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Regular Meeting
Monday, February 3, 2020
7:00 PM
Council Chambers
Meeting Agenda

Call Meeting To Order:

1. Mayor Michael

Invocation:

2. Mayor Michael

Approval Of Minutes:

3. Consider Approval of January 21 Regular Session Minutes

Agenda Adjustments:

Announced Delegations:

4. Pastor Michael Stovall - To Discuss Drainage Issues

Unannounced Delegations:

Administrative Reports:

5. 2020 NC Public Power Customer Survey
6. Quarterly Business Update

Municipal Calendar:

7. Municipal Calendar

Consent Agenda:

8. Consider Approval of Capital Improvement Plan
9. Consider Approval of the Audit Contract for FY 20/21

New Business:

10. Consider Agreement with Preformed Line Products for Demonstration of Equipment on City Electric Lines
11. Discussion of Albemarle Business Center Infrastructure
12. Review of Monroe Corporate Center Visit
13. Information - Mixed Used Development Information from Centralina Council of Governments
14. Information - Naming of Tuckertown Water Treatment Plant to Jack F. Neel Water Treatment Plant
15. Introduction of New City Attorney Britt A. Burch

Adjournment:

- 16.** Adjourn to February 11, at 4:00 p.m. for a 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 – 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 – Consider Approval of January 21 Regular Session Minutes

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> January_21_2020_Minutes.docx	January 21 Minutes

APPROVALS:

Date/Time:	Approval:	Department:	

REGULAR MEETING CITY COUNCIL

January 21, 2020

The City Council of the City of Albemarle met in a regular session on Tuesday, January 21, 2020 at 7:00 p.m. in the Council Chambers of City Hall. Mayor Ronnie Michael presided, and the following Councilmembers were present, to-wit: Mayor Pro Tem Martha Sue Hall; Bill Aldridge; Chris Bramlett; Martha E. Hughes; Shirley E. Lowder; Dexter Townsend; and Chris Whitley. Absent: None.

Mayor Michael called the meeting to order.

Upon a motion by Councilmember Townsend, seconded by Councilmember Hall, unanimously carried, the minutes of January 6, 2020 regular and closed sessions were approved as submitted.

PUBLIC HEARINGS

Ordinance 20-03: Consider Rezoning a 6.21-Acre Parcel on S. Hill Street from GHBD to R-

10

Planning and Development Services Director Kevin Robinson was called to present the rezoning request. This hearing is to receive public input on the request to amend the City of Albemarle zoning map by adopting Ordinance 20-03 to rezone a 6.21 acre parcel on S. Hill St, (tax#33584) from GHBD to R-10. The Planning and Zoning Board recommended approval of this request, 8-0 at its January 9, 2020 meeting. The Mayor and Council members received the rezoning application, City staff's recommendations, the Future Plan Use (FLU) map, and Statement of Zoned Plan Consistency prior to the meeting.

There was no public input on the item. Upon a motion by Councilmember Townsend, seconded by Councilmember Aldridge and unanimously carried, Council closed the hearing.

Upon a motion by Councilmember Hall, seconded by Councilmember Bramlett, unanimously carried, the following Ordinance was adopted with the following Statement of Zoning Consistency with Adopted Plan:

The Albemarle City Council finds the action to amend the City's Zoning Map tax record 33584 from zone GHBD/General Highway Business District to R-10/Single-Family Residential District to be consistent with the adopted 2028 Land Use Plan. The 2028 Land Use Plan calls for general residential on the land of interest. The City's R-10 zone will assist the lands of interest reach their intended goal of general residential and will achieve the public interest.

(Ordinance 20-03 - Rezone a 6.21-Acre Parcel on S. Hill Street from GHBD to R-10)

Ordinance 20-04: Consider Rezoning an 8.75-Acre Parcel from GHBD to

R-10

Planning and Development Services Director Kevin Robinson was called to present the rezoning request. This hearing is to receive public input on the request to amend the City of Albemarle zoning map by adopting ordinance 20-04 to rezone an 8.75 acre parcel off of US Hwy 52 (tax#4171) from GHBD to R-10. The Planning and Zoning Board recommended 9-0 for City Council to approve the request and adopt a statement of consistency with future land use map at its January 9, 2020 meeting. The Mayor and Council members received the rezoning application, City staff's recommendations, the Future Plan Use (FLU) map, and Statement of Zoned Plan Consistency prior to the meeting.

There was no public input on the item. Upon a motion by Councilmember Aldridge, seconded by Councilmember Hall and unanimously carried, Council closed the hearing.

Upon a motion by Councilmember Hall, seconded by Councilmember Whitley, unanimously carried, the following Ordinance was adopted with the following Statement of Zoning Consistency with Adopted Plan:

The Albemarle City Council finds the action to amend the City's Zoning Map tax record 33584 from zone GHBD/General Highway Business District to R-10/Single-Family Residential District to be consistent with the adopted 2028 Land Use Plan. The 2028 Land Use Plan calls for general residential on the land of interest. The City's R-10 zone will assist the lands of interest reach their intended goal of general residential and will achieve the public interest.

(Ordinance 20-04 - Rezone an 8.75-Acre Parcel from GHBD to R-10)

ANNOUNCED DELEGATION

Presentation on Opioid Overdose Prevention

Stanly County Health Director David Jenkins and Stanly County EMS Training Officer Dale Chandler provided a presentation to Council on opioid overdose prevention. The presentation covered:

- Reasons why people experiment or use opioids;
- Stanly County data on numbers of opioid overdoses and EMT responses during the period of 2017-2019;
- The type(s) of opioids most frequently available;
- Overdose prevention measures in place, including: a 12-hour, 7-day-a-week EMT coverage to respond to opioid-related calls funded by Blue Cross/Blue Shield grant which is the first program of its kind in the US; drug drop box acquisition and placement throughout the County; provision

of Naloxone funded by a Cardinal Health grant; and prevention/treatment/recovery programs in place.

- Overview of the Health Resources and Services Administration Rural Communities Opioid Response Implementation grant (\$1 million in funding); and
- Overview of the NC DHHS Community Linkages to Care project (\$275,000 grant).

Mr. Jenkins and Mr. Chandler answered questions from the Mayor and Council members. Local County and City partners/collaborators include Monarch, Will's Place, and Gateway of Hope. A question was raised about how those wishing to enter rehabilitation programs or find housing are transported. Stanly County used grant funding to acquire and operate a SUV and van to provide transportation to opioid addicts wishing to receive services or enter rehab programs. In response to a question about total funds received for opioid prevention in 2019, Mr. Jenkins noted that a total of about \$1.4 million in funding was granted to Stanly County.

Councilmember Hall gave an "attaboy" to EMT Dale Chandler for his work with the Blue Cross/Blue Shield opioid addiction prevention program that was highlighted in a recent new article.

Councilmember Aldridge thanked all firefighters, EMTs, and the police for working together and responding in the face of the opioid crisis.

Council thanked Mr. Jenkins and Mr. Chandler for their presentation.

UNANNOUNCED DELEGATIONS

Mr. Bradley Kimrey, a former Will's Place resident, addressed the Council about his path from opioid addiction to sobriety (he reflected that he has been drug-free and sober 9 months today). He expressed a concern that there still are many other opioid-addicted users who are not aware of services they can access to recover. He further noted that those afflicted with drug addiction are reluctant to approach people with badges and uniforms to seek help.

When questioned about how to better spread information about harm reduction efforts and recovery resources for opioid users, Mr. Kimrey offered that posting articles in the local newspapers would help. It was noted, however, that there have been a series of articles in various local publications in the last year or so about this topic which included specific details of resources available.

Council suggested that since Mr. Kimrey has information on how to help his peers still coping with drug use and addiction, and Mr. Jenkins is a valuable resource to the City of Albemarle and Stanly County regarding opioid addiction prevention and provision of supportive and recovery programs for those who are addicted, they should meet to share information.

Councilmember Aldridge applauded Mr. Kimrey's courage to come in front of Council about this issue, offered his appreciation for Mr. Kimrey's work in combatting the epidemic, and wished him well.

ADMINISTRATIVE REPORTS

Departmental Monthly Reports

The Mayor and Council members received monthly departmental reports for December 2019 prior to the meeting. A question was asked about closing out part-time Parks and Recreation employees in December. Parks and Recreation Director Lisa Kiser came to the podium to offer a response. The employees in question were recreation assistants who are site supervisors overseeing the athletic leagues. Parks and Recreation keeps 4 on payroll at a time, but they are only hired for 6 months and so these positions are cycled to cover the year's activities.

Councilmember Hall commented that the Albemarle Neighborhood Theater needs to be publicized more since there are so many good City events there, and attendance has not been high.

Main Street Annual Report Presentation

Ms. Joy Almond, Main Street Manager and head of the Albemarle Downtown Development Corporation (ADDC), presented her Annual Report for the Main Street Program to Council. She highlighted the following activity from July, 2018 – June, 2019:

- Five building facades were completed;
- One building rehabilitation project was completed;
- Three public improvement projects were completed;
- Over \$2.9 million in public and private investments were raised;
- A net total of three full-time jobs were created by downtown businesses (13 jobs created but 10 lost);
- A net total of five part-time jobs were created (6 gained and 1 lost);
- Eight businesses opened, 6 businesses closed, and 1 business expanded (Elite Uniforms, formerly Ethel's Uniforms and Shoes); and
- Over 350 volunteer hours (total 351 hours) were logged supporting ADDC's committee work, downtown events assistance, and beautification projects.

Ms. Almond took questions from Council related to Main Street Program's 4-point approach plan, Board capacity, and the number of volunteers represented in the volunteer hours statistic. ADDC/Main Street's 4-point approach ties into its sub-committee work and the Main Street Program structure: economic vitality (business recruitment and retention); design (beautification efforts, building design, and public art); promotion (advertisement of ADDC programs); and organization (volunteer recruitment). ADDC's Board of Directors currently stands at 10 members; Board capacity is 13. There is opportunity to recruit and seat a few more Board members. For the breakdown of the number of volunteers comprising the 351 volunteer hours logged, Ms. Almond would have to check into providing an exact number, but estimated the number to be 30, which includes members of the 4 sub-committees, folks performing beautification tasks such as flower planting, and event volunteers staffing events such as the wine festival or Outdoorsman Bonanza.

Update: Parking Improvements at E.E. Waddell Community Center

Councilmember Townsend asked for an update on the parking improvements at the E.E. Waddell Center. The Mayor and Council members received designs for the parking lot near the banquet room and the parking lot off of Wall Street prior to the meeting.

Parks and Recreation Director Lisa Kiser provided an update to Council. Stanly Community College (SCC) will be assisting with the grading of the areas for the parking lot improvements/additions. A Memorandum of Understanding (MOU) has been signed with SCC. The goal is to start work in the first week of February, 2020. SCC Heavy Equipment students are expected to assist with this project as part of their spring 2020 semester coursework.

Ms. Kiser also provided an update on the HVAC upgrade project for the E.E. Waddell Community Center Gymnasium. Miles-McClellan has been contracted to complete the design build for the project and is currently designing the schematics. Ms. Kiser needs to change the 1-phase electric process to a 3-phase process due to the need for wiring replacement. The gym will have to be closed during the month of May, but the project should be finished by June 1st.

CONSENT AGENDA

Albemarle ABC Board Appointment

Due to an expiring term, City Council needs to make an appointment to the ABC Board. John McIntyre's term expires on March 16, 2020. The Board is pleased with John's service and would like to see him reappointed.

Consider Road Closures for Mini Medley Relay

The Council considered approval of road closures for the 41st Mini Medley Relay on Saturday, March 21st. The special event permit and request letter were provided to the Mayor and Council prior to the meeting.

Roads to be closed for the Mini Medley relay are:

- * 3rd St from North St. to E. Cannon
- * 4th St from North St. to E. Cannon
- * North St. from 3rd St. to 4th St.
- * E. Cannon from 3rd St. to 4th St.
- * Montgomery Ave from 3rd St. to 4th St.

Consider Approval to Hire Arnett Muldrow for Wayfinding Plan Development

At the August 6, 2019 City Council Workshop, Council received a wayfinding plan presentation from Arnett Muldrow. Staff vetted three wayfinding design firms and recommended Arnett Muldrow to City Council. At that time, the Mayor informed Council and staff that a decision could not be made on hiring a wayfinding design firm until we received notice on awarding of the BUILD grant. Wayfinding was included in the city's application for the BUILD grant and the grant would not fund plans that were approved before the grant was awarded.

In November 2019 the City of Albemarle received notification that it did not receive the BUILD grant. Therefore, staff is requesting that City Council consider the recommendation made on August 6, 2019 to hire Arnett Muldrow to design the city's wayfinding plan. Their proposal represents a balanced approach to wayfinding design and a phased implementation that is desirable from a resource perspective. Arnett Muldrow has worked with our community in the past and our Planning Director, Kevin Robinson, has worked with the firm in his previous job and highly recommends them.

Funds are available in the current budget for the development of this plan. The Mayor and Council received the original wayfinding proposal from Arnett Muldrow prior to this meeting. If approved, staff will get an updated timeline from Arnett Muldrow.

Consider Approval to Absorb Excess Utilities for Public Housing Residents

The Mayor and Council received a memo from staff with details and a request for Public Housing to absorb excess utility charges for residents for the months of October and November 2019 prior to the meeting.

Consider Bids Received for Surplus Scrap Metals Bid 2020-2023

The City of Albemarle received bids for surplus scrap metal on January 13, 2020. Two (2) companies submitted bids for consideration. Staff is recommending the following bids be awarded to: Butch's Recycling for 10,000 lbs. scrap iron (in roll-off container) \$0.035lb and to Foil's Inc. for 2,000 lbs. scrap copper tubing \$2.15lb and for 15,000 lbs. scrap aluminum wire (in roll-off container) \$0.2050 lb.

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

- The reappointment of John McIntyre to another term on the ABC Board;
- Road closures for the 41st Mini Medley Relay on Saturday, March 21st;
- Hiring Arnett Muldrow to design the city's wayfinding plan;
- Absorption of excess utility charges for public housing residents for the months of October and November, 2019; and
- Awarding of bids to Butch's Recycling and Foil's Inc. for recycling of scrap iron, copper tubing, and scrap aluminum wire.

UNFINISHED BUSINESS

Update on Code Violations at 503 Old Charlotte Road

City Attorney David Beaver has been requested to provide an update on this issue. Mr. Beaver noted that the complaint brief has been prepared and filed in court. Mr. Beaver requested a certified copy of the Council minutes authorizing him to file the complaint in court to be submitted along with the complaint.

Other Contract Attorney Work in Progress Discussion

Since this is the last Council meeting which Mr. Beaver will be representing the City of Albemarle, Mr. Beaver asked to clarify with the Council whether he should continue working any unresolved cases. Council affirmed that he should complete all work assigned to him. Council then requested that Mr. Beaver provide an update on any open cases. Mr. Beaver provided a document detailing all cases he is still working on for their review.

Mr. Beaver received the lease for Carolina Treetop Council on January 21st. He will provide the lease addendum and send it to the City Manager. However, the Mayor confirmed that the lease already is approved.

A case involving the City's acquisition of a deed of trust in place for the Crystal Village Subdivision was raised. Mr. Beaver noted that he was contacted recently by Stan West about a deed of trust the City of Albemarle has held to secure a bond for a tract of land to be developed into a subdivision Crystal Village. The City of Albemarle is being asked to release the land or cancel the deed of trust. Council asked whether the deed of trust was still in effect. Mr. Beaver replied that if no action was taken to cancel the trust or release the land involved in the trust, then likely it is still considered in effect. Since the infrastructure of the subdivision has been built (i.e., water/sewer lines, roads, etc.), thus expending the bond secured for that purpose, the Council concluded that the deed of trust was no longer required.

Upon a motion by Councilmember Hall, seconded by Councilmember Lowder, unanimously carried, the Council authorized Mr. Beaver to cancel the City's deed of trust.

It was noted by Council that most of the cases itemized on Mr. Beaver's list are handled by City staff, and that Council typically is not aware of legal work on behalf of the City of Albemarle unless it is pertinent to legislative process or action.

Item #4 in Mr. Beaver's document involving a property owner on Elm Street involving the unopened right of way of Hill Street is being handled by the City Manager. Mr. Beaver noted that the section of Hill Street in dispute is not City-controlled, but rather is private property.

The Mayor inquired about the call from the Attorney General's office. Mr. Beaver replied that the Attorney General's office contacted him about the Highway 24/27 rerouting project and Barnard Drive. The Mayor suggested that Mr. Beaver follow up with the Attorney General's office, as it may have something to do with filing paperwork about the state working on a city street. Mr. Beaver will follow up on this.

