CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
FEBRUARY 10, 2021 – 4:00 P.M.
AGENDA
www.monroenc.org

This Meeting will be conducted virtually with City Council following their adopted Electronic Meeting Rules. The Meetings will, also be live-streamed on the City of Monroe YouTube channel at Monroe North Carolina Government - **https://www.youtube.com/channel/UCzrGKOKR72fmCEn7D0f9mlg?**

1. City Council Compensation Review ***(Tabled from January 13, 2021 City Council Strategic Planning Meeting)***

2. Fiscal Year 2021-2022 Renewal Expectations and Third Party Administrator Bid Process

3. Willis Towers and Watson Annual Benchmark Update to Enterprise Pay Plan with Southeast Market

4. Open Conversation on Racism Committee Update

5. Wastewater Treatment Plant Capacity Update

6. Budget Discussion for Legislative Division

- **Agenda** is tentative and is subject to change up to and including the time of the meeting.
- At the discretion of City Council, **Agenda Items** listed above that are not discussed at the Strategic Planning Meeting or moved at the request of Council, may be carried forward to the City Council Regular Meeting at 6:00 p.m. to be considered.

STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: February 10, 2021

FROM: Debra Chestnut Reed, Director of Human Resources

PREPARED BY: Debra Chestnut Reed, Director of Human Resources

SUBJECT: Request to Continue Discussion tabled at City Council Strategic Meeting on January 13, 2021 for Mayor and Council Compensation Review

SUMMARY STATEMENT

Request to continue discussion from the City Council Strategic Meeting on January 13, 2021 on the Mayor and Council Compensation Review.

REVIEW

At the January 13, 2021 City Council Strategic Meeting, Council tabled the discussion on the Mayor and Council Compensation Review due to the timing for the Regular City Council Meeting.

RECOMMENDATION

Council is requested to review the information provided at the January 13, 2021 meeting and instruct staff on if any future action is needed during the budget process.

Attachments: Mayor and Council Compensation Peer Community Survey
Proposed Lump Sum Salary Increase
Index Proposal for Council Pay Modifications
History of City Council Pay Adjustments (July 2006 – November 2019)
Excerpt from City Policy – GA-15 Governing Council Compensation (Page 2, Section 7)
Proposed Language Modifying Section 7 in Policy – GA-15 Governing Council Compensation (Page 2)

CITY COUNCIL SURVEY - APRIL, 2020

CITY	Population	MAYOR			MAYOR PRO-TEM			COUNCIL MEMBERS			INCREASE PROJECTION
		Salary	Allowance	Total	Salary	Allowance	Total	Salary	Allowance	Total	
Albemarle	15,903	$10,692	$1,200	$11,892	$9,635	$1,200	$10,835	$9,635	$1,200	$10,835	3.5%
Concord	94,130	$17,374	$5,400	$22,774	$11,334	$3,600	$14,934	$10,134	$3,600	$13,734	N/A
Kannapolis	49,761	$18,226	$0	$18,226	$13,364	$0	$13,364	$12,792	$0	$12,792	0.0%
Monroe	38,431	$10,043	$7,440	$17,483	$8,270	$6,840	$15,110	$7,089	$5,940	$13,029	Unknown
Salisbury	35,000	$15,894	$4,200	$20,094	$13,697	$2,700	$16,397	$12,269	$2,700	$14,969	N/A

Mayor, Mayor Pro Tem, and Council Proposed Salary Increase

Position Title	Current Annual Pay	Total Percentage Increase	PROPOSED New Annual Salary	Annualized Budget Increase	
Mayor	$10,043.00	45.10%	$14,572.67	**$4,529.67**	
Mayor Pro Tem	$8,270.00	69.28%	$13,999 15	**$5,729.15**	
Council	$7,089.00	69.28%	$12,000.00	**$24,555.00**	(increase x's 5)
				$34,813.82	

Example: Linking Council Pay Adjustments to an Index

					Factor		
Year	HUD MFI Charlotte Region		10.0%	15.0%	20.0%	25.0%	30.0%
2020	$ 83,500	Council Pay Linked to MFI·	$ 8,350	$ 12,525	$ 16,700	$ 20,875	$ 25,050
2021	*$ 84,753*	*Council Pay Linked to MFI·*	*$ 8,475*	*$ 12,713*	*$ 16,951*	*$ 21,188*	*$ 25,426*
2022	*$ 86,024*	*Council Pay Linked to MFI.*	*$ 8,602*	*$ 12,904*	*$ 17,205*	*$ 21,506*	*$ 25,807*

Notes

1. Median Family Income (MFI) is prepared by the U.S. Census Bureau;

2. If included as part of a policy, setting Council Pay as a factor of an Index will allow pay to self adjust with changes in the Index, in this case MFI,

3 Additional parameters are encouraged such as, if the MFI shrinks, there should not be a corresponding Adjustment reducing Council Pay unless a reduction in pay is made generally for all employees, for example that may result through a RIF, Furlough, or percentage reduction of annual pay during difficult economic cycles, and annual Adjustments in Council Pay should not be at a rate or percentage greater than an increase provided generally to employees,

4 Yearly data shown for 2021 and 2022 are hypothetical, offered for illustrative purposes of changes in the MFI result in an Adjustment in Council Pay,

MFI source: https.//www huduser gov/portal/datasets/il/il2020/2020MedCalc odn?inputname=METRO16740M16740*Charlotte-Concord-Gastonia%2C+NC-SC+HUD+Metro+FMR+Area&selection type=hmfa&year=2020&wherefrom=mfi&incpath=%24incpath%24

City of Monroe
City Council
Salary Account Transactions
FY07 - FY19

DATE	PP	DESCRIPTION	DEBITS	COLA
7/21/2006	PR0721	PAYROLL SUMMARY	4,043.19	
8/18/2006	PR0818	PAYROLL SUMMARY	4,124.04	2.0%
9/15/2006	PR0915	PAYROLL SUMMARY	4,124.04	
10/27/2006	PR1027	PAYROLL SUMMARY	4,124.04	
11/22/2006	PR1122	PAYROLL SUMMARY	4,124.04	
12/22/2006	PR1222	PAYROLL SUMMARY	4,124 04	
1/19/2007	PR0119	PAYROLL SUMMARY	4,124.04	
2/16/2007	PR0216	PAYROLL SUMMARY	4,124.04	
3/16/2007	PR0316	PAYROLL SUMMARY	4,124.04	
4/27/2007	PR0427	PAYROLL SUMMARY	4,124.04	
5/25/2007	PR0525	PAYROLL SUMMARY	4,124.04	
6/22/2007	PR0622	PAYROLL SUMMARY	4,124.04	
7/20/2007	PR0720	PAYROLL SUMMARY	4,124.04	
8/17/2007	PR0817	PAYROLL SUMMARY	4,206.54	2.0%
9/28/2007	PR0928	PAYROLL SUMMARY	4,206 54	
10/26/2007	PR1026	PAYROLL SUMMARY	4,206.54	
11/21/2007	PR1121	PAYROLL SUMMARY	4,206.54	
12/21/2007	PR1221	PAYROLL SUMMARY	4,206.54	
1/18/2008	PR0118	PAYROLL SUMMARY	4,206.54	
2/15/2008	PR0215	PAYROLL SUMMARY	4,206.54	
3/28/2008	PR0328	PAYROLL SUMMARY	4,206.54	
4/25/2008	PR0425	PAYROLL SUMMARY	4,206.54	
5/23/2008	PR0523	PAYROLL SUMMARY	4,206.54	
6/20/2008	PR0620	PAYROLL SUMMARY	4,206.54	
7/18/2008	PR0718	PAYROLL SUMMARY	4,206.54	
8/15/2008	PR0815	PAYROLL SUMMARY	4,311.72	2.5%
9/12/2008	PR0912	PAYROLL SUMMARY	4,311.72	
10/10/2008	PR1010	PAYROLL SUMMARY	4,311.72	
11/7/2008	PR1107	PAYROLL SUMMARY	4,311.72	
12/5/2008	PR1205	PAYROLL SUMMARY	4,311.72	
1/2/2009	PR0102	PAYROLL SUMMARY	4,311.72	
2/13/2009	PR0213	PAYROLL SUMMARY	4,311.72	
3/13/2009	PR0313	PAYROLL SUMMARY	4,311 72	
4/9/2009	PR0409	PAYROLL SUMMARY	4,311.72	
5/8/2009	PR0508	PAYROLL SUMMARY	4,311 72	
6/5/2009	PR0605	PAYROLL SUMMARY	4,311.72	
7/2/2009	PR0702	PAYROLL SUMMARY	4,311.72	
8/14/2009	PR0814	PAYROLL SUMMARY	4,311 72	
9/11/2009	PR0911	PAYROLL SUMMARY	4,311 72	
10/9/2009	PR1009	PAYROLL SUMMARY	4,311.72	
11/6/2009	PR1106	PAYROLL SUMMARY	4,311.72	
12/4/2009	PR1204	PAYROLL SUMMARY	4,311.72	
1/15/2010	PR0115	PAYROLL SUMMARY	4,311.72	
2/12/2010	PR0212	PAYROLL SUMMARY	4,311.72	
3/12/2010	PR0312	PAYROLL SUMMARY	4,311.72	
4/9/2010	PR0409	PAYROLL SUMMARY	4,311 72	
5/7/2010	PR0507	PAYROLL SUMMARY	4,311.72	
6/4/2010	PR0604	PAYROLL SUMMARY	4,311 72	
7/2/2010	PR0702	PAYROLL SUMMARY	4,311.72	
8/13/2010	PR0813	PAYROLL SUMMARY	3,506.23	
9/10/2010	PR0910	PAYROLL SUMMARY	3,506.23	

