

ADJOURNED MEETING CITY COUNCIL
February 9, 2016

The City Council of the City of Albemarle met in an adjourned session on Tuesday, 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: Mayor Pro Tem Martha Sue Hall, Bill Aldridge, Chris Bramlett, Benton Dry, Martha E. Hughes, Dexter Townsend and Chris Whitley. Absent, none.

The Mayor and the City Council held a Fiscal Year 2016/2017 Planning and Budgeting Work Session in the Executive Conference Room of the City Hall with the following Departments presenting: Parks and Recreation, Information Systems, Police, Economic Development, Human Resources, and Planning and Community Development.

Mayor Michael called the meeting to order.

Mayor Michael asked Council to affirm their attendance at the Stanly COG meeting on February 23, 2016 sponsored this month by the Town of Oakboro. This meeting will be held at St. Martin's Lutheran Church Fellowship Hall located at 1659 St. Martin Road with the meal beginning at 6:30 pm. All Councilmembers confirmed their attendance except Councilmember Aldridge.

Mayor Michael stated that Becky Blalock in the Human Resources Department will be retiring and her last day is Friday, February 26 and there will be a reception in the Raymond I. Allen room that afternoon.

Parks and Recreation Director Toby Thorpe came before Council and reviewed FY 2015-16 accomplishments and Capital, Non-Capital, Technical and Staff priorities for Parks and Recreation Programs, and how they are paying for these in 2016-17 budget.

FACILITIES

Picnic Shelter addition at Rock Creek Park - completed by June 30, 2016

EE Waddell Field and Track Improvements by May 30, 2016
Fencing Improvements at Rock Creek Park are complete

FUNDING

Received PARTF Grant for Morehead Park improvements – to begin late Spring/early summer 2016

Received Keep Stanly Beautiful Grant for Rock Creek fencing improvements

Received Rotary Foundation Grant funding for the EEWC track and field improvements

Applied to Doppelt Foundation and NC Recreation Trails Program Grants for Northern greenway extension

Partnered with organizations that share this mission on various events

PLANNING

Developed RFQ construction plans/construction mgt. for Wiscasset Mills Athletic Complex project

Continue appeals to Norfolk Southern Railroad in efforts to acquire abandoned rail corridor

FEES and POLICY

Updated facility rental fees and program fees and charges

Updated refund policy

PROGRAMS

Maintained national certifications (Tree City USA/Playful City USA)

Partnering with Locust Parks and Recreation and Oakboro Parks and Recreation to Maintain Stanly County Sports Hall of Fame and host annual inductions.

IMMEDIATE PRIORITIES:

Capital Priorities – Replacement of two vans and one pickup truck

Morehead Renovation Project (PARTF funding is in place – need to develop grant budget before start)

Move ahead on Wiscasset Mills Athletic Complex (construction plans and Fundraising)

Non-Capital Priorities – Mower and Park maintenance equipment replacements
And actively market the sale of Ingram Park property

Technology Priorities – Online clock-in for off-site staff, online program registration, and real-time program updates.

Staff Development Priorities – Maintain current funding for seasonal employees, Program Assistants year-round, basic Con't-Ed for staff, and succession planning.

Paying for It

Generate appropriate revenue – continued assessment of Program fees and charges

Provide additional opportunities for facility rentals and programs

Grants, Donations, Sponsorships, and Develop Partnerships

Mr. Thorpe also gave Council a handout which also explained the short-term (by FY 2020) and immediate-term (by FY 2023) priorities.

Mr. Thorpe also stated that he will be retiring in December, 2016 but will continue working with the Sports Hall of Fame and the Wiscasset Mills Ball Field Complex committee.

IS Director Owen Squires came before Council and gave his mission statement and reviewed year to date accomplishments:

Staff

Evening/Weekend changes to provide support

Continued support and focus for IS Department

Project-focused and maintaining day-to-day support

Continue to take advantage of opportunities with internships.

