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Regular Meeting
Monday, April 20, 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 March 3, 2020 Adjourned and Closed Minutes and March 16, 2020 Regular and Closed Minutes

Agenda Adjustments:

Unannounced Delegations:

Administrative Reports:

4. Departmental Monthly Reports

Municipal Calendar:

5. Municipal Calendar

Consent Agenda:

6. Ordinance 20-11- To Appropriate Fund Balance for the Change in the Parking Configuration on North Street
7. Ordinance 20-12 - To Extend the Handicapped Parking Zone on North Third Street
8. Approval of Change Order #3 for Contract 1 of Sanitary Sewer Rehabilitation Phase 2
9. Consider Bid 2020-05 - SCADA System Upgrade in Public Utilities Department
10. Pavement Maintenance Contract Approval
11. Approval of Public Housing's 5 Year Agency Plan and Proposed Policy Changes
12. Albemarle Business Center Farming Lease
13. Cancel City Council Personnel Policy Workshop, Monday, April 27th at 6:00 p.m.

New Business:

14. Consider Adoption of an Electronic Meeting Policy
15. Recommendation of Benefits Broker
16. Designation of Voting Delegate for NCLM Annual Business Meeting
17. Introduction of New Public Housing Director

Adjournment:

18. If April 27 Session is Canceled, Next Regular Meeting will be Monday, May 4 at 7:00 p.m.

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:	
4/13/2020 3:56 PM	Approved	City Clerk	
4/13/2020 3:56 PM	Approved	Administration	

Print

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Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> March_3_2020_Adjourned.docx	March 3, 2020 Adjourned Minutes
<input type="checkbox"/> March_16_2020_REGULAR.docx	March 16, 2020 Regular Minutes

APPROVALS:

Date/Time:	Approval:	Department:	
4/14/2020 12:56 PM	Approved	City Clerk	
4/14/2020 12:56 PM	Approved	Administration	

ADJOURNED MEETING CITY COUNCIL
March 3, 2020

The City Council of the City of Albemarle met in an adjourned session focusing on Phase II of the City's parking plan on Tuesday, March 3, 2020 at 6:00 p.m. in the Ray Allen Community Room of City Hall. Mayor Ronnie Michael and the following Councilmembers were present, to-wit: Mayor Pro Tempore Martha Sue Hall, Chris Bramlett, Martha E. Hughes, Shirley E. Lowder, Dexter Townsend, Christopher Whitley, and Bill Aldridge.

Also present were the following City of Albemarle staff:

- Michael J. Ferris – City Manager
- Nyki Hardy – Assistant City Manager
- Britt A. Burch – City Attorney
- Cindy Stone – Clerk/Assistant to the City Manager
- Mark Donham – Economic Development Director
- Lisa Kiser – Parks and Recreation Department Director
- Kevin Robinson – Planning and Development Services Director
- Chief David Dulin – Police Department
- Ross Holshouser – Public Works Department Director
- Joy Almond – Main Street Program Director, Albemarle Downtown Development Center

City Manager Michael J. Ferris opened the session by welcoming everyone and briefly summarizing the intent of the meeting. City Council approved the City's five-year parking plan in August 2019. Phase I was completed by the end of 2019 and encompassed Third Street between MLK and North Street. Tonight staff is requesting that Council approve Phase II of the parking plan, which would provide angled parking spaces on one side of the street for the area of North Street between Second and Fourth Streets, as well as \$4,000 in City funds to implement Phase II.

Assistant City Manager Nyki Hardy summarized the handouts provided to Council. She also provided some data points about total parking spaces available currently and those expected to be available after Phase II within an 8-minute walk from the new Pfeiffer Health Sciences campus as a point of reference for the discussion.

Planning and Development Services Director Kevin Robinson and Public Works Director Ross Holshouser co-presented the current status of the parking plan and Phase II to Council. Highlighted information included:

- Parking usage statistics: Based on a June 2019 City study, staff found that the City ranged between 18-43% in its parking space usage rate.
- The cost for hardscaping would be \$10,000-\$15,000 annually to provide up to 230 spaces in the new phased area.

- Starting in fall 2020 Planning and Development Services staff expect to conduct biannual parking studies to examine parking space needs over time.
- For Phase II, with an anticipated completion timeframe of fall 2020, Staff propose to eliminate turn lanes on Second and Third Streets in the phased area and develop wide, angled parking with a goal of adding 38-43 new spaces. The cost is estimated to be about \$90 per space for striping.

The Directors asked if there were any questions or comments Councilmembers and the Mayor might have. They are as follows along with the respective responses:

Comment: We know that the estimate for Pfeiffer students' attendance at the new Health Sciences campus could be 290 by the 2021-22 academic year. That coupled with a public clinic also being considered for that area could impact parking availability.

Answer: Staff is not certain of the phasing of these two projects and so it is unclear how the future parking situation in that area might look at this current time.

Follow up question: Do we know if handicapped parking spots will be developed for the clinic in the street?

Answer: It is not clear so far in discussions about the clinic where handicapped spaces will be located, and whether there are ADA requirements for street-specific handicapped parking spots.

Question: Where will the angled parking be located on North Street between Third and Fourth Streets?

Answer: The angled parking for all of Phase II between Fourth Street and Second Street will be on the north side of the street. Parallel parking will remain on the south side of North Street.

Question: For the 2008 parking study, were there any recommendations for the area further north on North Street?

Answer: Parallel parking was noted for that portion of North Street.

Question: Why is angled parking going in on the north side of the targeted street(s)?

Answer: There is more space on that side of the street due to the fact that there are fewer curb cuts.

Question: Does anyone anticipate queuing to occur on Third Street due the location of the school?

Answer: Likely queuing will occur for a short period of time before school starts and after school ends, but should not become a bottleneck. The City provides Police to serve as traffic control when school begins and lets out. They will address any issues that arise with traffic.

Question: For future phases as described in the plan, how will that affect the availability of open parking spaces?

Answer: Staff's perspective is to use a low-cost/high-impact approach.

The Mayor called for Council to make a motion to approve Phase II of the City's parking plan. Upon a motion by Councilmember Hall, seconded by Councilmember Whitley, unanimously

carried, the City Council approved Phase II of the parking plan and \$4,000 in funding to implement Phase II.

Based on a question raised by a Councilmember about the lot at the Pee Dee Avenue as a possible future parking lot site, the Mayor asked Council to call a motion to allow the Planning and Zoning Board and Historic Resources Commission to initiate processes for demolition of the former tanning salon location the City now owns on Pee Dee Avenue adjacent to that lot.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Aldridge, unanimously carried, the City Council authorized the Planning and Zoning Board and Historic Resources Commission to initiate processes to have the Pee Dee Avenue building demolished.

All Staff except the City Manager, City Attorney, Planning and Development Services Director, Economic Development Director, the Police Chief, and the Clerk/Assistant to City Manager left the meeting.

CLOSED SESSION

The Mayor requested that Council remain to discuss some legal and real estate matters and asked Council to call for a motion to enter into closed session pursuant to N.C.G.S. 143-318.11(a)(3) – Consultation with the Attorney and N.C.G.S. 143-318.11(a)(5) – Real Estate.

Upon a motion by Councilmember Hall, seconded by Councilmember Bramlett, unanimously carried, Council moved into closed session pursuant to N.C.G.S. 143-318.11(a)(3) – Consultation with the Attorney and N.C.G.S. 143-318.11(a)(5) – Real Estate.

RETURN to OPEN SESSION

Upon a motion by Councilmember Bramlett, seconded by Councilmember Lowder, unanimously carried, Council returned to open session. Mayor Michael stated that a Closed Session was held pursuant to N.C.G.S. 143-318.11(a)(3) – Consultation with the Attorney and N.C.G.S. 143-318.11(a)(5) Real Estate. The Mayor reported that the North Carolina Supreme Court denied the City's request to hear the case of the City of Albemarle vs. Chuck Nance, et al. Beyond a procedural hearing, this case is closed unless Council wants to re-litigate it.

OTHER BUSINESS

Albemarle Business Center (ABC) Discussion

Multiple Council members wanted to resume their discussion of the ABC infrastructure options presented to them in last night's regular Council meeting on March 2nd. The discussion began with the clarification that the financial figures for each option provided to them are based on what Chambers Engineering has previously paid for materials and contracting the work, and wouldn't necessarily be the cost for the City. What Chambers Engineering could provide, if the Council wanted to request it, is a materials list that Staff could review to see if the City could source it on its own.

The Mayor asked Council if they wanted to stay with the one bid option as approved in yesterday's meeting or request more than one bid option. From Option 1 to 4 there is a \$2.7 - \$5 million difference in cost. It was clarified that the Council cannot rescind its vote from yesterday, but can move forward another motion in this meeting to extend the request for financing information for multiple other options.

What would need to be done if Council chose Option 1? Is there electrical work to be done there? The connection to the electrical grid offsite from the ABC is already present. The City would just need to trench in the lines underground and install streetlights.

Do we need itemized bids for the options? No they are already done. The design viewpoint doesn't cost much more to do.

The issues that Council should consider when weighing the different infrastructure options are how the overall cost and City funds influence the business center model. The City Manager could request that First Tryon plug in alternate dollar amounts into the budget and capital fund, as well as phased bids.

Further infrastructure considerations include whether the project is still good with the road development going from Henson Street to US Highway 52, and whether the City is interested in annexing the Homebrooks subdivision behind the Walmart into the ABC site.

The Mayor asked Council to call for a motion to add infrastructure options in their request to Chambers Engineering. Upon a motion by Councilmember Whitley, seconded by Councilmember Townsend, unanimously carried, Council authorized Chambers Engineering to provide detailed budget information for ABC infrastructure options 1 through 4, with options 1 through 3 as alternates.

The Planning and Development Services Director invited Council members to attend the next Planning and Development Service Training Session scheduled for Tuesday, March 10th at 6 p.m., staff will be presenting the North Carolina General Statute 160D changes.

Upon a motion by Councilmember Townsend, seconded by Councilmember Whitley, unanimously carried, the meeting was adjourned to Monday, March 16, 2020 at 7:00 p.m. in Council Chambers in City Hall.

REGULAR MEETING CITY COUNCIL

March 16, 2020

The City Council of the City of Albemarle met in a regular session on Monday, March 16, 2020 at 7:00 p.m. in the Council Chambers of City Hall. Mayor Pro Tempore Martha Sue Hall presided, and the following Councilmembers were present, to-wit: Bill Aldridge; Chris Bramlett; Martha E. Hughes; Shirley E. Lowder; Dexter Townsend; and Chris Whitley. Absent: Mayor Ronnie Michael.

Mayor Pro Tempore Hall called the meeting to order.

Special Presentations:

Roy Jones, CEO – ElectriCities of NC to present the City of Albemarle with the 2019 Public Power Awards of Excellence

Due to travel restrictions enacted at ElectriCities, Mr. Roy Jones, Chief Executive Officer, was unable to attend tonight's meeting. The special presentation will be re-scheduled.

Upon a motion by Councilmember Townsend, seconded by Councilmember Lowder, unanimously carried, the minutes of the March 2, 2020 regular session were approved as submitted.

PUBLIC HEARINGS

Consider Major Subdivision 20-01 on Sunset and Cherry Streets

Planning and Development Services Director Kevin Robinson presented this subdivision request to Council. MJSR-01 is a 4 lot, major subdivision of the 1.14 acre tax parcel # 18378. The original house on Cherry St. is to remain on a smaller lot. The subdivision also recombines (moves) the lot lines between lots 2, 3, and 4 with a 5th lot. This was done to fix an issue with the location of an old shed on the 5th lot. Upon permitting any development on these parcels, the applicant or builder will be required to construct a 5' sidewalk in the public right of way that spans the road frontage of the lots to be developed. The applicant or builder will also have the option to pay a fee in lieu of having to construct the sidewalk.

This request was unanimously approved by the Planning and Zoning Board at its March 10th meeting.

This type of zoning request allows for an administrative hearing. There was no input on the item. Upon a motion by Councilmember Townsend, seconded by Councilmember Hughes and unanimously carried, Council closed the administrative hearing.

Upon a motion by Councilmember Townsend, seconded by Councilmember Whitley, unanimously carried, City Council approved Major Subdivision 20-01 on Sunset and Cherry Streets.

AGENDA ADJUSTMENTS

Mayor Pro Tempore Hall requested the following agenda adjustment:

1. Addition of "Update on City of Albemarle's COVID-19 Response" under New Business after the item "Consideration of Water and Sewer Tap Installation for Homes of Hope Future Duplex."

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

ANNOUNCED DELEGATIONS

Beck Weemhoff, Stanly Courts Senior Center – To Request an Additional Handicapped Parking Space on North Third Street

Becky Weemhoff, Director of the Stanly County Senior Center, is requesting additional on-street handicapped spaces. There are currently four spaces in front of the Senior Center on 3rd Street. Ms. Weemhoff has spoken with Public Works Director Ross Holshouser regarding this request. The Mayor and Council members were provided with photographs of the current parking spaces prior to the meeting.

The current handicap parking spaces can be realigned to potentially achieve at least one additional handicap space and a striped wheel chair access space at the current curb cut immediately outside the front door.

Upon a motion by Councilmember Aldridge, seconded by Councilmember Townsend, and unanimously carried, Council authorized the creation of one additional street-side parking space in front of the Senior Center on North Third Street.

The City Manager added that the City Attorney will draw up an Ordinance for Council to approve at the next Council meeting.

ADMINISTRATIVE REPORTS

Melissa Miranda, ElectriCities of NC and Human Resources Director Dana Chaney, City of Albemarle to Discuss Staffing Needs and Challenges

Ms. Melissa Miranda, Vice President of Human Resources for ElectriCities of NC, presented a "State of the State's Energy Workforce" highlighting trends and challenges specific to this work group.

Economic signals suggest the market for skilled workers will remain tight in 2020 as:

- The labor market is near full employment.
- The unemployment rate for many key roles is just 1 or 2 percent.
- Job openings remain at high levels.

HR Director Dana Chaney described how the labor market is impacting the organization. This issue and the impact on the City of Albemarle have been discussed at length with the City Manager.

Proposed short-term compensation adjustments were recommended and will be absorbed by the 2019/2020 Public Utilities budget. Budgeting efforts for the next fiscal year do include planning for a full compensation study and implementation of adjustments for at least 1/3 of the employee base. City of Albemarle Management's recommendation is to provide a 7% increase effective April 1, 2020 for all employees in the City's Electric Division. They are also requesting to complete a compensation study for the City early in the next budget year and prepare to then address compensation challenges for those positions with the greatest recruiting and retention challenges. Compensation for all groups would be addressed over a three-year period.

The City Manager noted that recruitment for entry level positions has not been an issue. The challenge at this point is competitive pay and the impact on retention of longer-serving and more experience line workers. He said the loss of these experienced employees creates issues related to safety, timeliness in repairs and power restoration, and a general knowledge and understanding of the City's system.

Upon a motion by Councilmember Hughes, seconded by Councilmember Townsend, unanimously carried, Council approved a 7% increase effective April 5, 2020 (the beginning date of the pay period rather than April 1st) for all employees in the City's Electric Division.

Upon a motion by Councilmember Hughes, seconded by Councilmember Whitley, unanimously carried, Council authorized City staff to conduct a compensation study for all City of Albemarle positions during the next fiscal year.

Update on Sanitary Sewer Rehabilitation, Phase 2

Mr. Adam Kiker, LKC Engineering, provided City Council with an update on the progress to date of the Sanitary Sewer Rehabilitation, Phase 2 project which includes Contracts 1 and 2. City Council does not need to act on any information provided this evening; this update is for information purposes only.

The Contract 2 work has been delayed somewhat due to recent rains, thus impacting project completion. The new estimated completion timeframe is May 2020.

For the project as a whole the project was split into two contracts to rehabilitate wastewater plant stations A, C, and D. For the A station a large screw was replaced. For the C and D stations, a decision was made to transition to a different pump system and remove the screws to the old system to increase the safety of the workers.

Change Order #3 for Contract 1 of Sanitary Sewer Rehabilitation Phase 2

Mr. Kiker also presented the proposed Change Order #3 for Contract 1 of Sanitary Sewer Rehabilitation Phase 2 project to Council. The change order consists of the replacement of an 8" Gravity Sewer Aerial Crossing and associated appurtenances which enter and connect to the new 24" gravity sewer line behind Lentz's Auto on Hwy 52 North. This is not part of the original contract. It is being proposed because it has been determined to be a need that must be addressed in the near future. Performing the work now will save on mobilization and other costs. Approximate cost estimate is \$75,000. There are funds available in the current project budget to perform this work.

Mayor Pro Tempore Hall thanked Mr. Kiker for his updates.

Update on Homicides

Police Chief David Dulin presented this update to City Council per Councilmember Townsend's request. For the last ten years, the Albemarle Police Department has investigated eleven homicides in the City of Albemarle. Out of the eleven, six of those homicides were solved or arrests were made in those cases. Five of the eleven are still open and awaiting additional evidence to continue forward with charges.