Per the Old Wiscassett Mills abandoned railroad deed item, the Mayor shared that when the deed was recorded it did not have the correct description (only 1 map was provided when two

maps should have been included). Mr. Beaver was asked to update the deed. Mr. Beaver noted that the deed update was completed and submitted in December 2019.

Mr. Beaver is working with the publisher of the City Ordinance books to develop updated language for the book's introduction regarding non-partisan elections.

The Mayor raised an item that is not on Mr. Beaver's list but is a situation of which Council is aware. He is working with Dent Hall Turner to redraw the deed for the old police station property. The deed was sent back to staff and himself yesterday. The City is considering selling the property due to the environmental restrictions placed on it. Mr. Beaver was asked to file the deed once it is submitted to him.

The Mayor and Council thanked Mr. Beaver for his service to the City of Albemarle.

Discussion of Albemarle Business Center Infrastructure

The Mayor requested a delay in the further discussion of this item until the next Council meeting due to the plan to visit the Monroe Business Center site on January 22nd.

NEW BUSINESS

Introduction of Fire Chief Pierre Brewton

City Manager Michael Ferris introduced Fire Chief Pierre Brewton. Chief Brewton began his duties for the City on January 21 and fills the vacancy created when Fire Chief Shawn Oke retired.

Chief Brewton comes to the City of Albemarle from the City of Spartanburg (SC) Fire Department with over 30 years of experience. He rose through the ranks from entry level firefighter to reach second in command, becoming the highest-ranking minority within the Spartanburg Fire Department. During his tenure, Brewton has assisted the City of Spartanburg in establishing a progressive, proactive, effective, and efficient All-Hazards/All-Risk Customer Service-based Department. Chief Brewton has also assisted the department with obtaining national fire accreditation and achieving a national insurance ranking of class 1. Chief Brewton has significant command experience, serving as the incident commander for the Type III Upstate Incident Management Team responding to State and Federal disasters.

Chief Brewton addressed Council. He is honored and humbled to be chosen to be City of Albemarle's next Fire Chief. He thanked the City Manager, the Mayor and Council for giving him the opportunity to lead the City of Albemarle Fire Department. His goal is to serve all of the people of Albemarle.

Council welcomed Chief Brewton to his new position.

Consider Approval of FY19-20 Pavement Preservation Street Plan

This presentation is being provided to City Council for approval. City Council approved funding for pavement preservation and street maintenance in the FY19-20 budget. The Mayor and Council received the street listing for this year's pavement preservation plan prior to the meeting. The City of Albemarle contracts with The Kercher Group, Inc. each year to run pavement analysis and recommendations based on annual budgeted dollars.

As with last year's Council request, this year's list was generated on a 50/50 plan of preservation (micro-surfacing) and rehab (mill & fill). Overall, a total of 10.45 miles of street will be improved under this plan.

Council requested that Public Works Director Ross Holshouser come forward to take questions. Councilmember Hall asked what the mileage of roads covered under the plan totaled. The City of Albemarle manages approximately 122 miles of paved road. It was suggested that Council consider a penny tax rate increase in order to complete more street preservation work annually. In FY2018-19 \$250,000 was spent on street maintenance and pavement improvement based on the 50/50 plan. A question was asked about when an assessment would be completed again. For the next fiscal year, a reassessment of street repaving progress and status is planned, considering the last assessment occurred in 2015.

Councilmember Lowder gave a "shout out" for the East Main/Pee Dee Avenue Road repair. It is the best work she has seen.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Lowder, unanimously carried, Council approved the FY19-20 Pavement Preservation Street Plan as submitted.

Consider Dates for a City Council Workshop on the Parking Plan

Staff would like to present a recommendation for the next phase of the parking plan. Similar to the workshop held on August 6, 2019, when staff originally presented the parking plan, staff would like to set another workshop for March, 2020. Assistant City Manager, Nyki Hardy, vetted potential dates with the Mayor and City Council to determine the most desirable date for the majority of Council. The date options provided were March 3, 4, and 9, 2020. The workshop would be held at 6 pm. The majority of Council is available on Tuesday, March 3, 2020. Staff requests that City Council set the workshop for March 3, 2020 at 6:00 pm.

Upon a motion by Councilmember Hall, seconded by Councilmember Lowder, unanimously carried, Council approved setting the next parking plan workshop for Tuesday, March 3, 2020 at 6:00 pm.

Quarterly Business Update

City Manager Michael J. Ferris asked Council for a delay in the presentation of this report until the next Council meeting. Staff is requesting more time to research job creation data. Council agreed to delay the update until the February 3rd Council meeting.

Reminder: Monroe Corporate Center Visit

The trip to visit the Monroe Corporate Center is scheduled for January 22, 2020. Staff and interested Council members will leave the City Hall parking lot at 12:30 pm and ride in the Parks & Recreation bus. The plan is to be back in Albemarle around 5:00 pm.

COMMENTS

City Manager Michael J. Ferris commended Parks and Recreation Director Lisa Kiser for her conception and organization of the first MLK Day of Employee Service, which was held on Friday, January 17th. There were 50 volunteers who participated. Volunteer efforts took place at Esther House, Habitat for Humanity, the Community Inn, and Park Trail, among others. It was an outstanding event.

Council should take a look at the most recent edition of the employee newsletter *City Connection*. It contained a lot of good articles and features about some of the positive things that City of Albemarle employees do as part of their daily work and in the community. He is proud to be part of an organization where there is care, concern, and compassion among City of Albemarle staff.

Councilmember Townsend had the following remarks or questions:

- He thanked Council and staff for attending this past Saturday's MLK Jr. Prayer Breakfast held at EE Waddell Community Center. He also expressed appreciation for the MLK Day of Employee Service in which he participated. He hopes that this event continues into the future.
- He posed a question about whether the deeds to the land for the hotel project have been settled yet. The Mayor replied a lawyer needs to present it to him and the City Manager for signature in order for the process to move forward.
- City of Albemarle webpage updates as noted by him in the last Council meeting still do not appear to have occurred yet. It is important for the public to have up-to-date information.

Councilmember Hughes requested that the article written by Dr. Mike Walden in the Stanly News and Press on mini-cities, some of which are targeted to retirement communities such as the one in Pittsboro (Chatham Park) be disseminated to Council. The article could provide further ideas on mixed use development to inform Council's thoughts for the ABC project.

Councilmember Aldridge made the following comments:

- He is glad to hear that this past Saturday's MLK Jr. Prayer breakfast was well-attended and expressed his regret that he was not able to attend.
- He gave a "shout out" to the Police Department fundraising challenge spearheaded by Officer David Hunt on January 11th. Over \$16,000 was raised to support former COA police officer Sergeant Mike Martin's battle with brain cancer. The funds were used to purchase a wheelchair for former officer Martin. Finally he gave a "shout out" and prayers for the Martin family.

Councilmember Lowder commented on the time Council allots for people to speak at a Council meeting. Who decides how much speaking time is allowed? The Mayor responded saying he confirmed with the UNC School of Government that Council has the authority to limit speaker time, although not the topics that can be raised. Councilmember Lowder requested that this item be placed on the agenda for the next Council meeting.

Councilmember Lowder commended Assistant City Manager Nyki Hardy on the well thought out memo presented to Council on the excess utility cost problem facing public housing residents.

Councilmember Bramlett followed Councilmember Hughes's comment about mini-cities and retirement community development. He noted that there is no better rural community than Albemarle ready to become a mini-city and develop a retiree community. Albemarle is ideally positioned and it would be a good opportunity to develop it this way.

Councilmember Whitley provided the following comments:

- The MLK Jr. Prayer breakfast was well-attended and provided good food and a great speaker.
- He requested an update on City recycling. What is the participation rate in the recycling program? Is there a problem locating recycling drop-off sites? Public Works Director Ross Holshouser responded that Waste Management has its own materials recovery facility (MRF) in Winston-Salem, NC and should be transporting City of Albemarle recycling to that location. The Mayor asked if there is any marketing or advertising of the recycling program. The City Manager stated that a bill stuffer providing do's and don'ts tips and the recycling schedule is sent to residents once a year. On the participation rate question, the City Manager will request that Waste Management provide some statistics. Is this information on the website? The information will be placed on the website as well as the link to Waste Management's page about recycling.
- He attended a Regional Planning Organization (RPO) meeting last week. Right now the group is considering road projects to recommend to NC DOT. RPO will

be voting on the project list in March. Typically there are 15 projects which are submitted to NC DOT, with a maximum of 18 projects recommended. Currently some projects might not be taken up so there is room for other projects to be considered. Council can come see him to view the current project list.

Councilmember Hall provided the following comments/questions:

- She gave a “shout out” on the article on mixed use development. Per the Albemarle Business Center development process, she met Mike Manis at a COG meeting a few weeks back. He should be contacting the Economic Development Director Mark Donham by the end of this week (week of January 20th) with more mixed use options.
- At COG meeting, the federal lobbyist announced that a new slate of grant programs and deadlines are coming up. That information will be provided to staff for dissemination.
- Clarification was asked about the Grace Place building – is the front of the building occupied? There is a church occupying the front of the building.
- She gave an “FYI” with distribution of promotional materials for the Stanly County Habitat for Humanity BBQ fundraiser on February 27th
- She noted that she saw on Facebook that HGTV ONE AMERICAN TOWN complete makeover is currently accepting applications from small towns and cities to re-do a small downtown. This is really something that the City of Albemarle should pursue.

Upon a motion by Councilmember Lowder, seconded by Councilmember Townsend, unanimously carried, the meeting was adjourned.

The next regular City Council meeting will be held at 7:00 PM Monday, February 3, 2020 in City Council Chambers.

Print

Title – Pastor Michael Stovall - To Discuss Drainage Issues

Description:

Pastor Stovall has requested to speak to Council regarding a drainage issue.

I have spoken to Public Works staff regarding this and the best we can tell is he would like to discuss the drainage ditch that runs through the back portion of the property where the Resurrection Community Church is located at the corner of West Main Street and Moss Springs Road. He did speak to PW staff recently where he requested the City pipe the ditch to improve its appearance. This area is of course off the City right of way and therefore not the City's property and there is no benefit to the City to perform this work.

Drainage issues are often very difficult for people to understand. I have attached an aerial photo of the property. You can see the open ditch and then it disappears as it has been piped under the Church buildings, presumably when the property was developed. This was of course done to make the property developable and more valuable to the owner. In the case with the current request, there is no reason nor benefit to the taxpayers to pipe this ditch and we are not permitted to make improvements to private property without a clear public benefit.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Resurrection_Church_Property.pdf	Aerial Map

APPROVALS:			
Date/Time:	Approval:	Department:	



Stanly
Printed January 29, 2020
See Below for Disclaimer



- Rail Roads
—+—
- Roads
—
- Parcels
□
- City Limits
Albemarle (Blue)
Badin (Brown)
Locust (Green)
Misenheimer (Yellow)
New London (Purple)
Norwood (Red)
Oakboro (Light Blue)
Red Cross (Dark Brown)
Richfield (Light Green)
Stanfield (Yellow-Green)
- Lease Land Records
■
- Surrounding Counties
□

This map is prepared for the inventory of Real Property found within this jurisdiction, and is compiled from recorded deeds, plats and other public records and data. Users of the map are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this map. The Stanly County Geographic Information Systems Division of the Office of Information Technology assumes no legal responsibility for the information contained on this map. Also, when the deeds and or plats are viewed for a parcel, the Stanly County Register of Deeds Office makes no guarantees regarding the collection, accuracy, authenticity, or use of these records. The web site is for informational use and convenience only. The Register of Deeds shall in no way be held responsible for errors or omissions in these records nor for any actions resulting from their use. The official records are kept in the Stanly County Register of Deeds Office. To view deeds on this site you must install the AlternaTIFF viewer. To install, please visit <http://www.alternatiff.com/install-ie/> Warning: City of Norwood: Within the city limits of Norwood any improvements such as boathouses or piers that have been built on land owned by Duke Energy are considered to be located on leased land and therefore will not be

Print

Title – 2020 NC Public Power Customer Survey

Description:

Scott Hopkins, Customer Account Manager, will be working with Electricities staff on a contract with GreatBlue Research, Inc. to conduct a telephone Customer Survey. Residential and non-residential customers will be surveyed beginning March 1, 2020 through May, 2020. The survey data will be placed in a "report summary" in June, with a completed final report submitted by July. In August and September Electricities will present and review the Customer Survey with City staff.

This survey will help us understand customer concerns and priorities and will guide us in making decisions that best reflect the goals and needs of our customers. GreatBlue Research, Inc. is a professional market research firm located in Glastonbury, CT.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
1/29/2020 1:34 PM	Approved	City Clerk	
1/29/2020 1:34 PM	Approved	Administration	

Print

Title – Quarterly Business Update

Description:

Staff will provide this quarterly report.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:

Description:

No Attachments Available

APPROVALS:

Date/Time:

Approval:

Department:

□

Print

Title – Municipal Calendar

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

<u>ATTACHMENTS:</u>	
Name:	Description:

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

Print

Title – Consider Approval of Capital Improvement Plan

Description:

On October 21, 2019, Council was presented with a printed Draft of the 2021-2025 Capital Improvement Plan (CIP). During Council's Fall Strategic Budget Planning Session on November 19, 2019, First Tryon presented the financial model which included discussion of Capital Projects in General and Enterprise Funds. For the 2021-2025 CIP, staff anticipates the need for approximately \$94.71M in capital costs over the next five years.

The CIP is not a guarantee of funding for certain programs or capital needs, but rather a planning tool to help anticipate and plan for the City's capital needs over a five-year span. All projects and needs will be re-analyzed with the adoption of each annual budget and may be adjusted as priorities change and with the availability of revenue. CIP's are generally needed when seeking funding sources as outside agencies like to see appropriate financial planning and growth management tools, and a well drafted CIP displays the City's ability to effectively forecast and successfully plan.

Staff seeks Council's final approval of the proposed CIP. Once approved, Council will receive a bound copy of the approved CIP. The draft plan as attached is a duplicate of the hard copies Council received in October 2019.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Draft_CIP_FY21-25_10.21.19.pdf	2021-2025 CIP

APPROVALS:			
Date/Time:	Approval:	Department:	

Draft

**CAPITAL IMPROVEMENT
PROGRAM
FOR THE
CITY OF ALBEMARLE**



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

**FISCAL YEARS 2021 – 2025
(July 1, 2020 to June 30, 2025)**

**DRAFT
Proposed October 21, 2019**

CAPITAL IMPROVEMENT PROGRAM (CIP): AN INTRODUCTION

What is the Capital Improvement Program?

The City of Albemarle's Capital Improvement Program (CIP) is a planning and budgeting tool that provides detailed information about the City's capital needs over a five-year time frame. The five years of the CIP outlines the capital projects proposed for implementation along with their estimated costs; however, the CIP is designed to be a flexible planning tool for the City of Albemarle. Each year, the list of projects is reviewed for need, cost, and priority. Projects may be added, deleted, delayed, accelerated or new projects may be inserted. City staff will provide recommendations regarding the alteration of the desired timetables of projects with the ultimate responsibility for approval and implementation resting with City Council. In this regard, the Capital Improvement Budget process flows very similarly to the adoption of the City's operating budget.

Generally, capital improvements are defined as physical assets, constructed or purchased, that have a useful life of 5 years or greater and a cost of \$75,000 or more. Examples of projects that meet this definition of a capital improvement are:

1. New and expanded facilities.
2. Large scale rehabilitation or replacement of existing facilities.
3. Equipment for any public facility or improvement when first constructed or acquired.
4. The cost of engineering or architectural studies and services relative to the improvement.
5. The acquisition of land for a community facility such as a park, road, sewer line, etc.
6. Purchase of vehicles or equipment, when it has an expected useful life of 5 years or more and a cost of \$75,000 or greater.

Benefits of a Capital Improvement Program and Capital Spending

A CIP is a financial planning and growth management instrument. A well-developed CIP will allow the City of Albemarle to forecast trends and capital needs. Through the use of the CIP, the City will be able to successfully plan for and address infrastructure needs. Due to the cost associated with capital projects, organizations are often not prepared to deal with capital requirements in the most efficient manner, with emergency needs frequently being the determining factor on assigning capital priorities. Clearly, a reactionary approach to expenditures and investments of this size is neither desirable nor the best way to address a significant aspect of the City's future. Other benefits of a CIP include:

1. Planning for the repair, replacement, and acquisition of capital items.
2. Assisting with financial planning by forecasting capital needs with future revenues and expenditures.
3. Ensuring better coordination and evaluation of community needs.
4. Serving as a guide for the Mayor, City Council and City staff in decision-making.
5. Meeting the prerequisite in eligibility to apply and receive many different grants.

