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Regular Meeting
Tuesday, September 8, 2020
7:00 PM
Council Chambers
Meeting Agenda

Call Meeting To Order:

1. Mayor Michael

Invocation:

2. Mayor Michael

Special Presentations:

3. CALEA Accreditation Award

Approval Of Minutes:

4. Consider Approval of the August 10, 2020 Regular and Closed Meeting Minutes

Public Hearings:

5. Major Subdivision Request 20-02 - Preliminary Plat Approval for Knollwood Park Major Subdivision

Agenda Adjustments:

Announced Delegations:

6. Mr. Paul Peters - To Discuss the Nehemiah Project
7. Mr. Bob Garmon of Garmon Mechanical - To Discuss Traffic Flow Issues at Business Locations

Unannounced Delegations:

Administrative Reports:

8. Jay Voyles, Development Coordination Specialist - To Provide an Update on the 2020 Census
9. Adam Kiker, LKC Engineering - Consideration of a Resolution for State Revolving Loan Funding Application for the Wastewater Treatment Plant

Municipal Calendar:

10. Municipal Calendar

Consent Agenda:

11. Ordinance 20-21 - Budget Amendments
12. Ordinance 20-22 - To Create a Three-Way Stop Intersection at Montgomery Avenue and North Second Street.

13. Resolution to Adopt Employee Handbook
14. Public Housing Department Write Offs FY 19-20
15. Consider Approval of Tour De Elvis Cycle Tour
16. Information - HRC Ordinance & Guidelines
17. Information - Food Truck Fridays at City Lake Park
18. Reminder - Webinar: Festivals & Events - What will they Look Like in the Future?

Unfinished Business:

19. Traffic Study in South Albemarle Area

New Business:

20. Consider Payment in Lieu of Assessment for a Sewer Line Installation on Sibley Street
21. Consider Appointments to Boards & Commissions
22. Consider Replacement on the Stanly County Convention & Visitor's Bureau
23. Ribbon Cutting Activities for New Police Headquarters
24. Discussion of Neighborhood Theatre
25. Consider a Closed Session Pursuant to N.C.G.S. 143-318.11(a) (3), (4), (5), & (6) - Consult with the City Attorney, Economic Development, Real Estate, and Personnel

Adjournment:

26. Adjourn until Monday, September 21, 2020 at 7:00 pm

Print

Title – Mayor Michael

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Title – Mayor Michael

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Title – CALEA Accreditation Award

Description:

On Friday, July 31st, 2020, the Albemarle Police Department was awarded its 9th CALEA Law Enforcement Accreditation Award with Excellence. The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) is dedicated to the development and maintenance of critical law enforcement standards. These constitutionally grounded and portable sets of standards are structured to complement the needs of the public while also providing a foundational blueprint to support public safety agencies in the voluntary pursuit of excellence through accreditation. Governed by a 21-member commission composed of public safety leaders, state and local elected officials, judicial officials, state and local government officials, and other subject matter experts, CALEA ensures its standards dynamically consider changes in the professional environment. This includes consideration for legal findings and updates, case law, emerging evidence-based practices and research, technological advancements, and the importance of ongoing community engagement. A total of 484 standards were met in this site-based assessment.

This award could not have been possible without the hard work and determination from all the officers and staff working for the Albemarle Police Department.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	
8/31/2020 8:56 AM	Approved	City Clerk	
8/31/2020 8:56 AM	Approved	Administration	

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Title – Consider Approval of the August 10, 2020 Regular and Closed Meeting Minutes

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> August_10_2020_REGULAR.docx	August 10 regular

APPROVALS:

Date/Time:	Approval:	Department:	
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REGULAR MEETING CITY COUNCIL

August 10, 2020

The City Council of the City of Albemarle met in a regular session on Monday, August 10, 2020 at 6:00 p.m. in the Council Chambers of City Hall. Mayor Ronnie Michael presided, and the following members were present, to-wit: Mayor Pro Tempore Martha Sue Hall and Councilmembers Bill Aldridge, Chris Bramlett, Martha E. Hughes, Dexter Townsend, Chris Whitley, and Shirley E. Lowder.

Mayor Michael called the meeting to order.

The Mayor gave the invocation.

Upon a motion by Councilmember Townsend, seconded by Councilmember Hall, unanimously carried, the minutes from the July 13 regular and July 14 adjourned and closed meetings as submitted were approved.

ANNOUNCED DELEGATIONS

Dr. Eric Johnsen - Candidate for Political Office

Councilmember Aldridge requested this item be placed on the agenda. Dr. Johnsen is a candidate for the Stanly County Board of Commissioners.

Dr. Johnson introduced himself as an unaffiliated candidate for District 5 for Stanly County Commissioner. He stated that as a new, unknown candidate he came with the intention of letting people know about his candidacy. He is a local retired family doctor, having worked in hospital, nursing home, and private practice settings here for a number of years. He is a Vietnam War veteran and a member of Central United Methodist Church. He has been on a number of local boards over the years, including the Stanly County YMCA board.

Council thanked him for his remarks.

ADMINISTRATIVE REPORTS

Adam Kiker, LKC Engineering – Discussion of Needed Concrete Repairs at US Highway 52 Water Treatment Plant

Council received a memo from Mr. Kiker before the meeting regarding issues the City is experiencing with concrete work performed as part of the US Highway 52 Water Treatment Plant rehabilitation project. In sum, Mr. Kiker stated that LKC conducted an investigation beginning in 2018 after cracks were starting to appear in the recently poured concrete. They underwrote a lab analysis of core samples of the 1949-era cement to investigate the issue in 2019. After rounds of analysis and meetings with the subcontractor and lab experts, LKC determined that the subcontractor incorrectly used the cement substitute product resulting in the cracks in the cement soon after the job was completed. However, it was also discovered the original 1949 concrete is deteriorating and portions need to be removed prior to reapplication of new concrete. Had this issue been discovered during construction, the cost related to the repair of the 1949 concrete would have been a change order to the City's contract and therefore paid by the City.

Staff is proposing that Council authorize the City to pay for work that would have been included in a change order had the issue been discovered at the time of the project. All other costs of the repair work will be borne by contractors. The City Manager proposes paying for the City's share of the work from retained earnings in the Water and Sewer Fund. Mr. Kiker anticipates the cost to City on the high end to be approximately \$77,000, but is hopeful that the final cost to the City will be less. The City would pay based on actual time and materials for the work.

Mr. Kiker answered questions posed by the Mayor and Council. Questions and answers included:

- What is the definition of "removing" the cement for LKC? The removal process would not go all the way down to the original cement. It would be a more precise method which would vary from location to location of the area to be repaired.
- Will a test be used to tell what's underneath the more recent, damaged cement before removal occurred? Yes.
- Did the subcontractor use the cement that was specified in the bid process? No they did not – they used a substitute. Did LKC approve the cement substitute that was used? Yes, but that does not absolve the subcontractor from accountability.
- If the subcontractor had used the specified concrete product, would there be this problem now? From LKC's perspective, it is not clear whether this problem would have occurred if the originally intended product was used.
- What product will be used for the repair work? Plain concrete.
- Is the City's estimated portion of the cost coming from project funds or general funds? Funds will be taken from the Water/Sewer fund since the project is now closed out.
- Should the City inquire with its insurer whether there is liability coverage for this? Or consult with a bond insurer? Per LKC, the real source of the problem is that the concrete poured in 1949 was of poor quality, and so it would be unlikely that an insurer would agree to pay out.

A budget amendment will be prepared and presented for Council's consideration at the following meeting, but authorization to proceed is needed to begin this repair work so City staff can safely access and utilize these areas of the WTP.

Upon a motion by Councilmember Hughes, seconded by Councilmember Whitley, and carried with a vote of 5 members for and 2 against, Council authorized the City and LKC Engineering to

proceed with the repair project at the Highway 52 Water Treatment Plant. Council members voting in favor of the motion included Hughes, Whitley, Hall, Aldridge and Townsend. Voting against the motion were Council members Bramlett and Lowder.

Adam Kiker, LKC Engineering – To Discuss Improvement Options for Wastewater Treatment Plant (WWTP)

At the June 1st, 2020 meeting, Mr. Kiker reviewed the current project path for addressing SOC (Special Order By Consent) issues at the WWTP and discussed the possibility of converting the treatment process to a fine bubbler system for enhanced treatment and providing for storage at the facility. The presentation on the WWTP upgrade was a continuation of the discussion from June 1st regarding the bubbler system. The motivation for the project is to implement a comprehensive rehabilitation project that significantly lowers the risk of non-compliant events due to high flows and low influent loading. The total project budget is estimated at \$16,782,000.

A major scope item of the project is the aeration process conversion to fine bubble diffusion, versus the floating aerators used currently. Fine bubble diffusion is the preferred method of wastewater aeration used over the past two decades. It is widely implemented at wastewater plants all around Albemarle. LKC has designed fine bubble diffusion systems in Hoke County, Chadbourn, Raeford, Franklin County, Nags Head, and Raeford. Prior to starting LKC, Adam also designed the system at the Moore County plant.

On August 5th, 2020 Public Utilities employees Shaun Whitley and Brandon Plyler accompanied LKC staff to visit the Hoke County and Moore County plants to see how the systems operate. The benefits of converting the Albemarle aeration process are as follows:

1. It gives the treatment process the ability to treat a broader range of influent flows and strengths and maintain compliance versus the current system.
2. It is a more operator-friendly solution, with all electrical and mechanical components inside a building versus floating in the basins.
3. The fine bubble diffusion system will significantly reduce the energy consumption at the plant, saving an estimated \$180,000 annually in direct electrical cost to the sewer plant.
4. The new aeration system only requires two of the four aeration basins to properly treat the wastewater, allowing for the other two basins to be converted to equalization basins. This provides 8,000,000 gallons of volume to buffer peak flow events.

The proposed project includes changes that will address the electrical issues at the plant and the intent of the 2013 report by Southeastern Consulting Engineers. LKC worked with Southeastern when developing the scope for this project.

The project scope also includes other important upgrades to help the plant maintain compliance. It features two new clarifiers that will replace two of the older clarifiers. It also features a Supervisory Control and Data Acquisition system (SCADA) that will give the operators monitoring and control capabilities of the critical processes.

The project is a good candidate for Clean Water State Revolving Funds, and the next round of applications are due on September 30th, 2020. (CWSRF is the same program used for Phases 1, 2, and 3 of the I&I projects.)

Mr. Whitley came in front of Council to answer questions about the proposed work along with Mr. Kiker. The discussion is summarized as follows:

- With the proposed bubble diffusion improvement project, would that be a new build including new concrete pouring? No – the proposed project would be a retrofit, not new construction.
- Would this proposed work be an extension of earlier projects done? No – the earlier work done will remain untouched. This proposed project would be for a different area/function of the plant.
- Per Mr. Whitley, based upon his visit to the Moore County water treatment plant, there is low maintenance on the bubble diffusion system. Replacement heads are needed about every 20 years.
- Per a question about average frequency of boat trips needed with the current aeration system, Mr. Whitley replied that for the 24 aerators, they need to go out in a boat to fix/clean on average once a month. They go out about 12 times a year to replace aerator motors.

Council agreed that Mr. Kiker should move forward with seeking funding for the proposed rehabilitation project as discussed by Mr. Kiker and LKC Engineering in this and the June 1st Council meetings.

Adam Kiker, LKC Engineering – Change Order #4 (Deduct), Phase II Contract II

This item is being presented for Council consideration of a final change order for DH Griffin's contract. This is a reconciliation of the contract quantities versus what was actually installed. For unit priced contracts like this, when the contract is completed, a final adjusting change order is required to reconcile any discrepancies between the quantities of the contract and the quantities of work performed. The change order is a net deduct to the contract amount of \$41,219.45.

The Sanitary Sewer Rehab, Phase 2 project is completed, including the work at the wastewater treatment plant. All systems are operating as intended, and final closeout documents with the contractors and the funding agency are being prepared. The project is completed with \$182,362 remaining in contingency. The City is working with LKC to identify need eligible items at the wastewater treatment plant to use the remaining contingency. Otherwise, the final loan will be reduced by \$182,362.

Mr. Kiker took questions from Council and addressed them as follows:

- Based on this project about how many elevated sewer pipes were there? There were two pipes between the WWTP and Uwharrie Commons, plus two more elsewhere.
- Are the pipes in the creek now buried? LKC has changed out and buried most of them.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Hughes, unanimously carried, Council approved Change Order #4, Phase II, Contract II for the wastewater treatment plant.

Departmental Monthly Reports

The Mayor and Council received July 2020 monthly departmental reports prior to the meeting. The Mayor asked if any Council members had any questions or comments about the reports.

Update on CARES Funding

Assistant City Manager Nyki Hardy presented the update and distributed hard copies of the presentation to Council. The North Carolina General Assembly appropriated \$300 million in Coronavirus Relief Funding (CRF) to assist counties and municipalities with COVID-19 expenses. Session Law 2020-80 requires counties to allocate 25% of the county's CRF funding to municipalities within the county. Stanly County received a total allocation of \$2,490,810 and has to allocate at least \$622,702 to its municipalities based on population. Albemarle's portion of this allocation is \$330,943.08.

The City is required to submit a spending plan for the \$330K to the county by August 31, 2020. CRF funds may be used for:

- Medical needs including the COVID-19 related expenses of public hospitals and clinics, including testing;
- Public health needs, such as personal protective equipment and other medical supplies, as well as the cost of cleaning public areas and facilities such as nursing homes;
- Payroll expenses for public safety or health-care employees dedicated to responding to the COVID-19 emergency; and
- Expenses to protect public health, including teleworking, distance learning, food delivery, paid leave for public employees, expenses for maintaining prisons, and protecting the homeless population.

Ms. Hardy presented an explanation of the reimbursable categories allowed under Session Law 2020-80 and answered questions from Council about them.

Currently, the City has drafted a plan and it was reviewed by the City Attorney. The expectation is that the plan will be submitted to Stanly County by August 20, 2020. At a later date, staff will provide more details which will include a budget amendment to receive and allocate the city's CRF. The funds have to be spent by December 30, 2020 and the plan is amendable.

Other questions posed by Council, and Ms. Hardy's responses are as follows:

- How many staff have been affected directly by COVID19 so far, whether being sick themselves with it or impacted by daycare issues? The number is not currently available but staff will follow up with Council on this. In terms of expenses related to COVID19, the city has spent \$35,000 on COVID19 employee leave thus far, and estimates that approximately \$69,000 will be spent by December 2020.
- There currently are 6 delinquent accounts in Public Housing – is that due to COVID19? And if so, the City can evict them? Staff will follow up with Council on this item also, but reminded Council that the City's Public Housing Department already has received CARES Act funding.

Council is not required to approve the plan, but will be required to approve the budget amendment once funds are received. The Council has previously provided the City Manager the authority to make necessary decisions concerning COVID issues. The plan submitted by the City will be within the parameters outlined above.

Presentation of Middle School Academic Enhancement Program

In lieu of Parks & Recreation Department Community Programs Supervisor Brent Kirven, who could not attend the meeting, City Manager Michael J. Ferris provided an overview of a new Middle School Academic Program at the EE Waddell Community Center.

Due to COVID-19 health and safety precautions, 5-12th grade students' education will continue to be delivered in non-traditional ways. A major concern of the current academic delivery model is that some students will fall behind academically due to a lack of resources and academic support. In order to support Albemarle students and families, Parks & Recreation plans to implement an Academic Enhancement Program. This program will support middle school students by providing a safe, structured, and supervised learning environment with the technology necessary to support on-line learning.

Children will be split between morning and afternoon sessions to fall in line with social distancing measures, with a maximum enrollment of 15 children per session. Up to 60 children expect to be served by this program during "off" school weeks.

Mr. Ferris took questions/comments from Council and addressed them as follows:

- Is Ordinance 20-20 which Council is considering tonight related to this program? Yes – that is a portion of the resources needed to implement this program.
- Councilmember Bramlett thanked the City for this program and said he was grateful that they are implementing it. The City Manager noted that this program was the idea of Parks and Recreation Director Lisa Kiser.

MUNICIPAL CALENDAR

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

CONSENT AGENDA

The Mayor asked if Council wanted to move any items on the consent agenda. Councilmember Bramlett encouraged his fellow Council members to move forward on the Alleyway Project. Mayor Pro Tem Hall requested that the performance incentive agreement for Quality Enclosures, Inc. be taken out of consent agenda consideration.

Ordinance 20-20 – To Appropriate Grants Funds Received in Parks and Recreation

The Parks & Recreation Department received grant funds from Stanly County Community Foundation for "Bridging the Educational Technology Divide" in June 2020. An amendment

is needed to appropriate the funds in the current year. The grant is in the amount of \$2,000 and will be used to purchase Chromebooks at the EE Waddell Community Center.

[Ordinance 20-20 – To Appropriate Grants Funds Received in Parks and Recreation]

Consider Street Closures for 2020 Autumn Extravaganza

The 2020 Autumn Extravaganza will take place October 29-31, 2020. Thursday, October 29th will be the annual Fall Festival, Costume Parade, and Costume Contest; Friday, October 30th will be Friday Fright Night that will feature a haunted 5K run/walk, and History Center Ghost Tours; Saturday, October 31 will be the Saturday Street Festival that will begin with a craft fair at the Farmer's Market and will feature the Carolina Soul Band performing at the Street Festival.

Consider Street Closures for Tour De Elvis 5K

The 11th Tour De Elvis 5K will take place on Friday, September 11th, 2020 at 7:00 pm. The proceeds from this run help with improvements and maintenance of the Roger F Snyder Greenway Fund.

Road Closure request: Depot St from Salisbury Ave to CB Crook.

Alleyway Project

At the July 13th, 2020 Council meeting, Council approved pedestrian only access for the alleyway project, contingent on receiving information from business owner located in the general vicinity, regarding where they receive deliveries and the impact the pedestrian only alleyway may have on their deliveries. Staff provided business owners with the alleyway presentation given to City Council. Council was provided with a list of the business owners that staff spoke with and their comments related to deliveries. The comments were overwhelming supportive and favorable for the pedestrian only alleyway. Staff recommends Council's full approval to move forward with this project. A professional design will be presented to Council later this calendar year.

Adoption of FY21 Budget Calendar

Council recently completed a poll to assist with developing the FY21 budget calendar. Based on that poll, staff provided Council a draft budget calendar prior to the meeting for its consideration. The City is partnering with CCOG again this year to plan the Fall and Winter strategic planning sessions. If staff later determines that some dates are not needed, we will make those adjustments and communicate to Council.

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

- Ordinance 20-20 to appropriate grant funds received by Parks and Recreation;
- Street closures for the Autumn Extravaganza;
- Street closures for Tour De Elvis 5K;

- Authorization to move forward with the Alleyway Project;
- Adoption of the FY2020-21 budget calendar.

Execution of Performance Incentive Agreement with Quality Enclosures, Inc.

The City previously approved the incentive and performance package for the Quality Enclosure business location and investment. Quality Enclosures has been delayed in their plans and also has had some organizational changes. We have now received an executed copy from Quality Enclosures and would like the final agreement confirmed by Council.

Mayor Pro Tem Hall commented that there have been changes made to the agreement about which Council should be aware.

Upon a motion by Councilmember Hall, seconded by Councilmember Bramlett, unanimously carried, Council authorized the City Manager to sign the performance incentive agreement with Quality Enclosures, Inc.

UNFINISHED BUSINESS

Consider Bid for SCBA Equipment in the Fire Department

This item was held over from the July 13th and July 14th, 2020 meetings for outside opinions and comments concerning the legalities of not accepting the low bid and moving to potentially the 2nd or 3rd bids, as well as to gather more information regarding the rules and requirements from the granting agency.

City Attorney Britt Burch came in front of Council to present her latest findings and summarize her legal opinion based on this new information, which was provided to Council as part of the agenda package for the meeting. Ms. Burch still is recommending that Council accept the lowest bidder, American Blazemasters, for the SCBA equipment in order to preserve the opportunity for future federal funding for the Albemarle Fire Department and remain within the legal parameters set forth in the General Statutes.

Various Council members provided comments prior to calling a motion. Mayor Pro Tem Hall first noted that she was not happy with the process in which Council has been engaged to consider this bid. She recommended in the future that City departments should make sure they are covering the scope of the work or service or product before sending out the bid solicitation, and investigate potential bidders. City staff responded by ensuring Council that this was done in this case with the committee formed in the Fire Department, and that their position in this bid process should be considered.

Councilmember Townsend concurred with Mayor Pro Tem Hall's recommendation. The Albemarle Fire Department committee did a lot regarding this bidding process, and he is not willing to put firefighters' lives at risk. Councilmember Aldridge also concurred with Mayor Pro Tem Hall's recommendation. To him the evaluation process for this equipment has been muddied. Per the

Albemarle Fire Department committee all bidders' equipment met the safety specifications. However there is a need to provide safety equipment for the firefighters. In addition Councilmember Townsend remarked that the Fire Department is saying that the low bid SCBA equipment is low tech. It is not always better to go with the cheapest equipment. Councilmember Whitley agreed with Councilmember Townsend and wondered what could have been done to avoid this dilemma. He is concerned about the risk of litigation and loss of grant funding should Council decide to approve a higher bid.

The Mayor called for a motion. Upon a motion by Councilmember Aldridge, seconded by Councilmember Hughes, and carried with a vote of 5 members for and 2 against, Council approved the **low** bid for SCBA equipment from American Blazemasters. Council members voting in favor were Aldridge, Hughes, Lowder, Bramlett, and Whitley. Voting against the motion were Mayor Pro Tem Hall and Councilmember Townsend.

Traffic Information for Montgomery Avenue and North Second Street Intersection

At the July 13th meeting, Council heard a request from Mr. John Williams to create a 3-way stop intersection at Montgomery Avenue and North Second Street. The intersection is currently a stop intersection on Montgomery Avenue with North Second as the through street. Previously, the intersection was controlled by a traffic signal. Prior to making a determination on this request, it was noted that information about traffic volume, speed, and accident history should be gathered.

Police Chief David Dulin and Public Works Director Ross Holshouser came in front of Council to provide summaries of their research on the intersection and to answer any questions Council had.

Council received a Police traffic report of the intersection prior to the meeting. Based on that report, accident history does not seem to indicate an issue with the safety of the intersection as currently configured and the description of each of the 5 reported accidents in the vicinity of the intersection are detailed by Chief Dulin. Public Works Director Ross Holshouser has reviewed the current and potential intersection configurations with the Manual on Uniform Traffic Controls Device (MUTCD). Whether it remains the same or changes, alternations are necessary, with either option being fairly straightforward to address.

Council had a discussion and asked questions as follows:

- Why did the traffic light come down in the first place? There was a microburst in 2013 and that Council voted to permanently take down the traffic light due to the change in pedestrian traffic. The middle school had moved and so at the time there was no impetus to put it back up.
- Should the left turning lane on North Second Street be taken out? Per Mr. Holshouser, if Mr. William's request to have on street parking in that vicinity is approved, then it would alleviate some of the confusion that turn lane has caused. The road is wide enough for parking on both sides.
- What would be better: a 3-way stop or a traffic signal? Staff's recommendation would be no stop light but a 3-way stop with flashing lights.

Upon a motion by Councilmember Hughes, seconded by Councilmember Aldridge, unanimously carried, Council approved the drafting of an Ordinance to create a 3-way stop configuration including flashing lights and on-street parking on North Second Street to be installed at the intersection of North Second Street and Montgomery Avenue.

NEW BUSINESS

Discussion of City of Albemarle Employee Handbook

Council was presented with information on a new Employee Handbook during a workshop on July 14th, 2020. It is recommended that the City's existing Personnel Policy document be revised to ensure compliance with most recent employment law, simplify processes, and build a foundation to support positive partnerships between employees at all levels.

Council requested additional information on both the proposed rehire/reinstatement policy and residency policy. This information was provided by email on Monday, August 3rd, 2020. HR Director Dana Chaney presented the Council survey results regarding the few pending items and answered any further questions Council had on the draft policy handbook.

For the rehire/reinstatement policy impact on 6 employees coming back to the City of Albemarle, Ms. Chaney walked through the costs associated with that with Council.

Upon a motion by Councilmember Hall, seconded by Councilmember Bramlett, unanimously carried, Council approved the rehire/reinstatement policy and for the policy to be applied to all applicable employees moving forward (prospectively) allowing for the employees to retain their tenure based leave accumulation rates and to be eligible for longevity pay based on the date of original hire.

Ms. Chaney then distributed a handout with 5 residency statement options to Council. The options are the same as provided in an August 3rd Council survey. Ms. Chaney noted that there are challenges now to hiring employees who don't meet the current City residency requirement, providing at least 3 recent examples of how the City lost qualified candidates for different positions due to the residency requirement. Additionally, she noted that the current hiring outlook for the City is hampered by relocation issues, where a number of qualified candidates live outside the county and are settled and would expect relocation costs to be paid in order to accept a City position.

For the residency statement options, based on the August 3rd survey, the majority of Council members voted for residency statement option #4.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Townsend, unanimously carried, Council approved new residency statement option #4.

For the employee handbook as whole, a few members noted that they either had contacted Ms. Chaney about proposed changes or noted them in meeting as follows:

- Councilmember Bramlett noted changes or asked for clarification on the following pages:
 - Page 8: The statement in item #4 of “Administration and Maintenance” subsection regarding new permanent positions being established in Human Resources is incorrect and should be amended.
 - Page 12: the City Attorney should just be listed as a position with no name attached.
 - Page 18: there should be a statement included that sexual harassment will not be tolerated among employees of the same level or rank (co-workers).
 - Page 19: suggestion to add in CBD use warning, however Ms. Chaney noted that it is current practice to have employees divulge any possible substances used prior to taking the test.
 - Page 33:
 - § Is longevity pay included in the salary listings? Per Ms. Chaney, no.
 - § For the definition of a work week, the City should be more specific than a.m. and p.m. shift cycles. Maybe use noon and midnight instead?
 - Page 35: For overnight travel away from home, if travel is for a number of days, does the City pay the equivalent of a workday for all days? That should be clarified.
- Mayor suggested changes:
 - Page 55: Amend the language for the special separation allowance for police to be in line with state law.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Hall, unanimously carried, Council adopted the updated/revised employee handbook with all changes noted above.

Purchase New Special Response Team Bulletproof Vest with Reserve Drug Funds

Members of the Special Response Team (SRT) in the Police Department have bulletproof vests that expire in 2020. The bulletproof vest for SRT members are much thicker and can stop larger rounds from penetrating the vest compared to the standard bulletproof vest. The thickness and stopping capacity of the SRT bulletproof vest drives the price up as well. We have 10 SRT members that need a new vest and the department wants to use drug funds to pay for those items.

Each time a law enforcement agency makes an arrest and money is seized, the money is sent to the federal government. Depending on the disposition of the case, the agency(s) could get an 80% reimbursement. The Albemarle Police Department has a total of \$63,515.40 from reimbursements from the federal government, and that money is been kept in an account.

The agency is desiring to purchase the following protective equipment for the SRT Members:

1. 10x Bulletproof Vest = \$14,800.00
2. 10x Rifle Plates = \$4,950.00

3. 10x Operator Helmets = \$6,450.00

4. 10x Communication Headsets = \$6,300.00

These four items total \$32,500.00 that we propose spending out of the Reserve Drug Fund Rollover. If approved, a budget amendment will be drafted for Council's consideration.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Aldridge, unanimously carried, Council approved the purchase of new Special Response Team bulletproof vests as itemized above with reserve drug funds. A Budget Amendment will be drafted to utilize these funds.

Consider Additional Measures to Assist Utility Customers

As has been reported, The Governor's Executive Order prohibiting utility disconnections has expired. The City obviously is in the business of helping our community, which is the reason the City of Albemarle voluntarily suspended utility disconnections before the Governor's Order existed. While we want to continue to help where we can, we do have a business to operate and all utility customers to keep in mind.

Staff is proposing resetting the number of utility extension available to customers. Customers are typically provided 4 extensions in any 12-month period. We are proposing resetting all customer extensions to allow for up to 4 extensions from this time forward. Essentially, all customers will begin fresh with a full year's worth of extensions.

Upon a motion by Councilmember Hall, seconded by Councilmember Hughes, unanimously carried, Council authorized City staff to reset the number of extensions available to utility customers to 4 in the next 12-month period.

Consider Appointments to Boards and Commissions

Staff requests that Council consider the following appointments to the following Boards and Commissions of the City of Albemarle:

Planning & Zoning Board:

- *Seat 2*, Rev. Harold McDonald, first term expired July 1, 2020. Rev. McDonald is eligible for, but not interested in re-appointment. Please consider 1st alternate Chuck Horne for this seat.
- *3rd Alternate*, Vacant: Please consider Ms. Emily James.

Historic Resources Commission:

- *Seat 5*, Ms. Sheila Simpson, currently serving a full term that expires July 1, 2020. She is not eligible for re-appointment. Please consider Anna Christian Harkey (see volunteer form).
- *Seat 6*, Mr. Gene Starnes, currently serving a full term that expires July 1, 2020. He is not eligible for re-appointment. Please consider Ms. Melanie Holles.

Parks and Recreation Advisory Board:

- *At Large seat.* Mr. Rick Johnson's seat expired on July 1, 2020 and is currently vacant.
- *At Large seat.* Currently vacant.

Council discussed some of the potential volunteers for the boards and commissions. A few volunteers currently sit on the Albemarle Downtown Development Corporation Board, which if selected for any of the current open seats on the above named boards or commissions would then be sitting on at least two City-specific public bodies. The Mayor noted that although not specified or codified anywhere, it has been the custom of Council not to appoint a resident to more than one City board or commission.

Also, for the Historic Resource Commission candidates, both work at the same place and one reports to the other, which could create potential issues on the Commission should Council approve both of them to positions on the Commission.

Based on these considerations Council actions were as follows:

Upon a motion by Councilmember Townsend, seconded by Councilmember Bramlett, unanimously carried, Council appointed Chuck Horne to a term on the Planning and Zoning Board in primary seat 2. This would shift Mr. Horne from the 1st alternate seat.

Upon a motion by Councilmember Hall, seconded by Councilmember Aldridge, unanimously carried, Council approved shifting the members in the 2nd and 3rd alternate seats on the Planning and Zoning Board to the 1st and 2nd alternate seats.

Upon a motion by Councilmember Townsend, seconded by Councilmember Bramlett, unanimously carried, Council appointed Ms. Emily James to a term on the Planning and Zoning Board in the 3rd alternate seat.

Upon a motion by Councilmember Hall, seconded by Councilmember Lowder, unanimously carried, Council appointed Ms. Anna Christian Harkey to a term on the Historic Resources Commission.

Council decided to table a vote on the 2nd open seat on the Historic Resources Commission to see if other candidates are available who are not currently sitting on another board.

Upon a motion by Councilmember Hall, seconded by Councilmember Hughes, unanimously carried, Council appointed Mr. Bryan Sharpe to an at large seat for a term on the Parks and Recreation Advisory Board.

Council inquired about the vacant seat on the Parks and Recreation Advisory Board previously filled by Mr. Rick Johnson. City Clerk Cindy Stone replied that she had been working with departments on reappointments and appointments and is aware that Parks and Recreation Director Lisa Kiser has tried several times in the recent past to contact Mr. Johnson to discuss his seat on the Board. She was not able to reach him. Council noted that Mr. Johnson has provided excellent service to the Board and should be contacted again to inquire about his interest in remaining on the Board. The Mayor

requested that the City Clerk reach out to Mr. Johnson. Council agreed to table any motions on appointing anyone to the seat held by Mr. Johnson until further efforts were made to contact him.

COMMENTS

The Mayor announced that Economic Development Director Mark Donham will be retiring from his position at the end of the month. He called Mr. Donham up to the podium. Mr. Donham began his remarks by stating that he has enjoyed the opportunity to work in this position for the last 6 years. He took the job because he believed in the City's dreams for development and wanted to help implement them. However he is excited about entering this new phase of life and is looking forward to spending more time with his 4 grandchildren. He thanked Council for supporting him.

From his perspective the City has a bright future, as it is considered a major growth area. To accomplish growth, Pfeiffer University expansion is critical, and retail industry growth is also important. The City now has a plan to address future growth. The City of Albemarle is a beautiful place to live, and has a good labor force pool with access to over 300,000 plus people from which to draw.

The Mayor announced that Mr. Donham's retirement party would be Friday August 14th at City Hall and for people to stop by and wish him well.

Councilmember Bramlett:

- He stated that he thought Mr. Donham has done a superb job with the position and that Council would miss him.

Mayor Pro Tem Hall:

- A reminder that the first 3 Fridays in August are the Rebound/Round Up food truck events. On August 7th, the event was well attended. There were 7 vendors there. She was thrilled that families came out and socially distanced themselves. For the next 2 events there will be food trucks but no live band.
- A "shout out" to Public Works Director Ross Holshouser and his crews for their clean out of a nuisance lot on Pee Dee Avenue.
- September is Pediatric Cancer Awareness Month. To bring attention to this issue the water in the fountain in Courthouse Square will be dyed gold.
- In regards to the new electric rates, the change to the majority of commercial, residential, and high demand customers should be reflected in a decrease in the amount shown on monthly bills.
- In May Council donated funds towards T-shirts for graduating seniors from Albemarle High School. She wanted to alert Council that Albemarle 5th grade teachers now need help. Due to district decisions relating to COVID19 for this new school year, 5th grade will be shifting to middle school. With this shift 5th grade teachers are asking for school tool boxes of supplies they will need in their new classrooms. If anyone on Council wants to donate towards this effort, come see her.

City Manager Michael J. Ferris:

- He thanked Mr. Donham for taking on the Economic Development Director position. He knows he has been in a difficult position, particularly in being the first person to fill this role for the City. He praised Mr. Donham for his work ethic, integrity, and commitment to the job. He noted to look where the City is now in terms of economic development and growth, and that the City is better off due to Mr. Donham's efforts.

Councilmember Hughes:

- She wished Mr. Donham well in his retirement.

Councilmember Aldridge:

- He congratulated Mr. Donham on his impending retirement.

Councilmember Townsend:

- He congratulated Mr. Donham on his impending retirement.
- Per the EE Waddell Center library renovation, he thanked the Nehemiah Project and noted it looked very nice.

Councilmember Whitley:

- He wished Mr. Donham good luck in his retirement.

Councilmember Lowder:

- She noted that Mr. Donham always had the City of Albemarle in mind with everything he did. She thanked him for his service to the City.

Councilmember Bramlett:

- On September 8th, 60 Pfeiffer students will be starting class. Should there be a contingency from the City there to greet them?

The Mayor noted that the agenda calls for closed session. There is enough business for a rather long closed session. He polled Council members on whether they wanted to try to convene at another day and time for closed session.

Upon a motion by Councilmember Hall, seconded by Councilmember Lowder, unanimously carried, Council agreed to continue with closed session tonight.

CLOSED SESSION

The Mayor called for a motion to appoint Councilmember Hughes as acting clerk during the Personnel portion of closed session. Upon a motion by Councilmember Hall, seconded by

Councilmember Whitley, unanimously carried, Council approved Councilmember Hughes to be acting clerk during the Personnel portion of closed session.

Upon a motion by Councilmember Hall, seconded by Councilmember Whitley, unanimously carried, Council approved moving into closed session pursuant to N.C.G.S. 143-318.11(a)(3) Consultation with Attorney, N.C.G.S. 143-318.11(a)(4) Economic Development, N.C.G.S. 143-318.11(a)(5) Real Estate, and N.C.G.S. 143-318.11(a)(6) Personnel.

RETURN TO OPEN SESSION

Upon a motion by Councilmember Aldridge, seconded by Councilmember Bramlett and unanimously carried, Council returned to open session. The Mayor stated that a Closed Session was held pursuant to N.C.G.S. 143-318.11(a)(3) Consultation with Attorney, N.C.G.S. 143-318.11(a)(4) Economic Development, N.C.G.S. 143-318.11(a)(5) Real Estate, and N.C.G.S. 143-318.11(a)(6) Personnel.

The Mayor announced that for the Personnel portion of closed session a review was conducted for the City Attorney.

The Mayor called for a motion to approve the settlement terms for the lawsuit Whitfield v. City of Albemarle. Upon a motion by Councilmember Hall, seconded by Councilmember Lowder and unanimously carried, Council approved the settlement terms for Whitfield v. City of Albemarle.

The Mayor called for a motion to approve payment of the attorneys' fees for City of Albemarle v. Chuck Nance which totaled \$17,750 for MT Lowder and Associates and \$92,406 for the Bowling Law Firm. Upon a motion by Councilmember Aldridge, seconded by Councilmember Hughes and unanimously carried, Council approved the payment of the attorneys' fees for City of Albemarle v. Chuck Nance.

OTHER BUSINESS

Flooding Projects Update

The Mayor updated Council on his ongoing work with finding opportunities to move forward with recommendations from the 2005 flood study he noted in last month's meeting. He has spoken with the engineer who wrote the study for the City for some guidance on possible next steps. The engineer told the Mayor that it was probably not beneficial to update the plan because it would cost between \$40,000-\$60,000. He recommended that the City choose a project within the 2005 plan and finance it.

One of the projects is the Montgomery Park Plan, which the Mayor detailed in last month's meeting. That project likely will not be much help in stemming flooding. Another project in the

plan is to build a berm in the wetland area north of Uwharrie Commons to slow flooding down. However, if the berm was built, the nearby meatpacking plant and 4-5 houses would likely flood.

Councilmember Aldridge asked if City crews currently are going out to clean up vegetation. Assistant Manager Nyki Hardy responded that the City does continue to work on this as crews are able, but does not have capacity to dedicate personnel to doing that on an ongoing basis, but as the stormwater management plan moves forward, it is hoped that dedicated positions to regularly conduct work like this will be filled. Ms. Hardy also commented on the process of hiring of an engineer to develop proposals for a stormwater management system and fee. She recommended that the stormwater management team and the Mayor work together so that there is a coordinated effort to hire an engineer for City stormwater management needs.

The Mayor asked for Council's thoughts on whether they should choose a project from the 2005 study to finance, or wait and see how the City's current efforts reduce flooding issues. The Mayor noted that there are 2 other projects recommended in the plan: Rock Creek, and resetting the 2 warning systems on the Salisbury Avenue bridge. Also, the City could look into having the culvert at Market Street Station enlarged and build wetland area between Highway 52 and the bridge there.

Councilmember Whitley noted that Council should let the City keep cleaning streams out. Councilmember Bramlett agreed with Councilmember Whitley.

There was no further discussion or action on the item.

Lowder Hardware Project Update

The Mayor provided new information to Council on the status of this rehab project. There is a fire district overlay in effect which triggers state building code limitations. As a result, the business owner is having a hard time fixing the issue. He asked Council if they have any interest in investigating whether the fire district overlay can be removed from this property. As a point of reference, City Manager Michael J. Ferris explained that the fire district overlay was added due to the close proximity of buildings in the City and the use of shared walls.

There was no further discussion or action on the item.

Upon a motion by Councilmember Whitley, seconded by Councilmember Lowder, unanimously carried, the meeting was adjourned to Tuesday, September 8, 2020 at 7:00 p.m. in City Council Chambers.

Print

Title – Major Subdivision Request 20-02 - Preliminary Plat Approval for Knollwood Park Major Subdivision

Description:

Conduct administrative hearing to consider approval of a 21 lot major subdivision on Knollwood Lane. Subdivision will include new street installment north of Knollwood Lane as well as a future request for the assessment for improvements the gravel section of Knollwood Lane.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

Staff believes this subdivision plat will meet the requirements for approval with minor changes the developer is in agreement on. Planning and Zoning Board will consider this subdivision at its 9-3-20. Staff will report PZ recommendations to Council.

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Initial Preliminary Review Knollwood Park PZB final.pdf	Preliminary Review Notes and Checklist
<input type="checkbox"/> MJSR 20-02 Knollwood Lane Major Subdivision REV1.pdf	Preliminary Plat
<input type="checkbox"/> ConnectGIS Feature Report.pdf	Site Map

APPROVALS:

Date/Time:	Approval:	Department:	
9/2/2020 3:38 PM	Approved	City Clerk	
9/2/2020 3:38 PM	Approved	Administration	

Knollwood Park Major Subdivision

Preliminary Review

Submission of Preliminary Plat:

- Subdivision Application and Appropriate Fee- **Completed**
- Three Full-Size Prints of Preliminary Plat- **Completed**
- Two Signed Statements of Proposed Land Use- **Completed**
- Draft of Protective Covenants Placed on Subdivision- **Not Required.**
- Three Copies of Supplemental Info. (Floodplain maps against proposed building footprints.) - **Completed**
- Digital Copy of All Prints -**Completed**
- Filing Fee Amount: \$25 per lot- **Completed**

Preliminary Plat Standards:

- Location of Existing Property Lines- **Good**
- Streets, Buildings, Watercourses, Railroads, Transmission Lines, Sewers, Bridges, Culverts, Drainpipes, Water Mains, City Limit Lines, Public Utility Easements.- **Good**
- Boundaries of Tract- **Good**
- Wooded Areas, Marshes, Any Other Physical Condition Affecting Site- **Good**
- Names of Adjoining Property Owners- **Good**
- Zoning Classification on Development and Adjoining Lands- **Good**
- Proposed Streets, Names, Right of Ways, Pavement Widths and Grades- **Need Names of Streets**
- Proposed Utilities Connecting to Existing Utilities- **Good**
- Other Proposed Right of Ways- **Good**
- Proposed Lot Lines & Dimensions- **Good**
- Minimum Building Setback Lines- **Good**
- Proposed Parks, School Sites, Open Spaces- **Good**
- Title, Date, North Arrow, Graphic Scale- **Good**
- Name of Owner, Surveyor, Engineer or Planner- **Good**
- Data: Acreage in Total, Acreage in Open Space, Average Lot Size, Total Lots, Lineal Feet in Streets- **Note error on lot count**

- Vicinity Map- **Good**
- Forms For Preliminary Certification (per 91.15)- **Good**

Additional Information Required By Subdivision Administrator:

- Traffic Impact Analysis-**Not Required**
- Map Amendment Application- **Not Required**
- Conditional Use Permit Application-\$500- **Not Required**
- Annexation Petition & Boundary Survey- **Not Required**

Introduction: The Knollwood Park major subdivision is a 21 lot, 14.01 acre standard development. This development is located on an existing gravel City street, Knollwood Lane. This proposal is all located in our R-10 Single Family Residential zoning district and contains standard lots that all conform to our minimum lot size and setbacks.

