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Regular Meeting
Monday, February 15, 2021
6:30 PM
Council Chambers
Meeting Agenda

Call Meeting To Order:

1. Mayor Michael

Special Presentations:

2. Presentation of a City Retirement Certificate to George Frazee - 25.58 Years of Service
3. Presentation of a City Retirement Certificate to Jerry Efird - 31.42 Years of Service
4. Presentation of a City Retirement Certificate to Billy Blalock - 30.24 Years of Service

Approval Of Minutes:

5. Consider Approval of the February 1, 2021 Regular and Closed Meeting Minutes

Agenda Adjustments:

Unannounced Delegations:

Administrative Reports:

6. Clinton Swaringen, Stanly County Tax Administrator - To Provide an Update on the Current Property Tax Revaluation Process
7. Litter Control Partnership - City of Albemarle and Keep Stanly Beautiful
8. Presentation of Current Minimum Housing and Commercial Maintenance Cases
9. Departmental Monthly Reports

Consent Agenda:

10. Request for the Extension of 570' of Sewer Main on Kingsley Drive
11. Ordinance 21-06 - Budget Amendments
12. Donation of Poles to Stanly Community College

New Business:

13. Presentation on Selection of Engineering Firm for Stormwater Master Plan
14. Introduce new Planning and Development Services Staff: Planning Specialist and Chief Code Enforcement Officer
15. Closed Session Pursuant to N.C.G.S. 143-318.11(a)(1), (4), & (6) - To Prevent Disclosure of Information that is Privileged or Confidential, Economic Development, and Personnel.

Adjournment:

16. Adjourn to Tuesday, February 16th at 4:00 p.m. for Strategic Planning Session

Print

Title – Mayor Michael

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Title – Presentation of a City Retirement Certificate to George Frazee - 25.58 Years of Service

Description:

George's complete work history with the City is attached.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

<u>ATTACHMENTS:</u>	
Name:	Description:
<input type="checkbox"/> G Frazee.pdf	G Frazee Summary Years of Service

<u>APPROVALS:</u>			
Date/Time:	Approval:	Department:	

George Frazee - 2/15/21

Last Working Day: 11/30/2020

Retirement Date: 12/01/2020

04/09/1995	Hired as Police Officer I
04/20/1997	Police Officer II
04/19/1998	Police Officer III
08/02/2015	Police Sergeant
12/16/2018	Police Captain
12/01/2020	Remained in this position until retirement
12/01/2020	Retired with a total of 25.58 years of service

Print

Title – Presentation of a City Retirement Certificate to Jerry Efird - 31.42 Years of Service

Description:

Jerry's complete work history with the City is attached.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

<u>ATTACHMENTS:</u>	
Name:	Description:
<input type="checkbox"/> J_Efird.pdf	J Efird Summary Years of Service

<u>APPROVALS:</u>			
Date/Time:	Approval:	Department:	

Jerry Efird - 2/15/21

Last Working Day: 12/31/2020

Retirement Date: 01/01/2021

10/14/1986	Hired as Laborer II
03/20/1987	Terminated
12/04/1989	Rehired as Laborer II
05/27/1990	Equipment Operator II
06/14/1993	Equipment Operator III
07/05/2015	Heavy Equipment Operator
01/01/2021	Remained in this position until retirement
01/01/2021	Retired with a total of 31.42 years of service

Print

Title – Presentation of a City Retirement Certificate to Billy Blalock - 30.24 Years of Service

Description:

Billy's complete work history with the City is attached.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> B_Blalock.pdf	B Blalock Summary Years of Service

APPROVALS:

Date/Time:	Approval:	Department:	
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Billy Blalock -2/15/21

Last Working Day: 01/31/2020

Retirement Date: 02/01/2021

10/14/1990	Hired as Laborer I
02/26/1995	Laborer II
09/22/1996	Equipment Operator I
05/30/1999	Equipment Operator II
10/15/2000	Equipment Operator III
03/27/2005	Crew Leader
07/05/2015	Street Maintenance Crew Leader
02/01/2021	Remained in this position until retirement
02/01/2021	Retired with a total of 30.24 years of service

Print

Title – Consider Approval of the February 1, 2021 Regular and Closed Meeting Minutes

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> February_1_2021_REGULAR.docx	February 1 2021 regular minutes

APPROVALS:

Date/Time:	Approval:	Department:	

REGULAR MEETING CITY COUNCIL

February 1, 2021

The City Council of the City of Albemarle met in a regular session on Monday, February 1, 2021 at 6:30 p.m. in the Council Chambers of City Hall. Mayor Ronnie Michael presided, and the following members were present, to-wit: Mayor Pro Tempore Martha Sue Hall and Councilmembers Bill Aldridge, Martha E. Hughes, Shirley D. Lowder, Dexter Townsend, Chris Whitley, and Benton Dry.

Mayor Michael called the meeting to order.

The Mayor gave the invocation.

Upon a motion by Councilmember Hughes, seconded by Councilmember Aldridge, unanimously carried, the minutes from the January 19, 2021 regular and closed meetings as submitted were approved.

AGENDA ADJUSTMENT

The Mayor announced addition of a public utility electric rates and billing discussion under New Business.

Upon a motion by Councilmember Hall, seconded by Councilmember Aldridge, unanimously carried, Council approved the agenda adjustment.

ADMINISTRATIVE REPORTS

Request for Change to Contract 2, Phase 2 to Utilize Unspent Project Funds

Mr. Adam Kiker from LKC Engineering was available to answer any questions on the RFC (Request for Change) Phase II at LCWWTP for the amount of \$198,321.29. This covers 1 new storm water pump, stainless steel 480 volt soft-start starters, and a change in the main power feed to 480 volt with neutral from existing transformer including new aerial feed to existing drop pole. Currently WWTP is operating with one storm water pump which is approximately 60 years old. The second pump is out of service and is inoperable due to age and condition. The storm water pump has been used on multiple occasions over the past few years to pump excess rainfall away from the WWTP building.

State Revolving Loan Funds were received for a 2018 Wastewater Rehabilitation project. The funds included \$5,793,770 in 20 years @ 0% loan funds and \$500,000 Grant totaling of \$6,293,770. The project is substantially complete and came under budget. Approximately \$296,500 remains in the project as available funds to complete this needed work.

Upon a motion by Councilmember Hall, seconded by Councilmember Dry, unanimously carried, Council approved the Request for Change for Contract 2, Phase 2 at the wastewater treatment plant in the amount of \$198,321.29 for a new storm water pump and other items as noted above.

MUNICIPAL CALENDAR

Mayor Michael and Councilmembers received the municipal calendar prior to the meeting. The Mayor asked if Council had any questions or comments about the calendar.

CONSENT AGENDA

The Mayor asked if Council wanted to move any items on the consent agenda. Mayor Pro Tem Hall requested that the National Future Leaders of America-Phi Beta Lambda Week Proclamation be moved off the consent agenda. Councilmember Hughes noted a typographical error in the ADDC Board of Directors handout.

Ordinance 21-04 – To Appropriate CARES Funding in the Department of Public Housing and Insurance Proceeds in the General Fund

This ordinance amends the current year operating budget to reflect CARES Act money coming in for Public Housing and Section 8. It also amends the Police budget for insurance proceeds received for expenditures for auto repair.

Public Housing CARES ACT Funding has been expended on:

- Unpaid Rent due to COVID
- Cleaning Supplies
- Vacant Unit Turnaround Services
- Exterminations
- Exterior/Grounds (fencing, poles & chains)
- Purchase Order for Security Cameras -submitted week of January 25, 2021.

[Ordinance 21-04 – To Appropriate CARES Funding in the Department of Public Housing and Insurance Proceeds in the General Fund]

Ordinance 21-05 – To Amend the Assistance to Firefighters Grant Budget

This ordinance amends the Assistance to Firefighters Grant for SCBA equipment. The Fire Department needed maintenance tools & stand-alone accessories for telemetry use on the packs. Since this was not part of the Grant, funds will be transferred from the Fire Department operations budget to the Grant for final payment.

[Ordinance 21-05 – To Amend the Assistance to Firefighters Grant Budget]

Confirmation of the ADDC Board of Directors

All future vacancies and recommendations for appointment will come to the City Council. The ADDC Board is authorized to have between 11 - 13 members. The Mayor, City Manager, Director of Economic Development, and Chamber of Commerce Director are *ex-officio* members and are counted toward the total membership.

Upon a motion by Councilmember Aldridge, seconded by Councilmember Townsend, unanimously carried, Council approved the following:

- Ordinance 21-04 appropriating CARES Act funding in the Department of Housing to the General Fund;
- Ordinance 21-05 amending the Assistance to Firefighters Grant budget; and
- Confirmation of the ADDC Board of Directors.

Proclamation – National Future Leaders of America-Phi Beta Lambda Week

This item was requested to be placed on the agenda by Mayor Pro Tem Hall in honor of National Future Business Leaders of America-Phi Beta Lambda Week, which will be celebrated from February 8-12, 2021. She noted that this was requested in conversation with a long-time local chapter head Mr. Don Hazlett at Stanly Community College. She paid tribute and recognized Mr. Hazlett for his dedication to the local chapter at SCC over the years.

She read aloud the proclamation.

Upon a motion by Councilmember Aldridge, seconded by Councilmember Lowder, unanimously carried, Council adopted the proclamation.

[Proclamation – National Future Leaders of America-Phi Beta Lambda Week]

NEW BUSINESS

Consider Amending City Policy to Allow for Remote Public Participation for Quasi-Judicial Hearings

Council received a draft of the revised policy prior to the meeting. Staff has received requests from applicants to call in to quasi-judicial public hearings. Earlier in 2020, state laws were prohibitive of this but have since been amended to permit this form of participation. Amending the City's current policy to allow staff the leeway to verify the identity of call in applicants would help to

expedite our quasi-judicial process. Allowing remote participation also will be very helpful in the time of COVID for applicants, property owners, and other interested parties who reside out of town or have schedule conflicts with City hearings.

The revisions as drafted allow for public participation via electronic means in quasi-judicial matters. It still precludes board members from doing so.

Mayor Pro Tem Hall asked to clarify that anyone from the public who had standing could participate remotely in a quasi-judicial hearing moving forward if Council approved this policy change. City Attorney Britt Burch confirmed this. Mayor Pro Tem Hall then asked how a person would be sworn in remotely. Ms. Burch explained that each person who wished to speak remotely would need to sign an affidavit before the quasi-judicial hearing.

Council discussed whether to accept this change for a specific period of time due to circumstances surrounding the pandemic or make the change permanent. Ms. Burch noted that the policy is specifically designed for use during a statewide emergency declaration. Once the statewide emergency declaration is rescinded, in person interactions for all boards/commissions/Council meetings and for quasi-judicial hearings would resume.

Upon a motion by Councilmember Hall, seconded by Councilmember Townsend, carried with a vote of 6 Councilmembers for and 1 Councilmember against, Council approved changes in the remote meeting policy allowing people with standing for quasi-judicial hearings participate remotely. Councilmember Lowder voted against the motion.

Montgomery Avenue Road Improvements

Council received a copy of an internal memo from Public Works Director Ross Holshouser regarding the section of Montgomery Avenue between Ridge Street and Moss Springs Road prior to the meeting. Staff recommends that widening the road is not something that should be pursued under these current conditions, given the cost. Furthermore, there has not been a significant amount of heavy truck traffic observed.

Councilmember Whitley asked if a traffic analysis could be done. City Manager Michael J. Ferris stated that it could be done, but he has had discussion with the nearby business owner recently and was told that on average 2 large sized trucks a day travel on that stretch of Montgomery Avenue.

Councilmember Aldridge wondered if trucks could be re-routed to Ridge Street instead of Moss Springs Road. Mr. Ferris replied that the business owner has already told drivers driving to and from his business to use different routes.

Mayor Pro Tem Hall commented that she appreciates the City being proactive in reaching out to the business owner on this issue.

There was no action or further discussion by Council on this topic.

Public Utility Electric Rates and Billing Discussion

The Mayor explained that this item is coming up for discussion in tonight's Council meeting due to the many calls and questions residents have had about their most recent electric bill. There are a few factors which could contribute towards a higher amount on bills in the latest billing cycle. One factor is weather – it has been colder recently. Another factor is the number of State/City holidays during the cycle which has extended the last billing cycle to 35 billable days rather than 28 or 29 days. A third possible factor is household usage, which could be affected by the age of the house, how weatherproof it is, the amount/frequency of use of personal electronics, and residents' personal preferences in terms of standard temperature set at their home, among others.

A City of Albemarle social media post last week pointed out that the electric rates the City charges have gone down by 8.5% over the last few years. Beyond approving the rates, the City Council does not have many options to help residents.

The Mayor encouraged all residents to schedule a house energy audit.

Councilmember Aldridge commented that due to COVID19, many people have worked or participated in school remotely, thus staying at home more often, which might have an effect too on the electric billing residents are experiencing.

Mayor Pro Tem agreed with the Mayor's and Councilmember Aldridge's comments. She reminded residents that the City's Electric Division and ElectriCities provide excellent service, restoring power quickly, troubleshooting issues, and providing electricity consistently.

Councilmember Townsend remarked that the City should be proactive in messaging out information about public utilities on social media. The social media post last week explaining the reduction in the City's electric rates and providing links to troubleshooting home energy efficiency was a good example of proactive messaging. He gave another example of the City posting last year about how little electricity is expended by the LED lights wrapping the trees throughout downtown as an effective way of educating the public about utilities.

Councilmember Whitley added that the average billing cycle of 29 days versus the most recent billing cycle of 35 days is almost an extra week's worth of usage. He suggested a method that he personally uses – comparing the consumption from the previous year to the current bill as a resource to track usage over time.

Councilmember Dry agreed with Council's comments about the days in the billing cycle. Extra days in the billing cycle makes a huge difference in cost. He urged residents and the City to work together to communicate to resolve issues on utility billing, and encouraged residents to be patient with the process.

There was no action or further discussion on the topic.

COMMENTS

Councilmember Aldridge:

- He congratulated Brandon Beane, a former Albemarle native who currently is the General Manager of the National Football League (NFL) team the Buffalo Bills, for a great season. He noted there are many other local people who have gone on to have successful careers in the NFL.

