

MINUTES OF A MEETING OF A REGULAR RESCHEDULED COMMITTEE OF THE WHOLE HELD MONDAY, MAY 13, 2019, AT 4:00 P.M. IN THE COMMITTEE ROOM OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING

MEMBERS PRESENT:

Tom Rogers, Mayor Pro Tem
André D. Knight
Reuben C. Blackwell, IV
Richard Joyner
Lois Watkins
W. B. Bullock
Chris Miller
David W. Combs, Mayor

STAFF PRESENT:

Rochelle D. Small-Toney
Pamela O. Casey
Chris Beschler
Jessie Nunery
Ken Hunter
Landis Faulcon
Cornelia McGee
George Robinson
Brad Kerr
Richard J. Rose

OPENING OF MEETING

Mayor Pro Tem Tom Rogers called the meeting to order at 4:02 p.m. and welcomed all present. He explained the guidelines for Committee of the Whole work sessions and advised that Council will be going into a Closed Session to discuss matters concerning personnel, real estate and attorney/client privilege.

COMMITTEE RECOMMENDATION. Motion was made by Councilmember Watkins, seconded by Councilmember Joyner and unanimously carried that the City Council go into Closed Session at 4:03 p.m.

The minutes of the Closed Sessions (personnel) shall be placed on file as **ESM-526** and (real estate and attorney/client privilege) as **ESM-526a** at the end of Minute Book 36 upon approval for release by the City Attorney.

REGULAR SESSION. Mayor Pro Tem Rogers convened the Committee in regular session at 5:35 p.m. with the following in attendance and noted the Council will return to closed session at about 6:00 p.m.:

MEMBERS PRESENT:

Tom Rogers, Mayor Pro Tem
André D. Knight
Reuben C. Blackwell, IV
Richard Joyner
Lois Watkins
W. B. Bullock
Chris Miller
David W. Combs, Mayor

STAFF PRESENT:

Rochelle D. Small-Toney
Pamela O. Casey
Chris Beschler
Jessie Nunery
Ken Hunter
Landis Faulcon
Cornelia McGee
George Robinson
Brad Kerr
Lori Cairo
Will Deaton
Michael Paul

Debbie Baines
 Paula Carbone
 Kim Batts
 Richard J. Rose

The Mayor Pro Tem called on City Manager Rochelle Small-Toney to introduce the agenda items.

2020-2024 PROPOSED CAPITAL IMPROVEMENT PROGRAM - Ken Hunter

The City Manager noted this is the first time Council has received information relative to the 2020-2024 Proposed Capital Improvement Program and that there will be subsequent meetings. She introduced Budget and Evaluation Manager Ken Hunter to present this agenda item.

Council was advised that the five-year plan for the City's capital projects is designed to be in line with the established goals of the City Council and prioritizes needs of City staff, best practices for municipal general governments, infrastructure and utility operations. It was reported that the total costs of the proposed 2020-2024 Capital Improvement Program is \$183,368,500, of which \$43,427,750 is scheduled for the upcoming 2020 fiscal year. Distribution across City operations of the planned allocations were identified as follows:

CATEGORY	2020-2024 CIP	FY 2020 PROPOSED	CATEGORY	2020-2024 CIP	FY 2020 PROPOSED
General Govt.	\$57,195,500	\$10,711,750	Energy Res.	\$39,768,000	\$ 5,200,000
Surface Trans.	19,948,000	7,396,000	Water Res.	50,253,000	19,164,000
			Stormwater	16,204,000	956,000

Council was advised that:

- Funding is provided from a variety of resources, primarily installment financing, annual appropriations of current revenues and State and Federal grants;
- Surface Transportation projects include the utilization of annual funds received from the State through the Powell Bill allocation;
- The Capital Improvement Plan (CIP) is a guiding document for development of the capital outlay component of the City's annual operating budget; and
- Adjustments will be made with respect to available funding to ensure the City fulfills obligations and goals while maintaining a strong fiscal position.

