitable and competitive rates while ensuring internal equity with other City positions. PTRC engaged the City employees by requesting that they complete a Job Analysis Questionnaire (JAQ). The responses to the questionnaires were verified by the department supervisors and/or department directors. The JAQ helped PTRC align similar job descriptions from surveyed agencies to the City's job duties and salaries.

City Council will be asked to formally adopt the following PTRC's recommendations:

- 1. Adopt the recommended Pay Plan - Proposal #1*
- 2. Adopt the compensation component (addressing salary compression) proposal #2*
- 3. Adopt that Human Resources function be defined as a Department and report directly to the City Manager, instead of the Administrative Services/CFO.*

Attachment: PTRC Final Report and Recommendations

Stacey Christini introduced David Hill and Bob Carter from Piedmont Triad Regional Council.



Report of Classification and Compensation Study April 10, 2017

Piedmont Triad Regional Council
David Hill
Bob Carter

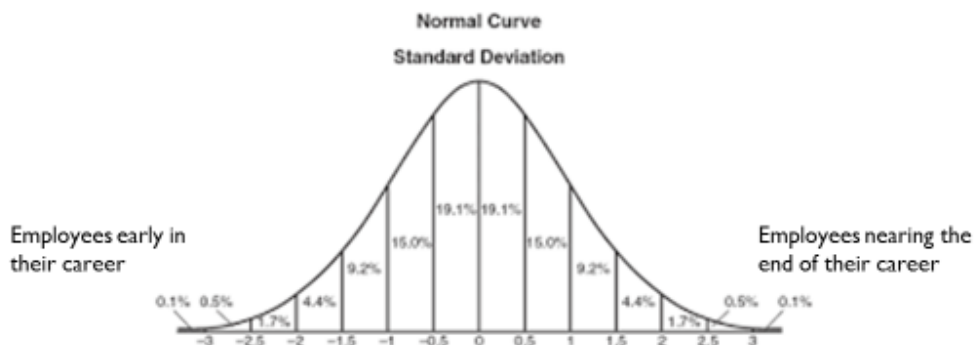
PRELIMINARY FINDINGS (Based on Employee Census at Beginning of Study)

The following slides provide a snap shot of Washington's workforce at the beginning of the study

David Hill & Bob Carter - PTRC - Management Consultants

Standard Deviation "Bell" Curve

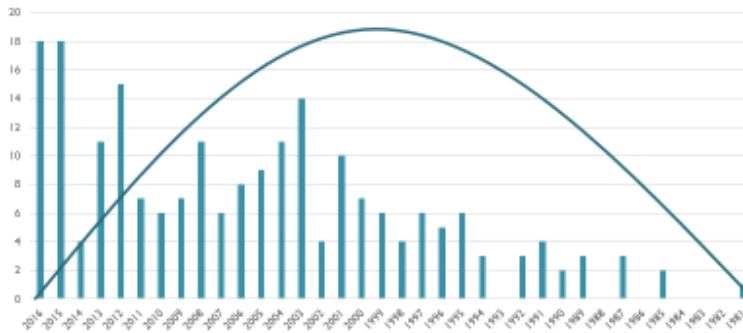
In a mature workforce, practically every element regarding employees' pay and performance would expect to be within standard deviations and resemble the "Bell Curve"



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Employment Date of Current Employees

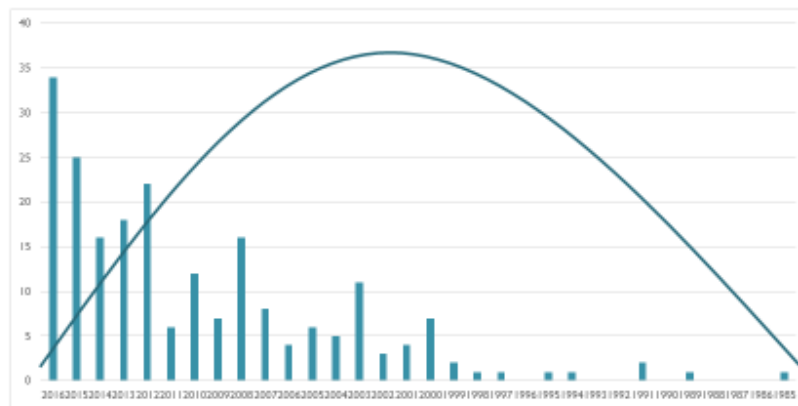
- 30.8% Employed 5 Years or Less
- 48.1% Employed 10 Years or Less
- Average Number of Years Employed: 11



