



# City Council Agenda

Thursday, January 09, 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.

**I. Call to Order**

**II. Pledge of Allegiance and Moment of Silent Prayer:**

**III. Approval of Minutes:**

December 2, December 12, and December 14, 2019.

**IV. Presentations**

- 1. Presentation of a Proclamation recognizing January 20, 2020 as Martin Luther King, Jr. Day.**

**V. Unfinished Business**

**VI. New Business**

**A. Informational Items**

- 1. Receive a presentation regarding the Affordable Housing Market Study conducted by The Institute of Building Technology and Safety on the state of housing within Concord.** The Affordable Housing Market Study serves as a housing needs assessment for the City and stakeholders by providing an analysis of household affordability throughout all population segments of the community. It is designed to highlight expected demographic trends, future demands for housing, regulations, and obstacles preventing the market from effectively responding to this demand. In addition, it provides a snapshot of the assets and programs currently available to help the community to address these challenges. The mission of this study is to identify ways the citizens of Concord can have access to safe, quality, affordable housing as well as the supportive services necessary to maintain independent living. The Institute of Building Technology and Safety worked with staff, and all members of the HOME Consortium, to complete individual housing studies. Each study provides analytical data for members which Concord and the Consortium will use to bolster planning efforts to meet affordable housing.

- 2. Presentation of the Transportation Department's Pavement Evaluation by Data Transfer Solutions, LLC.** In May 2019, City Council approved the negotiation of the contract with Data Transfer Solutions, LLC (DTS), to perform a 3rd party evaluation of the City of Concord maintained streets and to recommend maintenance schedules/methods to optimize the City's budget. DTS staff evaluated 356.16 miles of roadway based on the national standard for evaluating; Pavement Condition Index (PCI). DTS will discuss the analysis of the roadway network as well as present 5 year budget scenarios, based on information provided by staff. In 2019, City Council also approved allocating \$20 of the Municipal Vehicle Tax to Street Preservation efforts. In addition, the City receives funds annually from the State of North Carolina, Powell Bill funds, to supplement street maintenance service. Combined with Powell Bill revenues, the City will now average approximately \$3 million per year towards street resurfacing and preservation. Staff will utilize the approved funding levels as well as the fund balance from Powell Bill to initiate efforts as discussed with the DTS recommendations.

- B. Departmental Reports
- C. Recognition of persons requesting to be heard
- D. Public Hearings

1. **Conduct a public hearing to consider adopting an ordinance amending Articles 8 and 9 of the Concord Development Ordinance (CDO) relative to conservation subdivision district standards and permissible uses.** 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 has 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. One of the recommendations of the Plan is to develop a set of development standards in the Conservation Residential District, which is one of the Community Character Areas as shown on the 2030 Growth Concept Map. This area is generally geographically defined as the area between NC 49, Flowes Store Road, Rocky River Road and Pine Grove Church Road. This geographic area has been the focus of increasing development pressure in the last several years. The main objective of this district is to provide a mechanism for single family subdivisions which are not traditional suburban "cookie-cutter" developments. This amendment creates a special purpose site-plan controlled district (CS) which is intended to allow for the appropriate development given the rural nature of the area. The district requires greater open space than conventional zoning and sets forth mechanisms to preserve open space in perpetuity. At the December meeting, the Planning Commission reviewed the proposed ordinance and unanimously recommended minor changes to clarify tree cover requirements and stormwater issues (per comments by the Arborist and Engineering). The executive summary reviewed by Planning Commission is attached and details the particulars of the ordinance. Additionally, staff discovered a formatting issue which created some errors in Table 8.1.8 (permitted uses) that was approved by Council in December. The formatting removed several cross-references, removed multifamily from one zoning district and erroneously added single-family attached to incorrect districts. The table has been corrected and is included along with this amendment. 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 8 and 9 of the CDO relative to creating of the Conservation Subdivision (CS) district and to clarify permitted uses.

