



City Council Agenda

Thursday, June 11, 2020

6:00 PM

35 Cabarrus Avenue, W, Concord NC 28025

Cell phones are to be turned off or placed on vibrate during the meeting. Please exit the Council Chambers before using your cell phone.

The agenda is prepared and distributed on Friday preceding the meeting to Council and news media. A work session is then held on the Tuesday preceding the regular meeting at 4:00 pm.

In order to maintain the safety of City residents, City Council, and staff, the June 9, 2020 City Council Work Session and the June 11, 2020 City Council meeting will be conducted electronically via Zoom and can be accessed with the following link:

Join Zoom Meeting:

<https://us02web.zoom.us/j/82744897457?pwd=UGh3OXI4UHFIZzhpTkpUWVF2a2tqQT09>

Phone Dialing alternative:

646-876-9923 or 312-626-6799

Meeting ID: 827 4489 7457 Password: 579922

Public Hearings will be conducted during the June 9, 2020 Work Session. If you would like to comment on a public hearing item or to comment during the Persons Requesting to be Heard portion of the June 11, 2020 City Council meeting click the following link:

<https://forms.gle/M37tMtHE3AFFjbBp8>.

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- I. Call to Order
- II. Pledge of Allegiance and Moment of Silent Prayer:
- III. Approval of Minutes:
 - May 12 and May 14, 2020.
- IV. Presentations
- V. Unfinished Business
- VI. New Business
 - A. Informational Items
 - B. Departmental Reports
 - C. Recognition of persons requesting to be heard
 - D. Public Hearings
 - 1. Conduct a public hearing pursuant to N.C. General Statute 159-12 to consider public comments relative to the proposed FY 2020-2021 budget for the City of Concord. The City Manager has submitted his recommended budget to the City Council for consideration. Before adopting the budget ordinance, Council must hold a public hearing. Once the Council holds the public hearing, and considers input, it may adopt the budget ordinance at any time before the end of June 2020.

Recommendation: Conduct the public hearing to solicit citizen input and consider adopting the FY 2020-21 budget for the City of Concord.

- 2. Conduct a public hearing and consider adopting an ordinance annexing five (5) parcels of land located at 3133 Roberta Road, 3233 Roberta Road, 3221 Roberta Road, 3494 Marlboro Dr. SW, and 3610 Shadowcrest Dr. SW., owned by Journey Capitol, LLC.** The applicant is requesting voluntary annexation of +/- 3.325 acres. The property is owned by Journey Capital LLC and the authorized petitioner for the annexation is Michael McManus of PresPro Custom Homes. According to the annexation petition, the intent is to obtain water and sewer access for the development of single-family detached dwellings. See attached for further detail.

Recommendation: Consider a motion to adopt the annexation ordinance and set the effective date for June 11, 2020.

- 3. Conduct a public hearing and consider adopting an ordinance amending the Historic Handbook Chapter 5, Section 9, Fences and Walls, as it relates to the allowance of decorative concrete block and other minor clarifications.** The Historic Preservation Commission has proposed to modify the Historic Handbook to clarify prohibited wall materials and to allow decorative concrete block in certain situations. See the attached staff report for detailed information on the request and to view the specific changes.

Recommendation: Motion to adopt an ordinance amending the Historic Handbook Chapter 5, Section 9, Fences and Walls.

- 4. Conduct a public hearing to consider adopting an ordinance amending Articles 5, 7, 8, 9 and 10 of the Concord Development Ordinance (CDO) relative to Group One text changes.** With the adoption of the Concord 2030 Land Use Plan in March, 2018, there are numerous recommendations for future development which may only be achieved with revisions of the CDO. Furthermore, the CDO had not had a major wholesale revision since 2007, and it is necessary to modernize numerous provisions. The City has retained Tindale-Oliver to prepare most of the revisions, but staff is preparing some also, and the revisions will be coming for review and adoption in different phases. Staff has prepared revisions to the Permitted Use table and presented the Conservation subdivision standards which has been previously adopted by Council. Group Two amendments are in process now, and staff is working on several other amendments to the CDO. Most notably, the various review departments are in the process of developing a set of townhome standards (Article 7) which will be forthcoming. This item for the Group One changes was originally on the March Planning and Zoning Commission meeting for discussion but was deferred due to COVID-19. In terms of public outreach and notice, the drafts have been posted on the Planning Department's CDO rewrite webpage with a link to submit comment through the Publicinput.com forum. Notices were also placed on the City website as well as on the City's Facebook page. Additionally, the staff compiled an email list of frequent contacts which included developers and citizens who expressed interest in the ordinance changes through the website. The list consisted of 258 separate contacts and the email contained the link to comment on the CDO revision. Staff received six (6) comments from the public and those are detailed in the staff report that was presented to Planning Commission. After discussion at the May 19 Planning and Zoning Commission meeting, the Commission unanimously recommended several changes to the text of the ordinance and voted to forward the Group One changes to Council to consider adopting. These changes involve the rewrite of portions of five (5) separate articles of the CDO. Numerous changes are formatting and clarification only, but the most substantive changes occur to Articles 7 and 8. These changes are described in detail in the executive summary dated February 18, 2020. In summary, the major changes involve: Subdivision entry requirements; Introduction of cluster development option; Modernized multifamily design standards; Change of

