

COUNCIL MINUTES  
SPECIAL WORKSHOP MEETING

November 9, 2011

A special workshop meeting of the City Council of the City of Jacksonville was held Wednesday, November 9, 2011 beginning at 4:30 PM. Present were: Mayor Sammy Phillips, presiding; and Council Members: Jerry A. Bittner, Fannie K. Coleman, Randy Thomas, and Bob Warden. Mayor Pro-Tem Michael Lazzara arrived at 5:50 PM. Councilman Jerome Willingham was absent. Also present were: Richard Woodruff, City Manager; Ron Massey, Assistant City Manager; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Glenn Hargett, Communications and Community Affairs Director; Carmen Miracle, City Clerk; and John Carter, City Attorney.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 4:35 PM.

ADOPTION OF AGENDA

A motion was made by Councilman Warden, seconded by Councilman Thomas, and unanimously approved to adopt the agenda as amended to change the order in which topics were presented.

TRANSIT TOUR OF CITY LIFT STATIONS

The Council departed City Hall via City Transit Bus at 4:35 PM and arrived at the Bell Fork lift station at 4:40 PM. During transit, Mr. Pete Deaver, Utilities Superintendent, distributed a handout summarizing lift station problems, issues, and solutions, a copy of which is herein attached to the official minutes as Exhibit A. Upon arrival, Mr. Deaver reviewed the upgrades that had been accomplished at the Bell Fork lift station and the work that still needed to be completed.

Council asked about security measures as the station was open to a neighborhood park. Staff indicated that a padlocked fence would soon be installed and shrubs would be added around it to soften the look. Various types of fencing were discussed and Councilman Warden suggested PVC coated fencing materials were less damageable by wind. Mr. Deaver and Mr. Hansen responded that staff would review that fencing option along with others in terms of overall effectiveness and aesthetic appeal.

Council departed the Bell Fork station at 4:53 PM and arrived at the Henderson lift station at 5:04 PM. Council toured both the inside and outside of the site. The Henderson lift station was a high flow station resulting in very high maintenance. The lift station had not been upgraded and staff reviewed concerns and maintenance issues of the site. Council departed the Henderson Drive station at 5:09 PM.

Council arrived back at the Jacksonville City Hall at 5:19 PM and Mayor Phillips recessed the meeting for a short break.

Mayor Phillips reconvened the meeting at 5:34 PM in Meeting Rooms A&B of the Jacksonville City Hall.

#### PUBLIC SERVICES DEPARTMENT ANNUAL REPORT AND ARRA ENERGY GRANT REPORT

Using the PowerPoint presentation attached to the official minutes as Exhibit B, Mr. Grant Sparks, Public Services Director, reviewed the accomplishments and activities of each of the Public Service divisions during the previous fiscal year. Following the annual report and as shown in Exhibit B, Mr. Richard Sirois, Facilities Manager provided a detailed update of the work, efficiencies and energy savings that were accomplished with the ARRA Energy Grant. The grant funds had allowed the City to retrofit for efficiency and future energy savings as well as to conduct education. The results would have a long time financial benefit on the City.

Following discussion, Councilman Bittner asked about high electrical usage and costs at the new water plant. He asked if a fact sheet on the new water plant was available for Council information. Mr. Woodruff said staff would be happy to provide one to Council.

A brief discussion was held regarding a private solar energy business who had contacted the City to discuss unused and available land at the Land Treatment Site. Mr. Woodruff assured Council that this was a private company and the City was definitely not planning to get into the electrical business.

In terms of energy savings, Mr. Woodruff reviewed that there were approximately 3,000 street lights and the City paid \$11 to \$50 each per month. The City paid the fee, whether the lights were on and functioning or not because they were not metered. One of their efforts was to test and quantify the number of lights that were out and they were looking at new energy efficient technology for the light replacements.

Mayor Phillips pointed out that he noticed many streetlights in neighborhoods were burned out and particularly mentioned Western and Gum Branch. He said that in the past the Police Department would report burned out streetlights while they were out on patrol. Dr. Woodruff said he would check with the Police Department to see if they were still doing that, and if not, discuss with the Police Chief. In addition, citizens were encouraged to call in the 'pole numbers' of any streetlights they found burned out. Mayor Phillips noted that citizens could also report it to the utility company.