The City of Albemarle continues to operate in a very fiscally conservative atmosphere. All expenditures involve some form of public money, and the City Council and staff are cognizant of our limited resources. In this type of fiscal environment, the City must strive to be as efficient as possible to continue to provide a high level of services at reasonable tax and utility rates to our citizens. While capital projects and outlays are large expenditure items, they can assist in reducing costs and enhance an organization's availability to provide efficient service. Examples of these benefits include:

1. Reduced maintenance costs.
2. Reduced down time.
3. More efficient methods and procedures.
4. Enhanced safety.
5. Address the needs of the public.

Capital Outlays and Capital Projects

CAPITAL OUTLAYS

“Capital outlays”, which are budgeted within the City’s operating budget, include moderate expenditures for such things as furniture, vehicles, equipment needed to support the operation of the City’s programs, minor construction projects, landscaping projects, and facility repairs. Generally, a capital outlay item is defined as an item valued between \$5,000 and \$74,999 with a life expectancy of less than five (5) years.

CAPITAL PROJECTS

“Capital projects” generally include major fixed assets or infrastructure with long-term values, such as buildings, roads, bridges, and parks, and may involve some form of debt financing. Capital project costs also include all expenditures related to the planning, design, construction, and equipment necessary to bring a facility on line or part of a larger project. These costs should be fully identified and noted in the CIP. For example, the repair or replacement of bleachers, backstop, batting cages and lighting at the Montgomery Park could comprise a capital project for the renovation of the facility, even though individually the specific items would not.

Why have a Capital Improvement Program?

The Capital Improvement Program provides information on the current and long-range infrastructure and equipment requirements of the City. It is a mechanism for balancing needs and resources and for setting priorities and schedules for capital projects. It is based on needs identified through the planning process, requests and recommendations of the City Manager, City Departments, and from the input of citizens and elected officials.

Because the CIP identifies the capital needs of the City for the next five years, it also includes identification of the revenue sources that will be utilized to fund Capital Improvements. Projects may be funded in many different ways (e.g., current revenues, grants, government loans, debt financing, bonds, etc.) depending on the availability of funds, the nature of the project, and the policies of Council.

The CIP combines all of the individual Departmental needs and coordinates them within the context of the needs of the City of Albemarle as a whole. While the CIP outlines exactly what each Department sees as its future needs and prioritizes them within the Department, it also allows the City Council to weigh the needs and goals of all Departments simultaneously to make decisions for the entire City. In this process, the overall good or benefit of a project must be weighed against requested projects of other functional areas, particularly those competing for the same funding resources. Because funding for projects is limited and competitive, decisions should be made in the context of overall City needs. The CIP and its process facilitate City-wide planning and informed decision-making. Identification of projects assures needed projects are being addressed while prioritization ensures that those projects which are most urgently needed are funded first.

Why a Separate Capital Project Budget?

The five-year Capital Improvement Budget lays out planned capital expenditures over this time period. Funds identified through the CIP for a specific project remain with that project until the project is completed, while the operating budget “terminates” at the end of each fiscal year. This allows anyone reviewing the CIP to view the identified funding source for multi-year projects. In addition, expenditures typically found in the operating budget are more routine in nature. Salaries, insurance, postage, small tools and equipment, etc. are reoccurring costs that must be borne by the operating budget each year. With slight annual adjustments, expenditures for these items are more stable.

In contrast, the needs identified in the CIP are non-recurring in nature and are not the routine expenditures incurred by the City that provide for the day to day operation of the City. Funds for capital items are typically only appropriated once the necessary items in the operating budget have been provided. With a minimum cost of \$75,000, it is also beneficial to the City to separate capital from operating expenditures and provide for

greater explanation and detail of the requests for individual capital items (which are non-routine and where more discretion and flexibility can be utilized).

How Are Projects Prioritized?

Similarly to the operating budget, each Department prepares annually and prioritizes their capital needs. Departmental requests are combined and presented to the City Council for review. City Council is responsible for discussing, selecting, and prioritizing the capital requests. City Council has complete discretion for the prioritization of projects and the Capital Improvements Budget and Program. Therefore, it may also include projects originating from the request of the City Council. When all requests for capital project funding is complete, priority is given to projects needed to meet the goals and policies as defined by the City. Understanding and prioritizing City goals is necessary to allocate the limited revenue sources to projects each year.

Since enterprise activities such as the operations of the Public Utilities Department and the City of Albemarle Landfill have their own funding sources, they do not compete with projects in other City funds for funding. Various operations generate their own revenue to maintain operations and do not rely on funds from any other City source or operation. This is also the standard operating procedure in the development of the City annual operating budget and is based upon the fundamentals of fund accounting.

How Are Project Costs Determined?

Providing the most accurate cost estimate possible is a crucial step in this process. It may well prove difficult to develop accurate scopes, cost estimates, and schedules for projects on which no preliminary engineering or other work has been done. For projects identified as five years out in the CIP, this type of work may prove to be impractical as there is no guarantee a project will ever come to fruition. Each year, the CIP should be adjusted as project costs become more firmly known. As staff gains experience with the process and the anticipated implementation date draws closer, the information provided will be complete and accurate.

Individual project costs within the CIP should include all costs related to design, acquisition, construction, project management, equipment, legal expenses, mitigation of damages, title costs, and other land related costs (e.g., computer lines, telephone lines, etc.) when such information is available. The purpose of a CIP is to project the complete cost of a project and all its components.

How Are Financing Decisions Made?

Financing decisions are made based on established City policies, practices and available funding options. The most obvious option is to use current resources such as current revenues, fund balance, and retained earnings; however, financing options must be explored from time to time in order to meet all of the goals and objectives of the City. These options are directly related to project timing and choice of revenue sources. The City of Albemarle staff has and will continue to make recommendations to City Council concerning the feasibility of funding each project and on the potential sources of funding for each proposed project.

While some projects can be delayed until funds from existing revenues are available, others cannot. If this situation was to arise, the City must investigate other options such as grants, user fees, bonds, capital leases and loans and increased taxes. Again, Council will have to weigh the needs and desire for projects against the financial impact and revenue sources to fund requests. Staff will play a vital role in assisting City Council with these issues.

SUMMARY

The Capital Improvement Program represents the mutual efforts of all City Departments, the Mayor, and City Council to meet the infrastructure and service needs to serve City residents and visitors. The guidelines of this document provide a basis for the conception and preparation of the City's Capital Improvement Program. Following the guidelines of the CIP is designed to result in improved coordination of City activities and expenditures, to responsibly allocate limited City resources and to properly plan for large-scale needs of the City of Albemarle.



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT:	ADMINISTRATION
FUND:	General Fund

PROJECT TITLE:	Streetscape Implementation	PRIORITY:	1
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PURPOSE:	Expand
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PROJECT DESCRIPTION

Implementation of long term goals within Streetscape Master Plan

JUSTIFICATION

The City's Streetscape Master Plan was adopted in 2016; implementation that remains includes adding historic street signs and blades to existing traffic bar signals; new posts; retrofitting lamp posts; painted sharrows; urban core streetscapes; self-watering planters; curb extensions; transit shelters; street tree and tree pit retrofits; alleyscapes; wayfinding and downtown gateways.

CAPITAL COST PER YEAR		CAPITAL COST BREAKDOWN		
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CAPITAL COST PER YEAR		CAPITAL COST BREAKDOWN		
COMMITTED PRIOR TO FY 19-20	\$ 189,340	PLANNING, DESIGN, AND ENGINEERING	\$ 20,000	CURRENT REVENUE
FY 2020-21	\$ 190,000	PURCHASE	\$ 100,000	
FY 2021-22	\$ 202,000			
FY 2022-23	\$ 202,000	CONSTRUCTION	\$ 20,000	CURRENT REVENUE
FY 2023-24	\$ 1,387,250			
FY 2024-25	\$ 1,237,250			
FUTURE YEARS	\$ -	MISCELLANEOUS	\$ 50,000	
TOTAL	\$ 3,407,840	OTHER:		
		OTHER:		
		OTHER:		
		TOTAL	\$ 190,000	

DESCRIPTION OF SOURCE ESTIMATE:

REQUESTED BY: Nyki Hardy **DATE:** 9/15/2019
Department Head



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: ECONOMIC DEVELOPMENT		
FUND: General Fund		
PROJECT TITLE:	Albemarle Business Center	
PRIORITY:	1	
PURPOSE:	Attract and Retain Industry and Business to Albemarle	
PROJECT DESCRIPTION		
Install infrastructure including water, sewer, and electric lines; roads, sidewalks and lighting; conduit; landscaping; spec buildings; and shovel ready sites in the 282 acre Albemarle Business Center.		
JUSTIFICATION		
Need to ensure the growth of higher paying jobs, tax base, and utility sales for the City of Albemarle. The City does not have physical capital in terms of buildable sites and buildings that are suitable for modern manufacturing needs. No other resources exist to accomplish this.		
CAPITAL COST PER YEAR		
COMMITTED PRIOR TO FY 19-20	\$ 213,985	
FY 2020-21	\$ 5,032,720	
FY 2021-22	\$ 5,812,953	
FY 2022-23	\$ 1,325,631	
FY 2023-24	\$ 910,659	
FY 2024-25	\$ 752,182	
FUTURE YEARS	\$ 590,339	
TOTAL	\$ 14,638,469	
CAPITAL COST BREAKDOWN		
PLANNING, DESIGN, AND ENGINEERING	\$ 213,985	CURRENT REVENUE
PURCHASE	\$ 1,875,000	OTHER
CONSTRUCTION	\$ 13,427,678	CURRENT REVENUE
MISCELLANEOUS		
OTHER:		
OTHER:		
OTHER:		
TOTAL	\$	15,516,663
DESCRIPTION OF SOURCE ESTIMATE:		

REQUESTED BY: Mark Donham
Department Head

DATE: 9/20/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: FIRE	
FUND: General Fund	
PROJECT TITLE:	Engine 121
PURPOSE:	Replace
PRIORITY:	1
PROJECT DESCRIPTION	
This proposal includes purchasing a 2020 Engine to replace the 2006 E-One Engine 121 (F722) that is in primary service at fire station #2. The 2006 engine will be moved to reserve status.	
JUSTIFICATION	
To meet community risks, maximize fire fighter capabilities, minimize risk of injuries to fire department personnel and the public, and meet Insurance Services Office (ISO) apparatus requirements, the Albemarle Fire Department maintains three first-line engines, one reserve engine, a ladder truck, a command vehicle (Battalion Chief), and several utility staff vehicles.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 131,000
FY 2021-22	\$ 131,000
FY 2022-23	\$ 131,000
FY 2023-24	\$ 131,000
FY 2024-25	\$ 131,000
FUTURE YEARS	
TOTAL	\$ 655,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 655,000
LEASE PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 655,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ernie Hiers
Interim Department Head

DATE: 10/11/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: Fire	
FUND: General Fund	
PROJECT TITLE:	Renovate Fire Stations
PRIORITY:	2
PURPOSE:	Renovate
PROJECT DESCRIPTION	
Renovate Fire Stations One, Two and Three	
JUSTIFICATION	
<p>These three renovation projects fall into the second half of the CIP. Due to the age of these facilities they will need renovation to ensure they are maintained in a condition to house firefighters. As these renovations draw closer, further evaluation should occur to determine the exact project size and scope. The ceiling apparatus in Fire station #1 is flaking and requires a fresh coat of paint. This renovation project would include scraping the existing surface, applying a primer coat and then applying two top coats of paint. Renovations are necessary for Fire Station #2 in the areas of the kitchen, living area and sleeping area. These areas were aging and lack the proper square foot and required safety systems (fire sprinklers, fire alarm, and CO alarm) to function properly as a facility occupied by a full-time career fire department. Fire station #3 needs safety systems to protect the firefighters that occupy the fire station. This station lacks any safety systems (fire sprinklers, fire alarm, CO alarm).</p>	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	
FY 2021-22	
FY 2022-23	\$ 50,000
FY 2023-24	\$ 520,000
FY 2024-25	
FUTURE YEARS	
TOTAL	\$ 570,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	\$ 57,000
PURCHASE	
CONSTRUCTION	\$ 513,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 570,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ernie Hiers
Interim Department Head

DATE: 10/11/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: FIRE	
FUND: General Fund	
PROJECT TITLE:	Rescue Apparatus
PRIORITY:	3
PURPOSE:	Purchase
PROJECT DESCRIPTION	
Acquire a used Rescue Apparatus to transport rescue resources and equipment to emergency scenes freeing up space on existing engines and ladder.	
JUSTIFICATION	
As the City continues to expand with new industries, purchasing a used rescue apparatus to hold specialized rescue equipment will free space on existing apparatus. With the purchase of this used rescue apparatus, the rescue equipment will be readily available and can be used to respond to scenes in lieu of the department's ladder truck. This reduces the wear and tear on the most expensive apparatus in the department.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	
FY 2021-22	
FY 2022-23	
FY 2023-24	
FY 2024-25	\$ 142,000
FUTURE YEARS	\$ 568,000
TOTAL	\$ 710,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 710,000
LEASE PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 710,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ernie Hiers
Interim Department Head

DATE: 10/11/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: FIRE			
FUND: General Fund			
PROJECT TITLE:	Ladder 11	PRIORITY:	TBD
PURPOSE:	Renovate/Replace		
PROJECT DESCRIPTION			
This apparatus will be a ladder truck or tower ladder with a minimum aerial height of 95 feet. This apparatus will carry specialized equipment to perform operations typically carried out on the fireground by a ladder company			
JUSTIFICATION			
This CIP request will be evaluated by the permanent fire chief once hired. Based on what we have learned from current AFD personnel and other fire departments, a 95 ft. ladder truck may not be needed for our community. Before we commit \$1.25M to a piece of equipment that will not see much use, we need to determine if this is an absolute need.			
CAPITAL COST PER YEAR		CAPITAL COST BREAKDOWN	
COMMITTED PRIOR TO FY 19-20	\$ -	PLANNING, DESIGN, AND ENGINEERING	
FY 2020-21		PURCHASE	\$ 1,250,000
FY 2021-22			
FY 2022-23		CONSTRUCTION	
FY 2023-24			
FY 2024-25			
FUTURE YEARS	\$ 1,250,000	MISCELLANEOUS	
TOTAL	\$ 1,250,000	OTHER:	
		OTHER:	
		OTHER:	
		TOTAL	\$ 1,250,000
DESCRIPTION OF SOURCE ESTIMATE:			

REQUESTED BY: Michael Ferris
Department Head

DATE: 9/20/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC HOUSING	
FUND: Public Housing	
PROJECT TITLE:	Architecture and Engineering Services
PRIORITY:	1
PURPOSE:	Mandated
PROJECT DESCRIPTION	
Architecture Services for HUD Capital Fund Grant Projects	
JUSTIFICATION	
For preparation of contracts, plans specifications, construction inspections, and HUD reports.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 31,500
FY 2020-21	\$ 31,500
FY 2021-22	\$ 31,500
FY 2022-23	\$ 31,500
FY 2023-24	\$ 31,500
FY 2024-25	\$ 31,500
FUTURE YEARS	\$ 31,500
TOTAL	\$ 220,500
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	\$ 220,500
PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 220,500
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Cedric Baldwin
Department Head

DATE: 8/20/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: Public Housing	
FUND: Public Housing	
PROJECT TITLE:	Exterior/Interior Door Replacement
PRIORITY:	2
PURPOSE:	Mondernization
PROJECT DESCRIPTION	
Replace/Refurbish Exterior and Interior doors in all apartment units	
JUSTIFICATION	
Previous REAC inspection found significant deficiencies with the interior and exterior doors in the apartment units. These deficiencies contributed to the Department receiving a substandard physical score on the PHAS assessment. To improve the PHAS scoring it is critical that this project be moved up in priority. The scope of work will include replacing all exterior doors at all units. Interior doors will be replaced as well, with the understanding that not all interior doors will need to be replaced. Those doors that would not require replacing will be refurbished. It is the expectation that these efforts will improve the Department's scoring on the upcoming REAC inspection.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 657,689
FY 2020-21	\$ 462,927
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 1,120,616
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 1,120,616
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 1,120,616
DESCRIPTION OF SOURCE ESTIMATE:	
Stogner Architecture, PA	

REQUESTED BY: Cedric Baldwin
Department Head

DATE: 8/22/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: Public Housing	
FUND: Public Housing	
PROJECT TITLE:	General Landscaping
PRIORITY:	3
PURPOSE:	Upkeep
PROJECT DESCRIPTION	
PHA wide landscape upgrades	
JUSTIFICATION	
Modernization and upkeep of public housing property.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 50,000
FY 2020-21	
FY 2021-22	\$ 100,000
FY 2022-23	
FY 2023-24	
FY 2024-25	
FUTURE YEARS	
TOTAL	\$ 150,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	\$ 150,000
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 150,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Cedric Baldwin
Department Head

DATE: 8/22/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: Public Housing	
FUND: Public Housing	
PROJECT TITLE:	Construction of Family Life Center
PRIORITY:	4
PURPOSE:	New Construction
PROJECT DESCRIPTION	
Modernize Family Life Center in Amhurst Gardens	
JUSTIFICATION	
Construct new building to be used for resident self-sufficiency activities, computer lab with new computers and printers, resident meetings, resident training opportunities	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ 462,927
FY 2024-25	\$ 462,927
FUTURE YEARS	\$ 74,146
TOTAL	\$ 1,000,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 1,000,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 1,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Cedric Baldwin
Department Head

DATE: 8/22/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT:	INFORMATION SYSTEMS
FUND:	General Fund

PROJECT TITLE:	Off-Site data backup and replication	PRIORITY:	1
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PURPOSE:	Provide the ability for scheduled replication for application and user data
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PROJECT DESCRIPTION

We currently maintain on premise recover-ability of our application services and user data. This project would provide for a secure government-approved data backup that would be at minimum 50 miles away.