In each homicide, solved or unsolved, members of the Albemarle Police Department have reached out to the North Carolina State Bureau of Investigations for assistance and utilized the resources that were available at the time of the crime. Chief Dulin also described the history of the Stanly County Crime Stoppers program and how it came to be in transition from a private citizen managing the program to Stanly County management.

Per an agreement reached between Stanly County and the City of Albemarle, for each murder publicized through the Crime Stoppers program, the County would contribute \$1,000 in reward money, and the City would add another \$1,000, for a total of \$2,000 per award. The reward would be disbursed to an individual coming forward with information that would lead to the arrest and conviction of a suspect in any of the unsolved murders.

Questions and answers between the Council and Chief Dulin are as follows:

Q: Has there been, or is there follow up with victims' families?

A: The Chief had a sit-down with one victim's mother and has attempted to contact families of the other victims.

Q: How can the City break the barrier of silence?

A: The biggest barrier is the witness's right granted under the Sixth Amendment to be protected from harm when testifying. Witnesses are scared that after testifying they will be harmed.

Q: Is the anonymous tip hotline still working?

A: Yes it is, but fundraising needs to occur in order to replenish reward funds.

Q: Is useable information obtained through the hotline?

A: Yes, however not all information can be used when prosecuting a suspect.

Q: How is information obtained through the hotline?

A: A caller can record information in a voice message. If there is follow-up contact information provided, detectives call back and sometimes may ask a caller to come into the Police Department to be interviewed.

Q: For tip line informants, isn't the follow-up process considered to be a bit aggressive?

A: Yes the PD has heard that the request for interview does leave some informants with the feeling that they are being interrogated, but the PD has to follow up on contact information provided.

Q: For the six murder suspects who have been convicted, does the PD know if they are still in jail or have been released?

A: It's a mix of both statuses.

Mayor Pro Tempore Hall and Council thanked Chief Dulin for his report and answering questions they had.

Departmental Monthly Reports

Mayor Pro Tempore Hall and Council members received monthly departmental reports for February 2020 prior to the meeting. Mayor Pro Tempore Hall asked if any Council members had any questions or comments.

CONSENT AGENDA

Consider Road Closure for 2020 Stanly YMCA Kids Triathlon

Stanly YMCA is holding their annual Kids Triathlon on Saturday, April 18th from 3:30 pm - 5:30 pm and is requesting road closure for 1st St from CB Crook Dr. to Troy Alexander Dr. for the safety of those participating in the race.

Resolution 20-02 for Correcting Ordinance 20-04 and the January 21, 2020 Regular Meeting Minutes

In the January 21, 2020 regular Council meeting there was a public hearing and Council consideration 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. For that meeting Planning and Development supplied accurate and correct supporting documents to Council and the public, and Council called for approval of Ordinance 20-04 associated with this rezoning request properly.

Subsequently, on February 24th Planning and Development staff alerted the City Clerk that in the Ordinance 20-04 document (which was already signed), the property description and tax ID number were incorrect and provided a correct, revised Ordinance. The Clerk researched all materials related to the meeting and discovered a typographical error on the January 21, 2020 minutes which Council had approved in the February 3, 2020 meeting.

After conferring with the City Manager, Assistant City Manager, and City Attorney, the Clerk sought guidance from UNC's School of Government on how to procedurally correct the Ordinance and minutes. A resolution requesting that Council approve the corrections to Ordinance 20-04 and the January 21, 2020 minutes has been presented to Council, along with the marked up and corrected versions of both documents.

(Resolution 20-02 – To Correct Ordinance 20-04 and the January 21, 2020 Regular Meeting Minutes)

Ordinance 20-09 To Amend the FY 19/20 Landfill Budget

This project has been discussed for several years. The City had budgeted for the estimate cost of this work in previous years. Due to other projects being undertaken at the Landfill at the time, staff made the decision to delay implementation of this project, and the funds were moved into a project budget. We have now bid the project and the bids were greater than the amount in the budget. We anticipated that this may occur to some degree, so we budgeted an additional \$50,000 in the current operating budget for the Landfill to appropriate toward this project. The bids have come in even above the estimate, requiring \$80,000 in additional funds to fully fund the project.

The Landfill Fund has an extremely strong reserve and can easily cover the additional funding needs. All funds in the Landfill reserve must be utilized for projects and needs within this fund. There is no issue with our ability to make this appropriation to the project.

(Ordinance 20-09 To Amend the FY19/20 Landfill Budget)

Ordinance 20-10 – To Increase the Gravity Line Project Budget in Landfill Fund

This ordinance increases the Landfill's Gravity Line Project Budget by \$130,000. \$50,000 is from current year appropriations, while \$80,000 is needed from Landfill Reserves. The remaining funds needed to cover the cost of the project were appropriated in previous years and within the project budget.

(Ordinance 20-10 – To Increase the Gravity Line Project Budget in the Landfill Fund)

Confirm Date of April 27 for Personnel Policy Workshop

The meeting will be held from 6:00 p.m. to 8:00 p.m. in the City Hall Community Room. Staff will present recommendations concerning the ways our policies can be updated and modernized based on today's needs and situations. We have identified areas where clarification is needed, improvements required, and changes necessary to meet our needs in hiring and retaining a highly skilled and competent workforce.

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

- Road closure for 1st St from CB Crook Dr. to Troy Alexander Dr. for 2020 Stanly YMCA Kids Triathlon with a date change left open for future re-scheduling of the event in light of restrictions placed on gatherings due to the coronavirus pandemic;
- Resolution 20-02 correcting Ordinance 20-04 and the January 21, 2020 regular meeting minutes;
- Ordinance 20-09 amending the FY2019-20 landfill budget;
- Ordinance 20-10 increasing the gravity line project budget in the landfill fund; and
- Confirmation of April 27, 2020 at 6 p.m. for the Council workshop on the personnel policy.

NEW BUSINESS

Award of Informal Bid for the Landfill Gravity Leachate Sewer Line

The City of Albemarle Solid Waste & Recycling Center recently advertised for bid the construction of a gravity leachate sewer line. This project has been discussed for several years. The City had budgeted for the estimated cost of this work in previous years. Due to the landfill employee building project and the forcemain leachate project commencing in the same timeframe, the decision was made to delay the gravity leachate sewer line project until staff had the capacity to effectively implement this project. This project will collect leachate from the Construction and Demolition South fill area and allow it to flow to the leachate lagoon through a gravity sewer system.

Bids were received and opened on Monday, February 24, at 2:30 in the Ray Allen Room; City Hall. Three contractors bid base on the project (Bid sheet attached):

- Dawn Development Company, Inc.- Monroe, NC \$366,507.36
- BRS, Inc.- Richfield, NC \$380,077.50
- State Utility Contractors, Inc.- Monroe, NC \$887,410.00

Staff recommended utilizing the Alternate Bid Item E.1. – Select Backfill in Trenches (from off-site borrow source). In this case, we plan to remove line item D.11. – Select Backfill in Trenches (from on-site borrow source). In utilizing this option, the bids are:

- Dawn Development - \$379,007.36
- BRS, Inc. - \$381,577.50
- State Utility Contractors, Inc.- \$909,910.00

If the City excluded Dawn Development’s bid due to non-conformance and utilized the Alternate Bid Item E.1, BRS, Inc. is the lowest bidder. Therefore, it is the recommendation to award the bid to BRS, Inc.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Lowder, unanimously carried, Council authorized the City to award the bid from BRS, Inc. for the construction of a gravity leachate sewer line.

Discussion of Landscaping and Irrigation for Police Department Project

The City Manager updated Council on this item. One of the items the City is handling separately and outside of any existing contract for this project is landscaping. We have an estimate based on a design that would install irrigation and new plantings, as well as utilize existing plantings where possible. The City would remove the existing landscaping and a contractor would install fresh soil, plants, mulch and the irrigation system. Estimates are approximately \$32,000 for the landscaping and \$7,500 for the irrigation system. Final cost will vary based on final plans and what is able to be installed. This property has always been well landscaped and we want to continue with this. The plan would be to install low growing and low maintenance trees and shrubs.

Consider Water and Sewer Tap Installation for Homes of Hope Future Duplex

Mayor Pro Tempore Hall requested this item be placed on the agenda. Homes of Hope is requesting that the City consider installing 3 water taps and 1 sewer tap for the Crown Point property to be developed into affordable duplexes under the Homes of Hope Permanent Supportive Housing Program. There is precedence for the City to have assisted with a Homes of Hope property. Also, the City partners with Homes of Hope frequently.

On the future site of the project there already is one water and sewer tap. However with the concept of building four affordable housing structures on the property, three more water and one more sewer tap would need to be installed. A question was asked of Public Utilities Director Judy Redwine what the City normally charges for a water or sewer tap installation. For a tap installation it would cost the City \$600, so for four taps the cost would be about \$2,400. The City Manager suggested that, as in the past, the City could waive the tap installation fee and place the taps in at the site.

Upon a motion by Councilmember Hughes, seconded by Councilmember Whitley, unanimously carried, Council waived the fees for installation of four taps at the Crown Point property for the future construction of Homes of Hope affordable houses.

Update on City of Albemarle's COVID-19 Response

The City Manager summarized the efforts and activities the City has undertaken in the past week or so regarding its response to the coronavirus (COVID-19) pandemic in compliance with Executive Orders and recommendations from the Governor's Office and other State agencies. They include:

- Continuation of critical municipal services while keeping employees safe;
- Cancellation of Parks and Recreation activities, events, and programs;
- Implementation of social distancing guidelines for all City facilities and events;
- Evaluating personal protective equipment (PPE) needs of employees;
- Keeping employees and the public up-to-date on City decisions and policies via regular communications from City leadership;
- Temporary suspension of utilities disconnections;
- Development of a remote work policy; and
- Weekly conference calls with the State (NC DHHS, Governor's Office and other State agencies).

City leadership is requesting City Council to support the following to keep City residents and employees safe and healthy during this period:

1. Continuation of the policy of suspension of utilities disconnections during the period of emergency;
2. Adoption/approval of Resolution 20-03 to extend special paid leave time of up to two weeks for City employees who become directly affected by the virus, or who are indirectly affected by closure of institutions due to the State's declaration of a state of emergency (i.e., school/daycare/adult day program closures requiring employees to remain at home with dependents); and
3. Support of City of Albemarle leadership in making further decisions on behalf of the City as the situation continues to evolve.

Council asked Mr. Scott Hopkins, Customer Accounts Manager in the Public Utilities Department, to answer a question about offering utilities payment extensions. Mr. Hopkins informed Council that each customer is allowed 4 billing extensions a year. Normal policies about paying back outstanding utilities service bills will still be in effect.

Upon a motion by Councilmember Aldridge, seconded by Councilmember Townsend, unanimously carried, Council approved continuing the City's policy of suspension of utility disconnections for the duration of the state of emergency related to the COVID-19 pandemic.

For Resolution 20-03, Council members had a few questions for staff.

- Who makes decisions on employee leave? That employee's supervisor along with City Human Resources.
- Will employees be granted this special leave first? Yes.
- Will all employees be allowed to use this leave? COVID-19 leave is conditional for employees who meet the following criteria: those who have contracted the disease, are caring for

someone who has contracted the disease, or who have dependents who have been affected by State or Federal policies related to the pandemic (i.e., school or daycare closures).

The City Manager noted that City of Albemarle policies and procedures are comparable to other municipalities, and are erring on the side of sensitivity to employees' needs while maintaining essential services to the public.

Upon a motion by Councilmember Aldridge, seconded by Councilmember Whitley, unanimously carried, Council approved Resolution 20-03.

[Resolution 20-03 – Providing for Leave for Employees Adversely Impacted by COVID-19]

Upon a motion by Councilmember Aldridge, seconded by Councilmember Hughes, unanimously carried, Council authorized City leadership to make timely decisions to keep City residents and employees safe and healthy during the COVID-19 pandemic.

Mayor Pro Tempore Hall followed with a suggestion that perhaps Council could hold their next meeting(s) via Zoom. Staff would need to confirm the City's ability to do this.

Copies of The City of Monroe Proclamation Declaring a State of Emergency were passed around to Council members. The one item described in that document that Council raised was curfew of minors. The City of Albemarle has a curfew ordinance that has been in effect for many years for children under the age of 18 to not be out in public spaces from 11:00 p.m. through 5:00 a.m. Sunday through Thursday, and midnight through 5:00 a.m. on Friday and Saturday. The only exceptions to curfew are if minors are accompanied by an adult 18 years and over, are traveling to or from a job, or are in an emergency situation.

COMMENTS/UPDATES

Mayor Pro Tempore Hall asked if Council members had any comments they would like to make. The following Council members provided remarks:

Councilmember Aldridge:

- Driving by 110 Park Ridge Road the other day, he noticed that progress is being made on the property.
- A plea was made to local candidates of primary elections to take down their political signs.
- Per the evolving coronavirus situation, he asked the public to use common sense and wash their hands, and to not panic.
- He commended the City of Albemarle leadership team in their responsiveness in communicating their decisions to Council thus far regarding City actions related

Councilmember Townsend:

- As an FYI, the EE Waddell Center paving project being performed in conjunction with the Heavy Equipment Program at Stanly Community College started but has now has been halted.

Councilmember Whitley:

- Congratulations go out to the 115 graduates of Tarheel Academy.
- Thanks to the Planning and Development Services staff for the review of changes to NC General Statutes Chapter 160A during the most recent Planning and Zoning Board meeting. It is going to take a lot of time and effort on the department's and City Attorney's part to become familiar with the General Statute changes and how to implement them by January 2021.
- As an FYI, the RPO meeting scheduled for later this week has been cancelled. There still is time to meet before the May 2020 deadline for submission of road project lists to NCDOT.

Councilmember Lowder:

- Kudos to the Assistant City Manager Nyki Hardy who continues to do an exceptional job.

Mayor Pro Tempore Hall:

- As an FYI she participated in last Thursday's conference call between the Governor and municipalities about the State's response to COVID-19.
- Stanly County Schools are beginning to provide meals (breakfast and lunch) available to all school-aged children via bus routes and school pick-up sites starting this week for the next two weeks (duration of Executive Order to close public schools through the end of March).
- A reminder that the 2020 Census has begun. Households should have received a mailer, and she hopes that everyone responds.
- As an FYI, the Norwood Police Department and churches have teamed up to help homebound individuals obtain items from stores and deliver them to their homes.
- To add on to Councilmember Whitley's statement about the General Statutes Chapter 160A changes, she noted that among the changes the NC General Assembly approved was combining Chapter 153 which applied to counties with Chapter 160A affecting municipalities.
-

Finance Director Colleen Conroy came to the podium to remind all residents that they can pay any City bills online, by phone, by dropbox located outside City Hall, or by certified check from a bank.

CLOSED SESSION

Upon a motion by Councilmember Lowder, seconded by Councilmember Hughes, unanimously carried, Council approved moving into closed session pursuant to N.C.G.S. 143-318.11(a)(4) Economic Development, and N.C.G.S. 143-318.11(a)(6) Personnel.

RETURN TO OPEN SESSION

Upon motion by Councilmember Lowder, seconded by Councilmember Hughes, unanimously carried, City Council reconvened to open session. Mayor Pro Tempore Hall stated that a closed session was held pursuant to N.C.G.S. 143-318.11(a)(4) Economic Development, and N.C.G.S.

143-318.11(a)(6) Personnel. No Council decisions or actions will be taken as a result of the closed session.

Upon a motion by Councilmember Hughes, seconded by Councilmember Lowder, unanimously carried, the meeting was adjourned to the next regular City Council meeting on Monday, April 6, 2020 at 7:00 p.m. in City Council Chambers.

Print

Title – Departmental Monthly Reports

Description:

Attached are departmental monthly reports for March 2020.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ALL_Dept_reports_March_2020.pdf	Departmental monthly reports March 2020

APPROVALS:

Date/Time:	Approval:	Department:	



COVID-19

While much of the retail economy has been shut down, many of our industries are still in operation and employing people. Also, construction is still taking place. While grocery stores, pharmacies, and some restaurants are open for takeout service, many retail stores have closed. The Governor is hoping that the spread of the Corona Virus will diminish so that businesses can begin to reopen while still operating with social distancing and reducing the spread of COVID-19. The CARES Act is beginning to pump money into the economy to help business and industry to retain employees and to keep businesses solvent. Also, direct payments to individuals and families will help many people provide for their basic needs, which will also stimulate the economy. On the macro-level, the President, White House Task forces, Congress, Governors and the genius of the American scientists, manufactures, medical researchers, and institutions are developing and discovering solutions to conquer, this microscopic enemy. Medical practitioners, public safety workers, store clerks, and others are on the front lines risking their health and lives to provide services, safety, and healing for us. Americans and the world are working together to overcome COVID-19. Prayers are being answered as the world overcomes COVID-19. We are seeing the light at the end of the tunnel.