10/8/2010	PR1008	PAYROLL SUMMARY	3,506.23	
11/5/2010	PR1105	PAYROLL SUMMARY	3,506.23	
12/3/2010	PR1203	PAYROLL SUMMARY	3,506.23	
1/14/2011	PR0114	PAYROLL SUMMARY	3,506.23	
2/11/2011	PR0211	PAYROLL SUMMARY	3,506.23	
2/11/2011	2954	MAYOR KILGORE P	5,638.43	
3/11/2011	PR0311	PAYROLL SUMMARY	4,311.72	
4/8/2011	PR0408	PAYROLL SUMMARY	4,311.72	
5/6/2011	PR0506	PAYROLL SUMMARY	4,311.72	
6/3/2011	PR0603	PAYROLL SUMMARY	4,311 72	
7/1/2011	PR0701	PAYROLL SUMMARY	4,311.72	
8/12/2011	PR0812	PAYROLL SUMMARY	4,311.72	
9/9/2011	PR0909	PAYROLL SUMMARY	4,311.72	
10/7/2011	PR1007	PAYROLL SUMMARY	4,311 72	
11/4/2011	PR1104	PAYROLL SUMMARY	4,311 72	
12/2/2011	PR1202	PAYROLL SUMMARY	4,311.72	
1/13/2012	PR0113	PAYROLL SUMMARY	5,320.86	Retro to July
2/10/2012	PR0210	PAYROLL SUMMARY	4,479.91	3 9%
3/9/2012	PR0309	PAYROLL SUMMARY	4,479.91	
4/5/2012	PR0405	PAYROLL SUMMARY	4,479.91	
5/4/2012	PR0504	PAYROLL SUMMARY	4,479.91	
6/1/2012	PR0601	PAYROLL SUMMARY	4,479.91	
7/13/2012	PR0713	PAYROLL SUMMARY	4,479.91	
8/10/2012	PR0810	PAYROLL SUMMARY	4,479 91	
9/7/2012	PR0907	PAYROLL SUMMARY	4,479 91	
10/5/2012	PR1005	PAYROLL SUMMARY	4,479 91	
11/2/2012	PR1102	PAYROLL SUMMARY	4,479.91	
12/14/2012	PR1214	PAYROLL SUMMARY	4,479.91	
1/11/2013	PR0111	PAYROLL SUMMARY	4,479.91	
2/8/2013	PR0208	PAYROLL SUMMARY	4,479.91	
3/8/2013	PR0308	PAYROLL SUMMARY	4,479 91	
4/5/2013	PR0405	PAYROLL SUMMARY	4,479.91	
5/3/2013	PR0503	PAYROLL SUMMARY	4,479.91	
6/14/2013	PR0614	PAYROLL SUMMARY	4,479.91	
7/12/2013	PR0712	PAYROLL SUMMARY	4,479.91	
8/9/2013	PR0809	PAYROLL SUMMARY	4,479 91	
9/6/2013	PR0906	PAYROLL SUMMARY	4,479 91	
10/4/2013	PR1004	PAYROLL SUMMARY	4,479.91	
11/1/2013	PR1101	PAYROLL SUMMARY	4,479.91	
12/13/2013	PR1213	PAYROLL SUMMARY	4,479.91	
1/10/2014	PR0110	PAYROLL SUMMARY	4,479.91	
2/7/2014	PR0207	PAYROLL SUMMARY	4,479.91	
3/7/2014	PR0307	PAYROLL SUMMARY	4,479 91	
4/4/2014	PR0404	PAYROLL SUMMARY	4,479.91	
5/2/2014	PR0502	PAYROLL SUMMARY	4,479.91	
6/13/2014	PR0613	PAYROLL SUMMARY	4,479.91	
7/11/2014	PR0711	PAYROLL SUMMARY	4,479.91	
8/8/2014	PR0808	PAYROLL SUMMARY	4,479.91	
9/5/2014	PR0905	PAYROLL SUMMARY	4,479.91	
10/3/2014	PR1003	PAYROLL SUMMARY	4,479.91	
11/14/2014	PR1114	PAYROLL SUMMARY	4,479.91	
12/12/2014	PR1212	PAYROLL SUMMARY	4,479.91	
1/9/2015	PR0109	PAYROLL SUMMARY	4,479.91	
2/6/2015	PR0206	PAYROLL SUMMARY	4,479 91	
3/6/2015	PR0306	PAYROLL SUMMARY	4,479.91	
4/2/2015	PR0402	PAYROLL SUMMARY	4,479.91	
5/1/2015	PR0501	PAYROLL SUMMARY	4,479.91	
6/12/2015	PR0612	PAYROLL SUMMARY	4,479.91	

3% employees Not including the Management Team or Council.

7/10/2015	PR0710	PAYROLL SUMMARY	4,479.91
8/7/2015	PR0807	PAYROLL SUMMARY	4,479.91
9/4/2015	PR0904	PAYROLL SUMMARY	4,479.91
10/2/2015	PR1002	PAYROLL SUMMARY	4,479.91
11/13/2015	PR1113	PAYROLL SUMMARY	4,479.91
12/11/2015	PR1211	PAYROLL SUMMARY	4,479.91
1/8/2016	PR0108	PAYROLL SUMMARY	4,479 91
2/5/2016	PR0205	PAYROLL SUMMARY	4,479 91
3/4/2016	PR0304	PAYROLL SUMMARY	4,479 91
4/1/2016	PR0401	PAYROLL SUMMARY	4,479.91
5/13/2016	PR0513	PAYROLL SUMMARY	4,479 91
6/10/2016	PR0610	PAYROLL SUMMARY	4,479.91
7/8/2016	PR0708	PAYROLL SUMMARY	4,479.91
8/5/2016	PR0805	PAYROLL SUMMARY	4,479 91
9/2/2016	PR0902	PAYROLL SUMMARY	4,479.91
10/14/2016	PR1014	PAYROLL SUMMARY	4,479 91
11/10/2016	PR1110	PAYROLL SUMMARY	4,479 91
12/9/2016	PR1209	PAYROLL SUMMARY	4,479 91
1/6/2017	PR0106	PAYROLL SUMMARY	4,479.91
2/3/2017	PR0203	PAYROLL SUMMARY	4,479.91
3/3/2017	PR0303	PAYROLL SUMMARY	4,479.91
4/13/2017	PR0413	PAYROLL SUMMARY	4,479.91
5/12/2017	PR0512	PAYROLL SUMMARY	4,479.91
6/9/2017	PR0609	PAYROLL SUMMARY	4,479 91
7/7/2017	PR0707	PAYROLL SUMMARY	4,479.91
8/4/2017	PR0804	PAYROLL SUMMARY	4,479.91
9/1/2017	PR0901	PAYROLL SUMMARY	4,479.91
10/13/2017	PR1013	PAYROLL SUMMARY	4,479.91
11/9/2017	PR1109	PAYROLL SUMMARY	4,479.91
12/8/2017	PR1208	PAYROLL SUMMARY	4,479.91
1/5/2018	PR0105	PAYROLL SUMMARY	4,479.91
2/2/2018	PR0202	PAYROLL SUMMARY	4,479.91
3/2/2018	PR0302	PAYROLL SUMMARY	4,479.91
4/13/2018	PR0413	PAYROLL SUMMARY	4,479.91
5/11/2018	PR0511	PAYROLL SUMMARY	4,479 91
6/8/2018	PR0608	PAYROLL SUMMARY	4,479.91
7/6/2018	PR0706	PAYROLL SUMMARY	4,479.91
8/3/2018	PR0803	PAYROLL SUMMARY	4,479.91
9/14/2018	PR0914	PAYROLL SUMMARY	4,479.91
10/12/2018	PR1012	PAYROLL SUMMARY	4,479.91
11/9/2018	PR1109	PAYROLL SUMMARY	4,479.91
12/7/2018	PR1207	PAYROLL SUMMARY	4,479 91
1/4/2019	PR0104	PAYROLL SUMMARY	4,479.91
2/1/2019	PR0201	PAYROLL SUMMARY	4,479 91
3/1/2019	PR0301	PAYROLL SUMMARY	4,479 91
4/12/2019	PR0412	PAYROLL SUMMARY	4,479.91
5/10/2019	PR0510	PAYROLL SUMMARY	4,479.91
6/7/2019	PR0607	PAYROLL SUMMARY	4,479 91
7/5/2019	PR0705	PAYROLL SUMMARY	4,479.91
8/2/2019	PR0802	PAYROLL SUMMARY	4,479.91
9/13/2019	PR0913	PAYROLL SUMMARY	4,479.91
10/11/2019	PR1011	PAYROLL SUMMARY	4,479.91
11/8/2019	PR1108	PAYROLL SUMMARY	4,479.91

4. **Office Expenses**: An allowance established to defray the cost of office supplies such as printers, printer ink, fax, copy paper, pens, pads and other office-related supplies.

Mayor:	$50
Mayor Pro Tem:	$50
Council Member.	$50

5. **Travel (In Union County)**: A monthly stipend to defray the cost of in-County travel, gas, meals, and meetings

Mayor:	$400
Mayor Pro Tem:	$350
Council Member:	$300

6. **Travel (Out of Union County)**: Travel mileage at prevailing IRS rate, lodging, meals, convention registration, and gratuities out of City Council Travel Budget.

   Council Members should complete a "Travel Authorization Form for Elected Officials" to be approved by the Mayor prior to any expenditure for travel in accordance with the guidelines set out in the Travel Policy for Elected Officials (GA-02).

7. **Wages**: Monthly part-time wages are intended to compensate the Council Members for their time in conducting the duties of their office. The statute permits the Council's wages to be increased effective with the next proceeding election unless tied to a cost of living increase approved for the City employees.

Mayor:	$836.91
Mayor Pro Tem:	$689.20
Council Member.	$590.76

DISCRETIONARY FUNDS, GUIDELINES FOR USE OF DISCRETIONARY FUNDS AND PURCHASING

The Annual Budget for the City of Monroe may include an appropriation for City Council Discretionary Funds.

City Council Discretionary Funds that are allocated to individual Council Members may be used for expenditures designated by the individual Council Member.

Eligible use of public funds shall be for a public purpose and for those purposes on which the City is authorized by North Carolina State Statute to spend public funds.

Award of funds requires completion of the form "CITY OF MONROE CITY COUNCIL REQUEST FOR DISBURSEMENT OF DISCRETIONARY FUNDS". (Form Attached)

Section 7 of Policy GA-15 as highlighted is recommended for revision to read as follows:

> Under North Carolina General Statutes Section 160A-64, Council's wages may be increased only during the annual budget process through the adoption of the annual budget ordinance. The date of an effective increase may be set as a date other than the beginning of the City's fiscal year. However, no changes to Council's wages may be made through the process of a budget ordinance amendment following adoption of the annual budget ordinance.

STAFF REPORT

TO:	City Council
VIA:	E.L. Faison, City Manager
DATE:	February 10, 2021
FROM:	Debra Chestnut Reed, Human Resources Director
PREPARED BY:	Debra Chestnut Reed, Human Resources Director
SUBJECT:	FY 2021-2022 Renewal Expectations and Third Party Administrator Bid Process

SUMMARY STATEMENT

City Council is requested to review the FY 2021-2022 renewal expectations, Third Party Administrator Bid Process, and listen to the presentation of the Executive Summary for the Wellness Program by the Piedmont Pharmaceutical Care Network team.

REVIEW

City Council is requested to review the renewal expectations, which includes claims funding, administrative expenses, stop loss insurance, clinic costs, wellness program, risk assessment, and other cost associated with the operation of the City's plan. In addition to the Third Party Administrator Bid Process which includes pharmacy administration, medical administration, network value, stop loss contract, service and administrative flexibility.

RECOMMENDATION

The City Manager is recommending Council review the FY 2021-2022 renewal expectations and Third Party Administrator Bid Process.

Attachments: Mark III – Medical Plan Update
Piedmont Pharmaceutical Care Network

MEDICAL PLAN UPDATE

Plan Performance and 2021 – 2022 Renewal Planning

February 10, 2021

- The renewal expectation for the 2021 – 2022 Plan Year has improved over the last several months, transitioning from the 20% range to the lower around 13%.

- Based on the Fall expectations, the Plan was bid.

- While all of the responses have not been compiled, the early indications are that the bid process will yield positive results.