Mr. Hunter presented a PowerPoint presentation to include an overview of 1) review of current year projects; 2) process changes; 3) proposed CIP overview; 4) review of key projects; and 5) questions and follow-up.

Current year projects were identified as:

- Roof repairs to the Judicial Center (started early spring; almost complete) and Senior Center (in process); and
- New fire apparatus (should be delivered by the manufacturer very soon)

Current year projects were identified as:

- Street resurfacing
- First & Second Floor City Hall improvements
- RWI Runway Replacement
- IT System enhancements
- Renovations to Manhattan Building (Douglas Block)
- Driver's Area at TRT Bus Station
- Police Vehicle Replacements
- Tactical Training & Pistol/Rifle Range Improvements
- Sunset Boat Ramp
- LCID Expansion
- Sidewalk Improvements (CMAQ & Safe Routes to Schools)
- NCDOT Widening Relocation (Sidewalks, Utility Relocation)
- Traffic Signal Bucket Truck
- Utility Equipment Replacements
- Electric Transmission & Distribution System Improvements
- Substation Circuit Switches
- Gas Systems Expansion
- Sunset Water Treatment Plant (WTP) High Duty Pump Replacement
- Wastewater Treatment Plant Hypochlorite & Electrical Switch Gear
- Stormwater Draining Improvements

Proposed 2020-2024 CIP Overview costs were estimated at \$183.4M and FY 2020 at \$43.4M. Mr. Hunter provided graphs reflecting proposed expenditures by year for 2020-2024. He noted the numbers may change as the CIP is refined. He told the City Council that the largest area of proposed expenditure is water and sewer at \$50M.

It was noted that a good bit of equipment replacement and facility work has taken place within the Fire Department.

The Budget and Evaluation Manager provided a project overview as follows:

- **FACILITIES:**
 - City Hall elevator replacements & facility improvements (need to bring some items up to code due to age of the building);
 - Judicial Center improvements (facility assessment has been done);
 - Warehouse improvements (elevator needs to be addressed);
 - Train Station cooling tower (HVAC needs);
 - Administrative Complex lighting & parking improvements;

- Property management facility (property management is currently situate in Weaver Building; plan to relocate staff and decommission /demolish building);
 - Ongoing facility maintenance (including Douglas Block)
- **TECHNOLOGY:**
 - Strong oversight of all technology-based projects, regardless of department or funding stream (waiting until Chief Technology Office has been hired);
 - Future investment led by new Chief Technology Officer;
 - Continue funding upgrades, infrastructure improvements;
 - Replacement of equipment;
 - Incorporate radio, phone systems
- **DOUGLAS BLOCK:**
 - Completed facility condition analyses;
 - Planned, prioritized approach to building repairs;
 - Ongoing maintenance support
- **POLICE & FIRE:**
 - Vehicle, apparatus and equipment replacement (generally replace about 12 vehicles each year; there will be an increase per unit cost due to manufacturers going away from sedans; new models will be exclusively SUV's);
 - Evidence & property management facility (funding set aside for acquisition);
 - Reservoir Police boat storage building (boat onsite);
 - Fire Station improvements;
 - Realignment of Fire Stations 2 & 3 (will be long term; Station 2 is the busiest and oldest station; want to move it to a modern facility)
- **PARKS & RECREATION:**
 - Master Plan for Battle Park redevelopment (funding in budget; woodland space in urban environment is significant);
 - Battleboro Community recreation improvements;
 - Renovations to neighborhood parks;
 - Roof replacements for South Rocky Mount Community Center Gymnasium & Imperial Centre;
 - Senior Center renovations;
 - Ongoing improvements to Parks & Recreation facilities (variety of projects);
- **PUBLIC WORKS:**
 - Fleet Maintenance facility improvements;
 - Environmental services facility improvements;
 - Streets & Environmental Services equipment replacement;
 - Rollout cart replacements