2. **Conduct a public hearing and consider adopting an ordinance amending the official zoning map for +/- 40.84 acres located south of Eva Drive and North of Poplar Tent Rd from Residential Medium Density (RM-2) and General Commercial (C-2) to Residential Compact Conditional District (RC-CD).** The subject property consists of four (4) entire parcels and portions of three (3) additional parcels, totaling +/- 40.84 acres. The subject property has two points of frontage on the south side of Eva Dr. NW and is north of Poplar Tent Rd. A portion of the property is currently owned by the Frye family who owns the bowling alley/skating rink tract fronting on Poplar Tent Rd. As shown on the attached zoning map, a portion of the subject property owned by the Frye family is zoned General Commercial (C-2) and could be developed with general commercial uses by right. The applicant has proposed to rezone the property to RC-CD (Residential Compact Conditional District) in order to develop a single-family detached residential neighborhood. This project is considered infill as it would be developed between already established single-family lots and the commercial property to the south. A site plan has been submitted as a condition of the rezoning request. The site plan depicts a maximum of 120 lots at 2.94 dwelling units per acre (du/a) with a minimum lot size of 5,100 sf. The minimum lot

size for RC (Residential Compact) is 5,000 sf and the maximum density is 15 du/a. The design of the subdivision includes a stub street to an undeveloped parcel to the east. The required open space for the proposed zoning classification at the current density level is 10% or 4.08 acres. Approximately 30.06% or 12.28 acres is provided, with 1.32 acres of active common open space, and 10.96 acres of passive open space. A dog park is proposed as well as an amenity center with an outdoor fire pit with seating, bocce' ball, shuffle board, and indoor seating areas. A walking trail along the stream linking the proposed dog park and amenity center is also proposed. The applicant has also provided elevation renderings for the proposed homes and the amenity center. The 2030 LUP designates the subject property as Suburban Neighborhood, and Commercial. Although RC (Residential Compact) is considered a corresponding zoning district to the Commercial land use category, it is not a corresponding zoning classification to the Suburban Neighborhood land use category. If the zoning map amendment is approved, an amendment to the 2030 Land Use Plan will be required, in accordance with the North Carolina General Statutes, to create conformity between the zoning district and land use category. If the zoning is approved by Council, staff recommends the Land Use category of Urban Neighborhood as it is corresponding to the proposed zoning classifications and allows for a transition between the lower density/larger lot single-family detached to the north and the existing commercial and approved (yet not constructed) multi-family developments directly to the south. The Planning and Zoning Commission heard the above referenced case at their December 17, 2019 public hearing and acted to forward the petition to City Council with a recommendation of approval with conditions by simple majority (4-2). Additionally, the Planning and Zoning Commission voted to recommend that City Council modify the 2030 Land Use Plan to correspond with the proposed zoning classification in accordance with staff's recommended land use category of Urban Neighborhood. The Planning and Zoning Commission unanimously approved the following Statement of Consistency: The subject property is approximately 40.84 acres and is currently vacant of development; The subject property was involuntarily annexed effective December 31, 1995; The proposed zoning amendment is consistent with the Commercial Land Use category. However, the overall request for rezoning is inconsistent with the 2030 Land Use Plan (LUP) as RC (Residential Compact) is not considered a corresponding zoning district to the Suburban Neighborhood land use category, and the proposed development cannot occur without the subject parcels located within the Suburban Neighborhood land use category. The request does meet the intent for the Suburban Neighborhood land use category in accordance with Land Use Plan Policy Guidance 1.6, as the request is for smaller lot infill development which could provide a new variety of housing in the area. It also furthers the Land Use Plan's intent by setting aside open space in excess of the minimum; and The zoning amendment is reasonable and in the public interest as it demonstrates compatibility with several aspects of the 2030 Land Use Plan such as maximizing open space and providing a variety of housing type in the area. Furthermore, the proposal would allow for a transition between the lower density/larger lot single-family detached to the north and the commercial and approved multi-family developments directly to the south. Suggested Conditions of Approval: (1) Compliance with the Cumberland site plan dated 12-05-19; (2) Compliance with the Cumberland residential elevations; (3) Compliance with the open space/amenity detail sheet dated 12-12-19; (4) Compliance with the rezoning application dated 10-14-19; (5) Site density not to exceed 2.94 dwelling units per acre and minimum lot size of 5,100 square feet; (6) Development will not exceed 120 single-family dwellings and minimum lot size of 5,100 square feet; (7) Minimum front setbacks are 24' unless garages are recessed four feet from the front plane of the house; (8) Open space areas, as depicted on the plan, will be preserved and maintained by the HOA; and (9) Preliminary subdivision approval and technical site plan shall be required.

