

COUNCIL MINUTES
REGULAR WORKSHOP MEETING

April 19, 2016

A workshop meeting of the City Council of the City of Jacksonville was held Tuesday, April 19, 2016 beginning at 5:00 PM in Meeting Rooms A and B of Jacksonville City Hall. Present were: Mayor Sammy Phillips presiding; Mayor Pro-Tem Michael Lazzara; Council Members: Jerry Bittner, Randy Thomas, Bob Warden, and Jerome Willingham. Absent was Councilwoman Angelia Washington. Also present were: Richard Woodruff, City Manager; Ronald Massey, Deputy City Manager; Gayle Maides, Finance Director; Glenn Hargett, Assistant Manager for Communications and Community Affairs; Wally Hansen, Public Services Director; Susan Baptist, Director of Recreation Services; Michael Liquori, Director of Park Facilities; Kimberly Williams, Chief Human Resources Officer; Carmen Miracle, City Clerk; and John Carter, City Attorney.

*A video recording of the Council Meeting is presently available for review on the City's website.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 5:00 PM.

ADOPTION OF AGENDA

A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Thomas, and unanimously approved to adopt the agenda as presented.

WORKSHOP TOPIC

2016/2017 BUDGET REVIEW

Mr. Richard Woodruff, City Manager reviewed the April 12th Workshop follow up items. One of those items regarded checks that were not collected for utility payments. The Finance Department completed a three-year history and in FY 2014 there were approximately 1,400 uncollectible bank checks/drafts; FY2015 there were approximately 900; and in FY2016 it was approximately 800. (See Exhibit A - April 12, 2016 Follow-Up). When considering there were approximately 123,000 bills created each month for 12,000 – 13,000 accounts, this was an extremely high collection rate. With regards to the credit cards there were still a tremendous amount of citizens who liked to come to City Hall and complete their payments. The Finance Department was in the process of researching ways to reduce the fees the City paid to the credit

card companies. A transition to a new processor, which would charge a flat percent for all non-utility payments and a flat rate for all utility payments should reduce costs.

Office of Livable Neighborhoods

Mr. Woodruff said the Bayshore Homeowners Group was considering having meetings the second Thursday of each month and Bell Fork Homes meeting dates were still pending. Meeting information would be provided to the Mayor and Council when finalized.

Fire Equipment

Councilman Warden asked when the new fire pumper arrived what would happen to the current E-2 pumper. Mr. Woodruff said it would be rotated into a current reserve truck and the current reserve truck would be rotated out. When a reserve engine was rotated out they were normally auctioned off. Mr. Woodruff said when the new fire pumper arrived the local communities could be contacted and if none of them were interested in the old unit it would be auctioned.

As shown in the PowerPoint Presentation herein attached as Exhibit B, Mr. Woodruff reviewed the following budgets:

Streets Division

Mr. Woodruff said the Streets Department operated under three budgets: The Powell Bill Budget, the Non-Powell Bill Budget, and the Drainage Budget. Each of those receive their money from different sources.

The Powell Bill money came from the State Government and was a way for them to share the gas tax. Each year the City received approximately \$1.8 million in gas tax refunds (Powell Bill.) Last year the State Legislature changed the distribution law. This was now part of a budget that would be allocated by the State Legislature of one amount each year. Mr. Woodruff said there were no changes anticipated with the City of Jacksonville in the next year or two and we would continue to receive approximately \$1.8 million from the Powell Bill.

When reviewing the Powell Bill Budget under expenditures, utilities went from \$1.2 million in the present year to approximately \$700,000 in the proposed budget for FY17. This occurred when the responsibility for streetlights was transferred from the Streets Department to the Transportation Services Department.

Mayor Pro-Tem Lazzara asked Mr. Johnny Stiltner, Streets Superintendent how the City was doing in terms of keeping up with road maintenance. Mr. Stiltner said since 2013 a new

procedure had been established which allowed for more than 20 streets to be repaired/maintained in a year. Mileage had increased by over a mile and they were trying to get to over three miles in future.

Councilman Warden asked how often they did their comparative rating. Mr. Stiltner said with 155 miles of streets they tried to review and rate every 3 years. Thirty percent of the streets one year, thirty percent another year and so on. Mr. Massey said we could get back to Mayor and Council with some statistics to show what the ratings had been for the years the rating had been completed.

Mayor Pro-Tem Lazzara said that several years ago the City was extremely far behind on resurfacing and maintenance. Mr. Stiltner said he had asked for more money for maintenance, which had been tripled and this had helped as he could almost get a mile out of \$300,000.

Mayor Phillips pointed out this did not include DOT maintained streets and highways inside the City limits. Mr. Stiltner said that was correct; that there were 56 miles of State roads within the City limits that the City did not maintain but we did have a contract with the State to sweep those roads.

Mr. Woodruff said that most people thought any road inside the City was a City street. Highway 17, Highway 24, Hargett Street, Henderson Drive, Gum Branch Road, Western Boulevard, Country Club Road, Bell Fork Road, and Onslow Drive were all state roads.

The Non-Powell Bill Budget was mosquito control, street signs, pick up and disposal of dead animals, and maintenance and repairs of any City property. This budget was also where the City's share of the stormwater fee was paid. Every homeowner and business owner paid the stormwater fee. The City also had to pay the stormwater fees for every City street which amounted to \$579,000 per year.

Mr. Stiltner said mosquito control pricing had been lowered by using a new method called barrier spraying which broadcast the spray. This was a more preventive and proactive type of mosquito control. Mr. Woodruff said he knew people were interested in the ZikaVirus and it was being monitored but the City had no reason to believe any steps were necessary at the moment. (See Exhibit A for more details).

Stormwater Drainage was the next item. Mr. Woodruff said the City was utilizing the prison inmate program. The City paid one dollar per day, per inmate and this year, they were

paying worker's compensation for the program. The overall cost of \$8,000 provided approximately \$100,000 of work.

Mr. Stiltner said we were lucky to have the prison inmate program which we had been using for over 20 years. He said it had been a unique and special program which worked well for the City. Mr. Massey asked how many drainage miles they were able to work through each year. Mr. Stiltner said it was about 80% of the goal of the entire ditch system.

Councilman Warden asked about the Capital Outlay and Debt Service on the expenditure side since it had increased substantially. Mr. Woodruff said it was primarily equipment such as trucks to carry the crews. Discussion was held regarding the trucks which were purchased and the current truck which needed replacement due to repairs

Water and Sewer

Mr. Wally Hansen, said the Water Resources Group had achieved some milestones over the past few years such as a joint project to install two to three monitoring wells in Burton Park. Those wells would provide data needed in determining whether or not final phases of reduction would be needed in 2018 from the Black Creek aquifer. Monitoring well data was required to determine the last phase and whether a reduction would be permitted.

Councilman Bittner asked if this was a joint project with ONWASA. Mr. Hansen said yes, it was a mutually beneficial partnership because both the City and ONWASA needed the same data to submit to the State.

Utilities Maintenance

Mr. Woodruff said Pete Deaver, Utilities Maintenance Superintendent, was responsible for this particular area. Following a brief review of the budget details, Mr. Woodruff pointed out that lift station improvements had been substantially rehabilitated in the last few years. There were currently 45 lift stations with 300 miles of sewer lines.

Pete Deaver stated that most of his items remained the same and he was not asking for any significant increases; however, a 1999 vehicle needed to be replaced as it had undergone many repairs in the past year. The truck would cost approximately \$347,000 and should last about 10 years.

Wastewater Treatment

There was no timber harvesting this year due to the weather. Mr. Hansen said there would be some harvesting in the next few weeks as long as the weather held out. Mr. Deaver added they

were asking for approximately \$20,000 in increases this year for maintenance and repairs in this account.

Water Supply

Mr. Woodruff said there was a Nano-filtration system along with 35 ground water wells, 6 elevated tanks, 4 chlorine fed stations, 2 clear wells and 1 booster station. Discussion was held regarding water pressure in certain areas of town and the number of tranes being operated on a daily basis.

