

COUNCIL MINUTES
SPECIAL WORKSHOP MEETING

October 18, 2011

A special workshop meeting of the City Council of the City of Jacksonville was held Tuesday October 18, 2011 beginning at 5:00 PM in Meeting Rooms A and B of the Jacksonville City Hall. Present were: Mayor Sammy Phillips, presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Jerry A. Bittner, Fannie K. Coleman, Randy Thomas, Bob Warden, and Jerome Willingham. Also present were: Richard Woodruff, City Manager; Ron Massey, Assistant City Manager; Gayle Maides, Interim Finance Director; Glenn Hargett, Communications and Community Affairs Director; Mike Yaniero, Police Chief; Rick McIntyre, Fire Chief; Tim Chesnutt, Recreation and Parks Director; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. *An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 5:02 PM.

ADOPTION OF AGENDA

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

FIRST RESPONSE PHASE II

Mr. Woodruff stated he would like Council to consider a final decision for the First Responder Program. Up to this point Council had been presented with the information, but had not been able to discuss the issue. The program was beneficial to the citizens, so the question was whether the system could be improved. As part of Council's goal setting, staff was asked to work on effectiveness, efficiency and economical service. The medical responder issue was framed using that goal.

Using the PowerPoint presentation attached to the official minutes as Exhibit A, Mr. Woodruff stated that the first thing to change was the police priority. The police now responded as a priority one which included lights and sirens. The fire department had always responded this way. The second item to determine was whether it was beneficial to use a different type of

equipment for medical calls. Mr. Woodruff discussed the advantages and disadvantages to this change. He stated that two pickup trucks could be purchased with the funds that had been budgeted for one brush truck. The pickups could be better placed for response to medical calls, and would have less traffic impact. If the test program did not work out, the two trucks could be repurposed and assigned to another division such as Parks and Recreation. As far as disadvantages, there were some concerns such as driver certification issues and whether there would be any accreditation impact. Mr. Woodruff asked Council to approve the purchase of the two pickup trucks and authorize the test program. The results of the program would be reported back to Council during budget deliberations.

Mayor Phillips asked if there were any obvious conflicts with accreditation standards. Chief McIntyre stated that the standard for cover was designed primarily for fire and hazardous materials response. The way the crews would have to be split and additional units rearranged would affect the standard of cover.

Councilman Bittner asked what criteria would be used to evaluate success or failure after a given period of time. Mr. Woodruff stated that the level of response time would need to be reviewed as well as the impact on fire calls. Discussion followed on the splitting of crews and the handling of fire and medical calls coming into one station.

Mayor Pro-Tem Lazzara stated that the question originated from discussion of response times on calls. From previous discussions 70% of the calls were for medical response. Chief McIntyre stated that in the next round of accreditation review, we had to track the effective response of the force or the time it took to put twelve people on the scene. Those types of challenges needed to be worked through, but he felt it could be done.

Councilman Bittner asked if we were breaking new ground or were there other municipalities using the smaller vehicles. Chief McIntyre stated there were a number of departments that use smaller vehicles in addition to running separate units. In reality what we were doing at Fire Station 5 was a good example. They were taking all medical calls with two people in a small truck and doing a limited response for fire calls.

Chief McIntyre said the pickup trucks would take the place of the purchase of the brush truck. Councilman Warden felt that the City may be able to replace brush trucks with regular trucks if this pilot worked and savings were realized.

Mr. Woodruff stated the experiment was to improve medical response time. For the test period, two more vehicles would be added to handle emergency medical calls and limited fire calls.

Councilman Bittner asked for the bottom line on cost and what was budgeted. Mr. Woodruff stated that \$150,000 was budgeted. Bids for the skid units and the two trucks should be no higher than \$175,000, so there should be around \$25,000 unbudgeted plus any type of certifications that may be needed. Chief McIntyre stated that for the pilot program some existing positions may need to be reclassified, but no additional staff was needed at this time.

Councilman Bittner asked what benchmarks were going to be acceptable. Mr. Woodruff stated that if we got anywhere near 20%, it would be amazing. It was hard to state at this time a percentage. They would have to decide together looking at all issues on whether it was successful.

Councilman Thomas stated that he felt it would be hard for Council to evaluate the program in the end and not know the goals in advance. Mayor Pro-Tem Lazzara asked that staff bring back the matrix showing the categories and maybe staff could also look at how many municipalities use smaller vehicles for emergencies. Councilman Warden asked to see the impact on budget if employees had to be reclassified. Mr. Woodruff stated staff would bring back more information for Council.

