



## **AGENDA**

### **Henderson City Council Regular Meeting**

**Monday, 11 March 2013, 6:00 p.m.**

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

**134 Rose Avenue**

**Henderson, North Carolina**

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#### **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 Vernon L. Brown  
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 Behavior<sup>1</sup> and Transparency in Governance<sup>2</sup>. 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.

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<sup>1</sup> **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.

<sup>2</sup> **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)* 25 February Short Regular Meeting *[See Notebook Tab 1]*
- b)* 25 February Work Session

## **VII. PUBLIC COMMENT 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.<sup>3</sup>

## **VIII. NEW BUSINESS**

- a)* Consideration of Approval of Resolution 13-15, Approving the Bid Award for the Kerr Lake Regional Water System Warren County Meter Vault Replacement Project to G&S Contractors, Inc., and Ordinance 13-13, FY 13, Budget Amendment #27, Amending the Budget for the Above Mentioned Project. *(CAF 13-19) [See Notebook Tab 2]*
  - Resolution 13-15
  - Ordinance 13-13

## **IX. CONSENT AGENDA**

All matters listed under the Consent Agenda have either been previously discussed by City Council during a previous meeting and/or are considered in the ordinary course of business by the City Council and will be enacted-on by one motion and a roll call vote in the form listed. If discussion is desired by either the Council or the Audience, the item in question will be removed from the Consent Agenda and considered separately after the revised consent agenda has been approved.

- a)* Consideration of Approval of Resolution 13-18, Amended Contract Between Perk's Lawn Care and the City of Henderson Relative to the Contracting of Landscape Management Services at Elmwood Cemetery and Blacknall Cemetery. *(CAF 13-24)[See Notebook Tab 3]*
  - Resolution 13-18
- b)* Consideration of Approval of Resolution 13-19, Amending the Contract Between Cordell's Lawn Care, Inc., and the City of Henderson Relative to the Landscape Management Services at the Police Station/Breckenridge Streetscape. *(CAF 13-25) [See Notebook Tab 4]*
  - Resolution 13-19

- c) Consideration of Approval of Resolution 13-20, Confirming the City's Desire to Continue Services with Waste Industries, Inc., Relative to the Contracting of Sanitation Services. (CAF 13-26) [See Notebook Tab 5]

- Resolution 13-20

- d) Consideration of Approval of Ordinance 13-12, FY 13 Budget Amendment #25, Amending and/or Closing Out Various Grant Projects: Fund 63: NC Dept. of Commerce Round II Energy Grant; Fund 83: Carey Chapel Crossing CDBG Grant; Fund 85: BJA 2011 Law Enforcement Grant; Fund 88: Water/Sewer Planning Grant; Fund 89: Hope VI Phase II Grant. (CAF 13-30) [See Notebook Tab 6]

- Ordinance 13-12

- e) Consideration of Tax Releases and Refunds for the Month of January 2013. (CAF 13-20) [See Notebook Tab 7]

## **X. WORK SESSION**

- a) Consideration of Approval of Ordinance 13-10, Amending Chapter 15, Waters and Sewers, of the Henderson City Code and the Annual Fee Schedule. (CAF 13-29-A) [See Notebook Tab 8]

- Ordinance 13-10

## **XI. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS**

Citizens may only 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 below.<sup>3</sup>

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### <sup>3</sup> 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.

## **XII    REPORTS**

- a)** Mayor/Mayor Pro-Tem
- b)** City Manager
- c)** City Attorney
- d)** City Clerk
  - i.    Calendar Update *[See Notebook Tab 9]*
  - ii.   Various Departmental Reports
    - a) Henderson Fire Department
    - b) Henderson-Vance County 911

## **XIII.  ADJOURNMENT**

# **City Council Minutes - DRAFT**

## **Short Regular Meeting**

### **25 February 2013**

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#### **PRESENT**

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

#### **ABSENT**

Council Member Vernon L. Brown

#### **STAFF PRESENT**

City Manager Ray Griffin, City Attorney John Zollicoffer, City Clerk Esther J. McCrackin, Assistant City Manager Frank Frazier, Finance Director Katherine C. Brafford, Police Chief Keith Sidwell, Henderson Water Reclamation Facility Director Tom Spain and Billing and Collections Supervisor Shay Bennett.

#### **CALL TO ORDER**

The 25<sup>th</sup> February 2013 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.

#### **ROLL CALL**

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

#### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Council Member Brenda Peace-Jenkins led those in attendance in a prayer and the Pledge of Allegiance.

Mayor O'Geary gave a warm welcome to everyone and then asked the City Clerk to proceed.

## **ADJUSTMENTS TO/APPROVAL OF AGENDA**

Mayor O'Geary asked if there were any adjustments to the Agenda. The City Clerk said a corrected Ordinance 13-11 was distributed prior to the meeting, and the Economic Development Matter has been removed from the Closed Session. Council Member Inscoe asked to add discussion regarding use of the undesignated fund balance to balance the budget for FY 13-14. Mayor O'Geary then asked for the pleasure of Council. Council Member Peace-Jenkins moved to accept the adjusted Agenda. 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 Peace-Jenkins moved the approval of the 11 February 2013 minutes as presented. Motion seconded by Council Member Inscoe and unanimously approved.

## **PUBLIC COMMENT PERIOD ON AGENDA ITEMS**

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

## **NEW BUSINESS**

**Approving the Submission of an Application for State Revolving Funds (SRF) Grant/Loan for Improvements Relative to the Force Main and Outfall Sewer from the Sandy Creek Pump Station; Approving a Grant/Loan Application to the Drinking Water State Revolving Fund (DWSRF) for Various Water System Improvements Located on Beckford Drive and US 158 Business; Authorizing the Execution of a Contract with McGill Associations, P.A., for the Design of Water Main Extensions on Beckford Drive and US 158 Business; FY13 Budget Amendment #24, Establishing CIP Project Budget for Water Main Extension Projects Including Beckford Drive and US 158 Business for Design; and Declaring the Intent to Reimburse the City of Henderson for Certain Expenditures in Connection with Water Main Extensions Located on Beckford Drive and US 158 Business. (Reference: CAF 13-21-A; Resolutions 13-23, 13-24, 13-16, Ordinance 13-11 and Resolution 13-25; respectively)**

City Manager Griffin asked Assistant City Manager Frank Frazier to review these items and added that Andy Lovingood from McGill Associates was present to answer any questions. Mr. Frazier reminded Council that these issues were discussed at the 11 February meeting and briefly reviewed each issue saying they were presented according to deadlines. Mr. Frazier said if Council approved, the appropriate paperwork could be submitted to meet the deadline of 1 March 2013 relative to the force main and outfall sewer from the Sandy Creek Pump Station. He shared the deadline for the various water system improvements on Beckford Drive and US 158 Business is September 2013 Design for water main extensions on Beckford Drive and US 158 is

another project that is seen as highly qualified for possible grant monies and would provide backup lines/loops for these areas.

Council Member Inscoe asked if any scenarios had been studied regarding the capital costs. City Manager Griffin said not at this time and Mr. Frazier added that would be part of the McGill study relating to the current updating of the multi-year utilities CIP. Mr. Griffin shared when and if the applications are accepted, Council will be asked to give final approval and the total costs will be available at that time. Council Inscoe summarized this item of business by saying that Council is only being asked to approve the design expense by McGill at this time. Both Mr. Griffin and Mr. Frazier agreed.

Council Member Coffey asked for verification that the budget amount for Resolution 13-24 was rounded up. Mr. Griffin said yes. Council Member Coffey also asked for details regarding the mention of well problems on US 158 Bypass. Mr. Frazier said there are concerns regarding the depth of wells and the iron content within the wells. Mr. Griffin said this large un-served corridor could provide the City with opportunities for revenue growth, along with servicing the three existing subdivisions. He also saw it as an opportunity for improving public health by making potable water available to areas where residents are having well problems.

Council Member Daeke asked for the Capital Reserve balance and Finance Director Brafford said rather than guess she would like to verify the number and get back to Council. Council Member Kearney asked if in the future staff would make it a matter of course to be prepared with balance information. Mr. Griffin advised this would be done.

Council Member Kearney asked if the intent to reimburse the City for certain expenditures is for now or the future. City Manager Griffin said both.

Council Member Coffey asked if the needs on Industry Drive could be reviewed again in conjunction with these projects. City Manager Griffin said because of the upcoming deadlines, probably not at this time. He explained the projects being considered this evening are considered high for grant approval but said Industry Drive could certainly be looked at during another round. Ms. Coffey said she would appreciate keeping this area in mind for future consideration.

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

Council Member Rainey moved the approval of Resolutions 13-23, 13-24, 13-16, Ordinance 13-11, and Resolution 13-25, *Approving the Submission of an Application for State Revolving Funds (SRF) Grant/Loan for Improvements Relative to the Force Main and Outfall Sewer from the Sandy Creek Pump Station; Approving a Grant/Loan Application to the Drinking Water State Revolving Fund (DWSRF) for Various Water System Improvements Located on Beckford Drive and US 158 Business; Authorizing the Execution of a Contract with McGill Associations, P.A., for the Design of Water Main Extensions on Beckford Drive and US 158 Business; FY13 Budget Amendment #24, Establishing CIP Project Budget for Water Main Extension Projects Including Beckford Drive and US 158 Business for Design; and Declaring the Intent to Reimburse the City*

*of Henderson for Certain Expenditures in Connection with Water Main Extensions Located on Beckford Drive and US 158 Business. Motion seconded by Council Member Kearney and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke and Daye. NO: None. ABSTAIN: None. ABSENT: Brown. (See Resolution Book 3, pgs., 147, 149, 133, and 151; Ordinance Book 8, p. 541)*

## **CONSENT AGENDA**

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

**Amending the CIP-Powell Bill Fund, FY 13, Budget Amendment #23.** This amendment aligns the revenue accounts to identify associated project funds and also closes out the High Street Connector Project. *(Reference: CAF 13-28; Ordinance 13-09; See Ordinance Book 8, p. 537)*

**Ratifying and Approving an Application to the North Carolina Governor's Highway Safety Program in the Amount of \$18,200 for NC Governor's Highway Safety Program Grant to Fund Traffic Checkpoint Equipment.** This grant will provide funding to purchase items to be used in Traffic Safety and Traffic Enforcement. This grant provides 75% of the \$18,300 cost with the remaining 25% provided through Federal Asset Forfeiture Funds. *(Reference: CAF 13-27; Resolution 13-21; See Resolution Book 3. P. 143)*

Mayor O'Geary asked if anyone wished to remove an item from the Consent Agenda. There were no requests for removal. Mayor O'Geary asked for a motion to approve the consent Agenda as presented.

Council Member Inscoe moved the approval of the Consent Agenda as presented. Motion seconded by Council Member Coffey and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: Brown.

## **ADDED BUSINESS ITEM**

**Using the General Fund to Balance the FY 13-14 Budget.** Council Member Inscoe reminded Council that a substantial amount of money was appropriated from the undesignated general fund balance in FY 12-13 Budget and said if this continued there would be no undesignated fund balance left in the General Fund. He felt the City Manager and Department Heads needed direction as work begins on the FY 13-14 Budget. Mr. Inscoe said he would like to see the City Manager develop a budget without using dollars from the undesignated general fund balance.

Mayor O'Geary asked for a poll of Council.



Council Member Kearney said he would like to know what the alternatives are and said he would like to wait to hear those alternatives. He did say he sees not using the General Fund as a starting place for developing the budget.

Council Member Coffey said not using the General Fund to balance the budget is something to strive for and would also like to know the alternatives.

Council Member Rainey agreed with Mr. Inscoe.

Council Member Brenda Peace-Jenkins said not using the General Fund is a wonderful vision to work towards.

Council Member Daeke said the Manager could prepare a budget without using the General Fund but said with the possible loss of internet café dollars it would be difficult.

Council Member Daye felt one step at a time is needed, beginning with the Manager's draft budget.

City Manager Griffin said he would attempt to establish a balanced budget without using General Fund dollars.

#### **PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS**

City Clerk McCrackin advised two citizens wished to address City Council.

**Ellen Faines, 710 Champion Street.** Ms. Faines expressed concern regarding a structure that had burned next to her in December and felt the remains were detrimental to her health. She said a portion of the structure is on her property and wanted to know how to have the debris removed. Mayor O'Geary asked City Manager Griffin to look into the situation and let Ms. Faines know his findings. Mr. Griffin explained to Ms. Faines that there is a legal process that needs to be followed and said he would follow up with the Code Compliance department and let her know the status.

**Geraldine Champion, 325 Charles Street.** Ms. Champion thanked Council for the opportunity to bring her concerns regarding crime and gun controls. Ms. Champion asked what citizens can do and what the police, Council, State and Federal officials are doing to deter crime. She suggested a gun buyback program to take guns off the streets and asked if anyone had looked into obtaining grants to reduce crime. She commended the police for doing their job but said many citizens do not know their Ward Officers. She also felt 911 calls should be responded to more promptly.

Mayor O'Geary said he, along with many others are concerned about the crime within the City. Council Member Peace-Jenkins said this was a good time to remind everyone of the Vance County Board Of Education's community meeting being held Tuesday, 26 February at the E.M.

Rollins School to discuss what can be done regarding crime. Council Member Rainey expressed concern and added Henderson is not the only city facing these problems. Council Member Coffey said citizens are afraid to speak up and felt better rapport needs to be developed.

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.

## **CLOSED SESSION**

Council Member Daye moved for Council to convene in closed session pursuant to G.S. §143-318.11(a)(3) for two (2) Attorney-Client Privilege Matters, Motion seconded by Council Member Coffey and unanimously approved.

Council Member Rainey moved for Council to convene in open session. Motion seconded by Council Member Peace-Jenkins and unanimously approved.

## **REPORTS**

a) Mayor/Mayor Pro-Tem - Mayor Pro-Tem Rainey complimented Human Resources Director Cathy Brown and her assistant for putting together a very professional Services Awards banquet and said anyone who missed the banquet missed an exceptional event

b) City Manager – City Manager Griffin said he had good news. He thanked Billing and Collections Supervisor Shay Bennett for her work as two payments have been received from the State in the amount of \$73,585 in bad utilities debt by virtue of the State's Set-Off Program.

In response to Council questions, Ms. Bennett said this amount came from income taxes and lottery winnings. She added she anticipates more checks in the future.

Mr. Griffin mentioned the General Assembly is looking at removing the State Income tax and if they approve this measure, the State will no longer be able to collect outstanding debt by the Debt Set-Off Program

Council Member Peace-Jenkins asked if a letter of support could be written to the developers working on Plan B for the Zene Street project. Mayor O'Geary asked for and received the consensus of Council with everyone present in agreement that a letter of support should be written. Council Member Daeke referenced the \$50,000 which Council set aside in its FY13 Budget to provide grant matches.

c) City Attorney – City Attorney Zollicoffer, Jr. echoed Mr. Rainey with compliments for a very enjoyable Services Awards banquet.

d) City Clerk - No Report

Mayor O'Geary asked if Council was prepared to adjourn and move into Work Session

**ADJOURNMENT**

Council Member Daeke moved for adjournment. Motion seconded by Council Member Coffey and unanimously approved. The meeting adjourned at 7:07 p.m.

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James D. O'Geary  
Mayor

***ATTEST:***

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Esther J. McCrackin  
City Clerk

**City Council Minutes--*DRAFT***  
**Work Session**  
**25 February 2013**

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**PRESENT**

Mayor James D. O'Geary, Presiding; and Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoe, D. Michael Rainey, Brenda Peace-Jenkins, Garry Daeke, Vernon L. Brown, and George M. Daye.

**ABSENT**

Council Member Vernon L. Brown

**STAFF PRESENT**

City Manager Ray Griffin, City Clerk Esther McCrackin, Assistant City Manager Frank Frazier, Finance Director Katherine Brafford and Billing and Collections Supervisor, Shay Bennett

**CALL TO ORDER**

The 25 February 2013 Work Session of the Henderson City Council was called to order by Mayor James D. O'Geary at 7:07 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. There were no changes and it was the consensus of Council to approve the Agenda as presented

## **WORK SESSION ITEMS**

### **Henderson-Vance County Economic Development Commission (EDC) Update by Director, Stuart Litvin. (No Reference number)**

Mayor O'Geary asked Mr. Stuart Litvin to come forward to make his presentation. Mr. Litvin greeted Council and said the information provided is the same as what he presented to the County Commissioners. He explained the first document is a summary, by category for informational purposes and the second document is for internal use only which details steps to be taken regarding incentive programs. Mr. Litvin said the County has requested an update quarterly which he will provide both the City and County going forward. He explained that any Rural Center Grant funds are held in escrow until the requirements are met and defined terms such as lead (i.e., receiving a business card at a trade show); suspect (interested but no plan); and prospect (has prepared a date certain timetable).

Council Member Rainey asked about piggybacking with other surrounding Counties. Mr. Litvin explained that there is an agreement between Vance County, Granville County, Franklin County and Warren County that revenue is shared equally for any development regarding Triangle North. He went on to say development in an area such as the Industrial Park is not considered shared. Mr. Litvin said this arrangement should enable better marketing throughout the area.

### **Amended Contract Between Perk's Lawn Care and the City of Henderson for the Contracting of Landscape Management Services at Elmwood Cemetery and Blacknall Cemetery. (Reference: CAF 13-24; Resolution 13-18)**

City Manager Griffin asked Assistant City Manager Frazier to update Council on this contract. Mr. Frazier stated privatizing the care of these two cemeteries has gone well overall and since this contract is due for renewal in August, it is now before Council for consideration. He said when first considered, two bids were received and that Perk's was considerably lower. He felt with the rise in fuel, labor and other costs, Perk's Lawn Care's request for a 4% increase was reasonable and since the working relationship is going well, would recommend renewing the agreement with Perk's Lawn Care. The 4% increase would bring the monthly cost for both cemeteries to \$5,155.97 per month.

Council Member Kearney asked if having this outsourced saved the City dollars and if this is a local contractor. Mr. Frazier responded yes to both. He also explained funeral homes are basically using one grave digger who understands the guidelines so that is working well.

Council Member Inscoe asked for verification that the City does not own Blacknall Cemetery. Mr. Frazier said that is correct and added that when a burial takes place at Blacknall Cemetery, the City is notified of the location for future reference. City Manager Griffin added that the City Attorney has been unsuccessful in several attempts to determine a clear title and owner of Blacknall Cemetery.

It was the consensus of Council to carry this forward as an action item to the next Council meeting.

**Amending the Contract Between Cordell's Lawn Care, Inc., and the City of Henderson Relative to the Landscape Management Services at the Police Station/Breckenridge Streetscape.** *(Reference: CAF 13-25; Resolution 13-19)*

City Manager Griffin asked Assistant City Manager Frazier to update Council on this contract. Mr. Frazier said Cordell's Lawn Care, Inc. has provided landscape services for the Police Station and Breckenridge Streetscape since 2006. He said he has received positive comments from citizens regarding the work performed by Cordell's Lawn Care and felt that due to the rising cost of fuel and fertilizer, an increase of \$30.00 per month is reasonable.

Council Member Rainey asked who is responsible for the grass cutting on William Street. Mr. Frazier responded the City crews do the work with CSX paying a portion of the cost.

In conjunction with this contract, Mr. Frazier added that the City is now starting to look at taking bids for other areas such as the Bennett Perry House and Veterans Park.

It was the consensus of Council to carry this forward as an action item to the next Council meeting.

**Confirming the City's Desire to Continue Services with Waste Industries, Inc. Relative to the Contracting of Sanitation Services.** *(Reference: CAF 13-26; Resolution 13-20)*

City Manager Griffin asked Assistant City Manager Frazier to brief Council on this service. Mr. Frazier reminded Council that the contract with Waste Industries was originally approved for service to begin in August 2010. Because there is a 90 day window to cancel, it is necessary for Council to now consider this contract. He said a recent citizen survey resulted in a satisfaction rating of 85.5% with over 12.5% of the customer base responding and the comments he hears most is about the reliability of this service.

It was the consensus of Council to carry this forward as an action item to the next meeting.

**Amending Chapter 15, Waters and Sewers, of the Henderson City Code and the Annual Fee Schedule.** *(Reference: CAF 13-29; Ordinance 13-10)*

City Manager Griffin advised it has been a little over a year since Council began implementation of new policies requiring a security deposit and no longer allowing "pay one/leave one" which allowed many accounts to remain in perpetual delinquency. He reminded Council there was a glitch in February 2012 when the normal grace period was not provided. In an effort to correct that with the public, Council reduced the security deposit, service fee and extended the grace

period to 10 business days. Council wanted to review these policies after a year, and Mr. Griffin proceeded to present data since the implementation.