Councilmember Hughes:

- She asked if Economic Development Director Keith Tunnell could provide attendance numbers for the ADDC event which occurred today. Mr. Tunnell replied that his team is generating statistics on the event and will provide those numbers to Council. She asked him what the objective of the event was. He replied that the event was to showcase that the Economic Development team is here to listen to the local business community's needs and concerns, the team's desire to want to implement the public's ideas about economic development and its direction, and to better understand the resources available to support economic development efforts.

Mayor Pro Tem Hall:

- Re: today's ADDC event – were the technical difficulties worked out with the live broadcast? Facebook Live worked well, but the Zoom conference was spotty. IS Director Owen Squires did fix the Zoom issue during the broadcast.
- Re: WM change in recycling schedule – Is the City notifying people of the change in the recycling schedule ahead of the change next week? The City Manager replied that City staff will continue to remind residents of the upcoming change this week.
- She had a call with someone at Pfeiffer University today about parking at the downtown campus. She wanted to let the public know that parking spots in the downtown area are public spaces – anyone can park in them. She reminded residents living in the downtown area that public parking spaces in front of their residences are open for anyone to use and are not “reserved” spaces for the residents living there.
- Update re: Special Events Committee planned upcoming events – Food Truck Fridays at City Lake Park will resume in March and go through October this year and will occur once a month. She asked for the April 9th Food Truck Friday if she should schedule a live band who is interested in playing on that date. The Mayor asked how soon Council would have to make a decision on that. Mayor Pro Tem Hall replied that by Council's 2nd meeting in March Council should decide whether the live band would be feasible to book.
- Re: flags located at Courthouse Square - She commented that the flags at all City facilities were at one height over the weekend, and the Courthouse Square Park was at another height. She felt flags should all be at the same height.

Councilmember Whitley:

- Re: Economic Development Department Downtown event – he thought the event was very good and the Facebook Live version was broadcast without any issues.
- He noted that he and his wife visited Morehead Park this past weekend and he saw a large amount of cars there, some from out of state such as Virginia and Florida. He discovered that there was a disc golf tournament there but thought that this type of use of the park is great for the City.

CLOSED SESSION

Upon a motion by Councilmember Aldridge, seconded by Councilmember Dry, unanimously carried, Council approved moving into closed session pursuant to N.C.G.S. 143-318.11(a)(1) to prevent disclosure of information that is privileged or confidential, N.C.G.S. 143-318.11(a)(3) consultation with the City Attorney/legal matters, N.C.G.S. 143-318.11(a)(4) Economic Development, and N.C.G.S. 143-318.11(a)(5) Real Estate.

RETURN TO OPEN SESSION

Upon a motion by Councilmember Dry, seconded by Councilmember Lowder and unanimously carried, Council returned to open session. The Mayor stated that a closed session was held pursuant to N.C.G.S. 143-318.11(a)(1) to prevent disclosure of information that is privileged or confidential, N.C.G.S. 143-318.11(a)(3) consultation with the City Attorney/legal matters, N.C.G.S. 143-318.11(a)(4) Economic Development, and N.C.G.S. 143-318.11(a)(5) Real Estate.

The Mayor called for a motion to accept the final contract change order between the City of Albemarle and Terry's plumbing in the amount of \$560,879.57 to close out the contract. Upon a motion by Councilmember Hall, seconded by Councilmember Dry, unanimously carried, Council approved the motion.

The Mayor called for a motion to build the parking lot behind the Old Lowder Hardware building now being renovated by Earnhardt Exchange LLC once the design plans for the new apartment building are finished. Upon a motion by Councilmember Aldridge, seconded by Councilmember Whitley, unanimously carried, Council approved the motion.

The Mayor called for a motion to enter into an option to purchase real property for historic preservation with Preservation NC granting Preservation NC the sole right to purchase 115 and 117 West South Street. Upon a motion by Councilmember Whitley, seconded by Councilmember Lowder, unanimously carried, Council approved the motion.

Upcoming Electric Cutoff Deadline for Residents with Outstanding Balances Due to COVID19

Mayor Pro Tem Hall began the discussion with Council about the upcoming electric utility cutoff period for people who have outstanding electric balances due to COVID19 and the Executive Order allowing nonpayment for bill for service from approximately April through July 2020. The Executive Order extension period provided through the end of January to pay these past balances before facing disconnection.

Multiple Councilmembers felt that cutting off residents during wintertime is troublesome. The City Manager summarized steps Council and staff took during the time the Executive Order was in effect and after it expired to address the issue, including Council agreeing to reset extension of payments for those who accrued balances during the period the Executive Order was in effect.

Councilmember Dry asked what other municipalities are doing about the issue. The City Manager replied that the Customer Account Manager has been following this via a listserv, and that the listserv has not provided much in the way of additional solutions.

A Councilmember asked whether the 600 customers who have COVID-related balances received communications from the City alerting them to the potential for utility shutoff. The City Manager stated that three separate mailings since July 2020 have been sent out to this group of customers, and that every bill they have gotten has shown their outstanding balance along with new charges from August 2020 onward.

Council discussed different themes surrounding the issue, including how to work with those who have COVID19 balances, the impact it is having on billing staff, the need for proactive communication on the City's part in explaining the situation to those affected and their options, and whether the County has experienced this issue to the extent the City has experienced it.

What is the breakdown among residential and commercial customers who owe electric payments to the City? Per the City Manager, based on information he received earlier in the day there are approximately 600 residential customers and 16 commercial customers who owe utility payments to the City.

Council then discussed different options to address the situation involving offering a further extension and whether to request partial payment, and if requested in what increments over what period of time. There also was interest in making sure the City was transparent with its position on the billing issue with timely social media posts to inform the public of the option granted and approved by Council.

The Mayor called for a motion. Upon a motion by Councilmember Hughes, seconded by Councilmember Aldridge and unanimously carried, Council approved a 60-day extension for all electric customers who have COVID19-related balances due, with the following conditions: 1). For the February billing cycle a resident would need to pay the full current bill plus 25% of the COVID19-related balance; 2). The resident would have the March and April billing cycles to pay the 75% remainder of the COVID19-related balance.

The Mayor asked if this information would be put on social media. The City Manager assured him that the Council-approved extension would be advertised.

The Mayor then asked per Council's earlier discussion on the latest utility billing cycle issue if Council wanted to make any motions for customers who are having difficulty paying the current bill. Upon a motion by Councilmember Aldridge, seconded by Councilmember Hall and unanimously carried, Council approved providing an additional extension to all utility customers.

Mayor Pro Tem Hall announced that if anyone was interested in Pfeiffer Friends contact her about it.

The Mayor announced that the Charter of Freedom permits have been obtained to allow the work to move forward.

Upon a motion by Councilmember Dry, seconded by Councilmember Hall, unanimously carried, the meeting was adjourned to Tuesday, February 9, 2021 at 4:00 p.m. at the Stanly County Senior Center for a strategic planning session.

Print

Title – Clinton Swaringen, Stanly County Tax Administrator - To Provide an Update on the Current Property Tax Revaluation Process

Description:

I have contacted Mr. Swaringen who is able to attend to provide an update on the current revaluation process.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
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No Attachments Available

APPROVALS:

Date/Time:	Approval:	Department:	
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Title – Litter Control Partnership - City of Albemarle and Keep Stanly Beautiful

Description:

Litter Control is a major issue that impacts many communities. Efforts have been made to mitigate the litter issues; however, it remains a challenge. To that end, on Tuesday February 9, City Staff in PW, City Admin, APD, and PRK held a conference call with Keep Stanly Beautiful (KSB). The group discussed the litter issue and how we can collaborate to better leverage the resources of each organization. We agreed upon a framework for a plan, including what each entity could be responsible for. One of the needs identified is someone to drive litter control efforts so that we can sustain this collaboration. There was discussion of contracting with an individual on a part-time basis, to drive outreach and compliance with the adopt-a-street program, and coordination of year-round community clean-up efforts. Funding to contract with someone is a challenge and grant funding is an option that needs to be explored. Lee Snuggs from KSB, and PW staff, will present information about the litter issue and how we can move forward to address it in Albemarle.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Title – Presentation of Current Minimum Housing and Commercial Maintenance Cases

Description:

Planning Director, Kevin Robinson and Chief Code Enforcement Officer, Tony Evans will present current minimum housing and commercial maintenance codes the City is working to abate as well as discuss strategies for more proactive enforcement in the future.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Code Enforcement Active Cases 2021.docx.xlsx	Cases

APPROVALS:

Date/Time:	Approval:	Department:	
2/10/2021 1:26 PM	Approved	City Clerk	
2/10/2021 1:26 PM	Approved	Administration	

Addresses	Residential/Commercial	Major/Minor Issues	In Progress/No Progress
622 Lee St.	Residential	Major	No progress
1602 W Main St.	Residential	Major	No progress
1404 Pennington Rd	Residential	Major	No progress
728 Lowder St.	Residential	Minor	Working on Property
809 Lowder Street	Residential	Minor	Working on Property
612 Rogers Street	Residential	Vacant	Working on Property
1119 Corbin Street	Residential	Minor	Working on Property
715 Bost Street	Residential	Minor	Working on Property
1729 Johnson Street	Residential	Minor	Working on Property
1138 Gibson St	Residential	Major	No progress
1144 Gibson St.	Residential	Major	No progress
1210 Wood St.	Residential	Minor/Major	In progress

739 S. Fifth St.	Residential	Minor/Major	In progress
1510 W. Main St.	Residential	Major	No progress
2403 Badin Rd.	Commercial	Major	No progress
901 Concord Rd.	Commercial	Major	No progress
126 N. Fourth St.	Residential	Major	No progress
661 Colston St.	Residential	Major	No progress
443 Colston St.	Residential	Major	No progress
514 N. Third St.	Residential	Major/Minor	Awaiting Court
1300 Green Acres	Mobile Home Lot # 1	Major	No progress
1300 Green Acres	Mobile Home Lot # 3	Major	No progress
1300 Green Acres	Mobile Home Lot # 5	Major	No progress
1300 Green Acres	Mobile Home Lot # 16	Major	No progress

1300 Green Acres	Mobile Home Lot # 17	Major	No progress
1300 Green Acres	Mobile Home Lot # 20	Major	No progress
1300 Green Acres	Mobile Home Lot # 21	Major	No progress
1351 Judy Street	Mobile Home Lot # 2	Major	No progress
1351 Judy Street	Mobile Home Lot # 5	Major	No progress
1351 Judy Street	Mobile Home Lot # 8	Major	No progress
1351 Judy Street	Mobile Home Lot # 11	Major	No progress
1351 Judy Street	Mobile Home Lot # 13	Major	No progress
1351 Judy Street	Mobile Home Lot # 15	Major	No progress
1351 Judy Street	Mobile Home Lot # 17	Major	No progress
1351 Judy Street	Mobile Home Lot # 18	Major	No progress
1351 Judy Street	Mobile Home Lot # 20	Major	No progress

Comments
Demolish/ Use for Fire Dept. Training
Demolish/ Use for Fire Dept. Training
Demolish/ Use for Fire Dept. Training
Follow up with Owner
Follow up with Owner
Follow up with Owner
Follow up with Owner
Follow up with Owner
Follow up with Owner
Demolish
Demolish
Min.Housing Standard

Min.Housing Standard
Demolish
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Min. Housing Standard
Demolish
Demolish
Min. Housing Standard
Follow up with Owner
Follow up with Owner
Follow up with Owner
Follow up with Owner

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Title – Departmental Monthly Reports

Description:

See attached for departmental monthly reports for January 2021.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ALL_Depts_January_2021.pdf	January 2021 dept reports

APPROVALS:

Date/Time:	Approval:	Department:	
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To: Michael Ferris, City Manager
From: Keith Tunnell, Economic Development
Re: Monthly Report
Date: 2/10/21

Economic Development January 2021 Monthly Report

Albemarle Business Center

- Requested regularly scheduled meetings with Chambers Engineering to keep project on track and for engineer to provide status reports on permitting and construction drawings as this phase of the project closes.
- Requested management approve Request for Qualifications for bid process and/or construction phase of the project should Council approve and accept a bid to begin construction.

Main Street Program/ADDC/Operations/Marketing/Outreach

- Hosted Downtown Retreat; completing post event assessment of the event; completing action plan and review of first draft of event planning manual and toolkit to be shared with staff, management, council, and committees once in final form for approval and use for all future events; Video and information on this event sent out to contacts and available on website.
- Hosted PPP2 seminar; video and information on this event sent out to contacts and available on website.
- Completed request for information from ElectricCities.
- Reviewed proposals from Centralina and Retail Strategies for possible cataloging and assessment on all downtown buildings.
- Met with staff to determine which sessions each would attend for the virtual Main Street NC retreat.
- Reviewed information on advertising with NC Craft brewer publication; possible advertising of potential brewery buildings in Albemarle using this publication.
- Attended ADDC Board Meeting.
- Reviewed a proposal for development of a downtown app; identified and contacting a local app developer to seek proposal and review. Will review with management.
- Continuing work on content, design, and budgeting for economic development website to better promote the downtown and industrial recruitment. Reviewed one scope of work and proposal. Will review with management.