- **SURFACE TRANSPORTATION:**
 - Annual resurfacing contracts;
 - Pedestrian improvements;
 - Corridor enhancement;
 - Supporting ongoing roadway maintenance;
 - Regulatory sign inventory;
 - Pavement condition survey

- **ENERGY RESOURCES:**
 - Underground relocation of Downtown overhead utilities (most significant project; scheduled to start next year and expand);
 - Pole inventory;
 - Substation #10 transformer replacement;
 - Substation #14 transmission line;
 - Distribution system improvements;
 - Equipment replacement;
 - Gas operations, maintenance and engineering assessment

- **WATER RESOURCES:**
 - Beech Branch Outfall rehabilitation (largest project; working to right size the project);
 - Continued NCDOT widening utility relocations (City responsible for repaying within one year);
 - Water main replacements (replacing galvanized lines with modern lines);
 - Improvements to treatment plants;
 - Pump station & lift station improvements;
 - Water tank painting & maintenance (nearly completed first phase of painting all; will be entering maintenance phase);
 - Implementation of asset management plan

- **STORMWATER:**
 - Downtown drainage system improvements (4 phases)
 - Parker's Canal;
 - Maple Creek;
 - Winders Creek;
 - Ongoing drainage system improvements

- **NOTED UNMET NEEDS:**
 - General Fund equipment replacements (limited by financing cap);
 - Utility system meter upgrades (AMI/DSR)

- **NOTES:**
 - CIP plans are restricted to funding sources;
 - Undetermined how to finance unmet needs;
 - Utility needs are included in CIP but still evaluating to find the best avenues (meters outdated; replacement cost anticipated to be over \$10M; want to make sure there will be a return on the investment)

COMMITTEE RECOMMENDATION. Information only; no formal action.

INTERNET SWEEPSTAKES - Will Deaton and George Robinson

City Manager Rochelle Small-Toney told the City Council that no action is needed relative to the next item for presentation but is being offered for information.

The City Council was advised that recently Development Services has seen an influx of businesses applying for uses which are permitted under the Land Development Code (LDC) and once the certificate of occupancy (CO) is issued the businesses operate outside the specific type of use that was applied for and for which the CO was issued. Development Services Director Will Deaton told the Council that staff, in conjunction with the Rocky Mount Police Department, believe these uses are centered around internet sweepstakes which were banned by the North Carolina General Assembly in 2010 and upheld in 2012.

Council was advised that over 20 potential properties have been identified and believed to be in breach of the issued CO and Development Services continues to see similar applications coming in.

He told the Council that his staff together with the Police Department is prepared to send notices to properties operating outside their approved CO's with the recommendation that they discontinue any commercial use other than that for which they applied and were granted occupancy. He added that it is the intent of staff to initiate the process to remedy and enforce action on these businesses that violate the City Code (LDC) and possibly state law. He stated that violation notices/letters will be sent, and offenders given an initial 10 days from receipt of said notice to take correction action. He told the Council that failure to take such action will result in revocation of the issued CO and the Police Department will move forward with investigation and filing of criminal charges for those in violation.

Chief George Robinson told the Council that the Police Department investigates gambling on a weekly basis. He introduced Officer Jarrod Edmonds who is in charge of investigations of illegal gambling. He said the Police Department works closely with the District Attorney's Office.

Council was provided with a copy of the violation notice/letter, the PowerPoint presented by Mr. Deaton and copies of state law.

COMMITTEE RECOMMENDATION. Information only; no formal action.

COMMITTEE RECOMMENDATION. Motion was made by Councilmember Miller, seconded by Councilmember Watkins and unanimously carried that the City Council return to Closed Session at 6:14 p.m. for discussion relative to a matter concerning attorney/client privilege.

RECESS

By consensus, the Committee of the Whole was recessed at 6:55 p.m. to reconvene following the regular scheduled City Council meeting scheduled for 7:00 p.m.