He said the implementation of the security deposit and not allowing customers to “pay-one/leave-one” has been very positive. He reviewed several charts showing positive changes which have reduced the risk of loss significantly. He also referred to an upward trend during the latter quarters of 2012 which indicates more customers are no longer complying with the policy. Since it is not as costly to be late, customers seem to be more willing to ignore the policy. He said currently more customers are on the cut-off list than before the changes were implemented. Mr. Griffin expressed concern that the exposure to write-offs would increase permanently lost revenues.

Examples of accounts out of compliance were discussed, and Billing and Collections Supervisor, Shay Bennett said customers would rather pay the \$13.00 than pay their bill on time. Mr. Griffin said customers are receiving on average, a minimum grace period of 12 days and over the recent Christmas holiday, they received 20 days.

In summary, Mr. Griffin said the exposure due to write-offs is still much greater than necessary. Due to the fact that the cut-off list is growing larger rather than smaller, Mr. Griffin felt a discussion on policy changes should occur.

Mr. Griffin’s suggestion to reduce the risk is to consider a two tiered process for residential customers. Tier 1 would restore the security deposit to the November 2011 levels with new customers unable to provide a good letter of credit from their prior service paying \$150 for city customers and \$200 for County residents to establish service. Tier 2 would require customers who have been cut off twice within a rolling 18 month period to pay a security deposit of two and a half times their average bill.

Regarding business accounts, Mr. Griffin said there is a problem with some customers and gave the example of one business customer who is currently in the process of establishing a payment plan for a \$3,000 outstanding bill. Since business accounts cannot be pursued in the same manner as residential accounts, Mr. Griffin suggested that commercial customers, including hotels, churches and restaurants on the cut-off list would have to upgrade their security deposit to two and one half their average bill.

Mr. Griffin said he did not recommend increasing the \$13.00 service fee at this time. He also recommended the grace period be reduced to five (5) calendar days.

Lastly, Mr. Griffin explained that the Code currently requires customers to come in to close their account. If a structure is found to be vacant and the customer has not closed their account, Ms. Bennett will go ahead and close the account. Also, if individuals are residing in a structure with no service, Ms. Bennett and Code Compliance Director Corey Williams have been working together as this is a violation of City Code.

Council Member Rainey asked about what point in time commercial accounts are cut-off. Mr. Griffin responded that commercial accounts go through the same process and once they are on the cut-off list, they are cut-off just like residential customers. Ms. Bennett added notification is provided by several methods including door hangers left by the meter readers; telephone calls, etc. She said about 99.9% of customers then come in and pay.

Council Member Kearney asked for verification that there are more on the cut-off list now than before instituting the security deposit. Mr. Griffin said it's about the same and usually the same people. Mr. Kearney then asked about receiving new security deposits and if the meter readers had any idea when they go out to cut off a meter if the structure is vacant. Ms. Bennett said there have been very few security deposit refunds and stated the meter readers are trained to look for vacancies.

Council Member Coffey said she understands people are having a hard time paying their bills and asked if there was a way to track individuals who attempt to establish service under a different name at a different location. Mr. Griffin responded yes and said the customer service representatives are now making copies of leases, social security cards and drivers licenses when service is established and they have captured some past due dollars by using this method.

Council Member Rainey asked how far back the City can go with the State regarding the debt setoff and what the main source is for these dollars. Ms. Bennett responded she selected a date as far back as possible and the funds come from income tax and lottery winnings. Mr. Griffin expressed concern here regarding the General Session's consideration of abolishing the State income tax which would take away this method.

At this time, Mr. Griffin said he would like to suggest Council consider making changes effective 1 April. He also said the Chapter in the City Code would need to be clarified.

Council Member Daeke felt citizens deserved more time to hear about the changes and said every possible medium for reaching citizens should be utilized. Council Member Peace-Jenkins said the lesson has been learned and citizens need time to learn of any changes to be made. Council Member Coffey felt 1 April would be a problem and felt 1 June would be a better date to make changes effective. Council Member Kearney said he would like to a lead time of 60 days following the establishment of any new policy. He did not want this to be a hasty decision.

City Manager Griffin asked if Council would consider implementing changes for businesses in May and residences in June.

Council Member Inscoe reminded Council that the utilities being discussed operate as a business and stand on their own as far as income/expense



Mayor O'Geary asked for a consensus and everyone present agreed they would like to carry this discussion into a Work Session at the 11 March meeting for further consideration.

With no further discussion, Mayor O'Geary asked if Council was prepared to adjourn.

### **ADJOURNMENT**

Council Member Rainey moved for adjournment. Motion seconded by Council Member Coffey and unanimously approved. The meeting adjourned at 8:18 p.m.

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James D. O'Geary  
Mayor

### **ATTEST:**

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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:** 11 Mar 13 Regular Meeting

25 February 2013

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

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

**RE:** CAF: 13-19

**Consideration of Approval of Resolution 13-15, Approving the Bid Award for the Kerr Lake Regional Water System Warren County Meter Vault Replacement Project to G&S Contractors, Inc., and; Ordinance 13-13, FY13, BA #27 Amending the Budget for the Above Mentioned Project.**

**Ladies and Gentlemen:**

### **Council Retreat Goals Addressed By This Item:**

- **KSO 5** – Provide Reliable, Dependable Infrastructure: *To provide reliable, dependable and environmentally compliant infrastructure systems.*

### **Recommendation:**

- Approval of Resolution 13-15: Approving the Bid Award for the Kerr Lake Regional Water System Warren County Meter Vault Replacement Project to G&S Contractors, Inc. and; Ordinance 13-13, FY13, BA #27 Amending the Budget for the Above Mentioned Project.

### **Executive Summary**

The existing meter vault for Warren County is located at the intersection of Flemingtown Road and Hwy 158. The moving of the Warren County Meter Vault is consistent with amendments set forth in the Kerr Lake Regional Water System Agreement dated 20 March 1997 and approved by all governing bodies of Henderson, Oxford and Warren Counties. The meter vault relocation was designed as a part of the 20 MGD project prepared in 2004. Due to problems obtaining the property as well as the delay of the 20 MGD project, the relocation of the meter vault was not performed.

Upon completion of the design plans, the City staff bid the project with an ad in the Henderson Daily Dispatch, the local paper, as well as placing the project information on the City's website. The project was bid on 21 February 2013. Two bidders responded and provided bids for the project with G&S Contractors, Inc. of Louisburg, NC being the apparent, lowest responsible bidder. Their license is up to date. The City has worked with G&S Contractors, Inc. in the past and they performed well on the project. The City staff recommends awarding the project to G&S Contractors, Inc. of Louisburg, NC for the total amount of \$107,905.

The current budget for the project is \$100,000. The project budget was set approximately 8 years ago with the original project design. The project was slightly redesigned to include a protective fence and access drive for the site as well as updated to the actual site conditions. The increase in cost is associated with the increase in the cost of materials and the slight change in the overall site design. The City staff requests that the Budget Ordinance 13-13 be approved to appropriate the additional funds to match the current construction costs.

**Enclosures**

1. Resolution 13-15
2. Ordinance 13-13

## RESOLUTION 13-15

### **A RESOLUTION FOR THE APPROVAL OF BID AWARD FOR THE KERR LAKE REGIONAL WATER SYSTEM WARREN COUNTY METER VAULT REPLACEMENT PROJECT TO G&S CONTRACTORS, INC.**

**WHEREAS**, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2013, and during said retreat identified eight Key Strategic Objectives (KSO) and Goals; *and*

**WHEREAS**, this Resolution addresses one of the Key Strategic Objectives as follows: **KSO 5:** To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems; *and*

**WHEREAS**, the Kerr Lake Regional Water Advisory Board approved the recommendation of the expenditure of funds for this project; *and*

**WHEREAS**, the project was bid properly through the informal process; *and*

**WHEREAS**, two bids were received for the project with G&S Contractors, Inc. as the apparent low, responsible bidder.

**NOW THEREFORE BE IT RESOLVED** by the Henderson City Council to approve the bid award to G&S Contractors, Inc. for the Warren County Meter Vault Replacement Project in the amount of \$107,905.00.

The foregoing Resolution 13-15, upon motion of Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ and having been submitted to a roll call vote received the following votes and was \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 2013: 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 \*\**

# O R D I N A N C E 13-13

Council Member \*\* introduced the following Ordinance that was seconded by Council Member \*\* and read:

## AN AMENDMENT TO THE CIP REGIONAL WATER FUND FY 2012 -- 2013 BUDGET AMENDMENT #26

**WHEREAS**, the City Council of the City of Henderson (Council), on 14 June 2012, adopted its FY 12-13 Operating Budget; *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.

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

| FUND: 46: CIP - Regional                     |                           |                                                                                                                                                                                                                            | <u>Ordinance13-13</u>                             |            |              |            |
|----------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|--------------|------------|
| PROJECT: 938: Warren County Meter Relocation |                           |                                                                                                                                                                                                                            | FY 12-13 Budget Amendment #26                     |            |              |            |
| Project Budget Created: 14 June 2010         |                           |                                                                                                                                                                                                                            | Budget Amendment #3 to this Capital/Grant Project |            |              |            |
| REVENUES                                     |                           |                                                                                                                                                                                                                            | Approved                                          | Current    |              |            |
| Department                                   | Line Item                 | Code                                                                                                                                                                                                                       | 14-Jun-10                                         | Budget     | Amendment    | Revised    |
|                                              | Trans Fr: 64 Regional     | 46-466-461067                                                                                                                                                                                                              | \$ 100,000                                        | \$ 100,000 | \$ (100,000) | \$ -       |
|                                              | Trans Fr: 64 Regional     | 46-938-461064                                                                                                                                                                                                              | \$ -                                              | \$ -       | \$ 100,000   | \$ 100,000 |
|                                              | Investment Income         | 46-938-444010                                                                                                                                                                                                              | \$ -                                              | \$ 100     | \$ -         | \$ 100     |
|                                              | Fund Balance Appropriated | 46-938-491000                                                                                                                                                                                                              | \$ -                                              | \$ -       | \$ 12,000    | \$ 12,000  |
|                                              |                           | <b>Total</b>                                                                                                                                                                                                               | \$ 100,000                                        | \$ 100,100 | \$ 12,000    | \$ 112,100 |
|                                              |                           |                                                                                                                                                                                                                            |                                                   |            |              | \$ 112,100 |
| EXPENDITURES                                 |                           |                                                                                                                                                                                                                            | Approved                                          | Current    |              |            |
| Department                                   | Line Item                 | Code                                                                                                                                                                                                                       | 14-Jun-10                                         | Budget     | Amendment    | Revised    |
|                                              | Legal/Admin               | 46-938-510200                                                                                                                                                                                                              | \$ 5,000                                          | \$ 5,000   | \$ -         | \$ 5,000   |
|                                              | Construction              | 46-938-510400                                                                                                                                                                                                              | \$ 95,000                                         | \$ 95,100  | \$ 12,000    | \$ 107,100 |
|                                              |                           |                                                                                                                                                                                                                            | \$ -                                              | \$ -       | \$ -         | \$ -       |
|                                              |                           | <b>Total</b>                                                                                                                                                                                                               | \$ 100,000                                        | \$ 100,100 | \$ 12,000    | \$ 112,100 |
|                                              |                           |                                                                                                                                                                                                                            |                                                   |            |              | \$ 112,100 |
|                                              |                           | <b>Variance</b>                                                                                                                                                                                                            |                                                   |            | \$ -         |            |
| Reference:                                   |                           | Notes:                                                                                                                                                                                                                     |                                                   |            |              |            |
| Ordinance 10-34; BA#3; 14 June 2010          |                           | Project Ordinance was established                                                                                                                                                                                          |                                                   |            |              |            |
| CAF 12-54; Ord 12-29; BA #39; 9 April 2010   |                           | Budget amended to provide for \$100 of investment income                                                                                                                                                                   |                                                   |            |              |            |
| CAF 13-19; Ord 13-13; BA #26; 11 March 2013  |                           | This amendment serves to amend the project budget due to bids coming in over the amount of the original budget and to re-align the revenue accounts to correspond to the project codes for ease in tracking budget status. |                                                   |            |              |            |

The foregoing Ordinance 13-13, 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 \_\_\_\_day of \_\_\_\_\_ 2013: YES: \*\*\*. NO: \*\*. ABSTAIN: \*\*. ABSENT: \*\*.

\_\_\_\_\_  
James D. O'Geary, Mayor

**ATTEST:**

\_\_\_\_\_  
Esther J. McCrackin, City Clerk

*Reference: Minute Book 42 p. \*\*\*; CAF 13-19*

\_\_\_\_\_  
**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 13-13 adopted by the Henderson, City Council in Regular Session on \_\_\_\_\_2013 (*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 \_\_\_\_\_2013.

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

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Katherine C. Brafford, Finance Director*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
*A. Ray Griffin, Jr., City Manager*

## City Council Action Form

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



**Agenda Item:** \_\_\_\_\_

**Council Meeting:** 11 Mar 13 Regular Meeting

---

1 March 2013

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

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

**RE:** CAF: 13-24

**Consideration of Approval of Resolution 13-18, Amending the Contract between Perk's Lawn Care and the City of Henderson Relative to the Contracting of Landscape Management Services at Elmwood Cemetery and Blacknall Cemetery.**

**Ladies and Gentlemen:**

### **Council Goals Addressed By This Item:**

- KSO 1-AP 1-1: Implement Process Improvements. Process improvement reviews will include consideration of privatization of certain services as appropriate.

### **Recommendation:**

- Approval of Resolution 13-18, Amending the Contract between Perk's Lawn Care and the City of Henderson Relative to the Contracting of Landscape Management Services at Elmwood Cemetery and Blacknall Cemetery.

### **Executive Summary**

The Council approved Resolution 10-63 authorizing a contract with Perk's Lawn Care for maintenance at Elmwood and Blacknall Cemeteries. The initial term began on 1 August 2010 and allowed automatic one year renewals unless either party cancelled with sixty (60) days of written notice.

We are nearing completion of the 3 year term and in discussions with Adam Perkinson of Perk's Lawn Care. He has requested a 4% increase in the contract to cover extra expenses for fuel, labor and other costs that have risen due to the inflation. The current contract rate is \$59,492 or \$4,957.67 per month. A 4% increase would bring the total cost of the contract, if renewed, to \$61,871.68 or \$5,155.97 per month.

Perks' Lawn Care has also requested an increase of \$28 per month for the maintenance of Blacknall Cemetery, which would raise the rate from the \$700 per month to \$728 per month. The same amendments are recommended for this contract as well. The increases would take effect on 1 August 2013.

Perk's Lawn Care has done a very good job keeping the cemetery properly mowed and maintained, including properly applying mulch, pruning, leaf blowing and other maintenance activities. It is recommended that the contract be amended to allow a 4% increase and that subsequent year adjustments be allowed in an amount not to exceed the Consumer Price Index (CPI) for similar categories, but no more than 4% annually.

**Enclosures:**

1. Resolution 13-18
2. Copy of Original Contract



## R E S O L U T I O N 13-18

### A RESOLUTION APPROVING AN AMENDED CONTRACT BETWEEN PERK'S LAWN CARE AND THE CITY OF HENDERSON FOR THE CONTRACTING OF LANDSCAPE MANAGEMENT SERVICES AT ELMWOOD CEMETERY AND BLACKNALL CEMETERY

**WHEREAS**, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2013 Strategic Planning Retreat; *and*

**WHEREAS**, one of the Key Strategic Objectives is addressed by this request as follows: KSO 1:AP 1-1: Implement Process Improvement; *and*

**WHEREAS**, the City Council has approved privatization of these services and authorized staff to solicit bids, *and*

**WHEREAS**, the City of Henderson, received bids relative to the privatization of Landscape Management at Elmwood Cemetery; *and*

**WHEREAS**, negotiations with Perk's Lawn Care resulted in favorable terms and conditions to contract out the landscape management services and Resolution 10-63 authorized a contract with Perk's Lawn Care Service; *and*

**WHEREAS**, during deliberation on the matter, City Council accepted City Administration's recommendation to approve Amendment No. 1 to the Perk's Lawn Care Contract to include periodic maintenance of Blacknall Cemetery; *and*

**WHEREAS**, the contract allowed one year automatic renewals unless either party cancelled the agreement with sixty (60) days written notice; *and*

**WHEREAS**, the contractor (Perk's Lawn Care Service) has requested a 4% increase in the contract price for both Elmwood Cemetery and Blacknall Cemetery landscape maintenance services.

**NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF HENDERSON** does hereby authorize the Mayor to sign Amendment #2 between Perk's Lawn Care and the City of Henderson, being more fully articulated in **Attachment A** to this Resolution, for the landscape management services at Elmwood Cemetery and Blacknall Cemetery.

The foregoing Resolution 13-18, introduced by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ on this the \_\_\_\_ day of \_\_\_\_\_ 2013 and having been Submitted to a roll call vote, was approved by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

\_\_\_\_\_  
James D. O'Geary, Mayor

**ATTEST:**

\_\_\_\_\_  
Esther McCrackin, City Clerk

Approved to Legal Form:

\_\_\_\_\_  
John H. Zollicoffer, Jr., City Attorney

*Reference Minute Book 42, pg. \*\*\**

PROPOSAL AND CONTRACT FOR  
LANDSCAPE MANAGEMENT SERVICES FOR  
LANDSCAPE MANAGEMENT SERVICES FOR ELMWOOD CEMETERY

The undersigned as bidder, proposes and agrees if this proposal is accepted to contract with the City of Henderson to provide all materials, equipment and labor necessary to complete the regular lawn service and maintenance of Elmwood Cemetery in full and complete accordance with plans, specifications and contract documents and to the full and entire satisfaction of the City of Henderson for the sum of Fifty Two Thousand Dollars (\$52,000) to be paid equally over 12 months. An additional amount not to exceed Twenty Thousand Four Hundred Ten Dollars (\$20,410) shall be paid for additional work performed if and when instructed by the City per the attached schedule.

**The paragraph below is for services at Blacknall Cemetery and is considered as Amendment #1 to the above contract.**

The undersigned proposes and agrees if this proposal is accepted, to contract with the City of Henderson to provide all materials, equipment and labor necessary to complete the regular lawn service and maintenance of Blacknall Cemetery to include mowing, weed eating and blowing to the full and entire satisfaction of the City of Henderson for the sum of Four Hundred Seventy Five Dollars (\$475) per cut not to exceed two (2) cuts per month during the months of March thru October. Additional work performed if and when instructed by the City.

Services shall be invoiced by the fifth (5<sup>th</sup>) day of the month following services and paid by the City as invoiced.

Terms of contract shall be for one year beginning 1 August 2010 and ending 31 July 2011. One year automatic renewals unless either party cancels with sixty (60) days written notice. (Unit price sheet attached)

**Amendment #2 to Contract**

The contract dated 10 August 2010 is amended to add that a 4% increase will be allowed beginning 1 August 2013. This would bring the price to \$5,155.97 per month for Elmwood Cemetery and \$728 per month for Blacknall Cemetery.

Subsequent year adjustments will be allowed in an amount not to exceed the Consumer Price Index (CPI) for similar categories, but no more than 4% annually.

The above amendment shall be effective upon its execution by both parties, hereto, in no other way is said agreement modified, but the same is in all other prospects, ratified, confirmed and reaffirmed.

Respectively submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

PROPOSAL AND CONTRACT FOR  
LANDSCAPE MANAGEMENT SERVICES FOR  
LANDSCAPE MANAGEMENT SERVICES FOR ELMWOOD CEMETERY  
(CONTINUED)

---

**Contractor**

Federal ID # \_\_\_\_\_ By: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Proprietorship or Partnership)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_

---

**ACCEPTED by the City of Henderson**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Ray Griffin, Jr.  
City Manger

**APPROVED AS TO LEGAL FORM**

\_\_\_\_\_ Date: \_\_\_\_\_

John H. Zollicoffer, Jr.  
City Attorney

**“THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE  
LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT”**

\_\_\_\_\_ Date: \_\_\_\_\_

Katherine C. Brafford  
City Finance Director

PROPOSAL AND CONTRACT  
for  
LANDSCAPE MANAGEMENT SERVICES FOR ELMWOOD CEMETERY

The undersigned, as bidder, proposes and agrees if this proposal is accepted, to contract with the City of Henderson to provide all materials, equipment and labor necessary to complete the regular lawn service and maintenance of Elmwood Cemetery in full and complete accordance with plans, specifications and contract documents, and to the full and entire satisfaction of the City of Henderson for the sum of Fifty-Two Thousand Dollars (\$52,000) to be paid equally over 12 months. An additional amount not to exceed Twenty Thousand Four Hundred Ten Dollars (\$20,410) shall be paid for additional work performed if and when instructed by the City per the attached schedule.