**Recommendation:** Consider adopting an ordinance amending the official zoning map from Residential Medium Density (RM-2) and General Commercial (C-2) to Residential Compact Conditional District (RC-CD), as well as amending the 2030 Land Use Plan from Suburban Neighborhood and Commercial to Urban Neighborhood.

- 3. Conduct a public hearing and consider adopting the 2020 Revision of the City of Concord Comprehensive Transportation Plan.** The City of Concord Comprehensive Transportation Plan (CTP) is the City's long-range transportation document for local roadway improvements. The CTP Map shows existing and future alignments of thoroughfares and collector streets along with pedestrian, bicycle and greenway facilities in the City while it's associated Street Appendix shows schedules consisting of existing cross sections and rights-of-way, future cross sections, and future rights-of-way. The CTP is a coordinated sub-set of the Cabarrus-Rowan MPO Comprehensive Transportation Plan (CRMPO-CTP). The Cabarrus-Rowan MPO is the designated planning agency for all transportation projects in Cabarrus and Rowan counties and the CRMPO-CTP is a financially unconstrained view of the future roadway network in Cabarrus and Rowan counties. As planning documents from adjoining jurisdictions, the state, and the MPO change, roadway networks expand, development occurs, and land use changes, the current City of Concord CTP is evaluated annually by staff to reflect changes to street classifications and future roadway, pedestrian, bicycle and greenway alignments. Public comment is also essential in providing a complete and comprehensive CTP and this public hearing is an opportunity for developers and citizens to formally participate in the process. An up-to-date CTP is a tool that the public and City staff uses in planning for infrastructure needs and requirements. The 2020 Revision of the CTP Map, upon adoption by City Council, will be recorded at the Cabarrus County Register of Deeds.

**Recommendation:** Motion to adopt the 2020 Revision of the City of Concord Comprehensive Transportation Plan.

#### **E. Presentations of Petitions and Requests**

- 1. Consider approving the priority scoring criteria for sidewalk construction projects under the City of Concord's Pedestrian Improvement Program (PIP).** The City of Concord Pedestrian Improvement Program Policy was established in 2004 to provide a process for making annual recommendations to Council for sidewalk projects which is fair to the whole community and identify where the greatest sidewalk needs exist. In 2019, City Council approved increasing the allocation from \$150,000 to \$500,000 for sidewalk construction. The previous evaluation criteria only captured those areas requested by citizens and did not reflect the highest connectivity needs for the City of Concord. Staff then performed a gap analysis across the city and developed a new scoring methodology to prioritize segments. While the new criteria still accounts for citizen input, it captures unidentified gaps that go unreported. The criteria includes factors for Street Characteristics, Safety, Equity, Pedestrian Generators, Connectivity, and other considerations such as existing worn paths and citizens requests. Based on the methodology, the 2019-20 priority list was developed, which identifies the top 10 ranking projects for staff to begin focusing efforts. Upon approval, staff will take appropriate actions to advance projects to completion. Staff is also coordinating efforts with the City's Open Space Connectivity Analysis adopted in May 2019.

**Recommendation:** Motion to approve the priority scoring criteria for sidewalk construction projects under the City of Concord's Pedestrian Improvement Program (PIP).

- 2. Consider authorizing the City Manager to negotiate and execute a construction contract with Performance Managed Construction Inc. for the construction of the South Union Street Sidewalk project contingent upon NCDOT's concurrence of award and to adopt a capital project amendment ordinance.** The City of

Concord has a municipal agreement with NCDOT for the South Union Street Sidewalk Extension - EB-5903. Work consists of constructing sidewalk along South Union Street between Tulip Ave. SW and Cumberland Ct. SW. Three bids were received on December 12 and the lowest responsive and responsible bidder was Performance Managed Construction, Inc. in the amount of \$879,280.