- The criteria for the review includes:
  - Pharmacy Administration
  - Medical Administration
  - Network Value
  - Stop Loss Contract
  - Service
  - Administrative Flexibility

2019 – 2020 Plan Experience

						PPO						
Date	Subs	Medical	Dental	Pharmacy	Vision	Combined Claims	Claims Per Sub Per Month				Clinic/X-rays Health Risk Ass	Net Position
July-19	461	$409,123.52	$35,721.87	$40,173.22	$101.00	$485,119.61	$1,052.32				$22,316.33	$23,192.08
August-19	460	$437,642.52	$38,406.19	$130,097.89	$257.97	$606,404.57	$1,318.27				$22,316.33	$23,192.08
September-19	457	$561,302.79	$31,956.95	$138,403.15	$351.33	$732,014.22	$1,601.78				$22,316.33	$23,192.08
October-19	459	$388,283.39	$36,549.88	$47,423.78	$554.00	$472,811.05	$1,030.09				$22,316.33	$23,192.08
November-19	458	$320,445.81	$31,391.56	$102,961.90	$370.00	$455,169.27	$993.82				$22,316.33	$23,192.08
December-19	455	$589,783.60	$29,254.13	$138,971.24	$220.82	$758,229.79	$1,666.44				$22,316.33	$23,192.08
January-20	461	$532,879.62	$34,836.00	$150,204.36	$32.00	$717,951.98	$1,557.38				$22,316.33	$23,192.08
February-20	463	$477,968.81	$31,662.15	$117,030.63	$16.00	$626,677.59	$1,353.52				$22,316.33	$23,192.08
March-20	461	$518,147.24	$38,954.35	$155,523.69	$6.50	$712,631.78	$1,545.84				$22,316.33	$23,192.08
April-20	472	$564,965.25	$10,231.60	$123,060.45	$0.00	$698,257.30	$1,479.36				$22,316.33	$23,192.08
May-20	462	$287,091.67	$7,553.26	$121,734.91	$48.00	$416,427.84	$901.36				$22,316.33	$23,192.08
June-20	467	$690,533.96	$38,026.32	$136,289.33	$51.27	$864,900.88	$1,852.04				$22,316.33	$23,192.08
Total	5,536	$5,778,168.18	$364,544.26	$1,401,874.55	$2,008.89	$7,546,595.88	$1,363.19				$267,795.96	$278,304.96
						HSA						
Date	Subs	Medical	Dental	Pharmacy	Vision	Combined Claims	Claims Per Sub Per Month	Total Cost	Stop-loss Credits	Net Costs	HSA Contribution	Net Position
July-19	29	$801.47	$4,426.40	$18.66	$0.00	$5,246.53	$180.91	$5,246.53	$0.00	$5,246.53	$1,812.50	$7,059.03
August-19	28	$901.93	$1,880.60	$10.09	$0.00	$2,792.62	$99.74	$2,792.62	$0.00	$2,792.62	$1,750.00	$4,542.62
September-19	29	$434.94	$134.19	$1,234.00	$0.00	$1,803.13	$62.18	$1,803.13	$0.00	$1,803.13	$1,812.50	$3,615.63
October-19	29	$13,775.45	$446.34	$725.00	$0.00	$14,946.79	$515.41	$14,946.79	$0.00	$14,946.79	$1,812.50	$16,759.29
November-19	32	$3,373.67	$198.00	$452.92	$0.00	$4,024.59	$125.77	$4,024.59	$0.00	$4,024.59	$2,000.00	$6,024.59
December-19	32	$23,048.27	$472.20	$596.07	$0.00	$24,116.54	$753.64	$24,116.54	$0.00	$24,116.54	$2,000.00	$26,116.54
January-20	30	$1,478.65	$78.89	$750.00	$0.00	$2,307.54	$76.92	$2,307.54	$0.00	$2,307.54	$1,875.00	$4,182.54
February-20	30	$1,277.83	$12.82	$738.60	$0.00	$2,029.25	$67.64	$2,029.25	$0.00	$2,029.25	$1,875.00	$3,904.25
March-20	28	$24,773.32	$9.79	$352.00	$0.00	$25,135.11	$897.68	$25,135.11	$0.00	$25,135.11	$1,750.00	$26,885.11
April-20	28	$2,262.53	$9.79	$180.00	$0.00	$2,452.32	$87.58	$2,452.32	$0.00	$2,452.32	$1,750.00	$4,202.32
May-20	28	$74,049.38	$272.36	$11,222.30	$67.00	$85,611.04	$3,057.54	$85,611.04	$0.00	$85,611.04	$1,750.00	$87,361.04
June-20	28	$235.39	$381.42	$1,394.80	$0.00	$2,011.61	$71.84	$2,011.61	$0.00	$2,011.61	$1,750.00	$3,761.61
Total	351	$146,412.83	$8,322.80	$17,674.44	$67.00	$172,477.07	$491.39	$172,477.07	**$0.00**	$172,477.07	$21,937.50	$194,414.57
						Combined						
Date	Subs	Medical	Dental	Pharmacy	Vision	Combined Claims	Claims Per Sub Per Month	Total Cost	Stop-loss Credits	Net Costs	Clinic/X-rays Health Risk Ass, HSA	Net Position
July-19	490	$409,924.99	$40,148.27	$40,191.88	$101.00	$490,366.14	$1,000.75	$624,887.50	$0.00	$624,887.50	$24,128.83	$649,892.08
August-19	488	$438,544.45	$40,286.79	$130,107.98	$257.97	$609,197.19	$1,248.35	$743,369.63	$0.00	$743,369.63	$24,066.33	$768,311.71
September-19	486	$561,737.73	$32,091.14	$139,637.15	$351.33	$733,817.35	$1,509.91	$866,062.18	$56,017.23	$810,044.95	$24,128.83	$835,049.53
October-19	488	$402,058.84	$36,996.22	$48,148.78	$554.00	$487,757.84	$999.50	$621,042.63	$62,422.76	$558,619.87	$24,128.83	$583,624.45
November-19	490	$323,819.48	$31,589.56	$103,414.82	$370.00	$459,193.86	$937.13	$594,192.26	$61,530.07	$532,662.19	$24,316.33	$557,854.27
December-19	487	$612,831.87	$29,726.33	$139,567.31	$220.82	$782,346.33	$1,606.46	$916,206.10	$102,749.73	$813,456.37	$24,316.33	$838,648.45
January-20	491	$534,358.27	$34,914.89	$150,954.36	$32.00	$720,259.52	$1,466.92	$850,852.04	$59,123.23	$791,728.81	$24,191.33	$816,795.89
February-20	493	$479,246.64	$31,674.97	$117,769.23	$16.00	$628,706.84	$1,275.27	$770,601.28	$151,266.54	$619,334.74	$24,191.33	$644,401.82
March-20	489	$542,920.56	$38,964.14	$155,875.69	$6.50	$737,766.89	$1,508.73	$874,349.64	$7,912.79	$866,436.85	$24,066.33	$891,378.93
April-20	500	$567,227.78	$10,241.39	$123,240.45	$0.00	$700,709.62	$1,401.42	$841,738.87	$192,974.57	$648,764.30	$24,066.33	$673,706.38
May-20	490	$361,141.05	$7,825.62	$132,957.21	$115.00	$502,038.88	$1,024.57	$638,520.56	$311,026.90	$327,493.66	$24,066.33	$352,435.74
June-20	495	$690,769.35	$38,407.74	$137,684.13	$51.27	$866,912.49	$1,751.34	$998,947.65	$300,148.45	$698,799.20	$24,066.33	$723,741.28
Total	5,887	$5,924,581.01	$372,867.06	$1,419,548.99	$2,075.89	$7,719,072.95	$1,311.21	$9,340,770.34	**$1,305,172.27**	$8,035,598.07	$289,733.46	$8,335,840.53
			Rx/Sub/Mth	**$241.13**		**Change**	**125.94%**		**95.67%**			**-$757,371.69**

3

2020 – 2021 Plan Experience

PPO												
Date	Subs	Medical	Dental	Pharmacy	Vision	Combined Claims	Claims Per Sub Per Month				Clinic/X-rays Health Risk Ass	Net Position
July-20	469	$398,833.49	$31,881.27	$58,503.92	$0.00	$489,218.68	$1,043.11				$22,316.33	$23,192.08
August-20	464	$193,784.64	$30,548.32	$162,570.96	$256.96	$387,160.88	$834.40				$22,316.33	$23,192.08
September-20	466	$443,985.71	$27,073.10	$116,523.61	$64.00	$587,646.42	$1,261.04				$22,316.33	$23,192.08
October-20	464	$271,327.74	$21,863.72	$86,671.37	$51.27	$379,914.10	$818.78				$22,316.33	$23,192.08
November-20	472	$407,907.41	$33,589.12	$88,230.71	$344.12	$530,071.36	$1,123.03				$22,316.33	$23,192.08
December-20	473	$378,030.23	$19,893.20	$128,032.50	$29.95	$525,985.88	$1,112.02				$22,316.33	$23,192.08
January-21												
February-21												
March-21												
April-21												
May-21												
June-21												
Total	2,808	$2,093,869.22	$164,848.73	$640,533.07	$746.30	$2,899,997.32	$1,032.76				$133,897.98	$139,152.48
HSA												
Date	Subs	Medical	Dental	Pharmacy	Vision	Combined Claims	Claims Per Sub Per Month	Total Cost	Stop-loss Credits	Net Costs	HSA Contribution	Net Position
July-20	24	$2,333.22	$374.84	$775.00	$0.00	$3,483.06	$145.13	$3,483.06	$0.00	$3,483.06	$1,500.00	$4,983.06
August-20	24	$284.00	$0.00	$720.00	$0.00	$1,004.00	$41.83	$1,004.00	$0.00	$1,004.00	$1,500.00	$2,504.00
September-20	24	$1,131.43	$0.00	$427.00	$0.00	$1,558.43	$64.93	$1,558.43	$0.00	$1,558.43	$1,500.00	$3,058.43
October-20	24	$750.61	$0.00	$784.60	$0.00	$1,535.21	$63.97	$1,535.21	$0.00	$1,535.21	$1,500.00	$3,035.21
November-20	24	$1,409.42	$0.00	$2,154.00	$0.00	$3,563.42	$148.48	$3,563.42	$0.00	$3,563.42	$1,500.00	$5,063.42
December-20	24	$6,606.26	$0.00	$195.00	$0.00	$6,801.26	$283.39	$6,801.26	$0.00	$6,801.26	$1,500.00	$8,301.26
January-21												
February-21												
March-21												
April-21												
May-21												
June-21												
Total	144	$12,514.94	$374.84	$5,055.60	$0.00	$17,945.38	$124.62	$17,945.38	**$0.00**	$17,945.38	$9,000.00	$26,945.38
Combined												
Date	Subs	Medical	Dental	Pharmacy	Vision	Combined Claims	Claims Per Sub Per Month	Total Cost	Stop-loss Credits	Net Costs	Clinic/X-rays Health Risk Ass, HSA	Net Position
July-20	493	$401,166.71	$32,256.11	$59,278.92	$0.00	$492,701.74	$999.40	$642,465.88	$0.00	$642,465.88	$23,816.33	$667,157.96
August-20	488	$194,068.64	$30,548.32	$163,290.96	$256.96	$388,164.88	$795.42	$541,252.99	$0.00	$541,252.99	$23,816.33	$565,945.07
September-20	490	$445,117.14	$27,073.10	$116,950.61	$64.00	$589,204.85	$1,202.46	$738,173.21	$0.00	$738,173.21	$23,816.33	$762,865.29
October-20	488	$272,078.35	$21,863.72	$87,455.97	$51.27	$381,449.31	$781.66	$527,471.56	$0.00	$527,471.56	$23,816.33	$552,163.64
November-20	496	$409,316.83	$33,589.12	$90,384.71	$344.12	$533,634.78	$1,075.88	$688,516.93	$0.00	$688,516.93	$23,816.33	$713,209.01
December-20	497	$384,636.49	$19,893.20	$128,227.50	$29.95	$532,787.14	$1,072.01	$683,877.95	$0.00	$683,877.95	$23,816.33	$708,570.03
January-21												
February-21												
March-21												
April-21												
May-21												
June-21												
Total	2,952	$2,106,384.16	$165,223.57	$645,588.67	$746.30	$2,917,942.70	$988.46	$3,821,758.52	**$0.00**	$3,821,758.52	$142,897.98	$3,969,911.00
			Rx/Sub/Mth	**$218.70**		**Change**	**75.39%**		**0.00%**			**-$20,813.96**

4

2021 – 2022 Update

- In the back half of February, the evaluation and vendor interview process will take place with staff.
- Based on the best overall service and cost solution, recommendations will be presented to City Council at the March 9th meeting.
- Based on open enrollment and implementation timing, it is expected that a decision will be made at that time.

