



**Citizen Advisory Committee on Governance
Virtual Meeting Agenda
July 23, 2020
4:00 – 5:30 p.m.**

- | | |
|---|-----------------------|
| 1. Call to Order/ Agenda Overview | Chairs Amy and Cyndee |
| 2. Overview of Guiding Principles | Chairs Amy and Cyndee |
| 3. Review and Discuss Committee Charges and Central Questions <ul style="list-style-type: none">• Mayor and City Council terms of office including the length of terms, as well as the method of implementation• Mayor and City Council full or part-time positions and related compensation• Updated policy guidelines and principles for City Council redistricting resulting from results of the 2020 Census• Discussion on Committee's Review Process, Timeline and Solicitation of Public Input | Committee |
| 4. 06.25.2020 Follow-Up Questions and Responses <ul style="list-style-type: none">• 2020 City of Charlotte Mayor and City Council Benefits• City of Charlotte Office of Constituent Services Support Staff Job Description and Compensation• 2020 Mecklenburg County Districts by Population• FY 2021 Mecklenburg County Board of County Commissioners (BOCC) Compensation• 2020 Mecklenburg County Benefit Enrollment Guide• Mecklenburg County BOCC Support Staff Job Description and Compensation• UNC School of Government Roles of Governing Bodies Section | Staff |
| 5. Questions and Request(s) for Information | Committee |
| 6. Adjourn <ul style="list-style-type: none">• Next meeting August 20 at 4:00 p.m. | |



**Citizen Advisory Committee on Governance
Virtual Meeting Agenda
Thursday, July 23, 2020
4:00 – 5:30 p.m.**

**Thursday, July 23, 2020 Agenda Packet
Table of Contents**

<u>ITEM</u>	<u>PAGES</u>
2020 City of Charlotte Mayor and City Council Benefits	1 – 2
City of Charlotte Office of Constituent Services Support Staff Job Description and Compensation	3 – 6
2020 Mecklenburg County Districts by Population	7
FY 2021 Mecklenburg County Board of County Commissioners (BOCC) Compensation	8
2020 Mecklenburg County Benefit Enrollment Guide	9 – 21
Mecklenburg County BOCC Support Staff Job Description and Compensation	22 – 24
07.23.2020 Citizen Advisory Committee on Governance Presentation	25 – 37

2020 Benefits for Mayor and City Council Members

FY20 Salary:

Mayor Salary: \$27,196.44

City Council Salary: \$21,015.48

- Salary and expenses are paid monthly on the 4th Friday. Direct deposit is available.
- Withholding includes Federal, State, and FICA taxes and deductions for all elected benefits.

Benefits:

- Medical Insurance (*Cost is shared with City*)
- MyClinic - Five primary/sick care clinics (*Included with medical coverage*)
- Wellness Works Program (*Paid by City*)
- Onsite Fitness Center (*Paid by Mayor/CCM*)
- Employee Assistance Program (*Paid by City*)
- Dental Insurance (*Cost is shared with City*)
- Vision Insurance (*Paid by Mayor/CCM*)
- Flexible Spending & Health Savings Accounts (*Paid by Mayor/CCM*)
- Hospital Indemnity Insurance (*Employee Portion Paid by City*)
- Critical Illness, Accident and Whole Life Insurance (*Paid by Mayor/CCM*)
- \$50,000 Term Life and Accidental Death and Dismemberment Insurance (*Paid by City*)
- Supplemental Term Life Insurance 1,2,3,4, or 5 times annual salary (*Paid by Mayor/CCM*)
- Dependent Term Life Insurance in the following increments: (*Paid by Mayor/CCM*)
 - Spouse Life and AD&D: \$1,000, \$5,000, \$10,000, \$20,000, \$30,000
 - Child Life and AD&D: \$1,000, \$2,000, \$5,000, \$10,000, \$15,000
- Group Legal & Identity Theft (*Paid by Mayor/CCM*)
- All Access Transit Pass (*Paid by Mayor/CCM*)

Retirement:

- Mayor and City Council Members are eligible to participate in the City's 457 Deferred Compensation Plan.
- Mayor and City Council Members are not eligible to participate in the N.C. Retirement System by state law. Since participation in the City's 401(k) plan is contingent on being a member in the Retirement System, the Mayor and Council members are not eligible to participate in the 401(k) plan.

2020 Monthly Rates

City of Charlotte
Citizen Advisory Committee on Governance
July 23, 2020

Medical Plan Rates

Blue Options Health Savings Account Plan A			
Tier	Employee Cost	City Cost	Total Cost
Employee Only	\$34.67	\$456.05	\$490.72
Employee/Spouse	\$303.33	\$709.22	\$1,012.55
Employee/Children	\$190.67	\$598.80	\$789.47
Employee/Family	\$346.67	\$1,109.21	\$1,455.88
City provides \$1000/\$2000 HSA Wellness Incentive contribution.			

Blue Options Health Savings Account Plan B			
Tier	Employee Cost	City Cost	Total Cost
Employee Only	\$152.31	\$618.23	\$770.54
Employee/Spouse	\$633.96	\$972.47	\$1,606.43
Employee/Children	\$461.06	\$852.07	\$1,313.13
Employee/Family	\$843.91	\$1,556.75	\$2,400.66
City provides \$500/\$1,000 HSA Wellness Incentive contribution.			

Blue Options PPO Plan D - Wellness			
Tier	Employee Cost	City Cost	Total Cost
Employee Only	\$56.33	\$446.26	\$502.59
Employee/Spouse	\$325.00	\$727.11	\$1,052.11
Employee/Children	\$234.00	\$644.29	\$878.29
Employee/Family	\$433.33	\$1,162.74	\$1,596.07

Blue Options PPO Plan E - Wellness			
Tier	Employee Cost	City Cost	Total Cost
Employee Only	\$160.33	\$833.36	\$993.69
Employee/Spouse	\$680.33	\$1,400.10	\$2,080.43
Employee/Children	\$498.33	\$1,239.20	\$1,737.53
Employee/Family	\$936.00	\$2,231.19	\$3,167.19

Dental Plan Rates

Basic Dental Plan			
Tier	Employee Cost	City Cost	Total Cost
Employee Only	\$4.12	\$28.00	\$32.12
Employee/Spouse	\$36.28	\$28.00	\$64.28
Employee/Children	\$29.04	\$28.00	\$57.04
Employee/Family	\$61.20	\$28.00	\$89.20

Plus Dental Plan			
Tier	Employee Cost	City Cost	Total Cost
Employee Only	\$21.16	\$28.00	\$49.16
Employee/Spouse	\$70.36	\$28.00	\$98.36
Employee/Children	\$69.24	\$28.00	\$97.24
Employee/Family	\$118.44	\$28.00	\$146.44

Blue Options PPO D - Non Wellness		
Employee Cost	City Cost	Total Cost
\$98.02	\$404.57	\$502.59
\$408.33	\$643.78	\$1,052.11
\$275.69	\$602.60	\$878.29
\$516.66	\$1,079.41	\$1,596.07

