



AGENDA

Henderson City Council Regular Meeting

Monday, 9 April 2012, 6:00 p.m.

R. G. (Chick) Young, Jr. Council Chambers, Municipal Building

134 Rose Avenue

Henderson, North Carolina

Mayor and City Council Members

Mayor James D. O'Geary, Presiding

Councilmember James C. Kearney, Jr.
Councilmember Sara M. Coffey
Councilmember Michael C. Inscoc
Councilmember D. Michael Rainey

Councilmember Brenda G. Peace—Jenkins
Councilmember Garry D. Daeke
Councilmember Lonnie Davis, Jr.
Councilmember George M. Daye

City Officials

A. Ray Griffin, Jr., City Manager
John H. Zollicoffer, Jr., City Attorney
Esther J. McCrackin, City Clerk

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION AND PLEDGE OF ALLEGIANCE

IV. OPENING REMARKS

In order to provide for the highest standards of ethical behavior and Transparency in Governance as well as provide for good and open government, the City Council has approved Core Values regarding Ethical Behavior¹ and Transparency in Governance². The Mayor now inquires as to whether any Council Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the City Council. If any Council Members knows of a conflict of interest, or appearance of conflict, please state so at this time.

¹ **Core Value 4: Ethical Behavior:** We value the public trust and will perform our duties and responsibilities with the highest levels of integrity, honesty, trustworthiness and professionalism.

² **Core Value 10: Transparency in Governance:** We value transparency in the governance and operations of the City.

V. ADJUSTMENTS TO AND/OR APPROVAL OF THE AGENDA

VI. APPROVAL OF MINUTES

- a) 26 March Short Regular Meeting [See Notebook Tab 1]*
- b) 26 March Work Session*

VII. PUBLIC COMMENT PERIOD ON AGENDA ITEMS

Citizens may only speak on Agenda items at this time. Citizens wishing to address the Council must sign-in on a form provided by the City Clerk prior to the beginning of the meeting. The sign-in form is located on the podium. When recognized by the Mayor, come forward to the podium, state your name, address and if you are a city resident, and identify the Agenda Item about which you wish to speak on the sign up sheet. Please review the Citizen Comment Guidelines that are provided on the last page of this Agenda.³

VIII. NEW BUSINESS

- a) Reserved for future use. [Notebook Tab 2]*
- b) Consideration of Approval of Resolution 12-26, Adopting Vance County's Language Access Plan. (CAF 12-48) [See Notebook Tab 3]*
 - Resolution 12-26
- c) Consideration of Approval of Resolution 12-25, Adopting Vance County's Fair Housing Plan. (CAF 12-47) [See Notebook Tab 4]*
 - Resolution 12-25
- d) Consideration of Approval of Resolution 12-34, Approval of 2012 BJA JAG Grant Application. (CAF 12-45) [See Notebook Tab 5]*
 - Resolution 12-34
- e) Consideration of Approval of Resolution 12-31, Authorizing the Adoption of the Publicly Owned Treatment Works Asset Management Plan. (CAF 12-43)[See Notebook Tab 6]*
 - Resolution 12-31
- f) Consideration of Approval of Ordinance 12-27, FY 11-12 Budget Amendment #37, Amending General Fund 10 and Powell Bill Fund 11; 2) Ordinance 12-28, FY 11-12 Budget Amendment #38, Amending Water Fund 30 and CIP Water Fund 43; 3) Ordinance 12-29, FY 11-12 Budget Amendment #39, Amending the CIP Regional Water Fund 46. (CAF 12-54) [See Notebook Tab 7]*
 - Ordinance 12-27
 - Ordinance 12-28
 - Ordinance 12-29

IX. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

Citizens may speak on non-Agenda items only at this time. Citizens wishing to address the Council must sign-in on a form provided by the City Clerk prior to the beginning of the meeting. The sign-in form is located on the podium. When recognized by the Mayor, come forward to the podium, state your name, address and if you are a city resident. Please review the Citizen Comment Guidelines that are provided on the last page of this Agenda.³

X. REPORTS

- a)** Mayor/Mayor Pro-Tem
- b)** City Manager
- c)** City Attorney
- d)** City Clerk
 - i. Calendar Notes and Schedule Update *[See Notebook Tab 8]*
 - ii. Various Departmental Reports
 - Henderson Fire Department
 - E-911
 - Davis Chapel Proclamation

XI. ADJOURNMENT

³ **Citizen Comment Guidelines**

The Mayor and City Council welcome and encourage citizens to attend City Council meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the City Council.

- 1)** Citizens are requested to limit their comments to five minutes; however, the Mayor, at his discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Council;
- 2)** Comments should be presented in a civil manner and be non-personal in nature, fact-based and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods;
- 3)** Citizens may not yield their time to another person;
- 4)** Topics requiring further investigation will be referred to the appropriate city official, Council Committee or agency and may, if in order, be scheduled for a future meeting agenda;
- 5)** Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager;
- 6)** Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted; and
- 7)** Citizens should not expect specific Council action, deliberation and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting agenda.

City Council Minutes--*DRAFT*

Regular Short Meeting

26 March 2012

PRESENT

Mayor James D. O'Geary, Presiding; and Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoe, D. Michael Rainey, Garry D. Daeke, and George M. Daye.

ABSENT

Brenda G. Peace-Jenkins and Lonnie Davis, Jr.,

STAFF PRESENT

City Manager Ray Griffin, City Attorney John Zollicoffer, City Clerk Esther J. McCrackin, Assistant City Manager Frank Frazier, Finance Director Katherine Brafford, Zoning Administrator Sherry Moss, and Henderson Water Reclamation Facility Director Tom Spain.

CALL TO ORDER

The 26 March 2011 Short Regular Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:01 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

Mayor O'Geary noted two of the Council Members were unable to be present due to health reasons and is hopeful they will be able to join the meeting next month.

ROLL CALL

The City Clerk called the roll and advised Mayor O'Geary a quorum was present.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council Member Rainey led those in attendance in a prayer and the Pledge of Allegiance.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor O'Geary asked if there were any adjustments to the Agenda. City Clerk McCrackin stated there was one addition to New Business: *Consideration of Approval of Resolution 12-33, Grant Application for Funding Through the NC Governor's Highway Safety Program*. She also said there was a technical change to the Budget Workshop Session in that there would be no

Short Regular meeting on May 21 as noted on the schedule but there would be a budget work session. City Attorney Zollicoffer stated there will be three items discussed during Closed Session relating to G.S. §143-318.11(a)(3) Attorney-Client Privilege Matters, one being a lawsuit entitled City of Henderson vs. Henderson Motels and Others and another relating to Halim vs. Donovan, and two (2) issues under G.S. §143-318.11(a)(6), Personnel Matters. No other requests were made to adjust the Agenda. Mayor O'Geary asked for the pleasure of Council. Council Member Rainey moved to accept the Agenda with the stated changes. Motion seconded by Council Member Daye and unanimously approved.

APPROVAL OF MINUTES

Mayor O'Geary asked for any corrections to and/or approval of the minutes. Council Member Daeke moved the approval of the following minutes as presented: 12 March 2012 Regular Meeting. Motion seconded by Council Member Daye and unanimously approved.

PUBLIC HEARING

An Ordinance Providing for the Zoning of Solar Farms, Wind Turbines and Other Tall Utilities. (Reference: CAF 12-09; Ordinance 12-06)

City Manager Griffin asked Zoning Administrator Sherry Moss to come forward and explain the Planning Board's recommendation.

Ms. Moss stated this issue originally came before the Planning Board in January and was tabled twice in an effort to combine solar farms with wind turbines and other tall utilities. Currently, nothing exists in the zoning code for these issues and since alternative energy is becoming more common, the Planning Board felt it was time to set guidelines. The guidelines include lot size, set back restrictions and decibel (noise) limitations.

Council Member Daeke asked how the decibels were determined and since Oxford recently approved a solar farm, if anyone was aware of their restrictions. Ms. Moss responded the number was taken from research found on the American Wind Industry web site and as far as she was aware, there has been no input from Oxford. Council Member Coffey inquired if the ordinance covered both the ETJ and the City. City Attorney Zollicoffer stated yes.

With no discussion, Mayor O'Geary opened the Public Hearing by asking if anyone was present who wished to speak in favor of this amendment. No one came forward, so Mayor O'Geary then asked if anyone was present who wished to speak in opposition to the amendment.

Benny Finch, 150 Crestwood, Henderson. Mr. Finch stated he did not wish to speak against the ordinance but said he works in the solar field and would like to offer suggestions. Mr. Finch felt solar farms should be separated from the other two items as solar does not produce noise nor lights and said the setback could be a problem for businesses. He suggested contacting the North Carolina Solar Center for sample ordinances and helpful information.

Council Member Rainey, as a member of the Planning Board, asked Mr. Finch what type of security is suggested for solar farms. Mr. Finch responded usually a 10' fence surrounds the farm.

Stuart Litvin, EDC Director. Mr. Litvin said the EDC is currently working with several RFP's (Request for Proposal) and said the solar farms seem to be on large tracts of non-urban/agricultural property.

Council Member Kearney asked what the revenue benefit would be to the City. Mr. Litvin said usually the energy generated is sold back to the local utility and anticipated there would be only limited numbers of jobs. Council Member Rainey asked in what area the requests have been made. Mr. Litvin said one was in the ETJ and one in the county.

Council Member Inscoe asked how existing businesses would be affected. City Attorney Zollicoffer said perhaps the ordinance should be defined further.

City Manager Griffin inquired as to why the 1,000' setback saying he had traveled through an area with many turbines that were not that far off the road and were close to homes. Attorney Zollicoffer said the thought was to decrease the noise created by the wind turbines.

Mr. Finch added tax credits are offered and should also be considered.

With no further discussion, Mayor O'Geary closed the Public Hearing and asked for Council's pleasure.

Council Member Daeke made a motion to table this issue, asking the Planning Board to review the ordinance and clarify the questions raised. Motion seconded by Council Member Kearney and Approved by the following vote: YES: Kearney, Coffey, Inscoe, Rainey, Daeke and Daye. NO: None. ABSTAIN: None. ABSENT: Davis and Peace-Jenkins.

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

The City Clerk advised the Mayor and Council Members that no citizen wished to speak on agenda matters.

NEW BUSINESS

Authorizing the Amendment of Rural Center Contract #2010-266-40101-112 and 2008-349-40101-112, Allowing Funds Originally Approved for the UV Replacement Project to be Utilized for Further Improvements to the Sanitary Sewer System for Reduction of Infiltration and Inflow. *(Reference: CAF 12-10; Resolution 12-24)*

City Manager Griffin said this is good news and asked Assistant City Manager Frazier to advised Council. Assistant Manager Frazier said the UV project is practically 100% complete and staff is asking for approval to use the approximately \$110,000 remaining for infiltration and inflow projects. Mr. Frazier has talked with the Rural Center and they are agreeable. With Council's approval and final approval from the Rural Center, these funds would be used to upgrade the Sandy Creek area.

There was no discussion and Mayor O'Geary asked for the pleasure of Council.

Council Member Inscoe moved the approval of Resolution 12-24, *Authorizing the Amendment of Rural Center Contract #2010-266-40101-112 and 2008-349-40101-112, Allowing Funds Originally Approved for the UV Replacement Project to be Utilized for Further Improvements to the Sanitary Sewer System for Reduction of Infiltration and Inflow.* Motion seconded by Council Member Rainey and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Daeke, Daye and Kearney. NO: None: ABSTAIN: None: ABSENT: Davis and Peace-Jenkins. *(See Resolution Book 2, p 297)*

Authorizing the Waiving of Certain Sanitation Fees Related to the Collection of Yard Debris/Trash in Excess of 200 Pounds During the Henderson-Vance Spring Litter Clean-Up Effort. *(Reference: CAF 12-50; Resolution 12-29)*

City Manager Griffin said one of the Retreat items was to partner with the community and this is one way to do so. It shows good will in an effort for a cleaner community and no budget impact is anticipated.

Council Member Daeke asked how the waiver would be determined since it does not apply to construction sites, building materials, stumps, etc. Assistant City Manager Frazier said normally you can tell by looking at the site.

With no further discussion, Mayor O'Geary asked for Council's pleasure.

Council Member Kearney moved the approval of Resolution 12-29, *Authorizing the Waiving of Certain Sanitation Fees Related to the Collection of Yard Debris/Trash in Excess of 200 Pounds During the Henderson-Vance Spring Litter Clean-Up Effort.* Motion seconded by Council Member Coffey and APPROVED by the following vote: YES: Inscoe, Rainey, Daeke, Daye, Kearney and Coffey. NO: None. ABSTAIN: None: ABSENT: Davis and Peace-Jenkins. *(See Resolution Book 2, p 307)*

FY 11-12 Budget Amendment #35, Providing for the Creation of a Rate Stabilization Fund for the Water Plant Expansion Project. (Reference: CAF 12-42; Ordinance 12-07)

City Manager Griffin said it was a happy day when the first installment of \$951,139 was received from Granville County for the Water Sales Agreement. He thanked Council Member Inscoe for his part in the negotiation in helping to offset future costs of the plant expansion with the agreement and said this Ordinance establishes a new capital reserve fund which will accrue interest which will provide funds for future work such as moving the booster station and meter at Granville Triangle North Business Park.

Council Member Kearney asked for clarification that the funds would be set aside to offset costs for expansion. Mr. Griffin stated yes, saying these funds will go a long way toward offsetting the debt service cost of the necessary future expansion.

Council Member Inscoe added this agreement was also solidified for economic development within the Park with the County receiving 25% of the revenue generated by Park businesses.

There was no further discussion. Mayor O'Geary asked Council for its pleasure.

Council Member Inscoe moved the approval of Ordinance 12-07, *FY 11-12 Budget Amendment #35, Providing for the Creation of a Rate Stabilization Fund for the Water Plant Expansion Project*. Seconded by Council Member Rainey and APPROVED by the following vote: YES: Rainey, Daeke, Davis, Kearney, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: Davis and Peace-Jenkins. (See Ordinance Book 8, p 365)

Ratifying and Approving the Mayor's Signature on the North Carolina Rural Economic Development Center Contract 2011-050-40101-102, Amendment No. 1 and Amendment No. 2 re: KLRWS Master Plant Update and Sewer System Hydraulic Capacity Study Downstream of Sandy Creek P/S Discharge Point. (Reference: CAF 12-51; Resolution 12-30)

City Manager Griffin said this is a housekeeping matter. This purely moves the date for completing the grant, and the Rural Economic Development Center is in agreement. This Resolution ratifies the Mayor's signature extending the final report date to 30 June 2012.

Mayor O'Geary asked for Council's pleasure.

Council Member Rainey moved the approval of Resolution 12-30, *Ratifying and Approving the Mayor's Signature on the North Carolina Rural Economic Development Center Contract 2011-050-40101-102, Amendment No. 1 and Amendment No. 2 re: KLRWS Master Plan Update and Sewer System Hydraulic Capacity Study Downstream of Sandy Creek P/S Discharge Point*. Motion seconded by Council Member Coffey and APPROVED by the following vote: YES:

Daeke, Daye, Kearney, Coffey, Inscoe and Rainey. NO: None: ABSTAIN: None: ABSENT: Davis and Peace-Jenkins. (*See Resolution Book 2, p 309*)

Ratifying and Approving the Mayor's Signature on the North Carolina Rural Economic Development Center Contract 2008-349-40101-112, Amendment No. 5. (*Reference: CAF 12-49; Resolution 12-28*)

City Manager Griffin said this is also good news and asked Assistant City Manager Frazier to come to the podium. Mr. Frazier said this also related to the UV project closeout and an amendment is necessary for the submission of the final report. The Mayor executed the amendment and this Resolution ratifies his signature which extended the completion deadline to 6 July 2012.

There was no discussion. Mayor O'Geary asked for Council's pleasure.

Council Member Coffey moved the approval of Resolution 12-28, *Ratifying and Approving the Mayor's Signature on the North Carolina Rural Economic Development Center Contract 2008-349-40101-112, Amendment No. 5*. Motion seconded by Council Member Kearney and APPROVED by the following vote: YES: Daeke, Daye, Kearney, Coffey, Inscoe, and Rainey. NO: None: ABSTAIN: None: ABSENT: Davis and Peace-Jenkins. (*See Resolution Book 2, p 305*)

Authorizing the Development of an Inter-Local Agreement with the NC Cooperative Extension of Vance County Providing for the Use of the Operations Center Parking Lot for the Purpose of Operating the Vance County Farmers Market on Saturdays from Mid April 2012 through November 2012. (*Reference: CAF 12-52; Resolution 12-32*)

City Manager Griffin said the City received a request from the NC Agriculture Extension to use the Operations Center parking lot from mid-April 2012 through November 2012 for the Vance County Farmers Market. A new location has been chosen for the Market but it will not be available for use until 2013. If approved, this agreement will provide for the typical inter-local requirements such as insurance and Mr. Griffin said staff has no objection to this request.

Council Member Coffey asked if both existing farmers markets will move to this location and Council Member Kearney asked if there would be problems with a market on any day other than Saturday.

Mayor O'Geary invited Ms. Mary Helen Jones, representing the NC Cooperative Extension of Vance County, to respond. Ms. Jones said the current Wednesday market will remain at the YMCA. She also said they are hopeful that having the market in the same area as the new site will draw more people to the Saturday market.

With no further discussion, Mayor O'Geary asked for the pleasure of Council.