- Requested and received proposal for GIS Webtech/ESRI add-on to Economic Development website. Will review with management.
- Continuing to work on site and building flyers to market City retail and industrial properties; seeking graphic artist to assist with this project; identifying all vacant properties to create flyers for both commercial and industrial.
- Completed and implemented detailed work plans and developing training plans for staff.
- Scheduled IEDC seminar for staff on how to obtain IEDC economic development certification.
- Discussed Main Street Certification plan with Main Street Coordinator.
- Completing flyer, application, and policies and procedures for City Revolving Loan Program; goal to launch program by April 1, 2021 with management and council review and approval.
- Made contact with several allies pertaining to downtown properties and industrial properties, including contact with developers and consultants.
- Reviewing plan and proposal to possibly bid out pending approval for a downtown Albemarle app that can be used to market to newcomers, students (Pfeiffer, Stanly CC, Air National Guard, etc.), visitors, and the Charlotte region. Will introduce plan to management with goal of recommending funding in the FY 21-22 budget.
- Completed contact list update; info placed into Constant Contact so that effective direct marketing to one or all groups can be achieved.
- Working on development of a Strategic Plan that will include a Business Retention & Expansion program to improve outreach and communication for:
 - Downtown/Main Street Program
 - 24/27 Retail Corridor
 - Industrial Development
- Rescheduling meeting with Stanly CC broadcast director to see if ED can work with him and his staff to develop programming to be placed on the public access channel. This would provide free advertising for the City, downtown businesses, and tourism opportunities and help acclimate newcomers and students to Albemarle. Can also be utilized to tell “good news” stories about the City and each of our departments. Meeting had to be rescheduled due to COVID19 quarantine.
- Communication with new broker on King Properties and plans for upfit of those buildings and future use.
- Reviewing grant training and grant writing opportunities.
- Received an email update from Retail Strategies and reviewed.
- Joy Almond is working with the Bonanza committee with ticket sales having commenced. Update contained in Ms. Almond’s Main Street/ADDC update for Council.
- Requesting use of funds in existing FY21 budget or FY22 budget to:
 - Develop new economic development website with data and content that promotes:
 - Industrial Development & Recruitment
 - ABC
 - Other Industrial Properties
 - Retail
 - Downtown/Main Street
 - Existing Business & Industry

- Industrial
 - Retail Corridor
 - Downtown/Main Street
- Purchase GIS Webtech add-on for economic development website to better promote and provide data on available properties within the city (retail and industrial).
- Creation of a Downtown App to help promote downtown businesses and area attractions, events, historic sites, recreation. App can also be developed to provide info on each City department and services provided.
- Marketing & Travel budget to promote industrial and downtown recruitment
- Seminars of interest to local business owners (i.e. PPP2 Loan Program, grants, how to start a business, etc.). Would like to create at start a quarterly series of informational seminars offered to business owners.
- ABC Marketing & Strategic Plan
- Scheduled meeting with Carl Rees with Electricities to discuss economic development projects.
- Will meet with staff to determine what programs and/or initiatives can be undertaken by Economic Development to assist with relocation of students at Pfeiffer (86 students now enrolled with 45 additional coming in the fall with each year another 45 being added and room for a third program of study). Need to develop a strategic partnership plan with the college and begin dialogue. Immediate step to determine how best the City/ED can assist with relocations.
- Communication with Pfeiffer and Stanly CC on internship program for Main Street/Downtown and traditional/digital marketing; will present plan to management for review and discussion.
- Meeting with local property owner to have his commercial building listed.
- Involved in FY 21-22 budget process.
- Met with City staff and Preservation NC to tour and discuss partnering on redevelopment of the now City-owned building donated by Pinnacle Bank; have discussed building with three Charlotte area developers who may have interest.
- Attended HRC meeting that included the agenda item of demolition of the former Flour Mill building.
- Review and assessment of existing economic development and Main Street/Downtown marketing materials, social media, web, with plan to develop a new marketing strategy and traditional/digital marketing plans, materials, and technology.
- Continued discussion with Downtown Vitality Project Team to discuss potential use and plans for vacant and available City-owned buildings:
 - Fire station adjacent to City Hall
 - South St. Building
 - Other City properties
- Discussions with Owen Squires concerning potential to bring public wi-fi to all of downtown area and projected cost, timing, etc.; received an initial proposal that is under review.
- Initial discussion with boutique hotel chain for downtown or 24/27 corridor; follow-up next week on creating list of potential local investors.
- Coca-Cola grant to repaint Coke ads on downtown buildings; working with local artists on potential for public art and legacy mural program.
- Attended meetings on Wayfinding program
- Updated on mural plans

- Update on Off the Square dining opening.
- Update on plan for closing of Pet Sense and Retail Strategies plan to market the building to other retailers.
- Had to reschedule presentation due to COVID19 quarantine with Illana Preuss of Recast City – (<https://www.recastcity.com/recast-your-city>)
- Contacted by national business magazine with interest in doing story on Albemarle downtown and industrial marketing (ABC, Main Street programs & initiatives). Scheduling interview with magazine editor mid-February.
- Rescheduling meeting with Chris Lambert at Visit Stanly County due to COVID19 quarantine.
- Discussion with Staff on partnering with County, Chamber, and Visit Stanly County on a Arts & Agribusiness Trail (linking agribusinesses – farms, wineries, etc. with the arts community and food/entertainment/, etc. and/or Food, Wine & Fun Trail (implement wineries, downtown restaurants and retail, and recreational opportunities)
- Initial discussion with Staff on idea for one large festival a year that would be marketed regionally. Preliminary review and discussion with potential plan for 2023 (if approved)

Projects

Data & Resources

- Online research identified a detailed event and festival planning guide and toolkit; in process of reviewing and editing document with staff with goal of bringing the draft to management, staff, committees, and Council for review and input with ultimate goal of utilizing the document for all festivals and events to improve organization, planning, and execution.
- Research and information gathering on potential for an Agribusiness Center in City of Albemarle (preliminary)

Industrial

Economic Development has submitted properties on the following industrial projects. Can provide more detailed information on projects in closed session if needed:

- Project Cotton (closed – no longer active)
- Project USA1: Textile project PPE 10K sf
- Project USA2: Textile project PPE 50K sf
- Project Global:
- Project Prado
- Project Poseidon
- Project Solomon
- Project Sun
- Project Fitting (new – submitted property)
- Project Laser (new – could not submit – no available building)

Main Street Program Area/Downtown/24-27 Corridor

Staff has met with and/or worked with owners/developers on these projects for the downtown area. I can provide more detail on each in closed session:

- Project Boston (new)
- Earnhardt Project (103 N. First St.)
- Project House
- Project Motor
- Project NAI
- Project Show
- Project Will
- Project Affirmed
- Project Glory
- Hotel project
- Project Deal:
- Retail Strategies has 6 retail projects looking at the retail 24/27 corridor.
 - **Regional Breakfast User** – under contract for the former Sagebrush property. They plan to sell the balance of the property to 2 additional users
 - **National Coffee** – they are one of the potential tenants for the balance of the Sagebrush property.
 - **National Cell Phone**– signed lease to take small shop space in Olive Place
 - **National DSO**
 - The update above is what we refer to as the lowest hanging fruit. There are additional retailers that we are still having conversations with regarding Albemarle listed below:
 - **2 National QSR's**
 - **National men's salon**
 - **National farm/ag supply store**
 - **National sporting goods user**
- Project Stone
- Project Brew

**COA Main Street Manager's Report:
January 2021 Activities**

Events:

- **Wine Festival: Cancelled.**
- **Outdoorsman's Bonanza:** tickets currently on sale-early bird deadline is this Sunday 2/14/21. ADDC office is currently down to 325 tickets, but there are still tickets being sold by Shriners and ticket outlets. Temp help continues to process mail-in orders. IF COVID restrictions are lifted by governor's update on Feb. 28th, event committee is prepared to proceed with an in-person event at Market Station; if not, drawing will be virtual again this year and aired live on the ADDC's facebook page. Thank you to board members Edna Lipe-Harkey and Sandy-Selvy Mullis for volunteering time to assist with processing mail-in orders.
- **Main Street Retreat:** hosted by COA on Monday, Feb. 1st at ANT. Receiving feedback from event attendees by email to bring to committees to help with planning for 2021-22FY.
- **Farmer's Market:** Have been in contact with Cooperative Ext. Director Lori Ivey, who informed me that they are not allowed to host in-person events. Am waiting a return call from the scale inspector for Stanly Co. to see if it is possible to coordinate a drive-through scale inspection by the end of February on-site at the Farmers Market, where I can also review paperwork one-on-one with vendors to get them registered. Have advertised market co-manager positions through FM facebook page, received four responses to review w/Organization at our next meeting to set up interviews with a goal to fill position by March 15th. 2021 season begins Sat. April 3rd.
- **Business events:** Larry McGuire Realty to host a customer appreciation event on Sat. March 13, 9am-noon @ parking at 1st and Main Streets. Larry will have a Shred-It truck on site and invites people to bring along papers for complimentary shredding. Joy Almond recruited Hilltop Seafood's food truck to be on site for this event, and is excited for two downtown businesses to have the opportunity to work together.

ADDC Owned/Managed Properties:

Market Station: Will go before HRC at 6pm on Feb 8th to make case for COA on demo of flour mill. MS Maintenance Director Tony Russell will attend, along with Melanie Holles and myself. Tony has submitted photos of the damage underneath the building, and will testify as to his findings. Albemarle Hotel project will also be heard by HRC.

Quotes were submitted by Tony Russell for improvements needed for the farmer's market pavilion. R&J Metals (Jody Miller) submitted a quote of \$4800 to make repairs to the cupola at the top of the pavilion, and Jimmy Carver Painting submitted a quote of \$14,500 to have the pavilion cleaned and repainted.

Joy Almond asked for the board to approve the above expenses to make repairs needed for the farmer's market pavilion. Edna-Lipe Harkey made the motion to move forward with repairs, with a second by Chair-Elect Emily James. Board approved the expenses with a unanimous vote.

Courthouse Square: (Clock Update): Quote on safety glass from Albemarle Glass: \$1255 for glass and installation. (ask for input: questions, or approval, or request for more quotes if needed). Joy Almond noted that the plexiglass covering the clock faces was faded to the point that some of them were not visible, especially the panel facing west.

Amount of clock repair did not need board approval, but Joy Almond did present this to the board, as the ADDC had just spent \$4K on internal repairs to the clock. Board agreed for Joy to move forward with this repair so that the clock will be fully functional AND visible to the public.

Work with City Departments/Committees

Downtown Vitality Committee: Reviewed wayfinding draft with Downtown Vitality Committee @ meeting on Jan. 29th, created strategy to implement, with a heavy beginning focus on downtown placement.

Planning & Development, Economic Development Activity: Keith Tunnell has implemented a Business Intake Form for all prospective businesses to submit when contacting his or my offices. Received a completed form from a potential family-owned diner, with the family interested in relocating from Boston, MA and bring their New England-style dishes. Tentative date set for Feb. 16th to show them prospective properties in downtown and other parts of city.

Day of Service: Coordinated by Parks & Rec on Fri. Jan 15th. Volunteered to paint part of a room in the Mary & Martha Community Center on South St.

NC Main Street Office: Have registered Salem Taylor and myself for virtual conference. If anyone else is interested, please let me know by the end of this week. With the format shift to virtual, there is no need to preregister for sessions; you can simply hop on the ones of your preference as they start. For a list of these, please refer to our board meeting reminder for the link.

###

CITY OF ALBEMARLE

Financial Analysis

January 2021

Budget vs. Actual Revenues and Expenditures

Fund	Budget Appropriation	YTD Revenues	Percent Collected	YTD Expenditures & Encumbrances	Percent Expended	Net Increase (Decrease) Revenues over Expenditures	Percent Increase (Decrease)
General	18,020,211	11,472,860	63.7%	10,165,846	56.4%	1,307,014	7.3%
Powell Bill	548,135	476,478	86.9%	191,156	34.9%	285,322	52.1%
Water & Sewer	11,218,413	6,468,703	57.7%	5,869,738	52.3%	598,966	5.3%
Electric **	32,913,437	16,935,739	51.5%	17,342,726	52.7%	(406,987)	-1.2%
Landfill	2,831,554	2,029,706	71.7%	1,892,187	66.8%	137,520	4.9%
Public Housing	1,419,078	905,871	63.8%	835,930	58.9%	69,941	4.9%
Section 8	1,578,723	800,276	50.7%	699,821	44.3%	100,455	6.4%
Self Insurance Fund	3,519,722	1,864,589	53.0%	1,841,347	52.3%	23,243	0.7%
Total	72,049,273	40,954,222	56.8%	38,838,749	53.9%	2,115,473	2.9%

Note: January is the 7th month of the fiscal year, and equates to 58.3% of the fiscal year. However, the above information does not reflect all of the revenues and/or expenditures due to the delay of information being received from outside agencies.

Cash and Investments All Funds **46,742,719**

Investment Earnings

Budget
 Appropriation 78,209
 YTD Earnings
 Percentage Collected **0.0%**

Tax Levy

1/30/2021 **MSD**
 2020 Tax Levy 6,683,324 45,399
 YTD Collections 5,765,339 37,057
 Percentage Collected **86.26%** 81.63%

Utility Revenue/**Billing** 23,796,120 ^^
 Utility Bad Debt Expense 123,031
 Percentage of bad debt 0.517%

Debt set off fiscal year to date **\$1,655**

** The Electric Revenue Figure excludes the NCMPA Rebate since it's outside of operations.



ALBEMARLE

NORTH CAROLINA
Water. Air. Land. Opportunity.

January 2021-Monthly Updated for City Council

Budget FY2020-2021		
Current Budget	Remaining Budget	Year to date Expended
\$3,837,448	\$1,789,638	\$2,022,747

Council Priority Focus

Priority Area 1: Enhance Talent & Compensation Management to Build & Retain a Diverse Workforce

Fire Department Staffing:

Total 4 vacancies

4 candidates identified as perspective hires-conditional letters of employment sent

Final stage of preparation for first Fire Cadet Training Class (16 weeks)

Joint effort: Stanly Community College, Fire, Public Housing, and Parks & Recs.

(PH and PR have been providing vans for transportation throughout the process)

Increasing opportunity for talent pool with focus on underrepresented class

Continued working on staffing model

Priority Area 2: Build Organizational Capacity and Efficiency to Support Effective City Government

- Continued working on Equipment Replacement Model
- Continued working on 2021-2022 Budget Enhancements
- Started roofing, ceiling, and wall project at Fire Station 31
- Started bathroom project at Fire Station 21
- Gate project repair started at Fire Station 11





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Priority Area 3: Advance Resources Designed To Protect our Residents and Safeguard our City

- Working with county to form an incident Response Team for major incidents
- Mutual aid/auto aid agreements will be on next agenda for Stanly County Chief's Meeting
- Apparatus: All in service
- SCBA's are fully in service

Response:

Total Calls for Service		Mutual Aid		
Fire	EMS		Given	Received
69	206		4	3

Deployment	
Average Turn-out time	Average Arrival time
0:01:22	0:04:42

Property Value		
Total Property Value	Total Property Loss	% of Loss
\$1,750,550	\$1,050	>1%



P | 704.984.9475
F | 704.984.9476



www.albemarlenc.gov

Fire Department
1610 E. Main St.
Albemarle, NC 28001

ALBEMARLE

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Training:

Training		
Chief Officer	Department Wide	Total Hours
75	741	816

Community Risk Reduction/Education:

Community Risk Reduction				
Safety Programs	Safety Inspections	Pre-Plan Survey	Smoke Alarm Install	Carbon Monoxide Alarm Install
1	81	3	2	1



HUMAN RESOURCES DEPARTMENT

Monthly Activity Report
January 2021

Council Priority Area 1: Enhance Talent and Compensation Management to Build and Retain a Diverse Workforce

HR Activity – Recruiting and Development

Total Job Postings/Applications Rec'd by Role			
	Job	Closing Date	Apps
1	Police Officer I	OTF	94
2	Academic Ach Program Assistant	OTF	8
3	Asst PU Director	OTF	43
4	Concrete Finisher/Mason	OTF	7
5	Treatment Plant Oper – Waste Water	OTF	30
6	Lifeguard	OTF	1
7	Pool Manager	OTF	0
8	Parks Maintenance Crew Leader	1/15	4
9	Meter Service Technician	2/9	28
10	Senior Customer Accounts Rep	2/9	27
11	Street Maintenance Worker	2/12	15
12	Treatment Plant Oper – Water	2/22	4
	Total		260

Total New Hires for January 2021: 1

Total New Hires for 2020 Calendar Year: 52

Current Retention Rate: 88%

Current Voluntary Turnover Rate: 12%

3 Voluntary Terms for 2021

- 2 resignations
- 1 retirement

(Key Benchmark: 10%; 2019 Voluntary Turnover: 10%)

The City's goal is to keep annual turnover under 10%. Average annual turnover for the period 2009-2019 was 19%. The City's 2020 Turnover rate was 12%.