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Date Employed in Current Position

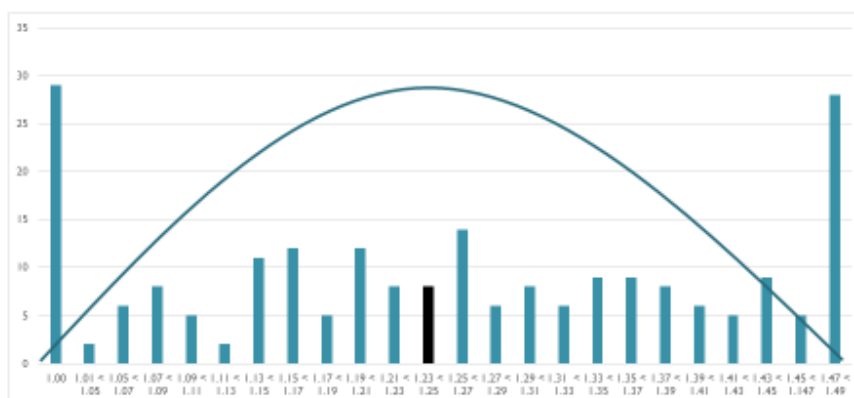
- 53.7% 5 Years or Less
- 76.6% 10 Years or Less



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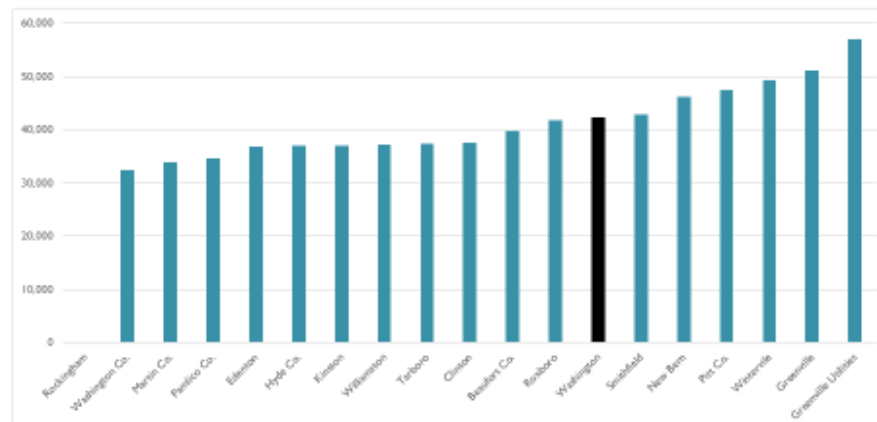
Employee Salaries in Relation to Grade Minimums

- 14.5% Less Than 5% Above Minimum
- 22.5% Less Than 10% Above Minimum



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Average Salaries of Local Governments in Pay Study
Washington - \$42,424 (+ 3.02%)
Overall Market - \$41,179



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What Does the Workforce Analysis Tell Us?

- Although many employees have worked for the City for an extended time, approximately 48% of employees have been employed 10 years or less.
- The majority of new employees are hired at or near the minimum of their salary grade; however, employees are employed at higher salaries based on education, experience, etc.
- Employees receive a salary adjustment after successful completion of their Probationary Period and are eligible for additional salary adjustments thereafter.

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The Classification and Pay Study

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Classification and Pay Study Methodology

Local Governments included in the study

- Similar in provision of services & geographic region
- Variations of size of governments (large & small)
- Comparable job functions
- Direct competitors for labor

Clinton	Roxboro	Beaufort County
Edenton	Smithfield	Hyde County
Greenville	Tarboro	Martin County
Kinston	Williamston	Pamlico County
New Bern	Winterville	Pitt County
Rockingham	Greenville Utilities Commission	Washington County

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Classification and Pay Study Methodology

- Employees completed a 12 page Position Description Questionnaire
- Every element of their position was captured
- Reviewed by Supervisor and Department Head before submission to HR Director
- On-site interviews conducted with employees
- Data relevant to each classification was collected and analyzed from the identified market study local governments