Council Member Daeke moved the approval of Resolution 12-32, *Authorizing the Development of an Inter-Local Agreement with the NC Cooperative Extension of Vance County Providing for the Use of the Operations Center Parking Lot for the Purpose of Operating the Vance County Farmers Market on Saturdays from Mid April 2012 through November 2012*. Motion seconded by Council Member Daye and APPROVED by the following vote: YES: Daye, Kearney, Coffey, Inscoe, Rainey, and Daeke. NO: None: ABSTAIN: None: ABSENT: Davis and Peace-Jenkins. (See Resolution Book 2, p 313)

FY 11-12 Budget Amendment #36, Providing for the Creation of a Unified Regional Reserve Fund. (Reference: CAF 12-44, Ordinance 12-24)

City Manager Griffin said this is another housekeeping matter. Currently there are three separate capital reserve funds for the Regional Water Plant. It is the recommendation of staff to consolidate these three funds into one unified fund (78 Capital Reserve Regional Fund) which will still provide for appropriate and necessary monetary controls.

Council Member Inscoe asked if the accounts would be separately identified for audit purposes. Mr. Griffin responded yes and mentioned there are other accounts that may be brought before Council in the future for the same reason.

With no further discussion, Mayor O'Geary asked for the pleasure of Council.

Council Member Rainey moved the approval of Ordinance 12-24, *FY 11-12 Budget Amendment #36, Providing for the Creation of a Unified Regional Reserve Fund*. Motion seconded by Council Member Inscoe and APPROVED by the following vote: YES: Daye, Kearney, Coffey, Inscoe, Rainey, and Daeke. NO: None: ABSTAIN: None: ABSENT: Davis and Peace-Jenkins (See Ordinance Book 8, p 399)

Grant Application for Funding Through the NC Governor's Highway Safety Program. (Reference: CAF 12-53; Resolution 12-33)

City Manager Griffin asked Police Chief Keith Sidwell to address Council. Chief Sidwell stated this grant recently became available and it will provide a reimbursement to the City of 75% of the cost requested. He stated the funds for the 25% match will come from the Federal Asset Forfeiture Funds so no dollars are required from the City. The total Grant amount requested will be \$25,312 which will purchase one (1) traffic equipment trailer, one (1) portable light tower and generator, one (1) portable generator, forty (40) high visibility traffic cones, three traffic Checkpoint Signs with portable stands and twenty (20) OSHA/DOT certified traffic vests.

There was no discussion. Mayor O'Geary asked for Council's pleasure

Council Member Coffey moved the approval of Resolution 12-33, *Grant Application for Funding Through the NC Governor's Highway Safety Program*. Motion seconded by Council Member Rainey and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe,

Rainey, Daeke, and Daye. NO: None: ABSTAIN: None: ABSENT: Davis and Peace-Jenkins.
(See Resolution Book 2, p 315)

CONSENT AGENDA

The City Clerk read the Consent Agenda, summarized as follows:

- a) FY 12 Budget Amendment #33, Authorizing Funds to Various Street Repair Projects.** This item allows for replacing and/or stabilizing storm drain pipes on Birch Circle, Hillside Avenue and Cameron Drive and based on the unanimous consensus of City Council Members, was approved to proceed with the project. (Reference: CAF 12-28; Ordinance 12-22) (See Ordinance Book 8, p 395)
- b) FY 12 Budget Amendment #34, Creating Contingency Budget for Construction of the US Hwy #1 Sewer Project.** This item allows for Council to appropriate funds from the operating funds' contingency accounts for the costs of replacing the water main on Lamb Street which was deteriorated beyond repair. (Reference: CAF 12-31, Ordinance 12-18) (See Ordinance Book 8, p 387)
- c) An Ordinance Repealing the Availability Charge for Failing to Connect to Utilities.** This item reflects the consensus of Council that adopting a failure to connect to City sewer fee should be delayed requiring the repeal of Ordinance 12-11, adopted on 13 February 2012. (Reference: CAF 12-A-14; Ordinance 12-A-11) (See Below)
- d) Approving FY 12-13 Budget Review Calendar and Scheduling of Special Council Budget Work Sessions.** This item provides dates for the budget work sessions. (Reference: CAF 12-38, Resolution 12-20) (See Resolution Book 2, p 289)

Mayor O'Geary asked if anyone wished to remove an item from the Consent Agenda. Following a brief discussion item (c), *An Ordinance Repealing the Availability Charge for Failing to Connect to Utilities* was removed Mayor O'Geary asked for a motion to approve the consent Agenda as presented.

Council Member Inscoe moved the approval of the Consent Agenda items a), b) and d). Motion seconded by Council Member Kearney and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Daeke, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: Davis and Peace-Jenkins.

An Ordinance Repealing the Availability Charge for Failing to Connect to Utilities.
(Reference: CAF 12-A-14; Ordinance 12-A-11)

Council Member Daeke summarized his statements from the prior meeting, saying citizens were told they did not have to hook up, they were given an option with a reduction in cost from \$1,000 to \$500, and citizens should not have to pay for something they do not use. There is the

possibility of grant funds which the Council of Government (COG) seems to feel qualified citizens could utilize and Mr. Daeke felt the grant option should be offered. Mr. Daeke said he understood there was an ordinance in the books that had not been enforced and felt it should be enforced going forward.

Council Member Coffey expressed her feelings that the law should be enforced and suggested a payment schedule be considered. City Attorney Zollicoffer said he thought the ordinance was not enforced due to an oversight.

Council Member Kearney said the Council should legislate for the good of the majority of citizens and didn't feel decisions should be made under pressure. Mr. Kearney said the Council needed to do what is right for the majority of citizens.

Council Member Rainey agreed with Council Member Daeke saying he did not feel it was right to be charged for something not used.

Council Member Inscoe suggested repealing this ordinance for 24 months giving Council an opportunity to review the budget, and time to see how many citizens qualify for the grant. Council Member Kearney agreed with the moratorium saying it would also allow time to look for other economic incentives.

Council Member Inscoe moved to repeal Ordinance 12-A-11 for 24 months at which time it would be revisited. Motion seconded by Council Member Daeke and APPROVED by the following vote: YES: Daye, Kearney, Coffey, Inscoe, Rainey, and Daeke. NO: None. ABSTAIN: None. ABSENT: Davis and Peace-Jenkins.

PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

City Clerk advised no citizen requested an opportunity to address City Council on no-agenda items.

REPORTS

- a) Mayor/Mayor Pro-Tem/Chairman Pro-Tem (No Report)
- b) City Manager – Mr. Griffin said the agreement with the County for the alternative E-911 facility have gone forward with only a few minor change orders. There will be a groundbreaking ceremony on April 5th at 11:00 a.m. at the Operations Center.
- c) City Attorney (No Report)
- d) City Clerk (No Report)

Before going into Closed Session, City Manager Griffin asked Engineering Director, Peter Sokalski to respond to Council Member Inscoe request for an update on the Shirley Drive problem.

Mr. Sokalski summarized saying following the study by Hazen and Sawyer, the surge problem seems to come from Oxford and two pump stations in the Oxford area where large spikes occurred. The City attempted to change the valve opening/closing to as slow as possible which did not make much difference so another resource is being attempted --- basically going from the least expensive solution to the most expensive solution.

Council Member Inscoe asked if the expense cost incurred was being taken from the KLRWS budget since that is where the problem was identified. Mr. Sokalski responded yes and stated Council would be updated as the work continues.

CLOSED SESSION

With no further discussion, Mayor O'Geary asked if Council was prepared to go into Closed Session and stated there would be no report following the session.

Council Member Inscoe moved for Council to convene in closed session pursuant to G.S. §143-318.11(a)(6), two (2) Personnel Matters and G.S. §143-318.11(a)(3) regarding three (3) Attorney-Client Privilege Matters, one being a lawsuit entitled City of Henderson vs. Henderson Motels and Others and another relating to Halim vs. Donovan. Motion seconded by Council Member Kearney and unanimously approved. *(Council convened in closed session at 7:15 p.m.)*

Council Member Rainey moved for Council to convene into open session. Motion seconded by Council Member Coffey and unanimously approved. *(Council convened in open session at 8:40 p.m.)*

ADJOURNMENT

Council Member Rainey moved for adjournment. Motion seconded by Council Member Coffey and unanimously approved. *(Council convened in open session at 8:40 p.m.)*

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin, City Clerk

City Council Minutes--*DRAFT*

Work Session

26 March 2012

PRESENT

Mayor James D. O'Geary, Presiding; and Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoe, D. Michael Rainey, Garry D. Daeke and George M. Daye.

ABSENT

Brenda G. Peace-Jenkins and Lonnie Davis, Jr.

STAFF PRESENT

City Manager Ray Griffin, City Attorney John Zollicoffer, City Clerk Esther McCrackin, Assistant City Manager Frank Frazier and Henderson Water Reclamation Facility Director Tom Spain.

CALL TO ORDER

The 26 March 2011 Work Session of the Henderson City Council was called to order by Mayor James D. O'Geary at 8:41 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

ROLL CALL

The City Clerk called the roll and advised Mayor O'Geary a quorum was present.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor O'Geary asked if there were any adjustments to the Agenda. No requests were made to adjust the Agenda. Mayor O'Geary asked for the pleasure of Council. It was the consensus of Council to accept the Agenda as presented.

WORK SESSION ITEMS

Authorizing the Adoption of the Publicly Owned Treatment Works Asset Management Plan. *(Reference: CAF 12-43; Resolution 12-31)*

City Manager Griffin advised Council that Assistant City Manager Frazier would comment on the plan and that HWRF Director Spain was available to answer any questions Council might have at this time.

Assistant City Manager Frazier stated part of the process in applying for and receiving the State Revolving Loan for this project requires an asset management plan. Mr. Spain, Mr. Frazier and O'Brien and Gere have worked closely to compile the plan. Mr. Frazier said a full bound copy of the plan will be provided but due to time constraints and the size of the plan the appendixes were not included in the handout at this meeting. The purpose of the Plan is to establish a ratio of one (1) or better and to provide guidance as the project moves forward. Mr. Frazier said the Plan needs to be adopted by Council no later than the second meeting in April.

Council Member Inscoe asked that review of this material be deferred until Council has time to review the Plan.

Mayor O'Geary asked the consensus of City Council. It was the consensus of Council to bring this matter to the next meeting.

ADJOURNMENT

Council Member Inscoe moved for adjournment. Motion seconded by Council Member Rainey and unanimously approved. The meeting adjourned at 8:51 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin, City Clerk

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Agenda Item: _____

Council Meeting: 09 Apr 12 Regular Meeting

28 March 2012

TO: The Honorable Mayor James D O'Geary and Members of City Council

FR: A. Ray Griffin, Jr., City Manager

RE: **CAF: 12-48 Consideration of Approval of Resolution 12-26, Adopting Vance County's Language Access Plan**

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- **CV 2:** Citizen/Customer Friendly: We value our citizens and customers and will work with them in a courteous professional manner.
- **CV 10:** Transparency in Governance: We value transparency in the governance and operations of the City.

Recommendation:

- Approval of Resolution 12-26, Adopting Vance County's Language Access Plan

Executive Summary

The City of Henderson has requested and received permission from Vance County Manager Jerry Ayscue, to adopt the Vance County Language Access Plan. This plan is a requirement by the State and Federal government in order to continue to participate in any Community Block Grant Programs which ensures compliance with Title VI of Civil Rights Act of 1964. It requires that recipients of federal funds take responsible steps to ensure meaningful access to programs for citizens with limited English proficiency.

Vance County Health Department and the Social Service Department have Spanish bilingual staff members. Vance County will provide, when needed, oral interpretation and written translation of all vital documents required to provide housing rehabilitation services to limited English proficient citizens. A statement in Spanish will be posted at the end of CDBG public notices. Vance County will maintain a record of all such services provided and will complete an annual compliance report. Any complaints received regarding this will be filed and processed through the County Manager.

Enclosure:

1. Resolution 12-26

RESOLUTION 12-26
A RESOLUTION
AUTHORIZING THE ADOPTION OF
VANCE COUNTY'S LANGUAGE ACCESS PLAN

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2012, and during said Retreat identified the City's Core Values and Principals that Guide our Work; *and*

WHEREAS, this Resolution addresses two of those Core Values as follows: **CV 2: Citizen/ Customer Friendly**; We value our citizens and customers and will work with them in a courteous professional manner; *and*, **CV 10: Transparency in Governance**: We value transparency in the governance and operations of the City; *and*

WHEREAS, in accordance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on the ground of race, color, or national origin by any entity receiving federal financial assistance; *and*

WHEREAS, the language access plan is a tool used to promote and support compliance of Title VI of the Civil Rights Act of 1964; *and*

WHEREAS, Housing and Urban Development (HUD) requires any HUD fund or grant recipient to adopt a language Access Plan; *and*

WHEREAS, the City of Henderson is participating in the Community Development Block Grant program and other HUD revitalization programs; *and*

WHEREAS, Vance County has an approved language access plan in place; *and*

WHEREAS, the City of Henderson is eligible to be covered under the Vance County Plan.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL that it does hereby adopt the Vance County Language Access Plan being more fully articulated in **Attachment A** to this Resolution.

The foregoing Resolution 12-26, upon motion of Council Member _____ and second by Council Member _____ and having been submitted to a roll call vote received the following votes and was _____ on this the 9th day of April 2012: YES:. NO:.. ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney
Reference: Minute Book 42, pp. ***

Language Access Plan

Vance County

The purpose of this Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 that require that recipients of federal funds take responsible steps to ensure meaningful access to programs by with limited English proficiency (LEP). A Limited English Proficient person is a person who does not speak English as their primary language and who have limited ability to read, speak, write or understand English.

To ensure meaningful access to its programs Vance County has developed a Language Access Plan. In order to develop the plan, Vance County had to conduct several activities, the first of which is a four factor analysis. The other considerations are language assistance services to be provided, if requested or needed; staff training; the LEP contact person; and the process for addressing complaints.

A. Four Factor Analysis

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

Based on the information provided by the U.S. Census, 2005-2009 American Community Survey, Vance County has total population of 37,301. Of this number 2,720(6.9%) of the population speak a language other than English at home (population 5 years and over). There are 2,689 (6.3%) Hispanic or Latino (of any race) in the County and 345 (0.8) Asian.

2. The Frequency with which LEP individuals come in contact with the program

Community Development Block Grant funds are available for housing and public facilities services on a regular funding cycle. Vance County has not had any request or response to public notices in which housing rehabilitation and sewer hook-up applications were solicited.

3. The nature and importance of the program, activity, or service provided by the program to people's lives. The programs under consideration are federally funded housing rehabilitation programs—Scattered Site Housing Rehabilitation and Sewer Hook-up using Community Development Block Grant (CDBG) funds. the Housing Rehabilitation Program is a very important program in that it is one of the two major sources of funds used to bring privately owned dwelling units for low-to moderate income persons up to decent, safe, and sanitary living standards. It is the goal of Vance County to provide assistance in these programs to all eligible individuals regardless of race, color, national origin or English proficiency.

In order to determine if an individual is eligible to participate in the programs, an application/household survey form, the total household income, and proof of ownership of property must be submitted to the County upon request and in a timely fashion.

4. **The resources available to the recipient and costs.** CDBG administrative funds will be used to implement all LAP requirements. Translation and interpretation assistance will be provided to LEP individuals free of charge.

B. Language Assistance Services to Be Provided

1. On an as needed basis Vance County will provide oral interpretation and written translation of all vital documents required to provide housing rehabilitation services to LEP individuals.
2. HUD's I Speak Cards will be available at the receptionist desk for LEP walk-ins. A LAP sign will be hung near the receptionist desk.
3. Vance County Health Department and the Social Service Department both have a Spanish bilingual Vance on staff available to provide translation and interpreting services.
4. Vance County will post a statement in Spanish at the end of CDBG public notices and other related documents which says "this information is available in Spanish or any other language upon request. Please contact a certain name and a phone number for accommodations for this request."
5. An organization which provides translation and interpreting services will be contacted to provide reasonable services on an as needed basis if a request is made for interpretations other than Spanish.
6. Vance County will maintain a record of all services provided and will complete an annual compliance report and send this report to CI.

C. Staff Training

Vance County will provide training to the existing receptionist on LEP individuals and the LAP that will be utilized to assist the LEP access housing rehabilitation services for which they may be eligible. The receptionist will be trained on how to use HUD's I speak card, document the request in writing, and forward the request to the County Manager who shall follow through on the necessary assistance.

D. LEP Contact

Eddie Wright, County Manager
122 Young Street
Henderson NC 27536
252/738-2001

E. Process for Addressing Complaints

1. Vance County will provide assistance to LEP individuals if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. Records will be maintained of any complaints filed, the date of filing, actions taken and resolutions.
3. The County will notify CI of the complaint filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.
4. CI will conduct an investigation. If the investigation indicates a failure to comply with the Act, County will inform the individual and the matter will be resolved by informal means whenever possible within 60 days.
5. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of individual with Limited English Proficiency.
6. If not resolved by DCA, then complaint will be forwarded to DOJ, HUD Field Office.

SUBMITTED AND APPROVED BY:



Chairman of Board
Eddie L. Wright

7-27-11

Date

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Agenda Item: _____

Council Meeting: 09 Apr 12 Regular Meeting

28 March 2012

TO: The Honorable Mayor James D O'Geary and Members of City Council

FR: A. Ray Griffin, Jr., City Manager

RE: **CAF: 12-47 Consideration of Approval of Resolution 12-25, Adopting Vance County's Fair Housing Plan**

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- **CV 2: Citizen/Customer Friendly:** We value our citizens and customers and will work with them in a courteous, professional manner.
- **CV 3: Fairness:** We value equity and will be fair in how we work with citizens and customers and how we implement City policies, regulations and ordinances.