Blue Options PPO E - Non Wellness		
Employee Cost	City Cost	Total Cost
\$202.02	\$791.67	\$993.69
\$763.66	\$1,316.77	\$2,080.43
\$540.02	\$1,197.51	\$1,737.53
\$1,019.33	\$2,147.86	\$3,167.19

Vision Plan Rates

Vision Plan			
Tier	Employee Cost	City Cost	Total Cost
Employee Only	\$13.12	\$0	\$13.12
Employee/Spouse	\$20.77	\$0	\$20.77
Employee/Children	\$21.18	\$0	\$21.18
Employee/Family	\$34.15	\$0	\$34.15



Office of Constituent Services Support Staff

Job Description

*Classified Job Title: Corporate Communication [Associate, Specialist or Senior] **

*Working Title: City Council Support [Associate, Specialist or Senior] **

Summary

The Corporate Communications Specialist will be assigned to the Office of Constituent Services and is responsible for providing administrative support to members of Charlotte City Council, special projects and additional administrative assignments as needed. The ideal candidate must be very detail-oriented, responsive, organized, and efficient and have excellent customer service skills.

Responsibilities

The Office of Constituent Services shall perform only duties to assist a council member in performing the council member's official duties.

Administrative

- Effectively manage schedules for assigned City Council members, ensuring their calendars are up-to-date and they are informed of upcoming meetings/events, validate the relevancy of meetings and providing supplemental background information on the meeting topics and key meeting attendees
- Coordinate, arrange, and confirm assigned meetings and travel/other arrangements for City Council members
- Receive and screen visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment
- Review and determine the priority of and route assigned incoming correspondence including email and mailed letters and invitations, then respond
- Provide back-up support to team members and performs other related secretarial duties as needed including the floor ambassador
- Analyze complex administrative problems and prepare recommendations with a high level of discretion
- Complete special projects and additional administrative support assignments as needed
- Provide weekly highlights of the following week's schedule for assigned City Council members
- Track travel expense for assigned City Council members
- Provide technology support to assigned City Council members and requests in partnership with I&T
- Obtain signatures from council members for various documents
- Collect and disseminate mailed letters and invitations
- Research, collect and create public records request reports





- Through council emails and obtaining council's city cell phone and pulling text messages for public records requests.
- Cover council business, strategy and zoning evening meetings for dinner support through a rotating schedule

Constituent Relations

- Enter all constituent information/service requests into the customer relationship management software system, track the progress of service requests and provide updates on services requests on a routine basis to City Council members
- Plan Town Halls, district and other community events then provide onsite support i.e. guest check-in and event set up

Education

- Associate degree and three (3) years of related experience or a bachelor's degree and One (1) year of related experience

Experience

- Proven ability to work as a team member and with diverse workgroups, various departments, (or independently) and follow up with all colleagues
- Office administrative practices and procedures; principles and practices of sound business communications
- Advanced Microsoft Office skills (Excel, Word, PowerPoint)

Knowledge, Skills and Abilities

- Excellent organizational, interpersonal, and written/oral communication skills
- Demonstrated ability to establish and adhere to priorities and multitask in a fast-paced environment
- Positive attitude and supportive, team-based approach
- Non-political and can serve all political parties
- Ability to interact on a professional level with City staff and City Council members
- Ability to set work priorities and meet deadlines
- Schedule flexibility allowing for occasional assignments on weeknights and weekends
- Ability to maintain highly sensitive and confidential information; set priorities and takes initiative and exercise sound independent judgment within the areas of responsibility, and establish and maintain effective working relationships with public officials, organizations, departments and teammates
- Adapt to and manage rapidly changing priorities to meet the needs and expectations of elected officials, executives, and staff





Physical and Sensory Requirements

- A candidate must be able to:
 - Sit for long periods of time at a desk to work at a computer
 - Talk to guests and callers
 - Hear callers and guests
 - Use hands and fingers to operate a computer, telephone, access files, printer and other office machinery
 - Move around to different rooms and offsite locations for meetings and site visits
 - Evaluate information that is highly sensitive and practice sound judgement
 - Read and comprehend emails, materials, letters, invitations and more then determine how council should reply

*Title Designations

Title designations are based on a combination of years of experience in the Office of Constituent Services role, job performance, work load and special project assignment and completion. Please note that Associates seeking to be a Specialist should have at least three years' experience in their role. Specialists seeking to be Senior should have at least ten years' experience.



City of Charlotte
MCC Support Staff
FY 2020 – 2021 Compensation

- There are eight positions in the Office of Constituent Services with the City of Charlotte. These positions support the Mayor and City Council directly.
 - One MCC Support Specialist Sr. (\$1,758.87/week) (\$91,461.24 annually)
 - Four MCC Support Specialists (avg. \$1,339.94/week) (\$69,676.88 annually)
 - Three MCC Support Specialist Associates (avg. \$1,233.27/week) (\$64,130.04 annually)
- The average compensation for these positions is \$1,233.42/week (\$64,137 annually). The median compensation for these positions is \$1,345.71/week (\$69,940 annually).

BOCC District	Total Population
1	173510.63
2	198938.37
3	192740.73
4	195274.02
5	171711.34
6	191729.53

**Mecklenburg County, North Carolina
Board of County Commissioners
Compensation & Allowances
Fiscal Year 2019-2020**

Salaries

(1) Chairman at \$37,370 and (7) Commissioners at \$29,894 each	\$274,964
Commissioner Patricia Cotham at \$28,336	

Auto Allowance

(1) Chairman at \$4,893 and (7) Commissioners at \$4,501 each	\$40,666
Commissioner Patricia Cotham \$4,266	

Technology Allowance

(8) Commissioners at \$4,935 each	\$44,158
Commissioner Patricia Cotham \$4,678	

Expense Allowance

(8) Commissioners at \$9,233 each	\$82,616
Commissioner Patricia Cotham \$8,752	

Total Compensation and Allowances	\$442,404
--	------------------

Mecklenburg County Board of County Commissioners Benefits

- Retirement Savings - ICMA 457 Plan
 - Dollar for Dollar Match up to 5%
 - 100% Vested Immediately
 - No Waiting Period for Participation
- Basic Life Insurance
 - \$10,000
 - Dependent/Spouse coverage available
- Supplemental Term Life Insurance
 - Up to 6x annual salary (4 x without medical underwriting)
 - Rates based on age, smoking habits and amount of insurance



BENEFIT ENROLLMENT GUIDE 2020

MECKLENBURG COUNTY COMMISSIONERS

2020 HIGHLIGHTS

Note: BOCC receive same coverage as active employees; but premium frequency is monthly versus biweekly.