Access: This development will be primarily on an existing City street which is considered as an expansion of an existing neighborhood. The neighborhood has two existing accesses to highway 52 via Knollwood Circle. By letter of the ordinance, the developer is required to implement a new street to be stubbed out to the adjacent property to the north for the purposes of future development. They currently have this platted with a 26' wide street with mountable curb and gutter.

Open Space: The developer is not currently proposing to initiate an HOA for this development. In order to meet the open space requirements, they have platted a 60' wide right of way that encompasses an existing water line and connects to the adjacent property to the east. For the purposes of our future greenway system for Mountain Creek, we have also asked the developer to dedicated a 50-60' wide strip that runs north-south with the contour of the creek and rear property lines. They have not yet platted this strip, but the developer has stated he is amenable to doing so for approval of the plat. With the dedication of these reserve strips, staff believes that the proposal meets the intent of the ordinance for open space as long as the total space equals 1.4ac (10% of total development acreage).

Traffic Analysis: This particular development is not required to have a traffic impact analysis as it is both under the City's and DOT's threshold for daily trips. If this development were to exceed 55 lots, a traffic impact analysis would be required at that time.

Utilities and Topography: Since this development is on existing City right of way, the developer is eligible to petition the City for assessment of water, sewer and paving of Knollwood Lane. Sewer will have to be extended to the northwest and water will have to be extended to the southeast. Knollwood

Lane will have to be paved from Pecan to the end of City right of way. The new street to the north is the sole responsibility of the developer as it is not an existing street.

Road Design: All new roads should be 26' in width from the back of curb to back of curb and should be shown on the preliminary plat.

Sidewalks: A 5' sidewalk is proposed on one side of the development. Sidewalks should span from the beginning of the development, on one side of the new street and span down Knollwood lane to the extent of the southwestern part of the development.

Setbacks: Typical setbacks in R-10 single family residential are 40' from the front, 12' on the sides, 30' in the rear and 22' on the side that abuts a street. The plat accurately reflects these.

Staff Conditions of Approval:

- Delineation of the location and course of 5' sidewalk per 92.092 Sidewalks & Pedestrian Amenities(G)(1).
- Dedicated reserve strips/ permanent easement for the intent of the open space requirement totaling 1.4 acres per 92.092 Sidewalks & Pedestrian Amenities (E)(3) & 91.10 Minimum Design Standards (H).

91.10 (H) (H) Open recreational, or green space. Require 10% in the approximate geographic center of the project. The intent of the open space requirement is to enhance the quality of life in the development by providing for picnicking, walking, team sports and similar recreational opportunities. Open space does not include existing rights-of-way, utility easements, buffer zones, streambeds, flood plains, and other land considered unsuitable for building purposes. All open space shall be in one tract, with no portion less than 100 feet in width. The foregoing 100-foot-width requirement can be decreased upon a finding by the Planning and Zoning Board and City Council that, because of unique circumstances related to topography, streams, rock outcroppings, trees, and other natural resources, less open space width will better serve the development and the city. Such open space shall be held in a nonprofit corporate ownership by the owners of the lots within the development. If the development adjoins an existing greenway or is shown on an adopted greenway plan, then the developer shall incorporate the greenway into the subdivision.

92.092 (E) (3) (3) Permanent easements or dedications of land to the city for the future installation of pedestrian infrastructure are required with the development of any property designated for such improvements on city adopted plans. Easements shall be a minimum of 20 feet in width and shall be located as close as possible as designated in plans, provided that the Planning Director or his or her designee, or other assigned city staff may work with the owner on minor adjustments to exact locations so long as the intent of applicable plans is met

- Notation of the 26' wide street with mountable curb and gutter for the stub street to the north. Must be named as well.
- Correct the total lot count.

I, STEVEN L. DRAKE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY ME. DEED DESCRIPTION AND/OR DEED BOOK (AS SHOWN) PAGE (AS SHOWN) THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED (AS SHOWN) FROM DEEDS OF RECORD, RECORDED IN THE STANLY COUNTY, NC REGISTER OF DEEDS, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000.- THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 15TH DAY OF MARCH, 2020.

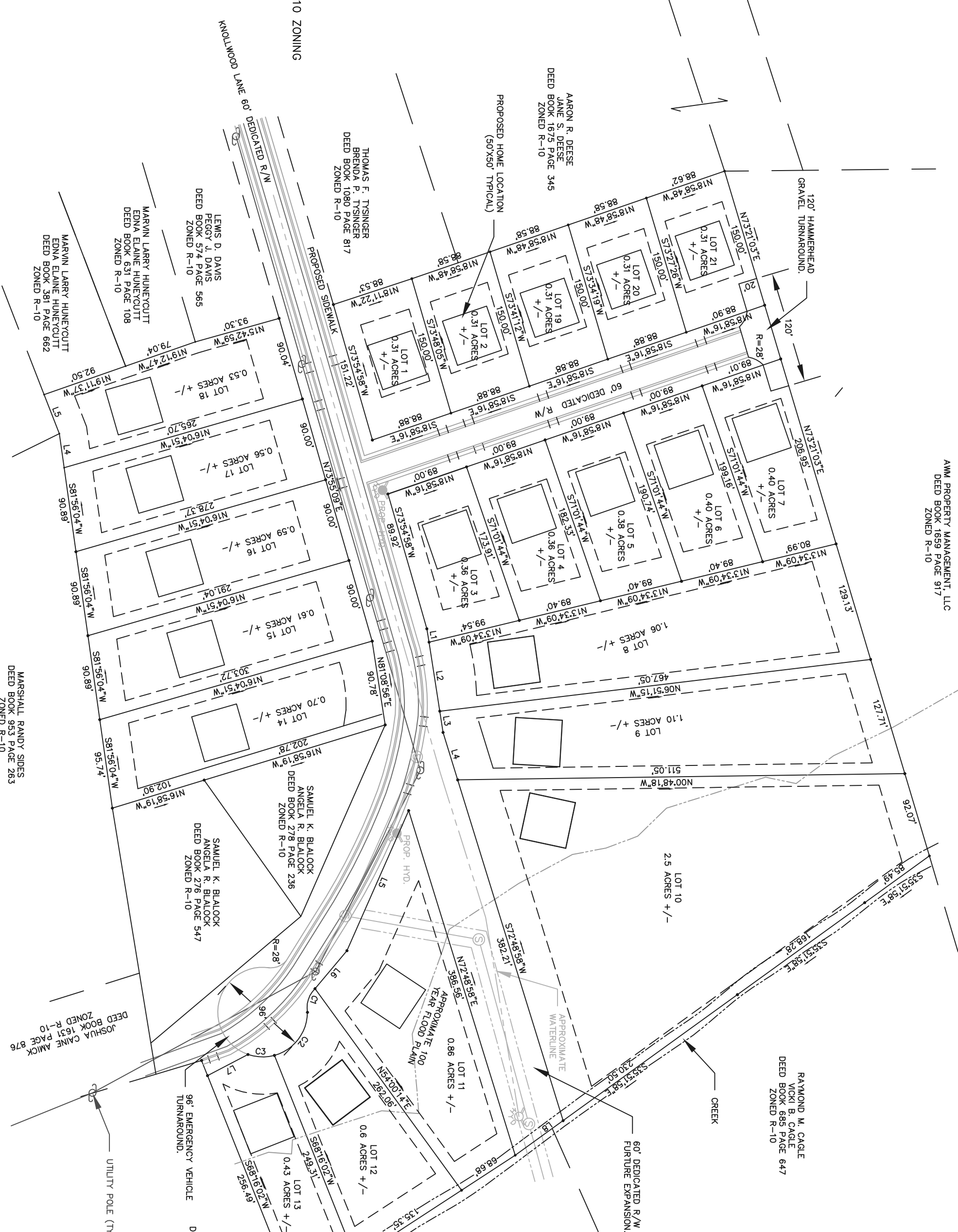
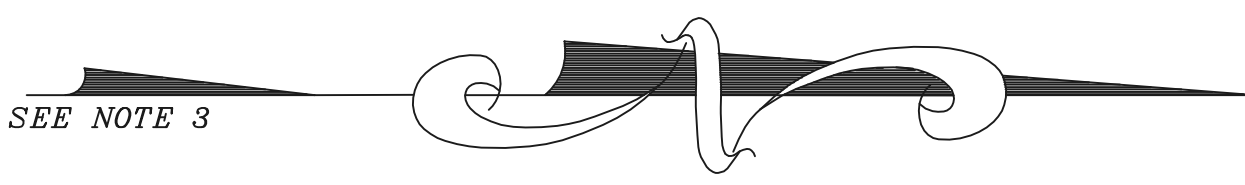
STEVEN L. DRAKE, PLS
LICENSE NUMBER: L-4962

CERTIFICATE OF APPROVAL FOR RECORDING PLAN AND ACCEPTANCE OF DEDICATIONS. THE DESIGNATED SUBDIVISION ADMINISTRATOR OF THE CITY OF ALBEMARLE, NORTH CAROLINA, DO CERTIFY THAT THIS FINAL PLAT HAS BEEN APPROVED FOR RECORDING AND ACCEPTED FOR THE DEDICATION OF STREETS, EASEMENTS, RIGHTS-OF-WAY AND PUBLIC PARKS AND OTHER SITES FOR PUBLIC PURPOSES AS SHOWN HEREON. HOWEVER, THE CITY OF ALBEMARLE ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN THE OPINION OF THE CITY COUNCIL OF THE CITY OF ALBEMARLE, IT IS IN THE PUBLIC INTEREST TO DO SO.

CERTIFICATE OF APPROVAL OF PLAN BY COUNCIL. THE CITY CLERK OF THE CITY OF ALBEMARLE, NORTH CAROLINA, DO CERTIFY THAT ON THE DAY OF _____ 20 THE CITY COUNCIL OF THE CITY OF ALBEMARLE APPROVED THE PRELIMINARY PLAT ENTITLED _____ FOLLOWING ITS APPROVAL, FINAL PLAT(S) MAY BE FOR RECORDED AND COUNCIL SHALL ACCEPT THE DEDICATION OF STREETS, EASEMENTS, RIGHTS-OF-WAY AND PUBLIC PARKS AND OTHER SITES FOR PUBLIC PURPOSES, AS SHOWN HEREON, BUT ASSUME NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN THE OPINION OF THE CITY COUNCIL OF THE CITY OF ALBEMARLE, IT IS IN THE PUBLIC INTEREST TO DO SO.

CITY CLERK _____ DATE _____

BETHANY FROM
SITE
CITY OF ALBEMARLE
STANLY COUNTY
NORTH CAROLINA
VICINITY MAP
NOT TO SCALE



NOTES
1) THIS PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHT OF WAYS, AGREEMENTS OR RESTRICTIVE COVENANTS OF RECORD PRIOR TO DATE OF THIS SURVEY.
2) BOUNDARY INFORMATION BASED ON DEED BOOK 1660 PAGE 388 AND OTHERS SHOWN AS RECORDED IN THE STANLY COUNTY REGISTER OF DEEDS, COUNTY REGISTER OF DEEDS.
3) NORTH BASED ON MAP BOOK 18 PAGE 179 AS RECORDED IN THE STANLY COUNTY REGISTER OF DEEDS.
4) AREA BY COORDINATE METHOD.
5) THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE SEARCH.
6) A PORTION OF THIS PROPERTY IS WITHIN A DESIGNATED FLOOD HAZARD AREA PER COMMUNITY PANEL 3710664000 EFFECTIVE DATE 9/3/08 AS PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.
7) THE WORDS "CERTIFY", "CERTIFICATES" OR "CERTIFICATION" AS USED HEREON ARE UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL OPINION BY THE SURVEYOR, BASED UPON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, AS SUCH, DO NOT CONSTITUTE A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.
8) WATER AND SEWER SHALL BE PROVIDED BY PUBLIC UTILITY PROVIDER.
9) PROPOSED FIRE HYDRANTS TO BE A MINIMUM CAPABLE FLOW OF 1,000 GPM.
10) ALL TURN EMERGENCY TURNAROUNDS TO BE BUILT TO THE SPECIFICATIONS OF THE CURRENT FIRE CODE.
11) ALL IMPROVED ROADS ARE TO BE STANDARD 26' WITH CURB AND GUTTER AND SIDEWALKS.

WOT'S PROPERTIES, LLC
DEED BOOK 1444 PAGE 983
ZONED R-10

CERTIFICATE OF APPROVAL BY THE PLANNING BOARD. I, _____ CHAIRMAN OF THE PLANNING BOARD, HEREBY CERTIFY THAT THE SAID BOARD FULLY APPROVED THE PRELIMINARY PLAT OF THE SUBDIVISION ENTITLED _____ ON THE DAY OF _____, 20 ____.

CHAIRMAN _____ DATE _____

REVIEW OFFICER OF STANLY COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATE IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
REVIEW OFFICER _____ DATE _____

CERTIFICATE OF OWNERSHIP AND DEDICATION. I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN, AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT ESTABLISH MINIMUM BUILDING LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES TO PUBLIC OR PRIVATE USE AS NOTED. FURTHER, I (WE) CERTIFY THE LAND AS SHOWN HEREON IS WITHIN THE PLANNING JURISDICTION OF THE CITY OF ALBEMARLE, NORTH CAROLINA.

OWNER _____ DATE _____

SITE DATA

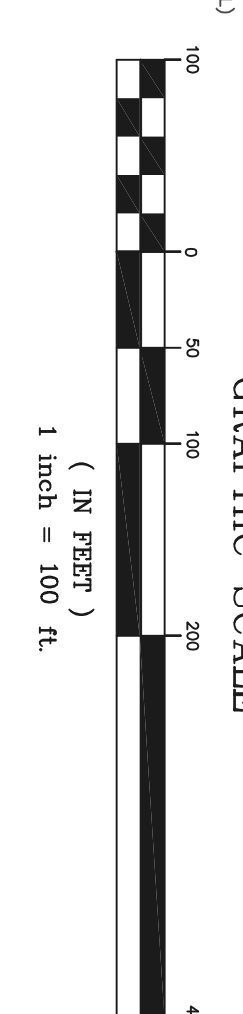
TOTAL ACREAGE	14.09 ACRES +/-
TOTAL NUMBER OF LOTS	18
AVERAGE LOT SIZE	0.72 ACRES +/-
TOTAL ROAD LENGTH	1,322.23'

CURVE TABLE

CURVE	LENGTH	RADIUS	DIRECTION	LENGTH
C1	27.72	28.00	S72°05'25"E	26.60
C2	62.43	48.02	N52°29'15"W	58.13
C3	28.79	48.02	N01°55'42"E	28.36

LINE TABLE

LINE	LENGTH	BEARING
L1	14.50	S81°08'56"W
L2	74.82	N81°08'56"E
L3	23.04	S81°08'56"W
L4	53.20	S72°48'58"W
L5	164.08	N66°13'19"W
L6	53.06	N50°04'36"W
L7	48.88	N27°43'14"W
L8	63.33	S35°51'02"E

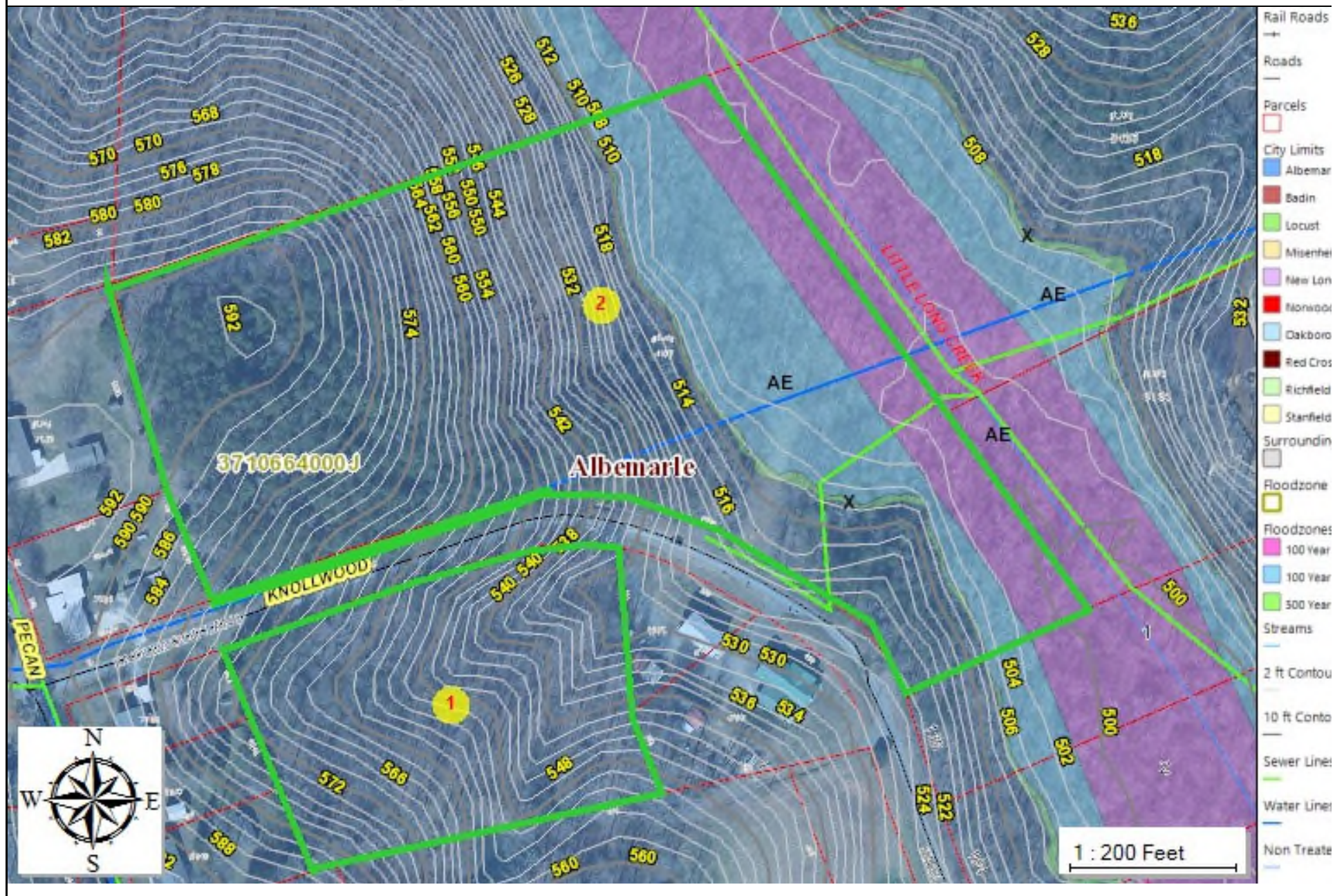


PRELIMINARY PLAT
"KNOLLWOOD PARK"
DEED BOOK 1660 PAGE 388
ALBEMARLE TOWNSHIP, STANLY COUNTY, NC



1525 BEAGLE CLUB RD.
SALISBURY, NC 28146
704.746.4799

PARCEL PIN: 664004524109
DATE OF SURVEY: MARCH 15, 2020
SCALE: 1"=100'
JOB #: 030520



Print

Title – Mr. Paul Peters - To Discuss the Nehemiah Project

Description:

Mr. Peters is the owner of Covenant Case Management Services that serves folks with developmental disabilities similar to GHA and Monarch. He would like to present the nonprofit he and others started last year called Nehemiah Project. Nehemiah Project ministers to six different areas: homelessness, senior citizens, veterans, individuals struggling with addiction, those with mental health and intellectual disabilities, and at risk youth/abused women. They are currently working with many community partners in Stanly County and want to present what they're doing and how they have been able to impact the community.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Mr. Bob Garmon of Garmon Mechanical - To Discuss Traffic Flow Issues at Business Locations

Description:

Mr. Bob Garmon is requesting to come in front of Council to discuss parking and traffic safety issues for his 70 employees at his two business locations: 502 Old Charlotte Road, and 330 Brooks Street. Mr. Garmon is concerned that there is traffic congestion/heavy traffic in both areas during work hours (M-F 8 am - 5 pm).

As has been the procedure for similar requests, I would recommend that if Council is interested in entertaining changes to the street and affecting traffic flow, that the Police Department place the traffic trailer in the area and also research accident history. Depending on what is discussed, other research could also be needed as well to make an informed decision.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Jay Voyles, Development Coordination Specialist - To Provide an Update on the 2020 Census

Description:

Jay is the City's lead for the 2020 Census efforts. As he has done throughout this process, he will provide the Mayor and Council with an update on Census activities and progress.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	

Print

Title – Adam Kiker, LKC Engineering - Consideration of a Resolution for State Revolving Loan Funding Application for the Wastewater Treatment Plant

Description:

Adam Kiker, LKC Engineering, will present to Council for consideration a Resolution supporting an application for funding for the Long Creek WWTP Conversion to Fine Bubble Aeration System. Attached is the Resolution by Governing Body of Applicant and the Certification by Recording Officer that needs to be signed.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Fall 2020 Funding Application - Resolution by Governing Body.docx	Resolution for Funding Application LCWWTP

APPROVALS:			
Date/Time:	Approval:	Department:	

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other “green” project), and

WHEREAS, The City of Albemarle has need for and intends to construct the Long Creek WWTP Conversion to Fine Bubble Aeration System consisting of the conversion of two aeration basins to diffused aeration to be used for the biological process and the conversion of two aeration basins to be used for flow equalization to manage influent spikes. The project also consists of the following improvements: modifications to B-Station which will allow for flow to be split between basins 1/2 and basins 3/4, new blower building and equipment, two new secondary clarifiers, site work, electrical upgrades, and

WHEREAS, The City of Albemarle intends to request state (loan or grant) assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY CITY COUNCIL OF THE CITY OF ALBEMARLE:

That City of Albemarle, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Albemarle to make scheduled repayment of the loan, to withhold from the City of Albemarle any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Michael Ferris, City Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the _____(date) at Albemarle, North Carolina.

(Signature of Chief Executive Officer)

City Manager
(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Clerk of the City of Albemarle does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City of Albemarle duly held on the 8th day of September, 2020; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

(Signature of Recording Officer)

City Clerk

(Title of Recording Officer)

Print

Title – Municipal Calendar

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Municipal_Calendar_2020_September.docx	Council calendar

APPROVALS:

Date/Time:	Approval:	Department:	
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CITY OF ALBEMARLE
MUNICIPAL CALENDAR – 2020

September 2020



- 3 Planning/Zoning Board – 7 pm
- 7 City Holiday – Labor Day
- 8 Regular Meeting City Council – 7 pm
- 11-12 Tour de Elvis 5K & Cycle Tour
- 14 ADDC Board of Directors – 12 Noon
Historic Resources Commission – 6 pm
- 21 Regular Meeting City Council – 7 pm
- 29 Stanly County Local Government Liaison Meeting – 6:30 pm (Oakboro)

October 2020



- 1 Planning/Zoning Board – 7 pm
- 5 Regular Meeting City Council – 7 pm
- 12 ADDC Board of Directors – 12 Noon
Historic Resources Commission – 6 pm
- 19 Regular Meeting City Council – 7 pm
- 29-31 Autumn Extravaganza
 - October 29: Kid's trick or treating event
 - October 30: Friday Night Frights Haunted House; Haunted 5K Run; Downtown Ghost tours
 - October 31: Street Festival; last day of Farmer's Market

November 2020



- 2 Regular Meeting City Council – 7 pm
- 3 Election Day
- 5 Planning/Zoning Board – 7 pm
- 9 ADDC Board of Directors – 12 Noon
Historic Resources Commission – 6 pm
- 16 Regular Meeting City Council – 7 pm
- 24 Stanly County COG Quarterly Meeting – 6:30 pm; COA hosting
- 26-27 City Holiday - Thanksgiving and Day after Thanksgiving
- 28 Christmas Parade @ 4pm / Downtown Open House – 5:30-8:30 pm

December 2020



- 3 Planning/Zoning Board – 7 pm
- 7 Regular Meeting City Council – 7 pm
- 14 Historic Resources Commission – 6 pm
- 21 Regular Meeting City Council – 7 pm
- 24-25,
28 City Holiday - Christmas Eve, Christmas Day, and Day after Christmas

Print

Title – Ordinance 20-21 - Budget Amendments

Description:

To appropriate Water/Sewer Fund Balance for asphalt repair on Hwy 52N to include milling and overlay to finish grade, traffic control, pavement markings and mobilization per NCDOT Specifications, Appropriate Fund Balance Reserved from Drug Seizure of \$32,500 for SRT bullet proof vests, and Unassigned Fund Balance in General Fund for Legal Fees.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Ordinance_20-21.docx	Ordinance 20-21

APPROVALS:

Date/Time:	Approval:	Department:	
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ORDINANCE 20-21

AN ORDINANCE TO AMEND FISCAL YEAR 2020-2021 BUDGET

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

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

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

	Account Title	Amount	From	To
Expenditure	Water/Sewer Systems	78,000	2,974,362	3,052,362
	Public Safety	254,240	9,187,953	9,442,193
Revenue	Appropriated Fund Balance W/S	-78,000	- 49,000	- 127,000
	Appropriated Fund Balance General	-254,240	-851,963	-1,106,203

Reason: To appropriate Water/Sewer Fund Balance for asphalt repair on Hwy 52N to include milling and overlay to finish grade, traffic control, pavement markings and mobilization per NCDOT Specifications, Appropriate Fund Balance Reserved from Drug Seizure of \$32,500 for SRT bullet proof vests, and Unassigned Fund Balance in General Fund to cover Legal Fees for Whitfield and Nance.

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 September 8, 2020, was adopted and ordered published as by law provided.

Dated: _____, 2020

Mayor

Attest: _____
City Clerk

Print

Title – Ordinance 20-22 - To Create a Three-Way Stop Intersection at Montgomery Avenue and North Second Street.

Description:

This Ordinance and change was authorized by the City Council at the August 10 meeting.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> 20-22.docx	Ordinance 20-22

APPROVALS:			
Date/Time:	Approval:	Department:	

ORDINANCE 20-22

AN ORDINANCE OF THE CITY OF ALBEMARLE, NORTH CAROLINA AMENDING THE CODE OF ORDINANCES, REGULATING CHAPTER 77: TRAFFIC SCHEDULES, TO INCLUDE A THREE WAY STOP AT THE INTERSECTION OF MONTGOMERY AVENUE AND NORTH SECOND STREET.

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

SECTION 1. Schedule XXI: Through Streets of the Chapter 77 of the Code of Ordinances of the City of Albemarle is hereby revised:

A. By amending the aforesaid schedule to include the following [emphasis added]:

Street	Description
Montgomery Avenue	Except the Following:
	Where traffic is controlled by traffic signals
	Traffic entering Moss Springs Road shall stop and give right-of-way
	<u>Traffic entering North Second Street shall stop and give right-of-way</u>

SECTION 2. Schedule XXII: Stop Intersections of Chapter 77 of the Code of Ordinance of the City of Albemarle is hereby revised:

A. By amending the aforesaid schedule to include the following [emphasis added]:

Intersection	Description
Montgomery Avenue and <u>North Second Street</u> , North Third Street, North Fourth Street, North Fifth Street, and North Ninth Street	Traffic traveling on Montgomery Avenue shall stop before entering and crossing the intersections with <u>North Second Street</u> , North Third Street, North Fourth Street, North Fifth Street and North Ninth Street; and traffic traveling on <u>North Second Street</u> , North Third Street, North Fourth Street, North Fifth Street and North Ninth Street shall stop before entering and crossing the intersection of Montgomery Avenue.

SECTION 3. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4. 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 – Resolution to Adopt Employee Handbook

Description:

Albemarle City Council Council approved the draft revised Employee Handbook changes on August 10, 2020. As the City's prior Personnel Policy has always been approved by resolution, this item provides a resolution summarizing adoption of the new Employee Handbook.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> 09012020_City_of_Albemarle_Employee_Handbook.docx	City of Albemarle - Employee Handbook
<input type="checkbox"/> 09082020_Resolution.docx	Resolution 20-11

APPROVALS:

Date/Time:	Approval:	Department:	
9/2/2020 2:26 PM	Approved	City Clerk	
9/2/2020 2:26 PM	Approved	Administration	



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

EMPLOYEE HANDBOOK

Issued September 2020

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Welcome

Welcome to the City! We are pleased that you are joining us, and we know that your contributions will assist us in shaping our community.

As one of our employees, you will want to know what you can expect from us and what we expect from you. This Handbook will give you that information by outlining our City's current benefits, practices and policies.

You should keep this Handbook handy as a guide and ready reference throughout your employment here. If you have questions as you read through this Handbook, please do not hesitate to discuss them with us.



Our Organization's Leadership and Values Statement

Overview and Purpose

The purpose of this leadership and values statement is to establish accountability and baseline standards and expectations for the actions of all employees of the City of Albemarle. It is acknowledged that changes occur with time and experience, but many of the values and standards supported and provided in this document will remain constant over time. It is not the purpose to dictate personal values or beliefs. The goal is to provide direction and leadership by specifying the core values needed for the organization. These core values transcend the specific type of work that each of us undertakes and is applicable to all aspects of the City organization.

It is extremely important to set standards to work under and toward. By establishing standards, expectations become clear and assist in creating organizational values. These values set the framework around which our daily job-related decisions can be made. All of us will be asked to be patient as we work together, recognizing there is always room for improvement. Every single one of us has a responsibility to help achieve success for ourselves, our organization, and our community.



Our Organizational Philosophy

We all find ourselves in the role of either a leader, facilitator, someone who implements what we do as a City, or all of the above, with each of these elements being critical to our success. Our overall success depends on co-workers collectively moving the organization toward the achievement of our overall goals. The short-term and long-term goals are often set for us, but there exists a need for a core set of principles to guide us. In this organization we believe in and value:

- **Humility & Respect** – Use every opportunity to learn from the perspective, background and experience of others. Treat everyone you encounter with humility and respect. It is the right thing to do and will pay off for each of us in the long run.
- **Integrity** –A set of moral and ethical principles will guide us through all situations. By applying these core principles consistently, others know that our actions and words are synonymous. A core principle is to be fair and consistent.
- **Honesty** – Honesty is not a judgment call or a philosophical notion. It is just being honest.
- **Teamwork** - What we do has meaning at every level and position. We are shaping a community that affects lives. Each one of us has a role to play in achieving our organizational goals and responsibilities. Teams are more creative, efficient, and effective when there is a sense of purpose and ownership from each team member. We have a commitment to each other and our community that requires teamwork and its elements – integrity, respect, understanding, and flexibility.

What This Organization Expects and What We Should Expect from Ourselves

- **Be Proud of this Organization and Your Role** – We are entrusted to make Albemarle a better place to live and work. There is no other organization in the community that has a greater responsibility or more opportunity to make a positive impact.
- **Be the Best** – We won't always reach our most ambitious goals, but if we make this our goal, we will be far ahead of where we would be otherwise.
- **Provide the Best Service** – Each of our jobs has rules we must follow. However, within that framework we have a great deal of discretionary input that has an impact on the customer's overall experience.

- **Take Initiative** – No one should have a fear of criticism or reprisal when common sense, good customer service, courtesy, respect and organizational goals were used. Sometimes the best learning experiences come from our mistakes. They never come from inaction.
- **Support Your Co-Workers** – We have a shared responsibility for the success of the City of Albemarle. Departmental lines do not matter to the public. Be a good co-worker.
- **Enjoy Your Work** – All of our jobs can be frustrating and overwhelming at times and if we let this consume us, it will. Spend time thinking about the positives and what you do enjoy. We spend as much time at work and with co-workers as we do our families and others we care about. Enjoy this time.
- **Provide Respectful Feedback** – We are all in this together and no one person has all the right answers. We have different backgrounds, experiences and perspectives. This is an invaluable resource for us so find the right time and right way to share your thoughts and ideas. We all have a role to play in our success.
- **Be a Good Listener** - Listen in order to understand the interests of citizens, customers, and your co-workers. Sharing and understanding rather than staking positions will allow us greater opportunities for cooperation and success.

Purpose of the Handbook

This Handbook is designed to acquaint you with us and to give you a ready reference to answer many of your questions regarding your employment with the City. Of course, please remember that conditions change, and this Handbook is only a summary of the employee benefits, personnel policies, and employment rules that are in effect at the time this Handbook was published.

This Handbook does not create an “employment contract” or other contractual rights. Although the City intends that the benefits, policies and regulations outlined in this Handbook will generally remain in effect, the City reserves the right at any time to amend, curtail or to otherwise revise the benefits, policies or regulations outlined in this Handbook.

This Handbook applies to all employees. However, where it conflicts with any contract, such as insurance summary plan descriptions, that contract shall control. This Handbook supersedes all prior Handbooks or policies.

Departmental Policy Manuals approved by the City Manager may serve as a supplement to, but not be inconsistent with, the purpose of this handbook.

Overview / Policies and Practices

Employment guidelines are an important part of the employer/employee relationship. Both employees and candidates for employment should have a good understanding of the employment opportunities available. Numerous federal, state and local laws govern many of the systems established in the employment process. We have added some reasonable steps to ensure that the workforce is comprised of qualified, talented, and diverse employees who are willing to work in a mutually supportive manner. The City expects all employees with hiring and supervisory authority to be uncompromising in their management of employees by following these policies.

Employees should read this Employee Handbook carefully to understand the basic guidelines of behavior that is expected. If you have any problems reading or understanding any information included in this handbook, or have questions about anything, please let us know.

Core Responsibility for Policy Administration/Compensation Structure

City Council: The Council delegated the responsibility of amending personnel policies to the City Manager (Resolution 2020-11; Adopted September 8, 2020). Any personnel policy changes with substantial budgetary implications will be approved by the City Council. The City Council shall also make and confirm appointments when so specified by the general statutes and the City ordinances.

The State of North Carolina requires that a position pay and classification schedule be adopted by the governing body, please see the following for more information: [§ 160A-162. Compensation](#)

Administration and Maintenance

1. **Human Resources:** Responsible for the administration and maintenance of the salary and classification plan.
2. **Adjustments to Salary and Classification Plan:** The City Manager in consultation with Human Resources can recommend to the City Council changes in the salary and classification plan based on market inflation, wage growth or other determining factors. Changes could include increase or decreases to all classifications in the plan; any employees earning the minimum of the classification will be moved to the new minimum as described in the plan if there is an increase to a grade or entire compensation plan. These changes can occur at any time, but typically on July 1st.
3. **Comprehensive Review:** In order to provide internal equity and external competitiveness, a comprehensive classification and pay study and job description review will be conducted every two to three years, in whole or in part, as allowed by the budget. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the plan, Human Resources shall recommend such changes in salary ranges to the City Manager for consideration by City Council.
4. **New Positions:** New permanent positions, with a grade and class, shall be established by Human Resources and the City Manager with final approval by City Council.

Part 1 – EMPLOYMENT POLICIES

1.1. Employment-At-Will

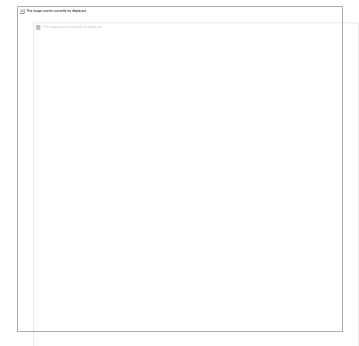
All employees, regardless of their classification or position, are employed on an at-will basis. This means that your employment can be terminated at your will or the City's will at any time, with or without cause and with or without notice. Only the City of Albemarle City Manager has any authority to enter into any agreement with an employee or applicant for employment on other than an at-will basis.

This Employee Handbook is not a contract. It does not create any agreement, express nor implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration, nor does the Handbook obligate you to continue your employment for a specific period of time. Unless you have entered into an employment agreement which supersedes this document, either you or the City may terminate the employment relationship at any time. The Handbook does not guarantee any prescribed process for discipline and discharge.

The City of Albemarle reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

1.2. Equal Employment Opportunity (EEO)

Equal opportunity is and will be provided for all Employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, gender identity, gender expression, age, national origin or ancestry, disability, sexual orientation, marital status, veteran status, membership in the uniformed services, genetic information, or any other basis defined or protected by federal, state or local laws. Also, to the extent required by law, equal employment opportunity will be provided to all individuals regardless of any perception that the individual has a protected characteristic, or associates with a person who has or is perceived as having any protected characteristic(s).



The policy of equal employment opportunity applies to all aspects of the relationship between the City and its Employees, including but not limited to:

- Recruitment
- Employment
- Promotion and Transfer
- Demotion, layoffs and recalls
- Training and development
- Working conditions
- Wages and salary administration
- Employee benefits
- City -sponsored social activities
- The application of City policies

Violations of this policy will not be tolerated. The City will promptly and thoroughly investigate every issue which is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

1.3. Religious Accommodations

Federal and state equal opportunity laws generally require employers to reasonably accommodate the religious beliefs and practices of employees unless doing so would cause more than a minimal burden on the operations of the employer's business. The City respects your religious beliefs and will make an effort to accommodate requests for accommodations for religious reasons.

1.4. Health Insurance Portability and Accountability Act (HIPAA)

We are committed to complying with applicable legislation outlined in the Health Insurance Portability and Accountability Act of 1986 (HIPAA). The use and disclosure of Protected Health Information (PHI) is regulated by HIPAA. The City is committed to protecting the privacy of its employees and to complying with all legislation surrounding the confidentiality of personal health information which may be collected during the employment relationship. Any employee in violation of the HIPAA policy may be subject to disciplinary action, up to and including termination.

1.5. Genetic Information Nondiscrimination Act (GINA)

The City does not collect, consider or make employment or benefit decisions based on genetic information. Nor does the City use genetic information or genetic testing to identify individuals (applicants or employees) who are especially susceptible to general workplace risks, who may become unable to work or who are likely to incur significant health care costs for either themselves or their dependents. Accordingly, applicants for employment or employees of the City of Albemarle will not be required to undergo any genetic testing or reveal genetic information to the City.

1.6. Americans with Disabilities Act Amendments Act (ADAAA)

If you have a disability, you are protected under the Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The ADAAA prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADAAA does not alter the City's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of City policy, the City prohibits discrimination of any kind against people with disabilities.



Qualified applicants or employees who are disabled should request reasonable accommodation from the City in order to allow them to perform the essential functions of a particular job. If you are disabled and you desire such reasonable accommodation, contact the Director of Human Resources.

1.7. Immigration Law (I-9/E-Verify)



In compliance with the Immigration Reform and Control Act of 1986, each new Employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three (3) days of beginning work. The City uses E-Verify, an automated verification system which validates work authorization immediately upon hire. Former Employees

who are re-hired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

In addition, applicants must be of legal hiring age and must satisfy City-approved screening and selection procedures.

1.8. Whistleblower Protection Policy

The information disclosed under this section will include reporting of any violation or suspected violation of federal, state or local laws, City policy by a City employee, or independent contractor, which presents a substantial and specific danger to interests of the City. Additionally, information disclosed, which indicates acts or suspected acts of neglect, gross waste of funds or neglect of duty committed by an agency, will be included.

Definitions: As used in this section, the following words or terms will have the meanings indicated:

- Employee means any person hired by the City after completing the onboarding personnel procedures required by City.
- Independent contractor means any person or business other than a City employee, who provides goods and/or services to the City and enters into a contractual agreement with the City.
- Adverse personnel action means discharge, suspension, transfer, demotion, reprimand, warning, withholding or reduction of salary or benefits of employee, or any other adverse action taken against an employee within the terms and conditions of employment by the City; or suspension or cancellation of contract of an independent contractor.

Neither the City, nor its managers and supervisors, will take or recommend to the City to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.

The City will not take any adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor's disclosure of the information under this policy.

The information will be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

This policy, along with the Defense of Trade Secrets Act of 2016, protects employees and other persons who disclose information on their own motive in a written and signed complaint to a City, state agency or federal government, or who are requested to participate in an investigation, hearing or other inquiry conducted by the City, state agency or federal government.

The provisions of this policy will not be applicable when an employee or independent contractor discloses information known to be false.

Any employee who is subject to adverse personnel action has a right to report or file a complaint by contacting the City Attorney.

1.9 Residency Requirements

A Core Value of the City of Albemarle is to Be Proud of this Organization and Your Role. We are entrusted to make Albemarle a better place to live and work. There is no other organization in the community that has a greater responsibility or more opportunity to make a positive impact.

With this in mind, the City Manager and Assistant City Manager shall reside within the corporate limits of the city; all department heads must reside within Stanly County. All other employees must reside within a 50-mile radius of Albemarle City Hall located at 144 North Second Street, Albemarle, NC.

Part 2 – WORKPLACE CONDUCT

2.1 Professional Conduct

Our goal at the City of Albemarle is to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. As a condition of employment, each person employed by the City of Albemarle must abide by the following:

- Act in a professional and respectful manner toward visitors, employees, and colleagues.
- Avoid the use of language that is abusive, demeaning, threatening, or otherwise inappropriate;
- Express criticism in a tone that is mature, constructive, and non-personal;
- Be responsive to reasonable requests for assistance; and
- Maintain competence in his or her area of expertise.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in corrective action, up to and including immediate termination of employment. This policy is not intended to limit the City's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, the City retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include (but are not limited to):

- a) Sleeping on the job
- c) Sexual or other unlawful harassment or conduct approaching sexual or other unlawful harassment, telling sexist or racial-type jokes, or making racial or ethnic slurs.
- e) Violation or failure to observe safety or security rules or practices, negligence, or intentional conduct which results or could result in damage to the City of Albemarle property or injury to yourself or a fellow employee.
- f) Willful or unnecessary waste, damage, abuse, or misuse of equipment, materials, supplies, or other property of the City of Albemarle.
- g) Possession of weapons (including a handgun for which you have a valid permit), ammunition, firearms, firecrackers, or other explosives on the City of Albemarle premises or during working hours.
- h) Provoking or instigating a fight; fighting; striking; threatening, intimidating, or coercing fellow employees, residents, or vendors.

NOTE: Nothing in this policy is intended to limit employee rights under the National Labor Relations Act.