JUSTIFICATION

While individual applications provide different levels of data recover-ability, there is no citywide snapshot (off site) of the City's application services and user data. In the event of an incident affecting city locations and our data center, we need the ability to recover and restore data stored off site. We currently use Unitrends Enterprise data backup solution for on-premise backups. This solution leverages that with the addition of the Unitrends' private cloud offering and an on-premise appliance that manages the backup process and access to that data. We have updated licensing and storage for our on-premise backup solution - both for capacity and to prepare for maintaining an off-site backup copy.

CAPITAL COST PER YEAR		CAPITAL COST BREAKDOWN		
COMMITTED PRIOR TO FY 19-20	\$ 20,000	PLANNING, DESIGN, AND ENGINEERING	\$ 5,000	CURRENT REVENUE
FY 2020-21	\$ 80,000	PURCHASE	\$ 75,000	CURRENT REVENUE
FY 2021-22	\$ 12,000			
FY 2022-23	\$ 12,000	CONSTRUCTION		
FY 2023-24	\$ 12,000			
FY 2024-25	\$ 12,000	MISCELLANEOUS		
FUTURE YEARS	\$ 12,000			
TOTAL	\$ 160,000	OTHER:	\$ 60,000	CURRENT REVENUE
Capital Cost Breakdown for Information Systems		OTHER:		
General Fund Percentage	\$51,200	OTHER:		
General Public Housing Percentage	\$8,000	OTHER:		
Electric Division Percentage	\$46,400	OTHER:		
Landfill Percentage	\$8,000	OTHER:		
Water and Sewer Percentage	\$46,400	TOTAL	\$ 140,000	

DESCRIPTION OF SOURCE ESTIMATE:

US-CERT-Data Backup Options

REQUESTED BY: Owen Squires
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PARKS AND RECREATION		
FUND: General Fund		
PROJECT TITLE:	Playground Improvements	
PRIORITY:	1	
PURPOSE:	Improve playgrounds in all city owned parks.	
PROJECT DESCRIPTION		
Replace damaged and antiquated equipment that can lead to increased safety hazards. Improve playground areas for children and adults to enjoy.		
JUSTIFICATION		
Playgrounds are the basis of parks & recreation profession, and require frequent maintenance and upkeep. It has been many years since playground equipment has been replaced at most park locations. During the recent NCLM safety inspection, P&R playgrounds received many citations for damaged equipment that can cause harm. In my three years as director, playground equipment and improvements has been unfunded. This is getting to be a desperate need.		
CAPITAL COST PER YEAR		
COMMITTED PRIOR TO FY 19-20	\$ -	
FY 2020-21	\$ 100,000	
FY 2021-22	\$ 25,000	
FY 2022-23	\$ -	
FY 2023-24	\$ 25,000	
FY 2024-25	\$ -	
FUTURE YEARS	\$ 25,000	
TOTAL	\$ 175,000	
CAPITAL COST BREAKDOWN		
PLANNING, DESIGN, AND ENGINEERING	\$ 20,000	CURRENT REVENUE
PURCHASE	\$ 125,000	CURRENT REVENUE
CONSTRUCTION	\$ 20,000	CURRENT REVENUE
MISCELLANEOUS	\$ 10,000	CURRENT REVENUE
OTHER:		
OTHER:		
OTHER:		
TOTAL	\$	175,000
DESCRIPTION OF SOURCE ESTIMATE:		

REQUESTED BY: Lisa Kiser
Department Head

DATE: 9/3/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PARKS AND RECREATION	
FUND: General Fund	
PROJECT TITLE:	Field Lighting Upgrade - Don Montgomery Park
PRIORITY:	2
PURPOSE:	Upgrade baseball field lighting at Don Montgomery Park
PROJECT DESCRIPTION	
Replace current lighting and poles with LED lighting.	
JUSTIFICATION	
The current lights at Don Montgomery Park were installed in the early 1980s. The current lighting does not meet NCHSSA standards for high school baseball. The field is home to Albemarle HS baseball team. The current lights do not light the entire field and leave large areas in the outfield with shadows. This is a safety hazard when playing night games. With the recent repairs to the field, new lighting could help market the field for baseball tournaments and field rentals.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 350,000
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 350,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 300,000
CONSTRUCTION	\$ 50,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 350,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Lisa Kiser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PARKS AND RECREATION		
FUND: General Fund		
PROJECT TITLE:	EE Waddell Phase 3 Improvements	
PRIORITY:	3	
PURPOSE:	Master Plan Phase 3 Improvements for EE Waddell Center	
PROJECT DESCRIPTION		
Convert and remodel existing locker room area at Waddell gym into weight room and nautilus area.		
JUSTIFICATION		
Improvements to the EE Waddell Center began in 2008 with a Master Plan of phases for the project. Phases 1 & 2 of the project have been completed. Phase 3 involves converting and remodeling current locker rooms in the gymnasium to a weight and exercise room.		
CAPITAL COST PER YEAR		
COMMITTED PRIOR TO FY 19-20	\$ 1,250,000	
FY 2020-21	\$ -	
FY 2021-22	\$ 350,000	
FY 2022-23	\$ 350,000	
FY 2023-24	\$ 110,000	
FY 2024-25		
FUTURE YEARS		
TOTAL	\$ 2,060,000	
CAPITAL COST BREAKDOWN		
PLANNING, DESIGN, AND ENGINEERING	\$ 20,000	CURRENT REVENUE
PURCHASE	\$ 90,000	CURRENT REVENUE
CONSTRUCTION	\$ 700,000	CURRENT REVENUE
MISCELLANEOUS		
OTHER:		
OTHER:		
OTHER:		
TOTAL	\$	810,000
DESCRIPTION OF SOURCE ESTIMATE:		

REQUESTED BY: Lisa Kiser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PARKS AND RECREATION		
FUND: General Fund		
PROJECT TITLE:	Park Security Lighting Upgrades	
PRIORITY:	4	
PURPOSE:	Improve security lighting in all park locations	
PROJECT DESCRIPTION		
Replace existing lighting and poles with LED lighting in all the parks.		
JUSTIFICATION		
The public has complained many times about the lighting of our parks after dark. Other than City Lake Park, all City of Albemarle park locations are open until 12:00 midnight. Albemarle Parks & Recreation plans many evening activities for the residents of Albemarle. These activities include adult and youth athletic leagues. Our facilities are also used by the public for many other recreational opportunities that happen in the evening: tennis, basketball, walking the trails, etc. The public is concerned with their safety. Parks with lack of lighting are breeding grounds for crime and other less desirable activities. Lighting gives people a sense of security		
CAPITAL COST PER YEAR		
COMMITTED PRIOR TO FY 19-20	\$ -	
FY 2020-21	\$ -	
FY 2021-22	\$ 50,000	
FY 2022-23	\$ 50,000	
FY 2023-24	\$ 50,000	
FY 2024-25	\$ 50,000	
FUTURE YEARS		
TOTAL	\$ 200,000	
CAPITAL COST BREAKDOWN		
PLANNING, DESIGN, AND ENGINEERING	\$ 10,000	CURRENT REVENUE
PURCHASE	\$ 150,000	CURRENT REVENUE
CONSTRUCTION	\$ 40,000	CURRENT REVENUE
MISCELLANEOUS		
OTHER:		
OTHER:		
OTHER:		
TOTAL	\$	200,000
DESCRIPTION OF SOURCE ESTIMATE:		

REQUESTED BY: Lisa Kiser
Department Head

DATE: 9/24/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PARKS AND RECREATION	
FUND: General Fund	
PROJECT TITLE:	Lighting Upgrades Optimist Park
PRIORITY:	5
PURPOSE:	Improve lighting at baseball fields at Optimist Park
PROJECT DESCRIPTION	
Replace current lighting with high efficiency LED lighting.	
JUSTIFICATION	
The current lighting at Optimist fields do not adequately light the field for evening games. New lighting would provide better lighting more efficiently. Because of the poor lighting at Optimist field Albemarle Parks & Recreation is losing out on tournaments that could be hosted at Optimist park. These tournaments would bring in people from other communities to Albemarle.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 300,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 300,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 250,000
CONSTRUCTION	\$ 50,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 300,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Lisa Kiser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PARKS AND RECREATION	
FUND: General Fund	
PROJECT TITLE:	Lighting Upgrades Rock Creek ballfield
PRIORITY:	6
PURPOSE:	Improve lighting at Rock Creek ballfield
PROJECT DESCRIPTION	
Replace existing lighting with more efficient LED lighting.	
JUSTIFICATION	
The current lighting at Rock Creek ballfield leaves many shadowed areas in the playing field. Improved lighting will improve player safety, enhance spectators experiences, and increase electrical efficiency.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ 300,000
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 300,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 250,000
CONSTRUCTION	\$ 50,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 300,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Lisa Kiser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PLANNING AND DEVELOPMENT		
FUND: General Fund		
PROJECT TITLE:	Albemarle Comprehensive Plan PRIORITY: 1	
PURPOSE:	2040 Comprehensive Plan for The City	
PROJECT DESCRIPTION		
<p>The City is seeing new growth and can expect to see continued growth in residential, commercial and industrial sectors in coming years. This coincides nicely with recent City investments in downtown, our current efforts to update City code and our need for an updated future land use map. Unlike a simple update to the land use map itself, a comprehensive plan should detail the City's goals, objectives and plans for the next 10+ years across several crucial elements such as: our transportation systems, economic development efforts, utility and infrastructure maintenance and expansion, parks and recreation facilities and programs, housing initiatives, cultural and natural resources and many others areas of importance to the city.</p>		
JUSTIFICATION		
<p>Up-to-date future land use maps are a state requirement as a tool for cities to practice zoning. While our map has a defined horizon of 2028, general rule of thumb is an update every five years and new plan every ten years. At 11 years old, with very little review and amendment it is effectively out-of-date already and will be more so as things continue to change over the next couple of years. While it is unlikely there will be immediate legal implications in the near future, it is critical that we budget for and begin the process of updating our future land use map before it becomes so out-of-date that it does reflect where we are heading as a city. The need to update strategic and master plans for other departments and areas of the City coupled with the need for a more state-of-the-art future land use plan that takes into consideration changing trends and priorities in our state, region and city makes a more comprehensive approach to planning a necessity, not only practically, but economically as well. While a large portion of this plan can be done in house, we simply do not have the resources or manpower to do many portions of it ourselves. Planning and other City Staff will be overseeing the process and managing much of the public input, however I expect branding, outreach and advertising, existing conditions analysis, surveying, specialized planning programs and document drafting and design will be dependent largely on a selected planning firm(s). Expected completion of this plan from selection of lead consultant to adoption by Council should take approximately 12-15 months.</p>		
CAPITAL COST PER YEAR		
COMMITTED PRIOR TO FY 19-20	\$ -	
FY 2020-21	\$ 125,000	
FY 2021-22	\$ -	
FY 2022-23	\$ -	
FY 2023-24	\$ -	
FY 2024-25	\$ -	
FUTURE YEARS	\$ -	
TOTAL	\$ 125,000	
CAPITAL COST BREAKDOWN		
PLANNING, DESIGN, AND ENGINEERING	\$ 125,000	CURRENT REVENUE
PURCHASE		
CONSTRUCTION		
MISCELLANEOUS		
OTHER:		
OTHER:		
OTHER:		
TOTAL	\$	125,000
DESCRIPTION OF SOURCE ESTIMATE:		

