



**TOWN OF DAVIDSON
BOARD OF COMMISSIONERS
1ST TUESDAY MEETING
216 South Main Street -
May 1, 2018 - 6:00 PM
VIDEO**

1. Discussion



Agenda Title: Discussion

Manager's Report:

Summary:

ATTACHMENTS:

| Description | Upload Date | Type |
|--|--------------------|-------------|
| ❑ FY2019 Recommended Needs List Items | 5/3/2018 | Cover Memo |
| ❑ General Obligation Bod Strategy | 5/3/2018 | Cover Memo |
| ❑ Meeting Schedule Changes DRAFT 4-26-18 | 5/3/2018 | Cover Memo |
| ❑ Board Meeting Schedules - Davidson & other towns | 5/3/2018 | Cover Memo |
| ❑ Town of Davidson Expectations 04-26-18 | 5/3/2018 | Cover Memo |
| ❑ Upcoming Agenda Items May 2018 | 5/3/2018 | Cover Memo |

FY 2019 Recommended Needs List Items

| Dept | Description | One Time | Recurring | Fund Balance | Notes |
|----------|--|------------|--------------|--------------|--|
| Fire | Increase three Deputy Chief hours from 700 to 988 each | | \$ 17,207 | | 988 hours = 19 hours per week |
| Fire | Station 1 - Increase Captain hours | | \$ 37,301 | | Allows deputies to focus on dept initiatives |
| Fire | Station 2 - Change Firefighter In Charge to Captain | | \$ 19,000 | | Places fire officer at Station 2 |
| Police | Police Officer Position (Captain) | | \$ (106,846) | | Unfund Position |
| Police | Police Officer Position SGT #3 | | \$ 91,500 | | Fund with Captain Salary |
| Police | Police Officer Position SGT #4 | | \$ 91,500 | | |
| Police | Police Officer Position (SRO@CSD) | | \$ 67,500 | \$ 64,100 | Salary, equipment, vehicle |
| Police | Community School of Davidson Reimbursement | | \$ (70,000) | | 7-year amortized cost |
| Planning | Historic Preservation Implementation Expenses | \$ 10,000 | | | |
| PW | Truck - Light Duty | \$ 30,000 | | | Replacement |
| PW | Backhoe | | \$ 20,000 | | Replacement - Financed \$120K;8 years 3.5% |
| PW | Tailgate Salt Spreader | \$ 8,167 | | | |
| PW | PW Facility-Office | \$ 20,000 | | | |
| PW | PW Facility-Fencing/Gate | \$ 25,000 | | | |
| PR/PW | Landscape Tech position | | \$ 48,000 | | Abersham Park/Park at Bailey Springs |
| PR/PW | Additional Mowing Abersham | | \$ 25,000 | | Per agreement with county |
| Non-Dept | Salary Study-Including Classifications | \$ 9,000 | | | |
| Non-Dept | Increase communications to citizens | | \$ 15,000 | | Per strategic Plan Project Specific |
| Non-Dept | Citizen Survey | \$ 17,000 | | | Last Survey FY2017 |
| Non-Dept | Financial Transparency - Website | | \$ 4,675 | | |
| Non-Dept | Merit Pool | | \$ 79,751 | | 3% Pool |
| Non-Dept | Salary Study Implementation Contingency Fund | | \$ 44,432 | | |
| Non-Dept | Increase (Decrease) to Capital Facilities Fund | | \$ 100,000 | | Increase to \$400,000 total |
| | Total | \$ 119,167 | \$ 484,020 | \$ 64,100 | |

**FY 2019 Needs List Items
Not Included in Recommended Budget**

| Dept | Description | Cost | Notes |
|----------|---------------------------------------|-------------------|--|
| Fire | Pick-up Truck w/ utility bed | \$ 50,000 | |
| Fire | Quick Response Vehicle (QRV) | \$ 13,000 | Greenways/Special Events |
| Fire | Full-Time Shift Commander | \$ 246,000 | |
| Police | Police Officer Position (Officer) | \$ 134,600 | |
| Admin | Vehicle | \$ 30,000 | |
| TT | ASC Contribution | \$ 4,000 | Currently \$18,000; Requested \$22,000 |
| ED | Fiscal Impact Analysis Update Phase 1 | \$ 25,000 | Future Growth Scenario/Level of Service Phase 2=\$30,000 |
| PR | Bradford Park | \$ 50,000 | Overflow Parking Lot Paving - 20% of total cost (80% to Huntersville) |
| Non-Dept | Smarsh | \$ 10,900 | Search and archive emails, texts, FB, Twitter, Instagram, etc. |
| Non-Dept | Board Room Camera | \$ 6,500 | Purchase of New Camera |
| | Total | <u>\$ 570,000</u> | |