#### RECESS/RECONVENE

Mayor Phillips recessed the meeting at 6:13 PM. Mayor Phillips reconvened the meeting at 6:22 PM.

#### RECREATION AND PARKS ANNUAL REPORT

Using Exhibit B, Mr. Tim Chesnutt, Recreation and Parks Director, provided the Recreation and Parks Annual Report. In addition, he provided an update on this past seasons project that Council approved allowing staff to take over mowing and trash pickup from the contractor. The results were impressive. The City mowed the selected areas every 7 to 10 days versus the contractor's schedule of mowing every two months. The City also picked up litter in the selected areas every five days versus the contractor picking it up every two months. Both were done at a lower cost.

Council members pointed out that they had received a number of positive comments from citizens regarding the cleaner look of the City and they commended the department for their diligence and work to keep the City clean and green.

In response to questions as to the new gym floor at the Commons, Mr. Chesnutt stated that during the recent Invitational held at the Commons, the participants raved over the improvements.

Council Member Coleman asked about the Market Street Tot Park. Mr. Chestnutt reported that the playground equipment was removed and donated to Onslow County Recreation. Dr. Woodruff added that there had been some preliminary discussion between Community Development and Habitat for Humanity who would like to use the lot for a future home site. Any action of this sort would have to be presented and approved by Council.

Following a brief discussion, Mayor Pro-Tem Lazzara said he would like for them to continue to seek ways to work with Onslow County and Marine Corps Base Camp Lejeune in terms of regional recreation options.

ADJOURNMENT

A motion was made by Mayor Pro-Tem Lazzara, seconded by Council Member Coleman, and unanimously adopted to adjourn the meeting at 6:44 PM.

Adopted by the Jacksonville City Council in regular session this 22nd day of November, 2011.

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Sammy Phillips, Mayor

ATTEST:

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Carmen K. Miracle, City Clerk

### LIFT STATION EVALUATIONS

- Purpose – Update Council on the overall condition of the lift stations and what corrective actions are being taken to improve the station
- Provide a history of the sanitary sewer overflows from 2008-2011

### LIFT STATION EVALUATIONS

- 2008 – 10 Reportable overflows
- 2009 – 14 Reportable overflows
- 2010 – 4 Reportable overflows
- 2011 - 4 Reportable overflows

### LIFT STATION EVALUATIONS

- Staff evaluated 39 of the 42 stations currently within the Cities infrastructure
- Henderson, CC Villas, and Bell Fork were not evaluated due to recent and/or pending upgrades

### LIFT STATION EVALUATIONS

- 22 stations need major repairs to the Motor Control Cabinet (MCC)
- 19 stations need wet well or valve vault repairs
- 16 station need stainless steel hardware inside the wet well
- 3 stations need HVAC repair/replacement
- 3 stations need emergency lighting replaced

### LIFT STATION EVALUATIONS

- Work completed to date – Decatur lift station has been placed back on MCC and is operating as designed vs temporary controller
- Holiday City station has been placed back on MCC and has had all new piping installed, only issue left is lining of wet well as part of I&I Lining project

### LIFT STATION EVALUATIONS

- Priorities – Facilities Maintenance Services will replace emergency lighting at the 3 stations
- HVAC systems to be replaced by contractor, must be bid out
- Establish a standard design for MCC and development of replacement plan
- Create a timeline/benchmark for completion
- Training of staff

## LIFT STATION EVALUATIONS

- The overall objective is for the Plants Maintenance staff to transition from a Reactive Maintenance mode to a Proactive Maintenance mode whereby staff will be able to identify and predict potential hazards and/or potential failures. This in turn would allow for more lead time in obtaining repair parts.

**Jacksonville City Council**



**Special Workshop Meeting  
November 9, 2011**



**Public Services  
Annual Report**

**What is Public Services?**

Divisions of the Department

- Administration
- Engineering
- Facilities Maintenance
- Sanitation



**What is Public Services?**

- Stormwater/Water Quality
- Streets
- Utilities Maintenance
- Water/Wastewater



**What we do**

- City Projects (Water and Sewer)
- City Building Maintenance
- Solid Waste pick up
- City Street Maintenance
- Water and Sewer line Maintenance
- Water Plant Operation
- Land Treatment Site Operation



**Department Size**

- Total number of positions for Public Services (172)
  - 160 positions currently filled
- Total number of positions for entire City (611)
  - 555 positions currently filled
- 28.2% of City employees work for Public Services Department