nonresidential design standards to commercial and industrial design standards; Height transition/compatibility requirements; Temporary health care structures; Allowance of very limited complimentary commercial uses in higher density districts as accessory uses; Clarification of street connectivity requirements; and Addition of traffic calming measures. Staff will conduct a thorough presentation of all of the changes to ensure the Council understands these changes.

Recommendation: Motion to adopt an ordinance amending Articles 5, 7, 8, 9 and 10 of the CDO relative to Group One changes.

E. Presentations of Petitions and Requests

1. Consider approving partial appropriation of Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding in the amount of \$16,852.51 to select public service agencies and organizations responding to immediate community needs related to COVID-19.

See the attached staff report for information on the proposed funding.

Recommendation: Motion to approve partial appropriation of Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding in the amount of \$16,852.51 to select public service agencies as they respond to immediate community needs related to COVID-19.

2. Consider adopting a resolution to sale 949 square feet of 96 Chestnut Drive SW to Preferred Homes of Charlotte, LLC for \$313.72 for continued use and HVAC system access. In the course of surveying 96 Chestnut Drive SW to subdivide for future construction of affordable housing, it was found that the neighboring home, 90 Chestnut Drive SW, was encroaching on the City property with the placement of an HVAC system. The owner of the neighboring property, Preferred Homes, LLC, is unable to move the unit, and requested to correct the encroachment by purchasing a minimal, 949 square foot, section to rectify the encroachment. Staff recommends selling this portion as it will correct the encroachment. Moreover, it will not impact the new home construction or placement, nor will it diminish the lot size to thwart zoning regulations.

Recommendation: Motion to adopt a resolution to sale 949 square feet of 96 Chestnut Drive SW to Preferred Homes of Charlotte, LLC for \$313.72 for continued use and HVAC system access.

3. Consider awarding a bid to SRO Builders in the amount of \$122,667.00 to construct a new home at 98 Chestnut Drive SW. The City of Concord continues to focus on affordable housing with a proposed new home at 98 Chestnut Drive SW. The home will be 1,144 square feet with three bedrooms and 2 bathrooms. This design was selected to compliment the homes within the existing neighborhood, but also for the effective use of interior space. It features an open floorplan, very limited wasted space and well sized bedrooms for the square footage. Energy efficient materials are used to ensure long-term affordability for the homeowner. By using solar board roof sheathing, which deflects the radiant heat of the sun, the house will stay cooler in the summer, thus reducing utility costs while prolonging the life of HVAC equipment. In addition, by sealing all the joints to prevent air leakage, the cost to operate the HVAC is reduced. Incorporating a conditioned crawl spaces creates a healthier living environment by reducing drafts, moisture and humidity in the crawlspace which would eventually leach into the main living area. Raised heel trusses are used to allow the full amount of attic insulation even over the outer walls. LED bulbs are installed in light fixtures which use less energy to operate and last longer than other bulbs. The appliances are all Energy Star rated and typically rate high in consumer reviews in regards to minimal maintenance. These products provide a sustainable living environment more so than most typical affordable houses that are built with the least expensive products. Twelve contractors were solicited for bids on the project, with five submitting bids. The lowest bid, from SRO Builders, is under staff's estimated cost for

this home. Funding for the construction will come from the City's allocation for affordable housing.

Recommendation: Motion to award a bid to SRO Builders in the amount of \$122,667.00 for the construction of a new home at 98 Chestnut Drive SW.