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Police Officer	Min	Mid	Max	Average	CR	Range	
City of Clinton	30,668	38,335	46,002	31,858	0.83	50.00%	Police Officer
City of Greenville, NC	41,683	52,146	62,587	47,984	0.92	50.15%	Police Officer
City of Kinston	30,628	36,773	42,918	32,170	0.87	40.13%	Police Officer
City of New Bern	33,540	44,063	54,586	35,691	0.81	62.75%	Police Officer
City of Rockingham	32,817	39,594	46,370		0.00	41.30%	Police Officer
City of Roxboro	35,482	43,998	52,513	37,999	0.86	48.00%	Police Officer
Town of Edenton	33,897	42,372	50,846	35,429	0.84	50.00%	Police Officer
Town of Smithfield	34,837	44,061	53,285	35,606	0.81	52.96%	Police Officer
Town of Tarboro	34,572	42,583	50,593	36,910	0.87	46.34%	Police Officer
Town of Williamston	32,700	38,892	45,083	35,151	0.90	37.87%	Police Officer
Town of Winterville	39,074	48,846	58,614	41,148	0.84	50.01%	Police Officer
Beaufort County	34,813	41,775	48,737	36,913	0.88	40.00%	Deputy Sheriff
Craven County	33,703	42,302	50,901	35,232	0.83	51.03%	Deputy Sheriff
Hyde County	28,794	36,713	44,631	35,934	0.98	55.00%	Deputy Sheriff
Martin County	35,957	46,122	56,287	36,879	0.80	56.54%	Deputy Sheriff
Pamlico County	27,830	40,537	52,362	29,750	0.73	68.15%	Deputy Sheriff
Pitt County	38,949	50,255	61,560	41,614	0.83	58.05%	Deputy Sheriff
Washington County	28,936	34,383	41,874	29,233	0.85	44.71%	Deputy Sheriff
Greenville Utilities Commission							No Comparable Class
Police Officer	17	32,134	38,304	47,599	35,548	0.93	48.00%
Average (cities)		34,136	42,485	50,829	37,140	0.87	48.90%
Median (cities - 50th percentile)		33,179	41,796	49,442	35,691	0.85	49.02%
Average (towns)		35,016	43,351	51,684	36,849	0.85	47.60%
Median (towns - 50th percentile)		34,572	42,583	50,846	35,606	0.84	47.07%
Average (counties)		32,712	41,726	50,907	35,079	0.84	55.62%
Median (counties - 50th percentile)		33,703	41,775	50,901	35,934	0.86	51.03%
Average (Utilities)							
Average (overall)		33,827	42,430	51,097	36,206	0.85	51.06%
Median (overall - 50th percentile)		33,800	42,337	50,873	35,691	0.84	50.51%
Recommendation	19	35,391	44,238	53,086		0.00	50.00%