The Mayor, Michael Ferris, Nyki Hardy, the management team, and City staff have done much to facilitate the City working through COVID-19. While COVID-19 will have an impact, the City of Albemarle has shown its resilience.

Prospects

- The prospect proposing to develop an entertainment facility on the NC 24/27 Bypass is on hold until they can work through the effects COVID-19.
- Have two prospects continuing to look at downtown for entertainment related businesses.
- We also still have a prospect wanting to build a senior living facility in Albemarle. We will continue to seek opportunities for this.
- Communications with Retail Strategies and ElectriCities economic development professionals indicate continued opportunities to attract retail to Albemarle
- Generally speaking, COVID-19, has created uncertainty, yet it seems that opportunities for a growth in manufacturing and transportation will take place to ensure a dependable

supply chain of essential products and services for America's safety. Albemarle, North Carolina, and our region is well positioned to facilitate this.

Existing Business/Industry including newly attracted businesses and industries

- Working with three local industries on expansions. One is showing interest in the Albemarle Business Center. We will be seeking incentives for an expansion.
- Have advised local industries and businesses of their status as essential businesses and industries.

Albemarle Business Center

- Ready to begin implementing plans to develop the Albemarle Business Center.
- Worked-out a Lease Agreement for the farming the ABC property with an understanding that the farmer will be at risk if development takes place.

Downtown

- I commend Joy for her ability to assist downtown businesses and her ability to keep the Main Street program operational. She was able to complete the Outdoorman's Bonanza event with technology and social distancing. She set up the technology to hold the ADDC Board meeting and kept the virtual Main Street Office open. She is also working to finesse the reopening of the Farmer's Market.

Pfeiffer University Health Sciences Center

- Construction is continuing on the Pfeiffer's new Health Sciences Building and Pfeiffer was able to successfully transfer its programs to the internet. They are open and complying with the Governor's stay-at-home orders on campus if students choose. Their intent is to continue operations on their campuses as the COVID-19 pandemic is resolved.

Other Activities

- Participated in multiple webinars sponsored by many organizations to keep abreast of the COVID-19 pandemic. Some of these webinars and news programs have indicated that with the new US trade agreements and the unfolding and resolution of the COVID-19 pandemic, many manufactures will be reshoring into the US to shorten their supply chain and to ensure that strategic products and services are available.

ADDC Director's Report: 4/6/20
March 2020 Activities
(Changes to this report will be adjusted as the COVID-19 situation evolves)

NC Main Street Conference: New Bern; March 10-12. Attended informative workshops, took a bus tour to learn about improvement projects, and attended Championship Breakfast to honor Albemarle Main Street Champion Peter Ascitutto.

Events:

- **Winter Wine Festival:** Attendance-over 1,000. Gross profit of \$15K; total volunteer hours for day-of event: 50.
- **Outdoorsman's Bonanza:** Hosted a social distanced live Facebook feed for the ticket drawing on Saturday, March 28. Had over 800 views. Still getting prizes with tax to winners. All cash prizes have been mailed, as well as prize certificates for non-taxed items.
- **Farmer's Market:** Tentatively postponed until Saturday, April 18th. Will monitor local health conditions to see if further postponing is needed.

ADDC Owned Properties:

Market Station:

Both of these events have been postponed: *Hosting two events in April in the form of an ADDC sponsorship: one in the Depot for the Arts Guild-workshop with Donna Dewberry (April 16-18); another in the market pavilion for Albemarle CrossFit competition 'To Hill and Back' (Sun. May 3).*

Open House has been postponed; new date TBA: Hosting an open house at the Depot on opening day of Farmers Market (April 4th) from 9am-1pm; will lightly stage the space; working with local businesses (Tiffany's, Designed Memories Florist, Rental Center USA) and offering specials for those who visit the Open House and book a date through 2021.

Committees' work: Much of the work scheduled through April has had to be postponed. Main Street Manager will meet with committees online to reschedule.

ADDC-

Design: *(Postponed)* Set-up a work date of April 18th to repaint library sculptures. Am coordinating this with library director Melanie Holles.

Setting up an evening to tour apartments in Salisbury with Downtown property owners to encourage development of upper floor spaces. *(Postponed until social restrictions are lifted)*

Spring/Summer Plants: Design committee is working with Lee Nursery in Salisbury to establish hanging basket plants. Subcommittee met on Feb. 20th to discuss plant selections for Downtown flower beds.

Economic Vitality: nothing new to report.

Promotions: Had to cancel Beach Blast in compliance of Executive Order. Beginning to brainstorm ideas to implement in 2020-21 FY Plan of Work.

Organization: Brainstormed ideas for Plan of Work for 2020-21 Fiscal Year.

ADDC Board: Cancelled half-day board retreat scheduled for April 2 in the Depot at Market Station. To prepare for the retreat, board members provided feedback in an Economic Positioning survey provided by NC Main Street. Results will still be used to determine if updates are needed to the ADDC's vision/mission statements, so that the organization can create a plan of work in the 2020-21 fiscal year that directly focuses on the mission.

CITY OF ALBEMARLE

Financial Analysis

March 2020

Budget vs. Actual Revenues and Expenditures

Fund	Budget Appropriation	YTD Revenues	Percent Collected	YTD Expenditures & Encumbrances	Percent Expended	Net Increase (Decrease) Revenues over Expenditures	Percent Increase (Decrease)
General	17,422,726	13,388,609	76.8%	11,914,004	68.4%	1,474,605	8.5%
Powell Bill	613,900	516,033	84.1%	211,167	34.4%	304,866	49.7%
Water & Sewer	10,681,069	7,714,389	72.2%	7,169,507	67.1%	544,882	5.1%
Electric	32,584,146	27,835,503	85.4%	24,031,595	73.8%	3,803,908	11.7%
Landfill	2,978,500	2,366,472	79.5%	2,188,918	73.5%	177,554	6.0%
Public Housing	1,480,475	1,010,834	68.3%	992,375	67.0%	18,459	1.2%
Section 8	1,519,500	1,084,907	71.4%	1,051,837	69.2%	33,070	2.2%
Self Insurance Fund	3,599,300	2,226,769	61.9%	2,223,211	61.8%	3,558	0.1%
Total	70,879,616	56,143,516	79.2%	49,782,615	70.2%	6,360,902	9.0%

Note: March is the 9th month of the fiscal year, and equates to 75% of the fiscal year. However, the above information does not reflect all of the revenues and/or expenditures due to the delay of information being received from outside agencies.

Cash and Investments All Funds **36,734,416**

Investment Earnings

Budget
 Appropriation 301,300
 YTD Earnings 290,470
 Percentage Collected **96.4%**

Tax Levy

2/28/2020 **MSD**

2018 Tax Levy 6,643,704 46,546
 YTD Collections 6,346,834 44,436
 Percentage Collected **95.53%** 95.47%

Utility Revenue/**Billing** 35,659,235
 Utility Bad Debt Expense 5,915
 Percentage of bad debt 0.017%

Debt set off

fiscal year to date
\$18,623

Albemarle Fire Department

Albemarle, NC

This report was generated on 4/1/2020 4:38:37 PM



Incident Statistics

Start Date: 03/01/2020 | End Date: 03/31/2020

YTD Budget Information:

Beginning: \$4,038,253 Available: \$1,472,798 Percent Used: 63.5%

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		128	
FIRE		50	
TOTAL		178	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$256,786.00		\$13,700.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
26		14.61	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Albemarle Fire Station 11	0:04:36	0:03:46	
Albemarle Fire Station 12	0:04:14	0:04:41	
Albemarle Fire Station 13	0:04:33	0:07:22	
AVERAGE FOR ALL CALLS		0:04:21	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Albemarle Fire Station 11	0:01:24	0:01:19	
Albemarle Fire Station 12	0:01:24	0:01:39	
Albemarle Fire Station 13	0:01:01	0:01:35	
AVERAGE FOR ALL CALLS		0:01:24	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Albemarle Fire Department		16:06	

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

HUMAN RESOURCES DEPARTMENT

Monthly Activity Report
March 2020

Job Postings/Applications Rec'd

	Job	Closing Date	Apps
1	Asst PU Director	Open	30
2	Concrete Finisher/Mason	Open	4
3	Electric Dist Sys Supt	3/18	7
4	Landfill Maint Worker	3/23	36
5	Landfill Oper Crew Lead	3/23	7
6	Lifeguard	4/16	1
7	Outdoor Rec Asst	4/16	2
8	Police Officer I	Open	22
9	Summer Camp Counselor	4/16	3
10	Utility Maint Operator	3/16	5
11	Planning Specialist	Open	20
12	Equipment Oper (Streets)	4/6	9
	Total		146

New Hires

	Name	Position	Dept	Status	Date
1	Brandon Bruch	Police Officer I	PD	FT	3/9
2	Caleb Bunce	Police Officer I	PD	FT	3/9
3	Jeremy Brown	Police Officer I	PD	FT	3/23
4	N Lee Staton	Public Housing Director	H	FT	3/30

Job Changes

	Name	Position	Dept	Status	Date
1	Star Gaines	Detective Sergeant to Community Resource Officer	PD	FT	3/8
2	Hunter Griffith	POI to POII	PD	FT	3/22
3	Brian Lear	Detective III to Interim Detective Sgt	PD	FT	3/8
4	Jonathan Lowder	POI to POII	PD	FT	3/22

Terminations

	Name	Position	Dept	Status	Date
1	Bryan Blanton	PT Outdoor Rec Asst	P&R	PT	3/8
2	Daryl Ellis	PT Site Supervisor	P&R	PR	2/29
3	David Whitley	Chief Water Trmt Plant Oper	PU	FT	4/1
4	Christine Cote	Police Detective III	PD	FT	4/1

Payroll Summary

Full-Time - 266
Part-Time Regular - 6
Part-Time Temp - 12
Elected - 8
Appointed - 10
TOTAL – 302

Personnel Actions Processed – 14

Benefit Summary

<i>Program</i>	<i># of Participants</i>	<i>% FT Emp Participation</i>
<u>BCBS Group Medical Insurance</u>		
Active Employees	267	100%
Council Members	4	
Retirees	40	
Separation Allowance	12	
Guardian Dental Insurance	199	77%
CEC Vision	159	58%
<u>401K</u>	169	65%
<u>Deferred Comp Plan (457)</u>	90	34%
Lincoln (Term Life Insurance)	268	100%
Credit Union	28	11%
<u>Colonial Insurance (Optional)</u>		
Pre-tax	153	56%
Post-tax	167	61%
<u>Flexible Benefits Management</u> <u>(Medical Reimbursement)</u>	46	17%
<u>(Dependent Care)</u>	1	
Legal Shield	6	3%

Safety Statistics – 2 employee incidents reported in March.

Department	Safety Inspections Completed	Safety Committee Reports
Public Utilities	5	2
Public Works	5	5
Fire Dept.	3	3
Police Dept.	5	5

Items of Note:

- 1) During the April 20 Council Meeting, Human Resources will provide a recommendation to Council that the City select OneDigital as our Benefits Broker for the next fiscal year.
- 2) Council has approved a workshop for Monday, April 27 at 6pm in the Ray Allen Community Room to review recommended revisions and updates to the Personnel Policy. Social distancing will be practiced and Zoom conferencing will provide Council other options for participation.

The City's Management Team reviewed the revised Personnel Policy on 4/9. The City's Employee Action Group will review the material for input on 4/21.

City of Albemarle

Information Systems Department Project Report

March 2020

Project Name / Title:	City of Albemarle Phone System Upgrade
Department / Division:	Information Systems Department
Prepared By:	Owen Squires
Project Budget:	FY 2019-2020
Anticipated Completion Date:	April 2020
Project Description: Briefly describe the project and benefits.	
License and prepare surplus laptops for use by City Staff while working from home.	
Project Status: Briefly describe the current status of the project.	
We have a limited supply of laptops that went out of service during early Q4 of 2019. These machines are 6+ years old now and were in use by Albemarle Police Department. Parts and repairs for them are no longer available and we realized we could re-purpose them so that staff could use them to work from home.	
Recent Progress: Briefly describe recent progress or activities on project.	
<p>Collectively, the Info Systems Team has been able to leverage our existing App Store (our virtual desktop environment) and allow as many staff as Department Heads can enable, to work from home. Nhia Ly and Giovanni Svette were able to coordinate the setup of these old laptops as “IGEL workstations.” Our IGEL clients are a secure platform that both provides access to our App Store and allows Info Systems to provide technical support wherever staff are working from. We have leveraged IGEL for several years now, and with additional licenses for these portable devices, we have been able to extend that functionality to staff’s workspace in their homes.</p> <p>Amanda Lukach and Giovanni were also able to create some HOWTO documents for staff to refer to while working remotely. Staff can browse to this page for assistance:</p> <p>https://www.albemarlenc.gov/government/while-working-remote</p> <p>Giovanni also created some videos to visually assist staff while working remote. Included on the page is guidance on clocking in to Kronos for timekeeping purposes, details on using the IGEL system to access the App Store, and specific information about working securely, while working remote.</p>	

By dedicating these machines to only allow access to the City's App Store, we also drastically minimize our security exposure. We have been able to quite literally duplicate functionality to what staff see and have access to while working from their office computer.

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

We continue to monitor our applications and services infrastructure to support staff while they work remote. We are also rotating the Info Systems schedule to work from home as much as possible. As I listen to the challenges my peers are facing with rushing to set up "work from home" resources, I **appreciate** my team's willingness and ability to make this process relatively easy for City staff.

Project Name / Title:	APD HQ technology-related resources
Department / Division:	Information Systems Department
Prepared By:	Owen Squires
Project Budget:	FY 2019-2020
Anticipated Completion Date:	May 2020
Project Description: Briefly describe the project and benefits.	
Coordination and completion of technology-related resources for the APD HQ project.	
Project Status: Briefly describe the current status of the project.	
With Creech and Associates, Edifice Inc., and City staff, Information Systems worked to facilitate the design, purchasing, schedule coordination, and installation of the technology components for the APD HQ construction project.	
Recent Progress: Briefly describe recent progress or activities on project.	
Working with our Mayor, City Manager, and APD and Finance Department staff, we published two IT RFP requests: one for the building's security-related components, and another for the low-voltage (data) cabling infrastructure. We also worked to solicit pricing for the building's data electronics and for large-format monitors to be used in the training rooms, conference rooms, and select offices.	
Completion of the building and technology resources have been on a compressed schedule. We were fortunate to get very good responses for the IT RFP requests and other components. Our review team studied the responses, and, based on the published evaluation criteria, were able to recommend to City Council a solution that was within budget and satisfied the Albemarle Police Department's technology requirements. The chosen vendors have also worked with us on scheduling installations. While it has been a tremendous amount of time and effort to coordinate the work, our vendor partners have worked with us to make the project successful.	

Unified Technology has nearly completed their work. Their team has executed an incredible effort working with Edifice and contractors to install the low-voltage cabling. They have built and tested the building's data cabling (low-voltage) infrastructure, and it will provide a solid platform that the City can rely on for many years. Similarly, local vendor Secure Canopy has worked with both Unified Technology and Edifice while configuring, installing, and testing the access-control and camera systems for the building.

Information Systems staff have completed the data electronics configuration, testing, and installation. Nhia Ly was able to stage and test the building's data infrastructure in advance, and then coordinate the physical installation of switches, etc., when the rooms were ready.

I facilitated conversations between Edifice and other contractors to ensure that the configuration of the HVAC management system will work within the framework of the citywide solution in place.

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

With the challenges of COVID-19, the installation and configuration of the large-format monitors has been delayed. We expect those resources to be installed within the next six weeks if possible.

The final setup of the HVAC management system should also be completed within the next six weeks if possible.

Each vendor partner will need to complete their testing, document the results, and provide that packet to us for review and as a construction as-built reference.