Recommendation:

- Approval of Resolution 12-25, Adopting Vance County's Fair Housing Plan

Executive Summary

The City of Henderson has requested and received permission from Vance County Manager Jerry Ayscue to adopt the Vance County Fair Housing Plan. This plan is a requirement by the State and Federal government in order to continue to participate in any Community Block Grant Programs.

Under this plan it is required that obstacles in furthering Fair Housing be identified and analyzed. This plan already covers City and County activities. It requires reporting to be done by the County describing the Fair Housing quarterly activities. It instructs any complaints regarding Fair Housing be directed to the County Administrator of the Fair Housing Plan, which is the County Manager or his designee.

Enclosure:

1. Resolution 12-25

RESOLUTION 12-25

A RESOLUTION AUTHORIZING THE ADOPTION OF THE VANCE COUNTY'S FAIR HOUSING PLAN

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2012, and during said Retreat identified the City's Core Values and Principals that Guide our Work; *and*

WHEREAS, this Resolution addresses two of those Core Values as follows: **CV 2:** Citizen/ Customer Friendly; We value our citizens and customers and will work with them in a courteous professional manner; *and*, **CV 3:** Fairness: We value equity and will be fair in how we work with citizens and customers and how we implement City policies, regulations and ordinances; *and*

WHEREAS, in accordance with Title VIII of the Civil Rights Act of 1968 Fair Housing and the amended Fair Housing Amendment Act of 1988; *and*

WHEREAS, Housing and Urban Development (HUD) requires any HUD fund or grant recipients adopt and participate in an active Fair Housing Plan; *and*

WHEREAS, the City of Henderson is participating in the Community Development Block Grant program and other HUD revitalization programs; *and*

WHEREAS, Vance County has an approved Fair Housing Plan in place; *and*

WHEREAS, the City of Henderson is eligible to be covered under the Vance County Plan.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL that it does hereby authorize the adoption of the Vance County Fair Housing Plan, being more fully articulated in **Attachment A** to this Resolution.

The foregoing Resolution 12-25, upon motion of Council Member _____ and second by Council Member _____ and having been submitted to a roll call vote received the following votes and was _____ on this the 9th day of April 2012: YES:. NO:. ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney
Reference: Minute Book 42, pp. ***

Recipient's Plan to Further Fair Housing

Grantee: Vance County

Recipient's Address: 122 Young Street
Suite B, Henderson, NC 27536

Contact Person: Julie Reid, Kerr-Tar Regional
Council of Governments

Contact Phone #: 252-436-2053

Contact Email: jreid@kerrtarco.org

Mail to: jlayscue@vancecounty.org

TDD #: 1-800-735-2962

I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.

First Time _____ Past Activities ✓

II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community. (Use additional pages as necessary)

• ***Lack of Public Education Regarding State and Federal Housing Laws:***

Educational opportunities related to fair housing are offered inconsistently and provided by a variety of organizations, making opportunities difficult to identify by the public. Vance-Granville Community College has not held seminars in the past 12 months. Overall, a lack of opportunities to further public education regarding State and Federal Housing Laws, including Fair Housing, exists in Vance County.

• ***Lack of Public Education Regarding Fair Housing Resources:***

A variety of private and public organizations provide resources related to housing in Vance County. There is no one-stop organization providing information regarding fair housing. It may be difficult for residents to identify resources because of the number of organizations involved in housing activities. As a result, it is difficult to gauge whether fair housing resources are adequately marketed to residents.

• ***Lack of Fair Housing Complaints:***

- A lack of complaints regarding fair housing could result if residents are unaware of fair housing complaint procedures. Although Vance County received minimal complaints regarding fair housing, it does not provide conclusive evidence that discriminatory practices do not exist within the jurisdiction.

• ***Lack of Quality and Affordable Housing Stock:***

- Vance County has a number of affordable housing resources available to its residents. However, many units in the private rental market are in need of rehabilitation. Many of these units are concentrated within low to moderate income areas.

III. Will the above activities apply to the total municipality or county?

Yes ☒ No ☐

If no, provide an explanation.
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. *Activities must be scheduled for implementation at least on a quarterly basis.* (Use attached table)

- *Market Existing Educational Opportunities:*
- Potential organizations to market educational seminars and courses include the city, county, non-profit organizations and local media. Educational opportunities will be marketed by organizations involved in fair housing activities and in the local newspaper. Other activities may include providing fair housing brochures, posters and pamphlets to private and public organizations and publishing fair housing information in local newspapers and publications.
- *Ensure Resources are Marketed to Target Populations:*
- Organizations providing resources will ensure advertising and marketing efforts are reaching target populations. Organizations available to assist the advertising process could include the city, county, non-profit organizations, the media and Vance-Granville Community College. The County will ensure fair housing brochures, pamphlets and posters are available in both English and Spanish in a number of public and private organizations.
- *Provide Guidelines and Information for Fair Housing Complaints:*
- Vance County should consider posting guidelines and information regarding fair housing complaints and options for resolving discrimination. Printed and on-line information should guide residents to the North Carolina Human Relations Commission and local resources in the event of a discrimination incident. Following the five-year Plan to Further Fair Housing, Vance County will review, revise and publish its fair housing complaint procedures to ensure all residents are aware of procedures within Vance County.

Grantee: Vance County

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxxx</i>	<i>\$xxxx</i>
Read New Fair Housing Policies	Sept- Dec	2010	2,090	
Update Analysis to Impediments to FH. Submit to Compliance@nccommerce.com for review.				
Continue to update Analysis to Impediments to FH based on comments from CIA Compliance Dept. recommendation. Establish FH complaint procedure	Jan- Mar	2011	\$440	
Publish FH complaint procedure in newspaper	Apr-Jun	2011	\$630	
Conduct inventory of current FH educational materials in English and Spanish	Jul- Sept	2011	\$55	
Request posters and brochures in English and Spanish from the NC Human Relations Commission	Oct-Dec	2011	\$55	
Check County Manager to see if resident(s) has filed a complaint. Check with Human Relations Commission to see if resident(s) has filed a complaint				
Place English and Spanish educational materials in the public Library and other public agencies	Jan-Mar	2012	\$75	
Develop Fair Housing Month flyer and place at public library and other public agencies	Apr-June	2012	\$290	
Place FH coloring sheets for children in public library and other public agencies	Jul-Sep	2012	\$90	
Coordinate with Chamber of Commerce for outreach activity...educational booth/workshop at Fall Festival	Oct-Dec	2012	\$235	
Check with NC Human Relations Commission for FH complaints and to order additional FH materials	Jan-Mar	2013	\$58	
Replenish FH educational materials at the public library and other public agencies	Apr-Jun	2013	\$58	
Develop Fair Housing Month flyer and place at public library and other public agencies.				
Place FH coloring sheets for children in public library and other public agencies.	Jul-Sept	2013	\$58	
Coordinate with Chamber of Commerce for outreach activities and educational booth/workshop at Fall Festival	Oct-Dec	2013	\$245	
Check the Human Relations Commission for FH complaints and to order additional FH materials	Jan-Mar	2014	\$58	
Check with County Manager for FH complaints				
Replenish FH educational materials at the public library and other public agencies	Apr-Jun	2014	\$58	
Develop Fair Housing Month flyer and place at public				

library and other public agencies				
Place FH coloring sheets for children in public library and other public agencies	Jul-Sep	2014	\$58	
Read New Fair Housing Policies	Oct-Dec	2014	\$58	
Start to analyze existing Impediments to FH study Review any complaint data received over 4-year period in effort to measure progress in FH education	Jan- Mar	2015	\$180	
Publish FH complaint procedure in newspaper Distribute FH flyer for FH Month to local library and other public agencies	Apr-Jun	2015	\$680	
Conduct inventory of current FH educational materials in English and Spanish. Replenish as necessary	Jul- Sept	2015	\$60	
Request posters and brochures in English and Spanish From the NC Human Relations Commission. Check to see if resident(s) has filed a complaint	Oct-Dec	2015	\$60	

V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)

- 1) Any person or persons wishing to file a complaint of housing discrimination in the *county* may do so by **informing the county administrator** of the facts and circumstance of the alleged discriminatory acts or practice.
- 2) Upon receiving a housing discrimination complaint, the *county administrator* shall acknowledge the complaint within **10 days in writing** and inform the Division of Community Investment Assistance and the North Carolina Human Relations Commission about the complaint.
- 3) The *county administrator* shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the *county*.
- 4) The *county administrator* shall **publicize** in the local newspaper, with the TDD#, the local agency to contact with housing discrimination complaints.

Eddie L. Wright, Chairman

**Name and Title of
Chief Elected or Executive Officer**

Signature

Date

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Agenda Item: _____

Council Meeting: 9 April 12 Regular Meeting

9 April 2012

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: A. Ray Griffin, Jr., City Manager

RE: CAF: 12-45
Consideration of Approval of Resolution 12—34, Grant Application for funding through the US Department of Justice BJA Justice Assistance Grant Program for 2012.

Ladies and Gentlemen:

Recommendation:

- Approval of Resolution 12-34, Grant Application for funding through the US Department of Justice BJA Justice Assistance Grant Program for 2012.

Executive Summary

Chief Sidwell has requested the Council's review and approval of an application to the US Department of Justice's BJA Justice Assistance Grant Program for 2012 to fund overtime pay for sworn officers of the Henderson Police Department.

The grant, which does not require a cash grant match, must be divided with the Vance County Sheriff's Office as a "disparate jurisdiction" per Department of Justice guidelines. The full amount allocated by the Department of Justice is \$17,120.00. We propose to divide this allocation with the Sheriff's Office in the same manner as past US Department of Justice BJA JAG Grants with 60% being allocated to the City of Henderson and 40% allocated to Vance County. Under this dispersion the City of Henderson would receive \$10,272.00 and Vance County \$6,848.00. The US Department of Justice requires that agencies receiving funds to be divided with a disparate jurisdiction must complete a Memorandum of Understanding. A copy of this Memorandum of Understanding between the City of Henderson and Vance County is included and will be forwarded to the Vance County Board of Commissioners for their action, if approved.

The grant application must be reviewed by the City Council at least thirty (30) days prior to the grant application being submitted to the US Department of Justice and a time for public comment must be provided. The grant application is due for electronic submission to the US Department of Justice on March 14, 2012. The anticipated notification date if the grant is accepted is 07/01/2012. The grant term would be the same as the Federal Budget Year for 2012-2013: October 1, 2012 to September 30, 2013.

Enclosures:

1. Resolution 12-34
2. Internal Process to Decide Whether Grant Application is Appropriate

RESOLUTION 12-34

A RESOLUTION AUTHORIZING THE APPLICATION FOR GRANT FUNDING FROM THE US DEPARTMENT OF JUSTICE BJA JUSTICE ASSISTANCE GRANT PROGRAM FOR 2012

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2012 Strategic Planning Retreat; *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this Resolution as follows:
KSO 2: To Reduce Crime and Provide for a Safe Community *and* **KSO 8:** To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities; *and*

WHEREAS, the Henderson Police Department is the law enforcement agency with the responsibility for law enforcement within the City of Henderson *and*

WHEREAS, the Henderson Police Department seeks to use sworn officers to address crime and disorder problems within the City more effectively and safely; *and*

WHEREAS, the Henderson Police Department has successfully applied for and received grant funding for Law Enforcement purposes from the US Department of Justice BJA Justice Assistance Grant Program (BJA JAG) in the past, *and*

WHEREAS, the US Department of Justice BJA Justice Assistance Grants Program has announced that funding applications be submitted to their program for consideration for funding in the 2012-2013 Federal Fiscal Year, *and*

WHEREAS, the City of Henderson and Vance County have entered into and executed Memorandums of Understanding with regards to funding from the US Department of Justice BJA Justice Assistance Grants in the past, *and*

WHEREAS, the City of Henderson and Vance County have agreed to disperse the funds from US Department of Justice BJA Justice Assistance Grant Programs in the past with 60% of the funding being dispersed to the City of Henderson and 40% to Vance County as a disparate jurisdiction, *and*

WHEREAS, the City of Henderson has been allocated by the US Department of Justice BJA Justice Assistance Grants Program as eligible to apply for \$17,120.00 in funding.

NOW THEREFORE BE IT RESOLVED by the Henderson City Council that it does hereby authorize the Chief of Police of the Henderson Police Department to submit this application, for grant funding in the amount of \$17,120.00 and authorizes the City Manager to approve said Application, being more fully articulated in **Attachment A** to

this Resolution, and the Memorandum of Understanding with Vance County, being more fully articulated in **Attachment B** to this Resolution, on behalf of the City.

The foregoing Resolution 12-34, upon motion of Council Member ***** and second by Council Member *****, and having been submitted to a roll call vote received the following votes and was ***** on this the 9th day of April, 2012: YES: . NO .
ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved as to Legal Form:

John H. Zollicoffer, Jr., City Attorney
*Reference: Minute Book 42, p. ***.*

Description of the proposed program activities for the four (4) year period and analysis of need:

The Henderson Police Department and the Vance County Sheriff's Office are applying jointly for the allocated funding of \$17,120 under the BJA Justice Assistance Grant Program for 2011. By joint agreement of the local governing bodies of the two agencies (The City of Henderson City Council and the Vance County Board of Commissioners, respectively,) the Henderson Police Department will receive \$10,272 in funding and \$6,848 in funding will be forwarded to the Vance County Sheriff's office. This agreement has been formalized in a Memorandum of Understanding (MOU), a copy of which is included with this application as a PDF file via the Grants Management System.

The Henderson Police Department is requesting to use its portion of allocated funds to fund overtime for hours worked on Community Revitalization Initiative activities to allow the Police Department to expand our partnerships with citizen groups, government agencies and private businesses to reduce part I crimes, particularly Burglary and Larceny within the City of Henderson.

The Community Revitalization Initiative (CRI) consists of a comprehensive plan of dealing with the high crime rates indicated in the application through specific training, analysis, and investigation strategies for law enforcement. It is also a comprehensive collaboration between law enforcement, the affected communities (through citizen's groups) and rental property managers, private businesses, utility providers, local media and other governmental agencies to help promote both prevention and intervention efforts. The Department's projected budget for FY 2012-2013 will not include funding for premium overtime (time and one-half) of police department personnel to address the law enforcement aspects of the CRI, due to the City's

current economic conditions. Efforts include targeting larcenies and burglaries with saturated patrols, directed traffic enforcement and surveillance. Officers work and are paid premium overtime in assignments directed at addressing some of the environmental problems that affect areas in which such property crimes are the heaviest. These areas have a higher percentage of rental housing than occupant owned housing and many vacant houses that are often used for crimes such as drug sales/use. Officers will continue to work with City Code Compliance and Fire Department personnel to identify and address problems such as vacant houses and houses in which residents are living in sub-standard conditions. Officers work with utility providers such as the City Finance and Water Departments, Progress Energy, Century Link and Time-Warner Cable to deal with the high numbers of utility theft and fraud in Henderson. Officers working these CRI assignments are not only trained to be familiar with the housing problems and conditions in the area but are equipped as to what resources can assist persons living in these conditions. The CRI has developed and will continue to work with the association of rental property owners and continue training on crime prevention and maintaining a livable, safe and healthy community. The Department will continue educating citizens on the process of charging and trying persons with property crimes within the local court system. Property Owners and managers will continue to work with the Police Department to maintain a joint data-base of all rental properties within the City, as well as all rental properties that are vacant. The City of Henderson and the CRI group will work to establish more partnerships in the coming year. The City of Henderson's per capita Part 1 crime rates are among the highest in NC and higher than many comparatively sized departments in the US. Following the implementation of the CRI initiative in 2009-2010 the annual rates of burglary fell from 590 to 561 in 2010 and to 416 in 2011. Larceny totals increased from 2010's 1311 to 1353 due to an increase in larceny incidents

discovered and reported due to CRI and Weed and Seed related projects. Property Crime dropped overall from 1,924 incidents in 2010 to 1,850 incidents in 2011. Overall Part I crimes decreased from 2,071 in 2010 to 2,004 in 2011.

The Vance County Sheriff's Office is requesting to use its portion of allocated funds to purchase needed equipment for sworn deputies for which budgeted funds are not available. Funds will be used to purchase nine (9) HP Netbook Notebook Computers, three (3) handcuff/magazine cases and four (4) rain jackets. The equipment will be issued to full time sworn deputies for their use. The notebook computers will be used to update laptop style computers previously used.

Budget Worksheet

A. Personnel \$8,525

Name	Computation	Cost
Various Officers	275 hours x \$31.00	\$8,525

B. Fringe Benefits \$1,582

Name	Computation (Rate)	Cost
FICA	\$17,019 x .0620	\$529
Retirement	\$17,019 x .0735	\$627
Other	\$17,019 x .05	\$426

C. Travel \$0

Purpose	Location	Item	Computation	Cost
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D. Equipment \$6,848

Item	Computation	Cost
HP 1104 Atom Netbook Computers	\$695.39 X 9	\$6,258.51
Computer Freight		\$116.56
Magazine Handcuff Cases	\$27.99 X 3	\$83.97
Reversible Rain Jackets	\$90.00 X 4	\$363.96
Shipping and Handling on Equipment		\$25.00

E. Supplies \$165

Supply Item	Computation	Cost
CRI Brochures and Printing		

F. Construction \$0

Description	Computation	Cost
-------------	-------------	------

G. Consultants/Contracts \$0

<i>Consultant Fees</i>			
Name	Service	Computation	Cost
<i>Contracts</i>			
Item	Cost		

H. Other \$0

Description	Computation	Cost
-------------	-------------	------

Total Direct Costs \$17,120

I. Indirect Costs

No indirect costs are projected for this project.