Mr. Joseph Cram, Chief Water Plant Operator, said he had two operators on duty 24 hours a day 365 days per year. There was one plant mechanic with 44 sites and a well mechanic. They were on call 7 days per week every other week. Thus an additional part time employee had been requested in the budget. This would reduce the overtime budget as well. Councilman Warden asked for more information in regards to the overtime savings. Mr. Woodruff said staff would report back with that information. In regards to overtime, Mr. Hansen pointed out that some of the jobs, such as chlorine stations, required more than one person be present while mechanics worked on the machinery. (See Exhibit A for more details).

RECESS/RECONVENE

Mayor Phillips recessed the Workshop Meeting at 6:10 PM for a short break. Mayor Phillips reconvened the Workshop Meeting at 6:24 PM.

Sanitation

As shown in Exhibit B, Mr. Woodruff reviewed the Residential and Commercial Sanitation budget. The general fund subsidy had decreased by \$1.4 million due to the implementation of fees in previous years. Increases included insurance costs and landfill fees to the County due to additional tonnage.

Mr. Woodruff said the Commercial collection was self-funded and monthly reports were provided. The March report was in the red due to traffic fines. The City would be paying almost \$50,000 in fines due to the trucks being over the weight limits. The staff had been trying to identify alternative techniques to keep the trucks from being over loaded. Mayor Phillips asked if there were any devices or alternatives to alert the driver when the load was near the weight limit. Discussion was held that the weight limits were related to load distribution. Staff had looked at systems to tell them the weight on the trucks, but does not tell them the weight on each axle.

Additional options to help with this issue were discussed. Mayor Phillips asked if the hauler the City had previously contracted for collection had the same issue. Mr. Woodruff said the hauler had received citations but not as often as the City.

Water Quality

Mr. Woodruff reviewed the water quality budget including the revenues from the ERU (Equivalent Residential Unit). One unit was 2,850 square feet. Approximately \$800,000 per year was generated from ERU's.

There were some capital outlays due to replacing a pontoon boat and trailer. The motor was purchased in 2014 and did not require any repairs or maintenance. In addition, the aerator units in Wilson Bay were no longer required which would save approximately \$4,000 per year in electricity and maintenance costs.

Information Technology Services

Mr. Woodruff said the IT Budget impacted all budgets. When the Police Budget increased part of that was \$225,000 for more technology. When the Mayor and Council's budget increased that was due to technology charges spread out due to the number of devices being utilized. He reviewed the \$30,000 fiber optic program and the addition of time-keeping software for employees to clock in and out for work.

Mayor Phillips recessed the Workshop Meeting at 6:45 PM in order to hold the City Council Regular Meeting.

Mayor Phillips reconvened the Workshop Meeting at 7:55 PM. Councilman Bittner arrived at 8:10 PM

Media Services

Glenn Hargett, Assistant Manager for Communications and Community Affairs stated the County agreed to provide a \$75,000 contribution to the operation of the Jacksonville-Onslow Government Channel and continued to do so. The County no longer received production services. ONWASA, however, still used the City's production services as they continued to meet at City Hall. ONWASA contributed approximately \$3,000 annually for the service.

Health Benefits

Mr. Woodruff said the health program was self-funded with approximately 900 participants including City employees and their family members. There would be a \$20 per paycheck, per employee increase in the cost of health insurance for the coming year. In 2010 there

was a rate increase. In FY 15 and 16 an increase was needed, however, due to the Reserve being over \$1 million, the Mayor and Council decided it was more appropriate to spend down that reserve rather than pass on a rate increase to employees. As a reminder, he pointed out that the Reserve Account was jointly funded by the employees and the City. Unfortunately, the reserve had now been spent down to less than \$500,000. In addition to the premium increase for employees there would also be significant health plan changes and a \$100,000 City contribution. Encouragement of generic drug use would begin, and not using the Emergency Room would be encouraged unless an employee had a true emergency.

Mr. Woodruff said staff was studying ways to reduce health care costs in the future. A brief discussion was held on the Flex Spending Plan and Health Savings Plan.

DEPARTMENTAL ISSUES

HR Wellness Program:

Ms. Williams reviewed a wellness program which might help to contain costs. This would be contracted through Blue Cross Blue Shield who would assign a program manager. The program manager would create annual wellness plans, keep ongoing program management, create and coordinate wellness challenges, and track program participation. There would be education offered and health risk assessments would be completed as well. Mr. Woodruff said the funds (\$42,550) for this program could come from the Health Reserve Account and not the General Fund. Following discussion, it was the consensus of Council to approve the program for one year with the fee coming out of the health reserve.

Planning

Ryan King, Planning/Permitting Administrator, said map updates for FEMA would be occurring June 30th. The reason for the updates was that the last ones were done in the 1980's. He said there were several areas in Jacksonville that would be going from a four-foot base flood elevation to a 10 foot base flood elevation. This meant that instead of 509 homes in a flood hazard area there would be over 1,300; as shown in Exhibit B therefore, approximately 800 families could be required to purchase flood insurance. Mr. King, reviewed the tentative schedule for the maps to be released, and the appeals and protest process. He reviewed flood elevation levels and how they could impact flood insurance premiums. There would also be increased costs for new construction of homes.

Councilman Thomas asked if the maps were affecting all of the coast or just Jacksonville. Mr. King said the maps would affect all of eastern NC. Discussion was held regarding the revised maps and what alternatives would be available for appeals.

Juvenile Detective Division

As shown in Exhibit B, Chief Mike Yaniero and Deputy Chief Tim Malfitano reviewed the request to add one additional investigator to their staff. Deputy Chief Malfitano, stated that in 2015 there were two investigators who handled 215 cases which equated to 17 per month for each investigator. Part of the need for the new position was due to the fact the CAC (Child Advocacy Center) lost their medical examiner for children and thus, the need for this position at the Police Department. In order to work with children and detect forensic evidence, a person must be certified as this type of work was very specialized. There were two detectives for children's cases currently at the Police Department with other detectives available, however, those detectives did not have the expertise for these types of cases. The detectives also assist the patrol officers and attend meetings and other required duties. Parents also call for juvenile counseling.

Deputy Chief Malfitano reviewed the case loads for all detectives.

Following the review, Mayor Pro-Tem Lazzara asked how the case load was managed. Chief Yaniero said it depended on the type of cases they were working. One of the current juvenile detectives was working 39 cases, along with another 44 referred to Social Services that she would also work on with them.

Mr. Woodruff said the request to Council was to add one more detective working specifically juvenile cases.

Mayor Phillips referred to the request for a building maintenance specialist along with this request for an additional detective, and asked in lieu of adding \$100,000 from the General Fund, would it be possible to look at the organization and see if there were any positions that could be re-allocated within the organizational plan. Mr. Woodruff said the additional investigator and maintenance employee requests would be removed and management would work to find vacancies which could be redirected to Police and Facility Maintenance.

Water Supply

Mr. Woodruff referred back to the Water Supply discussion in terms of the request for \$165,000 for membranes to fund Trane #5. Mr. Cram said the ones that were currently in place were at the seven-year mark and were requiring maintenance and those particular units could no

longer be purchased. Therefore, new membranes and new adapters would have to be purchased as the adapters were no longer being made either. Mr. Woodruff said based upon this information and the fact the equipment could be financed over five years he wanted to know if the Council approved of the purchase. Mayor Pro-Tem Lazzara said he was okay with it.

Mr. Massey reviewed the request for a Plants Maintenance Worker. He said when there was an on-call person, if only two people were pulling on-call duty they were on-call every other week. As an example: when the City hired the traffic signal techs there was a minimum of three people in order to keep someone from being on call every other week. This was another reason for effective management of staff, to keep these employees from tying up their evenings and weekends every other week. He felt this was a major factor in justifying the need for the position.

Councilman Warden said there were only two mechanics and if this was an entry level position where the new employee would work alongside the mechanic and gain knowledge and experience it would be beneficial. Mayor Pro-Tem Lazzara said since it was the Enterprise Fund there should be enough money available. Mr. Woodruff said the salary was in the \$30,000 range and with benefits included it would be closer to \$41,000.

Mayor Phillips said Council was comfortable with the new hiring of an additional employee and the membranes.

Fee Schedule

Mr. Woodruff said the only fee change would be minor changes with Recreation Fees that would take effect in the Spring of 2017. There were some \$5 and \$10 increases.