- 4. Consider awarding a bid to SRO Builders in the amount of \$118,984 to construct a new home at 524 Allison Street SW.** The City of Concord continues to focus on affordable housing with a proposed new home at 524 Allison Street SW. This home, which is located on the corner of Allison Street SW and Cannon Avenue NW, will use the same two bedroom/one and a half bath plan previous used, but with a few modifications. The square footage for the home has been increased to 991 square feet and a storage building will be constructed on site to match the home. Quality of the materials is always a focus for City new construction. By using solar board roof sheathing, which deflects the radiant heat of the sun, the house will stay cooler in the summer, thus reducing utility costs while prolonging the life of HVAC equipment. In addition, by sealing all the joints to prevent air leakage, the cost to operate the HVAC is reduced. Incorporating a conditioned crawl spaces creates a healthier living environment by reducing drafts, moisture and humidity in the crawlspace which would eventually leach into the main living area. Raised heel trusses are used to allow the full amount of attic insulation even over the outer walls. LED bulbs are installed in light fixtures which use less energy to operate and last longer than other bulbs. The appliances are all Energy Star rated and typically rate high in consumer reviews in regards to minimal maintenance. These components work together to allow the home to be affordable long after the initial purchase. Staff solicited bids from twelve contractors and received bids from five. The lowest bid, from SRO Builders, is under staff's estimated cost for this home. Funding for the construction will come from the City's allocation for affordable housing.

Recommendation: Motion to award a bid to SRO Builders, LLC in the amount of \$118,984 for the construction of a new home at 524 Allison Street SW.

- 5. Consider approving the allocation of \$385,000 in HOME funding and granting \$300,000 in bond issuance fees, originating from the developer, to Sari & Company for the rehabilitation of Coleman Mill, which will have 152 Affordable Housing Units.** The Coleman-Franklin-Cannon Mill, located at 625 Main Street SW, is one of the most significant pieces of Concord history as it was the nation's first African-American owned and operated textile mill. At the height of production, Coleman employed between 200 and 300 workers making yarn for the growing textile industry of North Carolina. Historic records detail the mill's fate after the market downturn in 1902. Facing the Depression, the mill struggled, and eventually became part of Cannon Mills in 1906. This mill which was placed on the National Register of Historic Places in 2015 creates a unique opportunity for redevelopment. Representatives from the development group, Sari and Company, have an agreement to purchase the 10.71-acre site. The conditional zoning for this project was approved in 2018. The Developer plans to build approximately 152 units of mixed income housing with a total project cost over \$28,000,000. Their plan includes a multi-purpose room, playground, covered picnic area, swimming pool, exercise room and residential computer center. They are requesting the \$385,000 in HOME funding for seven (7) units which will be allocated as floating HOME units. These funds will be paid back to the City at 2% interest as the debt service ratio exceeds 1.25%. In addition, Sari and Company request granting the bond issuance fees (originating from the developer), totaling \$300,000, to complete the rehabilitation of the building. Current construction schedule has an approximate start date of January, 2021. This project will be managed by the new non-profit created by the Housing Department, Concord Family Enrichment Association Corporation. The potential revenue for the Non-Profit is \$234,000 average per year.

Recommendation: Motion to approve allocating \$385,000 in HOME funding and granting \$300,000 in bond issuance fees, originating from the developer, to the rehabilitation of Coleman Mill which will have 152 Affordable Housing Units.

- 6. Consider authorizing the City Manager to negotiate and execute a contract with Ratzlaff Construction for the construction of a 120' x 65' Truck/Equipment Shed at the Brown Operations Center.** Engineering estimated the project work to be \$296,000, placing the project below the formal bid requirements. Bids were opened on May 28, 2020. Five bids were submitted with Ratzlaff Construction being the lowest responsible bidder in the amount of \$304,032. This is the second phase of the Grounds Shed Expansion funded in a FY19/20 CIP in the amount of \$545,000. The first phase of the project, construction of a mezzanine in the existing Grounds Maintenance Shop in the amount of \$198,000, was approved at the May 14, 2020 City Council meeting. Funding in the amount of \$347,000 is available for this second phase of the project. The 7800 sq. ft. expansion of the Truck/Equipment Shed is needed to provide cover for trucks and equipment currently being stored in the open and to provide room to accommodate the projected growth in the Division resulting from expansion of the Parks & Recreation facilities and greenways.