Projects

Paymentus implementation

Phone System replacement

Security enhancement at the Landfill

Network infrastructure replacement in City's main server room

CKA network project

On-going replacement of workstations

App Store enhancements and updates

Training/Education

Time spend each week for IS staff

Leadership Stanly

Distance Learning

Off-Site classes

Conferences

Mr. Squires reviewed with Council FY 2016-17 IS Staff, Projects, and Training plans for 2016-14.

Staff

Continued support and future focus of IS Department

Critical interdependency between service/application providers

And infrastructure/systems providers

Project focused – but maintaining day to day support

Continue to search for intern opportunities

Projects

Software licensing, changes, with applications, speed of change

Continued challenges with storage and planned migration of services

Internet Usage – both access and reliability

Infrastructure resiliency – core switch, etc.

Training/Education

To continue an intentional training program

Being open for new training platforms and opportunities

Police Chief Danny Bowen came before Council and reviewed with Council his budget needs for FY 2016-17.

Chief Bowen stated that the General Highway Safety Program (GHSP) Grant is ending September, 2016 and the City will have to pick up the expense from that point to pay for the position and all the expenses therewith.

Replacing laptops in police vehicles – they are 5 years old and need to be updated. To repurpose the old laptops for detectives or other positions. Rough estimate cost for 22 GETAC laptops is \$70,000.

Replacing 4 patrol vehicles, 1 vehicle for Investigations, and 1 Administrative vehicle

To allocate \$10,000 toward tuition assistance for Police employees

To replace Body Cameras with newer versions that activate automatically for each Patrol Officer

In-Car Cameras replace with newer version that will synchronize with the officer's body camera

Need an increase of storage capacity for body cameras and in-car cameras

Update Tasers due to current ones being 5 years old. Will start a replacement plan to replace 8 per year which will allow us to have them all replaced every 5 years

Radio replacement is complete and possible need to look at a maintenance program

Chief Bowen stated that two things he is wanting to continue and expand on in 2016-2017 is their juvenile programs by having two camp sessions this coming summer and working to improve their customer service to help citizens with whatever they need.

Economic Development Director Mark Donham came before City Council to discuss budget considerations for 2016-17 key projects as follows:
following:

- Redevelopment of the Downtown – Streetscape, Central School Senior Apts., and Historic Albemarle Hotel
- Corporate Center Development – Preliminary costs are estimated at \$7.6 million which if shared with the County would be \$3.8 million for the City
- Working with businesses to locate into existing buildings
- Continue to work with and assist existing industry
- To sell the Roosevelt Ingram Park
- To help with location of new retail into the City as the Shops at Olive Place
- Seek to improve the business development process
- Develop the City’s Economic Development Web Site – to market Albemarle on the Internet

Mr. Donham stated that the City continues to meet with local industries to find ways to assist them with growth. The Industry Recognition Program will continue to be implemented quarterly. Also, he stated that retail development is still taking place with the Shops at Olive Place. ElectriCities and Retail Strategies are still contacting retail businesses at national trade shows and are following up on leads that are promising.

Mr. Donham stated that the Business Development Team continue to meet regularly and look at issues related to working with businesses wanting to locate in Albemarle.

Human Resource Director Robert Whitley came before Council concerning medical insurance, performance evaluations and a new MSDS program online.

Mr. Whitley stated that the trend across the country is a 10% medical insurance increase. We can choose to stay with a fully insured program or decide to do a partially self-insured program. We may want to bid both types of programs for comparison. Mr. Whitley explained the partially self-insured program and answered any questions that Council had.

It was the consensus of Council to have Mr. Bill Webb with NFP Consultants come speak before Council concerning partially self-insured programs. Mr. Webb and NFP Consultants have been the City's health insurance consultants since Mr. Whitley came to work for the City.

Mr. Whitley stated that he spoke with Mr. Joel Davis with Springsted, Inc. who is working on customizing their performance evaluation program for the City. Mr. Whitley will plan for a review of the program in the near future and it should be in place ready for the City to use by July 1, 2016. There will be training before that date for departments.