PROGRAM REPORT

Athletics	Classification	Participants **
Adult Basketball Games	PROG	352
Adult Basketball Spectators	PROG	1040
Dixie Youth baseball Skills Night	PROG	37
Pickle-ball freeplay (Niven)	PROG	15
Pickle-ball freeplay (EEWC)	PROG	10
Special Programs		
Tora Ha Kempo Karate	PROG	98
Cheerleading	PROG	65
Senior Nutrition	BLDG	329
After School Program	PROG	20
Meetings		
Stanly County Sports Hall of Fame (teleconference)	BLDG	5
SafeKids of Stanly County (teleconference)	BLDG	6
Community Groups		
Silver Fox Exercise (16)	BLDG	220
DASH Program (1)	BLDG	10
Senior Card Club (2)	BLDG	30
Kids at Work (2)	BLDG	10
Bingo (2)	BLDG	30
SCC Meeting/Classes	BLDG	2
Stanly LIFT Program	BLDG	2
Stanly County CBI/TASC	BLDG	10
EE Waddell Center		
Walking Trail	PARK	100
Open Gym	BLDG	100
Weight Room	BLDG	150
Rentals		
EEWC (3)	BLDG	250
Parks (1)	BLDG	50
Niven (0)	BLDG	0
PROG--TOTAL PROGRAM CONTACTS (Estimated turnstile numbers of citizens involved in P&R programs)		1637
BLDG--TOTAL BUILDING CONTACTS (Estimated turnstile numbers of center users not involved in programs: Meetings, Community Groups, Open Gym, etc.)		1194
PARK--TOTAL PARK CONTACTS (Estimated turnstile numbers of park users not involved in programs: Walkers, Fishing, Disc Golf, Non-reserved picnickers, etc.)		100
OTH--TOTAL OTHER (Off-site meetings, special events, other unclassified)		0
TOTAL		2931

****Participation figures are computed on a "turnstile" basis. For example, if one participant takes part in 8 event meetings, he/she is counted 8 times..**

BUDGET REPORT:**Revenue: \$ 6,986.****The Parks and Recreation Department collected during the month, broken down as follows:**

<u>Revenue Item</u>	<u>Amount</u>	<u>Description</u>
Program Fees	\$ 852.	Regular Programs
Building Rentals	\$ 2,195.	Waddell and Niven Center Facility Rentals
Park Rentals	\$ 340.	Picnic Shelter and Athletic Field Rentals
Special Events	\$ 1,848.	
Contributions and Donations	\$ 100.	
Senior Games Sponsors	\$ 1451.	Sponsorships
Tournament/Fundraising	\$ 0.	Flag Football tournament
Concessions	\$ 0.	
Admission Pools	\$ 0.	
CTC Rental	\$ 0	

Expenses: FY 2019-20

<u>(as of 3/9/2020)</u>	<u>Starting</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Remaining</u>	<u>% Expended</u>
Recreation Budget	\$814,170	\$568,009.	\$4,500.	\$217,210.	72.5%
Parks Budget	\$1,105,928	\$719,931.	\$43,670.	\$342,325.	69.4%

Albemarle Neighborhood Theatre

<u>Rentals/Performances</u>	<u>Dates</u>	<u>Attendance</u>	<u>Revenue</u>
Bryan Saint – Magician/Illusionist*	April 4-Rescheduled for June 19	Magic/Illusion	
<u>Upcoming Rentals/Programs</u>	<u>Dates</u>	<u>Type of Performance</u>	
LIFT Team Players	April 24 – 25	Play	Cancelled due to COVID – no date for rescheduling
Stanly County Partnership for Children	April 26	Play	Cancelled due to COVID – no date for rescheduling
Music on Main	May 2 - 3	Musical Concert	
Talent Company	May 4 – 10	Play	
Music on Main	May 15	Musical Concert	
Albemarle Academy of Dance	May 16-17, 30, June 6, 7	Dance Performance	
Stanly County Senior Center*	June 8	Musical Concert – Stanly Arts Council Grant	

* Albemarle Parks & Recreation sponsored program

ANT Monthly Operational Costs

	January	February	March
<i>Rent</i>	\$1000.	\$1000.	\$1000.
<i>Utilities</i>	\$319.	282.	\$126
<i>Insurance</i>	\$11	\$11	\$11
<i>Total Operational Costs</i>	\$1330	\$1293	\$1137

ANT Monthly Revenues

	January	February	March
<i>Revenue</i>	\$564.	\$2512	\$200

Expenses: FY 2019-20

(as of 4/14/2020)	<u>Starting</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Remaining</u>	<u>% Expended</u>
Central Auditorium	\$30,660	\$18,670.	\$1875.	\$10,114	67.0%

PROJECT REPORTS:

Departmental Project Summary Reports



Project Name / Title:	Roger F. Snyder Greenway Project
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	Varies by phase and scope
Anticipated Completion Date:	Ongoing

Project Description: Briefly describe the project and benefits.

Development of pedestrian paths that will connect parks, schools, downtown, and neighborhoods throughout Albemarle.

Project Status: Briefly describe the current status of the project.

Greenway Commission has recommended to wait on moving forward with northern trail construction until NSRR status is clear. COA staff from P&R, Admin, PW, and Planning are working to develop walking routes through downtown.

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

Working with Planning Department to identify parcels and easements where Greenway can be expanded. Downtown walking routes have been established. Gathering quotes for inset sidewalk markers as wayfinding and a kiosk for maps and information related to the new walking routes. Presentation to City Council about walking routes. Sidewalk medallions have been received. All sidewalk repairs and curb cuts have been installed. All routes have been marked. Kiosk at YMCA park is under construction. Concrete pad is being installed simultaneously as construction of kiosk.

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

Prepare maps of routes; build web page dedicated to walking routes; plan grand opening of walking routes.

Project Name / Title:	Don Montgomery Park Repairs
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	\$600,000 (funding reimbursement from FEMA)
Anticipated Completion Date:	9/1/2020
Project Description: Briefly describe the project and benefits.	
Rebuild Don Montgomery Park baseball field and park due to damage from Hurricane Florence.	
Project Status: Briefly describe the current status of the project.	
Grading of the field took place January 28 and 29 th . Irrigation is in process of being installed. Waiting to receive quotes on fencing. Replacement equipment has been ordered and delivered. Waiting on dry ground to begin work at Optimist Field.	
Recent Progress: Briefly describe recent progress or activities on project.	
Dirt for DM and Opt delivered; staff have been working to spread the dirt on the fields; fencing has been installed. AHS has began playing baseball at Don Montgomery Park.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Backstop netting; batting cages to be repaired/ordered	

Project Name / Title:	EE Waddell Center HVAC Installation
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	\$100,000
Anticipated Completion Date:	6/15/2020
Project Description: Briefly describe the project and benefits.	
Install HVAC system at EE Waddell Center Gymnasium to provide climate control during the summer.	
Project Status: Briefly describe the current status of the project.	
Have met with mechanical engineering firm. Waiting on a proposal for a design build project. Engineering firm will work as a construction manager in charge. They will design the unit and bid out the build and installation of the unit.	
Recent Progress: Briefly describe recent progress or activities on project.	
Met with mechanical engineering firm. Waiting on proposal. Received proposal. Attorney is looking over contract. Held pre-design meeting with Miles-McClellan. Schematic design is completed. Full design plans have been submitted for review. Construction informal bids went out on 3/3/2020.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	

Project Name / Title:	EE Waddell Center Parking Lot Improvements
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	\$50,000
Anticipated Completion Date:	6/1/2020
Project Description: Briefly describe the project and benefits.	
Improve parking lot by gymnasium at EE Waddell Center. Add additional parking off McLaughlin St at EE Waddell Center	
Project Status: Briefly describe the current status of the project.	
This project will be a partnerships between City of Albemarle and Stanly Community College. SCC Heavy Equipment Operator program will be performing the grading. Public Works will assist with paving.	
Recent Progress: Briefly describe recent progress or activities on project.	
Met with city staff and SCC staff on site. Have a site plan ready. MOU is signed by both Boards. SCC Heavy Equipment Operator program students will begin grading on 2/12/2020. SCC had to pull off the job due to COVID-19. Public Works Street Division finished the grading of the parking lot in front of the gym and spread the base stone.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Waiting for a quote for asphalt materials.	

Planning and Development Services Monthly Report

March 2020

<u>Monthly Meetings</u>	<u>Dates Attended</u>
City Council	3/02/20, 03/16/20
Planning & Zoning Board	3/05/20
Historic Resources Commission	3/09/20
Development Review	
Other: Census 2020	3/10/2020

<u>Permits</u>	<u>Number</u>	<u>Enforcement</u>	<u>Number</u>
Driveway	4	Min. Housing Initiated	2
Sign	4	Min. Housing Resolved	2
Coordination Forms	26	Min. Housing re-inspections	18
Power Transfers	0	Sign Violations	
Addresses Assigned	4	Sign Removal in ROW	49
Zoning Verification	0	Nuisance Initiated	2
Floodplain	0	Nuisance Abated	8
COA	6	City Abatement	
<u>Inquiries</u>	<u>Number</u>	Zoning Cases Initiated	1
Zoning	62 (3 fence)	Zoning Cases Resolved	0
Development	27	Litigation	
Nuisance	13	<u>Development</u>	<u>Development</u>
Subdivision	15	Plans Submitted	3
Floodplain	3	Plans Approved	3
Watershed	6	Erosion Control Inspections	10
Historic District	15	Zoning Site Inspections	9
General Inquiries	31	Maps Created	6
Signs	11	Subdivision Review	5
<u>Notes:</u>			

POLICE

MONTHLY REPORT

MARCH 2020





APD Officer

MIKE MARTIN



Members of the Albemarle Police Department lost a dear co-worker and friend on March 20th, 2020 due to cancer. Mike was a veteran of the Air Force and retired from the Albemarle Police Department after 26 years of service. After his retirement, Mike continued his law enforcement career as the Director of Security at Stanly Community College in Albemarle. He impacted many lives during his career and cherished the friendships he had made. Mike enjoyed being outdoors and had a passion for kayaking.



SAFE K:DS

STANLY COUNTY

Prescription Medicine Drop Box

THE NUMBERS



Month	2020	Total in Grams
Jan		6067
February		12127
March		8852
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total YTD		27046

Operation Medicine Drop is a partnership of Safe Kids North Carolina, the Riverkeepers of North Carolina, NC State Bureau of Investigation, Community Anti-Drug Coalitions of North Carolina and local law enforcement agencies working together to encourage the public to safely dispose of unused, unwanted and expired medication. By providing safe and secure ways for people to get rid of unwanted prescription and over-the-counter medications, Operation Medicine Drop helps prevent accidental poisonings and drug abuse while protecting our waters



ALBEMARLE POLICE DEPARTMENT ACTIVITY REPORT

MARCH 2020

		CURRENT MONTH	SAME MONTH LAST YEAR	LAST YEAR TO DATE	TOTAL YTD	LAST YEAR vs THIS YEAR
GENERAL	CALLS FOR SERVICE	1594	1604	4501	4825	7.20%
	BUSINESS CONTACTS / SURVEYS	220	297	648	602	-7.10%
	NUMBER OF BUSINESSES FOUND UNLOCKED	1	4	11	10	-9.09%
	HAZARDS REPORTED	2	2	4	21	425.00%
	COMMITMENTS	39	46	122	109	-10.66%
	ESCORTS	68	69	162	230	41.98%
	FUNERAL PROCESSIONS LED	8	21	53	43	-18.87%
	ALARMS (10-46)	87	123	334	296	-11.38%
	EMS RESPONSES	127	197	532	458	-13.91%
	SPECIAL DETAILES / PROGRAMS	170	131	334	531	58.98%
	BUSINESS CHECKS / INSPECTIONS	518	788	2413	1792	-25.74%
	HOUSE CHECKS	67	110	165	300	81.82%
	DOMESTIC VIOLENCE RESPONSE (COUNT AS INITIAL DISPATCH ALSO)	4	20	44	39	-11.36%
	MISCELLANEOUS...INCLUDING ALL OF THE ABOVE LISTING	626	937	2146	1772	-17.43%
HOURS	NUMBER OF INTOXILYZER EXAMINATIONS	6	3	6	15	150.00%
	TRAINING: HOURS IN CLASSROOM OR FIELD, INCLUDING TEACHING	168.8	357.0	1671.2	1226.1	-26.64%
	COURT: ON-DUTY AND/OR OFF-DUTY HOURS	79.5	51.0	139.3	186.0	33.57%
	SURVEILLANCE HOURS	253.0	66.0	145.0	263.0	81.38%
CRIMINAL	INCIDENT REPORTS	288	355	895	867	-3.13%
	FIELD INTERVIEWS / WITNESS STATEMENTS	397	327	443	1182	166.82%
	CASE CONTACTS	168	95	370	483	30.54%
	WARRANTS ISSUED (COUNT TOTAL CHARGES MADE)	105	68	326	205	-37.12%
	FELONY ON VIEW ARRESTS	17	49	117	77	-34.19%
	FELONY WARRANTS SERVED	80	32	96	118	22.92%
	MISDEMEANOR ON VIEW ARRESTS	71	111	286	238	-16.78%
	MISDEMEANOR WARRANTS SERVED	113	93	301	255	-15.28%
	ASSISTS ON ARRESTS	120	144	313	337	7.67%
	SUBPOENAS AND NOTICE OF HEARINGS SERVED	42	76	182	127	-30.22%
	AMOUNT OF STOLEN PROPERTY RECOVERED (DOLLARS)	\$17,927	\$48,791	59658.89	\$24,835	-58.37%
	ORIGINAL JUVENILE INVESTIGATIONS	6	2	2	6	200.00%
	JUVENILE CONTACTS	3	1	7	8	14.29%
JUVENILE CASES CLOSED WITH NO PROSECUTION	0	0	0	0	#DIV/0!	
JUVENILE CASES CLOSED WITH PETITION	3	1	5	4	-20.00%	
SEIZURES	MARIJUANA (grams)	58.8	500.6	1136.0	300.8	-73.52%
	COCAINE (grams)	21.7	30.6	288.1	91.7	-68.19%
	PILLS (DU)	58.0	179.0	385.0	114.0	-70.39%
	HEROIN	4.0	27.2	77.2	10.7	-86.14%
	METHAMPHETAMINE	16.2	*N/A	*N/A	36.7	#VALUE!
	OTHER DRUGS	1.5	13.0	263.7	4.5	-98.29%
	FIREARMS	3	8	16.0	35	118.75%
	MONEY	\$0	\$13,571	30164.0	\$108,553	259.88%
	VEHICLES	6	4	13	7	-46.15%
SEARCHES	PERSONS	210	217	663	529	-20.21%
	VEHICLES	63	97	363	202	-44.35%
	STRUCTURES	21	37	82	97	18.29%
	K-9 USAGES	3	2	11	12	9.09%
TRAFFIC	TRAFFIC STOPS	252	339	1160	737	-36.47%
	DRIVING WHILE IMPAIRED	10	7	14	24	71.43%
	SPEEDING	9	7	52	42	-19.23%
	SEATBELT VIOLATIONS	4	5	23	12	-47.83%
	CHILD RESTRAINT VIOLATIONS	6	3	9	7	-22.22%
	NOL AND DWLR	77	126	370	191	-48.38%
	RECKLESS DRIVING	4	*N/A	*N/A	8	#VALUE!
	ALL OTHER CITATIONS	107	227	785	367	-53.25%
	WARNING TICKETS ISSUED	7	16	51	19	-62.75%
	CHECKING STATIONS	6	8	17	12	-29.41%
	PARKING VIOLATIONS / CIVIL PENALTIES ISSUED	33	3	6	130	2066.67%
	MOTOR VEHICLE ACCIDENTS WORKED	88	98	272	239	-12.13%
	ASSISTS IN ALL TRAFFIC ACTIVITIES	249	267	668	594	-11.08%

*Not counted in 2019



**PUBLIC UTILITIES
MONTHLY REPORT
March 2020**

UTILITY REVENUES

<i>Utility Bill Collection Items</i>	<i>February</i>	<i>March</i>
<i>Total Electric Revenue</i>	\$2,844,509.50	\$2,581,453.83
<i>Total Water & Sewer Revenue</i>	\$884,856.56	\$790,534.06
<i>Solid Waste Disposal Fee</i>	\$29,277.60	\$29,396.40
<i>Solid Waste Collection Fee</i>	\$100,600.06	\$100,911.66

ELECTRIC DIVISION

<i>Item</i>	<i>Number</i>
New MVL/Floodlights Installed	12
Street Lights Repaired	44
New Permanent Services Installed	3
New Temporary Services Installed	7
Meters Tested	27
Change of Services	8

Load Management savings for prior month Feb 28, 2020 was \$2309.00 (occurred @ 7:00am)
 Rebates: Water Heaters total amount...\$750.00
 Heat Pumps total amount.....\$2400.00

CUSTOMER SERVICE

<i>Item</i>	<i>Number</i>
<i>Move-In/Move-Out</i>	407
<i>Cut-off Non-Payment</i>	49
	PRECOVID
<i>Number of Extensions</i>	92
<i>Exp. Extension Cut-offs</i>	0

SYSTEMS DIVISION

<i>Item</i>	<i>Number</i>
Water meters exchanged	47
New meters installed	8
Water taps installed	1
Sanitary Sewer taps installed	4

PLANTS DIVISION

<i>Plant</i>	<i>Average Flow</i>
<i>Treated Surface Water</i>	8.46 MGD
<i>Treated Wastewater</i>	6.02 MGD

Water Main Breaks 0

PUBLIC WORKS DEPARTMENT
ADMINISTRATIVE REPORT
March 2020



ADMINISTRATION

Renee Keziah attended Friday March 27th via Zoom (9:00-4:00) UNC SOG Online Class *Emotional Intelligence* course that covered ways to enhance your emotional and social skills to enable you to become a better leader and interact with your team using the EI skills. This course provided tools to develop and maintain social relationships, cope with challenges, and use emotional information in an effective and meaningful way.