**The paragraph below is for services at Blacknall cemetery and is considered as amendment # 1 to the above contract.**

The undersigned proposes and agrees if this proposal is accepted, to contract with the City of Henderson to provide all materials, equipment and labor necessary to complete the regular lawn service and maintenance of Blacknall Cemetery to include mowing, weed eating and blowing to the full and entire satisfaction of the City of Henderson for the sum of Four Hundred Seventy Five Dollars (\$475.00) per cut not to exceed two (2) cuts per month during the months of March thru October . Additional work performed if and when instructed by the City.

Services shall be invoiced by the fifth (5<sup>th</sup>) day of the month following service and paid by the City as invoiced:

Terms of contract shall be for one year beginning August 1, 2010 and ending July 31, 2011. One year automatic renewals unless either party cancels with sixty (60) days written notice.

(Unit price sheet attached)

Respectively submitted this 12 day of August 2010.

(Contractor)

Federal ID # 201442548

By: Adam Parkinson

Witness: Cynthia Huck

Title: owner/operator

Proprietorship  
(Proprietorship or Partnership)

Address: 4085 Glebe Rd.  
Henderson, N.C. 27537

Phone No. 252-226-2176

Attest: (Corporation)

(Corporate Seal)

By: \_\_\_\_\_  
(Corporation Secretary or Asst. Secretary)

License No. \_\_\_\_\_

ACCEPTED by the City of Henderson

By:

A. Ray Griffin

Title:

City Manager

Date:

23 July 10

John H. Zollicoffer, Jr.

Approved as to Legal Form

Sandra C Wilkerson

Finance Director

"THIS INSTRUMENT HAS BEEN PREAUDITED  
IN THE MANNER REQUIRED BY THE LOCAL  
GOVERNMENT BUDGET AND FISCAL CONTROL  
ACT."

Sandra C Wilkerson 8-11-10  
FINANCE DIRECTOR DATE

#### Terms and Conditions

1. All rules and regulations per Section 14 of City Ordinance as relates to lawn care and maintenance shall be followed at all times.
2. During funerals lawn maintenance crew shall remove themselves from area of gravesite and relocate to different area within Elmwood Cemetery during duration.
3. Grass clippings, leaves and debris shall be blown away from base of headstone at all times. Headstones to be free grass clippings and debris.
4. No work shall begin not earlier than 6:00 a.m. and shall end not later than 7:00 p.m. unless approved by Public Works Director.
5. Contractor shall be responsible for any damage to headstones caused by his work.

**LANDSCAPE MANAGEMENT SPECIFICATIONS**  
City of Henderson - Elmwood Cemetery

| Area             | Activities                    | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Freq/Year | Cost Each | Total Cost |
|------------------|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|-----------|------------|
| Turf             | Prep/Travel                   |     | 1   | 2   | 4   | 4   | 4   | 4   | 4   | 4   | 2   | 2   | 1   | 32        | 20        | 640        |
| High Maintenance | Mowing & Weeding/Lawn***      |     | 1   | 2   | 4   | 4   | 4   | 4   | 4   | 4   | 2   | 2   | 1   | 32        | 1530      | 48960      |
|                  | Trash Pick-Up and Removal     |     |     | 1   | 2   | 4   | 4   | 4   | 4   | 4   | 2   | 2   | 1   | 32        | 56        | 1792       |
|                  | Define Road Edges             |     |     |     |     | 1   |     |     |     |     |     | 1   |     | 2         | 750       | 1500       |
|                  | Leaf Clean Up Rake/Blow       |     |     |     |     |     |     |     |     |     | 1   | 1   |     | 2         | 825       | 1650       |
|                  | Post Emerge Broadleaf Control |     |     | 1   |     |     |     |     |     |     |     | 1   |     | 2         | 600       | 1200       |
| Shrubs           | Prune                         | 1   |     |     |     | 1   |     |     | 1   |     |     |     |     | 3         | 100       | 300        |
|                  | Pre Emerge Weed Control       |     | 1   |     |     |     |     | 1   |     |     |     |     |     | 2         | 125       | 250        |
|                  | Post Emerge Weed Control      |     |     | 1   | 2   | 2   | 2   | 2   | 2   | 2   | 1   | 1   | 1   | 16        | 50        | 800        |
| General          | Site Inspection               | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 1   | 12        | 75        | 900        |
|                  | Replace Hardwood Mulch        |     |     |     |     |     |     |     |     |     |     |     |     | 1         | 1500      | 1500       |

DATE 6-17-11

TOTAL BID \$59,492.00

Company Name  
Company Address  
Company Phone

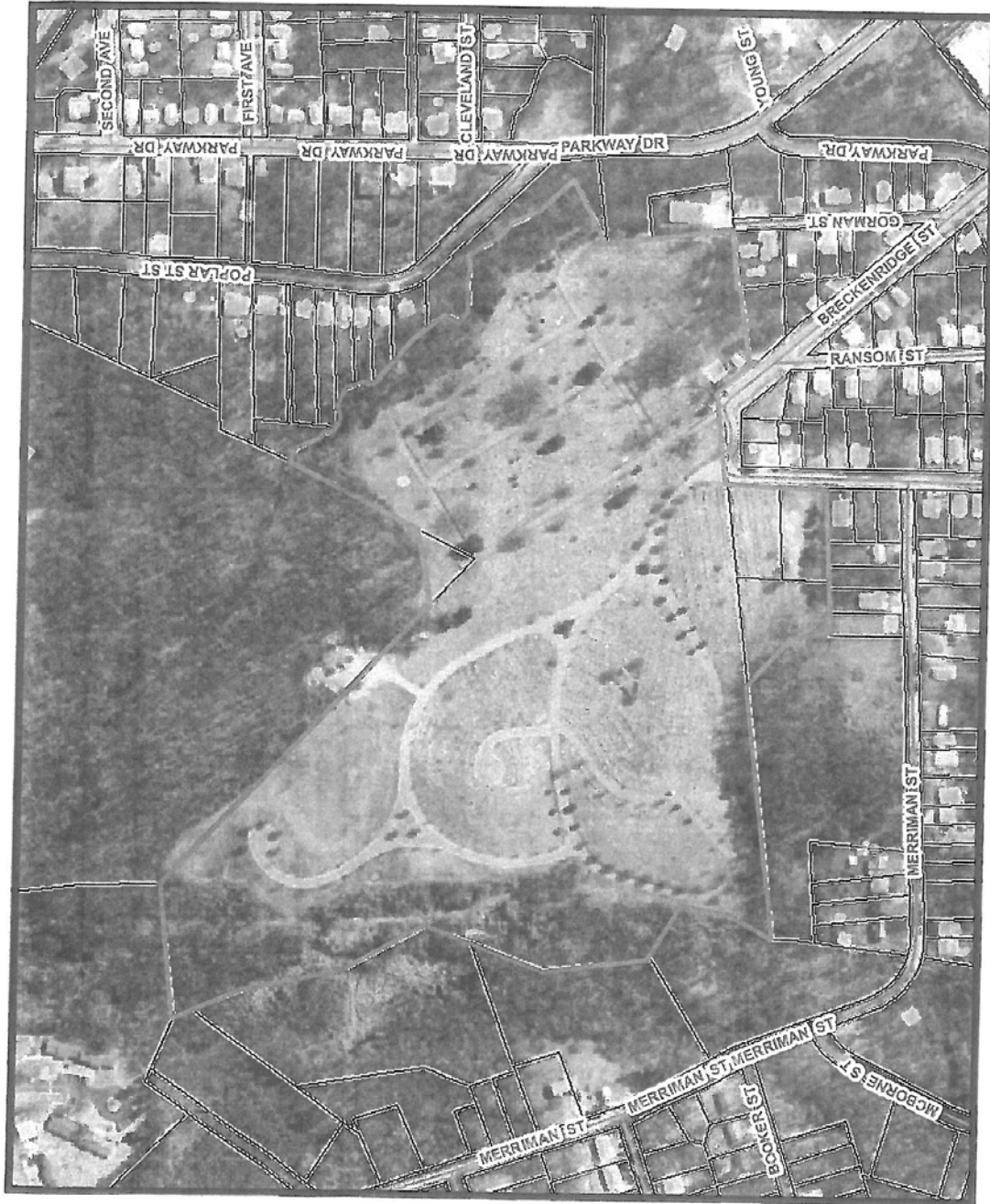
Perk's Lawn Care  
4085 Glebe Road, Henderson, NC 27537  
(252) 226-2176

*Adam Peterson*

\*\*\*Typical finished cutting height 2 1/2" to 3"

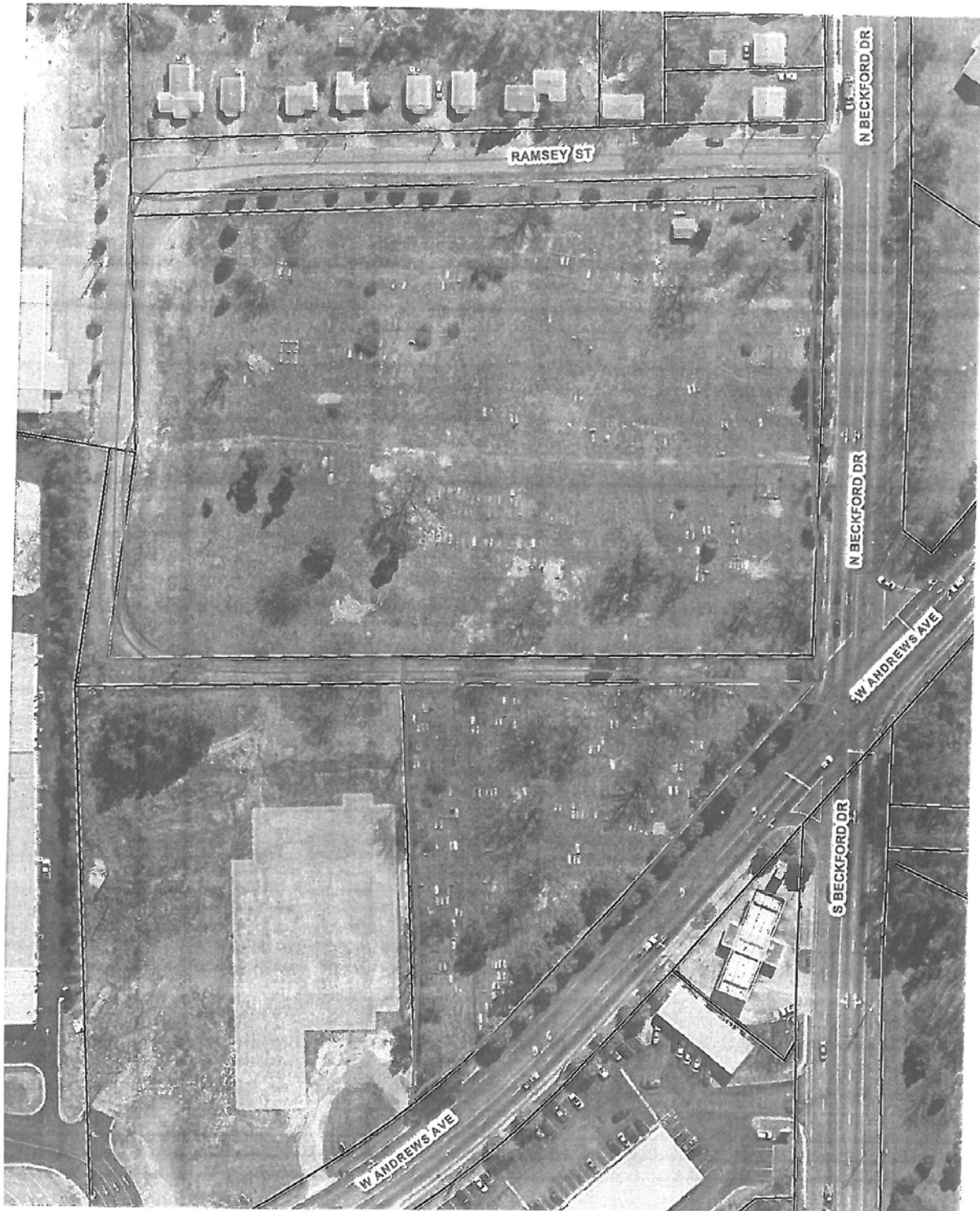
Note: This bid is for service contract of 2-year period. Effective August 1, 2011 through July 31, 2013.

**CITY OF HENDERSON ELMWOOD CEMETERY**





BLACKNALL Cemetery



## City Council Action Form

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



Agenda Item: \_\_\_\_\_

Council Meeting: 11 Mar 13 Regular Meeting

---

1 March 2013

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

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

**RE:** CAF: 13-25

**Consideration of Approval of Resolution 13-19, Amending the Contract Between Cordell's Lawn Care, Inc. and the City of Henderson Relative to the Landscape Management Services at the Police Station/ Breckenridge Streetscape.**

**Ladies and Gentlemen:**

### **Council Goals Addressed By This Item:**

- KSO 1-AP 1-1: Implement Process Improvements. Process improvement reviews will include consideration of privatization of certain services as appropriate.

### **Recommendation:**

- Approval of Resolution 13-19, Amending the Contract Between Cordell's Lawn Care, Inc. and the City of Henderson Relative to the Landscape Management Services at the Police Station/ Breckenridge Streetscape.

### **Executive Summary**

Cordell's Lawn Care, Inc., has provided the landscape management services for the Police Station and Breckenridge Streetscape since 2006 at a cost of \$350.00 each. There has been no increase since that time but he is now requesting an increase of \$30.00 per month for both the Police Station and Breckenridge Streetscape portion. This will bring the cost to \$380.00 per month for the Police Station and \$380.00 per month for the Breckenridge Streetscape portion. These services include all mowing, fertilizer, pruning, mulching and monitoring of irrigation.

Even though the \$30.00 is greater than a 4% increase, as requested in other similar contracts, there has been no fuel surcharge allowed and no inflation adjustments for the last 6-7 years that he has performed this service. The main factors affecting his proposed price increase are the cost of fuel and fertilizer.

Cordell's Lawn Care, Inc. has done a very good job of performing this work and the contract amendment is recommended. This amendment, including the price increase would become

effective 1 July 2013. One year renewals would be allowed unless either party cancels with sixty (60) days written notice. Subsequent yearly adjustments would also be allowed in an amount not to exceed the consumer price index (CPI) for similar categories, but no more than 4% annually.

Additional areas of landscape management the City is seeking proposals for are **1)** Veteran's Triangle (Garnett and Charles Street); and **2)** Bennett Perry House; and **3)** the planters on Garnett Street from Spring Street to Young Street. This will be posted on the City's website for any other qualified contractors that may desire to submit a quote for the landscape management services for the areas noted above.

**Enclosures:**

1. Resolution 13-19

**RESOLUTION  
13-19**

**A RESOLUTION APPROVING AN AMENDED CONTRACT BETWEEN CORDELL'S  
LAWN CARE AND THE CITY OF HENDERSON FOR THE CONTRACTING OF  
LANDSCAPE MANAGEMENT SERVICES AT THE POLICE STATION AND  
BRECKENRIDGE STREETSCAPES**

**WHEREAS**, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2013 Strategic Planning Retreat; *and*

**WHEREAS**, one of the Key Strategic Objectives is addressed by this request as follows: KSO 1:AP 1-1: Implement Process Improvement; *and*

**WHEREAS**, bids were taken for these services and Cordell's Lawn Care, Inc., began these services in 2006; *and*

**WHEREAS**, these services have been provided since 2006 with no price increase; *and*

**WHEREAS**, negotiations with Cordell's Lawn Care, Inc., resulted in favorable terms and conditions to contract out the landscape management services and the work has been performed in a favorable manner; *and*

**WHEREAS**, Cordell's Lawn Care, Inc., has requested a \$30.00 increase per month for both the Police Station and Breckenridge Streetscapes, which would bring the costs to \$380.00 each per month; *and*

**WHEREAS**, the contract allows one year automatic renewals unless either party gives a sixty (60) day written notice.

**NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF HENDERSON** does hereby authorize the Mayor to sign an amended contract between Cordell's Lawn Care, Inc., and the City of Henderson, being more fully articulated in **Attachment A** to this Resolution, for the landscape management services at the Police Station and Breckenridge Streetscapes.

The foregoing Resolution 13-19, introduced by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_, on this the \_\_\_\_ day of \_\_\_\_\_ 2013 and having been Submitted to a roll call vote, was \_\_\_\_\_ by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

\_\_\_\_\_  
James D. O'Geary, Mayor

**ATTEST:**

\_\_\_\_\_  
Esther McCrackin, City Clerk  
Approved to Legal Form:

\_\_\_\_\_  
John H. Zollicoffer, Jr., City Attorney

**CONTRACT BETWEEN CORDELL'S LAWN CARE, INC.  
AND CITY OF HENDERSON FOR  
LANDSCAPE MANAGEMENT SERVICES FOR  
THE POLICE STATION AND BRECKENRIDGE STREETSCAPES**

The undersigned will provide landscape management services at the sites mentioned above with the City of Henderson and provide all materials, equipment and labor necessary to complete the regular lawn service and maintenance in full and complete accordance with plans, specifications and contract documents as shown in **Attachment A, B and C**, to the full and entire satisfaction of the City of Henderson for the sum of \$350 per month for the Police Station and \$350 per month for the Breckenridge Streetscapes Portion.

Services shall be invoiced by the fifth (5<sup>th</sup>) day of the month following services and paid by the City as invoiced.

**Amendment(s)**

Original start of services was 6 July 2006 with one year automatic renewals unless either party cancels with sixty (60) days written notice.

Fees will change from \$350 per month to \$380 per month for the Police Station and from \$350 per month to \$380 per month for the Breckenridge Streetscape.

Contractor shall maintain all permits as required by local, state and federal governments, including privilege licenses.

Contractor shall provide a Certificate of Liability Insurance for general liability and worker's compensation naming the City of Henderson as the insured Certificate Holder.

