

CITY COUNCIL WORKSHOP MINUTES OF THE  
CITY OF SANFORD, SANFORD, NORTH CAROLINA  
Monday, February 22, 2016

The City Council held a workshop on Monday, February 22, 2016, at 6 P.M., in the West End Conference Room, of the Sanford Municipal Center, located at 225 East Weatherspoon Street, Sanford, North Carolina. The following people were present:

Mayor T. Chet Mann	Council Member James Williams
Mayor Pro Tem Sam Gaskins	Council Member Norman Charles Post III
Council Member Rebecca Wyhof	City Clerk Bonnie Davis
Council Member Charles Taylor	City Manager Hal Hegwer
Council Member Byron Buckels	City Attorney Susan Patterson
Council Member Jimmy Haire	

Mayor Mann called the meeting to order.

**CITY HALL IMPROVEMENTS/NEW POLICE STATION –(Exhibit A)**

Public Works Director Victor Czar introduced Jim Powell, ADW Architects, managing principal in the company. He has been with the company for over 30 years. Ashley Love, Associate, has been with the firm for ten years. Staff has been in a lot of conversations with ADW since 2012, working on the space needs project. When City Hall was built, it was built to last about 30 years - space wise; meaning the space that was provided would serve the City's needs for 30 years, at which time, some other facility would be built, or renovations made. The Planning Department is in the Buggy Factory now, which gives a few more offices; however, the Police and Finance Departments are looking for more space.

Mr. Powell explained the space needs analysis, based on the amount of square footage it took to do each task. Some City Hall departments need more space (Community Development and Finance Departments); the major need was in the Police Department to provide clear separation from public entry versus private, police secure entry, and for evidence processing and storage, so the chain of custody cannot be questioned in the court of law. The detectives need privacy and security, and space to record interviews and detain defendants.

Mr. Powell questioned how to meet those needs and what are the options? There are two scenarios. One is where the Police Department would move into a new building, whether it is here at City Hall or at another location. The second scenario is that the Police Department could stay in City Hall, grow and move up into some space in the top level, but some of the employees in the upper level would have to relocate.

Mr. Powell explained the three development options (Exhibit A). Development Option 1 is where the City would build a new Police Facility and the vacated Police space on the lower level of City Hall would be renovated over time, to house growth in City Hall Developments. Step one is to purchase land and build a new +/-30,000 Police Building, associated public parking and secured Police parking. Police would move from the lower level of City Hall into the new facility. Step 3 is to complete renovations to the lower level space in City Hall. These renovations would include new floor and wall finishes where needed, renovated and/or new HVAC systems and lighting where needed and wall and door

renovations/additions where needed; complete general patching, painting and clean up after move. It would allow for growth of City Hall Departments into the lower level space. Mr. Powell stated the pros and cons of this option and explained the overall cost, which is estimated at \$10,785,000. Estimate of total time to implement is 27 – 32 months.

Development Option 2A is the City would build a new Utilities Building on the existing campus adjacent to the existing City Hall. Financial Services, Engineering, Human Resources and Public Works Administration would move from City Hall into this new building, thus freeing up space on the upper level of City Hall. The upper level of City Hall would be renovated to house Police Department space on one end of the building and City Hall Administration, IT and the Legal Department on the other end. The Council Chambers would stay where it currently resides. The lower level Police space would be completely renovated and a small addition would be built onto the building to house a new stairwell and offices. Implementation would be Step 1 - to build a new +/-25,000 square foot Utilities Building and associated parking, walkways, courtyard amenities, etc. Step 2 would be to move all City Hall Departments into the new Utilities Building (Administration, IT offices, and Legal would be temporarily housed in “growth space” on 2<sup>nd</sup> floor. Move Police Department into swing space (move to another building in town), which they would occupy this swing space for duration of the renovations of City Hall. All police facilities are (emergency type facility) required by NC Building Code to be designed to critical facilities status. An amount of \$175,000 for critical facility upgrades have been included in case you have to take the swing space and bring it up to critical facility status. Estimated amount of swing space is 16,000 square feet. Step 3 would be to renovate City hall (& complete construction of +/-2,000 square foot addition) and complete Police exterior parking and secure area improvements (this requires the least amount of changes). Part of the renovations would give the Police Department a secured parking area and sally port. They would take the existing area where the sally port is located, create a new drive and a screened area with gates and a covered area for about ten parking spaces, which would become the new secured entrance to the Police Department and sally port area. The new entrance would be screened and controlled so that no one from the public could enter this area. This renovation will improve operational efficiency for the Police, but not as much as a new building that is designed especially for current Police procedures and best practices.

Council Member Taylor asked why did we not use this as an opportunity to square some of this building up and make a circular drive on one section. We are dealing with a triangular building; he made the suggestion to square this building up and connect the walls to one another. The Town of Cary is a perfect example. They have added on to their department and it is all linked internally. You can go from one section to another without having to go outside.

Mr. Powell stated that if you connect the two and square it up, you lose all of the windows.