2.1.1 Code of Ethics

While working at the City of Albemarle, all of us are expected to perform our work with integrity, honesty and purpose. These principles are reflected in our Code of Ethics. Our Code, as well as other City policies and procedures, should be followed at all times, wherever we do business or interact with the public.

Our Code is a guide for making sound decisions in complex situations. It provides information, support and resources to help us act ethically and to comply with the laws and regulations that affect our business. Our conduct is the foundation of our reputation, and our individual business decisions help us maintain the trust we have built with our colleagues and our community. For this reason, we have a continuing responsibility to understand and comply with our Code and other City policies and to seek

guidance where appropriate. We also encourage you to report violations that you observe. This is an important dimension of accountability.

If you are ever unsure whether an action or decision is ethical and acceptable under our Code, ask yourself:

- Am I adhering to the spirit and meaning of all applicable laws, regulations and our Code and City policies?
- Do my actions reflect the highest standards of honesty, integrity and accountability?
- Is my decision responsible and in furtherance of long- and short-term City goals?
- Are my actions explainable and justifiable to my colleagues, managers, senior management, clients and other stakeholders?

If the answer to any of these questions is not a resounding “Yes,” you should reconsider your proposed course of action and seek guidance.

Similarly, if the answer to any of the below questions is other than a resounding “No,” you should stop immediately and ask yourself:

- Would I be embarrassed if my actions were reported publicly?
- Would the City suffer any potentially negative consequences due to my actions?

2.1.2 Gifts, Gratuities and Business Favors

We should avoid any actions that create a perception that favorable treatment of outside entities by the City was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the City does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of the City or would cause embarrassment or reflect negatively on the City’s reputation.

2.2 Unsatisfactory Job Performance and Detrimental Personal Conduct

2.2.1 Disciplinary Action for Unsatisfactory Job Performance

An employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. The Human Resources Director will be available to assist all parties with the procedures in taking or responding to disciplinary actions. All cases of disciplinary suspension, demotion, or dismissal must be approved by the City Manager prior to giving final notice to the employee.

2.2.1.1 Unsatisfactory Job Performance Defined

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the Department Director or City Manager.

Examples of unsatisfactory job performance include, but are not limited to, the following:

- a) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- b) Careless, negligent or improper use of City property or equipment;
- c) Discourteous treatment of the public or other employees;
- d) Absence without approved leave;

2.2.1.2 Communication and Warning Procedures Preceding Disciplinary Action for Unsatisfactory Job Performance

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor shall meet with the employee as soon as possible in one or more counseling sessions to discuss specific performance problems. A brief summary of these counseling sessions shall be noted in the employee's file by the supervisor.

If the employee's performance continues to be unsatisfactory, the supervisor may use the following steps:

- a) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.
- b) If performance does not improve, a written recommendation should be sent to the Department Director and City Manager for disciplinary action such as suspension, demotion, or dismissal.

Disciplinary suspensions are for the purpose of communicating the seriousness of the performance deficiency, not for the purpose of punishment. Disciplinary suspensions are for the purpose of communicating the seriousness of the performance deficiency, not for the purpose of punishment, and should not generally exceed three days (24 hours) for non-exempt employees. Suspensions for exempt employees shall be for one full work week in accordance with Fair Labor Standards Act (FLSA) requirements to maintain exempt status. Under FLSA suspensions of less than a week are authorized for major safety violations or infractions of workplace conduct rules (detrimental personal conduct).

Demotions are appropriate when an employee has demonstrated inability to perform successfully in the current job, but shows promise and commitment to performing successfully in a lower level job

If after suspension or demotion, the employee's performance does not reach an acceptable level, the employee may be subject to additional disciplinary action up to and including termination.

2.2.2 Disciplinary Action for Detrimental Personal Conduct

Normally, the Department Director or City Manager would place the employee on non-disciplinary suspension prior to making a disciplinary determination to allow time to gather facts regarding the detrimental personal conduct and make a determination regarding the severity of the conduct.

2.2.3 Non-Disciplinary Suspension

During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would, in the opinion of the Department Director or City Manager, be in the best interest of the City, the Department Director with approval of the City Manager has authority to suspend the employee for part or all of the proceedings as a non-disciplinary action. In such cases, the City Manager has authority to:

- 1) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension, or
- 2) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension such employee shall not lose any compensation or benefits to which otherwise the employee would have been entitled had the suspension not

occurred. If the employee is terminated following suspension, the employee shall not be eligible for any pay from the date of suspension; provided, however, all other benefits with the exception of accrued vacation and sick leave shall be maintained during the period of suspension.

2.2.4 Pre-Dismissal Conference

Before dismissal action is taken, whether for failure in personal conduct or failure in performance of duties, the Department Director or City Manager (in the case of disciplinary action of a Department Director) will conduct a pre-dismissal conference. At this conference, the employee may present any response to the proposed dismissal to Department Director. The Department Director will consider the employee's response, if any, to the proposed dismissal, and will, within three working days following the pre-dismissal conference, notify the employee in writing of the final decision after obtaining approval from the City Manager. If the employee is dismissed, the notice shall contain a statement of the reasons for the action and the employee's appeal rights.

2.3 Grievance Procedure and Adverse Action Appeal

2.3.1 Policy

It is the policy of the City to provide a just procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair. The Human Resources Director will be available to assist all parties with the procedures during the grievance process.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment from supervisors or employees for exercising their rights under this Policy. Supervisors or other employees who violate this policy shall be subject to disciplinary action up to and including dismissal from City service.

2.3.2 Grievance Procedure

When an employee has a grievance, the following successive steps are to be followed unless otherwise provided. The number of calendar days indicated for each step should be considered the maximum, unless otherwise provided, and every effort should be made to expedite the process. However, the time limits set forth may be extended by mutual consent. The last step initiated by an employee shall be considered to be the step at which the grievance is resolved. A decision to rescind a disciplinary suspension or demotion must be approved by the Department Director or City Manager and rescinding a dismissal must be approved by the City Manager before the decision becomes effective.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. Either the employee or the supervisor may involve the respective Department Director or the Human Resources Director as a resource to help resolve the grievance.

In some instances, if both parties agree, and with the approval of the City Manager, the parties may request mediation assistance from a neutral party to assist in identifying mutually agreeable solutions or understandings. Mediation may be used at any step in the process if agreed to by the parties and with the approval of the City Manager.

Step 1. If no resolution to the grievance is reached informally, the employee who wishes to pursue a grievance shall present the grievance to the appropriate supervisor in writing. The grievance must be presented within fifteen calendar days of the event or within fifteen calendar

days of learning of the event or condition. The supervisor shall respond to the grievance within ten calendar days after receipt of the grievance. The supervisor should consult with any employee of the City in order to reach a correct, impartial, fair and equitable determination or decision concerning the grievance. Any employee consulted by the supervisor is required to cooperate to the fullest extent possible.

The response from the supervisor for each step in the formal grievance process shall be in writing and signed by the supervisor. In addition, the employee shall sign a copy to acknowledge receipt thereof. The responder at each step shall send copies of the grievance and response to the Human Resources Director.

Step 2. If the grievance is not resolved to the satisfaction of the employee by the supervisor, the employee may appeal, in writing, to the appropriate Department Director within ten (10) calendar days after receipt of the response from Step 1. The Department Director shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal.

Step 3. If the grievance is not resolved to the satisfaction of the employee at the end of Step 2, the employee may appeal, in writing, to the City Manager within ten calendar days after receipt of the response from Step 2. The City Manager shall respond to the appeal, stating the determination of decision within ten calendar days after receipt of the appeal. The City Manager's decision shall be the final decision. The City Manager will notify the City Council of any impending legal action.

Department Directors. In the case of Department Directors or other employees where the City Manager has been significantly involved in determining disciplinary action, including dismissal, the City may wish to obtain a neutral outside party to either:

- 1) provide mediation between the grieving Department Director and the City Manager (see definition of mediation in "informal resolution" above); or
- 2) consider an appeal and make recommendations back to the City Manager concerning the appeal. Such parties might consist of human resource professionals, attorneys trained in mediation, mediators, or other parties appropriate to the situation.

The City Manager's decision shall be the final decision. The City Manager will notify the City Council of any impending legal action.

Grievance and Adverse Action Appeal Procedure for Discrimination

When an employee, former employee, or applicant, believes that any employment action discriminates illegally (i.e. is based on age, sex, race, color, national origin, religion, creed, political affiliation, non-job related disability, or genetic information), he or she has the right to appeal such action using the grievance procedure outlined in this Article. While such persons are encouraged to use the grievance procedure, they shall also have the right to go directly to the Human Resources Director or to appeal directly to the City Manager.

Employment actions subject to appeal because of discrimination include promotion, training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty (30) calendar days of the alleged discriminatory action and may appeal for up to six (6) months following the action.

2.4 Discrimination and Harassment are prohibited

The City of Albemarle will not tolerate workplace discrimination and harassment. Harassment and discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their relationship with the City is unlawful and will not be tolerated.

Because the City takes allegations of harassment and discrimination seriously, we will respond promptly to reports and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace which is free of harassment and discrimination, the policy is not designed or intended to limit our authority to discipline or take action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment and/or discrimination.

It is the policy of the City to promote a professional and productive work environment where all employees are treated with dignity, courtesy and respect. We will not tolerate actions, words, jokes or comments based on an individual's race, color, religion, sex, gender identity, gender expression, age, national origin or ancestry, disability, sexual orientation, marital status, veteran status, membership in the uniformed services, genetic information, or any other basis defined or protected by federal, state or local laws. In keeping with this commitment, we will not allow our employees to be harassed by or discriminated against by anyone, (including any supervisor, co-worker, or vendor of the City).

Harassment can take on many forms and should be recognized as unacceptable if it involves comments or offensive remarks not just in regard to a person's race, national origin or sexual orientation but also in regard to a person's religious beliefs or practices. The City regards all forms of harassment as unacceptable and prohibits teasing and offensive remarks along with incidents which create a hostile or offensive work environment when it results in an adverse action within the workplace.

Definition of Sexual Harassment: "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a manager, or employee at any level, for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, which is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating to employees may also constitute sexual harassment.

Reporting a Complaint: Any employee who believes that he or she may have a complaint of harassment should follow the Grievance procedure or may file a complaint directly with the Human Resources Director or Department Director who will immediately notify the City Manager. The employee may file

the complaint directly with the City Manager if it involves a Department Director. Any employee that believes they have been subjected to harassment or discrimination of any type or has witnessed an incident of harassment has the right and obligation to report the incident within our City

Complaint Investigation: When the City receives the complaint, we will promptly investigate the allegation in a fair and timely manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will also impose disciplinary action up to, and including termination of the offending employee.

No Retaliation: All employees should take special note that, as stated above, retaliation against an individual who has reported any incidence of harassment or discrimination, and retaliation against individuals for cooperating with an investigation of any allegation, is unlawful and will not be tolerated by this organization.

2.5 Drug and Alcohol-Free Workplace

The City takes seriously the problem of drug and alcohol abuse and is committed to providing a drug and alcohol-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this drug and alcohol-free policy is made a condition of employment, and violations of the policy may lead to disciplinary action up to, and including, termination.

The use, possession, purchase, sale or manufacture of alcohol, illegal drugs, or non-prescribed drugs or being under the influence of alcohol, illegal drugs, or non-prescribed drugs while on City property, while operating City vehicles, or while engaging in City business is strictly prohibited.

The City always encourages you to behave responsibly and appropriately at all times. Any off-duty activity, including drug or alcohol related activity, which leads to your arrest or which causes embarrassment to the City may be grounds for discipline and/or discharge. All employees are required to report to their jobs in appropriate mental and physical condition.. The City's Employee Assistance Program (EAP) provides resources to address ongoing challenges employees may face.

Drug testing may be required under any of the following circumstances:

- **Pre-employment Testing:** All applicants with an offer of employment and employees being considered for, or currently performing safety sensitive duties are subject to testing. This applies to every person who operates a commercial motor vehicle and is subject to the commercial driver's license requirements.



- **Post-Accident Testing:** Employees may be required to submit to an alcohol and controlled substance test following an accident. This will be determined on a case by case basis.
- **Random Testing:** Random testing is conducted to identify employees who are using drugs or misusing alcohol. All employees of the City may be subject to random testing for alcohol and controlled substances.

Reporting an Incident/Conviction

Employees must, as a condition of continuing employment, contact their immediate manager and the Human Resources Director immediately following an arrest and within five (5) calendar days after any conviction for the manufacture, distribution, dispensation, possession, or use of narcotics, drugs, alcohol or other controlled substances. A conviction includes a finding of guilt, including a plea of no contest, or imposition of sentence, or both. The employee may be suspended with or without pay, or duties modified pending the outcome.

Substance abuse is an illness which can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You are encouraged to inform your immediate supervisor or the Human Resources Director for assistance in seeking help to address substance abuse. The HR Director can also help you determine coverage available under the City's medical insurance plan. When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the City.

The presence of any illegal drug, inhalant or other mind-altering substance in the body is a violation of this policy. Refusal of an employee to undergo testing, failing to cooperate fully when asked to submit to a test, and tampering with or providing a diluted specimen are also violations of our policy and grounds for immediate termination.

2.6 Employee Safety

The City of Albemarle's most valuable assets are the employees. The safety and wellbeing of each and every employee is the most important element in protecting that asset. Consequently, the City of Albemarle is committed to equipping employees to perform their assigned tasks safely.

The safety program cannot be successful without active participation of all employees. As a condition of employment, employees **MUST** become familiar with, observe, and obey the City's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

The health and well-being of our employees are foremost among our concerns. You must follow common-sense safety practices and correct or report any unsafe condition, or defective or malfunctioning tool or equipment. All employees must cooperate with the City in maintaining safe working conditions.

All employees are required to adhere completely to all City and OSHA safety requirements, as well as state and federal laws and insurance requirements. Failure to comply with safety requirements will result in discipline, up to and including termination. The following Safety Rules are to be complied with by all employees at all times while on the City's premises:

- a) Do not operate any equipment until you have received instructions.

- b) Turn off equipment to oil, clean or adjust.
- c) Turn off any electrical power before performing maintenance or service on equipment.
- d) If you don't know how to operate a piece of equipment, please ask for assistance from someone who does know.
- e) Do not wear loose or torn clothing near moving equipment.
- f) Report all accidents.
- g) Report unsafe or broken instruments, supplies, or equipment.
- h) Lift with your legs, not your back - keep object close to your body.
- i) Wet floors are slippery, so walk, don't run, and watch your footing.
- j) When handling chemicals or sprays, be sure you have been instructed and use the safety equipment.
- k) Drivers must have a valid driver's license and a driving record acceptable to the City and its insurance carrier.
- l) Floors and any work areas should be clear of tools not in use, rubbish and waste.
- m) Toxic materials must be stored under lock and key and only used with special instructions.
- n) No drinking of alcoholic beverages or use of drugs is permitted on the job, as set forth in our Drug and Alcohol – Free Workplace Policy.
- o) All employees returning from a medical leave of absence may be required to present a medical release to the City, prior to returning to actual work. The City reserves the right, in its sole discretion, to require such employees to submit to a medical examination at a doctor of its own choosing, at the City's cost, to ensure that the employee is physically and/or mentally capable of returning to his or her former employment without posing a direct threat to the health or safety of the employee or other employees.
- p) Employees are required to immediately report to their manager the existence of any hazardous condition discovered in the workplace. In such cases, the employee shall refrain from performing any work in the immediate vicinity of hazardous condition.

Other safety rules may be required depending upon the nature of a particular job or task. In any event, employees are required to work safely and to follow all applicable safety-related laws, rules or directives.

2.7 Solicitation and Distribution

The City of Albemarle regularly promotes community involvement through approved City activities. In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved. Furthermore, employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Non-employees are prohibited from soliciting or distributing materials or goods to employees on City premises at any time.

2.8 Social Media

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the

Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication. The same principles and guidelines found in our policies and three basic beliefs apply to your activities online.

Tips for Social Media Usage:

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination. We are exceptionally sensitive to this issue and for that reason, strongly encourage you to think twice before you post!! When in doubt – don't post!!!

Know and follow the rules: Carefully read these guidelines, as well as our policies on Discrimination and Anti-Harassment and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful: Always be fair and courteous to fellow employees, customers, suppliers or people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Grievance Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage customers, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Be honest and accurate: Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City, fellow employees, customers, suppliers, and people working on behalf of the City.

- Post only appropriate and respectful content.
- Maintain the confidentiality, trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to the City website without identifying yourself as an employee.
- Express only your personal opinions. Never represent yourself as a spokesperson. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, customers, suppliers or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear

that you are not speaking on behalf of the City. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the City of Albemarle.”

2.9 Conflicts of Interest

Employees are expected to represent the City of Albemarle in a positive and ethical manner. Employees have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to his or her manager or another member of management. In addition, the City of Albemarle prohibits any employee from directly or indirectly maintaining or engaging in any outside business or financial interest that conflicts with the interests of the City of Albemarle or that interferes with the employee’s ability to discharge his or her job duties fully. Employees are required to disclose to management any proprietary or financial interest they may have in any organization with which the City of Albemarle does business or with, so that a determination may be made as to whether a conflict of interest exists.

2.9.1 Relationships with Co-workers

The City strives to avoid the appearance of favoritism and potential problems in the area of supervision, control, and audit. For example, a supervisor should not have a relationship with a subordinate employee that could potentially appear to create or promote favoritism or special treatment for the subordinate employee. Relationships that call into question your ability to carry out your job functions in the best interest of the City are not appropriate.

Whenever an employee enters into a relationship with another employee he or she should ask whether there may be an appearance of favoritism or whether an audit or supervisory function may be compromised. When in doubt about the application of this policy, contact the Human Resources Director.

This policy does not restrict off-duty conduct, such as religious practices, political activity, or association with protected groups.

Any violation of City of Albemarle’ policy against conflicts of interest by an employee may result in disciplinary action, up to and including termination.

2.10 Outside Employment

The work of the City shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commissions and all self-employment must be reported in writing in advance to the employee's supervisor, who in turn will report it to the Department Director. The Department Director will review such employment for possible conflict of interest and then submit a record of the employment to the City Manager for review and approval. Conflicting and/or unreported external employment are grounds for disciplinary action up to and including dismissal. Documentation of the approval of outside employment will be placed in the employee’s personnel file.

Examples of conflicts of interest in outside employment include *but are not limited to*:

- a) employment with organizations or in capacities that are regulated by the employee or employee’s department; or
- b) employment with organizations or in capacities that negatively impact the employee’s perceived integrity, neutrality, or reputation related to performance of the employee’s City duties.

An employee who sustains an injury or illness in connection with external employment and is receiving worker's compensation from that employer shall not be entitled to receive City worker's compensation benefits. Any law enforcement officer working off duty in a position that requires law enforcement authority and approved by the department shall be covered under the City worker's compensation.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

2.10.1 Dual Employment

The City prohibits any employee from holding more than one position with the City if the combined positions will result in the employee working more than 40 hours per week in any week of the year unless approved by the City Manager. The City will consult FLSA regulations in all dual employment cases to ensure that the regulations are followed.

2.11 Political Activity

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the United States and the State of North Carolina. However, no employee shall:

- a) Engage in any political or partisan activity while on duty;
- b) Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- c) Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes;
- d) Coerce or compel contributions from another employee of the City for political or partisan purposes;
- e) Use any supplies or equipment of the City for political or partisan purposes; or

Any violation of this section shall subject the employee to disciplinary action including dismissal.

2.12 Employment of Relatives

The City prohibits the hiring and employment of immediate family in full or part-time positions within the same work unit if such employment would result in one family member supervising another or if one member will occupy a position of influence over another member's employment or any condition of employment. Examples of potential influence include but are not limited to hiring, promotions, salary administration and disciplinary action.

For the purposes of this Article, immediate family shall be defined as spouse, child, parent, sibling, grandparent, grandchild, to include in-law, step and half relationships. The definition for this Article also includes individuals living in the same household who share a relationship comparable to immediate family members.

The City also prohibits the employment of any person into a position who is an immediate family member of individuals holding the following positions: Mayor, City Council Member, City Manager, Assistant City Manager, Finance Director, Human Resources Director, City Clerk, or City Attorney.

Otherwise, the City will consider employing family members or related persons in the service of the City, provided that such employment does not:

- 1) result in a relative supervising another relative;
- 2) result in a relative auditing the work of a relative;
- 3) create a conflict of interest with either relative and the City; or
- 4) create the potential or perception of favoritism.

This provision shall not apply retroactively to anyone employed when the provision was adopted by the City.

2.13 Non-Disclosure of Confidential Information

Employees may, by virtue of their employment with the City, obtain access to sensitive, confidential, restricted and proprietary information that is not generally known or made available to the public and that the City has made reasonable efforts to keep confidential, including but not limited to financial records, vendor information, referral or mailing lists, credit card numbers, and similar information whether stored electronically or in paper format.

Such confidential information shall be used solely by employees in the performance of their job duties for the City and shall not be used in any other manner whatsoever during their employment. Employees shall not, without prior written consent, use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of the City and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge, prosecution, or other available action.

Upon termination of employment, employees must deliver to the City any and all confidential information, whether stored electronically or in paper format, including but not limited to all copies of such documents prepared or produced in connection with their employment with the City that pertain to the City's business or the employee's services for the City, whether made or compiled by the employee or furnished to the employee in connection with such services to the City. In addition, at termination, employees must return to the City all of the City's non-confidential property, documents, or electronic information.

This policy does not limit the common law and statutory rights of the City.

2.14 Weapons and Violence Prevention

This Weapons and Violence Prevention policy applies to all employees of City of Albemarle, visitors, and any other persons on the City of Albemarle' premises.

All persons are prohibited from possessing weapons as defined in G.S. 14-269 in city owned buildings, their appurtenant premises, parks and all city owned property except as defined below.

This prohibition shall not apply to the following persons:

- Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under Orders requiring them to carry arms and weapons;

- Civil officers of the United States while in the discharge of their official duties;
- Officers and soldiers of the militia and the National Guard when called into actual service.
- Animal Control Officers while in the discharge of their official duties;
- Sworn law enforcement officers;
- Persons possessing a lawful concealed carry permit within city parks except for the specific areas of the parks delineated in the **City Ordinances**; more generally defined as athletic fields, courts, and gymnasiums including appurtenant spectator areas; swimming pools and appurtenant pool decks including bath houses.

A conspicuous notice shall be posted at each entrance to any property set forth above, stating: "Possession of weapons or carrying a concealed handgun is prohibited."

Any person in violation of this section shall be guilty of a misdemeanor and upon conviction shall be fined \$500 or imprisoned for six months, or both.

For purposes of this policy, "prohibited weapon" includes any device or other implement designed or which may be used for the infliction of bodily injury or death. Examples include any gun or other firearm (including a handgun for which an individual possesses a valid permit); ammunition, firecrackers, or other explosives; a knife or other cutting device or instrument; or other similar implements.

2.14.1 Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, customer, vendor or business associate will not be tolerated. City resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The City of Albemarle treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a manager, security personnel, Human Resources, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. We will not retaliate against employees making good-faith reports. We are committed to supporting victims of intimate partner violence by providing referrals to the City's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported to a member of the Management team immediately. Employees should take all threats of violence seriously, and not place themselves in any danger and/or attempt to intercede during an incident.

In the unlikely event that there is a safety breach with a potential active shooter on the premises, employees should follow these guidelines:

- Immediately exit the building at the nearest exit if it is safe to do so.
- If you are in an office or other enclosed area, secure the door if possible.
- If you are in an open area, try to get to a secure area or hide behind equipment, in closets, etc.
- Call 911 if it is safe to do so.

The City of Albemarle will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. We will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, we may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages employees to bring their disputes to the attention of their Manager or Human Resources before the situation escalates. We will not discipline employees for raising such concerns.

2.15 Workplace Bullying

The purpose of this policy is to communicate to all employees, that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important.

2.16 Video and Audio Recording Devices

The use of personal camera or other video or audio recording-capable devices on city premises is prohibited without the express prior permission of the City Manager and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

Part 3 – GENERAL PRACTICES

3.1 Employment Classifications

All employees are classified either as exempt or non-exempt as defined by Federal and State laws. The following terms will be used to describe employment classifications and status:

Exempt Employees: Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor’s regulations. In general, an exempt employee is one who is paid on a salary basis at the minimum salary threshold and who holds a position which meets one of the FLSA exemption tests, such as administrative, professional, or executive. Certain outside sales persons and a few other job categories are also exempt. As an exempt employee if you believe an improper deduction has been made to your salary, you must immediately report this information to your immediate supervisor or the Human Resources Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Non-Exempt Employees: Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) and many hourly employees are generally not exempt from the FLSA’s overtime provisions and are therefore eligible for overtime pay.

Full-time employee. An employee who is in a position for which an average work week equals more than 30 hours, and continuous employment of at least 12 months, as required by the City.

Part-time employee. An employee who is in a position for which an average work week is less than 30 hours and continuous employment of at least 12 months are required by the City.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated introductory period.

Introductory employee. An employee appointed to a full or part-time position who has not yet successfully completed the designated introductory period.

Temporary employee. An employee, not in a regular position, for which either the average work week required by the City over the course of a year is less than 30 hours, or continuous employment required by the City is less than 12 months.

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on introductory status.

3.2 Introductory Period

An employee appointed or promoted to a regular position shall serve an introductory period. Employees shall serve a six-month introductory period, except that employees in sworn police and fire positions shall serve a twelve-month introductory period. Employees hired as “trainees” shall remain on introduction until the provisions of their traineeship are satisfied. During this period, supervisors shall

monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving a twelve-month introductory shall have a review at the end of six months as well as before the end of twelve months.

An important purpose of the introductory period is to provide an opportunity for the appointee to adjust to the new job. Likewise it serves as a trial period during which the employee demonstrates his or her ability to perform the work, to demonstrate good work habits and to work well with the public and coworkers. Before the end of this period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the introductory period should be completed, extended, or the employee transferred, demoted, or dismissed. With approval of the City Manager introductory periods may be extended for a maximum of six additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during this period of a new hire without following the steps outlined in this policy for disciplinary action. An introductory employee dismissed during their introductory period is not eligible for pay for accrued annual leave.

A promoted employee who does not successfully complete the introductory period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on introduction retain all other rights and benefits.

An introductory period will typically not be applicable in rehire or reinstatement situations.

3.3 Hours of Work and Meal Periods

Your working hours will be set and communicated to you by your manager and may be changed from time to time by the City of Albemarle. While you are allowed to enter the premises before your work schedule starts, you should not perform any work before your normal schedule begins. Do not clock in more than seven (7) minutes prior to your shift and likewise, stop working and clock out no more than seven (7) minutes after the end of your scheduled shift. In either instance, do not perform work unless you are clocked in.

Any break exceeding 20 minutes will be regarded as a meal period. The meal period will be unpaid and is not considered time worked. Generally, your meal period will not be interrupted by work activities. If interruptions do occur and you are unable to take your meal period, you will be compensated for this time. Employees are not authorized to work during their meal period unless they are requested to work by their manager.

3.4 On- Call and Call-back

On-call time is defined as the time when an employee must carry a communication device and must respond immediately to calls for service. Non-exempt employees required to be on-call will be paid the equivalent of one hour pay for each day of on-call time they serve. On-call time requiring an employee to remain at a designated location or otherwise substantially restrict personal activities in order to be ready to respond when called is considered work time and therefore paid.

Call back: Non-exempt employees will be guaranteed a payment of two hours, or the total call back hours worked in a 24-hour period, whichever is greater, for being called back to work outside of normal

working hours. This will be paid in wages or compensatory time, at 1 1/2 times their current hourly rate of pay. Hours actually worked while on call back are calculated beginning with the employee reports to the work site and are added to the regular total of hours worked for the week. Call back provisions do not apply to previously scheduled work outside the normal workday or work that would extend beyond normal workday period

3.5 Break Time for Nursing Mothers

The federal Fair Labor Standards Act (FLSA) allows employees to take reasonable break time to express breast milk as needed for up to one (1) year after the birth of a child. The City will provide a place for the employee to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this policy. Employees with further questions or concerns regarding this policy should contact their supervisor or the HR Director.

3.6 Job Descriptions

We expect and require our employees to do a variety of tasks from day to day. Every employee will receive a copy of their job description upon hire. During the course of the year and from time to time a person's job may change. At that time, a new job description will be presented and the supervisor and the employee will review it and both will sign off on it.

Please understand that a Job Description is no more than an outline of duties and tasks which you may be required to perform during an average workday and not every duty and task may be represented.

A copy of your job description is available on the City shared drive, and is available for your review. Ask your Supervisor if you have any questions about your job description or duties.

3.7 Telework

This policy provides for a consistent application of telework practices across City departments, to ensure the security of City information and systems, to manage Continuity of City operations, to reduce the environmental impact of commuting and to increase employee morale and satisfaction which will lead to increased work productivity.

Telework is defined as allowing employees to work at an alternate location. Employees perform essentially the same work that they would in the central work place in accordance with their same performance expectations and other agreed upon terms. Telework arrangements may be established for long-term or short-term periods.

Although many of the City's services are normally performed in City office facilities and require the presence of employees at a central work place, department directors have the authority to designate employees eligible for telework or alternative work arrangements. While alternative work arrangements may meet the needs of both the department and the employee, the City Manager has the sole discretion to determine when this is appropriate.

Work performed in an alternative work location is considered official City business; therefore, departments shall maintain specific conditions that apply to employees engaged in telework, including but not limited to confidentiality and communications systems' requirements. Prior to beginning a telework arrangement, a formal telework agreement must be executed by both the employee and the

department director. These agreements must be approved by the City Manager and/or Assistant City Manager prior to the start of a telework arrangement.

3.8 Employee Personnel Records and Release of Information

All information contained in a City employee's personnel file shall be open to inspection by the employee or his/her duly authorized agent. He/she may examine all portions of their personnel file except letters of reference. Records are available for review upon request.

It is important that the City maintain accurate personnel records at all times. Employees are responsible for updating their personal information (including any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information). By promptly notifying the City of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience. Any change in your immediate contact information (address or phone number) should be provided directly to your manager and Human Resources department.

3.9 Performance Reviews, Salary Reviews

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the City Manager.

Employees who are at the maximum amount of the salary range for their position classification are eligible to be considered for a performance pay bonus at their regular performance evaluation time. Performance pay bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Performance pay bonuses shall be awarded in lump sum payments and do not become part of base pay.

Supervisors and/or managers shall normally conduct performance evaluation conferences with each employee at least once a year during the common review period. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be published by the Human Resources Director with the approval of the City Manager.

3.10 Position Changes

Eligibility for Transfer/Promotion

In order to be eligible for a transfer or promotion, an employee should:

- Have been in their current role for a minimum of two years
- Be meeting all performance expectations in their current position

Promotions

The purpose of the promotion pay increase is to recognize and compensate employees for taking on increased responsibility. When an employee is promoted, the salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of

employment, the City Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the City, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the City shall consider internal comparisons with other employees in the same or similar jobs.

Demotions

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job and consistent with the placement of other employees within the same classification in that salary range. If the current salary is within the new range, the employee's salary may be retained at the previous rate if appropriate. If the demotion is the result of discipline, the salary shall be decreased at least 5%. Salaries of demoted employees may be no greater than the maximum of the new range.

Transfers

The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary range shall not be changed by the reassignment.

Reclassifications

An employee whose position is reclassified to a class having a higher salary range, shall receive a pay increase of 5% or an increase to the minimum rate of the new pay range, whichever is higher. If the employee has completed an introductory/"trainee" period, the employee's salary shall be advanced to at least the introductory completion amount in the new range.

If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Interim Assignments

An employee who is formally designated, for a period of at least one month, by the City Manager to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall normally receive an increase for the duration of the interim assignment. The employee shall receive a salary adjustment to the minimum rate of the job in which the employee is acting or an increase of 5%, whichever is greater. Criteria involved in determining the amount of the compensation will include:

- a) the difference between the existing job and that being filled on a temporary basis, and
- b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the interim role, taking into account any increase the employee would have received if not placed in the interim role.

3.11 Longevity Pay

The City provides a lump sum payment to employees in recognition of their service to the City. Longevity pay is discretionary and is subject to the availability of funds, budgetary constraints and the approval of the City Council.

Years of Service Longevity Amounts are as follows:

5 to 9 years	2%
10 to 14 years	3%
15 to 19 years	4%
20 and over	5%

If budgeted, longevity pay will normally be issued in December based on the length of service and pay rate effective November 30 of each year. Appropriate federal, state, retirement, etc. deductions will be made.

3.12 Payroll Practices

Employees are paid every other Friday, on a biweekly basis. If a Friday is a City holiday/bank holiday, the employees will be paid on the Thursday. Each workweek starts at 12:01 a.m. Sunday and ends at midnight the following Sunday. Fire and Police work periods are described below.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period; 171 hours for sworn police in a 28 day cycle and 159 in a 21 day cycle for fire or other cycle consistent with FLSA). Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate.

Fire Department personnel who work on a shift basis will have a work period of 21 days. Personnel will work 159 hours in a 21-day cycle before being eligible for overtime.

Police Department personnel who work on a shift basis will have a work period of 28 days beginning at 6:01 AM on Sunday morning and ending at 6:00 AM on Sunday, four (4) weeks following. Sworn police will work 171 hours on a 28-day cycle before being eligible for overtime.

Funds will be direct deposited into your bank account. Employees who change banking accounts or require updates to their W-4 withholdings should contact the HR Director to update their direct deposit or tax withholding forms.

Certain payroll deductions will be made in accordance with federal and state laws in addition to voluntary employee deductions. Employees may authorize us to make deductions for benefit premiums, 401(k), flexible spending accounts etc. Employees must review their paychecks for errors. If an employee finds a mistake, it must be immediately reported to your manager who will take the steps necessary to correct the error.

By law, the City of Albemarle is required to comply with any and all court, government orders and applicable laws. Upon receiving a court order or government mandate, the City will notify the employee and begin withholding wages.

Effective Date of Pay Changes

All changes that impact an employee's rate of pay (promotions, salary changes, reclassifications, etc.) must be made effective on the first day of a new pay period.

3.13 Overtime and Compensatory Time

Non-exempt employees of the City can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the City and determined by the Department Director. Overtime work should normally be approved in advance by the Department Director, City Manager or other designee.

In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will holidays, vacation or sick leave be included in the computation of hours worked for FLSA purposes.

Determination of Overtime: Department Directors have the authority to designate whether the department's non-exempt employees will receive overtime pay, compensatory time, or a combination of both, for overtime worked. The Department Director is the final authority for the compensation method and will take into account the department's overtime budget and operational demands.

Overtime Rate: Overtime rate for non-exempt employees shall be at one and a half (1.5) times the employee's hourly rate of pay.

Compensatory Time: Official compensatory time records shall reflect the product of *actual hours worked* multiplied by one and a half (1.5).

Accumulation Maximum:

Employees cannot accumulate more than maximum compensatory limits listed below at any given time:

	Regular Scheduled Hours/Pay Period	Maximum Balance of Hours (hours x 1.5)
General Employees	80	120
Law Enforcement	84	126
Fire Protection Employees	106	159

If on rare occasion, employees that have accrued leave over the thresholds established above, the employee will be paid out any additional hours over the balance thresholds on the last payroll of the fiscal year. It is the employee's responsibility to monitor compensatory time balances.

In emergency conditions, when long and continuous work is required over multiple days, the City Manager may approve special overtime compensation.

3.14 Compensating for Travel Time

Special One-Day Assignment in another City

When an employee travels to an out-of-town site for a special one-day assignment, the time commuting in excess of the normal commute time will be counted as working time.

Overnight Travel Away from Home

Trips that take employees away from home overnight have certain guidelines. Travel away from home is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on non-working days.

3.15 Attendance and Punctuality (No Call/No Show)

The City of Albemarle requires and expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness are disruptive and place a burden on other employees and on the City.

Employees should consult their immediate supervisor on individual start times and schedules and should be notified as soon as possible in advance of any tardy arrival or unscheduled absence. If illness is the cause given for the absence, the City may require a doctor's note documenting the date and reason for the absence.

The Attendance and Punctuality Policy is applicable to all employees (exempt and nonexempt). Employees who fail to follow the policy may be subject to corrective action/discipline up to, and including, termination.

Scheduled absence: A preapproved, planned absence from work by your supervisor is considered a scheduled absence. You are expected to schedule planned absences as far in advance as possible. Only requests which receive a supervisor's approval are scheduled absences.

Unscheduled absence: An absence during your regularly scheduled work hours without prior approval from your manager is considered an unscheduled absence.

Protected absence: A protected absence is not subject to corrective action/discipline and is protected by a specific City policy or federal or state laws such as Family Medical Leave Act (FMLA) or Americans with Disabilities Act (ADA).

This includes but is not limited to:

- Time away for approved Family or Medical Leave.
- Time away for work-related injury or illness.
- Other paid time away, including bereavement, jury duty, or testifying in court.
- Qualified military time away including annual training or active duty leave.
- Qualified military time away will be approved as leave provided the
- City receives a copy of the military leave paperwork.

Tardiness: Tardiness can occur if you are late for your work shift or late returning from your lunch period or break, or if you leave early from your shift without prior approval.

Job Abandonment (No Call/No Show): If you are absent from work without notifying your manager for three (3) or more consecutive scheduled business days, you will be considered to have voluntarily abandoned your job. The same is true if you don't contact the City when you are

available for work at the end of an approved leave of absence. The City will consider extenuating circumstances on a case by case basis.

Notification Procedures: When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor or manager as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with another staff member does not qualify as notifying your supervisor. As a last resort, employees may contact Human Resources.

When absence is due to illness, the City reserves the right to require appropriate medical documentation. Such documentation need only include the employee's name, the date and time the employee was seen, and if applicable, a specific instruction regarding the employee's incapacity to perform his or her job. Excessive absenteeism or tardiness can result in discipline, up to and including termination. (Also see the section on Family & Medical Leave for extended leave situations.)

3.16 Time Records

Federal and state laws require City of Albemarle to keep accurate records of the hours a non-exempt employee works, and the employee's time record accomplishes this. All employees must record their time when they start working, at the beginning and end of their meal period, any time they leave the City of Albemarle' premises for non-business reasons and upon their return, and at the end of the workday when they finish working.

Please remember to record your time accurately. Should you forget to record your time or make an error on your time record, you should notify your supervisor immediately, so that the time worked may be recorded or corrected and authorized.

Employees should verify their time record at the end of each pay period. It is your responsibility to make sure your time record is correct and verified. An employee should only record his or her own time. Recording hours worked on another employee's time record, tampering with another employee's time record, falsely recording time, or allowing someone to record time on your time record is prohibited and may result in disciplinary action, up to and including termination, both for you and for the other employee. In addition, employees should not work "off the clock."

3.17 Inclement Weather and Emergency Closings

It is the policy of the City of Albemarle that all departments and offices operate on a normal schedule, regardless of weather conditions or circumstances. In the event of inclement weather, every City employee is to make every attempt to safely report to work as usual.

If local weather conditions make it impossible for an employee to report to work, he/she is expected to notify his/her supervisor in the same manner used for any other absence. The day will be charged as a vacation day, or as compensatory time, or, if the employee had not accumulated vacation or compensatory time, as a day without pay.

If an employee is unavoidably late due to severe weather conditions, the employee will not lose paid time unless the delay is longer than one (1) hour. Delays of longer than one (1) hour will either be charged to compensatory time, vacation leave, or will be without pay.

Any deviation from this policy can only be authorized by the City Manager, or their designee.

3.18 Parking

All employees are expected to drive safely and to demonstrate courtesy, safety, and concern for pedestrians and other vehicles on city property. The City does not assume responsibility for accidents, fire, theft, etc., that occur in the parking lot.

3.19 Smoking and Tobacco

In compliance with state law and City ordinance in order to provide a safe and comfortable working environment for all employees, smoking (including the use of electronic smoking devices and the use of smokeless tobacco products) is strictly prohibited except in specially designated smoking areas. Smoking is prohibited in all municipal vehicles. This policy applies to all employees, visitors, contractors and consultants and/or their employees working on the City premises, all temporary employees, and all interns. Employees who violate this policy will be subject to disciplinary action up to and including immediate termination.

The City also strongly urges any employee who smokes to seek help with a smoking cessation specialist and special arrangements may even be made to assist with this process.

3.20 Dress Code and Public Image

Our City's professional atmosphere is maintained, in part, by the image we present to our citizens and the community. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and your fellow workers.

In keeping with this approach, the City allows reasonable self-expression through personal appearance, unless a) it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or b) it is regarded as offensive or harassing toward co-workers or others with whom the City conducts business and has contact with employees.

Employees are expected to observe our Dress Code and Public Image Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time away from work will be without pay.

3.21 Communication Systems

Purpose

The City of Albemarle recognizes the increase in technology resources available to employees designed to enable the City of Albemarle to provide services in a timely and efficient manner. This policy covers the use of all electronic communication technology resources belonging to the City of Albemarle. Electronic communication devices include but are not limited to radios, telephones, cellular phone, faxes, all computer systems and the peripherals, e-mail system, Internet, and network resources. Employees, volunteers and contractors of the City are expected to use any City owned electronic communications devices in a manner consistent with this policy.

Access and Ownership of Information

All electronic communication devices are provided to increase the level of service to citizens and to increase the productivity of employees. Any information sent, stored or received on such devices shall be considered the property of the City of Albemarle and shall be subject to inspection by City officials. The City reserves the right to inspect the devices for City business purposes without advance notice for purposes including but not limited to:

1. Investigation of theft.
2. Unauthorized disclosure of confidential or proprietary information.
3. Personal abuse of the device.
4. Monitoring of workflow productivity.
5. Investigation of violation of City policies.

The City may also find it necessary to access information stored on electronic communication equipment to continue a level of efficient and responsive government service in the case of an employee absence, transfer, vacation or termination. Police Department records shall be accessible 24 hours per day by the Police Department records personnel and supervisory personnel.

Monitoring

The City of Albemarle shall not routinely monitor the electronic communications of its employees but reserves the right to do so for the circumstances contained in this policy and as necessary.

This policy shall comply with all federal wiretapping laws pertaining to listening to telephone communications, direct line telephone communications or the recording of such conversations. The employee's right to privacy shall be protected at all times.