Mayor Phillips stated that the majority of Council members seemed to be okay with the program idea. Mr. Woodruff stated staff would go out for bids, so they had a better idea of the numbers, but not award any at this time.

Separate from the equipment, Mr. Woodruff stated that both the Police Chief and Fire Chief had been working with Mr. Massey and ITS looking at response to various calls. They have been looking at the protocols to determine how we could get our units rolling sooner. They were focused on improving response times and would be bringing back information to Council.

RECESS/RECONVENE

Mayor Phillips recessed the meeting for a break at 5:46 PM. Mayor Phillips reconvened the meeting at 6:01 PM.

MULTIPLE FAMILY HOUSING LANDSCAPING

Ryan King, Planning Administrator, stated that commercial landscaping standards presented in a workshop last year had been simplified and landscaping standards for multi-family added for Council's review. Using the PowerPoint presentation attached as Exhibit A, he compared current versus proposed standards. Mr. King stated that the current proposal increased the cost of landscaping a site by two times, whereas the proposal back in February would have increased the cost four times. Reggie Goodson, Developmental Services Director, added that the City's current landscaping requirements were minimal based on other jurisdictions and there would be increases in cost to get where other jurisdictions were. In terms of overall development, the cost increase was minimal and would make the City more beautiful.

In regard to multi-family landscaping, Mr. King reviewed the new standards. There were two types – 1) adjacent to major/ minor thoroughfares or collector streets and 2) adjacent to all other roadway types with three options for each type – 1) with berm, 2) without berm, and 3) alternative design approved by Development Services Director. He stated the Planning Board recommended approval of the new standards and recommended that the changes be allowed to be used immediately, but would not become mandatory until 60 days after adoption.

Council indicated their approval to prepare the Ordinance amendment for presentation to Council in November.

ANNUAL REPORT – DEVELOPMENT SERVICES

Using the PowerPoint presentation attached as Exhibit A, Mr. Goodson provided the annual report for Development Services reviewing accomplishments and goals of Planning, JUMPO, Building Inspections, and Community Development. In Planning there had been more development plans submitted in 2011 than in 2010 which was good in this economy. The review of the Unified Development Ordinance (UDO) has been completed by staff and the Steering Committee. Clarion Associates were making the changes and it would be available soon to start the public hearing process.

Mr. Woodruff stated that at every workshop, one or two departments would present their reports even though Council had already received written reports. He stated that the building division was one of those areas that had received complaints. Through the efforts of Developmental Services departments, a lot of strides were made this year.

JACK AMYETTE RENOVATIONS

Using the PowerPoint presentation attached as Exhibit A, Tim Chesnutt, Recreation and Parks Director, reviewed the renovations that took place in the past year and those they were recommending for the future at the Jack Amyette Center. Mr. Woodruff pointed out that while a lot of the work was done by a contractor, City Staff completed many of the renovations last winter. They tore out the old walls and repainted. Not all of the work had to be hired out.

Mr. Chesnutt stated that there was a four phase approach to completing the outside property. The City had an Interlocal Agreement with the Board of Education because the majority of the property was School Board property and they agreed with the concept. Once Council's formal approval had been received, they would go back to the School Board with the specific site plan for their approval.

After review of the site plan, Councilman Bittner asked if the splash pad would be better located by the playground for concentration of like facilities by age group. Mr. Chesnutt said that was a good point and he would have it looked at.

Mr. Woodruff stated that the plan was to focus on Jack Amyette until it was finished. The components and phases may change with the budget, but when finished it would be a fully functional first class community park. Mr. Chesnutt stated for the FY12 year, they were proposing Phase I and those funds had been budgeted.

Mayor Pro-Tem Lazzara asked about the Boys and Girls Club. Mr. Chesnutt stated that he and Mr. Woodruff met with the Executive Director, Mr. Marks in January and made him aware of the plans and intentions for the facility. His administrative office was still in one of the buildings to be demolished, but the second building being used for storage had been vacated. Mr. Woodruff stated we would need to work on a plan for them to relocate and would let Mr. Marks know that the space would not be provided by the City.

Mayor Pro-Tem Lazzara asked if the City had any obligation to relocate them as he didn't know what the original agreement stated. Mr. Woodruff said that in discussions with Mr. Marks, he indicated their appreciation of the City providing the space, but did not indicate they felt the City was obligated to keep them in a space; however, he would verify that through the records.

Council indicated their concurrence with the concept plan.