---

**Contractor**

Federal ID # \_\_\_\_\_

By: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Proprietorship or Partnership)

Address: \_\_\_\_\_  
\_\_\_\_\_

CONTRACT BETWEEN CORDELL'S LAWN CARE, INC.  
AND CITY OF HENDERSON FOR  
LANDSCAPE MANAGEMENT SERVICES FOR  
THE POLICE STATION AND BRECKENRIDGE STREETSCAPES

(CONTINUED)

---

**ACCEPTED by the City of Henderson**

By: \_\_\_\_\_  
Ray Griffin, Jr.  
City Manger

Date: \_\_\_\_\_

**APPROVED AS TO LEGAL FORM**

\_\_\_\_\_  
John H. Zollicoffer, Jr.  
City Attorney

**“THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE  
LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT”**

\_\_\_\_\_  
Katherine C. Brafford  
City Finance Director

Date: \_\_\_\_\_

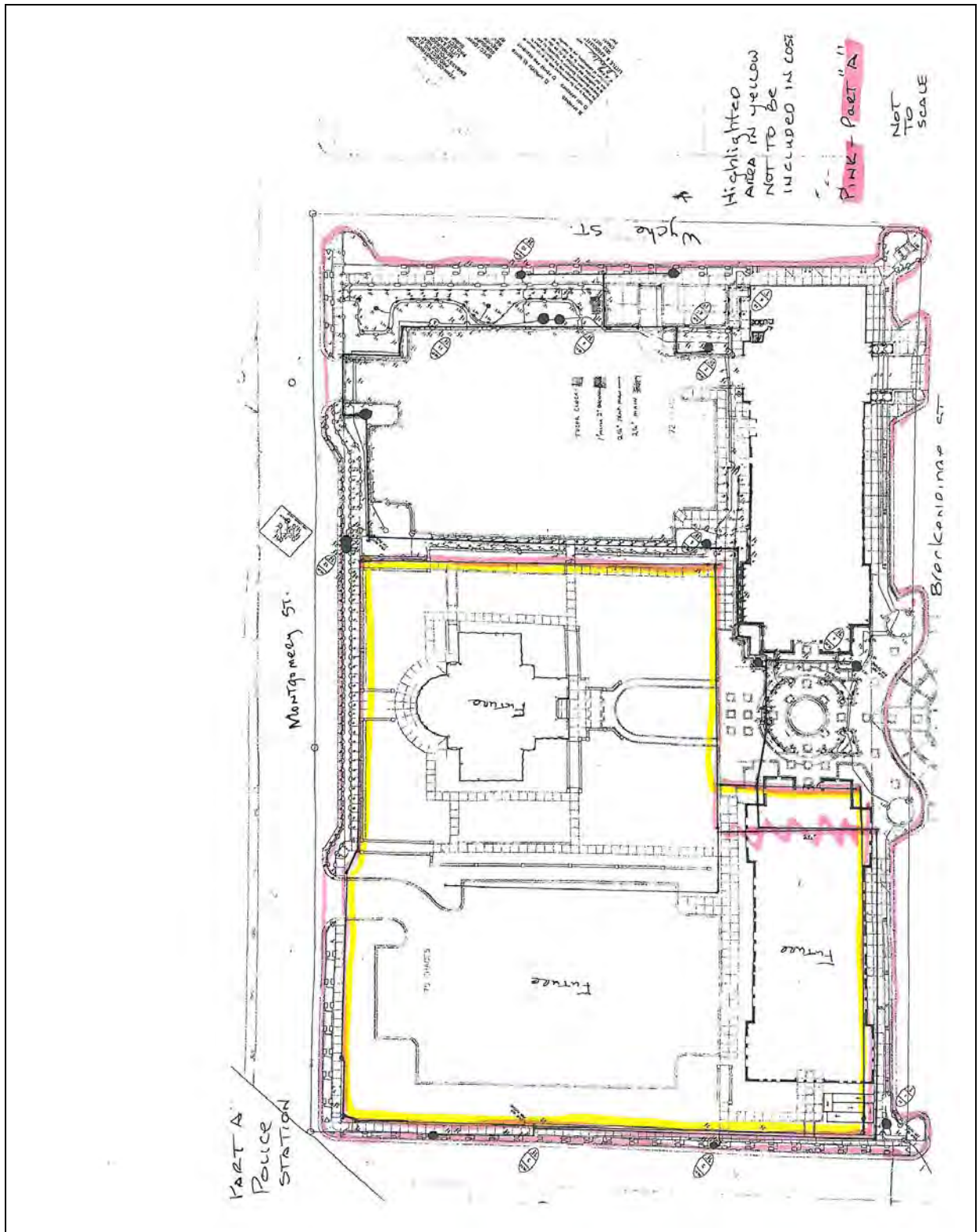
LANDSCAPE MANAGEMENT SPECIFICATIONS

Customer: City of Henderson

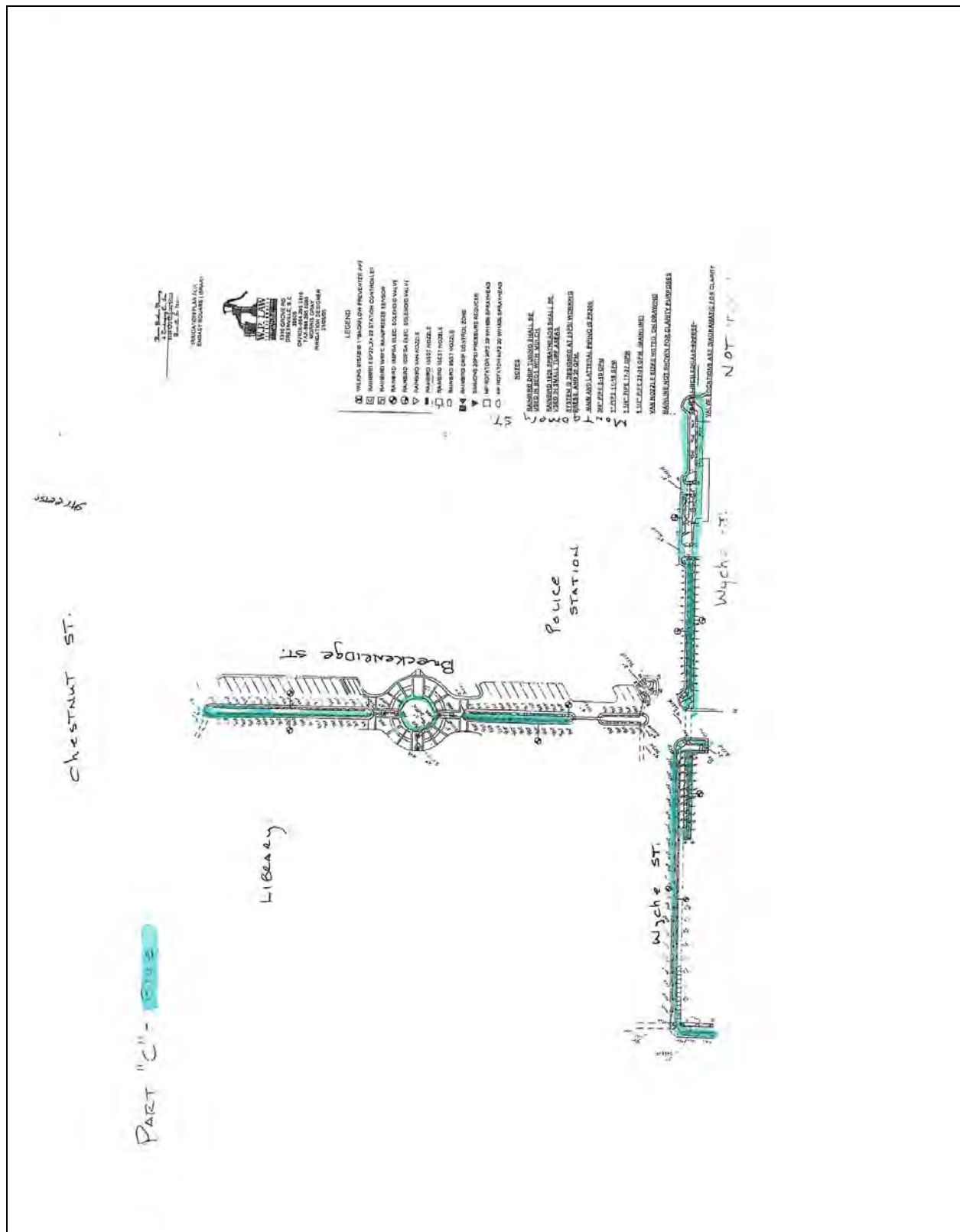
| Area      | Activities                                                        | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | FREQUENT PER YEAR |
|-----------|-------------------------------------------------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|-------------------|
| Turf      | Prep/Travel                                                       |     | 1   | 2   | 4   | 4   | 4    | 4    | 4   | 4    | 2   | 2   | 1   | 32                |
| High Mgt. | Mow lawn                                                          |     | 1   | 2   | 4   | 4   | 4    | 4    | 4   | 4    | 2   | 2   | 1   | 32                |
|           | Weed/trimming                                                     |     | 1   | 2   | 4   | 4   | 4    | 4    | 4   | 4    | 2   | 2   | 1   | 32                |
|           | Define Bed Edges                                                  |     |     |     |     | 1   |      |      |     |      |     |     |     |                   |
|           | Hard surface Blow Clean                                           | 1   | 1   | 2   | 2   | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 2   | 22                |
|           | Leaf Clean-up rake/Blow                                           |     |     |     |     |     |      |      |     |      | 1   | 1   |     | 2                 |
|           | Pre/Emerge Herb. w/fert                                           |     | 1   |     |     | 1   |      |      |     |      |     |     |     | 2                 |
|           | Post-emerge broadleaf Control                                     |     |     | 1   |     |     |      |      |     |      |     |     |     | 2                 |
|           | Fertilize                                                         |     |     |     |     |     |      |      |     | 1    |     | 1   |     | 2                 |
|           | Lime Application                                                  | 1   |     |     |     |     |      |      |     |      |     |     |     | 2                 |
|           | Lawn Aeration                                                     |     |     |     |     |     |      |      |     |      |     |     |     | 1                 |
|           | Overseeding/Siltseeder & Broadcast                                |     |     |     |     |     |      |      |     | 1    |     |     |     | 1                 |
| Shrubs    | Insect/Disease Ctl                                                |     |     | 2   | 2   | 2   | 2    | 2    | 2   | 2    | 2   | 2   | 1   | 18                |
|           | Fertilize                                                         | 1   |     |     |     |     | 1    |      |     |      |     |     |     | 2                 |
|           | Prune                                                             | 1   |     |     |     | 1   |      |      | 1   |      |     |     |     | 2                 |
|           | Lime Application                                                  | 1   |     |     |     |     |      |      |     |      |     |     |     | 3                 |
|           | Pre-Emerge Weed Ctl                                               |     |     |     |     |     |      | 1    |     |      |     |     |     | 1                 |
|           | Post Emerge Weed Ctl                                              |     |     | 1   | 2   | 2   | 2    | 2    | 2   | 2    | 1   | 1   | 1   | 16                |
| Trees     | Insect Disease Ctl                                                |     |     |     |     | 1   | 1    | 1    |     |      |     |     |     | 3                 |
|           | Fertilize                                                         |     |     | 1   |     |     | 1    |      |     |      |     |     |     | 2                 |
|           | Prune Crepe Myrtles                                               |     | 1   |     |     |     |      |      |     |      |     |     |     | 1                 |
|           | Prune Other trees                                                 |     |     |     |     | 1   |      |      |     |      |     |     |     | 1                 |
| General   | Site Inspections                                                  | 1   | 1   | 1   | 1   | 1   | 1    | 1    | 1   | 1    | 1   | 1   | 1   | 12                |
|           | Replace Hardwood Mulch (Mulch to be approved by City)             |     |     |     |     |     |      |      |     |      |     |     |     | 1                 |
|           | Winterizing of Irrigation System and monitored on a regular basis |     |     |     |     |     |      |      |     |      |     |     |     | 1                 |

Part A \$ 350.00 /month - Police Station  
 Part B \$ 265.00 /month - Library  
 Part C \$ 350.00 /month - Streetscape

Signed By: [Signature]  
 Owner  
 Date: 7-6-06







## City Council Action Form

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



**Agenda Item:** \_\_\_\_\_

**Council Meeting:** 11 Mar 13 Regular Meeting

---

1 March 2013

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

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

**RE:** CAF: 13-26

**Consideration of Approval of Resolution 13-20, Confirming the City's Desire to Continue Services with Waste Industries, Inc. Relative to the Contracting of Sanitation Services**

**Ladies and Gentlemen:**

**Council Retreat Goals Addressed By This Item:**

- KSO 1: Implement Process Improvements

**Recommendation:**

- Approval of Resolution 13-20, Confirming the City's Desire to Continue Services with Waste Industries, Inc. Relative to the Contracting of Sanitation Services.

**Executive Summary:**

On 10 May 2010 Council approved Resolution 10-52 authorizing a contract with Waste Industries regarding the collection and disposal of solid waste for City of Henderson business owners and residents. The contract was executed on 15 June 2010 and has been in effect since August 2010. The initial term was binding on both parties for a period of 3 years, beginning 1 August 2010 and automatically extended for subsequent additional 3 year periods at the then current rate and any adjustments as per Section 9, unless either party provides written notice to the other of its intention not to extend this Agreement not less than ninety (90) days prior to the expiration of the then current term.

It is recommended that the City continue with the service provided by Waste Industries as allowed in the contract for the following reasons:

1. After Council approved the privatization of the sanitation services for household waste, staff and Council were able to successfully negotiate a reduced price for these services below the original bid price. The original bid price was \$10.62 per household and after negotiations with Waste Industries relative to fuel and other components of the contract, the agreed upon price was \$6.20 per household.

2. The conversion of this service to curb side went smoothly and the customers have become accustomed to the service provided by Waste Industries. In conjunction with this, there were no layoffs of any existing city employees as they either continued their employment with the City or moved to Waste Industries employ.
3. A target of 80% satisfaction had been chosen, and that was exceeded with an overall customer satisfaction rating of 85.5% of the citizens who responded to the survey. One of the most significant reasons for their satisfaction was the dependability of the service. The carts ranked second in customer satisfaction. Over 12.5% of the customer base responded to the survey.
4. Waste Industries continues to facilitate those services out of their operations center located just outside the City limits. When problems have arisen with collections, Waste Industries' staff is immediately available to address these concerns and have worked with our staff to solve these issues.

**Enclosure:**

1. Resolution 13-20

**RESOLUTION  
13-20**

**A RESOLUTION CONFIRMING THE CITY'S DESIRE TO CONTINUE SERVICES  
WITH WASTE INDUSTRIES, INC. RELATIVE TO SANITATION SERVICES**

**WHEREAS**, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2013 Strategic Planning Retreat; *and*

**WHEREAS**, one of the Key Strategic Objectives is addressed by this request as follows: KSO 1:AP 1-1: Implement Process Improvement; *and*

**WHEREAS**, the City of Henderson, received a proposal from Waste Industries, Inc. in October 2009 relative to the privatization of sanitation services for the City of Henderson; *and*

**WHEREAS**, negotiations with Waste Industries, Inc. resulted in favorable terms and conditions to contract out the household refuse collection and disposal service and Resolution 10-52 was approved authorizing a contract with Waste Industries, Inc. as shown in **Attachment A** to this Resolution; *and*

**WHEREAS**, the contract allows that the initial term be automatically extended for additional 3 year periods unless either party provides written notice to the other party of its intent not to extend the agreement not less than ninety (90) days prior to the expiration date of the current term; *and*

**WHEREAS**, the customer satisfaction survey revealed that 85.5% of the responding citizens were satisfied or very satisfied with the overall service.

**NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY CONFIRM** the City's desire to continue with Waste Industries, Inc. relative to the contracting of sanitation services.

The foregoing Resolution 13-20, introduced by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ on this the \_\_\_\_ day of \_\_\_\_\_ 2013 and having been Submitted to a roll call vote, was approved by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

\_\_\_\_\_  
James D. O'Geary, Mayor

**ATTEST:**

\_\_\_\_\_  
Esther McCrackin, City Clerk

Approved to Legal Form:  
\_\_\_\_\_

*Reference Minute Book 42, pg. \*\*\**

**Solid Waste Collection  
Transportation and Disposal Agreement**

This Solid Waste Collection, Transportation and Disposal Agreement (this "Agreement") is made and entered into this the \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the City of Henderson, hereinafter referred to as "CUSTOMER", and Waste Industries, LLC, a North Carolina limited liability company, hereinafter referred to as "CONTRACTOR"

WITNESSETH

WHEREAS, CUSTOMER is responsible for the collection and disposal of solid waste of its residents and business owners and operators; and

WHEREAS, CONTRACTOR is in the business of solid waste collection and desires to provide such services to CUSTOMER; and

WHEREAS, CUSTOMER desires to engage CONTRACTOR to collect all solid waste from within its boundaries in accordance with the terms of this Agreement and applicable law, including, without limitation, the ordinances of the City of Henderson, the County of Vance and the State of North Carolina.

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Term: This Agreement shall be binding on all parties for a period of 3 years beginning August 1, 2010 and ending July 31, 2013 (the "Initial Term"). The Initial Term will be automatically extended for subsequent additional 3 year periods at the then-current rate and any adjustments as per Section 9 (each an "Extension Term" and together with the Initial Term, the "Term") unless either party provides written notice to the other of its intention not to extend this Agreement not less than ninety (90) days prior to the expiration of the then-current term.

2. Incorporations to this document: The contract incorporates by reference and addenda the following:

- A. Provisions of the City Code as they exist as of the date of execution of this contract, and as amended not inconsistent therewith
- B. The RFP, Detailed Specifications, and CONTRACTOR'S response to RFP
- C. Special and Second Container rates (Addendum A)

In the event of conflict between this document and the General and Detailed Specifications, this document shall govern.

3. Services. CUSTOMER hereby grants to CONTRACTOR the exclusive right and permit as required by Section 17-12 of the City Code for the collection and transportation of all residential solid waste, and such businesses using a residential-type roll-out cart, in the City of Henderson from the point of collection to a solid waste disposal site in CUSTOMER'S discretion, which facility that has been permitted in accordance with applicable laws, rules and regulations for disposal of solid waste (the "Services"). Point of collection shall be deemed curbside, no later than 6 am EST, on scheduled service day for all service points as determined by CONTRACTOR, with the exception of the following: Aged, feeble, or handicapped residents for whom it would be impractical or difficult to transport the container to curbside, shall be serviced from and returned to an easily accessible point adjacent to their home. In no case shall CONTRACTOR be requested to enter garages, carports, on decks, etc. for the collection of back door solid waste. CUSTOMER shall provide an approved application for back door service verifying the sole residency (or physical impairment of ALL residents of the residence) and physical impairment per the agreed upon request for back door pickup (see Addendum B), thus qualifying them for back door collection. If the number of such customers exceeds (5%) five percent of total customers, the CONTRACTOR and CUSTOMER shall mutually decide on appropriate compensation for CONTRACTOR. CONTRACTOR will also accept deceased small domestic animals from CUSTOMER, collected by their streets department and delivered to CONTRACTOR'S collection vehicles for disposal with solid waste. CONTRACTOR shall furnish all supervision, labor, and equipment required to perform the work as selected in Addendum A. CONTRACTOR shall repair any and all damages due to normal wear and tear at its expense to the CONTRACTOR provided residential roll-type cart. CONTRACTOR shall replace at its expense lost or stolen carts, however if excessive loss occurs CONTRACTOR shall reserve the right to seek a mutually agreed upon compensation for said stolen or lost carts.

4. Types of Waste; Title to Waste.

a) Notwithstanding anything to the contrary herein, CONTRACTOR shall only be responsible for the collection, transportation and disposal of Acceptable Solid Waste or Recycle Materials (if contracted to collect see Addendum A Option 2), and only such Acceptable Solid Waste or Recycle Material as is disposed of in a 96-gallon or 65-gallon CONTRACTOR-provided roll-out cart.

b) For purposes of this Agreement, "Acceptable Solid Waste" means mixed household solid waste, commercial solid waste, industrial solid waste, and mixtures of household, commercial and industrial solid waste that are permitted under the governing permits and then applicable laws to be accepted at the applicable disposal facilities and that are not otherwise Unacceptable Waste.

c) For purposes of this Agreement, "Unacceptable Solid Waste" means:

any material which by reason of its composition characteristics or quantity is hazardous waste as defined in the Resource Conservation and Recovery Act of 1976, 42 U.S.C. 6901 et seq., and the regulations thereunder or any material which by reason of its composition or characteristics is hazardous waste, a hazardous substance or hazardous material as defined in or under any other

federal, state or local law, and the applicable regulations thereunder, and any other material which any governmental agency or unit having or claiming appropriate jurisdiction shall determine from time to time to be harmful, toxic or dangerous, or otherwise ineligible for disposal at the applicable disposal facility;

explosive materials, corrosive materials, pathological waste, radioactive materials, cesspool and other human waste, human remains, motor vehicles, batteries, tires, appliances, electronics (as of 1-1-11), gasoline tanks, gas cylinders, asbestos insulation, closed metal containers, barrels, tires, refrigerators that have not been properly evacuated, liquid waste including chemical wastes, sewage and other highly diluted water-carried materials or substances and those in gaseous forms, special nuclear or by-product materials within the meaning of the Atomic Energy Act of 1954, as amended; and

any other material which may present a substantial endangerment to public health or safety, would cause applicable air quality or water effluent standards to be violated by the normal operation of the Transfer Station or because of its size, durability or composition cannot be managed or disposed of at the applicable disposal facility or has a reasonable possibility of otherwise adversely affecting the operation of the applicable disposal facility outside the normal usage expected for the facility.

- d) Title to waste material that does not conform to the definition of Acceptable Solid Waste shall remain with the generator and shall not be deemed to pass to CONTRACTOR at any time.

5. Equipment: All equipment utilized is to be reliable and presentable during the performance of this Agreement, including backup equipment. All equipment shall be maintained by CONTRACTOR in a safe condition throughout the Term. CONTRACTOR shall be responsible for clean up of any spills or leaks coming from their equipment on city streets.

6. Schedule. CONTRACTOR shall operate on a schedule to ensure timely service. Services will not be provided on Thanksgiving, Christmas or New Year's Day. Any other holidays will be mutually agreed upon between CONTRACTOR and CUSTOMER. In the event that CUSTOMER service days fall on a designated holiday, then an alternate day will be chosen to ensure timely service.

7. Newly Developed and Annexed Areas: CONTRACTOR will, within sixty (60) days of notification by the CUSTOMER, provide the Services to newly developed and/or annexed areas. As individual new homes are constructed and occupied, CONTRACTOR shall provide Services on the next scheduled day of collection following notification thereof. CONTRACTOR shall be responsible for notifying CUSTOMER of all collection locations being serviced which do not appear on the billing register. Billing will be adjusted by CONTRACTOR as promptly as practicable following the addition of new or annexed homes including, to the extent necessary, adding any prior months' billings for such new or annexed homes that have been serviced but not previously billed and including pro-rations for partial months, as appropriate.