Budget Summary Page

A. Personnel/Salary Costs	<u>\$8,525</u>
B. Fringe Benefits	<u>\$1,582</u>
C. Travel	<u>\$0</u>
D. Equipment	<u>\$6,848</u>
E. Supplies	<u>\$165</u>
F. Construction	Unallowable
G. Consultants/Contracts	<u>\$0</u>
H. Other	<u>\$</u>
I. Indirect Costs	<u>\$0</u>
TOTAL PROJECT COSTS	<u>\$17,120</u>
Federal Request	<u>\$17.120</u>
Applicant Funds, if any, to be applied to this project	<u>\$0</u>

Budget Narrative:

A. Personnel

This project will fund overtime for hours worked on CRI activities to allow the Police Department to expand our partnerships with citizen groups, government agencies and private businesses to reduce part I crimes, particularly Burglary and Larceny within the City of Henderson. Officers will be assigned to work these projects based on the officer's schedule and project need.

B. Fringe Benefits

Funds will be used to pay required fringe benefits for officers working premium overtime on CRI related projects and assignments.

C. Travel

No travel costs are requested with this budget.

D. Equipment

The Vance County Sheriff's Office will purchase nine (9) notebook style computers, new Magazine/Handcuff cases and new raincoats to equip sworn Sheriff's Deputies on duty.

E. Supplies

A small amount of funding is requested to cover the cost of printing and distributing flyers with Community Revitalization Initiative information, advisories, etc. to the persons and businesses who are shareholders in the CRI initiative.

F. Construction

Construction expenses are not allowed under this grant.

G. Consultants/Contracts

There are no supply costs with this grant.

H. Other

There are no other costs with this grant.

I. Indirect Costs

\$0

All budget costs have been based on necessary purchases and reasonable costs for this project. If approved, all budget purchases will be made under the policies and procedures of the City of Henderson Finance or County of Vance Finance Department, State of North Carolina Department of Administration procurement rules and the guidelines of the Bureau of Justice Assistance and the Office of Justice Programs. All program expenditures will be reported on a quarterly basis both in the program's performance measurement reports and any other required financial report (SF-269).

- 1) The JAG application announcement and information was made available for review to the City of Henderson City Manager, Mr. Ray Griffin for distribution to the Henderson City Council 04/05/2012. The full application was made available to Mr. Griffin for distribution and review by the City Council on 04/09/2012. This notification occurred over 30 days before submission of this application to the BJA via the Grants Management System. The information was forwarded to Mr. Jerry Ayscue, Vance County Manager, for review by the Vance County Board of Commissioners following the City of Henderson Council Meeting on 04/09/2012.
- 2) The information was made public by the applying agency, the City of Henderson, in the agenda of the City of Henderson City Council prior to the Council's regular meeting on 04/09/2012. At that meeting, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.
- 3) A Memorandum of Understanding (MOU) has been executed and signed by each jurisdiction's Authorize Representative, outlining each jurisdiction's allocation and indicating which jurisdiction is serving as the applicant/fiscal agent for the joint funds. This MOU is transmitted with this application as a PDF file.

Applicant's Name: City of Henderson, North Carolina

Title of the Project: Henderson Vance BJA JAG Program 2012

Goals of the Project:

Henderson Police Department Project Goal(s): 1) Reduction of rates of Robbery and Part 1 Property Crimes, particularly larcenies. 2) Reduction of crime reports in rental housing/apartments. 3) Increase partners participating in the CRI Initiative.

Vance County Sheriff's Office Project Goal(s): Purchase updated equipment to be issued to sworn deputies to upgrade older equipment.

Strategies to be used:

The Henderson Police Department Community Revitalization Initiative (CRI) consists of a comprehensive plan of dealing with the high crime rates indicated in the application through specific training, analysis, and investigation strategies for law enforcement. It is also a comprehensive collaboration between law enforcement, the affected communities (through citizen's groups) and rental property managers, private businesses, utility providers, local media and other governmental agencies to help promote both prevention and intervention efforts. Efforts include targeting larcenies and burglaries with saturated patrols, directed traffic enforcement and surveillance. Officers work and are paid premium overtime in assignments directed at addressing some of the environmental problems that affect areas in which such property crimes are the heaviest.

The Vance County Sheriff's Office plan includes the purchase of "notebook" style computers to replace older "laptop" style computers currently in use. Other funds will be used to purchase duty leather gear and raincoats for deputies.

Top Five Program Identifiers:

- 1) Community Policing (Law Enforcement)
- 2) Crime Prevention (Crime Prevention and Education)
- 3) Gangs (Law Enforcement)
- 4) Overtime (Program Planning, Evaluation and Technology)
- 5) Equipment – General (Program Planning, Evaluation and Technology)

The State of North Carolina

County of Vance

KNOW BY ALL THESE PRESENT

**INTER-LOCAL AGREEMENT BETWEEN THE CITY OF HENDERSON, NORTH
CAROLINA AND THE COUNTY OF VANCE, NORTH CAROLINA**

**REGARDING GMS APPLICATION NUMBER 2012-H1083-NC-DJ BJA FY 2012
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM: LOCAL
SOLICITATION FORMULA PROGRAM AWARD**

THIS AGREEMENT is made and entered into this the ____ day _____, 2012 by and between the County of Vance, acting by and through its governing body, the Board of Commissioners, hereinafter referred to as COUNTY, and the City of Henderson, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Vance County, State of North Carolina, wittneseth:

WHEREAS, this agreement is made under the authority of the City of Henderson and Vance County to enter into cooperative agreements; and

WHEREAS, each governing body, in performing the governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interest of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement; and

WHEREAS, the CITY agrees to provide the COUNTY \$6,848 from JAG award total of \$17,120 for the Vance County Sheriff's Office, and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the CITY AND COUNTY AGREE AS FOLLOWS:

SECTION 1: CITY agrees to pay COUNTY a total of \$6,848 of JAG funds.

SECTION 2: COUNTY agrees to use \$6,848 for the Vance County Sheriff's Office until September 30, 2014 or until such funds are expended.

SECTION 3: Nothing in the performance of this Agreement shall impose any Liability for claims against COUNTY other than claims for which the Tort Laws of the State of North Carolina may impose liability.

SECTION 4: Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which the Tort Laws of the State of North Carolina may impose liability.

SECTION 5: Each party to the agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any city liability that may arise from the furnishing of the services by the other party.

SECTION 6: The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

SECTION 7: By entering into this Agreement, the parties do not intent to create any obligations express or implied other than those set out herein, further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF HENDERSON, North Carolina

COUNTY OF VANCE, North Carolina

James D. O'Geary, Mayor

Eddie L. Wright, Chairman

A. Ray Griffin, Jr., City Manager

Jerry L. Ayscue, County Manager

ATTEST:

ATTEST:

Esther J. McCrackin, City Clerk

Kelly H. Grissom, County Clerk

Approved as to Legal Form:

Approved as to Legal Form:

John H. Zollicoffer, City Attorney

County Attorney

CITY OF HENDERSON

INTERNAL PROCESS TO DECIDE WHETHER GRANT APPLICATION IS APPROPRIATE

Department: Police Staff Contact: Captain P.L. Twisdale

Funding Source: Bureau of Justice Assistance J.A.G. Grants Program FY 2012

Grant/Project Name: BJA JAG 2012

Date Application Due: 8:00 pm EST May 14, 2012

This is a NEW or X RECURRING Grant.

Brief Project Summary:

This grant is a recurring annual grant. Information on the grant program was given to the City during the Budget Process as this is a recurring grant. This report includes the details of the proposed budget. Due to the Vance County Sheriff's Office being designated as a "Disparate Jurisdiction" (meaning that they were not automatically designated to receive funding while we were) we are required to file a joint application with them. The allocation splits the proceeds from this grant as 60% to the City and 40% to the County.

The total allocation for this year is \$17,120. The City's portion will be \$10,272 and the County \$6,848.

The Henderson Police Department is requesting to use its portion of allocated funds to pay officer's premium overtime to continue to work projects related to the Community Revitalization Initiative as outlined in the CRI grant program. The BJA JAG 2011 will be fully utilized prior to the end of FY 2011 and 2012 and further grant funds for overtime are not available.

The grant application requires that the City of Henderson and the County of Vance adopt a Memorandum of Understanding (MOU) regarding the award and distribution of the grant (Draft copy attached).

The grant applications requires that the Grant Application be reviewed by the City Council and the County Commissioners and be available for review and comment by the public at least 30 days prior to the submission of the application. **Due to the application deadline being 05/14/2012, we are requesting that the grant applications included with this request be added to the agenda for Council review and public comment at the 04/09/2012 Council Meeting.**

Maximum amount available from Funding Source: \$17,120 (both City and County).

Anticipated Award Notification Date: 07/01/2012

Anticipated Grant Term: Start Date: 09/01/2012
 Finish Date: 06/01/2013

Amount to be requested: \$17,120 (both City and County)

Does the amount of the match requirement or other grant requirements necessitate City Council approval prior to the award? ☒ Yes No

Eligible types of match: This grant does not require a match.

If the match is cash, where will the match come from? (Provide Account Number)

This grant will not require a match.

Is this project a ☒ cash award or reimbursement (or drawdown)?

This project would be an advance drawdown of funds and would require a Grant Project Account as in past BJA JAG accounts.

If this is a reimbursement grant, will funds be available? NA

Is this project included in:

Departmental Budget	No
Capital Improvements Plan	No

No. This grant was not announced until after the department had submitted its budget request for the FY 2012-2013 fiscal year.

Grant funds will be used for the following:

Premium overtime to allow officers to continue to work proactive projects under the Community Revitalization Initiative.

How will the program be funded after the grant expires?

The CRI will continue either as part of the department's regular operating budget or through future grant funds or other funding sources.

If the department receives only a portion of the amount requested, how will the project be funded?

The grant application is requesting the full amount for this project.

Some additional questions to consider:

Are any other departments within the City of Henderson eligible for this funding?

No.

Are any other departments within the City of Henderson willing to collaborate on this project?

This is a law enforcement project only.

Will this project duplicate or compete with another service or program provided by the City of Henderson or other local agency?

No. This is a law enforcement only grant.

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Agenda Item: _____

Council Meeting: 9 Apr 12 Regular Meeting

3 April 2012

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: A. Ray Griffin, Jr., City Manager

RE: CAF: 12-43

Consideration of Approval of Resolution 12-31, Authorizing the Adoption of the Publicly Owned Treatment Works Asset Management Plan.

Ladies and Gentlemen:

Recommendation:

- Approval of Resolution 12-31, Authorizing the Adoption of the Publicly Owned Treatment Works Asset Management Plan.

Council Retreat Goals Addressed By This Item:

- **KSO 5:** Provide Reliable, Dependable Infrastructure
- **KSO 8:** Provide Financial Resourcing

Executive Summary:

The City of Henderson's Sanitary Sewer Rehab Project is set to go out to bid on 1 May 2012. One of the requirements of receiving this loan (1/2 in the form of principal forgiveness) is that the City must develop and adopt an asset management plan. This plan has been prepared by O'Brien & Gere Engineers as approved by Resolution 11-52.

The plan is a combination of the capital improvements plan, mapping of the existing sewer system and a listing of assets associated with the Henderson Water Reclamation Facility and Sanitary Sewer System. This plan will be utilized as a policy to guide budgeting and financial planning for the water reclamation facility and collection system.

Enclosures:

1. Resolution 12-31
2. Resolution 11-52

R E S O L U T I O N 12-31

A RESOLUTION ADOPTING THE CITY OF HENDERSON PUBLICLY OWNED TREATMENT WORKS ASSET MANAGEMENT PLAN

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2012, and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals; *and*

WHEREAS, this Resolution addresses two of the Key Strategic Objectives as follows: KSO 5: to Provide Reliable, Dependable Infrastructure and KSO 8: To Provide Financial Resourcing; *and*

WHEREAS, the City of Henderson City Council recognizes the need for an improved water reclamation facility and collection system, as well as the need to control costs associated with the same; *and*

WHEREAS, the capital improvement program within the asset management plan provides a framework for accomplishing needed improvements to the water reclamation facility and collection system; *and*

WHEREAS, adoption of an Asset Management Plan is required to receive the Clean Water State Revolving Fund loan that was awarded to the City of Henderson in March 2011.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT:

1. The City of Henderson Publicly Owned Treatment Works Asset Management Plan for Fiscal Year 2011-2012 through 2020-2021 is adopted as a policy to guide capital budgeting and financial planning for the water reclamation facility and collection system.
2. The user fees associated with sewer service will be increased as necessary to implement the adopted Publicly Owned Treatment Works Asset Management Plan.
3. The adopted Publicly Owned Treatment Works Asset Management Plan supersedes all previously adopted plans but that it may be amended by the City Council with budgetary actions or other actions related to the authorization of specific projects and by the adoption of future Asset Management Plans.

The foregoing Resolution 12-31 upon motion of Council Member ** and second by Council Member **, and having been submitted to a roll call vote received the following votes and was ***** on this the *** day of ***** 2010: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

*Reference: Minute Book 41, pp. **.*

RESOLUTION 11—52

A RESOLUTION AUTHORIZING AN ENGINEERING SERVICES CONTRACT WITH O'BRIEN & GERE

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2010 Strategic Planning Retreat; *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this Resolution as follows:
KSO 8: To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities; and KSO 5: To Provide Reliable, Dependable and Environmental Compliant Infrastructure Systems; *and*

WHEREAS, the Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction or replacement of wastewater collection systems; *and*

WHEREAS, the City of Henderson (City) performed a sewer survey analysis that identified and prioritized the need for the repair and replacement of various mains within the wastewater collection system and formulated a project described as *The Sanitary Sewer Rehabilitation Project*, the **Project**, to assist the City in the control of infiltration and inflow; *and*

WHEREAS, the Council authorized City Administration to submit a grant application on 23 August 2010 via Resolution 10—83, and approved acceptance of the State Revolving Fund Grant/Loan on 25 October 2010 via Resolution 10—107; *and*

WHEREAS, a Masters Services Agreement was executed on 13 September 2010 with O'Brien & Gere; *and*

WHEREAS, O'Brien & Gere is familiar with the scope of work to be performed as well as the appropriate documentation and procedures necessary to successfully complete the services needed for this project; *and*

WHEREAS, O'Brien & Gere was approved by the City Council through Resolution 10-117 to submit a Preliminary Engineering Report, which was successfully completed; *and*

WHEREAS, during negotiations with O'Brien & Gere, the engineering service fee was reduced by \$17,060.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Henderson, North Carolina that it does hereby authorize the execution of an Engineering Services Contract with O'Brien & Gere in the amount of \$149,000, being more fully articulated in *Attachment No. 1 to this Resolution*; *and*

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to sign the grant award and other applicable documents as necessary to this contract approval; *and*

The foregoing Resolution 11—52, upon motion of Council Member Peace-Jenkins and second by Council Member Rainey, and having been submitted to a roll call vote received the following votes and was APPROVED on this the 13th day of June 2011: YES: Inscoc, Rainey, Peace-Jenkins, Daeke, Davis, Daye, Kearney and Coffey. NO None. ABSTAIN: None. ABSENT: None.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved as to Legal Form:

John H. Zollicoffer, Jr., City Attorney

Reference: Minute Book 42, p. 198.



November 14, 2010

Mr. Frank Frazier, Assistant City Manager
City of Henderson
PO Box 1434
Henderson, North Carolina 27536

Re: Sanitary Sewer Replacement
Engineering Services Proposal

Dear Mr. Frazier:

O'Brien & Gere Engineers, Inc. (O'Brien & Gere) is pleased to provide the City of Henderson with this proposal for engineering services for the SRF Funded Sanitary Sewer Replacement Project.

PROJECT UNDERSTANDING

Michael S. Acquesta, PE, PhD will be the Project Manager. The scope of this project will consist of several tasks as follows:

1. Field Survey, Design, Permitting and Bidding of the Project
2. Asset Management Plan
3. Construction Administration/Construction Observation
4. Funding Administration

Task 1 – Field Survey, Design, Permitting and Bidding

The following project scope, as outlined in the approved Preliminary Engineering Report, will be surveyed, designed, permitted and bid:

7000 LF	8" Sewer Replacement
34 EA	Manhole Replacement

This scope may change depending upon the specific sewer lines and manholes chosen by the City of Henderson to be replaced.

Field survey of the sewer lines is required and will be performed by O'Brien & Gere as a component of the engineering design scope of work. The survey information will be turned over to the Project Manager who will then proceed with the preparation of the construction drawings and specifications, incorporating the design aspects of the sewer replacement work. The completed drawings and specifications will be submitted to the NC Division of Water Quality, Construction Grants and Loans Section for review and issuance of the required permits. If any of the sewer replacement work is to

Mr. Frank Frazier
May 4, 2011
Page 2

take place along NC DOT rights-of-way, the necessary encroachment agreements will be prepared and submitted to NC DOT for approval. The Division of Land Quality Sedimentation and Erosion Control permits will also be acquired. It is expected that no new sewer line easements will be required for this work since the proposed sewer replacement work will be performed on existing sewer lines.

Upon issuance of all required permits and encroachments, the project will be let for receipt of public bids. O'Brien & Gere will issue plans and specifications to prospective bidders and the Project Manager will handle the bid opening. After receipt of bids, the Project Manager will review the bids and make a recommendation to the City Council for award of the construction contract to the lowest priced responsive, responsible bidder.