REQUESTED BY: J. Kevin Robinson
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Delivery 2 CT Bypass Buss-Electric
PRIORITY:	1
PURPOSE:	Purchase
PROJECT DESCRIPTION	
Add a current transformer (CT) bypass buss at Delivery 2	
JUSTIFICATION	
To allow metering CT's to be bypassed for maintenance, as recommended in the Electric System Ten Year Study done by Southeastern Consulting Engineers	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 75,000
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 75,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 75,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 75,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Delivery Transfer Buss-Electric
PRIORITY:	1
PURPOSE:	Purchase
PROJECT DESCRIPTION	
Add a transfer buss at Delivery 1 to allow circuit breakers to be bypassed for maintenance	
JUSTIFICATION	
This will allow circuit breakers to be bypassed for safe maintenance work as recommended in the electric system 10 year study by Southeastern Consulting Engineers	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 125,000
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 125,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 125,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 125,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Digger Derrick Line Trucks-Electric
PRIORITY:	1
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Unit #336 is a 2004 Sterling to be replaced in 2020-2021, Unit #303 is a 2012 Kenworth and needs to be replaced in 2022-2023	
JUSTIFICATION	
Need to replace every 10 years to keep the fleet updated	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 400,000
FY 2021-22	\$ -
FY 2022-23	\$ 400,000
FY 2023-24	\$ -
FY 2024-25	
FUTURE YEARS	
TOTAL	\$ 800,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 800,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 800,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Pole Inspection Program-Electric
PRIORITY:	1
PURPOSE:	Pole Replacements
PROJECT DESCRIPTION	
Wooden poles inspection and data collection program began in 2015. Our goal is to have all of our poles inspected by FY2020-2021 and then start a five year rotation where approximately one-fifth of our poles are inspected each year.	
JUSTIFICATION	
Being proactive with our maintenance helps to cut down on damages and power outages. Also, we need to have an active pole inspection program in place from a liability standpoint, should a pole fall and injure someone or damage property. This program will give us an accurate pole count and list all other utilities attached to each pole.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 70,000
FY 2020-21	\$ 100,000
FY 2021-22	\$ 100,000
FY 2022-23	\$ 100,000
FY 2023-24	\$ 100,000
FY 2024-25	\$ 100,000
FUTURE YEARS	\$ 100,000
TOTAL	\$ 670,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 670,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 670,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Unit #336-Electric
PURPOSE:	Replacement
PRIORITY: 1	
PROJECT DESCRIPTION	
Unit #336 is a 2004 Digger/Derrick Line Truck that is 15 years old and currently used by our underground crew and sometimes by a line crew. It has less than 60,000 miles but over 6660 hours because of the heavy stationary use. With all the underground projects, this truck will not be able to handle the workload.	
JUSTIFICATION	
Hydraulic pump has weakened considerably; therefore, the boom will not lift the load. Multiple leads, worn hoses and the boom tip winch brakes are worn. Rotation gear on the pedestal is worn and has loose play. Suspension is worn out also. it is not safe to have on the job.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 400,000
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 400,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 400,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 400,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Bucket Trucks-Electric
PRIORITY:	2
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Unit #334, 2002 Chevrolet Bucket Truck, is 19 years old, need to replace in FY2021-2022; Unit #331, 2013 Kenworth Bucket Truck will need to be replaced in FY2023-2024	
JUSTIFICATION	
These trucks have a useful life of 10 years. Operational maintenance cost increase significantly after 10 years.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 350,000
FY 2022-23	\$ -
FY 2023-24	\$ 350,000
FY 2024-25	
FUTURE YEARS	
TOTAL	\$ 700,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 700,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 700,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Business Park-Electric
PRIORITY:	3
PURPOSE:	Replacement
PROJECT DESCRIPTION	
New Business Park replacements cost should be distributed over two budget years. New park as well as Electric Distribution System reliability and public safety create the need for these upgrades which are recommended by Southeastern Consulting Engineers.	
JUSTIFICATION	
Need to replace old copper primary and neutral conductors with larger ACSR aluminum conductors.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 400,000
FY 2022-23	\$ 400,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 800,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 800,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 800,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Dump Truck-Electric
PRIORITY:	3
PURPOSE:	Addition
PROJECT DESCRIPTION	
FY 2023-2024, may need to add a dump truck to the fleet or trade in #306 (see explanation below)	
JUSTIFICATION	
In FY 2023-2024, we are retrofitting Unit #306 to change out the body to a dump body. Electric Division often has to borrow one from W&S. There are times that we need to haul dirt, gravel, limbs and etc. Underground crew will benefit mostly.	
CAPITAL COST PER YEAR	
CAPITAL COST BREAKDOWN	
COMMITTED PRIOR TO FY 19-20	PLANNING, DESIGN, AND ENGINEERING
FY 2020-21	
FY 2021-22	PURCHASE \$ 75,000
FY 2022-23	
FY 2023-24	CONSTRUCTION \$ 75,000
FY 2024-25	
FUTURE YEARS	MISCELLANEOUS
TOTAL	OTHER:
\$ 75,000	
	OTHER:
	OTHER:
	TOTAL \$ 75,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Primary Recloser Switches-Electric
PRIORITY:	3
PURPOSE:	Install Primary Recloser Switches
PROJECT DESCRIPTION	
Existing 3-phase recloser switches are all over 20 years old. We need to replace 2 reclosers a year. We have a total of 10 on the system.	
JUSTIFICATION	
Upgrade the 3-phase reclosers from mechanical oil-filled units to vacuum reclosers that have electronic controls. To upgrade circuit protection on our electric distribution system as recommended in the Electric System ten year study. These would match the one that were installed downtown and on Leonard Avenue	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 100,000
FY 2021-22	\$ 100,000
FY 2022-23	\$ 100,000
FY 2023-24	\$ 100,000
FY 2024-25	\$ 100,000
FUTURE YEARS	\$ -
TOTAL	\$ 500,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 500,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 500,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Recloser Communication Lines- Electric
PRIORITY:	4
PURPOSE:	Purchase
PROJECT DESCRIPTION	
Install fiber optic communication lines to primary recloser switches.	
JUSTIFICATION	
Newer primary recloser switches have electronic relay controls that can be connected to the SCADA System. This will allow for remote monitoring and instant notification when the switch operates. The reclose function can also be blocked remotely in order for the linemen to safely work on downstream energized equipment.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 100,000
FY 2022-23	\$ 100,000
FY 2023-24	\$ 100,000
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 300,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 300,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 300,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Underground Pulling Rig-Electric
PRIORITY:	4
PURPOSE:	Purchase
PROJECT DESCRIPTION	
Purchase an underground conductor pulling rig.	
JUSTIFICATION	
Using this piece of equipment that is designed for the installation of underground conductors will increase the safety for our employees and the efficiency for the Electric Division.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ 125,000
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 125,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 125,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 125,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Electric	
PROJECT TITLE:	Kubota Mini Excavator
PRIORITY:	5
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Our current Mini Excavator is a 2013 Kubota.	
JUSTIFICATION	
Showing signs of wear. Also electrical underground work has greatly increased due to growth.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 75,000
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 75,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 75,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 75,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	AMR Meters-W&S
PURPOSE:	Replacement
PRIORITY:	1
PROJECT DESCRIPTION	
Meter change out program from manual read meters to direct read AMR meters. These meters transmit a radio signal that is read by a handheld receiver increasing the efficiency and accuracy of the meter reading process.	
JUSTIFICATION	
Water meters typically lose accuracy over time and record less water than what was actually used. This program provides for not only the conversion process but also for existing AMR meters to be changed out and recalibrated on a regular interval to ensure accuracy and minimize lost revenue. Funding is for materials, PU W&S Systems staff will provide labor for installation.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 25,000
FY 2020-21	\$ 100,000
FY 2021-22	\$ 100,000
FY 2022-23	\$ 100,000
FY 2023-24	\$ 100,000
FY 2024-25	\$ 75,000
FUTURE YEARS	\$ -
TOTAL	\$ 500,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 500,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 500,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Inflow & Infiltration Program-W&S
PRIORITY:	1
PURPOSE:	Renovation
PROJECT DESCRIPTION	
Inflow & infiltration minimization program to identify leaking manholes. Sewer collection system has a number of older manholes and structures that are built of clay brick with mortar joints.	
JUSTIFICATION	
Many of these structures are located in areas subject to high water tables and therefore are subject to leaking. This provides a significant source of infiltration of groundwater into the sewer collection system. Need funds to continue this element of the l&i minimization program in support of the other manholes that have been undertaken already.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 15,000
FY 2020-21	\$ 15,000
FY 2021-22	\$ 15,000
FY 2022-23	\$ 15,000
FY 2023-24	\$ 15,000
FY 2024-25	\$ 15,000
FUTURE YEARS	
TOTAL	\$ 90,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 90,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 90,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Moss Springs Pump Station
PRIORITY:	1
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Pump Station was placed in service in the mid 1970's. No significant repairs or maintenance have been done on the #1 or #3 pumps/motors in the last 15-20 years.	
JUSTIFICATION	
Due to population increase the #1 pump is no longer efficient to maintain current demand. We need to replace #1 pump/motor with one the same size as the #2 pump/motor and upgrade the #3 pump. All of the gate valves on the suction side and discharge side of the pumps are inoperable and prevents isolation for maintenance crew to repair or replace.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 184,800
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 184,800
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 184,800
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 184,800
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	6-Year Electrical Upgrade-LCWWTP
PRIORITY:	1
PURPOSE:	Replacement/Improvement
PROJECT DESCRIPTION	
6 Year Electrical Distribution System Upgrade Plan for LCWWTP; Year 1 plan was completed in Phase I; Year 2 and Year 3 will be completed in Phase II; Years 4, 5, and 6 are remaining to complete as Phases are approved by City Council.	
JUSTIFICATION	
Current LCWVWTP was designed and built in the early to mid-1970's. Most of the electrical distribution system which powers the environmental treatment process is original and is approximately 40 years old. Rehab is to provide a reliable and easily maintainable system for the plant operations staff.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 18-19	\$ -
FY 2019-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 1,203,000
FY 2022-23	\$ 819,000
FY 2023-24	\$ 318,000
FUTURE YEARS	
TOTAL	\$ 2,340,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 2,340,000 STATE GRANT
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 2,340,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine **DATE:** 9/9/2019
 Department Head