New Hires

Name	Position	Dept	Status	Date
1 Darlene Hughes	Housing Assistance Program Mgr	H	FR	1/4

Terminations

	Name	Position	Dept	Status	Date	
1	Russell Mabry	Meter Service Tech	PU	FR	1/12	Resign
2	Sydney Reynolds	Police Officer	PD	FR	1/28	Resign
3	Billy Blalock	Street Maintenance Crew Leader	PW	FR	1/29	Retire

Payroll Summary

Full-Time - 258

Part-Time Regular - 8

Part-Time Temp - 14

Elected - 8

Appointed - 10

TOTAL – 298

Personnel Actions Processed – 12

HR Activity – Compensation and Benefits Management

- 1) Management Analyst David Hill will present results of the recently completed compensation study to City Council at the planning workshop on February 16.
- 2) The City is awaiting publication of the League of Municipalities Benefit Survey to compare with the results of the City's internally conducted survey completed in late 2020.

We are also receiving quarterly benefits updates from our Benefits Broker, OneDigital in regards to the current performance of our existing benefit plans. Health Insurance expenses are running at 104.3% over budget for the period Jul 2020 through Dec 2020. This is being driven by several high-cost claimants.

The City is working with OneDigital to identify ways to manage costs. Options under consideration include:

- Introducing a Health Savings Account option (lower cost for those who carry dependents; lower cost to City)
- Providing an overall wellness incentive (focus on preventive care)
- Addressing increased pharmacy costs by sending medical and pharmacy contracts out for bid separately

Benefit Summary

<i>Program</i>	<i># of Participants</i>	<i>% FT Emp Participation</i>
<u>BCBS Group Medical Insurance</u>		
Active Employees	256	100%
Council Members	5	
Retirees	38	
Separation Allowance	15	
Guardian Dental Insurance	194	77%
CEC Vision	160	58%
<u>401K</u>	160	65%
<u>457</u>	92	34%
Lincoln (Term Life Insurance)	267	100%
Credit Union	27	11%
<u>Colonial Insurance (Optional)</u>		
Pre-tax	138	56%
Post-tax	153	61%
<u>Flexible Benefits Management</u> <u>(Medical Reimbursement)</u> <u>(Dependent Care)</u>	23 0 Numbers dropped because we are running a short plan year from January 1, 2021-June 30, 2021.	17%
Legal Shield	6	3%

Council Priority Area 3: Advance Resources Designed to Safeguard our City

Safety Statistics – 3 employee incidents reported in January.

Department	Safety Inspections Completed	Safety Committee Reports
Public Utilities	6	3
Public Works	4	4
Fire Dept.	3	3
Police Dept.	5	4

The City continues to respond to COVID-19 and take precautions to limit the spread within the workplace. To date, 128 employees have utilized either COVID sick leave or COVID childcare leave (46%). 27 employees have utilized the maximum amount of COVID leave currently authorized (10%).

HR Items of Note

Impact to Council Priority Area 1: Build and Retain a Diverse Workforce

- 1) The City's Employee Action Group met on 1/19 to discuss Goals/Work Plans/Performance Conversations. Employees participated in a short survey regarding the importance of performance conversations and also reviewed demonstration of two potential performance feedback systems: Cornerstone and NeoGov.

80% of employees in the group indicated a preference for the NeoGov system. Based on that feedback, the City is now reviewing the final contract to begin implementing the NeoGov performance feedback tool.

The City will also have free access to NeoGov Learning tools through our partnership with the League of Municipalities.

- 2) The next Leadership Development Group class will be focused on Embracing Change. This class will be held on February 25 at Stanly Community College. 15 City employees are participating in this effort.
- 3) On January 29, HR distributed the first monthly Supervisor Support update. We plan to begin providing educational materials to support supervisors and items that can be shared with work teams as needed. The first distribution included education on the City's Communication Policy, best practices when responding to COVID exposure and guidance from the City's EAP specifically for supervisors.

City of Albemarle

Information Systems Department Project Report

Project Name / Title:	Review of IS Service Tickets for December, 2020
Department / Division:	Information Systems Department
Prepared By:	Owen Squires
Project Budget:	FY 2020-2021
Anticipated Completion Date:	Service continues...
Council Priority Area:	Build Organizational Capacity and Efficiency to Support Effective City Government
Project Description: Briefly describe the project and benefits.	
Ongoing report to communicate the volume and efficiency of technology-related operations.	
Project Status: Briefly describe the status of the project.	
<p>As we recognize trends in submitted tickets, we are working with departments so that their staff can help us, help them. Email messages, or phone calls even, take time to track both parties down. When we are able to better collaborate with staff that submit tickets – help them to provide good information – an incident, or a service request can be more quickly resolved.</p> <p>The ticketing system is broken down into three areas:</p> <ol style="list-style-type: none"> 1) Service Desk Requests: this is when a new application, a new piece of hardware, is being requested by a department or person. 2) Incident Reporting: this is when something has happened, something has broken or a service/application has stopped responding. 3) Project Management: we are spending a lot of time identifying and categorizing projects (as opposed to a Service Desk Request). We will share more on project categories soon. 	

Recent Progress: Briefly describe recent progress or activities on project.

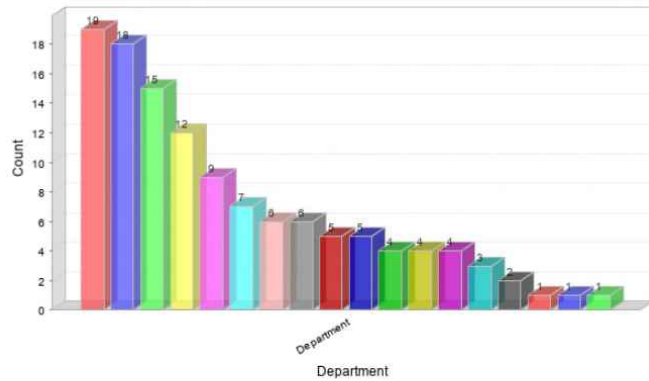
The top report is a report of the January tickets that were submitted. Some tickets may have been a one-hour resolution; some of these are mini-projects that took several days to complete. The bottom report includes the completed tickets for January.

December was a busy month for Albemarle Police Department, Public Utilities Department, and citywide.



Requests by Department

Generated by Squires, Owen on : 2021/02/10 13:58
 Total records : 122
 Created Time : From 2021/01/01 00:00 To 2021/01/31 23:59

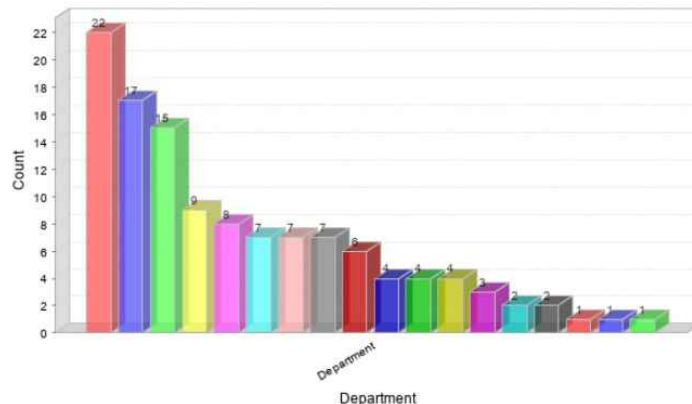


- APD - Albemarle Police Dept
- PU
- IT
- FIN
- ADM
- PLAN
- AFD
- HR
- ECO
- Not Assigned
- HOUS
- PW
- PARKS
- PW-Fleet
- APD
- Planning
- Administration



Completed requests by Department

Generated by Squires, Owen on : 2021/02/10 14:02
 Total records : 120
 Completed Time : From 2021/01/01 00:00 To 2021/01/31 23:59



- APD - Albemarle Police Dept
- PU
- IT
- FIN
- ADM
- PLAN
- AFD
- HR
- ECO
- PW
- HOUS
- PARKS
- ECO
- PW-Fleet
- APD
- Planning
- Not Assigned
- Administration

Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.

Project Name / Title:	Reconcile technology-related device management and inventory
Department / Division:	Information Systems Department
Prepared By:	Owen Squires
Project Budget:	FY 2020-2021
Anticipated Completion Date:	March 2021
Council Priority Area:	Build Organizational Capacity and Efficiency to Support Effective City Government

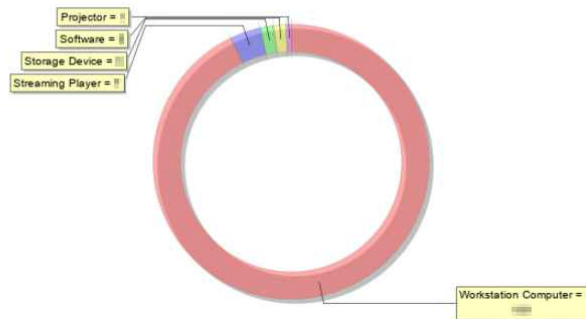
Project Description: Briefly describe the project and benefits.

Giovanni has been working to proactively manage and maintain a software and hardware inventory of the devices in use by City staff. He has completed Phase One of that effort.



Assets By Product Type

Generated by Squires, Owen on : 2021/02/10 14:26
 Total records : 1



Project Status: Briefly describe the status of the project.

Our goal is to proactively forecast equipment failures and the need for device replacement, by reconciling reported tickets with each device.

Recent Progress: Briefly describe recent progress or activities on project.

Most devices are used by a single person. We are working to associate single-user devices with their primary staff person. Many devices are used by multiple persons. Working through this process will pay dividends moving forward as we build efficiency in our maintenance and repair response.

Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.

Identify all technology-related assets so that we have an accurate inventory and maintenance schedule.

PROGRAM REPORT

Council Priority Area 6: Enhance Community Amenities to Engage Multiple Generations

Athletics

	# Leagues Offered	# Registered	# Participants	# Volunteers	# Volunteer Hours
Youth (0-17 yrs)	4	108	710	42	420
Adult (18-49 yrs)	1	30	125	1	45
Seniors (50+ yrs)	1	4	8	0	0

Programs

	# Offered	# Registered	# Participants	# Volunteers	# Volunteer Hours
Youth (0-17 yrs)	3	37	203	0	0
Adult (18-49 yrs)	5	106	712	0	0
Seniors (50+ yrs)	2	20	160	0	0

Special Events

Name of Event	# Attendees	# Volunteers	# Volunteer Hours	Sponsorship \$ received
Pumpkin Ball Coaches Meeting	5	0	0	0
NCDHHS COVID Relief	300	0	0	0
MLK Lunch	40	0	0	0

Pools

	# Days Open	# Attendees	# Swim Lessons	# Rentals	\$ Cost Recovery
Chuck Morehead	0	0	0	0	0
Rock Creek	0	0	0	0	0

Facility Rentals

	# Rentals	# Attendees	\$ Cost Recovery
Niven Center	8	220	\$220
Waddell Community Center	5	280	\$1125

Picnic Shelter Rentals

	# Rentals	# Attendees	\$ Cost Recovery
City Lake Park	0	0	\$ 0
Rock Creek Park	0	0	\$ 0
Chuck Morehead Park	0	0	\$ 0
Don Montgomery Park	0	0	\$ 0

- FY21 will provide for the collection of baseline data. This data will provide benchmarks with metrics in upcoming fiscal years.

BUDGET REPORT:

Revenue: \$ 32,328.

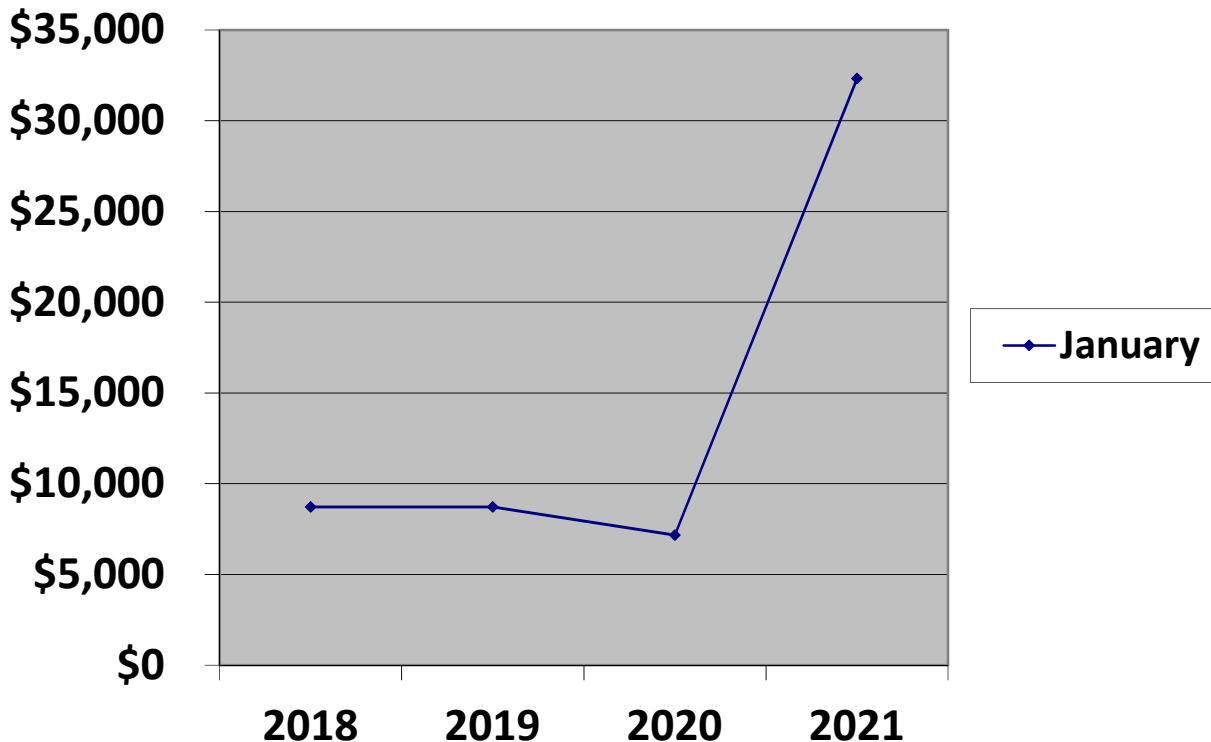
The Parks and Recreation Department collected during the month, broken down as follows:

<u>Revenue Item</u>	<u>Amount</u>	<u>Description</u>
Program Fees	\$ 8281.	Regular Programs
Building Rentals	\$ 1675.	Waddell and Niven Center Facility Rentals
Park Rentals	\$ 140.	Picnic Shelter and Athletic Field Rentals
Special Events	\$ 966.	
Contributions and Donations	\$ 0.	
Senior Games Sponsors	\$ 40.	Program Fees
Tournament/Fundraising	\$ 0.	Softball tournament
Concessions	\$ 0.	
Admission	\$ 0.	
CTC Rental	\$ 0.	
Grant Funding	\$21,086.	

