

ADJOURNED MEETING CITY COUNCIL
February 14, 2019

The City Council of the City of Albemarle met in an adjourned session on Thursday, February 14, 2019, at 5:30 p.m. in the Raymond I. Allen Room of the City Hall. Mayor Michael presided and the following Councilmembers were present, to wit: Bill Aldridge, Chris Bramlett, Martha Sue Hall, Martha E. Hughes, Shirley Lowder Dexter Townsend and Chris Whitley. Absent, none.

The Mayor and the City Council held a Fiscal Year 2019/2020 Planning and Budgeting Work Session in the Raymond I. Allen Room of the City Hall.

Mayor Michael brought the meeting to order.

Human Resources Director Robert Whitley came before Council to review accomplishments in 2018/2019 and requests for the 2019/2020 FY. Mr. Whitley reviewed with Council total revenue and total expenditures for the City's self-insurance fund for FY 2017-18. Also he reviewed the revenue and total expenditures figures for FY 2018-19. Mr. Whitley showed the YTD Dec 2018 and YE June 2018 summary for Plan Reporting, Stop Loss and Large claimants. Next, Council reviewed the figures for the period of July 2018 through December 2018 of actual claims of medical and Rx, monthly totals, fixed costs, year to date total plan costs and annualized total plan cost.

Mr. Whitley stated that leadership training for supervisors held at Stanly Community College started March 2017. The City Manager stated the third class of employees are now in this program, bringing the total participant level to approximately 40 front line supervisors that have been through the program.

Mr. Whitley answered any questions that Council had.

The City Manager stated that Conterra is the fiber installer for the Stanly County School System. We have received a request for them to install underground fiber in our right of ways in order to get fiber from the school system central office at Stanly Commons to Central Elementary. This is the first of many projects like this, so they will be running more fiber over time. He stated that if Council wanted more information, he

can request a school representative to attend a future meeting to provide greater detail. If Council is fine with just knowing this is happening, we will process this request under our normal encroachment process. The City Council did not express concern or request additional information from the fiber installer.

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

WAREHOUSE DIVISION

HIGHLIGHTS/ACCOMPLISHMENTS for FY 2018-2019

- 2 employees; fully staffed: 1 new employee since last year
- Conversion of all light fixtures to energy efficient LED lighting.
- Purchase of industrial floor cleaning machine.
- Purchase of warehouse shelving.
- Upgrades and repairs to the facility backup generator and disconnect switch.

MAJOR REQUESTS AND OBJECTIVES for FY 2019-20

Warehouse Access Control Additions \$10,000

Warehouse Forklift \$30,000

City wide Fuel System Upgrade \$12,000

Vegetation Edits \$10,000.

FLEET MAINTENANCE DIVISION

HIGHLIGHTS/ACCOMPLISHMENTS for FY 2018-2019

- 4 employees; fully staffed: All 4 employees are newly hired since this time last year.
- Fortunate to have a very professional fleet maintenance department with over 75 years combined experience.
- Implemented Facility Dude Work Order software to track repairs, material cost and labor for all City Departments.
- Monthly departmental work order summaries are provided to all departments to track repairs.
- Updated software and utilizing technology when doing diagnostic checks.
- Performing more preventative maintenance in house for all departments with 40+ point oil, lube and filter service as well as tire rotations.

- Cosmetic and structural repairs to the fleet maintenance garage, as well as additional storage for tools have been added to the aging fleet maintenance facility.

MAJOR REQUESTS AND OBJECTIVES for FY 2019-2020

New Fleet Maintenance Building \$1.5 million

Tire Changer and Tire Balancer \$10,000

Software Subscriptions \$15,000

Hydraulic Hose Crimping Machine \$10,000

Additional Employee: Fleet Maintenance Technician \$33,600 (plus benefits)

STREET & RIGHT OF WAY /DOWNTOWN SERVICES

HIGHLIGHTS/ACCOMPLISHMENTS for FY 2018-19

- 14 employees; 2 vacancies currently; 6 new employees hired within the past 6 months.
- Another successful lose leaf season continues and is scheduled to be completed in March.
- PW continues to respond to residential solid waste disposal complaints.
- Pavement Preservation Management Plan 2018-2019: 50/50 Plan; Currently in process of sending preservation out for bid and scheduling mill & fill work to be completed this spring.
- Currently very aggressive with concrete repairs. Aging sidewalks, aprons and curb & gutter repairs are ongoing.
- Storm drain repairs and ditch maintenance has been a recurring issue this year due to hurricanes and rainy weather.
- Continue to collect curbside electronics for all City residents.
- Completed sidewalk upgrades per the Downtown Master Streetscape Plan along West Main Street from Depot to Railroad Street.