Mark III
Employee Benefits

Piedmont Pharmaceutical Care Network, LLC

PPCN: HealthMapRx™

- **PPCN** is an independent third-party contractor providing care management services since early 2000s.

- **Services**
  - Chronic Condition Management (HealthMapRx™)
  - Biometric Screening
  - Group Health Classes
  - Health Coaching
  - Pharmacy Claims Review

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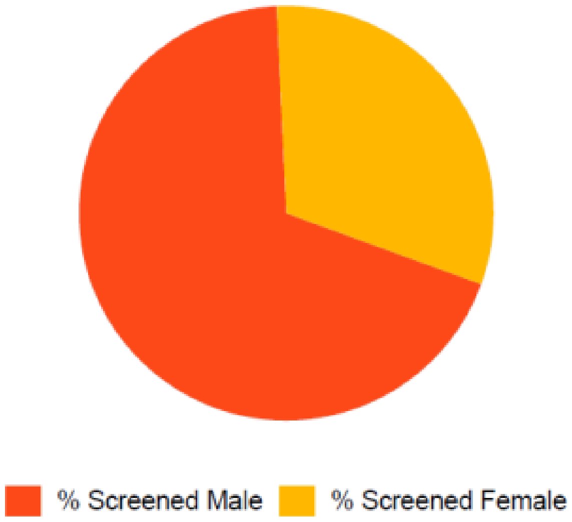
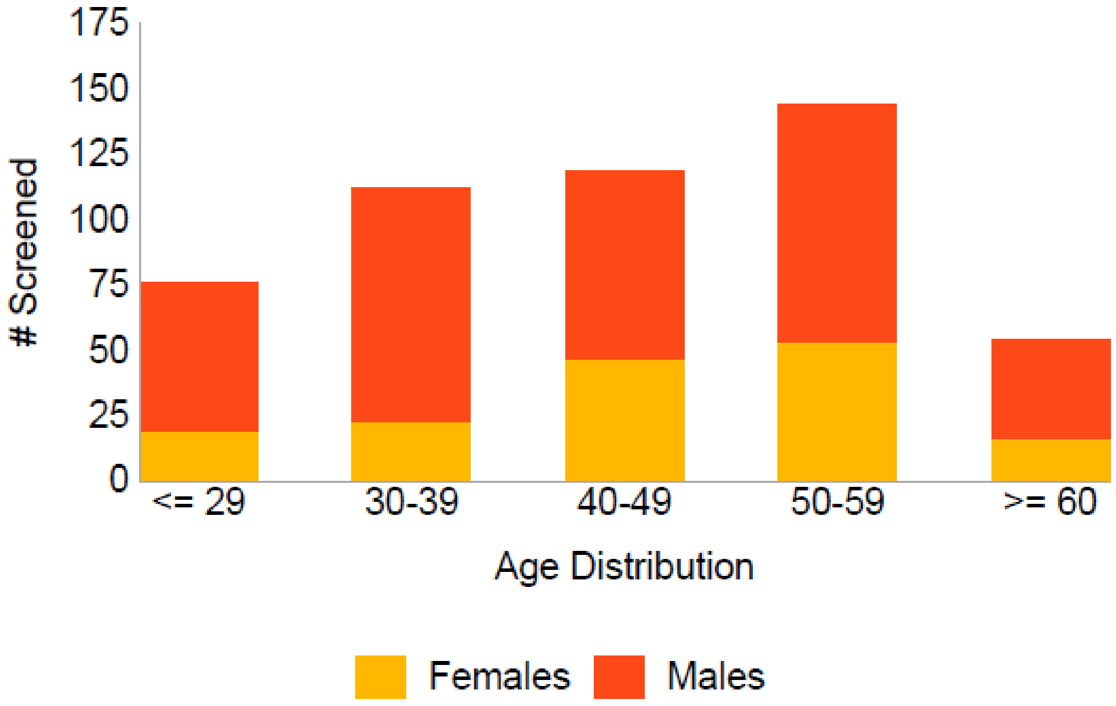
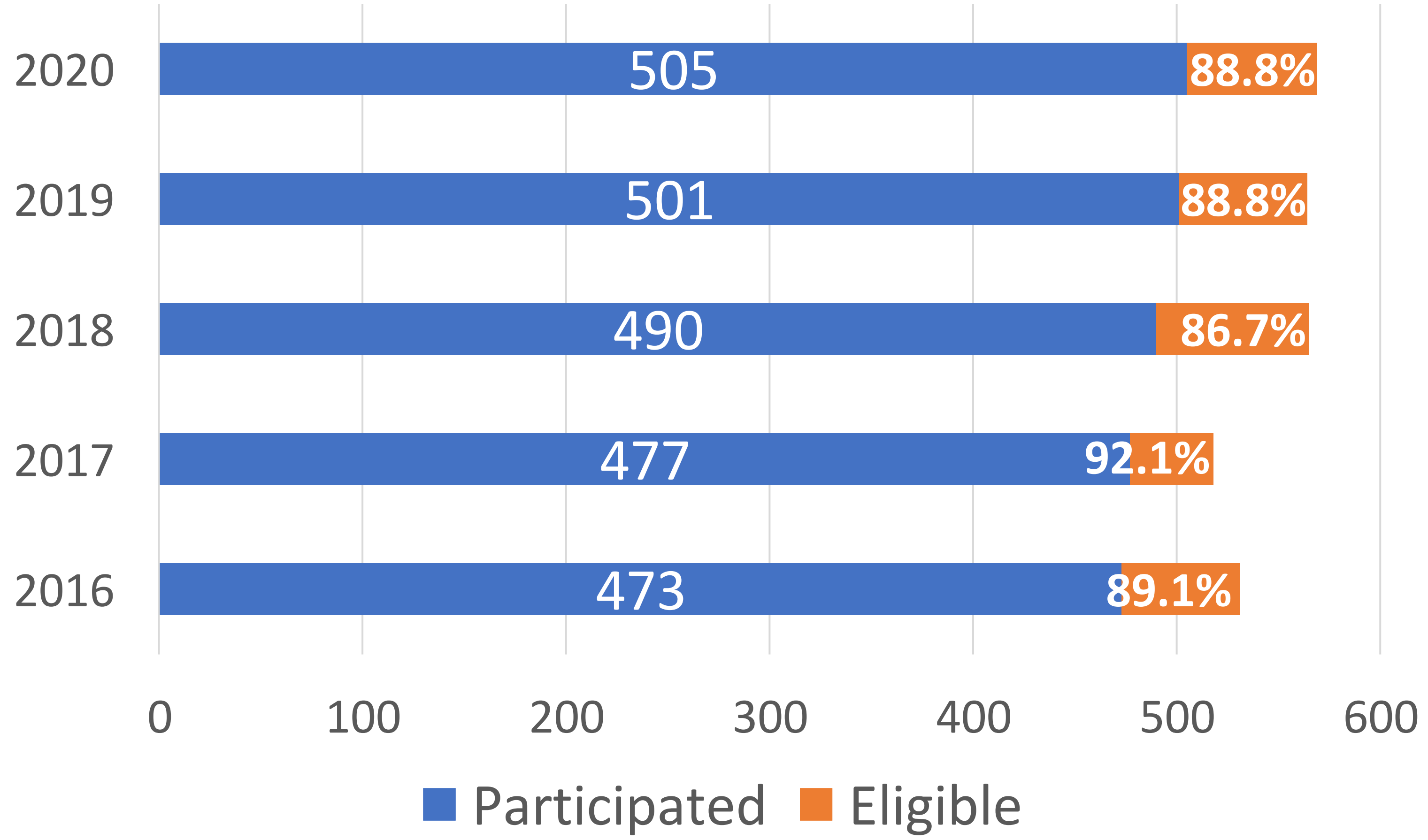
2020 City of Monroe Demographics



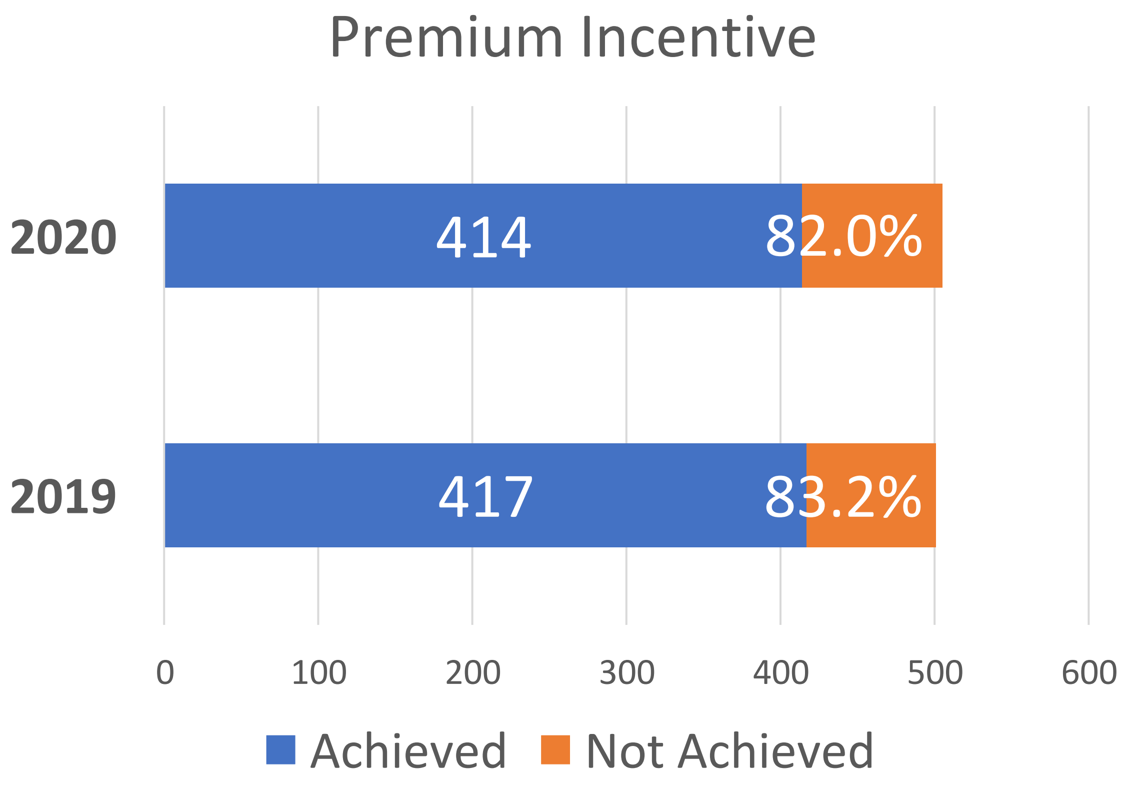
Number of Males:	347
Number of Females:	158
Percentage of Males:	68.7
Percentage of Females:	31.3