Blue Cross Blue Shield of North Carolina

New Medical Provider

HSA Seed Money

County Contribution Increase

CVS Caremark

New Pharmacy Vendor

IMPORTANT DATES

November 4 - November 15, 2019

Medical, Dental, Vision, FSA, HSA
Benefits Enrollment

HUMAN RESOURCES
EMPLOYEE SERVICES CENTER
704.432.6947

MEDICAL PLANS + RATES FOR 2020

City of Charlotte
Citizen Advisory Committee on Governance
July 23, 2020

Monthly Deductions	HSA		PPO	
	Employer Contribution	Employee Cost	Employer Contribution	Employee Cost
Employee Only	\$771.33	\$49.33	\$742.30	\$92.94
Employee + Child(ren)	\$1,217.67	\$177.45	\$1,67.03	\$252.87
Employee + Spouse	\$1,566.00	\$239.45	\$1,500.47	\$337.05
Employee + Family	\$2,471.67	\$400.64	\$2,367.42	\$555.92

Plan Design	HSA	PPO
Deductible (Single/Family)		
In-Network	\$1,600/\$3,200	\$600/\$1,200
Out-of-Network	\$3,200/\$6,400	\$1,500/\$3,000
HSA Seed	\$1,000/\$2000	N/A
Coinsurance		
In-Network	20%	20%
Out-of-Network	40%	40%
Out of Pocket Max - In-Network	\$3,550/\$7,100	\$3,600/\$10,800
Out of Pocket Max - Out-of-Network	\$7,100/\$14,200	\$10,800/\$21,600
Lifetime Maximum	Unlimited	Unlimited
Physician Services		
Primary Care/Specialist	20% after deductible	\$25/\$40
Preventative Care	Covered at 100%	Covered at 100%
Allergy Injection	20% after deductible	Covered at 100%
Surgery	20% after deductible	20% after deductible
Hospital Facility		
Inpatient/Out Patient	20% after deductible	20% after deductible
Emergency Room	20% after deductible	\$225 copay, 20% after ded.
Urgent Care	20% after deductible	\$25
MyClinic - OurHealth		
Preventative	Free	Free
Sick Visit	\$25	Free
Prescriptions	\$4	Free
Prescription Drugs - CVS Caremark		
Generic Preventative	100%	100%
Retail Generic	20% after deductible	\$10
Retail Preferred Brand	20% after deductible	20%, \$25 min & \$75 max
Retail Non-Preferred Brand	20% after deductible	40%, \$50 min, \$100 max



Website: www.bluecrossnc.com/

Phone Number: 877-224-3305

Medical Plan Opt Out/Waive

If you have other group coverage and do not want to participate in the County's medical plan for 2020, you may choose to opt out/waive and receive a one-time cash benefit of \$400 (grossed up to \$540) added to your paycheck in January.

Please Note:

- Employees hired after January 1, 2017 are only eligible for the HSA plan.
- Routine eye exams are no longer covered by the medical plans.
- **Changes are indicated in red.**

OurHealth

OurHealth is an independent provider of primary care clinics. Mecklenburg County has partnered with OurHealth to provide access to near-site primary clinics, offering services such as primary care, illness and injury care, labs, medication dispensing, and wellness services.

Who is eligible to use OurHealth?

To utilize OurHealth services you must be enrolled in a county medical plan as a:

- County Employee
- Library Employee
- Non-Medicare Retiree
- Spouse
- Dependent (ages 3+)

Registration & Contact Information

To register your account, or for more information, visit: member.ourhealth.org

Or contact OurHealth's Member Relations Team at: (980) 202-6526 or (866) 451-3467

MyClinic Rates	HSA	PPO
Preventative	Free	Free
Sick Visit	\$25	Free
Prescriptions	\$4	Free

MyClinic Locations

MyClinic @ 4th and McDowell

901 E. 4th St., Suite D
Charlotte, NC 28204

MyClinic @ Albemarle Crossing

9020 Albemarle Road, Suite E
Charlotte, NC 28227

MyClinic @ Northlake

10216 Perimeter Pkwy, Unit C
Charlotte, NC 28216

MyClinic @ Wilkinson Blvd

4000 Wilkinson Blvd, Suite A
Charlotte, NC 28208

MyClinic @Tower Place

8700 Pineville Matthews Road
Suite 350
Charlotte, NC 28226

Experience True Savings and Convenience with a MyClinic Near You!

Adult Care

- Ages 16+
- Preventative Care
- Care of Colds/Flu, Minor Injuries, Rashes/Wound Care, Etc.

Pediatric Care*

- Ages 3-15
- Minor illness and injuries: cuts, bumps, bruises, sprains
- Sports and camp physicals

Wellness Services

- Annual exams/physicals
- Health Coaching
- Tobacco cessation
- Diabetes management
- Biometric screening

Medications

- 140+ common medications dispensed onsite or delivered to your home
- Prescriptions filled onsite

General Labs

- Onsite general blood and urine labs
- Outside lab orders allowed from other providers

Online Tools

- Schedule appointments online
- Access lab test results
- Find clinic locations and hours
- Learn more about your providers
- Health risk assessment

*OurHealth is not a pediatric practice and does not offer well checkups, routine physicals, chronic disease management, or immunizations for children under 16.

Top 4 Reasons to Visit:

- 1 High Quality Primary Care
- 2 Little to no cost services as part of your benefits plan
- 3 Conveniently Located
- 4 Complete biometric screening to earn myTotal Health Rewards

MDLIVE (TELEHEALTH)



KNOW WHERE TO GO:

When your doctor is not available and you need medical care, it's good to know your options. You'll save time and money while getting the right care at the right place.

To learn more visit:
BlueCrossNC.com/GoRightPlace

Health Issues:

YOUR OPTIONS

MDLIVE (TELEHEALTH) Visit mdlive.com/ncvideodoc

- Get a video consult with a doctor 24/7
- Convenient for minor health issues

Convenience Care Center

- Basic care from a nurse practitioner for anyone over 18 months old
- Can walk in without an appointment
- Basic care from a nurse practitioner for anyone open after 5 p.m. and on weekends

Urgent Care Center

- Fast care from a doctor, nurse practitioner or physician assistant
- Can walk in without an appointment
- Open after 5 p.m. and on weekends
- X-rays and lab services often available

Emergency Room

- Care for severe emergencies
- Available 24/7

WHERE TO GO	Minor Health Issues (examples)	Moderate Health Issues (examples)	Life-Threatening Emergencies (examples)
	<ul style="list-style-type: none"> • Sore or strep throat • Minor fevers • Cough, colds & flu • Nasal congestion • Skin issues • Pink eye • Insect bites • Minor burns, cuts & sprains 	<ul style="list-style-type: none"> • Migraines • Vomiting & diarrhea • Fevers • Asthma attacks • Severe cough • Eye irritation • Minor reactions to medications 	<ul style="list-style-type: none"> • Chest pain • Severe trouble breathing • Pain in the arm or jaw • Severe abdominal pain • Heavy bleeding • Head trauma • Severe burns • Seizures or convulsions
	MDLIVE mdlive.com/ncvideodoc <ul style="list-style-type: none"> • Average wait time: 10 minutes (can vary) • Average cost: \$45 or less (varies by plan) 		
	Convenience Care Center <ul style="list-style-type: none"> • Average wait time: 30 minutes (45 minutes total visit) • Average cost: \$13 (varies by plan) 		
	Urgent Care Center <ul style="list-style-type: none"> • Average wait time: 30 minutes or less (60 minutes or less total visit) • Average cost: \$57 (varies by plan) 		Emergency Room <ul style="list-style-type: none"> • Average wait time: 26 minutes (2hrs 33 minutes total visit) • Average member cost: \$453 (varies by plan)

Even more telehealth services for your convenience:

With MDLIVE, you can see a doctor from the comfort of your home, office or even on-the-go 24 hours a day, seven days a week.