Finance - Employee Compensation

Council discussed options for employee compensation.

Councilman Bittner commended City employees for quick action and quality work. He said he was discouraged that employees would have to pay \$520 out of pocket in the coming year to maintain their health insurance. He felt this could present a significant hardship on employees, especially those earning at or below the \$30,000 range.

Councilman Bittner moved to provide City employees with a \$1,000 salary increase. Following a brief discussion on the CPI (0.3-0.6%), the motion died for lack of a second. Mayor Pro-Tem Lazzara said he would support a 2% increase as he preferred percentages. Councilman Bittner said a 2% increase would not be as beneficial to an employee in the \$30,000 range as the \$1,000 increase would be to their net income. Mayor Pro-Tem Lazzara said he could see

Councilman Bittner's point of view in trying to offset the increase in the health care costs to the employees. Councilman Bittner said he knew things had been tough, as positions had been cut and some open positions had not been filled and he felt the employees should know the Mayor and Council appreciated them.

Councilman Warden proposed \$520 per employee to make them whole. Discussion was held that this amount would not cover the Health Insurance increase due to taxes and withholdings. Mayor Pro-Tem Lazzara said he now more fully understood Councilman Bittner's previous motion and was in favor of it because it would benefit the employees impacted the most by the insurance increase.

A motion was made by Councilman Bittner, and seconded by Mayor Pro-Tem Lazzara to provide City employees with a \$1,000 salary increase to include the City Manager and City Attorney.

A discussion was held on the number of employees and the impact on the budget.

Councilman Willingham said he would rather offer a holiday which would be the second Tuesday in December for Freedom Day in honor of the 13th Amendment to the US Constitution which would impact the budget marginally.

A vote was taken on the previously made motion and was approved on a 3-2 vote as follows:

Voting Aye: Mayor Pro-Tem Lazzara and Council Members Bittner and Thomas.

Voting Nay: Council Members Warden and Willingham.

Mr. Woodruff said the options for adopting the budget would be May 3rd or May 17th. Mayor Phillips said he felt May 17th would be the best date.

ADJOURNMENT

A motion was made by Councilman Thomas, seconded by Councilman Warden, and unanimously adopted to adjourn the meeting at 9:26 PM.

Adopted by the Jacksonville City Council in regular session this 17th day of May, 2016.

Sammy Phillips, Mayor

ATTEST:

Carmen K. Miracle, City Clerk

FY/17 Budget Notes

April 5 Workshop Follow-Up

Note 1 – Finance – Mayor and Council (page 24) – Please provide further explanation as to why operational items two and three have increased substantially from FY15 to the proposed FY17 budget.

Response 1: The increase in line 2 from FY15 Actual to FY17 Budget request is \$34,884. This increase is primarily related to increased training and travel of \$26,830, and an increase of \$4,759 in dues and memberships. Line 3 increase is \$43,363 and the bulk of this increase (\$38,098) is related to the Video Media allocation. As discussed during the meeting, part of the Video Media allocation increase was related to the decreased fees from the County and the other part was related to televising all Advisory Board meetings.

Note 2 – Finance – Credit reports (page 72) – What is the fee charged by the City for the credit reports and approximately how many credit reports are processed per year? What is the benefit of offering this service?

Response 2: The customer pays a fee of \$3.50 to have a credit check in lieu of paying a deposit to establish a new account. Last year we processed 2,975 credit reports and this year we are on track to exceed 3,000. The benefit to the customer is that they are not required to come up with the deposit if they have a good credit history. Deposits range from \$150 to \$220 depending on the size of the meter and the information returned on the credit check.

Note 3 – Finance – (page 72) – What is the total fee that the City has historically paid each year relative to the utility customer credit card processing fees?

Response 3: The total of fees paid for credit card processing in FY15 was \$144,970 and in FY14 was \$130,245.51. The full year estimate for FY16 is \$161,710. The processing of credit card transactions involves two, sometimes three, different vendors with a fee for each. TSYS is our actual processor and all payments flow through them. TSYS collects and deposits the payments into the City's bank account. PayPal is our gateway. Again, all payments flow through PayPal which is the secure portal that allows TSYS to speak with our various methods of payments. SunGard is an additional service that only utility billing in office and online payments flow through. Since we use SunGard to take customer payments in the office and online, they began charging a fee in 2014 for each payment made through their system which is now cloud based so that payments and credit card information are no longer stored on the City's servers.

Note 4 – Fleet Maintenance – CMO (page 81) – Please provide an update on the auxiliary fueling station discussed in FY15. What is the estimated cost for establishing the fueling station and the benefits thereof?

Response 4: The auxiliary fueling station is included in the current CIP as a project for FY19. The estimated cost in the CIP is \$482,100. This cost includes the cost of two 10,000 gallon tanks, four dispensers, fuel management system, fuel canopy, and some site work. These are very rough numbers as there is no identified location. The benefits of another fueling location as outlined in the CIP include several efficiencies. Employees would have a more convenient location to fill up if they are located on the north side of town. This would provide greater productivity for the employees. Also, if an accessible location was identified, the Fire Department could do away with their individual fuel dispensers and use the central location. As we discussed, when the City can buy an entire tanker load of fuel, we get a far better price per gallon than when we buy in smaller quantities.

Note 5 – Finance – (page 86) – The 800 MHz system is funded by the County. What is the annual interest payment and what will the interest and principal payments become in FY 20?

Response 5: The City is currently paying interest only payments of \$82,963.14 per year. In FY19, we actually make a small principal payment of \$28,500. In the next three years, the principal payments are \$642,000 annually plus the declining interest payment. In the final year FY23, the principal payment is \$316,500 plus interest of \$61,640.62. The amount financed for this project was \$7,570,000. The City is participating in the debt payment at 30% and our share of the principal was \$2,271,000.

April 12 Workshop Follow-Up

Note 6 – Finance – (page 72) – Please provide a three-year review of the bad checks that the City has received relative to utility payments. Also, the number of bad bank drafts that have occurred during this same time period. Additionally, provide any historic data regarding the collection of utility fees by check versus credit cards.

Response 6: City records do not distinguish between bad checks and bad bank drafts. For the last 3 years, the totals are shown below.

FY14	1,379
FY15	890
FY16	811

The decrease in the number is related to the elimination of the bank draft for deposit purposes. Historical data does not exist for comparing checks versus credit cards. We can say that all of the IVR and click2gov options are credit cards and they

account for about 28% of our payments. We still have a large percentage of the customers paying in person at the counter or at the drive up window.

Note 7 – Finance – Credit card rates – Please provide an overview of the various credit card rates that the City pays relative to customers utilizing credit cards for payment of utility bills.

Response 7: For every credit card, there is a preset rate that the merchant service provider pays to the issuing bank. This is often called the interchange rate, credit card interchange rate or called interchange pricing. Typically cards with more “perks” or “extras” have higher fees. A debit card will typically have a very low rate, while some credit cards will have a higher rate. There are literally hundreds of rates so it is not possible to provide a list. The Finance Department continues to research ways to reduce these fees. From that work, we are transitioning to a new processor that will charge a flat percentage for all non-utility payments and a flat rate for all utility payments. This should reduce our processing costs. As we see these results, the Mayor and Council will be advised. This is another example of our continued 3 E’s work.

Note 8 – Development Services - Livable Neighborhoods – Please provide a schedule of upcoming meetings between the livable neighborhood pilot areas and the City staff.

Response 8: The next meeting of the Bayshore homeowners is not scheduled. They are considering monthly meetings on the 2nd Thursday of each month. When plans are finalized, CMO will advise the Mayor and Council. Bell Fork Homes dates are also, pending. We will verify and inform the Mayor and Council. In the near future, it is staff’s plan to invite each group to a City Council meeting so that the Mayor and Council can recognize them and give support.

Note 9 – Fire and Emergency Services - When the new pumper is delivered, what happens to the current equipment?

Response 9: E2 will be replaced by the new engine. When this happens, it will rotate to the reserve engine. The current reserve engine will then be placed as surplus.

April 19 Workshop Follow-up

Note 10 – Streets – Please provide information showing the number of total miles of city streets and how many miles are within each category.