COMMITTEE OF THE WHOLE RECONVENED

Mayor Pro Tem Tom Rogers reconvened the Committee of the Whole in regular session at 8:14 p.m. with the following in attendance:

MEMBERS PRESENT:

Tom Rogers, Mayor Pro Tem
André D. Knight
Reuben C. Blackwell, IV
Richard Joyner
Lois Watkins
W. B. Bullock
Chris Miller
David W. Combs, Mayor

STAFF PRESENT:

Rochelle D. Small-Toney
Pamela O. Casey
Chris Beschler
Natasha Hampton
Jessie Nunery
Lori Cairo
Paula Carbone
Mark Adcox
Robin Cox
Kim Batts
Richard J. Rose

The City Manager called on Chief Internal Auditor Lori Cairo to provide an update on the onsite monitoring of the 2015 Home Investment Partnerships Program (HOME).

HOME INVESTMENT PARTNERSHIP PROGRAM - Lori Cairo

Chief Internal Auditor Lori Cairo provided the City Council with an executive summary providing background, scope and objectives and her conclusion.

She stated she was asked to look at the HUD monitoring review for FY 2015 which was conducted from August 6-8, 2018 and identified four (4) findings and five (5) concerns. Council was advised the City had an obligation to respond to the findings within thirty (30) days and responded to the report on November 5, 2018.

Ms. Cairo stated she was asked to determine the status of the Community & Business Development Department's (CBD) findings listed in the HUD Monitoring Report and whether the City is in good standing with HUD. She reported that the review consisted of interviews with both CBD management and a HUD representative, as well as review of the adequacy of the material developed to meet the intent of the finding or concern which included:

- A written agreement between Rocky Mount/Edgecombe Community Development Corporation (RMECDC) and the City and the adequate oversight of RMECDC;

- HOME policies and procedures, site review policies; environmental review policies and homeowner rehabilitation agreements; and
- Program activity tracking and the City's relationship with HUD.

Ms. Cairo reported that the good news is that a lot of positive progress has been made. She stated that the CBD has written a HOME Policies and Procedure Manual which includes site reviews, an Environmental Review Policy and a Homeowner Rehabilitation Agreement. She reported that these documents were sent to HUD on March 28, 2019 and a written agreement between the RMECDC and the City was executed on March 28, 2019 and has also been forwarded to HUD.

Council was provided with the Final Internal Audit Report of the HUD Monitoring visit which identified:

- Two (2) activities deemed ineligible (\$178,186 was approved by Council and paid back on March 11, 2019; it is anticipated the findings will be closed after final review of the submitted documentation).

Staff turnover and inadequacy in administering HUD grant awards was cited for repayment of over \$450,000 to HUD relative to 2008-2015 grant awards. It was noted that current staff is making every effort to be trained and staffing has been reviewed.

Ms. Cairo said the CBD has implemented a spreadsheet as a temporary measure of tracking activities and is in the process of implementing a project management module in MUNIS.

Council was advised that \$130,000 has been refunded to the City by HUD because the repayment was made because of a concern and not an actual finding. The Chief Internal Auditor reported she is optimistic the City will not be in the same predicament going forward and that HUD staff has been complimentary.

Ms. Cairo responded to questions from Councilmembers. She noted she feels current staff is competent, capable, knowledgeable and committed. She added that a lot of work still needs to be done and she is not sure the department is properly staffed and that she believes the compliance officer position needs to be full-time instead of part-time.

The Mayor Pro Tem requested and the City Manager agreed to provide Council with a quarterly report relative to this matter.

Ms. Cairo introduced Senior Internal Auditor Paula Carbone.

COMMITTEE RECOMMENDATION. Information only; no formal action.