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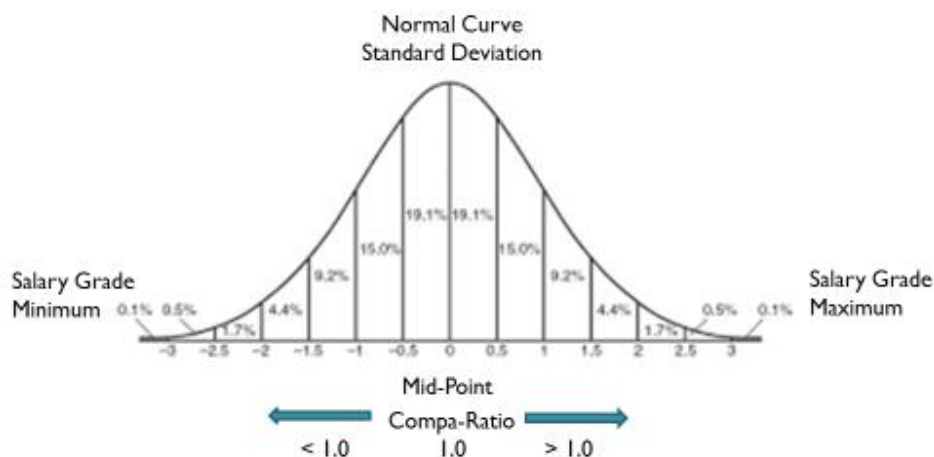
Electric Line Worker (Class A)	Mn	Mid	Max	Average	CR	Range	
City of Clinton							No Comparable Class
City of Greenville							No match
City of Kinston	33,768	40,518	47,268	38,875	0.96	39.98%	Electric Line Tech III
City of New Bern	40,768	53,559	66,349	55,967	1.04	62.75%	Electric Line Worker 1st
City of Rockingham							No Comparable Class
City of Roxboro	39,119	48,508	57,896	50,038	1.03	48.00%	Journeyman Lineman
Town of Edenton	35,596	44,495	53,394	43,503	0.98	50.00%	Powerline Tech I
Town of Smithfield	36,598	46,296	55,994	50,038	1.08	53.00%	Journeyman Lineman
Town of Tarboro	42,022	51,759	61,496	44,321	0.86	46.34%	Electric Lineman First
Town of Williamston							No Comparable Class
Town of Winterville	43,081	53,852	64,623	51,498	0.96	50.00%	Electric Line Tech 2nd
Beaufort County							No Comparable Class
Craven County							No Comparable Class
Hyde County							No Comparable Class
Martin County							No Comparable Class
Pamlico County							No Comparable Class
Pitt County							No Comparable Class
Washington County							No Comparable Class
Greenville Utilities Commission	45,781	57,221	68,682	56,541	0.99	50.02%	CH/UG Line Worker 1st
Electric Line Worker (class A)	20	37,199	44,342	55,055	50,209	1.13	48.00%
Average (cities)		37,885	47,528	57,171	48,293	1.02	50.91%
Median (cities - 50th percentile)		39,119	48,508	57,896	50,038	1.03	48.00%
Average (towns)		39,324	49,101	58,877	47,340	0.96	49.72%
Median (towns - 50th percentile)		39,310	49,028	58,745	47,179	0.96	49.44%
Average (counties)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Median (counties - 50th percentile)		#NUM!	#NUM!	#NUM!	#NUM!	#NUM!	#NUM!
Average (Utilities)		45,781	57,221	68,682	56,541	0.99	50.02%
Average (overall)		39,592	49,526	59,463	48,848	0.99	50.19%
Median (overall - 50th percentile)		39,944	50,133	59,696	50,038	1.00	49.45%
Recommendation	22	40,969	51,212	61,454		0.00	50.00%

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Telecommunicator	Min	Mid	Max	Avg	CR	Range	
City of Clinton							No Comparable Class
City of Greenville	32,947	41,184	49,442	38,648	0.94	50.06%	Telecommunicator
City of Kinston							No Comparable Class
City of New Bern	30,422	39,966	49,511	32,523	0.81	62.75%	Telecommunicator
City of Rockingham	26,935	32,497	38,058		0.00	41.30%	Telecommunicator
City of Roxboro							No Comparable Class
Town of Edenton							No Comparable Class
Town of Smithfield							No Comparable Class
Town of Tarboro	28,443	35,033	41,622	31,439	0.90	46.33%	Telecommunicator
Town of Williamston							No Comparable Class
Town of Winterville							No Comparable Class
Beaufort County	30,225	36,270	42,316	33,366	0.92	40.00%	Telecommunicator
Craven County	29,282	36,753	44,223	31,258	0.85	51.02%	Telecommunicator
Hyde County	24,330	31,021	37,711	27,777	0.90	55.00%	Telecommunicator
Martin County	24,837	31,672	38,507	24,980	0.79	55.04%	Telecommunicator
Pamlico County	25,000	36,415	47,038	28,491	0.78	88.15%	Dispatcher
Pitt County	33,839	43,663	53,486	35,925	0.82	58.06%	Telecommunicator
Washington County	24,089	28,605	34,890	27,846	0.97	44.71%	Telecommunicator
Greenville Utilities Commission							No Comparable Class
Telecommunicator	14	27,759	33,089	41,083	34,051	1.03	48.00%
Average (cities)		30,101	37,882	45,670	35,586	0.94	51.72%
Median (cities - 50th percentile)		30,422	39,966	49,442	35,586	0.89	62.52%
Average (towns)		28,443	35,033	41,622	31,439	0.90	46.33%
Median (towns - 50th percentile)		28,443	35,033	41,622	31,439	0.90	46.33%
Average (counties)		27,372	34,914	42,592	29,949	0.86	55.60%
Median (counties - 50th percentile)		25,000	36,270	42,316	28,491	0.79	69.26%
Average (Utilities)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Average (overall)		28,214	35,734	43,343	31,225	0.87	53.62%
Median (overall - 50th percentile)		28,443	36,270	42,316	31,348	0.86	48.77%
Recommendation	15	29,116	36,395	43,674		0.00	50.00%