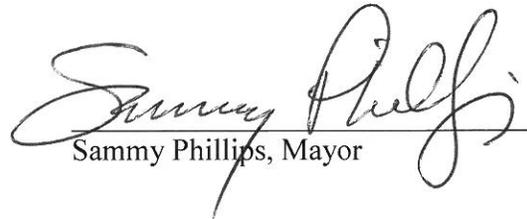
STATE TRANSPORTATION IMPROVEMENT PROGRAM

Anthony Prinz, MPO Administrator, distributed handouts to Council that provided a map of the Jacksonville Urban Area MPO listing roadway projects and an update on the current NCDOT construction projects. Using the PowerPoint presentation attached as Exhibit A, he updated Council on the transportation prioritization process for the TIP and a separate related initiative to identify overarching transportation needs for Eastern North Carolina. Progress was made at a meeting supporting regional needs. They were successful in having four of six projects included in the overall regional priority list.

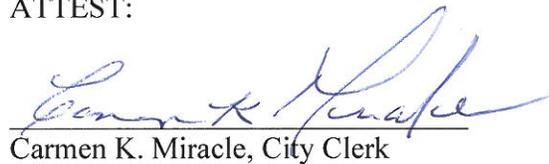
ADJOURNMENT

A motion was made by Councilman Thomas, seconded by Councilman Bittner and unanimously adopted to adjourn the meeting at 6:56 PM.

Adopted by the Jacksonville City Council in regular session this 9th day of November, 2011.


Sammy Phillips, Mayor

ATTEST:


Carmen K. Miracle, City Clerk

Jacksonville City Council



**Special Workshop Meeting
October 18, 2011**

Agenda

- 1. First Responders Discussion**
- 2. Multiple Family Housing Landscaping**
- 3. Development Services Annual Report**
- 4. Jack Amyette Renovations**
- 5. State Transportation Improvement Program**




**Medical First Response
Phase II**

City Medical First Response



-  **Saves Lives**
-  **Citizens Like**
-  **A City Benefit**



City Medical First Response



**Effective,
Efficient &
Economically
sound strategies**



Recommendations

- 1** Continue as is, Police priority change
- 2** Dispatch upgrades to Emergency Medical Dispatch (EMD), Police upgrade to FR/EMT level of training
- 3** Add 2 Quick-Response Vehicles + 15 personnel
- 4** Add 2 QRVs, upgrade existing personnel
- 5** Establish Fire-based EMS service for City (2 ambulances)



Fuel Saving



Fire Trucks

- 5-6 MPG



Smaller Trucks

- About 16 MPG



Better Fieldwork



- 2 people on a Truck rather than 4 on an Engine



- More stay at Station
- Better distribution of work with 2 Trucks



Smaller Brush Trucks



- Can get 2 Trucks for about what Brush Truck was to cost



- New Trucks to have slide in units



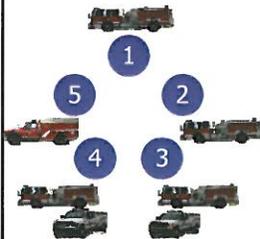
More Available Units



- Adds to inventory of response vehicles



Better Response Opportunity



- Current Five stations with Five Front Line Vehicles
- Two Trucks allow better placement
- Two Trucks allow better responses



Better For Traffic



Fire Engine
About 22 Tons

Truck
About 3 Tons



Maintenance



Fire Engine

Transmission: \$10-12,000
 Oil Change: 6 Gallons
 Tire: \$380

Truck

Transmission: \$4-5,000
 Oil Change: 6 Quarts
 Tire: \$200



Wear & Tear

All Calls



- Can send smaller unit rather than Fire Engines
- Extends Service Life of Fire Engines



Potential Downsides

All Calls



- Personnel are separated from fire Engine if Fire Call comes in
- Division of staff could affect Accreditation
- Driver Certification Issues



Summary

- Most calls are Medical Calls
- Smaller vehicles = Savings
 - Fuel
 - Maintenance
 - Service life
- Two Trucks cost about what was budgeted for one Brush truck



Summary

- Two Trucks can be better placed for medical calls
- Adds to inventory for better responses
- Less traffic impact



Recommendation

- **Approve purchase** of two Quick Response Vehicles
 - Use funding for the Brush Truck Replacement
 - It remains in service
- **Authorize test** program
 - Report during Budget Deliberations



Summary

Concerns

- Personnel split on two different units
- Accreditation Impact
- Driver Certification Issues