STREET & RIGHT OF WAY DIVISION

- Downtown trash cans were serviced and crews cleaned sidewalks, pulled weeds, mowed, weedeated, blew leaves, put lime out at Liberty Gardens, Courthouse Square, City Hall and put seed out and finished pine needling at the Market Station and removed shrubs and pruned trees at the new police headquarters, vacuumed several streets and swept state roads and maintained several areas throughout the city.
- Assisted with street closing for the Wine Festival event on Feb 29th and for the Monthly Car Show on Mar 14th.
- Street crews completed replacing sidewalk at the gate entrance for the Public Housing Department.
- Street crews continue completed removing old curbing and replacing with new curbing and completed rerunning new underground conduit for street lights and completed removing the old concrete median and replacing with concrete a new median and completed installing street lights at the new Police Headquarters.
- Repaired 39 potholes and repaired broken/sunken pavement on Burleson St, Oaklawn Ct and Johnson St and patched with asphalt around radius on Graham St and Anderson Rd and replaced asphalt on W. North St.
- Milled the following streets: Yadkin St, Charter St, Harvard Dr, Woodhaven Dr, Saunders Ln, N. Eighth St, Garfield Ave, Fernwood Dr, Cameron Dr and Pond St.
- Put gravel down on Moose St and shouldered driveway entrance on Hilco St.
- Street crew started installing new sidewalk and curbing and installed a new retainer wall for the Pfeiffer sidewalk project.
- Picked up illegal dumping on Riley St, N. Fourth St, Summit Ave and Wiscassett St.
- Three sets of lights on downtown trees were replaced.
- Cleaned out curb line on Washington Ln, cleaned out ditch on Meadowrock Dr and cleaned and washed out pipe with the assistance from the PU-WS division on Long St and Anderson Rd.
- Repaired sidewalk on W. North St and Montgomery Ave and replaced curb on the corner of E. Main and Berry Ave.
- Hung door hangers and performed follow ups on roll out containers being left out at all times and other uncollectable items and collected electronics throughout the city.
- Repaired W/S cuts on Reeves Ave, Pennington Rd, Salisbury Ave, Oak St, Belvedere Dr, Wood St, Hawthorn Ave, E. Cannon Ave, Waverly St, St. Martin Rd and Dr. Martin Luther King Jr. Dr.
- Replaced two street name signs and repaired one.



STREET & RIGHT OF WAY DIVISION

Project Name / Title:	FY 2019-2020 Pavement Maintenance Plan
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	
Anticipated Completion Date:	EOBY 2020
Project Description: Briefly describe the project and benefits.	
Generate a work plan using the Agil Assets Software to produce a list of City streets for preservation, rehab or re-construction based on the most efficient use of the 19/20 budget.	
Project Status: Briefly describe the current status of the project.	
Advertisement for bid has been sent.	
Recent Progress: Briefly describe recent progress or activities on project.	
Sealed bids received on Friday, March 13 th .	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Award bidders and issue start of projects.	

Project Name / Title:	King Property Upgrades and Renovation
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	\$50,000: pulled from Pavement / Resurfacing funds
Anticipated Completion Date:	EOBY 2020
Project Description: Briefly describe the project and benefits.	
Council has agreed to manage and maintain the King alleyway and parking areas off West Main Street all the way through to King Ave. This will also include the public parking lot on S. 1 st street & King Ave.	
Project Status: Briefly describe the current status of the project.	
Work has begun on portions of the project. Still planning on meeting with Public Utilities to schedule underground utility installation on portions of the project before site grading and resurfacing can continue.	
Recent Progress: Briefly describe recent progress or activities on project.	
Retained ownership of the alleyway.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Meetings to be scheduled to discuss scope of work and plan implementation.	

Project Name / Title:	FY 2019-2020 Police Station Parking Lot and Landscape Renovations
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	EOBY 2020
Project Description: Briefly describe the project and benefits.	
Renovate and improve parking lot and landscaping around remodeled Police Station	
Project Status: Briefly describe the current status of the project.	
Parking lot renovations are almost complete with a few items on hold pertaining to light poles and signage. Landscaping discussions have started.	
Recent Progress: Briefly describe recent progress or activities on project.	
Completion of new parking curbs and piers for light poles are in place. Landscaping around perimeter of parking lot is completed with river rock.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Irrigation and landscaping will begin Saturday, April 11 th .	

Project Name / Title:	FY 2019-2020 Pfeiffer Sidewalk Renovation
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	\$60,000
Anticipated Completion Date:	EOBY 2020
Project Description: Briefly describe the project and benefits.	
Remove and rebuild sidewalks & curbing along East Main St from N. 3 rd to N.4 th . Additionally, remove and rebuild sidewalk and curbing along N. 4 th to meet the new construction needs of Pfeiffer University.	
Project Status: Briefly describe the current status of the project.	
Project has started with new installation of sidewalk and headwall at 3 rd St intersection.	
Recent Progress: Briefly describe recent progress or activities on project.	
Completed installation of sidewalk from 3rd Street down to Pfeiffer property.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Street Division is coordinating with Stokes Construction to start removing curb and gutter down Main Street in front of Pfeiffer campus.	

Project Name / Title:	FY 2019 – 2020 Parking Plan Implementation
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	\$4,000
Anticipated Completion Date:	EOBY 2020
Project Description: Briefly describe the project and benefits.	
Implement parking plan along North Street from 2 nd St to 4 th St.	
Project Status: Briefly describe the current status of the project.	
In planning phase	
Recent Progress: Briefly describe recent progress or activities on project.	
N/A	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Begin grinding existing striping within the next month.	

WAREHOUSE

Current housed inventory is valued at \$3 million. Inventory in the amount \$61,275.91 was received and \$85,640.64 was issued out during the month of March.

Division Project Summary Report
FLEET MAINTENANCE FACILITY



COMPLETED AND CLOSED WORK ORDERS

<u>Department/Division</u>	<u>NC State Inspection</u>	<u>Preventative Maintenance (PM)</u>	<u>Other Repairs</u>
Fire Department			3
Police Department		4	17
Parks & Recreation		6	2
P/U-Electric	26	3	8
P/U-W/S Systems	1	2	8
P/U- W/S – STP & WTP Plants			
P/W-Administration			
P/W-Solid Waste		1	6
P/W-Downtown			
P/W-Streets		5	17
P/W-Warehouse			
P/W-Fleet			
Planning & Dev Services			
Public Housing			
Human Resources	1	1	1
Information Systems			
Administration	1		
Economic Development			
TOTALS	29	22	62

- In March Brandon Baker did the first vehicle up-fit with all lights and safety equipment for the APD new 2020 Dodge Durango pursuit units. He is doing some upgrades to the electrical unit during the install. This should make this system more reliable over time. APD informed us that, with Fleet doing the install in-house, they could afford to have radar installed as well on all new units. Brandon is in the process of doing the second installation to be completed the first of April.
- Fleet Maintenance has just purchased a new 1234YF/R-134A Combo A/C Recovery Recycle Machine. The City has been purchasing some of the newer vehicles with this type of refrigerant during the last few years. This machine can be used for both R-134A and 1234YF refrigerant. We will now be able to service two A/C repairs, by two different techs, at the same time. This will allow us to save time and money because we will not have to outsource the 1234YF systems for repairs.
- A new 15,000 lb. vehicle lift has been installed in the shop. This will allow us to work more efficiently and safely on larger 1-Ton F450 and F550 service body trucks.
- We are currently working very hard to clean and disinfect all equipment before and after repairs. I hope everyone is attempting to keep their vehicles, equipment and work spaces clean. Fleet is doing its part to help keep everyone safe and healthy and we wish everyone the best during this critical time.

CITY OF ALBEMARLE SOLID WASTE FACILITY



SOLID WASTE

1,348,339.18 gallons of leachate pumped through Force Main.

March 3rd – Conference call with project engineers concerning C & D Gravity Leachate Line Project.

Customers Received	2678
Recyclables & Organics Received	390.98 tons
C&D Received	2,358.85 tons
MSW Received	3,613.46 tons
Revenues Totaled	\$274,588.32

Division Project Summary Report

Project Name / Title:	Landfill Force Main Project
Department / Division:	Public Works / Solid Waste
Prepared By:	Darren Preslar
Project Budget:	\$2,485,450
Anticipated Completion Date:	April 2020
Project Description: Briefly describe the project and benefits.	
Leachate system upgrade including a pump station and force main from the Solid Waste Facility to a tie in point of the City's sanitary sewer system.	
Project Status: Briefly describe the current status of the project.	
As of Monday afternoon June 3, 2019 system is fully operational and functioning properly.	
Recent Progress: Briefly describe recent progress or activities on project.	
All remaining punch list items completed.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Final review of force main by project engineers and State Clean Water Project Manager in order to finalize contract.	

Project Name / Title:	Replace and Upgrade C&D Leachate Lines
------------------------------	---

Department / Division:	Public Works/ Solid Waste
Prepared By:	Darren Preslar
Project Budget:	\$290,000
Anticipated Completion Date:	Spring 2020
Project Description:	Briefly describe the project and benefits.
	Design and install gravity lines from the C&D Landfill to the leachate lagoon.
Project Status:	Briefly describe the current status of the project.
	Bid was awarded to BRS, Inc.
Recent Progress:	Briefly describe recent progress or activities on project.
	Contract docs have been signed and returned. In process of scheduling a preconstruction meeting and establish a start date.
Upcoming Activities:	Briefly describe the next significant activity, action, or decision to be made, regarding the project.
	Begin project soon.

Print

Title – Municipal Calendar

Description:

Please note that the Parks and Recreation Advisory Board also is not currently meeting due to COVID-19, but per Parks and Recreation Director Lisa Kiser the Board meets on the second Monday every other month at 6 pm.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Municipal_Calendar_spring_2020_revised_04.13.2020.doc	Municipal Calendar Spring 2020

APPROVALS:

Date/Time:	Approval:	Department:	

CITY OF ALBEMARLE
MUNICIPAL CALENDAR – 2020

April 2020



- 6 ~~Regular Meeting City Council – 7 pm~~ CANCELLED
- 10 City Holiday – Good Friday
- 13 ADDC Board of Directors – 12 Noon
- 15 ~~Planning Board Dinner Meeting – Rosebriar at 6:30 PM~~ CANCELLED
- 20 Regular Meeting City Council – 7 pm
- 27 City Council workshop on Personnel Policy – 6 pm

May 2020



- 4 Regular Meeting City Council – 7 pm
- 5-7 ~~NC League of Municipalities (NCLM) CityVision Annual Conference, Wilmington, NC~~ CANCELLED
- 7 Planning/Zoning Board – 7 pm
- 11 ADDC Board of Directors – 12 Noon
- Historic Resources Commission – 6 pm
- 11 City Council Budget Work Session – 4pm
- 14 City Council Budget Work Session – 4pm
- 18 Regular Meeting City Council – 7 pm
- 21 Rocky River RPO TAC Meeting – Locust
- 25 City Holiday – Memorial Day

- 26 Stanly County CCOG quarterly meeting – 6:30 pm; City of Albemarle hosting



- 4 Planning/Zoning Board – 7 pm
- 8 ADDC Board of Directors – 12 Noon
- Historic Resources Commission – 6 pm
- 15 Regular Meeting City Council – 7 pm
- Tree Commission Meeting – TBD



- 2 Planning/Zoning Board – 7 pm
- 3 City Holiday – Independence Day
- 13 ADDC Board of Directors – 12 Noon
- Historic Resources Commission – 6 pm
- Regular Meeting City Council – 7 pm

Print

Title – Ordinance 20-11- To Appropriate Fund Balance for the Change in the Parking Configuration on North Street

Description:

Ordinance to appropriate Fund Balance in General Fund for the striping of North Street between Second Street and Fourth Street.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ORDINANCE_20_11_Stripping_North_St.docx	Budget Amendment

APPROVALS:

Date/Time:	Approval:	Department:	
4/13/2020 5:15 PM	Approved	City Clerk	
4/14/2020 12:56 PM	Approved	Administration	

ORDINANCE 20-11

AN ORDINANCE TO AMEND FISCAL YEAR 2019-2020 BUDGET

WHEREAS, the Council of the City of Albemarle did on the 10th day of June, 2019 adopt a City Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

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

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

	Account Title	Amount	From	To
Expense	Public Works	\$ 4,000	\$3,614,820	\$3,618,820
Revenue	Appropriated Fund Balance General Fund	-\$ 4,000	-\$ 400,180	-\$ 404,180

Reason: To appropriate Fund Balance for stripping North Street from 2nd St to 4th Street

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

Member of Council

This ordinance was introduced and passed its reading at the meeting of Council held on April 6, 2020, was adopted and ordered published as by law provided.

Dated: _____, 2020

Mayor

Attest: _____
City Clerk

Print

Title – Ordinance 20-12 - To Extend the Handicapped Parking Zone on North Third Street

Description:

The Ordinance has been drafted at Council's direction and increases the on-street handicapped parking zone on the west side of North Third Street in front of the Stanly County Senior Center.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Ordinance_20-12_Handicapped_Parking_Third_Street.doc	Ordinance 20-12 Handicapped Parking N Third St

APPROVALS:			
Date/Time:	Approval:	Department:	

ORDINANCE 20-12

AN ORDINANCE OF THE CITY OF ALBEMARLE, NORTH CAROLINA, AMENDING THE CODE OF ORDINANCES FOR THE CITY OF ALBEMARLE REGULATING HANDICAPPED PARKING OF VEHICLES ON THE PUBLIC STREETS IN THE CITY OF ALBEMARLE.

BE IT ORDAINED by the Council of the City of Albemarle, North Carolina, as follows:

SECTION 1. Schedule XXXX of Chapter 77 of the Code of Ordinances of the City of Albemarle is hereby amended as follows:

A. By amending the aforesaid schedule to the following:

<u>Street</u>	<u>Side</u>	<u>Location</u>
North Third Street	West	Beginning approximately 108 feet from the southwest corner of the intersection of Montgomery Avenue and North Third Street and extending south 150 linear feet therefrom.

SECTION 2. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3. This ordinance shall become effective as of the date of final adoption.

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

Member of Council

At the meeting of the Council held on _____, 2020, this ordinance was introduced, adopted and ordered published as by law provided.

Dated _____, 2020.

Mayor

Attest:

Clerk

Print

Title – Approval of Change Order #3 for Contract 1 of Sanitary Sewer Rehabilitation Phase 2

Description:

This item was discussed and review by Adam Kiker, LKC Engineering, at the March 16 meeting. This is not part of the original contract. It is being proposed because it has been determined to be a need that must be addressed in the near future. Performing the work now will save on mobilization and other costs.

Change Order #3 for Contract 1 of Sanitary Sewer Rehabilitation Phase 2 is to replace an existing 8" aerial line that is compromised and at risk of failure in the amount of \$80,095.20. The change order scope would feature replacing the line and using an I-beam to span the creek. Beginning contingency for the project was \$270,000. \$19,333 has been previously approved, leaving a current balance of \$250,667.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Change_Order_#3_(002).pdf	Change Order #3

APPROVALS:

Date/Time:	Approval:	Department:	
4/14/2020 12:27 PM	Approved	City Clerk	
4/14/2020 12:30 PM	Approved	Administration	



CHANGE ORDER NO. 3

Date of Issuance: Date of Last Signature	Effective Date: Date of Last Signature
Owner: City of Albemarle	Owner's Contract No.: Contract 1
Contractor: D.H. Griffin Infrastructure, LLC	Contractor's Project No.:
Engineer: LKC Engineering, PLLC	Engineer's Project No.: Albe-16.02
Project: 2018 Wastewater Collection & Treatment Imp. - CS370522-06	Contract Name: Contract 1 - Gravity Sewer

The Contract Documents are modified as follows upon execution of this Change Order:

Description:	Change Order #3 includes the demolition and replacement of an 8" DIP gravity sewer aerial that crosses over Little Long Creek and enters the new 24" gravity sewer outfall behind Lentz's Auto. Construction activities associated with this work include bypassing upstream sewer, installation of new manhole, installation of concrete piers, installation of support structure, installation of riprap on creek banks, and cleanup.
Attachments:	Attached is a detailed breakdown from the Contractor.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$2,988,560.00	Original Contract Times: Substantial completion (days): <u>270 days</u> Ready for final payment (days): <u>330 days</u>
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>2</u> : \$19,333.15	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>2</u> : Substantial completion (days): <u>0 days</u> Ready for final payment (days): <u>0 days</u>
Contract Price prior to this Change Order: \$3,007,893.15	Contract Times prior to this Change Order: Substantial completion (days): <u>270 days</u> Ready for final payment (days): <u>330 days</u>
[Increase] [Decrease] of this Change Order: 3 \$80,095.20	[Increase] [Decrease] of this Change Order: Substantial Completion (days): <u>7 days</u> Ready for Final Payment (days): <u>0 days</u>
Contract Price incorporating this Change Order: \$3,087,988.35	Contract Times with all approved Change Orders: Substantial Completion: <u>277 days</u> Ready for Final Payment: <u>330 days</u>

RECOMMENDED: By: _____ Engineer (Authorized Signature) Title: _____ Date: _____	ACCEPTED: By: _____ Owner (Authorized Signature) Title: _____ Date: _____	ACCEPTED: By: _____ Contractor (Authorized Signature) Title: _____ Date: _____
Approved by Funding Agency (if applicable): By: NOT APPLICABLE Date: _____ Title: _____		

CITY OF ALBEMARLE
2018 WASTEWATER COLLECTION & TREATMENT IMPROVEMENTS
CONTRACT 1 - GRAVITY SEWER
ATTACHMENT TO CHANGE ORDER #3

	Description	Cost	Added Days
CO 3.1	Remobilize/Demobilize Site	\$ 4,500.00	1
CO 3.2	Bypass/Coffer Dam of Creek	\$ 8,000.00	
CO 3.3	Bypass Pumping for Lateral	\$ 8,998.00	
CO 3.4	Demolition Work	\$ 5,250.00	1
CO 3.5	Install New Piers and Riprap	\$ 12,750.00	2
CO 3.6	Install 8" DIP with Support Structure	\$ 21,750.00	1
CO 3.7	Install New Manhole	\$ 4,200.00	1
CO 3.8	Dress up/Repair Work and Seeding	\$ 4,200.00	1
CO 3.9	5% for Overhead (Inlcudes Line Items 3.1-3.8)	\$ 3,482.40	
CO 3.10	Dress up/Repair Work and Seeding (Inlcudes Line Items 3.1-3.8)	\$ 6,964.80	
TOTAL:		\$80,095.20	7

Rob McIntyre

From: Doug Carter <dcarter@DHGRIFFIN.com>
Sent: Monday, April 13, 2020 4:01 PM
To: Rob McIntyre
Cc: Tyler Harris
Subject: 8" Aerial Lateral Change Order

Rob,

Additional detail to the cost breakdown for the change order.

