

ADJOURNED MEETING CITY COUNCIL
February 11, 2016

The City Council of the City of Albemarle met in an adjourned session on Thursday, February 11, 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, Dexter Townsend.

The Mayor and the City Council held a Fiscal Year 2016/2017 Planning and Budgeting Work Session in the Conference Room of the City Hall with the following Departments presenting: Public Works, Finance, Public Utilities, Public Housing, and Fire.

Mayor Michael brought the meeting to order.

Public Works Director Nina Underwood came before Council to review accomplishments in FY 2015-16 and requests for the 2016-17 FY.

Accomplishments 2015-16

In Progress

Sidewalk project (US Hwy 52 South and Leonard Ave.)
Leonard Ave/NC Hwy 24-27 Intersection redesign
Fleet Maintenance Facility Study
Landfill Leachate Force Main Design and Construction

In Review

Parker Street – Petition for Improvements

Completed

Streets Condition Study
Leonard Avenue Traffic Impact Assessment
Equipment Purchases
Streets: Pro Patch Truck, Asphalt Recycler, Mowing Tractor, Tandem Dump Truck
Landfill: Compactor and Waste Handling Dozer
Fleet Maintenance Facility Study

Requests FY 2016-17

Streets

Additional funding for paving and resurfacing

Utilization of current Fleet Maintenance building for Street Div. equipment storage

Pull-behind Jet trailer to flush storm water system - \$50K

Mini Excavator - \$40K

Fleet Maintenance

New Fleet Maintenance Facility – Estimated at \$1.1M

Solid Waste (Landfill)

Employee/Administration Facility – Estimated at \$1M

Councilmember Dry came into the meeting at this time.

Ms. Underwood stated that Council in the attachments is a memo from Street Superintendent Ross Holshouser concerning the need for shelter of expensive new equipment in the Public Works Street Division and asked if the City moves forward with building a new Fleet Maintenance Facility, that the Street Division be able to use the current maintenance shop to house the pieces of equipment. If Council decides not to move forward with building a new Fleet Maintenance Facility, Mr. Holshouser would like to discuss other options for protecting the Street Division equipment.

Ms. Underwood also stated that in the attachments is information from the NC League of Municipalities “Southern City” publication, information concerning changes with the NC Power Bill.

Ms. Underwood reviewed with Council items of consideration

Residential solid waste collection contract expires June, 2016

Powell Bill – Legislature changes to the program (Southern City

Publication)

Solid Waste (Landfill) Tipping Fee(s) increase

The City Manager was asked to begin a dialog with Waste Management at the first of the fiscal year concerning and extension to the existing contract and the addition of curbside recycling service.

Councilmember Aldridge came into the meeting at this time.

Finance Director Colleen Conroy came before Council and stated that some of the Finance Department's goals include increasing efficiencies, working toward development of a Comprehensive Annual Financial Report (CAFR), and audited financial statements.

Finance Focus and Additional Duties

Education – Two employees working on a MPA and CPA license and reorganization which will include additional training for some staff

Staff attending Munis User Group session

Additional duties as relating to the ADDC as well as billing for the Landfill Implementation of Paymentus Credit Card Acceptance Program

The Affordable Care Act and understanding the requirements and Implementing the process

Ms. Conroy stated that her department is assessing the economic benefits of central processing at least for items used City wide. She said that they will be looking at policies some which are very old and may need updating.

Ms. Conroy stated she is excited to move forward and establish a relationship with a Financial Advisor. With RFQ, they received 5 and narrowed it down to two firms to interview. They interviewed one finalist yesterday and will interview the other on Friday.

Ms. Conroy stated that her department is working toward understanding the needs and processes of the various departments. Their department will request small increases in supply lines, dues & subscriptions, software licensing, and support fees. She hopes the City will be able to give an increase in pay to our most valuable asset, our employees.

Public Utilities Director Mike Leonas came before Council and reviewed budget status and accomplishments and the projected program goals and requests for 2016-17.

Mr. Leonas reviewed charts for the FY 2015-16 Water and Sewer budgeted revenue sources, FY 2015-16 Water and Sewer budgeted expenditures, FY 2015-16 Electric Fund budgeted revenue sources, and the FY 2015-16 Electric Fund budgeted expenditures.

Mr. Leonas reviewed FY 2015-16 accomplishments in Administration & Customer Service Divisions, Electric Division, Plants Division, Systems Division, and the Maintenance Division.

Mr. Leonas reviewed FY 2016-17 Program Goals and Request for Administration & Customer Service Divisions, Electric Division, Plants Division, Systems Division, and the Maintenance Division.