**Potential Grant and Fund Balance Items
To Be Approved By the Board During FY2019**

| Dept | Description | Fund Balance | Grant Funding | Notes |
|----------|------------------------------|--------------|---------------|--|
| Fire | Fire Fighter Escape System | | \$ 26,000 | |
| PR/PW | Street Tree Inventory | \$ 16,000 | \$ 9,000 | Livability Board Initiative - Grant may be awarded in July |
| Planning | Comprehensive Plan | \$ 85,000 | | Total cost = \$170K, balance of \$85K in 2020 |
| PW | Downtown Parking Engineering | \$ 60,000 | | |
| PW | Main Concord Intersection | \$ 50,000 | | |
| | Total | \$ 211,000 | \$ 35,000 | |

General obligation bonds strategy

4-15-18

We want to give the board enough information to decide whether they want to move forward with general obligation bonds funding and projects. If the decision is to move forward, we need to determine what projects and what dollar amount to issue. Following that decision, the next step is to do the engineering phase which better identifies the scopes of the various projects and helps with refining the projected cost estimates. This phase is needed before moving forward with construction of a particular project.

3 options and pros/cons:

1) Move forward

Pros:

- voters have spoken
- clear needs have been demonstrated
- these projects will benefit the community

Cons:

- moving forward with mobility and greenway projects before priorities are identified in mobility plan
- moving forward before deciding on other big picture financial needs

2) Wait for now

Pros:

- wait to get full financial picture with all the big picture vision and strategy
- delaying can help with overall financial strategy

Cons:

- delay in going to engineering and construction loses time
- waiting could result in projects being more expensive in the future
- voters have spoken

3) Hybrid: some parks move forward; mobility and greenways wait on mobility plan

Pros:

- citizen input on parks projects came from voters, parks and recreation master plan, and Livability Board support
- waiting on mobility plan priorities to get clear citizen input and direction to make decisions

Cons:

- delay in going to engineering for mobility/greenway projects loses time
- waiting could result in projects being more expensive in future

- likely many of the projects on the list will be priorities from the mobility plan
- moving forward with financial obligation for some but not all of total general obligation bond projects (does this fit in the larger financial strategy?) – voters ranked mobility and greenways over parks projects.

Next Steps:

If option 2, when would the board like to revisit this topic, after mobility plan is complete? 6 months?

If options 1 or 3, the board needs to decide on which projects to move into the engineering phase and appropriate funds from fund balance. The engineering phase funds can be reimbursed from bond proceeds when they are issued. The CIP can be updated from the decisions the board makes on the projects.

Meeting Schedule Possible Changes DRAFT 4-26-18

The town board made changes to the meeting schedule back in February. With those changes, the board wanted to re-evaluate after 90 days. The purpose of this document is to present some options of how to improve upon the schedule based on the experience this past 90 days. We have experienced larger 4th Tuesday work session agendas because of the loss of board-staff discussion time for work session items.

Option A: (keep as is):

1st Tue – Informal Meeting – Town Hall – 6pm (no agenda)

2nd Tue – Regular Meeting – Town Hall – 6pm (agenda/public comments/public hearings/voting)

3rd Mon – Coffee Chats – alternates 9am/6:30pm (no agenda/discussion topic/Q & A)

4th Tue – Work Session- 6pm (agenda - usually no public comment/voting)

Option B: (add 4pm work session to 4th Tuesday)

1st Tue – Informal Meeting – Town Hall – 6pm (no agenda)

2nd Tue – Regular Meeting – Town Hall – 6pm regular (agenda/public comments/public hearings/voting)

3rd Mon – Coffee Chats – alternates 9am/6:30pm (no agenda/discussion topic/Q & A)

4th Tue – Work Session- 4pm/6pm work sessions (agenda – usually no public comment/voting)

PROS:

Adds back approximately 1.5 hours of board-staff discussion time for work session items workload.