Telehealth is the latest way Blue Cross and Blue Shield of North Carolina (Blue Cross NC) is making health care more available and affordable. Combining medicine and technology delivers clinical care quickly and conveniently – wherever you are.

In addition to your acute care, state-licensed doctors address non-emergency needs in behavioral health and dermatology.

Behavioral Health:

Sometimes life can be too much to handle. Situations like stress at work, changes at home or the loss of a loved one can make you feel like you've got nowhere to turn. You do. With MDLIVE, you have access to licensed mental health professionals who can help you deal with stress, depression, anxiety and more. Plus, you have the option to choose a telephone or video consult, based on your comfort level.

Behavioral Health Consultations and Fees		
Type of Provider/Visit	Fee	Length
Initial Psychiatric Visit	\$250	No Limit
Ongoing Psychiatric Visits for Individual/Family	\$100	30 minutes
	\$150	45 minutes
	\$200	60 minutes
Psychiatrist visit for medicine check (no therapy)	\$95	15 minutes
	\$100	25 minutes
	\$150	40 minutes
Initial Therapist Visit	\$90	No Limit
Ongoing Therapist Visits for Individual	\$45	30 minutes
Ongoing Therapist Visits for Individual	\$90	45 minutes
Ongoing Therapist Visits for Family	\$90	50 minutes

Conditions Treated



- Addictions
- Anxiety
- Bipolar disorder
- Depression
- Eating disorders
- Grief and loss
- Postpartum depression
- PTSD
- Relationship issues
- Stress
- Trauma
- And more

How it works:

The average wait time to schedule an initial appoint is 10-15 days. When scheduling, members have the option to select a telephone or video consult.



Dermatology:

Getting an appointment with a dermatologist can take weeks – even months. Now you can upload a few photos and, in just days, you have a diagnosis and treatment plan from a licensed dermatologist.

Dermatology Consultation Fee	
Dermatology Services	\$59

How it works:

Upload a few photos and a description of your condition. A dermatologist examines the photos and provides diagnosis, treatment plans and prescriptions (if appropriate) for the most common conditions.

Conditions Treated



- Acne & rashes
- Alopecia
- Bruises
- Cold sores
- Eczema & psoriasis
- Inflamed or enlarged hair follicles
- Moles
- Rosacea
- Skin infections
- Warts
- And more

DENTAL PLAN + RATES FOR 2020

Same Plans & No Rate Increases!

Monthly Deductions	Standard Plan		Enhanced Plan	
	Employer Contribution	Employee Cost	Employer Contribution	Employee Cost
Employee Only	\$19.25	\$4.78	\$31.64	\$7.85
Employee + Child(ren)	\$19.25	\$30.89	\$31.64	\$50.75
Employee + Spouse	\$19.25	\$25.11	\$31.64	\$41.25
Employee + Family	\$19.25	\$49.39	\$31.64	\$81.14

Calendar Year Max (Class I, II and III Expenses, per Individual)	Standard Plan	Enhanced Plan
Calendar Year Max In-Network	\$1,000	\$1,500
Calendar Year Max Out-of-Network	\$1,000	\$1,500
Calendar Year Deductibles (Individual/Family)	\$75/\$225	\$50/\$150
Class I Expenses - Preventative & Diagnostic Care (In-Network/Out-of-Network)	100%/80%	100%/100%
	No Deductibles	No Deductibles
Oral Exam, X-Rays, Cleanings, Emergency Care to Relieve Pain, Sealants, Histopathologic Exams, Fluoride Application, Space Maintainers (limited to non-orthodontic treatment)		
Class II Expenses -Basic Restorative Care (In-Network/Out-of-Network)	70%/50%	80%/80%
	After Deductible	After Deductible
Fillings, Extractions, Anesthetics, Repairs for Dentures, Bridges, Crowns and Inlays, Rebases and Adjustments, Minor/Major Periodontics, Root Canal Therapy/Endodontics, Relines		
Class III Expenses - Major Restorative Care (In-Network/Out-of-Network)	40%/Not Covered	50%/50%
	After Deductible	After Deductible
Crowns, Inlays/Onlays, Dentures, Bridges		
Class IV Expenses - Orthodontia (In-Network/Out-of-Network)		
Coverage for Eligible Children Only (up to age 19)	Not Covered	50%/50%, No Separate Deductible
Lifetime Maximum	Not Covered	\$1,500
Missing Tooth Provision	Teeth missing prior to coverage under the CIGNA Dental plan are not covered.	
Treatment Review	Available on a voluntary basis when extensive work in excess of \$200 is proposed.	
Student Age Limit	26	



Website: www.mycigna.com
Call Center: 1.800.244.6224

Dental Plan Comparison Summary

Regular full-time employees have two options for dental coverage:

Standard Plan

- Must go to an in-network dentist
- Calendar Year Maximum of \$1,000 per individual
- No Orthodontic Coverage

Enhanced Plan

- May go to any dentist
- Calendar Year maximum of \$1,500 per individual
- Orthodontic Coverage (Lifetime max \$1,500 per individual)

NOTE: Dental Cards will not be issued to employees. To print a dental card or to locate a provider, please go to www.cigna.com

VISION PLAN + RATES FOR 2020

City of Charlotte
Citizen Advisory Committee on Governance
July 23, 2020

Same Plans & No Employee Cost Increases!

Monthly Deductions	Standard Plan		Enhanced Plan	
	Employer Contribution	Employee Cost	Employer Contribution	Employee Cost
Employee Only	\$0.78	\$5.18	\$1.58	\$10.53
Employee + Child(ren)	\$1.69	\$11.28	\$3.03	\$20.24
Employee + Spouse	\$1.60	\$10.72	\$2.95	\$19.73
Employee + Family	\$2.67	\$17.71	\$4.62	\$30.78

The County offers regular full-time employees a choice of two voluntary vision plans for a minimal premium which provides coverage for exams, lenses, frames, contacts, etc. at reduced costs.