Recommendation: Motion to authorize the City Manager to negotiate and execute a contract with Ratzlaff Construction for the construction of a 120' x 65' Truck/Equipment Shed in the amount of \$304,032.

- 7. Consider awarding the total bid for the City of Concord's annual street preservation program to NJR Group, Inc and adopt a budget ordinance to appropriate funds from reserve funds.** One of Council's continuing goals is to improve the service levels and delivery of the City's annual street preservation program. Powell Bill receipts and General Fund revenues are being used to fund this work by contracted forces. Formal bids for this work were opened on May 22, 2020 with NJR Group, Inc. submitting the lowest total bid in the amount of \$5,938,972.58. Work such as patching, leveling, milling, resurfacing, pavement crack and joint sealing, re-striping, re-marking, and re-installation of permanent raised pavement markings work on approximately 121 lane miles of designated streets and other City infrastructure will be performed. Contract Final Completion date is 365 days from the Notice to Proceed.

Recommendation: Motion to award the total bid and authorize the City manager to negotiate and execute a contract with NJR Group, Inc in the amount of \$5,938,972.58 for the City of Concord's annual streets preservation program and adopt a budget ordinance to appropriate funds from reserve funds.

- 8. Consider approving the Master Plan for Marvin Caldwell Park.** Marvin Caldwell Park, located at 362 Georgia Street SW, is one of the City of Concord's oldest parks located in the southern portion of Concord. The Parks and Recreation Department in accordance with the Comprehensive Parks and Recreation Master Plan and the Open Space Connectivity Analysis has contracted with Alfred Benesch Company to develop a new Master Plan, conceptual design and cost estimates for this park to help guide the department and the City's Capital Improvement Plan. The development of the park is anticipated in the next 2-5 years. The master plan seeks to address the following primary components: 1. SAFETY – The redesign of Caldwell Park seeks to address safety by making the park more accessible, more visible, and more inclusive. This can be achieved by expanding and re-configuring parking with an internal loop drive to assist with park monitoring, and traffic flow, increasing parking and adjusting driveway locations to line up with cross streets of the Logan Community, adding trails and sidewalks to and throughout the park, adding a dedicated multi-purpose field, removing fencing and other barriers in several locations that are inaccessible, replacing and/or reconfiguring buildings and shelters by removing walls, hidden corners, and re-configuring doors and openings for visibility, and providing new, inclusive and ADA accessible playgrounds for all ages and abilities, with poured in

place surfacing, new swings, and interactive elements; 2. CONNECTIVITY – Per the Open Space Connectivity Analysis, and Council goals, the plan includes the first section of Irish Buffalo Creek Greenway, which stretches from Lincoln Street to Melrose Drive within the Logan Community. Developing this greenway will add to the City's overall system and provide a more significant opportunity to walk or bike within Concord and will increase park visitors and users; 3. PROGRAMS, ATHLETICS AND EVENTS – The plan provides a dedicated multi-use field, which provides a space compatible for programming and events. The plan also replaces part of the fenced basketball area with a covered court space, which will create a space that can be programmed, including for summer camp offerings. The plan also recommends relocating the Robert Mathis amphitheater closer to the Daniel Pharr Building where it will be in close proximity to restrooms and can be used in conjunction with Daniel Pharr for events. Also relocating the Logan Optimist Shelter across from the multi-purpose field, and also next to an area where food trucks could be parked for events, which eliminates the need for concession areas; and 4. NEW AMENITIES – The plan recommends Concord's first Splash Pad be constructed at Caldwell Park as the first splash pad located within a City park. This was a top priority recommendation from the community at the October 2019 Community Workshop, and at the Logan Association meeting in January 2020.

Recommendation: Motion to approve and adopt the Master Plan for Marvin Caldwell Park.

- 9. Consider adopting a budget ordinance amending the General Fund operating budget ordinance for consulting services by Nexsen Pruet, LLC.** The City desires to engage the services of Nexsen Pruet, LLC to provide recommendations and a plan for the revitalization of the Barber-Scotia campus through the engagement of the community and other interested stakeholders and in a manner which will preserve its history as a higher institution of learning and evaluate ways to maximize the value of said property for neighboring communities, the citizens of Concord and Barber-Scotia College. The services will also include the exploration and analysis of the legal ownership interest(s) on the Barber Scotia campus to include current campus financial liabilities. The amount will not exceed \$215,000 without further Council approval.