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	SS Rehab/WWTP-Phase II
PURPOSE:	Replacement
PRIORITY:	1
PROJECT DESCRIPTION	
Replace existing 16" & 24" sanitary sewer trunk lines with new PVC and precast concrete manholes. Provides for continuation of the replacement and rehabilitation of trunk line of the sanitary sewer collection system to minimize inflow and infiltration into the system. This replaces and rehabilitates deteriorated pipe and manholes from the end of Salisbury Ave to completed Phase northward to Delco Plaxa (Gold's Gym)). Sewer main parallels Long Creek.	
JUSTIFICATION	
Phase II construction began July 2019 and completion date should be before June 2020. Phase II includes VVWTP Year 1 electrical improvements \$5,800,000 CWSRF Loan, \$500,000 CWSRF grant	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	
FY 2020-21	\$ 290,000
FY 2021-22	\$ 290,000
FY 2022-23	\$ 290,000
FY 2023-24	\$ 290,000
FY 2024-25	\$ 290,000
FUTURE YEARS	\$ 4,350,000
TOTAL	\$ 5,800,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 5,800,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 5,800,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	SS Rehab/WWTP-Phase III
PRIORITY:	1
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Replace 9,000 ft of 24", 18" & 12" gravity sewer and Years 2 & 3 of Electrical Improvements at WWTP. Continuation of replacement and rehabilitates deteriorated pipes and manholes from LC WWTP west toward Concord Road. Submit funding 9/2019; Begin Construction 3/2022; Final Construction 3/2023; First Payment FY 2023-2024.	
JUSTIFICATION	
City Council approved 9/3/19; CWSRF 20 years loans, 2.25% interest and potential 0% interest City will pay 2% closing cost; Annual debt service \$446,000 if 2.25% interest; \$307,000 if 0.0% interest.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ 6,279,000
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 6,279,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 6,279,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 6,279,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Water Tanks-W&S
PRIORITY:	1
PURPOSE:	Maintenance Contract
PROJECT DESCRIPTION	
The four existing water tanks are not under any maintenance contract. In spring of 2019, a company came in and did a visual inspection and full service asset management on all 4 tanks.	
JUSTIFICATION	
These tanks have maintenance in many years. The State has stated that the Aquadale Tank needs painting. The cost is approximately \$200K. Annual preventative maintenance (PM) would include conditions of exterior and interior, safety and sanitary regulations, tank's structural integrity, and repairs of tank's parts. Would also include painting the tanks, interior cleaning, and disinfection. After the first 7 years, the PM cost will decrease.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 179,000
FY 2021-22	\$ 179,000
FY 2022-23	\$ 179,000
FY 2023-24	\$ 175,000
FY 2024-25	\$ 175,000
FUTURE YEARS	\$ 110,000
TOTAL	\$ 997,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 997,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 997,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	PU-Hypochlorite- 52WTP
PRIORITY:	2
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Convert existing disinfection system from gas chlorine to a liquid hypochlorite system.	
JUSTIFICATION	
Gas chlorine system attaches many layers of regulatory requirements as it poses an air quality risk for the surrounding community. Chlorine needs are much less for wastewater versus water treatment. Conversion to hypochlorite (bleach) is a much safer alternative for wastewater treatment and just as effective as chlorine gas. Project would reduce costs associated with the regulatory air quality rules and risk management plans. The reason for the increase of \$40,000 over the same request for TTWTP is because the 52WTP building needs retrofitting.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 480,000
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 480,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 480,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 480,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Hypochlorite Conversion-TTWTP
PURPOSE:	Replacement
PRIORITY:	2
PROJECT DESCRIPTION	
Convert existing disinfection system from gas chlorine to a liquid hypochlorite system.	
JUSTIFICATION	
Gas chlorine system attaches many layers of regulatory requirements such EPA's Risk Management Program. It poses an air quality risk for the surrounding community. Chlorine gas has by-product formations (THMs and HAAs). It's a very dangerous chemical that requires special operator training. Conversion to hypochlorite (bleach) is a much safer alternative for water treatment and just as effective as chlorine gas.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 440,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 440,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 440,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 440,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Old Plant Demolition-LCWWTP
PRIORITY:	2
PURPOSE:	Removal
PROJECT DESCRIPTION	
Demolition/removal and/or abandon the obsolete plant structure, piping and equipment. A-Plant area (headworks) has a large number of open tanks, clarifiers, deep well buildings and other associated above ground structures.	
JUSTIFICATION	
Some of these structures have been abandoned in excess of 50 plus years due to changes in the methodology of treatment rendering them obsolete. It has been determined that they will serve no useful purpose in the foreseeable future. The structures pose a safety risk due to the nature of the structures and the lack of maintenance on the structure and the associated safety railing and catwalks. The open tanks hold water continuously providing an attraction vector for mosquitoes & drowning of wildlife.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 121,000
FY 2021-22	\$ 121,000
FY 2022-23	\$ 121,000
FY 2023-24	\$ 121,000
FY 2024-25	\$ 121,000
FUTURE YEARS	\$ 121,000
TOTAL	\$ 726,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 726,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 726,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	GIS Mapping-W&S
PRIORITY:	2
PURPOSE:	Provide W&S Mapping on a GIS Platform
PROJECT DESCRIPTION	
Locations of lines, valves, and appurtenances of the water distribution and sewer collection systems are currently only available in a hard copy (paper) format. This is becoming problematic in executing work orders and emergency responses on these systems.	
JUSTIFICATION	
This request would provide the development (framework, location and mapping) of a Geographic Information System (GIS) for the water distribution & sewer collections systems. GIS would not only provide spatial location but would also provide attribute information defining/describing the lines, valves, and appurtenances that comprise the system. GIS system would also be structured to link the information from work order to spatial locations on mapping to identify trending/metric info on issues.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 100,000
FY 2021-22	\$ 100,000
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 200,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 200,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 200,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Unit #434-W&S
PRIORITY:	2
PURPOSE:	Unit #434 Replacement
PROJECT DESCRIPTION	
Unit is used daily to transport trench backfill and other construction materials to the various job sites across the system.	
JUSTIFICATION	
Current unit is 17 years old. Unit is experiencing increased maintenance due to issues with the engine and drive train. The unit is becoming unreliable.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 96,000
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 96,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 96,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 96,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Unit #600 Replacement
PRIORITY:	2
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Unit #600 is a 1997 Ford truck mounted with a 12-ton boom.	
JUSTIFICATION	
Truck is experiencing increased service requirements and a capacity boom issue. Plan is to replace with a 20 ton boom truck that can provide additional capacity. This boom truck would assist other departments instead of renting from a crane company.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 330,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 330,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 330,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 330,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	A2 Screw Pump-LCVWVTP
PRIORITY:	3
PURPOSE:	Replacement
PROJECT DESCRIPTION	
A2 screw pump age is 30 years plus. Existing screw pump has exceeded service life.	
JUSTIFICATION	
Poor/inefficient performance contributes to Sanitary Sewer Overflows (SSO) both inside of the wastewater plant and the collection system during large rain events. Failure of the pump increases risk of non-compliance.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ 385,000
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 385,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 385,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 385,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Deep Water Intake-TTWTP
PRIORITY:	3
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Current location of the raw water intake is in a shallow cove on Tuckertown Reservoir. Shallow depth of the intake has demonstrated a negative influence on the raw water quality.	
JUSTIFICATION	
Increased water temperature, solids concentrations, and algae blooms affect the efficiency and effectiveness of the treatment systems at the plant. This would extend the location of the intake via a submerged pipeline from the current location of the intake at the raw water pump station to the east towards main channel of the reservoir. The increased depth in the main channel would allow for multiple withdrawal depths to adjust for differences in the water depth stratum quality.	
CAPITAL COST PER YEAR	
CAPITAL COST BREAKDOWN	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ 4,000,000
FUTURE YEARS	\$ -
TOTAL	\$ 4,000,000
	PLANNING, DESIGN, AND ENGINEERING
	PURCHASE
	CONSTRUCTION \$ 4,000,000 STATE GRANT
	MISCELLANEOUS
	OTHER:
	OTHER:
	OTHER:
	TOTAL \$ 4,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Filter Media Replacement-LCWWTP
PRIORITY:	3
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Filter media at LCWWTP is approximately 8 years old.	
JUSTIFICATION	
As the filter media ages we start seeing elevated concentration of Total Suspended Solids (TSS) in the effluent. As the TSS concentrations increases, we start having noncompliance issues with our National Pollutant Discharge Elimination System (NPDES) permit.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 60,000
FY 2023-24	\$ 60,000
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 120,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 120,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 120,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Plate Settler System
PRIORITY:	3
PURPOSE:	Improvement
PROJECT DESCRIPTION	
To improve settled turbidity at 52WTP.	
JUSTIFICATION	
Plate settler can allow for greater loading rates of the raw water pace by expanding the surface area for sedimentation. This allows for greater loading rates and results in a large reduction in the basin size needed to achieve the same results. Hwy 52WTP can treat more water without increasing basin size with greater efficiency and cost-savings.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ 6,000,000
FUTURE YEARS	\$ -
TOTAL	\$ 6,000,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 6,000,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 6,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Sludge Disposal System-TTWTP
PRIORITY:	3
PURPOSE:	New Sludge Disposal System
PROJECT DESCRIPTION	
During our water treatment process we generate aluminum sludge at TTWTP. Solids have to be disposed of in accordance with federal, state and local laws.	
JUSTIFICATION	
TTWTP has used the land application method of disposal since the facility started operating about 30 years ago. In that time the spray fields have become maxed out as far as what they can handle. With the added amount of water we sell to Concord, and the increase in the coming years, we are now in a desperate need to solve this issue. We spend about \$100,000 a year to contract Synagro to pump and haul out of the lagoons now. City forces take sludge to WWTP drying basins.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 4,000,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 4,000,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 4,000,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 4,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Trac Vac System-TTWTP
PRIORITY:	3
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Replace the trac vac system in the bottom of the sedimentation basins. The trac vac system provides consistent and automated removal of the settled solids that are generated in the sedimentation basins.	
JUSTIFICATION	
The system is over 25 years old and uses a technology that requires constant attention and a high interval/degree of maintenance. Replacement parts are becoming scarce. The new units are much more efficient and can be programmed so that they waste far less water. The control cabinet for these units is antiquated and would be removed and replaced with a programmable logic controller requiring a much smaller footprint giving more room in the control room.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 350,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 350,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 350,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 350,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Melchor Branch-W&S
PRIORITY:	4
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Melchor Branch sewer line from Madison Place Apartments on N. 6th St, under and down N. 2nd Street to tie into Phase II on N. 2nd 2400 feet of pipe, either 18" or 16" Also, we can put this location and the S. Second Street location (AL Lowder) and have a Phase IV Lump these together for a single funding application	
JUSTIFICATION	
This area causes high numbers of SSOs during high rain flow. Sewer project will deal with some hydraulic issues as well as access issues. Hydraulic issues will correct a 90% turn in the flow causing it to slowdown during high flow events. Also a swag in the pipe behind the laundromat causing an issue. Sewer main runs in the creek and large bank behind laundromat. Need to bring the line out to NCDOT ROW on N. 2nd Street.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	
FUTURE YEARS	\$ 1,200,000
TOTAL	\$ 1,200,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 1,200,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 1,200,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Old Whitney Raw Water Line
PRIORITY:	4
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Replace raw water line from Old Whitney Pump Station to Hwy 52 WTP.	
JUSTIFICATION	
Nothing has been done to the water line since installation in 1940's.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ 12,000,000
FUTURE YEARS	
TOTAL	\$ 12,000,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 12,000,000 STATE GRANT
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 12,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Resurfacing Plant Road-LCWWTP
PRIORITY:	4
PURPOSE:	Resurface
PROJECT DESCRIPTION	
Pavement rehabilitation (resurface) to repair large pot holes and large areas completely missing at WWTP.	
JUSTIFICATION	
No significant repairs or maintenance over the past 10-20 years. Significant potholes, cracks and loss of pavement sections have become an issue in terms of damages to vehicles and just general safety in traveling plant roads.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 77,000
FY 2021-22	\$ 66,000
FY 2022-23	\$ 65,000
FY 2023-24	\$ 74,600
FY 2024-25	\$ 74,600
FUTURE YEARS	
TOTAL	\$ 357,200
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 357,200
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 357,200
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Tanks & Basins-TTWTP
PRIORITY:	4
PURPOSE:	Corrosion Coatings of Tanks & Basins
PROJECT DESCRIPTION	
Paint finished water tank and backwash tank. Paint sludge pipes and I Beams, flocculator bridges in all settling basins. Carolina Management Team gave a quote to do the tanks in one year and the sludge pipes in another year.	
JUSTIFICATION	
The coatings on two of our tanks have begun showing signs of wear and indication of failure due to weather exposure. Tanks are typically painted every 15 to 20 years. These have never been done. Steel beams, bridges and pipes in each basin show severe deterioration because they are constantly submerged. Steel will require abrasive blasting for proper application of the coating systems for effective corrosion protection.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 155,000
FY 2021-22	\$ 125,000
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 280,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 280,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 280,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Unit #406-W&S
PRIORITY:	4
PURPOSE:	Unit #406 Replacement
PROJECT DESCRIPTION	
Replacement of Unit #406 Rubber Tire Loader that is 25 years old. Experiencing extended down time due to problems with the hydraulic system driving the bucket cylinders.	
JUSTIFICATION	
Unit is becoming unreliable. This machine is used for loading materials into dump trucks, primarily gravel and earth, that are needed for trench back fill replacement when repairs are made to the collection and/or distribution system. This unit is used on a daily basis.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 210,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 210,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 210,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 210,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Unit #456-W&S
PURPOSE:	Replacement
PRIORITY:	4
PROJECT DESCRIPTION	
Unit #456 2010 John Deere Backhoe is used daily on various job sites across the system. This backhoe is used as the primary equipment for the water crew.	
JUSTIFICATION	
This backhoe is showing signs of wear in the boom. Reliability and safety of the unit will become an issue in the future.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 135,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 135,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 135,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 135,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Filter Sweeps-TTWTP
PRIORITY:	5
PURPOSE:	Upgrade
PROJECT DESCRIPTION	
Upgrade filter sweeps to an air scour system which cleans the filter media with pressurized air from the bottom of the media to the surface. There are 4 filters with two sweeps per filter.	
JUSTIFICATION	
Current filter sweep system is a technology that has become outdated. The system is water driven and is only effective for the upper reaches of the filter media instead of the full depth. The newer "Air Scour" technology is proven to be more efficient and does a much better job in cleaning the filters. The project would include a rotary screw compressor and related air piping as well as power & control wiring.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ 1,000,000
TOTAL	\$ 1,000,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 1,000,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 1,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	Biosolids Disposal System-LCWWTP
PRIORITY:	6
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Provide for onsite biosolids handling and disposal in lieu of current pump and haul program. Current pump and haul program costs approximately \$300k per year with the majority of the expenses being paid to Water and Sewer Authority of Cabarrus County for incineration at the Rocky River WWTP.	
JUSTIFICATION	
There have been numerous occasions where Rocky River facility has notified the City that they were experiencing disruption and/or maintenance outages of their system and could not accept biosolids. Some times this would last for weeks at a time. Without the ability to waste biosolids regularly from the treatment process, there is an increased risk for a long term adverse effect on the treatment process and increased probability for permit violation.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ 1,760,000
FUTURE YEARS	\$ -
TOTAL	\$ 1,760,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 1,760,000 STATE GRANT
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 1,760,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/7/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	NC 24/27 Relocation-W&S
PRIORITY:	7
PURPOSE:	Relocation
PROJECT DESCRIPTION	
Relocation of W&S lines to support Hwy 24/27 widening by NCDOT (East Main Street to Sweet Home Church Road).	
JUSTIFICATION	
Estimates prepared by Chambers Engineering for the project have yielded a total cost of approximately \$4.0M. Construction has begun. Based on current NCGS, the City is responsible for 25% of the project cost.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 868,666
FY 2020-21	\$ 434,333
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 1,302,999
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 1,000,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 1,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	AMI Meter Conversion-W&S
PRIORITY:	8
PURPOSE:	Conversion from AMR to AMI Meter Program
PROJECT DESCRIPTION	
Convert present AMR (automatic meter read) to AMI (Automated Meter Integration) meter system. Current AMR technology is limited in the availability of the data on a real time basis. Data is only obtained from an AMR meter to a handheld data collector in close proximity. Readings are recording monthly on a current meter route. AMR system is limited in that the bulk usage data since the last reading is provided	
JUSTIFICATION	
AMI system differs from AMR in that AMI meter continuously transmits usage data to a central receiving station/server via a system wide radio network. Real time capability will provide PU the ability to monitor the system for leaks, unauthorized usage, and analyze usage patterns. AMI provides customers with this same information on an hourly basis. Information is collected in real time, customers can set a specific billing date since the date would no longer be based on the route date. It does not require a change out of meters, just the radio transmitter in the meter along with a deployment of the radio network.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ 400,000
FUTURE YEARS	\$ -
TOTAL	\$ 400,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 400,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 400,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC UTILITIES	
FUND: Water and Sewer	
PROJECT TITLE:	S Second St SS Rehab-W&S
PRIORITY:	9
PURPOSE:	Replacement
PROJECT DESCRIPTION	
Replace sewer line from Phase I (Hwy 52 to S Second Street)	
JUSTIFICATION	
This sewer project will replace a large collector line that runs under Hwy 52 to AL Lowder property on Old Aquadale Rd and ends at S. Second Street at the old A&A Auto Parts. This line is a large very old terra cotta sewer main that is in between lines that have been replaced. It runs through the Lowder property and is very hard to access.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	
FY 2020-21	
FY 2021-22	
FY 2022-23	
FY 2023-24	
FY 2024-25	
FUTURE YEARS	\$ 3,000,000
TOTAL	\$ 3,000,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 3,000,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 3,000,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Judy Redwine
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: General Fund	
PROJECT TITLE:	Dual Axle Dump Truck
PRIORITY:	1
PURPOSE:	New purchase to Replace Aging Fleet
PROJECT DESCRIPTION	
Purchase New Dual Axle Dump Truck with snow removal attachments.	
JUSTIFICATION	
The street division currently has six dump trucks in its fleet that are used to haul asphalt, stone, dirt and illegal dumping. More importantly, these trucks are used during storm events to haul off tree debris and to also plow snow and apply brine solution during winter storms. Out of the six dump trucks in the fleet, two trucks are 27 years old or older. One is 20 years old, with two others being 10 and 13 years old, respectively. The purchase and replacement of our dump trucks over the next two years will allow us to upgrade our fleet and surplus older trucks in our fleet. Wear and tear, along with repairs, are starting to be an issue with the older trucks, and due to the importance of these trucks during emergency events, we cannot afford to have unreliable equipment.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 37,000
FY 2021-22	\$ 37,000
FY 2022-23	\$ 37,000
FY 2023-24	\$ 37,000
FY 2024-25	\$ 37,000
FUTURE YEARS	
TOTAL	\$ 185,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 185,000
LEASE PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 185,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: General Fund	
PROJECT TITLE:	Vac All Truck
PRIORITY:	1
PURPOSE:	New Vacuum Truck
PROJECT DESCRIPTION	
Replace 2008 Vac All Truck with New Vacuum Truck	
JUSTIFICATION	
Our current Vac-All truck is a 2008 model and over \$8000 was spent on repairs in the last 24 months. If we are to continue the same level of service vacuuming non-curb and gutter streets, ditch & storm drain maintenance, as well as vacuuming trash off our city right of ways, a new machine will be needed.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 100,000
FY 2021-22	\$ 100,000
FY 2022-23	\$ 100,000
FY 2023-24	\$ 100,000
FY 2024-25	\$ 100,000
FUTURE YEARS	\$ -
TOTAL	\$ 500,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 500,000
LEASE PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 500,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: General Fund	
PROJECT TITLE:	New Fleet Maintenance Facility
PRIORITY:	2
PURPOSE:	New Fleet Maintenance Facility to meet the needs of a growing more advanced fleet
PROJECT DESCRIPTION	
New state of the art Fleet Maintenance Facility need to meet the demands.	
JUSTIFICATION	
The current shop is inadequate in the number of bays and the size of the bays. Large equipment must be repaired outside. There is no room for a small tool room or workshop area for welding and grinding and no area for parts inventory storage. The current building does not meet OSHA standards for a fleet repair shop.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	
FY 2021-22	\$ 356,424
FY 2022-23	\$ 356,424
FY 2023-24	\$ 356,424
FY 2024-25	\$ 356,424
FUTURE YEARS	\$ 74,304
TOTAL	\$ 1,500,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 1,500,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 1,500,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: General Fund	
PROJECT TITLE:	Single Axle Dump Truck
PRIORITY:	2
PURPOSE:	New purchase to Replace Aging Fleet
PROJECT DESCRIPTION	
Purchase New single Axle Dump Truck with snow removal attachments.	
JUSTIFICATION	
The street division currently has six dump trucks in its fleet that are used to haul asphalt, stone, dirt and illegal dumping. More importantly, these trucks are used during storm events to haul off tree debris and to also plow snow and apply brine solution during winter storms. Out of the six dump trucks in the fleet, two trucks are 27 years old or older. One is 20 years old, with two others being 10 and 13 years old, respectively. The purchase and replacement of our dump trucks over the next two years will allow us to upgrade our fleet and surplus older trucks in our fleet. Wear and tear, along with repairs, are starting to be an issue with the older trucks, and due to the importance of these trucks during emergency events, we cannot afford to have unreliable equipment.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 28,000
FY 2022-23	\$ 28,000
FY 2023-24	\$ 28,000
FY 2024-25	\$ 28,000
FUTURE YEARS	\$ 28,000
TOTAL	\$ 140,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 140,000
LEASE PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 140,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: General Fund	
PROJECT TITLE:	New Street Division Equipment Storage Building
PRIORITY:	3
PURPOSE:	New Storage Building to store Street Division valuable equipment
PROJECT DESCRIPTION	
Construct a new enclosed storage facility similar to PU-Electric and PU-W&S to protect valuable equipment and provide a safe area for workers to prepare and service equipment for incimate weather events.	
JUSTIFICATION	
The Street Division has purchased several new pieces of equipment and plans for other purchases in the future. Storage space is limited at the Operations Center. New Sweeper truck, seasonal mowing tractors, paving equipment, snow removal salt spreaders and more equipment need to be protected from elements in enclosed space. The life expectancy of this equipment is dependent upon our care and maintenance. Our employees are asked to perform routine maintenance, inspections or preparations in the rain, extreme heat or snowy weather with no place to protect themselves or the equipment. This building will allow us to protect our seasonal equipment, extending its life expectancy and lowering maintenance issues caused by constant exposure to the elements. FYI: If a Fleet Maintenance Facility was funded, the old Fleet Maintenance Garage would be re-purposed for Street Equipment Storage and this proposed building would not be necessary.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 400,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 400,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 400,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 400,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2020-2024**

DEPARTMENT: PUBLIC WORKS	
FUND: Powell Bill	
PROJECT TITLE:	Pavement Management Plan
PRIORITY:	1
PURPOSE:	Improve City Streets
PROJECT DESCRIPTION	
The City has adopted a Pavement Maintenance Plan where budgeted funds each year will go to repair and maintain existing City Streets. Each year a plan is put into place based on budgeted funds. Engineers estimate that \$1 Million Dollars a year will keep City streets as is. My goal is \$500,000 per year until future funding is found. \$250,000 from Powell Bill Funds + \$250,000 from General Fund	
JUSTIFICATION	
The Pavement Management Plan is needed to support and guide annual maintenance needs on City Streets.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ 225,000
FY 2020-21	\$ 250,000
FY 2021-22	\$ 250,000
FY 2022-23	\$ 250,000
FY 2023-24	\$ 250,000
FY 2024-25	\$ 250,000
FUTURE YEARS	\$ 500,000
TOTAL	\$ 1,975,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 250,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 250,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/8/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	Waste Compactor Rebuild
PRIORITY:	1
PURPOSE:	Rebuild Compactor
PROJECT DESCRIPTION	
Rebuild Waste Compactor Powertrain	
JUSTIFICATION	
Due to harsh conditions and continual use (2,000 hours annually), which waste compactors are subject to, the equipment manufacturer recommends a certified powertrain rebuild when the machine accrues between 10-13,000 hours. This rebuild will continue to ensure a safe work environment, reduce breakdown and help minimize overall costs of equipment maintenance.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ 290,000
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 290,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	\$ 290,000
OTHER:	
OTHER:	
TOTAL	\$ 290,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	Haul Road Rebuild
PRIORITY:	2
PURPOSE:	Rebuild and stabilize Solid Waste Facility Haul Road
PROJECT DESCRIPTION	
To rebuild and stabilize the solid waste facility haul road by means of Full Depth Reclamation.	
JUSTIFICATION	
The Solid Waste Facility is used daily by many heavy trash trucks that is starting to put wear and tear on the haul roads. In turn the roads are starting to show rutting, pot holes and failures in the pavement. Recommendation to do Full Depth Reclamation from the main entrance at Stony Gap Road up to the new employee facility.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 250,000
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 250,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 250,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 250,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	New Excavator
PURPOSE:	Replace existing CAT Excavator
PRIORITY:	2
PROJECT DESCRIPTION	
Purchase a new excavator to replace aging old CAT excavator.	
JUSTIFICATION	
Our facility utilizes two excavators, a 2013 model and a 2002 model. The 2002 model has over 12,000 hours on it. Most manufacturers recommend a total overhaul after approximately 10-13,000 hours. Staff recommends replacing the 2002 model with a new machine.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 310,000
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 310,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 310,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 310,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	Rebuild Waste Handling Dozer
PRIORITY:	2
PURPOSE:	Rebuild Waste Handling Bulldozer Power train
PROJECT DESCRIPTION	
Rebuild existing waste handling bulldozer power train.	
JUSTIFICATION	
Due to harsh conditions and continual use (2,000 hours annually), which waste handling bulldozers are subject to, the equipment manufacturer recommends a certified powertrain rebuild when the machine accrues between 10-13,000 hours. This rebuild will continue to ensure a safe work environment, reduce breakdowns and help minimize overall costs of equipment maintenance.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ 230,000
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 230,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	\$ 230,000
OTHER:	
OTHER:	
TOTAL	\$ 230,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	Haul Road Rebuild (2) PRIORITY: 3
PURPOSE:	Rebuild and stabilize Solid Waste Facility Haul Road (2)
PROJECT DESCRIPTION	
To rebuild and stabilize the solid waste facility haul road by means of Full Depth Reclamation.	
JUSTIFICATION	
The Solid Waste Facility is used daily by many heavy trash trucks that is starting to put wear and tear on the haul roads. In turn the roads are starting to show rutting, pot holes and failures in the pavement. Recommendation to do Full Depth Reclamation from the Employee Facility up to the Recycling Center.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 250,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 250,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 250,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 250,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	Water Truck
PRIORITY:	3
PURPOSE:	Expand Equipment
PROJECT DESCRIPTION	
Purchase used Water Truck with a capacity of 4-6,000 gallons	
JUSTIFICATION	
The facility currently uses the 2,000 gallon Posi-Shell applicator for dust control when necessary. Although adequate, this is not the optimal solution, nor the most ideal method, for proper dust control across the entire site. At times, the machine is not available for dust control because it is being used for its primary purpose , which is the application of alternative daily cover. Dust control is a State regulatory requirement at solid waste facilities. A water truck, with a large capacity, is greatly needed and would also be available for fire suppression, if necessary.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ 150,000
FY 2023-24	\$ -
FY 2024-25	\$ -
FUTURE YEARS	\$ -
TOTAL	\$ 150,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 150,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 150,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	Posi-Shell Applicator and Truck
PRIORITY:	4
PURPOSE:	Renovate/Replace
PROJECT DESCRIPTION	
Replace or Rebuild Posi-Shell Applicator	
JUSTIFICATION	
The current Posi-Shell applicator is a 1996 model, mounted on an older model truck chassis, and will need replacing or rebuilding in the future.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	
FY 2020-21	
FY 2021-22	
FY 2022-23	
FY 2023-24	\$ 150,000
FY 2024-25	
FUTURE YEARS	
TOTAL	\$ 150,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	\$ 150,000
CONSTRUCTION	
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 150,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019