MAJOR REQUESTS AND OBJECTIVES for FY 2019-2020

Additional funding for the Pavement Management Program GF

\$350,000/PB \$150,000 – \$500,000

Used Asphalt Paving Machine \$120,000 –

Single Axle Dump Truck w/ Snow Plow attachment \$120,000 –

Street Sweeper \$325,000 –

Vac-All Truck \$450,000

**Equipment Storage Building \$350,000 –2019 One Ton Dump Fleet Truck \$45,000 –
Right of Way 61” Zero Turn Mower \$12,
DINGO TX 525 Wide Track w/attachments \$32,000**

**FOR FUTURE DISCUSSION:
Storm Water Management Plan:**

This past year has been a real struggle with storm drainage issues across the entire City of Albemarle. Ditch maintenance, creek maintenance, storm drain pipes, catch basins, flood prone areas, and citizen concerns with areas that have never flooded before.

SOLID WASTE AND RECYCLING FACILITY

HIGHLIGHTS/ACCOMPLISHMENTS for FY 2018-19

- 10 employees, one part time, 2 current vacancies
- Comprehensive Facility Compliance Inspection by DEQ in December 2019 yielded a good report with no violations.
- Leachate Sewer Force Main Project – close to completion
- Solid Waste Employee Facility - completed
- Replacement and upgrade of C&D Leachate gravity sewer lines - On hold
- New communication radios have been purchased and are currently being programmed
- Purchase of new CAT Articulated Dump Truck

MAJOR REQUESTS AND OBJECTIVES for FY 2019 -2020

Used Bull Dozer \$150,000

Used 4X4 Backhoe \$120K

New 4x4 Gas Utility Vehicle \$14,000

41’ X 12’ Enclosed Insulated Metal Building \$20,000

15’ Brush Hog Mower \$17,000

Mr. Holshouser answered any questions that Council had.

Public Utilities Director Judy Redwine came before Council and reviewed FY 2017-18 Budget Status and FY 2019-20 Program & Rate overview.

FY 18-19 Accomplishments (7/1/18 to 6/30/19)

Administration & Customer Service Divisions

- Prepared and mail approximately 11, 500 utility bills per month
- Conduct approximately 20,403 water & sewer meter readings a month
- Handle approximately 1,150 customer service transactions monthly plus rereads
- Utility payments made monthly (4800 credit cards transactions with 17% IVR (interactive voice response), (26% walk ins/drive thru, 57% on-line) other 6,700 customers pay by mail, check, cash, bank draft or money order
- Began restructuring personnel in Administration-Looking at job descriptions and using existing personnel to their full potential
- Monthly Electric Revenue average \$2.8M
- Monthly Water Revenue average \$577,000 includes CKA monthly average \$191,000
- Monthly Sewer Revenue average \$275,000

System Division

- Installed 280 AMR (automatic meter reading) water meter-48% of the System is AMR
- Installed a new Mars Meter Test Bench for test meters (3/4” to 2”)
- Hydrant Flushing 13,978,550 gals/projected another 2M by 6/19 for better quality water
- Washed 125,393 ft. of sewer main/projected another 200,000 ft. by 6/19- Preventive Maintenance
- Video/inspection of 11,101 lf of sanitary sewer-to identify trouble areas
- Replace 700 ft. of sewer line from NC 24/27W to LCWWTP-start by mid-April, 2 weeks for construction
- Completion of water line extension of 555 ft. on Snuggs Park Road (permit in Raleigh for approval-could possibly start in 30-35 days
- Maintained 189 right-of-way associated with Water & Sewer easements every 3 weeks
- Phase II of Wastewater Collection & Treatment Improvements was bid on 1/23/19- LKC will soon be making their recommendations
- Raftelis Financial Consultants are still working on the Water & Wastewater Rate Study (have not been given a completion date)

Electric Division

- Completion of “ Electric Rate & Cost of Service Study” by Utility Financial Solutions should be completed soon
- Sawyers Services continued their wood pole inspection program-67% completed with approximately 200+ bad/rotten poles replaced this budget by in-house personnel

- Working with Owen (IS Department) on implementing an Alarm Emailer Software from SCADA (Supervisory Control and Data Acquisition) notification of outage on personnel cell phones.