Plan Design	Standard Plan	Enhanced Plan
Copays	Eye Exam Every 12 Months	
Exam	\$10	\$0
Materials	\$20	\$0
Contact Lenses		
<i>in lieu of eyeglasses</i>	<i>Contact Lenses every 12 months</i>	
Covered in Full - Contact Lenses		
Contacts (including disposables), the fitting/evaluation fees, and up to two follow-up visits are covered in full. If disposable contact lenses are chosen, up to 6 boxes are included when obtained from a network provider.		
Non-Covered - Contact Lenses		
A \$150 allowances is applied toward the fitting/evaluation fees and purchase of contact lenses outside of United Healthcare Vision covered in full contacts. The materials copay does not apply.		
Frames	<i>Frames every 24 months</i>	
\$50 wholesale frame allowance is applied toward the wholesale cost of a frame at private practice providers, or a \$130 frame allowance applied toward the retail price of a frame at retail chain providers.		
Lenses and Lens Options	<i>The following lenses and lens options are covered-in-full every 12 months</i>	
Standard	Enhanced (Standard Plus Plan)	
Lined Bifocal	High-End Progressives	Transition
Single Vision	Basic Progressives	Premium Progressive
Round & Seg	Super ET	Platinum Progressive
Lined Trifocal	Gradient Tint	UV & Scratch Guard
Scratch Coating	Solid Tint	UV Coating Glass
Plastic Bifocals	Photochromatic	UV Coating Plastic
Plastic Trifocals	Polycarbonate	16 of 37



Website: www.myuhcvision.com
Customer Service: 1.800.638.3120

Laser Vision Benefit

United Healthcare Vision has partnered with the Laser Vision Network of America to provide our members with access to discounted laser vision correction providers. 1-888-563-4497

Out-Of-Network Reimbursement

Standard and Enhanced Plan out of network benefits are the same. Network copays do not apply. Claim submission is only required for benefit reimbursement for Out of Network Services.

HEALTH SAVINGS + FLEXIBLE SPENDING ACCOUNTS

Pre-taxed payroll deduction accounts

Health Savings Account - HSA

Eligibility

- Must be on the County's HSA Medical Plan.
- Cannot be covered by a Health Care Spending Account (FSA).
- Cannot be claimed as a dependent on someone else's tax return.
- Cannot be covered by any other type of medical plan including Medicare, TRICARE, or TRICARE for Life.
- Haven't received VA Benefits within the past 3 months.

Benefits

- Account ownership - you own your account. You can use it, invest it, save it or move it as you see fit.
- Portability - Accounts are completely portable, meaning you can keep your HSA even if you:
 - Change jobs or retire
 - Move to another state
 - Change medical coverage
 - Change your marital status
 - Become unemployed
- Money can be used to pay for out of pocket IRS-qualified medical expenses. For a list of qualified expenses, please refer to Section 213(d) of the Internal Revenue code.
- Individuals age 55 and older can make an additional \$1,000 per year "catch-up" contribution.

2020 Contribution Limits

Individual - \$3,550

Family - \$7,100

Please Note:

- HSA County seed money will increase to \$1,000 for employee only and \$2,000 for family.
- Effective 1/1/2020, Health Equity Bank replaces HSA as the bank of record for all Health Savings Accounts. Employees will have the opportunity to move existing HSA Bank balances to Health Equity Bank during enrollment.

Flexible Spending Account - FSA

Healthcare Spending Account is available to regular full-time employees and eligible dependents for health care expenses not covered by insurance like co-pays, deductibles, prescriptions, dental or vision care.

Employees enrolled in the County's HSA plan cannot enroll in the health care spending account.

Please Note: You may claim expenses incurred from January 1, 2020 through March 15, 2021. Unused funds are forfeited and will not be returned to you. Claims must be filed by April 15, 2021 for reimbursement. Claims filed after April 15, 2021 will be denied.

2020 Contribution Limits

Minimum - \$260

Maximum - \$2,700

Dependent Care Account (DCA) is available to regular full-time employees for dependent care reimbursement for a child under the age of 13 or a disabled spouse or dependent. If you are married, you can use this account if you and your spouse both work, are looking for work, or, in some situations, if your spouse is a full-time student.

2020 Contribution Limits

Minimum - \$260

Maximum - \$5,000

Commuter Reimbursement Account (CRA) is available to regular full-time employee for transit reimbursement, (bus, rail, vanpool) expenses. You can use this account to purchase CATS bus, rail or vanpool passes. You may contribute up to \$255/month and you may withdraw up to \$255/month. Remaining balance will roll over from month to month. Deductions may be started and stopped at any time.



ASSISTANCE
by **bhs**

ASSISTANCE SUMMARY OF SERVICES

What is an EAP?

Your Employee Assistance Program (EAP) provides you and your household members with free, confidential assistance to help with personal or professional problems that may interfere with work or family responsibilities.

How Does it Work?

A Care Coordinator will confidentially assess the problem, assist with any emergencies and connect you to the appropriate resources. The Care Coordinator then becomes your personal point of contact and will keep in touch to ensure you achieve your desired outcomes.

What is Included?

You and your household members can receive **6 short-term problem resolution sessions** (which include assessment, follow-up and referral services) per issue, per year.

Program Feature:

- Services are available 24-hours a day, 7-days a week via a toll-free number.
- This program is a free benefit provided and paid for by your employer.
- BHS adheres to federal and state privacy laws and holds client information in the strictest of confidence. Information about a client's problem cannot be released without the written permission of that individual.

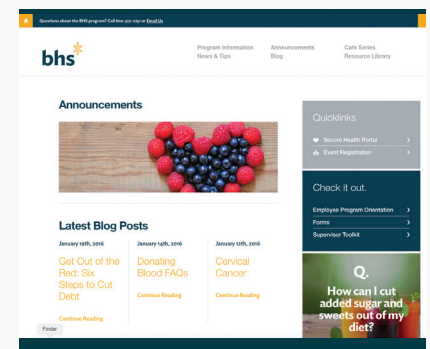
MyBHS Portal

MyBHS Portal contains a variety of resources to help improve your overall well-being, including articles, videos, health assessments, quizzes and interactive tools.

You can view program announcements, access Live Chat, read monthly newsletters and tip sheets, register for events, participate in regularly scheduled webcasts and more.

For your convenience, the BHS Online Portal also provides Locators for Childcare and Eldercare services. Locators allows you to search for childcare and eldercare resources in your geographic area by entering the city, state and zip code. Locators can be provided for adoption, child care, education, eldercare, parenting and other related topics.

Online self-paced trainings are also provided on the BHS Online Portal. These courses can be taken anywhere, anytime, with tools that allow you to pause and revisit material at your pace. Trainings are focused on areas of personal growth and productivity. Each course concludes with a customized certificate.