Recommendation: Motion to adopt an ordinance amending the General Fund operating budget ordinance for consulting services by Nexsen Pruet, LLC.

- 10. Consider making appointments / reappointments to various City of Concord Boards and Commissions and making a reappointment to the CDDC Board of Directors.** Attached is a list of Board and Commission appointments for the City of Concord. This list notes the members that have expiring terms and can or cannot be reappointed.

Recommendation: Motion to make appointments/reappointments to various Boards and Commissions and a reappointment to the CDDC Board of Directors.

- 11. Consider authorizing the City Manager to negotiate and execute a contract with Carolina Siteworks, Inc. for the Parking Expansion project at the Alfred Brown Operation Center.** Informal bids were received for the parking expansion at the Alfred Brown Operation Center. Carolina Siteworks, Inc. was the low bidder with a total bid of \$138,971.80. Work is to include clearing and grubbing, grading, paving, fencing and seeding as necessary.

Recommendation: Motion to authorize the City Manager to negotiate and execute a contract with Carolina Siteworks, Inc. in the amount of \$138,971.80 for the Parking Expansion project at the Alfred Brown Operation Center and adopt a capital project budget amendment ordinance.

- 12. Consider adopting a resolution requesting NCDOT to abandon SR-2506 (Old Farm Road).** The majority of Old Farm Road had been within the City limits for some time and recently the final segment was annexed into the City when the property at the corner of Old Airport and Heglar Roads was annexed. The City already maintains

roads off Old Farm Road and would like to add Old Farm Road to the City street system.

Recommendation: Motion to adopt a resolution requesting NCDOT to abandon SR-2506 (Old Farm Road).

- 13. Consider approving a modification to the Interlocal Agreement with Cabarrus County administering the Central Area Plan.** The City entered into an Interlocal Agreement with Cabarrus County administering the Central Area Plan. Under the Agreement, the City agreed not to extend utilities into certain areas east of the then existing City limits except under certain limited circumstances. The owners of 3887 NC Hwy 200 (Resto - PIN 5547 98 3063) and 1300 Hess Road (Ortiz - PIN 5640-93-0994) requested an exception to the Agreement in order to obtain water service for proposed single-family homes.

Recommendation: Motion to approve a modification of the Interlocal Agreement regarding the Central Area Plan to allow the provision of water to 3887 NC Hwy 200 and 1300 Hess Road.

- 14. Consider accepting a preliminary application from James Garmon.** In accordance with City Code Chapter 62, James Garmon has submitted a preliminary application to receive water service outside the City limits. The property is located at 2643 Miami Church Road . The parcel is approximately 3.5 acres, zoned LDR and is developed with an existing building. This parcel is in subarea B of the City of Concord-Cabarrus County Interlocal agreement regarding the Central Area Plan. There is not sanitary sewer available to the parcel.

Recommendation: Motion to accept the preliminary application and have the owner proceed to the final application phase excluding annexation.

VII. Consent Agenda

- A. Consider reinstating Rider Transit's normal fare structure and fare collection effective July 1, 2020.** Concord Kannapolis Area Transit (Rider) fare collection is currently suspended due to the COVID-19 Public Health Emergency. If approved, this will reinstate the fare structure and collection on July 1, 2020.

Recommendation: Motion to reinstate Rider Transit's normal fare structure and fare collection effective July 1, 2020.

- B. Consider temporarily suspending the encroachment fee for outdoor dining on public property and set the effective date for June 1, 2020.** Due to the COVID-19 virus, outdoor dining has become a way for restaurants to safely serve patrons and expand seating capacities. The City's policy on permitting dining in public spaces is found in the Code of Ordinances in Chapter 50-52, Encroachment Agreement. A fee of \$300 accompanies the encroachment agreement. With cities across the Country working with restaurants to maintain their viability it is recommended that the Council consider temporarily suspending the fee until such time as conditions return to normal. Additionally, City staff has prepared a simple checklist that list action items that would need to be accomplished to expand outdoor dining in both public and private settings. Staff would work as quickly as possible to expedite any request from a restaurant. The State Alcoholic Beverage Control Commission has already approved extending valid ABC permits to encroached areas without having to amend the restaurant's existing permit.

Recommendation: Consider approving the suspension of the encroachment fee for outdoor dining on public property with the effective date of June 1, 2020.