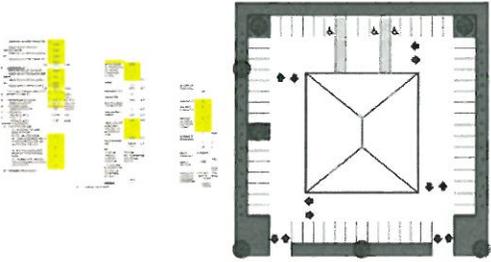
Multiple Family Housing Landscaping

Amendments to Section 103 Landscaping

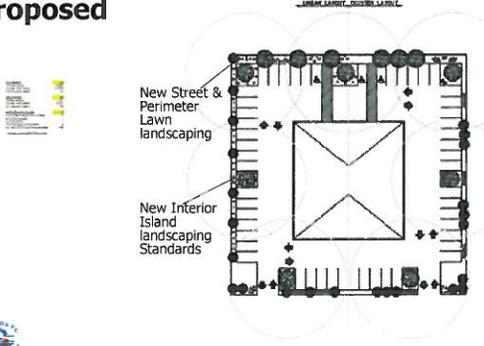
- November 30, 2010 City Council workshop
- February 9, 2011 Adopted Stormwater Revisions only
- Simplified requirements
- Since February Revised Proposal and Added Multi-family Standards



Current Standards




Proposed




Comparison - Calculations

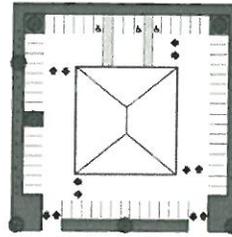


Current

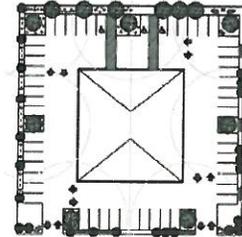
Proposed



Current vs. Proposed



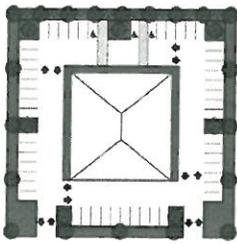
Current



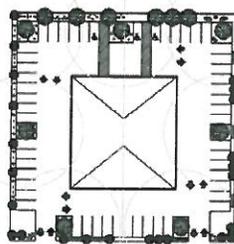
Proposed



Previous vs. Proposed



Previous



Proposed



Comparison

Street Lawn	Current	February Proposal	Proposed
Width	8 feet	10 feet	8 feet
Large Trees	0	4*	3*
Large Shrubs	0	12*	12*
Small Shrubs	0	8*	8*

* Per 100 Linear Feet



Comparison

Perimeter Lawn	Current	February Proposal	Proposed
Width	0	10 feet	4 feet
Large Trees	0	2*	0
Understory Trees	0	0	4*
Large Shrubs	0	0	12*
Small Shrubs	0	0	8*

* Per 100 Linear Feet



Amendments to Section 103 Landscaping - Comparison

Interior Islands	Current	February Proposal	Proposed
Large Trees	% (based on ISI) x VAA square footage	1 per island & must be within 50 feet of all spaces	1 per island & must be within 50 feet of all spaces
Large Shrubs	% (based on ISI) x VAA square footage (large or small)	4	5 (large or small)
Small Shrubs		6	



Applicability

Applies to:

- Commercial
 - Office
 - Institutional
 - Industrial
 - Business
- Multi-family (more than 4 per lot)



Applicability

Exemptions:

- Residential (less than 4 per lot)
- Downtown Zoning Districts
- Automobile Sales (Display Areas Only)
- Temporary Uses
- Director Flexibility



Landscaping:
Adjacent to Major/Minor Thoroughfares or Collector Streets
 Option 1 – With Berm and Plantings



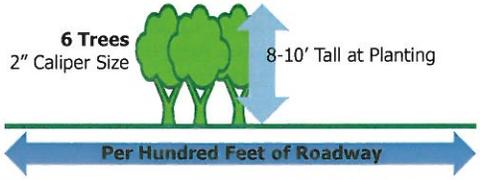
3' High Minimum

Slope 3:1

Must cover 80% of Street Frontage



Landscaping:
Adjacent to Major/Minor Thoroughfares or Collector Streets
 Option 1 – With Berm and Plantings



6 Trees
2" Caliper Size

8-10' Tall at Planting

Per Hundred Feet of Roadway



Landscaping:
Adjacent to Major/Minor Thoroughfares or Collector Streets
 Option 1 – With Berm