Browse through resources including articles, videos, health assessment tools, quizzes and interactive tools. Access MyBHS at:

www.BHSONline.com
username: **MECKCO**

Work-Life Services



CHILDCARE

BHS provides up-to-date, carefully screened, national resources and referrals for a range of childcare needs including:

- Adoption and Special Needs
- Before and After School Programs
- Emergency and Back-Up Care
- Family Daycare and Group Homes
- Nanny and Au Pair Services
- Nurseries and Preschools
- Summer Camps



ELDERCARE

BHS provides up-to-date, national resources and referrals for a range of eldercare needs including:

- Home-Based Services: Nutrition, Meals on Wheels, Cleaning and Repair
- Housing: Retirement Communities, Subsidized Housing
- In-Home Care: Medical and Nursing Rehabilitation Services
- Inpatient Services: Nursing Homes, Intermediate Care Facilities, Respite Care and Assisted Living Facilities
- Older Adult Services: Support/ Advocacy Groups, Volunteer Opportunities and Adult Day Care
- Transportation Services



LEGAL

Through BHS, you and your household members can access qualified attorneys to discuss legal matters. An unlimited number of telephonic legal consultations are available to you and each member of your household per problem episode, per year. Should further legal representation be necessary, you will be connected to a local, pre-screened and appropriately credentialed attorney at a discounted rate. [Legal matters commonly addressed under the program include:](#)

- Business Matters
- Criminal Charges
- Domestic and Family Matters
- IRS Matters
- Landlord and Tenant Disputes
- Motor Vehicle Violations
- Real Estate Concerns



FINANCIAL

The EAP provides unlimited telephonic financial consultation, information and education to you and your household members per problem, per year. Should you or your household member need further financial consultation, you will be connected to a local advisor and/or community resource at a discounted rate. [Typical financial matters include:](#)

- Budgeting
- College Funding
- Credit Counseling
- Debt Management and Consolidation
- Retirement Funding
- Tax Planning and Preparation

Contact Your EAP

Help is just a phone call away.
Simply call BHS' toll-free number:

800-327-2251

IMPORTANT COVERAGE INFORMATION

Coverage for Eligible Family Members

County employees may cover family members by paying a bi-weekly payroll deducted premium. Eligible family members included:

- Your legally married spouse
- Your biological, foster, adopted or step-child/ren up to age 26, a disabled dependent child over age 26.

To comply with the Affordable Care Act reporting, we required dependent social security numbers be provided or dependents covered by our insurance plans.

Mecklenburg County participates in an ongoing dependent verification process. Employees covering dependents will be asked to provide verification process. Employee covering dependents will be asked to provide verification documentation.

Do you have a change in your Family and/or Financial Situation?

Family Status Change

It is the employee's responsibility to advise the Employee Services Center within 31 days of a qualifying family status change (birth/adoption, marriage/divorce, graduation of child, death, etc) if a dependent needs to be dropped or added. After the 31 day period, no dependents can be added or dropped. Premium refunds will not be made and coverage will end as soon as the dependent becomes ineligible for coverage. See Forms and Information in this brochure for contacting the Employee Services Center.

What Types of Changes Can I Make Throughout the Year?

- Add or drop dependent coverage, based on a qualifying event (such as marriage, birth of a child or dependent has reached maximum age).
- Change or update your life insurance beneficiary information.
- Enroll or change participation level in the 401K or 457 Defined Contribution Plan.
- Enroll or change participation in the NC529 College Savings Plan.

Need More Information?

Benefit forms and information are available to County employees on the intranet (MeckWeb). Customer Service is available by phone at our Employee Services Center at (704) 432-6947 and by email at myHR@mecklenburgcountync.gov.

STATEMENT OF
EQUAL EMPLOYMENT OPPORTUNITY AND AMERICANS
WITH DISABILITIES ACT

It is the policy of the County to provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, genetic information, political affiliation, age, disability, national origin, or other status protected by federal, state or local law.

Discrimination against any person in the recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, color, religion, sex, sexual orientation, genetic information, political affiliation, age, disability, national origin, or other status protected by federal, state or local law is prohibited.

Discrimination on the basis of age, sex, or physical disability is prohibited except where age, sex, or disability requirements constitute a bona fide occupational qualification necessary for performance of the essential functions of a job.

The County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The County will make reasonable accommodations upon requests of otherwise qualified disabled applicants and employees to enable them to perform essential job functions except where such accommodations may constitute an unreasonable hardship or jeopardize the health and safety of employees, applicants or the general public.

The employee benefits program is administered by Mecklenburg County
Human Resources Department
700 East 4th Street
Charlotte, NC 28202

Employees Services Center:
(704) 432-6947 phone
(704) 336-2731 fax
www.MeckNC.gov

For additional information about any benefits described in this guide, please consult Mecklenburg County policies, the applicable summary plan description (SPD), or the actual plan. In the event that there is any conflict between the information in this brochure, the SPD, the policies, and/or a plan, the plan document always governs. Participation in any of the County's benefit plans does not create and should not be viewed as a contract of employment. While Mecklenburg County intends to provide these benefits for an indefinite period of time, it reserves the right to terminate, suspend, withdraw, amend, or modify a plan at any time. Any such change or termination of benefits will be based solely on the decision of the County.

IMPORTANT NOTICES

Rate Notice for 10 Month Employees

In order to provide continuous medical coverage for 10 month staff, the County deducts additional amounts in the 10 months (22 pay periods) worked to cover the approximate 2 months in the summer (4 pay periods) in which staff do not receive a paycheck and are not paying premiums.

ACCESS TO AND AVAILABILITY OF THE NOTICE OF PRIVACY PRACTICES

Mecklenburg County Group Health Plans' Notice of Privacy Practices (NPP) is applicable to persons enrolled in the employee and retiree medical plans, the dental plan, the medical flexible spending plan, and employee assistance program. If you wish to request a paper copy, you must submit your request in writing to the Group Health Plans' Privacy Coordinator at Privacy.Practices@MecklenburgCountyNC.gov or via US Mail to: County HR, Compliance & Privacy Practices, 700 E. Fourth Street, Charlotte, NC 28202.



Mecklenburg County Job Description

Board Support Assistant

POSITION SUMMARY

This position will primarily provide administrative support to the Board of County Commissioners and support to the County Manager's Office as needed.

ESSENTIAL FUNCTIONS

- Provides administrative support to the department and ensures that routine activities are completed in a timely manner.
- Handle information requests such as; preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.
- Respond to Board member requests for assistance and support may also require incumbent to collaborate with County executives, legal staff and/or outside agencies.
- Attends Board meetings to take minutes.
- Prepares agenda items on behalf of Board members.
- Prepares Proclamations requested by Board members and contacts the Board Chairman for approval and signature.
- Coordinates the purchase of technology (e.g., cell phones, laptops, printers, tablets) on behalf of Board members and the associated technology reimbursement request.
- Orders office supplies for Board members.
- Distributes incoming mail to Board members' offices daily.
- Provides backup support for the front desk receptionist as needed.

MINIMUM QUALIFICATIONS

Experience: Two years of progressively responsible clerical experience in area of assignment.

Education: Associate's Degree.