- C. Consider accepting an Offer of Dedication of an access easement and approval of the maintenance agreement.** In accordance with the CDO Article 4, the following access easements and maintenance agreements are now ready for approval: Boys and Girls Club of Cabarrus County (PIN 5620-69-2741) 247 Spring Street NW; Beechwood Place, LP (PIN 5529-39-8664) 240 Warren C. Coleman Boulevard; Dalton Woods, LLC (PIN 4670-73-6766 and 4670-73-0952) 10537&10575 Ellenwood Road;

and Dependable Development, Inc. (PIN 5538-58-6750) Flowes Store Road. Access easement and SCM maintenance agreement is being offered by the owners.

Recommendation: Motion to approve the maintenance agreements and accept the offers of dedication on the following properties: Boys and Girls Club of Cabarrus County, Beechwood Place, LP, Dalton Woods, LLC, and Dependable Development, Inc..

- D. Consider accepting an Offer of Dedication of utility easements and public rights-of-ways in various subdivisions.** In accordance with CDO Article 5, the following final plats and easements are now ready for approval: The Mills Phase 2C Map 3. Various utility easements and public rights-of-ways are offered by the owners.

Recommendation: Motion to accept the offer of dedication on the following plat and easements: The Mills Phase 2C Map 3.

- E. Consider accepting an Offer of Infrastructure at Shoppes on Derita and Roberta Ridge Ph 1 Map 5.** In accordance with the CDO Article 5, improvements have been constructed in accordance with the City's regulations and specifications. The following is being offered for acceptance: 1,847' of 8" water main, 16' of 6" water main, 3 hydrants, 1,960' of 8" sewer line, and 12 manholes.

Recommendation: Motion to accept the offer of infrastructure in the following subdivisions and sites: Shoppes on Derita and Roberta Ridge Ph 1 Map 5.

- F. Consider authorizing the City Manager to accept the BJA FY 20 Coronavirus Emergency Supplemental Funding, in the amount of \$34,597 from the Office of Justice Programs, U.S. Department of Justice and adopt a budget amendment ordinance to appropriate the grant funds.** The Police Department received approval of the award on May 8, 2020. The department plans to purchase Personal Protective Equipment. The program period is from January 20, 2020 to January 31, 2022.

Recommendation: Motion to authorize the City Manager to accept the BJA FY 20 Coronavirus Emergency Supplemental Funding, in the amount of \$34,597 from the Office of Justice Programs, U.S. Department of Justice and adopt a budget amendment ordinance to appropriate the grant funds.

- G. Consider adopting a general fund operating budget amendment to recognize grant funding for the Fire Department.** In December of 2019, City Council approved the Fire Department's request to pursue grant funding for an inflatable fire safety house. The Cannon Foundation has awarded the City \$12,956.57 which will allow the Fire Department to purchase a Deluxe Fire Safety Smoke House. This item will be used to encourage fire prevention when there are events with large crowds. Information about this inflatable fire house is attached for your review.

Recommendation: Motion to adopt a general fund operating budget amendment to recognize grant funding for the Fire Department.

- H. Consider adopting a General Fund budget ordinance and a Transportation Project ordinance to transfer additional funds to the Streetscape Project.** Staff has \$12,708 remaining in the Streetscape operating budget account. Staff is recommending that these funds be moved to the Transportation project fund to be used for future Streetscape maintenance expenses. This funding will be used for crosswalks.

Recommendation: Motion to adopt a General Fund budget ordinance and a Transportation Project ordinance to transfer additional funds to the Streetscape Project.

- I. Consider adopting a CDBG CARE grant budget amendment to include an appropriation of Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding in the amount of \$400,339 to select public service agencies and organizations responding to immediate community needs related to COVID-19.** This CARES funding was presented at the May 14, 2020 City Council meeting. This budget amendment will

place the funds in the operating budget. Disbursement of these funds will be approved by City Council.

Recommendation: Motion to adopt a CDBG CARE grant budget amendment to include an appropriation of Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding in the amount of \$400,339 to select public service agencies and organizations responding to immediate community needs related to COVID-19.

J. Consider adopting an ordinance to amend the FY2019/2020 Budget Ordinance for the Airport Operations to appropriate CARES Act Funding received.

Concord-Padgett Regional Airport received CARES Act Funding in the amount of \$2,149,846 to help offset a decline in revenues as a result of COVID-19. Funds will be used for purposes directly related to the airport, which can include reimbursement of operational and maintenance expenses or debt service payments.