Personal Use

The City of Albemarle understands that incidental personal use of City electronic communication devices is a reasonable and acceptable use of the equipment. Employees shall be aware that communication conducted on electronic devices must comply with existing City policies governing harassment, political activity, use for outside employment, abuse of time and any other previously adopted City of Albemarle policies.

Personal use shall be permitted upon the following conditions:

1. Employee should be aware that any use, even personal, is still subject to all provisions of this policy.
2. There must be no cost to the City of Albemarle.
3. Use must be conducted on employee's own time. However, minimal personal use of non-cellular telephones and the e-mail system is permitted provided that it does not interfere with the employee's ability to carry out the City's business.
4. Use must not interfere with the ability of other employees to do their jobs.
5. Use of the City's electronic communication devices is prohibited for the purpose of conducting outside business.
6. Use of cellular phones in emergency situations is permitted providing that the employee reimburse the City for any expenses should expenses be incurred
7. Individuals who are not employees, volunteers or contractors of the City are not permitted to use the City's electronic communication devices.
8. Keep It Professional. All Communication Systems users must keep their messages businesslike and refrain from using these systems for personal messages. The Communication Systems may NOT be used in such a way as to be disruptive or offensive to others. Messages containing offensive sexual material, racial or ethnic slurs or epithets, or other material of a harassing nature are strictly prohibited. Remember – the City of Albemarle's policies against discrimination and sexual and other unlawful harassment apply to communications through the Communication Systems or otherwise. Employees learning of the misuse of City of Albemarle's Communication Systems or of violations of this policy have the responsibility to notify the IS Director immediately.

Employees should keep in mind that, as outlined in this policy, the City reserves the right to conduct inspections of communication devices for City business purposes and the ownership of such information shall rest with the City of Albemarle.

Authorizing Use of E-mail and Internet

The use of the Internet and e-mail systems is designed to increase efficiency and improve communications both internally and outside the organization. The City of Albemarle will provide its employees with access to email and Internet resources as appropriate. It shall be at the discretion of each Department Director as to who shall have access to these devices. Department Directors shall be responsible for notifying the IS Director of any necessary additions, deletions and changes to employee access.

Confidential Information/Security

Because information transmitted via the use of e-mail is not completely secure and can possibly be viewed by individuals other than the intended recipient, the transmission of confidential information over the e-mail system is prohibited. If it is necessary to transmit in writing such information, employees shall do so by a printed memorandum, letter, etc.

Except where permitted by this policy, the viewing, altering, transmitting, accessing, copying or deleting of files belonging to another employee without their prior consent is prohibited.

Each user of the City's network will be responsible for his/her own actions, therefore; each individual user of the City's network will be assigned a user access code or password. This password or access code shall not be provided to any other employee and shall not be stored in written form by the assigned employee. In the instance that it is necessary to view the files of a City employee under circumstances contained within this policy, the Department Director may provide his/her approval to the City or Department IS Director to provide for the access to the files.

Due to the damaging effect of computer viruses, employees are required to receive the approval of the City or Department IS Director prior to downloading any file or program received on CD ROM, diskette, and tape or through the Internet. This is designed to prevent viruses from infecting the City's network.

Appropriate/Inappropriate Uses

Electronic communication devices are provided to City of Albemarle employees as a business tool. Just as with any other City resource, employees are representing the City of Albemarle when using these devices. It is established legal precedence that even when using such devices for personal use, employers can be held liable in a court of law for the inappropriate uses of its employees. Therefore, any violation of this policy or inappropriate use of electronic communication devices will be considered a serious offense.

Inappropriate uses include but are not limited to:

1. Violations of this policy.
2. Use of electronic communication devices for activity relating to outside employment.
3. Disclosure of confidential information.
4. Use for political purpose.
5. Use to store, transmit, load or download sexually explicit images and material, violent images and material, or any other material or language deemed inappropriate or offensive by the City.
6. Using harassing, intimidating, discriminating, or threatening language.

7. Violations of federal copyright laws.
8. Use of computer equipment to add or play computer games.
9. Violations of the City Code of Ordinances or policies.

Employees shall not tamper with or alter the hardware or configuration of any computer without receiving approval to do so from the City or Department IS Director. Employees shall also contact the Department or City Information Systems (IS) Director when any network program seizes or becomes non-operating. The resolution procedures shall be at the discretion of the Administrator.

Employees are urged to remember that items deleted by the user are not necessarily irretrievable by computer experts. Therefore, inappropriate information between individuals may be discovered even when it is thought to have been deleted.

Maintenance Procedures

The following maintenance procedure are set forth in an effort to prevent the contamination of the computer network systems as well as to ensure the upkeep of the system. The IS Director shall be responsible for:

- a. Review all passwords and codes annually for accuracy, their current status, and for access violations.
- b. Review any software wishing to be downloaded to a personal computer for the existence of viruses.
- c. Back up network system files a minimum of once per week.

Penalties

Employees in violation of this policy shall be subject to the disciplinary actions up to and including termination.

Authority

By accessing and using the Communication Systems provided or made available by City of Albemarle, you expressly consent to such monitoring, access, use, and disclosure by City of Albemarle and acknowledge that YOU HAVE NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY INFORMATION ON THE COMMUNICATION SYSTEMS PROVIDED OR MADE AVAILABLE BY the CITY OF ALBEMARLE.

3.22 Media Relations

Occasionally, employees may be contacted by the media requesting information about the City of Albemarle or its employees, doctors or operations. In order to avoid providing inaccurate, incomplete or material information to outside sources, all outside inquiries regarding the City or its employees or operations must be referred to the Assistant City Manager. Only an authorized spokesperson (Department Director) is authorized to make or approve public statements pertaining to the City or its employees or operations.

3.23 Equipment and City Property

City equipment, materials, tools and supplies shall not be available for personal use and are not to be removed from the premises except in the conduct of official City business, unless approved by the City Manager. All City property issued to the employee shall be returned to the employee's supervisor upon termination of employment.

3.24 Use of Cellular Phones while Driving

If you are driving a vehicle (**personal or City**) on City business, you **MUST** use a hands-free device while using your cell phone. Calls made while using hands-free devices should be made only when necessary and kept as brief as possible. If use of a hands-free device is not possible, you are expected to pull off of the road to a safe area before using your cell phone. It is unlawful for any motor vehicle operator to text message while driving.

Compliance with all local, state, and federal laws is required. Any ticket or citation received while operating a City vehicle will be the sole responsibility of the employee. Employees found at fault in a collision may be required to pay all or a portion of the cost of repair and/or are subject to disciplinary action including termination.

Part 4 –Benefits

4.1 Employee Group Health, Dental and Vision Insurance

The City provides group health, dental and vision insurance programs for employees and their families as specified under the terms of the group insurance contract. The City pays the entire cost of health insurance for full-time employees. The City will comply with the Affordable Care Act by providing health insurance for all employees expected to work 30 or more hours per week for three or more months when required. Full-time employees may, if they so desire, purchase available group health, dental and/or vision coverage through the City for qualified dependents within the stipulations of the insurance contract. Employees will pay the amount stipulated by the City for their qualified dependents. Information concerning cost and benefits shall be available to all employees from the Human Resources office.

4.2 Continuation of Benefits (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the City health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact the Human Resources Department to ask about COBRA.

4.3 Retiree Health Insurance

City of Albemarle employees who qualify for retirement under the provisions set forth under the North Carolina Local Government Employees' Retirement System before Medicare eligibility may continue the group health insurance coverage until they reach Medicare eligibility, based upon the following schedule:

- a. Under five (5) years of continuous service with the City – no group health insurance benefits available.
- b. Five (5) years, but less than ten (10) years of continuous service – group health insurance benefits available at the current premium rate to be paid for in full by the retiree.
- c. Ten (10) years, but less than fifteen (15) years of continuous service – group health insurance benefits available at the current premium rate to be paid 25% by the City and the retiree will pay the remaining amount.
- d. Fifteen (15) years, but less than twenty (20) years of continuous service – group health insurance benefits available at the current premium rate to be paid 50% by the City and the retiree will pay the remaining amount.
- e. Twenty (20) years, but less than twenty-five (25) years of continuous service – group health insurance benefits available at the current premium rate to be paid 75% by the City and the retiree will pay the remaining amount.
- f. Twenty-five (25) years or more of continuous service – group health insurance benefits available at the current premium rate to be paid 100% by the City.

Retired elected officials may be eligible for retiree coverage after completion of twenty (20) or more years of continuous service to the City of Albemarle. Group health insurance benefits will be available at the current premium rate and will be paid for in full by the retiree. Coverage will be continued under the type coverage (Individual, Family, etc.) as was in effect immediately preceding retirement date and benefits will be provided under the same provisions and at the same amounts as for other active employees (i.e. premiums are paid on time, etc.).

Coverage will be available only to those eligible dependents of the member covered on the day immediately preceding the date of retirement. Coverage will remain available until the retiree ceases to be eligible, in accordance with the provisions of the Plan, i.e. children who reach the maximum age limit cannot continue to be covered.

Coverage for eligible retirees will continue until:

- Retiree ceases to be eligible as a retired employee as specified under the North Carolina Local Government Employees' Retirement System;
- Retiree fails to pay any applicable fees on or before the date due;
- Retiree becomes eligible for benefits under Title XVIII Medicare of the Social Security Act;

This policy is subject to the approval of the insurance carrier(s) selected to provide group medical coverage for employees of the City of Albemarle. Any and all of the provisions of this policy is subject to change, including amendments and termination, without prior notice. Rates are subject to change on an annual basis.

4.4 Retirement

Each employee who is expected to work for the City more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System after 90 days of employment as a condition of employment.

Employees contribute a designated percent of salary each payroll with an actuarial match by the City as determined by the North Carolina Local Governmental Employee's Retirement System.

An employee who meets the conditions set forth under the provisions of the North Carolina Local Governmental Employee's Retirement System may elect to retire and receive all benefits earned under the retirement plan.

4.5 Supplemental Retirement Benefits

The City provides supplemental retirement benefits for its full-time employees. As prescribed by North Carolina State Law, the City will contribute a percentage of salary to the State 401-K plan for each sworn law enforcement officer (currently 5%) beginning after 90 days of employment.

All full-time employees may make voluntary contributions to the 401-K plan up to the limits established by law and the 401-K provider. The City may choose to make contributions to non-law enforcement employees as it deems appropriate.

The City also provides a 457b deferred compensation plan that is available to all full-time and part-time employees.

4.6 Social Security

The City, to the extent of its lawful authority and power, has extended Social Security benefits to its eligible employees.

4.7 Workers' Compensation

All employees of the City (full-time, part-time, and temporary) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of

employment to their immediate supervisors at the time of the injury in order that appropriate action may be taken at once.

Responsibility for claiming compensation under the Workers' Compensation Act is on the injured employee, and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from date of injury. The Department Director and the Human Resources Director will assist the employee in filing the claim.

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave, vacation, or compensatory time during the first waiting period of seven days. The employee will not be required to reimburse the City for this paid leave in the event the absence extends beyond twenty-one days and the first seven days is paid by workers' compensation.

Once the waiting period is over, workers' compensation covers two thirds of regular pay. An employee may elect to use sick leave, vacation or compensatory time to supplement the other one third of time not to exceed regular gross pay. While on paid leave, an employee continues to receive paid health insurance.

Any worker's compensation disability that qualifies under the requirements of FMLA shall run concurrently with FMLA. An employee on worker's compensation leave will be permitted to continue to be eligible for benefits under the City's group insurance plans. Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit. Any amounts owed are due and payable by the first of the month.

An employee shall retain all unused vacation and sick leave while on Worker's Compensation Leave without Pay. An employee ceases to earn holiday or leave credits on the date Worker's Compensation Leave without Pay begins.

Pursuant to a declaration invoking Section 304 of the Homeland Security Act, this provision will also apply to reactions to smallpox vaccinations administered to City employees under the Homeland Security Act. Such reactions shall be treated the same as any other workers' compensation claim.

4.8 Law Enforcement Separation Allowance

Every sworn law enforcement officer, as defined by N.C. Gen. Statute 128-21(11b) or N.C. Gen. Statute 143-166.50, shall be eligible for a separation allowance, as provided by N.C. Gen. Statute 143-166.42, in the amount specified in N.C. Gen. Statute 143-166.41(a).

Currently the law enforcement separation allowance is *"equal to eighty-five hundredths percent (0.85%) of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service"*. The City will pay this benefit on a monthly basis in accordance with the payroll frequency used by the employer.

Eligibility and continuation of these benefits are subject to the following conditions:

- a) The officer shall have completed 30 or more year of creditable service, or have attained 55 years of age and completed five or more years of creditable service (as defined in General Statute 143-166.42); and
- b) The officer shall not have attained 62 years of age;

c) The officer shall have completed at least five years of continuous service as a law enforcement officer immediately preceding a service retirement, as defined by N.C. Gen. Statute 143-166.41(a)(3) and 143-166.41(b).

d) The law enforcement officer, after separation from City employment, notifies the City of any new employment involving local law enforcement duties. Such notification shall include the nature and extent of the employment, and any change of employment status.

As used in this section, "creditable service" means the service for which credit is allowed under the retirement system of which the officer is a member, provided that at least fifty percent (50%) of the service is as a law enforcement officer as herein defined or as a probation/parole officer as defined in G.S. 135-1(17a).

Payment of separation allowance benefits to a retired officer shall cease at the first of:

- a) The death of the officer;
- b) The last day of the month in which the officer attains 62 years of age; or
- c) The first day of re-employment in any position in any local government in North Carolina.

The City may employ retired officers in a public safety position in a capacity not requiring participation in the Local Governmental Employees' Retirement System and doing so shall not cause payment to cease to those officers under these benefits. Participation in the retirement system is required by anyone scheduled to work 1000 hours per year or more. Should the separation allowance for law enforcement officers, now required by law, be rescinded, this separation allowance shall be rescinded at the same time.

4.9 Credit Union Membership

Employees of the City of Albemarle are eligible for membership in the North Carolina Local Government Federal Credit Union.

4.10 Tuition Assistance

Full-time employees who have completed the initial introductory period may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the City service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Director prior to course registration and are subject to the review by the Human Resources Director and approval of City Manager.

Part 5 – Holidays, Vacation and Other Leave

5.1 Holidays

The City will follow the holiday schedule as published by the State of North Carolina for state employees. In order to receive a paid holiday, an employee must have worked the day before and the day after the holiday(s), or have been given approved paid leave.

Holidays: Effect on Other Types of Leave

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Holidays: Compensation When Work is Required or Regularly Scheduled Off for Shift Personnel

Employees whose job assignments are not closed during holidays will receive equal amounts time to be accrued at the end of the first and second payroll of each month (24 times per year). This time may be taken when scheduled in advance with the supervisor. Employees should not accrue holiday time in excess of the amount equal to one-half their annual accrual amount.

- 40-hour employees will accrue 4 hours per payroll (24 times each year)
- 42-hour employees will accrue 4.5 hours per payroll (24 times each year)
- 53-hour employees will accrue 5.3 hours per payroll (24 times each year)

In determining eligibility for overtime in a work period, only hours actually worked shall be considered.

5.2 Vacation Leave

Vacation is a privilege granted to employees by the City. Vacation leave is intended to be used for rest and relaxation, school appointments, and other personal needs. Vacation should be requested in advance in methods determined by the department and approved by the supervisor.

Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the City. Employees who wish to use leave for religious observances must request leave from their respective Department Directors. The Department Director will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the City.

In determining eligibility for overtime in a work period, only hours actually worked shall be considered.

Vacation Leave: Accrual Rate

Each full-time employee of the City will accrue vacation on the following schedule. Sworn law enforcement officers who work an average workweek of 42 hours (168 hours in a 28-day cycle) and fire shift staff who work 159 hours in a 21-day cycle will earn a prorated amount based on the average number of regular hours in the work week.

Years of Service Approximate Days Accrued Per Year

0 – 4 years	10
5 - 9 years	12
10 – 14 years	15
15 – 20 years	18
20 plus years	21

Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until the pay period containing December 31 of each fiscal year. During the pay period containing December 31, any employee with a balance exceeding 200 hours shall have the excess accumulation transferred to sick leave so that only a balance of 200 hours is carried forward to January 1st.

If an employee separates from service, the payment for accumulated vacation leave shall not exceed 200 hours. Retiring employees may transfer any amount of accrued vacation leave up to their maximum accrued balance to sick leave at termination to be used toward retirement credit. At the time of retirement, the payment of accumulated vacation leave shall not exceed 200 hours.

Current employees are not eligible to receive pay for vacation time not taken.

Employees are cautioned not to retain excess accumulated vacation leave until late in the fiscal year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

Vacation Leave: Manner of Taking

Employees shall be granted the use of accrued vacation leave upon request in advance at those times designated by the Department Director which will least obstruct normal operations of the City. Department Directors are responsible for ensuring that approved vacation leave does not hinder the effectiveness of service delivery.

Vacation Leave: Payment upon Separation

An employee who has successfully completed six months of the introductory period will normally be paid for accumulated vacation leave upon separation not to exceed the 200 hour maximum provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation, thirty calendar days for Department Directors.

Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the City Manager when deemed to be in the best interest of the City. Employees who are involuntarily separated shall receive payment for accumulated vacation leave not to exceed the 200 hour maximum. At the discretion of the City Manager, employees dismissed for serious violations of personal or criminal conduct are ineligible to receive vacation pay.

Vacation Leave: Payment upon Death

The estate of an employee who dies while employed by the City shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in this policy.

5.3 Sick Leave

Sick Leave may be used for the following reasons: sickness, non-job related bodily injury, the first seven days of Workers' Compensation Leave, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill. For the purposes of this benefit, immediate family is defined as spouse, child, parents of employee or spouse, grandparent, grandchild, brother or sister, or someone living in the home or in-law or step relations of same. Sick leave may not be used to care for a healthy child.

Sick leave may also be used to supplement worker's compensation disability leave for the seven day waiting period before worker's compensation benefits begin, not to exceed normal gross pay.

Sick Leave with pay is granted to employees by the City Council and may be used only for the purposes described in this Policy. Abuse of sick leave privileges will subject the employee to disciplinary action.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or according to departmental procedures.

In determining eligibility for overtime in a work period, only hours actually worked shall be considered

Sick Leave: Accrual Rate and Accumulation

Sick leave shall accrue at a rate of approximately one day per month of service or twelve days per year. Sick leave for full-time employees working other than the basic forty-hour work schedule (sworn law enforcement officers who work an average workweek of 42 regular hours-168 hours in a 28 day cycle or fire shift staff who work an average workweek of 53 regular hours-159 in a 21 day cycle) shall be prorated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Governmental Employees Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the City, except as stated above for retirement or upon reinstatement with one year of separation.

Transfer of Sick Leave from Previous Employer

The City will accept sick leave balances when documented by a previous employer when the employee worked for a previous employer covered by the North Carolina State or Local Government Retirement Systems and the employee did not withdraw accumulated retirement contributions from that employer when leaving employment.

The sick leave will be treated as though it were earned with the City of Albemarle and may be used as any other accrued sick leave by the employee. The sick leave amount must be certified by the previous employer and it is the employee's responsibility to provide documentation from his or her previous employer. Transferred sick leave will be credited to the employee upon successful completion of the six months of employment.

Sick Leave: Medical Certification

The employee's supervisor or Department Director may require a physician's certificate certifying the employee's or employee's family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the Department Director deems desirable. The Department Director shall be responsible for the application of this provision to the end that:

- 1) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- 2) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action up to and including dismissal.

Pro-rated Leave

Holiday, annual, and sick leave earned by full-time employees with more or fewer hours than the basic work week (40 hours) shall be pro-rated.

5.4 Military Leave and National Guard/Active Reserve

The City will grant a military leave to eligible employees consistent with the requirements of Federal law (USERRA). Employee taking leave under USERRA shall be eligible to take accumulated vacation leave, accrued compensatory time or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking USERRA leave, the employee's unused leave balances will be retained and any seniority based benefits such as leave accrual rates will continue to accrue.

Employees performing USERRA duty of more than 30 days may elect to continue the City's health care for up to 24 months but will be responsible for paying the insurance premiums up to 102% of the premium costs. Employees whose USERRA duty is less than 31 days will have their health insurance coverage paid as if they were at work with the City.

Military Training

In addition to complying with the requirements of USERRA, the City provides additional benefits for military training. Full-time employees who are members of an Armed Forces Reserve organization or National Guard shall be granted fifteen calendar days per year for military leave with pay.

If such duty is required beyond the fifteen calendar days, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While on military leave, seniority-based benefits such as leave accrual rates shall continue to accrue as if the employee was actively at work. Employees on extended military leave will remain eligible for health benefits on a voluntary basis, at the employee's expense for a period of 24 months.

Part-time and temporary employees will be granted time off without pay to meet their military reserve or National Guard training obligations.

Reinstatement Following Military and other USERRA Service

An employee who volunteers or is called to active duty with the United States military forces, and who returns to work in less than five years will be returned to the same or like position he or she occupied prior to the active duty enlistment with full seniority, status, leave accrual rates and pay as if there had been no break in employment. A military discharge form "DD214" with an honorable discharge must be submitted with the notification of intent to return to work.

Time limits for employees to reapply for return to work after release from military service are:

- 1) Less than 31 days absence - employee must report to employer by the next business day.
- 2) 31 days-180 days absence - notification to the supervisor must be submitted within 14 days.
- 3) More than 180 days absence - notification to the supervisor must be submitted within 90 days.

All reporting deadlines are extended for two years if the employee is injured during USERRA service.

5.5 Civic Responsibilities

We encourage each of our employees to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist you in the performance of your civic duties.

A full-time City employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the City any

witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty.

Voting

Voting is key to our civic responsibilities. If you need assistance finding time to vote, please let us know so that we can make arrangements for you to have the necessary time to get to the polls.

5.6 Parental School Leave

A City employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three (3) following conditions:

- 1) The leave must be taken at a time mutually agreed upon by the employee and the City;
- 2) The City may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- 3) The City may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by a full-time employee to attend to school activities of his or her child shall count toward the fulfillment of this provision by the City.

5.7 Voluntary Shared Leave

Shared sick leave provides full-time employees the opportunity to donate sick leave and/or vacation leave hours directly to a regular full-time employee. Full-time employees are eligible to request shared leave when needed because of a catastrophic or prolonged serious personal medical condition requiring extended absence in excess of normally accrued leave. Employees are also eligible for this leave because of catastrophic or prolonged serious medical conditions of a spouse, parent or child requiring extended absence in excess of normally accrued leave to care for that family member. Employees are not eligible for shared leave for normally chronic or short-term medical conditions.

Employees may request transfer of sick and vacation leave from the accounts of one or more consenting employees. Employees donating leave must retain a balance of at least 80 hours of sick leave and 80 hours of vacation leave. Recipients of shared leave must have already been approved for the leave of absence. Donated leave will run concurrently with all applicable unpaid leave provisions.

Eligibility

- The recipient employee must be a full-time or part-time employee working over 1,000 hours annually.
- In order to be eligible an employee must have exhausted all paid leave at the time of donation.
- An employee who has active discipline due to attendance issues or is not meeting attendance expectations on the performance evaluation is ineligible for participation in this program.

Provisions

- a) Leave must be donated on a one hour to one hour basis.
- b) An employee of supervisor may not directly or indirectly intimidate, threaten, coerce or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with any right an employee may have to donate, receive, or use sick leave under this program. Such action shall be grounds for disciplinary action up to and including dismissal on the basis of the personal conduct. Individual leave records are confidential and only individual employees may

reveal their donation or receipt of leave. The donating employee may not receive remuneration for the donation of sick.

- c) Recipients may not bank leave donations.
- d) Funds to pay the donated leave must be available in the recipient department's budget.
- e) Any donated leave is taxable to the recipient. The dollar amount of any donated leave will be added to the recipients W-2 as income.
- f) Donated sick time is not eligible to count towards service years in the Local Government Retirement System. The use of donated leave does not waive the "at will" employment status.

5.8 Leave Without Pay

A full-time employee may be granted a leave of absence without pay for a period of up to twelve months by the City Manager. The leave may be used for reasons of personal disability, sickness or disability of immediate family members, continuation of education, special work that will permit the City to benefit by the experience gained or the work performed, or for other reasons deemed justified by the City Manager.

The employee shall apply in writing to the City Manager for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the City Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay.

If the employee decides not to return to work, the Department Director shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn holiday or leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the City's group insurance plans at his or her own expense, subject to any regulation adopted by the City and the regulations of the insurance carrier. If the Leave Without Pay is for a circumstance that coincides with FMLA, Workers' Compensation Leave, or USERRA then the provisions of those policies will apply.

5.9 Family Medical Leave Act (FMLA)

In accordance with the Family Medical Leave Act that went into effect on August 5, 1993, the City of Albemarle provides eligible employees up to twelve weeks of leave for family and medical reasons. Additional time away from the job beyond the 12-week period may be approved in accordance with the City's Leave without Pay policy.

Guidelines:

- a) **Eligibility.** Employees are eligible to take up to twelve (12) weeks of unpaid family/medical leave within a twelve (12) month period, rolling back and be restored to the same or an equivalent position upon their return from leave provided they: a) have worked for the City for at least twelve (12) months, and for at least 1250 hours in the last 12 months; and b) are employed at a worksite that has fifty (50) or more employees within a 75 mile radius.
- b) **Reasons for Leave.** Eligible employees may take family/medical leave for any of the following reasons: a) the birth of a son or daughter and in order to care for such son or daughter; b) the placement of a son or daughter with the employee for adoption or foster care; c) to care for a spouse, son, daughter, or parent with a serious health condition; d) because of their own serious

health condition which renders the employee unable to perform the essential functions of the position, e) In accordance with the National Defense Authorization Act

- Eligible employees may take up to twelve (12) weeks family medical leave for a qualifying exigency related to a covered service member on active duty or who has been notified of an impending call or order to active duty. Covered family members include spouse, parent, and child.
 - Or an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks for military related medical treatment to care for the service member. Under the caregiver leave the twelve-month period will be calculated rolling forward from the first day of leave.
 - Leave because of reasons "a" or "b" must be completed within the twelve (12) -month period beginning on the date of birth or placement.
- c) **Notice of Leave.** If the need for family/medical leave is foreseeable, the employee must give the City at least thirty (30) days prior written notice. If this is not possible, the employee must at least give notice as soon as is practicable (within 1 to 2 business days of learning of their need for leave). Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the City within 1 to 2 business days of learning of their need for leave, except in extraordinary circumstances. The City has Family Medical Leave forms available from the Human Resources Department. These forms must be used when employees request leave.
- d) **Medical Certification.** If employees are requesting leave because of their own or a covered relation's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The City has the right to request second or third medical opinions, at its expense. Medical Certification Forms are available from the office managers. When an employee requests leave, the City will notify them of the requirement for medical certification and when it is due (at least 15 calendar days after the employee requests leave). Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The City may require subsequent medical recertification on a reasonable basis.
- e) **Reporting While on Leave.** If an employee takes leave because of their own serious health condition or to care for a covered relation, the employee must contact the City every thirty (30) days. Regarding the status of the condition, and their intent to return to work.
- f) **Leave is Unpaid.** Family/medical leave is unpaid leave. Employees are required to exhaust all vacation, sick and compensatory time off at the onset of an FMLA leave. The substitution of paid leave time for unpaid leave time does not extend the twelve (12)-week leave period.
- g) **Medical and Other Benefits.** When an employee is on leave under FMLA, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the City will require the reimbursement of the amount paid for the employee's health insurance premium during the FMLA leave period. Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit by the first of each month. After using all paid leave for which the employee qualifies, the employee on FMLA may use Leave without Pay for the remainder of the FMLA 12/26 week entitlement. An employee ceases to earn holiday or leave credits on the date leave without pay begins.

- h) **Intermittent and Reduced Schedule Leave.** Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours the employee works in each work week or workday) if medically necessary. In addition, while the employee is on an intermittent or reduced schedule leave, the City may temporarily transfer the employee to an available alternative position which better accommodates the employee's recurring leave, and which has equivalent pay and benefits.
- i) **Returning from Leave.** Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and employment terms, unless business conditions have so changed to make this impossible. The City may deny restoration to certain highly compensated employees, but only if necessary, to avoid substantial and grievous economic injury to the City's operations. If an employee takes leave because of their own serious health condition, he/she is required to provide medical certification that he/she is fit to resume work. Employees failing to provide the Return to Work Medical Certification will not be permitted to resume work until it is provided.

5.10 Bereavement

The City of Albemarle recognizes the importance of taking leave on the occasion of a death in the family. Employees are entitled to up to three (3) days off with pay for the death of an immediate relative: mother, father, guardian, sister, brother, spouse, domestic partner, child, aunt, uncle, nephew, niece, mother-in-law, father-in-law, grandparent, or grandchild, plus combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Employees are entitled to one (1) day for the death of a relative other than an immediate family member.

Employees are eligible for up to four (4) hours of paid leave to attend the funeral of a co-worker.

Authorized leave without pay is available for extended funeral matters or employees may request to use annual leave time for additional leave. Personal leave time may also be taken when necessary. Employees taking bereavement leave must notify Human Resources of their intention to do so. The City may request documentation to support absences for bereavement leave.

Part 6 – Resignation and Separation

6.1 Employee Resignation and Termination

City of Albemarle and its employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time and the City reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice. An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requested is two calendar weeks. Failure to provide minimum proper notice shall result in forfeit of payment for accumulated vacation unless the notification requirement is waived upon recommendation of the Department Director and approval by the City Manager. Thirty days of notice is expected of Department Directors and the City Manager.

Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation.

6.2 Reduction in Force

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks of notice of the anticipated action. No regular employee shall be separated because of a reduction in force while there are temporary or introductory employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the temporary or introductory employee.

6.3 Disability

The City will comply with the Americans with Disabilities act and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the City. In cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the City Manager. The City may require an examination, at the City's expense, performed by a physician of the City's choice.

Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for a disability retirement. Information about this option is available from the Human Resources Director or the Retirement System.

6.4 Death

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

6.6 Reinstatement

An employee who is separated because of a reduction in force or who resigns while in good standing may be reinstated within one year of the date of separation, upon recommendation of the Department Director, and upon approval of the City Manager. An employee who is reinstated in this manner shall be re-credited with his or her previously accrued sick leave.

6.8 Rehiring

To be eligible for rehire, all former employees must:

- Have resigned from their earlier employment with the City with timely notice in compliance with City policy;
- Received performance evaluations showing satisfactory performance in terms of job performance, attendance, and similar measuring factors. If an employee resigned prior to receiving an evaluation, the employee must have successfully completed the introductory period and have no disciplinary or similar record in the employee's prior employment file;
- Pass the City's current drug/alcohol screening test applicable to all new hires; and
- Receive a favorable report from a background check.

6.8.1 Rehiring within 180 Days Following the Termination Date

Rehire Date: The employee will be deemed hired on the original hire date with no break in service for purposes of determining eligibility for employee benefits. For seniority purposes, if relevant, the employee will be treated as if he or she was hired on the original hire date but took a leave of absence for the period between the termination date and the rehire date.

Compensation: If the employee is rehired for the same position or a comparable position to the one formerly held, the employee's compensation will be unchanged from the compensation on the termination date. If the employee is hired into a different job for which the pay level is greater or less than that of the employee's former position, the employee will receive the compensation earned by similarly situated employees in the new position.

Insurance and Similar Benefits: Medical Insurance and Group Life Insurance will be restored as soon as is practicable based on the terms of the plans and the rehire date.

Retirement Benefits: The rehired employee may participate in the City's retirement program, e.g., 401(k) or similar plan, as soon as is practicable based on the terms of the plan and the rehire date.

Accrual of Leave: The rehired employee will accrue vacation time, personal or discretionary leave, and sick leave at the same rate as the employee accrued such leave prior to the termination date. If the employee fills a new position with a higher rate of accrual for any category of leave, the newly rehired employee will accrue such leave at the higher rate. No vacation time, personal or discretionary leave, or sick live is accrued during the period between the termination date and the rehire date.

Past Accrual: If the employee had accrued but unused leave at the time of termination and the employee was not paid for such leave at the time of termination, the accrued but unused leave will be restored to the employee.

6.8.2 Rehiring More than 180 Calendar Days, But Less than 365 Calendar Days after the Termination Date

Compensation: If the employee is rehired for the same position or a position comparable to the one formerly held, the employee's compensation will be unchanged from his or her compensation on the termination date. If the employee is hired into a different job for which the pay level is greater or less than that of the employee's former position, the employee will be entitled to the compensation earned by similarly situated employees in the new position.

Insurance and Similar Benefits: Medical Insurance and Group Life Insurance will be restored as soon as is practicable based on the terms of the plans and the rehire date.

Retirement Benefits: The rehired employee may participate in the City's retirement program, e.g., 401(k) or similar plan as soon as is practicable based on the terms of the plan and the rehire date.

Accrual of Leave: The rehired employee will accrue vacation time, personal or discretionary time, and sick leave at the same rate as a newly hired employee. If the employee fills a new position with a higher rate of accrual for any leave, the employee will accrue such leave at the higher rate. No vacation time, personal or discretionary leave, or sick live is accrued during the period between the termination date and the rehire date.

Past Accrual: The employee will not be credited with any accrued but unused leave held at the time of termination.

6.8.3 Rehiring One Year or More after Termination

Any employee rehired more than one year after the termination date will be treated as a new hire with regard to compensation, leave, and all other terms and conditions of employment.



Acknowledgement of Receipt - Employee Handbook

I acknowledge that I have received a copy / have been given access to the City of Albemarle Handbook (“Handbook”) issued beginning September 2020. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the City that are provided to me during the course of my employment.

I also understand that the purpose of this Handbook is to inform me of the City’s policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any City employee, nor is it intended to create contractual obligations of any kind. Employment at the City is at-will. I understand that the City has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Translation Assistance

All employees are required to abide by City policies. **If you have any problems reading or understanding any information included in this handbook, please notify your supervisor.** We will gladly provide you with language assistance, but you must let management know if you are having a problem. Unless we hear otherwise, we will assume that you are thoroughly familiar with the policies and procedures discussed in this handbook.

I acknowledge receipt of the Handbook **AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT – EXPRESS OR IMPLIED.**

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the Human Resources Department.



Acknowledgement of Receipt - Drug- and Alcohol-Free Workplace

The City of Albemarle is committed to a safe, healthy and productive work environment for all employees. We recognize that alcohol, drug or other substance abuse by an employee may impair their ability to perform properly and can have serious adverse effects on the safety, efficiency and productivity of other employees and the office as a whole.

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, controlled substances or alcoholic beverages on City property, including personal and City vehicles, or in the performance of services for City of Albemarle is strictly prohibited. Disciplinary action may be imposed, up to and including termination of employment, at the sole discretion of the City.

As a condition of continuing employment, I acknowledge that I must:

- Abide by the terms of this policy; and
- **Notify my immediate manager and the HR Director immediately following an arrest and within five (5) calendar days after any conviction for the manufacture, distribution, dispensation, possession, or use of narcotics, drugs, alcohol or other controlled substances.**

I further acknowledge that disciplinary action for violation of this policy may include any and/or all of the following:

- Suspension without pay up to five (5) working days.
- Demotion or reduction in pay.
- Termination of employment.

I acknowledge that I have received and understand the **Drug- and Alcohol-Free Workplace Policy**.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the Human Resources Department.



Acknowledgement of Receipt - Anti-Harassment and Harassment Complaint Procedures

The City of Albemarle is committed to providing a work environment that is free of discrimination and unlawful harassment. The City does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

REPORTING A COMPLAINT

In the event an employee feels they have been subjected to a form of harassment or witnessed harassment, regardless of whether it is by a fellow worker, any member of management or a member of the general public, they should report the incident(s).

I acknowledge and understand that:

- various laws and regulations prohibit employment decisions from being made on the basis of race, color, religion, sex, gender identity, gender expression, age, national origin or ancestry, disability, sexual orientation, marital status, veteran status, membership in the uniformed services, genetic information, or any other basis defined or protected by federal, state or local laws.
- within the work environment, employees should be free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.
- sexual harassment (both overt and subtle) is strictly prohibited.
- anyone engaging in sexual or other unlawful harassment, as defined in the Employee Handbook, may be subject to disciplinary action, up to and including immediate termination of employment.

I acknowledge that I have received and understand the **Anti-Harassment Policy**. I further acknowledge receipt of the **Harassment Complaint Procedure** outlined in the Employee Handbook and accept responsibility to report any incidents of harassment as outlined in the procedure.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the Human Resources Department.

Resolution 20-11

Councilmember _____ introduced the following resolution and moved its adoption:

WHEREAS, personnel policies within an Employee Handbook are designed to state employee benefits, employee responsibilities and employee privileges;

WHEREAS, the Employee Handbook is a guide to assist employees in becoming familiar with expectations, obligations, and benefits of employment, including our policy that all employees of the City of Albemarle are “at-will” employees; and

WHEREAS, effectively communicating and maintaining an up to date Employee Handbook contributes to an overall positive workplace culture;

WHEREAS, it is the intent of the City of Albemarle to adhere to all valid and enforceable State and Federal laws;

WHEREAS, the City Manager’s final adoption of personnel policies within this Employee Handbook supersedes all prior personnel policies, amendments or communications which are inconsistent with the personnel policy adopted by the City Manager.

WHEREAS, Section 4.2 (a) of the Code of Ordinances of the City of Albemarle, North Carolina, provides that in part the City Manager exercise authority over all employees in accordance with personnel rules, regulations, policies, and;

WHEREAS, the City Manager in furtherance of his hiring, firing, and discipline authority is in the best position to adopt, enforce, and amend personnel policies for City employees, but only to the extent that the policy and its implementation conform to the current City budget.

Now, therefore, be it RESOLVED: By the City Council of the City of Albemarle that, effective September 8, 2020, that the City Manager is authorized to adopt, modify, amend and repeal from time to time the Employee Handbook/Personnel Policy for City of Albemarle employees; provided that no action by the City Manager pursuant to this authority shall contravene the budget adopted by the City Council in effect at the time of such action.

Councilmember _____ seconded the motion and upon a vote, _____ voted for the motion. _____ voted against the motion and the motion was declared passed and the resolution adopted.

Print

Title – Public Housing Department Write Offs FY 19-20

Description:

FY 19-20 Public Housing move-outs with outstanding balances requiring Council approval to be written off and turned over to the City of Albemarle Finance Department for the NC Local Government Debt Setoff Clearinghouse.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Copy of Copy of Collection Loss as of FY19-20 councilversion.pdf	Council Version of write off accounts
<input type="checkbox"/> write_offs_letter.pdf	Write Offs for period July 1, 2019 to June 30, 2020

APPROVALS:

Date/Time:	Approval:	Department:	
9/3/2020 5:04 PM	Approved	City Clerk	
9/3/2020 5:04 PM	Approved	Administration	

City of Albemarle Department of Public Housing

Collection Loss Report 7/1/2019 thru 6/30/2020

<u>Last Name</u>	<u>Address</u>	<u>Move-out Date</u>	<u>Rent</u>	<u>Excess Utilities</u>	<u>Misc</u>	<u>Maintenance</u>	<u>Late Fee</u>	<u>Total Credits</u>	<u>Total Credits Applied to Rent</u>	<u>Ending Balance</u>
	403 South. Bell Ave	12/2/2019	\$382.00		\$266.52	\$183.64	\$105.00			\$937.16
	415 South Bell Ave	11/29//2019	\$248.00	\$3.92	\$285.96		\$75.00	\$200.00	\$200.00	\$412.88
	422 Grigg Street	11/29/2019	\$830.00		\$327.32	\$386.33	\$75.00	\$229.00	\$229.00	\$1,389.65
	424 Grigg Street	7/12/2019	\$55.00		\$674.73			\$234.00	\$55.00	\$495.73
	435 Grigg Street	9/26/2019	\$591.00	\$443.44	\$193.04	\$199.76	\$45.00	\$200.00	\$200.00	\$1,272.24
	437 Grigg Street	8/8/2019	\$304.00	\$24.88	\$62.16	\$352.22	\$15.00	\$300.00	\$300.00	\$458.26
	443 Grigg Street	7/12/2019	\$2,269.21	\$405.20	\$296.00	\$317.37	\$120.00	\$338.00	\$338.00	\$3,069.78
	449 Grigg Street	12/27/2019	\$3,221.00	\$564.72	\$459.96	\$129.74	\$75.00	\$1,485.00	\$1,485.00	\$2,965.42
	453 Grigg Street	9/10/2019	\$1,055.16	\$566.00	\$181.00	\$262.52	\$90.00	\$200.00	\$200.00	\$1,954.68
	1443 Inger Street	12/4/2019	\$2,864.00			\$35.00	\$75.00	\$2,947.00	\$2,864.00	\$27.00
	1512 Inger Street	3/10/2020	\$2,350.00		\$439.96	\$145.68	\$135.00	\$1,888.00	\$1,888.00	\$1,182.64
	1518 Inger Street	6/1/2020	\$3,768.00	\$163.08	\$156.52	\$341.05	\$90.00	\$3,755.60	\$3,755.60	\$763.05
	504 Elizabeth Ave	11/18/2019	\$1,017.00	\$151.60	\$190.24	\$92.16	\$15.00	\$1,282.48	\$1,017.00	\$183.52
	1521 Inger Street	7/22/2019	\$519.00	\$67.00	\$49.04	\$157.00	\$15.00	\$500.00	\$500.00	\$307.04
	523 Martin Luther King	11/27/2019	\$853.00			\$69.74	\$75.00	\$674.00	\$674.00	\$323.74
	603 Martin Luther King	11/29/2019	\$1,977.00	\$13.44	\$583.00	\$147.56	\$60.00	\$1,015.00	\$1,015.00	\$1,766.00
		TOTAL	\$22,303.37	\$2,403.28	\$4,165.45	\$2,819.77	\$1,065.00	\$15,248.08	\$14,720.60	\$17,508.79



ALBEMARLE

NORTH CAROLINA
Water. Air. Land. Opportunity.