### Department Size

**172** Total number of positions for Public Services  
**160** Filled  
**611** Total Positions in City  
**28.2%** Of City workforce, works for Public Service



### Department Budget

- Total Budget for Public Services Department for FY11 (\$34,269,284.77)
- Total Budget for entire City for FY11 (\$85,217,445.00)
- Public Services Budget was 40.2% of entire City Budget for FY11

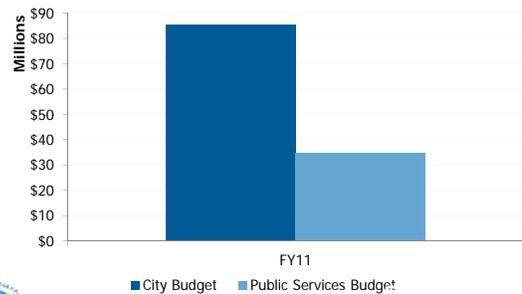


### Department Budget

**\$34 Million** Public Services Budget  
**\$85 Million** City Budget  
**40.2%** Public Service's Portion of City Budget



### Department Budget



### Engineering Division

### Public Services Engineering Division

- 48 Approved Capital Projects in FY11
- 3 Capital Projects Added
- 40 Projects for Public Services
  - 5 General
  - 7 Streets
  - 21 Utilities Maintenance
  - 4 Water Supply
  - 3 Water Quality



### Division Accomplishments

PS General – FY11 Capital Projects

	Planning	Design	Construction
Public Services Phase II – Fleet	Complete		
Public Services Phase II – Site			
Ellis Park Infrastructure	Complete		
Freedom Fountain			
Tallman Street Improvements			



### Division Accomplishments

#### Engineering Division

- Participated in 47 public projects during FY11 budgeted at \$19.6 Million
- Reviewed 86 private development projects
- On-site inspection of 62 private development projects



### Division Accomplishments

#### Engineering

- Received Federal Highway Administration (FHWA) grant for Lejuene Boulevard Greenways



### Division FY12 Goals

#### Engineering Division

- Administer capital & infrastructure projects within established budgets & timeframes
- Continue to upgrade water and sewer infrastructure
- Optimize customer service to other Departments/Divisions and the public




### Division Accomplishments

#### Facilities Maintenance

- Completed 2011 regular work orders (1365 for FY10) & 35 emergency work orders
- Building revitalization of Recreation Centers, old Water Plant and Lines Maintenance Buildings



## Division Accomplishments

### Facilities Maintenance

- Received a 2009 Energy Efficiency Conservation Block Grant (EECBG)



## Division Accomplishments

### Facilities Maintenance

- Energy Efficiency Upgrades
- Electric Meter Audit
- Distributed approximately 516 water conservation kits



## Division FY12 Goals

### Facilities Maintenance

- Continue to work on Maintenance deficiencies
- Provide direction that promotes energy savings and recycling
- Lead in facilities innovation



## Division Accomplishments

### Sanitation

- Completed 4981 special collection trips (4,102 for FY10)
- Implemented second automated refuse vehicle
- Implemented City-wide commercial recycling program



## Division Accomplishments

### Sanitation

- Collected 10,879 tons of residential garbage
- Diverted 1,967 tons of residential recyclables from landfill



### Division FY12 Goals

#### Sanitation

- To provide environmentally sound, safe and cost effective waste collection
- To effectively collect and dispose of refuse and recyclable from approximately 800 commercial establishments



### Division Accomplishments

#### Streets

- Asphalt overlays of Independence Drive, Bedford Green and a portion of East Thompson
- Traveled 16,000 miles for street sweeping



### Division Accomplishments

#### Streets

- Mowed 235 acres of Right-of-Way
- Sidewalk installation on New Bridge Street



### Division Accomplishments

#### Streets

Approved CIP Projects

- Mowed 235 acres of Right-of-Way
- Sidewalk installation on New Bridge Street



### Division Accomplishments

Streets – FY11 Capital Projects

	Planning	Design	Construction
Greenbriar Dr. Sidewalk			
NCDOT Pedestrian Improvement	<b>NCDOT Agreement Executed</b>		
Parkwood Area SW Project			
Heritage Square SW Project	<b>Complete</b>		
FY11 Sidewalk Installation (Thomas Dr, Corbin & Jarmen Streets)			