Plants Division

- LCWWTP treated 1.29 billion gallons of wastewater from July to January
- Both water plants provided 1.7 billion gallons of drinking water
- 52WTP-Installation of the elevator beginning in April and completed by 6/19
- TTWTP-Repairs will be made to the reservoir liner and completed by April
- LCWWTP-Phase II Project (Year 1 electrical and screw pump replacement-6 year plan) was bid on 1/23/19. LKC will be making their recommendation soon
- LCWWTP- Installation of a 500kv generator on site by end of April and ATS (automatic transfer switch) ready for bid and completion by 6/19

FY 19-20 Program Development Overview

Administration & Customer Service Division

Discussion with ElectriCities on Outsourcing Utility Bills including Bill Stuffer information)

Discussion with ElectriCities on implementing mCare (Service Orders Option).

Hopefully would like to fill (2) vacancies in W&S Division (1) Assistant Superintendent (1) Administrative Assistant to help take some responsibilities off of Bryan.

Electric Division

Continue wood pole inspection program and replacement and data collection program (GIS System) with total completion by 2020-2021(started this program in 2015

Replacement of a deteriorating Control House with new equipment (which is outdated) and a new HVAC to control the temperature at Lee-Lynn Delivery 2 like the ones at Carolina Delivery I and Central Avenue Delivery III.

Replacement of the SCADA (Supervisory Control and Data Acquisition) master station is obsolete and needs to be replaced with a newer technology.

Replacement of Unit #307-1994 Chevrolet Electric Bucket Truck.
Continued support with 24/27/73 widening project by NCDOT, Grandview Phase II subdivision, Parkwest Phase II subdivision, Albemarle Business Center,

Water & Sewer Division

- Continue with AMR (Automatic Meter Reading) program only 48% complete
- Continue I&I Reduction program-manhole lining, vent pipes, and covers
- Continue working with LKC Engineering on the City's "Standard Specifications and Details" for PU, PW and Planning & Development.
- Planning for Phase III (West to W North side of town)-apply for funding in the fall of 2019 and budge in 2020-2021...estimated \$2.5M
- Engineering study with LKC Engineering on Capital Improvements for the East side sewer flow study beginning at Old Charlotte Rd
- Support 24/27/73 widening project by NCDOT, Carolina Treetop Challenge (CTC), Grandview Phase II Subdivision, Bridge Relocation on Bethany Road, Parkwest Phase II Subdivision, Albemarle Business Center
- CIPP (cure in place pipe-slip line the pipe) 421 ft. of sewer line on Pee Dee Avenue and CIPP 238 ft. of sewer outfall from Mill Street to N Broome Street-
- Upgrade Forest Avenue between Cedar Avenue and Holly Avenue from 2' to 6".

Plants Division

- LCWWTP-Continue demolition of abandon plant structure, piping and equipment (remove open top tanks, deep well buildings and other associated above ground
- LCWWTP-Convert existing disinfection system from gas chlorine to Hypochlorite (bleach) system. Estimated cost \$440,000 to retrofit the process. (change out the bulk tanks and the chemical pumps-convert the existing building to fit the new tanks(may need to raise the roof)
- TTWTP- Upgrade all the SCADA (supervisory control and data acquisition) internal to the plant to include chemical pumps, chlorine feed system, high service pumps, air stripping towers and the raw water pump station. Estimated cost \$203,500

Ms. Redwine answered any questions that Council had.

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

Public Housing Priority FYE 6/30/2020 – Continue to improve Public Housing Assessment System (PHAS) score by addressing unit turnaround time for vacant units and improving lease-up rate for vacant units. Our agency’s current score is 77 out of 100 with a Small PHA Deregulation designation (Standard Performance).

Public Housing Operations – Applications are taken the 1st Monday of the each month (excluding holidays then applications will be received on the following Monday). All applicants are screened for eligibility using criminal background records.

Housing Choice Voucher-Section 8 Program Priority FYE 6/30/2020 – Continue to uphold Section 8 Management Assessment Program (SEMAP) score. Our current score is 77 with a Standard Performer rating. Software issues are the major components to the drop in our current score. We are experiencing issue with HUD reporting software receiving transmission from our current software. Currently our HCV Program provides assistance to 261 families.

Housing Choice Voucher-Section 8 applications – We are not currently accepting applications for vouchers at this time. Although the waiting list is now closed, we currently have approximately 395 applicants on the waiting list.