**CITY OF ALBEMARLE
CAPITAL PROJECT REQUEST
FY 2021-2025**

DEPARTMENT: PUBLIC WORKS	
FUND: Solid Waste and Disposal	
PROJECT TITLE:	Maintenance Shop Remodel/Addition
PRIORITY:	5
PURPOSE:	Turn existing Maintenance Shop into a more usable building
PROJECT DESCRIPTION	
Remodel the equipment maintenance shop with a possible addition to the size.	
JUSTIFICATION	
Our equipment maintenance shop is very old and obsolete. A remodel would provide a safer, more efficient work environment for the service and repair of the equipment. Additional space could provide needed storage for small equipment and parts storage.	
CAPITAL COST PER YEAR	
COMMITTED PRIOR TO FY 19-20	\$ -
FY 2020-21	\$ -
FY 2021-22	\$ -
FY 2022-23	\$ -
FY 2023-24	\$ -
FY 2024-25	\$ 500,000
FUTURE YEARS	
TOTAL	\$ 500,000
CAPITAL COST BREAKDOWN	
PLANNING, DESIGN, AND ENGINEERING	
PURCHASE	
CONSTRUCTION	\$ 500,000
MISCELLANEOUS	
OTHER:	
OTHER:	
OTHER:	
TOTAL	\$ 500,000
DESCRIPTION OF SOURCE ESTIMATE:	

REQUESTED BY: Ross Holshouser
Department Head

DATE: 9/9/2019

Print

Title – Consider Approval of the Audit Contract for FY 20/21

Description:

Please approve the audit contract for the second year of a 3 year contract. The contract is for \$43,775 which, per the original agreement, is a 3% increase over the prior year. We feel we received a very comprehensive and thorough audit and were pleased with the services provided by Martin Starnes and Associates, CPA.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> 2020_City_of_Albermarle_Contract.pdf	Contract to audit fiscal year 2019-2020
<input type="checkbox"/> City_of_Albermarle_-_2020_Single_Audit_Engagement_Letter.pdf	Single audit agreement

APPROVALS:			
Date/Time:	Approval:	Department:	
1/30/2020 12:43 PM	Approved	City Clerk	
1/30/2020 12:44 PM	Approved	Administration	

The of and	Governing Board City Council
	Primary Government Unit (or charter holder) City of Albemarle, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Dr. SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title:	Email Address:
Colleen M. Conroy	Finance Director	cconroy@ci.albemarle.nc.us

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

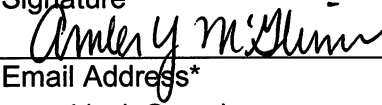
Primary Government Unit	City of Albemarle, NC
Audit Fee	\$ See fee section of engagement letter
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ See fee section of engagement letter
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 32,831.25

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature* 
Date* 01/08/20	Email Address* amcghinnis@martinstarnes.com

GOVERNMENTAL UNIT

Governmental Unit* City of Albemarle, NC	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* G.R. Michael, Mayor	Signature*
Date	Email Address grmichael@albemarle.nc.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed) Colleen M. Conroy, Finance Director	Signature*
Date of Pre-Audit Certificate*	Email Address* cconroy@ci.albemarle.nc.us

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates CPAs, P.A. and the
Peer Review Committee, North Carolina Association
Of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates CPAs, P.A. has received a peer review rating of pass.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

May 3, 2018

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3500 Westgate Drive
Suite 203
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
10 Sanford Road
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

MARTIN STARNES

& ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

January 8, 2020

City of Albemarle
Colleen M. Conroy, Finance Director
144 North Second Street
Albemarle, NC 28001

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Albemarle, NC, as of June 30, 2020, and for the year then ended, and the related notes to the financial statements, which collectively comprise the City of Albemarle's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal and State award programs for the period ended June 30, 2020. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal and State award programs.

Accounting principles generally accepted in the United States of America require that certain supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Other Post-Employment Benefits' schedules
- Local Government Employees' Retirement System's schedules

Supplementary information other than RSI will accompany the City of Albemarle's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual fund financial statements
- Budgetary schedules
- Other schedules
- Schedule of Expenditures of Federal and State Awards

Schedule of Expenditures of Federal and State Awards

We will subject the Schedule of Expenditures of Federal and State Awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the Schedule of Expenditures of Federal and State Awards is presented fairly in all material respects in relation to the financial statements as a whole.

The following additional information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Introductory section
- Statistical section

We will make reference to the component unit auditor's audit of the City of Albemarle ABC Board in our report on your financial statements.

Data Collection Form (if applicable)

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, Schedule of Expenditures of Federal and State Awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the Federal Audit Clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the Federal Audit Clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and the direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City of Albemarle's basic financial statements. Our report will be addressed to the governing body of the City of Albemarle. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the City of Albemarle's major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance, and the State Single Audit Implementation Act, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and the State Single Audit Implementation Act and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance and the State Single Audit Implementation Act require that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal and state award programs. Our procedures will consist of determining major federal and state programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

Also, as required by the Uniform Guidance and the State Single Audit Implementation Act, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal and state award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and State programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federal and state funded activities;
5. For preparing the Schedule of Expenditures of Federal and State Awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and State Single Audit Implementation Act;
6. For the design, implementation, and maintenance of internal control over federal and state awards;

7. For establishing and maintaining effective internal control over federal and state awards that provides reasonable assurance that the nonfederal and nonstate entity is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;
8. For identifying and ensuring that the entity complies with federal and state statutes, regulations, and the terms and conditions of federal and state award programs and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations and the terms and conditions of federal and state award programs;
9. For disclosing accurately, currently and completely the financial results of each federal and state award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal and state award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
20. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
21. For the accuracy and completeness of all information provided;
22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above (including the Schedule of Expenditures of Federal and State Awards), you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information

with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees

Erica Brown is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are as follows:

Audit Fee	\$	36,025
Financial Statement Drafting		7,750
Other Non-Attest Services		-
	\$	<u>43,775</u>

Our invoices for these fees will be rendered in four installments as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City of Albemarle's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

Changing Laws and Regulations

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

Incorrect Accounting Methods or Errors in Client Records

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

Failure to Prepare for the Engagement

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

Starting and Stopping Our Work

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$75-\$300 per hour.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or State agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we

may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

We will perform the following nonattest services:

- Draft of financial statements and footnotes
- GASB 34 conversion entries
- Preparation of Data Collection Form
- Preparation of AFIR
- Cash to accrual entries

We will not assume management responsibilities on behalf of the City of Albemarle. However, we will provide advice and recommendations to assist management of the City of Albemarle in performing its responsibilities.

With respect to the nonattest services we perform as listed above, the City of Albemarle's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;

- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements and compliance over major federal and state award programs, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the City of Albemarle by:

Name: _____

Title: _____

Date: _____

Print

Title – Consider Agreement with Preformed Line Products for Demonstration of Equipment on City Electric Lines

Description:

Please see the proposed agreement from PLP. The intent of the agreement is to use new equipment and technology to install bird flight diverters on City electric lines in the vicinity of the PLP facility for demonstration purposes to potential customers. This is an unusual request and needs Council consideration. A video to the product can be viewed at the following link
<https://www.youtube.com/watch?v=DXY8SV1ppx8&feature=youtu.be>

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> PLP_Bird_Flight_Diverter.pdf	PLP Agreement

APPROVALS:			
Date/Time:	Approval:	Department:	

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement and Release ("Agreement") is entered into on January 23, 2020 ("Effective Date") by and between the City of Albemarle ("City"), having a principal place of business at ADDRESS, and Prefomed Line Products Company ("PLP") having a principal place of business at 660 Beta Drive, Mayfield Village, OH 44143. City and PLP are individually a Party and collectively the Parties.

In consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

1. In consideration of the City allowing PLP to install Bird flight diverters on power utility lines near PLP's manufacturing facility ("Install"), PLP hereby hold harmless the City and all of its related and affiliated entities, from any and all complaints, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits in law or in equity, rights, demands, losses, debts and expenses (including attorneys' fees and costs actually incurred), of any nature whatsoever arising out of the Install occurring after the Effective Date.

2. This Agreement shall reflect the complete understanding of the Parties hereto, and except as provided herein, supersedes all previous or contemporaneous written oral agreements, representations or understandings between the Parties with respect to the subject matter of this Agreement.

3. This Agreement shall be valid from the Effective Date until when the product is no longer installed.

Prefomed Line Products Company

City of Albemarle

JOHN W. ZIEBACH
By: [Signature]
PLANT MANAGER
Title
Date: 1/23/2020

By:

Title:

Date:

Print

Title – Discussion of Albemarle Business Center Infrastructure

Description:

The infrastructure options are attached. Council also asked the Mayor to seek additional options concerning the road and that information is not available at the time of agenda publication.

While there is still discussion regarding the site development, I want to remind City Council there is a considerable amount of infrastructure work that will need to be performed to get utilities to the site. If Council is ready, we can begin mobilizing City forces to begin work to extend the water and sewer and electric infrastructure to the site.

Is this item budgeted?

Not Applicable

Fiscal Impact:

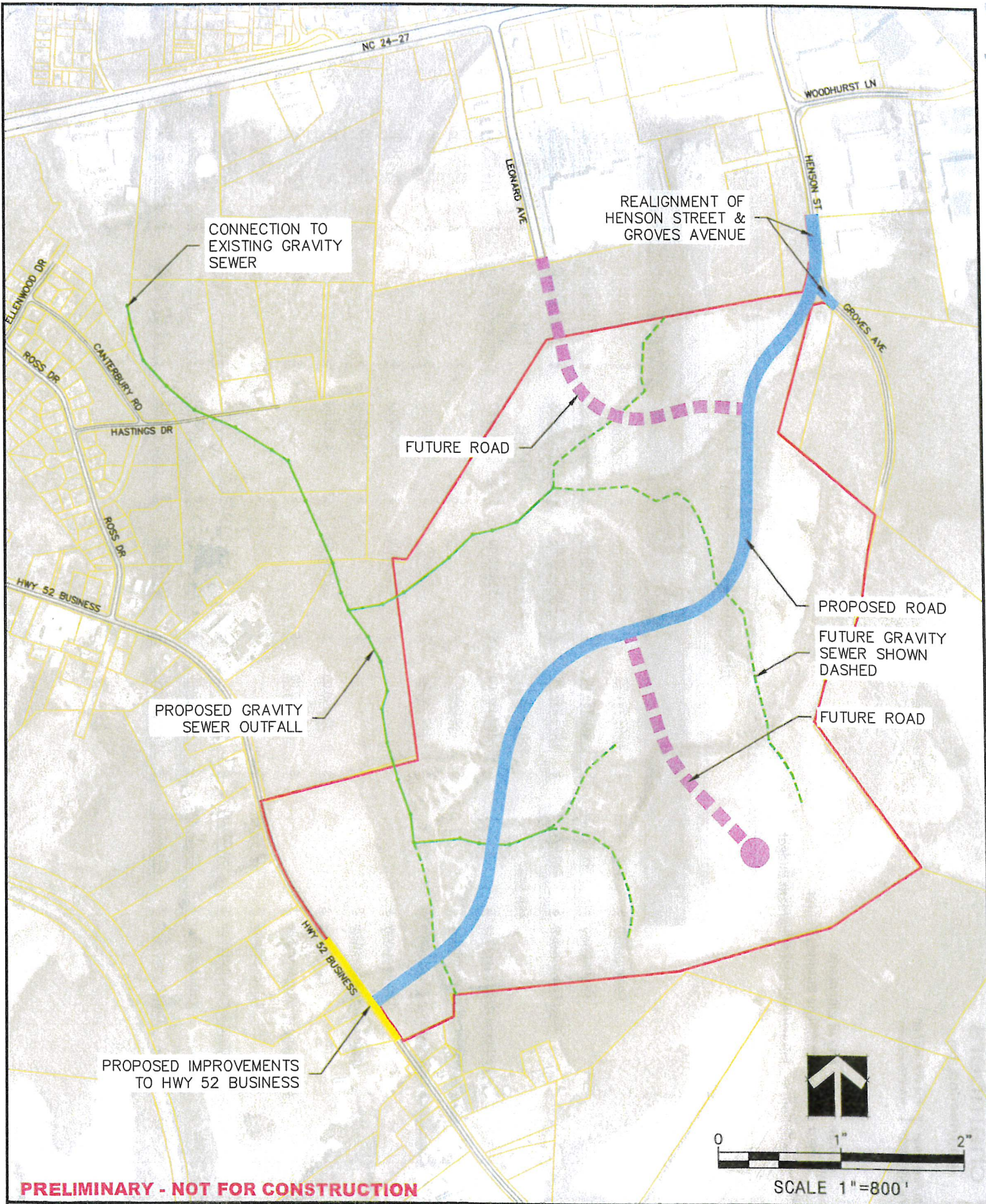
Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ABC_Infrastructure_Options.pdf	ABC Infrastructure Options

APPROVALS:

Date/Time:	Approval:	Department:	



PRELIMINARY - NOT FOR CONSTRUCTION

Scale: 1" = 800'
Date: May 16, 2019
Drawn By: DRB
Checked By: SJS


Chambers Engineering, PA
 129 North First St., Albemarle, NC 28001 704-984-6427
 NCBELS Firm License No. C-1660

<p style="text-align: center;">Total Road Estimate</p> <p style="text-align: center;">Albemarle Business Center Albemarle, NC</p>
<p>PROJECT NO: 2018-1170</p>