**Recommendation:** Motion to authorize the City Manager to negotiate and execute a contract with Performance Managed Construction Inc. in the amount of \$879,280 for the construction of the South Union Street Sidewalk project contingent upon NCDOT's concurrence of award and adopt a capital project amendment ordinance.

3. **Consider authorizing the City Manager to negotiate and execute a contract with Passio Technologies, Inc. for a CAD/AVL system, automated passenger counters, and on-board WiFi for Rider Transit.** Rider Transit released two RFP's in October 2019; one for a Computer Aided Dispatch/Automatic Vehicle Location system and automated passenger counters, and one for on-board WiFi. Updating our current ten-plus year-old CAD/AVL system to provide more modern, enhanced, and user-friendly real-time vehicle location information to both Rider Transit staff and customers. The addition of automated passenger counters will provide precise ridership data on a stop-level basis at 98 percent accuracy. Dedicated on-board WiFi will provide a higher-capacity, more reliable network for customers. Five proposals were received for CAD/AVL/APCs and seven proposals for on-board WiFi. After scoring each proposal, staff selected finalists to conduct product demonstrations. Passio Technologies, Inc. was selected as the most responsive, responsible, and best value to the City for both RFPs. Total cost over five years will not exceed \$306,633.78. Eighty percent (\$245,307.02) of the project will be paid for using FTA grant funding that has already been allocated to Rider Transit. The remaining twenty percent (\$61,326.76) will be split evenly by the City of Concord (\$30,663.38) and City of Kannapolis (\$30,663.38).

**Recommendation:** Motion to authorize the City Manager to negotiate and execute a contract with Passio Technologies, Inc. for a CAD/AVL system, automated passenger counters, and on-board WiFi for Rider Transit.

4. **Consider authorizing the City Manager to negotiate and execute a contract with Delerrok, Inc. for a digital fare payment system and authorizing Rider Transit staff to amend the Fees, Rates and Charges Schedule to include fare capping and new TouchPass smart card cost of \$2.00.** Rider Transit released an RFP in October 2019 for a digital fare payment system to allow additional, more flexible options for customers to purchase transit passes and fares. New options will include mobile ticketing (phone) and smart card technology platforms for payment. The digital fare payment system will also allow for the introduction of the concept of fare capping. Six proposals were received. After scoring each proposal, staff selected finalists to conduct product demonstrations. Delerrok, Inc. was selected as the most responsive, responsible, and best value to the City. Total cost over five years will not exceed \$211,073. Eighty percent (\$168,858.40) of the project will be paid for using FTA grant funding that has already been allocated to Rider Transit. The remaining twenty percent (\$42,214.60) will be split evenly by the City of Concord (\$21,107.30) and City of Kannapolis (\$21,107.30).

**Recommendation:** Motion to authorize the City Manager to negotiate and execute a contract with Delerrok, Inc. for a digital fare payment system and to authorize Rider Transit staff to amend the Fees, Rates and Charges Schedule to include fare capping and new TouchPass smart card cost of \$2.00.

5. **Consider adopting a resolution of intent to schedule a public hearing on the matter of closing the right-of-way of an unopened portion of Belt Rd. between Ruben Linker Rd. NW and Weddington Rd.** The proposal includes the abandonment of the right-of-way and the granting of a permanent public utility easement to the City. The NC General Statutes require that the City post signs in two

(2) places along the right-of-way, send copies of the approved resolution of intent to all neighboring owners after adoption, and advertise in the newspaper once a week for four (4) consecutive weeks. The notice requirement would allow the hearing to be conducted at the February 13, 2020 City Council meeting.

**Recommendation:** Motion to adopt a resolution of intent to set a public hearing for February 13, 2020 on the matter of closing the right-of-way of an unopened portion of Belt Rd. between Ruben Linker Rd. NW and Weddington Rd.