### Division Accomplishments

#### Streets – FY11 Capital Projects

	Planning	Design	Construction
Enouch Lane Intersection			
FY11 & 12 Street Reclamation			

- ❖ Twinwood Drive
- ❖ Twinwood Court
- ❖ Brookdale Place
- ❖ East Saltwood Place
- ❖ Anne and Fifth Avenue
- ❖ Meadowview Court
- ❖ London Court
- ❖ Ramona Avenue
- ❖ Northwoods Drive
- ❖ Plantation Boulevard
- ❖ Memorial Drive
- ❖ Sandy Drive
- ❖ Davis Street
- ❖ Doris Avenue
- ❖ South Shore



### Division FY12 Goals

#### Streets

- Continue to provide maintenance support for 150 miles of streets
- Continue to provide maintenance for 100 mile drainage system



### Division Accomplishments

#### Utilities Maintenance

- Completed 1,683 work orders (2,046 for FY10)
- 5% reduction of Inflow and Infiltration by sealing abandoned sewer line along Mill Creek
- Creation of smoke testing program



### Division Accomplishments

#### Utilities Maintenance

- Creation of valve maintenance program
- Creation of jetting/cleaning program
- Redesign and implementation of new sewer video camera system



### Division Accomplishments

#### Utilities Maintenance – FY11 Capital Projects

	Planning	Design	Construction
Inflow & Infiltration Phase I			
Henderson Drive Lift Station			
Holiday City Sewer Rehabilitation	<b>Complete</b>		
Brookview Lift Station Upgrade			
Collins Branch Trunk Sewer	<b>Complete</b>		
Dewitt Street Trunk Sewer	<b>Complete</b>		



### Division Accomplishments

#### Utilities Maintenance – FY11 Capital Projects

	Planning	Design	Construction
Bell Fork Lift Station Replacement	█	█	█
Barrus Lift Station Upgrade	█	█	█
Springdale Lift Station	█	█	█
Ellis Lift Station Site Imp	On Hold		
FY11 Sewer Replacement (Warlick Street and Koonce Circle)	█	█	█



### Division Accomplishments

#### Utilities Maintenance – FY11 Capital Projects

	Planning	Design	Construction
Sherwood Forest Improvements	█	█	█
Piney Green/Hwy17 Service Area	█	█	█
Northwoods Tank Maintenance	Maintenance Contract		
ONWASA Interconnects	█	█	█
Bordeaux St W/S Rehabilitation	Complete		
Williams St W/S Rehabilitation	Complete		



### Division Accomplishments

#### Utilities Maintenance – FY11 Capital Projects

	Planning	Design	Construction
SCADA	█	█	█
Parkwood Regional Lift Station	█	█	█
Western Trunk Sewer	█	█	█
Western Parkway TIP Utilities	NCDOT Agreement Executed		



- ### Division FY12 Goals
- #### Utilities Maintenance
- Continue maintenance programs
  - Improve customer relations
  - Continue Inflow and Infiltration efforts
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- ### Division Accomplishments
- #### Water Supply
- Start up of new Nano-filtration plant
  - Assisted contractors in the upgrade of the SCADA system for wells and elevated tanks
  - Complied with all criteria from NCDENR, Water Quality and Water Resources
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### Division Accomplishments

Water Supply – FY11 Capital Projects

	Planning	Design	Construction
Raw Water Mains Contract 1	Complete		
Castle Hayne Well Houses			
Raw Water Mains Contract 2			
Water System Imp. Phase II			



### Division FY12 Goals

#### Water Supply

- Continue to locate and identify potential water sources for future Water Plant expansion
- Continue water distribution line flushing program to improve water quality



## Wastewater

### Division Accomplishments

#### Wastewater

- Participated in the development of a plan of action to improve tree mortality issue
- Completed upgrade of traveling screens to reduce clogging of nozzles and increase volumes of effluent irrigated



### Division FY12 Goals

#### Wastewater

- Develop and implement a pH control system for storage lagoon
- Incorporate new scheduling computer program into the daily operations of the LTS



## Water Quality

### Division Accomplishments

#### Water Quality

- Responded to 208 illicit discharges
- Bivalve restoration project added another 500,000 oysters to Wilson Bay
- Reviewed 230 plans and issued 34 stormwater permits



