

ADJOURNED MEETING CITY COUNCIL
February 8, 2018

The City Council of the City of Albemarle met in an adjourned session on Thursday, February 8, 2018, at 5:30 p.m. in the Executive Conference Room of the City Hall. Mayor Michael presided and the following Councilmembers were present, to wit: Bill Aldridge, Chris Bramlett, Benton Dry, Martha Sue Hall, Martha E. Hughes, Dexter Townsend and Chris Whitley. Absent, none.

The Mayor and the City Council held a Fiscal Year 2018/2019 Planning and Budgeting Work Session in the Executive Conference Room of the City Hall.

Mayor Michael brought the meeting to order.

Human Resources Director Robert Whitley came before Council to review accomplishments in 2017/2018 and requests for the 2018/2019 FY.

Medical Insurance
Performance Statistics
Monthly Information from NFP

Performance Evaluation
Updates to Program and Forms
Training
2018 Evaluations to begin March 12 – Completed April 13

Employee Training
Will complete First cycle in March
Course Titles
New Class will begin later this year

Mr. Whitley reviewed charts of total revenue for self-insurance fund and total expenditures self-insurance fund. Also, he reviewed charts of monthly revenues vs. budget, monthly expenditures vs. budget, monthly revenues vs. expenditures, revenues – YTD vs. budget, expenditures – YTD vs. budget, and self-insurance performance.

Council also reviewed a year to date budget report of the self-insurance fund showing city, employee, and retiree contributions and total revenue and expenses.

Through January, 2018, total expenses are \$1,332,298 against total revenues of \$1,870,075. This results in an YTD surplus of \$537,777.

Council also reviewed an executive summary of plan reporting, stop loss, and large claimants. The gross plan cost per employee is \$8,109 and the expected claim loss ratio of 73.4%. Lastly, Council reviewed the Aggregate Report covering time period of July 1, 2017 until June 30, 2018. Aggregate Claim factors are employee only, employee/spouse, employee/child(ren), or family. This chart shows enrollment and expected vs. actual claims through December 2017.

Mr. Whitley reviewed leadership training for supervisors at Stanly Community College from March 2017 through this March 2018.

Mr. Whitley answered any questions that Council had.

Councilmember Dry entered the meeting at this time.

Public Works Director Ross Holshouser came before Council and reviewed the following with Council:

Warehouse Division

Highlights/Accomplishments for FY 2017-18

One vacant position – in process of filling

Replaced deteriorated exterior doors around warehouse

Painted all exterior doors and windows

Repaired damaged interior load bearing masonry wall

Landscape edits; crepe myrtle trees at front entrance, mulched areas, and plantings.

Major Requests and Objectives for 2018-19

Energy Efficiency Lighting Upgrades \$10,000

Industrial Floor Cleaning Machine \$4,500

Handheld Units \$3,000

Storage Racks \$5,000

Fleet Maintenance Division

Highlights/ Accomplishments FY 2017-18

Recently hired new Fleet Maintenance Superintendent to start February 20

Currently one vacant mechanic position to be filled

Renovations and improvements taken place to existing Fleet Maintenance Shop including:

- New shingled roof

- Additional storage unit purchase to store tools and jacks

- Transformed attic space in loft into break area for staff

- Painted interior walls

- Renovated bathroom and office

Major Requests and Objectives for FY 2018-19

New Fleet Maintenance Building \$1.3 million

Gas Heating Units \$5,000

Technology Upgrades \$15,000

Training & Education \$4,000

Street & Right of Way Division/Downtown Services

Highlights/Accomplishments for FY 2017-18

Three vacancies and one more March due to retirement

Successful Loose leaf season continues to complete in March

Pavement Preservation Management Plan 2017-18

- Crack Sealing completed

- Micro-surfacing: Contract awarded to Slurry Pavers in progress

- FDR (Full Depth Reclamation): Contract awarded to Propst Const. Co. in progress

Storm Drain Repair

Clear cut and removed debris on creek banks and ditch lines – ongoing

Storage Building for Roadside Electronic Collection (partially Grant funded)

Implemented new electronic collection fee of \$0.20 per month (included in solid waste disposal fee).

481 TV's collected from 1/2017-1/2018

Hosted successful Electronic Recycling & Paper Shredding Event

Assisted Parks n Rec in constructing paved walking path at Chuck Morehead Park and in planting trees around new Dog Park

Renew pavement markings in Downtown Business District. Painted lines and Thermoplastic Crosswalks and Stop Bars were installed.