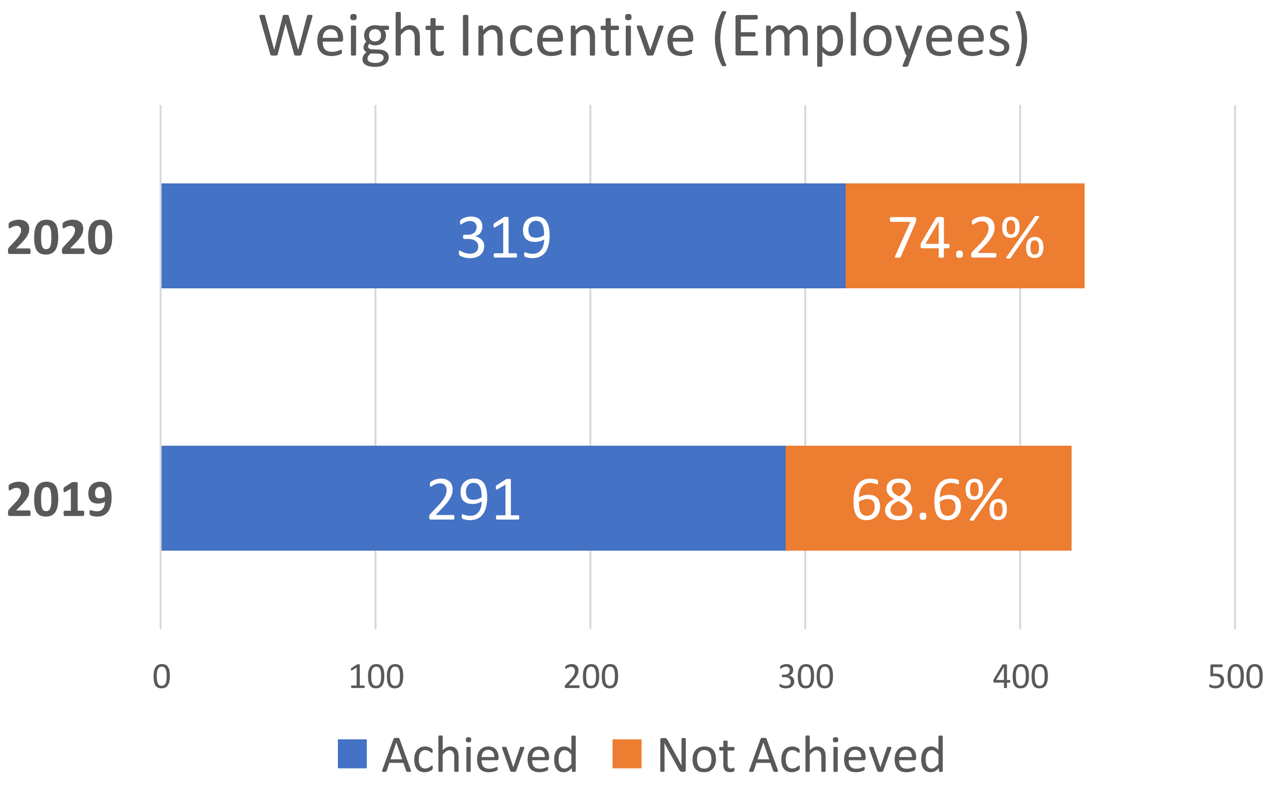


City of Monroe Annual Participation



Biometric Screening Incentives





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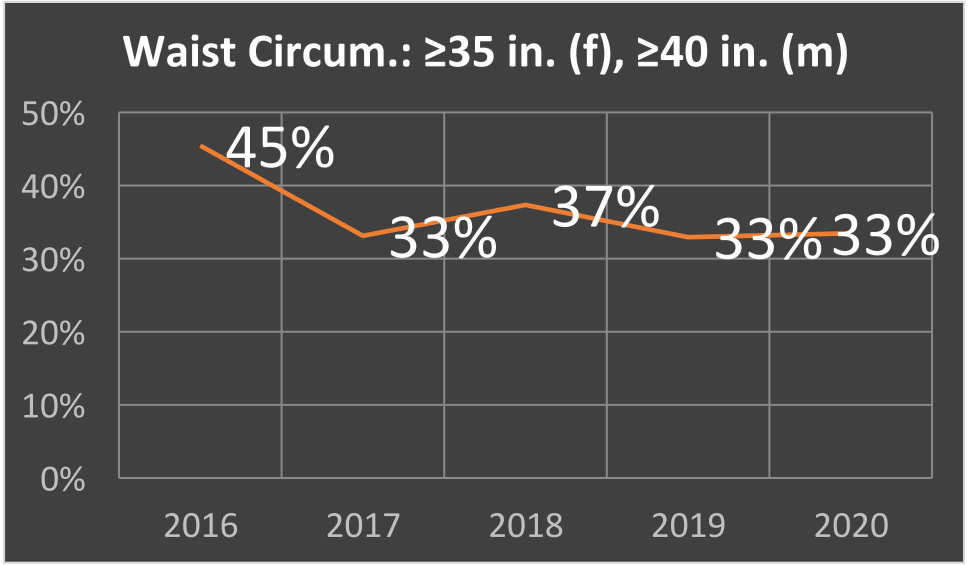
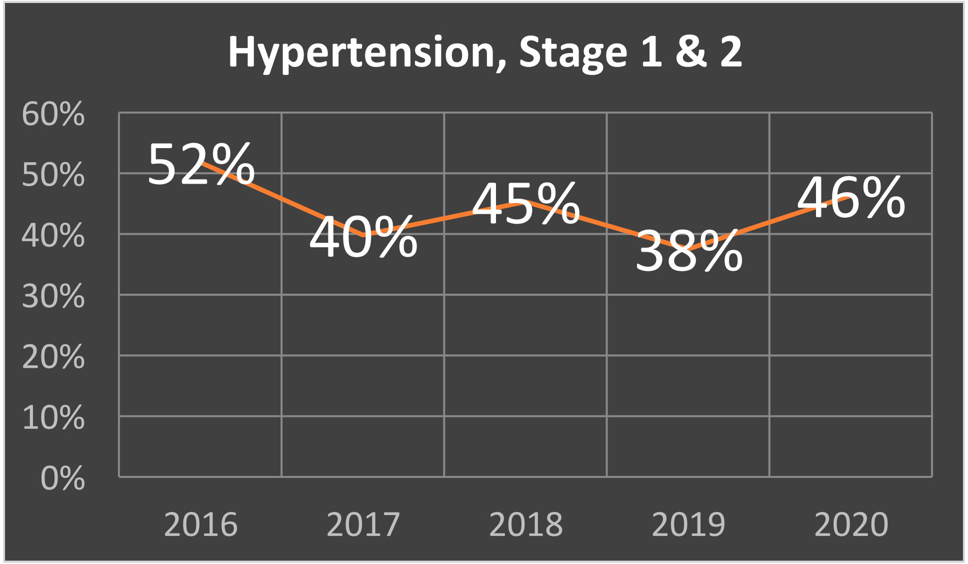
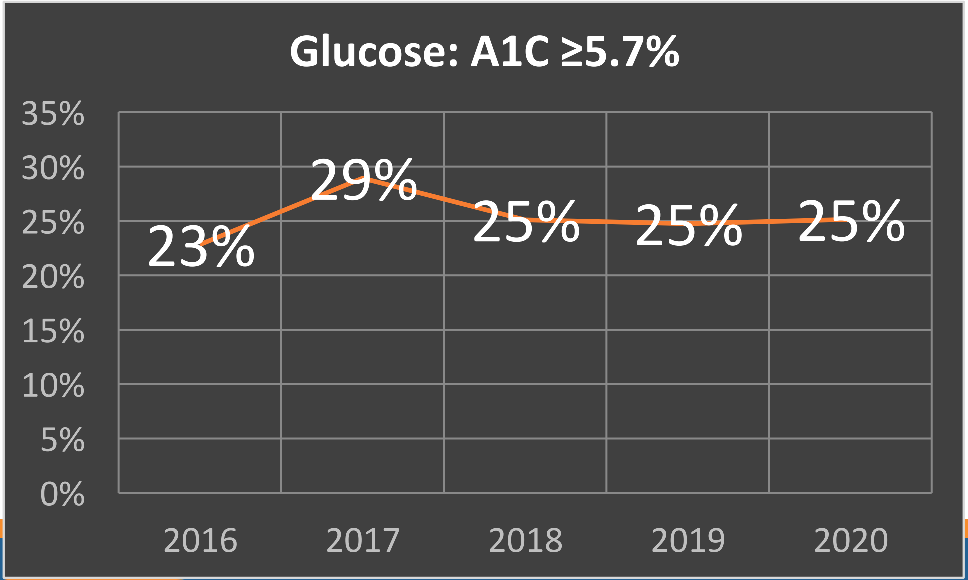
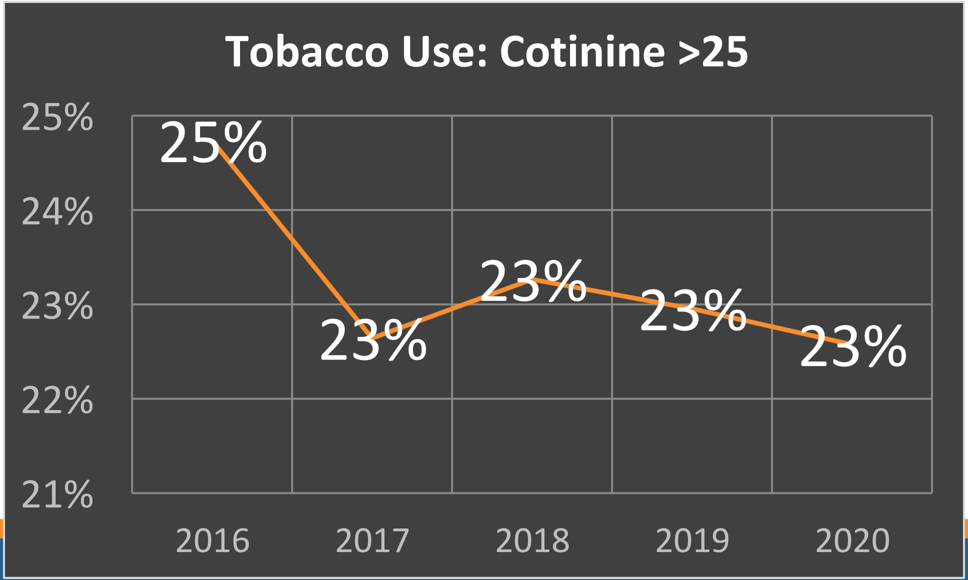
High Risk Trending (All Participants)