Response: The annual Powell Bill map submitted to the State lists **155.25** City street miles, separated into the following categories:

- Category A – 66.23 miles
- Category B – 63.14 miles
- Category C – 17.04 miles
- Category D – 6.74 miles
- Category E – 2.10 miles

Note 11 – Streets – Barrier Spraying – Please provide an overview of how the barrier spraying program is operated and the schedule for this spraying this spring.

Response 11: *See attached for the Mosquito Management Plan.* Adulticide Actions target mosquito populations, which is generally necessary during the June – October months (weather dependent). The FY16 season begins June 1st with City-wide spraying following the street travelling program. Then, staff concentrates efforts on barrier spraying for the remainder of the season. The routine includes the following:

- Staff spray areas where counts exceed 50 mosquitos per light set;
- Pesticide spraying at pre-selected barrier sites (see map – based on mosquito counts per light set);
- Pesticide spraying within designated areas throughout the City;
- Scheduling inspections for customer service calls; and
- As necessary within City or NCDOT right-of-ways

Staff utilizes an ATV-mounted sprayer to apply pesticide at barrier sites and in difficult to reach areas. This enables the crew to apply pesticide during the day, which remains effective on vegetation for up to 6 weeks, depending on the weather. A truck-mounted spray unit is used to cover larger populated areas and along street right-of-ways. The pesticide used in the vehicle-mounted application primarily kills mosquitos on contact; however, it does not remain in the air or on vegetation for more than a few hours. The street-travelling system allows staff to spray the entire City approximately 3 times each season.

Note 12 – Streets – Non-Powell Bill – Please provide a list of, and cost, for all trucks and equipment being purchased in the Non-Powell Bill Division.

Response 12: The following is a list of the Non-Powell Bill vehicles being replaced and/or purchased in FY17:

Item	Make/Model	Description	Cost
#710	5 Ton Cargo Truck	Replacement	\$98,886.00
#743	Asphalt Patcher	Replacement	\$191,006.00
Chemical Storage Locker		Replacement	\$60,000.00
Total Equipment Replacement Cost:			\$349,892.00

Note 13 – Water Supply – Provide data that shows current withdrawals for both the Black Creek and Castle Haynes aquifers. Additionally, provide data that shows the reduction in Black Creek withdrawals by phase and what volume reduction will be required should the City be required to implement Phase III reductions.

Response 13: In 2008, the First Phase (25%) reduction from the Black Creek Aquifer occurred. The Second Phase (25%) reduction occurred in 2013. According to the permit, the third and final 25% reduction will occur in 2018. Each reduction equals approximately 1 mgd for the City of Jacksonville. The combined reductions to date equate to approximately 2 mgd with a possible total reduction of 3 mgd (should the City be required to meet the Third Phase reduction). The State has released guidance that if the City can meet the 4 criterion, the City will not have to take the final 25% reduction. The City is currently working on monitoring wells to address the 4 criterion.

Currently, withdrawals from the Black Creek Aquifer make up approximately 40% of the City's average daily water supply.

Note 14 – Wastewater – Please provide information regarding the treatment capacity in the base treatment plant. What is the allocation currently available to ONWASA and to the City? What is the current daily flow and treatment at the base plant?

Response 14: Based upon information we received, the Camp Lejeune Advanced Wastewater Treatment Plant (AWWTP) has a 15 mgd capacity that averages 6.5 mgd flow. The allocation currently available to ONWASA is 3.5 mgd with 1 mgd of ONWASA's allocation dedicated to the City.

The Camp Lejeune AWWTP is an advanced biological process that consists of three different microbial environments. The combined environments are called the A2O process, standing for Anaerobic, Anoxic, and Oxidic. These three zones cultivate a special mix of beneficial microorganisms that absorb phosphorus and convert chemically bound nitrogen to harmless and inert nitrogen gas. Residual phosphorus not absorbed by the microorganisms is removed by chemicals added by the plant's staff. Other microorganisms (primarily in the oxidic zone) biologically degrade wastewater pollutants by using organic material as food and converting it to new microbes, carbon dioxide, and water. All of the three A2O zones consist of mixed slurries of wastewater and microorganisms.

After treatment, the water and microbes are separated by gravity settling in large tanks. The clean water is skimmed from the surface, filtered, disinfected with UV light and returned to the New River. The microbes are continuously collected from the bottom of the tanks and returned to the three A2O zones using recycle pumping systems. This recycling provides a continuous source of microbes to degrade incoming pollutants. As pollutants are removed, the microorganisms grow and multiply. This growth results in the produce of excess microorganisms, which are continuously

removed to maintain a consistent and optimal balance between the microbes and the pollutants entering the WWTP. The excess microorganisms are treated at an elevated temperature (± 150 F) to kill disease-causing organisms, to reduce odors, and for further treatment of biodegradable pollutants. The treated residuals are applied to agriculture and forest areas for their beneficial nutrients and soil-conditioning characteristics.

Note 15 – Water Supply – Please provide information on overtime utilized during the last two years at the Water Plant. Show the projected savings in overtime versus the cost of adding the additional employee.

Response 15: During the past several years, Water Supply has incurred extensive overtime expenditures. In FY14, the total overtime expenditures were \$111,583; during FY15, overtime expenditures totaled at \$78,584. These extensive expenditures are largely due to staff turn-over. The full year estimate for FY16 is approximately \$60,000. Overtime attributable to operations and maintenance activities will continue to exist; however, with the addition of a Plant Maintenance Worker, staff estimates a possible savings of \$10,000 to \$15,000.

The total annual cost of a Plants Maintenance Worker is \$40,691. While decreased overtime only partially offsets this expense, it does address on-call responsibilities and safety protocols. Currently there are only 2 Maintenance Mechanics in Water Supply (one is responsible for the Water Treatment Plant and one is responsible for the well-field). With the Water Treatment Plant, 44 well sites, all generators, chlorine stations, tanks, and the booster station, the mechanics have difficulty making all repairs as well as meeting all preventative maintenance requirements. To assist the mechanics in fulfilling these requirements, a Plant Operator is either held-over after shift (on overtime), or the other mechanic is pulled from his responsibilities.

Note 16 – Human Resources – Please provide a breakdown of the \$42,000 +/- amount needed to establish the wellness program. Show the cost of the biometric screening and how often that will occur, as well as an explanation of the cost for the health coach. Provide information on the number of hours per week that this person will be available and the type of assistance this person will provide.

Response 16: The Wellness initiative consists of two components. These are discussed below:

- Biometric Screening: Cost of \$45 Per Participant; based upon past participation, HR estimates 250 participants. $\$45 \times 250 = \$11,250$ (once a year). This screening will establish a base line for key medical indicators including, blood pressure, diabetes, cholesterol.
- Wellness program manager: The cost is \$75 an hour with an estimated 8 hours a week. Total estimate is \$31,200 per year.

- One-year Total cost is projected at \$42,450

The Comprehensive Managed Program through a Wellness Program Manager is offered through BCBS. Key components include:

- Trained, certified, and experienced wellness expert
- Data collection through surveys, audit, HRA results
- Build a customized wellness program
 - Create an annual wellness plan
 - Ongoing program management
 - Create and coordinates wellness challenges
 - Track program participation
 - Measure results against stated goals
- Creates communication plan
 - Publish newsletters
 - Video messaging CMO
 - Monthly messaging
 - Market wellness program
- Education
 - Lunch and learns
 - Wellness coaching
- Health Risk Assessments
 - Online
 - Biomedical screenings

Note 17 – Finance – Wage increase – Please provide information by fund that shows the projected cost of a \$1,000 across-the-board raise for all City employees. In this distribution assume that an employee must be with the city a minimum of six months in order to qualify for this wage increase.

Response 17: Assuming that the employee would have to have been on the payroll on March 31 to receive the increase, the estimates are as follows:

General Fund	\$474,511	includes Sanitation
Water/Sewer	83,049	
Stormwater	23,305	
Internal Service	30,652	

The remaining funds would be grant funds and funding could be reallocated to cover those costs.

Attachment – Response 11

Mosquito Management Program of the Pesticide Management Discharge Plan

Purpose. The purpose of the City’s Mosquito Management Program (MMP) is to avoid nuisance biting and to preclude the spread of mosquito-born disease. Mosquitoes are can carry and transmit some of the world’s most dreaded diseases. This program is intended to control mosquitoes in a safe, efficient, and economic manner to prevent the nuisance and danger of mosquitoes.