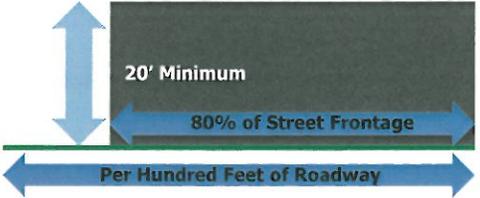
30 Shrubs: 3 Gallon Size

Per Hundred Feet of Roadway

Maximum: 25% per shrub type



Landscaping:
Adjacent to Major/Minor Thoroughfares or Collector Streets
 Option 2 – No Berm/Plantings Only
 Landscaping Area



20' Minimum

80% of Street Frontage

Per Hundred Feet of Roadway



Landscaping:
Adjacent to Major/Minor Thoroughfares or Collector Streets
 Option 2 – No Berm/Plantings Only

10-12' Tall at Planting

Per Hundred Feet of Roadway

9 Trees: 3" Caliper Size

Landscaping:
Adjacent to Major/Minor Thoroughfares or Collector Streets
 Option 2 – No Berm/Plantings Only

50 Shrubs: 3 Gallon Size

Per Hundred Feet of Roadway

Maximum: 25% per shrub type

Landscaping:
Adjacent to Major/Minor Thoroughfares or Collector Streets
 Option 3 – Approved by Development Services Director

- Prepared by a Registered Landscape Architect, Architect, Arborist, Horticulturalist or NC Registered Landscape Contractor
- Meets the Intent of Ordinance

Landscaping:
Adjacent to all other Roadway Types
 Option 1 – With Berm and Plantings

2' High Minimum

Slope 3:1

Must cover 80% of Street Frontage

Landscaping:
Adjacent to all other Roadway Types
 Option 1 – With Berm and Plantings

6 Trees
2" Caliper Size

8-10' Tall at Planting

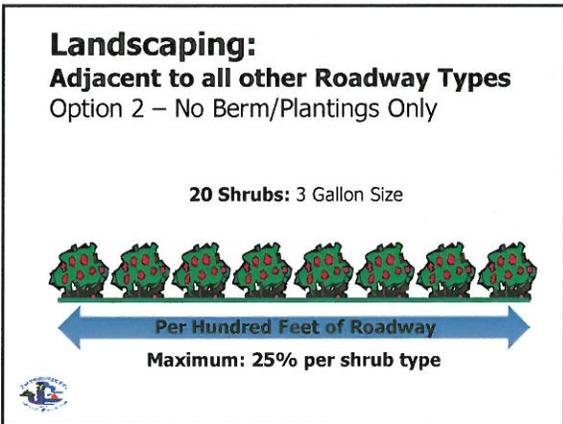
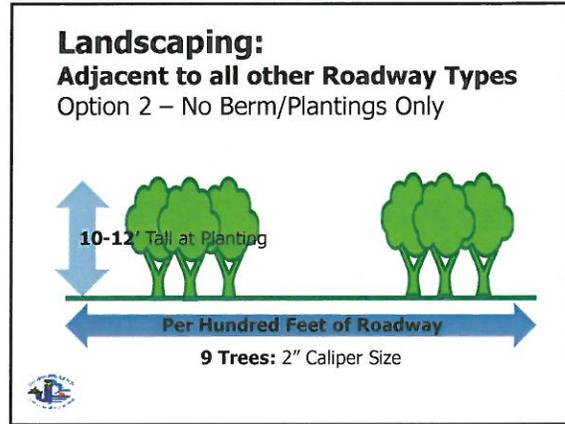
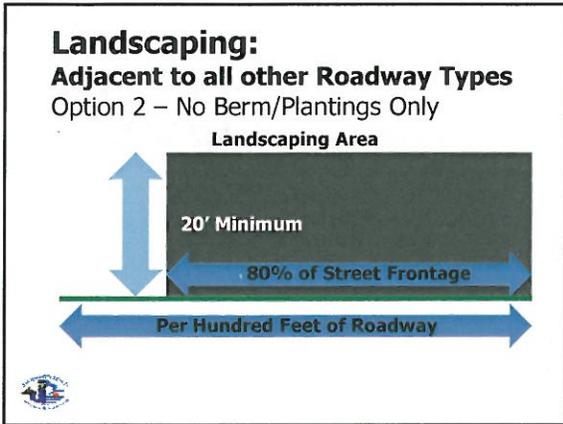
Per Hundred Feet of Roadway