8. Rates; Number of Units: Total compensation due to CONTRACTOR shall be set forth in Addendum A incorporated by reference and made a part hereof on a per unit basis, subject to adjustment as set forth below (the "Service Fee"). Invoicing from CONTRACTOR to the CUSTOMER shall be in arrears for the previous month's services. Payment is due by the 10<sup>th</sup> day of the following month in which the invoice is submitted. The number of units for which CONTRACTOR will provide Services is estimated as of the date of this Agreement to be 5400 provided, however, that CUSTOMER will provide evidence to CONTRACTOR of the actual number of units to be serviced at minimum sixty (60) days prior to the begin service date of this Agreement through utility bills or other GIS records. Thereafter, the number of units to be serviced and billed will be reviewed and adjusted on a monthly basis to reflect the actual number of units serviced.

9. Adjustments:

a) The Service Fee will be increased annually every July 1<sup>st</sup> beginning on July 1, 2011 to reflect 93.76% of the annual adjustment (discounted for the City provided fuel) based on Table 1 of the Consumer Price Index for All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group, Water and Sewer and Trash Collection Services (2).

b) The Service Fee may be adjusted more often than annually if such adjustments arise out of changes in direct operational costs related to provision of the Services over which CONTRACTOR has no control, including by way of example, but not limitation, such expense as landfill fees (currently paid by Vance County and NO expense to CONTRACTOR) or at CUSTOMER'S request a change in disposal site, or changes in governmental regulations. CONTRACTOR will submit a detailed fuel usage report to the CUSTOMER detailing the fuel consumed in collection of CUSTOMER routes ONLY, not later than the 5<sup>th</sup> of each month of operation for the previous month. CUSTOMER will then deliver to CONTRACTOR'S facility not later than the 10<sup>th</sup> of same month, the replacement volume of fuel (ultra-low sulfur diesel) consumed as per the report. CONTRACTOR does not assume any liability for any applicable fuel taxes for said fuel.

10. Representations of CONTRACTOR: CONTRACTOR currently has, and will maintain throughout the term, all permits and licenses required by law for the provision of the Services, and will provide the Services in accordance in all material respects with applicable laws. CONTRACTOR will comply with all Federal and State requirements concerning fair employment and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical disability. CONTRACTOR will give first consideration to current City of Henderson solid waste employees that meet CONTRACTOR'S normal pre-employment criteria to fill positions needed to fulfill work requirements for waste and recycling collection related to this scope of work up to a maximum of (2) two CDL certified drivers and (2) two helpers as available from the CUSTOMER'S current staff.



11. Point of contact: All dealings, contacts, etc. between CONTRACTOR and CUSTOMER shall be directed by CONTRACTOR to the Public Works Director or his designee and CUSTOMER will direct all interaction related to this Agreement to General Manager or his designee. Exchange of information (including complaints) shall take place via email and phone confirmation on a daily basis. CONTRACTOR and CUSTOMER agree to a monthly meeting as requested by CUSTOMER to review key performance measures for the previous month's service. CONTRACTOR also agrees to perform an annual customer satisfaction survey as requested by the CUSTOMER and at CONTRACTOR'S expense.

12. Local Presence: CONTRACTOR will provide a local and/or toll free telephone number to its office in Henderson, North Carolina, for the use of CUSTOMER to communicate with CONTRACTOR if the need arises during normal business hours of 8:00 a.m. to 5:00 p.m. Vehicles will be stored in Henderson, North Carolina for quick response in emergencies.

13. Notification of Customers: CONTRACTOR will notify CUSTOMER about service inquiry procedures, regulations and days of collection prior to the date Services begin under this Agreement.

14. Performance Standard: Excessive complaint volume to the CUSTOMER may result in service charges. Verified unresolved complaints in excess of 35 (thirty-five) per month will incur a service charge of \$20.00 (twenty dollars) per call. A \$100.00 (one hundred) penalty may be levied for 2 (two) or more verified unresolved complaints at the same address in any thirty day period. Failure of the contractor to comply with the scope of work or to resolve 10 (ten) or more verified complaints within 24 hours in any thirty day period are deemed substantial violations of this contract. The complaint log kept by the Public Works Dept. shall serve as the official record of complaints, subject to verification by CONTRACTOR'S route logs and/or other means of verification. An appeal to the validity of any documented complaint may be presented to the Director of Public Works for consideration; however the decision of the City is final regarding this matter. Fees would be received as a credit on the following month's invoice. Calls regarding no collection shall be deemed valid should CONTRACTOR not be able to produce evidence that the cart was not at curbside when the collection vehicle arrived to service. In such case that a valid complaint call is received prior to 4 pm EST CONTRACTOR will respond the same business day as call received. Should valid call be received after 4 pm EST CONTRACTOR will respond no later than 12 pm EST of the next business day. Should CUSTOMER request that CONTRACTOR respond to a non-valid call (cart confirmed by CONTRACTOR as not at curb at time of collection) and collect the solid waste as per the time guidelines above, a \$15 call back fee will be charged to CUSTOMER. CUSTOMER and CONTRACTOR agree to a 90 day grace period from commencement of this contract for no fines to be levied against CONTRACTOR or additional charges to CUSTOMER as described in this section.

15. Breach; Termination: If either party reasonably concludes that the other is in material breach of this Agreement, such party shall so notify the other party in writing, including a detailed description thereof. The party alleged to be in breach shall be allowed up to thirty (30) days after notice by the other party in which to make necessary adjustments to remedy said deficiencies or to take action to remedy any deficiencies that require longer than thirty (30) days to cure. In the event the breaching party fails to correct (or take action to correct) such

deficiencies within thirty (30) days after written notice of the deficiencies or breach, then the other party may terminate this Agreement. Neither party shall be liable to the other for any special, consequential or punitive damages.

16. Indemnification: CONTRACTOR agrees to indemnify and hold CUSTOMER harmless from and against any and all claims, liabilities, demands and causes of action to the extent arising out of CONTRACTOR'S negligence in performance of the Services or arising out of CONTRACTOR'S failure to comply with the provisions of this Agreement.

17. Force Majeure: CONTRACTOR shall not be liable for failure to perform under this Agreement if that failure arises out of causes beyond the control and without the fault or negligence of CONTRACTOR. Such causes may include but not be limited to acts of the government in its sovereign or contracted capacity, fires, floods, strikes, epidemics, quarantine restriction, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the reasonable control and without fault or negligence of CONTRACTOR. In the case of such an event, CUSTOMER shall grant the CONTRACTOR variances in routes and schedules as deemed necessary by the CONTRACTOR. The work under the awarded Contract does not include the collection and disposal of any extraordinarily increased volume resulting from a flood, hurricane or similar or different acts of God over which the CONTRACTOR has no control. In the event of such a flood, hurricane or other acts of God, the CONTRACTOR and the CUSTOMER will negotiate the payment to be made to the CONTRACTOR, if the CONTRACTOR and the CUSTOMER agree that such increased volume is to be handled by the CONTRACTOR. Further if the CONTRACTOR and CUSTOMER reach such an agreement, then the CUSTOMER shall grant the CONTRACTOR variances in routes and schedules as deemed necessary by the CONTRACTOR. Normal increases in volumes due to holidays shall be deemed as standard operating procedure with no increased costs to CUSTOMER. Truck or equipment breakdown which should reasonably be anticipated or due to ordinary wear and tear shall not be deemed a "Force Majeure"

18. Assignment: Neither party may assign this Agreement, nor the rights hereunder, without prior written approval of the other, which approval will not be unreasonably withheld; provided, however, that CONTRACTOR may assign this Agreement to an affiliate of CONTRACTOR without the prior approval of CUSTOMER.

19. Insurance: CONTRACTOR shall carry at its expense continuously during the term of this contract the minimum insurance coverages set forth below:

| <u>Coverage</u>      | <u>Minimum Limits of Liability</u> |             |
|----------------------|------------------------------------|-------------|
| Workers Compensation | Statutory                          |             |
| Employer's Liability | Each Accident                      | \$1,000,000 |
|                      | Disease-Policy Limit               | \$1,000,000 |
|                      | Disease-Each Employee              | \$1,000,000 |

|                                 |                 |             |
|---------------------------------|-----------------|-------------|
| Commercial General Liability    | Each Occurrence | \$1,000,000 |
|                                 | Aggregate       | \$2,000,000 |
| Commercial Automobile Liability | Each Occurrence | \$1,000,000 |
| Umbrella Excess Liability       | Each Occurrence | \$5,000,000 |

CONTRACTOR shall provide to the CUSTOMER a Certificate of Insurance confirming compliance with the above requirements.

20. Arbitration. Any controversy or claim arising out of or related to this Agreement or any transactions contemplated herein that cannot be amicably resolved, will be resolved by binding arbitration held in Henderson, North Carolina, or any other location mutually agreeable to the parties, in accordance with the commercial arbitration rules of the American Arbitration Association. The decree or judgment of any award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

21. Notice. All notices and other communications hereunder will be in writing and may be given by personal delivery, nationally recognized express courier, registered or certified mail (return receipt requested), or facsimile (receipt confirmed). Such notice will be deemed effective when received if it is given by personal delivery, nationally recognized express courier, or facsimile, and will be effective three (3) days after mailing by registered or certified mail, so long as it is actually received within five (5) days (and, if not so received within five (5) days, is effective when actually received) by the parties at the following addresses (or at such other address for a party as will be specified by like notice):

If to CONTRACTOR, to:

Waste Industries, LLC  
3301 Benson Drive, Suite 601  
Raleigh, NC 27609  
Attn: Frank Lorick VP  
Telephone No.: (919) 325-3000  
Fax No.: (919) 325-4040

If to CUSTOMER, to:

Attn: City Manager  
City of Henderson  
PO Box 1434  
Henderson, NC 27536  
Telephone No.: (252) 431-6000

22. Entire Agreement. This Agreement constitutes the entire understanding between the parties, and cancels and supersedes all prior negotiations, understandings and agreements, oral or written, relating to the provision of the services described herein.

23. Execution in Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

[THE NEXT PAGE IS THE SIGNATURE PAGE.]

IN WITNESS WHEREOF, the City of Henderson, NC and Waste Industries, LLC, have executed this Solid Waste Collection, Transportation and Disposal Agreement as of the date first set forth above.



The City of Henderson

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Commission expires: \_\_\_\_\_

Witness: \_\_\_\_\_

Approved as to legal form:

\_\_\_\_\_  
John H. Zollicoffer, Jr. City Attorney

Date: \_\_\_\_\_



Waste Industries, LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Commission expires: \_\_\_\_\_

Witness: \_\_\_\_\_

“This instrument has been preaudited in the manner required by the local government budget and fiscal control act.”

\_\_\_\_\_  
Katherine C. Brafford, Finance Director

Date: \_\_\_\_\_

## **Addendum A**

### **OPTION 1**

City elects this service \_\_\_\_\_ int CUSTOMER \_\_\_\_\_ int CONTRACTOR

The charge for once per week curbside trash collection to CUSTOMER from CONTRACTOR shall be \$6.20 per month per cart. CONTRACTOR will provide one 96 (ninety-six) gallon cart to each address using the Services at no additional charge. Additional carts will be billed to CUSTOMER at a rate of \$3.68 per month per cart and also additional cart(s) will be provided by the CONTRACTOR. This pricing is based on the premises below:

The CUSTOMER will provide fuel as per section 9-B

The disposal costs for all solid waste collected will be paid by Vance County or the City  
CONTRACTOR shall collect household solid waste (which will normally fit within the supplied container, should normal volumes exceed the capacity of the cart CUSTOMER will be required to request additional carts and billed accordingly) and bulky wastes (placed at the curb and not to exceed 200 lbs. per household per week and of the size and shape to be collected by one person)

No Yard Waste or Construction/Demolition materials to be collected

CONTRACTOR and CUSTOMER agree that within 6 months of the execution of this Contract to meet regarding the feasibility of CONTRACTOR providing the recycling services listed below:

### **OPTION 2**

City elects this service \_\_\_\_\_ int CUSTOMER \_\_\_\_\_ int CONTRACTOR

The charge for every other week curbside recycling collection to CUSTOMER from CONTRACTOR shall be \$2.49 per month per cart. CONTRACTOR will provide one 65 (sixty-five) gallon cart to each address using the Services at no additional charge. Additional carts will be billed to CUSTOMER at a rate of \$1.88 per month per cart and also ~~one~~ additional cart(s) will be provided by the CONTRACTOR. This pricing is based on the premises below:

The CUSTOMER will provide fuel as per section 9-B

CONTRACTOR shall collect acceptable curbside recycle materials (which will normally fit within the supplied container, should normal volumes exceed the capacity of the cart CUSTOMER will be required to request additional carts and billed accordingly)

**Addendum B**



**CITY OF HENDERSON  
Public Works Department**

900 S. Beckford Drive Post Office Box 1434  
Henderson, North Carolina 27536-1434  
Phone: (252) 431-6118 FAX: (252) 431-0124

**Backdoor Garbage Service Application In Lieu of Curbside Collection**

This application applies ***only*** to households where no one in the household is physically able to roll the waste or recycle carts to the street for collection by the City/Contractor. Note: Certificate of Disability required for each and every resident of a home requesting back door service.

APPLICANT'S NAME: \_\_\_\_\_ Telephone  
Number: \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Name(s) and Age(s) of person(s) living in this household:

Name: Age: Name:  
Age: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for backdoor service request (be specific

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above is a true and accurate statement that reflects the existing conditions. I acknowledge the City's right to investigate the information furnished.

\_\_\_\_\_  
Applicant's Signature and Date

**To be renewed annually**

---

CERTIFICATE OF DISABILITY

To: Public Works Director, City of Henderson

From:

---

\_\_\_\_\_ Attending Physician/Health Department Name, Address, and  
Phone Number

It is my medical opinion that Mr. / Ms. \_\_\_\_\_ is  
physically unable to move the garbage and/or recycle cart from their home to the curb. Such  
action would be detrimental to his/her health. Signature: \_\_\_\_\_

Title: MD PA

---

APPROVAL: \_\_\_\_\_ GRANTED \_\_\_\_\_ DENIED

\_\_\_\_\_ Public Works Director

FOR OFFICIAL USE ONLY



## City Council Action Form

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



Agenda Item: \_\_\_\_\_

Council Meeting: 11 Mar 13 Regular Meeting

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28 February 2013

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

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

**RE:** CAF: 13-30

**Consideration of Approval of Ordinance 13-12 FY 13 Budget Amendment # 25, Amending and/or Closing Out Various Grant Projects: Fund 63: NC Dept. of Commerce Round II Energy Grant; Fund 83: Carey Chapel Crossing CDBG Grant; Fund 85: BJA 2011 Law Enforcement Grant; Fund 88: Water/Sewer Planning Grant; Fund 89: Hope VI Phase II Grant.**

**Ladies and Gentlemen:**

### Recommendation:

- Approval of Ordinance 13-12- FY 13 Budget Amendment # 25, Amending and/or Closing Out Various Grant Projects:
  - a. Fund 63:** NC Dept. of Commerce Round II Energy Grant
  - b. Fund 83:** Carey Chapel Crossing CDBG Grant
  - c. Fund 85:** BJA 2011 Law Enforcement Grant
  - d. Fund 88:** Water/Sewer Planning Grant
  - e. Fund 89:** Hope VI Phase II Grant

### Executive Summary:

Capital Improvement Project and/or Grant Project funds for active capital projects and grant projects are open for the life of the grant or project. Once the project or grant has been completed, it is necessary to "close out" these funds. Ordinance 13-12 officially closes out the following Grant funds:

- a. Fund 63: NC Dept. of Commerce Round II Energy Grant;** This Project was to replace and/or repair the roof on City Hall as well as repair the AC unit in Mayor's office.

CAF 13-30: 11 March 2013 Council Meeting

Page 1 of 9

- b. Fund 83: Carey Chapel Crossing Project:** The grant funds were used for the installation of water services, sewer services and streets in the Carey Chapel Crossing Subdivision which is located just east of the city near the intersection of Carey Chapel Road and Vicksboro Road.
- c. Fund 85: 2011 BJA Grant:** This grant shared funding between the City and County in the amounts of \$20,211 and \$10,607; respectively. The City utilized its funding to pay officer's premium overtime to continue to work projects related to the Community Revitalization Initiative as outlined in the CRI grant program.
- d. Fund 88: Kerr Lake Regional Water System Master Plan:** This Planning Grant was awarded to update the Kerr Lake Regional Water System Master Plan and study of the Gravity Outfall Main from the Sandy Creek Pump Station. \$50,000 as provided via the Rural Center grant was for the cost of the engineering services with the City providing a local match of \$25,000.
- e. Fund 89: Hope VI – Phase II Revitalization Grant.** The U.S. Department of Housing and Urban Development awarded this grant to the City of Henderson in the amount of \$1,000,000 with a \$12,000 match. The grant funds provided for the renovation and construction of 5 two bedroom apartments, consisting of 5,250 square feet of space.

**Enclosure:**

- 1. Ordinance 13-12

**O R D I N A N C E   13—12**  
**FY 2012-2013 BUDGET AMENDMENT # 25**  
**AMENDING AND/OR CLOSING OUT VARIOUS GRANT PROJECTS:**  
**63: NC DEPT OF COMMERCE ROUND II ENERGY GRANT;**  
**83: CAREY CHAPEL CROSSING CDBG GRANT;**  
**85: BJA 2011 LAW ENFORCEMENT GRANT;**  
**88: WATER/SEWER PLANNING GRANT;**  
**89: HOPE VI PHASE 2 GRANT.**

**WHEREAS**, the City Council (Council) of the City of Henderson on 14 June 2012 adopted the FY12-13 Annual Operating Budget; *and*

**WHEREAS**, pursuant to NC General Statutes, the Council has created and uses Capital Improvements Projects and Grant Projects funds for active capital projects and grant project funds; *and*

**WHEREAS**, the capital project and grant project funds are open for the life of the project and/or grant, they are nevertheless managed on a day-to-day basis and through the annual fiscal year cycle; *and*

**WHEREAS**, it is necessary to amend the various revenue and expense accounts of the annual operating and capital improvements and grant project budgets from time-to-time.