Expenses: FY 2020-21

<u>(as of 2/5/2021)</u>	<u>Starting</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Remaining</u>	<u>% Expended</u>
Recreation Budget	\$866,860	\$430,653.	\$8,699.	\$427,506.	50.7%
Parks Budget	\$1,345,995	\$707,801	\$186,111.	\$452,082.	66.4%

Revenue Comparison



Central Auditorium

Council Priority Area 6: Enhance Community Amenities to Engage Multiple Generations

Rentals/Performances	Dates	Attendance	Revenue
PPP2 Webinar – Econ Dev./SCC Small Business Center*	1/25/2021	15	\$0
Upcoming Rentals/Programs	Dates	Type of Performance	
Bryan Saint	January 30, 2021	Illusionist/Magician	Cancelled due to COVID

* Albemarle Parks & Recreation sponsored program

Monthly Operational Costs

	November	December	January
<i>Rent</i>	\$1000	\$1000	\$1000
<i>Utilities</i>	\$89	\$85	\$134
<i>Insurance</i>	\$11	\$11	\$11
<i>Total Operational Costs</i>	\$1100	\$1096	\$1145

Monthly Revenues

	November	December	January
<i>Revenue</i>	\$132	\$85	\$140.

Expenses: FY 2020-21

(as of 2/5/2021)	<u>Starting</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Remaining</u>	<u>% Expended</u>
Central Auditorium	\$49,200	\$7,141.	\$0.	\$42,058.	14.5%

PROJECT REPORTS:

Departmental Project Summary Reports



Project Name / Title:	Don Montgomery Park Repairs
Budget Priority Area	<i>Council Priority Area 4, 5 & 6: Invest in Infrastructure to Ensure Quality Service Delivery; Develop Community and City Assets to Grow the Economy and Improve Community Appearance; Enhance Community Amenities to Engage Multiple Generations</i>
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	\$500,000 (funding reimbursement from FEMA)
Anticipated Completion Date:	6/1/2021
Project Description: Briefly describe the project and benefits. Rebuild Don Montgomery Park baseball field and park due to damage from Hurricane Florence.	
Project Status: Briefly describe the current status of the project. Grading of the field took place January 28 and 29 th . Irrigation is in process of being installed. Waiting to receive quotes on fencing. Replacement equipment has been ordered and delivered. Waiting on dry ground to begin work at Optimist Field.	
Recent Progress: Briefly describe recent progress or activities on project. Dirt for DM and Opt delivered; staff have been working to spread the dirt on the fields; fencing has been installed. Babe Ruth League will play at Don Montgomery Park this summer.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project. Backstop netting; batting cages to be repaired – Backstop Netting construction will begin on 2/22/2021	

Project Name / Title:	New Playground Installation – Chuck Morehead Park
Budget Priority Area	<i>Council Priority Area 4 & 6: Invest in Infrastructure to Ensure Quality Service Delivery; Enhance Community Amenities to Engage Multiple Generations</i>
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	\$48,000 (50% match from Barrs Recreation for equipment)
Anticipated Completion Date:	3/15/2021
Project Description: Briefly describe the project and benefits. Replace existing playground equipment with new equipment at Chuck Morehead Park	
Project Status: Briefly describe the current status of the project. Replacement equipment has been ordered. PR is awaiting delivery of the equipment.	
Recent Progress: Briefly describe recent progress or activities on project. Equipment ordered. Met with Barrs Recreation staff on site for pre-construction meeting.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project. Utilities locate. Scheduled to install equipment starting on 2/22/2021.	

Planning and Development Services Monthly Report

January 2021

<u>Monthly Meetings</u>	<u>Dates Attended</u>
City Council	1/4/2021, 1/19/2021
Planning & Zoning Board	01/07/2021
Historic Resources Commission	01/11/2021
Staff Meetings	1/15/2021
Priority Area 5: Develop Community and City Assets to Grow the Economy and Improve Community Appearance	Staff participated in Volunteer Day, Brought ordinance amendments to Council and Planning and Zoning board, The Historic Commission heard a case related to repurposing a historic building.

<u>Permits</u>	<u>Number</u>	<u>Enforcement</u>	<u>Number</u>
Driveway	0	Min. Housing Initiated	3
Sign	3	Min. Housing Resolved	2
Coordination Forms	25	Min. Housing re-inspections	2
Auth. of Power	2	Sign Violations	0
Addresses Assigned	2	Sign Removal in ROW	23
Zoning Verification	2	Nuisance Initiated	11
Floodplain	1	Nuisance Abated	4
COA	2	City Abatement	
<u>Inquiries</u>	<u>Number</u>	Zoning Cases Initiated	1
Zoning	53	Zoning Cases Resolved	
Development	16	Litigation	1
Nuisance	15	<u>Development</u>	<u>Development</u>
Subdivision	12	Plans Submitted	3
Floodplain	6	Plans Approved	1
Watershed	4	Erosion Control Inspections	8
Historic District	4	Zoning Site Inspections	29
General Inquiries	14	Maps Created	5
Signs	8	Subdivision Review	3

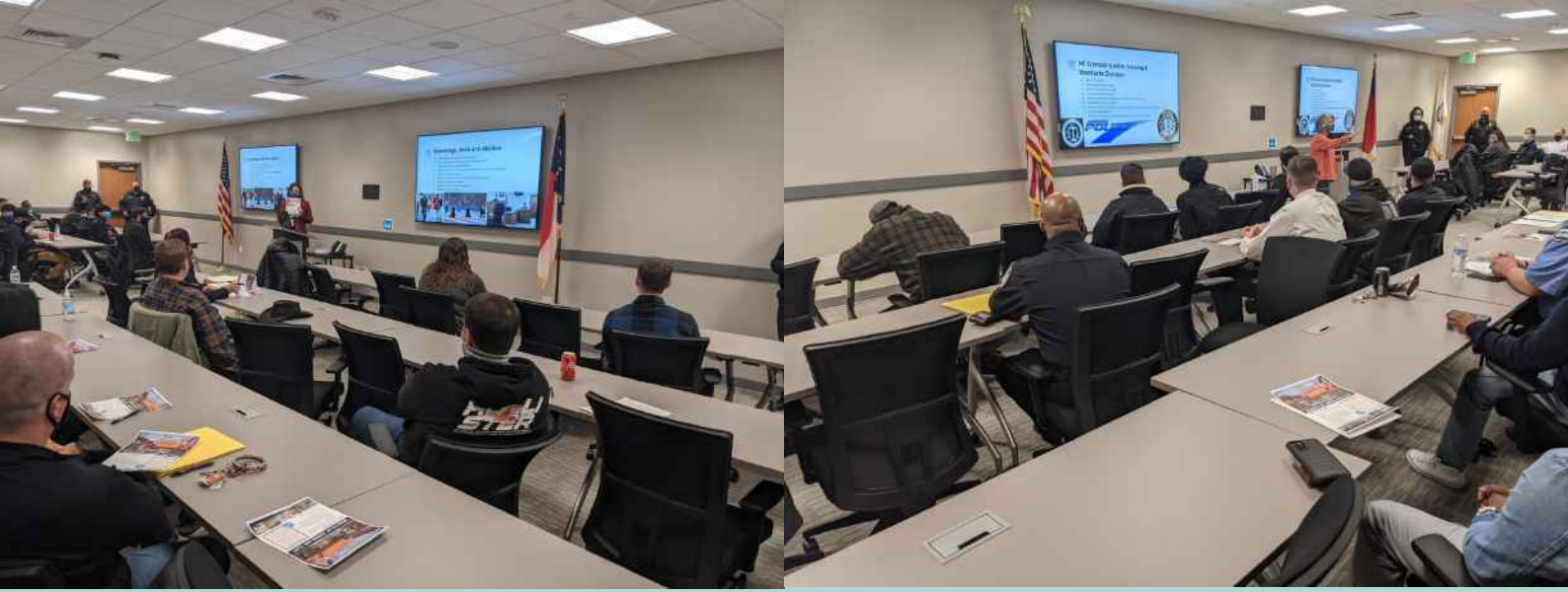
MONTHLY REPORT 2021



January



***Police
Department***



Priority Area 1: Enhance Talent & Compensation Management to Build & Retain a Diverse Workforce
 Priority Area 2: Build Organizational Capacity and Efficiency to Support Effective City Government

APD Open House Recruitment Event

As part of an Officer initiative recruitment idea, APD held its first Open House. There was a total of 16 people responded to the advertisement and attended the event. The program consisted of inviting interested candidates, via social media and word of mouth, to the police department to provide them a quick look at what it takes to be a police officer. The night consisted of Chief Dulin providing an overview of the life of an Albemarle Police Officer. Human Resources Director Dana Chaney offered the potential candidates an overview of the benefits package that goes along with becoming a police officer. Christi Bucannon, the Director of BLET with Stanly Community College, also spoke to the group about the requirements they need to get set up for school. This recruitment tool has enabled the agency to move forward with some potential candidates.



Albemarle Police Department
 Open House Recruitment at the Albemarle Police Department, January 11, 2021, at 6 pm.



Albemarle Police Department
 This young man's application for employment with the Albemarle Police Department is 15 years too early. But your application can be completed and turn... See More



Albemarle Police Department Police Officer Monday, January 11th, 2021 @ 6:00 pm

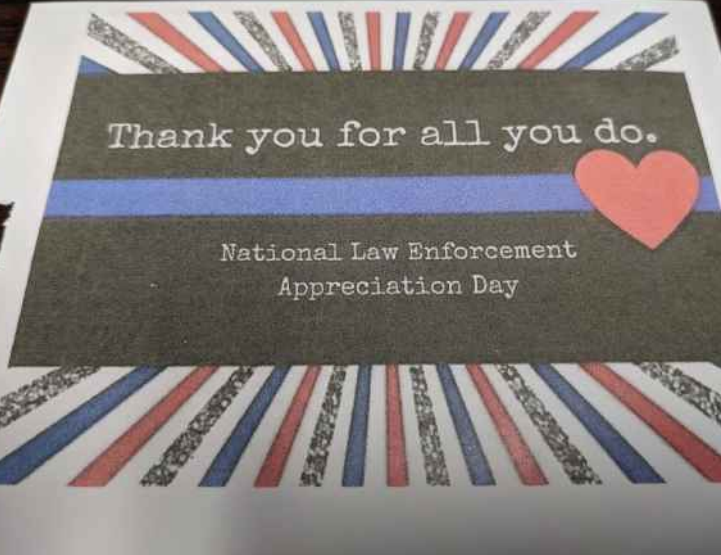
Are you motivated to help and serve others? Do you wish to make a difference in your community and positively IMPACT the lives of others? Do you aspire to influence social and departmental change? Do you like to work independently and help solve problems? If you answered yes to these questions then we have a great opportunity waiting for you! The men and women of the Albemarle Police Department are looking for new members to join us. We currently have openings for the position of Police Officer I. If you seek an exciting, challenging, and rewarding career, do not delay what you can accomplish today. Many of the incentives we offer to meet or exceed industry standards and include:

- Competitive salary of \$36,539.32 annually
- Specialized training opportunities & career development
- Educational assistance towards earning a college degree
- Excellent benefits including health/dental/vision/longevity
- Latest in technology and equipment

Come join us to learn more about becoming a police officer MINIMUM QUALIFICATIONS

- Anyone interested in joining our team can download an application at www.albemarlenc.gov You can email your completed application to Opportunity@albemarlenc.gov
- Must be at least 20 years of age;
- Must have received your high school diploma or GED;
- Must have a North Carolina Driver's License
- Must be a United States Citizen;
- Must not have any felony or Class B misdemeanors convictions;
- Must be able to pass a physical examination and drug screening; and
- Must be BLET certified or have the ability to complete Basic Law Enforcement Training.



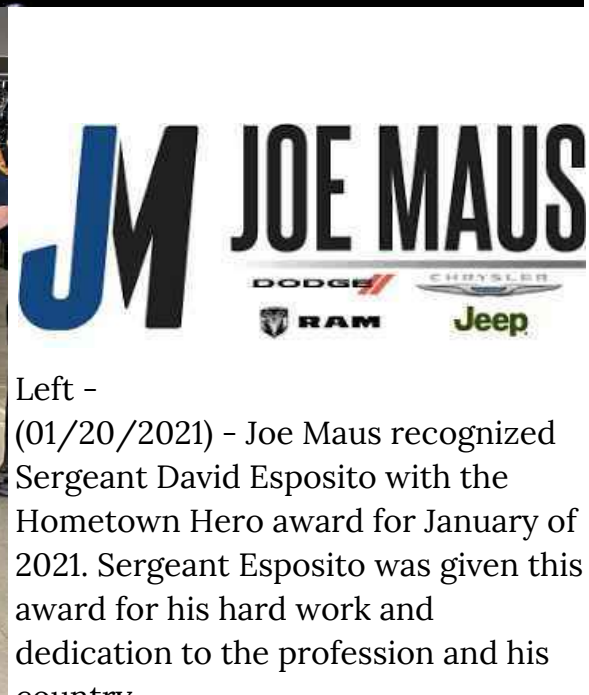


Priority Area 1: Enhance Talent & Compensation Management to Build & Retain a Diverse Wrokforce
 Priority Area 6: Enhance Community Amenities to Engage Multiple Generations

Above-
 (01/09/2021) - Chick-fil-a of Albemarle graciously donated free chicken sandwiches to each member of the Albemarle Police Department for National Law Enforcement Appreciation Day.