Step 4 would be to move the Police Department from swing space back into renovated City Hall and move Administration, IT and Legal back into City Hall. Slight renovations to Utilities building “growth space” may be needed. Estimated cost is \$14,425,000. He displayed and explained the conceptual design in detail of what the building could look like with a courtyard and amenities. Mr. Powell stated that the Police Chief has reviewed the drawings. Estimated time of completion is 35 – 40 months.

Mr. Powell noted that this option would allow payment to be shared between different funding mechanisms.

Development Option 2B basically provides in-house swing space for the Police Department. This option would take a lot longer, because we are renovating little bits of space here and there. Step 1 is to build the new Utilities building. Step 2 is to move all City Hall Departments into the new Utilities building. Administration, IT offices, and Legal would be temporarily housed in “growth space” on 2nd floor. Move Police Department from lower level to upper level temporarily (in-house swing space). Step 3 is to renovate the lower level of City Hall and complete construction of 2,000 sf addition and complete Police exterior parking and secure area improvements. Step 4 is to move a portion of the Police Department back down to the renovated lower level. Renovate the vacated upper level space (approximately half of upper level). Police would still occupy approximately half of upper level space. This allows you to avoid procuring the swing space somewhere else for the Police Department. Step 5 is to move the remainder of the Police Department located on the upper level over to the newly renovated area of the upper level. Renovate the remaining unrenovated space on the upper level. Step 6 is to move City Hall Administration, IT, and Legal Departments back into newly renovated area on upper level of City Hall. Slight renovations to the Utilities Building “growth space” may be needed. The option would take 22 months longer to complete than Option 1. The estimated cost is \$14,275,000.

Council Member Williams asked how far away are we from needing a satellite location for the Police Station. Mr. Hegwer replied that based on our size and the amount of territory that is covered, he did not feel it is a viable solution. Our police station is centrally located.

Mr. Taylor asked what are the top three reasons why we need the additional 12,000 square foot space? He understands that the interview and evidence rooms are one big issue. Mr. Powell responded it is spread between the entire department; evidence, interview, detectives, processing, retention and separation of the sally port. Mr. Taylor pointed out on a diagram how you could square the building up, so you have one rectangle block and now you have a center point that could act as the elevator and the area to access different floors. You are basically making a rectangle and losing only half the windows.

Mr. Powell stated that it would not necessarily work to add that space because some of the needs are in another area. You would have to reorganize everything. Mr. Taylor stated that you would not have any location costs; as you build the new section and get this corridor off, you could start working on the other and move those departments in the new section.

Mr. Powell replied that while you add the space, unless you reorganize the interior to relate to that new space, you have not accomplished a lot of needs in terms of procedures and policies; you have just given them more space.

Mr. Post asked if we had enough acreage to build Option 1 on this campus site. Mr. Hegwer replied yes.

Mr. Hegwer said that we have space needs that are not going to go away. The building was designed in 1980 and it was debt free when the departments moved in.

Financial Services Director Beth Kelly informed Council that we would mostly likely need to issue Limited Obligation Bonds, which would allow us 20 to 25 year payments. We would have to have

collateral for that type of debt issuance. If Council chose to do Option 1, you are looking at a variable annual debt payment and you would start out at about an annual debt service payment of \$871,000 each year. By the end of the twenty years, you would be closer to \$526,000 because you have to level out some of that principle for the Local Government Commission requirement, so it would fluctuate. The twenty-five year Limited Obligation Bond starts out at about \$800,000 annual debt service payment and by the end of the twenty-five years, it would be about \$431,000.

We would have had some serious space issues upstairs if Inspections, Planning Department and Code Enforcement had not move out. The Police Department is busting at the seams downstairs and the logistics part of it has to be rectified.

Mr. Hegwer said we need to keep moving this issue with additional conversations and ideas.

Mrs. Kelly said that with Option 2A and Option 2B, you are looking at twenty-year Limited Obligation Bonds annual debt service payment of \$1.1 million and by the end of twenty years, you would be down to \$671,000; twenty-five year Limited Obligation Bonds start out at about \$1 million annual debt service payment and at the end of twenty-five years, it would be down to \$546,000. The difference between Option 1 and Option 2, for the General Fund, because of the way it is split, on the annual debt service payment is about \$178,000 less a year. It would be cheaper on the General Fund to do Option 2A or 2B.

Mr. Hegwer said the problem is you are balancing a better function with the Police Department stand-alone facility. You get a better department; it will function better and logistically.

Mr. Mann suggesting taking the information home and studying it more. He wants to think about what we can do to put everyone in the same building except for the Police Department.

Mr. Taylor stated that if it is not too much trouble, he would like to see the squared-off version of the building, with the possibility of making the front the new entrance to City Hall; that way, you are isolating the back parking lot - security wise. He said it could be designed in a V-version.

Mayor Mann recessed the meeting at 7:20 P.M. and reconvened it at 7:30 P.M.