Recommendation: Motion to adopt an ordinance to amend the FY2019/2020 Budget Ordinance for the Airport Operations to appropriate CARES Act Funding received.

K. Consider adopting an amendment to the General Fund project ordinance for the Oakwood Cemetery. The City has received \$40,784 from a liquidated trust. The trust was set up for Oakwood Cemetery in the name of Miriam Schramm. Staff will be applying these proceeds to the Oakwood Cemetery improvements project.

Recommendation: Motion to adopt an amendment to the General Fund project ordinance for the Oakwood Cemetery.

L. Consider adopting amendments for the General Fund and the General Capital Project Fund. In May, staff requested \$10,000 be transferred to the Rutherford Cemetery operating maintenance account. It has since been determined that this money is not needed and it will be transferred back to the capital project fund for use at the Rutherford Cemetery.

Recommendation: Motion to adopt amendments for the General Fund and the General Capital Project Fund.

M. Consider adopting a General Fund operating budget ordinance amendment to reclass Powell Bill personnel costs from the Streets department. Staff is recommending that the personnel costs associated with Powell Bill be reclassified from the Street department to the Powell Bill department. Staff prepares reports related to Powell Bill and expenses should be accounted for accurately to ensure the City is following all the guidelines related to Powell Bill funding from the state.

Recommendation: Motion to adopt a General Fund operating budget ordinance amendment to reclass Powell Bill personnel costs from the Streets department.

N. Consider adopting an ordinance to amend the Housing operating budget ordinance for the payment due to the General Fund related to the maintenance building. Staff is recommending that the budget for housing be amended to cover the loan payment, \$39,147, due to the general fund for the new maintenance building.

Recommendation: Motion to adopt an ordinance amending the Housing operating budget ordinance for the payment due to the General Fund related to the maintenance building.

O. Consider adopting an amended resolution for a loan from the City of Concord General Fund to the City of Concord Housing Department Fund. The Housing Department will be constructing a maintenance building which was originally estimated to cost \$375,000. City Council approved a loan in the amount of \$375,000 on July 11, 2019. All bids received on the project were higher than the original estimate and would require an additional \$100,000 to fully fund this project. The proposed resolution includes the term of the loan being extended from 120 months to 156 months. The annual interest rate is not to exceed 1%. The Housing Department may pay off this loan at any time without penalty.

Recommendation: Motion to adopt a resolution increasing the loan amount from the City of Concord General Fund to the City of Concord Housing Department Fund.

- P. Consider adopting a resolution transferring delinquent repayment agreements to collection loss.** The Housing Department has attempted to collect these amounts but have been unsuccessful. It is now appropriate to adopt a resolution transferring the FY20 delinquent repayment agreements to collection losses. Efforts will continue to collect these losses.

Recommendation: Motion to adopt a resolution to write-off the FY20 delinquent repayment agreement account in the amount of \$1,678.00 to collection losses.

- Q. Consider transferring balances due on delinquent accounts to collection losses.** The Housing Director has submitted a list of resident's accounts who have moved out of their dwelling units leaving a balance due. Attempts to collect those balances have been unsuccessful. The Housing Department is requesting that the balances on these accounts, totaling \$22,428.05, be transferred to collection losses. The City of Concord Housing Department is expecting to be reimbursed for \$1,762.73 of the collection losses through the CARES Act.

Recommendation: Motion to approve the transfer of delinquent accounts for the Low-Rent Public Housing Program to collections losses.

- R. Consider approving the transfer of delinquent miscellaneous receivables and delinquent airport receivables to collection losses.** In preparation for year-end closing of the accounting records and preparing for the annual independent audit, staff must review the accounts receivable balances and determine if any of the balances are uncollectible. The accounts that are deemed uncollectible should be transferred to collection losses. Miscellaneous receivables billed that have been classified as uncollectible amount to \$19,481.97. Airport receivables deemed uncollectible amount to \$2,307.14. Staff continues to work with legal to pursue collection methods available as well as using the Debt Setoff Program offered through the State and a private contract for collections.

Recommendation: Motion to approve the transfer of delinquent miscellaneous receivables and delinquent airport receivables to collection losses.

- S. Consider adopting FY21 Compensation Plan Grade Assignments.** Staff recommends adopting the FY21 Compensation Plan Grade Assignments.