Mr. Leonas discussed a State Revolving Loan application request that is on the agenda for Monday night. In the loan request are funds to address phase II of the sewer I&I improvements. This phase will improve the sewer system from Salisbury Avenue to north of Delco Plaza, thereby addressing several problem locations. The cost of this is estimated at \$2,700,000. Mr. Leonas said the proposed application also includes electric upgrades to the sewer plant and a process to handle residuals on-site at the waste water treatment plant. The current process for residuals requires the City to haul this material to a sewer plant in Cabarrus County. The total cost of electric renovations and biosolids handling on site is estimated at approximately \$4,100,000.

Mayor Michael indicated this amount is probably too great of a debt load for the Water and Sewer Fund at this time. He suggested moving forward with the I&I application, but holding off on the other work until the City's future financial advisor has completed a review of the City's current and future debt capacity.

Public Housing Director Cedric Baldwin came before Council to discuss his accomplishments for FY 2014-15 and priorities for FY 2016-17. He spoke with Council about continuing to improve the Public Housing Assessment System (PHAS), continuing to improve the Section 8 Management Program (SEMAP). The department has been rated by HUD as a High Performing Agency in each category.

Mr. Baldwin stated that there are currently 295 eligible applicants on the waiting list of Public Housing. We continue to take applications the 1st Monday of each month. Currently the HCV Program for Section 8 provides assistance to 230 families with a capacity of 333 per HUD and we currently have 245 eligible applicants on the waiting list. We are going to develop strategies to lease more vouchers to eligible families. We are not currently accepting applications for vouchers at this time.

Mr. Baldwin stated that HUD awarded the Dept. of Public Housing \$292,217.00 Capital Fund Program (CFP) Grant for fiscal year 2015 and will award \$299,940.00 for 2016. CFP funds are obligated to focus on modernization of Public Housing units and buildings, management improvements, equipment, and fees and cost associated with maintaining the program 2015-16 CFP funds will be obligated towards the completion of the HVAC renovations in Amhurst Gardens.

Immediate Needs

Phase II & Phase III of HVAC renovation at Amhurst Gardens

2016 update of 2015-2019 Five-Year Agency Plan
Housing software
Staff Trainings
Staff allocation and restructure of duties to offset HCV funding support

Short-term Needs

Renovations of the Family Life Center
Continued Modernization of Public Housing Units
New Vehicle for Director

Mr. Baldwin mentioned resident initiative activities offered as GED classes, Girl Scouts, Cub Scouts 4-H club, Community Garden, Health and Wellness, etc. Also, Mr. Baldwin listed the employees within the Department of Public Housing with their length of service.

Fire Chief Shawn Oke came before Council and gave his 2016-2017 Budget Priorities.

1) Fix Pay Compression

This would create a means for all employees to move within our pay grades on an annual basis. Council reviewed a chart showing Charlotte's Fire Department Step Rate Pay Plan.

2) Implement Mobile Computer Aided Dispatch (Mobile CAD) – Initial \$90,000 with an annual cost of \$5,000. We would install laptop computers in all fire apparatus and staff vehicles and they would be able to access multiple software programs including Mobile CAD.

3) Fire Station Location/System Demand and Deliver Study –Estimated Cost \$45,000 – Hire a consulting firm to study our current fire station building conditions, deployment, and service performance to create a benchmark against which the options for future service delivery can be measured.

4) Hire a Deputy Fire Chief – Estimated Costs \$95,000

To focus on operational aspects of the fire department and assist the Fire Chief with administrative duties. This would provide someone at the fire department on a daily basis to be in charge in the absence of the chief.

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

Mayor Michael stated that he needs a Councilmember or department head that can attend a meeting in Ellerbe, NC on Monday, February 15 hosted by the Department of Commerce at 1 pm. He stated that he and the City Manager and Economic Development Director Mark Donham have a previous engagement. It was determined that Public Utilities Director Mike Leonas would be able to attend the Ellerbe meeting for the Mayor. Councilmember Bramlett also indicated he would attend the meeting.

Mayor Michael stated that Council received a handout on Tuesday, February 9 concerning the research by the City Manager concerning downtown development and how these cities handle this. It reviews a questionnaire to each city of whether that city has a downtown development and if so, is it partially or fully non-profit. If partially non-profit is there also a quasi-public/private structure in place with their positive/negative comments.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Hughes, and unanimously carried, the Council approved accepting from the Albemarle Downtown Development Corporation a quasi-public/private structure if ADDC votes to go this route.

Councilmember Hall stated that the resolution to support the Connect NC Bond Referendum was discussed last evening at the Council of Governments meeting she attended in Charlotte. She asked that the link Connectnc.org be placed on the City website.

Upon a motion by Councilmember Hughes, seconded by Councilmember Aldridge, and unanimously carried, the meeting was adjourned until Monday, February 15 at 7:00 pm in the Council Chambers of City Hall for a regular session meeting.