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Classification and Pay Study Methodology



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Salary Study Recommendations

Adopt a Salary Administration Philosophy

Developing a Salary Administration Philosophy is similar to a Mission and Vision Statement. It creates and supports a methodology of horizontal movement of employee compensation toward the Midpoint (Market Value) of an employee's salary range. A few examples would include:

- Performance Based Salary Adjustments
- Professional Development (employee incentive adjustments for educational or certification attainment)
- Annual Salary Adjustments as a factor of length of employment (Longevity)

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Salary Study Recommendations (con't)

- **Salary Schedule**
 - Be maintained with the proposed minimum salaries
 - Hiring Rate becomes the salary grade minimum
 - Adjustments should not always coincide with employee compensation
 - Should only be amended when the entry level salaries (salary grade minimums), or midpoints (reflective of market), are no longer competitive
- **Salary Administration**
 - Focus should be on the mid-point (market value) of each pay grade. Employee salaries should be viewed as competitive when their salary compa-ratio is within the range of .95 to 1.05 relative to the mid-point
 - Employees with salaries greater than 1.15 compa-ratio should have future base salary adjustments in the form of lump-sum payments

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CURRENT PAY GRADE RANGE

Grade	Hiring Rate	Minimum	Midpoint	Maximum	Range
17	\$32,134	\$33,741	\$38,304	\$47,559	48%

RECOMMENDED PAY GRADE RANGE

Grade	Minimum	Midpoint	Maximum	Range
17	\$32,134	\$40,168	\$48,201	50%

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Salary Study Recommendations (con't)

In addition to placing the classifications in the market determined salary grade, we recommend additional adjustment based on years of service in current position and years of service with the City as a first step in addressing salary compression

Years Employed in Position and/or City	Percentage Increase
0 but less than 3 years	0%
3 but less than 8 years	1%
8 but less than 15 years	2%
15 but less than 20 years	3%
20 or more years	4%

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Salary Study Recommendations (con't)

Title	Gr	Min	Mid	Salary	Yr Posn	Yr Posn	New Sal Gr	New Sal	Xtra Sal	Aft Grd	Yr in Posn	Yr w/City	Final Sal	Was Above Empl	Now Above Empl	New Gr Midpt
Police Officer	17	32,134	38,304	37,839	6	1%	19	35,428	0.00	37,839	378.39	0.00	38,217	9.95%	7.87%	44,285
Police Officer	17	32,134	38,304	34,416	2	0%	19	35,428	1,012	35,428	0.00	0.00	35,428			44,285
Police Officer	17	32,134	38,304	37,839	6	1%	19	35,428	0.00	37,839	378.39	756.78	38,974	9.95%	10.01%	44,285
Police Officer	17	32,134	38,304	34,416	2	0%	19	35,428	1,012	35,428	0.00	0.00	35,428			44,285

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Salary Study – Options

Option I

Cost - New Grade Minimums	53,019.00
Added costs at 18% (retirement, FICA, etc)	9,544.00
Total Option I	62,563.00

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Salary Study - Options (con't)

Option II

Cost - New Grade Minimums	53,019.00
Cost - Years Service in Position	92,911.00
Added costs at 18% (retirement, FICA, etc)	<u>26,268.00</u>
Total Option II	172,198.00

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Salary Study - Options (con't)

Option IV

Cost - New Grade Minimums	53,019.00
Cost - Years Service in Class	92,911.00
Cost - Years Service w/City	191,423.00
Added costs at 18% (retirement, FICA, etc)	<u>60,724.00</u>
Total Option IV	399,000.00

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Questions

Report of Pay and Classification Study

David Hill & Bob Carter - PTRC - Management Consultants

Recess

DISCUSSION – CDBG ~ KEYS LANDING

(memo from Bobby Roberson) Recently, I have discussed with Reverend David L. Moore the paving of Keys Landing. He is of the opinion that the City of Washington would be responsible for the paving of the street once the final house was completed in Section I, of the subdivision. I informed him that I did not have the authority to instruct the Public Works Department to begin paving on the street unless the City Council of the City of Washington gave me specific instructions on how to proceed. Subsequently, Reverend Moore will be coming to City Council requesting that the city be responsible for the street paving.

