

ADJOURNED MEETING CITY COUNCIL  
February 7, 2017

The City Council of the City of Albemarle met in an adjourned session on Tuesday, February 7, 2017, at 6:00 p.m. in the Executive Conference Room of the City Hall. Mayor Michael presided and the following Councilmembers were present, to wit: Mayor Pro Tem Martha Sue Hall, Bill Aldridge, Chris Bramlett, Benton Dry, Martha E. Hughes, Dexter Townsend and Chris Whitley. Absent, none.

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The Mayor and the City Council held a Fiscal Year 2017/2018 Planning and Budgeting Work Session in the Executive Conference Room of the City Hall with the following Departments presenting: Finance, Public Works, Public Housing, Police, Information Systems and Public Utilities.

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Mayor Michael called the meeting to order.

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Finance Director Colleen Conroy came before Council and stated that her department is part of the administration section of budgeting and financial reporting. She stated that Finance works with each department with their particular needs. Finance strives to keep up with ever changing rules and regulation of the Government Accounting Standards Board.

Ms. Conroy stated that for the first time, they submitted a Comprehensive Annual Financial Report (CAFR) for review. She said this would tell the city's strengths and weaknesses so they will be ready to file the 2016-17 report to try for the award.

Ms. Conroy mentioned two employees working on a degree or a certification:

Lindsay Carter – MPA at UNC-Chapel Hill  
Richard Lanzillotti –NC Finance Officer's Certification

Ms. Conroy stated that she has a new Assistant Finance Director, Matthew Smith who is anxious to learn all he can through the School of Government.

The Finance department:  
Doing billing for the landfill

Working with Main Street Manager Katie Furr and Economic Development Director Mark Donham Integrating downtown development into the City

Purchasing Coordinator Linda Lewis is interested in purchasing enhancements to the bid and purchasing processes.

Finance is preparing an RFP for banking services and continue to review policies for updated versions. Also, continue working with First Tryon, our financial advisors and will have incremental increases in supply lines, dues/subscriptions, licensing, support fees and office supplies.

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Public Works Director Nina Underwood came before Council and reviewed the following with Council:

**Projects/Accomplishments for FY 2016-17 (July through January)**

Completed projects: Leonard Avenue sidewalks, sidewalk rehab on East Main expanding tree wells, installing two tree grates and river rock and tree lighting and sidewalk rehab on North Street

In Progress projects: crosswalk stamping, pavement management of crack sealing and preservation and minor rehab on hold.

Other accomplishments: three employees graduating ITRE Road Scholar Program, year-round maintenance on downtown trees, leaf season to be completed in March 2017, assisting P&R with repair of sidewalk at EE Waddell Center, repairing 118 potholes, 52w/s utility cuts, and cleaned up to 18 illegal dump sites.

Fleet Maintenance

Software implementation (Facility Dude) completed

Solid Waste

In Progress: Landfill Leachate Force Main Construction and Landfill Administrative/Employee Facility  
Comprehensive Facility Compliance inspection by DEQ in November 2016

To date – revenues totaling \$1,426,851.53 and expenditures of \$1,326,129.96

**Major Requests and Objectives for 2017-18**  
**Street Department**

Additional funding for Pavement Management System – GF  
\$350,000/PB \$150,000

Equipment Storage Building - \$350,000

Storage and Materials for Electronics - \$60,000

Skid Steer w/attachments - \$60,000

Crew Cab Truck w/lift gate - \$32,000

Fleet Maintenance – addition of 14ft X 20 ft. office space - \$30,000

Warehouse

Replace exterior doors - \$15,000

Landfill

Raise existing truck scales \$25,000 or replace with new scales \$58,000

Trailer mounted camera system- \$18,000

C&D Landfill gravity leachate lines - \$250,000

4 Wheel drive mowing tractor - \$80,000

Ms. Underwood also included in her handout a copy of the pavement Management Plan FY 2016-17 including the streets beginning to end, length of street, width, and project cost for each.

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Public Housing Director Cedric Baldwin came before Council and reviewed the following:

Public Housing Priority FYE 6/30/2018

To continue to improve Public Housing Assessment System (PHAS) score by addressing turnaround time for vacant units and improving lease-up rate for vacant units. He stated that applications are taken each 1<sup>st</sup> Monday of the

month excluding holidays and all applicants are screened using criminal background checks. The waiting list for public housing is currently 214 eligible applicants.

Section 8 (HVC) Voucher Program Priority FYE 6/30/2018

To continue to improve Section 8 Management Assessment Program (SEMAP) score and to develop strategies to lease more vouchers to eligible families. Currently the HCV Program provides assistance to 238 families with a capacity of helping 333 families. We are currently not accepting applications and have not since 2012 because we have 220 eligible applicants on the waiting list.

Mr. Baldwin reviewed some of the resident initiative activities such as offering Girl Scouts and Cub Scouts, Community Garden through Cooperative Extension, Health and Wellness through Cooperative Extension, senior stretch and exercise, summer music camp, and Production Technician Training through Stanly Community College.

Mr. Baldwin reviewed Public Housing needs and priorities:

Immediate Needs

2017 update of 2015-2019 Five Year Agency Plan  
Housing software through Capital Fund Program  
Staff Trainings  
New vehicle for Director  
New maintenance truck

Short-term Needs

Renovations to the Family Life Center  
Modernization of Public Housing units  
To implement a smoke free Public Housing  
Custodian position for office building and community rooms  
Reinstate Public Housing Specialist position to a part-time when  
Section 8 funding levels are stabilized.