**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:

## Part 1: Fund 63 Amendments

|                                                                                   |                 |    |        | <b>Ordinance 13-12</b>                                                                                                                                                             |                           |                  |                |
|-----------------------------------------------------------------------------------|-----------------|----|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------|----------------|
| <b>FUND: 63: Dept Commerce II Energy Grant</b>                                    |                 |    |        | <b>FY 12-13 Budget Amendment #25</b>                                                                                                                                               |                           |                  |                |
| <b>PROJECT: Roofing City Hall</b>                                                 |                 |    |        | <b>Part 1</b>                                                                                                                                                                      |                           |                  |                |
|                                                                                   |                 |    |        | <b>Approved<br/>11-Apr-11</b>                                                                                                                                                      | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
| <b>63: DOC Round 2 Energy Grant Revenues</b>                                      |                 |    |        |                                                                                                                                                                                    |                           |                  |                |
| Dept of Commerce Grant                                                            | 63-910-458-145  | \$ | 31,570 | \$                                                                                                                                                                                 | 31,570                    | \$ (3,061)       | \$ 28,509      |
| Transfer from 10: General Fund                                                    | 63-910-461-022  | \$ | 3,860  | \$                                                                                                                                                                                 | 3,860                     | \$ -             | \$ 3,860       |
| Transfer from 10: General Fund                                                    | 63-910-461-034  | \$ | 31,570 | \$                                                                                                                                                                                 | 31,570                    | \$ -             | \$ 31,570      |
|                                                                                   | <b>Total</b>    | \$ | 67,000 | \$                                                                                                                                                                                 | 67,000                    | \$ (3,061)       | \$ 63,939      |
|                                                                                   |                 |    |        |                                                                                                                                                                                    |                           |                  | \$ 63,939      |
|                                                                                   |                 |    |        | <b>Approved<br/>11-Apr-11</b>                                                                                                                                                      | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
| <b>63: DOC Round 2 Energy Grant Expenditures</b>                                  |                 |    |        |                                                                                                                                                                                    |                           |                  |                |
| Contracted Services                                                               | 63-500-504-500  | \$ | 1,900  | \$                                                                                                                                                                                 | 1,900                     | \$ (350)         | \$ 1,550       |
| Contingency                                                                       | 63-500-509-900  | \$ | 3,300  | \$                                                                                                                                                                                 | 3,300                     | \$ (3,300)       | \$ -           |
| Legal/Amin                                                                        | 63-500-510-200  | \$ | 5,000  | \$                                                                                                                                                                                 | 5,000                     | \$ (4,861)       | \$ 139         |
| Construction                                                                      | 63-500-510-400  | \$ | 56,800 | \$                                                                                                                                                                                 | 56,800                    | \$ (1,470)       | \$ 55,330      |
| To General Fund                                                                   | 63-500-561-010  | \$ | -      | \$                                                                                                                                                                                 | -                         | \$ 6,920         | \$ 6,920       |
|                                                                                   | <b>Total</b>    | \$ | 67,000 | \$                                                                                                                                                                                 | 67,000                    | \$ (3,061)       | \$ 63,939      |
|                                                                                   |                 |    |        |                                                                                                                                                                                    |                           |                  | \$ 63,939      |
|                                                                                   | <b>Variance</b> |    |        |                                                                                                                                                                                    |                           | \$ -             |                |
|                                                                                   |                 |    |        | <b>Approved<br/>1-Jul-12</b>                                                                                                                                                       | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
| <b>10: General Fund Revenues</b>                                                  |                 |    |        |                                                                                                                                                                                    |                           |                  |                |
| From 63: DOC Round 2 Energy Grant                                                 | 10-980-461-063  | \$ | -      | \$                                                                                                                                                                                 | -                         | \$ 3,061         | \$ 3,061       |
|                                                                                   | <b>Total</b>    | \$ | -      | \$                                                                                                                                                                                 | -                         | \$ 3,061         | \$ 3,061       |
|                                                                                   |                 |    |        |                                                                                                                                                                                    |                           |                  | \$ 3,061       |
|                                                                                   |                 |    |        | <b>Approved<br/>1-Jul-12</b>                                                                                                                                                       | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
| <b>10: General Fund Expenditures</b>                                              |                 |    |        |                                                                                                                                                                                    |                           |                  |                |
| Reserve                                                                           | 10-660-900-999  | \$ | -      | \$                                                                                                                                                                                 | -                         | \$ 3,061         | \$ 3,061       |
|                                                                                   | <b>Total</b>    | \$ | -      | \$                                                                                                                                                                                 | -                         | \$ 3,061         | \$ 3,061       |
|                                                                                   |                 |    |        |                                                                                                                                                                                    |                           |                  | \$ 3,061       |
|                                                                                   | <b>Variance</b> |    |        |                                                                                                                                                                                    |                           | \$ -             |                |
| <b>Reference:</b>                                                                 |                 |    |        | <b>Notes:</b>                                                                                                                                                                      |                           |                  |                |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013 |                 |    |        | Step one of grant project closeout. Project is completed and all revenues received from State and all expenditures made according to Project Manager Pete Sokalski, City Engineer. |                           |                  |                |
| Resolution 11-101; CAF 11-131; 22 Sep 2011 Meeting                                |                 |    |        | Amendment No. 1 to the grant agreement providing for addition of AC unit for Mayor's office.                                                                                       |                           |                  |                |
| Project was established; Ordinance 11-24, 11 Apr 11                               |                 |    |        | Project was established to replace roof on city hall.                                                                                                                              |                           |                  |                |

## Part 2: Fund 63 Close-out

|                                                                                   |                 |    |        | <b>Ordinance 13-12</b>                                                                              |                           |                  |                |
|-----------------------------------------------------------------------------------|-----------------|----|--------|-----------------------------------------------------------------------------------------------------|---------------------------|------------------|----------------|
| <b>FUND: 63: Dept Commerce II Energy Grant</b>                                    |                 |    |        | <b>FY 12-13 Budget Amendment #25</b>                                                                |                           |                  |                |
| <b>PROJECT: Roofing City Hall--grant close-out</b>                                |                 |    |        | <b>Part 2</b>                                                                                       |                           |                  |                |
|                                                                                   |                 |    |        | <b>Approved<br/>11-Apr-11</b>                                                                       | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
| <b>63: DOC Round 2 Energy Grant Revenues</b>                                      |                 |    |        |                                                                                                     |                           |                  |                |
| Dept of Commerce Grant                                                            | 63-910-458-145  | \$ | 31,570 | \$                                                                                                  | 28,509                    | \$ (28,509)      | \$ -           |
| Transfer from 10: General Fund                                                    | 63-910-461-022  | \$ | 3,860  | \$                                                                                                  | 3,860                     | \$ (3,860)       | \$ -           |
| Transfer from 10: General Fund                                                    | 63-910-461-034  | \$ | 31,570 | \$                                                                                                  | 31,570                    | \$ (31,570)      | \$ -           |
|                                                                                   |                 | \$ | -      | \$                                                                                                  | -                         | \$ -             | \$ -           |
|                                                                                   | <b>Total</b>    | \$ | 67,000 | \$                                                                                                  | 63,939                    | \$ (63,939)      | \$ -           |
|                                                                                   |                 |    |        |                                                                                                     |                           |                  | \$ -           |
|                                                                                   |                 |    |        | <b>Approved<br/>\$ 40,644</b>                                                                       | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
| <b>63: DOC Round 2 Energy Grant Expenditures</b>                                  |                 |    |        |                                                                                                     |                           |                  |                |
| Contracted Services                                                               | 63-500-504-500  | \$ | 1,900  | \$                                                                                                  | 1,550                     | \$ (1,550)       | \$ -           |
| Contingency                                                                       | 63-500-509-900  | \$ | 3,300  | \$                                                                                                  | -                         | \$ -             | \$ -           |
| Legal/Amin                                                                        | 63-500-510-200  | \$ | 5,000  | \$                                                                                                  | 139                       | \$ (139)         | \$ -           |
| Construction                                                                      | 63-500-510-400  | \$ | 56,800 | \$                                                                                                  | 55,330                    | \$ (55,330)      | \$ -           |
| To General Fund                                                                   | 63-500-561-010  | \$ | -      | \$                                                                                                  | 6,920                     | \$ (6,920)       | \$ -           |
|                                                                                   | <b>Total</b>    | \$ | 67,000 | \$                                                                                                  | 63,939                    | \$ (63,939)      | \$ -           |
|                                                                                   |                 |    |        |                                                                                                     |                           |                  | \$ -           |
|                                                                                   | <b>Variance</b> |    |        |                                                                                                     |                           | \$ -             |                |
| <b>Reference:</b>                                                                 |                 |    |        | <b>Notes:</b>                                                                                       |                           |                  |                |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013 |                 |    |        | Step two of grant closeout. This amendment has the effect of taking the project 'off of the books.' |                           |                  |                |
| Project Established Ord 11-24, 11 Apr 11; also Res 11-101, 22 Sep 11              |                 |    |        | Project Established                                                                                 |                           |                  |                |

## Part 3: Fund 83 Amendments

| <b>FUND: 83: Carey Chapel Crossing Project</b>                                                               |                                        |                |            | <b>Ordinance 13-12</b>                                                                                                                                                                                                                                                 |                       |                  |                |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|----------------|
| <b>PROJECT: Affordable home ownership housing CDBG</b>                                                       |                                        |                |            | <b>FY 12-13 Budget Amendment #25</b>                                                                                                                                                                                                                                   |                       |                  |                |
|                                                                                                              |                                        |                |            | <b>Part 3</b>                                                                                                                                                                                                                                                          |                       |                  |                |
| <b>83: Carey Chapel Crossing Revenues</b>                                                                    |                                        |                |            | <b>Approved</b>                                                                                                                                                                                                                                                        | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |
|                                                                                                              | Donations-Partnership                  | 83-408-455-047 | \$ 227,079 | \$ 227,079                                                                                                                                                                                                                                                             | \$ (2,721)            | \$               | 224,358        |
|                                                                                                              | Grant Dept of Commerce                 | 83-408-458-146 | \$ 216,000 | \$ 216,000                                                                                                                                                                                                                                                             | \$ -                  | \$               | 216,000        |
|                                                                                                              |                                        |                | \$ -       | \$ -                                                                                                                                                                                                                                                                   | \$ -                  | \$               | -              |
|                                                                                                              | <b>Total</b>                           |                | \$ 443,079 | \$ 443,079                                                                                                                                                                                                                                                             | \$ (2,721)            | \$               | 440,358        |
|                                                                                                              |                                        |                |            |                                                                                                                                                                                                                                                                        |                       | \$               | 440,358        |
| <b>83: Carey Chapel Crossing Expenditures</b>                                                                |                                        |                |            | <b>Approved</b>                                                                                                                                                                                                                                                        | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |
|                                                                                                              | Salaries and Wages                     | 83-432-500-200 | \$ 16,740  | \$ 16,740                                                                                                                                                                                                                                                              | \$ (15,740)           | \$               | 1,000          |
|                                                                                                              | Professional Services                  | 83-432-500-400 | \$ 500     | \$ 500                                                                                                                                                                                                                                                                 | \$ (350)              | \$               | 150            |
|                                                                                                              | Travel & Schools                       | 83-432-501-400 | \$ 600     | \$ 600                                                                                                                                                                                                                                                                 | \$ (145)              | \$               | 455            |
|                                                                                                              | Advertising                            | 83-432-502-600 | \$ 1,000   | \$ 1,000                                                                                                                                                                                                                                                               | \$ (731)              | \$               | 269            |
|                                                                                                              | Departmental Supplies                  | 83-432-503-300 | \$ 600     | \$ 600                                                                                                                                                                                                                                                                 | \$ (559)              | \$               | 41             |
|                                                                                                              | Street Improvements                    | 83-432-507-304 | \$ 141,560 | \$ 141,560                                                                                                                                                                                                                                                             | \$ -                  | \$               | 141,560        |
|                                                                                                              | Sewer Improvements                     | 83-432-507-305 | \$ 33,300  | \$ 33,300                                                                                                                                                                                                                                                              | \$ -                  | \$               | 33,300         |
|                                                                                                              | Water Improvements                     | 83-432-507-306 | \$ 21,700  | \$ 21,700                                                                                                                                                                                                                                                              | \$ -                  | \$               | 21,700         |
|                                                                                                              | Construction (donation) Partnership    | 83-432-507-307 | \$ 227,079 | \$ 227,079                                                                                                                                                                                                                                                             | \$ (601)              | \$               | 226,478        |
|                                                                                                              | To 10: General Fund                    | 83-432-561-010 | \$ -       | \$ -                                                                                                                                                                                                                                                                   | \$ 15,405             | \$               | 15,405         |
|                                                                                                              | <b>Total</b>                           |                | \$ 443,079 | \$ 443,079                                                                                                                                                                                                                                                             | \$ (2,721)            | \$               | 440,358        |
|                                                                                                              |                                        |                |            |                                                                                                                                                                                                                                                                        |                       | \$               | 440,358        |
|                                                                                                              | <b>Variance</b>                        |                |            |                                                                                                                                                                                                                                                                        |                       | \$               | -              |
| <b>10: General Fund Revenues</b>                                                                             |                                        |                |            | <b>Approved 1-Jul-12</b>                                                                                                                                                                                                                                               | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |
|                                                                                                              | From 83: Carey Chapel Crossing Fund    | 10-980-461-083 | \$ -       | \$ -                                                                                                                                                                                                                                                                   | \$ 15,405             | \$               | 15,405         |
|                                                                                                              | From 63: Dept Commerce II Energy Grant | 10-980-461-063 | \$ -       | \$ 3,061                                                                                                                                                                                                                                                               | \$ -                  | \$               | 3,061          |
|                                                                                                              | <b>Total</b>                           |                | \$ -       | \$ 3,061                                                                                                                                                                                                                                                               | \$ 15,405             | \$               | 18,466         |
|                                                                                                              |                                        |                |            |                                                                                                                                                                                                                                                                        |                       | \$               | 18,466         |
| <b>10: General Fund Expenditures</b>                                                                         |                                        |                |            | <b>Approved 1-Jul-12</b>                                                                                                                                                                                                                                               | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |
|                                                                                                              | Fund Balance Reserve                   | 10-660-900-999 | \$ -       | \$ 3,061                                                                                                                                                                                                                                                               | \$ 15,405             | \$               | 18,466         |
|                                                                                                              |                                        |                | \$ -       | \$ -                                                                                                                                                                                                                                                                   | \$ -                  | \$               | -              |
|                                                                                                              |                                        |                | \$ -       | \$ -                                                                                                                                                                                                                                                                   | \$ -                  | \$               | -              |
|                                                                                                              | <b>Total</b>                           |                | \$ -       | \$ 3,061                                                                                                                                                                                                                                                               | \$ 15,405             | \$               | 18,466         |
|                                                                                                              |                                        |                |            |                                                                                                                                                                                                                                                                        |                       | \$               | 18,466         |
|                                                                                                              | <b>Variance</b>                        |                |            |                                                                                                                                                                                                                                                                        |                       | \$               | -              |
| <b>Reference:</b>                                                                                            |                                        |                |            | <b>Notes:</b>                                                                                                                                                                                                                                                          |                       |                  |                |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013                            |                                        |                |            | Step one of grant project closeout. Project is completed and all revenues received from State and all expenditures made according to Project Manager Erris Dunston, Planning                                                                                           |                       |                  |                |
| Resolutoin 11-92 amending project scope with DCA                                                             |                                        |                |            | This amendment was necessary to reduce the scope of the project due to the housing crisis wrought on by the Recession and collapse of the housing market as well as to prepare for close out of the grant with the State's DCA. The State approved project closeout on |                       |                  |                |
| Initial Ord Establishing Grant Project dated 26 Sep 2005; Amendment 1 approved via Ordinance dated 13 Feb 08 |                                        |                |            | Amendment 1 provided for the partnership donation.                                                                                                                                                                                                                     |                       |                  |                |

## Part 4: Fund 83

### Closeout

| <b>FUND: 83: Carey Chapel Crossing Fund</b>                                       |                          |                |            | <b>Ordinance 13-12</b>                                                                                                                                                 |                       |                  |                |
|-----------------------------------------------------------------------------------|--------------------------|----------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|----------------|
| <b>PROJECT: Affordable Housing CDBG Project</b>                                   |                          |                |            | <b>FY 12-13 Budget Amendment #25</b>                                                                                                                                   |                       |                  |                |
|                                                                                   |                          |                |            | <b>Part 4</b>                                                                                                                                                          |                       |                  |                |
| <b>83: Carey Chapel Crossing Fund Revenues</b>                                    |                          |                |            | <b>Initial Budget</b>                                                                                                                                                  | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |
|                                                                                   | Donations-Partnership    | 83-408-455-047 | \$ 227,079 | \$ 224,358                                                                                                                                                             | \$ (224,358)          | \$               | -              |
|                                                                                   | Grant Dept of Commerce   | 83-408-458-146 | \$ 216,000 | \$ 216,000                                                                                                                                                             | \$ (216,000)          | \$               | -              |
|                                                                                   |                          |                | \$ -       | \$ -                                                                                                                                                                   | \$ -                  | \$               | -              |
|                                                                                   | <b>Total</b>             |                | \$ 443,079 | \$ 440,358                                                                                                                                                             | \$ (440,358)          | \$               | -              |
|                                                                                   |                          |                |            |                                                                                                                                                                        |                       | \$               | -              |
| <b>83: Carey Chapel Crossing Fund Expenditures</b>                                |                          |                |            | <b>Initial Budget</b>                                                                                                                                                  | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |
|                                                                                   | Salaries and Wages       | 83-432-500-200 | \$ 16,740  | \$ 1,000                                                                                                                                                               | \$ (1,000)            | \$               | -              |
|                                                                                   | Professional Services    | 83-432-500-400 | \$ 500     | \$ 150                                                                                                                                                                 | \$ (150)              | \$               | -              |
|                                                                                   | Travel & Schools         | 83-432-501-400 | \$ 600     | \$ 455                                                                                                                                                                 | \$ (455)              | \$               | -              |
|                                                                                   | Advertising              | 83-432-502-600 | \$ 1,000   | \$ 269                                                                                                                                                                 | \$ (269)              | \$               | -              |
|                                                                                   | Departmental Supplies    | 83-432-503-300 | \$ 600     | \$ 41                                                                                                                                                                  | \$ (41)               | \$               | -              |
|                                                                                   | Street Improvements      | 83-432-507-304 | \$ 141,560 | \$ 141,560                                                                                                                                                             | \$ (141,560)          | \$               | -              |
|                                                                                   | Sewer Improvements       | 83-432-507-305 | \$ 33,300  | \$ 33,300                                                                                                                                                              | \$ (33,300)           | \$               | -              |
|                                                                                   | Water Improvements       | 83-432-507-306 | \$ 21,700  | \$ 21,700                                                                                                                                                              | \$ (21,700)           | \$               | -              |
|                                                                                   | Construction Partnership | 83-432-507-307 | \$ 227,079 | \$ 226,478                                                                                                                                                             | \$ (226,478)          | \$               | -              |
|                                                                                   | To 10: General Fund      | 83-432-561-010 | \$ -       | \$ 15,405                                                                                                                                                              | \$ (15,405)           | \$               | -              |
|                                                                                   | <b>Total</b>             |                | \$ 443,079 | \$ 440,358                                                                                                                                                             | \$ (440,358)          | \$               | -              |
|                                                                                   |                          |                |            |                                                                                                                                                                        |                       | \$               | -              |
|                                                                                   | <b>Variance</b>          |                |            |                                                                                                                                                                        |                       | \$               | -              |
| <b>Reference:</b>                                                                 |                          |                |            | <b>Notes:</b>                                                                                                                                                          |                       |                  |                |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013 |                          |                |            | Step two of grant closeout. This amendment has the effect of taking the project 'off of the books.'" The State approved project close out as per letter on 3 Jan 2012. |                       |                  |                |

## Part 5: Fund 85 Close-out

|                                                                                   |                           |                 | <b>Ordinance 13-12</b>                                                                  |                |             |         |
|-----------------------------------------------------------------------------------|---------------------------|-----------------|-----------------------------------------------------------------------------------------|----------------|-------------|---------|
|                                                                                   |                           |                 | FY 12-13 Budget Amendment #25                                                           |                |             |         |
| <b>FUND:</b> 85 BJA 2011 Grant                                                    |                           |                 | Part 5                                                                                  |                |             |         |
| <b>PROJECT:</b> Law Enforcement Grant Closeout                                    |                           |                 |                                                                                         |                |             |         |
|                                                                                   |                           |                 | Initial Budget                                                                          | Current Budget | Amendment   | Revised |
| <b>85: BJA 2011 Grant Revenues</b>                                                |                           |                 |                                                                                         |                |             |         |
|                                                                                   | DOJ Grant                 | 85-507-458-218  | \$ 30,818                                                                               | \$ 30,818      | \$ (30,818) | \$ -    |
|                                                                                   |                           |                 | \$ -                                                                                    | \$ -           | \$ -        | \$ -    |
|                                                                                   |                           | <b>Total</b>    | \$ 30,818                                                                               | \$ 30,818      | \$ (30,818) | \$ -    |
|                                                                                   |                           |                 |                                                                                         |                |             | \$ -    |
|                                                                                   |                           |                 | Initial Budget                                                                          | Current Budget | Amendment   | Revised |
| <b>85: BJA 2011 Grant Expenditures</b>                                            |                           |                 |                                                                                         |                |             |         |
|                                                                                   | FICA Medicare             | 85-510-500-500  | \$ 1,328                                                                                | \$ 1,293       | \$ (1,293)  | \$ -    |
|                                                                                   | Retirement                | 85-510-500-700  | \$ 861                                                                                  | \$ 1,182       | \$ (1,182)  | \$ -    |
|                                                                                   | Overtime                  | 85-510-500-800  | \$ 17,154                                                                               | \$ 16,891      | \$ (16,891) | \$ -    |
|                                                                                   | Vance County Sheriff Dept | 85-510-509-031  | \$ 10,607                                                                               | \$ 10,607      | \$ (10,607) | \$ -    |
|                                                                                   | LEO 401K                  | 85-510-513-000  | \$ 868                                                                                  | \$ 845         | \$ (845)    | \$ -    |
|                                                                                   |                           |                 |                                                                                         |                |             | \$ -    |
|                                                                                   |                           | <b>Total</b>    | \$ 30,818                                                                               | \$ 30,818      | \$ (30,818) | \$ -    |
|                                                                                   |                           |                 |                                                                                         |                |             | \$ -    |
|                                                                                   |                           | <b>Variance</b> |                                                                                         |                | \$ -        |         |
|                                                                                   |                           |                 |                                                                                         |                |             |         |
| <b>Reference:</b>                                                                 |                           |                 | <b>Notes:</b>                                                                           |                |             |         |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013 |                           |                 | Grant closeout. This amendment has the effect of taking the project "off of the books." |                |             |         |
| Grant was established via Ord 11-58 on 26 Sep 2011.                               |                           |                 |                                                                                         |                |             |         |