Task 2 – Asset Management Plan

O'Brien & Gere will prepare the required Asset Management Plan for the City of Henderson. The City's current Capital Improvement Plan, water system maps, sewer system maps, lists of existing assets will be provided by the City to O'Brien & Gere. The NC Division of Water Quality, Construction Grants and Loans and the EPA Asset Management Plan guidelines will be used for the preparation of this document. The final plan will be submitted to the NC DWQ CG&L Section for review and approval. It is expected that the Asset Management Plan will be prepared at the same time as the design work is undertaken.

Task 3 – Construction Administration/Construction Observation

Upon award of a construction contract, O'Brien & Gere will prepare the construction contract between the City and the successful bidder.

After contract award, O'Brien & Gere will schedule and conduct the preconstruction conference. Parties whose presence will be required or who desire to be present at this conference will be contacted to provide comprehensive participation and review of requirements. During the preconstruction conference and subsequent meetings with the contractor(s), O'Brien & Gere will represent the City, if requested, and provide the vehicle by which the City puts forth its wishes, requirements, requests, and demands.

Upon establishment of the project budget, project schedules and quality requirements by the contractor(s), O'Brien & Gere will review these documents and offer suggestions, advice or recommendations to the City for cash flow during the project. Throughout the construction phase, the City will be kept informed regarding non-attainment of target dates per the project schedule. Through regular visits to the site by the Project Manager, O'Brien & Gere will maintain thorough knowledge of the construction proceedings. If changes or modifications are needed, as determined through this monitoring, O'Brien & Gere will review said changes and provide the City with specific explanations as to why the changes are needed or are desirable, and how they will affect the overall final project, as well as the rest of the construction phase.

O'Brien & Gere will receive, review, approve or disapprove, and return shop drawings. Approval will be based on the contract documents and in accordance with the requirements thereof. A specific shop drawing file will be maintained containing submitted shop drawings, review comments and correspondence with contractors regarding the shop drawings. A copy of reviewed shop drawings will be sent to the construction inspector, the City and the Contractor.

Mr. Frank Frazier
May 4, 2011
Page 3

During construction, O'Brien & Gere will process progress payment requests, change orders, if any, retainage reduction requests, and maintain separate files for each. Change orders will be reviewed as to claims for additional costs, contract time extensions by contractors, the use of alternative equipment or other changes. Recommendations and justification for each change order will be provided.

Periodic Construction Observation will be provided by trained O'Brien & Gere pipeline construction personnel. It is expected that this inspection will be provided for approximately 3 to 4 days per week, potentially more during construction start-up and during times of more difficult construction activity such as roadway bores, resolution of conflicts with other existing utilities, and during construction in high traffic areas.

In addition to the preconstruction conference, periodic progress meetings will be conducted to review construction schedules and resolve problems, if any. The Project Engineer will conduct construction observation visits of his own to ascertain contractor progress. The O'Brien & Gere Project Manager will assess construction progress at the substantial completion point and final completion point. Punch lists will be established noting incomplete construction or installation and provided to the contractors for completion of the construction or installation of the punch list items. Certificates of Substantial and Final Completion will be issued by the Project Manager when he and the City are satisfied with the work.

Upon completion of construction, O'Brien & Gere will provide one paper copy and one electronic version of the Record Drawings on CD. The drawings will indicate changes, which occurred during construction as well as the final facilities.

O'Brien & Gere, through the Project Manager, will submit, at least monthly, reports to the City describing the project status, noting any specific problems which have arisen and how they were resolved, and other pertinent information regarding the project. O'Brien & Gere will maintain the following files, records and documentation:

- | | |
|-------------------------|---------------------------|
| ■ Project Files | ■ Shop Drawing File |
| ■ Change Order File | ■ Reports File |
| ■ Correspondence File | ■ Grant File |
| ■ Payment Estimate File | ■ Other Files as Required |

O'Brien & Gere maintains these files for all construction projects and has found them to be sufficient to provide information necessary to handle situations which may arise during and after construction.

Task 4 – Funding Administration

The Project Manager will assist the City in the preparation of reimbursement requests, quarterly reports and final report for the SRF funding on the project.

PROJECT SCHEDULE

O'Brien & Gere proposes to follow the schedule established by the NC Construction Grants and Loans Section as set forth in the City's Notification of Intent to Fund letter and as noted in the following table.

Mr. Frank Frazier
May 4, 2011
Page 4

Milestone	Date
Plans and Specifications Submittal	December 1, 2011
Plans & Specifications Permit Approval	March 1, 2012
Project Bidding and Submit Part B to CG&L	June 1, 2012
Submit Asset Management Plan	June 1, 2012
Execute Construction Contracts	July 2, 2012
Construction Start	September 1, 2012
Construction Completion	August 31, 2013

FEE AND TERMS

O'Brien & Gere's proposal for all services is proposed to be in accordance with the following breakdown. This breakdown is in accordance with the SRF Funding Application.

Task	Fee Amount	Fee Type
Design, Asset Mgmt Plan, Funding Admin	\$61,000	Lump Sum
• Field Survey		
• Design		
• Permitting		
• Bidding		
• Asset Management Plan		
• Funding Administration		
Construction Administration	\$23,000	Lump Sum
Construction Observation	\$65,000	Hourly Rate

O'Brien & Gere will invoice the City monthly on the basis of the percent of Services completed for each lump sum task and on the basis of actual work hours for the Construction Observation Services. The hourly rate noted below for the Project Inspector includes all expenses.

Additional Services: For any other tasks related to this project that the City may direct O'Brien & Gere to perform but which are not included in the present Scope of Services, the fee may be as established by the attached current standard rate schedule for labor, which includes all expenses. If during the execution of this work additional labor or expenses are identified as required to meet the objectives, O'Brien & Gere will inform City of Henderson of these efforts and their estimated costs before initiating such efforts.

Mr. Frank Frazier

May 4, 2011

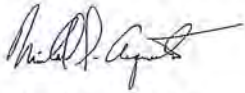
Page 5

Terms and Conditions: O'Brien & Gere's services will be provided in accordance with the Master Services Agreement between the City of Henderson and O'Brien & Gere, which together with this proposal constitute the "letter agreement." Countersignature and return of one original of this letter agreement will signify acceptance by the City of Henderson. The date of construction Notice to Proceed will be issued by the City of Henderson and will be dependent upon concurrence of the NC Local Government Commission for the City to issue new debt.

We appreciate this opportunity to provide services to the City of Henderson. Should you have questions or concerns regarding this proposal, please contact me at (919) 783-7777.

Respectfully yours,

O'BRIEN & GERE ENGINEERS, INC.



Michael S. Acquesta, P.E.
Senior Managing Engineer

ACCEPTANCE

Date _____

City of Henderson, North Carolina

By/Title: James D. O'Geary, Mayor

City Council Action Form

Office of City Manager
P. O. Box 1434
Henderson, NC 27536
252.430.5701



Agenda Item: _____

Council Meeting: 9 April 12 Regular Meeting

29 March 2012

TO: The Honorable Mayor James D. O'Geary and Members of City Council

FR: A. Ray Griffin, Jr., City Manager

RE: CAF: 12-54

Consideration of Approval of 1) Ordinance 12-27, FY11-12 Budget Amendment #37, Amending General Fund 10 and Powell Bill Fund 11; 2) Ordinance 12-28, FY 11-12 Budget Amendment # 38, Amending Water Fund 30 and CIP Water Fund 43; 3) Ordinance 12-29, FY 11-12 Budget Amendment # 39, Amending the CIP Regional Water Fund 46.

Ladies and Gentlemen:

Council Goals and Core Values Addressed By This Item:

- KSO 1: Implement Performance Excellence
- KSO 5: Provide Reliable, Dependable Infrastructure
- KSO 8: Provide Financial Resourcing

Recommendation:

- Approval of 1) Ordinance 12-27, FY11-12 Budget Amendment #37, Amending General Fund 10 and Powell Bill Fund 11; 2) Ordinance 12-28, FY 11-12 Budget Amendment # 38, Amending Water Fund 30 and CIP Water Fund 43; 3) Ordinance 12-29, FY 11-12 Budget Amendment # 39, Amending the CIP Regional Water Fund 46.

Executive Summary

The purpose of Ordinance 12-27, FY 12 Budget Amendment # 37 is to bring the Powell Bill fund into balance with actual receipts from the State vs. budgeted estimates. This results in a negative \$8,744. All Powell Bill operating expenditures occur within the General Fund, therefore in order to balance properly, a corresponding decrease in the General Fund 10-570 is necessary.

The purpose of Ordinance 12-28 FY 12 Budget Amendment # 38 is two-fold. One is to reconcile completed projects and authorize close out procedures for these projects. The second purpose is to cover unanticipated expenditures in excess of budget due to large water breaks on Shirley Drive and at the Glass Plant off US Hwy 1.

The purpose of Ordinance 12-29 FY 12 Budget Amendment # 39 is also two-fold as it provides for reconciliation of ongoing projects and allocates unbudgeted revenue in the fund to the 20 MGD contingency fund.

Enclosures:

1. Ordinance 12-27
2. Ordinance 12-28
3. Ordinance 12-29

ORDINANCE 12—27

FY 2011-2012 BUDGET AMENDMENT #37

AN AMENDMENT TO THE GENERAL FUND 10 AND THE POWELL BILL FUND 11

WHEREAS, the City Council of the City of Henderson (Council) adopted its FY11-12 Operating Budget on 13 June 2011; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and capital improvements budgets from time-to-time, said amendment incorporated in this Ordinance being more fully articulated in Attachment A.

NOW THEREFORE BE IT ORDAINED by the City Council of The City of Henderson, that the following Ordinance be approved and said Ordinance shall be effective immediately upon approval of the City Council:

FUNDS: 10: General Fund; 11: Powell Bill;			Ordinance 12-27 FY 11-12 Budget Amendment #37			
POWELL BILL FUND REVENUES: 11			Approved 1-Jul-11	Current Budget	Amendment	Revised
Department	Line Item	Code				
	Powell Bill Allocation	11-110-411-120	\$ 450,000.00	\$ 450,000.00	\$ (8,774.00)	\$ 441,226.00
			\$ -	\$ -	\$ -	\$ -
	Total		\$ 450,000.00	\$ -	\$ (8,774.00)	\$ 441,226.00
						\$ (8,774.00)
POWELL BILL FUND EXPENDITURES: 11			Approved 1-Jul-11	Current Budget	Amendment	Revised
Department	Line Item	Code				
Powell Bill	Transfer to General Fund	11-690-509-704	\$ 504,730.00	\$ 504,730.00	\$ (8,774.00)	\$ 495,956.00
			\$ -	\$ -	\$ -	\$ -
	Total		\$ 504,730.00	\$ 504,730.00	\$ (8,774.00)	\$ 495,956.00
						\$ 495,956.00
	Variance				\$ -	
GENERAL FUND REVENUES: 10			Approved 1-Jul-11	Current Budget	Amendment	Revised
Department	Line Item	Code				
	Transfer from Powell Bill Fund	10-200-461-011	\$ 504,730.00	\$ 504,730.00	\$ (8,774.00)	\$ 495,956.00
			\$ -	\$ -	\$ -	\$ -
	Total		\$ 504,730.00	\$ 504,730.00	\$ (8,774.00)	\$ 495,956.00
						\$ 495,956.00
GENERAL FUND EXPENDITURES: 10			Approved 1-Jul-11	Current Budget	Amendment	Revised
Department	Line Item	Code				
570: Street	Auto Supplies Garage	10-570-503-105	\$ 48,355.00	\$ 48,355.00	\$ (6,094.00)	\$ 42,261.00
570: Street	Capital Equipment <\$5000	10-570-507-400	\$ 5,000.00	\$ 5,000.00	\$ (2,480.00)	\$ 2,520.00
570: Street	Capital Outlay >\$5000	10-570-507-405	\$ 17,500.00	\$ 17,500.00	\$ (200.00)	\$ 17,300.00
	Total		\$ 70,855.00	\$ 70,855.00	\$ (8,774.00)	\$ 62,081.00
						\$ 62,081.00
	Variance				\$ -	
Reference:			Notes:			
9 April 12 Meeting; CAF 12-54; Ord 12-27			This amendment provides for several budget amendments between several funds as follows: 1) Powell Bill & General Fund to align Powell Bill to actual receipts vs. budget estimate and to provide for a corresponding reduction in 10-570 in order to keep budgets balanced;			

The foregoing Ordinance 12-27, upon motion of Council Member ** and second by Council Member ***, and having been submitted to a roll call vote and received the following votes and was *** on this the 9th day of April 2012. YES: . NO:. ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

*Reference: Minute Book 42, p. ****

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the attached is a true and exact copy of Ordinance 12-27 adopted by the Henderson, City Council in Regular Session on 9 April 2012 (*Minute Book 42, p.****). This Ordinance is recorded in *Ordinance Book 8, p. ****.

Witness my hand and corporate seal of the City, this ** day of *** 2012.

Esther J. McCrackin
City Clerk
City of Henderson, North Carolina

Attachment A
Ordinance 12—27
FY 11-12 Budget Ordinance Amendment #37
(Reference: CAF: 12-54; Ordinance 12-27)

The purpose of this amendment is to bring the Powell Bill fund into balance with actual receipts from the State vs. budgeted estimate. The difference is a negative \$8,774. In order to complete the balancing process, a corresponding decrease in General Fund 10-570 Streets is necessary since all Powell Bill operating expenditures occur within the General Fund.

Reviewed by: _____ Date: _____
Katherine C. Brafford, Finance Director

Reviewed by: _____ Date: _____
Judith Woods, Accounting Supervisor

Reviewed by: _____ Date: _____
A. Ray Griffin, Jr., City Manager

ORDINANCE 12—28

FY 2011-2012 BUDGET AMENDMENT #38 AN AMENDMENT TO THE WATER FUND 30 AND THE CIP WATER FUND 43

WHEREAS, the City Council of the City of Henderson (Council) adopted its FY11-12 Operating Budget on 13 June 2011; *and*

WHEREAS, the Council has created and uses a Capital Improvements Fund for active capital projects related to the water distribution system, said fund referred to as 43: CIP Water Fund; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and capital improvements budgets from time-to-time, said amendment incorporated in this Ordinance being more fully articulated in Attachment A.

NOW THEREFORE BE IT ORDAINED by the City Council of The City of Henderson, that the following Ordinance be approved and said Ordinance shall be effective immediately upon approval of the City Council:

FUNDS: 30: Water & 43: CIP Water			Ordinance 12-28 FY 11-12 Budget Amendment #38			
CIP WATER FUND REVENUES: 43			Original Budget	Current Budget	Amendment	Revised
Department	Line Item	Code				
824: Perry Ave	Trans from Cap Reserve Utili	43-433-461-006	\$ 72,550.00	\$ 78,550.00	\$ -	\$ 78,550.00
		824: Total	\$ 72,550.00	\$ 78,550.00	\$ -	\$ 78,550.00
843: Brookhaven MHP	NCDENR Grant	43-433-458-220	\$ 476,418.00	\$ 490,948.00	\$ (34,507.00)	\$ 456,441.00
		843: Total	\$ 476,418.00	\$ 490,948.00	\$ (34,507.00)	\$ 456,441.00
844: Hydraulic Study	Transfer from Water Fund	43-433-461-030	\$ 90,000.00	\$ 90,000.00	\$ -	\$ 90,000.00
	Transfer from Regional Fund	43-433-461-064	\$ 39,000.00	\$ 39,000.00	\$ -	\$ 39,000.00
		844: Total	\$ 129,000.00	\$ 129,000.00	\$ -	\$ 129,000.00
845: Harriett Street	Transfer from Water Fund	43-433-461-030	\$ 75,000.00	\$ 75,000.00		\$ 75,000.00
	Transfer from Cap Res Utilities	43-433-461-006	\$ -	\$ 56,612.00		\$ 56,612.00
		845: Total	\$ 75,000.00	\$ 131,612.00	\$ -	\$ 131,612.00
846: Rate Study	Transfer from Water Fund	43-433-461-030	\$ 15,000.00	\$ 15,000.00		\$ 15,000.00
	NC Rural Center Grant	43-433-458-162	\$ 40,000.00	\$ 40,000.00	\$ (950.00)	\$ 39,050.00
		846: Total	\$ 55,000.00	\$ 55,000.00	\$ (950.00)	\$ 54,050.00
848: Red Bud Ck Bridge	Trans from Cap Reserve Util 70	43-433-461-071	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00
		848: Total	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00
849: Shirley Drive	Transfer from Water Fund	43-433-461-030	\$ 10,000.00	\$ 241,429.00	\$ -	\$ 241,429.00
			\$ 10,000.00	\$ 241,429.00	\$ -	\$ 241,429.00
850: 2" Line	Transfer from Water Fund	43-850-369-030	\$ 39,000.00	\$ 39,000.00		\$ 39,000.00
		850: Total	\$ 39,000.00	\$ 39,000.00	\$ -	\$ 39,000.00
TOTAL FUND REVENUE SUMMARY						\$ -
		824: Perry Ave	\$ 72,550.00	\$ 78,550.00	\$ -	\$ 78,550.00
		843: Brookhaven MHP	\$ 476,418.00	\$ 490,948.00	\$ (34,507.00)	\$ 456,441.00
		844: Hydraulic Study	\$ 129,000.00	\$ 129,000.00	\$ -	\$ 129,000.00
		845: Harriett Street	\$ 75,000.00	\$ 131,612.00	\$ -	\$ 131,612.00
		846: Rate Study	\$ 55,000.00	\$ 55,000.00	\$ (950.00)	\$ 54,050.00
		848: Red Bud Ck Bridge	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00
		849: Shirley Drive	\$ 10,000.00	\$ 241,429.00	\$ -	\$ 241,429.00
		850: 2" Line	\$ 39,000.00	\$ 39,000.00	\$ -	\$ 39,000.00
Total Fund Revenues			\$ 976,968.00	\$ 1,285,539.00	\$ (35,457.00)	\$ 1,250,082.00