Combination of relevant education and relevant experience accepted? Yes

Licenses and Certifications: N/A.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Business English, spelling and arithmetic.
- Overall function and responsibilities and services in assigned area.
- Administrative and clerical procedures and systems such as word processing, filing and other office procedures and terminology

Skilled in:

- Proficient use of basic computer skills, i.e., Microsoft Office Suite

Abilities:

- Initiating Action – Taking prompt action to accomplish objectives; take action to achieve goals beyond what is required; being proactive.

- Stress tolerance – Maintaining stable performance under pressure or opposition; handling stress in a manner that is acceptable to others and to the organization.
- Customer Service – Effectively meeting customer needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty.
- Time Management and follow through – Effectively managing one's time and resources to ensure that work is completed efficiently.
- Building Trust – Interacting with others in a way that gives them confidence in one's intentions and those of the organization.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position

O (Occasionally) Position requires this activity up to 25% of the time (up to 10 hrs/week)

F (Frequently) Position requires this activity from 25% - 60% of the time (10 to 24 hrs/week)

C (Constantly) Position requires this activity from 67% or more of the time (26 or more hrs/week)

Physical Demands

Stand	O
Walk	O
Sit	C
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	N
Bend	N
Grasp	O
Speak	C
Hear	C

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	N
13-25 lbs	N
26-40 lbs	N
41-100 lbs	N

Vision Requirements (check all that apply)

Close	<u>X</u>
Distance	<u>X</u>
Color	<u>X</u>
Peripheral	—
Depth	—

WORK ENVIRONMENT

Moderate noise is typical for the work environment for this job.

REASONABLE ACCOMMODATIONS STATEMENT

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Mecklenburg County, North Carolina
 Board of County Commissioners Support Staff

The Mecklenburg County Board of County Commissioners (BOCC) has two fully dedicated staff under the job title, “Board Support Assistant.”

Please note, the County Clerk’s Office assists the BOCC by the following: orders meals; supports ad hoc committee related to advisory boards; BOCC Agenda (creation and distribution); organizes all remote meetings, gatherings, and presentations. This is similar to support provided by the Department of Strategy and Budget and the Clerk’s Office within the City of Charlotte.

E/N	Job Code	Job Title	Job Family Description	Job Family Short Name	Band	Grade	80% Mrk/Hrly Rate	80% Mrk/Annual	Market Hourly	Annual Market Rate	105% Mrk/Hrly Rate	105% Mrk/Annual	Maximum Annual
N	M1511	Board Support Assistant	Administration Functions	ADM	C	7	\$17.47	\$36,344.00	\$21.84	\$45,430.00	\$22.93	\$47,701.50	\$63,602.00



Citizen Advisory Committee on Governance

JULY 23, 2020

July 23, 2020 Meeting Agenda

1. Call to Order/Agenda Overview
2. Overview of Guiding Principles
3. Review and Discuss Committee Charges and Central Questions
4. 06.25.2020 Follow-Up Questions and Responses
5. Questions and Request(s) for Information
6. Adjourn

The Citizen Advisory Committee on Governance: Guiding Principles

- Increased voter participation in our local elections.
- Based Mecklenburg County BOCC Chairman and Commissioners Compensation on the new census design and recommend number and size of districts, as well as the number of at large seats facilitating increased opportunities for citizen engagement with elected CC members and potentially as a result of more citizen engagement in elections.

The Citizen Advisory Committee on Governance: Guiding Principles Cont.

- Elected officials are well prepared for long-range decisions. Knowing that well prepared, thoughtful, and long-term strategic discussion and decision-making by CC and Mayor are optimal for the city; consider the length of terms, compensation, number of terms, and support staff and function.
- All recommendations should ultimately encourage robust interface with citizens, a work-life balance for CC and Mayor, and adequate compensation and support to allow them to engage at an appropriate level with other CC members, citizens, and other interest groups.

Committee Charge and Central Questions

Committee Charges

- "Mayor and City Council Terms of office including the length of terms, as well as the method of implementation."
- "Mayor and City Council full or part-time positions and related compensation."
- Updated policy guidelines and principles for City Council redistricting resulting from the results of the 2020 Census."

“Mayor and City Council terms of office including the length of terms, as well as the method of implementation.”

- What are the advantages and disadvantages of the current 2 year terms?
- What are the advantages and disadvantages of moving to a 4 year term?
- Should the current election cycle remain "odd years" or should CLTCC / Mayor elections move to "even years"?
- Should CLTCC consider moving to the "staggered year" model for members of the body versus the current model where all members of the body are up for re-election in "odd years"?
- Should the City of Charlotte seek to amend the statutes thru the North Carolina General Assembly to implement term limits?
- Should CLTCC decide to change from 2 years to 4 years, should they make this decision as a body or seek a voter-approved referendum?

“Mayor and City Council full or part-time positions and related compensation.”

- Does CLTCC / Mayor receive adequate compensation for their service?
- If yes, why?
- If no, why not?
- Is hiring extra staff an option instead?

"Updated policy guidelines and principles for City Council redistricting resulting from the results of the 2020 census."

- Given Charlotte's increased population since 2010, is the current 11 member council sufficient to adequately serve our citizens?
- What changes, if any, should be made to the size of the CLTCC?
- Increase the number of CLTCC districts?
- Increase the number of CLTCC At-Large members?

What are the roles of North Carolina Governing Boards?

North Carolina Mayors¹

- Very few formal powers
- Powers include presiding at governing board meetings, voting to break ties at those meetings, and signing documents on behalf of the city.
- It is common for city council to delegate to the mayor responsibilities such as working with the clerk to create council agendas, representing the city on regional advisory boards, or servicing as the primary contact for local media.
- Most powers held by mayors in the state are created by individual city charters, by action of the particular mayor's city council, or by the mayor's own political stature.

North Carolina Governing Boards¹

- A county's or city's governing board holds ultimate authority to act for the local government.
- Decides services
- Establishes fiscal policy
- Levies the unit's taxes
- Decides certain administrative matters such as entering into contracts, buying or selling property, awarding successful bids on construction projects, or accept the dedication of a street or utility easement
- The board must act as a collective body and may only act as the governing board only when properly convened

Comparison of City of Charlotte and Mecklenburg County Elected Officials Compensation and Benefits

City and County District Comparison

City of Charlotte

- CC District 1: 107,313
- CC District 2: 110,170
- CC District 3: 122,758
- CC District 4: 116,692
- CC District 5: 111,354
- CC District 6: 108,655
- CC District 7: 110,990

Mecklenburg County

- BOCC District 1: 173,511
- BOCC District 2: 198,938
- BOCC District 3: 192,741
- BOCC District 4: 195,274
- BOCC District 5: 171,711
- BOCC District 6: 191,739

City of Charlotte Mayor and City Council Compensation

FY 20 Salaries

- Mayor Salary: \$27,196.44
- City Council Salary: \$21,015.48
- Salary and expenses are paid monthly on the 4th Friday.
- Withholding includes Federal, State, and FICA taxes and deductions for all elected benefits.