## Part 6: Fund 88 Close-out

|                                                                                   |  |                                       |    | <b><u>Ordinance 13-12</u></b>                                                           |                       |                  |                |      |
|-----------------------------------------------------------------------------------|--|---------------------------------------|----|-----------------------------------------------------------------------------------------|-----------------------|------------------|----------------|------|
|                                                                                   |  |                                       |    | FY 12-13 Budget Amendment #25                                                           |                       |                  |                |      |
|                                                                                   |  |                                       |    | Part 6                                                                                  |                       |                  |                |      |
| <b>FUND:</b>                                                                      |  | <b>88: Water/Sewer Planning Grant</b> |    |                                                                                         |                       |                  |                |      |
| <b>PROJECT:</b>                                                                   |  | Rural Center Grant Closeout           |    |                                                                                         |                       |                  |                |      |
|                                                                                   |  |                                       |    |                                                                                         |                       |                  |                |      |
| <b>88: Water/Sewer Planning Grant Revenues</b>                                    |  |                                       |    | <b>Initial Budget</b>                                                                   | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |      |
| Rural Center Grant                                                                |  | 88-910-458-162                        | \$ | 25,000                                                                                  | \$                    | 25,000           | \$ (25,000)    | \$ - |
| Transfer from 70: Capital Reserve Utilities                                       |  | 88-910-461-071                        | \$ | 12,500                                                                                  | \$                    | 12,500           | \$ (12,500)    | \$ - |
| Transfer from 77: Capital Reserve Regional Water                                  |  | 88-910-461-077                        | \$ | 12,500                                                                                  | \$                    | 12,500           | \$ (12,500)    | \$ - |
|                                                                                   |  | <b>Total</b>                          | \$ | 50,000                                                                                  | \$                    | 50,000           | \$ (50,000)    | \$ - |
|                                                                                   |  |                                       |    |                                                                                         |                       |                  | \$             | -    |
| <b>88: Water/Sewer Planning Grant Expenditures</b>                                |  |                                       |    | <b>Initial Budget</b>                                                                   | <b>Current Budget</b> | <b>Amendment</b> | <b>Revised</b> |      |
| Engineering                                                                       |  | 88-847-510-301                        | \$ | 50,000                                                                                  | \$                    | 50,000           | \$ (50,000)    | \$ - |
|                                                                                   |  |                                       |    |                                                                                         |                       |                  | \$             | -    |
|                                                                                   |  | <b>Total</b>                          | \$ | 50,000                                                                                  | \$                    | 50,000           | \$ (50,000)    | \$ - |
|                                                                                   |  |                                       |    |                                                                                         |                       |                  | \$             | -    |
|                                                                                   |  | <b>Variance</b>                       |    |                                                                                         |                       |                  | \$ -           |      |
| <b>Reference:</b>                                                                 |  |                                       |    | <b>Notes:</b>                                                                           |                       |                  |                |      |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013 |  |                                       |    | Grant closeout. This amendment has the effect of taking the project 'off of the books.' |                       |                  |                |      |
| Project was established via Ordinances 10-65 and 10-66 on 24 May 2010.            |  |                                       |    |                                                                                         |                       |                  |                |      |

## Part 7: Fund 89 Amendment

|                                                                                   |                       |                                                                                                                                                                                        | Ordinance 13-12               |              |            |              |
|-----------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------|------------|--------------|
| FUND: 89: Hope VI Phase 2 Grant                                                   |                       |                                                                                                                                                                                        | FY 12-13 Budget Amendment #25 |              |            |              |
| PROJECT: Downtown Apartments                                                      |                       |                                                                                                                                                                                        | Part 7                        |              |            |              |
|                                                                                   |                       |                                                                                                                                                                                        | Approved                      | Current      |            |              |
|                                                                                   |                       |                                                                                                                                                                                        | 12-Jul-10                     | Budget       | Amendment  | Revised      |
| 89: Hope VI Phase 2 Grant Revenues                                                |                       |                                                                                                                                                                                        |                               |              |            |              |
|                                                                                   | HUD Grant             | 89-910-458-209                                                                                                                                                                         | \$ 1,000,000                  | \$ 1,000,000 |            | \$ 1,000,000 |
| From General Fund: Grant Match                                                    |                       | 89-910-509-901                                                                                                                                                                         | \$ 12,000                     | \$ 6,000     |            | \$ 6,000     |
|                                                                                   |                       |                                                                                                                                                                                        | \$ -                          | \$ -         | \$ -       | \$ -         |
|                                                                                   |                       | Total                                                                                                                                                                                  | \$ 1,012,000                  | \$ 1,006,000 | \$ -       | \$ 1,006,000 |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            | \$ 1,006,000 |
|                                                                                   |                       |                                                                                                                                                                                        | Approved                      | Current      |            |              |
|                                                                                   |                       |                                                                                                                                                                                        | 12-Jul-10                     | Budget       | Amendment  | Revised      |
| 89: Hope VI Phase 2 Grant Expenditures                                            |                       |                                                                                                                                                                                        |                               |              |            |              |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            | \$ -         |
|                                                                                   | Fees & Costs          | 89-911-504-514                                                                                                                                                                         | 104,641                       | \$ 118,245   | \$ 10,580  | \$ 128,825   |
|                                                                                   | Demolition            | 89-911-504-518                                                                                                                                                                         | 20,000                        | \$ 20,000    | \$ (5,355) | \$ 14,645    |
|                                                                                   | Dwelling Structures   | 89-911-504-517                                                                                                                                                                         | 875,359                       | \$ 861,755   | \$ (9,258) | \$ 852,497   |
|                                                                                   | Façade Improvements   | 89-911-504-519                                                                                                                                                                         | 12,000                        | \$ 6,000     | \$ -       | \$ 6,000     |
|                                                                                   | To 10: General Fund   | 89-911-561-010                                                                                                                                                                         | 0                             | \$ -         | \$ 4,033   | \$ 4,033     |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            | \$ -         |
|                                                                                   |                       | Total                                                                                                                                                                                  | \$ 1,012,000                  | \$ 1,006,000 | \$ -       | \$ 1,006,000 |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            | \$ 1,006,000 |
|                                                                                   |                       | Variance                                                                                                                                                                               |                               |              |            | \$ -         |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            |              |
| 10: General Fund Revenues                                                         |                       |                                                                                                                                                                                        | Approved                      | Current      |            |              |
|                                                                                   |                       |                                                                                                                                                                                        | 1-Jul-12                      | Budget       | Amendment  | Revised      |
|                                                                                   | Transfer from Fund 63 | 10-980-461-063                                                                                                                                                                         | \$ -                          | \$ 3,061     | \$ -       | \$ 3,061     |
|                                                                                   | Transfer from Fund 83 | 10-980-461-083                                                                                                                                                                         | \$ -                          | \$ 15,405    | \$ -       | \$ 15,405    |
|                                                                                   | Transfer from Fund 89 | 10-980-461-089                                                                                                                                                                         | \$ -                          | \$ -         | \$ 4,033   | \$ 4,033     |
|                                                                                   |                       |                                                                                                                                                                                        | \$ -                          | \$ -         | \$ -       | \$ -         |
|                                                                                   |                       | Total                                                                                                                                                                                  | \$ -                          | \$ 18,466    | \$ 4,033   | \$ 22,499    |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            | \$ 22,499    |
|                                                                                   |                       |                                                                                                                                                                                        | Approved                      | Current      |            |              |
|                                                                                   |                       |                                                                                                                                                                                        | 1-Jul-12                      | Budget       | Amendment  | Revised      |
| 10: General Fund Expenditures                                                     |                       |                                                                                                                                                                                        |                               |              |            |              |
|                                                                                   | Fund Balance Reserve  | 10-660-900-999                                                                                                                                                                         | \$ -                          | \$ 18,466    | \$ 4,033   | \$ 22,499    |
|                                                                                   |                       |                                                                                                                                                                                        | \$ -                          | \$ -         | \$ -       | \$ -         |
|                                                                                   |                       |                                                                                                                                                                                        | \$ -                          | \$ -         | \$ -       | \$ -         |
|                                                                                   |                       | Total                                                                                                                                                                                  | \$ -                          | \$ 18,466    | \$ 4,033   | \$ 22,499    |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            | \$ 22,499    |
|                                                                                   |                       | Variance                                                                                                                                                                               |                               |              |            | \$ -         |
|                                                                                   |                       |                                                                                                                                                                                        |                               |              |            |              |
| Reference:                                                                        |                       | Notes:                                                                                                                                                                                 |                               |              |            |              |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013 |                       | Step one of grant project closeout. Project is completed and all revenues received from State and all expenditures made according to Project Manager Erris Dunston, Planning Director. |                               |              |            |              |
| Ordinance 11-40, 13 Jun 2011 meeting                                              |                       | Project amended to reduce the façade budget by half.                                                                                                                                   |                               |              |            |              |
| Ordinance 10-28, 12 July 2010 meeting; and Ordinance 10-A-28 on 26 Jul 10 Meeting |                       | Project established on 12 Jul 2010 and amended on 26 Jul 10 to correct a technical error in the initial ordinance.                                                                     |                               |              |            |              |
| Parts 1 and 3 of Ordinance 13-12                                                  |                       | Providing for transfer of reversions to General Fund reserve, including allocations made via prior parts of this Ordinance.                                                            |                               |              |            |              |

## Part 8: Fund 89 Close-out

|                                                                                   |                          |                 |              | <u><b>Ordinance 13-12</b></u>                                                           |                           |                  |                |
|-----------------------------------------------------------------------------------|--------------------------|-----------------|--------------|-----------------------------------------------------------------------------------------|---------------------------|------------------|----------------|
|                                                                                   |                          |                 |              | <b>FY 12-13 Budget Amendment #25</b>                                                    |                           |                  |                |
|                                                                                   |                          |                 |              | <b>Part 8</b>                                                                           |                           |                  |                |
|                                                                                   |                          |                 |              | <b>Initial<br/>Budget</b>                                                               | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
| <b>89: Hope VI Phase 2 Grant Revenues</b>                                         |                          |                 |              |                                                                                         |                           |                  |                |
|                                                                                   | HUD Grant                | 89-910-458-209  | \$ 1,000,000 | \$ 1,000,000                                                                            | \$ (1,000,000)            | \$               | -              |
|                                                                                   | From General Fund-Façade | 89-910-5009-901 | \$ 12,000    | \$ 6,000                                                                                | \$ (6,000)                | \$               | -              |
|                                                                                   |                          | <b>Total</b>    | \$ 1,012,000 | \$ 1,006,000                                                                            | \$ (1,006,000)            | \$               | -              |
|                                                                                   |                          |                 |              |                                                                                         |                           | \$               | -              |
| <b>89: Hope VI Phase 2 Grant Expenditures</b>                                     |                          |                 |              | <b>Initial<br/>Budget</b>                                                               | <b>Current<br/>Budget</b> | <b>Amendment</b> | <b>Revised</b> |
|                                                                                   | Fees & Costs             | 89-911-504-514  | \$ 104,641   | \$ 128,825                                                                              | \$ (128,825)              | \$               | -              |
|                                                                                   | Demolition               | 89-911-504-517  | \$ 20,000    | \$ 14,645                                                                               | \$ (14,645)               | \$               | -              |
|                                                                                   | Dwelling Structures      | 89-911-504-518  | \$ 875,359   | \$ 852,497                                                                              | \$ (852,497)              | \$               | -              |
|                                                                                   | Façade Improvements      | 89-911-504-519  | \$ 12,000    | \$ 6,000                                                                                | \$ (6,000)                | \$               | -              |
|                                                                                   | To 10: General Fund      | 89-911-561-010  | \$ -         | \$ 4,033                                                                                | \$ (4,033)                | \$               | -              |
|                                                                                   |                          |                 |              |                                                                                         |                           | \$               | -              |
|                                                                                   |                          | <b>Total</b>    | \$ 1,012,000 | \$ 1,006,000                                                                            | \$ (1,006,000)            | \$               | -              |
|                                                                                   |                          |                 |              |                                                                                         |                           | \$               | -              |
|                                                                                   |                          | <b>Variance</b> |              |                                                                                         | \$ -                      |                  |                |
| <b>Reference:</b>                                                                 |                          |                 |              | <b>Notes:</b>                                                                           |                           |                  |                |
| Budget Ordinance: 13-12, budget amendment 25; Council Meeting held on 11 Mar 2013 |                          |                 |              | Grant closeout. This amendment has the effect of taking the project 'off of the books.' |                           |                  |                |
|                                                                                   |                          |                 |              |                                                                                         |                           |                  |                |

The foregoing Ordinance 13-12, 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 \_\_\_\_\_ day of \_\_\_\_\_ 2013: YES: \*\*\*. NO: \*\*. ABSTAIN: \*\*. ABSENT: \*\*.

James D. O'Geary, Mayor

**ATTEST:**

Esther J. McCrackin, City Clerk

Reference: Minute Book 42 p. \*\*\*;



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**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 13-12 adopted by the Henderson, City Council in Regular Session on \_\_\_\_\_ 2013 (*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 \_\_\_\_\_ 2013.

---

Esther J. McCrackin

City Clerk

City of Henderson, North Carolina

## City Council Action Form

Office of City Manager  
P. O. Box 1434  
Henderson, NC 27536  
252-430-5701



Agenda Item: \_\_\_\_\_

Council Meeting: 11 Mar 13 Regular Meeting

26 February 2013

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

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

**RE:** CAF 13-20

**Consideration of Approval of Tax Releases and Refunds from Vance County for the Month of January 2013.**

**Ladies and Gentlemen:**

### Recommendation:

- Approval of tax releases and refunds from Vance County for the month of January 2013.

### Executive Summary

The Vance County Tax office submitted the following tax releases and refunds to the Finance Department for the month January 2013. These releases and refunds are found to be in order and are being recommended for approval.

The large amount of tax releases due to "Mass Abatement" is referring to taxes that are being written off because they are over 10 years old and Vance County can no longer enforce collection.

| January 2013 Tax Releases           |                     |          |           |
|-------------------------------------|---------------------|----------|-----------|
| Name                                | Reason              | Tax Year | Amount    |
| <b>Real &amp; Personal Property</b> |                     |          |           |
| Bullock, Annie                      | Lost to Foreclosure | 2000     | \$ 18.20  |
| Bullock, Annie                      | Lost to Foreclosure | 2001     | \$ 18.20  |
| B & W Company Property              | Mass Abatement      | 2002     | \$ 18.85  |
| Brame, James Sr Heir                | Mass Abatement      | 2002     | \$ 4.04   |
| Brame, Leah B. Heirs                | Mass Abatement      | 2002     | \$ 12.20  |
| Bullock, Annie                      | Mass Abatement      | 2002     | \$ 19.83  |
| Burwell, Joseph M                   | Lost to Foreclosure | 2002     | \$ 117.06 |
| Butler, Anthony O                   | Mass Abatement      | 2002     | \$ 61.55  |

|                              |                |      |             |
|------------------------------|----------------|------|-------------|
| Carter A T Est & Clark J W   | Mass Abatement | 2002 | \$ 6.59     |
| Creative Real Estate         | Mass Abatement | 2002 | \$ 335.50   |
| Crews William Thomas         | Mass Abatement | 2002 | \$ 18.61    |
| Currin, Bryant               | Mass Abatement | 2002 | \$ 26.14    |
| Dunston, Luther              | Mass Abatement | 2002 | \$ 80.11    |
| Evans, Wallace               | Mass Abatement | 2002 | \$ 12.52    |
| Foster, Lucy                 | Mass Abatement | 2002 | \$ 20.74    |
| Gray, Mary F. Heirs          | Mass Abatement | 2002 | \$ 109.37   |
| Green, Bryant                | Mass Abatement | 2002 | \$ 15.31    |
| Gupton, Harvey T Jr          | Mass Abatement | 2002 | \$ 41.24    |
| Hargrove, Oliva Heirs        | Mass Abatement | 2002 | \$ 62.59    |
| Hendley, Billy Sr            | Mass Abatement | 2002 | \$ 20.86    |
| Hodge Carolina Est           | Mass Abatement | 2002 | \$ 28.37    |
| Howard, L. T. Jr. Heirs      | Mass Abatement | 2002 | \$ 3.23     |
| Jenkins, Sondra, J & Others  | Mass Abatement | 2002 | \$ 19.83    |
| Johnson, Lisa                | Mass Abatement | 2002 | \$ 117.36   |
| King, Joseph S               | Mass Abatement | 2002 | \$ 397.87   |
| Manning, William             | Mass Abatement | 2002 | \$ 15.25    |
| Marrow, Alice & Vandergriftj | Mass Abatement | 2002 | \$ 7.93     |
| Marrow, Walter Heirs         | Mass Abatement | 2002 | \$ 15.25    |
| Melvin, Thomas Clavon        | Mass Abatement | 2002 | \$ 31.72    |
| Oakwood Mobile Homes         | Mass Abatement | 2002 | \$ 9.82     |
| Parker, Polly Heirs          | Mass Abatement | 2002 | \$ 12.07    |
| Pettaway, Hattie Heirs       | Mass Abatement | 2002 | \$ 22.14    |
| Pic-N-Pay Stores, Inc        | Mass Abatement | 2002 | \$ 74.42    |
| Poythress, Steven G.         | Mass Abatement | 2002 | \$ 1,534.95 |
| RDS Corporation T/A          | Mass Abatement | 2002 | \$ 5.12     |
| Resolution Trust Corp        | Mass Abatement | 2002 | \$ 15.80    |
| Riggan, Mattie               | Mass Abatement | 2002 | \$ 80.46    |
| Rodwell, Samuel Otis         | Mass Abatement | 2002 | \$ 72.83    |
| Rowland, Deborah             | Mass Abatement | 2002 | \$ 13.85    |
| Royster, John Heirs          | Mass Abatement | 2002 | \$ 25.99    |
| Shoe Corp of America         | Mass Abatement | 2002 | \$ 38.55    |
| Southerland, M A. Children   | Mass Abatement | 2002 | \$ 7.38     |
| Southerland, Rosa            | Mass Abatement | 2002 | \$ 6.95     |
| Steed, Pauline               | Mass Abatement | 2002 | \$ 10.87    |
| Taylor, Carrie Mrs.          | Mass Abatement | 2002 | \$ 17.20    |
| Terry, E C Funeral Serv      | Mass Abatement | 2002 | \$ 93.39    |
| Townes, Ella Heirs           | Mass Abatement | 2002 | \$ 15.25    |
| Vaughn, Ronald L.            | Mass Abatement | 2002 | \$ 528.15   |
| Williams, Billy D. Heirs     | Mass Abatement | 2002 | \$ 3.05     |

|                                      |                      |      |                    |
|--------------------------------------|----------------------|------|--------------------|
| Williams, Derylvon                   | Mass Abatement       | 2002 | \$ 79.06           |
| Woodard, John E                      | Mass Abatement       | 2002 | \$ 36.27           |
| Yoruba Temple Osun Ojubo             | Mass Abatement       | 2002 | \$ 39.41           |
| Bullock, Annie                       | Lost to Foreclosure  | 2003 | \$ 19.83           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2003 | \$ 83.57           |
| Bullock, Annie                       | Lost to Foreclosure  | 2004 | \$ 20.80           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2004 | \$ 87.68           |
| Bullock, Annie                       | Lost to Foreclosure  | 2005 | \$ 21.78           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2005 | \$ 91.79           |
| Bullock, Annie                       | Lost to Foreclosure  | 2006 | \$ 21.78           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2006 | \$ 91.79           |
| Bullock, Annie                       | Lost to Foreclosure  | 2007 | \$ 21.78           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2007 | \$ 91.79           |
| Bullock, Annie                       | Lost to Foreclosure  | 2008 | \$ 45.20           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2008 | \$ 86.05           |
| Bullock, Annie                       | Lost to Foreclosure  | 2009 | \$ 46.80           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2009 | \$ 89.10           |
| Bullock, Annie                       | Lost to Foreclosure  | 2010 | \$ 46.80           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2010 | \$ 89.10           |
| Bullock, Annie                       | Lost to Foreclosure  | 2011 | \$ 46.80           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2011 | \$ 89.08           |
| Stevenson, Brian J                   | ownership correction | 2011 | \$ (914.79)        |
| US Bank National Assoc               | ownership correction | 2011 | \$ 914.79          |
| Bullock, Annie                       | Lost to Foreclosure  | 2012 | \$ 46.80           |
| Burwell, Joseph M                    | Lost to Foreclosure  | 2012 | \$ 89.08           |
| Dixon, Raymond B                     | Pers. Prop Billed    | 2012 | \$ 51.49           |
| Glandon Forest Equity                | ownership correction | 2012 | \$ 5,490.28        |
| J & K Commercial LLP                 | ownership correction | 2012 | \$ 7,413.68        |
| J & K Commercial LLP                 | ownership correction | 2012 | \$ (5,490.28)      |
| NCOL                                 | ownership correction | 2012 | \$ (643.50)        |
| Pegram, Walter E                     | ownership correction | 2012 | \$ 643.50          |
| Rosemyr Corporation                  | ownership correction | 2012 | \$ (3,291.36)      |
| Rosemyr Corporation                  | ownership correction | 2012 | \$ (4,122.32)      |
| Stevenson, Brian J                   | ownership correction | 2012 | \$ (914.79)        |
| Tucker, Charlotte                    | ownership correction | 2012 | \$ (291.78)        |
| US Bank National Assoc               | ownership correction | 2012 | \$ 914.79          |
|                                      |                      |      |                    |
| <b>Total Releases/R &amp; P Prop</b> |                      |      | <b>\$ 5,386.41</b> |