### **WRAP UP REVIEW**

City Manager Hal Hegwer went over Exhibit B, potential projects of the City, the cost and the revenue source from which it would be paid. He stated that with the greenway project, we should take advantage of the opportunities and reassess the obstacles that were talked about such as the stream restoration, the Department of Transportation improvements in front of the hospital, and the grant possibilities that may be available. Staff would like to incorporate those into a Master Plan, which is necessary in order to receive funding from the various state agencies. Staff will not move forward with the construction of the greenway but will move forward with developing a Master Plan.

Mr. Hegwer stated that with the \$2 million Parks and Recreation Bonds (Exhibit C), we could create a real destination park. When we voted on the funds for the parks, it was not real specific; there were just several different concepts, such as attractive and accessible public spaces for multiple uses;

park with water elements and interactive play areas; landscaped gardens and walkways; gazebos, shelters, and sheltered resting areas.

Mayor Mann stated that a task force committee has been working hard on what they think would make the ultimate and most effective sports park that would bring thousands of people to Sanford on a regular interval. They have looked at the design and after a lot of study, they determined it would need to be the highest quality configuration design. They have a site selected and have all the parties in agreement to move forward. At this time, the consensus of the task force committee is that they do not need to use the bond money that has been allocated for parks and recreation towards a sports complex. They feel they can raise a substantial amount privately and they have other alternatives they think will work for the park. Part of the change of attitude is the committee does not want to hold these bonds up. From start to finish of a sports park of this magnitude, it could take three to four years from the time they get a green light to go. Mayor Mann added that if Council approves, we need to move forward on some readily, available, doable projects. It could be a multiple of smaller projects or one big one.

Mr. Hegwer said short-term going into this year's budget, we need to consider funding a master plan for parks, and adding a Parks Department in the future. He said the Martin Luther King Park could be included in the bond projects and the bike course behind Riverbirch Shopping Center; these projects could be readily implemented. Council discussed the possibilities of different projects such as splash parks, etc. Mr. Hegwer stated that he is recommending putting together a Master Plan for the parks and greenways.

Regarding the parking/signage plan, Mr. Hegwer recommended not spending the \$35,000 budgeted for signs, but consider a comprehensive long-range parking study for downtown to include a signage plan for City facilities and way-finding signs.

We are saving \$50,000 to \$60,000 per year on street lighting due to the conversion to LED lighting. Approximately 1,500 lights are needed at an annual cost of \$10 per light per month. Actual revenue required is approximately \$180,000. We can use the savings from the LED conversion of \$50,000 and levy a vehicle registration fee of \$6 per vehicle (which would total approximately \$132,000) towards this project.

Mr. Hegwer gave a summary of future anticipated projects (listed on Exhibit B) and how they could be funded. He informed Council that the Police Department is ready to purchase body cameras for the police officers. A grant would be available July 1 and we could save \$13,000 - \$15,000. They have basically said if you apply, you will receive the grant. If you purchase the cameras now, it will cost \$70,000. However, the bottom line is, if we purchase them now, we will have them in place four months ahead of waiting for the grant. The Police Department has researched this for over a year and are ready to purchase the cameras.

Chief Yarborough stated that they have tested numerous companies' cameras and put them on officers to test them to see how they held up. They looked at the footage after they used them for a day and analyzed them to see what they feel is the best camera. They feel good with the camera they plan to purchase. The cameras they want to purchase are a couple of hundred dollars less if we purchase them now. By the time the grant is available, the cameras will go up. There will be months of training; you have to have a policy and have to operate them with a policy. When we put a camera on one of our

officers, we want them to be professional and first class and operate them efficiently. It was the consensus of Council Members to appropriate the money and purchase the cameras now.

Mr. Taylor stated that he met with President Creed Tuesday night at Campbell University. Due to the situation at Campbell with athletics, Campbell acquired the big south basketball tournament this year being held at Buie's Creek. It was destined for Coastal Carolina; they moved out of the conference so that left them without a home and Campbell learned in November, they are hosting the conference tournament. There are eleven teams in that tournament; one team is staying in Fuquay; one team in Lillington and eight teams are staying at the Airport Research Triangle Park. He said he did not know what we could do to try to enhance our position as Campbell lands other events; they just landed the 2017 Lacrosse National Championship; it is going to be held in Cary. We need to increase our community awareness and that is a SAGA issue. It is important that we bring in some people; maybe we could bring in the commissioner that weekend in March and show him what Sanford has to offer. Mayor Mann commented that we should facilitate that meeting. Mr. Taylor stated that he would be glad to set the meeting up.

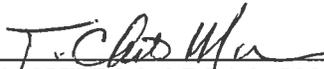
Mr. Haire asked if we have any plans for the Jaycee Hut due to the Kiwanis Club's termination of the lease. Mr. Hegwer replied no; staff is working on it.

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

**ADJOURNMENT**

Council Member Buckels made the motion to adjourn the meeting; seconded by Council Member Wyhof, the motion carried unanimously.

Respectfully Submitted,

  
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T. CHET MANN, MAYOR

ATTEST:

  
BONNIE DAVIS, CITY CLERK