Installation of new benches and trash/recycling receptacles along sidewalks in downtown area

Year-Round monthly maintenance on downtown trees and tree lights

Total man & equipment hours: 138 hours

Material costs: \$1,512.50

Two employees graduated from ITRE NC Roads Scholar Program

Street Division employees continue to attend classes to gain ITRE NC Roads Scholar Certification

Other Notables

First annual National Public Works Day at Central Elementary

Coordinated efforts with AMS to kick start Pilot Recycling Program

AMS also committed to "Adopt" two streets in our Adopt a Street program

Mr. Holshouser gave updates on NCDOT projects as crosswalks at Market Station, East Main Street re-surfacing, US Hwy 52 Business re-surfacing, NC Hwy 24-27 delineation project at Leonard Avenue and widening from Albemarle to Troy. He stated that Public Works assisted ADDC in the fountain renovation at Courthouse Square, additional responsibilities of maintaining and landscaping ADDC properties in downtown area, and assist ADDC in planting seasonal flowers in planters, urns, and hanging baskets.

Major Requests and Objectives for FY 2018-19

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

Equipment Storage Building \$330,000

Skid Steer w/attachments \$65,000
Crew Cab Truck w/Lift Gate \$32,000
Street Sweeper \$325,000
Used Bucket/Boom Truck \$35,000
Single Axle Dump Truck w/ Snow Plow \$108,000

Solid Waste & Recycling Facility

Highlights/Accomplishments for FY 2017-18

Facility Compliance Inspection by DEQ in December 2018 – good report with no violations
Leachate Sewer Force Main Project – in process
Solid Waste Employee Facility
Replacement and upgrade of C&D leachate gravity sewer lines – planning phase
Purchase and installation of new scales – in process
Mowing Tractor has been ordered and should be here in March

Major Requests and Objectives for FY 2018-19

Articulating Dump Truck \$435,000
Used Bull Dozer \$150,000
Communication Radios \$35,000
Haul Road Repairs \$40,000

Future Discussions

Information Technology/City Wide Work Order System: In discussion with it and all departments to look at reliable a work order processing system to be used throughout all City departments. Meeting next Friday with vendor.

Storm Water Management Plan: currently not required by NC DEQ but we are candidates designated to be a Phase II MS4 (Municipal Separate Storm Sewer System).

Plan ahead and be pro-active, not re-active.

New revised storm water ordinance

Storm Water Management Plan

Storm Water Enterprise Fund

Storm Water Fees:

Surrounding areas average fees of \$4.50/month/residential

Example: based on 6,800 utility bills gong out each month; could generate \$367,200.00 + annually.

Storm Water fees could help cushion GF budget by absorbing salaries, equipment maintenance and repair costs, equipment purchases, and much needed storm drainage repair projects.

Public Utilities Director Mike Leonas came before Council and reviewed FY 2017-18 Budget Status and FY 2018-19 Program & Rate overview.

Mr. Leonas reviewed with Council charts depicting:
Electric Fund sales revenues for FY 2017-18
Monthly billed electric consumption
Water & Sewer Fund sales revenues for FY 2017-18
Monthly billed water consumption for FY 2018 vs. FY 2017
(Albemarle Service Area Only)

FY 2017-18 Accomplishments (to date)

Administration & Customer Service Divisions

Conduct approx. 20,000 meter readings/month
Prepare and mail approx. 12,500 utility bills/month
Handle approx. 2,200 customer service transactions/month
Promoted Public Power Week & outreach to key accounts
Completed revisions to Customer Service Policy
Received RFQs for W&S Cost of Service Study

Electric Division

166.9 million Kw hours distributed
Approx. 2,500 service orders completed
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
Substantially completed the US 52 WTP Rehab
Design is 90% complete on the Sanitation Sewer Rehab project
(I&I Ph. 2)
Design is 90% complete for Phase I of Electrical Rehab at LCWWTP

Systems Division

Approx. 1,750 service orders completed – 44 water main breaks January 2018
Video inspected 1,600 lf of sanitary sewer
Maintained the 185 right of ways associated with W&S easements
Completed location survey for Old Whitney Raw water line

Maintenance Division

Supported the rehab efforts at US 52 WTP
Completed the design for the new Plant Maintenance Shop
Begun bidding process for the new building

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 for Electric Division

Electric Division

Continue wood pole inspection program and replacement program
Continue contract labor supplement for line improvements and tree maintenance
Increase reserves for disaster mitigation
Support 24/27 widening project by NCDOT

Plants Division

Complete engineering design and begin construction for Phase I Electrical Safety
Upgrades at LCWWTP
Architectural rehab of interior flooring and roofing at TTWTP
Development/rehab of internal SCADA system for TTWTP

Systems Division

Continue I&I Reduction Program – manhole lining, vent pipes, and MH covers
Continue AMR development on water meters – Evaluate AMI options
Consider/evaluate elevated tank coating program
Support 24/27 widening project by NCDOT

Mr. Leonas reviewed with Council a chart showing water and sewer revenue allocation for January 2018. This included customer classifications, number of customers for each class, consumption, revenue collected for each, % of total consumption, % of revenue generated and customer cost/100 gallons.