Recommendation: Motion to adopt the FY21 Compensation Plan Grade Assignments.

- T. Consider adopting the 3% adjustment to the Compensation Plan Grade Assignments, effective in the fourth quarter of FY21.** In order to remain competitive in the ability to attract strong candidates, staff recommends a 3% overall increase to the Compensation Plan Grade Assignments in the fourth quarter of FY21. This adjustment will be made at the minimums, midpoints and maximums in the structure to maintain forward movement in the workforce marketplace.

Recommendation: Motion to adopt the 3% adjustment to the Compensation Plan Grade Assignments, effective in the fourth quarter of FY21.

- U. Consider adopting an update to Article 6.6, Bereavement Leave in the Personnel Policies and Procedures manual.** Staff recommends an update to Article 6.6, Bereavement Leave, to provide consistency with the family members language used in Article 5.7 Employment of Relatives. The updated policy also clarifies that leave should be granted according to work days (not calendar days)—as this has been a source of confusion/inconsistency over the past several years. Also, since we have expanded coverage under the policy (from immediate family to family members), the updated policy sets clear parameters for the number of bereavement leaves that can be granted per fiscal year.

Recommendation: Motion to approve the update to Article 6.6.

V. Consider adopting an update to Article 6.7, Military Leave Policy in the Personnel Policies and Procedures manual. Staff recommends an update to Article 6.7, Military Leave Policy, to address the issue of unpaid periodic weekend drills and the impacts to our first responders and support staff. Currently, periodic weekend drills are not included as eligible for the use of paid military leave. This can create an undue hardship for coworkers and departments whose normal work schedule includes weekends (Fire/Police/Communications). In some cases, these coworkers are flexing their schedules and working several shifts in a row. The revision would allow for the payment of MIL days for any type of Military Leave and provide relief for these situations.

Recommendation: Motion to approve the update to Article 6.7.

W. Consider adopting an update to Article 7.13, Career Development in the Personnel Policies and Procedures manual. Staff recommends an update to Article 7.13, Career Development to clarify the career development program procedures.

Recommendation: Motion to approve the update to Article 7.13.

X. Consider adopting an update to Article 8.7, Policy Against Harassment in the Personnel Policies and Procedures manual. Staff recommends an update to Article 8.7, Policy Against Harassment, to reflect the City's current organizational structure as it relates to harassment claims. The policy update provides that if the employee does not feel comfortable reporting the issue to their supervisor or HR, it should be reported orally or in writing to the City Manager.

Recommendation: Motion to approve the update to Article 8.7.

Y. Consider adopting an update to Article 8.4, Grievance Policy, in the Personnel Policies and Procedures manual. Staff recommends an update to Article 8.4, Grievance Policy to provide Human Resources personnel the ability to file a grievance with complete freedom from retaliation.

Recommendation: Motion to approve the update to Article 8.4.

Z. Consider acceptance of the Tax Office reports for the month of April 2020. The Tax Collector is responsible for periodic reporting of revenue collections for the Tax Collection Office.

Recommendation: Motion to accept the Tax Office collection reports for the month of April 2020.

AA. Consider approval of Tax Releases/Refunds from the Tax Collection Office for the month of April 2020. G.S. 105-381 allows for the refund and/or release of tax liability due to various reasons by the governing body. A listing of various refund/release requests is presented for your approval, primarily due to overpayments, situs errors and/or valuation changes.

Recommendation: Motion to approve the Tax releases/refunds for the month of April 2020.

BB. Receive monthly report on status of investments as of April 30, 2020. A resolution adopted by the governing body on 12/9/1991 directs the Finance Director to report on the status of investments each month.

Recommendation: Motion to accept the monthly report on investments.

VIII. Matters not on the agenda

- TAC
- MTC
- Centralina Council of Government (CCOG)
- Concord/Kannapolis Transit Commission
- WSACC
- Public Art Advisory Committee
- Concord Family Enrichment Association
- PTT Committee
- Barber Scotia Property Task Force Committee

- IX. General comments by Council of non-business nature**
- X. Closed Session (if needed)**
- XI. Adjournment**

*IN ACCORDANCE WITH ADA REGULATIONS, PLEASE NOTE THAT ANYONE WHO NEEDS AN ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD NOTIFY THE CITY CLERK AT (704) 920-5205 AT LEAST FORTY-EIGHT HOURS PRIOR TO THE MEETING.