The philosophy of this program is that a multi-faceted prevention and control plan is the most effective and cost efficient means of controlling mosquito populations. Activities are based on an extensive surveillance program. Emphasis is placed on the elimination of mosquito habitats and the control of mosquitoes while they are still in their aquatic stages of development.

Surveillance. Surveillance provides workers with two types of information. It allows the City to develop a list of the local mosquitoes (including distribution and population size estimates) and to evaluate the effectiveness of the control strategies being used.

The first type of surveillance operations conducted by workers is dipping containers into standing bodies of water for larva inspections. This enables workers to determine whether Larvasite Treatment is necessary in that specific area.

The second method of surveillance involves the use Light Sets. Light Sets are placed by workers at preselected sites to attract and capture mosquitoes. MMP personnel are then able to identify the type of mosquitoes present and develop population estimates based on the number of mosquitoes captured. This in-turn enables the City to evaluate the effectiveness of the Larvasite actions and implement the Adultsite actions as necessary.

All of the data collected is recorded for future reference to improve the effectiveness of the MMP.

Larvacide Actions. Larvacide actions target the mosquito larvae before they leave standing water. This strategy can be the most effective, most economical, and the safest method to control mosquitoes. Under this program mosquito larva actions include:

- Focusing with larvacide during the months of March through May;
- Targets specific areas of the City’s drainage basin;
- Locating and eliminating standing water where possible; and
- The use of chemical bricketts in standing water in or near the drainage system.

The chemical bricketts are placed into pockets of water by two full time workers that are responsible for the City's entire drainage system. These bricketts cost approximately \$3.00 each and will last in a body of water for up to 150 days.

Adulticide Actions. Adulticide Actions target mosquito populations. This is generally necessary June through October (depending upon weather) and includes:

- MMP personnel spraying areas where counts exceed 50 mosquitoes per Light Set;
- Pesticide spraying at preselected barrier sites (See Map);
- Pesticide spraying within designated areas throughout the City;
- Scheduling inspections for customer service calls and complaints; and
- As necessary within City or NCDOT right-of-ways.

MMP personnel utilize an ATV mounted sprayer to apply pesticide at barrier sites and in difficult-to-reach areas. This enables crew to apply pesticide during the day which remains effective on vegetation for up to 2 or 3 weeks. A truck mounted spray unit is used to cover larger populated areas and along street right-of-ways. The pesticide used in the vehicle mounted application primarily kills mosquitoes on contact; however, it does not remain in the air or on vegetation for more than a few hours.

Public Education. Ongoing public education is vital in the war against mosquitoes. The Citizens' awareness campaign is designed to provide as many residents as possible with educational materials and information regarding mosquitoes. MMP personnel inspect yards for mosquito breeding; answer questions; and regularly participate in various school programs and City festivals. Frequent educational clips are also aired on G10 during the breeding season.

It is important that citizens also participate in a MMP around their home. To control mosquitoes in and around the home:

- Eliminate unnecessary water holding containers, especially tires, large cans and bottles.
- Keep water clean in children's wading pools and drain them when not in use.
- Keep ditches and streams adjoining your property free of grass clippings, garbage, and other debris, which will obstruct the natural flow of water.
- Keep weeds and grass cut short during the summer months. Report vacant lots that are not maintained properly to city or local officials.
- Make sure stored boats are covered and water drains out of them completely. Store small boats upside down.
- Change water in birdbaths, fountains and troughs weekly.
- Clean roof gutters. Maintain rain gutters and down spouts, make certain that no water remains on flat roofs after rains.

- Make sure septic wastewater does not lie on the ground surface and cesspools are sealed with screened vents.
- Small depressions in your yard can be filled to prevent the collection of water
- Discourage mosquitoes from reproducing in your neighborhood by eliminating trash and containers that may hold water, such as cans, jars, and old tires.

Jacksonville City Council



**Workshop Meeting
April 19, 2016**

Workshop Agenda

**Workshop Topic
FY17 Budget**



**Workshops
April 12 & 19**

Finance - Metering - Fleet Maintenance General Fund Non-Departmental	Public Safety - Police - Fire Recreation & Parks
Development Services - Planning - Building Inspections - Code Enforcement - Community Development - Office of Livable Neighborhoods	Public Services - Administration - Engineering - Facility Maintenance - Streets



**Workshops and Public Hearing
April 12/19**

- Water Sewer Fund
 - Revenues
 - Department Reviews
 - Bond Coverage
- Solid Waste
- Stormwater
- Internal Services
- Department Issues



Streets Powell Bill



Streets Powell Bill

Revenue	Amended FY16	Proposed FY17
Powell Bill	1,815,481	1,800,000
Fees and Other Revenues	15,135	17,900
Appropriated Fund Balance	1,000,503	841,208
Total Revenue	2,831,119	2,659,108



Streets Powell Bill

Expenditures	Amended FY16	Proposed FY17
Operations	966,102	978,027
Other Financing Uses	1,865,017	839,654
Capital Improvement Projects		
FY17 Sidewalk Installation		100,000
FY17 Street Rehabilitation		830,000
Henderson Infrastructure Improvement		69,000
Street Improvements		(157,573)
CIP Total		841,427
Total Expenditures	2,831,119	2,659,108



Streets Powell Bill

Staffing	Amended FY16	Proposed FY17
Full Time	14	14
Part Time	-	-
Total	14	14



Streets Non-Powell Bill



Streets Non-Powell Bill

Revenue	Amended FY16	Proposed FY17
Taxes & Other General Fund Revenue	2,143,958	1,531,991
Overhead Allocation	40,858	51,833
Fees and Other Revenues	16,000	16,000
Debt Proceeds	-	384,892
Total Revenue	2,200,816	1,984,716
Total Expenditures	2,200,816	1,984,716



Streets Non-Powell Bill

Staffing	Amended FY16	Proposed FY17
Full Time	5	5
Part Time	-	-
Total	5	5



Stormwater-Drainage



Stormwater-Drainage

Revenue	Amended FY16	Proposed FY17
Stormwater Revenue	2,078,455	2,024,113
Debt Proceeds	93,000	98,886
Total Revenue	2,171,455	2,122,999



Stormwater-Drainage

Expenditures	Amended FY16	Proposed FY17
Operations	2,171,455	2,035,999
Capital Improvement Projects		
Center Street Area Stormwater		87,000
Total Expenditures	2,171,455	2,122,999



Stormwater-Drainage

Staffing	Amended FY16	Proposed FY17
Full Time	19	19
Part Time	1	1
Total	20	20



Water & Sewer Non-Departmental



W&S Non-Departmental

Revenue	Amended FY16	Proposed FY17
Water & Sewer Revenue	1,468,858	1,294,079
Total Revenue	1,468,858	1,294,079
Total Expenditures	1,468,858	1,294,079



Utilities Maintenance



Utilities Maintenance

Revenue	Amended FY16	Proposed FY17
Water & Sewer Revenue	3,807,603	8,659,411
CIP Contribution	-	200,000
Debt Proceeds	35,000	28,534,406
Total Revenue	3,842,603	37,393,817



Utilities Maintenance

Expenditures	Amended FY16	Proposed FY17
Operations	3,842,603	5,829,417
Capital Improvement Projects		31,564,400
Total Expenditures	3,842,603	37,393,817



Utilities Maintenance

Staffing	Amended FY16	Proposed FY17
Full Time	29	29
Part Time	-	-
Total	29	29



Water Supply



Water Supply

Revenue	Amended FY16	Proposed FY17
Water & Sewer Revenue	5,572,264	5,837,066
Fees	448,583	456,294
Debt Proceeds	36,500	-
Total Revenue	6,057,347	6,293,360



Water Supply

Expenditures	Amended FY16	Proposed FY17
Operations	6,057,347	5,923,360
Capital Improvement Projects		370,000
Total Expenditures	6,057,347	6,293,360



Water Supply

Staffing	Amended FY16	Proposed FY17
Full Time	14.35	14.35
Part Time	-	-
Total	14.35	14.35



