



APEX TOWN COUNCIL RETREAT

FRIDAY, MARCH 1, 2013

Keith H. Weatherly, Mayor
Eugene J. Schulze, Mayor Pro Tempore
Terry L. Rowe, Scott R. Lassiter,
William S. Jensen, and Lance Olive, Council Members
Bruce A. Radford, Town Manager
J. Michael Wilson, Assistant Town Manager
Donna B. Hosch, CMC, NCCMC, Town Clerk
Henry C. Fordham, Jr., Town Attorney

The Apex Town Council Retreat was held Friday, March 1, 2013, at 8:00 a.m. in the Training Room at Apex Town Hall, 73 Hunter Street

In attendance were Mayor Weatherly, Mayor Pro Tempore Schulze, and Council Members Rowe, Jensen, Olive, and Lassiter. Also in attendance were Town Manager Radford, Assistant Town Manager Wilson, Town Clerk Hosch, Town Attorney Fordham, PIO Galloway, Fire Chief Haraway, Police Chief Letteney, Facility & Fleet Services Director Mitchell, Finance Director Smiley, IT Director LaPiana, Parks & Recreation Director Brown, EMS Director Winstead, HR Director Green, Planning Director Khin, Engineering Director Jackson, Public Works Director Donnelly, and Assistant Fire Chief Maynard. Cultural Arts Center Manager Wood, Principal Planner Vega, Captain Gilbert, and Captain Stephens.

Mayor Weatherly called the Meeting to order and welcomed all those in attendance. Introductory remarks were made by Town Manager Bruce Radford, his stating that this Retreat's purpose was to develop strategic plans to better understand Council's goals, directives, and initiatives. Six decision points will be presented upon which it is hoped decisions will be able to be reached on this day.

Assistant Town Manager Mike Wilson presented "The Evolution of Apex", a history of values that have carried over through the years. Those values included the evolution of workforce development, building a better community, being fiscally careful, strategic additions of personnel, and investing in tomorrow.

David Long, independent consultant and facilitator, gave a brief self bio. His portion of the meeting, "How We Arrived At Today", will focus on the most important issues, needs, and opportunities identified by staff to be addressed in order to move the Town forward over the next five years. The five strategic priorities were presented: maintaining responsible revenue streams, investing in our infrastructure, developing our workforce, supporting our businesses, and maintaining our high quality

of life. Council discussed the language and ideology of the five priorities for clarity. The Plan will be revised and redistributed following this Retreat.

Staff presented information on each of the priorities, their goals, how they were formulated, and what they entail. The question, then, to Council was whether or not they wished to make decisions on this day regarding those priorities.

After discussion of each of the goals under Strategic Priority A: Maintain Responsible Revenue Streams, on Decision point 1: Consider adjustment of impact fees to make single-family residential pay a more proportionate share of costs, Council made no solid decision on raising impact fees. In addition, the grant writer position will be detailed and re-introduced to Council at a later date.

On Decision point 2: Research application of special assessments, there are statutes that apply to these. At this point, Council is not interested in pursuing special assessments.

After discussion of each of the goals under Strategic Priority B: Invest In Our Infrastructure, on Decision point 3: Create priority zone map to guide decisions and prepare cost estimates for extending utilities, Council consensus was that the current model which works within the facility plan is working well. In addition, critical needs will continue to be identified each year and then decision will be made as to whether or not they will be funded. At this point, Council doesn't feel that the current process for identifying and presenting needs is broken and should be fixed. Veridia is taking care of extending utilities, and the General Assembly has already been lobbied to ease interbasin transfer regulations. Cary will come to Apex with a greenway plan at some point in the future, and the parks and recreation master plan will be presented in April. Expanding/improving technology was discussed, particularly as it relates to Police and EMS, along with the Gig.U project.

The Retreat broke for a one-hour lunch.

After discussion of each of the goals under Strategic Priority C: Develop Our Workforce, on Decision point 4: Develop plan for town-wide training center, Council consensus was for staff to first see if the land behind Fire Station 3 can be secured from Wake County. Also needed is verification of access. A plan will then come back before Council. In addition, Council consensus was to continue focus on succession planning and on creating a staffing plan that provides for effective service level delivery.

After discussion of each of the goals under Strategic Priority D: Support Our Businesses, on Decision point 5: Develop Business Permit program to track local businesses, it was noted that the Chamber is in support of this initiative. Staff will come up with a cost estimate to implement such a program, including people, database, etc. There is not an interest in making a profit. Staff will determine if a list of Apex businesses can be placed on the Town website. In addition, Council was in support of the other aspects of this Priority which would help increase the non-residential tax base, build infrastructure as a tool for economic development, and create a more supportive environment for business.

After discussion of each of the goals under Strategic Priority E: Maintain Our High Quality of Life, on Decision point 6: Develop and carry out fire station facility plan as part of CIP process, Council consensus was to go with the alternate site instead of the currently proposed site for this station; the design for this station can be planned for this year. In addition, staff stated that software applications are being looked at which would be able to provide better avenues for citizen interaction. Public safety impact fees will not be addressed at this point. The benchmarking study is due out shortly.

There was Council consensus on many staff initiatives. However, Council has not endorsed the full Plan. There needs to be at least a 3-5 year plan in order to see what's ahead and give opportunity to add, delete, or move items within the plan as well as being able to determine if any other items need to be added as strategic priorities. Police are now looking at future staff growth as a result of population growth. Right now recreation is doing well, although the master plan may show a need for more park space. The Town should continue to maintain its current buildings, looking at anything that needs to be incorporated to meet energy efficiencies, capacity, maintenance, technology needs, systems, etc. These things should also be on the list.

Town Manager Radford confirmed that this is a living document. Expressed was his appreciation to everyone for this day. This is an extremely well-run organization by a dedicated group of employees, and we're proud of our level of services.

Facilitator Long stated this process was very constructive. This is a very professional, courteous, and considerate group of people with whom he has enjoyed working.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, MAYOR WEATHERLY ADJOURNED THE MEETING.

Donna B. Hosch, CMC, NCCMC
Town Clerk

ATTEST:

Keith H. Weatherly
Mayor