Mr. Baldwin stated that Department of Public Housing was awarded by HUD \$299,940.00 Capital Fund Program (CFP) Grant for fiscal year 2016. No notice yet of the 2017 award from HUD. CFP funds are obligated to focus on modernization of Public Housing units, buildings, management improvements, equipment, and fees and cost associated with maintaining the program.

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Police Chief Danny Bowen came before City Council to discuss budget considerations for 2017/2018 as follows:

### Training and Accreditation

In-service training

Pfeiffer Leadership Initiative

Simulation Training, Cross Training with the Fire Department

Leadership Training for all levels

Chief Bowen stated that the last accreditation was July 2016 and the next one will be April 2020.

### Community Involvement

Community Meetings – On the Table February 21

Putt-Putt and Hot Dogs

Coffee with a Cop

Reading program at Central and East Albemarle Elementary

National Night Out

Bottle Water Initiative

Citizens Academy

Service Projects for Officers

### Equipment Needs

New radio system – all officers have radios but do need to purchase a console radio for our Communications/Records area

Vehicles – 3 Patrol vehicles, 1 SRO vehicle, and a vehicle to be used for a Crime Scene Unit.

### Body Cameras

Currently have TASER brand body cameras (18)

Currently have 32 Patrol Officers

Currently We “Hot Seat” cameras. This is an issue at times due to videos downloading and may delay officer getting his assigned camera

Currently in year 3 of 5 year contract with TASER on 18 officers and approximately \$7,000 per year for storage.

Chief Bowen reviewed the cost to add enough TASER cameras and storage to allow each officer to have a camera which would cost \$24,000 this year, and then \$18,000 for the next four years. Chief Bowen reviewed the cost with GOPRO at \$53.50 per officer a month times 32 officers or 10 officers at \$53.50 times 12 months which equals \$6,420 per year.

Chief Bowen stated that the evidence storage is limited and we have more items in evidence than ever. The evidence custodian, Hal Dunlap, is doing a great

job of disposing of any evidence possible but, we still are limited in the areas we are able to use for storage.

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IS Director Owen Squires came before Council to review his department projects and training/education. Mr. Squires stated that the Information Systems Department is responsible for working with staff to identify, build and maintain an effective telecommunications infrastructure. The City's infrastructure must efficiently provide services for operating systems and communications with the citizens of Albemarle, Stanly County, and surrounding area.

Projects

AFD automation project/process  
Web site citizen engagement (social media)  
Network & Infrastructure updates  
Migration of Public Utilities/Systems Division SCADA environment  
App Store enhancements and updates

Training/Education

Intentional time spent each week for IS Staff  
Distance learning as standard for training  
    Using phone system for initiating webinars  
    LMS environment still attractive option for City staff  
Off-Site training as appropriate  
Conferences as needed

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Public Utilities Director Mike Leonas came before Council and reviewed accomplishments and gave a program development overview of his department.

**FY Accomplishments (7/1/2016 to 1/30/2017)**

Administration & Customer Service

Conducted 20,000 meter readings/month  
Prepared/Mailed 12,500 utility bills/month  
Handled around 2,200 customer service transactions/month  
Paymentus and e-billing implemented

Electric Division

169.3 million Kw-hrs. distributed

Around 2,500 service orders completed  
Completed 4kv conversion  
Continued wood pole inspection program-200+ poles replaced

#### Plants Division

Provided 1.07 billion gallons of drinking water  
Treated 0.97 billion gallons of wastewater  
60% complete on US Hwy. 52 WTP rehabilitation  
Long Creek WWTP Headworks Project completed  
Secured funding for electrical Rehab – LCWWTP

#### Systems Division

Around 1,750 service orders completed (not including emergency responses)  
CKA Transmission Mains & Pump Station construction in final close out  
Completed Mill St. and Washington St. water line replacement  
Video inspected 1,600 sf of sanitary sewer  
Cleaned 300,000 sf of sanitary sewer  
Maintained the 185 right-of-ways associated with W&S easements

### **FY 2017-18 Program Development Overview**

#### Administration & Customer Service Divisions

Evaluating bill preparation and mailing options  
Develop standard utility plans & specifications  
Consider Cost of Service Study

#### Electric Division

Continue wood pole inspection program and replacement program  
Continue contract labor supplement for line improvements & tree maintenance

#### Plants Division

Complete ROW survey for Old Whitney raw water line  
Complete engineering design for Electrical Safety Upgrades at LCWWTP  
Begin engineering design for Raw Water Intake Relocation at TTWTP

#### Systems Division

Continue Inflow & Infiltration Reduction Program – manhole lining, vent pipes, and MH covers  
Continue AMR deployment on water meters-evaluate AMI options  
Elevated tank coating program

Support 24/27 widening project by NCDOT

Maintenance Division

New building for centralized location of parts and equipment.

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Upon a motion by Councilmember Bramlett, seconded by Councilmember Dry, and unanimously carried, the Mayor and City Council adjourned to a Closed Session Pursuant to NCGS 160A-318.11(a) (1) (5) – To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes and to discuss real estate.

Upon a motion by Councilmember Hall, seconded by Councilmember Whitley, and unanimously carried, the Mayor and City Council reconvened to open session. Mayor Michael announced that a closed session was held Pursuant to NCGS 160A-318.11(a) (1) (5) – To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes and to discuss real estate.

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Upon a motion by Councilmember Dry, seconded by Councilmember Whitley, and unanimously carried, the meeting was adjourned until Thursday, February 9 at 6:00 pm in the Executive Conference Room of City Hall for a City Council Budget Work Session.