- **Mobilize/Demobilize Site: \$4,500.00** (Includes costs of moving in large equipment to and from site and surveying)
- **Bypass/Coffer Dam of Creek: \$8,000.00** (Includes labor, material and pumps to contain creek to install work)
- **Bypass pumping for lateral: \$8,998.00** (Includes Sunbelts mobe and install plus one week of pump rental.)
- **Demo Work: \$5,250.00** (Includes labor, equipment, trucking and dump fees to dispose of material)
- **Install New Piers and RipRap: \$12,750.00** (Includes labor, equipment and materials to install new concrete piers and riprap bank stabilization)
- **Install 8" DIP with Support Structure: \$21,750.00** (Includes labor, equipment and materials to install pipe with prefabbed support structure to carry the span of the creek)
- **Install new Manhole: \$4,200.00** (Includes labor, equipment and materials to install new manhole)
- **Dressup/Repair work: \$4,200.00** (Includes reseeding, abc stone, and fence repair to leave area around site in an acceptable manner)

Change Order Summary:

Cost from items above:	\$69,648.00
5% for O/H:	\$3,482.40
<u>10% Markup:</u>	<u>\$6,964.80</u>
Total:	\$80,095.20

Thanks,
Doug Carter

Print

Title – Consider Bid 2020-05 - SCADA System Upgrade in Public Utilities Department

Description:

Public Utilities received (2) sealed bids on March 26, 2020 to provide a SCADA (Supervisory Control & Data Acquisition) System Upgrade of the master station in the electric division. This computer is the brains to the operation of all the substations (breakers and switches). Southeastern Consulting Engineers is recommending that the City accepts QEI's bid of \$76,260 with delivery of 12 weeks. The other bid from Survalent Technology came in at \$108,790 with delivery of 12 to 16 weeks. There were 2 other vendors with "no bid". Purchasing Coordinator Linda Lewis advises since what we are seeking is part for service, there is no requirement for three bids to be received and Council can proceed with award.

Is this item budgeted?

Yes

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> SCADA_Bid.pdf	Bids

APPROVALS:			
Date/Time:	Approval:	Department:	
4/14/2020 1:12 PM	Approved	City Clerk	
4/14/2020 2:11 PM	Approved	Administration	



Southeastern Consulting Engineers, Inc.

March 30, 2020

City of Albemarle
P. O. Box 190
Albemarle, North Carolina 28002

Attention: Mrs. Judy Redwine

Ref.: SCADA System Upgrade

Dear Judy:

The City received sealed proposals on March 26, 2020, from two (2) vendors solicited for providing a SCADA System Upgrade.

A tabulation of the bids received is attached.

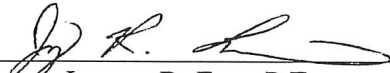
We have evaluated the proposals from both vendors based on compliance with the specifications, cost, and delivery. QEI was the low cost bidder in the total amount of \$76,260.00.

We therefore recommend that the City accept QEI's proposal and authorize us to prepare the necessary contract documents. If you have any questions or need additional information please do not hesitate to contact us.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By



Jeremy R. Furr, P.E.

JRF/lc

cc: Ms. Linda Lewis
Mr. Eric Wenzel

BID TABULATION
SCADA System Upgrade

City of Albemarle
Albemarle, North Carolina

Date: March 26, 2020
Time: 2:30 PM, EDST

<u>Bidder</u>	<u>QEI</u>	<u>Survallent</u>	<u>ACS</u>	<u>OSI</u>
SCADA System Upgrade Optional 5 Year Software Support	\$58,732.00 <u>17,528.00</u>	\$90,000.00 <u>18,790.00</u>	No Bid	No Bid
TOTAL	<u>\$76,260.00</u>	<u>\$108,790.00</u>		
Manufacturer	QEI	Survallent	NA	NA
Delivery	12 Weeks ARO	12-16 Weeks ARO	NA	NA
Price Terms	Net 30 Days	Net 30 Days	NA	NA
5% Bid Bond	Yes	Yes		

CITY OF ALBEMARLE
 FINANCE DEPARTMENT

ALBEMARLE
NORTH CAROLINA
Where the Land Speaks
 PURCHASING

BID TABULATION

Bid Number	2020-05							
Description	SCADA SYSTEM UPGRADE							
Project Type	FORMAL							
Requesting Department	PUBLIC UTILITIES DEPARTMENT							
Date / Time	THURSDAY, MARCH 26, 2020, 2:30 PM							
Location	144 N 2ND STREET, RAYMOND I ALLEN COMMUNITY ROOM, #118							
Facilitator(s)	Linda J. Lewis, Purchasing Coordinator							
Item	Company	5% Bid Bond	HUB Affidavits A/B, or C	E-Verify Form	Non-Collusive Affidavit	TOTAL BASE BID	OPTIONAL 5 YEAR MASTER SOFTWARE SUPPORT & ASSISTANCE	TOTAL
1) SURVALENT TECHNOLOGY INC		X	C	X	X	\$108,790.00		
2) QEI LLC		X	A, B	X	X	\$76,260.00		
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								

City of Albemarle
North Carolina

P O Box 190
Albemarle, NC 28002-0190

Office of
Finance Department
(704) 984-9444
(704) 984-9448 Fax



March 3, 2020

ADVERTISEMENT FOR BIDS

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals will be received for furnishing the City of Albemarle, North Carolina, with the **SCADA System Upgrade. Bids will be opened and read at the City of Albemarle, in the Raymond I. Allen Community Room, Room #118, 144 North Second Street, Albemarle, NC at 2:30 p.m., THURSDAY, MARCH 26, 2020.**

Proposals and all supporting documents required to be attached thereto must be submitted in a sealed envelope to be delivered to the: City of Albemarle, at 144 North Second Street, Albemarle NC 28001, or by Mail to P. O. Box 190, Albemarle, North Carolina 28002-0190, Attention: Linda J. Lewis, CLGPO, Purchasing Coordinator. The name and address of the Bidder, the Bid Number 2020-05, Bid Date and Time should be clearly marked on the outside of the Sealed Bid Package.

The Issuing Office for the Bid Documents and Specifications may be obtained at the office of the City's Engineer, Southeastern Consulting Engineers, Inc., P. O. Box 240436, Charlotte, North Carolina 28224, or contact Jeremy R. Furr, PE, at jeremy@scepower.com.

The City of Albemarle has a 10% HUB Participation Goal for participation by minority and women owned businesses in the total value of work awarded. All bidders are required to make a good faith effort, and document such, to recruit minority and disadvantaged participation on this project.

The City of Albemarle invites and encourages the participation of minorities, women, and disabled business enterprises, and prohibits discrimination against any person or business in pursuit or award of this opportunity on the basis of race, color, sex, religion, national origin, age, disability, or veteran status.

A 5% Bid Bond or Bid Deposit equal to at least 5 percent of the amount bid in the form of cash, cashier's check, certified check, or bid bond executed by a surety licensed in North Carolina to include the Power of Attorney documentation is required with the Bid.

The City of Albemarle reserves the right to reject any and all bids, as may in the judgment of the Council of the City of Albemarle serve its best interest and further reserves the right to waive irregularities and informalities in any bid submitted.

CITY OF ALBEMARLE

Colleen M. Conroy
Finance Director

BID REQUEST NO. 2020-05

PUBLICATION DATES: Sunday, March 8, 2020

CITY OF ALBEMARLE
FINANCE DEPARTMENT



PURCHASING

BID OPENING

Bid Number	2020-05
Description:	SCADA SYSTEM UPGRADE
Project Type:	FORMAL
Requesting Department	PUBLIC UTILITIES DEPARTMENT
Date / Time	THURSDAY, MARCH 26, 2020, 2:30 P.M.
Location	144 NORTH SECOND STREET, RAYMOND I ALLEN COMMUNITY ROOM #118
Facilitator(s)	LINDA J. LEWIS, CLGPO, PURCHASING COORDINATOR

ATTENDANCE ROSTER

Item	Name	Company	Telephone	E-Mail
1)	LINDA J. LEWIS <i>lj</i>	CITY OF ALBEMARLE	704-984-9447	LLEWIS@ALBEMARLENC.GOV
2)	Judy Redwine	"	704-984-9609	jredwine@albemarlenc.gov
3)	Jonathan Misenthein	"	704-984-9620	jmisenthein@ci.albemarle.nc.us
4)				
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9)				
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11)				
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24)				
25)				
26)				
27)				
28)				

Print

Title – Pavement Maintenance Contract Approval

Description:

Attached are two informal contract bids for approval for the City's annual pavement maintenance plan.

The low bid contract for the micro-surfacing preservation was submitted by Boxley Materials Company in the amount of \$133,510.22.

The low bid contract for the 2" mill and resurface was submitted by CK Earnhardt & Son in the amount of \$189,404.94.

Copies of all bids are attached.

Is this item budgeted?

Yes

Fiscal Impact:

Money budgeted this year for street preservation was \$275,000.00.

\$137,500 : Micro-surfacing

\$137,500 : Mill & Fill

We plan to work with CK Earnhardt & Son and negotiate on the bid amount to keep the scope of work within budget.

Management Recommendation:

Approve low bids for each contractor.

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Micro_Bids.pdf	Micro-surfacing Blds
<input type="checkbox"/> Mill_Fill_Bids.pdf	Mill & Fill Bids

APPROVALS:

Date/Time:	Approval:	Department:	
4/15/2020 10:57 AM	Approved	City Clerk	



**CITY OF ALBEMARLE
PUBLIC WORKS DEPARTMENT**



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

MICROSURFACING

(Informal Bids to be received until Friday, March 13th, 2020 at 2:00 p.m.)

Street Name	TP	Begin Location	End Location	Length ft	Width ft	Sq/Ft
ARLINGTON	AV	HATHCOCK AV	COBLE AV	561	17	9537
ARMFIELD	AV	TE White Sr Dr	HILLSIDE LN	225	18	4050
BLANCHE	ST	GRAY ST	NORTH EAST CONNECTOR	1774	18	31932
COLUMBUS	ST	SHERWOOD AV	ELM ST	334	16	5344
DICK	ST	EASTWOOD DR	MONZA DR	646	18	11628
EASTWOOD PARK	CR	BADIN RD	POND ST	460	18	8280
EASTWOOD PARK	CR	POND ST	DICK ST	457	18	8226
EBEN	ST	HENNING DR	DEAD END	580	15	8700
FLEETWOOD	DR	DEAD END	CORVETTE ST	1137	18	20466
FLEETWOOD	DR	CORVETTE ST	MOSS SPRINGS RD	292	18	5256
FREEMAN	AV	MOSS SPRINGS RD	BUNN ST	440	17	7480
FREEMAN	AV	BUNN ST	SNOTHERLY ST	331	17	5627
GREENWOOD PARK	CR	GREENWOOD PARK CR	GREENWOOD PARK CR	1755	18	31590
GREENWOOD PARK	CR	PROSPECT CHURCH RD	GREENWOOD PARK CR	404	18	7272
HILL	ST	WISCASSETT ST	OAKWOOD AV	439	16	7024
LAKEVIEW	RD	WOODCROFT LN	MARWOOD LN	439	18	7902
LONG	ST	WISCASSETT ST	OAKWOOD AV	436	16	6976
MCLAUGHLIN	ST	WALL ST & SUMMIT AV	COLSTON ST	674	17	11458
MORROW	AV	MAIN ST	DUNLAP ST	1003	18	18054
SHERWOOD	AV	SALISBURY AV	COLUMBUS ST	818	17	13906
SNUGGS PARK	RD	MEADOWROCK DR	VALLEYVIEW DR	1035	18	18630
SNUGGS PARK	RD	CRESTVIEW DR	MEADOWROCK DR	92	18	1656
SPRINGHAVEN	CR	SPRINGHAVEN CR	LEE LYNN DR	2550	18	45900
SPRINGHAVEN	CR	LEE LYNN DR	SPRINGHAVEN CR	1948	18	35064
WOODHURST	LN	LAKEVIEW RD	DOGWOOD LN	1145	18	20610
ARBOR	WY	CUL DE SAC	HARVARD DR	1341	20	26820
				Total	Sq/Ft	379388

Unit price / Square Yards \$2.79 X 42,154.2 square yards = \$117,610.22

Mobilization = \$15,900.00

Total Bid = \$133,510.22

DATE: March 13, 2020

COMPANY: Boxley Materials Company

AUTHORIZED SIGNATURE: 

MAILING ADDRESS: 1678 Lawyers Road

Lynchburg, VA 24501

**Work is to be completed by June 30, 2020. No time extensions will be allowed.
Contract will be cancelled.**

CITY OF ALBEMARLE
PUBLIC WORKS DEPARTMENT



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

MICROSURFACING

(Informal Bids to be received until Friday, March 13th, 2020 at 2:00 p.m.)

Street Name	TP	Begin Location	End Location	Length h	Width h	Sq/Ft
ARLINGTON	AV	HATHCOCK AV	COBLE AV	561	17	9537
ARMFIELD	AV	TE White Sr Dr	HILLSIDE LN	225	18	4050
BLANCHE	ST	GRAY ST	NORTH EAST CONNECTOR	1774	18	31932
COLUMBUS	ST	SHERWOOD AV	ELM ST	334	16	5344
DICK	ST	EASTWOOD DR	MONZA DR	646	18	11628
EASTWOOD PARK	CR	BADIN RD	POND ST	460	18	8280
EASTWOOD PARK	CR	POND ST	DICK ST	457	18	8226
EBEN	ST	HENNING DR	DEAD END	580	15	8700
FLEETWOOD	DR	DEAD END	CORVETTE ST	1137	18	20466
FLEETWOOD	DR	CORVETTE ST	MOSS SPRINGS RD	292	18	5256
FREEMAN	AV	MOSS SPRINGS RD	BUNN ST	440	17	7480
FREEMAN	AV	BUNN ST	SNOTHERLY ST	331	17	5627
GREENWOOD PARK	CR	GREENWOOD PARK CR	GREENWOOD PARK CR	1755	18	31590
GREENWOOD PARK	CR	PROSPECT CHURCH RD	GREENWOOD PARK CR	404	18	7272
HILL	ST	WISCASSETT ST	OAKWOOD AV	439	16	7024
LAKEVIEW	RD	WOODCROFT LN	MARWOOD LN	439	18	7902
LONG	ST	WISCASSETT ST	OAKWOOD AV	436	16	6976
MCLAUGHLIN	ST	WALL ST & SUMMIT AV	COLSTON ST	674	17	11458
MORROW	AV	MAIN ST	DUNLAP ST	1003	18	18054
SHERWOOD	AV	SALISBURY AV	COLUMBUS ST	818	17	13906
SNUGGS PARK	RD	MEADOWROCK DR	VALLEYVIEW DR	1035	18	18630
SNUGGS PARK	RD	CRESTVIEW DR	MEADOWROCK DR	92	18	1656
SPRINGHAVEN	CR	SPRINGHAVEN CR	LEE LYNN DR	2550	18	45900
SPRINGHAVEN	CR	LEE LYNN DR	SPRINGHAVEN CR	1948	18	35064
WOODHURST	LN	LAKEVIEW RD	DOGWOOD LN	1145	18	20610
ARBOR	W Y	CUL DE SAC	HARVARD DR	1341	20	26820
				Total	Sq/Ft	379388

Unit price / Square Yards \$3.53 X 42,154.2 square yards = \$148,804.33
Mobilization = \$18,000
Total Bid = \$166,804.33

DATE: 3/12/2020

COMPANY: Slurry Pavers, Inc.