4pm works better for staff and potentially saves town money when compared to a 6pm meeting.

CONS:

4pm times not as accessible to residents who work during the day.

Schedule conflict for Commissioners jobs

Option C: (make 1st Tuesday meeting a work session similar to 4th Tuesday)

1st Tue – Work Session – Town Hall – 6pm (agenda – usually no public comment/voting)

2nd Tue – Regular Meeting – Town Hall – 6pm regular (agenda/public comments/public hearings/voting)

3rd Mon – Coffee Chats – alternates 9am/6:30pm (no agenda/discussion topic/Q & A)

4th Tue – Work Session – 6pm (agenda – usually no public comment/voting)

PROS:

Adds back approximately 2-3 hours of board-staff discussion time for work session items workload.

6pm meeting time more accessible to residents who work during the day.

Provides an agenda for this meeting and can include a regular agenda item for board discussion topics.

CONS:

6pm meetings may run longer assuming workload and continued board-staff discussions items.

Some staff stay longer after hours and can increase cost to town when compared to a 6pm meeting.

No longer an informal meeting with no agenda.

***`A la carte option to consider changes to any of the options above for coffee chats:**

a) No coffee chats

b) Coffee chats only on the months with a 5th Monday (usually 3-4 times per year)

2018 – April 30, July 30, October 29, December 31(probably cancel due to holiday)

2019 – April 29, July 29, September 30, December 30 (probably cancel due to holiday)

c) Coffee chats quarterly

d) Keep coffee chats as is (find new location)

Davidson Prior to January 2018 (monthly meeting time average – 9.5 hours)

- 1st Tue Informal (no agenda meeting) 4pm (1.5 hr)
- 2nd and 4th Tue, Work Session 4pm (avg 1 hr), Regular Meeting 6pm (Avg 2.5 hrs)
- 3rd Mon “Coffee Chat” (approx. 1 hr)
- Town Retreats (1-day & 2-days)

Davidson February – April 2018 (monthly meeting time average – 11.5 hours)

- 1st Tue Informal (no agenda meeting) 4pm in Feb (2.5 hr), 6pm in March/April (Avg 3.5 hrs)
 - 2nd and 4th Tue Regular Meeting 6pm (Avg 3.5 hrs)
 - 3rd Mon “Coffee Chat” (approx. 1-2 hr)
 - Town Retreat (1-day in March, 3.75 hr)
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Mooreville (monthly meeting time average – 8.5 hours)

- 1st and 3rd Monday at 6-9 pm (Avg 3 hrs)
- Agenda meeting Friday, prior to the first Mon meeting. (1.5 hr)
- Held two Budget Workshop (1 hr)
- “No Agenda Meeting” once a month, no quorum, elected official’s alt months (1 hr)
- Town retreat (2-days)

Cornelius (monthly meeting time average – 7 hours)

- 1st and 3rd Monday, pre-meeting at 5:45pm (1 hr) and regular meeting 7pm (Avg 2 hrs)
- They have also added a “Connecting Cornelius” the first Mon of each month, 8:30-9:30 am
- Budget Retreat (2-days)

Huntersville (monthly meeting time average – 6 hours, except Mayor)

- 1st and 3rd Monday pre-meeting 5:45 (1 hr) and regular meeting at 6:30pm (Avg 2 hrs)
- Mayor Aneralla hosts a 3rd Tuesday lunch 11:45-1pm (similar to coffee chat)
- Retreat (2-days)

Mint Hill (monthly meeting time average – 1-2 hrs plus quarterly workshops)

- 2nd and 4th Thursday at 7pm (Avg time 1 hr)
*4th Tue Meeting was cancelled every month last year
- Quarterly developer workshops that are prior to the 2nd Thu Meeting (1 hr)
- Budget workshop (approx. 1 hr)

Pineville (monthly meeting time average – 2.5 hrs)

- 2nd Tue at 6:30pm (Average 2.5 hrs)

Matthews (monthly meeting time average – 6 hrs)

- 2nd and 4th Monday at 7pm (Avg 2.5 hrs) - 4th Mon pre-meeting 5:30 (1 hr)
- Planning Retreat (4-days)
- Budget workshop (1.5 hr)