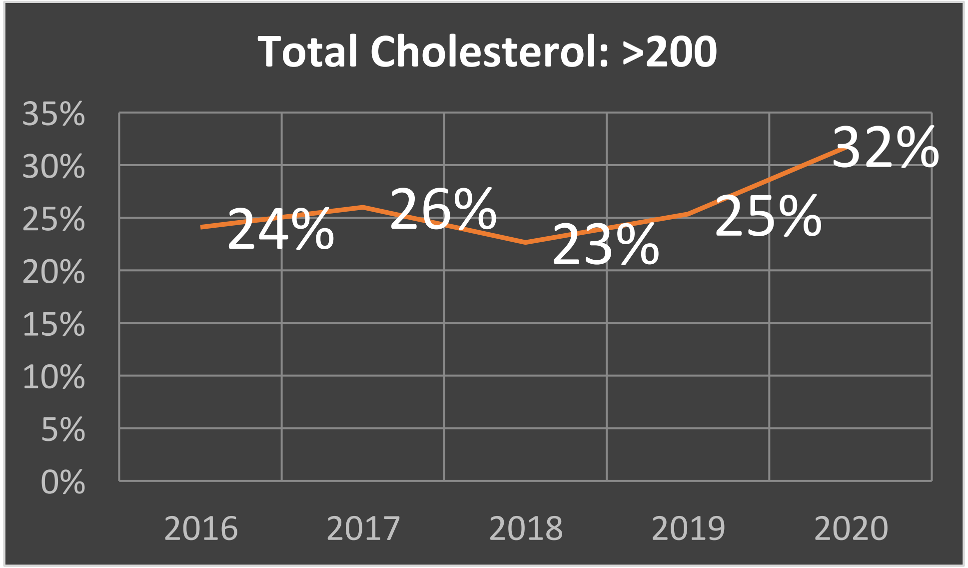


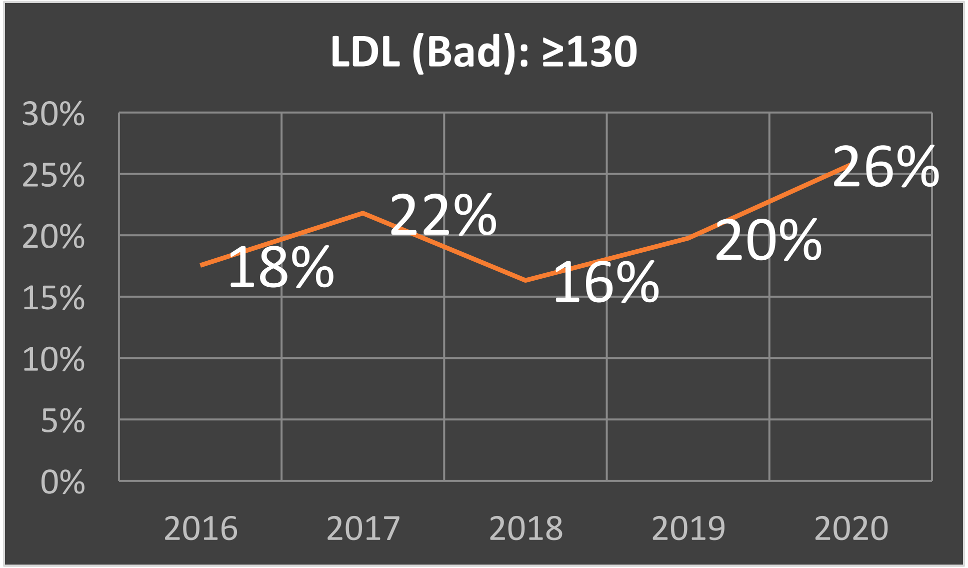


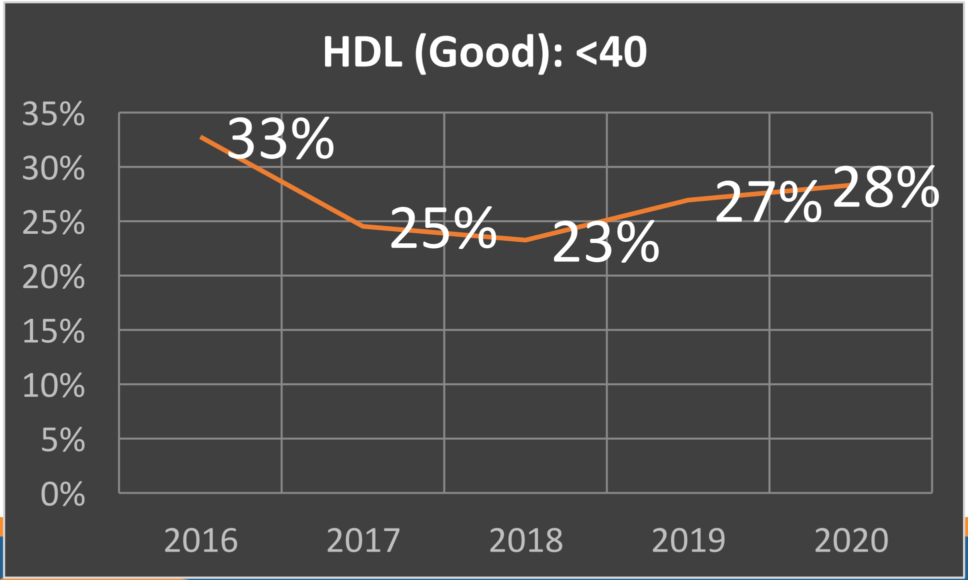


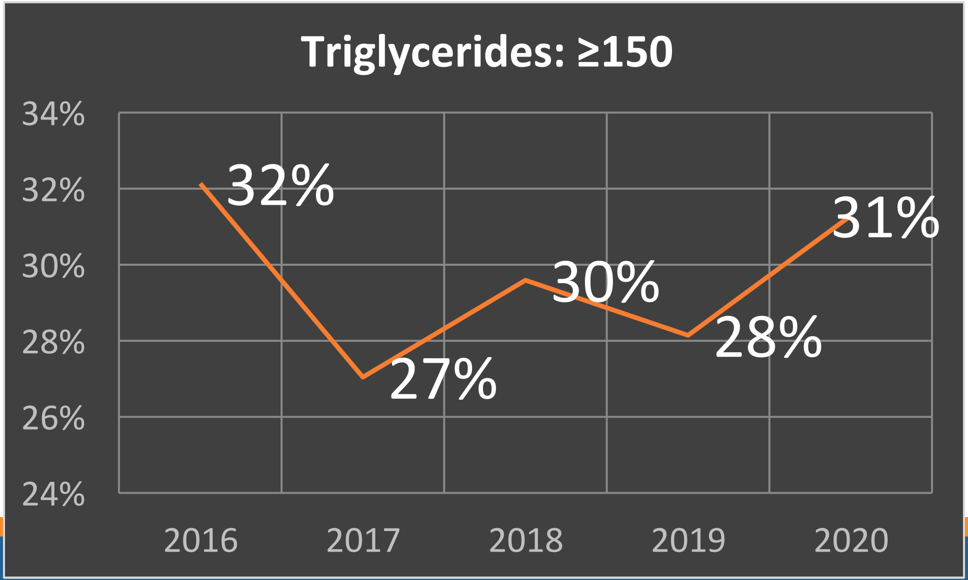


High Risk Trending (All Participants)









COVID-19 Antibody Testing

Antibodies are disease-specific proteins found in the blood and bodily tissues of individuals who have or have had an infection.

Antibody testing does not diagnose active or recent infection but does indicate the presence of antibodies associated with the virus that causes COVID-19, regardless of symptoms.

254 Participants	
Negative	92.5%
Trace	1.5%
Positive	6.0%

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Areas of Success (High Risk Group)

- Waist Circumference Decreased (Average Change: -11.5%)
- Blood Pressure Decreased (Average Change: -10.0%)
- HDL Decreased (Average Change: -7.3%)

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Areas of Focus (High Risk Group)

- Glucose Increased (Average Change: +3.0%)
- Total Cholesterol Increased (Average Change: +2.5%)
- LDL (Bad) Increased (Average Change: +3.0%)

Health Risk Assessment Highlights

Stress and Mental Health

Over the past year,	All of the Time	Most of the Time	Not Sure	Very Infrequently	Never
has stress affected your life?	0.6%	7.7%	13.9%	51.3%	27.1 %
my job has been stressful.	1.6%	17.2%	15.3%	49.3%	17.2 %

Satisfaction

	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
I am happy with my job.	55.8%	39.8%	4.0%	0.6%	0.4%
I am happy with my life, my friends, and family.	69.7%	29.3%	1.2%	0.4%	0.0%

Health Risk Assessment Highlights

Exercise Habits and Nutrition

	0 times	1 time	2 times	3-4 times	5+ times
Times a week do you exercise on average?	9.7%	10.3 %	22.2 %	38.8 %	19.6 %

	All of the Time	Most of the Time	Sometime s	Not at All
I follow sensible eating habits.	15.8%	59.6%	23.17%	2.0%

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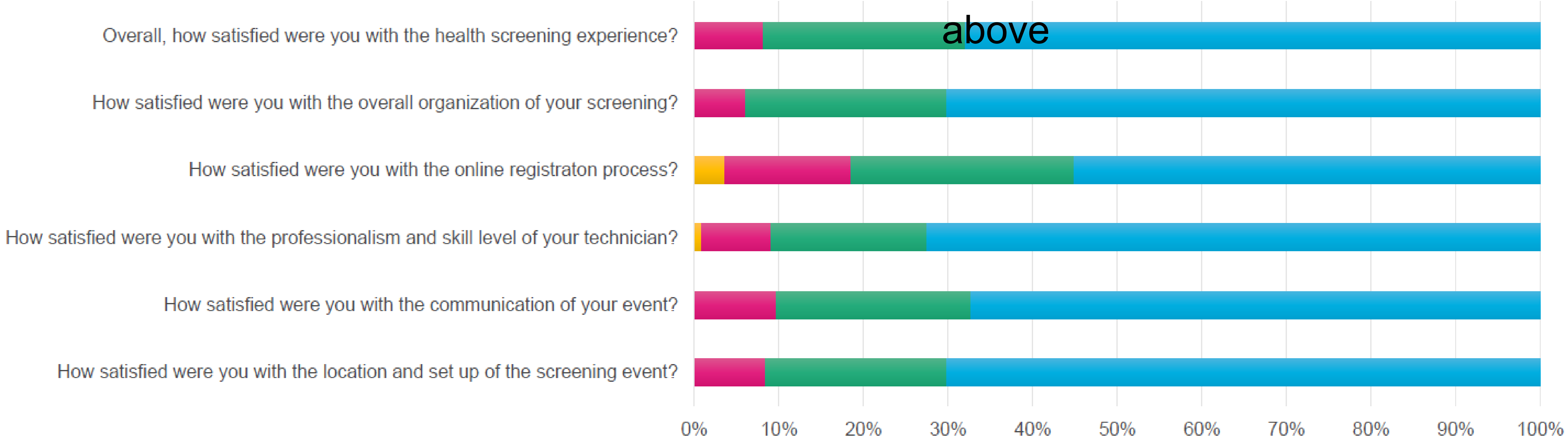
Participant Survey Summary - 2020

99.2% Satisfied or above



	How satisfied were you with the location and set up of the screening event?	How satisfied were you with the communication of your event?	How satisfied were you with the professionalism and skill level of your technician?	How satisfied were you with the online registraton process?	How satisfied were you with the overall organization of your screening?	Overall, how satisfied were you with the health screening experience?
Not satisfied	0.0%	0.0%	0.9%	3.6%	0.0%	0.0%
Satisfied	8.4%	9.7%	8.1%	14.9%	6.1%	8.1%
Very satisfied	21.4%	23.0%	18.5%	26.4%	23.7%	23.9%
Extremely satisfied	70.2%	67.3%	72.5%	55.1%	70.2%	68.0%

Participant Satisfaction Survey Comments

- Much easier to register this year.
- One stop shop, excellent!
- Very polite staff. Very quick and efficient.
- Well organized event, very satisfied.