### Division Accomplishments

#### Water Quality – FY11 Capital Projects

	Planning	Design	Construction
Brynn Marr Area BMP Project			
SW Downtown Treatment			
Country Club/Sandy Run SW			



### Division FY12 Goals

#### Water Quality

- To manage a City-wide water quality monitoring program
- To provide assistance with illicit discharge detection and elimination



### Energy Efficiency & Conservation Strategy Grant Update

### Energy Efficiency & Conservation Activities

- Activity 1: Energy Conservation Officer
- Activity 2: Education and Outreach
- Activity 3: Energy Management System
- Activity 4: Water Conservation Kits
- Activity 5: Recycle Carts and Bins
- Activity 6: Building Retrofits
- Activity 7: Technical Consultants



### Activity 1: Energy Conservation Officer

- Temporary position through TESI
- Budgeted \$100,000
- Change to \$95,200
- Unused funds moved to Building Retrofit



### **Activity 2: Education & Outreach**

- Budget - \$26,600
- Change to actual funds obligated \$4,342
- \$22,258 - remaining funds moved to Building Retrofits



### **Activity 3: Energy Management System**

- Budgeted \$200,915
- Energy Management System installed in City Hall & Commons buildings
- Funds increase to \$203,110
- Added Public Services Buildings A, B & C to system
- System in final stages of installation



#### **Accomplishments:**

- 83 Occupancy Sensors installed in 12 facilities
- 14 Old HVAC Units replaced with New higher SEER (Seasonal Energy Efficiency Rating) \$139,000 purchase savings
- ITS Data Center Cooling System installed /City Hall - \$54,000 purchase savings
- Natural Gas to 3 buildings at Public Services Complex, projected annual savings of \$13,000 – 35-50 % reduction in heating cost
- Jack Amyette Lighting Retrofit/Gym – \$200 annual savings



#### **Accomplishments:**

- Commons Gym Lighting Retrofit/Gym- \$1000 annual savings
- Fleet Maintenance Lighting Retrofit – \$1785 annual savings
- Energy Management System, City Hall, The Commons and Public Services Complex
- Water Conservation Kits – 733 issued – projected 28 million gallons of water saved
- Recycling Carts – 2400 issued – 509 tons of recycling reported
- Energy Audits identified an immediate \$6570 annual savings



### **Activity 4: Water Conservation Kits**

- Budget - \$25,000
- Change to actual Funds Obligated - \$24,968
- Offered to Citizens through the City's Utilities Billing office
- To date 733 kits issued



### **Activity 5: Recycle Carts & Bins**

- Budgeted \$100,000
- Changed to Funds Obligated - \$93,024
- 2400-68 gal bins & 300 28 qt bins purchased
- Balance \$6,957 moved to Building Retrofits



### Activity 6: Building Retrofits

- Budgeted \$257,339.00
- Funds Obligated \$266,500
- Remaining funds \$6,911



### Activity 7: Technical Consultants

- Budget - \$71,745
- Funds Obligated
- Consultants released from obligation February 2010
- Activity Closed



### Summary

**\$193,000**  
Purchase Savings

**\$22,555**  
Annual Savings Thus Far

- Saved \$215,555 thus far
- More savings to come
- Continue work on HVAC installations
- Continue consulting on energy savings opportunities



### Recreation Annual Report

### Mission Statement

The City of Jacksonville Recreation and Parks Department will offer **exceptional leisure opportunities** that contribute to **continuous improvements in individual health and wellness**, a sense of **community**, **environmental stewardship**, and **economic development**.



### FY11 Staff Overview

- Total Budgeted Positions
  - Full time 38
  - Part time 2
- Recreation & Parks Advisory Commission
  - 9 members
- Beautification & Appearance Commission
  - 9 members
- Trails & Greenways Commission
  - 7 members



### FY11 Budget -Adopted vs. Expended

Operating Expenditure Summary	Amended Budget FY11	Actual Exps FY11	Variance
1) Salaries and Benefits	\$ 2,110,126	\$ 1,989,903	\$ 120,223
2) Insurance, Contracts, Training, Fleet Charges, Supplies	606,822	559,616	47,206
3) Utilities, Maint., Prof Svcs, ITS/Video media Charges	1,466,972	1,356,840	110,132
4) Non-Capital Equipment, Technology and Software	73,911	64,300	9,611
5) Capital Outlay	137,731	114,618	23,113
<b>Total Operating Expenditures</b>	<b>\$ 4,395,562</b>	<b>\$ 4,085,277</b>	<b>\$ 310,285</b>