Landscaping:
Adjacent to all other Roadway Types
 Option 1 – With Berm

20 Shrubs: 3 Gallon Size

Per Hundred Feet of Roadway

Maximum: 25% per shrub type

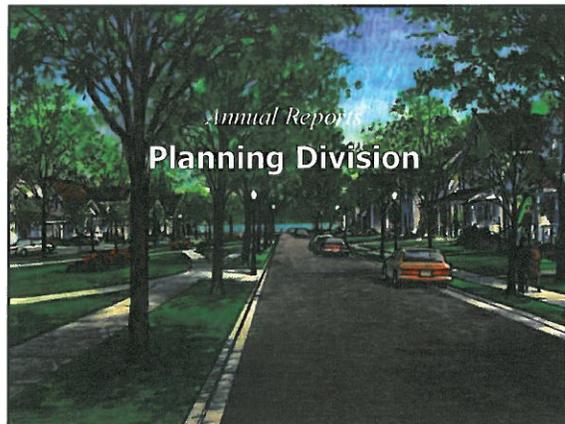
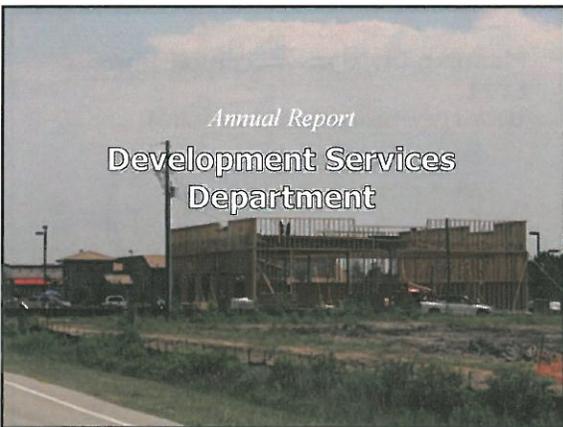


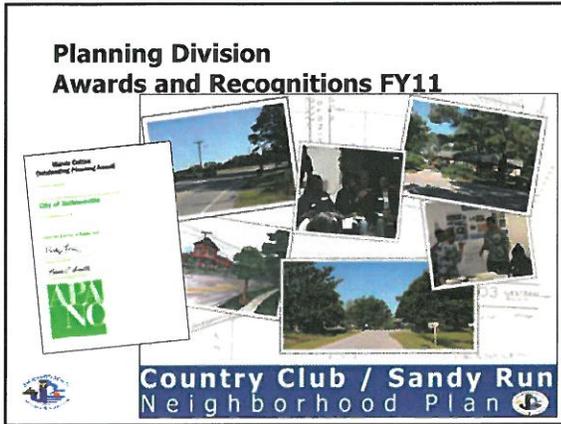
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- Meets the Intent of Ordinance









MPO Division Accomplishments FY11

- Began in-house operation
 - 2 full-time positions (Administrator/Planner)
- Fulfilled federal MPO requirements:
 - TAC meetings (5)
 - TCC meetings (5)
 - Updated public involvement policies
 - Updated 2011-2020 STIP
- Conducted strategic planning exercise
 - Prioritization of future MPO activities



Jacksonville Urban Area
Metropolitan Planning Organization

MPO Division Accomplishments FY11

- Lejeune Blvd signal timing improvements
 - Evening commute reduced 10-15 min.
- Lejeune Blvd/Western Blvd drainage improvements
 - \$3 million funded in the TIP
 - Construction expected 2013
- Began biweekly NCDOT coordination meetings
 - Development review/roadway enhancements
- Revamped TIA process
 - Competitive selection
 - Cost down approximately 50%



Jacksonville Urban Area
Metropolitan Planning Organization

MPO Division Accomplishments FY11

- Jacksonville-Onslow Area Bicycle Map
- Jacksonville MPO web page update



MPO Division - Goals FY12

- Complete Transit System Development Plan
 - Complete
- Complete NC 24 (Lejeune Blvd) Corridor Study
 - Currently at 85%
- Complete NC 53 (Western Blvd) Corridor Study
 - Currently at 10%
- Begin marketing plan for Jacksonville Transit
- Begin Sneads Ferry Small Area Transportation Study