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STAFF REPORT

TO:	Mayor and City Council
VIA:	E.L. Faison, City Manager
DATE:	February 10, 2021
FROM:	Debra Chestnut Reed, Director of Human Resources
PREPARED BY:	Debra Chestnut Reed, Director of Human Resources
SUBJECT:	Annual Update to Benchmark the City's Enterprise Pay Plans with the Southeastern Market

SUMMARY STATEMENT

City Council is requested to review the City's Enterprise Pay Plans which is due for it's annual update with Willis Towers Watson (WTW) to benchmark the Enterprise positions with the Willis Towers Watson database of Southeastern Utility positions.

REVIEW

Willis Towers Watson, a global advisory and solutions firm that ElectriCities of North Carolina uses, is performing an annual update to benchmark the City's Enterprise positions to their database of Southeastern utility positions and provide recommendations to City Council concerning what, if any adjustments, need to be made to the pay plans to help insure continuity of a qualified workforce.

RECOMMENDATION

The City Manager is recommending that the City Council review the annual update to benchmark the Enterprise Pay Plan with the Southeastern Market.

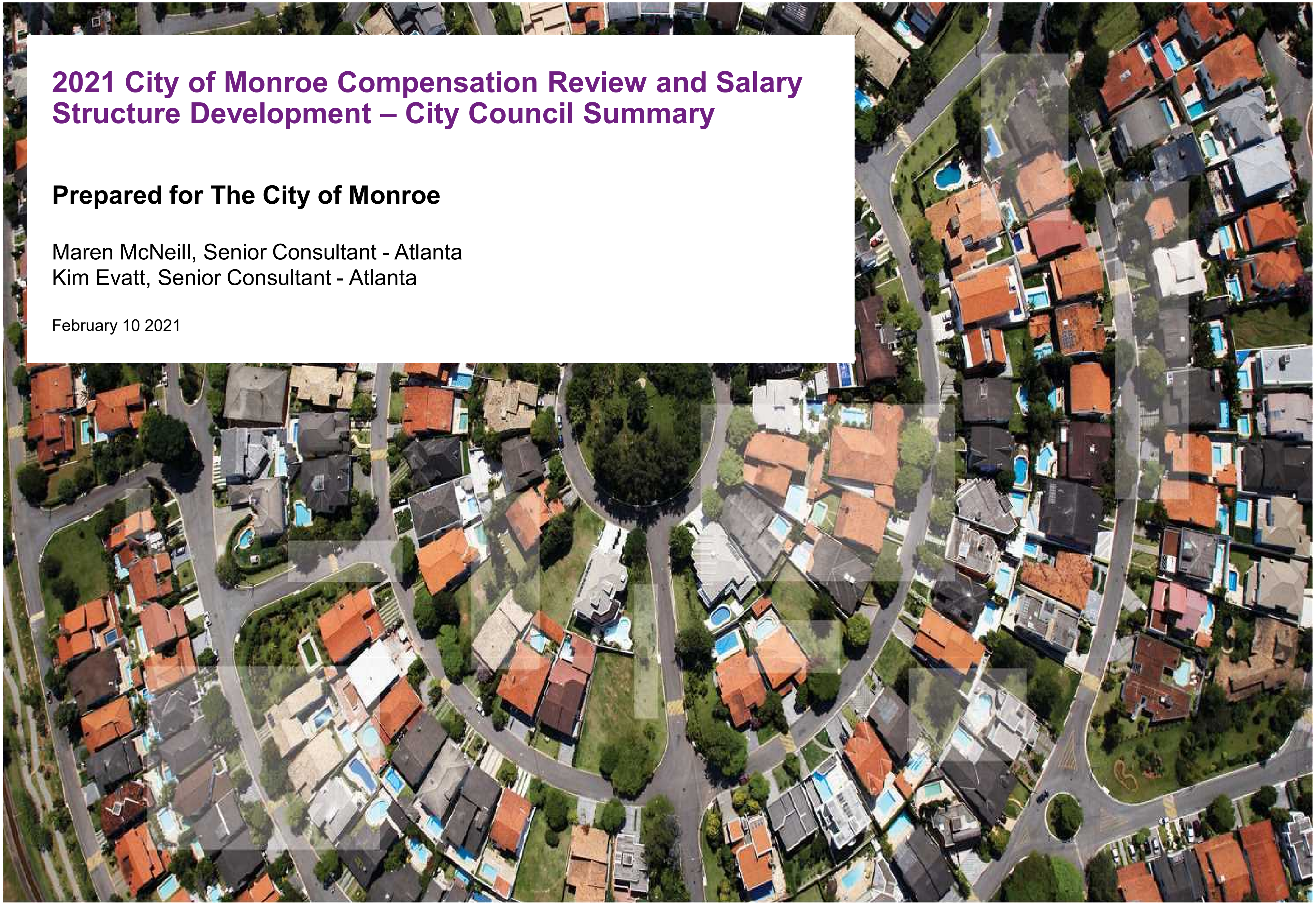
Attachment: City of Monroe Compensation Review and Salary Structure Development

2021 City of Monroe Compensation Review and Salary Structure Development – City Council Summary

Prepared for The City of Monroe

Maren McNeill, Senior Consultant - Atlanta
Kim Evatt, Senior Consultant - Atlanta

February 10 2021



WillisTowersWatson

Overview of WTW's consulting support

- In 2015, the City of Monroe engaged a third-party (Springsted) to conduct a competitive assessment and build a base pay program that was implemented in phases city-wide in 2016. This program is informed by competitive pay among cities/municipalities
- In 2016, the City engaged Willis Towers Watson (WTW) to support its efforts to improve attraction and retention for the Lineman roles within Energy Services
  - The City was experiencing particularly acute competitive pressure on these roles because the City competes with larger for-profit entities for Lineman talent
  - The changes made to the pay ranges for the Lineman reflected a successful program change with dramatically improved attraction and retention
- In 2017 (going into 2018), the City asked WTW to include all the Enterprise Funds in a market study and develop a salary structure to support on-going competitive pay administration
  - This broader market review includes market information from general industry and water services among other municipalities
  - It was determined that a separate structure for each Enterprise Fund was necessary to ensure optimal pay management for these roles
  - The new structures were adopted in September 2018 with the intention to review and update them annually to ensure continued competitiveness with the market

Overview of WTW's consulting support (continued)

- The primary difference between the market data used in the Springsted study vs. the Willis Towers Watson market study is the "industry" focus
  - The Springsted study focuses solely on pay levels of other cities/municipalities
  - WTW's study includes market data from for-profit energy services and broader general industry
- The City of Monroe competes for talent with other cities/municipalities for most of its jobs, but for the Enterprise Funds jobs a broader talent pool is taken into consideration
- Understanding the markets in which you compete for talent is important even if the pay levels in the for-profit sector are aspirational for the City

So what's the difference?

- Cities/municipalities tend to provide lower base pay and no short-term incentives, which are common in for-profit companies
- On the other hand, they also tend to provide pension plans that have mostly been discontinued in the private sector
- Cities/municipalities also often have a different approach to work/life balance, creating a different value proposition overall when compared to the private sector

Overview of WTW's consulting support (continued)

- To refresh the City of Monroe's Enterprise Plan for 2021, WTW has:

1. Conducted a competitive market benchmarking for base salary for 78 non-executive Enterprise jobs
   - This market study is a refresh of the 2018/2019 study originally conducted by WTW
   - The data was reviewed for reasonableness by the city's department leaders
   - WTW reviewed several new or updated job descriptions and pulled fresh market data or confirmed the continued appropriateness of data used in the earlier study
   - WTW performed a market competitiveness assessment to establish the City's position relative to other employers in the market
2. Adjusted most of the salary ranges by 2% and assessed the competitiveness of each job to identify any that need to move within the structure to maintain competitiveness going into 2021
   - The salary structure is adjusted to account for the general movement of compensation in the broader market year-over-year and address any specific competitiveness issues that may exist within certain grades
   - The 2% adjustment reflects a typical and conservative approach to accounting for this increase

Market competitiveness

1

- Consistent with findings from the 2018/2019 and 2019/2020 studies, the City's **pay levels in the Enterprise Funds trend below market median** by a significant margin (-16% on average)
- The **market data includes for-profit organizations**, which tend to have higher pay levels than municipalities
- The City previously determined the appropriate **target position for base pay is -10% of median**, which:
  - Recognizes the inherent difference between the appropriate pay levels for a municipality vs. a for-profit entity while balancing increasing competitive pressure from for-profit employers
  - Accounts for the benefits offered by the City and the more favorable work-life balance of working for the City vs. a for-profit enterprise

On average, the City's Base Pay is 16% below market median. This reflects a slight improvement over the 2019/2020 study.

The City previously decided its "target market position" is 10% below the market median data collected. The structure is based on this target market position.

View the appendix to see a more detailed description of our methodology

Market competitiveness (continued)

1

- The results of the current market study are consistent with the results from prior studies

Competitiveness vs. Market Median by Enterprise Fund

Enterprise Fund	Variance from Market Median	Number of Employees in Benchmark Sample
Airport Operations	-28%	3
Energy Services	-12%	46
Stormwater Maintenance	-13%	9
Water Resources	-19%	45
Overall	**-16%**	**103**

For the City to achieve its desired competitiveness of -10% of market median, selective investments in market adjustments would be required.

- Note that tenure and experience of the workforce may be contributing to the City's below-market median position because turnover tends to be high in some City jobs

Salary structure update

2

First, some background -

- The City of Monroe **adopted a new market-based approach** to the Enterprise Funds in 2018 because:
  - Competition for these jobs is tight in the local market and extends beyond municipalities
  - The Springsted approach was not adequately supporting competitive pay levels for many of the Enterprise Funds jobs

What does it mean to have a market-based pay structure?