### FY11 Selected Accomplishments

- Levels of Service Master Plan
- Departmental Restructuring
- Staff Development
- Weed and Seed programs
- Carolina Forest Program



### FY11 Selected Accomplishments

- Middle School Program
- Northwoods Recreation Center Renovations
- Jack Amyette Recreation Center Renovations
- Activities Building  
(Jack Amyette Recreation Center)



### FY11 Selected Accomplishments

- Jacksonville Commons Gym
- Senior Center Programs
- Athletics Area
- Special Events Area



### FY11 Selected Accomplishments

- Shuttle Buses
- Clean and Green
- Jacksonville Commons Outdoor Basketball Court
- Commons Youth Baseball/Softball Fields



### FY11 Selected Accomplishments



- Northeast Creek Softball Fields
- Richard Ray All American Park
- Horticulturalist
- Contracts



### Comparison of **Mowing** Responsibilities

<p><b>Previous Contract</b></p> <ul style="list-style-type: none"> <li>• <b>Every Two Months</b> <ul style="list-style-type: none"> <li>- Pickup trash/litter along Chaney Creek, Henderson Green, and Rails to Trails</li> <li>- Mowing and weed eating of Hwy 24, Hwy 17, Chaney Creek, Henderson Green, and Rails to Trails</li> </ul> </li> </ul>	<p><b>Parks Division</b></p> <ul style="list-style-type: none"> <li>• <b>Every 7 Days</b> <ul style="list-style-type: none"> <li>- Mowing of Chaney Creek and Henderson Green</li> </ul> </li> <li>• <b>Every 10 Days</b> <ul style="list-style-type: none"> <li>- Mowing, weed eating, litter and trash pick up on Hwy 17, 24 and the Rails to Trails</li> <li>- Debris cleared off of Trail after every mowing</li> </ul> </li> <li>• <b>As Needed</b> <ul style="list-style-type: none"> <li>- Trimming of trees on Rails to Trails</li> <li>- Weed control (spraying) along Rails to Trails and Chaney Creek</li> </ul> </li> </ul>
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### Comparison of **Mowing** Responsibilities



<p>From every <b>2 Months</b> By Contractors</p>	<p><b>Parks Division</b></p> <p><b>Every 7 Days</b> Chaney Creek &amp; Henderson Green</p> <p><b>Every 10 Days</b> Hwy 17, 24 &amp; Rails to Trails</p> <p><b>As Needed</b> Rails-to-Trails Tree Trimming Weed control Rails-to-Trails &amp; Chaney Creek</p>
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### Comparison of **Litter** Responsibilities

<p><b>Litter Contract</b></p> <ul style="list-style-type: none"> <li>• <b>Every Two Months</b> Trash/litter pickup along Gum Branch Road from First Baptist to Lauradale Apartments, and Western Blvd. from Hwy 17 (WalMart) to Gum Branch Road (Wilco/Wendy's)</li> </ul>	<p><b>Parks Division</b></p> <ul style="list-style-type: none"> <li>• <b>Every Five Days</b> Trash/litter pick along Gum Branch Road from First Baptist Church to Lauradale Apartments, and Western Blvd. from Hwy 17 (WalMart) to Gum Branch Road (Wilco/Wendy's)</li> </ul>
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### Comparison of **Litter** Responsibilities



From every **2 Months**  
To Every **5 Days**

### FY11 CIP Projects Status



- NC 24 Lejeune Blvd Trail
- Carolina Forest Park
- Country Club Park
- Jacksonville Commons Gym Floor
- Northeast Creek Park



### FY11 CIP Projects Status

- Market Street Park
- Jack Amyette Recreation Center
- Playground Improvements-Jack Amyette
- Phillips Park



### FY11 Major Unexpected Departmental Items

- Tornado at Northeast Creek Park
- Mowing of Western Extension



### FY12 Department Goals

- Provide outstanding customer service.
- Make continuous improvement a core component of how we serve the community.
- Provide exceptional leisure opportunities.
- Enhance the sense of community within the City of Jacksonville.