Wastewater Treatment



Wastewater Treatment

Revenue	Amended FY16	Proposed FY17
Water & Sewer Revenue	9,047,050	7,043,329
Fees	395,434	317,900
Property Lease	4,227	4,743
Debt Proceeds	32,000	125,272
Total Revenue	9,478,711	7,491,244



Wastewater Treatment

Expenditures	Amended FY16	Proposed FY17
Operations	9,478,711	7,426,244
Capital Improvement Projects		65,000
Total Expenditures	9,478,711	7,491,244



Wastewater Treatment

Staffing	Amended FY16	Proposed FY17
Full Time	17.65	17.65
Part Time	-	-
Total	17.65	17.65



Sanitation



Sanitation

Revenue	Amended FY16	Proposed FY17
State Solid Waste Disposal Tax	42,000	49,000
General Fund Revenue	1,208,028	1,408,810
Fees	3,603,450	3,612,000
Debt Proceeds	320,000	362,012
Miscellaneous	357	412
Appropriated Fund Balance	(53,675)	7,263
Total Revenue	5,120,160	5,439,497



Sanitation

Expenditures	Amended FY16	Proposed FY17
Operations	5,120,160	5,439,497
Total Expenditures	5,120,160	5,439,497



Sanitation

Staffing	Amended FY16	Proposed FY17
Full Time	37	37
Part Time	-	-
Total	37	37



Commercial Collection Service



Commercial Collection Service

Revenue	Amended FY16	Proposed FY17
General Fund Revenue	-	-
Fees	1,040,117	1,058,500
Debt Proceeds	-	30,720
Miscellaneous	-	-
Appropriated Fund Balance	-	-
Total Revenue	1,040,117	1,089,220



Commercial Collection Service

Expenditures	Amended FY16	Proposed FY17
Operations	1,040,117	1,089,220
Total Expenditures	1,040,117	1,089,220



Commercial Collection Service

Staffing	Amended FY16	Proposed FY17
Full Time	5	5
Part Time	-	-
Total	5	5



Water Quality



Water Quality

Revenue	Amended FY16	Proposed FY17
Stormwater Revenue	781,521	820,258
Total Revenue	781,521	820,258
Total Expenditures	781,521	820,258



Water Quality

Staffing	Amended FY16	Proposed FY17
Full Time	3	3
Part Time	-	-
Total	3	3



Information Technology Services



Information Technology Services

Revenue	Amended FY16	Proposed FY17
General Fund Revenue	-	20,000
Water Sewer Revenue	-	10,000
Charges for Services	3,003,449	3,031,140
Debt Proceeds	180,000	208,368
Appropriated Fund Balance	74,522	95,506
Total Revenue	3,257,971	3,365,014



Information Technology Services

Expenditures	Amended FY16	Proposed FY17
Operations	3,257,971	3,295,014
Capital Projects		70,000
Total Expenditures	3,257,971	3,365,014



Information Technology Services

Staffing	Amended FY16	Proposed FY17
Full Time	13.3	13.3
Part Time	-	-
Total	13.3	13.3



Media Services



Media Services

Revenue	Amended FY16	Proposed FY17
Charges for Services	564,563	547,307
G10 County Contribution	75,000	75,000
G10 ONWASA Charges	4,500	3,000
Miscellaneous Revenues	12,744	676
Appropriated Fund Balance	161,029	6,025
Total Revenue	817,836	632,008
Total Expenditures	817,836	632,008



Media Services

Staffing	Amended FY16	Proposed FY17
Full Time	4	4
Part Time	-	-
Total	4	4



Health Benefits



Health Benefits

Revenue	Amended FY16	Proposed FY17
City Contributions	3,333,281	3,407,528
Employee Contributions	1,287,879	1,460,640
Retiree Contributions	166,343	166,200
Miscellaneous Revenues	253	978
Appropriated Fund Balance	441,245	(53,648)
Total Revenue	5,229,001	4,981,698
Total Expenditures	5,229,001	4,981,698



Departmental Issues



Departmental Issues

HR Wellness Program	\$42,550	
Planning-FEMA Phase II	\$50,000	NR
Police-1 Investigator	\$51,000	
Police-1 Investigator	\$51,000	NR



Departmental Issues

Police-Overtime	\$20,000	NR
Police-Maintenance	\$10,000	NR
Police-Body Cams	\$18,000	NR



Departmental Issues

FMS Maintenance Specialist	\$33,000
Water Supply-Train 5	\$165,000
Water Supply-1 Position	\$41,000



Departmental Issues HR Wellness Program



Health Care Challenges

- Lower than average Engagement in **Care Management Programs**
- Lower than average **Preventive Screenings**
- Higher prevalence of **Hypertension**
- **Condition Care Engagement** decreasing yearly



Potential Solution

Comprehensive Managed Program



Wellness Program Manager

Blue Cross Blue Shield

- Trained, Certified and Experienced Wellness expert
- Data collection through surveys, audit & Health Risk Assessment results



Wellness Program Manager

Blue Cross Blue Shield

Customized Program

- Creates an Annual Wellness Plan
- Ongoing Program Management
- Creates and Coordinates Wellness Challenges
- Tracks Program Participation
- Measures Results against Stated Goals



Wellness Program Manager

Blue Cross Blue Shield

Communication Plan

- Newsletters
- Video Messaging
- Monthly Messaging
- Markets Wellness Program



Wellness Program Manager

Blue Cross Blue Shield

Education

- Lunch & Learn events
- Wellness Coaching

Health Risk Assessments

- Online
- Biomedical Screenings



Departmental Issues Planning



Map Updates

- Current Firm Maps Vintage 2005
- Updated Firm Maps Coming in 2016
- Why Update?
 - Current Surge Analysis from 1980's
 - New Data & Technology since 1980's
 - Updated Modeling



Map Updates

What Does this Mean for Jacksonville?

- Minimum Elevation Will Increase.
 - Example from 4 feet to 10 feet
- Number of **Structures** in **Special Flood Hazard Areas** Could Increase Substantially (509 to 1366)
- Flood Insurance Will be **Required** for Properties in **SFHA** with Mortgages from a Federally Regulated or Insured Lender



Tentative Schedule

- Phase I study by ATM – June 3, 2016
- Maps to be Released June 30 2016
- Phase II Needed if City Decides to Appeals during the 90-Day Appeal & Comment Period
- Resolution of Appeals & Protests



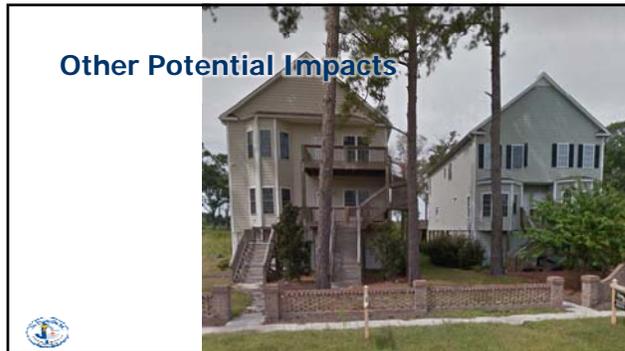
Why Keep a 3 Foot Freeboard?



Other Potential Impacts

- Design
- Cost
- Aesthetics





**Departmental Issues
Police**

Juvenile Detective Division

2 Investigators 415 Cases 2015	40-60 Hours Per Cases
17 Per month, Per Investigator	Aggravated Assault, Robbery, Kidnapping & Rape During Call Duty

Juvenile Detective Division

- Assists on-duty officers, supervisors & investigators seeking advice or direction regarding **complex juvenile cases**
- Attends committee meetings:
 - Multi-Disciplinary Team
 - Community Child Protection Team
 - Juvenile Crime Prevention Council and
 - Child Advocacy Center



Juvenile Detective Division

Child Advocacy Center interviews
Generally last an entire day when a medial provider is not available Detectives travel to the Teddy bear Clinic in Greenville for the medial exam.