Mr. Whitley also stated that there is a new program for Material Safety Data Sheets (MSDSonline) which is a new approach to 32 year old OSHA. It is an internet based solution and has a mobile app for field use. The MSDS updates are easy and easy tracking of required reporting.

Planning and Community Development Director Keith Wolf came before Council and gave a brief summary of responsibilities for his department.

1. Planning Board meetings and Planning Board Dinner meetings
2. Board of Adjustment meetings and Variance applications
3. Albemarle Historic Resources Commission and the Minor Works Committee
4. Applications for Certificates of Appropriateness
5. Albemarle Community Appearance Commission meetings (suspended)
6. Community Clean Up (discussion needed)
7. Graffiti Removal
8. Minimum Housing Code Violations
9. City Coordination Forms
10. Sign Permits and Violations

11. Nuisance and Zoning
12. Flood Zone Permits and Violations
13. Maintenance of City Hall
14. Review of Building Plans for New Development Programs
15. Subdivision Plat Reviews
16. Respond to public inquiries every day

Mr. Wolf listed some of the activities requiring adding additional staff time this year as:

1. Enhance staff capabilities through continuing education and certifications
2. Moving to electronic documentation and tracking of all applications.
3. Activities involving the Shops at Olive Place Shopping Center
4. Implementing changes to better support new business development

Mr. Wolf asked that Council consider one or both options below concerning the Albemarle Community Appearance Commission.

1. Suspend Sections 21.50-21.59 of the ordinance and place the Commission on hiatus at least temporarily.
2. Seek to fill seats on this commission with people recommended in section 21.51 and appropriate some funding for the commission in the budget so that the powers and duties (Section 21.54) of that commission can be realized.

Mayor Michael stated that he would like for Council to take a look at all City Boards and Commissions and give their recommendations of whether to add, remove, or change any boards and then have the new Planning and Community Development Director coming in this year make his recommendations concerning the Albemarle Community Appearance Commission.

The City Manager stated that he had emailed Council this past fall, a current list of City Boards and Commissions and description of what each board does.

Mayor Michael asked the City Manager to handout to Council his results from contacting cities in NC asking them to answer a questionnaire. This was concerning if they have an organization as our Downtown Development Corporation and if they do, is it a non-profit, totally handled by their city, or a combination of the two.

The City Manager stated that he had requested from several cities an 8 question questionnaire with comments concerning if they have a Downtown Development Corporation and how involved their City is, and questions as who they report to, if there is a non-profit board, director salary, does the non-profit raise money, and any comments they had overall. He spoke with the Town of Oxford, City of Clayton, City of Morganton, City of Clinton, and the City of Hendersonville.

Mayor Michael asked that Council take this handout with them and review and come back Thursday night ready to discuss. He stated that Council needs to decide now if we are willing for the City to take on a Quasi-Public/Private governmental setup with the ADDC. This structure has City staff operating a 501 (c)(3), 501 (c)(4), or 501 (c)(6) and also has a Director as a City employee but the program has a non-profit status.

If we do decide to do a Quasi-Public Private setup, then the ADDC can decide if this is what they want the City to do and get back with us.

It was noted that this issue was discussed for two hours at the regular ADDC Board meeting this past Monday, February 8 with a motion to table a decision until their next meeting.

Mayor Michael stated that the City Manager had spoken with Stanly County Manager Andy Lucas concerning the Stanly County Museum moving into the City Annex. Based on his response and the County willing to do all the requested items to get the building in shape for them to move in, he asked that Council decide to have City Attorney David Beaver draft an agreement proposal for the Stanly County Museum to review.

It was the consensus of City Council to request that the City Manager have the City Attorney David Beaver draft an agreement proposal for the Stanly County Museum to review.

Upon a motion by Councilmember Hall, seconded by Councilmember Hughes, and unanimously carried, the meeting was adjourned until Thursday, February 11 at 6:00 pm in the Executive Conference Room of City Hall for a City Council Budget Work Session.