AUTHORIZED SIGNATURE: E. C. Dalry

MAILING ADDRESS: 3617 Nine Mile Road
Richmond, VA 23223

Work is to be completed by June 30, 2020. No time extensions will be allowed.
Contract will be cancelled.

CITY OF ALBEMARLE
PUBLIC WORKS DEPARTMENT



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

2" Mill & Fill

(Informal Bids to be received until Friday, March 13th, 2020 at 2:00 p.m.)

Street Name	TP	Begin Location	End Location	Length	Width	Sq/Ft
CENTER	St	BEG PVMT	THOMAS ST	203	15	3045
CRESTVIEW	DR	CRESTVIEW LN	WOODCREST LN	240	17	4080
EASTWOOD	DR	BADIN RD	MILTON DR	391	17	6647
FLAKE	ST	SUMMIT AV	THOMAS ST	338	16	5408
FOREST	AV	HOLLY AV	CEDAR AV	351	16	5616
JEFFERSON	AV	KINGSLEY DR	LOWDER ST	441	16	7056
LOWDER	ST	SEVENTH AV	THIRD AV	160	15	2400
LOWDER	ST	SECOND AV	SEVENTH AV	175	16	2800
LOWDER	ST	THIRD AV	GARFIELD AV	177	20	3540
MEADOW	ST	PALMER ST	COBLE AV	345	15	5175
POPLAR	ST	LOVE ST	LONG ST	392	15	5880
STANLY	ST	MAIN ST	CROWN POINT DR	341	16	5456
STOKER	TR	GURLEY ST	PARKER ST	647	16	10352
WILLIAMS	AV	LIBERTY AV	HATHCOCK AV	202	17	3434
WOLFE	AV	PARK RIDGE RD	MCCURDY AV	300	16	4800
SUNSET	AV	SECOND AV	THIRD AV	338	15	5070
SUNSET	AV	CHURCH ST & CONCORD (N.C. 73) RD	CHERRY ST	446	16	7136
ELMWOOD	AV	GURLEY ST	PARKER ST & LEFLER ST	702	17	11934
				Total	Sq/Ft	99829

2" Mill: Unit price / Square Yards 4.62 X 11,092 square yards = 51,245.04

2" Surface Asphalt Installed: Unit Price/Ton 113.19 X estimated 1210 tons = 136,959.90

Mobilization = 1,200.00

Total Bid = 189,404.94

DATE: March 12, 2020

COMPANY: C. K. Earnhardt & Son, Inc

AUTHORIZED SIGNATURE: _____

MAILING ADDRESS: 1906 Badin Road

Albemarle, NC 28001

Work is to be completed by June 30, 2019. No time extensions will be allowed.
Contract will be cancelled.

* Asphalt pricing is based on current NCDOT index for liquid asphalt (3/12/2020).

CITY OF ALBEMARLE
PUBLIC WORKS DEPARTMENT



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

2" Mill & Fill

(Informal Bids to be received until Friday, March 13th, 2020 at 2:00 p.m.)

Street Name	TP	Begin Location	End Location	Length	Width	Sq/Ft
CENTER	St	BEG PVMT	THOMAS ST	203	15	3045
CRESTVIEW	DR	CRESTVIEW LN	WOODCREST LN	240	17	4080
EASTWOOD	DR	BADIN RD	MILTON DR	391	17	6647
FLAKE	ST	SUMMIT AV	THOMAS ST	338	16	5408
FOREST	AV	HOLLY AV	CEDAR AV	351	16	5616
JEFFERSON	AV	KINGSLEY DR	LOWDER ST	441	16	7056
LOWDER	ST	SEVENTH AV	THIRD AV	160	15	2400
LOWDER	ST	SECOND AV	SEVENTH AV	175	16	2800
LOWDER	ST	THIRD AV	GARFIELD AV	177	20	3540
MEADOW	ST	PALMER ST	COBLE AV	345	15	5175
POPLAR	ST	LOVE ST	LONG ST	392	15	5880
STANLY	ST	MAIN ST	CROWN POINT DR	341	16	5456
STOKER	TR	GURLEY ST	PARKER ST	647	16	10352
WILLIAMS	AV	LIBERTY AV	HATHCOCK AV	202	17	3434
WOLFE	AV	PARK RIDGE RD	MCCURDY AV	300	16	4800
SUNSET	AV	SECOND AV	THIRD AV	338	15	5070
SUNSET	AV	CHURCH ST & CONCORD (N.C. 73) RD	CHERRY ST	446	16	7136
ELMWOOD	AV	GURLEY ST	PARKER ST & LEFLER ST	702	17	11934
				Total	Sq/Ft	99829

2" Mill: Unit price / Square Yards \$6.- X 11,092 square yards = \$66,552.-

2" Surface Asphalt Installed: Unit Price/Ton \$142 X estimated 1210 tons = \$171,820.-

Mobilization = \$9,500.-

Total Bid = \$247,872.-

DATE: 3/13/20

COMPANY: J.T. Russell & Sons, Inc.

AUTHORIZED SIGNATURE: Nick R. Timon

MAILING ADDRESS: P.O. Box 670, 221 Snuggs St.
Albemarle, NC 28001

Work is to be completed by June 30, 2019. No time extensions will be allowed.
Contract will be cancelled.

Print

Title – Approval of Public Housing's 5 Year Agency Plan and Proposed Policy Changes

Description:

At the March 2, 2020 City Council meeting, Interim Public Housing Director Garry Lewis presented the draft FY2020-FY2024 Five Year Agency Plan. The required public hearings were advertised and held on April 2nd to receive public comments on the agency plan and proposed policy changes. It is recommended that City Council approve Public Housing's FY2020-2024 Five Year Agency Action Plan and proposed policy changes for submittal to HUD.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> April 2020 City Council Memo- PH 5 Year Agency Plan Approval.docx	Memo- PH Agency Plan
<input type="checkbox"/> FY2020 CFP Annual Statement.doc	FY2020 Capital Fund Annual Statement

APPROVALS:

Date/Time:	Approval:	Department:	
4/15/2020 11:22 AM	Approved	City Clerk	
4/15/2020 11:23 AM	Approved	Administration	

P | 704.984.9580
F | 704.984.9582



www.albemarlenc.gov
PO Box 190
300 South Bell Avenue
Albemarle, NC 28002-0190

Public Housing Department

To: Nyki Hardy, Assistant City Manager
From: N. Lee Staton, Public Housing Director
Subject: FY2020-2024 Five Year Agency Plan

In a memo dated February 27, 2020, the Interim Public Housing Director, Garry Lewis, conveyed information to you regarding the FY2020-2024 Five Year Agency Plan, FY2020 Capital Fund and proposed updates, which included Public Housing/Housing Choice Voucher policy changes. The Five-Year PHA Plan describes the agency's mission and the long-term plan for achieving that mission over the subsequent five years. The information on the FY2020 Capital Fund Annual Statement detailed the awarded amount and intended expenses. The proposed changes to policy are to assess the housing needs of the community and identify resources available to assist in addressing those needs.

The Five Year Agency Plan was printed and the public was informed that the plan was available for review. The department published a notification of a public meeting in the newspaper and newsletter more than 45 days prior to the meeting to ensure residents, the public and partner agencies were informed. The date of the public hearing was advertised and scheduled for April 2, 2020, 10:00 a.m. at Amhurst Gardens and 2:00 p.m. at Elizabeth Heights. Prior to the public hearings, staff made provisions to address the Executive Orders and local ordinances put in place in response to COVID-19. Two residents showed up for the public hearing at Elizabeth Heights and no residents showed up for the public hearing at Amhurst Gardens.

Upon review of the proposed policy changes prior to the public hearing, it was noted that all but two revisions were already present in the current resident lease agreement. The only exceptions were to provide public housing preference for individuals referred by local transitional housing agencies and an increase in the fine for yard debris.

I am recommending approval of the FY2020-2024 Five Year Agency Action Plan and proposed policy changes to HUD.

Thank you

P | 704.984.9580
F | 704.984.9582



www.albemarlenc.gov
PO Box 190
300 South Bell Avenue
Albemarle, NC 28002-0190

Proposed Policy Changes:

Public Housing Preferences – Applicants referred to the Department of Public Housing by the local transitional housing agencies, Homes of Hope and Esther House, will receive public housing preference. Both agencies serve the homeless population in Albemarle and surrounding areas.

Public Housing – Increase the fine charged for failure to keep residents' yards debris-free from \$25 to \$50. This is being increased to hopefully spur residents to maintain yards.

Enclosures (1): FY2020 Capital Fund Annual Statement

Part I: Summary						
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550120 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2020 FFY of Grant Approval: 2020	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³	\$75,000.00				
3	1408 Management Improvements	\$5,000.00				
4	1410 Administration (may not exceed 10% of line 21)	\$5,000.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment – Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1480 General Capital Activity	\$457,581.00				
15	1485 Demolition					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities ⁴					
19a	1501 Collateralization or Debt Service paid by the PHA					
19b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
20	1502 Contingency (may not exceed 8% of line 21)					
21	Amount of Annual Grant: (sum of line 2 - 20)	\$542,581.00				
22	Amount of Line 21 Related to LBP Activities					
23	Amount of Line 21 Related to Section 504 Activities					
24	Amount of Line 21 Related to Security - Soft Costs					
25	Amount of Line 21 Related to Security - Hard Costs					

Part I: Summary					
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550120 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2020 FFY of Grant Approval: 2020
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
26	Amount of Line 21 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: City of Albemarle Department of Public Housing			Grant Type and Number Capital Fund Program Grant No: NC19P07550120 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2020		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Operations</u>							
PHA-Wide	Operations	1406	LS	\$75,000.00				
	Subtotal 1406			\$75,000.00				
	<u>Management Improvements</u>							
PHA-Wide	Computer software including purchase, installation and training	1408	LS	\$5,000.00				
	Subtotal 1408			\$5,000.00				
	<u>Administration</u>							
PHA-Wide	Portion of staff salary to supervise and administer CFP projects	1410	LS	\$5,000.00				
	Subtotal 1410			\$5,000.00				
	<u>General Capital Activity</u>							
PHA-Wide	A & E Fees	1480	LS	\$30,000.00				
PHA-Wide	Agency Plan	1480	LS	\$4,000.00				
	(Continued on following page)							

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: City of Albemarle Department of Public Housing			Grant Type and Number Capital Fund Program Grant No: NC19P07550120 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 2020		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>General Capital Activity(cont.)</u>							
PHA-Wide	Replace interior doors	1480	100 units	\$225,000.00				
PHA-Wide	Replace water heaters	1480	50 each	\$25,000.00				
PHA-Wide	Replace refrigerators (50) and stoves (50)	1480	100 each	\$42,500.00				
Amhurst Gardens	Replace chain-link fencing	1480	LS	\$25,000.00				
Amhurst Gardens	Playground improvements	1480	LS	\$10,000.00				
PHA-Wide	General landscaping including replacing sidewalks, correcting erosion and installing drainage	1480	LS	\$45,456.00				
PHA-Wide	Replace concrete steps leading to porches where needed	1480	LS	\$15,000.00				
PHA-Wide	Security Camera			11,625.00				
PHA-Wide	LED Street Lighting			24,000.00				
	Subtotal 1480			\$457,581.00				
	CFP Total			\$542,581.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: City of Albemarle Department of Public Housing				Federal FFY of Grant: 2020	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Print

Title – Albemarle Business Center Farming Lease

Description:

The City wishes to lease a portion of the land at the Albemarle Business Center for farming. Attached is a contract to with the Southland Timber Company. Inc. Farming the land keeps the developable areas clear and rental income is received.

When the land for the Albemarle Business Center was purchased it was being farmed for cotton and the City has allowed the farmer to continue. Also, it was beneficial to the City for the farmer to manage the land. After farming two more years, the existing farmer was not able to continue and was planning to have another farmer farm the land. As the planting and growing season was approaching there was uncertainty about the situation with the existing farmer.

Also, as the time to install infrastructure for the Albemarle Business Center is approaching, these farmers were made aware that their crops could be at risk as development took place. This could include a company wishing to buy and develop land. Ultimately, the existing farmer group decided it did not want to take on the risk related to development. The new farmer, Southland Timber Company, Inc. decided they could handle this risk and we are presenting a contract with them to farm the land for \$60 per acre. 150 acres will be farmed for a total lease of \$9,000 annually.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Draft Lease Agreement To Farm the ABC Land 2020-BAB_MFD_Edits.pdf	Lease Agreement to Farm ABC land

APPROVALS:

Date/Time:	Approval:	Department:	

LEASE AGREEMENT

This Lease Agreement hereinafter referred to as “Agreement” is by and between The City of Albemarle, hereinafter called the “City” and Southland Timber Company Inc., at PO Box 515 Norwood, NC 28128 hereinafter called the “Lessee”. City and Lessee may be referred to individually as a “party” or collectively as “parties” throughout this Agreement.

WHEREAS, the City of Albemarle acquired vacant land to build the Albemarle Business Center;

WHEREAS, the intent of Albemarle Business Center is to attract new business and industry that will create jobs, increase the tax base, and sell utilities: and

WHEREAS, the City has allowed farming on the vacant land intended to be used for the Albemarle Business Center while development and financing decisions and infrastructure installation are being finalized.

NOW THEREFORE, in consideration of the mutual benefits and covenants contained herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

I. Purpose.

This Lease Agreement is to lease to the Lessee approximately 150 acres of City land that is part of the 282 acre Albemarle Business Center shown in **Exhibit A**. The blue lines represent roads, the green lines represent sewer lines, the dashed black lines show area where land will be disturbed in the installation of utilities, and the red lines indicate property lines. The land to farm which has been previously cultivated is easily distinguished from the wooded and significantly sloped areas. Lessee shall only use the land during the 2020 cotton planting and harvesting season.

II. Term and Termination.

This Agreement begins on the date of execution by both parties and will continue until November 30, 2020 unless otherwise terminated or modified by either party to this Agreement by providing thirty (30) days prior written notice to the other party. In the event it is discovered that Lessee is utilizing the land in a manner not consistent with the privileges contained herein, the City may immediately terminate this lease without providing prior written notice.

III. Compensation.

The Lessee agrees to provide a payment to the City at \$60 per acre for its production and harvesting, totaling \$9,000. This sum is to be paid at the end of the Lease Agreement.

IV. General Provisions.

The Lessee will follow all Federal, State, and local laws and farming best practices including erosion control. The Lessee will not make significant modifications to the vegetation without written permission of the City Manager. However, Lessee may move brush or clear farm roads as needed to farm the land in accordance with this Agreement.

The City may need to clear part of the farm land, when necessary, to install improvements to the land for the purposes of constructing the Albemarle Business Center. Also, interested businesses may desire to investigate the land for purchase and development. In these cases, any crop disturbed will be a loss to the Lessee not the City. However, the lease value of the land disturbed, in such a way as to prevent the harvest of crops, will be reduced from the \$9,000 lease payment owed by Lessee.

The Lessee shall ensure that the City has access to the leased land from the entrance at US Bus. Hwy. 52 to the Henson Street entrance. The City will also have access around the periphery of the crops.

Should anyone, other than the City, disturb land farmed by the lessee, except for the reasons mentioned above, the Lessee may seek damages from the person creating the damage.

No modification, termination or surrender of this Agreement and no surrender of the premises or any part thereof or of any interest therein shall be valid or effective unless agreed to and accepted in writing by the duly authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Lease in duplicate original copies the day, month and year first above written.