Juvenile counseling
By request of parents, for juveniles who are becoming unruly at home and veering off the appropriate path



Juvenile Detective Division

Juvenile Code Goal

- Divert juveniles from the criminal justice system Through counseling or other deferral services
- Due to time constraints and work-load, investigators unable to devote adequate time to counsel or divert juveniles which results in more cases being closed by petition



2016 CID Juvenile Cases Assigned

	Bean	Brown	Gallardo	Karrattli	Lagana Z 3/4	Miller Z 5	Martin 21/2	Parker, J Z 6	Parker, K	Parrish	Ramirez	Smith
AGG	1 CYB	11 ASSU	2 ASSU	2 ARS	1 BUR	5 AGG	2 AGG	1 ASSU	1 ASSU	4 FRAUD	27 AGG	1
ASSU	4	FRAUD	8 FRAUD	24 ASSU	1 FRAUD	3 ASSU	5 ASSU	2 BUR	4 JUV	24 LARC	2 ASSU	7
FYI	1	LARC	13 LARC	1 BUR	8 LARC	32 BUR	7 BUR	12 LARC	16 LARC	3 GRP B	15 JUV	54
GRP B	12	MUR	1 MUR	1 FRA	5 GRP B	25 FRAUD	6 FRAUD	3 GRP B	1 GRP B	5 FRAUD	1 LARC	7
RAPE	6	GRP B	8 GRP B	2 LARC	49 ROB	1 LARC	14 LARC	33 ROB	1 SEXO	3	GRP B	7
SEXO	6			GRP B	10	NARC	1 GRP B	11			SEXO	1
				RAPE	1	GRP B	13 ROB	2				
				ROB	1	RAPE	1					
						ROB	3					
	30 23	33	32	30	76	66	52	64	26	39	45	77
										44 OSS		

COUNCIL MINUTES

REGULAR MEETING

April 19, 2016

A Regular Meeting of the City Council of the City of Jacksonville was held Tuesday, April 19, 2016 beginning at 7:00 PM in the Council Chambers of City Hall. Present were: Mayor Sammy Phillips presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Randy Thomas, Bob Warden, and Jerome Willingham. Absent were Councilman Jerry Bittner and Councilwoman Angelia Washington. Also present were: Richard Woodruff, City Manager; Ronald Massey, Deputy City Manager; Gayle Maides, Finance Director; Glenn Hargett, Assistant Manager for Communications; Susan Baptist, Director of Recreation Services; Carmen Miracle, City Clerk; and John Carter, City Attorney.

*A video of the Council Meeting is presently available for review on the City's website.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 7:02 PM.

PLEDGE OF ALLEGIANCE

Councilman Randy Thomas led the Pledge of Allegiance.

INVOCATION

Mr. Carter pronounced the invocation.

ADOPTION OF AGENDA

A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Warden, and unanimously approved to adopt the agenda as presented.

PRESENTATIONS

PRESENTATION PROCLAMATION-LETTER CARRIERS' FOOD DRIVE DAY

The National Association of Letter Carriers and the United Way of Onslow County were partnering for "Stamp Out Hunger", one of the largest food drives in the Nation.

The public was encouraged to place non-perishable food items near their mailboxes on May 14 to be picked up by their letter carriers. Food collected would be distributed to local food pantries to help those less fortunate.

Mayor Phillips presented Dan Bornarth of the United Way of Onslow County and Craig King of the United States Postal Service with the Proclamation naming Saturday,

May 14, 2016 as Letter Carrier's Food Drive Day in the City of Jacksonville.

PRESENTATION PROCLAMATION-BUILDING SAFETY MONTH

The City of Jacksonville was proud to recognize the critical role played by our Building Code Inspectors for their continued commitment to our community by proclaiming the month of May 2016 as "Building Safety Month" in the City of Jacksonville.

Mayor Phillips presented Danny Bryan, Inspections Administrator with the Proclamation.

PRESENTATION-NATIONAL NIGHT OUT AWARD

The National Association of Town Watch (NATW) selected the City of Jacksonville as a National Award winner for the 2015 National Night Out held on August 4, 2015. The City was selected for outstanding participation in the NATW's "31st Annual National Night Out" crime, drug and violence prevention program.

This was the seventh year that the City's NNO was an award-winner. Mayor Phillips presented the award to Chief Mike Yaniero, Public Safety Director; Captain Ashley Weaver, Jacksonville Police Department; and Lieutenant Staci Leyble, Jacksonville Police Department.

PRESENTATION-CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN
FINANCIAL REPORTING

The City of Jacksonville and its Finance Department had been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for fiscal year ending June 30, 2015.

The Certificate of Achievement for Excellence in Financial Reporting is the highest level of recognition given in the area of governmental accounting and its attainment represents a significant accomplishment by a local government and Finance Department. This was the 25th consecutive year that the City of Jacksonville had received this recognition.

The City recognized the hard work and dedication of our Finance Department for this outstanding achievement. Mayor Phillips presented Gayle Maides, Finance Director with the Certificate.

PRESENTATION-PUBLIC SAFETY TELECOMMUNICATORS WEEK

The City of Jacksonville was proud to recognize the service of Telecommunicators by proclaiming the week of April 17th-April 23rd as Public Safety Telecommunicator Week in the City of Jacksonville. Mayor Phillips presented Charlotte Rodden, City of Jacksonville's Communications Supervisor with the Proclamation.

PUBLIC COMMENT

There was no one present desiring to speak at this public comment section.

ADOPTION OF CONSENT ITEMS AND MINUTES

A motion was made by Councilman Thomas, seconded by Councilman Willingham, and unanimously approved to adopt the consent items and to adopt the minutes of the April 5, 2016 Regular Workshop Meeting as presented.

CONSENT ITEMSGENERAL BUDGET AMENDMENT

Several departments required budget amendments since the last legislative budget amendment. The details of the adjustments were shown in the staff report.

Council approved the Budget Amendment.

Ordinance 2016-18, Bk. 12, Pg. 396

BULLETPROOF VEST PARTNERSHIP GRANT APPLICATION

The Bureau of Justice Assistance announced the Fiscal Year (FY) 2016 Bulletproof Vest Partnership Grant Act. The Department of Public Safety was seeking authorization to submit an application for funding from the Bulletproof Vest Partnership Grant.

Council authorized the City Manager or his representative to apply for the grant initiatives offered by the Bulletproof Vest Partnership Grant.

NON-CONSENT ITEMSORDINANCE GRANTING A FRANCHISE TO OPERATE IN THE RIGHT OF WAY OF THE CITY OF JACKSONVILLE

Mr. Glenn Hargett, Assistant City Manager, stated that Fiber Technologies Networks, L.L.C., a New York company with presence and operations in North Carolina, proposed to install fiber optic cable, aerially and perhaps in the future, in conduits, as well as cellular repeaters at various locations in the City rights of way.

He said their plans would have to be approved by Engineering before they could proceed which allowed the City to have control over knowing where the fibers would be placed. All units that were mandated by the State as a public utility were able to be franchised by the City; however, the City had to react within a certain time period or the State would award the franchise. Thus, it was in the City's best interest to negotiate and take action.

Councilman Thomas asked about the business of this organization. Mr. Hargett said the first ones were Distributed Antenna Systems with poles and antennas on top of the poles. He said they were, in effect, small cell sites. This one did not build large towers but used distributed antenna systems to penetrate, particularly in neighborhoods where “hot spots” were located. This way was more efficient.

The City did not receive funds from the franchisee, but as a benefit to the Citizens of Jacksonville in exchange for the non-exclusive use of the City public right-of-way, Fiber Technologies Networks agreed to install City-supplied conduit along a portion of their future routes and to consider future installations of City-supplied cable or conduit in future builds within the City.

G.S. 160A-76 states that no franchise agreement may be finally adopted until the ordinance was passed by the City Council at two regular meetings; therefore, if the ordinance is approved at this meeting; it would be placed on the May 3, 2016 meeting agenda for consideration of second and final approval.

A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Willingham and unanimously adopted to approve the first reading of the Ordinance granting a franchise right to operate in the right-of-way as presented.

Ordinance 2016-19, Bk. 12, Pg. 398

PUBLIC HEARING

2016-2017 ANNUAL ACTION PLAN

Using the PowerPoint Presentation herein attached as Exhibit A, Ms. Tracy Jackson, Community Development Specialist, presented the Annual Action plan, a strategic planning guide, which specifically outlined the budget and activities for the use of Community Development Block Grant funds (CDBG) for FY 2016-2017. HUD mandated adoption and submission of the Action Plan prior to releasing CDBG funds which were used to benefit low to moderate-income persons and households. The purpose of the Public Hearing was to receive public comments prior to approval and submission of the Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The plan served as the City’s application for federal funds and had to be submitted by May 15, 2016.