Department of Public Housing

September 3, 2020

TO: Michael Ferris, City Manager
Nyki Hardy, Assistant City Manager

FROM: N. Lee Staton, Public Housing Director

SUBJECT: Write Offs for the period July 1, 2019 to June 30, 2020

HUD examines an agency's ability to collect dwelling rent owed by residents in possession of a unit during the assessment fiscal year by measuring the balance of dwelling rent uncollected as a percentage of total dwelling rent to be collected. Dwelling rent uncollected is any rent owed to the agency that is not paid during the assessed period. Excluded from the calculation of dwelling rent to be collected include, but are not limited to:

1. Any damage charges due or paid;
2. Late fees due or paid;
3. Excess utility surcharges due or paid;
4. Legal fees; and
5. Retroactive rent charges

There were 16 households that moved out between July 1, 2019 and June 30, 2020 that had outstanding owed money to the City of Albemarle. The total amount of dwelling rent uncollected was \$22,303.37 and there were \$14,720.60 in disbursements (adjustments, payments, security deposit, etc.) that were made on the accounts with outstanding balances towards rent. The total dwelling rent uncollected was \$7,582.77 (see attached memo).

It is requested that the attached accounts be written off and turned over to the City of Albemarle Finance Department for the NC Local Government Debt Setoff Clearinghouse. This implies if someone applies for Public Housing, or Section 8, and owes a back debt, they will have to pay that debt before being placed on the waiting list

HUD requires City Council's approval before these write offs can be removed from Tenant Accounting.

Print

Title – Consider Approval of Tour De Elvis Cycle Tour

Description:

The 11th annual Tour De Elvis Cycle event will be held on Saturday, September 12th. The cycle tour will consist of 25, 45, and 65 mile routes all over Stanly County.

To receive authorization from NCDOT for this event, City Council needs to approve the event.

There will not be any street closures. Registrations for the event will be taken online only and participation will be limited to no more than 100 riders. Each route will leave in 15 minute increments to ensure cyclist are spread out.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

<u>ATTACHMENTS:</u>	
Name:	Description:
No Attachments Available	

<u>APPROVALS:</u>			
Date/Time:	Approval:	Department:	
9/3/2020 2:04 PM	Approved	City Clerk	
9/3/2020 2:04 PM	Approved	Administration	

Print

Title – Information - HRC Ordinance & Guidelines

Description:

Councilmember Hall requested Council be provided with a copy of these regulations.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> ALB_HISTORIC_GUIDLINES.pdf	HRC Guidelines
<input type="checkbox"/> HRC_ORdinance.docx	HRC Ordinance

APPROVALS:			
Date/Time:	Approval:	Department:	

Historic District Design Guidelines



Albemarle
North Carolina

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Chapter 1.0

Introduction

While the City of Albemarle has continued to develop over time, its historic downtown core has retained a unique and diverse building stock that tells the story of how the city developed. Large grain silos are an example of Albemarle’s agrarian roots while textile mill buildings and villages hint at the industrial background of the community. The town’s strong religious foundation is exemplified by grand churches of singular architecture spread throughout downtown. The vast number of late-nineteenth and early-twentieth commercial structures show that downtown Albemarle once was, and still is, the center for retail trade and employment in Stanly County. Finally, the variety of neighborhoods spreading out from downtown represents urban residential growth from the city’s founding, through the middle of the twentieth century.



The existence of this strong historic core gives downtown Albemarle its small town character and charm that is not only unrivaled in the region, but also being recreated in new developments. For example, Locust Town Center is based on the traditional design elements that define community and foster continued economic development. These characteristics already exist in downtown Albemarle.



Like most other communities, Albemarle has experienced suburban commercial and residential growth that has directed growth away from downtown resulting in loss of business, vacancies, and unfortunately, loss of some of its historic architecture. Through its dedication to downtown master planning, Albemarle has begun to reverse this trend and there is a renewed interest in downtown as a commercial center. Historic preservation of the qualities that downtown Albemarle its pedestrian character and quaint charm, is critical to further economic development and continued downtown revitalization.



The purpose of the downtown local historic district and these design guidelines is to promote and provide for economic development which will reflect Albemarle's heritage through the cultural, architectural, and economic elements of downtown while preserving the historic integrity of the City of Albemarle.

1.1 Purpose of Design Guidelines

These design guidelines are intended a resource for property owners to use to understand the reasons for, the proper methods of, and overall benefits of historic preservation both to the individual, and the community as a whole. A secondary, but equally important purpose of this document is as a guide for the community and Historic Resources Commission to use when evaluating the appropriateness of exterior changes and new construction within the district. To that end, the guidelines included in this document will convey to the property owner the proper methods of improving his or her property.



This guideline document also is intended to foster a continued preservation effort by protecting and enhancing the original character of downtown Albemarle, allowing for changes and new construction that is unique yet compatible, helping owners recognize the need for and assist in the improvement of their buildings, and bolstering the overall sense of place and pride in the community.



Each individual guideline section includes the guidelines themselves, along with a narrative and accompanying illustrations. They are developed to provide detailed information and direction to the property owners and the residents of the local historic district.

Relationships to Other Codes

This document is a guide to exterior changes and new construction to properties in the local historic district. It does not regulate the use of land or how a property is to be developed. Similarly, it does not present codes for the construction of buildings within the district, fire and safety codes, or other development standards. It is, however, intended to be a companion to these other documents concerning development when the subject property exists within the local historic district. The Planning and Community Development Department can assist a property owner or developer in the development process, and can provide access to other development codes as well as to various historic preservation resources.

The zoning ordinance regulates the use of land including whether the property is residential, office, commercial, etc. It also includes dimensional standards for the development of land such as density, lot size, road frontage, height limitations, and the setback of structures on property. Finally, the zoning ordinance includes supplemental standards for landscaping, signage, parking, and site plan review. Since the historic district is actually a zoning boundary, the ordinance does outline the purpose of the Historic Resources Commission and its processes. The ordinance is accompanied by a zoning map which outlines on a parcel-by-parcel basis specifically how the land can be used. While many zoning issues are addressed in the design guideline document, the zoning ordinance includes their specific requirements.

Other city codes have requirements that would apply in the historic district as well. These include the subdivision ordinance, the sidewalk code, nuisance code, minimum housing codes, and building codes. When developing property within the historic district, each one of these regulatory documents must be consulted. Please contact the Planning and Community Development Department at 704.984.9426 for more information regarding the development and use of property.

What it means to be in Local Historic District

If a district is designated as a local historic district, the community has determined that the area is an important part of the heritage of the community and in turn, deserves to be protected and preserved. While this local designation is certainly honorary and prestigious, it is also an overlay zoning district. Unlike general use districts which identify that an area may be developed as residential, commercial, office, etc., a historic overlay recognizes the importance of preserving the historic resources within, and requires that proposed work to buildings in the historic district be reviewed through the Certificate of Appropriateness process.

If a property is included within a locally designated historic district, the property owner must obtain a Certificate of Appropriateness prior to undertaking any exterior change to the property. This would include, for example, general improvements such as re-roofing, as well as additions to existing buildings or new construction. A local district does not, however, require an owner to seek approval for any interior improvements. Even if a property is not a historic building (such as a modern structure or vacant lot) it must still undergo the Certificate of Appropriateness process in

order to ensure that any changes or improvements do not negatively impact the character of the historic district. An explanation of certificates of appropriateness and the preservation process are explained later in this chapter.

It should also be noted that these guidelines and the approval process contained within apply only when a property owner is seeking to make an exterior change, new construction, or demolition within the historic district. No property owner is required to make any improvements to his or her property by virtue of being in a local historic district.

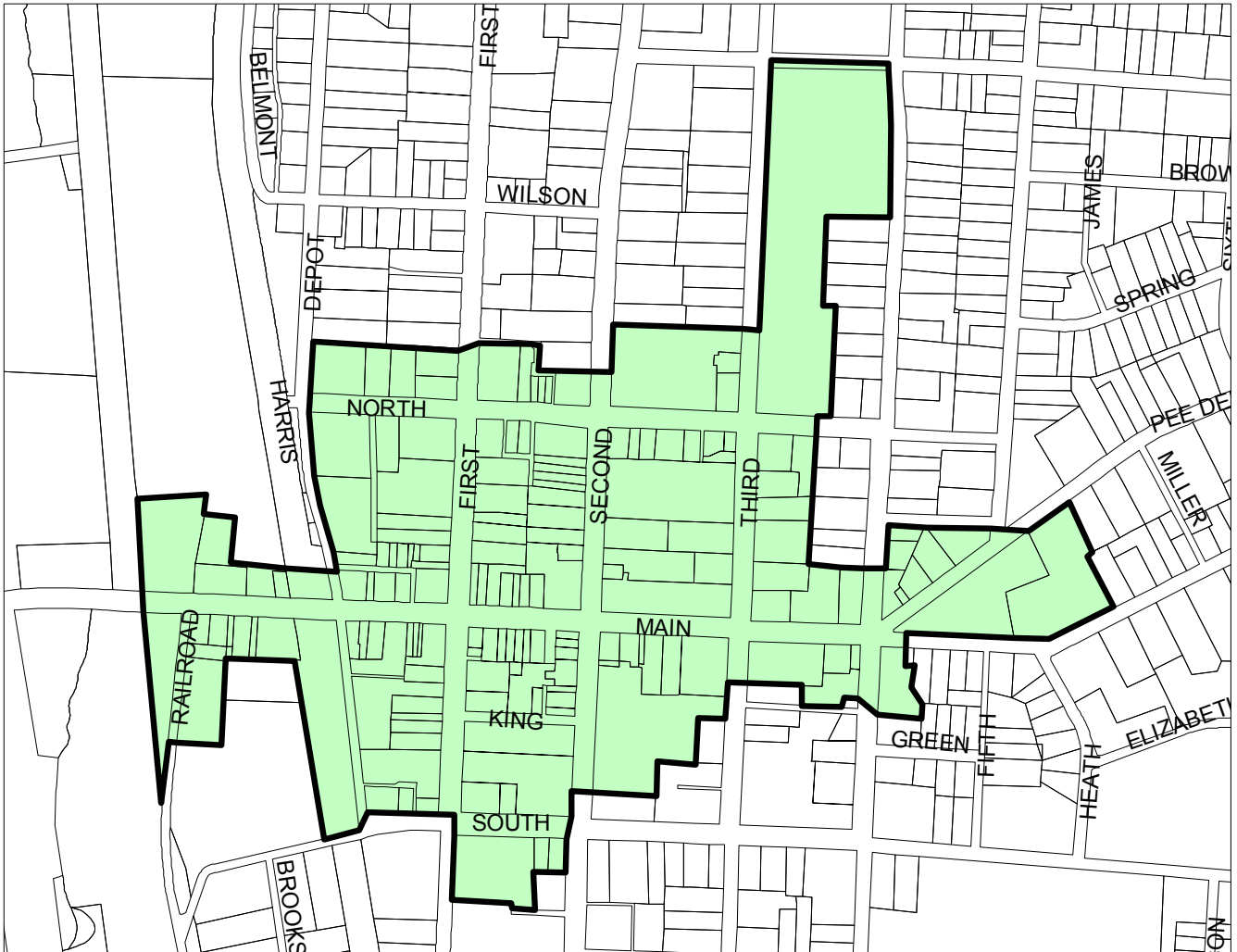
1.2 Secretary of Interior's Standards for Rehabilitation

All guidelines presented in this document are based on the Secretary of Interior's Standards for Rehabilitation. The National Park Service created these ten basic principles in 1976 to guide property owners in preserving the historic integrity of a building. The Standards recognize the need for adapting historic structures to modern times and therefore allow for changes and new construction that are compatible with the building and/or the historic district. The guidelines are generic enough that they apply to all architectural styles, age of building, and building types. Detailed guidelines are included in this document.

1	A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2	The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3	Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4	Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5	Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6	Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7	Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8	Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

1.3 The Historic District

The historic district boundary includes over 160 properties encompassing the historic downtown core generally from Market Station to the West, Five Points to the East, South Street to the South, and North Street to the North. It includes industrial, educational, institutional, commercial, and residential that developed in the late-nineteenth and early twentieth centuries.



1.4 The Historic Resources Commission

Administering Certificates of Appropriateness (COA) is only one of the many responsibilities of the Historic Resources Commission. Above all, the HRC helps preserve historic sites that have important architectural, cultural, social, economic, political, or archaeological history for the enrichment of the community. Among other things, it must also keep an inventory of historic resources, review National Register nominations, and it may designate local landmarks and districts.

Perhaps the most important duty of the Historic Resources Commission is educating individual property owners and the general public as to the importance, the benefits, and the proper methods of historic preservation. The guidelines set forth in this document are intended to be used first by property owners as a manual of best practices and secondly as a guide for the HRC to make its decisions. An informed property owner will not only know the best treatment for his or her property, but also what to reasonably expect when applying for a Certificate of Appropriateness. The Commission, through the staff liaison in the planning office, provides daily access to historic preservation information. Planning staff assists property owners in understanding these design guidelines and helps guide them through the Certificate of Appropriateness process. The planning office has a wealth of preservation resource information and can direct citizens to national, state, and local resources including preferred materials, techniques, and contractor/craftsman contact information.

The Historic Resources Commission is a quasi-judicial board that makes decisions as to the appropriateness of changes in the historic district based on these design guidelines. The guidelines are founded in sound principles of preservation and outline detailed strategies for individual preservation activities. While flexible in their application, these guidelines shape the decisions of the HRC. The HRC is bound by the provisions in this document and cannot make decisions that are arbitrary or based on individual preferences or that of the Commission as a whole. As such, the HRC must apply these guidelines consistently and cannot approve or deny a project in contradiction to any of the design guidelines.

1.5 Certificates of Appropriateness

A Certificate of Appropriateness (COA) must be obtained from the Historic Resources Commission before any exterior work is undertaken on a building, including the demolition or relocation of any structure within the district. A Certificate of Appropriateness certifies that the proposed work is consistent with the design guidelines and is appropriate within the context of the historic district. The COA is often a preliminary requirement to obtaining a building permit. A COA is not required for any interior improvements to the property. While the property owner need not consult the HRC prior to doing any interior project, a building permit is sometimes required.

Major Works

Projects requiring a COA come in two forms, major and minor works. When a property owner is proposing any type of significant work such as new construction, alteration, significant restoration, demolition, or other significant activity in a historic district, this activity is deemed a “major work” project. Major work projects require the review of the Historic Preservation Commission during a regular meeting.

Minor Works

The vast majority of COAs can be approved by City staff. Whenever a project does not significantly alter the appearance and character of the property, it is considered a “minor work”. Minor works projects include, but are not limited to, tasks such as the repair or replacement of architectural features, construction and alteration of accessory structures, signage, or the construction of fences or walls. If these projects meet the design guidelines, city planning staff can approve the application in a matter of hours. Staff, however, cannot deny a COA. If the staff person concludes that either the project does not fall under the minor works provisions or that it is conflict with these design guidelines, the application is forwarded to the HRC for review.

Process

Applications for Certificates of Appropriateness are processed through the planning office of the City of Albemarle. Planning staff will assess an applicant's proposed project and then advise the applicant how to proceed. The staff person will provide assistance with the historic district's design guidelines and specify which guidelines apply to the proposed project. Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs.

If the COA request includes a major work project, it must proceed to the HRC for review. When the proposed project is presented to the HRC by the applicant, comments from the public will also be heard prior to any decision being made. Following the HRC rendering a decision, the applicant will receive written correspondence including minutes from the meeting and an explanation for the commission's decision. At this point the applicant may apply for a building permit if necessary.

Appeals

Any decision of the HRC may be appealed to the Board of Adjustment (BOA). Appeals must be made within thirty days of the approval by the Commission of the minutes of the meeting containing the decision being appealed. The BOA will evaluate the process and application of the design guidelines in making its decision. Any appeal of a BOA decision shall be heard by the Superior Court of Stanly County.

Chapter 2.0

Changes to Existing Buildings

2.1 Materials

Historically, commercial buildings used brick as their primary building material with brick, stone, wood and metal being used for architectural detailing. This is certainly the case in downtown Albemarle where the vast majority of commercial and institutional buildings are brick. In the residential portions of the downtown district, along North and Third Streets, homes are either made with brick as the primary material, or wood. There are also a few stone masonry or stucco structures within the district. Materials represent perhaps the most distinguishing characteristic of a historic building and should be maintained and preserved whenever possible. New construction within the historic district should also respect historic building patterns.



Masonry and wood wall construction

Synthetic Materials

A few decades ago, covering a historic masonry commercial structure in aluminum or other synthetic cladding was popular. This practice not only obscured (and often damaged or removed) the historic façade, but also disrupted the rhythm and development pattern of the historic streetscape. Albemarle did not escape this trend and there are several of these buildings existing in downtown. Fortunately, some of these false façades have been removed. While certainly not required, owners of historic buildings with false façades are encouraged to remove the cladding and restore the structure to its original character.

Covering original materials is still a common practice on residential structures. Often, an owner will install vinyl or other substitute in order to avoid the necessary maintenance of underlying wood. Unfortunately, the use of these substitute materials often hide the underlying problem which can result in continued damage and deterioration to the structure ultimately requiring major structural repairs.



Materials Guidelines

- 2.1.1** Preserve and protect character-defining materials such as wood, masonry, and architectural metals.
- 2.1.2** Historic building materials should be protected in appropriate ways:
- Joints between various architectural units, windows, and door frames should be sealed to prevent moisture penetration.
 - Inspect and repair wooden features with signs of water retention and damage, mildew, decay, and insect damage.
 - Inspect and repair masonry features and mortar joints with cracks, loose bricks, and signs of weather damage.
 - Inspect and repair metal features that exhibit peeling paint, corrosion, and rust.
- 2.1.3** Deteriorated building materials should be repaired rather than replaced whenever possible.
- 2.1.4** Whenever a particular building material or architectural feature has deteriorated beyond repair, it should be replaced with similar materials that match the original in design, size, shape, texture, and color, and profile.
- 2.1.5** Use proper techniques when cleaning a structure:
- Use the gentlest means possible such as low-pressure washing with detergent and natural soft bristle brushes.
 - Do not sandblast or use high-pressure water to clean historic structures.
 - Use caution when utilizing chemical cleaners.
 - Test the cleaning method on a small area first to determine if the method will cause additional damage to the historic material.
- 2.1.6** Properly prepare wood surfaces prior to painting by removing damaged paint, cleaning the surface fully, and priming bare wood.



Stucco wall construction with terra cotta tile coping

- 2.1.7** Apply a protective coating of paint to original wood material, using high quality paint. Historically appropriate paint colors are recommended.
- 2.1.8** Aluminum, vinyl siding, and other synthetic materials shall not be used to cover original materials such as wood siding and masonry. Where substitute materials exist, consider removing them and restoring the underlying original material.
- 2.1.9** Masonry which was historically not painted shall not be painted.



The removal of false façades is encouraged

Windows and Doors

The fenestration of a structure, or the size and number of window and door openings, is often one of the first elements noted on an historic structure. This fenestration will vary between type, style, and period of the structure. For instance, a typical turn of the century commercial structure has large plate glass windows for the display of goods and merchandise while an industrial structure's fenestration functions primarily to allow for adequate light and air circulation. Similarly, structures predating modern air conditioning generally have operable transoms and awnings for these same reasons.

These window elements are important character-defining features of an historic structure. Casement windows, stained glass, multi-paned configurations, and double-hung mechanisms all define the structures architectural style and time period. For instance, a Craftsman bungalow home may have a large multi-light (multi-paned) window panel over a single pane.

These window designs, along with other architectural elements (surrounds, shutters, sills, and hardware), should be preserved whenever possible.

Windows and Doors Guidelines

- 2.1.10** Whenever possible, retain and preserve original windows and doors including their size, number, and arrangement.
- 2.1.11** Preserve original window and door details including sash, trim, muntins, clear glass, shutters, sills, mullions, side lights, and hardware.
- 2.1.12** Deteriorated window and door elements should be repaired rather than replaced whenever possible.
- 2.1.13** If replacement of an original window or door is necessary, use materials that match the original as closely as possible in design, material, pane configuration, glazing, detail, and profile.



- 2.1.14** Enclosing an original window or door opening or adding a new window or door opening to a character-defining façade will alter the historic character of the building and is not appropriate.
- 2.1.15** Substitute window materials such as vinyl or aluminum may be considered only if it matches the original in its dimension, profile and finish.
- 2.1.16** Window and door openings on a primary façade should not be bricked-in or covered in plywood. Windows on secondary facades, if enclosed, should be done in a manner that is set-back within the window opening and can be removed in the future.
- 2.1.17** Wooden shutters are permitted on those buildings which historically would have had shutters. Shutter dimensions should reflect the proportions of the window unit.
- 2.1.18** Energy conservation is an important consideration for all buildings, but in particular, historic structures.
- Maintain caulking and weather-stripping to prevent air and water infiltration
 - Keeping a sound paint film on all windows and doors.
- 2.1.19** Storm doors and windows are permitted providing they match the original frame proportions and sash design.
- 2.1.20** Installation of any shutters, storm windows, or storm doors should be done in a manner that does not obscure or damage important architectural window and door details.
- 2.1.21** Reflective, mirrored, and tinted glass windows are not appropriate on historic buildings. Plexi-glass is also an inappropriate window material.
- 2.1.22** New or replacement windows should be designed to fit within the original window openings.



Preservation of original window units is encouraged



Closing in window opening with masonry or plywood is not appropriate

2.2 Roofs

Roof form is defined as the shape and pitch of a roof and varies greatly within the district primarily based on the historic use of the structure. Most of the commercial buildings in downtown Albemarle have flat, sloping roofs behind parapet walls. Residential roof forms include gable, hip, gambrel, shed and mansard roofs which vary by architectural style. For example, Tudor Revival structures have steeply pitched gable roof forms while Victorian homes can have a mixture of gable, cross-gable, and hip. Foursquare homes have hipped roofs sometimes with a shed dormer. Institutional buildings within downtown also display unique roof forms. First Baptist and First Presbyterian Churches both have domed roofs while others have distinct steeples or towers.



Commercial structures typically have flat sloping roofs.

Roof Guidelines

- 2.2.1 Roof form is a key character-defining architectural element and should be preserved whenever possible including their shape, pitch and overhang.
- 2.2.2 Original architectural elements such as dormers, chimneys, parapets, boxing, soffits, eaves and brackets should be retained and preserved.
- 2.2.3 Historic roofing material including slate, clay tile, wood shingle and metal should be preserved whenever possible.
- 2.2.4 Slate and tile roofs define the architectural integrity of the historic structure and should be repaired rather than replaced whenever possible. Use replacement materials only when original is not feasible.
- 2.2.5 If replacement materials are used, they should convey a similar texture, composition, profile, pattern, size and color. Composition shingles can be considered as an appropriate material.



Gambrel roof



Gable roof

2.2.6 Roofs should be properly maintained in order to prevent deterioration of the roof and structure of the historic building:

- Gutters and downspouts should be cleaned
- Inspect roofs for damage. The roof should be repaired upon first sign of a leak to prevent water infiltration in the building's structure.
- The shallow flat roofs of commercial buildings are difficult to see. They should be regularly inspected to ensure that they are properly draining and remain weather tight.
- Roofs should be ventilated to prevent moisture retention and condensation as well as insect infestation.

2.2.7 Roof additions such as vents, skylights, and antennae should be applied only to non character-defining areas or on rear slopes. Roof additions in downtown should be placed away from the primary elevation.



End gable with shed roof on front



Replacement materials should match original in composition, profile, pattern, and size.

2.3 Foundations

Foundations may not be the most prominent architectural feature on a building, but their maintenance and preservation is critical to maintaining the structural integrity of the historic building.

Foundation Guidelines

2.4.1 Foundations must be properly maintained to ensure the structural integrity of the historic building:

- Follow all of the masonry guidelines in the materials section.
- Vegetation or underbrush should be cleared from the area immediately adjacent to and on the foundation wall.
- Ventilation openings should be kept clear and should not be filled.
- Make sure that all surface water is draining away from the foundation wall. Soil area should slope away from the foundation wall.
- Clean gutters and downspouts

2.4.2 New foundation openings and mechanical installations should occur on non character-defining elevations and rear façades.

2.4.3 If the area between foundation piers must be filled in, the material should match the brick of the existing foundation and should be recessed in order to highlight the original brick piers.



2.5 Commercial Façades

Albemarle’s historic district has a number of turn of the century commercial structures identified primarily as two-part commercial block with a storefront and upper façade.

The storefront is the most important character-defining element of a commercial façade both aesthetically and functionally. Historic, turn of the century storefronts in Albemarle had large display windows above wooden or masonry bulkheads with transom windows above. They also typically had recessed entryways in the center of the façade flanked by the display windows. These storefronts were designed to address the pedestrian at the street level and maximize the display of goods and services.

While a great many original storefronts still exist in downtown Albemarle, just as many have been altered over time. This situation is typical as commercial areas are dynamic with changes in use and ownership, among others. Original storefronts should be preserved whenever possible. New configurations to altered storefronts are appropriate and encouraged. However, it is important that downtown retains its historic commercial character.

Upper façades on a historic commercial building are quite different in their function, and therefore design. Commercial buildings were originally designed to have a commercial function on the first level, and an office or residential function on the upper floors. While not often used that way today, a growing trend in downtown revitalization is to bring a residential function back into a city’s historic core. The detailing on upper façades can be quite elaborate with variations in materials, brick corbelling, ornate cornices or parapet walls. There is also a wide variety of window types and configurations.

Rear elevations on historic commercial buildings tend to be simple in design due to the secondary service functions of the commercial use. However, these elevations can foster activity with rear entrances to shops, offices, and residential spaces.



Elements of the commercial façade.



Reconstructed storefront based on original design

Storefront Guidelines

- 2.5.1 Retain and preserve original commercial storefronts and storefront details that contribute to the historic character of the building including display windows, recessed entryways, doors, transoms, corner posts, columns, and other decorative features.
- 2.5.2 Follow the guidelines outlined in the materials section in order to protect and maintain historic storefronts.
- 2.5.3 If replacement of a deteriorated storefront or storefront feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.
- 2.5.4 If reconstructing a historic storefront, base the design on the original architectural elements including overall proportions, fenestration, dimensions, and orientation.
- 2.5.5 Avoid radically changing storefront configurations such as changing a commercial structure so that it appears as an office or residential use. If a new storefront design is used, it should be compatible to the character and design of the historic structure.
- 2.5.6 A unique architectural feature prevalent in Downtown Albemarle is the outside walk-up entry to the upper floors of commercial buildings. These walkups should be preserved whenever possible.



Contemporary storefront compatible with historic structure

Upper Façade Guidelines

- 2.5.7 Retain and preserve historic façades and their architectural features such as brick corbelling, brick and stone string courses, quoins, stone and tile coping, cornices, and other façade elements.
- 2.5.8 It is prohibited to cover upper facades and their details with non-historic materials or treatments.



- 2.5.9 The removal of non-historic synthetic coverings from historic façades is strongly encouraged.
- 2.5.10 If replacement of an upper façade feature is necessary, replace the deteriorated element with a new element and design that matches the original in size, scale, design, proportion, detail, and material.
- 2.5.11 Original windows in upper façades shall not be covered up or bricked-in.

Rear Elevation Guidelines

- 2.5.12 Structures which are adjacent to rear parking areas or public rights-of-way are encouraged to utilize rear entrances allowing public and private access.
- 2.5.13 Whenever a rear elevation faces a public right of way or parking facilities unnecessary utility lines and equipment should be removed, whenever possible. New utility and mechanical equipment shall be placed in inconspicuous locations such as the roof or screened from public view.
- 2.5.14 Residential features such as window boxes, window air conditioning units, etc, should be located on rear or side elevations and should be appropriate to the style of the historic structure. Small satellite dishes or television antennas should be as inconspicuous as possible, preferably being located on rooftops.



Removal of non-historic synthetic covering is encouraged.



Rear entrances to commercial uses are encouraged, particularly when adjacent to public parking resources.

2.6 Porches and Entryways

Like storefronts are to a commercial building, porches are the focal point of a historic residential building. Whether simply a door, front stoop, or more elaborate porch, these entryways are the center of activity of a residence and are indicative of the structure's architectural style and period. For instance, a Craftsman Bungalow may have a small porch extending across the front façade with tapered wood columns on brick bases.

Porches and Entryway Guidelines

- 2.6.1** Historic entryways and porches should be retained and preserved including their architectural elements such as steps, columns, balustrades, doors, railings, brackets, roofs, cornices and entablatures.
- 2.6.2** If replacement of a porch element is necessary, replace the deteriorated or missing detail with new materials that match the design of the original as closely as possible.
- 2.6.3** Reconstruction of missing or extensively deteriorated porches is strongly encouraged. The new porch should be compatible with the style and period of the historic building.
- 2.6.4** It is inappropriate to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed.



2.7 Architectural Details

Historic structures exhibit numerous architectural details that give a building character and often differentiate different architectural styles and periods of development. Commercial buildings in downtown have cornices, friezes, columns, brick corbelling, string courses, quoins, columns, pilasters and other features that also enhance the architectural character of the building. On residential structures, eaves, brackets, columns, balusters, door & window casings, and other details such as molding, trim and clapboards all define their historic character.



It is important that these historic architectural elements be preserved. Historic buildings are characterized by many architectural elements, including their exterior cladding. Wood clapboards, shingle siding, window surrounds, door frames, and corner boards are all distinct character-defining details of an historic building. Synthetic cladding and siding not only creates a false historic appearance of the primary building material, but perhaps more distressing, often results in obscuring, damaging or removing important architectural elements.



Architectural Details Guidelines

- 2.7.5** Historic architectural detailing should be preserved whenever possible.
- 2.7.6** If replacement of an architectural element is necessary, replace only the deteriorated or missing detail with new materials that match the design of the original.
- 2.7.7** Historic architectural components shall not be replaced with materials, such as plywood, vinyl, and aluminum that would not have been used in the original construction.
- 2.7.8** Architectural elements that are inappropriate to the architectural style of the historic structure should not be installed.
- 2.7.9** It is not appropriate to cover or hide architectural details with artificial siding or cladding.



2.8 Safety, Accessibility, Mechanical, and Communications

Many of our modern safety and accessibility codes require architectural elements that aren't always in concert with historic structures. Similarly, mechanical and communication systems can have negative impacts when installed on historic structures. For instance, window air-conditioning units are not historic and can detract from a primary façade. Similarly, television antennae and satellite dishes applied to a primary façade contrasts significantly with the architecture of an historic structure.

Fire safety and handicapped codes would always take precedence over these design guidelines. However, careful planning in their placement and design can reduce any negative impacts they may have on an historic structure.



Handicapped access can be accommodated in an appropriate manner.

Guidelines

2.8.1 Whenever installing safety and accessibility features, use whatever means possible to minimize visual impact, and protect the historic character of the structure. If possible, locate these improvements on rear elevations not visible from the public right-of-way.

2.8.2 Health and safety features shall be constructed so that the scale, materials, and details are compatible with the historic structure.

2.8.3 Mechanical systems on historic commercial structures shall be screened from view on rear elevations or behind parapet walls on the roof.

2.8.4 When installing window air-conditioning units, place them in windows on the rear elevations not easily seen from a public right-of-way.

2.8.5 Locate television antennas and satellite dishes on rear elevations where they are not easily seen from a public right-of-way.



Window air-conditioning units should be located on rear elevations.



Mechanical systems should be screened from view.

2.8.6 Techniques to hide the installation of cellular phone systems shall be used whenever possible. Locating cellular units on roofs in the commercial district, in church steeples, or on existing communication towers is preferable to the construction of a new tower.



Fire escape and access accommodated on rear elevation.

Chapter 3.0

Site Design

This chapter relates to overall streetscape and site design elements. Site elements are important design considerations both for historic buildings as well as new construction. In fact, historic site design can easily be distinguished from modern development patterns. Downtown Albemarle has buildings built to the sidewalk with parking off-site or to the rear of the structure. Awnings exist on many of the buildings and signage is understated as the district generally developed to serve the pedestrian as much as the automobile. Similarly, shaded sidewalks on a residential street and benches in downtown encourage pedestrian activity. Landscape and site design should continue to enhance the district and complement its historic architecture.

The general guidelines below related to landscaping are intended to complement the City of Albemarle's Landscape and Tree Ordinances.

General Guidelines

- 3.0.1** Landscaping shall be used to screen service areas, garbage enclosures, and parking areas.
- 3.0.2** When undertaking new construction, significant trees or vegetation shall be preserved.
- 3.0.3** Accent lighting on buildings is appropriate, but should be understated and not spill over on adjacent properties.
- 3.0.4** Pedestrian areas should be well-lit with pedestrian-scaled fixtures and lights.



Landscape features define the district similar to historic architecture



3.1 Parking & Paving

Parking can have a significant impact on the character of an historic district. Albemarle's historic district developed before the automobile age and its streetscape reflects that. Buildings in downtown are built to the sidewalk and, for the most part, to the side property lines. The result is a pedestrian friendly streetscape with shops opening to the sidewalk and a continuous building face throughout the block. Because of this historic development pattern, off-street parking generally exists to the side or rear of the buildings.

Pavement Guidelines

- 3.1.1 On-site parking within commercial areas shall be to the side or rear of the structure. Front yards should be used for building area to create a continuous building wall consistent with the historic development of the commercial district.
- 3.1.2 Whenever possible, locate parking areas on the interior of a block.
- 3.1.3 Pedestrian access and crossings shall be clearly designated in parking areas.
- 3.1.4 New parking lots in downtown commercial areas shall use buffer strips, shrubbery, iron fencing, etc., along its perimeter to create a strong edge between the pedestrian sidewalk and parking areas.
- 3.1.5 Parking in residential areas should be to the rear of the structure whenever possible. Parking in front yards shall not be permitted.
- 3.1.6 The design of deck parking should be appropriate to the district in size, scale, proportion and materials and should comply with the guidelines for new construction.
- 3.1.7 Parking lots in the historic district should be adequately landscaped according to the zoning ordinance.



On-site parking resources should be located to the side or rear of structures within downtown.



This parking deck is wrapped in private, mixed-use development

3.2 Sidewalks

The guidelines in this section are intended to ensure a safe and active sidewalk area in downtown Albemarle. An organized scheme of sidewalk dining, display of merchandise, public street furniture and trash receptacles will result in a vibrant, pedestrian friendly commercial environment.

Sidewalk Guidelines

- 3.2.1** New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers or scored concrete. In commercial areas of the district, decorative paving schemes are encouraged.
- 3.2.2** Walkways in commercial areas shall be utilized to connect parking and commercial uses. Pedestrian walkways in parking areas or crosswalks at street intersections should be clearly differentiated either in material or striping.
- 3.2.3** Outdoor display of merchandise is encouraged provided it is directly in front of the business it is associated, provides for the clear passage of pedestrians along the sidewalk, does not obstruct access onto the property, and displays merchandise for sale inside the principle use.
- 3.2.4** Sidewalk dining is permitted within the downtown commercial district provided that the business owner has obtained a permit from the Planning Office stating that it meets all codes related to sidewalks, and:
- 3.2.5** Benches and garbage receptacles must meet all city requirements and be similar in design to existing furniture, and must be approved by the Historic Resources Commission.



Sidewalk dining and display of merchandise can contribute to a vibrant streetscape.



Street furniture and variety of paving materials create a pedestrian friendly environment

3.3 Awnings

Awnings were historically found on commercial structures as well as on some types of residential buildings. While they have functional merits in providing shade and reducing heat gain in a building, their design and application contribute significantly to the architectural character of an historic structure.

On turn-of-century commercial structures like exist in downtown Albemarle, awnings historically were made of fabric and fit within the transom areas of the historic storefront. Some later buildings in the district have flat, metal, continuous awnings. Awning design should be based on the architectural style and era of the building's construction.



Awnings should fit within the openings above windows and doors

Awning Guidelines

- 3.3.1** Awnings in commercial areas should be made of canvas or other woven fabric with canvas-like qualities.
- 3.3.2** Awnings shall be placed appropriately to fit within the openings above display windows and doors. They should be affixed so that no architectural features are concealed or damaged.
- 3.3.3** Awnings that obscure or damage architectural features are also not allowed. Continuous awnings are not allowed unless historically found on the architectural style of the structure.
- 3.3.4** Signs are permitted on awnings providing they meet all awning and sign guidelines.
- 3.3.5** Back-lit awnings are not appropriate.
- 3.3.6** Awnings are appropriate on upper floor windows if there is evidence that awnings originally existed at these locations.
- 3.3.7** Awnings may be used for signage that meets the requirements of the zoning ordinance.



Continuous awnings, or awnings that obscure architectural features are inappropriate

3.4 Fences and Walls

Fences serve aesthetic as well as functional roles and are common in both the residential and commercial areas of Albemarle's historic district. Coming in the form of masonry walls, picket fences surrounding a residential yard, or solid fencing that screens service areas in the commercial district, fences and walls contribute to the character of the district.

Fence and Wall Guidelines

- 3.4.1** Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.
- 3.4.2** Deteriorated elements on historic fences and walls should be repaired matching the original material, texture, and design.
- 3.4.3** In commercial areas, fences should be used to screen service areas, garbage receptacles, and parking lots.
- 3.4.4** Vinyl fences, chain link fences, non-historic welded wire and concrete block walls are not permitted in the district in areas than can be seen from public rights-of-way.
- 3.4.5** Decorative fencing is encouraged in downtown to differentiate between public and private spaces, parking areas, etc.
- 3.4.6** In residential areas, front yard fences should be of an open design such as picket and no greater than four (3) feet in height. Solid privacy fences shall not be used in front yards.
- 3.4.7** Wooden privacy fences in side and rear yards shall not extend past the rear elevation of the structure. Rear yard fences shall not exceed seven (7) feet in height.
- 3.4.8** Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.



Decorative fencing is encouraged

3.5 Signs

An effective signage system is needed in an historic district just like any other. Automobiles and pedestrians need to be able to find parking, businesses, and civic uses, among others. While signs may contribute, they can also negatively impact the downtown through visual clutter, signage that is not compatible with historic structures, out of scale, etc. Therefore, signage is an important design consideration in an historic district and is addressed in these guidelines.

Downtown Albemarle, like any other downtown, is a dynamic district where tenants may change and new buildings are constructed. Whenever there is a change in business, the new owners need to be able to put up signage to advertise their business as quickly as possible. All new signs in the historic district must meet the sign ordinance of the City of Albemarle. In light of these facts, it is the intent of these guidelines to offer the business owner an expedited approval process for signs. Therefore, signage in the historic district, while it must meet these guidelines, falls under the minor works administrative approval process.



The preservation of historic signage is encouraged.

Sign Guidelines

- 3.5.1 Some signage has gained historic significance in its own right. Whenever possible, retain and preserve and retain historic signage.
- 3.5.2 Size, scale, location, style and material of signage shall be compatible with the architecture of the historic buildings and character of the district.
- 3.5.3 Wood and metal are preferred materials for signage, but high quality synthetic materials are permitted provided the sign is compatible with the historic district.
- 3.5.4 Wall signs on commercial buildings shall be flush-mounted in appropriate locations in the wall space above the storefront.



Wall signs should be flush mounted in appropriate locations above the storefront

- 3.5.5 Awning signs are appropriate on awnings that meet the guidelines in the previous section and are proportional to the awning and not oversized.
- 3.5.6 Window signs are appropriate provided that they meet the requirements of Albemarle’s sign ordinance.
- 3.5.7 Sandwich board type signs are permitted if they meet the requirement of the City of Albemarle’s sign and sidewalks ordinances.
- 3.5.8 Neon, back-lit, and portable signs are generally prohibited in the district.
- 3.5.9 Understated lighting should be used when directed at a sign from an external source.
- 3.5.10 Free-standing signs are recommended for residential structures that serve a commercial function.



The size, style and location of signage should be compatible with the building’s architecture

Chapter 4.0

New Construction

New construction within a historic district can have a substantial impact on adjacent historic properties and the district as a whole. While contemporary design is always encouraged in the historic district, it is important that this new development be compatible with the overall character of the district. Design characteristics such as building form (scale, massing, height, and orientation) and architectural elements (materials, architectural detail, windows, doors, and roof forms) must be considered when evaluating any proposed new building within a historic district.

This is particularly the case in a downtown where new buildings are erected, old buildings are altered, businesses expand, and signage and parking design constantly change. However, a regulatory environment that discourages creative or contemporary design to the point that new construction is discouraged threatens the overall economic health of a downtown. Therefore, a design guideline document must provide the most flexibility while fostering new construction that respects the existing district.



Contemporary new construction

4.1 Commercial Construction

Massing, Scale, and Orientation

A new building in the downtown area should be of similar size, scale, and orientation as the existing built environment. For example, the majority of commercial structures in downtown Albemarle are one, two or three stories tall. Within a single block face, the scale of the structures themselves varies slightly. A new structure should never overpower the existing adjacent buildings, thus drawing attention to itself and detracting from the remainder of the historic district.

Institutional buildings are often of larger scale and sometimes set back from the street edge.



It is common for institutional buildings, such as a city hall or a church, to be built on a larger scale than other buildings. Often, these structures are not only taller and wider, but are also placed differently on a lot, set back further from the street and from adjacent buildings. The majority of commercial buildings in downtown are built to the lot line directly adjacent to the sidewalk. A civic building, on the other hand, may be set back further leaving room for a landscaped area or perhaps even a public gathering space.

Typically, these structures are built on a corner rather than the interior of a block face, and are intended to maximize views to and from the structure



Institutional buildings are often of larger scale and sometimes set back from the street edge.

Commercial: Massing, Scale, and Orientation Guidelines

4.1.1 The setback of new construction should be consistent with how the district historically developed. Commercial buildings within the interior of the block should be built to the front property line resulting in a continuous building line.

4.1.2 In certain instances, buildings at the corners can be set back further, but should provide pedestrian amenities and landscaping within the front yard.

4.1.3 Whenever buildings are set back, use landscaping treatments and such as low shrubs or fencing to help define a continuous street edge.

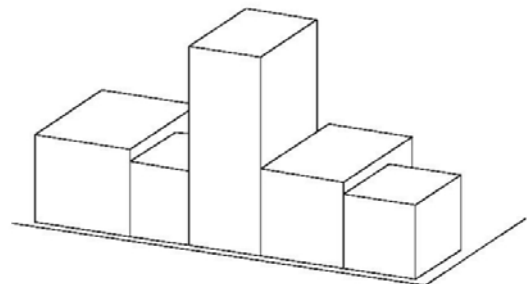
4.1.4 New commercial buildings should be no more than one story taller or shorter than adjacent buildings.