AUTOMATED AUDIT MANAGEMENT SYSTEM - Lori Cairo

Chief Internal Auditor Lori Cairo recommended the purchase of an automated audit management system identified as "Teammate." She told

the City Council that implementation of an automated workpaper set would provide a platform to increase the efficiency of the entire audit process through integration of risk assessment, electronic work papers, scheduling, time tracking, execution, review, report generation, trend analysis, committee reporting and document storage through a centralized data repository. She stated the system will allow cross reference to findings and perform trend analysis and is effective and efficient.

Mayor Combs stated the purchase has been approved.

COMMITTEE RECOMMENDATION. *Information only; no formal action.*

BRANDING VIDEO AND JINGLES - Robin Cox; Jessie Nunery; Mark Adcox

The City Council was advised that the City has implemented a brand style guide to provide guidelines on proper use of the new brand and has provided training to staff. It was reported that the Communications and Marketing Department has now started including the logo on various materials and is ready to begin marketing the new tagline, "Center of it All." The Council was provided with a copy of the style guide.

Communications Specialist Robin Cox told the City Council that the Chief Communications and Marketing Director was unable to attend tonight's meeting. She introduced Media Relations Specialist Jessie Nunery. She reported that branding has been a team effort.

Ms. Cox stated that a survey was sent to residents and input received from members of the leadership team relative to the City's positive facets which were identified as: arts, family-friendly events, sports tourism, current and upcoming industry, as well as strong local businesses. She noted that the Department has launched two (2) new efforts:

- two (2) jingles (one with a pop/crossover appeal by Ronald Edge and the second with a hip-hop feel by Stacy Young; country and jazz jingles are in the works; they are currently airing on Power 95.5 in Rocky Mount, Choice 92 in Rocky Mount and Raleigh and will begin this week on 101.9 Kiss FM in the Greenville, New Bern and Jacksonville areas. It was reported that a proposal is under consideration for airing on K-97.5, a Raleigh station; and
- Five (5) videos highlighting each of the aspects making Rocky Mount the "Center of it All" (shot by Studio L and produced by Robin Cox; to begin airing in June on WRAL; also will be on social media, YouTube and Suddenlink).

Video Production Specialist Mark Adcox played the videos and jingles for the City Council

Council was provided with marketing items.

COMMITTEE RECOMMENDATION. *Information only; no formal action.*

BOARDS, COMMISSIONS AND COMMITTEES (ADDED IN OPEN SESSION) - Pam Casey

The City Clerk provided the City Council with a copy of a press release outlining appointments/reappointments which have been made along with current vacancies.

COMMITTEE RECOMMENDATION. A Motion was made by Mayor Pro Tem Rogers, seconded by Councilmember Miller and unanimously carried to approve the following appointments:

- Jim Martin - Workforce Housing Advisory Commission - Ward 5 appointee, contingent upon receipt of Personal History Form - term expires June 30, 2021;
- Pace Winstead - Animal Care and Control Advisory Board (Mayor's appointment) - term expires June 30, 2021; and
- Jeanne F. Ratchford - Braswell Memorial Library - term expires June 30, 2022

SECURITY CONCERNS.

Councilmember Knight told the Council that he felt threatened at the regular Council meeting this evening. At his request the City Attorney outlined the proper protocol to be used when threats are made from the podium.

Discussion was held relative to safety concerns and procedure for Council meetings.

The City Manager reported that a security guard will be placed downstairs in the front lobby during normal working hours and during Council meetings and visitors will be given a visitor's pass. She said that Departments will be called to escort visitors from and back to the lobby. She stated that though City Hall is public, offices are private, and no one has the right to come in and have a seat in someone's office. She added that she will look at ways to secure the Council Chamber and will be focusing on making the building secure. She told the Council there is a team of employees that are working on property management.

COMMITTEE RECOMMENDATION. Information only; no formal action.

ADJOURN. There being no further business for the Committee of the Whole, by consensus, the meeting adjourned at 9:05 p.m.

Pamela O. Casey
City Clerk

Printed copies of PowerPoint presentations are on file in the office of the City Clerk.