Ms. Jackson said that although funding represented a less than one percent decrease for the year, historically, over the years, a steady decline was shown in the CDBG funding allocation.

The total budget was approximately \$520,000. This consisted of the CDBG allocation of \$343,000 and program income of \$177,000. While resources steadily declined, the needs of the community were steadily on the rise.

Activities included administration, project delivery, and clearance and demolition. The City had completed over 80 demolitions for the year and planned to reach 100 in the coming year. CD also had non-profit funding, residential rehabilitation and affordable housing in their plan. Activities could be conducted City wide or they could be targeted to certain areas such as completing the downtown housing initiative with strategies to improve the New River area.

Mayor Phillips recessed the regular meeting at 7:32 PM and convened the Public Hearing. With no one desiring to speak, Mayor Phillips closed the Public Hearing at 7:33 PM and reconvened the regular meeting

A motion was made by Councilman Willingham, seconded by Councilman Thomas and unanimously approved to adopt the FY 2016-2017 Annual Action Plan and approve its submission to the U.S. Department of Housing and Urban Development.

PROPOSED FISCAL YEAR 2016/2017 BUDGET

As shown in Exhibit A, Mr. Richard Woodruff, City Manager, presented the proposed budget for FY2016-2017. He said the General Statutes required the City Council to conduct a Public Hearing to receive public comment on the proposed budget prior to budget adoption. He said over the last several weeks information was shared with the Council in various workshops. The 2017 CIP was delivered to the Council in March, operating budget workshops had been held to review the General Fund, Water and Sewer Fund, Stormwater and Solid Waste Fund. By law, the budget was required to be adopted no later than June 30, 2016. Potential adoption of the budget could occur on May 3rd, May 17th or any time following those dates.

The revenue forecast for the FY2017 budget showed property taxes and sales taxes continued to be the primary sources of revenue for the General Fund with nominal increases. The overall numbers of the General Fund, Water and Sewer Fund, Stormwater fees, and Solid Waste also showed nominal increases. When putting together the operational budgets from the funds, the capital budgets from the funds and the transfers, the total was approximately \$130 million.

Current tax information showed the tax rate at 64.2 cents, with 4 cents of that going to Council Initiatives, 5.15 cents would go to the Center for Public Safety which left 55.05 cents to run the general government. Almost all of that went to Police and Fire. Mr. Woodruff also said

in putting the budget together for the year, the following assumptions were made: No change in sales tax distribution, the tax rate would not be increased, water and sewer rates would remain the same with no increases, solid waste fees would have no changes and no increases, stormwater fees would not be increased, and \$1.6 million of the General Fund would be used to balance the budget.

A copy of the proposed budget was delivered to the Jacksonville City Council on April 5, 2016. The proposed budget had been made available for public inspection in the City Clerk's Office, the Onslow County Library, and the City's website since April 5, 2016.

The Public Hearing and the Public Notice of Budget Availability had been duly advertised in the Jacksonville Daily News.

Mayor Phillips recessed the regular meeting at 7:36 PM and convened the Public Hearing. With no one desiring to speak, Mayor Phillips closed the Public Hearing at 7:37 PM and reconvened the regular meeting.

No action was taken.

PUBLIC COMMENT

There was no one present desiring to speak at this public comment section.

REPORTS

MOODY INVESTORS REPORT

Councilman Thomas stated that on April 11, 2016 the Moody Investors Report assigned the City of Jacksonville with an AA3 Rating which was pertinent to the refinancing of bond debt, which saved the citizens \$2.2 million in financing fees. He said the City had ample reserves, prudent management and the stability of military bases; however, while we were doing well, the citizens were below the national average on the pay scale, which needed to be considered while preparing the budget.

HISTORICAL DISPLAY

Councilman Willingham commended City Staff for the historical display at the entrance of City Hall. He felt it was important to present our history and interaction with Camp Lejeune Marine Corps Base.

METROPOLITAN PLANNING ORGANIZATION

Mayor Pro-Tem Lazzara provided an update on the Metropolitan Planning Organization: there were approximately \$40 million in additional highway investments and he provided information on some of the projects such as Commerce Drive Extension, the widening of

Henderson Drive Extension, and widening of NC 111 to the airport. Some accelerated projects were Blue Creek Road and Ridge Road realignment on US Highway 258 and the Jacksonville Multi-Modal Center.

He also provided a copy of the Camp Lejeune Rail Study. He said the City had been working with NCDOT in order to evaluate options for utilizing the existing Camp Lejeune Rail Line for commercial purposes. A draft of the study was included for review. This was ongoing work by the MPO to enhance the Rail opportunity.

Mayo Pro-Tem Lazzara said the Highway 17 Association would be meeting Tuesday, April 26, 2016 in Jacksonville for their quarterly meeting.

Councilman Warden said that the MPO was our local transportation board including Onslow County and thus County residents benefitted from it as well.

JACKSONVILLE TOURISM DEVELOPMENT AUTHORITY

Mayor Pro-Tem Lazzara said the Tourism Development Authority continued to work on the Sports Destination Facility for methods to drive overnight stays. The Tourism Promotion Fund was in the process of receiving applications for activities to drive “Heads on Beds” and they were also trying to create opportunities that would focus on Military Reunions. They would like to provide projects that would create additional sporting events and to enhance visitor stays while people were here in Jacksonville.

He said Art Block was a great event which had been well attended and continued to grow. He also stated Art was a major attraction in Eastern North Carolina and numerous municipalities were investing millions of dollars to grow those efforts.

ART BLOCK

Mayor Phillips said the Art Block was another great event on New Bridge Street and the Jacksonville-Onslow Council for the Arts had sponsored the occasion. Cindy Edwards, the new Chair, was exploring other ideas to bring more cultural events to the community.

ARBOR DAY

Mr. Woodruff reported the 36th annual Arbor Day celebration would occur Friday, April 29, 2016 at 9:30 AM at Clyde Erwin School. There would be a tree planting and the public was encouraged to attend.

BIODEGRADABLE YARD WASTE BAGS

Mr. Woodruff asked the public to use biodegradable yard waste bags when disposing of yard waste. Scheduled pick-ups could be made for large volumes of yard waste by contacting the Sanitation Department.

EXCELLENCE IN COMMUNICATION AWARD

Mr. Woodruff said members of the Media Department recently attended the North Carolina City and County Communicators Meeting in Chapel Hill, NC. The City received the “Excellence in Communication Award” for a video produced by Kevin Reopelle, Media Specialist. The video provided information for citizens relative to sanitation. The video was titled, “We’ll Take It” and won praise from the judges who represented Texas, Florida and Colorado. The judges felt there was good use of humor and graphics to clearly give the message of what the sanitation department would pick up and how to get it picked up.

JACKSONVILLE JAMBOREE

The Jacksonville Jamboree, scheduled for Saturday, May 7, 2016 would be held at the Commons. Mr. Woodruff encouraged all citizens to attend this annual event, which was free to the public. There would be rides for children and live music. The only cost would be for food which could be purchased from a wide array of vendors.

GEORGETOWN PARK

City staff and Community Development had made tremendous progress working together on the Georgetown Park project. Mr. Woodruff said the walking trail was approximately one quarter of a mile and was not necessarily a track, although it was eight feet wide. It formed a serpentine like shape throughout the area including a nice shaded section. New playground equipment was scheduled to be installed in the next thirty days and eight of the nine exercise pieces had been completely installed. Through the cooperation of Community Development, Engineering, and Parks and Recreation, the City was able to bring this very positive recreation and fitness area to the citizens.

ADJOURNMENT

A motion was made by Councilman Thomas, seconded by Councilman Willingham and unanimously adopted to adjourn the meeting at 7:48 PM.

Adopted by the Jacksonville City Council in regular session this 17th day of May, 2016.

Sammy Phillips, Mayor

ATTEST:

Carmen K. Miracle, City Clerk