4.1.5 In certain circumstances, new construction on corner lots can be taller. However, buildings built to a larger scale than its neighbors shall be set back an appropriate distance from adjacent buildings and the street in order to minimize the visual impact due to the variation in scale.

4.1.6 A new building's overall proportion (height to width ratio) should be consistent with existing historic structures.



New construction in downtown should be oriented toward the street and built to the front property line.

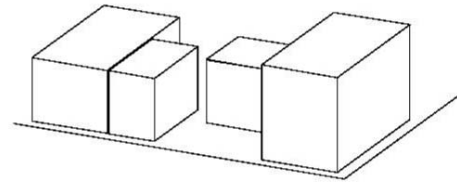


Inappropriate scale

4.1.7 The set back between buildings should reflect the existing pattern of property within the district. Historically, buildings within the interior of a block were built to the side property line, usually sharing a wall with its neighbor.

4.1.8 Where buildings are set back from the front property line, the parking should be to the side and rear only.

4.1.9 New construction projects should follow the site features and district setting guidelines presented earlier in this document.



Inappropriate setback

Design, Proportion, and Architectural Elements

Buildings within historic downtown exhibit a variety of architectural styles. Therefore, new construction is not required to be built to any particular style, but should include similar design elements, materials, and fenestration as other buildings in the district. Windows and doors, architectural details, and roof form are all very important in defining the overall design and provides compatibility with the historic district.

Commercial: Design, Proportion, and Architectural Features Guidelines

4.1.10 The design of a new building should not attempt to create a false historic appearance, but rather complement buildings in the existing district. New construction should have its own character and style.

4.1.11 Use materials that are common to the district such as brick, stone, terra cotta, wood, and metal. Modern materials are appropriate on a new building, however, masonry should be the predominant material on the façade.

4.1.12 The fenestration of a new building (size and number of window and door openings) should reflect that of existing historic structures within the district in proportion, shape, location, pattern

and size. The ratio of solids to voids on a building's façade should reflect the buildings within the same block

4.1.13 New construction should include storefront elements proportional to that of existing historic structures.

4.1.14 Architectural details such as cornices, arches, and parapet walls give a building texture and define its scale. New construction should reflect that of existing structures. The orientation and pattern of windows, doors, and architectural details can help reduce the impact to new construction.



Compatible new construction

4.2 Residential Construction

As with commercial construction, size and scale of a residential structure as well as its orientation is of primary importance. Residential buildings within the historic district display a variety of heights and scale with most buildings being one or two stories. Homes in the district are also typically built close to the street, but the set backs vary from block to block. Finally, the majority of residential buildings in the district are oriented facing the street with a front porch, portico, or stoop.

Residential: Massing, Scale, and Orientation Guidelines

- 4.2.1 New homes should not be built farther back than an average of its neighbors along the same side of the street within the same block face.
- 4.2.2 The height of new construction should be compatible with other residential buildings in the district.
- 4.2.3 A new building should appear similar in scale to traditional single family houses.

Residential: Design, Proportion, and Architectural Features Guidelines

- 4.2.4 The design of a new building should not attempt to create a false historic appearance, but rather complement the existing district. New construction should have a character and style distinctive of the historic structures in the district.
- 4.2.5 The fenestration of a new building should reflect that of existing historic structures within the district in proportion, shape, location, and size.
- 4.2.6 Architectural details such as cornices, trim, windows and doors should reflect the scale of buildings in the existing historic district.
- 4.2.7 Modern materials such as hardiplank or masonite, if used, should be similar in appearance and texture traditional materials. Aluminum and vinyl siding are prohibited.



4.3 Additions

Historic districts change over time with new construction, demolition, and sometimes redevelopment. Often, the buildings within these districts have additions from different eras that are historic themselves. Therefore, it is important that new additions be compatible in size and scale, setback, materials, and design as the main structure. Additions, whether on commercial or residential structures, should be done in a manner that does not diminish the historic character of the building and district. Like new construction, additions can be contemporary, but also should be compatible with its surroundings.



This addition to the front of historic commercial structures is incompatible in design and scale to the original buildings

Additions Guidelines

- 4.3.1** Additions should be compatible in materials, design, roof form, and proportion to the main structure.
- 4.3.2** Contemporary designs are encouraged, but should always be compatible with the existing historic structure.
- 4.3.3** New additions should not remove, damage, or obscure character-defining architectural features.
- 4.3.4** Additions should be located to the rear or non-character defining elevation.
- 4.3.5** Large additions to commercial structures can be designed to appear as a separate building, but with a connection joint setback from the two structures .
- 4.3.6** Service additions to commercial buildings should always be to the rear of the main structure.



This addition to a historic church structure is contemporary yet compatible with the design of the main structure.

Chapter 5.0

Demolition And Reconstruction

5.1 Demolition

Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives must be carefully explored.

The Historic District Commission can deny a Certificate of Appropriateness that requests the demolition of a building only when the structure is determined by the State Historic Preservation Officer as having *statewide* significance, as defined by the National Register of Historic Places level of significance evaluation. In all other cases, the Commission cannot deny a COA request for a demolition, but it can issue a temporary delay of demolition while preservation alternatives are being explored. The COA, then, would be approved but with an effective date of up to 365 days from the date of approval.

During the delay, the Commission should actively explore options for preservation. If the Commission determines that the building in question has no historic significance or value, the COA can be approved without delay.

Demolition Guidelines

- 5.1.1** Prior to undertaking demolition work, the property owner shall approach the Historic District Commission to determine the historic significance of the structure and its relationship to the district.
- 5.1.2** If the HRC determines that the structure is historically significant, it shall delay the demolition for an appropriate time in order for staff and the Commission to work with the property owner to seek viable alternatives to demolition. Alternatives to demolition include, among other things:
- If a building is in disrepair, working with the property owner to develop a rehabilitation plan and identify funding assistance such as rehabilitation tax credits that would allow the building to be rehabilitated.
 - If a building does not fit the owner's required needs, determining if the structure could be adaptively reused.
 - Working with the property owner to locate a buyer who will use the property without demolishing the structure.
 - As a last resort, finding a suitable location within the district for the building to be moved and working with the property owner to develop a relocation plan.
- 5.1.3** If all alternatives for preservation have been exhausted, the HRC shall work with the owner to make a permanent record of the historic resource including photography, an architectural description of the building, as well as any other historic documentation that is available.

5.2 Relocation

Often, relocation is the only method to preserve a structure that is faced with demolition. Relocation should be considered only when all other preservation alternatives have been eliminated. Relocation can be looked at in much the same way as new construction in that the building being introduced into a new environment must complement the character of its surroundings in architectural style, size, scale, orientation, and landscaping. Much like new construction, the applicant should submit a plan for relocation including a site plan and drawings of the building in its new environment.

Relocation Guidelines

- 5.2.1** Relocation of a building within the historic district should only be considered as an alternative to demolition when all other preservation options have been exhausted.
- 5.2.2** Prior to the act of relocation, the HRC shall work with the owner to document through photography, drawings, and other means the existing location and environment of the historic structure.
- 5.2.3** Character-defining elements and significant architectural features shall be protected during the relocation process. Should any damage occur, it should be repaired.
- 5.2.4** The relocated building must be compatible with the surrounding structures in its architectural style, scale, height, side and front setback, and orientation.

A.1 Glossary

Artificial Siding:	Synthetic siding material that is not original to the structure including vinyl, aluminum, spray-on vinyl, stucco applied over masonry, among others.
Baluster:	A short upright member that supports a handrail.
Balustrade:	A railing with supporting ballusters used on porches, stairs, balconies, etc.
Board of Adjustment (BOA):	A City board that performs administrative review of zoning decisions including those decisions of the Historic Resources Commission. Certificates of Appropriateness are appealed to the BOA.
Bond (brick):	The arrangement of bricks in a wall providing strength and decoration.
Bracket:	A projection from a vertical surface providing structural or visual support under cornices or any other overhanging member
Bulkhead:	The panel below a display window of a storefront.
Casement Windows:	A window frame hinged on one side so that it swings out or in to open
Character Defining:	The elements, details, and craftsmanship of a historic structure that give it its historic significance and are exemplary of the architectural style and period of the structure.
Column:	Upright post supporting roof or pediment consisting of base, shaft, and capital.
Contemporary Compatible:	Contemporary design of a building that, while not presenting a historic appearance, is in keeping with the character of the historic district in its size, scale, materials, proportion, and overall design.
Coping:	The top layer or course of a masonry wall, usually with a slanting surface that serves to help shed water.
Corbelling:	An overlapping arrangement of bricks or stones in which each course extends farther out from the vertical of the wall than the course below.
Cornice:	Uppermost portion of entablature where the roof and wall meet.
Dentil:	One of a series of small, square blocks found on cornices.
Double-hung Window:	A window with an upper and lower sash that slide vertically past each other.
Eave:	Edge of sloping roof that projects or overhangs past the vertical wall.
Elevation:	The front, rear, or side façade of a building.
Entablature:	The upper part of an order, consisting of architrave, frieze, and cornice.
Façade:	The front wall of a building or any architecturally distinguished wall of a building.

Fascia:	The flat board that covers the ends of roof rafters.
Fenestration:	The arrangement of window and door openings of a building.
Frieze:	The middle section of the Classic entablature; a panel below the upper molding or cornice of a wall
Gable:	The triangular portion of the wall, between the enclosing lines of a sloping roof.
Gambrel Roof:	A roof that has two pitches on each side with the lower pitch being steeper.
Hipped Roof:	A roof that slopes from all four sides of a building.
Historic District, Local	A district established by the City through a zoning overlay that has local historic significance. Properties within this district must meet local design guidelines.
Historic District, National Register	A district having national significance as defined by the National Park Service. National Register Historic District designation is primarily honorary, but carries with it the potential for owners to use rehabilitation tax credits for historic preservation.
Lintel:	A supporting wood or stone beam across the top of an opening, such as that of a window or door.
Major Works	Major works projects are significant projects, such as new construction and additions, which potentially alter the existing appearance of the historic district. These projects require HRC review.
Minor Works	Minor works projects include general maintenance and simple projects that do not alter the appearance and character of the property. These projects can be reviewed by Planning Staff.
Mullion:	A vertical support dividing a window into two or more parts.
Orientation:	The placement of structure on a lot, specifically the relationship of primary elevation to the street.
Parapet:	The vertical extension of an exterior wall above the line of the roof.
Paver:	A masonry unit, usually brick or concrete, that is used as a paving material to create walks and sidewalks.
Pier:	A vertical supporting structure constructed of masonry.
Pilaster:	A shallow rectangular column projecting only slightly from a wall, often incorporating the classic column order.
Pointing, repointing:	The act of repairing the mortar joints between brick or other masonry units by filling in and finishing it with additional mortar.
Quoin:	Decorative masonry units at corners of walls differentiated from the main wall by material and/or projection.

Right-of-way:	The strip of publicly owned land used for public infrastructure such as streets and sidewalks, railroads, power, and public utilities.
Sash:	The framework of a window, usually moveable, into which panes of glass are set.
Scale:	The height and width relationship of a building to surrounding buildings.
Setback:	The area of a yard that cannot be built upon based on zoning codes. Buildings have front, side, and rear yard setbacks.
Shed Roof:	A flat sloping roof pitched in a one direction.
Sill:	The horizontal member at the bottom of a door or window.
Soffit:	The exposed underside of any overhead component of a building.
Stringcourse:	A horizontal band of wood or masonry extending across the face of a building.
Transom:	A narrow, typically rectangular window located above a door or larger window. Transom windows are usually hinged, allowing the window to be opened to improve ventilation.

A.2 Routine Maintenance, Major and Minor Works

The table below outlines those projects which fall into the categories of routine maintenance, minor works, and major works. A Certificate of Appropriateness (COA) is not required for **Routine Maintenance**. Routine Maintenance is defined as the repair or replacement where *there is no change in the design, materials, or general appearance of the structure*. A COA would be required for all other projects.

Minor works projects require approval by the City of Albemarle staff as designated by the Historic Resources Commission. If these projects meet the design guidelines, city planning staff can approve the application in a matter of hours. Staff, however, cannot deny a COA request. If the staff person concludes that either the project does not fall under the minor works provisions, or that it is in conflict with the design guidelines, the application is forwarded to the Historic Resources Commission for its review.

Major works projects require design review by the Historic Resources Commission. In general, major works projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor works projects. These projects would be reviewed by the HRC during its regular meeting.

Major Works	Minor Works	Routine Maintenance*
New Construction or additions to primary building	Installation or changes to signs	*Projects where <i>there is no change in the design, materials, or general appearance of the structure</i> .
Exterior alterations to principal elevations of buildings	Installation or removal of awnings, canopies or shutters	Painting
Demolition of any structure	Installation or repair to fences and walls	Landscaping and planting except for removal of trees greater than 8" in diameter
Relocation of any structure	Installation, repair, or replacement of windows, doors, and siding	Repair or replacement of architectural details
Construction of new accessory structures	Replacement of synthetic siding	Repair or replacement of existing awnings, canopies or shutters
Construction of new decks	Alteration, addition of architectural details	Repair or replacement of existing driveways & walks
Addition or removal of porches or steps	Addition, or repair of existing accessory structures	Repair or replacement of existing fences or walls
Changes to roof forms	Repair or replacement of exposed foundations	Repair or replacement of existing gutters or downspouts
New or expanded parking lots and driveways	Installation of gutters	Tree removal (less than 8" in diameter)

Major Works	Minor Works	Routine Maintenance*
Alteration of exterior surfaces that changes the exterior appearance	Emergency removal of dead or diseased trees.	*Projects where <i>there is no change in the design, materials, or general appearance of the structure.</i>
Removal or changes to archeologically significant features	Removal of existing accessory buildings with no historic significance	Repair or replacement of exterior lighting fixtures
Removal of live trees greater than 8" in diameter	Repair of existing masonry	Repairs, including repointing, to existing masonry
Changes to approved COA not covered by minor works or routine maintenance	Installation or removal of HVAC or mech. equipment	Repair or replacement of existing parking lots
Changes to approved COA not covered by minor works or routine maintenance	Repair or replacement of existing porches	Repair of existing roof coverings
	Installation of satellite dishes & TV antennas	Repair or replacement of existing signs
	Repair of existing stairs and steps	Repair or replacement of existing decks and patios
	Construction or alterations of new driveways and walkways	Repair or replacement of existing sidewalks
	Installation of storm windows and doors	Window air conditioners at rear elevations
	Replacement of existing roofs	Installation of house numbers and mailboxes
	Alteration, addition, or removal of existing decks and patios	Repair/replacement of other appurtenant features and accessory site features not specifically listed
	Renewal of expired COA	Repair or replacement of window panes
	Installation and alteration of exterior lighting features	
	Alteration/Construction/Removal of temporary features necessary to ease difficulties associated with a medical condition	
	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed	
	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed	

A.3 Certificate of Appropriateness Application

CITY OF ALBEMARLE HISTORIC RESOURCES COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

I, the undersigned, do hereby respectfully make application for your review my request concerning the property described below:

1. The property is located at _____, between _____ and _____ on the _____ side of the street as shown on Tax Map _____ and Parcel (s) _____.

2. The property is owned by:

Name: _____

Address: _____

Telephone: _____

3. The following is requested: _____ 1. Administrative Review/Minor Work
_____ 2. Certificate of Appropriateness

FOR: _____

4. Attached is a plot plan showing all dimensions of the lot and the existing and proposed improvements and necessary setback lines.

Date Submitted

Signature of Applicant

Application Number

A.4 Resources

City of Albemarle, NC

Planning and Community Development
157 North Second Street
Albemarle, NC 28001
704.984.9426
http://www.ci.albemarle.nc.us/cd_index.htm

Stanly County Museum

Stanly County Historic Preservation Commission
245 East Main Street
Albemarle, North Carolina 28001
704.986.3777
<http://www.co.stanly.nc.us/Departments/hpc/>

North Carolina Office of Archives and History. State Historic Preservation Office

Survey and Planning Branch
Lewis-Smith House
515 North Blount Street
Raleigh, NC
(919) 733-6545
<http://www.hpo.dcr.state.nc.us/spbranch.htm>

Restoration Branch

515 North Blount Street
Raleigh, NC
(919) 733-6547
<http://www.hpo.dcr.state.nc.us/rebranch.htm>

North Carolina Main Street Program

4313 Mail Service Center
Raleigh, NC 27699
(919) 733-2850
<http://www.dca.commerce.state.nc.us/mainst/>

Preservation North Carolina

220 Fayetteville Street Mall, Suite 300
P.O. Box 27644 Raleigh, NC 27611-7644
(919) 832-3652
<http://www.presnc.org/>

National Park Service

Heritage Preservation Services
1201 Eye St, NW, 2255
Washington, D.C. 20005
(202) 513-7270
<http://www2.cr.nps.gov/>

National Trust for Historic Preservation

1785 Massachusetts Ave., NW
Washington, DC 20036-2117
(202) 588-6000
<http://www.nationaltrust.org/>

National Trust Main Street Center

1785 Massachusetts Ave, NW
Washington, DC 20036
(202) 588-6219
<http://www.mainstreet.org/>

National Park Service Technical Preservation Services

<http://www2.cr.nps.gov/tps/index.htm>

Illustrated Guide for Rehabilitating Historic Buildings

<http://www2.cr.nps.gov/tps/tax/rhb/index.htm>

The Secretary of Interior's Standards for Rehabilitation

<http://www2.cr.nps.gov/tps/tax/rehabstandards.htm>

National Park Service Preservation Briefs

<http://www2.cr.nps.gov/tps/briefs/presbhom.htm>

National Register of Historic Places

<http://www.cr.nps.gov/nr/>

Federal and State Historic Preservation Tax Credits. North Carolina State Historic Preservation Office website. <http://www.hpo.dcr.state.nc.us/>

Advisory Council on Historic Preservation

<http://www.achp.gov/>

Resources for these Design Guidelines

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Pregliasco, Janice. Developing Downtown Design Guidelines. Sacramento, California: California Main Street Program, 1988.

Rypkema, Donovan D. The Economics of Historic Preservation. Washington: The National Trust for Historic Preservation, 1994.

Weeks, Kay D., and Anne E. Grimmer. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. Washington, D.C.: National Park U.S. Dept. of the Interior, 1996.

City of Salisbury, NC Historic District Design Guidelines

City of Washington, NC Historic District Design Guidelines

City of Greenville, SC Design Guidelines

HISTORIC RESOURCES COMMISSION

Bookmark§ 21.125 ESTABLISHMENT AND JURISDICTION.

There is hereby established a Commission which shall be known as the Albemarle Historic Resources Commission. Its jurisdiction shall include the City of Albemarle and the extraterritorial jurisdiction area of the city as shown on the official zoning map of the city. The Commission shall also serve the role of the former Albemarle Community Appearance Commission, incorporating all actions and duties assigned to that commission.

(Ord. 18-30, passed 9-4-18)

Bookmark§ 21.126 MEMBERSHIP AND QUALIFICATIONS.

(A) The Commission shall consist of at least seven members but no more than 12 members.

(1) All members of the Commission shall reside within the territorial jurisdiction of the City of Albemarle.

(2) In addition, the members of the Historic Resources Commission shall have demonstrated special interest, experience or education in history, architecture, archaeology, landscape design, horticulture, city planning or a closely related field. The members of the Commission shall be appointed by the City Council.

(3) Commissioners may be reappointed for additional terms at the discretion of the City Council.

(B) (1) The Historic Resources Commission shall annually elect from among its members a chairman, vice-chairman and treasurer.

(2) A staff member of the Planning Department may be appointed to serve as a secretary or an administrative advisor for the Commission.

(3) The Commission may appoint advisory bodies and committees as appropriate.

(C) The Commission shall serve without compensation except that they may be reimbursed for actual expenses incident to the performance of their duties within the limits of any funds available to the Commission.

(D) Beginning July 1, 2012, or as soon thereafter as it deems appropriate, the City Council shall appoint the Historic Resources Commissioners as follows:

(1) From one to four Commissioners shall be appointed for an initial term of three years;

(2) From one to four Commissioners shall be appointed for an initial term of two years; and

(3) From one to four Commissioners shall be appointed for an initial term of one year.

(E) Thereafter, following the initial term of the Commissioners so appointed, the City Council shall appoint or re-appoint the Commissioners upon the expiration of their initial term for a term of three years.

(F) If new seats are added, the term of those seats shall be scheduled so as meet the above requirements.

(G) (1) There shall be no more than four seats with terms expiring in the same year.

(2) No member shall serve more than two subsequent whole terms in their entirety without at least a one year hiatus from the Commission.

(3) However, a member may continue to serve indefinitely until a replacement is appointed by Council.

(Ord. 18-30, passed 9-4-18)

Bookmark§ 21.127 RULES OF PROCEDURE, DESIGN GUIDELINES AND MEETINGS.

(A) The Historic Resources Commission shall develop and adopt rules of procedure which shall govern the conduct of its business in accordance with the provisions of this section.

(1) Such rules of procedure shall also include as an appendix "The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings" and the "Historic District Design Guidelines," including photographs, illustrations, descriptions and other similar material interpreting the criteria for determining appropriateness.

(2) The design guidelines shall be placed on file in the city offices and made available to the general public during the regular city office business hours.

(B) Specific provisions shall be made in the Commission's rules of procedure for Commission meetings following the filing of a proposal on which the Commission is required to pass. Such specific provisions shall be made in order that a proposal be brought before the Commission:

(1) Within a reasonable time;

(2) In a manner conducive to Commission consideration; and

(3) In a manner which will facilitate commission action.

(C) The Commission shall meet at regularly scheduled times and at such other times as the Commission may determine, or at the call of its chairman, as provided for in its rules of procedure.

(D) The Commission shall follow the requirements of § 92.085(B) when making recommendations and rulings on historic properties and alterations thereto.

(E) The Commission may hold discussions at meetings related to both historic preservation and community appearance capacities, provided that there is adjournment of the discussion of official business between the two.

(F) Any official action of the Commission shall require shall require a quorum to be present.

(Ord. 18-30, passed 9-4-18)

Bookmark§ 21.128 POWERS AND DUTIES.

The powers of the Historic Resources Commission shall be to:

- (A) Undertake an inventory of properties of historical, architectural, archaeological, and/or cultural significance.
- (B) Recommend to the City Council districts or areas to be designated in the ordinance as historic districts within the city and its extraterritorial zoning jurisdiction.
- (C) Recommend to the City Council that designation of any district or area as a historic district or part thereof be revoked or removed for just cause.
- (D) Recommend to the City Council individual structures, buildings, sites, areas or objects to be designated by ordinance as historic landmarks.
- (E) Recommend to City Council that designation of any building, structure, site, area or object as a historic property be revoked or removed.
- (F) Conduct an educational program with respect to historic properties and districts within its jurisdiction.
- (G) Publish information about, or otherwise inform the owners of property within the historic district or of designated historic landmarks, of any matters pertinent to its duties, organization, procedures, responsibilities, functions or requirements.
- (H) Cooperate with the state, Federal and local governments in pursuance of the purposes of this section. The City Council, or the Commission when authorized by the City Council, may contract with the State of North Carolina or the United States of America, or any agency of either, or with any other organization, provided the terms are not inconsistent with state or Federal law, for services or funds.
- (I) Recommend to the City Council and the State of North Carolina structures, sites, objects or districts worthy of national, state or local recognition.
- (J) Communicate with other boards or commissions or agencies of the city or other governmental units to offer or request assistance, aid, guidance, or advice concerning matters under its purview or of mutual interest.
- (K) Consider and act upon applications for certificates of appropriateness in accordance with division (F) of § 92.085(B).
- (L) Act as, establish or designate a group, body or committee to give advice to property owners concerning the treatment of the historical and visual characteristics of their properties, such as fenestration, architectural and landscape features. The group shall act in a strictly advisory capacity to property owners, and shall abstain from offering recommendations outside of advertised meetings of the Commission prior to the Commission's decision on any application(s) for a certificate of appropriateness for proposed work on the property.
- (M) Conduct public hearings on applications for certificates of appropriateness where the Commission deems that such a hearing is necessary.
- (N) Establish guidelines under which the city staff may approve applications for certificates of appropriateness for minor modifications of historic properties or building structures or sites in a historic

district on behalf of the Commission, provided no application shall be denied by the staff without first being considered by the Commission.

(O) Undertake programs of information, research, or analysis relating to any matters under its purview.

(P) Report violations of this section or of related ordinances, such as the zoning ordinance and the building code, to the Building Inspector or other authorized city staff for their investigation and enforcement as needed.

(Q) Take steps during the period of postponement of demolition of any historic property to ascertain what the City Council can or may do to preserve such properties, including consultation with private civic groups, interested private citizens and other public boards or agencies, including investigation of potential acquisition by the city when the preservation of a given historic property is clearly in the interest of the general welfare of the community, and such property is of certain historic, architectural and archaeological significance.

(R) Assist city staff in obtaining the services of private consultants to aid in carrying out programs of research or analysis.

(S) Exercise such other powers and perform such other duties as are required elsewhere by this section, the General Statutes of North Carolina or by the City of Albemarle.

Print

Title – Information - Food Truck Fridays at City Lake Park

Description:

The Rebound Round-up event in August was so successful that this event will continue through September.

Scheduled Dates and Locations for Food Truck Fridays:

- * September 4 - City Lake Park - 5:30 pm - 8:00 pm
- * September 11 - Market Station - 5:30 pm - 8:00 pm
- * September 18 - City Lake Park - 5:30 pm - 8:00 pm
- * September 25 - City Lake Park - 5:30 pm - 8:00 pm

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

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

No Attachments Available

APPROVALS:

Date/Time:	Approval:	Department:	
9/1/2020 5:00 PM	Approved	City Clerk	
9/1/2020 5:00 PM	Approved	Administration	

Print

Title – Reminder - Webinar: Festivals & Events - What will they Look Like in the Future?

Description:

Leverage NC is hosting a free webinar to discuss how festivals and special events will look now and into the future due to COVID-19. The date and time for the webinar is Tuesday, September 15th from 1:00 pm - 2:30 pm.

See attached flyer for registration details.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Festivals Events - What Will They Look Like in the Future.pdf	Festivals & Events Webinar

APPROVALS:			
Date/Time:	Approval:	Department:	
9/1/2020 5:02 PM	Approved	City Clerk	
9/1/2020 5:02 PM	Approved	Administration	



FESTIVALS & EVENTS - WHAT WILL THEY LOOK LIKE IN THE FUTURE?

COVID-19 has changed the way we do everything – including festivals and special events. Many events have been cancelled this summer and fall, but how will large gatherings and festivals look in the future? What are the safety precautions for COVID-19 events and post-COVID? How do we do events virtually? And how do we use these lessons to make improvements to community gatherings?

Join Liz Parham, Director, and Lee Padrick, Chief Planner, both with the NC Main Street & Rural Planning Center, for a conversation with three festival coordinators to discuss what they see as challenges, opportunities and new ways to bring communities together during a pandemic.

PANELISTS:

Stephanie Saintsing Naset, Director, North Carolina Association of Festivals & Events, and Director, Lexington Barbecue Festival

Tom Harrison, Director, Washington County Travel & Tourism Authority, and Director, NC Black Bear Festival

Sharon Jablonski, Director of Cultural & Creative Development, City of Morganton, and Director, Historic Morganton Festival

Live Webinar
Tuesday, 9-15-2020
1:00 to 2:30 pm
Free

Register:
<https://cvent.me/87VB0G>



Leverage NC is a partnership of the NC League of Municipalities, NC Department of Commerce's Main Street & Rural Planning Center, NC Department of Cultural Resources' State Historic Preservation Office and the NC Downtown Development Association. We aspire to build economic development capacity in every town or city across the state.

□ Print

Title – Traffic Study in South Albemarle Area

Description:

Members of the Albemarle Police Department set out the traffic trailer on 14 different streets from 06/20/2020 until 08/26/2020 to collect data such as vehicle counts and speed. Data was also collected on all motor vehicle accidents occurring during those times to see if there was a pattern of issues on these streets.

The data itself does not show a consistent issue on these streets, but that does not mean there are not motorists that do create problems. As a practical matter, it would be difficult based on the volume and speed data to justify the installation of speed bumps at these locations and not on a majority of streets in the City. Speed bumps also tend to push the issue elsewhere and can create other concerns, such as acceleration noise at the locations and reduced response times for emergency vehicles.

There are a few ideas staff has developed for consideration:

1. There could be a heavier speed enforcement presence on these and surrounding streets.
2. Pavement markings could be added as they are known to have a psychological effect on the perception of what a safe traveling speed is for a certain area. The striping of center lines, shoulder lines, and potentially parking spaces reduces the available travel lane and thereby causing motorists to drive more slowly.
3. The speed limit on these streets could be reduced. The City would need to post the new speed limit on each street.
4. As the Police Department is looking for and finding new ways to build relationships, an option would be to work with interested citizens to identify those that create the speeding issues and focus on these motorists or the times and location that are a particular problem. This would take cooperation, but it does have the benefit of the Police and residents working together and these relationships could be very beneficial in other instances.

Also, a combination of the items above could also be implemented to address the concerns.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

The first reaction to combat speeding complaints is to take enforcement actions against the violators. While this approach will demonstrate to the community that we are responding to their complaints, the repercussion from issuing citations will far out-weight the negative publicity that will be placed upon the police and the City. One key focal point we could pour our efforts into educating the community on how to properly report violations of speeding and allow the authority to focus on the select few that are causing problems for community members.

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Memo_for_Speed_Bumps.docx	Memo
<input type="checkbox"/> scan_ddulin_2020-08-31-13-51-48.pdf	Traffic Trailer Results
<input type="checkbox"/> Speed_Bump_Petition.pdf	Petition Received
<input type="checkbox"/> SPEED_BUMP_CRITERIA.pdf	Criteria

APPROVALS:			
Date/Time:	Approval:	Department:	
9/1/2020 12:54 PM	Approved	City Clerk	
9/1/2020 3:11 PM	Approved	Administration	



ALBEMARLE

NORTH CAROLINA
Water. Air. Land. Opportunity.

Office of the Police Department

To: Michael Ferris, City Manager

From: David Dulin, Chief of Police

Re: Speed Bumps

Date: September 8th, 2020

To gain a full understanding of the amount of motor vehicle traffic on streets in the South Albemarle area, the police department set out the speed trailer on 14 different streets for 24 hours on each street from June 20th, 2020, till August 26th, 2020. The following is a breakdown of the data obtained by the speed trailer.

	<u>Date</u>	<u>Location</u>	<u>Total Number of Vehicles</u>	<u>MPH Average</u>
1.	6/20/20	Summit Ave	358	26.6
2.	7/21/20	Arey Ave.	664	21.8
3.	7/23/20	Gibson St.	579	27.4
4.	7/25/20	Dr. MLK Jr. Dr.	850	27
5.	7/28/20	Summit / Third St.	280	18.3
6.	7/30/20	S. Bell Ave.	694	19
7.	8/01/20	Inger St.	894	17.9
8.	8/04/20	Grigg St.	370	19
9.	8/06/20	Coggins Ave.	404	17.7
10.	8/13/20	Elizabeth Ave	117	19.7
11.	8/16/20	Heath St	449	20.8
12.	8/18/20	Groves Ave	597	24.4
13.	8/22/20	Leonard Ave.	1537	25.5
14.	8/26/20	S. Morrow Ave	321	22

From June 20th, 2020, to August 26th, 2020, the Albemarle Police Department completed 185 motor vehicle crash reports. 16 of those 185 crashes took place on one of the streets listed above, which accounts for 9%. Of the 16 motor vehicle crashes, 12 of them (75%) took place on the Walmart parking lot leaving only four crashes occurring on the streets listed above during those time frames.



Master Data Report



DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	5	1	40	20.0%	29.8	5-10 MPH	5	1	Start Date	6/20/2020
12:30 AM	1	0	27	0.0%	26.0	11-15 MPH	41	6	Vehicle Count	358
1:00 AM	1	0	33	0.0%	30.0	16-20 MPH	39	32	# Violations AVG	44
1:30 AM	5	0	36	0.0%	29.0	21-25 MPH	52	69	% Violations AVG	12.30%
2:00 AM	4	0	31	0.0%	25.3	26-30 MPH	108	85	# Violations PK	62
2:30 AM	1	0	16	0.0%	10.0	31-35 MPH	69	103	% Violations PK	17.30%
3:00 AM	4	0	32	0.0%	21.0	36-40 MPH	32	42	% Violators > 5 MPH AVG	3.40%
3:30 AM	1	1	42	100.0%	37.0	41-45 MPH	10	17	% Violators > 10 MPH AVG	0.60%
4:00 AM	1	0	31	0.0%	30.0	46-50 MPH	2	3	% Violators > 15 MPH AVG	0.00%
4:30 AM	2	0	23	0.0%	20.5	51-55 MPH	0	0	% Violators > 5 MPH PK	5.60%
5:00 AM	1	0	22	0.0%	13.0	56-60 MPH	0	0	% Violators > 10 MPH PK	0.80%
5:30 AM	2	0	31	0.0%	24.5	61+ MPH	0	0	% Violators > 15 MPH PK	0.00%
6:00 AM	0	0	0	0.0%	0.0				MPH Avg	26.6
6:30 AM	0	0	0	0.0%	0.0				Peak Speed	48
7:00 AM	3	0	31	0.0%	25.3				50th %tile	30
7:30 AM	2	0	38	0.0%	30.0				85th %tile	36
8:00 AM	3	0	32	0.0%	22.3				# Non-Speeders AVG	314
8:30 AM	5	2	43	40.0%	31.2				# Non-Speeders PK	296
9:00 AM	7	0	38	0.0%	25.4				# Speeders > 5 MPH AVG	12
9:30 AM	10	0	33	0.0%	24.7				# Speeders > 10 MPH AVG	2
10:00 AM	7	0	29	0.0%	23.1				# Speeders > 15 MPH AVG	0
10:30 AM	7	1	38	14.3%	25.4				# Speeders > 5 MPH PEAK	20
11:00 AM	11	2	46	18.2%	29.8				# Speeders > 10 MPH PEAK	3
11:30 AM	11	0	37	0.0%	24.9				# Speeders > 15 MPH PEAK	0
12:00 PM	10	0	36	0.0%	27.4				Calculated Speed Limit	35
12:30 PM	9	3	39	33.3%	31.6				Avg. Daily Totals (ADT)	358
1:00 PM	14	2	48	14.3%	26.6				Number of Days	1
1:30 PM	15	0	34	0.0%	25.0					
2:00 PM	12	2	41	16.7%	27.8					
2:30 PM	10	3	41	30.0%	32.9					
3:00 PM	15	4	42	26.7%	27.9					
3:30 PM	8	0	39	0.0%	26.9					
4:00 PM	12	3	43	25.0%	28.5					
4:30 PM	15	3	41	20.0%	30.3					
5:00 PM	14	1	40	7.1%	27.9					
5:30 PM	9	2	41	22.2%	27.9					
6:00 PM	10	2	48	20.0%	29.2					
6:30 PM	7	2	38	28.6%	26.0					
7:00 PM	8	4	41	50.0%	35.1					
7:30 PM	12	2	41	16.7%	26.9					
8:00 PM	11	1	37	9.1%	28.7					
8:30 PM	16	1	40	6.3%	26.2					
9:00 PM	15	1	41	6.7%	23.0					
9:30 PM	15	1	38	6.7%	22.6					
10:00 PM	7	0	37	0.0%	23.0					
10:30 PM	11	0	35	0.0%	21.0					

Summit Ave.
near Davis St.

Master Data Report

11:00 PM	4	0	30	0.0%	16.0
11:30 PM	5	0	31	0.0%	18.2

Master Data Report

2

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	9	2	30	22.2%	22.0	5-10 MPH	7	4	Start Date	7/21/2020
12:30 AM	9	2	49	22.2%	22.4	11-15 MPH	55	23	Vehicle Count	664
1:00 AM	5	1	32	20.0%	23.2	16-20 MPH	197	144	# Violations AVG	146
1:30 AM	10	3	29	30.0%	19.0	21-25 MPH	259	268	% Violations AVG	22.00%
2:00 AM	3	1	33	33.3%	22.0	26-30 MPH	118	171	# Violations PK	225
2:30 AM	3	0	23	0.0%	19.7	31-35 MPH	23	45	% Violations PK	33.90%
3:00 AM	1	0	20	0.0%	19.0	36-40 MPH	4	6	% Violators > 5 MPH AVG	4.20%
3:30 AM	2	0	28	0.0%	21.0	41-45 MPH	1	2	% Violators > 10 MPH AVG	0.80%
4:00 AM	0	0	0	0.0%	0.0	46-50 MPH	0	1	% Violators > 15 MPH AVG	0.20%
4:30 AM	5	0	24	0.0%	17.2	51-55 MPH	0	0	% Violators > 5 MPH PK	8.10%
5:00 AM	5	1	31	20.0%	21.8	56-60 MPH	0	0	% Violators > 10 MPH PK	1.40%
5:30 AM	4	0	32	0.0%	19.8	61+ MPH	0	0	% Violators > 15 MPH PK	0.50%
6:00 AM	5	1	29	20.0%	20.4				MPH Avg	21.8
6:30 AM	8	3	29	37.5%	21.5				Peak Speed	49
7:00 AM	7	1	30	14.3%	22.9				50th %tile	23
7:30 AM	8	5	34	62.5%	24.1				85th %tile	29
8:00 AM	12	1	32	8.3%	21.5				# Non-Speeders AVG	518
8:30 AM	7	2	29	28.6%	21.9				# Non-Speeders PK	439
9:00 AM	12	4	33	33.3%	23.8				# Speeders > 5 MPH AVG	28
9:30 AM	18	4	31	22.2%	20.6				# Speeders > 10 MPH AVG	5
10:00 AM	13	2	32	15.4%	22.0				# Speeders > 15 MPH AVG	1
10:30 AM	17	3	33	17.6%	20.1				# Speeders > 5 MPH PEAK	54
11:00 AM	28	7	31	25.0%	22.3				# Speeders > 10 MPH PEAK	9
11:30 AM	15	5	31	33.3%	22.9				# Speeders > 15 MPH PEAK	3
12:00 PM	19	4	36	21.1%	21.9				Calculated Speed Limit	25
12:30 PM	17	0	26	0.0%	19.2				Avg. Daily Totals (ADT)	664
1:00 PM	20	7	37	35.0%	22.7				Number of Days	1
1:30 PM	16	4	34	25.0%	19.9					
2:00 PM	14	3	32	21.4%	22.4					
2:30 PM	24	5	33	20.8%	21.9					
3:00 PM	22	4	29	18.2%	23.0					
3:30 PM	14	3	30	21.4%	21.4					
4:00 PM	26	2	30	7.7%	19.7					
4:30 PM	15	5	35	33.3%	21.5					
5:00 PM	16	3	35	18.8%	21.9					
5:30 PM	18	6	35	33.3%	23.4					
6:00 PM	25	7	43	28.0%	24.3					
6:30 PM	35	8	34	22.9%	22.3					
7:00 PM	20	6	33	30.0%	22.6					
7:30 PM	23	3	33	13.0%	21.4					
8:00 PM	18	4	34	22.2%	23.3					
8:30 PM	21	6	35	28.6%	23.2					
9:00 PM	23	7	39	30.4%	21.2					
9:30 PM	12	0	26	0.0%	19.7					
10:00 PM	20	5	36	25.0%	22.7					
10:30 PM	13	2	41	15.4%	22.6					

Arey Ave near
Gibson St.

