

LAW AND FINANCE MEETING  
Wednesday, September 28, 2011  
1:00 P.M.  
Council Chambers

The Law and Finance Committee met on Wednesday, September 28, 2011, at 1:00 P.M., in the Council Chambers, at City Hall. The following people were present:

Law and Finance Committee:

Mayor Cornelia Olive	Council Member Walter McNeil, Jr.
Mayor Pro Tem Sam Gaskins	Council Member L.I. (Poly) Cohen
Council Member Bob Brown	City Clerk Bonnie D. White
Council Member Charles Taylor	Public Works Director Victor Czar

Absent:

Council Member Linwood Mann  
Council Member James Williams  
City Manager Hal Hegwer  
City Attorney Susan Patterson

Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2011-2012 – (Exhibit A)

Assistant Financial Services Director Beth Kelly advised that the ordinance amends the budget to reappropriate \$10,000 budgeted in FY 10-11, but not expended at year end for the remainder of the Citizen Self-Service Module and other Munis upgrades; it also transfers \$1,500 from Contingency to the Utility Revenue Collection Department to budget funds for the increase in hours of a temporary employee. This is due to a staff member being on leave and the temporary employee went from working 25 - 30 hours per week to 40 hours.

Consider Award of Request for Proposal for Engineering Services for the City of Sanford FY 2009 Community Development Block Grant - Maple Avenue Project - (Exhibit B)

Community Development Manager Karen Kennedy explained that they sent our proposals for engineering services for the Maple Avenue. They advertised in the newspaper and posted it on the Interactive Purchasing System through the State as it is a grant requirement. They received 18 proposals. They narrowed the proposals down to the top three. Once they selected the top three, they checked references and also worked with them for their schedule to see how the schedule is going to work with the project's revised time frame. Following all the reference checks, the staff and reviewers would like to recommend award of the contract to Jeremy Thomas Engineering of Sanford, North Carolina.

Council Member Taylor stated that a couple of things he sees in looking at the different approaches/categories, the main difference is the familiarity of locality and the understanding of the problem. He asked how do you grade the familiarity of locality, because he sees a lot of companies that do work in Sanford? Mrs. Kennedy replied that is the main criteria for familiarity with locality. If they have worked with the City of Sanford or Lee County on any projects – that's how it receives points for that and, also, if they have done the same type of work

in other localities. Mr. Taylor asked what is the difference in a 15 and 25 because it looks like it could be ambiguous. Mrs. Kennedy replied they worked with the City and did the project well or they worked with the City and it may not have gone so well. Mr. Taylor asked how many projects have J. Thomas Engineering done for us? City Engineer Paul Weeks replied that Jeremy Thomas has done a number of projects for the City when he worked with ms consultants. One was the Little Buffalo Wastewater Treatment Plant, sometimes called New Little Buffalo Wastewater Treatment Plant that was installed, as well as the new outfall that was installed; the work he has done for us has been acceptable. We have had good experience with him in the past. Mr. Taylor asked how many jobs has J. Thomas Engineering done themselves. Mr. Weeks replied that Jeremy Thomas has done some design work for us on some force mains. We put out a preliminary engineering request for some design work on Gaster's Creek force main lift station – we wanted to extend the force main and Jeremy Thomas did that well. He has also looked at some drainage concerns we had. He looked at the sewage issue on Evergreen Street and Woodland Avenue and did the engineering work on that project. Mrs. Kennedy advised that he did the design work for the Haven project.

Consider Award of Construction Contract for Autumn Oaks Apartments Infrastructure – (Exhibit C)

City Engineer Paul Weeks explained that bids were opened on September 27 for the installation of the infrastructure for the Autumn Oaks Apartments Complex – that infrastructure is water and sewer. Three bidders submitted bids and the low bidder is Thomas Construction in the amount of \$125,982.40. Thomas Construction has worked for the City before and we feel very comfortable with the work that they do and recommend awarding the contract to them.

Consider Update of the Lee County Hazard Mitigation Plan – (Exhibit D)

Community Development Bob Bridwell advised that we are required under federal programming, including our association with FEMA and flood plain management program, to have a hazard mitigation plan. Council approved the plan in 2002 and it is time to update the plan. In the last plan, one of things you evaluated was the potential hazards that face your community. In that plan, we did not identify tornados because we never had one. Mayor Olive asked if we do earthquakes. Mr. Bridwell replied we have had some changes since then. This plan looks at all the potential risks and has ways to mitigate risks. One that Council is familiar with is the floodplain management and we have an active floodplain program. It is not an emergency response plan; it is a mitigation plan and an update of the previous one.

Council Member Taylor asked Roger Milliken what major changes did we see from draft to draft. Roger Milliken, Technical Support for Lee County Emergency Services, replied that over time, the community rating system was dropped from the previous plan. After it was adopted, that was dropped. They had been working on it and then the tornados came, and the state said we got to have your plan and it was not ready. He gave it to them without the Community Rating System (CRS) in it, and they reinserted the Community Rating System; then sent it to FEMA and they approved it. We have their approval without finalizing our process. He talked with Mr. Bridwell and Mr. Downey and they said it would not be too difficult to re-implement the CRS. That is where we stand on it. The changes were typical demographic changes and redoing the percentages of the likelihood of tornados, etc.

Mr. Bridwell said that this effort is being driven by Lee County Emergency Management and we actively work with them. He stated that staff wrote the first plan and they updated the second plan with staff's assistance. Mr. Bridwell advised that one of the things they added since then is that Broadway did not have their own floodplain management, basically because they do not have any floodplains. They have since adopted their own ordinance to make sure we are all uniform. Staff recommends endorsement of the plan.

Consider Development Report and Permits Issued Report – (Exhibit E)

Community Development Bob Bridwell gave a summary of the permits issued and added that they have seen some increase in residential development.

OTHER BUSINESS

Mayor Olive thanked Public Works Director Vic Czar for his help filling in the city manager's position since Mr. Hegwer has been on vacation.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED BY REFERENCE AND MADE A PART OF THESE MINUTES.**

ADJOURNMENT

Having no further business to come before the Law & Finance Committee, the meeting was adjourned upon the motion of Council Member Walter McNeil, Jr.; seconded by Council Member Bob Brown, the motion passed unanimously.

Respectfully submitted,

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Cornelia P. Olive, Mayor

ATTEST:

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Bonnie D. White, City Clerk