Mr. Leonas also reviewed with Council the combined water and sewer rate comparison to City of Albemarle rates. This basis of comparison = 5,000 gals. /668cf. There were 385 utilities compared showing the rate comparison parameter for each. It also showed the amount that 90% of utilities charge, 50% of utilities charge, and 10% of utilities charge. The City of Albemarle's current combined water and sewer rate for 5,000 gallons is

\$42.04. The source reference for these statistics is the UNC Environmental Finance Center – NC Water & Wastewater Rates Dashboard for February 5, 2018.

Mr. Leonas handed out to Council information concerning current water supply capacity and future water supply planning. He gave background information on the water supply planning process and reviewed the status of the local water supply plan for the Albemarle service area. This showed information for permitted water supply withdrawal and treatment capacity at TTWTP and US 52 WTP versus the practical water supply treatment capacity for TTWTP and US52 WTP. It also showed the allocations and consumptions for the Albemarle Service Area, Stanly County Utilities, Pfeiffer-North Stanly Water, and City of Concord. Based on the previous information, the net water supply available for future needs and planning in the Albemarle service area is:

$$\begin{aligned} \text{Water Supply Available} &= \text{Treatment Capacity} - \text{Allocations} - \text{Albemarle Consumption} \\ &= 16.000 \text{ MGD} - 8.75 \text{ MGD} - 3.990 \text{ MGD} \\ &= \underline{\mathbf{3.260 \text{ MGD}}} - (20.3\%) \text{ Albemarle has this available} \\ &\qquad\qquad\qquad \text{Water supply} \end{aligned}$$

Mr. Leonas asked that Council consider the 3.260 MGD as a reserve capacity to meet future growth and development within the Albemarle service area.

Mr. Leonas also handed out to Council information concerning utility bills. He stated that the City offers many ways to assist customer including customer service staff. Each customer must be analyzed individually to determine the best course of action. Also, there are various payment options available to customers. The City had a rate decrease for FY 2015-16. The City did not have a rate increase FY 2016/2017 or FY 2017-18. He gave information about the City electric system and stated that there are 117 trees illuminated from dusk until midnight. The lights are LED and the estimated cost is less than \$1.00 per hour.

Mr. Leonas answered any questions that Council had.

Fire Chief Shawn Oke came before Council and reviewed budget status and accomplishments and the projected program goals and requests for 2018/2019.

2017/2018 Review

Responded to 2,621 incidents (647 fire, 1974 emergency medical), an increase Of 97 incidents from 2016. Busiest day was May 5 and the slowest days were January 6 and February 17

Installed tablets in all vehicles with Streetwise software

Installed laptops in response vehicles with Mobile CAD software
Working to modernize recordkeeping in fire marshal's office to provide better service to customers

Working with regional partners to address the lack of diversity in the department

Working with regional partners to streamline hiring process

Working with regional partners for recruit training and education
Personnel

Two retirements – Captain Chuck May and Engineer Roger Morton

Two resignations – Tanner Mullis hired by Charlotte Fire Dept. and Brian Tayler hired by Office of State Fire Marshal

One Termination

Hired – Fire Marshal Michael Roark and Firefighter Brian Rose

Currently have three vacancies, anticipate hiring in late spring, early summer

Anticipate one retirement for 2018 – Captain Maurice Burns

Grants in process

Aerial ladder for \$1,400,000. Grant pays \$800,000, we pay \$600,000

SCBA replacement for \$302,250. Grant pays \$287,858, we pay \$14,392

2018/2019 Budget Concerns

Highest Priorities

Hire Deputy Fire Chief –labor \$85,000 equipment \$11,000 + vehicle

Hire Assistant Fire Marshal –labor \$60,000 equipment \$11,000 + vehicle

Hire nine additional suppression personnel – labor \$475,000 equipment \$125,000

Medium Priorities

New staff Vehicle for department – cost \$37,000 cost to outfit \$25,000

Vehicle for Deputy Fire Chief - \$37,000 cost to outfit \$25,000

Future Projects

Replacing aging staff vehicles

Fire Station Location Study to determine Station Two location and need to reopen station on N. Third Street

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

Renovation or Relocation of Fire Station Two

Expect ISO inspection anytime in the next few years before 2020

Department Concerns

Fix Pay Compression

Provide needed resources for technology

Support for Facilities and Maintenance Division

Unity and Support for other departments

Chief Oke supplied Fire Department statistics to Council concerning incidents of fire, EMS, property loss, content loss and incidents that overlapped in the current year, previous year and 2007 and 2012. This chart also showed mutual aid, the busiest and slowest days, days 10 or more, and the 5 largest property losses in 2017.