**6. Consider re-allocating \$30,000 of HOME Investment Partnership (HOME) funds previously allocated to Habitat Cabarrus for the construction of one (1) new home at 330 Broad Drive SW to 353 Cozart Avenue SW.** The current relationship with the City of Concord was established in early 2013 when the City was looking to promote home ownership in the Logan community and had properties available. The partnership with the City has helped to stretch Habitat Cabarrus' resources to serve more families. The first house under this partnership was complete on Broad Drive SW in May of 2013. A total of thirteen new build homes have been completed since; four (4) on Broad Drive, five (5) on Ring Avenue, two (2) on Young Avenue, one (1) on Princess Avenue and one (1) on Hemlock Street. Habitat Cabarrus greatly values this partnership as it allows both organizations to expand our reach, working together toward the common goal of rebuilding neighborhoods/communities and promoting stability through home ownership. In November of 2018, Council voted to allocate \$30,000 for the construction of a new home at 330 Broad Drive SW, a lot Habitat previously owned. After soil testing was complete, the area was found to be unbuildable. In light of the lot issues, Habitat stopped construction efforts at 330 Broad Drive SW and searched their inventory for a viable parcel still within the Logan Community. Habitat has requested to re-allocate the already committed funds from 330 Broad Drive SW to the buildable lot at 353 Cozart Avenue SW. Habitat continues to be committed to meeting the City's standards in construction with hardy plank siding, meeting SystemVision requirements and sealing the crawlspace. Construction would also include a front porch, two car parking pad and a landscaping package. Staff will also be working closely with Habitat to have additional visual enhancements (paint color, decorative porch railings, etc.) included on each house.

**Recommendation:** Motion to approve the re-allocation of \$30,000 in HOME Investment Partnership (HOME) funds previously allocated to Habitat Cabarrus for the construction of one (1) new home at 330 Broad Drive SW to 353 Cozart Avenue SW.

**7. Consider a motion to approve the purchase of five (5) properties located at 515 Gibson Drive NW, 175 Eudy Drive NW, 480 Harris Street NW, 80 Saint Mary Avenue NW and 56 Saint Mary Avenue NW, from Alex Hamilton in the amount of \$140,000 using Community Development Block Grant (CDBG) and City Affordable Housing funds.** Acquisition, rehab, resell is a method used to provide affordable housing by obtaining vacant housing stock that is in need of repairs or demolition. The home(s) are then remodeled and sold or replaced with new construction based on the condition. Staff has been approached about the acquisition of five (5) such properties located within the Gibson Village Community. The properties are 515 Gibson Drive NW, 175 Eudy Drive NW, 480 Harris Street NW, 80 Saint Mary Avenue NW and 56 Saint Mary Avenue NW. All the homes are currently vacant with some having been previously cited by Code Enforcement. Initial inspection found three (3) of the homes will be purchased to rehabilitate and resell, the remaining two may have to be demolished and replaced with newly built homes. An offer has been made, pending Council approval, for the purchase of these five (5) properties for \$140,000, which is below the current total tax values of all parcels combined. The purchase would be made with a combination of CDBG funds (\$100,000 and the City's affordable housing allocation (\$40,000).

**Recommendation:** Motion to approve the purchase five (5) properties located at 515 Gibson Drive NW, 175 Eudy Drive NW, 480 Harris Street NW, 80 Saint Mary Avenue NW and 56 Saint Mary Avenue NW from Alex Hamilton for \$140,000 utilizing \$100,000 from CDBG and \$40,000 City Affordable Housing funds.

- 8. Consider authorizing the City Manager to negotiate and execute a contract with Hazen and Sawyer to conduct an update to the City's water master plan.** This master plan update includes updates to the hydraulic model, field tests to confirm model data, and a re-calibration of the model based upon recent developments and current development trends. This project will also include a future demand component that will assist the City as we continue to grow as well as develop recommendations to assist in the CIP process.

**Recommendation:** Motion to authorize the City Manager to negotiate and execute a contract with Hazen and Sawyer in the amount of \$195,000 to conduct an update to the City's water master plan.

