

ADJOURNED MEETING CITY COUNCIL  
February 9, 2017

The City Council of the City of Albemarle met in an adjourned session on Thursday, February 9, 2016, 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: Troy E. Alexander, Bill Aldridge, Benton Dry, Martha Sue Hall, Martha E. Hughes, and Chris Whitley. Absent, Councilmember Dexter Townsend.

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The Mayor and the City Council held a Fiscal Year 2017/2018 Planning and Budgeting Work Session in the Conference Room of the City Hall with the following Departments presenting: Human Resources, Economic Development, Planning and Development Services, Fire, and Parks and Recreation.

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Mayor Michael brought the meeting to order.

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Human Resources Director Robert Whitley came before Council to review accomplishments in FY 2015-16 and requests for the 2016-17 FY.

Medical Insurance

Mr. Whitley stated that there was a meeting last week with the City's benefits advisors and they said the national trend of insurance increase is around 11.5%. The City will have to decide if we will be fully insured or partially self-insured with a third party administrator like BCBS. We will evaluate both types of programs for comparison.

Performance Evaluation

Reviewed program with all supervisors during January  
Evaluations files sent out in February – due back to HR by end of February  
First year is a trail – evaluate and update

Training

Training program through Stanly Community college for new supervisors with the City.

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Economic Development Director Mark Donham came before Council to review accomplishments and activities for 2017-18.

### Accomplishments

#### Albemarle Corporate Center

Developed the initial corporate center layout and costs of project  
Identify sources of funding for infrastructure and access to broadband  
Analyzed and negotiated purchase price and facilitated developing timeline for purchase  
Coordinated public hearing and finalized the agreement to purchase

#### Downtown

Worked with Pfeiffer, City leadership, DFI, Sanford Holshouser, etc.

Identify a site for Pfeiffer

Incentivized their location to the site

#### Main Street Program

Working with City leadership, facilitate transition

Staff attending training

Staff having successful events

Staff completed information for NC Main Street Program

Continued moving forward with Historic Albemarle Hotel

DFI worked with a development team to re-design project to meet needs of Pfeiffer and requirements of State Historic Preservation Office and is finalizing designs

Identified buildings downtown that have multiple stories to be up-fitted as apartments

Met with local building owner, architect, DFI, and permitting personnel

Assisted prospects including showing building to prospects

#### Prospect Management

Pfeiffer agreed to locate downtown

Location of distribution facility at 930 Old Charlotte Rd.

Met with 36 prospects, 13 manufacturers, 20 retailers, 2 multi-unit residential, 2 educational institutions, and 1 distribution

#### Industry Recognition and Visitation

Market Albemarle to potential prospects

Update Albemarle website

Sell Roosevelt Ingram Site

Prepare Monthly Reports and new business updates

Identify other Development opportunities

## Activities for 2017-18

### Albemarle Corporate Center

Perform due diligence – survey, Phase I Environmental study, and soil test

Submit information to the Local Government Commission (LGC)

Close on land purchase

Prepare development plan with engineering company

Send out RFQ

Select company

Re-contact outside sources for funding

Add \$10,000 to engineering budget

### Downtown

Historic Hotel Albemarle

Pfeiffer University

Main Street Program

Continue to work with DFI, county permitting, and local building owners

### Prospect Management

Industry Recognition and Visitation – add \$5,000 to budget

Marketing Albemarle

Web Site – add \$10,000 to budget for support

Sell Ingram Roosevelt Site

ElectriCities is offering to update our Economic Development Strategic Plan at no cost to the City.

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Parks and Recreation interim Assistant Christina Alphin came before Council to discuss budget priorities and associated costs.

### 2017-18 Parks and Recreation Budget Priorities

#### FY 2016-17 Review

Ms. Alphin mentioned the tennis court renovations at CMP, diving boards at both CMP and RCP, pool filter system CMP, repaving CMP basketball court, dog park at CMP, shade structures for CMP pool, cut EE Waddell field and install lights, EE Waddell Center bank/vegetation clean out, security cameras/signage at RCP and CMP, Wiscasset Mills structure demolition, purchasing 2008 and 2012 Ford truck, transferred public utilities surplus maintenance truck, purchasing ball field machine

Funding: PARTF grand for Morhead Park improvements, Rotary Foundation grant funding for EEWC ball court floor replacement/gym repainting, and preparing for submission February 2017 for Recreational Trails Program Grant.