CIP WATER FUND EXPENDITURES: 43			Original Budget	Current Budget	Amendment	Revised
Department	Line Item	Code				
824: Perry Ave Approved on 10 May 2010 via Ordinance 10-25; Amended via Ord 10-51 and Ord 12-02						
824: Perry Ave	Professional Services	43-824-500-400	\$ 1,161.00	\$ 200.00	\$ -	\$ 200.00
824: Perry Ave	Contingency	43-824-509-900	\$ 5,804.00	\$ -	\$ -	\$ -
	Engineering	43-824-510-400	\$ 7,545.00	\$ 6,965.00	\$ -	\$ 6,965.00
	Construction	43-824-509-900	\$ 58,040.00	\$ 59,577.00	\$ -	\$ 59,577.00
	Transfer to 30: Water Fund	43-824-566-030	\$ -	\$ 11,808.00	\$ -	\$ 11,808.00
			\$ 72,550.00	\$ 78,550.00	\$ -	\$ 78,550.00
843: Brookhaven MHP Project Approved on 9 Nov 09 via Ordinance 09-84 & Amended 22 Nov 10 via Ordinance 10-79						
843: Brookhaven MHP	Contingency	43-843-509-900	\$ 38,827.00	\$ 19,930.00	\$ (19,930.00)	\$ -
843: Brookhaven MHP	Planning/Design	43-843-510-100	\$ 56,925.00	\$ 64,745.00	\$ (5,857.00)	\$ 58,888.00
843: Brookhaven MHP	Legal/Administration	43-510-510-200	\$ 7,766.00	\$ 7,665.00	\$ (5,842.00)	\$ 1,823.00
843: Brookhaven MHP	Construction	43-843-510-400	\$ 372,900.00	\$ 398,608.00	\$ (2,878.00)	\$ 395,730.00
	843: Total		\$ 476,418.00	\$ 490,948.00	\$ (34,507.00)	\$ 456,441.00
844: Hydraulic Study Project Approved on 14 June 2010 via Ordinance 10-32						
844: Hydraulic Study	Legal/Administration	43-844-510-200	\$ 2,100.00	\$ 2,100.00	\$ (1,900.00)	\$ 200.00
	Engineering	43-844-510-301	\$ 126,900.00	\$ 126,900.00	\$ -	\$ 126,900.00
	Transfer to 30: Water Fund	43-844-561-030	\$ -	\$ -	\$ 1,900.00	\$ 1,900.00
			\$ 129,000.00	\$ 129,000.00	\$ -	\$ 129,000.00
845: Harriet St Project Approved on 14 June 2010 via Ordinance 10-32 & Amended on 28 March 2011 via Ordinance 11-20						
845: Harriett St	Legal/Administration	43-845-510-002	\$ 500.00	\$ -	\$ -	\$ -
845: Harriett St	Engineering	43-845-510-301	\$ 4,500.00	\$ 1,854.00	\$ -	\$ 1,854.00
845: Harriett St	Contingency	43-845-500-900	\$ -	\$ -	\$ -	\$ -
845: Harriett St	Construction	43-845-510-400	\$ 70,000.00	\$ 113,053.00	\$ -	\$ 113,053.00
845: Harriett St	Resurfacing	43-845-503-400	\$ -	\$ 16,705.00	\$ -	\$ 16,705.00
			\$ 75,000.00	\$ 131,612.00	\$ -	\$ 131,612.00
846: Water Rate Study Project Approved on 10 July 2010 via Ordinance 10-43						
846: Rate Study	Contracted Services	43-846-504-500	\$ 55,000.00	\$ 55,000.00	\$ (950.00)	\$ 54,050.00
	Transfer to 30: Water Fund	43-846-504-500	\$ -	\$ -	\$ -	\$ -
			\$ 55,000.00	\$ 55,000.00	\$ (950.00)	\$ 54,050.00
848: Red Bud Water Line Project Approved on 8 August 2011 via Ordinance 11-48						
848: Red Bud Ck Bridge	Construction	43-848-510-400	\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00
			\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00
849: Shirley Drive Approved on 25 July 2011 via Ordinance 11-50 & on 22 August 2011 via Ordinance 11-30						
849: Shirley Drive	Legal/Administration	43-849-510-200	\$ -	\$ 500.00	\$ (500.00)	\$ -
849: Shirley Drive	Engineering	43-849-510-301	\$ 10,000.00	\$ 10,000.00	\$ (1,047.00)	\$ 8,953.00
849: Shirley Drive	Construction	43-849-510-400	\$ -	\$ 230,929.00	\$ (35,970.00)	\$ 194,959.00
849: Shirley Drive	Transfer to 30: Water Fund	43-849-516-030	\$ -	\$ -	\$ 37,517.00	\$ 37,517.00
			\$ 10,000.00	\$ 241,429.00	\$ -	\$ 241,429.00
850: 2" Line Project Approved on 9 January 2012 via Ordinance 12-02						
850: 2" Line Project	Survey Work	43-850-223020	\$ 32,000.00	\$ 32,000.00	\$ -	\$ 32,000.00
	Permit Fees	43-850-461-001	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
	Contingency	43-850-999-010	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
			\$ 39,000.00	\$ 39,000.00	\$ -	\$ 39,000.00
TOTAL FUND EXPENDITURE SUMMARY						
	824: Perry Ave		\$ 72,550.00	\$ 78,550.00	\$ -	\$ 78,550.00
	843: Brookhaven MHP		\$ 476,418.00	\$ 490,948.00	\$ (34,507.00)	\$ 456,441.00
	844: Hydraulic Study		\$ 129,000.00	\$ 129,000.00	\$ -	\$ 129,000.00
	845: Harriett St		\$ 75,000.00	\$ 131,612.00	\$ -	\$ 131,612.00
	846: Rate Study		\$ 55,000.00	\$ 55,000.00	\$ (950.00)	\$ 54,050.00
	848: Red Bud Ck Bridge		\$ 120,000.00	\$ 120,000.00	\$ -	\$ 120,000.00
	849: Shirley Drive		\$ 10,000.00	\$ 241,429.00	\$ -	\$ 241,429.00
	850: 2" Line Project		\$ 39,000.00	\$ 39,000.00	\$ -	\$ 39,000.00
	Total Fund Expenditures		\$ 976,968.00	\$ 1,285,539.00	\$ (35,457.00)	\$ 1,250,082.00
RECAP Fund 43						
	Total Revenues		\$ 976,968.00	\$ 1,285,539.00	\$ (35,457.00)	\$ 1,250,082.00
	Total Expenditures		\$ 976,968.00	\$ 1,285,539.00	\$ (35,457.00)	\$ 1,250,082.00
	Variance		\$ -	\$ -	\$ -	\$ -

WATER FUND REVENUES: 30			Budget 1 Jul 11	Current Budget	Amendment	Revised
Department	Line Item	Code				
	Transfer from 43: CIP Water	30-980-461-043	\$ -	\$ -	\$ 39,417.00	\$ 39,417.00
		Total Revenues	\$ -	\$ -	\$ 39,417.00	\$ 39,417.00

WATER FUND EXPENDITURES: 30			Budget 1 Jul 11	Current Budget	Amendment	Revised
Department	Line Item	Code				
818: Distribution	Purchase for Resale	30-818-504-800	\$ 2,554,800.00	\$ 2,555,613.00	\$ 39,417.00	\$ 2,595,030.00
		Total Expenditures	\$ 2,554,800.00	\$ 2,555,613.00	\$ 39,417.00	\$ 2,595,030.00
		Fund Variance	\$ -	\$ -	\$ -	\$ -

Reference:

Notes:

9 Apr 12 Council Meeting; CAF 12-54, Ordinance 12-28, FY 12 Budget Amendment #38.	The purpose of this extensive Ordinance amendment is to reconcile inactive accounts in preparation for budget closeout and to transfer reversions to Water Fund to help narrow the financial gap for purchase for resale. This line is projected to be overspent due to system flushing and several major water line breaks at Glass Plant and Shirley Drive.
824: Perry Avenue Water Line Replacement	See Ordinance 10-25, Ordinance 10-52 and Ordinance 12-02
843: Brookhaven MHP Water Lines	See Ordinance 09-84 and Ordinance 10-79; not all funds were needed and reversions will remain with the State
844: Hydraulic Study	See Ordinance 10-32
845: Harriett Street Water Line Replacement	See Ordinance 10-32 and Ordinance 11-20
846: Water Rate Study	See Ordinance 10-43
848: Red Bud Bridge Water Line Replacement	See Ordinance 11-48
849: Shirley Drive Water Line Replacement	See Ordinance 11-50 and Ordinance 11-30
850: 2" Water Line Planning/Engineering	See Ordinance 12-02

BE IT FURTHER ORDAINED that the City Manager and Finance Director are authorize to effect closeout, as appropriate, of the following completed capital improvement projects:

- 824 Perry Avenue Water Line Replacement
- 843 Brookhaven MHP Water Line Construction
- 844 Hydraulics Study
- 845 Harriett Street Water Line Replacement
- 846 Water Rate Study
- 849 Shirley Drive Water Line Replacement

The foregoing Ordinance 12-28, upon motion of Council Member ** and second by Council Member ***, and having been submitted to a roll call vote and received the following votes and was *** on this the 9th day of April 2012. YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Reference: Minute Book 42, p. ***

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the attached is a true and exact copy of Ordinance 12-28 adopted by the Henderson, City Council in Regular Session on 9 April 2012 (*Minute Book 42*, p.***). This Ordinance is recorded in *Ordinance Book 8*, p. ***.

Witness my hand and corporate seal of the City, this ** day of *** 2012.

Esther J. McCrackin
City Clerk
City of Henderson, North Carolina

Attachment A
Ordinance 12—28
FY 11-12 Budget Ordinance Amendment #38
(Reference: CAF: 12-54; Ordinance 12-28)

The purposes of this comprehensive budget amendment are two-fold. First, the amendment provides for reconciliation of completed projects and authorizes close-out for same as noted in the second Now Therefore Be It Ordained clause in the Ordinance. The second purpose is the transfer reversions to the Water Fund for allocation to the purchase for resale account to help mitigate unanticipated expenditures in excess of budget related to water loss due to large water breaks on Shirley Drive and at the Glass Plant off Rt. 1 By-Pass.

Reviewed by: _____ Date: _____
Katherine C. Brafford, Finance Director

Reviewed by: _____ Date: _____
Judith Woods, Accounting Supervisor

Reviewed by: _____ Date: _____
A. Ray Griffin, Jr., City Manager

ORDINANCE 12-29

FY 2011-2012 BUDGET AMENDMENT #39 AN AMENDMENT TO THE CIP REGIONAL WATER FUND 46

WHEREAS, the City Council of the City of Henderson (Council) adopted its FY11-12 Operating Budget on 13 June 2011; *and*

WHEREAS, the Council has created and uses a Capital Improvements Fund for active capital projects related to the regional water treatment system, said fund referred to as 46: CIP Regional Water Fund; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and capital improvements budgets from time-to-time, said amendment incorporated in this Ordinance being more fully articulated in Attachment A.

NOW THEREFORE BE IT ORDAINED by the City Council of The City of Henderson, that the following Ordinance be approved and said Ordinance shall be effective immediately upon approval of the City Council:

FUNDS: 46: CIP Regional Water			Ordinance 12-29 FY 11-12 Budget Amendment # 39			
CIP REGIONAL WATER FUND REVENUES: 46			Original Budget	Current Budget	Amendment	Revised
Department	Line Item	Code				
935: 20 MGD Project	NC Sales Tax Refund	466-411-035	\$ 150,600	\$ 150,600	\$ 24,700	\$ 175,300
935: 20 MGD Project	Investments	466-444-010	\$ 11,368	\$ 11,368	\$ 25,886	\$ 37,254
935: 20 MGD Project	Investments-Centura	466-444-020	\$ 159,142	\$ 159,142	\$ -	\$ 159,142
935: 20 MGD Project	From Regional Water Fund	466-461-064	\$ 801,704	\$ 801,704	\$ (149,988)	\$ 651,716
935: 20 MGD Project	From Regional Water Fund	466-461-065	\$ -	\$ -	\$ 149,988	\$ 149,988
935: 20 MGD Project	From CIP Regional 20 MGD	466-461-066	\$ -	\$ 42,000	\$ -	\$ 42,000
935: 20 MGD Project	Interest 2004 Raw Water Loan	466-444-040	\$ -	\$ -	\$ 2,164	\$ 2,164
		935: Total	\$ 1,122,814	\$ 1,164,814	\$ 52,750	\$ 1,217,564
937: IBT Project	From Regional Water Fund	466-461-064	\$ 119,988	\$ 269,988	\$ 150,000	\$ 419,988
937: IBT Project	From Regional Water Fund	466-461-065	\$ -	\$ 525,000	\$ (150,000)	\$ 375,000
937: IBT Project	Investments	937-444-010	\$ -	\$ -	\$ 12	\$ 12
937: IBT Project	Transfer from Regional Water	937-461-064	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		937: Total	\$ 119,988	\$ 794,988	\$ 12	\$ 795,000
938: Warren Meter	From Regional Water	46-466-461-067	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
938: Warren Meter	Investments	46-938-444-010	\$ -	\$ -	\$ 100.00	\$ 100.00
		938: Total	\$ 100,000.00	\$ 100,000.00	\$ 100.00	\$ 100,100.00
TOTAL FUND REVENUE SUMMARY						\$ -
	935: 20 MGD Project		\$ 1,122,814	\$ 1,164,814	\$ 52,750	\$ 1,217,564
	937: IBT Project		\$ 119,988	\$ 794,988	\$ 12	\$ 795,000
	938: Warren Meter		\$ 100,000	\$ 100,000	\$ 100	\$ 100,100
	Total Fund Revenues		\$ 1,342,802	\$ 2,059,802	\$ 52,862	\$ 2,112,664

CIP REGIONAL WATER FUND EXPENDITURES: 46			Original Budget	Current Budget	Amendment	Revised
Department	Line Item	Code				
935: 20 MGD Project, Created 10 April 2006 via Budget Ordinance, unnumbered and Ordinance 09-59						
20 MGD Project	Planning / Design	46-935-510-100	\$ 13,636	\$ 13,636	\$ -	\$ 13,636
20 MGD Project	Legal / Administration	46-935-510-200	\$ 60,622	\$ 62,622	\$ -	\$ 62,622
20 MGD Project	Engineering	46-935-510-301	\$ 1,048,556	\$ 1,088,556		\$ 1,088,556
20 MGD Project	Contingency	46-935-590-990	\$ -	\$ -	\$ 52,750	\$ 52,750
			\$ -	\$ -	\$ -	\$ -
			\$ 1,122,814	\$ 1,164,814	\$ 52,750	\$ 1,217,564
937: Interbasin Transfer, Created 10 April 2006 via unnumbered Ordinance (See Notes Below)						
937: IBT Project	Planning / Design	46-937-510-100	\$ 119,988	\$ 119,988	\$ -	\$ 119,988
937: IBT Project	Professional Services	46-937-500-400	\$ -	\$ 41,224	\$ -	\$ 41,224
937: IBT Project	Contingency	46-937-509-900	\$ -	\$ 150,000	\$ 12	\$ 150,012
937: IBT Project	Engineering	46-937-510-301	\$ -	\$ 483,776	\$ -	\$ 483,776
			\$ -	\$ -	\$ -	\$ -
		843: Total	\$ 119,988	\$ 794,988	\$ 12	\$ 795,000
938: Warren Meter Relocation, Created 14 June 2010 via Ordinance 10-34						
938: Warren	Construction	46-938-510-400	\$ 95,000	\$ 95,000	\$ 100	\$ 95,100
	Legal/Administration	46-938-510-200	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
			\$ -	\$ -	\$ -	\$ -
			\$ 100,000	\$ 100,000	\$ 100	\$ 100,100
TOTAL FUND EXPENDITURE SUMMARY						
		20 MGD Project	\$ 1,122,814	\$ 1,164,814	\$ 52,750	\$ 1,217,564
		937: IBT Project	\$ 119,988	\$ 794,988	\$ 12	\$ 795,000
		938: Warren	\$ 100,000	\$ 100,000	\$ 100	\$ 100,100
		Total Fund Expenditures	\$ 1,342,802	\$ 2,059,802	\$ 52,862	\$ 2,112,664
		RECAP Fund 46				\$ -
		Total Revenues	\$ 1,342,802	\$ 2,059,802	\$ 52,862	\$ 2,112,664
		Total Expenditures	\$ 1,342,802	\$ 2,059,802	\$ 52,862	\$ 2,112,664
		Variance	\$ -	\$ -	\$ -	\$ -
Reference: Notes:						
935: 20 MGD: See Ordinance approved 10 April 2006, Minute Book 39, p585 and Ordinance 09-58, Minute Book 254, pp 655-656.			This project was apparently re-started on 10 April 2006. Only two appropriations have been made to it during this period of time as noted to the left. Income exceeded the original estimate and has never been amended into the project. This amendment has the effect of incorporating those funds and allocating same to project contingency. Additionally, the transfer exceeded available dollars and it appears the former finance director became confused with the several line items transferring funds from Regional to 46 CIP. This amendment corrects that \$150,000 error. Additionally, there is \$2,163.26 in unbudgeted revenues for 46-466-444-010 Interest (4002 Raw Water Loan) that has been sitting idle for apparently sometime. This amendment allocates said money to the 935 20 MGD project as a revenue source for said project and for additional funding for project contingency.			
937 IBT: See 1) Ordinance 10 April 2006, Minute Book 39 p. 756 and subsequent Ordinances: 2) unnumbered ordinance dated 27 June 2007; 3) unnumbered ordinance dated 23 June 2008; 4) Ordinance 09-55 dated 13 June 2009; 5) Ordinance 09-57 dated 13 July 2009; 6) Ordinance 10-34 dated 14 June 2010; 7) Ordinance 11-17 dated 28 Feb 2011 and 8) Ordinance 11-39 dated 13 June 2011			This project was started on 10 April 2006 and has had a total of eight (8) budget ordinance allocations since that time. There is a misalignment in the budgeted amount vs. the amount authorized by the budget ordinance by \$12. This has been corrected via this Ordinance. Additionally, the allocation error in coding in the several transfer lines from Regional water has been corrected for this project.			
938 Warren Meter Relocation: This project was begun on 14 June 2010 via Ordinance 10-34; minute book 41, 579-580.			There are no problems associated with this project and it is shown here to reflect its status and to amend the budget to provide for \$100 in investment earnings.			