- 9. Consider the approval of the Water Economic Development rider and adopting an ordinance to amend the FY19-20 Fees, Rates, and Charges Schedule to include the addition of an Economic Development Rider for large water users.** This change would add an Economic Development Rider for new industrial water users. This Rider would only be available at the option and approval by the City Manager to new industrial water customers with an average daily use of over 500,000 gallons per day. This Rider would provide a 20% rate savings in the first year of operation. The reduction would then be reduced by 5% each year with a 0% reduction after 4 years. These changes would be effective February 1, 2020.

**Recommendation:** Motion to approve the Water Economic Development Rider and adopt an ordinance to amend the FY19-20 Fees, Rates, and Charges Schedule to include the addition of an Economic Development Rider for large water users.

- 10. Consider authorizing the City Manager to negotiate and execute a contract with Bio-Nomic Services, Inc. for the Coddle Creek Water Treatment Plant Lagoons Sludge Removal.** As water is treated to produce safe drinking water, waste is also generated and stored in lagoons. These lagoons fill up with waste that has to be removed and taken to the landfill. This contract is for the removal of the waste from the lagoons and delivering the waste to the landfill. The project was bid under the formal bidding process, bids were received on December 19, 2019 and one bid was received. The one bid was returned unopened to the bidder and the project was re-advertised as required by NCGS 143-132. Bids were received a second time on December 30, 2019 and two bids were received. Per NCGS 143-132, staff was allowed to accept the bids. The lowest responsible bidder was Bio-Nomic Services, Inc. in the amount of \$307,824.

**Recommendation:** Motion to authorize the City Manager to negotiate and execute a contract with Bio-Nomic Services, Inc in the amount of \$307,824 for the Coddle Creek Water Treatment Plant Lagoons Sludge Removal.

- 11. Consider adopting a resolution for the abandonment of an easement across property at 337 Broad Street (PIN 5620-93-9784).** There is a 30 foot sanitary sewer easement granted in Deed Book 266 page 508 and shown on Plat Book 16 Page 67. The sewer line located in said easement is no longer in use. The current owner of the parcel has plans to build a single family residence and request the easement be abandoned. Water Resources agrees with the abandonment.

**Recommendation:** Motion to adopt a resolution authorizing the abandonment of easement across property at 337 Broad Street (PIN 5620-93-9784).

- 12. Consider approving criteria to determine the use of the design-build method for project delivery.** NCGS 143-128.1A allows for the use of design-build contracts. The statute requires that a governmental entity establish criteria that is to be used to determine if the design-build method is appropriate for a particular project. The statute

also outlines, at a minimum, what criteria should be included. The attached criteria document includes all the requirements of NCGS 143-128.1A.(b).

**Recommendation:** Motion to approve criteria for determining the use of the design-build method for project delivery.

- 13. Consider accepting a preliminary application from Tayshaun Devon Hall Medical Care Trust.** In accordance with City Code Chapter 62 Tayshaun Devon Hall Medical Care Trust has submitted a preliminary application to receive water service outside the City limits. The property is located at 417 Piney Church Road. The parcel is .9 acres, zoned LDR and a new home is being proposed. There is no sewer requested or available to this parcel.

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

- 14. Consider appointing one (1) City Council Member to the Public Art Advisory Committee.** The Public Art Advisory Committee is tasked to facilitate delegated City funded art projects, identify potential project areas within Center City, and to make recommendations on potential (if any) zoning / development regulations as it relates to public art and encourage privately funded "public" art projects.

**Recommendation:** Motion to appoint one (1) City Council Member to the Public Art Advisory Committee.

## VII. Consent Agenda

- A. Consider approving the Other Post-Employment Benefit Funding Policy.** The City currently funds the other post-employment benefits (OPEB) each year on a pay as you go plan. The OPEB trustees meet once a year and discuss whether to recommend additional funding to help satisfy our total liability. The attached policy is written procedures for what the City has done in the past in regards to funding OPEB. It has been recommended that the City formally adopt a policy to support our continued efforts to fund our outstanding OPEB liability. An actuary performs a study every other year and the City's audit reflects those numbers and the detail behind the calculations. In fiscal year 2019, the City paid \$1.9 million in OPEB to our retirees. The City also prefunded the outstanding liability in the amount of \$3 million in that same year. Eventually, the City will draw money from our OPEB Trust to pay our benefits each year other than the pay as you go approach we have now. The City's total liability for OPEB is estimated at \$39 million. Staff is recommending that we continue our current efforts to reduce our liability each year.