Right-
 (01/07/2021) - Sergeant Star Gaines and Officer Tim Hartsell spoke to a group of new students at Pfeiffer University during orientation week about safety. These relationship-building events will provide students with a safe environment to study and become our next future healthcare workers.



Left -
 (01/20/2021) - Joe Maus recognized Sergeant David Esposito with the Hometown Hero award for January of 2021. Sergeant Esposito was given this award for his hard work and dedication to the profession and his country.

Rx Drop Box Totals

Priority Area 3: Advance Resources Designed to Protect our Residents and Safeguard our City

STANLY COUNTY

Month	2021	Total in Grams
Jan		3924
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total YTD		3924

The pharmaceutical/medication drop box disposal program will allow the City of Albemarle residents to discard unused or unwanted medication year-round at a secure location. The initiation of this program provides numerous benefits to the community. These benefits include:

- An opportunity to educate the community about the dangers these medications pose if left unwanted in homes or improperly discarded.

- A positive connection between Albemarle City residences, the township police departments, the Stanly County District Attorney's Office, and the Stanly County Health Department.

- A decrease of water contamination due to pharmaceutical medications being flushed down the drains in our homes or contained in our landfills.

- A reduction of access to addictive medications for accidental or intentional misuse by children or others in the home.

The dropbox is securely placed in the police department's front lobby, where it can be protected. The dropbox resembles a United States Postal Service mailbox, whereas there is an open door to collect medications, but once dropped; they cannot be retrieved. The DropBox also has a separate locked entry for the Albemarle Police Department Evidence Custodian to retrieve the discarded medications.



ALBEMARLE POLICE DEPARTMENT ACTIVITY REPORT

JANUARY 2021

	CURRENT MONTH	SAME MONTH LAST YEAR	LAST YEAR TO DATE	TOTAL YTD	LAST YEAR vs THIS YEAR	
GENERAL	CALLS FOR SERVICE	1533	1660	1660	1533	-7.65%
	BUSINESS CONTACTS / SURVEYS	81	199	199	81	-59.30%
	NUMBER OF BUSINESSES FOUND UNLOCKED	0	1	1	0	-100.00%
	HAZARDS REPORTED	0	0	0	0	#DIV/0!
	COMMITMENTS	42	32	32	42	31.25%
	ESCORTS	67	86	86	67	-22.09%
	FUNERAL PROCESSIONS LED	13	27	27	13	-51.85%
	ALARMS (10-46)	85	100	100	85	-15.00%
	EMS RESPONSES	180	181	181	180	-0.55%
	SPECIAL DETAILES / PROGRAMS	136	192	192	136	-29.17%
	BUSINESS CHECKS / INSPECTIONS	476	735	735	476	-35.24%
	HOUSE CHECKS	94	147	147	94	-36.05%
	DOMESTIC VIOLENCE RESPONSE (COUNT AS INITIAL DISPATCH ALSO)	5	26	26	5	-80.77%
MISCELLANEOUS...INCLUDING ALL OF THE ABOVE LISTING	729	595	595	729	22.52%	
HOURS	NUMBER OF INTOXILYZER EXAMINATIONS	6	2	2	6	200.00%
	TRAINING: HOURS IN CLASSROOM OR FIELD, INCLUDING TEACHING	452.3	204.5	204.5	452.3	121.15%
	COURT: ON-DUTY AND/OR OFF-DUTY HOURS	7.0	46.5	46.5	7.0	-84.95%
	SURVEILLANCE HOURS	15.0	4.0	4.0	15.0	275.00%
CRIMINAL	INCIDENT REPORTS	223	292	292	223	-23.63%
	FIELD INTERVIEWS / WITNESS STATEMENTS	300	366	366	300	-18.03%
	CASE CONTACTS	151	168	168	151	-10.12%
	WARRANTS ISSUED (COUNT TOTAL CHARGES MADE)	63	50	50	63	26.00%
	FELONY ON VIEW ARRESTS	68	25	25	68	172.00%
	FELONY WARRANTS SERVED	33	25	25	33	32.00%
	MISDEMEANOR ON VIEW ARRESTS	76	90	90	76	-15.56%
	MISDEMEANOR WARRANTS SERVED	50	78	78	50	-35.90%
	ASSISTS ON ARRESTS	98	125	125	98	-21.60%
	SUBPOENAS AND NOTICE OF HEARINGS SERVED	54	50	50	54	8.00%
	AMOUNT OF STOLEN PROPERTY RECOVERED (DOLLARS)	\$112,933	\$4,512	4511.94	112933	2402.99%
	ORIGINAL JUVENILE INVESTIGATIONS	19	0	0	19	#DIV/0!
	JUVENILE CONTACTS	11	4	4	11	175.00%
JUVENILE CASES CLOSED WITH NO PROSECUTION	1	0	0	1	#DIV/0!	
JUVENILE CASES CLOSED WITH PETITION	18	0	0	18	#DIV/0!	
SEIZURES	MARIJUANA (grams)	219.5	30.0	30.0	219.5	631.67%
	COCAINE (grams)	20.1	60.0	60.0	20.1	-66.50%
	PILLS (DU)	106.0	39.0	39.0	106.0	171.79%
	HEROIN	10.0	4.7	4.7	10.0	112.77%
	METHAMPHETAMINE	24.5	15.0	15.0	24.5	63.33%
	OTHER DRUGS	27.0	3.0	3.0	27.0	800.00%
	FIREARMS	11	11	11	11	0.00%
	MONEY	\$3,747	\$498	\$498	\$3,747	652.41%
	VEHICLES	4	0	0	4	#DIV/0!
SEARCHES	PERSONS	154	164	164	154	-6.10%
	VEHICLES	63	54	54	63	16.67%
	STRUCTURES	30	27	27	30	11.11%
	K-9 USAGES	2	3	3	2	-33.33%
TRAFFIC	TRAFFIC STOPS	283	232	232	283	21.98%
	DRIVING WHILE IMPAIRED	7	7	7	7	0.00%
	SPEEDING	27	26	26	27	3.85%
	SEATBELT VIOLATIONS	3	6	6	3	-50.00%
	CHILD RESTRAINT VIOLATIONS	3	1	1	3	200.00%
	NOL AND DWLR	67	37	37	67	81.08%
	RECKLESS DRIVING	4	0	0	4	#DIV/0!
	ALL OTHER CITATIONS	99	129	129	99	-23.26%
	WARNING TICKETS ISSUED	33	7	7	33	371.43%
	CHECKING STATIONS	6	3	3	6	100.00%
	PARKING VIOLATIONS / CIVIL PENALTIES ISSUED	0	66	66	0	-100.00%
	MOTOR VEHICLE ACCIDENTS WORKED	69	79	79	69	-12.66%
	ASSISTS IN ALL TRAFFIC ACTIVITIES	213	172	172	213	23.84%



Public Housing Department
January 2021 Monthly Report

Housing Choice Voucher Program

Total Number of HAP Paid January 1, 2021	204
January Housing Assistance Payments (HAP)	\$79,401.00
January Utility Assistance Payments (URP)	\$1879.00
Total Payments for January	\$81,280.00
Average HAP	\$389.22
Number of Owner Payments.....	100
Total on Waitlist as of 1/31/2021	529

*waitlist closed Dec. 2017

Public Housing

Total Number of Units available for occupancy... 195	Total Vacant Units as of 1/31/2021 3
* 301 S. Bell offline – Family Life Center	
* Four (4) units offline due to October 2020 fire	
Total Accounts Receivable in Jan. 2021... \$41,600.70	Total Accounts Delinquent as of 1/31/2021... 28
	Total Amount Delinquent as of 1/31/2021... \$4,381.93

January 2021

Number of units leased/move-ins	1	Number of Applications received	10
Number of move-outs	2	Total on Waitlist as of 1/31/2021	290
Number of transfers	1		



-
- The success of the Public Housing Department depends not only on individual skills, talent and experiences. In addition, it takes all parts moving in sync to reach the same target and goals.
 - As of 2/1/2021, HEMCO has completed the installation of interior doors in all units at Amhurst Gardens (150 units). Contractor has received shipment of all 400 exterior doors and hardware for all doors. All of which are in storage. Most recent site inspection conducted by Stogner Architect completed January 20, 2021, all stored materials reviewed and 24 units inspected. “Slight problem” with 20 doors that were received, yet should not result in delay or additional cost. Overall, project is on schedule and no change order submitted/authorized. Pay application #5 for \$302,752.45 approved 2/1/2021 and Total Value of Work completed to date \$530,950.69. (Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery)
 - Amhurst Student Support Center opened January 25, 2021 to provide consistent academic support to students who live in the Amhurst community and attend East, AMS and AHS.
Mondays, Wednesdays and Fridays: 10:00 am to 12:00pm
Tuesday, Thursdays and Fridays: 1:30 pm to 3:30 pm
(Priority Area 6: Enhance Community Amenities to Engage Multiple Generations)
 - Darlene Hughes started on January 4, 2021 as Housing Assistance Program Manager. (Priority Area 1: Enhance Talent & Compensation Management to Build & Retain a Diverse Workforce)
 - Staff continues to review documents, policies and procedures for changes and recommendations over the next couple of months in preparation for Agency Public Hearing.
 - On January 15, 2021, as part of Employee Service Day, over 1400 lbs of mulch was spread into 25 newly built planters throughout the community. Thank you Chief Dulin, Chief Brewton, Owen Squires, Maos Baldwin and Public Housing Department staff for your hard work.

“Service to others is the rent you pay for your room here on Earth.” - Muhammad Ali



Public Utilities

January 2021 Monthly Report

ELECTRIC DIVISION

COUNCIL PRIORITY AREA 2: BUILD ORGANIZATIONAL CAPACITY AND EFFICIENCY TO SUPPORT EFFECTIVE CITY GOVERNMENT

- Electric personnel assisted Meter Technician in reading cycles, disconnections and reconnections
- Jamie Hatley and Bryan Chandler were involved with City's Service Day by working on a Habitat for Humanity House

COUNCIL PRIORITY AREAS 3&4: ADVANCE RESOURCES DESIGNED TO PROTECT OUR RESIDENTS AND SAFEGUARD OUR CITY; INVEST IN INFRASTRUCTURE TO ENSURE QUALITY SERVICE DELIVERY.

- Combination of (12) outdoor rental lights and street lights were repaired; installed (11) new outdoor rental lights
- Meter/substation crew wired the tree receptacles on S. 2nd St and South Street
- Meter/substation crew rewired the stoplights at S. 2nd St and South Street after the conduit was damaged
- Meter/substation crew rewired a Christmas light circuit that had burned up on N. 2nd Street in front of City Hall
- Meter/substation crew tested (31) electric meters from customer complaints
- Underground crew completed installing underground services at 1409, 1411, and 1413 Eastover Avenue, 120 Lake View Drive and 29282 Pennington Road
- Crews installed and connected (12) permanent services, (7) temporary services, (16) change of services
- Line crew changed out (16) high priority dangerous poles found by Sawyer Services which included bad cross arms
- Line crews completed the installation of the overhead and underground at Trinity Place for their new Change of Service



ALBEMARLE

NORTH CAROLINA
Water. Air. Land. Opportunity.

WATER & SEWER DIVISION

COUNCIL PRIORITY AREA 2: BUILD ORGANIZATIONAL CAPACITY AND EFFICIENCY TO SUPPORT EFFECTIVE CITY GOVERNMENT.

- Bryan Hinson, Superintendent, met on the following requests: Morgan Hill Pre-Construction Meeting, Cherry Street and Sunset Avenue for new duplexes, Grandview for contractors to install loop water system; Golds Gym

COUNCIL PRIORITY AREAS 3&4: ADVANCE RESOURCES DESIGNED TO PROTECT OUR RESIDENTS AND SAFEGUARD OUR CITY; INVEST IN INFRASTRUCTURE TO ENSURE QUALITY SERVICE DELIVERY

- Crews repaired (8) water main breaks at the following locations: (2" 631 N. 8th St), (2" 1226 Wood Street), (12" 926 Long Street), (6" Smith St & Montgomery Ave), (6" 525 E Main St), (6" 910 N. 10th St), (6" 119 S 3rd St at Jail), (8" 427 Summit Avenue)
- Crews flushed 120,150 gallons of water from hydrants and washed 8680 feet of sewer main
- Replaced sewer services at 317 N. 5th St, 940 N. 10th St
- Crews installed cleanouts at 1305 Calhoun St, 421 Smith St, 518 Mason Street
- Installed water & sewer taps at 636,639,643 Mountain Place, 1505 Lowder Street
- Repaired water service at 1029 Patton Avenue
- Repaired sewer main that collapsed at 614 Coble Avenue and 615 Coble Avenue
- Exchange 7 water meters, install 9 water meters
- Installed sewer tap at Gold's Gym and 812 Rock Springs Road

PLANTS DIVISION

COUNCIL PRIORITY AREAS 3&4: ADVANCE RESOURCES DESIGNED TO PROTECT OUR RESIDENTS AND SAFEGUARD OUR CITY; INVEST IN INFRASTRUCTURE TO ENSURE QUALITY SERVICE DELIVERY

- Drained and washed out #1, #2, #5, #6, #7, #8 basins at 52WTP
- 52WTP treated 135.35 mg of water
- Collected organic samples upstream and downstream
- JFNWTP treated 14.65 mg of water
- State Lab inspection were completed and lab at JFNWTP was granted certification for next 2 yrs
- Creative Resurfacing began painting all cabinets in the lab area at JFNWTP



ALBEMARLE

NORTH CAROLINA
Water. Air. Land. Opportunity.