Master Data Report

11:00 PM	17	3	31	17.6%	19.8
11:30 PM	10	1	29	10.0%	20.9

Master Data Report

3

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	7	1	40	14.3%	28.3	5-10 MPH	7	5	Start Date	7/23/2020
12:30 AM	7	1	40	14.3%	23.7	11-15 MPH	27	12	Vehicle Count	579
1:00 AM	3	1	39	33.3%	25.3	16-20 MPH	53	25	# Violations AVG	59
1:30 AM	4	0	39	0.0%	25.5	21-25 MPH	126	70	% Violations AVG	10.20%
2:00 AM	6	1	42	16.7%	31.7	26-30 MPH	172	155	# Violations PK	119
2:30 AM	0	0	0	0.0%	0.0	31-35 MPH	135	193	% Violations PK	20.60%
3:00 AM	1	0	15	0.0%	12.0	36-40 MPH	45	90	% Violators > 5 MPH AVG	2.40%
3:30 AM	2	1	38	50.0%	30.5	41-45 MPH	12	23	% Violators > 10 MPH AVG	0.30%
4:00 AM	1	0	36	0.0%	29.0	46-50 MPH	0	3	% Violators > 15 MPH AVG	0.30%
4:30 AM	2	1	41	50.0%	29.5	51-55 MPH	2	1	% Violators > 5 MPH PK	5.00%
5:00 AM	1	0	28	0.0%	25.0	56-60 MPH	0	2	% Violators > 10 MPH PK	1.00%
5:30 AM	6	0	36	0.0%	26.3	61+ MPH	0	0	% Violators > 15 MPH PK	0.50%
6:00 AM	4	0	34	0.0%	20.5	<div style="font-size: 1.5em; font-family: cursive;">Gibson St. near Colston St.</div>			MPH Avg	27.4
6:30 AM	3	0	31	0.0%	21.3				Peak Speed	56
7:00 AM	6	1	39	16.7%	26.5				50th %tile	31
7:30 AM	8	0	40	0.0%	28.8				85th %tile	37
8:00 AM	9	0	33	0.0%	24.3				# Non-Speeders AVG	520
8:30 AM	12	1	40	8.3%	28.8				# Non-Speeders PK	460
9:00 AM	10	3	45	30.0%	30.7				# Speeders > 5 MPH AVG	14
9:30 AM	6	1	39	16.7%	27.3				# Speeders > 10 MPH AVG	2
10:00 AM	9	1	38	11.1%	28.2				# Speeders > 15 MPH AVG	2
10:30 AM	18	0	39	0.0%	26.5				# Speeders > 5 MPH PEAK	29
11:00 AM	15	1	41	6.7%	29.0				# Speeders > 10 MPH PEAK	6
11:30 AM	20	0	37	0.0%	24.5				# Speeders > 15 MPH PEAK	3
12:00 PM	19	1	41	5.3%	25.4				Calculated Speed Limit	35
12:30 PM	28	2	54	7.1%	25.7				Avg. Daily Totals (ADT)	579
1:00 PM	25	2	41	8.0%	27.0				Number of Days	1
1:30 PM	26	3	42	11.5%	29.2					
2:00 PM	18	2	40	11.1%	29.1					
2:30 PM	22	4	42	18.2%	29.7					
3:00 PM	31	5	41	16.1%	29.1					
3:30 PM	15	4	48	26.7%	29.3					
4:00 PM	22	1	43	4.5%	29.0					
4:30 PM	26	1	40	3.8%	27.2					
5:00 PM	22	1	56	4.5%	24.4					
5:30 PM	20	4	41	20.0%	29.2					
6:00 PM	22	3	43	13.6%	25.4					
6:30 PM	20	1	56	5.0%	27.2					
7:00 PM	17	1	41	5.9%	26.1					
7:30 PM	12	1	40	8.3%	27.5					
8:00 PM	14	2	38	14.3%	27.5					
8:30 PM	12	2	45	16.7%	29.3					
9:00 PM	12	3	49	25.0%	28.4					
9:30 PM	9	1	40	11.1%	28.3					
10:00 PM	4	0	34	0.0%	27.8					
10:30 PM	8	1	37	12.5%	25.4					

Master Data Report

11:00 PM	7	0	38	0.0%	28.0
11:30 PM	8	0	38	0.0%	30.1

Master Data Report

4

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	10	0	42	0.0%	29.0	5-10 MPH	13	4	Start Date	7/25/2020
12:30 AM	10	2	80	20.0%	31.6	11-15 MPH	65	34	Vehicle Count	850
1:00 AM	7	0	38	0.0%	24.1	16-20 MPH	79	58	# Violations AVG	83
1:30 AM	5	1	39	20.0%	27.8	21-25 MPH	156	69	% Violations AVG	9.80%
2:00 AM	6	0	38	0.0%	29.7	26-30 MPH	266	202	# Violations PK	685
2:30 AM	5	1	42	20.0%	29.0	31-35 MPH	188	290	% Violations PK	80.60%
3:00 AM	5	1	40	20.0%	25.0	36-40 MPH	70	144	% Violators > 5 MPH AVG	31.90%
3:30 AM	4	0	29	0.0%	26.5	41-45 MPH	9	37	% Violators > 10 MPH AVG	9.80%
4:00 AM	1	0	35	0.0%	32.0	46-50 MPH	2	8	% Violators > 15 MPH AVG	1.50%
4:30 AM	2	0	37	0.0%	33.0	51-55 MPH	0	2	% Violators > 5 MPH PK	56.80%
5:00 AM	1	0	26	0.0%	23.0	56-60 MPH	0	0	% Violators > 10 MPH PK	22.70%
5:30 AM	2	0	36	0.0%	29.5	61+ MPH	2	2	% Violators > 15 MPH PK	5.80%
6:00 AM	3	1	39	33.3%	26.0				MPH Avg	27
6:30 AM	3	0	31	0.0%	22.3				Peak Speed	85
7:00 AM	2	0	26	0.0%	19.0				50th %tile	32
7:30 AM	10	0	38	0.0%	24.9				85th %tile	37
8:00 AM	8	2	42	25.0%	28.0				# Non-Speeders AVG	767
8:30 AM	6	1	39	16.7%	26.7				# Non-Speeders PK	165
9:00 AM	21	2	40	9.5%	28.4				# Speeders > 5 MPH AVG	271
9:30 AM	19	0	36	0.0%	25.8				# Speeders > 10 MPH AVG	83
10:00 AM	28	3	44	10.7%	25.5				# Speeders > 15 MPH AVG	13
10:30 AM	19	1	45	5.3%	27.0				# Speeders > 5 MPH PEAK	483
11:00 AM	26	4	45	15.4%	29.3				# Speeders > 10 MPH PEAK	193
11:30 AM	20	3	40	15.0%	26.2				# Speeders > 15 MPH PEAK	49
12:00 PM	21	0	36	0.0%	26.5				Calculated Speed Limit	35
12:30 PM	29	3	46	10.3%	26.0				Avg. Daily Totals (ADT)	850
1:00 PM	20	1	47	5.0%	26.8				Number of Days	1
1:30 PM	23	1	40	4.3%	26.4					
2:00 PM	25	3	54	12.0%	25.9					
2:30 PM	33	2	42	6.1%	28.2					
3:00 PM	27	2	40	7.4%	27.4					
3:30 PM	17	2	41	11.8%	29.7					
4:00 PM	20	4	48	20.0%	29.8					
4:30 PM	27	1	46	3.7%	27.4					
5:00 PM	29	7	42	24.1%	29.4					
5:30 PM	26	5	49	19.2%	29.8					
6:00 PM	28	5	46	17.9%	28.6					
6:30 PM	32	2	41	6.3%	26.4					
7:00 PM	38	5	45	13.2%	28.2					
7:30 PM	31	3	39	9.7%	24.9					
8:00 PM	38	2	85	5.3%	26.1					
8:30 PM	44	5	46	11.4%	26.3					
9:00 PM	26	2	42	7.7%	26.7					
9:30 PM	25	2	46	8.0%	23.5					
10:00 PM	19	2	45	10.5%	28.5					
10:30 PM	18	1	43	5.6%	22.8					

*Dr. MLK Jr. Dr
near Richardson St.*

Master Data Report

11:00 PM	16	0	38	0.0%	22.9
11:30 PM	15	1	40	6.7%	26.4

Master Data Report

5

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	6	0	24	0.0%	16.7	5-10 MPH	18	12	Start Date	7/28/2020
12:30 AM	3	0	21	0.0%	18.3	11-15 MPH	56	30	Vehicle Count	280
1:00 AM	3	0	24	0.0%	17.3	16-20 MPH	112	72	# Violations AVG	1
1:30 AM	0	0	0	0.0%	0.0	21-25 MPH	78	112	% Violations AVG	0.40%
2:00 AM	2	0	27	0.0%	19.0	26-30 MPH	14	43	# Violations PK	5
2:30 AM	1	0	17	0.0%	16.0	31-35 MPH	1	6	% Violations PK	1.80%
3:00 AM	0	0	0	0.0%	0.0	36-40 MPH	1	4	% Violators > 5 MPH AVG	0.00%
3:30 AM	0	0	0	0.0%	0.0	41-45 MPH	0	1	% Violators > 10 MPH AVG	0.00%
4:00 AM	0	0	0	0.0%	0.0	46-50 MPH	0	0	% Violators > 15 MPH AVG	0.00%
4:30 AM	0	0	0	0.0%	0.0	51-55 MPH	0	0	% Violators > 5 MPH PK	0.40%
5:00 AM	0	0	0	0.0%	0.0	56-60 MPH	0	0	% Violators > 10 MPH PK	0.00%
5:30 AM	2	0	38	0.0%	21.5	61+ MPH	0	0	% Violators > 15 MPH PK	0.00%
6:00 AM	1	0	26	0.0%	24.0				MPH Avg	18.3
6:30 AM	2	0	29	0.0%	24.5				Peak Speed	41
7:00 AM	2	0	24	0.0%	20.0				50th %tile	23
7:30 AM	1	0	24	0.0%	22.0				85th %tile	26
8:00 AM	4	0	22	0.0%	14.8				# Non-Speeders AVG	279
8:30 AM	4	0	23	0.0%	15.5				# Non-Speeders PK	275
9:00 AM	6	0	29	0.0%	20.5				# Speeders > 5 MPH AVG	0
9:30 AM	9	0	25	0.0%	16.7				# Speeders > 10 MPH AVG	0
10:00 AM	3	0	22	0.0%	19.0				# Speeders > 15 MPH AVG	0
10:30 AM	10	0	28	0.0%	18.2				# Speeders > 5 MPH PEAK	1
11:00 AM	6	0	36	0.0%	20.7				# Speeders > 10 MPH PEAK	0
11:30 AM	8	0	34	0.0%	18.3				# Speeders > 15 MPH PEAK	0
12:00 PM	8	0	23	0.0%	17.5					
12:30 PM	15	0	31	0.0%	19.9				Calculated Speed Limit	35
1:00 PM	11	0	31	0.0%	21.5				Avg. Daily Totals (ADT)	280
1:30 PM	5	0	28	0.0%	15.4				Number of Days	1
2:00 PM	7	0	25	0.0%	14.6					
2:30 PM	5	0	30	0.0%	19.0					
3:00 PM	9	0	37	0.0%	21.1					
3:30 PM	15	0	30	0.0%	17.9					
4:00 PM	9	0	36	0.0%	20.3					
4:30 PM	14	1	41	7.1%	19.1					
5:00 PM	8	0	27	0.0%	19.1					
5:30 PM	6	0	24	0.0%	19.0					
6:00 PM	10	0	25	0.0%	16.3					
6:30 PM	8	0	29	0.0%	20.1					
7:00 PM	11	0	27	0.0%	18.8					
7:30 PM	7	0	29	0.0%	18.9					
8:00 PM	8	0	26	0.0%	17.8					
8:30 PM	11	0	26	0.0%	18.7					
9:00 PM	8	0	28	0.0%	19.0					
9:30 PM	5	0	24	0.0%	17.0					
10:00 PM	5	0	25	0.0%	19.2					
10:30 PM	6	0	26	0.0%	16.0					

Summit Ave near
Third St.

Master Data Report

11:00 PM	5	0	26	0.0%	17.8
11:30 PM	11	0	15	0.0%	11.3

Master Data Report

6

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	10	0	31	0.0%	18.8	5-10 MPH	43	20	Start Date	7/30/2020
12:30 AM	9	0	31	0.0%	15.7	11-15 MPH	173	92	Vehicle Count	694
1:00 AM	6	1	30	16.7%	17.5	16-20 MPH	193	163	# Violations AVG	97
1:30 AM	5	1	28	20.0%	19.8	21-25 MPH	188	208	% Violations AVG	14.00%
2:00 AM	2	0	26	0.0%	19.5	26-30 MPH	87	157	# Violations PK	211
2:30 AM	4	0	18	0.0%	13.8	31-35 MPH	8	44	% Violations PK	30.40%
3:00 AM	3	0	24	0.0%	19.0	36-40 MPH	0	6	% Violators > 5 MPH AVG	1.40%
3:30 AM	3	1	27	33.3%	18.0	41-45 MPH	1	3	% Violators > 10 MPH AVG	0.30%
4:00 AM	3	0	20	0.0%	16.0	46-50 MPH	1	1	% Violators > 15 MPH AVG	0.30%
4:30 AM	2	1	28	50.0%	20.0	51-55 MPH	0	0	% Violators > 5 MPH PK	7.80%
5:00 AM	0	0	0	0.0%	0.0	56-60 MPH	0	0	% Violators > 10 MPH PK	1.40%
5:30 AM	0	0	0	0.0%	0.0	61+ MPH	0	0	% Violators > 15 MPH PK	0.60%
6:00 AM	8	0	25	0.0%	17.3				MPH Avg	19
6:30 AM	1	0	24	0.0%	20.0				Peak Speed	49
7:00 AM	7	1	30	14.3%	18.9				50th %tile	23
7:30 AM	6	1	31	16.7%	21.2				85th %tile	29
8:00 AM	8	0	25	0.0%	17.3				# Non-Speeders AVG	597
8:30 AM	9	0	34	0.0%	16.0				# Non-Speeders PK	483
9:00 AM	11	1	29	9.1%	17.9				# Speeders > 5 MPH AVG	10
9:30 AM	16	1	36	6.3%	14.8				# Speeders > 10 MPH AVG	2
10:00 AM	12	2	42	16.7%	18.0				# Speeders > 15 MPH AVG	2
10:30 AM	19	2	32	10.5%	16.5				# Speeders > 5 MPH PEAK	54
11:00 AM	21	0	29	0.0%	16.9				# Speeders > 10 MPH PEAK	10
11:30 AM	17	1	32	5.9%	18.0				# Speeders > 15 MPH PEAK	4
12:00 PM	12	3	35	25.0%	17.7					
12:30 PM	29	1	28	3.4%	16.3				Calculated Speed Limit	25
1:00 PM	21	1	30	4.8%	17.0				Avg. Daily Totals (ADT)	694
1:30 PM	17	2	31	11.8%	18.8				Number of Days	1
2:00 PM	20	3	32	15.0%	21.3					
2:30 PM	28	7	34	25.0%	21.0					
3:00 PM	30	5	36	16.7%	20.4					
3:30 PM	26	4	36	15.4%	18.9					
4:00 PM	18	6	34	33.3%	22.5					
4:30 PM	19	1	31	5.3%	19.4					
5:00 PM	27	8	43	29.6%	20.7					
5:30 PM	23	5	39	21.7%	20.0					
6:00 PM	22	4	49	18.2%	20.6					
6:30 PM	22	4	33	18.2%	21.0					
7:00 PM	30	2	33	6.7%	17.9					
7:30 PM	29	5	30	17.2%	18.1					
8:00 PM	21	5	34	23.8%	20.3					
8:30 PM	23	5	41	21.7%	20.3					
9:00 PM	22	3	36	13.6%	20.1					
9:30 PM	8	3	36	37.5%	21.9					
10:00 PM	24	5	35	20.8%	19.5					
10:30 PM	20	1	32	5.0%	18.7					

Bell Ave. near
Grigg St.

Master Data Report

11:00 PM	8	1	29	12.5%	21.3
11:30 PM	13	0	31	0.0%	19.5

Master Data Report



DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	14	0	29	0.0%	17.4	5-10 MPH	45	17	Start Date	8/1/2020
12:30 AM	10	1	38	10.0%	18.9	11-15 MPH	234	136	Vehicle Count	894
1:00 AM	14	0	27	0.0%	18.6	16-20 MPH	366	223	# Violations AVG	44
1:30 AM	12	0	27	0.0%	15.0	21-25 MPH	205	307	% Violations AVG	4.90%
2:00 AM	7	1	31	14.3%	16.6	26-30 MPH	35	170	# Violations PK	211
2:30 AM	5	0	27	0.0%	19.2	31-35 MPH	8	34	% Violations PK	23.60%
3:00 AM	2	1	28	50.0%	21.0	36-40 MPH	0	6	% Violators > 5 MPH AVG	1.00%
3:30 AM	6	0	23	0.0%	19.3	41-45 MPH	0	0	% Violators > 10 MPH AVG	0.10%
4:00 AM	1	0	13	0.0%	12.0	46-50 MPH	1	0	% Violators > 15 MPH AVG	0.10%
4:30 AM	2	0	21	0.0%	18.0	51-55 MPH	0	1	% Violators > 5 MPH PK	4.60%
5:00 AM	1	0	17	0.0%	14.0	56-60 MPH	0	0	% Violators > 10 MPH PK	0.80%
5:30 AM	2	0	24	0.0%	16.0	61+ MPH	0	0	% Violators > 15 MPH PK	0.10%
6:00 AM	2	1	53	50.0%	30.0				MPH Avg	17.9
6:30 AM	4	0	28	0.0%	18.5				Peak Speed	53
7:00 AM	7	0	27	0.0%	15.7				50th %tile	23
7:30 AM	7	0	34	0.0%	18.7				85th %tile	27
8:00 AM	4	1	33	25.0%	21.0				# Non-Speeders AVG	850
8:30 AM	6	0	28	0.0%	20.0				# Non-Speeders PK	683
9:00 AM	13	2	37	15.4%	20.8				# Speeders > 5 MPH AVG	9
9:30 AM	14	1	27	7.1%	15.6				# Speeders > 10 MPH AVG	1
10:00 AM	14	0	27	0.0%	17.0				# Speeders > 15 MPH AVG	1
10:30 AM	21	0	35	0.0%	17.7				# Speeders > 5 MPH PEAK	41
11:00 AM	23	0	27	0.0%	16.3				# Speeders > 10 MPH PEAK	7
11:30 AM	25	1	30	4.0%	18.4				# Speeders > 15 MPH PEAK	1
12:00 PM	21	1	31	4.8%	16.8					
12:30 PM	23	1	30	4.3%	18.7				Calculated Speed Limit	25
1:00 PM	27	4	33	14.8%	17.8				Avg. Daily Totals (ADT)	894
1:30 PM	33	0	30	0.0%	17.4				Number of Days	1
2:00 PM	24	2	32	8.3%	19.4					
2:30 PM	31	2	33	6.5%	16.9					
3:00 PM	25	1	29	4.0%	16.7					
3:30 PM	25	3	31	12.0%	18.8					
4:00 PM	22	0	31	0.0%	18.3					
4:30 PM	27	1	37	3.7%	16.4					
5:00 PM	36	2	35	5.6%	18.3					
5:30 PM	30	7	37	23.3%	20.1					
6:00 PM	25	3	31	12.0%	20.9					
6:30 PM	38	4	34	10.5%	18.8					
7:00 PM	35	0	39	0.0%	17.9					
7:30 PM	40	1	33	2.5%	17.7					
8:00 PM	35	0	29	0.0%	16.1					
8:30 PM	30	0	30	0.0%	16.9					
9:00 PM	28	0	27	0.0%	17.8					
9:30 PM	33	1	30	3.0%	17.4					
10:00 PM	21	0	28	0.0%	17.2					
10:30 PM	27	1	37	3.7%	17.0					

Inger St. near
S. Bell Ave.

Master Data Report

11:00 PM	21	0	29	0.0%	19.0
11:30 PM	21	1	31	4.8%	18.7

Master Data Report

8

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	1	0	23	0.0%	20.0	5-10 MPH	21	6	Start Date	8/4/2020
12:30 AM	2	0	22	0.0%	18.0	11-15 MPH	81	45	Vehicle Count	370
1:00 AM	5	0	25	0.0%	15.0	16-20 MPH	135	91	# Violations AVG	33
1:30 AM	2	1	30	50.0%	23.0	21-25 MPH	100	142	% Violations AVG	8.90%
2:00 AM	3	0	27	0.0%	22.3	26-30 MPH	21	64	# Violations PK	86
2:30 AM	1	1	28	100.0%	27.0	31-35 MPH	10	18	% Violations PK	23.20%
3:00 AM	0	0	0	0.0%	0.0	36-40 MPH	2	2	% Violators > 5 MPH AVG	3.20%
3:30 AM	0	0	0	0.0%	0.0	41-45 MPH	0	2	% Violators > 10 MPH AVG	0.50%
4:00 AM	0	0	0	0.0%	0.0	46-50 MPH	0	0	% Violators > 15 MPH AVG	0.00%
4:30 AM	1	0	24	0.0%	18.0	51-55 MPH	0	0	% Violators > 5 MPH PK	5.90%
5:00 AM	1	0	28	0.0%	24.0	56-60 MPH	0	0	% Violators > 10 MPH PK	1.10%
5:30 AM	1	0	23	0.0%	18.0	61+ MPH	0	0	% Violators > 15 MPH PK	0.50%
6:00 AM	2	0	26	0.0%	20.5				MPH Avg	19
6:30 AM	0	0	0	0.0%	0.0				Peak Speed	44
7:00 AM	0	0	0	0.0%	0.0				50th %tile	22
7:30 AM	4	0	26	0.0%	18.0				85th %tile	27
8:00 AM	8	0	26	0.0%	14.1				# Non-Speeders AVG	337
8:30 AM	4	0	20	0.0%	12.8				# Non-Speeders PK	284
9:00 AM	3	0	25	0.0%	19.3				# Speeders > 5 MPH AVG	12
9:30 AM	11	0	27	0.0%	16.7				# Speeders > 10 MPH AVG	2
10:00 AM	7	0	28	0.0%	17.3				# Speeders > 15 MPH AVG	0
10:30 AM	7	0	25	0.0%	17.1				# Speeders > 5 MPH PEAK	22
11:00 AM	14	0	24	0.0%	17.1				# Speeders > 10 MPH PEAK	4
11:30 AM	7	0	28	0.0%	17.0				# Speeders > 15 MPH PEAK	2
12:00 PM	7	0	28	0.0%	19.9					
12:30 PM	16	2	41	12.5%	19.6				Calculated Speed Limit	25
1:00 PM	16	2	32	12.5%	15.3				Avg. Daily Totals (ADT)	370
1:30 PM	19	2	30	10.5%	18.9				Number of Days	1
2:00 PM	8	0	23	0.0%	19.4					
2:30 PM	13	1	31	7.7%	17.8					
3:00 PM	17	0	26	0.0%	15.8					
3:30 PM	11	0	29	0.0%	20.2					
4:00 PM	11	2	32	18.2%	19.7					
4:30 PM	14	1	36	7.1%	20.8					
5:00 PM	10	1	29	10.0%	21.2					
5:30 PM	15	3	35	20.0%	20.7					
6:00 PM	15	2	35	13.3%	19.0					
6:30 PM	9	2	44	22.2%	21.4					
7:00 PM	10	1	31	10.0%	19.3					
7:30 PM	19	3	35	15.8%	19.1					
8:00 PM	15	1	30	6.7%	19.3					
8:30 PM	20	0	29	0.0%	20.8					
9:00 PM	11	2	32	18.2%	21.1					
9:30 PM	9	3	36	33.3%	23.6					
10:00 PM	8	2	28	25.0%	21.4					
10:30 PM	7	0	26	0.0%	17.0					

Grigg St near
Inger St.

Master Data Report

11:00 PM	4	1	33	25.0%	23.0
11:30 PM	2	0	21	0.0%	16.5

Master Data Report



DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	3	0	27	0.0%	17.7	5-10 MPH	26	16	Start Date	8/6/2020
12:30 AM	4	1	34	25.0%	17.8	11-15 MPH	121	41	Vehicle Count	404
1:00 AM	9	1	33	11.1%	18.2	16-20 MPH	158	109	# Violations AVG	30
1:30 AM	3	0	31	0.0%	20.3	21-25 MPH	69	139	% Violations AVG	7.40%
2:00 AM	1	0	18	0.0%	15.0	26-30 MPH	19	72	# Violations PK	5
2:30 AM	3	0	25	0.0%	18.0	31-35 MPH	8	22	% Violations PK	1.20%
3:00 AM	2	0	23	0.0%	18.0	36-40 MPH	1	2	% Violators > 5 MPH AVG	0.50%
3:30 AM	3	0	20	0.0%	15.7	41-45 MPH	0	1	% Violators > 10 MPH AVG	0.50%
4:00 AM	1	0	26	0.0%	21.0	46-50 MPH	0	0	% Violators > 15 MPH AVG	0.50%
4:30 AM	1	0	25	0.0%	21.0	51-55 MPH	1	0	% Violators > 5 MPH PK	0.70%
5:00 AM	3	0	23	0.0%	18.3	56-60 MPH	1	1	% Violators > 10 MPH PK	0.50%
5:30 AM	5	2	35	40.0%	23.0	61+ MPH	0	1	% Violators > 15 MPH PK	0.50%
6:00 AM	2	1	33	50.0%	24.5				MPH Avg	17.7
6:30 AM	5	0	24	0.0%	16.2				Peak Speed	62
7:00 AM	3	1	29	33.3%	20.3				50th %tile	22
7:30 AM	5	1	33	20.0%	21.2				85th %tile	29
8:00 AM	4	0	22	0.0%	16.5				# Non-Speeders AVG	374
8:30 AM	10	0	25	0.0%	14.6				# Non-Speeders PK	399
9:00 AM	3	0	21	0.0%	15.0				# Speeders > 5 MPH AVG	2
9:30 AM	11	1	34	9.1%	16.8				# Speeders > 10 MPH AVG	2
10:00 AM	6	1	41	16.7%	19.7				# Speeders > 15 MPH AVG	2
10:30 AM	11	1	34	9.1%	17.2				# Speeders > 5 MPH PEAK	3
11:00 AM	10	1	35	10.0%	18.4				# Speeders > 10 MPH PEAK	2
11:30 AM	11	0	27	0.0%	16.8				# Speeders > 15 MPH PEAK	2
12:00 PM	8	1	29	12.5%	18.1					
12:30 PM	14	0	28	0.0%	17.7				Calculated Speed Limit	25
1:00 PM	12	1	36	8.3%	18.5				Avg. Daily Totals (ADT)	404
1:30 PM	15	1	29	6.7%	19.6				Number of Days	1
2:00 PM	17	3	33	17.6%	18.2					
2:30 PM	9	0	26	0.0%	17.8					
3:00 PM	13	0	29	0.0%	16.5					
3:30 PM	13	0	31	0.0%	17.9					
4:00 PM	14	2	35	14.3%	18.9					
4:30 PM	10	0	24	0.0%	8.6					
5:00 PM	15	0	31	0.0%	15.4					
5:30 PM	12	1	29	8.3%	19.8					
6:00 PM	15	4	62	26.7%	24.1					
6:30 PM	17	2	34	11.8%	18.8					
7:00 PM	19	1	29	5.3%	17.3					
7:30 PM	16	0	30	0.0%	17.1					
8:00 PM	14	2	31	14.3%	17.2					
8:30 PM	7	1	35	14.3%	19.4					
9:00 PM	7	0	27	0.0%	15.1					
9:30 PM	8	0	22	0.0%	14.3					
10:00 PM	11	0	39	0.0%	16.5					
10:30 PM	5	0	25	0.0%	17.8					

*Coggins Ave.
near Amhurst St.*

Master Data Report

11:00 PM	9	0	30	0.0%	17.7
11:30 PM	5	0	24	0.0%	16.6

Master Data Report

10

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	4	0	15	0.0%	10.8	5-10 MPH	19	12	Start Date	8/13/2020
12:30 AM	1	0	22	0.0%	19.0	11-15 MPH	15	15	Vehicle Count	117
1:00 AM	2	0	25	0.0%	21.5	16-20 MPH	21	9	# Violations AVG	21
1:30 AM	0	0	0	0.0%	0.0	21-25 MPH	41	39	% Violations AVG	17.90%
2:00 AM	0	0	0	0.0%	0.0	26-30 MPH	15	30	# Violations PK	4
2:30 AM	0	0	0	0.0%	0.0	31-35 MPH	4	8	% Violations PK	3.40%
3:00 AM	0	0	0	0.0%	0.0	36-40 MPH	1	3	% Violators > 5 MPH AVG	0.90%
3:30 AM	0	0	0	0.0%	0.0	41-45 MPH	0	0	% Violators > 10 MPH AVG	0.90%
4:00 AM	0	0	0	0.0%	0.0	46-50 MPH	1	0	% Violators > 15 MPH AVG	0.00%
4:30 AM	1	0	24	0.0%	22.0	51-55 MPH	0	1	% Violators > 5 MPH PK	0.90%
5:00 AM	0	0	0	0.0%	0.0	56-60 MPH	0	0	% Violators > 10 MPH PK	0.90%
5:30 AM	0	0	0	0.0%	0.0	61+ MPH	0	0	% Violators > 15 MPH PK	0.90%
6:00 AM	0	0	0	0.0%	0.0				MPH Avg	19.7
6:30 AM	2	0	26	0.0%	25.0				Peak Speed	54
7:00 AM	0	0	0	0.0%	0.0				50th %tile	25
7:30 AM	4	0	27	0.0%	15.5				85th %tile	30
8:00 AM	0	0	0	0.0%	0.0				# Non-Speeders AVG	96
8:30 AM	1	1	35	100.0%	32.0				# Non-Speeders PK	113
9:00 AM	0	0	0	0.0%	0.0				# Speeders > 5 MPH AVG	1
9:30 AM	0	0	0	0.0%	0.0				# Speeders > 10 MPH AVG	1
10:00 AM	4	0	22	0.0%	14.8				# Speeders > 15 MPH AVG	0
10:30 AM	4	0	26	0.0%	17.0				# Speeders > 5 MPH PEAK	1
11:00 AM	2	1	29	50.0%	23.5				# Speeders > 10 MPH PEAK	1
11:30 AM	4	1	27	25.0%	22.3				# Speeders > 15 MPH PEAK	1
12:00 PM	1	0	17	0.0%	13.0					
12:30 PM	2	1	40	50.0%	26.5				Calculated Speed Limit	25
1:00 PM	6	1	54	16.7%	21.3				Avg. Daily Totals (ADT)	117
1:30 PM	5	1	36	20.0%	22.0				Number of Days	1
2:00 PM	6	3	33	50.0%	23.2					
2:30 PM	2	0	28	0.0%	23.0					
3:00 PM	2	2	33	100.0%	29.0					
3:30 PM	6	1	38	16.7%	23.8					
4:00 PM	1	0	13	0.0%	10.0					
4:30 PM	3	0	14	0.0%	9.0					
5:00 PM	6	1	31	16.7%	18.3					
5:30 PM	6	2	30	33.3%	24.0					
6:00 PM	2	0	25	0.0%	18.5					
6:30 PM	4	1	31	25.0%	24.8					
7:00 PM	3	0	25	0.0%	19.3					
7:30 PM	5	3	35	60.0%	24.4					
8:00 PM	8	0	26	0.0%	15.0					
8:30 PM	4	0	24	0.0%	14.8					
9:00 PM	3	1	27	33.3%	21.7					
9:30 PM	3	1	32	33.3%	23.3					
10:00 PM	0	0	0	0.0%	0.0					
10:30 PM	6	0	25	0.0%	17.3					

Elizabeth Ave
near Heath St.

Master Data Report

11:00 PM	1	0	7	0.0%	6.0
11:30 PM	3	0	25	0.0%	17.3

Master Data Report

11

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	4	0	25	0.0%	17.8	5-10 MPH	22	7	Start Date	8/16/2020
12:30 AM	1	0	28	0.0%	27.0	11-15 MPH	86	37	Vehicle Count	449
1:00 AM	2	0	27	0.0%	20.5	16-20 MPH	95	88	# Violations AVG	4
1:30 AM	5	0	26	0.0%	18.8	21-25 MPH	131	135	% Violations AVG	0.90%
2:00 AM	3	0	23	0.0%	14.7	26-30 MPH	96	132	# Violations PK	6
2:30 AM	3	0	24	0.0%	17.7	31-35 MPH	15	44	% Violations PK	1.30%
3:00 AM	2	0	24	0.0%	16.5	36-40 MPH	4	4	% Violators > 5 MPH AVG	0.00%
3:30 AM	0	0	0	0.0%	0.0	41-45 MPH	0	2	% Violators > 10 MPH AVG	0.00%
4:00 AM	0	0	0	0.0%	0.0	46-50 MPH	0	0	% Violators > 15 MPH AVG	0.00%
4:30 AM	1	0	25	0.0%	24.0	51-55 MPH	0	0	% Violators > 5 MPH PK	0.40%
5:00 AM	1	0	21	0.0%	17.0	56-60 MPH	0	0	% Violators > 10 MPH PK	0.00%
5:30 AM	0	0	0	0.0%	0.0	61+ MPH	0	0	% Violators > 15 MPH PK	0.00%
6:00 AM	1	0	29	0.0%	28.0	Heath St near Dr. MLK Jr. Blvd.			MPH Avg	20.8
6:30 AM	1	0	23	0.0%	15.0				Peak Speed	41
7:00 AM	5	2	40	40.0%	29.2				50th %tile	25
7:30 AM	6	0	32	0.0%	20.5				85th %tile	30
8:00 AM	3	0	31	0.0%	24.3				# Non-Speeders AVG	445
8:30 AM	12	0	37	0.0%	23.3				# Non-Speeders PK	443
9:00 AM	12	0	33	0.0%	20.7				# Speeders > 5 MPH AVG	0
9:30 AM	5	0	31	0.0%	19.8				# Speeders > 10 MPH AVG	0
10:00 AM	9	0	31	0.0%	20.4				# Speeders > 15 MPH AVG	0
10:30 AM	12	1	41	8.3%	27.3				# Speeders > 5 MPH PEAK	2
11:00 AM	11	0	31	0.0%	20.0				# Speeders > 10 MPH PEAK	0
11:30 AM	15	0	33	0.0%	20.7				# Speeders > 15 MPH PEAK	0
12:00 PM	16	0	30	0.0%	19.1				Calculated Speed Limit	35
12:30 PM	15	0	32	0.0%	18.5				Avg. Daily Totals (ADT)	449
1:00 PM	11	0	33	0.0%	23.5				Number of Days	1
1:30 PM	15	0	32	0.0%	17.9					
2:00 PM	15	0	33	0.0%	21.4					
2:30 PM	15	0	30	0.0%	21.9					
3:00 PM	24	0	32	0.0%	19.3					
3:30 PM	17	0	31	0.0%	21.8					
4:00 PM	17	0	33	0.0%	20.8					
4:30 PM	11	0	33	0.0%	19.9					
5:00 PM	14	0	31	0.0%	21.1					
5:30 PM	15	0	33	0.0%	21.9					
6:00 PM	13	0	31	0.0%	20.2					
6:30 PM	19	0	33	0.0%	24.0					
7:00 PM	22	0	32	0.0%	19.7					
7:30 PM	18	0	35	0.0%	18.1					
8:00 PM	15	0	29	0.0%	18.4					
8:30 PM	13	0	35	0.0%	22.8					
9:00 PM	13	0	34	0.0%	20.5					
9:30 PM	11	0	30	0.0%	21.4					
10:00 PM	13	0	28	0.0%	19.0					
10:30 PM	6	0	34	0.0%	23.2					

Master Data Report

11:00 PM	3	0	38	0.0%	25.0
11:30 PM	4	1	41	25.0%	22.8

Master Data Report

12

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	2	0	31	0.0%	25.0	5-10 MPH	9	3	Start Date	8/18/2020
12:30 AM	3	0	30	0.0%	24.7	11-15 MPH	21	14	Vehicle Count	597
1:00 AM	2	0	26	0.0%	23.0	16-20 MPH	61	21	# Violations AVG	2
1:30 AM	4	0	28	0.0%	23.3	21-25 MPH	260	108	% Violations AVG	0.30%
2:00 AM	1	0	33	0.0%	30.0	26-30 MPH	211	295	# Violations PK	20
2:30 AM	2	0	30	0.0%	26.5	31-35 MPH	33	136	% Violations PK	3.40%
3:00 AM	3	0	34	0.0%	26.7	36-40 MPH	2	18	% Violators > 5 MPH AVG	0.00%
3:30 AM	3	0	34	0.0%	22.0	41-45 MPH	0	2	% Violators > 10 MPH AVG	0.00%
4:00 AM	2	0	29	0.0%	23.0	46-50 MPH	0	0	% Violators > 15 MPH AVG	0.00%
4:30 AM	2	0	29	0.0%	25.5	51-55 MPH	0	0	% Violators > 5 MPH PK	0.30%
5:00 AM	0	0	0	0.0%	0.0	56-60 MPH	0	0	% Violators > 10 MPH PK	0.00%
5:30 AM	5	0	41	0.0%	27.2	61+ MPH	0	0	% Violators > 15 MPH PK	0.00%
6:00 AM	5	0	30	0.0%	20.8	Groves Ave near Amhurst St.			MPH Avg	24.4
6:30 AM	5	0	31	0.0%	25.4				Peak Speed	44
7:00 AM	5	0	31	0.0%	23.8				50th %tile	28
7:30 AM	11	0	36	0.0%	24.6				85th %tile	32
8:00 AM	19	1	44	5.3%	25.6				# Non-Speeders AVG	595
8:30 AM	22	0	39	0.0%	25.1				# Non-Speeders PK	577
9:00 AM	16	0	39	0.0%	24.9				# Speeders > 5 MPH AVG	0
9:30 AM	12	0	33	0.0%	26.3				# Speeders > 10 MPH AVG	0
10:00 AM	19	0	34	0.0%	25.2				# Speeders > 15 MPH AVG	0
10:30 AM	15	0	37	0.0%	24.1				# Speeders > 5 MPH PEAK	2
11:00 AM	21	0	34	0.0%	23.9				# Speeders > 10 MPH PEAK	0
11:30 AM	19	0	36	0.0%	24.1				# Speeders > 15 MPH PEAK	0
12:00 PM	30	0	35	0.0%	25.0				Calculated Speed Limit	35
12:30 PM	25	0	35	0.0%	23.4				Avg. Daily Totals (ADT)	597
1:00 PM	15	0	33	0.0%	25.3				Number of Days	1
1:30 PM	14	1	38	7.1%	23.6					
2:00 PM	23	0	33	0.0%	23.3					
2:30 PM	29	0	34	0.0%	24.8					
3:00 PM	25	0	36	0.0%	23.7					
3:30 PM	26	0	35	0.0%	26.0					
4:00 PM	34	0	35	0.0%	23.6					
4:30 PM	17	0	37	0.0%	25.5					
5:00 PM	28	0	35	0.0%	24.5					
5:30 PM	24	0	33	0.0%	23.0					
6:00 PM	19	0	32	0.0%	24.3					
6:30 PM	13	0	37	0.0%	26.2					
7:00 PM	12	0	36	0.0%	25.7					
7:30 PM	16	0	35	0.0%	21.6					
8:00 PM	11	0	33	0.0%	24.4					
8:30 PM	14	0	33	0.0%	23.6					
9:00 PM	4	0	36	0.0%	26.5					
9:30 PM	4	0	33	0.0%	24.0					
10:00 PM	9	0	39	0.0%	20.8					
10:30 PM	3	0	32	0.0%	27.3					

Master Data Report

11:00 PM	3	0	37	0.0%	26.7
11:30 PM	1	0	34	0.0%	29.0

Master Data Report

13

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	8	0	36	0.0%	28.8	5-10 MPH	13	6	Start Date	8/22/2020
12:30 AM	5	0	33	0.0%	26.6	11-15 MPH	51	27	Vehicle Count	1537
1:00 AM	12	1	39	8.3%	26.6	16-20 MPH	138	76	# Violations AVG	25
1:30 AM	10	0	34	0.0%	26.1	21-25 MPH	514	221	% Violations AVG	1.60%
2:00 AM	3	1	43	33.3%	34.0	26-30 MPH	633	602	# Violations PK	123
2:30 AM	1	0	31	0.0%	29.0	31-35 MPH	163	482	% Violations PK	8.00%
3:00 AM	2	0	20	0.0%	11.0	36-40 MPH	21	103	% Violators > 5 MPH AVG	0.30%
3:30 AM	4	0	31	0.0%	27.3	41-45 MPH	1	14	% Violators > 10 MPH AVG	0.20%
4:00 AM	3	0	22	0.0%	17.3	46-50 MPH	2	2	% Violators > 15 MPH AVG	0.10%
4:30 AM	1	0	28	0.0%	26.0	51-55 MPH	0	2	% Violators > 5 MPH PK	1.30%
5:00 AM	8	0	33	0.0%	24.8	56-60 MPH	0	1	% Violators > 10 MPH PK	0.40%
5:30 AM	8	0	29	0.0%	22.3	61+ MPH	1	1	% Violators > 15 MPH PK	0.30%
6:00 AM	2	0	32	0.0%	28.0				MPH Avg	25.5
6:30 AM	7	0	36	0.0%	27.0				Peak Speed	66
7:00 AM	18	2	53	11.1%	25.4				50th %tile	29
7:30 AM	20	0	38	0.0%	25.3				85th %tile	34
8:00 AM	34	0	34	0.0%	25.4				# Non-Speeders AVG	1512
8:30 AM	32	1	38	3.1%	25.0				# Non-Speeders PK	1414
9:00 AM	42	0	34	0.0%	25.4				# Speeders > 5 MPH AVG	4
9:30 AM	48	0	36	0.0%	24.9				# Speeders > 10 MPH AVG	3
10:00 AM	58	0	51	0.0%	24.2				# Speeders > 15 MPH AVG	1
10:30 AM	39	0	37	0.0%	26.7				# Speeders > 5 MPH PEAK	20
11:00 AM	61	1	40	1.6%	25.6				# Speeders > 10 MPH PEAK	6
11:30 AM	48	1	41	2.1%	26.9				# Speeders > 15 MPH PEAK	4
12:00 PM	55	2	41	3.6%	25.2				Calculated Speed Limit	35
12:30 PM	44	1	39	2.3%	26.1				Avg. Daily Totals (ADT)	1537
1:00 PM	56	0	42	0.0%	24.5				Number of Days	1
1:30 PM	55	0	36	0.0%	25.8					
2:00 PM	58	1	41	1.7%	26.4					
2:30 PM	58	0	38	0.0%	27.1					
3:00 PM	59	3	41	5.1%	25.7					
3:30 PM	48	0	39	0.0%	25.0					
4:00 PM	53	2	47	3.8%	24.8					
4:30 PM	47	1	41	2.1%	26.0					
5:00 PM	64	0	39	0.0%	25.3					
5:30 PM	43	1	66	2.3%	26.6					
6:00 PM	60	0	36	0.0%	25.4					
6:30 PM	66	1	59	1.5%	25.6					
7:00 PM	54	1	46	1.9%	25.6					
7:30 PM	54	0	37	0.0%	24.4					
8:00 PM	49	1	39	2.0%	23.8					
8:30 PM	33	0	41	0.0%	25.5					
9:00 PM	18	0	35	0.0%	24.7					
9:30 PM	15	0	33	0.0%	23.8					
10:00 PM	27	2	43	7.4%	26.0					
10:30 PM	16	1	38	6.3%	25.8					

Leonard Ave
near Lennox St.