The foregoing Ordinance 12-29 upon motion of Council Member ** and second by Council Member ***, and having been submitted to a roll call vote and received the following votes and was *** on this the 9th day of April 2012. YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Reference: Minute Book 42, p. ***

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the attached is a true and exact copy of Ordinance 12-29 adopted by the Henderson, City Council in Regular Session on 9 April 2012 (*Minute Book 42*, p.***). This Ordinance is recorded in *Ordinance Book 8*, p. ***.

Witness my hand and corporate seal of the City, this ** day of *** 2012.

Esther J. McCrackin
City Clerk
City of Henderson, North Carolina

Attachment A
Ordinance 12-29
FY 11-12 Budget Ordinance Amendment #39
(Reference: CAF: 12-54; Ordinance 12-29)

The purposes of this comprehensive budget amendment are two-fold. First, the amendment provides for reconciliation of ongoing projects and to allocated unbudgeted revenue in the fund to the 20 MGD contingency. This budget ordinance is essentially a housekeeping effort to get the project budgets in alignment as part of the pre-FY13 Budget process.

Reviewed by: _____ Date: _____
Katherine C. Brafford, Finance Director

Reviewed by: _____ Date: _____
Judith Woods, Accounting Supervisor

Reviewed by: _____ Date: _____
A. Ray Griffin, Jr., City Manager

Meetings and Events Calendar

Date	Time	Event	Location
Apr 10 th	3:00 PM	Henderson Appearance Committee	City Council Chambers
Apr 19 th	7:00 PM	Human Relations Commission	City Council Chambers
Apr 23 rd	6:00 PM	City Council Meeting & Work Session	City Council Chambers
May 1 st	3:30 PM	Henderson Zoning Board of Adjustment	City Council Chambers
May 2 nd	8:00 AM	Clean up Henderson	City Operations Center
May 7 th	3:30 PM	Henderson Planning Board	City Council Chambers
May 8 th	3:00 PM	Henderson Appearance Committee	City Council Chambers
May 14 th	5:00 PM	Library Board of Trustees	H. Leslie Perry Memorial Library
May 14 th	6:00 PM	Regular City Council Meeting	City Council Chambers
May 17 th	7:00 PM	Human Relations Commission	City Council Chambers
May 17 th	6:00 PM	City Council Budget Work Session #1	City Council Chambers
May 21 st	6:00 PM	City Council Budget Work Session #2	City Council Chambers
May 22 nd	6:00 PM	City Council Budget Work Session #3	City Council Chambers
May 24 th	6:00 PM	City Council Budget Work Session #4	City Council Chambers
May 25 th	10:00 AM	Henderson-Vance 911 Advisory Board	Emergency Operations Center
May 28 th		City Hall Closed Memorial Day	 Happy Memorial Day
May 29 th	6:00 PM	City Council Budget Work Session #5	City Council Chambers
May 31 st	6:00 PM	City Council Budget Work Session #6	City Council Chambers
June 4 th	6:00 PM	City Council Budget Work Session #7 (If Needed)	City Council Chambers
June 4 th	3:30 PM	Henderson Planning Board	City Council Chambers
June 5 th	3:30 PM	Henderson Zoning Board of Adjustment	City Council Chambers
June 6 th	8:00 AM	Clean up Henderson	City Operations Center
June 11 th	9:30 AM	KLRWS Advisory Board Meeting	City Hall Conference Room
June 11 th	6:00 PM	Regular City Council Meeting	City Council Chambers

Last Updated: 4/5/2012 4:03 PM

HENDERSON-VANCE COUNTY 911

NUMBER OF CALLS REPORT BY COMPLAINT (ALL UNITS)

TIME PERIOD: 2/20/2012 09:00:00 Through 3/21/2012 23:59:59

TOTAL

5,615

DEPARTMENT	COMMENT	TOTAL	COUNTY	CITY	STATE	OTHER
DATA WITH NO DEPARTMENT		212				212
AFTON VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	0	0			
AMERICAN RED CROSS	Other Dispatch	0				0
BEARPOND VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	42	42			
COKEBURY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	23	23			
CSX RAILROAD	Other Dispatch	2				2
DREWRY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	17	17			
EMBARQ	Other Dispatch	0				0
EPSOM VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	17	17			
HENDERSON FIRE DEPARTMENT-STA 1	City Dispatch	328		328		
HENDERSON FIRE DEPARTMENT-STA 2	City Dispatch	179		179		
HENDERSON POLICE DEPARTMENT	City Dispatch	2,485		2,485		
HENDERSON STREET DEPT	City Dispatch	9		9		
HENDERSON WATER DEPARTMENT	City Dispatch	23		23		
HICKSBORO VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	25	25			
KITTRELL VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	21	21			
NORTH CAROLINA DEPT OF PARKS	State Dispatch	1			1	
NORTH CAROLINA DEPT OF TRANSPORTATION	State Dispatch	11			11	
NORTH CAROLINA DIVISION OF MOTOR VEHICLES	State Dispatch	0			0	
NORTH CAROLINA FORESTRY SERVICE	State Dispatch	9			9	
NORTH CAROLINA MAGISTRATE OFFICE	State Dispatch	0			0	
NORTH CAROLINA MEDICAL EXAMINER	State Dispatch	0			0	
NORTH CAROLINA PROBATION & PAROLE	State Dispatch	0			0	
NORTH CAROLINA STATE HIGHWAY PATROL	State Dispatch	67			67	
NORTH CAROLINA UNDERWATER RECOVERY	Other Dispatch	1			1	
NORTH CAROLINA WILDLIFE	State Dispatch	1			1	
PROGRESS ENERGY	Other Dispatch	10				10
PUBLIC SERVICE GAS	Other Dispatch	2				2
RIDGEWAY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	1	1			
TOWNSVILLE VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	16	16			
VANCE COUNTY AMBULANCE SERVICE (EMS)	City & County Dispatch-actual	580	238	338		4
VANCE COUNTY ANIMAL CONTROL	County Dispatch	83	83			
VANCE CO DEPT OF SOCIAL SERVICES	County Dispatch	1	1			
VANCE COUNTY EMERGENCY MANAGEMENT	City & County Dispatch	5	5			
VANCE COUNTY FIRE DEPARTMENT	County Dispatch/FIRE	86	86			
VANCE COUNTY RESCUE SQUAD	County Dispatch	38	38			
VANCE COUNTY SHERIFF DEPARTMENT	County Dispatch	2,245	2,245			
WAKE ELECTRIC COOPERATIVE	Other Dispatch	0				0
WATKINS VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	13	13			
TOTALS		6,553	2,871	3,362	90	230

Signature:

Carey D. Thompson

Prepared by: Carey D. Thompson

Signature:

Brian K. Short

Reviewed by Brian K. Short, Director

03/28/2012

HENDERSON-VANCE CO 911

Number Of Calls Report by Department (All Units)

First Date: 02/20/2012

Jurisdiction: HEN-VAN

Last Date: 03/21/2012

	<i>Department</i>	<i>Number</i>
1	Data with no Department.	212
2	BVFD	42
3	CSX	2
4	CVFD	23
5	DOT	11
6	DSS	1
7	DVFD	17
8	EM	5
9	EMS	580
10	EVFD	17
11	FOR	9
12	HFD1	328
13	HFD2	179
14	HPD	2485
15	HVFD	25
16	KVFD	21
17	NCUR	1
18	PE	10
19	RIDG	1
20	SHP	67
21	STRE	9
22	TVFD	16
23	VCAC	83
24	VCFD	86
25	VCR	38
26	VCSO	2245
27	WATE	23
28	WILD	1
29	WVFD	13

Total: 5615

A call with multiple Departments assigned will be counted in the group total for each of these Departments, therefore such calls will be counted more than once. For this reason, the total number of calls may not equal the sum of the group totals

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 02/20/2012

Last Date: 03/21/2012

<i>Complaint</i>		<i>Number</i>
911HU	911 HANG UP CALL	65
ABAND	ABANDONED OR JUNKED CARS	1
ABDOM-EMD	ABDOMINAL PAIN OR PROBLEMS	25
ABNV	ABANDONED VEHICLE	4
ACC-PD	ACCIDENT PROPERTY DAMAGE	80
ACC-PI	ACCIDENT PERSONAL INJURY	29
ALARM	ALARM RESIDENCE OR BUSINESS	235
ALARMFALSE	ALARM FALSE	123
ALARMMED	ALARM MEDICAL	4
ALLERG-EMD	ALLERGIC REACTION / ENVENOMATIC	3
ANIMAL-EMD	ANIMAL BITE / ATTACK	4
ANIM	ANIMAL COMPLAINT/VISCIOUS ANIMAL	77
ARMED SUSP	ARMED SUSPECT (MAN WITH A GUN)	10
ARRE	ARREST	1
ASAG	ASSIST OTHER AGENCY	14
ASMO	ASSIST MOTORIST	54
ASSAULIP-EMD	ASSAULT OR SEXUAL ASSAULT - IN PROGRESS	2
ASSAULT-EMD	ASSAULT OR SEXUAL ASSAULT	52
BACKPAIN-EMD	BACK PAIN (NON-TRAUMATIC)	8
BE MV	BREAKING AND ENTERING TO A MOTOR VEHICLE	31
BON	BONDING	86
BONDSET	BOND SET	2
BREATH-EMD	BREATHING PROBLEMS	88
BURG-IP	BURGULARY/B&E IN PROGRESS	9
BURGLARY	BURGLARY	74
BURNS-EMD	BURNS (SCALDS) OR EXPLOSIONS (EXPLOSIONS)	1
CAR	CARELESS AND RECKLESS DRIVER	55
CARDIAC-EMD	CARDIAC/RESPIRATORY ARREST OR PROBLEMS	5
CHASE	CHASE	2
CHESTPAI-EMD	CHEST PAIN	65
CHILD-ABU	CHILD ABUSE OR NEGLECT	1
CHOKING-EMD	CHOKING	2
CIVDIS	CIVIL DISPUTE	83
COMTHR	COMMUNICATING THREATS	5
CONTROLBURN	CONTROLLED BURN	4
CONVULS-EMD	CONVULSIONS / SEIZURES	24
DIABETIC-EMD	DIABETIC PROBLEMS	24
DIRTRF	DIRECTING TRAFFIC/TRAFFIC CONTROL	4
DISO	DISORDERLY PERSON	94
DOMEIP/W	DOMESTIC DISPUTE - IN PROGRESS	2
DOM-PROB	DOMESTIC PROBLEM	109
DROWNING-EMD	DROWNING (NEAR DROWNING) / DIVING	1
DRUGALC	DRUG OR ALCOHOL COMPLAINT	54
DRUNKDRIV	DRUNK DRIVER	4
DVO	DOMESTIC VIOLENCE ORDER	18
EMERG TRANS	EMERGENCY TRANSPORT	2
ESCO	ESCORT	192
EVICION	EVICION CARRIED OUT	14
FALLS-EMD	FALLS (SUBJECT FALLEN)	42
FIGHT	FIGHT	36
FIGHT-IP/W	FIGHT IN PROGRESS/W-WEAPONS	2
FIRE AL	FIRE ALARM	30

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 02/20/2012

Last Date: 03/21/2012

<i>Complaint</i>		<i>Number</i>
FIRE BRU	BRUSH/GRASS FIRE	12
FIRE ELEC	ELECTRICAL FIRE	3
FIRE SMOKE	SMOKE REPORT	7
FIRE STRUC	STRUCTURE FIRE	16
FIRE VEHI	VEHICLE FIRE	5
FRAUD	FRAUD/FORGERY	35
GASLEA	GAS LEAK	2
HARR	HARRASSMENT/THREATS	41
HEADACHE-EMD	HEADACHE	6
HEART-EMD	HEART PROBLEMS - AICD	6
HEMORR-EMD	HEMORRHAGE / LACERATION	12
HOMEINV	HOME INVASION	6
HRPD	HIT & RUN PD	43
HRPI	HIT & RUN PI	1
ILL-DUMP	ILLEGAL DUMPING	63
INDEXPO	INDECENT EXPOSURE	1
INSPECTION	FIRE INSPECTION	61
INTPERS	INTOXICATED PERSON	17
INVE	INVESTIGATE ----- AT	684
IPV	IMPROPERLY PARKED VEHICLE	9
JUV	JUVENILE PROBLEMS	62
KIDN	KIDNAPPING/FELONIOUS RESTRAINT	1
LARC	LARCENY - ALREADY OCCURRED	141
LOIT	LOITERING COMPLAIN	9
LOST	LOST PROPERTY	10
LOUD	LOUD MUSIC	104
MEDICAL	MEDICAL	3
MEN	MENTAL SUBJECT	58
MISS	MISSING PERSON	13
OPEN	OPEN DOOR/WINDOW	10
OVERDOSE-EMD	OVERDOSE / POISONING (INGESTION)	7
PDAMG	PROPERTY DAMAGE ALREADY OCCUR	85
PDMGIP	PROPERTY DAMAGE IN PROGRESS	2
PREGNANT-EMD	PREGNANCY/CHILDBIRTH/MISCARRIA	4
PROW	PROWLER	30
RAPE	RAPE	2
RECFPI	RECOVERED/FOUND PROPERTY	18
ROBARM	ROBBERY ARMED	7
ROBBERY	ROBBERY	1
ROBSA	ROBERY STRONG ARM	1
RUN	RUNAWAY	6
SHOP	SHOPLIFTER	26
SHOTS	SHOTS FIRED	54
SICK-EMD	SICK PERSON	118
STABBING-EMD	STABBING / GUNSHOT / PENETRATING	6
STOLV-IP	STOLEN VEHICLE IN PROGRESS	1
STOLV	STOLEN VEHICLE	8
STROKE-EMD	STROKE (CVA)	10
SUBINCUS	SUBJECT IN CUSTODY	19
SUICIDE-EMD	SUICIDE / PSYCHIATRIC / ABNORMAL I	3
SUMMONS	CIVIL / CRIMINAL SUMMONS	261
SUPSUB	SUSPICIOUS SUBJECT	111

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 02/20/2012

Last Date: 03/21/2012

<i>Complaint</i>		<i>Number</i>
SURR	SURRENDER	14
SUSVEH	SUSPICIOUS VEHICLE	103
TEST	TEST CALL	103
Traffic Stop	VEHICLE STOP	489
TRANSPORT	TRANSPORT	4
TRAUMA-EMD	TRAUMATIC INJURY (SPECIFY IN NARI	6
TREEDWN	TREE DOWN	6
TRES	TRESPASSING SUSPECT	119
UNAUTHVEH	UNAUTHORIZED USE VEHICLE	10
UNCONC-EMD	UNCONCIOUS / FAINTING OR NEAR	33
UNKNOWN-EMD	UNKNOWN PROBLEM (MAN DOWN)	4
WARRANT	WARRANT	520
WATER	WATER RELATED PROBLEM	22
WRIT	WRIT OF EXECUTION	2
XRAY	COURTHOUSE X RAY DUTY	3