- WWTP treated 263.19 mg for the month of January
- Test ran all generators and washed all clarifiers at WWTP
- Drained and washed all 5 filters at WWTP
- Creative Resurfacing began resurfacing the floors in the operators room at WWTP

PLANTS MAINTENANCE DIVISION

COUNCIL PRIORITY AREAS 3&4: ADVANCE RESOURCES DESIGNED TO PROTECT OUR RESIDENTS AND SAFEGUARD OUR CITY; INVEST IN INFRASTRUCTURE TO ENSURE QUALITY SERVICE DELIVERY

- Completed all monthly PM's (preventive maintenance) on all equipment at all plants and pump stations
- Changed out 2 chlorine tanks at 52WTP and JFNWTP; 2 tanks at WWTP
- Tested chlorine alarms at all plants
- Tested all generator at all plants and pump stations
- Changed overhead lights at the small pump building at 52WTP to LED and front door entrance at JFNWTP to LED
- Installed a new ultrasonic level transducer on the #1 pump at Old Whitney Pump Station
- Installed new data loggers in the chlorine analyzers at SCC and Hwy 24/27
- Removed Christmas Angels at the Liberty Gardens and stored them at WWTP
- HACH Company calibrated all the lab equipment at all 3 plants for their annual preventive maintenance

Administration and Customer Service

COUNCIL PRIORITY AREA 2: BUILD ORGANIZATIONAL CAPACITY AND EFFICIENCY TO SUPPORT EFFECTIVE CITY GOVERNMENT

- Customer Service mailed out 2900+ of final notices, Disconnection for non-payment (396), Reconnections (364), Extensions granted (310), Service Orders (442)
- Water Heaters rebate (\$1650) Heat Pumps rebates (\$3200)
- Shaunda Williams and Judy Redwine participated in the City's Service Day by delivering Meals on Wheels to customers/clients.
- On January 28th, PU received notification that City of Albemarle has earned the "Diamond" RP3 designation. This is the highest honor to be awarded. Albemarle had previously received the "Diamond" back in 2018. I am very proud of Public Utilities' team.

PUBLIC WORKS DEPARTMENT
ADMINISTRATIVE REPORT
January 2021



ADMINISTRATION

Ross Holshouser attended an 2021 Leadership Team Retreat at the Old North State Club in New London on January 21st -22nd.

Ross Holshouser attended a Servant Leadership Conference 2021 – Online interactive event at Fire Station 1 on January 27th-28th.

Project Name / Title:	Storm Water Management Program
Budget Priority Area	Priority Area 3: Advance Resources Designed To Protect our Residents and Safeguard our City
	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	FY 20-21
Project Description: Briefly describe the project and benefits.	
Recruit a professional to assist in establishing a Storm Water Management Plan	
Project Status: Briefly describe the current status of the project.	
Top qualifying firm has been selected.	
Recent Progress: Briefly describe recent progress or activities on project.	
Present information to City Council on Feb 15 th Council Meeting	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Council approval to allow City Staff to move forward with contracting firm and implementing a Storm Water Management Plan.	

STREET & RIGHT OF WAY DIVISION

- Mark Rowles participated in an Employee Action Group meeting to focus on goals, work plans and performance conversations in the Council Chambers at City Hall on Jan 19th.
- Randy Huneycutt attended the Leadership Training class at Stanly Community College on Jan 14th to focus on understanding personalities through a DiSC assessment and communicating for Leadership Success.
- Ronnie Hatley, Hunter Kimrey, Cameron Smith, Taylor Shepherd, Chris Hamilton, Leon Jones, Mark Rowles, Barry Vanhoy and Alex Swaringen attended a 2-day class via Zoom through NCLTAP on Jan 25th -26th. Basic Work Zone Installer Session 1 & 2.
- Chris Hamilton, Leon Jones, Mark Rowles, Barry Vanhoy and Alex Swaringen attended a 1-day class via Zoom through NCLTAP on Jan 15th. Flagger Training.
- Downtown trash cans were serviced and crew blew leaves off of sidewalks, pruned shrubs and fertilized grass at the Market Station, The Square, City Hall and Liberty Gardens and pruned shrubs at the Police Headquarters and took down Christmas hanging baskets and decorations.
- Ran sweeper truck through zone 2A and also on Bird Rd, Hill St, Snuggs St and Rock Springs Rd.
- Assisted with street closing for a family friendly 8K run/walk race event on Jan 2nd.
- Repaired 26 potholes, tied in asphalt to driveway entrance on Patton Ave and patched asphalt to curb and gutter on Magnolia St.
- Put gravel down on Hillcrest Ave, around mailbox on Idlewood Dr and at the edge of both driveways on Poplar St.
- Cleaned out ditches on Arlington Ave and repaired storm drain on Elaine Dr.
- Installed new driveway entrance on N. Second St and new driveway pipes on Impala Dr and Sunset Ave.
- Repaired slope in driveway and replaced with new concrete entrance on N. Ninth St and repaired curbing on Edgemont St, N. Fifth St, Magnolia St and at the intersections on Ash St and Watts St and N. Ninth St and Montgomery Ave.
- Picked up illegal dumping on Wiscassett St and Snuggs Park Rd.
- Collected (11) TV's/electronics throughout the city.
- Repaired W/S cuts on Heritage Dr, N. Eighth St, Pine St, Montgomery Ave, Ridge St, Colston St, E. Cannon Ave, N. Tenth St, Yadkin St, Leonard Ave, Wood St, E. Main St, Smith St, W. Park Ave, Coble Ave, N. Fifth St and Mountain Place.
- Repaired one street name sign.



Division Project Summary Report

STREET & RIGHT OF WAY DIVISION

Project Name / Title:	FY 2020-2021 Pavement Maintenance Plan
Budget Priority Area	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	
Anticipated Completion Date:	EOBY 2020/2021

Project Description: Briefly describe the project and benefits.
Generate a work plan using the Agil Assets Software to produce a list of City streets for preservation, rehab or re-construction based on the most efficient use of the 19/20 budget.
Project Status: Briefly describe the current status of the project.
New budget year.
Recent Progress: Briefly describe recent progress or activities on project.
Engineer's list has been generated and now being reviewed by PW staff.
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.
Staff review and submit to Council for review and approval.

Project Name / Title:	King Property Upgrades and Renovation
Budget Priority Area	Priority Area 5: Develop Community and City Assets to Grow the Economy and Improve Community Appearance
	Priority Area 6: Enhance Community Amenities to Engage Multiple Generations
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	EOBY 20/21
Project Description: Briefly describe the project and benefits.	
Council has agreed to manage and maintain the King alleyway and parking areas off West Main Street all the way through to King Ave. This will also include the public parking lot on S. 1 st street & King Ave.	
Project Status: Briefly describe the current status of the project.	
Moving forward with design and planning of public space.	
Recent Progress: Briefly describe recent progress or activities on project.	
Asphalt has been removed and replaced in the narrow alley behind Top Dollar Pawn up to the rear of Starnes Jewelers.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Work has been paused as project team has contracted with McAdams engineering firm to help with scope of work and design details.	

Project Name / Title:	FY 2020-2021 Police Station Parking Lot and Landscape Renovations
Budget Priority Area	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	End of August 2020
Project Description: Briefly describe the project and benefits.	
Renovate and improve parking lot and landscaping around remodeled Police Station	
Project Status: Briefly describe the current status of the project.	
Almost Completed	
Recent Progress: Briefly describe recent progress or activities on project.	
Colum wrap has been ordered and waiting for installation, then the last bit of concrete can be poured.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Engineered seal has approved the footings. Colum wrap needs to be installed before Street Division can pour finish concrete.	

Project Name / Title:	Charters of Freedom
Budget Priority Area	Priority Area 6: Enhance Community Amenities to Engage Multiple Generations
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	N/A
Project Description: Briefly describe the project and benefits.	
Assist in installing Charters of Freedom Monument in front of City Hall; N.2 nd Street	
Project Status: Briefly describe the current status of the project.	
Planning work and start date.	
Recent Progress: Briefly describe recent progress or activities on project.	
Footing inspection passed and footings have been poured.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Next step is to pour monuments. Done by Charters of Freedom staff and volunteers.	

WAREHOUSE

Travis Ridenhour participated in an Employee Action Group meeting to focus goals, work plans and performance conversations in the Council Chambers at City Hall on Jan 19th.

Current housed inventory is valued at \$3 million. Inventory in the amount \$33,645.43 was received and \$63,211.77 was issued out during the month of January.



Division Project Summary Report

FLEET MAINTENANCE FACILITY

Adam Hudson participated in an Employee Action Group meeting to focus goals, work plans and performance conversations in the Council Chambers at City Hall on Jan 19th.

COMPLETED AND CLOSED WORK ORDERS

<u>Department/Division</u>	<u>NC State Inspection</u>	<u>Preventative Maintenance (PM)</u>	<u>Other Repairs</u>
Fire Department			2
Police Department	30	8	22
Parks & Recreation		4	3
P/U-Electric		7	14
P/U-W/S Systems			11
P/U- W/S – STP & WTP Plants			
P/W-Administration			
P/W-Solid Waste			3
P/W-Downtown			1
P/W-Streets			18
P/W-Warehouse			
P/W-Fleet			
Planning & Dev Services	1	1	1
Public Housing			
Human Resources			
Information Systems			
Administration			
Economic Development			
TOTALS	31	20	75

We are entering one of the busiest times of the year. 95% of all City vehicles are due for NC Safety Inspections from January to June. We have most of the equipment in good, safe condition due to our thorough PM service program. We usually diagnose more problems to passing safety inspections from the equipment that is not routinely serviced at Fleet Maintenance. We will do our best to get all units out as quickly as possible.

The majority of the time, Fleet Maintenance has many projects going on that have been scheduled in advance. We will always attempt to get to everyone’s requests as soon as possible. Every repair is important to us and we take pride in taking care of the City’s fleet. However, there will be times that we cannot respond as quickly to repair requests as we would like. Regretfully, at these times, I may ask that you outsource these repairs. It’s never our wish to have to do this, but with the City’s large fleet, we do not have enough technicians and it will be a necessity.

It is usually more cost effective to perform repairs in-house, but the inadequate staffing-to-equipment ratio works against us. We continue to ask that everyone plan ahead and schedule PM services in advance; good communication will help us provide the excellent customer service we strive to achieve.

CITY OF ALBEMARLE SOLID WASTE FACILITY



SOLID WASTE

1,737,210.62 gallons of leachate pumped through Force Main

4.9" Rainfall Received

Jan 14th – Nick Lambert attended Leadership Training at Stanly Community College - “Understanding Personalities through DISC Assessment & Communicating for Leadership Success”

Jan 18th – Began MSW (Phase-2) Landfill Rain Flap Removal Project

Customers Received	2,096
Recyclables & Organics Received	1,224.84 tons
C&D Received	67.34 tons
MSW Received	5,201.26 tons
Revenues Totaled	\$269,264.86

Division Project Summary Report

Project Name / Title:	Landfill Force Main Project
Budget Priority Area	Priority Area 3: Advance Resources Designed To Protect our Residents and Safeguard our City
	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Solid Waste
Prepared By:	Darren Preslar
Project Budget:	\$2,485,450
Anticipated Completion Date:	
Project Description: Briefly describe the project and benefits.	
Leachate system upgrade including a pump station and force main from the Solid Waste Facility to a tie in point of the City’s sanitary sewer system.	
Project Status: Briefly describe the current status of the project.	
As of Monday afternoon June 3, 2019 system is fully operational and functioning properly.	
Recent Progress: Briefly describe recent progress or activities on project.	
Final letter has been sent to Terry’s Plumbing with City’s set offs applied to the contract.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Final change order with owner set offs is being drafted by engineer and will need to be signed off and approved by City Council and Engineer. Copies of change order will be sent to Terry’s Plumbing and project will be closed out.	

Print

Title – Request for the Extension of 570' of Sewer Main on Kingsley Drive

Description:

A request was made to extend 570' of sewer main on Kingsley Drive through the City's Assessment process. The property is just outside the City limits and the owner is willing to pay the full amount equal to an assessment fee up front to make the project happen.

Please see the attached memo and supporting information from Development Coordination Specialist Jay Voyles.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Kingsley Drive Assessment Combined.pdf	Assessment

APPROVALS:

Date/Time:	Approval:	Department:	
2/10/2021 1:32 PM	Approved	City Clerk	
2/10/2021 1:32 PM	Approved	Administration	



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

February 9th, 2021

RE: Kingsley Drive Sewer Assessment

Tax Record: 30618 & Out of 30618

Owner: Jeffrey T Austin

To Whom It May Concern:

The property located at 34004 Kingsley Drive was recently subdivided by recorded plat book 28 page 42 and thus created two separate lots in the Stanly County jurisdiction. Lot number 2 is currently under contract with a buyer who wishes to construct a new single family home. According to the buyer, the lot did not perc for a septic system in the three different locations on the lot that were tested. The current property owner and buyer are requesting the City to extend the existing sewer main on Kingsley Drive up to a point where Lot 2 can tap into said sewer main. The buyer is amenable to paying the City up front for the entire assessment rate of \$8 per linear foot of assessed frontage for each side of the road. Currently, Lot 1 on the aforementioned plat is serviced with City water and the proposed new single family home on Lot 2 will also utilize City water which currently runs on Poplins Grove Church Road and Kingsley Drive.

Bryan Hinson, Water & Wastewater Superintendent, and myself visited the site on separate occasions to determine the best method of extending the sewer line and to also determine the total linear footage of the assessment. The termination of the existing sewer line lies at a manhole at the southern side of the intersection of Mabry Drive & Kingsley Drive. Measured from that point, westward to the assessed property is a total of 570 linear feet. 140 feet of the total 570 would have to be accomplished via an easement between the property owner and The City of Albemarle. The City currently retains a 30' access easement to access the City property that abuts the City Lake Dam. The proposed sewer easement would run through this existing access easement for the purposes of laying the sewer line and maintaining it in perpetuity. The current property owner informed me that there would not be any issue with the City acquiring this easement and there would not be any acquisition cost associated with the easement. The installation of this new sewer main would benefit Lot 1 & Lot 2 of the recorded plat. Based on the cost of \$8 per linear foot for both sides of the road (\$16) & the total linear footage of the proposed assessment, the total cost imposed on the applicant would be \$9,120. When paid up front, a 10% discount will be applied thus bringing the total imposed cost down to \$8,208 plus a \$600 4" sewer tap fee for Lot 2.