Community Development Division - Accomplishments FY11

Downtown Target Area



Community Development Division - Accomplishments FY11

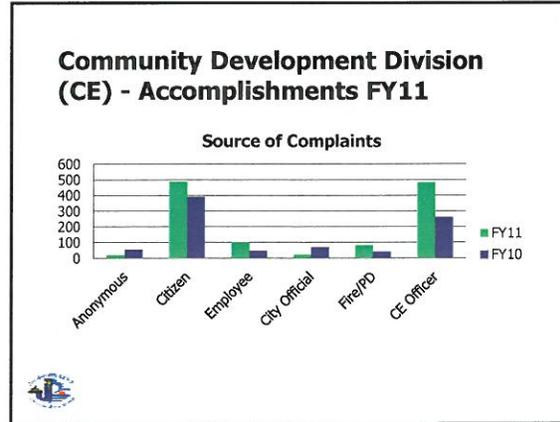
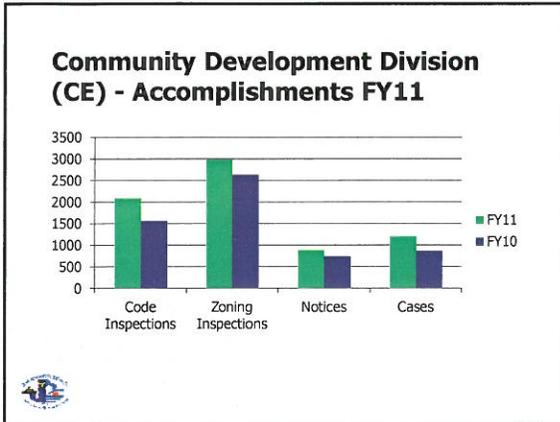
- Completed 5 Residential Rehabilitation projects
- Demolished 10 dilapidated structures
- Provided infrastructure funding for 72 units of affordable housing (Huntington Place)
- Completed the final 2 of 5 projects funded by the American Recovery and Reinvestment Act
- Completed 2 Neighborhood Facilities (St. Julia AME Zion Daycare and Jack Amyette Recreation Center)



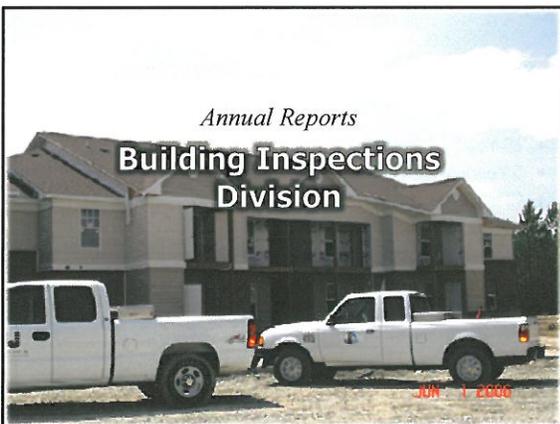
Community Development Division - Accomplishments FY11

- Assisted 4 Non-Profit Organizations
- Hosted 6 Home Buyer Education Classes
- Assisted 1 homeowner with Down Payment Assistance





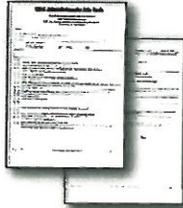
- ### Community Development Division – Goals FY12
- Complete 6 demolitions including at least 4 vacant structures in the Downtown Target Area
 - Sell 4 homes currently under construction in the Downtown Target Area and 1 at 132 Cox Avenue
 - Demolish at least 1 commercial structure using the Non-Residential Structure Ordinance
 - Complete 2 Residential Rehabilitation projects
 - Assist 3 Non-profit Organizations
 - Assist with installation of infrastructure for 88 units of affordable housing



- ### Inspections Division - Accomplishments FY11
- Continuing education for code inspectors and licensed contractors
 - Continuing Education Instructor at CCCC
 - CCCC Electrical Advisory Committee
 - Building Ad-Hoc Committee
-

Inspections Division - Accomplishments FY11

- Budgeted Inspector positions
- Customized training in SunGard
- Inspections Check List



Inspections Division - Accomplishments FY11

- Permit Review
- Priority Plan Review
 - Revised Processes
 - Addition of Large Screen Monitors
 - Free Consultations
 - Voice Permits System



Inspections Division - Accomplishments FY11

- Community Outreach
- Enforceable accessibility standards



Inspections Division - Goals for FY12

- Enforcement of 2012 Building Codes
- Damage Assessment Spreadsheet
- Rebuild Inspections Team
- Upgrade pads/laptops
- E-Plan



Development Services Department - Awards & Recognitions



Development Services Department Awards & Recognitions FY11

- 10 Years of Service – Ryan King
- 5 Years of Service – Stephanie Smith
- GISP Certification – Anthony Prinz
- AICP – Mary Sertell Tripp
- Minimum Housing Code Inspector Certification – Frank Brill
- Housing Counselor Certification – Tracy Jackson



Development Services Department Awards & Recognitions FY11

- Jeffrey Walters retained certification as a Level 1 Building Inspector
- All three (3) Code Enforcement Officers retained their CZO credentials
- NC Mechanical Inspectors Association delegate for the 2011 ICC Annual Conference and Final Action Hearings (Phoenix, Arizona) – Danny Bryan
- NC Electrical Inspector I Certificate – Jeff Maready