Policy:

Updated program subsidy policy for fees and charges  
Implementation of City's New Special Events policy  
EE Waddell Center time keeping system update

Programs

Community Tennis Association implementation  
Maintained national certifications (Tree City USA and Playful City USA)  
Partnering with Locust Parks & Rec and Oakboro Parks & Rec to maintain Stanly County Sports Hall of Fame and host annual deductions  
Summer Multi-Sports Day Camps  
Aquatic Weed Control Partnership  
Adult sports program (softball league) implementation  
Continuing Uwharrie Senior Games, Mini Medley  
Tour de Elvis

Ms. Alphin reviewed immediate (this fiscal year, short-term (by FY 2020), and intermediate-term term (by FY 2023) Capital, Non Capital, Technology and Staff development priorities.

Immediate Capital Priorities (Upcoming Fiscal Year

Morehead Renovation Project  
Move ahead on Wiscassett Mills Athletic Complex  
Acquire funding and begin athletic field complex construction

Immediate Non-Capital Priorities

Mower and Park Maintenance equipment replacements  
Actively market sale of Ingram Park property

Technology Priorities

Online clock-in for off-site staff  
Online program registration  
Real-time program updates

Staff Development Priorities

Increase funding for seasonal employees or program assistants year round  
Training for staff  
Succession planning

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Fire Chief Shawn Oke came before Council and reviewed budget status and accomplishments and the projected program goals and requests for 2016-17.

**2016/2017 Accomplishments**

Adopted department Mission, Vision and Values  
Adopted our Empowerment Rules  
Working to be involved more in community  
Brought new 8mhz radio system online  
Installed tablets in all vehicles utilizing Streetwise software  
Switched to a more robust records management system  
Installing laptops in response vehicles to utilize Mobile CAD software  
Implementing CrewSense staffing software  
Increased capabilities in fire marshal's office to provide better service to customers.

**2017/2018 Budget Concerns**

**First Priority**

Department Staff Reorganization  
Estimated Labor costs - \$138,000  
Estimated Equipment costs - \$10,000 plus vehicle

Chief Oke is requesting that the current fire marshal job be changed to a deputy fire chief position and moving a part-time inspector to full-time. He also requested to hire a new deputy fire chief who would oversee the operations of the department as well as coordinate training and station/vehicle management.

**Second Priority**

Vehicle for Deputy Fire Chief  
Estimated Vehicle Cost - \$37,000  
Estimated Cost of outfit vehicle - \$25,000  
Large 4X4 SU  
\*Large SUV for the deputy fire chief to utilize as response vehicle

**Third Priority**

New staff vehicle for department  
Estimated vehicle cost - \$33,000  
Estimated cost to outfit vehicle - \$25,000  
\*If the deputy chief position isn't funded, Chief Oke would like to purchase a large 4X4 pick-up truck to be utilized as a utility vehicle for responses and out

of town trips. If the deputy chief position is funded, this replacement vehicle would be pushed back to next fiscal year.

### Station Two Renovation (Current Budget Year)

Upon discussion, it was the consensus of City Council to install a 22k w gas generator to provide backup power, install 20 windows, 3 storm doors with trim, replace 2 canopies, remove current asbestos roof, install with architectural shingles, and resurface the bar top and repair damaged tile wall for an estimated cost of \$47,250 in the current budget year.

### Future Projects

Fire Station Location Study

Replacement of ladder truck

Replacement or upgrade of our self-contained breathing apparatus

Possible reopening of Fire Station One (N. Third Street)

Renovation or relocation of fire Station Two

Increasing Apparatus and Personnel to handle service demands

### Department Concerns

Fix Pay Compression – estimated cost is dependent on method utilized to fix the problem.

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Planning and Development Services Director Kevin Robinson came before Council and reviewed his department summary including the Planning Board, Board of Adjustment, and Historic Resources Commission and also his budget information and department goals.

### **FY 2016-17 Department Summary**

#### Maintenance:

Steve Bailey retired August, 2016 and Ron Epps promoted to Maintenance Supervisor. Hired Reggie Smith for Custodian on January 2017. Overall budget for service calls is slightly higher than expected, overall 28% of repair and maintenance funds used, numerous calls for HVAC system and concerns with electrical and other systems. Will begin using Facility Dude maintenance edge for work orders and invoicing soon. We are considering adding on the facility assessment and capital planning software to address aging systems before end of life for cost savings.

#### Code Enforcement

248 violations so far this fiscal year

Close to 100% compliance rate with only one outstanding debt  
64% of budgeting funds used

#### Zoning Enforcement

Nasser Rahimzadeh designated as Zoning Administrator and Enforcement  
21 sign permits, 1 sign violation letter sent, 2 abated (1 prior to notice)  
128 zoning inquiries, 17 zoning letters sent, 4 outstanding violations  
To update sections of zoning ordinance and create a more efficient  
process for enforcement

#### Minimum Housing- Deteriorated Houses

Identified close to 40 dilapidated houses needing demolition  
Last fall prioritize and oversee taking 3-4 minimum housing cases per  
quarter through to enforcement  
Since November have processed 6 of these cases, 3 have deadlines for  
April and 2 of those may be abated before that time.  
Addressing structures that are still salvageable, but unresponsive owners  
Biggest need is manpower and funds to address this growing problem.