Attached: Recorded Plat & Assessment Map

Jay Voyles
Development Coordination Specialist
City of Albemarle
704-984-9438
jvoyles@albemarlenc.gov

I, STEVEN L. DRAKE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY ME; DEED DESCRIPTION AND/OR DEED BOOK (AS SHOWN) PAGE (AS SHOWN). THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM DEEDS OF RECORD, RECORDED IN THE STANLY COUNTY, NC REGISTER OF DEEDS; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 3RD DAY OF FEBRUARY, 2021.

SLD
STEVEN L. DRAKE, PLS
LICENSE NUMBER: L-4962



KINGSLEY DR

SITE

CITY LAKE DR

STANLY COUNTY
NORTH CAROLINA
VICINITY MAP
NOT TO SCALE

POPLINS GROVE CH RD

CITY OF ALBEMARLE
DEED BOOK 44 PAGE 135
SEE MAP BOOK 15 PAGE 14
NOW OR FORMERLY
PIN: 653803449903

STEPHEN L. WARD
DEED BOOK 591
PAGE 416
NOW OR FORMERLY
PIN: 653803449894

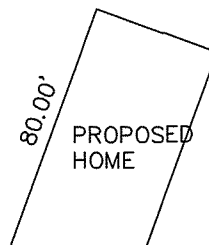
DEBRA KELLY YORK
DEED BOOK 376 PAGE 698
NOW OR FORMERLY
PIN: 653804541654

GENTRY MILLS INC
DEED BOOK 515 PAGE 259
NOW OR FORMERLY
PIN: 653804545400

KAREN R. WEST
DEED BOOK 1718 PAGE 189
NOW OR FORMERLY
PIN: 653803445513

LOT 2
164,205 SQ. FT., 3.77 ACRES +/-
ZONE RA

LOT 1
30,000 SQ. FT.
ZONE RA



CITY LAKE
APPROXIMATE SHORELINE

PROPERTY LINE IS CENTER-
LINE OF 30' ACCESS ROAD
MAP BOOK 15 PAGE 14

KINGSLEY DRIVE 60' PUBLIC R/W
MAP BOOK 15 PAGE 14

STANLY COUNTY HEALTH DEPT.

(CIRCLE WHICH ONE APPLIES)

THE ENVIRONMENTAL HEALTH SECTION OF STANLY COUNTY HEALTH DEPARTMENT HAS OR HAS NOT CONDUCTED SOIL/SITE EVALUATIONS AND ISSUED IMPROVEMENTS PERMITS ON THE FOLLOWING LOTS.

LOT 1: YES NO

LOT 2: YES NO

2/0/2021 *Jimmy Smith, CEHS*
DATE ENVIRONMENTAL HEALTH SPECIALIST

THIS PLAT HAS BEEN APPROVED BY THE STANLY COUNTY PLANNING BOARD.

Robert Remsburg 2-4-2021
SUBDIVISION ADMIN. DATE

Robert Remsburg REVIEW OFFICER OF STANLY COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATE IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
Robert Remsburg 2-4-2021
REVIEW OFFICER DATE

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE COUNTY OF STANLY, AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND ESTABLISH MINIMUM SETBACK LINES AS NOTED.
Jeffrey T. Austin 2/03/2021
OWNER DATE

LEGEND
NTS = NOT TO SCALE
CP = COMPUTED POINT
R/W = RIGHT OF WAY
SQ. FT. = SQUARE FEET
NIP = NEW IRON PIN SET
MNS = MAGNETIC SIGNAL
EIR = EXISTING IRON ROD
EIP = EXISTING IRON PIPE
RRS = SPIKE
SMN = SET MAG NAIL
PT = PINCH TOP PIPE
SNBY = SET NAIL BY CONC. = CONCRETE

RA SETBACKS
FRONT 50'
SIDE 15'
REAR 40'

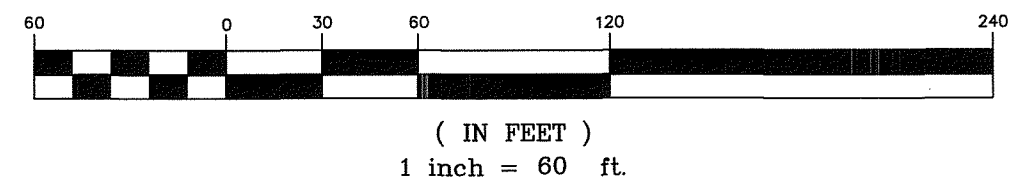
NOTES
1) THIS PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHT OF WAYS, AGREEMENTS OR RESTRICTIVE COVENANTS OF RECORD PRIOR TO DATE OF THIS SURVEY.
2) BOUNDARY INFORMATION BASED ON DEED BOOK 1685 PAGE 1147 AND OTHERS SHOWN AS RECORDED IN THE STANLY COUNTY REGISTER OF DEEDS.
3) NORTH BASED ON MAP BOOK 15 PAGE 14 AS RECORDED IN THE STANLY COUNTY REGISTER OF DEEDS.
4) AREA BY COORDINATE METHOD.
5) THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE SEARCH.
6) THIS PROPERTY DOES IS NOT WITHIN A DESIGNATED FLOOD HAZARD AREA PER COMMUNITY PANEL 3710653800J EFFECTIVE DATE 9/3/08 AS PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.
7) THE WORDS "CERTIFY", "CERTIFICATE" OR "CERTIFICATION" AS USED HEREON ARE UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL OPINION BY THE SURVEYOR. BASED UPON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, AS SUCH, DO NOT CONSTITUTE A GUARANTEE NOR A WARRANTY. EXPRESSED OR IMPLIED.

LINE TABLE		
LINE	LENGTH	BEARING
L1	73.43	S17°28'41"W
L2	16.37	N30°40'50"E
L3	27.88	S35°43'28"E
L4	25.55	S35°53'12"E
L5	236.26	S66°38'47"E
L6	110.56	S66°38'47"E
L7	15.98	N13°15'33"E
L8	24.46	N71°02'36"W
L9	20.64	S88°37'59"W
L10	28.60	S25°24'18"E
L11	14.96	N17°30'07"E

BOOK 28 PAGE 42(1) 429010

Filed: 02/08/2021 04:22:59 PM
Suzanne W. Lowder, Register of Deeds
Stanly County, NC
Kaylan Roland

GRAPHIC SCALE



MINOR SUBDIVISION
34004 KINGSLEY DR.
DEED BOOK 1685 PAGE 1147
S. ALBEMARLE #2 TWSP, STANLY COUNTY, NC

ON MARK LAND SURVEYING
1525 BEAGLE CLUB RD.
SALISBURY, NC 28146
704.746.4799 F-1256

OWNERS: JEFFREY T. AUSTIN 2301 BERKSHIRE DR. SALISBURY, NC 28146	SURVEY FOR: TERRY BAUM CATHY BAUM 28782 C CANTON RD. ALBEMARLE, NC 28002	PARCEL PIN: 653803448842	SCALE 1"=60'
		DATE OF SURVEY FEB. 3, 2021	JOB # .020221



Stephen L Ward
 34001 Kingsley Dr
 Albemarle, NC 28001
 Frontage: 140'

Quality Enclosures Inc.
 2025 Porter Lake Dr
 Sarasota, FL 34240
 Frontage: 369'

Jeffrey T Austin
 2301 Berkshire Dr
 Salisbury, NC 28146
 Frontage: 140'

Debra Kelly York
 1103 N 11th St
 Albemarle, NC 28001
 Frontage: 140'

Gentry Mills Inc
 2035 Kingsley Dr
 Albemarle, NC 28001
 Frontage: 263'

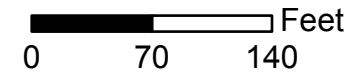
- - - Kingsley Proposed Extension
- Kingsley Proposed Extension Easement
- City Limits
- Water Lines
- Sewer Lines
- Tax Parcels

Kingsley Dr Sewer Assessment

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

2021

Items shown on map are approximated. Precise location to be determined based on engineered design of improvements.



Print

Title – Ordinance 21-06 - Budget Amendments

Description:

Please see the attached memo regarding recommended projects. Only the safety and security improvements in the City Hall Collections and Customer Service lobby require a budget amendment. The other projects can be accomplished through City Manager approved line item transfers.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Budget Alterations.docx	Memo from City Manager
<input type="checkbox"/> Ord_21-06.docx	21-06

APPROVALS:			
Date/Time:	Approval:	Department:	
2/10/2021 2:07 PM	Approved	City Clerk	
2/10/2021 2:08 PM	Approved	Administration	

P | 704.984.9410
F | 704.984.9406



www.albemarlenc.gov
PO Box 190
Albemarle, NC 28001

Memorandum - Office of the City Manager

TO: Mayor Michael and Members of the City Council

FROM: Michael J. Ferris, City Manager

SUBJECT: Available Funds

DATE: February 9, 2021

We have discussed at Council meetings and I have provided updates in emails that we would receive a share of CARES Act Funding. Our requests have been approved and funds released and accepted by the City. We were reimbursed for budgeted expenses and therefore have funds remaining that can be utilized to fill needs within the City. I have also shared that year-to-date revenues continue to be strong in the General Fund versus budget. Below is an explanation of each item that I am recommending we proceed with.

Police Vehicles – We continue to make progress on providing individually assigned vehicles to each officer. Over the several couple of years we have made steady progress in this area. Last year we realized budget savings and I authorized additional vehicles, and that is a recommendation for this year as well. Purchasing 4 new vehicles will allow us to reach our goal of an individually assigned vehicle for each officer. There are many benefits to this, including as obtaining a longer life out of each vehicle. Officers taking vehicles home are available for service while they are in their vehicle prior to and after their shift. It also provides for greater efficiency as there is not a need for belongings to be switched in and out at shift change, therefore allowing for greater time in the field. Continuing to focus on vehicles will then allow us to work on the next step of reducing the age and mileage of the fleet. The cost of 4 fully outfitted Police vehicles is approximately \$180,000.

Customer Service Lobby Renovations – I am proposing renovations in this area to provide protective glass between the lobby and the collection and customer service counters. A health and safety barrier like this was not the norm when the facility was constructed, but is a standard feature now in newer City Hall facilities. It will provide

both a physical safety barrier as well as health and safety protection for our employees in these work areas. John Crawford from Creech & Associates has designed the improvements and solicited quotes on behalf of the City. The project is approximately \$46,000.

Work Order System - A final recommendation is to acquire a work order system to serve multiple departments across the City. This will be the first of its kind and consolidate to the best of our ability many work order systems or provide a system in areas where one is not currently in place. We will still have specialized software in areas with very specific needs (Utilities and Housing), but a majority of the City can utilize and benefit from a standard, city-centric work order system. The system also provides facility management tracking capabilities, thereby allowing building maintenance to be entered into a tracking system where service and expenditures can be quickly and easily accessed. This was an item that was a collective desire of the leadership team and one of the items I had to remove from the budget last minute as COVID and its financial concerns were coming into play. This purchase is approximately \$23,000 annually but will eliminate contracts with other vendors for other programs totaling approximately \$12,000.

ORDINANCE 21-06

AN ORDINANCE TO AMEND FISCAL YEAR 2020-2021 BUDGET

WHEREAS, the Council of the City of Albemarle did on the 1st day of June, 2020 adopt a City Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021; and

WHEREAS, it is appropriate to amend the expense and revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Albemarle, North Carolina, that in accordance with the authority contained in G.S. 159-15, the following are hereby amended as shown and that the total amounts are herewith appropriated for the purpose shown.

<u>Account Title</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
Public Safety	-33,100	9,713,425	9,680,325
Administration	33,100	1,979,472	2,012,572
W/S Systems	- 3,000	3,055,801	3,052,801
W/S Plants	- 1,000	5,808,859	5,807,859
W/S Customer Service	4,000	105,579	109,579
Electric Operations	- 4,300	30,542,929	30,538,629
Electric Administration	- 4,600	2,344,161	2,339,561
Electric Customer Service	8,900	112,038	120,938

Reason: To move money from unspent expenditures in salaries for Lobby Renovations in the Customer Service & Collection counters. There will be other line transfers within the departments for other changes such as Police vehicles and a work order system but they can be done without changing the ordinance; just line transfers.

This ordinance was introduced and signed by Councilmember _____, a member of the City of Albemarle, North Carolina

Member of Council

This ordinance was introduced and passed its reading at the meeting of Council held on February 15, 2021, was adopted and ordered published as by law provided.

Dated: February 15, 2021

Mayor

Attest:

City Clerk

Print

Title – Donation of Poles to Stanly Community College

Description:

Stanly Community College has requested that the City donate (3) 40' poles and (2) 45' poles to the Electric Line Technician Program. Electric Superintendent Dennis Curlee states that we have these materials available. The City could also set the poles for SCC and this would take 1-2 hours to complete.

Over the years the City has donated supplies and materials to this program and others at SCC and provided construction services, all to assist multiple programs.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
2/12/2021 8:41 AM	Approved	City Clerk	
2/12/2021 8:42 AM	Approved	Administration	

Print

Title – Presentation on Selection of Engineering Firm for Stormwater Master Plan

Description:

On June 15, 2020 City Council took action authorizing city staff to work on a multi-year phased effort to address storm water issues. A storm water management project team was developed to begin planning. An RFQ for a storm water engineering firm was issued. Eight firms responded and through a selection and vetting process implemented by the project team, WK Dickson was identified as the top firm.

Ross Holshouser will provide a presentation to serve as a recap, followed by a presentation from WK Dickson and Raftelis on addressing storm water needs and an overview of the project plan for Albemarle's storm water plan and program development.

Staff's recommendation is to approve entering into a multi-year contract with WK Dickson to develop a storm water plan and program.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	

Print

Title – Introduce new Planning and Development Services Staff: Planning Specialist and Chief Code Enforcement Officer

Description:

Ashlie Tolliver-Jones and Antonio Evans started with the Planning Department in late November 2020.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	
2/10/2021 1:25 PM	Approved	City Clerk	
2/10/2021 1:25 PM	Approved	Administration	

Print

Title – Closed Session Pursuant to N.C.G.S. 143-318.11(a)(1), (4), & (6) - To Prevent Disclosure of Information that is Privileged or Confidential, Economic Development, and Personnel.

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Adjourn to Tuesday, February 16th at 4:00 p.m. for Strategic Planning Session

Description:

Council will meet at the Stanly County Senior Center at 283 North Third Street at 4:00 pm on Tuesday, February 16th for a strategic planning session.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	