Master Data Report

11:00 PM	16	0	33	0.0%	26.0
11:30 PM	15	1	41	6.7%	24.5

Master Data Report

14

DAILY 1/2 HOUR SEGMENT RECORDS

Time	# Vehicles	# Violators	Peak MPH	% Violators	AVG. MPH	MPH Bins	# Veh. AVG	# Veh. PEAK	Daily Summary	Totals
12:00 AM	4	0	32	0.0%	23.8	5-10 MPH	6	3	Start Date	8/26/2020
12:30 AM	0	0	0	0.0%	0.0	11-15 MPH	61	20	Vehicle Count	321
1:00 AM	0	0	0	0.0%	0.0	16-20 MPH	80	56	# Violations AVG	13
1:30 AM	3	0	36	0.0%	29.7	21-25 MPH	63	75	% Violations AVG	4.00%
2:00 AM	1	0	21	0.0%	13.0	26-30 MPH	71	90	# Violations PK	21
2:30 AM	1	0	23	0.0%	19.0	31-35 MPH	27	56	% Violations PK	6.50%
3:00 AM	0	0	0	0.0%	0.0	36-40 MPH	11	15	% Violators > 5 MPH AVG	0.60%
3:30 AM	0	0	0	0.0%	0.0	41-45 MPH	2	6	% Violators > 10 MPH AVG	0.00%
4:00 AM	1	0	21	0.0%	21.0	46-50 MPH	0	0	% Violators > 15 MPH AVG	0.00%
4:30 AM	2	0	15	0.0%	12.0	51-55 MPH	0	0	% Violators > 5 MPH PK	1.90%
5:00 AM	1	0	21	0.0%	19.0	56-60 MPH	0	0	% Violators > 10 MPH PK	0.00%
5:30 AM	3	1	41	33.3%	25.3	61+ MPH	0	0	% Violators > 15 MPH PK	0.00%
6:00 AM	5	0	33	0.0%	24.4	<div style="font-size: 1.2em; font-family: cursive;">S. Morrow Ave</div> <div style="font-size: 1.2em; font-family: cursive;">near Dunlap St.</div>			MPH Avg	22
6:30 AM	5	0	23	0.0%	16.0				Peak Speed	45
7:00 AM	3	1	40	33.3%	28.0				50th %tile	26
7:30 AM	2	0	30	0.0%	20.5				85th %tile	33
8:00 AM	5	0	34	0.0%	25.4				# Non-Speeders AVG	308
8:30 AM	4	0	34	0.0%	23.0				# Non-Speeders PK	300
9:00 AM	4	0	33	0.0%	22.5				# Speeders > 5 MPH AVG	2
9:30 AM	7	0	36	0.0%	20.1				# Speeders > 10 MPH AVG	0
10:00 AM	12	0	36	0.0%	18.3				# Speeders > 15 MPH AVG	0
10:30 AM	6	0	35	0.0%	25.7				# Speeders > 5 MPH PEAK	6
11:00 AM	6	0	32	0.0%	15.3	# Speeders > 10 MPH PEAK	0			
11:30 AM	12	0	37	0.0%	19.2	# Speeders > 15 MPH PEAK	0			
12:00 PM	12	0	36	0.0%	23.1	<div style="font-size: 1.2em; font-family: cursive;">S. Morrow Ave</div> <div style="font-size: 1.2em; font-family: cursive;">near Dunlap St.</div>			Calculated Speed Limit	35
12:30 PM	10	0	35	0.0%	20.1				Avg. Daily Totals (ADT)	321
1:00 PM	10	1	45	10.0%	21.8				Number of Days	1
1:30 PM	11	0	34	0.0%	21.3					
2:00 PM	11	1	38	9.1%	22.2					
2:30 PM	11	1	42	9.1%	23.4					
3:00 PM	11	0	34	0.0%	21.7					
3:30 PM	10	0	30	0.0%	20.6					
4:00 PM	18	2	40	11.1%	25.8					
4:30 PM	12	0	32	0.0%	21.2					
5:00 PM	15	1	38	6.7%	24.3					
5:30 PM	16	0	31	0.0%	19.5					
6:00 PM	5	0	33	0.0%	26.0					
6:30 PM	8	1	41	12.5%	23.8					
7:00 PM	10	0	32	0.0%	23.6					
7:30 PM	10	1	40	10.0%	23.6					
8:00 PM	8	0	31	0.0%	21.1					
8:30 PM	11	2	43	18.2%	24.4					
9:00 PM	8	0	41	0.0%	22.1					
9:30 PM	10	0	35	0.0%	18.2					
10:00 PM	8	0	35	0.0%	23.0					
10:30 PM	7	0	29	0.0%	19.1					

Master Data Report

11:00 PM	1	0	21	0.0%	13.0
11:30 PM	1	1	39	100.0%	37.0

Please Sign Our Petition

For speed bumps in the Amhurst/Kingville communities to protect against dangerous drivers who illegally speed through neighborhoods and the accidents, near-accidents, injury and death that has been caused over years. Other local towns have taken these measures and we feel Albemarle should add these protections as well.

NAME

CONTACT

SIGNATURE

Diana Crowder	dianacrowder@gmail.com	Diana Crowder
DiShana Williams	dishanawilliams@yahoo.com	DiShana Williams
Patricia Harris	704-322-8115	Pat Harris
Felicia Barringer	704-305-5580	Felicia Barringer
Brittany Smith	704-438-4925	Brittany Smith
Ebonee Tyson	704-244-2471	Ebonee Tyson
Mack Williams	980-997-9906	Mack Williams
Erica Wiloughby	704-723-1388	Erica Wiloughby
Erin D. Wiloughby	704-991-5733	Erin D. Wiloughby
Rachel Thomas	704-244-3574	Rachel Thomas
Nakeja Ewing	704-244-3333	Nakeja Ewing
Patricia Williams	980-581-4112	Patricia Williams
Farkissia Benjamin	704-244-6029	Farkissia Benjamin
Gerardine Johnson	704-991-5605	Gerardine Johnson
LWOLLY HARRIS	704/991/5847	LWOLLY HARRIS
Tom Maly	704-244-8352	Tom Maly
Shanta Watkins	shanta.watkins@gmail.com	Shanta Watkins
Emma Bradley	704-986-6444	Emma Bradley

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<u>NAME</u>	<u>CONTACT</u>	<u>SIGNATURE</u>
David Leake	704-984-3795	David Leake
(John D Brooks) JONATHAN D BROOKS	704-305-2340	John D Brooks
Wayne Swaringsen	704-438-5205	Wayne Swaringsen
Doug Swaringsen	704-794-2204	Doug Swaringsen
ANTHONY BROOKS	704-984-3745	Anthony Brooks
Travis Rushing	704-244-4477	Travis Rushing
Amy Brown	704-244-6920	Amy Brown
Reynolds Kelly	704-550-1171	Reynolds Kelly
Demetrius Brooks	704) 438-7114	Demetrius Brooks
Damarius Brooks	704) 438-4376	Damarius Brooks

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<u>NAME</u>	<u>CONTACT</u>	<u>SIGNATURE</u>
Latisha Thomas Shawn Lily	(704) 244-6040 (704) 956-1680	Latisha Thomas Shawn Lily
Sharon McDuffy Valerie McKee	704-558-9161 704 982-3336	Sharon McDuffy Val McKee
Herma L. Moses Saridaria	704 982-3336 704-918-6187	Herma L. Moses Saridaria
Buffy Calkins Kusy Oxen	704 550-9722 204 983-1878	Buffy Calkins Kusy Oxen

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NAME

CONTACT

SIGNATURE

William Chambers	704-901-6193	W. Chambers
Ronald Dodson	704-488-5665	
Lamarcus Sparks	204-322-6519	
Tawana Insan	(704) 988-4400	
Sam Sully		
	(980) 866-7342	
Teresa D. Wall	704-544-3341	
Willie J. Wall	704-990-9840	
Robisha Ingram	(704) 783-7392	Robisha Ingram
Victoria INGRAM	704-550 7143	
Kendha Sellers	980-777-6128	
Regina Williams	204-244-1849	
Betty Edwards	214-982-3560	
Capt. [Signature]	704-961-8724	





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<u>NAME</u>	<u>CONTACT</u>	<u>SIGNATURE</u>
Eric Baldwin	980-622-5828	Eric Baldwin
Titwanna Polk	980-622-5828	Titwanna Polk
Monica Baldwin	983-2435	Monica Baldwin
Cynthia Baldwin	438-2170	Cynthia Baldwin
Trishia Hearne	704-984-0147	Trishia Hearne
Melvin Hall	704-984-0147	Melvin Hall
Donna Wall	704-438-4568	Donna Wall
Marsha Hearne	(704) 984 550-5248	Marsha Hearne
Henry Morrison	(704) 781-1387	Tena Morrison
KAT Morrison	704-	Kat Morrison
Neguesha Williams	704-244-1849	Neguesha Williams
Shannon Green		Shannon Green
Brianna Jefferson	704-330-3287	Brianna Jefferson
Pascuala S. Jefferson	704-985-1063	Pascuala S. Jefferson
Terney Maske		Terney Maske

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<u>NAME</u>	<u>CONTACT</u>	<u>SIGNATURE</u>
Iyanna Morrison	704-244-1554	
Holly Kindel	(828) 301-5812	
Elaine Allen	_____	E. A.
Darrick Baldwin	_____	
Dion Smith		
Lark Gaddy		
Tishelka Wallace	980 781 6398	J W _____
Shuley Simons		Shuley Simons
Randy L. Simons	704-431-2696	
Donna Riggins	704-	Donna Riggins
Charlie Belle Christian		
Daniel Christian		
Bahja Pemberto		

Please Sign Our Petition

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<u>NAME</u>	<u>CONTACT</u>	<u>SIGNATURE</u>
Jerry Wright	980-581-8471	Jerry Wright
Amber Simon	980-581-8471	Amber Simon
Paul Bruno	704 550 9035	Paul Bruno
Curtis Page	704 550 9035	Curtis Page
Javonnie Jones	980-309-2218	Javonnie Jones
Yvette Lee	_____	Yvette Lee
Philmore Horton	980-581-4025	
Robert Jackson	_____	R. J.
Benjamin Liles	980-616-2376	BL
Eric L. Masley		
Clay Kendall		
James Ingram	704-322-8082	James Ingram
SMUEL MILLER	704-431-0939	S. Miller

SPEED BUMP CRITERIA

Qualifying Criteria

- Must be a residential or residential collector street.
- Posted speed limit should be no greater than 25 mph.
- The 85th percentile speeds should be a minimum of 10 mph over the posted speed limit.
- Street must have a minimum of 1,000 vehicles per average weekday.
- A 75% petition of all property owners of the street shall be required for the City Council to proceed with a public hearing to consider request.
- Property owners within affected block will be notified prior to public hearing.
- Street may not be a primary medical services or fire response route.
- Removal requires a 75% petition and, if occurring within the first three years after installation, the property owners pay the full cost of the removal.

Speed Hump Placement Criteria

- Street grade is no greater than 8%.
- Humps should be at least 200 feet from an intersection.
- Humps should be at least 200 feet apart.
- Sight distance should be at least 200 feet.
- Should be located near a streetlight for greater visibility.

Print

Title – Consider Payment in Lieu of Assessment for a Sewer Line Installation on Sibley Street

Description:

Development Coordination Specialist Jay Voyles has been working with a property owner at the end of Sibley Street to provide City sewer service. The situation is outlined in his attached memorandum.

Instead of undertaking the entire petition process, the applicant Mr. Moyle is agreeing to pay up front to the City the full amount the City would receive if the extension went through the assessment process. By requesting this, the City would: receive the money up front; eliminate the need to conduct public hearings or distribute newspaper notices and mailings to other property owners; and avoid a highly procedural and protracted process. When applying the standards for assessment, this request would be eligible for the corner lot exemption due to the lots on Sibley and South First Streets and also be eligible for a 10% discount for paying in full). As a result, the amount due that is equal to the eligible assessment is \$1,296.00.

The City has approved similar requests on multiple occasions in the past. The end result is the same as if the formal assessment process was undertaken, but the parties avoid other costs and a lengthy process, and other potentially affected property owners are not required to pay.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Sibley_AssessmentMemo_REVI.pdf	Memo
<input type="checkbox"/> Sibley_AssessmentPetition_SignedREVI.pdf	Petition
<input type="checkbox"/> Sibley_AssessmentMapREVI.pdf	Map

APPROVALS:			
Date/Time:	Approval:	Department:	



August 31st, 2020

RE: Sibley Street Sewer Assessment

To Whom It May Concern:

Mr. Larry Moyle, who owns the single family home located at 221 Sibley Street approached our Department of Public Utilities concerning an issue that they have with their private septic tank that is failing. The existing septic tank that services this home is located under what is now Stanly Community Christian Ministries next door. Abandoning and replacing the septic system, given its location, is virtually impossible with regards to cost and its intrusiveness on the adjacent business. The quickest and easiest solution was for the property owner to tap into the City's sewer system. Currently, there is not a sewer main on Sibley St to connect to and the closest option was to tap into the sewer main which bisects the property to the north. The attempt to acquire a private easement to access said sewer failed. The last option was to assess a City sewer line down Sibley Street so that the property owner could tap into a new sewer main in the right of way.

At the time of this letter, with the intention of bypassing the full assessment process that involves adjacent property owners, Mr. Moyle intends to pay up front in full for the assessment cost of the entire extension to receive the 10% discount. The total road frontage footage of the extension is 300'. There are two adjacent properties noted on the provided map that are corner lots in which we would apply the corner lot exemption which exempts a property from being assessed twice, for two frontages. Per "Article V. Public Improvements Section 5.2 Alternative Methods of Assessing The Cost of Extending Water and Sewer Lines (B)" The City Council shall have the authority to exempt from assessment for water and sewer extensions for corner lots 150 feet of the frontage of any side of a corner lot when water and sewer extensions are installed along both sides of such lot. With the corner lot exemption applied, 210' of assessed footage would be subtracted. This provides for a total assessed footage of 90'. The current cost of assessment for a sewer extension is \$8 per road frontage foot per each side. This provides a total cost of \$1,440. When paid up front and in full, a 10% discount is applied for a final total cost of \$1,296.

Sincerely,

Jay Voyles
Development Coordination Specialist
(O) (704) 984-9438
(F) (704) 984-9435

CC: Michael Ferris, Judy Redwine, Bryan Hinson



CITY OF ALBEMARLE
PETITION FOR WATER & SEWER SERVICES
 Revised April 22, 1996



THRU: Director of the Public Utilities Department

TO: Mayor and City Council
 City of Albemarle
 Albemarle North Carolina 28001

DATE: 9-1-2020

Larry Mayle
 NAME OF INITIATOR

4009 Bemborough Drive
 ADDRESS (Street, Route, Box Number)

Fort Mill, SC 29715
 (City/State) (Zip)

Telephone Number 803-493-4831

FOR OFFICE USE ONLY	
Date Received by Utility Dept.	
Date Presented to Council	
Date of Public Hearing	
Date Council Approved	
Work Order Number	
Date Work Began	
Date Work Completed	

WE, THE UNDERSIGNED PROPERTY OWNERS ON Sibley Street

do hereby petition the City of Albemarle for Sewer Service under and by virtue of the terms and conditions of the assessment policy in effect as of this date as established by the City Council for assessing water and/or sewer services within the corporate limits of the City of Albemarle.

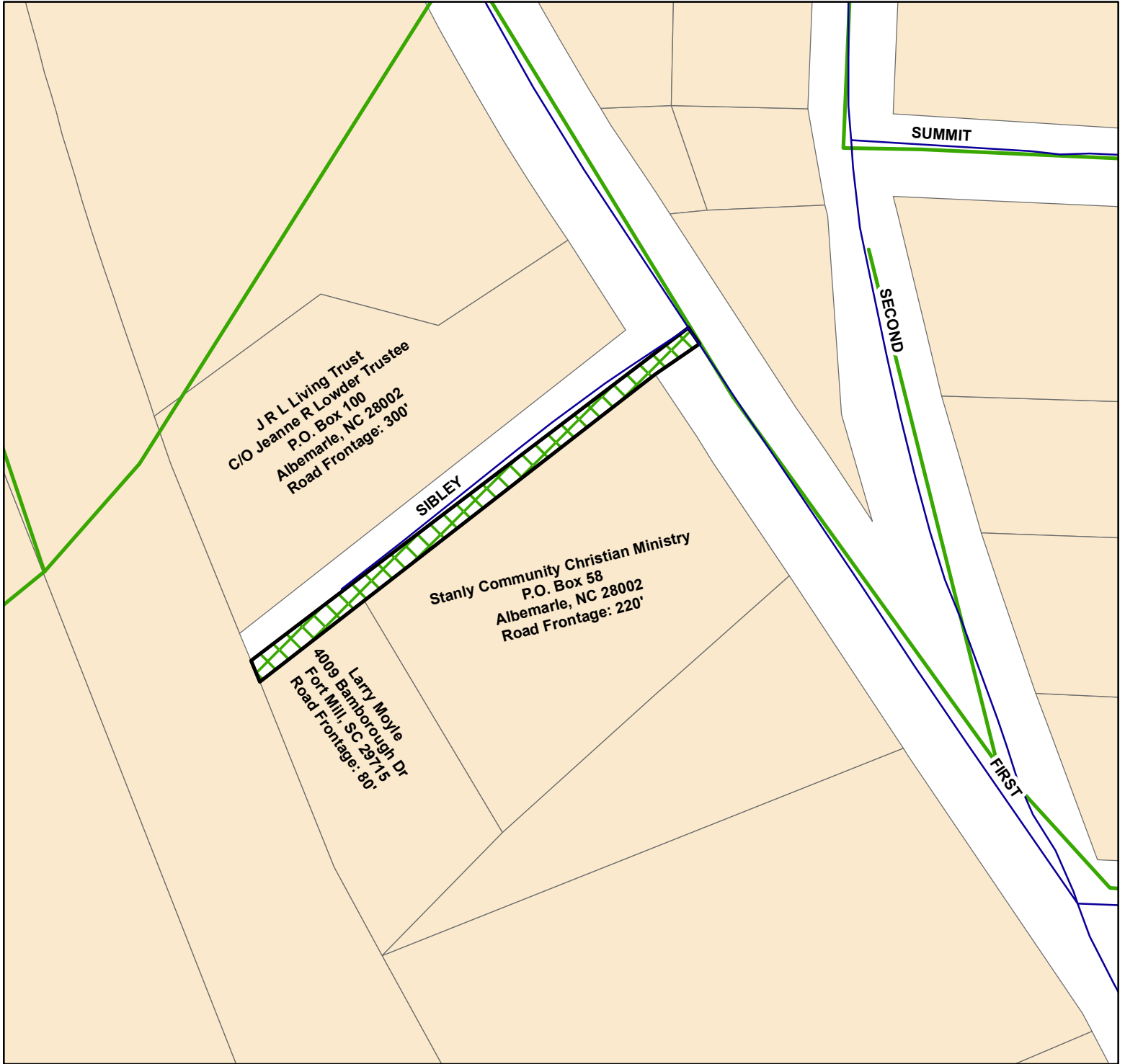
THE UNDERSIGNED do hereby agree to the following conditions:

1. Attach a suitable sketch or drawing showing (can be on back of this form).
 - a. The street name of all street(s) included in the area to be served.
 - b. Approximate location of property, frontage in each ownership, the name of the last known owner and his last known address.
 - c. Approximate location where tap(s) is/are to be made on property.
2. That the appropriate inside the city assessment fee and tapping fee will be paid as follows.
 - a) Water lines, \$7.00 per front foot
 - b) Sewer lines, \$8.00 per front foot
 - c) 5/8" x 3/4" water tap with meter \$600.00
 - d) 1" water tap with meter \$750.00
 - e) 1-1/2" water tap with meter \$850.00
 - f) The cost of water taps made above 1-1/2". will be actual cost incurred in making the tap and connection.
 - g) The cost of 4" is sewer tap \$600.00
 - h) The cost of sewer taps made above 4" will be actual cost incurred in making the tap and connection.

SIGNED AND SUBMITTED:

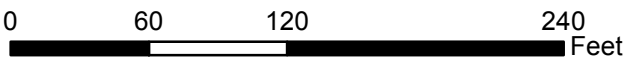
SIGNATURE	ADDRESS	FRONT FOOTAGE	DATE
<u>Larry Mayle</u>	<u>221 Sibley St</u>	<u>80'</u>	<u>9-1-2020</u>
	<u>300' ext - Corner Lot Exemption = 90' total</u>	<u>Footage</u>	

Sibley St Sewer Assessment



Total Road Frontage Footage Of Proposed Extension: 300'
 Corner Lot Footage J R L Living Trust: 60'
 Corner Lot Footage SCCM: 160.51'
 Total Footage Of Proposed Extension Minus Corner Lot Exemption: 90'

Corner Lot Exemption allows for up to a 150' reduction for each corner lot



Legend

- Roads
- Sewer Lines
- Proposed Sewer Extension
- Tax Parcels
- Albemarle City Limits

Print

Title – Consider Appointments to Boards & Commissions

Description:

Staff requests that Council consider appointments/reappointments to the following Boards and Commissions of the City of Albemarle (see updated "2020-21 Boards/Commissions Appointment Vacancy List" to summarize requested appointments, and also for completed volunteer applications):

Historic Resources Commission

- *Seat 2*, Mr. Marvin Smith resigned effective August, 2020.
- *Seat 6*, Mr. Gene Starnes, served a full term that expired July 1, 2020. He is not eligible for re-appointment.

Parks and Recreation Advisory Board:

- *At Large seat*. Mr. Rick Johnson served a full term which expired on July 1, 2020. This seat is now vacant. He is interested in being re-appointed for another term.

Attached please find the most recently available rosters for the above listed boards/commissions.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> 2020-21_Boards_Commissions_Appointment_Vacancy_List_Sept_2020.docx	2020-21 Boards/Commissions Vacancy List
<input type="checkbox"/> Volunteer_apps_Sept_8_2020_Council_mtg_board_commission_vacancies.pdf	2020 Volunteer Forms
<input type="checkbox"/> HRC_PRAB_Rosters_for_Sept_8_2020_mtg.pdf	HRC_PRAB_updated Rosters

APPROVALS:			
Date/Time:	Approval:	Department:	

2020-2021 City of Albemarle Boards and Commissions Appointment List (Updated 8/24/20)

NOTE: Yellow highlighted members have terms which are expiring in 2020

Historic Resources Commission (with term expirations):

Name			Position	Eligible for Reappointment?	Interested in Reappointment?	Term Expiration
Mr.	Benton	Dry	Seat 1			July 1, 2022
	Vacant		Seat 2			
Mr.	Anthony	Pernell	Seat 3			July 1, 2022
Mr.	John	Crawford	Seat 4	Reappointed		July 1, 2023
Ms.	Anna	Harkey	Seat 5			July 1, 2023
Mr.	Gene	Starnes	Seat 6	No	No	July 1, 2020
Mr.	Lynn	White	Seat 7			July 1, 2021
Mr.	Lynn	Plummer	Seat 8			July 1, 2021
Mr.	Rob	McIntyre	Seat 9			July 1, 2021

Vacancies:

- Seat 2 – Mr. Marvin Smith resigned in August, 2020.
 - Seat 6 – Mr. Starnes is no longer eligible for reappointment.
-

Parks and Recreation Advisory Board (with term expirations):

Name			Position	Eligible for Reappointment?	Interested in Reappointment?	Term Expiration
Mr.	Lawrence	Durett	At large	Reappointed		1-Jul-23
Mr.	John	Lipcsak	At large	Reappointed		1-Jul-23
	Vacant		At large			
Ms.	Kristine	Bryson	At large			1-Jul-21
Mr.	Ron	Loflin	At large			1-Jul-21
Mr.	Bryan	Sharp	At large			1-Jul-23
Mr.	Shawn	Baldwin	District 1			1-Jul-21
Mr.	Jerry	Barrier	District 3			1-Jul-21
Mr.	Peter	Asciutto	District 4			1-Jul-23
Ms.	Julie	Curtis	District 2	Reappointed		1-Jul-23

Vacancies:

- At large seat vacated temporarily by Rick Johnson in July, 2020; consider Mr. Johnson's reappointment per his interest in serving another term (as of August 24, 2020).
-

City of Albemarle Boards & Commission Volunteer Application

Contact Information	
Name	Melanie J Holles
Street Address	336 Montgomery Ave
City ST ZIP Code	Albemarle, NC 28001
Home Phone	704-995-7764
Work Phone	704-986-3766
E-Mail Address	mholles@yahoo.com

City of Albemarle Volunteer Boards & Commissions (indicate preferences by number, first choice being "1")	
<input type="checkbox"/>	Albemarle Downtown Development Corporation: To aid and promote the redevelopment, improvement, beautification, and revitalization of the downtown area. Holds special events in downtown Albemarle. Members do not have to be a City resident. Select your committee of interest: Organization Design Promotion Economic Restructuring <div style="text-align: center; margin-top: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
<input checked="" type="checkbox"/>	Planning and Zoning Board: Considers requests to amend the City's Zoning Ordinance and makes recommendations on such matters to the City Council and oversees and advises in the development of long range City plans. Members also hear requests for variances to the Zoning Ordinance in cases where conditions exist pertaining to a particular piece of property because of its size, shape, or topography that create an undue hardship and do not generally apply to other property in the same district. This Board will also considers appeals of City rulings and the decisions of the zoning administrator and from individuals who own structures that have been declared unfit for human habitation. Members must be a City resident.
<input checked="" type="checkbox"/>	Historic Resources Commission: The Commission is responsible for making recommendations regarding the establishment and boundaries of local historic districts; and for evaluating and approving construction and exterior changes within historic districts. Initiates, promotes, and assists in the implementation of the general beautification of the City. The Commission makes policy recommendations concerning such matters to the City Council. Members must be a City resident.
<input type="checkbox"/>	Albemarle Tree Commission: The Commission is responsible for the preservation, care, planting, and regulation of street trees and other trees in public places within the City. Members must be a City resident.
<input type="checkbox"/>	Albemarle Board of Alcohol Control: The ABC Board is responsible for management of the municipal alcoholic beverage control system in the City of Albemarle.
<input type="checkbox"/>	Parks and Recreation Advisory Board: Provides guidance to the Mayor, City Council, and City Staff in the development of parks and recreation programs, events, activities, and facilities; and provide recommendations to the development of a comprehensive Greenway Master Plan. Members must be a City resident and should demonstrate an interest and involvement in parks programs or facilities.

Educational Background						
Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College: 1 2 3 4 Graduate school 1 2 3 4 5						
	Name of School	City/State	Did you Graduate?	If Yes, Date of Graduation	Degree Received	Major
High School:	Dell Rapids Public	SD				
GED:						
College:	St. Cloud State Univ	MC		1989	BA	Biology

Graduate School:	Emporia State Univ.	KS		1991	MLS	Library Science
------------------	---------------------	-----------	--	-------------	------------	-----------------

Work Experience	
Field/s of Employment	Library
Current or Last Employer	Stanly County Public Library
Job Title	Library Director
Other relevant experience/interest relevant to requested board/commission:	

Civic involvement
Please list the names of all civic organizations in which you currently hold membership and your position within the organization.
ADDC, chair; CARE Cafe, board member; Partnership for Children, vice-chair; Rotary

Conflict of Interest
Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain:
County employee, ADDC chair

Potential conflicts of interest do not preclude appointments.

Qualifications
Based on your qualifications and experiences, briefly describe why your service on the board/commission of interest would be beneficial to the City of Albemarle
I would bring a variety of experience, including managing properties including the historic houses in te downtown area. As Library Director I am used to serving all citizens of our community. And I strongly believe we have a great community to live in and want to make sure we become an even better place to live.

Signature: 

Date: 6/16/2020

You may attach a resume to provide additional information

Mail, fax, or email your completed form to:

*Attn: Cindy Stone
Albemarle City Hall
P.O. Box 190
Albemarle, NC 28002
Fax: 704-984-9406*

volunteerinfo@ci.albemarle.nc.us

Stone, Cindy

From: Salem Taylor <staylor@unitedwaystanly.org>
Sent: Thursday, June 25, 2020 12:49 PM
To: Sheild, Ellie; Stone, Cindy
Subject: Re: Salem Taylor Board application

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you, Ellie. Hello, Cindy! I would be happy to serve on the Parks & Recreation Board as well, as I am a big supporter of public spaces and I enjoy many of our local parks on a regular basis with my children and my dog

😊 Let me know how I can best be of service!

Thanks again,

Salem Taylor

Executive Director

United Way of Stanly County

427 N. 1st Street

P.O. Box 1178

Albemarle, NC 28002

704-982-6916

www.unitedwaystanly.org

"We are the hand raisers. We are the game changers. We are the United Way."

From: Sheild, Ellie <esheild@ci.albemarle.nc.us>
Sent: Wednesday, June 24, 2020 9:36 AM
To: Stone, Cindy <cstone@ci.albemarle.nc.us>; Salem Taylor <staylor@unitedwaystanly.org>
Subject: Salem Taylor Board application

Good morning Cindy and Salem,

I hope this email finds you both well. Salem, it was a pleasure speaking with you on the phone yesterday. Per our conversation, you expressed interested in both the Historic Resources Commission as well as the Parks & Rec Advisory Board. I have let Cindy know that you wish to amend your application and check both of those boxes. If you would like to send back a statement about the interest in city parks, please feel free.

As I noted on the call, City Council has final appointment for which applicants are placed on which boards. That should be heard on July 10, but should not not require your attendance, unless interested. Please reach out with any questions or concerns.

I hope you all have a nice day!

Thank you,

City of Albemarle Boards & Commission Volunteer Application

Contact Information

Name Salem Taylor
 Street Address 315 Ridge St.
 City ST ZIP Code Albemarle, NC 28001
 Home Phone 704-438-2631
 Work Phone 704-982-6916
 E-Mail Address staylor@unitedwaystanly.org

City of Albemarle Volunteer Boards & Commissions (Indicate preferences by number, first choice being "1")

Albemarle Downtown Development Corporation: To aid and promote the redevelopment, improvement, beautification, and revitalization of the downtown area. Holds special events in downtown Albemarle. Members do not have to be a City resident.

Select your committee of interest: Organization Design Promotion Economic Restructuring

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Parks and Recreation Advisory Board: Provides guidance to the Mayor, City Council, and City Staff in the development of parks and recreation programs, events, activities, and facilities; and provide recommendations to the development of a comprehensive Greenway Master Plan. Members must be a City resident and should demonstrate an interest and involvement in parks programs or facilities.

Educational Background

Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College: 1 2 3 4 Graduate school 1 2 3 4 5

	Name of School	City/State	Did you Graduate?	If Yes, Date of Graduation	Degree Received	Major
High School:	SCC	Albemarle NC	Yes	1999	HS Diploma	
GED:						
College:	Pfeiffer University	Misenheimer, NC	Yes	2005	BA	Psychology

Graduate
School:

Work Experience

Field/s of Employment Non-profit agencies
Current or Last Employer United Way of Stanly County
Job Title Executive Director
Other relevant
experience/interest relevant to
requested board/commission: ADDC Board member since 2019, personal interest in downtown development and historic preservation

Civic involvement

Please list the names of all civic organizations in which you currently hold membership and your position within the organization.

Albemarle Rotary Club, ADDC (Design Committee Chair), Partners In Health, SCJCPT

Conflict of Interest

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain:

I am not aware of any at this time, but am glad to recuse myself from any decisions where a conflict of interest arises.

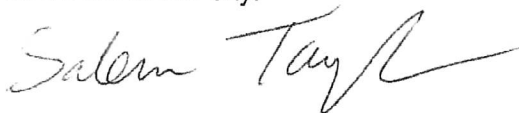
Potential conflicts of interest do not preclude appointments.

Qualifications

Based on your qualifications and experiences, briefly describe why your service on the board/commission of interest would be beneficial to the City of Albemarle

I am a very involved member of the community with a passion for improving the quality of life for all residents in whatever capacity I am able. I also love old buildings and history and projects that invest in our city.

Signature:



Date: 6/10/2020

You may attach a resume to provide additional information

Mail, fax, or email your completed form to:

*Attn: Cindy Stone
Albemarle City Hall
P.O. Box 190
Albemarle, NC 28002
Fax: 704-984-9406*

volunteerinfo@ci.albemarle.nc.us

City of Albemarle Boards & Commission Volunteer Application

Contact Information	
Name	Ellen Paulette Bowers
Street Address	1197 Carolyn Drive
City ST ZIP Code	Albemarle, NC 28001
Cell Home Phone	704.322.7169
Work Phone	
E-Mail Address	paulette.bowers21@gmail.com

City of Albemarle Volunteer Boards & Commissions (indicate preferences by number, first choice being "1")

Albemarle Downtown Development Corporation: To aid and promote the redevelopment, improvement, beautification, and revitalization of the downtown area. Holds special events in downtown Albemarle. Members do not have to be a City resident.

Select your committee of interest:

Organization	Design	Promotion	Economic Restructuring
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning and Zoning Board: Considers requests to amend the City's Zoning Ordinance and makes recommendations on such matters to the City Council and oversees and advises in the development of long range City plans. Members also hear requests for variances to the Zoning Ordinance in cases where conditions exist pertaining to a particular piece of property because of its size, shape, or topography that create an undue hardship and do not generally apply to other property in the same district. This Board will also considers appeals of City rulings and the decisions of the zoning administrator and from individuals who own structures that have been declared unfit for human habitation. Members must be a City resident.

Historic Resources Commission: The Commission is responsible for making recommendations regarding the establishment and boundaries of local historic districts; and for evaluating and approving construction and exterior changes within historic districts. Initiates, promotes, and assists in the implementation of the general beautification of the City. The Commission makes policy recommendations concerning such matters to the City Council. Members must be a City resident.

Albemarle Tree Commission: The Commission is responsible for the preservation, care, planting, and regulation of street trees and other trees in public places within the City. Members must be a City resident.

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Educational Background

Educational Background							
Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED				College: 1 2 3 4		Graduate school 1 2 3 4 5	
	Name of School	City/State	Did you Graduate?	If Yes, Date of Graduation	Degree Received	Major	
High School:	South Stanly High School	Norwood, NC 28128	Yes	MAY 1971	Diploma		
GED: College:	Stanly Community College	141 College Dr Albemarle, NC	Yes	1985	Associate of Applied Science	Business Computer Programming	
College:	Sachser Webb University	Boiling Springs, NC	Yes	1988	Bachelor of Science	Business Mgt.	

Graduate School:						
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Work Experience	
Field/s of Employment	
Current or Last Employer	City of Albemarle
Job Title	City Clerk
Other relevant experience/interest relevant to requested board/commission:	

Civic involvement
Please list the names of all civic organizations in which you currently hold membership and your position within the organization.
NC Assoc of Munciple Clerks - before retirement

Conflict of Interest
Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain:
Potential conflicts of interest do not preclude appointments.

Qualifications
Based on your qualifications and experiences, briefly describe why your service on the board/commission of interest would be beneficial to the City of Albemarle
I have previously worked almost 14 years for the City. I am retired now and have time to participate on boards or committees. I have four grandkids now grown but two of them were athletes that I supported fully.
Signature: _____ Date: _____

You may attach a resume to provide additional information

Mail, fax, or email your completed form to:

Attn: Cindy Stone
 Albemarle City Hall
 P.O. Box 190
 Albemarle, NC 28002
 Fax: 704-984-9406

volunteerinfo@ci.albemarle.nc.us

City of Albemarle Boards & Commission Volunteer Application

Contact Information

Name	BRADLEY DALE KIMBEY
Street Address	633 Dalisbury Ave.
City ST ZIP Code	Albemarle, N.C. 28001
Home Phone	980-439-0669
Work Phone	980-439-0669
E-Mail Address	Bradley.Dale85@G-mail.com

City of Albemarle Volunteer Boards & Commissions (indicate preferences by number, first choice being "1")

Albemarle Downtown Development Corporation: To aid and promote the redevelopment, improvement, beautification, and revitalization of the downtown area. Holds special events in downtown Albemarle. Members do not have to be a City resident.

Select your committee of interest: Organization Design Promotion Economic Restructuring

Planning and Zoning Board: Considers requests to amend the City's Zoning Ordinance and makes recommendations on such matters to the City Council and oversees and advises in the development of long range City plans. Members also hear requests for variances to the Zoning Ordinance in cases where conditions exist pertaining to a particular piece of property because of its size, shape, or topography that create an undue hardship and do not generally apply to other property in the same district. This Board will also considers appeals of City rulings and the decisions of the zoning administrator and from individuals who own structures that have been declared unfit for human habitation. Members must be a City resident.

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Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College: 1 2 3 4 Graduate school 1 2 3 4 5						
	Name of School	City/State	Did you Graduate?	If Yes, Date of Graduation	Degree Received	Major
High School:	SSH	Norwood, N.C.	No	/	/	/
GED:	CCA	Albemarle N.C.	YES	2002/2003	GED	/
College:	/	/	/	/	/	/

Graduate School:						
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Work Experience

Field/s of Employment	Painting, Construction, Cook
Current or Last Employer	Snugg's Construction
Job Title	Finish Painter/LABOR
Other relevant experience/interest relevant to requested board/commission:	I just finished "Peer Support" class

Civic involvement

Please list the names of all civic organizations in which you currently hold membership and your position within the organization.

N/A

I AM completely new to this, but believe I have a lot to offer!

Conflict of Interest

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain:

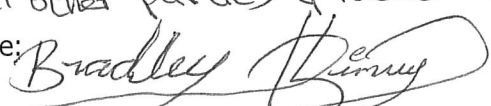
N/A

Potential conflicts of interest do not preclude appointments.

Qualifications

Based on your qualifications and experiences, briefly describe why your service on the board/commission of interest would be beneficial to the City of Albemarle

I feel as if I will be able to provide adiquent views from a different prospective in truth with understandment & respect to ALL other parties & idea's. THANK YOU ALL!

Signature:  Date: 1/9/2020

You may attach a resume to provide additional information

Mail, fax, or email your completed form to:
 Attn: Cindy Stone
 Albemarle City Hall
 P.O. Box 190
 Albemarle, NC 28002
 Fax: 704-984-9406
 volunteerinfo@ci.albemarle.nc.us



Updated: 8/12/2020

ALBEMARLE

NORTH CAROLINA
Water. Air. Land. Opportunity.

City of Albemarle Historic Resources Commission Appointment Roster

Length of Term: 3 years Maximum number of consecutive full terms: 2

#	Name	Address	Phone	Email	Date Appointed	Current Term	Term Expires
1	Benton Dry	503 Wesley Heights Dr., Albemarle, NC 28001	704-982-3511 W 704-982-8002 C	benton.dry@dunritecleaners.com cindydry2458@hotmail.com	12/16/19	1	7/1/22
2	Vacant	Vacant	Vacant	Vacant	2/4/19 (P)	1	7/1/22
3	Antony Pernell	634 E. Cannon Ave., Albemarle, NC 28001	317-213-1669 C	ajpernell@aol.com	12/16/19	1	7/1/22
4	John Crawford	2320 Tanglewood Dr Albemarle, NC 28001	704-376-6000 W 980-297-5553 C 704-550-5462 H	jcrawford@creech-design.com	3/4/19	P	7/1/20
5	Sheila R. Simpson	910 Smith Street Albemarle, NC 28001	704-322-6040 C	srsimpson1897@gmail.com	7/1/17	2	7/1/20
6	Anna Christian Harkey	216 North 4 th Street Apt 1, Albemarle, NC 28001	704-322-7488 H 704-986-3762 W	annacharkey@gmail.com	8/10/20	1	8/10/23
7	Lynn White	304 Harvard Dr. Albemarle, NC 28001	704-983-2384	g_lynn_white@yahoo.com	7/1/18	1	7/1/21
8	Lynn Plummer	1124 Smith Street Albemarle, NC 28001	704-239-3807 C 704-961-3022 W	lwplummer@yahoo.com	7/1/18	1	7/1/21
9	Rob McIntyre	1614 Arbor Way Albemarle, NC 28001	980-622-0376	rob@lkcengineering.com	7/1/18	1	7/1/21

Special Instructions:

* All members shall reside within the City

* "P" indicates partial term (less than half remainder of another's term), "1" or "2" for full term



Updated: 8-11-2020

ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

City of Albemarle Parks & Recreation Advisory Board Appointment Roster

Length of Term: 3 years Maximum number of consecutive full terms:

#	Name	Address	Phone	Email	Date(s) Appointed	Current Term	Term Expires
1	LAWRENCE DURETT	812 POND STREET ALBEMARLE NC (GWC)	704-983-3400	ljdurett@gmail.com	2013	3	7/1/23
2	JOHN LIPCSAK	1219 Heritage Dr	919.625.3127	newellvfd@gmail.com	2017	3	7/1/23
3		(PRAB-AT LARGE))					
4	KRISTIE BRYSON	603 N. SEVENTH ST. ALBEMARLE NC (PRAB-CENTRAL ELEM)		Kristie.bryson@stanlycountyschools.org	2018	1	7/1/21
5	RON LOFLIN	438 N 9 th Street ALBEMARLE NC (GWC)	704-550-5495	ron@uwharriechurch.com	2015	1	7/1/21
6	SHAWN BALDWIN	1407 ROSS DRIVE ALBEMARLE NC (PRAB-DISTRICT 1)	704-985-5005	tbaldwin10@carolina.rr.com	2015**	1	7/1/21
7	JERRY BARRIER	223 LUDLOW ST ALBEMARLE NC (PRAB-DISTRICT 3)	704-983-5781	qbsprofit@vnet.net	2015**	1	7/1/21
8	BRYAN SHARPE	1135 PEE DEE AVENUE ALBEMARLE, NC (At Large)	614-377-3614	bsharp7334@stanly.edu	2020	1	7/1/23
9	PETER ASCUITTO	(PRAB-DISTRICT 4)	704-244-0109	peter@vacanddash.com	2018	1	7/1/21
10		(PRAB-EAST ALB ELEM)					
11	JULIE S. CURTIS	48581 CLODFELTER RD ALBEMARLE NC (PRAB-DISTRICT 2)	704-985-2101	juliascurtis@icloud.com	2013	3	7/1/23

Special Instructions:

* All members shall reside within the City

Print

Title – Consider Replacement on the Stanly County Convention & Visitor’s Bureau

Description:

Councilmember Townsend requested this item be discussed by Council.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

<u>ATTACHMENTS:</u>	
Name:	Description:
No Attachments Available	

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

Print

Title – Ribbon Cutting Activities for New Police Headquarters

Description:

I had reported in a weekly update that the Police Department will schedule a ribbon cutting event at the Police Headquarters building when the remainder of the work is complete. Councilmember Hall has requested this be placed on the agenda for discussion and possibly other activities.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
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No Attachments Available

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Discussion of Neighborhood Theatre

Description:

Councilmember Hall asked this item be placed on the agenda to discuss the new name and the dedication plaque.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	

Print

Title – Consider a Closed Session Pursuant to N.C.G.S. 143-318.11(a) (3), (4), (5), & (6) - Consult with the City Attorney, Economic Development, Real Estate, and Personnel

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:

Description:

No Attachments Available

APPROVALS:

Date/Time:

Approval:

Department:

Print

Title – Adjourn until Monday, September 21, 2020 at 7:00 pm

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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