#### Minimum Housing- Demolitions

Out of 37 properties, we identified 12 for demotion this year  
Of those remaining 11, two have been taken down by owner, the owners of  
3 others are working with the fire department to burn starting March 4.  
The last 2 are being worked on but will likely be recommended to Council  
soon.

#### Planning Board

Mr. Rahimzadeh designated Planning Board Administrator in 2016  
2 rezoning cases since July with an additional 2 earlier in 2016  
Reviewed the Boards and Commissions ordinance; junk vehicles  
ordinance and subdivision ordinance  
2 training sessions

#### Board of Adjustment

Carolyn Martin designated as administrator of this board  
No appeals or variance and has not met in over a year  
Spring hopefully to hold training workshops for members

#### Historic Resources Commission

Carolyn Martin designated as administrator of this board  
Approved 13 cases since July  
HRC did not meet often in 2016 but have seen a spike in applications

### Development Review

David Bowers is acting as the development and site plan coordinator  
148 coordination forms completed since July 2016  
47 construction site plans reviewed  
Goal to continue to bring more of this in house so we can offer the best services and most development friendly environment.

### Subdivisions

Staff is currently working on amendments to Conditional Use Permit approval, outdoor storage, signage and landscaping and parking.  
Recommending that we update our ordinance into more of a Unified Development Ordinance  
Staff is going through the ordinance, updating and re-organizing which could save the City \$100k+ but will take a long time to complete  
Working on new development projects downtown and around the City  
Time to start considering an update to comprehensive land use plan as of 2019. An outside consultant to do some key portions of the plan would be advisable  
Staff would like to help in planning various downtown improvement projects and playing lead role in grant funding

### Budget

We have only used 56% of our budget and are at or below 60% for each account except for the following:

Workers comp 94%, unemployment insurance 122.5%, life insurance 68.7%, professional services and consulting 76.9%, janitorial supplies 97.4%, parts and vehicle supplies 79.3%, water 75.1%, sewer 86.3%, printing 65.4%, vehicle maintenance and repair 312.1%, dues and subscriptions 80.1%, and other services 63.3%.

The majority of these accounts for large purchases occurring only once or twice annually and should not increase much more. Professional services in high due to the large number of service calls we have had for our security system and HVAC so far this year.

### **2017-18 Department Goals**

Initiate new permitting software  
Overhaul internal policies and procedures  
Upgrade and streamline department technologies  
Address Code enforcement cases more effectively and efficiently  
Overhaul and amend City ordinance to address areas of inconsistency and changes to development processes.



Mr. Robinson gave a handout to Council concerning Historic Preservation Commission Basics from Coates' Canon and a sheet answering 8-9 questions about having a Historic Resources Commission (HRC).

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Mayor Michael thanked all department heads for their reports and staying during the long hour sessions on Tuesday and Thursday evenings.

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Assistant City Manager Christina Alphin came forward to speak about the Streetscape 2016-17.

- Asphalt Stamping (Crosswalks)
- Courthouse Bulb Out
- Courthouse Square Music/Wifi
- Vegetation Edits
- 2 set of Pole Banners (spring and fall)

OPTION:  
Wayfinding

- Change to Trash/recycling receptacle combos (replace all green containers)
- 3<sup>rd</sup> Street and Main Street electric line relocate

**Potential projects 2017-18**

- \$20,000 or more
- Start tree base expansion and grates/river rock
- Bench replacements
- 2 set of Pole Banners
- Historical Blades and decorative plants
- Wayfinding
- Ped Counters
- Market Station Crosswalk/Median

Ms. Alphin stated that they have spent \$87,000 so far with the total asphalt expected to be paid out plus \$118,545 in City resources for a total of \$205,545.

Ms. Alphin answered any questions that Council had.

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The City Manager shared a letter with Council from the NC Department of Environmental Quality (NC DEQ) concerning the Long Creek Waste Water Treatment Plant (LCWWTP). This letter commented on how well maintained the plant was and commented on inspections.

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The Mayor and City Council reviewed proposed new County voting districts.

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Upon a motion by Councilmember Hall, seconded by Councilmember Hughes, and unanimously carried, the meeting was adjourned until Monday, February 20 at 7:00 pm in the Council Chambers of City Hall for a regular session meeting.