Annual Allowances

- Mayor: Total Annual Compensation of \$45,096
 - *Annual Expense Allowance: \$10,000*
 - *Annual Auto Allowance: \$4,800*
 - *Annual Technology Allowance: \$3,100*
- City Council: Total Annual Compensation of \$33,915
 - *Annual Expense Allowance: \$5,800*
 - *Annual Auto Allowance: \$4,000*
 - *Annual Technology Allowance: \$3,100*

Mecklenburg County BOCC Chairman and Commissioners Compensation

FY 20 Salaries

- Chairman Salary: \$37,370
- Commissioner Salary: \$29,894 (Commissioner Patricia Cotham \$28,336)

Annual Allowances

- Chairman: Total Annual Compensation of \$56,431
 - *Annual Expense Allowance: \$9,233*
 - *Annual Auto Allowance: \$4,893*
 - *Annual Technology Allowance: \$4,935*
- Commissioners: Total Annual Compensation of \$48,563
 - *Annual Expense Allowance: \$9,233*
 - *Annual Auto Allowance: \$4,501*
 - *Annual Technology Allowance: \$4,935*
- Note, Commissioner Cotham's compensation with reduced allowances is \$46,032

City of Charlotte Mayor and City Council Benefits

- Medical
- MyClinic/ Our Health
- Wellness Works Program
- Onsite Fitness Center
- Employee Assistance Program
- Dental
- Vision
- Flexible Spending & Health Savings Accounts
- Critical Illness, Accident and Whole Life Insurance
- \$50,000 Term Life and Accidental Death and Dismemberment Insurance
- Supplemental Term Life Insurance
- Dependent Term Life Insurance
- Group Legal and Identity Theft
- All Access Transit Pass (reduced cost; \$33 annually)
- Retirement Savings – 457 Plan

Mecklenburg County BOCC Chairman and Commissioners Benefits

- Medical
- MyClinic/ Our Health
- Telehealth
- Dental
- Vision
- Health Savings Account Option
- Assistance EAP (employee assistance program)
- Retirement Savings – ICMA 457 Plan
- Basic Life Insurance
- Supplemental Term Life Insurance

City of Charlotte MCC Support Staff

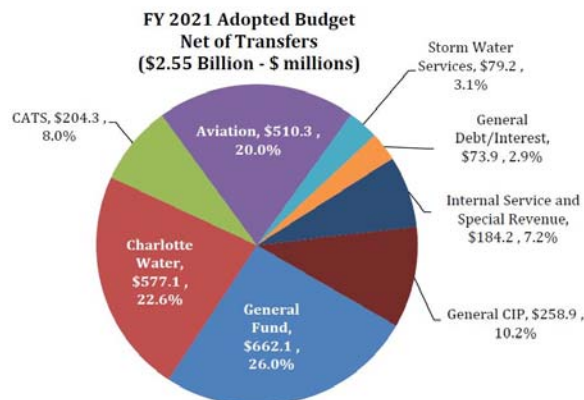
- Eight dedicated support staff housed in the Office of Constituent Services (OCS)
- Three levels (Associate, Specialist, or Senior)
- Average annual salary of \$64,137
- Essential Functions:
 - Managing schedules, travel, and meetings
 - Receive and screen visitors and calls
 - Review and determine the priority of and route assigned incoming correspondence including calls, e-mails, letters, and invitations, then respond
 - Complete special projects and additional administrative support assignments

Mecklenburg County BOCC Support Staff

- Two fully dedicated staff under the position title, "Board Support Assistant"
- Note the County Clerk's Office assists the BOCC by the following: orders meals, supports ad hoc committee related advisory boards, BOCC agenda creation and distribution, organizes remote meetings
- Salary Range of \$36,344 - \$63,602
- Essential Functions:
 - Administrative support
 - Prepares correspondence, receives visitors, schedules meetings
 - Takes minutes at meetings

A Quick Look at the City's Budget and Comparisons

FY 2021 City of Charlotte Budget – Net of Transfers



FY 2021 City of Charlotte General Fund



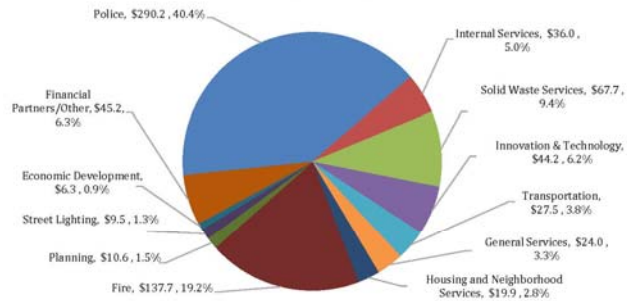
Executive Summary

General Fund Expenditures

The FY 2021 General Fund budget is \$718.8 million, a 1.2 percent decrease from FY 2020.

FY 2021 General Fund Expenditures Where the Money Goes \$718.8 million

(\$ in millions)



Peer Cities with Council-Manager Form of Government Council/Board Salary as a percentage of the GF Budget

Charlotte "Benchmark" Cities	General Fund Budget ²	Total Compensation	Number of Council (Board) Members	Compensation for all Council Members	Percent of General Fund	Notes
Arlington, Texas	\$ 265,444,666.00	\$28,000	8	\$224,000	0.08%	No at-large
Charlotte, North Carolina	\$ 718,809,225.00	\$33,915	11	\$373,065	0.05%	3 at-large
Fort Worth, Texas	\$ 771,937,585.00	\$25,000	8	\$200,000	0.03%	No at-large
Austin, Texas	\$ 1,100,000,000.00	\$85,334	10	\$853,340	0.08%	No at-large
Dallas, Texas	\$ 1,365,966,274.00	\$60,000	14	\$840,000	0.06%	No at-large
Kansas City, Missouri	\$ 606,300,000.00	\$61,569	12	\$738,828	0.12%	6 at-large
Long Beach, California	\$ 554,000,000.00	\$44,537	9	\$400,833	0.07%	No at-large
Mecklenburg County ¹	\$ 1,289,512,928.00	\$50,020	8	\$400,160	0.03%	3 at-large

¹- Total compensation is approximate as one commissioner receives \$47,413, chose not to take an increase and does not include Chair salary

² General Budget information was collected on city and county websites and included for the most recently approved; Some are estimates

UPCOMING...

- Early August – Compensation Survey for dedicated support staff for governing boards across our peer cities and large NC cities
- Early August – Updated historical data on Mayor and City Council compensation (information on past adjustments; when did they take place and in what context)
- Future data/information requests?

Thank you!

¹Upshaw, Vaughn Mamlin, "County and City Governing Boards in North Carolina – Responsibilities of the Governing Board." *County and Municipal Government in North Carolina*, Second Edition, UNC School of Government, 2014, pgs. 31-34.
https://www.sog.unc.edu/sites/www.sog.unc.edu/files/course_materials/CMG%2003_GoverningBoards.pdf