By: _____
City Mayor, G. Ronnie Michael

By: _____
Southland Timber Company, Inc. Josh C. Amick

State of North Carolina
County of Stanly:

On this _____ day of _____, _____, before me personally appeared _____,

personally known to me or provided to me on the basis of satisfactory evidence to be the individual(s) whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in this capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public – State of North Carolina

Expires: _____

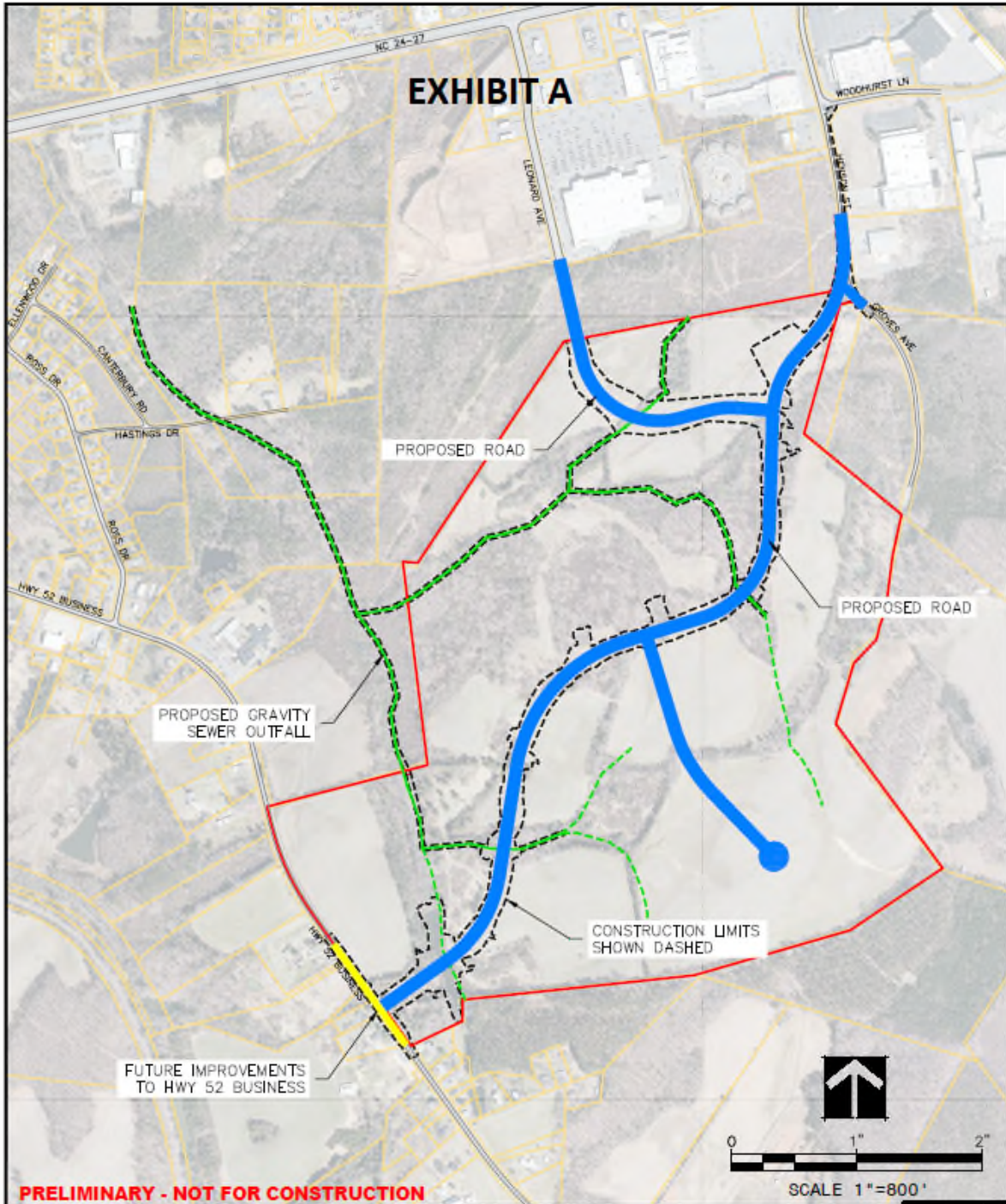
State of North Carolina
County of Stanly:

On this _____ day of _____, _____, before me personally appeared _____,

personally known to me or provided to me on the basis of satisfactory evidence to be the individual(s) whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in this capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public – State of North Carolina

Expires: _____



PRELIMINARY - NOT FOR CONSTRUCTION

Scale: 1" = 800'	 Chambers Engineering, PA 129 North First St., Albemarle, NC 28001 704-884-8427 NCBELS Firm License No. C-1660	Project Overview Layout for Planting	
Date: March 2020		Albemarle Business Center Albemarle, NC	
Drawn By: DRB		PROJECT NO: 2018-1170	
Checked By: SJS			

Print

Title – Cancel City Council Personnel Policy Workshop, Monday, April 27th at 6:00 p.m.

Description:

This workshop was scheduled previously. If City Council would like to cancel this meeting and reschedule when the coronavirus has subsided, it would not cause any issue for staff.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	

□

Print

Title – Consider Adoption of an Electronic Meeting Policy

Description:

The attached policy was drafted by City Attorney Britt Burch. The policy complies with the current NC General Statutes and would allow the City Council or any Council appointed Board or Committee to have members participate via electronic means under certain circumstances. In order to comply with current State law, a quorum would still need to be physically present in the established meeting location; however, the policy allows some members to have full participation in the meeting via electronic means. We believe this is a good policy as it will also be useful beyond the current situation, as board members often have legitimate conflicts and issues that prevent them from being physically present at a meeting.

The policy also establishes procedures for public notification and methods for participation when it is not possible to allow the public to physically attend a meeting. This is the type of situation we are currently dealing with and allows for an established process to allow meetings to proceed.

The one exception to the policy is that we cannot conduct any quasi-judicial proceedings in this manner. Interpretations of the current law are consistent in that quasi-judicial proceedings are excluded because of due process considerations. Board of Adjustment activities, as well as quasi-judicial proceedings that from time to time come before Council and the HRC, will need to be deferred or be conducted in a manner to allow participating board members and interested parties to be physically present. Fortunately, we do not have any issues pending at the Council level and nothing with the other affected boards that is critically urgent at the present time.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Electronic Meetings_DRAFT_BAB_edits4.15.docx	Draft Policy

APPROVALS:			
Date/Time:	Approval:	Department:	

Rules of Procedure

Electronic Meetings of Albemarle City Council and Appointed Boards

April 20, 2020 Version for Council Consideration

Pursuant to The North Carolina General Statutes §143.318.13, official meetings of public bodies, such as the City of Albemarle City Council (“City Council”), may take place by electronic means. It is the intent of the City Council to adopt these rules allowing for electronic City Council meetings and to allow for limited, electronic meetings of boards and committees that are appointed by the City Council. Appointed boards and committees are collectively referred to as “Boards” herein. These rules will also identify circumstances under which the public may participate in such meetings, electronically.

1. Applicability of Electronic Meeting Rules

These Rules of Procedure for Electronic Meetings (“Electronic Rules”) shall apply only to meetings of the City Council, and boards and committees appointed by the City Council. The Electronic Rules are supplemental to the rules of procedure already approved by the City Council for its meetings. Electronic Meetings can take place for any regular, special, or emergency meeting of the City Council and its appointed Boards.

2. Conditions Necessary for Electronic Meetings

Electronic meetings will only be permitted under limited circumstances. Council and board members will make every attempt to be physically present at their respective meetings. A member desiring to participate electronically, must first confirm with the Clerk, or her designee, that there is going to be a quorum physically present at the meeting and assert one of the following reasons for being physically unable to attend the meeting:

- a. Personal Illness or Disability;
- b. Employment purposes;
- c. Emergency Circumstances; or
- d. Any circumstance that makes it logistically impossible to attend.

3. Definition of Electronic Meetings

An Electronic Meeting is any meeting where one or more council or board members participate through telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties, or other similar means

that allows the members to hold a meeting without all members being physically present in the same room.

4. Quorum

Members present in person or electronically, shall be included in the calculation for determining if a quorum exists. If a member who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum present in person. Any member withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

5. Process of Opening the Meeting

Immediately prior to opening the meeting, the Mayor, Mayor Pro Tem, or other presiding officer/chairperson shall communicate with the member(s) who is (are) participating electronically and ensure that he/she/they is (are) prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Mayor, Mayor Pro Tem, or presiding officer/chairperson shall state which members are participating electronically.

6. Voting, Exclusions and Discussion

Members present for the meeting through electronic means are eligible to vote for items considered during the meeting. A member voting must indicate verbally with a “yes,” “no,” “yea,” “nay,” “or “abstain” (when that is permitted) such that the Clerk, or her designee, may record the vote. However, *quasi-judicial matters* cannot be deliberated or voted on via electronic means. *Quasi-judicial matters* can only be deliberated and voted on during in-person meetings where all parties are physically present.

Prior to taking a vote on any issue, the Mayor, Mayor Pro Tem, or other presiding officer/chairperson shall inquire of the member(s) participating electronically if he/she/they has (have) been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those members to make any comments they desire, if they chose to not avail themselves of the opportunity to discuss the matter before the vote.

However, it is the responsibility of the member to gain the attention of the Mayor or the presiding officer/chairperson in order to be recognized for discussion. A member attending through electronic means who withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before the board. If a member attending through electronic means becomes disconnected from the meeting, the member will not be counted as an affirmative or negative vote.

7. Electronic Participation by the Public

There may be circumstances which prevent the public from physically attending and commenting during meetings for City Council and/or its appointed Boards. Electronic participation and commenting, by members of the public, will be permitted under limited circumstances when any of the following entities declare that a state of emergency or a disaster exists in an area that includes the City of Albemarle: (1) the federal government of the United States of America; (2) the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by the North Carolina General Statutes; (3) Stanly County, North Carolina; or (4) the City of Albemarle, through the Mayor or other methods permitted by Chapter 32 of the Albemarle City Code.

The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affect the City of Albemarle. If no state of emergency or disaster exists, then electronic participation and commenting will not be used by members of the public. If electronic participation by the public is necessary, a public notice shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide the location of where a member of the public, member of the media, or others may listen to the meeting and participate in the meeting. Any notice provided may also be posted at City Hall and on the City of Albemarle's website and social media accounts, if possible.

Print

Title – Recommendation of Benefits Broker

Description:

The City recently conducted a Request for Proposal to invite submissions from firms with expertise and experience in providing Brokerage Services for Health Insurance and Employee Benefits.

We have been with the same broker for many years and much has changed in the industry and also with our needs during this time, so we felt it was appropriate to solicit proposals. The overall goal of this process was to identify a broker that could successfully manage both the City's self-funded health insurance programs as well as ancillary benefits programs providing a more strategic approach and consolidated enrollment process.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Benefits Broker Recommendation.pptx	Benefits Broker Recommendation - Process Review

APPROVALS:			
Date/Time:	Approval:	Department:	
4/13/2020 4:14 PM	Approved	City Clerk	
4/13/2020 4:14 PM	Approved	Administration	



Request for Proposal
Brokerage Services
for
Health Insurance and Employee Benefits



2/1/2020

City of Albemarle, North Carolina

PURPOSE OF THE RFP

- **Requested proposals (“RFP”)** from **interested consultants** to advise the City on medical plans, dental plans, and additional insurance plans (LTD, Life, Cafeteria plans, etc.) and to represent the City in finding, evaluating and negotiating with insurance providers.
- **Overall goal is to enter into a long-term relationship** to obtain brokerage services for health insurance and employee benefits in the **most efficient and cost effective manner** available.
- Compensation for broker services will primarily be through a combination of brokerage fees paid by the insurance carriers. The City will consider alternate fee proposals, including annual and additional service rates for comprehensive services. **Selection will not be based solely upon price.**

RFP PROCESS

TIME TABLE

Distribution of RFP	February 4, 2020
Submit names of representatives and questions	February 14, 2020
Response to questions	February 17, 2020
Proposal submission	February 28, 2020
Interviews with selected brokers	March 17, 2020
Final selection	March 31, 2020
Implementation	April 2020

Finalists

- 8 Proposals Received
- 4 Finalists Selected for Interviews



Interview Panel

Colleen Conroy, Finance Director

Jacob Weavil, Assistant Finance Director

Lisa Kiser, Parks and Recreation Director

Giovanni Svette, IS Analyst

Leslie Kinley, HR Analyst

Dana Chaney, HR Director

Interview Scores

Existing Brokers

- Score of 39



- Score of 66



New Brokers

- Score of 75



- Score of 79



*HR Director did not score finalists

What We Heard From You



- Greater Choice
- Enhanced Employee Education
- Intro of Benefits Technology
- Cost Management & Transparency
- Long Term Relationship / Partner
- Open Enrollment Consolidation
- Unbiased Professional Guidance
- Best Cost, Service, & Coverage



Strategic Initiatives



CURRENT STATE

- Self-funded Medical Plan
- Single PPO Option
- Multiple Ancillary Carriers
- Two Open Enrollments
- Paper Enrollment
- COVID-19



OPPORTUNITY

- Self-Funding and Cost Containment Assessment
- Dual Option Medical - HDHP
- Carrier Evaluation / Open Enrollment Consolidation
- ACA + Compliance Survey
- Technology & Benefits Administration Assessment
- Enhanced Voluntary Benefits Analysis



FUTURE STATE

- Captive Assessment
- Pharmacy Analysis
- Wellbeing Program that supports “Whole Employee”
- Medicare / Retirement readiness
- Fully engaged employees that understand their Total Compensation Package
- Transplant Carve-Out

Components of Wellbeing



References

Municipalities

- Southern Pines
- Siler City
- Huntersville
- Lenoir
- Danville, VA (City and Schools)
- Lexington, VA (City and Schools)
- Mount Holly, Aberdeen,
Wrightsville Beach, Pinehurst

Government

- McDowell County
- Johnston County
- Orange County
- Caldwell County Schools

Next Steps - Recommendation



April/Pending Council Approval

- Client Onboarding
- Goal Discussion
- Long-term benefits strategy
- Claims Review
- Wellness Strategy

April/May

- Market Review
- Financial Review
- Carrier Notification
- Enrollment Strategy



Print

Title – Designation of Voting Delegate for NCLM Annual Business Meeting

Description:

As Council is aware, the Annual Conference of the NCLM membership has been canceled. Like all other organizations, the NCLM is trying to find ways to move forward with needed business and work in the current environment. As a result, the Business Meeting typically held during the Annual Conference will be held electronically. This is the time when the City would designate a voting delegate. In the current situation, the voting delegate will vote electronically prior to the meeting with the result presented at the electronic meeting.

The City can designate one voting delegate and an alternate.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
-------	--------------

No Attachments Available	
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APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Introduction of New Public Housing Director

Description:

Lee Staton started as the new Public Housing Director on Monday, March 30, 2020.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> News Release - Public Housing Director N. Lee Staton.pdf	New Release

APPROVALS:

Date/Time:	Approval:	Department:	
4/13/2020 3:56 PM	Approved	City Clerk	
4/14/2020 2:08 PM	Approved	Administration	



News Release – Public Housing Director N. Lee Staton

Post Date: 3/20/2020

NEWS RELEASE

March 20, 2020



City of Albemarle City Manager Michael Ferris announces the hiring of N. Lee Staton as the City's new Public Housing Director. Mr. Staton will begin his duties for the City of Albemarle on Monday, March 30th.

Mr. Staton comes to the City of Albemarle from Greensboro with years of housing experience. He was employed by the Greensboro Housing Authority, where he rose through the organization from a property manager to Vice President of Operations. He also worked for the City of Greensboro as a Fair Housing Investigator/Administrator in the Human Relations Department. Prior to joining the City of Albemarle, he served as the Executive Director of Mustard Seed Community Health, a non-profit that provided integrated care to those in our community who could not afford medical insurance or were underinsured. He also served as Chief Executive Officer of the Salvation Army Boys & Girls Clubs of Greater Greensboro, establishing effective policies and procedures for the organization, managing and mentoring staff, and raising awareness of its mission and work in the community. He has additional work experience with Guilford County Schools and Guilford County Department of Social Services. He is a Certified Management Executive (CME) administrator, and an energetic problem-solver who envisions smart solutions and executes with urgency across all levels.



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Born and raised most of his life in Greensboro, he attended N.C. State in Raleigh, NC and Morehouse College in Atlanta, GA before graduating from the University of North Carolina at Greensboro with a Bachelor of Science in Human Development & Family Studies, minor in Social Work, and a Master of Public Administration (MPA).

Mr. Staton is a veteran of the United States Navy. He is an avid golfer, active member of the Tau Omega Chapter of Omega Psi Phi Fraternity, and was previously involved in numerous other community service organizations and volunteer endeavors, including Florence Memorial Lodge #719, Big Brothers & Big Sisters of the Piedmont, Well-Spring, Court Watch of North Carolina, and Communities in Schools.

Mr. Staton was selected after an extensive search and review process that included an assessment panel of City Staff members, and a resident of the City's Public Housing neighborhood.

City Manager Michael Ferris said "We are excited to have Mr. Staton coming on board and joining our organization. Not only does he have significant experience in public housing, but he has demonstrated a strong commitment to helping individuals take advantage of resources to assist them in moving forward with a productive life. We are in the midst of many exciting projects as a City and within the Public Housing Team, and look forward to him joining and leading the team."

For immediate release.

For additional information please contact:

Michael Ferris – (704) 984-9410

Print

Title – If April 27 Session is Canceled, Next Regular Meeting will be Monday, May 4 at 7:00 p.m.

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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