Mr. Oke answered any questions that Council had.

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

Public Housing Priority FYE 6/30/2019

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. Our agency's current score is 79 out of 100 with a small deregulation designation. We will continue to provide quality programs and services to our residents that will focus on improving family self-sufficiency

Public Housing Operations

Applications are taken the 1st Monday of each month (excluding holidays then applications will be received on the following Monday). All applicants are screened for eligibility using criminal background checks which are required by HUD for all public housing and Section 8 applicants. The waiting list for Public Housing currently consists of approximately 283 eligible applicants.

Section 8 (HVC) Voucher Program Priority FYE 6/30/2019

To continue to improve Section 8 Management Assessment Program (SEMAP) score with current score is 100 with a High Performer rating. Currently the HCV Program provides assistance to 278 families. Due to the fact the HUD provides funding on a 3 month look back, we are still experiencing some funding issues on the admin fee side. We are approaching our ceiling potential for lease up. If our lease up numbers remain within 280-90, he believes that the admin fees received will sustain the program operations. We have completed the restructure of staff allocations and duties to offset shortfall funding.

Section 8 Housing Choice Voucher applications

We are not currently accepting applications for vouchers at this time. Although the waiting list is now closed, we currently have approximately 195 eligible applicants on the waiting list. Voucher families must reside under lease in Stanly County at least 1 year before eligibility to transfer to another county with a voucher.

Resident Initiative Activities

Bimonthly Resident Council and Community Watch meetings

Harvest Church

Community Garden

Finding Friends

Healthy Eating

Senior Stretch and Exercise

Life quest – resident initiative geared towards those who are required to perform community service hours

Dancing Stars

NexGen – under NC Works, recruitment for 18-24 yr. olds for job mentoring

Public Housing needs and priorities:

Immediate Needs

2018 update of 2015-2019 Five Year Agency Plan

Housing software –RFP is out, due by Feb 26

Implementation of Smoke Free Public Housing

Staff Trainings

New vehicle for Director

Short-term Needs

Replace flooring of playground in Amhurst Gardens

Construction of the Family Life Center dedicating more capital funds to the project and minimal reserves use

Continued modernization of Public Housing units through the Capital Fund Program

Capital Fund Program – HUD awarded the Dept. of Public Housing \$318,021.00 Capital Fund Program (DFP) Grant for fiscal year 2017. We have not received notice of the 2018 award, but we anticipate no significant change in the award amount from 2017. 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. 2017 CFP funds will be obligated towards the beginning Phase of construction of a new Family Life Center.

Department of Public Housing Employees:

Cedric Baldwin, Public Housing Director, 5 years of employment
Rachel Hough, Housing Assistance Program Manager (Section 8), 28 years of employment
Erica Carter, Housing Assistance Program Specialist, 11 years of employment
William Baldwin, Resident Services Specialist, 3 years of employment
Eric Allsbrook, Housing Inspector, 10 years of employment
Sandy Cook, Public Housing Specialist, 6 years of employment
Tony Poplin, Facility Maintenance Supervisor, 16 years of employment
Jimmy Turner, Facility Maintenance Technician, 4 years of employment
Vacant, Facility Maintenance Technician
Mr. Baldwin answered any questions that Council had.

Mayor Michael stated that Council needs to consider any recommended salary increase they would like to see for employees for FY 2018-19. If they want a certain % for COLA and if they want a % for department heads to use as a salary adjustment for their employees concerning compression/merit.

City Council had several questions they need answering before they can determine the amounts of the percentages for salary increases for 2018-19.

It was the consensus of City Council once questions have been answered, to offer a % for COLA and also a % for department heads to use as salary adjustment for their employees concerning compression/merit. The percentage amounts will be filled in at that time.

Assistant City Manager Christina Alphin handed out to Council information on Commercial Maintenance Code and frequently asked questions.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Dry, and unanimously carried, the meeting was adjourned until Monday, February 19 at 7:00 pm in the Council Chambers of City Hall for a regular session meeting.