In addition, Metropolitan Housing and Community Development Corporation, Inc. is responsible for an amount of \$238,000.00. It is my understanding that Rev. Moore wished to appear before City Council and appeal the amount owed by Metropolitan Housing and Community Development. We will try to answer any question or questions that members of City Council may have on these subject matters.

Rev. David Moore came forward and requested City Council pave the streets in Keys Landing. He also referenced an April 4, 2017 demand letter from the City Manager. Rev. Moore reviewed the history of Metropolitan Housing, which includes multiple successful housing development projects in Washington.

Councilmember Mercer reviewed the history of the Keys Landing project and noted \$238,000 remains due from Metropolitan Housing and Community Development Corporation, Inc. to the City.

Rev. Moore explained that once he completes phase II of the project he could pay back the \$93,000 loan to the City - he is requesting the City pave the streets.

Discussion was held regarding the amount of money owed to the City by Metropolitan. Several Council members noted that if Rev. Moore would pay the City back the amount owed (\$238,000), then we would pave the streets.

The City Attorney reviewed the history of the project, noting it dates back to 2005-2006. He also reviewed a prior demand for payment letter sent to Rev. Moore on October 3, 2016 and reviewed the April 4, 2017 letter. Rev. Moore commented that the April 4, 2017 letter was “threatening”, Councilmember Beeman disagreed.

A motion was made by Councilmember Beeman and seconded by Councilmember Mercer; repayment of \$238,000 must be made to the City before any streets are paved in Keys Landing. Motion failed 2-3. Voting for the motion: Council members Beeman and Mercer. Voting against the motion: Council members Finnerty, Brooks, Pitt.

Councilmember Pitt noted the partnership between the City and Metropolitan needs to continue. Mayor Pro tem Finnerty stated she needed additional information on the project/funding.

Councilmember Brooks said Rev. Moore should meet with the City Manager and possibly the City Attorney in order to get something in writing to take care of the payments Metropolitan owes to the City. He urged Rev. Moore to take care of his financial obligations.

Rev. Moore stated he would be glad to talk to the City Manager and work out an agreement. He also requested to be added to the April 24 agenda.

SCHEDULED PUBLIC APPEARANCES: NONE

NEW BUSINESS: NONE

ANY OTHER ITEMS FROM CITY MANAGER:

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:

UPDATE: HB68 BRIGHT FUTURES ACT

Updates will occur at another time.

UPDATE: STATE OF REGION

Updates will occur at another time.

CLOSED SESSION: UNDER NCGS §143-318.11 (A)(3) ATTORNEY CLIENT PRIVILEGE, (A)(4) ECONOMIC DEVELOPMENT, (A)(5) ACQUISITION OF PROPERTY AND (A)(6) PERSONNEL

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council agreed to go into closed session at 7:45pm under NCGS§143-318.11 (A)(3) Attorney/Client Privilege, (A)(4) Economic Development, (A)(5) Acquisition of Property and (A)(6) Personnel.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council agreed to come out of closed session at 8:45 pm.

**CDBG 12-E-2404, BLUE GOOSE, LLC, AND LOTS 7A AND 7B
IN THE INDUSTRIAL PARK**

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council agreed to 1) subordinate its current deed of trust to two new deeds of trust held by First South Bank upon the condition that the City receive two UCCs that are secured by additional collateral, which UCCs shall be in a second lien position behind two UCCs held by the bank and secured by the same collateral and 2) authorized the Mayor and/or other necessary and appropriate City representatives to execute the Subordination Agreement and any other documentation in order to consummate this matter consistent with the above.

415 W. 2ND STREET

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council instructed staff to proceed with securing a Certificate of Appropriateness to demolish the house located at 415 W. 2nd Street. Motion carried 3-2. Voting for the motion: Council members Mercer, Brooks, Beeman. Voting against the motion: Council members Finnerty and Pitt.

ADJOURN:

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council adjourned the meeting at 8:50pm until Monday, April 24, 2017 at 5:30pm, in the Council Chambers.

**Cynthia S. Bennett, MMC
City Clerk**