Resident Initiative Activities:

- Bimonthly Resident Council and Community Watch meetings that provide informational community opportunities, Housing Updates, and crime prevention with the Albemarle Police Department
- Harvest Church – Tuesday nights
- Community Garden – Cooperative Extension
- Finding Friends – Lilly Wilson
- Healthy Eating – Cooperative Extension
- Senior Stretch and Exercise
- Life Quest- resident initiative geared towards those who are required to perform Community Service Hrs.
- Dancing Stars- Dance class for youth hosted Duane Steele

Public Housing Needs and Priorities

Immediate Needs

- 2019 update of 2015-2019 Five-Year Agency Plan
- Housing software- Installation and training to begin June 2019
- Smoke Free Public Housing signage
- Staff Trainings

Short-term Needs

- Replace playground in Amhurst Gardens
- Construction of the Family Life Center
- Upgrade lighting around the complexes
- Continued Modernization of Public Housing Units through the Capital Fund Program
- Replace Director's Vehicle
- Upgrade security features at office

Housing Choice Voucher-Section 8 Needs and Priorities

- Evaluate staffing structure and reinstate position
- Replace vehicle

Capital Fund Program – HUD awarded the Dept. of Public Housing \$487,736.00 Capital Fund Program (CFP) Grant for fiscal year 2018. We have not received notice of 2019 award, but we are hoping for no significant change in the award amount from 2018.

Mr. Baldwin 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 2019/2020.

2018 Review

- In calendar year 2018 we responded to 2,968 incidents (837 fire responses, 2129 emergency medical responses), an increase of 347 incidents from 2017. Continued working with laptops in response vehicles to utilize Mobile CAD software. We are still working with Information Systems to solve connectivity issues.
- Working to modernize recordkeeping in fire marshal's office to provide better service to customers
- Continued working with regional partners to address the lack of diversity in the department
- Continued hiring process with regional partners
- Continued working with regional partners for recruit training and education
- Grants in Process
 - Aerial Ladder for \$1,400,000. Grant pays \$820,000, we pay \$580,000. The total purchase price is \$1,600,000 as \$200,000 is for equipment needed for the truck.

- SCBA Replacement for \$306,000. Grant pays \$291,429, we pay \$14,571

2019/2020 Line Item Budget Requests

- Complete the installation of the diesel exhaust extraction systems at all three stations. Station one is the last station to have the system installed. Cost: \$37,000
- Complete the next two phases of implementation of our Swift Water Rescue Team.
- Begin major station repairs at Station Three. I would like to budget \$30,000 a year for the next several years to make station repairs at all stations. Cost: \$30,000

2019/2020 Budget Concerns Outside of SCBA and Ladder 11 Replacement Highest Priorities

Hire Deputy Chief

Estimated Labor Costs \$85,000

Estimated Equipment Costs \$11,000 plus vehicle

Hire Assistant Fire Marshal

Estimated Labor Costs \$70,000

Estimated Equipment Costs \$11,000 plus vehicle

Open old Fire Station One at 121 N. Third St.

Estimated Costs \$1,000,000 (very rough estimate)

Hire Nine Additional Suppression Personnel

Estimated Annual Labor Costs, including promotions: \$480,000

Estimated Initial Equipment Costs: \$125,000

The ladder company being in service all of the time would increase our ISO credit to assist us in improving our ISO rating. The additional personnel hired would also increase our ISO credit. A reduction in our ISO rating provides lower insurance premiums for businesses in Albemarle.

Our staffing model would change with the addition of these three personnel per shift. We would continue to allow up to three vacancies on a shift. We would increase from two personnel on vacation/holiday leave to three personnel on vacation/holiday leave. This number would be reduced to two personnel in the event there was a vacancy or extended leave on a shift.

Medium Priorities

New Staff Vehicle for Department

Estimated Vehicle Cost \$45,000

Estimated Cost to Outfit Vehicle \$25,000

Vehicle for Deputy Fire Chief

Estimated Vehicle Cost \$45,000

Estimated Cost to Outfit Vehicle \$25,000

Future Projects

- Replacing aging staff vehicles
- Fire Station Location Study to determine Station Two location
- Renovation or Relocation of Fire Station Two
- Due to the age of our stations we can expect to start experiencing major maintenance repair costs.
- Expect ISO inspection anytime in the next one to two years

Mr. Oke answered any questions that Council had.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Hughes, and unanimously carried, the Mayor and City Council adjourned to a Closed Session Pursuant to N.C.G.S. 143-318.11(a) (3) (5) – Legal, City of Albemarle v. Chucky Nance, et al. and Real Estate.

Upon a motion by Councilmember Hall, and unanimously carried, seconded by Councilmember Townsend, the Mayor and City Council reconvened to open session. Mayor Michael stated that a Closed Session Pursuant to N.C.G.S. 143-318.11(a) (3) (5) – Legal, City of Albemarle v. Chucky Nance, et al. and Real Estate and there was nothing to report at this time.

Upon a motion by Councilmember Hall, seconded by Councilmember Bramlett, and unanimously carried, the meeting was adjourned until Monday, February 18 at 7:00 pm in the Council Chambers of City Hall for a regular session meeting.