Town of Davidson Expectations 4-26-18

Expectations (Board to Board and Board to Staff)

The mayor, board of commissioners, and staff of the Town of Davidson have identified the following expectations to promote effective working relationships with each other and leadership for the town:

1. Communications will be inclusive and transparent

- The board and staff will work together to establish communication processes that are inclusive and transparent to the board, staff, and public.
- Generally, board members and manager will be copied on all email threads. Copy for informational purposes. It means something different to be on the "To" line vs. "Cc" line. Clear/modify subject line to reflect current conversation. If citizen emails one member, cc all others in response.
- Email is efficient, but not always the best way to communicate. Use phone and in-person conversations as appropriate.
- We will actively engage and listen to each other to creatively discuss issues and lead the town toward change.
- We will communicate with each other as clearly, openly, and honestly as possible.
- The board will refrain from publicly criticizing employees or colleagues. Criticism is differentiated from questioning facts or the opinion of staff.
- The mayor facilitates communication during board meetings to ensure all commissioners have an opportunity to speak and staff is appropriately called on for their professional expertise.

2. Commissioners and staff freely give and seek feedback

- We will value the ideas, beliefs, and opinions of each other, whether or not we agree with them.
- The board and staff will create an atmosphere that allows everyone to feel comfortable voicing their opinions freely and expressing disagreement.
- The board will be receptive to questions, input, and recommendations (including pros and cons) from the staff, and vice versa.

3. Commissioners and staff will engage with the community

- We will engage with each other and the community and remain flexible to new ideas.
- Board members will strive to have a strong physical presence in the community.

- When in public, we will behave in such a way that reflects positively on our community, collaborators, and partners.
- We are trustworthy, reliable, and dependable to each other and the community.

4. Information will be shared in a timely manner

- We will provide each other with sufficient time to consider decisions being made on big issues, and seek out community input on issues when necessary.
- Board members submit questions about agenda items ahead of the meeting so staff has time to prepare.
- We will ensure that the board and staff have the necessary information to make appropriate recommendations and decisions. The goal is not to have any surprises – if it feels like it might be important, let the board know.

5. The commissioners and staff will work to be a high performing board and organization

- The board takes official action as a body. Their authority rests in the group, not in individual board members.
- We will strive to create a culture of providing ongoing and timely feedback to support performance improvement and personal growth to build trust and our relationships with each other.
- We will acknowledge when mistakes are made and will be open and honest with each other to resolve the issue.
- We will hold ourselves and each other accountable in being as transparent as possible in order to make well-informed decisions that benefit the town and community.

6. The commissioners and staff trust and respect each other's roles

- The board and staff understand each others' respective roles and responsibilities in providing service to the community.
- The board and staff will see each other as competent, while recognizing and respecting each others' roles and expertise.
- The board sets future direction and policy—the staff is responsible for administrative functions and town operations.
- Board members' requests that require staff time should be directed to the manager. Requests that set new direction or require resource allocations are put before the entire board.

Upcoming agenda items for May 2018

5-1-18 Draft*

*items subject to change

May 8

Swear-in new Clerk

National police week proclamation

Public Arts Commission bi-annual report

Public hearing – budget and eco dev

Public hearing - watershed

Beaty St. park task force – appoint task force

Davidson East amendment to settlement agreement

Approve changes to vision and CV5

Award paving contract

Revaluation report by county assessor Ken Joyner

Economic Development Strategic Plan review

*NOTE: Withdrawn: Voluntary annexation 1301 Mayes Road

May 22

Budget work session and public comment period

Main/Concord intersection

Public facilities status report/communications plan

Davidson Commons 4B – optional pre-development consultation

Solid Waste collection contract

Flashing beacons project

Sidewalks project

On horizon (not exhaustive list)

Planning process changes - Part II of II

Public facilities: (June/July/August for fall referendum)

Mobility plan: charette/input, drafts; complete August; then go to implementation

PSB: surveying and engineering phase results back to board and public for input (summer)

Exit 30: finish construction; engage DOT for additional landscaping (fall)

I-77: finish project; Turnpike authority communications on how it works (fall)

Planning initiatives from Board's strategic plan e.g. Watershed, tree, etc. (summer/fall)

Comp plan starts in September