- **Prioritizes market-competitive pay levels** over other considerations (like internal equity or "responsibility" levels)
- Updates are made annually to **ensure on-going competitiveness** of the structure
  - ➢ Overall **structure adjustment factor** (typically between 1.5% and 2.5%)
  - ➢ Grade **assignment changes** for jobs with:
    - Significantly expanded or reduced responsibilities or
    - Market movement that supports a higher grade assignment in the structure

Salary structure update (continued)

2

Employees are positioned relatively low in the salary ranges – indicating the City's pay levels are below the targeted market rate.

- **The 2021 salary structure has been updated by a factor of 2% with some additional changes** to better reflect market and internal equity considerations for some specific grade levels
- **Employees tend to be paid lower in the salary ranges** with the average employee salary falling 10% below the midpoint, a consistent finding from prior studies

Implementation of the updated structure requires investment of approximately $8,000 to $10,000 in salary increases for individuals who are below the range minimum.

- **The new structure results in a number of below-minimum adjustments** (i.e., moving employees to the pay range minimum) required for implementation
  - **Eleven (11) employees are below the minimum** of the new salary ranges
  - **Investment required for the below-minimum adjustments is approximately $8,000 to $10,000** (accounts for internal equity adjustments in addition to the below-minimum adjustments)

Salary structure update (continued)

2

Appropriate Range Placement for Employees Based on Individual Characteristics

Minimum	Midpoint	Maximum
Bottom	Middle (Competitive Zone)	Top
Employees who: ▪ Are new to their roles and lack experience in the job ▪ Require more oversight than is expected for the job ▪ Have demonstrated inconsistent performance outcomes over time	Employees with: ▪ Adequate skills and experience to perform their jobs with the expected level of guidance and oversight ▪ Typical or average skills relative to others in the job *This is the "target" zone for most employees*	Employees who: ▪ Demonstrate superior skills and experience relative to peers ▪ Have consistently demonstrated exceptional performance with contributions above the expectations for the job ▪ Possess rare or unique skills or knowledge

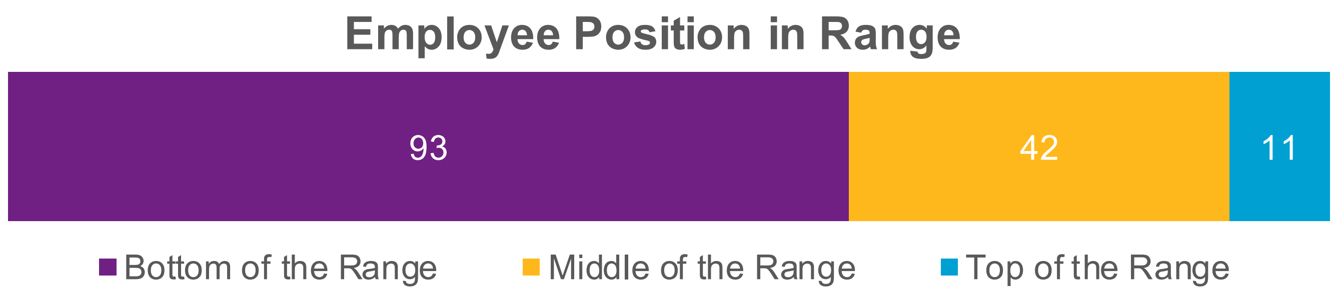
Midpoint approximates the City's desired market target position for most jobs

Salary structure update (continued)

2

The position-in-range analysis shows that a high percentage of employees sit below the competitive zone within the salary range.

- Most Enterprise Funds employees sit in the bottom part of their salary ranges (defined as <90% of midpoint)
- It is important to understand that this trend could be largely explained by tenure/experience of the City's employees
- However, given potential risk of turnover, WTW recommends considering market-based pay adjustments to address this finding



Recommended approach to market-based pay adjustments

WTW recommends market-based pay adjustments to enhance the City's competitive position and help mitigate turnover risk

The following strategy is recommended:

- Prioritize pay increases for those that are below or only slightly above the range minimum
- Further prioritize increases based on current retention/turnover/recruiting challenges (e.g., prioritize increases in positions where the City is experiencing highest turnover)
- Review others who are positioned lower in the salary ranges on a case-by-case basis and determine if they are placed appropriately in the range based on factors such as:
  - Time in position
  - Experience
  - Performance
  - Internal equity with peers
- Make appropriate adjustments given available budget/cost constraints

Potential budgeting for a market-based adjustments

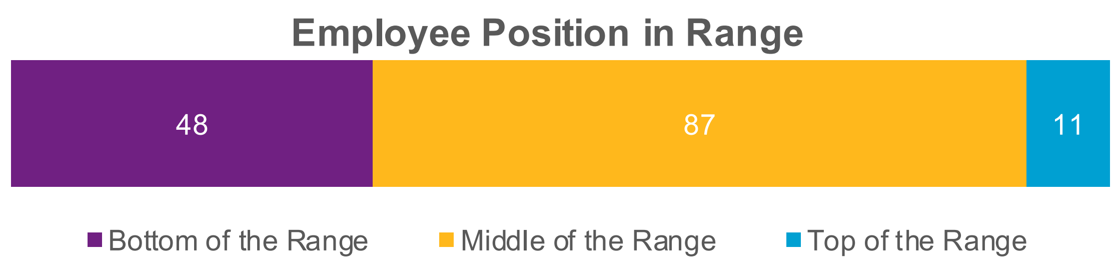
- WTW has modeled an approach for market-based adjustments for the purposes of establishing a reasonable budget
- WTW is not recommending the City apply the modeled scenario in a formulaic way to determine adjustments for individuals
  - Rather discretion should be applied to determine the appropriate increase based on experience, tenure, performance, and internal equity
  - Some employees in the middle part of the range may also receive an increase to account for internal equity

Market-Based Adjustment Budget

Enterprise Fund	Estimated Budget Required
Airport Operations	$12,000 - $14,000
Energy Services	$65,000 - $70,000
Stormwater Maintenance	$47,000 - $52,000
Water Resources	$76,000 - $80,000
Parks and Rec	$9,000 - $11,000
Overall	**$209,000 - $227,000**

This model brings employees paid in the bottom of the range to 90% of midpoint with a 6% increase cap.

- The resulting position in range is a significant improvement over current state wherein 93 employees are positioned in the bottom of the range



Appendix

Competitive Market Study Methodology

This methodology is consistent with the previous studies WTW has conducted for the City of Monroe

Compensation Market

- The market data collected reflects a blend of private and public employers
- Where published, WTW has pulled data specific to the Southeast region, which is the City of Monroe's local talent market. Where Southeast data are not published, a 2% discount has been applied to the National data to approximate the Southeast market

Survey Sources

- Willis Towers Watson determined market rates for all positions based on data from the following published compensation surveys
  - Towers Watson U.S. CDB Energy Services Middle Management & Professional Survey
  - Towers Watson U.S. CSR General Industry Compensation Survey Suite – Energy Sector cut
  - EAPDIS Energy Technical Craft Clerical Survey
  - APPA Public Power Survey
  - AWWA Water Utility Compensation Survey
- In general, all survey sources are equally weighted

Market Positioning and Survey Aging

- WTW is providing market data for both Base Salary at the median (50^{th} percentile) of the market
- To balance varied data collection dates of the compensation surveys, market pay levels were adjusted by an annualized rate of 3.0% to reflect a common date of February 1, 2021

STAFF REPORT

TO:	Mayor and City Council
VIA:	E.L. Faison, City Manager
DATE:	February 10, 2021
FROM:	Debra Chestnut Reed, Director of Human Resources
PREPARED BY:	Debra Chestnut Reed, Director of Human Resources
SUBJECT:	Open Conversation on Racism Committee Update

SUMMARY STATEMENT

The Chair of the Open Conversation on Racism Committee will provide City Council with a recommendation for establishing a Diversity, Equity, and Inclusion (DEI) Committee, selection of a Chairperson, and ask for exemption from the City's process for committee appointments.

REVIEW

During the December 10, 2020 Open Conversation on Racism public webinar, a motion was made by the participants in the conversation for the Open Conversation on Racism Committee's Councilmembers to present a recommendation to City Council to establish a Diversity, Equity, and Inclusion (DEI) Committee. The DEI Committee would meet quarterly to review diversity, equity, and inclusion issues within the County and the City. The participants requested that the DEI Committee be established as a Mayoral Committee.

At the January 13, 2021, City Council Strategic Planning Meeting, the issue of the DEI Committee creation came up. The City Attorney advised the Council that it was not able to create a Mayoral Committee on its own, in that the City Code vested that authority solely with the Mayor. However, the Council voted to create the DEI Committee as a Mayoral Committee despite this.

At the February 2, 2021 meeting of the Open Conversation on Racism Committee, the issues related to the creation of the DEI Committee were discussed. The Committee was advised that while the Council voted to create the DEI Committee as a Mayoral Committee, the action was not valid as it would have been against the language of the City Code, absent an exception created by Council (and no exception was created). The Committee discussed methods for creating the DEI Committee that met the goals of the Committee and the participants in the webinar, that also met the requirements of the City Code.

Given that a Mayoral Committee would be limited to no more than twelve (12) members (up to three (3) Councilmembers and up to nine (9) citizens), the Committee noted that a committee of twelve (12) or less might not adequately be able to handle the issues the DEI Committee would be asked to examine on a quarterly basis. As a Council-created (and not Mayoral) committee could be larger than twelve (12) members, the Committee believed that a Council-created committee would be appropriate.

The Open Conversation on Racism Committee, makes the following recommendations to the City Council:

1. It authorize the creation by Council of the Diversity, Equity and Inclusion Committee ("DEI Committee), with the Committee size limited to no more than twenty-five (25) members;
2. It select Councilmember Surluta Anthony to chair the DEI Committee, and authorize the members of the Open Conversation on Racism Committee to select the Vice-Chair of the Committee; and
3. It exempt the DEI Committee from the requirements of Section 32.201 of the City Code, which will allow the members of the Open Conversation on Racism Committee to select the members of the DEI Committee (which will be drawn from individuals from the City and within the County who advise the Open Conversation on Racism Committee of their interest in serving by submitting applications over a short period of time following approval by Council)

RECOMMENDATION

The Open Conversation on Racism Committee requests that the Council approve the recommendations listed above.

STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: February 10, 2021

FROM: Russell Colbath, Water Resources Director

SUBJECT: Wastewater Treatment Plant Capacity Update

SUMMARY STATEMENT

City Council is requested to receive information and provide feedback concerning the City's WWTP capacity and expansion plans.

REVIEW

Water Resources Department staff will present information and seek feedback on the following WWTP capacity topics:

- Review of current WWTP capacity
- Review of current on-paper capacity commitments and development trends
- Action plan and timing for WWTP Expansion
- Capacity use goals to grow Monroe until expanded WWTP is on-line

RECOMMENDATION

City Council is requested to receive information and provide feedback concerning the City's WWTP Capacity and Expansion Plans.

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: February 10, 2021

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Budget Discussion for Legislative Division

SUMMARY STATEMENT

Council will discuss the Budget for the Legislative Division.

REVIEW

Council Member Surluta Anthony and Council Member Franco McGee have requested a discussion on the Budget for the Legislative Division.

RECOMMENDATION

Council discuss the Budget for the Legislative Division.

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