**Recommendation:** Motion to approve the Other Post-Employment Benefit Funding Policy.

- B. Consider authorizing the Housing Department to submit an application for the Family Unification Program grant.** The Family Unification Program grant provides vouchers to help homeless or housed families in danger of losing children to foster care or are unable to regain primary custody due to housing problems or youth aging out of foster care who are at risk of becoming homeless.

**Recommendation:** Motion to authorize the Housing Department to submit an application for the Family Unification Program grant.

- 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: Derita Concord NC, LLC, (PINs 4589-35-3080, 4589-35-3126, & 4589-34-4982) 3050 Derita 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: Derita Concord NC, LLC.

- 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: Wayforth Phase 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: Wayforth Phase 3.

- E. Consider accepting an Offer of Infrastructure at Hunton Forest Ph 2 Map 4, Kensley Subdivision, Settlers Landing Offices, The Mills Ph 2C Map 1, and Griffin International Spec Building.** 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: 26' of 12" water main, 4,536' of 8" water main, 68' of 6" water main, 192' of 2" water main, 10 hydrants, 5,305' of 8" sewer line, and 28 manholes.

**Recommendation:** Motion to accept the offer of infrastructure in the following subdivisions and sites: Hunton Forest Ph 2 Map 4, Kensley Subdivision, Settlers Landing Offices, The Mills Ph 2C Map 1, and Griffin International Spec Building.

- F. Consider approving the transfer of delinquent utility accounts to collection losses.** Annually, staff must review the accounts receivable utility balances and determine if any of the balances are uncollectible. The accounts that are deemed uncollectible should be transferred to collection losses. Delinquent utility accounts deemed to be uncollectible amount to \$756,463.15. The primary reason for these losses is due to bankruptcies filings and bad debts that result when someone leaves their residence without paying their final bill. Staff continues to work with legal to pursue collection methods available as well as using the Debt Setoff Program offered through the State and an independent collection agency. Account collection continues even after the account is written off. Final accounts from May 1, 2018 – April 30, 2019: (These revenues are less than 1% of the total operating revenues for each utility) Electric \$519,111.95; Water \$114,680.73; Wastewater \$85,220.84; Stormwater \$35,271.84; and Environmental Services \$2,177.79.

**Recommendation:** Motion to approve the transfer of delinquent utility accounts to collection losses.

- G. Consider approving a change to the classification/compensation system to include the position of Code Enforcement Supervisor.** Considering approving a change to the classification/compensation system to include the following classification: Code Enforcement Supervisor, (Grade 210), with a salary range of \$47,106.89 (minimum) - \$62,416.64 (midpoint) - \$77,726.39 (maximum).

**Recommendation:** Motion to approve the addition of Code Enforcement Supervisor.

- H. Consider approving a change to the classification/compensation system to include the position of Water Resources Project Manager.** Considering approving a change to the classification/compensation system to include the following classification: Water Resources Project Manager, (Grade 109), with a salary range of \$50,800.53 (minimum) - \$67,310.70 (midpoint) - \$83,820.89 (maximum).

**Recommendation:** Motion to approve the addition of Water Resources Project Manager.

- I. Consider accepting the semiannual debt status report for the City of Concord.** City Council has requested that a debt report be prepared every six months for review. The report should include the outstanding principal and the amount of interest and principal due each year as of the date of the report. The attached report represents the debt position of the City as of December 31, 2019.

**Recommendation:** Motion to accept the semiannual debt status report for the City of Concord.

- J. Consider acceptance of the Tax Office reports for the month of November 2019.** 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 November 2019.

- K. Consider approving the Tax Releases/Refunds from the Tax Collection Office for the month of November 2019.** 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 November 2019.

- L. Receive the monthly report on status of investments as of November 30, 2019.** 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**

**IX. Comments made by Council of non-business nature**

**X. Closed Session**

**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.