SHEET
2



chambers
engineering, pa

129 North First Street
Albemarle, NC 28001

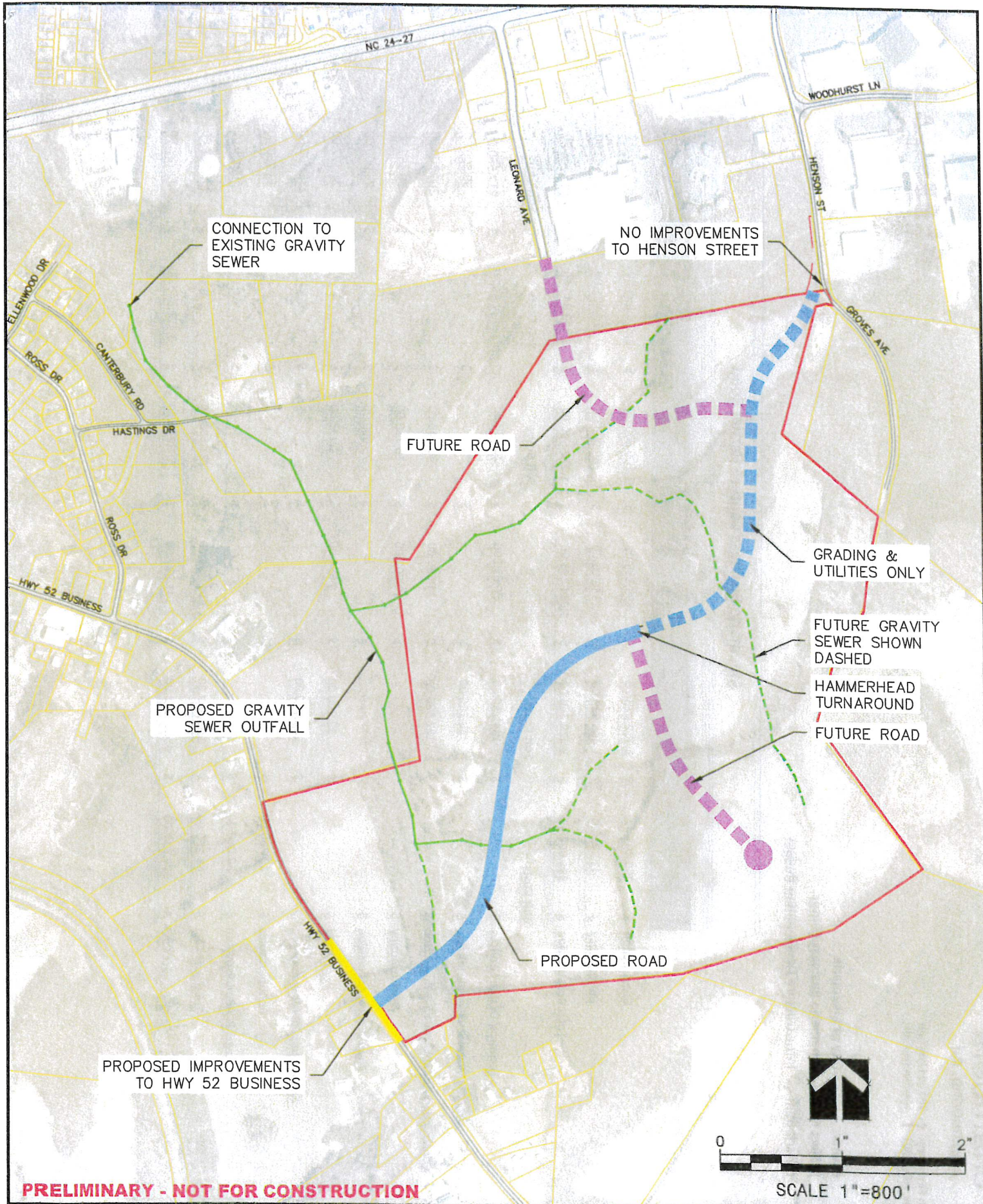
704.984.6427 ph
www.ce-pa.com



Owner: City of Albemarle
Project Name: Albemarle Business Center
Description: Infrastructure Development Budget

Albemarle Business Center - Total Road

	100 - General Requirements	200 - Roadways & Drainage	300 - Water Distribution	400 - Sanitary Sewers	500 - Primary Power	Total
Construction	\$ 295,715.34	\$ 3,507,781.50	\$ 899,385.00	\$ 1,106,600.00	\$ 2,852,955.00	\$ 8,662,436.84
Contingency	\$ 44,357.00	\$ 526,167.00	\$ 134,908.00	\$ 165,990.00	\$ 570,591.00	\$ 1,442,013.00
Total Construction	\$ 340,072.34	\$ 4,033,949.00	\$ 1,034,293.00	\$ 1,272,590.00	\$ 3,423,546.00	\$ 10,104,450.00
	Soft Costs	Soft Costs	Soft Costs	Soft Costs	Soft Costs	Soft Costs
Technical Design Services	\$ -	\$ 184,180.00	\$ 56,650.00	\$ 76,730.00	Included in Contingency Above	\$ 317,560.00
401/404 Water Quality Permitting	\$ -	\$ 38,500.00	\$ -	\$ -	\$ -	\$ 38,500.00
Construction Administration & Inspection	\$ -	\$ 122,580.00	\$ 34,680.00	\$ 46,940.00	\$ -	\$ 204,200.00
Offsite Survey	\$ -	\$ -	\$ 11,500.00	\$ 18,750.00	\$ -	\$ 30,250.00
Right of Way Acquisition	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
Permitting	\$ -	\$ 12,290.00	\$ 4,654.00	\$ 4,233.00	\$ -	\$ 21,177.00
Stream Impact Mitigation Fee	\$ -	\$ 236,400.00	\$ -	\$ -	\$ -	\$ 236,400.00
Reimbursables	\$ 13,250.00	\$ -	\$ -	\$ -	\$ -	\$ 13,250.00
Legal & Administration	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
Total Soft Cost	\$ 63,250.00	\$ 593,950.00	\$ 107,484.00	\$ 221,653.00	\$ -	\$ 986,337.00
Total Project Cost	\$ 403,322.00	\$ 4,627,899.00	\$ 1,141,777.00	\$ 1,494,243.00	\$ 3,423,546.00	\$ 11,090,787.00



PRELIMINARY - NOT FOR CONSTRUCTION

Scale: 1" = 800'
 Date: May 16, 2019
 Drawn By: DRB
 Checked By: SJS


Chambers Engineering, PA
 129 North First St., Albemarle, NC 28001 704-984-6427
 NCBELS Firm License No. C-1660

Partial Road Estimate
 Albemarle Business Center
 Albemarle, NC
 PROJECT NO: 2018-1170

SHEET
1



chambers
engineering, pa
129 North First Street
Albemarle, NC 28001

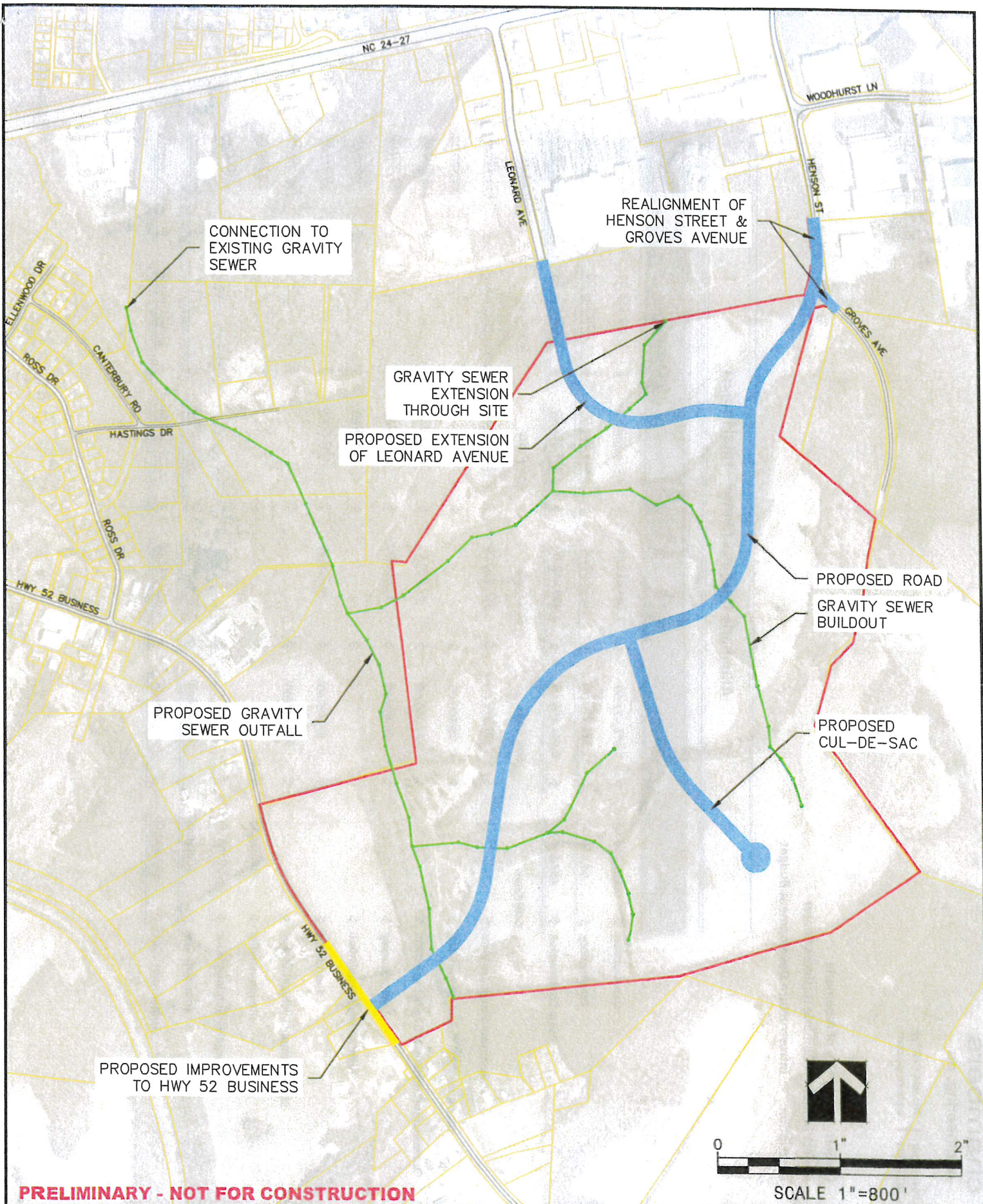
704.984.6427 ph
www.ce-pa.com



Owner: City of Albemarle
Project Name: Albemarle Business Center
Description: Infrastructure Development Budget

Albemarle Business Center - Partial Road

	100 - General Requirements	200 - Roadways & Drainage	300 - Water Distribution	400 - Sanitary Sewers	500 - Primary Power	Total
Construction	\$ 290,493.42	\$ 3,112,928.70	\$ 899,385.00	\$ 1,106,600.00	\$ 2,852,955.00	\$ 8,262,362.12
Contingency	\$ 43,574.00	\$ 466,939.00	\$ 134,908.00	\$ 165,990.00	\$ 570,591.00	\$ 1,382,002.00
Total Construction	\$ 334,067.42	\$ 3,579,868.00	\$ 1,034,293.00	\$ 1,272,590.00	\$ 3,423,546.00	\$ 9,644,364.00
	Soft Costs	Soft Costs	Soft Costs	Soft Costs	Soft Costs	Soft Costs
Technical Design Services	\$ -	\$ 184,180.00	\$ 56,650.00	\$ 76,730.00	Contingency Above	\$ 317,560.00
401/404 Water Quality Permitting	\$ -	\$ 38,500.00	\$ -	\$ -	\$ -	\$ 38,500.00
Construction Administration & Inspection	\$ -	\$ 122,580.00	\$ 34,680.00	\$ 46,940.00	\$ -	\$ 204,200.00
Offsite Survey	\$ -	\$ -	\$ 11,500.00	\$ 18,750.00	\$ -	\$ 30,250.00
Right of Way Acquisition	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
Permitting	\$ -	\$ 12,290.00	\$ 4,654.00	\$ 4,233.00	\$ -	\$ 21,177.00
Stream Impact Mitigation Fee	\$ -	\$ 236,400.00	\$ -	\$ -	\$ -	\$ 236,400.00
Reimbursables	\$ 13,250.00	\$ -	\$ -	\$ -	\$ -	\$ 13,250.00
Legal & Administration	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
Total Soft Cost	\$ 63,250.00	\$ 593,950.00	\$ 107,484.00	\$ 221,653.00	\$ -	\$ 986,337.00
Total Project Cost	\$ 397,317.00	\$ 4,173,818.00	\$ 1,141,777.00	\$ 1,494,243.00	\$ 3,423,546.00	\$ 10,630,701.00



PRELIMINARY - NOT FOR CONSTRUCTION

Scale: 1" = 800'

Date: May 16, 2019

Drawn By: DRB

Checked By: SJS



Chambers Engineering, PA

129 North First St., Albemarle, NC 28001 704-984-6427
NCBELS Firm License No. C-1660

Total Project Estimate

Albemarle Business Center
Albemarle, NC

PROJECT NO: 2018-1170

SHEET

3



chambers
engineering, pa

129 North First Street
Albemarle, NC 28001 | 704.984.6427 ph
www.ce-pa.com



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

Owner: City of Albemarle
Project Name: Albemarle Business Center
Description: Infrastructure Development Budget

Albemarle Business Center - Total Project

	100 - General Requirements	200 - Roadways & Drainage	300 - Water Distribution	400 - Sanitary Sewers	500 - Primary Power	Total
Construction	\$ 427,869.00	\$ 5,141,572.00	\$ 1,304,010.00	\$ 2,119,498.00	\$ 2,852,955.00	\$ 11,845,904.00
Contingency	\$ 64,180.00	\$ 771,236.00	\$ 195,602.00	\$ 317,925.00	\$ 570,591.00	\$ 1,919,534.00
Total Construction	\$ 492,049.00	\$ 5,912,808.00	\$ 1,499,612.00	\$ 2,437,423.00	\$ 3,423,546.00	\$ 13,765,438.00
	Soft Costs	Soft Costs	Soft Costs	Soft Costs	Soft Costs	Soft Costs
Technical Design Services	\$ -	\$ 332,768.00	\$ 126,220.00	\$ 114,747.00	Included in Contingency Above	\$ 573,735.00
401/404 Water Quality Permitting	\$ -	\$ 38,500.00	\$ -	\$ -	\$ -	\$ 38,500.00
Construction Administration & Inspection	\$ -	\$ 217,960.00	\$ 82,680.00	\$ 75,160.00	\$ -	\$ 375,800.00
Offsite Survey	\$ -	\$ 16,800.00	\$ 11,500.00	\$ 18,750.00	\$ -	\$ 47,050.00
Right of Way Acquisition	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
Permitting	\$ -	\$ 17,745.00	\$ 6,720.00	\$ 6,112.00	\$ -	\$ 30,577.00
Stream Impact Mitigation Fee	\$ -	\$ 236,400.00	\$ -	\$ -	\$ -	\$ 236,400.00
Reimbursables	\$ 20,850.00	\$ -	\$ -	\$ -	\$ -	\$ 20,850.00
Legal & Administration	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
Total Soft Cost	\$ 70,850.00	\$ 860,173.00	\$ 227,120.00	\$ 289,769.00	\$ -	\$ 1,447,912.00
Total Project Cost	\$ 562,899.00	\$ 6,772,981.00	\$ 1,726,732.00	\$ 2,727,192.00	\$ 3,423,546.00	\$ 15,213,350.00

□ Print

Title – Review of Monroe Corporate Center Visit

Description:

The Mayor and some members of Council were recently able to participate in the visit to the Monroe Corporate Center. The visit was very informative and the Director of Economic Development Chris Plate' and Assistant Economic Development Director Ron Mahle, who is in responsible for existing business support, both spent a considerable amount of time answering questions and showing the site. Albemarle Economic Development Director Mark Donham was the Monroe Economic Development Director and lead when this project was initiated and began to develop.

A few useful takeaways:

- Monroe phased their project in manageable increments.
- They stressed the importance of local government control of the site to the success of the center and a beneficial differentiating characteristic from private sites.
- They encouraged strong buffers and keeping residential development a safe distance away. From their perspective, this is what businesses are seeking.
- They discussed the need to have a site prepared a ready for building construction. Monroe has also constructed flexible spec buildings.

Since City Council has important decisions to make regarding the Albemarle Business Center, it would be very beneficial if anyone on Council that attended could share their perspective. Finally, I would encourage anyone that was not able to make the trip Monroe to let us know and we can make arrangements to have Mark or someone else on staff take you to the Monroe Corporate Center to see it for yourself. Hopefully we can also have a representative of Monroe take a few moments to tell you about the project.

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 – Information - Mixed Used Development Information from Centralina Council of Governments

Description:

Mark Donham received information from the Centralina Council of Governments. The information requested was regarding mixed use developments. What was provided is accessible via the link below. The original files were too large for Centralina to email and are also too large to upload into Novus. We received the files via a Dropbox link and they can be viewed in this method. For anyone wanting to download the files, this can be done very easily via the link.

https://www.dropbox.com/transfer/AAAAAIMf_sql-WQDHJs1wlySvKfgFdUxESWm8X7XS7wsw9zWJM-gfJc

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 – Information - Naming of Tuckertown Water Treatment Plant to Jack F. Neel Water Treatment Plant

Description:

Council previously approved the recommendation to rename the TTWTP the Jack F. Neel WTP, as he was instrumental in making this facility a reality. The most challenging part of the change has been navigating the process to change the name of the facility on the multitude of permits for this facility. According to Director of Public Utilities Judy Redwine, all permits have now been changed.

Additionally, we are receiving the quotes to replace the facing of the sign at the Plant entrance along NC Highway 49 with the new name. It is our intention to have the new sign installed within the next month.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	

Print

Title – Introduction of New City Attorney Britt A. Burch

Description:

February 3rd is the first day of work and first Council meeting for Ms. Burch.

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 February 11, at 4:00 p.m. for a Strategic Planning Session

Description:

This session is a follow up to the sessions held in November for the new process we have developed this year. The goal of course is to help City Council with planning for the future of the City and to focus on long-term goals for the City. This in turn provides me and our staff with direction regarding budget priorities as we enter the FY 2020/2021 budget development process.

We will meet at 4:00 in the Ray Allen Community Room of the City Hall with intentions of being concluded by 8:00 p.m. We believe this schedule will allow us the time needed to complete this phase of the process and the February 18th meeting will not be needed.

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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