Report Total: 5615



Henderson Fire Department

211 Dabney Drive
Henderson, North Carolina 27536

Phone: (252) 438-7315

Fax: (252) 438-1460

Daniel E. Wilkerson
Fire Chief

TO: RAY GRIFFIN, CITY MANAGER
FROM: DANIEL E. WILKERSON, FIRE CHIEF
DATE: April 2, 2012

FIRE SUPPRESSION AND RESCUE ACTIVITY REPORT FOR: MARCH, 2012

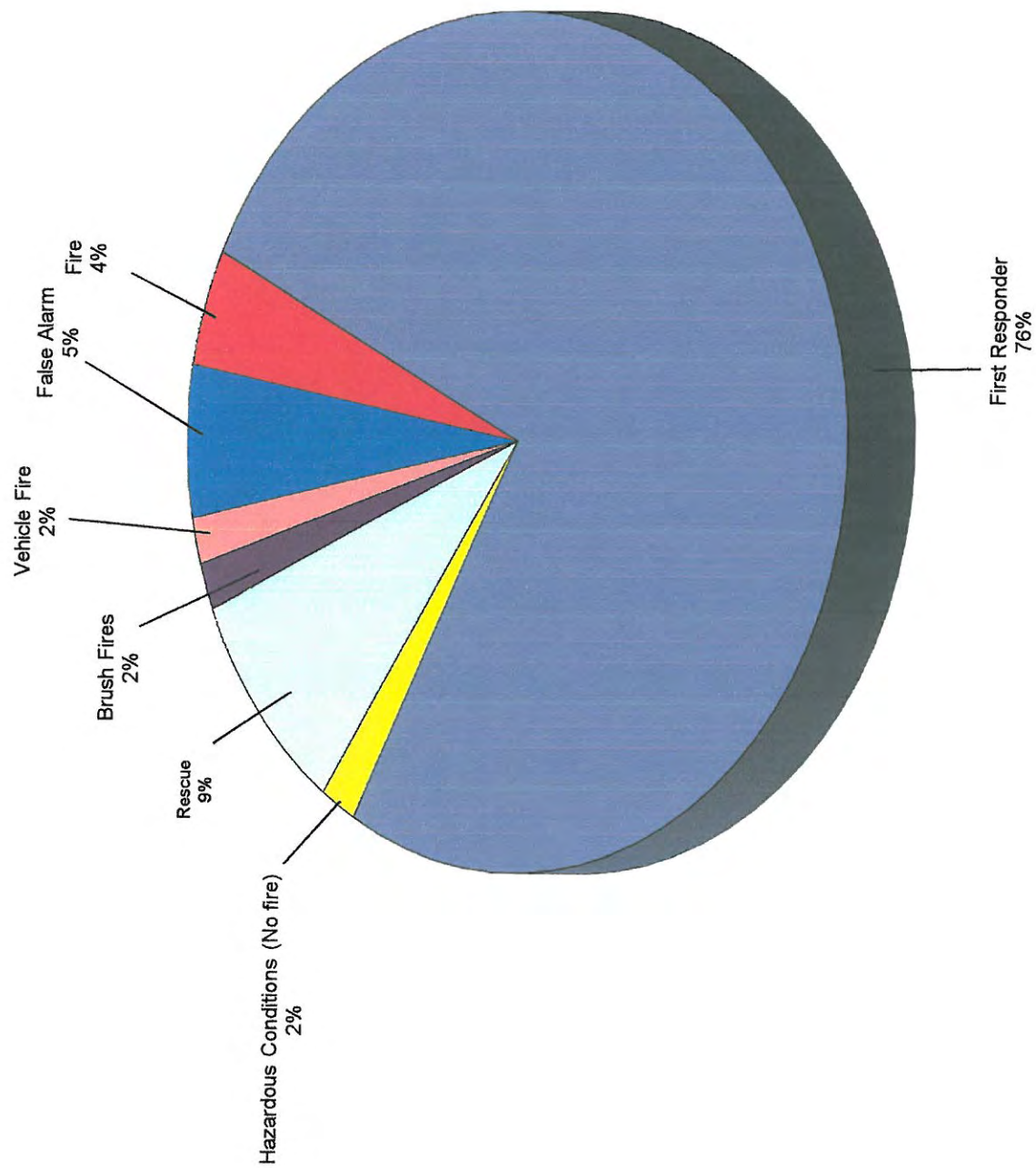
TYPE OF CALL	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
PRIVATE DWELLINGS (1 or 2 Family), Including Mobile Homes	8	9	22
APARTMENTS (3 or More Families)	0	1	4
HOTELS AND MOTELS	0	0	0
ALL OTHER RESIDENTIAL (Dormitories, Boarding Houses, Tents, etc.)	0	0	0
PUBLIC ASSEMBLY (Church, Restaurant, Clubs, etc.)	0	1	2
SCHOOLS AND COLLEGES	0	0	0
HEALTH CARE AND PENAL INSTITUTIONS (Hospitals, Nursing Homes, Prisons, etc.)	1	0	1
STORES AND OFFICES	0	1	2
INDUSTRY, UTILITY, DEFENSE, LABORATORIES, MANUFACTURING	0	0	0
STORAGE IN STRUCTURES (Barns, Vehicle storage Garages, General Storage, etc.)	0	0	0
OTHER STRUCTURES (Outbuildings, Bridges, etc.)	0	0	0
WORKING STRUCTURE FIRE	1	2	4
FIRES IN HIGHWAY VEHICLES (Autos, Trucks, Buses, etc.)	4	3	9
FIRES IN OTHER VEHICLES (Planes, Trains, Ships, Construction or Farm Vehicles)	0	0	0

FIRE OUTSIDE OF STRUCTURES WITH VALUE INVOLVED, BUT NOT VEHICLES (Outside Storage, Crops, Timber, etc.)	0	0	0
FIRES IN BRUSH, GRASS, WILD LAND (Excluding Crops and Timber) With No Value Involved	3	3	10
FIRES IN RUBBISH, INCLUDING DUMPSTERS (Outside structures), With No Value Involved	1	1	2
ALL OTHER FIRES	0	0	2
RESCUE	20	19	65
FIRST RESPONDER	173	164	526
FALSE ALARM RESPONSES (Malicious or Unintentional False Calls, Malfunctions, Bomb Scares)	13	8	40
MUTUAL AID OR ASSISTANCE RESPONSES	0	0	1
HAZARDOUS MATERIALS RESPONSES (Spills, Leaks, etc.)	3	5	10
OTHER HAZARDOUS RESPONSES (Arcing wires, Bomb Removal, Power Line Down, etc.)	1	1	5
ALL OTHER RESPONSES (Smoke Scares, Lock-Outs, Animal Rescues, etc.)	0	4	5
TOTALS	228	222	710

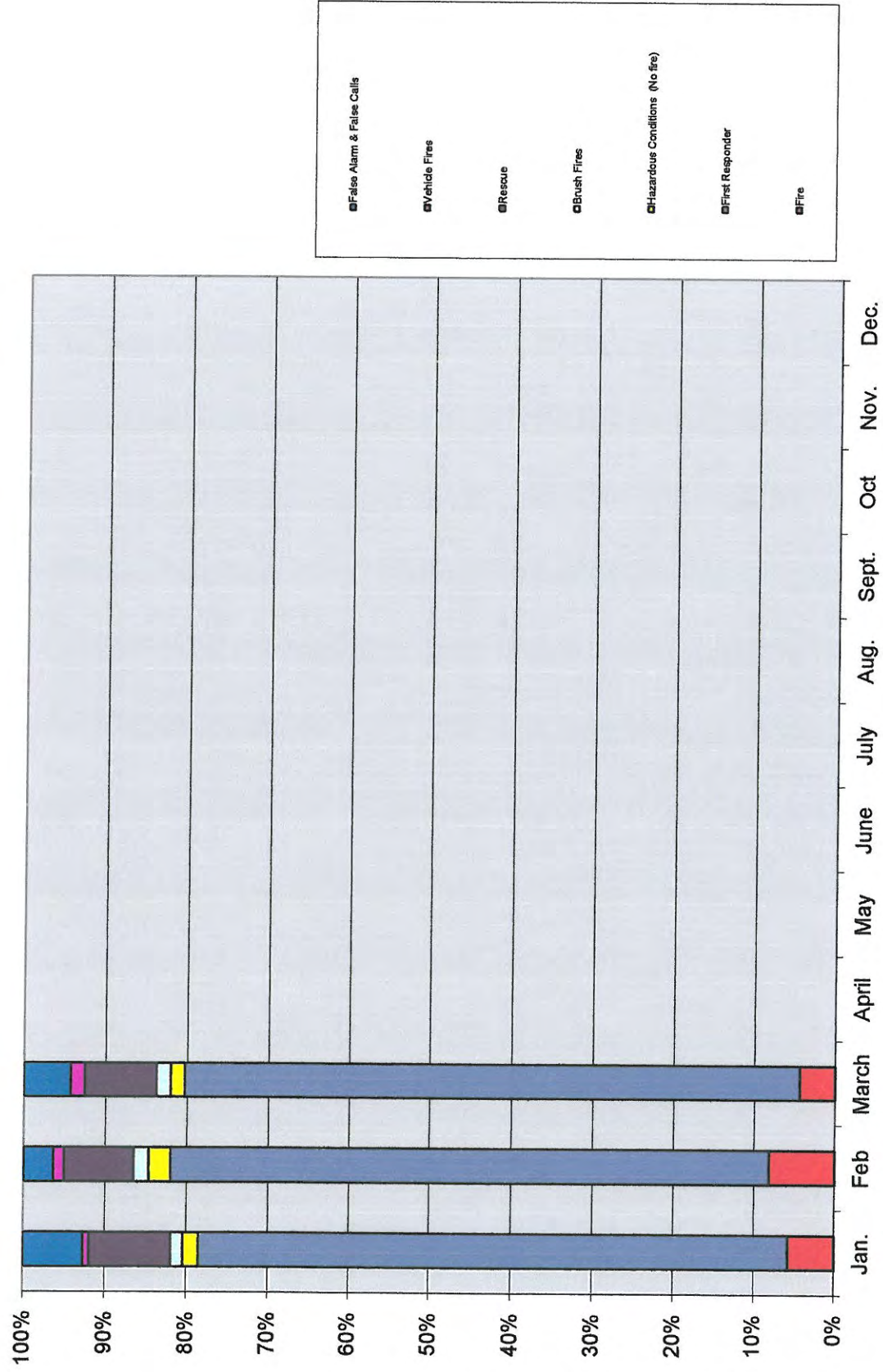
	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
Total Fire Incidents With Property and/or Contents Loss	11	6	20
Total of Property and Contents Value Saved	\$ 66,780.00	\$ 459,453.00	\$ 536,493.00

	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
FIRE CASUALTIES FIREFIGHTER-DEATH	0	0	0
FIRE CASUALTIES FIREFIGHTER - INJURIES	0	0	0
FIRE CASUALTIES CIVILIAN - DEATH	0	0	0
FIRE CASUALTIES CIVILIAN - INJURIES	0	0	0

Incident Summary For March 2012



YEAR TO DATE SUMMARY BY MONTH FOR 2012



INSPECTION ACTIVITIES REPORT FOR:**March , 2012**

INSPECTIONS	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
ASSEMBLY	5	3	11
BUSINESS	34	25	69
EDUCATIONAL	3	0	4
HAZARDOUS	0	0	0
INDUSTRIAL	0	0	1
INSTITUTIONAL	0	0	0
MERCANTILE	15	9	31
RESIDENTIAL	6	2	10
STORAGE	0	0	0
DAY CARE	2	2	5
HOME CARE	0	0	0
FOSTER CARE	2	2	5
VACANT	4	0	4
TOTALS	71	43	140

	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
CODE VIOLATIONS	111	89	224
FOLLOW UP INSPECTIONS	27	3	32

FIRE PREVENTION ACTIVITY REPORT FOR YEAR OF: MARCH 2012

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
Service Calls to Residents	10	15	9										34
Smoke Alarms Installed	4	7	1										12
Batteries Installed in Smoke Alarms	6	4	8										18
Fire Extinguisher Classes	0	0	0										0
School / Daycare Presentations	3	1	2										6
Community / Civic Group Presentations	3	1	0										4
Station Tours	2	0	5										7
Total Participants in Fire & Life Safety Programs	200	50	150										400
Community / Business Displays	0	0	0										0
Child Safety Seat Clinics	0	0	1										1
Child Safety Seats Inspected	8	11	7										26
Child Safety Seats Distributed	2	4	0										6

MONTHLY CITATION REPORT FOR THE MONTH OF: MARCH 2012

LOCATION	CURRENT MONTH FIRE LANE	CURRENT MONTH HANDICAPPED	LAST MONTH FIRE LANE	LAST MONTH HANDICAPPED	YEAR TO DATE
Cardinal Plaza					0
Compare Foods					0
Crossroads Shopping Center					0
Dabney Shopping Center					0
Dabney West Mall			1		1
Golden Corral					0
Guardian Care					0
Henderson Mall					0
Henderson Square					0
Lowe's					0
Maria Parham Hospital					0
Market Place					0
Northside Plaza					0
Oak St					0
Rose's Norlina Rd					0
Staples					0
Vance County Courthouse					0
Vance Medical Arts Bldg					0
Vance Square					0
Village Square					0
Wal Mart	1	11		6	28
Walgreens					0
TOTALS	1	11	1	6	29

TRAINING DIVISION PRODUCTIVITY - MARCH 2012

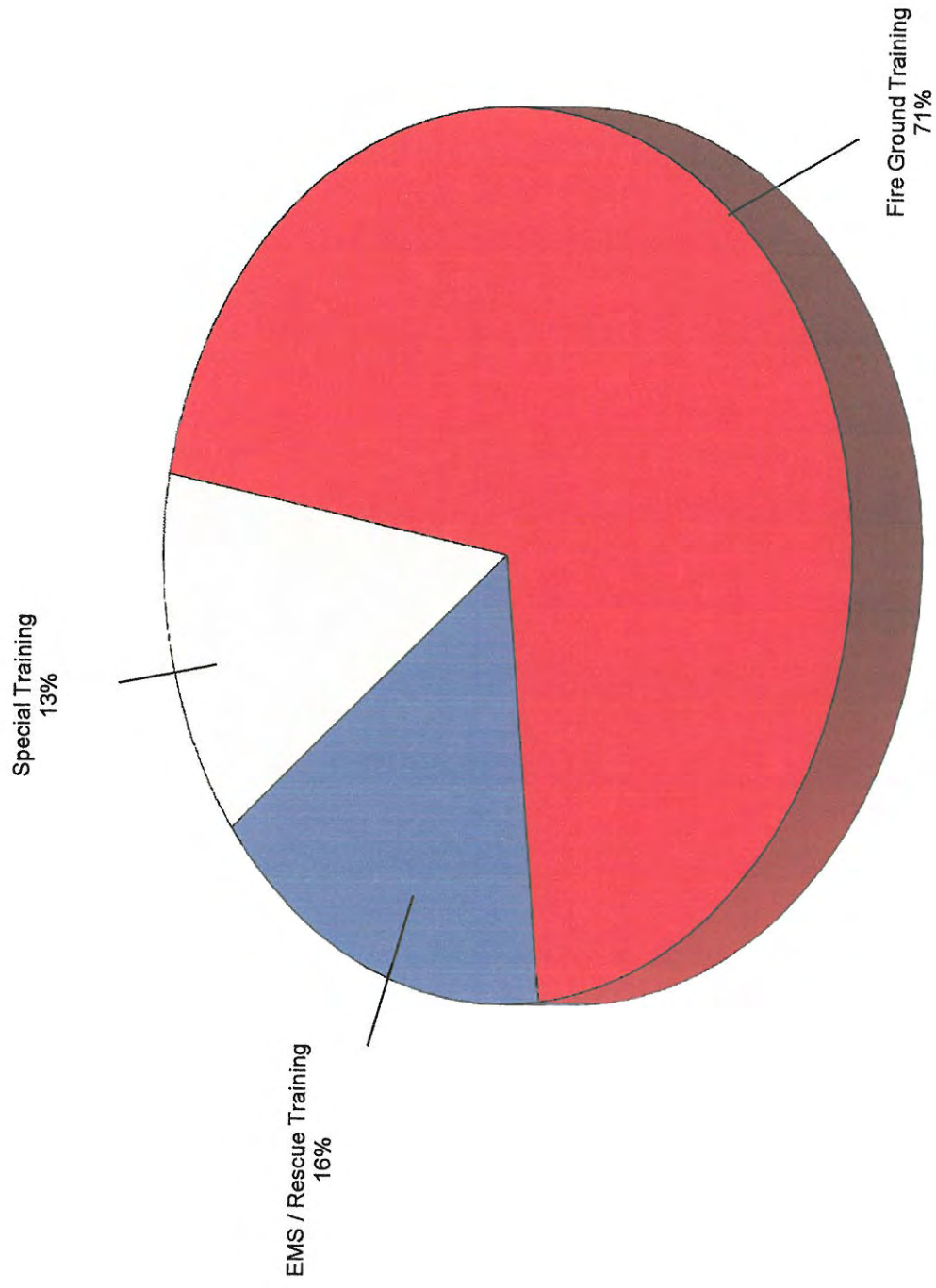
Henderson Fire Department

Types of Courses Taught	Course Hours Taught	Man-hours of Training
Fire Ground Training	129.75	764.75
EMS / Rescue Training	16	176
Special Training	28	144

Totals	173.75	1084.75
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	Course Hours Taught	Man-hours of Training
PREVIOUS MONTH TOTAL	142.5	1143.5
YEAR - TO - DATE TOTAL	455.25	3883.75

Training Hours by Category - March 2012



Fire Department Regulatory Compliance

The Fire Department has met all regulatory compliance items for the month of March, 2012



PROCLAMATION 12-09

A PROCLAMATION of the Mayor and City Council of the
City of Henderson, North Carolina, honoring
David Chapel Missionary Baptist Church

WHEREAS, Davis Chapel Baptist Church is located in Henderson, North Carolina: *and*;

WHEREAS, Davis Chapel is led by Reverend Charles Turrentine, Sr.; *and*

WHEREAS, members seek to serve the residents of Henderson; *and*

WHEREAS, their current outreach programs include nursing and rest home ministries, food pantry and clothing closet; *and*

WHEREAS, Davis Chapel participated in cleaning up Blacknall Cemetery and is active with Vance County Relay for Life and Crime Stopper's Neighborhood Watch; *and*

WHEREAS, Davis Chapel Missionary Baptist Church became incorporated in 2001 and built a new sanctuary in 2003.

NOW THEREFORE, I, JAMES D. O'GEARY, Mayor of the City of Henderson, North Carolina, do hereby extend this token of appreciation to the Pastor, Officers, and Parishioners of Davis Chapel Baptist Church for your commitment to the City of Henderson and its citizens.

James D. O'Geary, Mayor

Attest:

Esther J. McCrackin, City Clerk