Development Services Department Awards & Recognitions FY11

- International Code Council Accreditation Certificate - Danny Bryan and Darrel Johnson
- International Code Council (Four Certifications) Combination Inspector, Combination Plans Examiner, Combination Residential Inspector and Combination Commercial Inspector - Danny Bryan, Kelly Gurganus, Dalton Henry and Darrell Johnson
- 2010 NFPA 70 E Workplace Safety Certificate - Darrell Johnson



Development Services Department Awards & Recognitions FY11

- Mayor's Committee for Persons with Disabilities Certificate of Recognition – Danny Bryan
- Gary Ouellette was appointed to the NCAZO Certification Committee sponsored by the SOG
- Vice President of NC Mechanical Inspectors Association – Danny Bryan
- Phyllis Arp received training in the identification and abatement of bed bug infestation
- Juneteenth Planning Committee – Lillie Gray & Tracy Jackson



Jack Amyette Recreation Center Renovations



Jack Amyette Recreation Center

- FY10 improvements completed:
 - Front façade and landscaping
 - Playground
 - Playground surface
 - Picnic shelter
 - Split rail fence



New façade and landscaping



New playground and picnic shelter

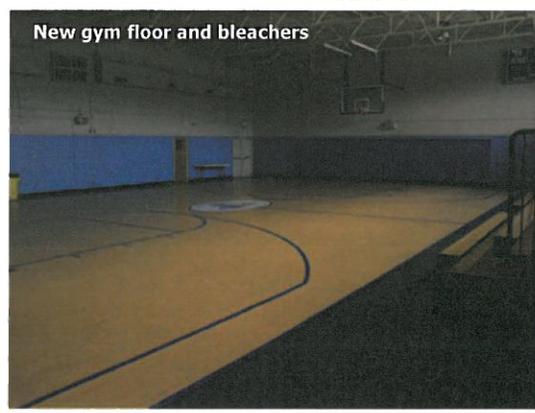


Jack Amyette Recreation Center

- FY11 and FY12 improvements completed:
 - New **gym floor** and **bleachers**
 - New **ceilings** and **floors** in the Recreation Center
 - Updated **HVAC**, **electrical** and **plumbing**
 - Fresh coat of **paint** for the entire interior of the building



New gym floor and bleachers



Renovation of interior



Jack Amyette Community Park

- Four phase approach
- Each phase represents the recommended sequential order
- Will also require School Board review and support





Phase I

FY12

- Demolition of Activities buildings
- Construction of 2 outdoor basketball courts
- Installation of Splash pad



Phase II

FY13

- 325' Baseball field
- Multi-purpose field

Phase III

FY14

- Parking lot
- Exercise Trail

Phase IV

FY15

- Baseball field lighting



FY 2013-2022 State Transportation Improvement Program Update



STIP update

- MPO prioritization
- Eastern NC priorities



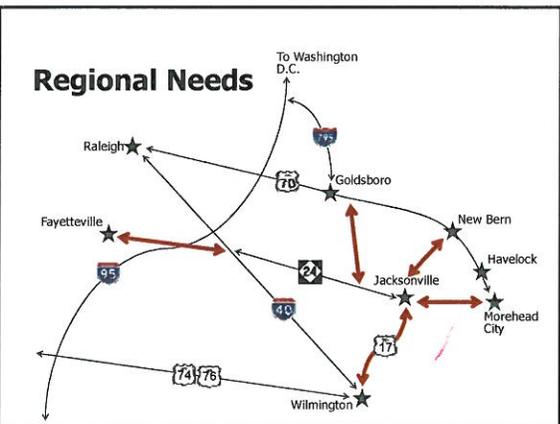
MPO prioritization

- Project list adopted – July 2011
- NCDOT scoring – October 2011
- Local prioritization – October 2011
- TAC adoption – December 2011
- Draft STIP – Spring 2012



Eastern NC prioritization

- NCDOT guidance - collaboration
- Top 5-6 projects for Eastern NC
- Focus on regional assets
- Support from MPOs and RPOs
- Expedite project delivery

Activities to Date

- Meeting with Eastern Carolina Rural Planning Organization
- MPO/RPO coordination meeting
- MPO/RPO working group



Questions for the Council

1. Is regional cooperation or prioritization good for Jacksonville?
2. Should we participate in the process?



Moving forward

- MPO prioritization
- Eastern NC prioritization
- TAC adoption – December 2011
- Draft STIP – Spring 2012