|                            |                |      |                  |
|----------------------------|----------------|------|------------------|
| <b>Registered Vehicle</b>  |                |      |                  |
| <b>Refunds</b>             |                |      |                  |
| Branch Exterminating       | Correct Situs  | 2011 | \$ 131.74        |
| VW Credit Leasing LTD      | Pro-Rate       | 2011 | \$ 74.06         |
| Edwards, Alvin Jr.         | Pro-Rate       | 2012 | \$ 1.11          |
| Evans, Melvin Marion       | Pro-Rate       | 2012 | \$ 2.09          |
| <b>Total Refunds</b>       |                |      | <b>\$ 209.00</b> |
|                            |                |      |                  |
| <b>Registered Vehicle</b>  |                |      |                  |
| <b>Releases</b>            |                |      |                  |
| Alberto-Sanjuan Jose       | Mass Abatement | 2002 | \$ 108.69        |
| Allen, Giovanna R          | Mass Abatement | 2002 | \$ 17.75         |
| Allen, John Norman         | Mass Abatement | 2002 | \$ 46.62         |
| Allen, Jr. Parker Elqui    | Mass Abatement | 2002 | \$ 56.54         |
| Allen, Linda               | Mass Abatement | 2002 | \$ 19.70         |
| Allgood Leslie Luann       | Mass Abatement | 2002 | \$ 66.54         |
| Alston, Cynthia Wilson     | Mass Abatement | 2002 | \$ 45.67         |
| Alston, Melissa Ann        | Mass Abatement | 2002 | \$ 22.88         |
| Aveirills, Jonathan Lee    | Mass Abatement | 2002 | \$ 55.32         |
| Ayscue, Stanley Lawren     | Mass Abatement | 2002 | \$ 13.05         |
| B J Concrete Finisher      | Mass Abatement | 2002 | \$ 133.00        |
| Barnett Jr., David Morr    | Mass Abatement | 2002 | \$ 95.71         |
| Baskerville, Ralph Douglas | Mass Abatement | 2002 | \$ 18.72         |
| Belin, Prince Charles      | Mass Abatement | 2002 | \$ 50.04         |
| Berry, John Garry          | Mass Abatement | 2002 | \$ 27.96         |
| Best, Shandra Jones        | Mass Abatement | 2002 | \$ 22.13         |
| Bowen, Jr. David Wayne     | Mass Abatement | 2002 | \$ 24.58         |
| Brackins, William Kemp     | Mass Abatement | 2002 | \$ 16.55         |
| Brame, Sheila Yvonne       | Mass Abatement | 2002 | \$ 17.34         |
| Branch, Bobby Wayne        | Mass Abatement | 2002 | \$ 46.79         |
| Branch, Larry Alexander    | Mass Abatement | 2002 | \$ 46.29         |
| Brandon, Frances Oneal     | Mass Abatement | 2002 | \$ 6.14          |
| Brandon, Harry Linwood     | Mass Abatement | 2002 | \$ 13.05         |
| Braxter, Sherrill E        | Mass Abatement | 2002 | \$ 41.23         |
| Bridgemohan, Kenneth       | Mass Abatement | 2002 | \$ 24.46         |
| Brodie, Sheila Mae         | Mass Abatement | 2002 | \$ 30.19         |
| Brown, Michael Leonard     | Mass Abatement | 2002 | \$ 39.89         |
| Brown, Ramonda Devaugh     | Mass Abatement | 2002 | \$ 23.50         |

|                            |                |      |           |
|----------------------------|----------------|------|-----------|
| Bryant, Tamika Shenill     | Mass Abatement | 2002 | \$ 25.74  |
| Bullock, Rosa Morris       | Mass Abatement | 2002 | \$ 22.44  |
| Burnett, Alvis, Jr.        | Mass Abatement | 2002 | \$ 56.98  |
| Burt, Sherry Lifone        | Mass Abatement | 2002 | \$ 9.39   |
| Burwell, Keyshia Danielle  | Mass Abatement | 2002 | \$ 78.01  |
| Caballero, Jesse           | Mass Abatement | 2002 | \$ 54.29  |
| Cabazos, Rolando           | Mass Abatement | 2002 | \$ 19.13  |
| Caceres, Adalberto         | Mass Abatement | 2002 | \$ 25.40  |
| Calvillo, Jose Luis Galvan | Mass Abatement | 2002 | \$ 21.09  |
| Camacho, Osmar Arturo N    | Mass Abatement | 2002 | \$ 34.58  |
| Cardell, Thomas Edward     | Mass Abatement | 2002 | \$ 99.85  |
| Carnalla Gonzalo Pine      | Mass Abatement | 2002 | \$ 33.18  |
| Carquest Auto Parts        | Mass Abatement | 2002 | \$ 34.71  |
| Carroll, Jr. Sidney Har    | Mass Abatement | 2002 | \$ 27.75  |
| CDS, Inc                   | Mass Abatement | 2002 | \$ 55.45  |
| Champion Jr. Joseph Lee    | Mass Abatement | 2002 | \$ 26.84  |
| Champion, Jr. Leamon       | Mass Abatement | 2002 | \$ 15.49  |
| Chavez, Martinez Abraham   | Mass Abatement | 2002 | \$ 24.52  |
| Cheatham, Stella Louise    | Mass Abatement | 2002 | \$ 153.47 |
| Cheek, Alicia Person       | Mass Abatement | 2002 | \$ 58.49  |
| Cheek, Mary Fuller         | Mass Abatement | 2002 | \$ 44.38  |
| Cheek, Sophia Louise       | Mass Abatement | 2002 | \$ 15.43  |
| Clark, George              | Mass Abatement | 2002 | \$ 78.79  |
| Clavel, Aristeo Banos      | Mass Abatement | 2002 | \$ 33.24  |
| Coleman, Phyllis Ann       | Mass Abatement | 2002 | \$ 27.75  |
| Collier, David Wayne       | Mass Abatement | 2002 | \$ 24.15  |
| Contreras, Luz Maria       | Mass Abatement | 2002 | \$ 23.12  |
| Cooke, Iola                | Mass Abatement | 2002 | \$ 49.71  |
| Cooley, JR., George Edward | Mass Abatement | 2002 | \$ 16.83  |
| Copeland, Kenneth Lamo     | Mass Abatement | 2002 | \$ 17.93  |
| Cosme, Martinez Criston    | Mass Abatement | 2002 | \$ 26.17  |
| Couch, Leigha B            | Mass Abatement | 2002 | \$ 30.80  |
| Crews, Jr Abraham          | Mass Abatement | 2002 | \$ 47.88  |
| Cross, Jr. Stanley Mccoy   | Mass Abatement | 2002 | \$ 23.38  |
| Crudup, Barbara Smithwick  | Mass Abatement | 2002 | \$ 18.72  |
| Cruz, Juan Perez           | Mass Abatement | 2002 | \$ 45.24  |
| Davis, Gerard David        | Mass Abatement | 2002 | \$ 19.76  |
| Davis, Renee Harrison      | Mass Abatement | 2002 | \$ 45.45  |
| Daye, Sherman              | Mass Abatement | 2002 | \$ 17.69  |
| Deans, Laura Manning       | Mass Abatement | 2002 | \$ 21.16  |
| Del Rio Mota Orlando       | Mass Abatement | 2002 | \$ 35.65  |

|                            |                |      |           |
|----------------------------|----------------|------|-----------|
| Delacruz-Joachins Victor M | Mass Abatement | 2002 | \$ 43.31  |
| Delapaz-Zamora Cecile      | Mass Abatement | 2002 | \$ 12.80  |
| Dominguez, Ubalo Hern      | Mass Abatement | 2002 | \$ 28.65  |
| Dortch, Tonya Denise       | Mass Abatement | 2002 | \$ 21.59  |
| Dowtin, Kimberly Shena     | Mass Abatement | 2002 | \$ 83.56  |
| Dunston, Jr. Robert        | Mass Abatement | 2002 | \$ 25.86  |
| Duran, Claudio Fernand     | Mass Abatement | 2002 | \$ 36.78  |
| Durham, Anthony            | Mass Abatement | 2002 | \$ 29.09  |
| E & L Associates           | Mass Abatement | 2002 | \$ 137.75 |
| Ealey, Marvin              | Mass Abatement | 2002 | \$ 27.70  |
| Ellis, Quincy Antonio      | Mass Abatement | 2002 | \$ 16.22  |
| Epps, Robert Louis         | Mass Abatement | 2002 | \$ 74.36  |
| Escamilla, Mary Singleton  | Mass Abatement | 2002 | \$ 43.49  |
| Estrada, Rene Romero       | Mass Abatement | 2002 | \$ 18.54  |
| Evans, Bpnnie Parham       | Mass Abatement | 2002 | \$ 28.00  |
| Evans, Cheryl              | Mass Abatement | 2002 | \$ 24.76  |
| Faines, Gladys Pugh        | Mass Abatement | 2002 | \$ 15.73  |
| Faines, Joe Andrew         | Mass Abatement | 2002 | \$ 14.45  |
| Farro, Pablo Carlos        | Mass Abatement | 2002 | \$ 24.21  |
| Fields, Christopher        | Mass Abatement | 2002 | \$ 38.43  |
| Flores, Pedro Olague       | Mass Abatement | 2002 | \$ 41.66  |
| Foster, Joseph Edward      | Mass Abatement | 2002 | \$ 76.00  |
| Fuentes, Terrazas Luis     | Mass Abatement | 2002 | \$ 16.94  |
| Fuller, Kimberly Canady    | Mass Abatement | 2002 | \$ 30.50  |
| Gachuzo, Carolos Garrido   | Mass Abatement | 2002 | \$ 18.72  |
| Gagnon, Daniel Stephen     | Mass Abatement | 2002 | \$ 28.00  |
| Galo, Rufino Robelo        | Mass Abatement | 2002 | \$ 27.53  |
| Garcia, Eliseo Martinez    | Mass Abatement | 2002 | \$ 32.02  |
| Garcia, Enriquetta Ardette | Mass Abatement | 2002 | \$ 37.51  |
| Garcia, Modesto Marian     | Mass Abatement | 2002 | \$ 34.64  |
| Garrett, Terry Glenn       | Mass Abatement | 2002 | \$ 24.90  |
| Gill, Gay Hammie           | Mass Abatement | 2002 | \$ 30.07  |
| Glasco, Bessie Lee         | Mass Abatement | 2002 | \$ 18.36  |
| Gonzalez-Perez Jose C      | Mass Abatement | 2002 | \$ 32.14  |
| Gooch, James Edward        | Mass Abatement | 2002 | \$ 13.05  |
| Gregory, Debra Denise      | Mass Abatement | 2002 | \$ 13.05  |
| Grissom, Sr Michael David  | Mass Abatement | 2002 | \$ 46.48  |
| Hall, Spencer Alvin        | Mass Abatement | 2002 | \$ 31.66  |
| Hargorve, Alice Deloris    | Mass Abatement | 2002 | \$ 21.65  |
| Hargorve, Ethel Katina     | Mass Abatement | 2002 | \$ 95.62  |
| Hargrove, Jackie Leon      | Mass Abatement | 2002 | \$ 12.75  |
| Hargove, Jr., James        | Mass Abatement | 2002 | \$ 56.83  |

|                            |                |      |           |
|----------------------------|----------------|------|-----------|
| Hargrove, Mary Louise      | Mass Abatement | 2002 | \$ 46.54  |
| Hargrove, Michael Anthony  | Mass Abatement | 2002 | \$ 21.04  |
| Hargrove, Myron Delawar    | Mass Abatement | 2002 | \$ 16.89  |
| Hargrove, Amer Tammy       | Mass Abatement | 2002 | \$ 15.49  |
| Harrimary, Helen           | Mass Abatement | 2002 | \$ 45.01  |
| Harris, David Devonne      | Mass Abatement | 2002 | \$ 87.04  |
| Harris, Diana Patricia     | Mass Abatement | 2002 | \$ 27.53  |
| Harris, Felicia Joanne     | Mass Abatement | 2002 | \$ 49.73  |
| Harris, Frederick Antoine  | Mass Abatement | 2002 | \$ 51.91  |
| Harris, III George Wesley  | Mass Abatement | 2002 | \$ 7.23   |
| Harris, Latosha Nichelle   | Mass Abatement | 2002 | \$ 96.32  |
| Harris, Valinda Olivia     | Mass Abatement | 2002 | \$ 28.30  |
| Hawkins, Edward Lewis      | Mass Abatement | 2002 | \$ 13.05  |
| Hawkins, Yolanda Patrice   | Mass Abatement | 2002 | \$ 28.54  |
| Hayes, Patrick J           | Mass Abatement | 2002 | \$ 46.83  |
| Henderson, Thomas          | Mass Abatement | 2002 | \$ 11.68  |
| Hernandez, Aristeo         | Mass Abatement | 2002 | \$ 29.46  |
| Hernandez, David           | Mass Abatement | 2002 | \$ 23.85  |
| Hernandez, Gregoria Al     | Mass Abatement | 2002 | \$ 32.88  |
| Hernandez, Martin Santos   | Mass Abatement | 2002 | \$ 31.67  |
| Hernandez-Sanchez Lui      | Mass Abatement | 2002 | \$ 30.56  |
| Hillard, Ricky Melvin      | Mass Abatement | 2002 | \$ 22.81  |
| Holden, Christina J        | Mass Abatement | 2002 | \$ 61.05  |
| Hooper, Tonya Shirwon      | Mass Abatement | 2002 | \$ 15.92  |
| Howard, Devona Kanisha     | Mass Abatement | 2002 | \$ 59.00  |
| Hunt, Phillip Gray         | Mass Abatement | 2002 | \$ 16.44  |
| Hymon, Rodney Lugene       | Mass Abatement | 2002 | \$ 14.33  |
| Jackson, Eric              | Mass Abatement | 2002 | \$ 18.42  |
| Jacobo, Martin             | Mass Abatement | 2002 | \$ 155.32 |
| Jefferson, Solomon, Wilder | Mass Abatement | 2002 | \$ 88.29  |
| Jefferson Tuwain Marq      | Mass Abatement | 2002 | \$ 21.65  |
| Jessup, Susan Buchanan     | Mass Abatement | 2002 | \$ 25.31  |
| Jiggetts, Michael          | Mass Abatement | 2002 | \$ 28.24  |
| Johnson, Cleveland         | Mass Abatement | 2002 | \$ 30.44  |
| Johnson, Esther B          | Mass Abatement | 2002 | \$ 26.96  |
| Johnson, Toneka Somara     | Mass Abatement | 2002 | \$ 21.59  |
| Jones, Ann Marie           | Mass Abatement | 2002 | \$ 24.82  |
| Jones, Cager Antwon        | Mass Abatement | 2002 | \$ 62.64  |
| Jones, David Carlos        | Mass Abatement | 2002 | \$ 30.19  |
| Jones, Stanley Nathaniel   | Mass Abatement | 2002 | \$ 57.15  |
| Kane, Eden Marie           | Mass Abatement | 2002 | \$ 23.24  |



|                            |                |      |           |
|----------------------------|----------------|------|-----------|
| Kearney, Dennis Ray        | Mass Abatement | 2002 | \$ 15.61  |
| Kearney, Irvin             | Mass Abatement | 2002 | \$ 75.03  |
| Kearney, Scottie           | Mass Abatement | 2002 | \$ 19.52  |
| Kelly, Wilbert             | Mass Abatement | 2002 | \$ 31.11  |
| Khan, Andre Robert         | Mass Abatement | 2002 | \$ 63.03  |
| King, Carson Tyler         | Mass Abatement | 2002 | \$ 15.67  |
| Kittrell, Gilbert Milton   | Mass Abatement | 2002 | \$ 32.69  |
| Kittrell, Rashad Jamar     | Mass Abatement | 2002 | \$ 33.67  |
| Lambert, Dorothy Eaton     | Mass Abatement | 2002 | \$ 94.43  |
| Lawrence, William Pernell  | Mass Abatement | 2002 | \$ 1.02   |
| Leavitt, Karen Sue         | Mass Abatement | 2002 | \$ 26.41  |
| Lemay, Pamela              | Mass Abatement | 2002 | \$ 15.21  |
| Leo, Nguyen                | Mass Abatement | 2002 | \$ 54.90  |
| Lloyd, Kevin Lee           | Mass Abatement | 2002 | \$ 44.77  |
| Longinos Alejandro Re      | Mass Abatement | 2002 | \$ 22.43  |
| Lopez, Gilberto Matias     | Mass Abatement | 2002 | \$ 31.17  |
| Luviano Pazcual            | Mass Abatement | 2002 | \$ 20.49  |
| Lyons, Stanford Demorr     | Mass Abatement | 2002 | \$ 11.68  |
| Mario Miguel               | Mass Abatement | 2002 | \$ 26.17  |
| Marquez, Raul Cortez       | Mass Abatement | 2002 | \$ 51.48  |
| Marrow, Jr. Leroy          | Mass Abatement | 2002 | \$ 15.77  |
| Marrow, Khaliyqa Taahira   | Mass Abatement | 2002 | \$ 23.36  |
| Martinez, Benjamin Lopez   | Mass Abatement | 2002 | \$ 25.43  |
| Mayfield, Gary Evane       | Mass Abatement | 2002 | \$ 38.43  |
| McCall, Avery Jewel        | Mass Abatement | 2002 | \$ 16.41  |
| McCoy, Ella Mae            | Mass Abatement | 2002 | \$ 119.50 |
| McDaniel, Elsie Boone      | Mass Abatement | 2002 | \$ 87.96  |
| McGill, Ramona             | Mass Abatement | 2002 | \$ 53.37  |
| McGreen, Thomas Holland    | Mass Abatement | 2002 | \$ 26.23  |
| McMillan Ruby Lee          | Mass Abatement | 2002 | \$ 27.70  |
| McMillion, Todd Allen      | Mass Abatement | 2002 | \$ 39.16  |
| Midkiff, Michael Scott     | Mass Abatement | 2002 | \$ 265.00 |
| Miles, Sr Thurston         | Mass Abatement | 2002 | \$ 14.87  |
| Miller, Dennis, Edward     | Mass Abatement | 2002 | \$ 19.86  |
| Miller, Jr. Jack Byers     | Mass Abatement | 2002 | \$ 133.37 |
| Miller, Kimberly Alexander | Mass Abatement | 2002 | \$ 27.36  |
| Mitchell, Talli Renee      | Mass Abatement | 2002 | \$ 97.29  |
| Mitchner, Betty Jean       | Mass Abatement | 2002 | \$ 15.88  |
| Montiel, Rivera Miguel     | Mass Abatement | 2002 | \$ 36.99  |
| Moore, James Thomas        | Mass Abatement | 2002 | \$ 23.30  |
| Moore, Jerry Oneal         | Mass Abatement | 2002 | \$ 37.61  |

|                            |                |      |           |
|----------------------------|----------------|------|-----------|
| Nelson, Jr Earl            | Mass Abatement | 2002 | \$ 15.94  |
| Nguyen, Hong V             | Mass Abatement | 2002 | \$ 275.33 |
| Normil, Jean               | Mass Abatement | 2002 | \$ 104.15 |
| Norris, Kirby Don          | Mass Abatement | 2002 | \$ 72.77  |
| Oakes, Glenn Irvin         | Mass Abatement | 2002 | \$ 39.40  |
| Ocampo, Humberrto Abarca   | Mass Abatement | 2002 | \$ 29.66  |
| Ocampo, Orlando Cabanas    | Mass Abatement | 2002 | \$ 18.46  |
| Ono, Lisa Gale             | Mass Abatement | 2002 | \$ 29.40  |
| Ortiz, Bernardo Lopez      | Mass Abatement | 2002 | \$ 22.93  |
| Ortiz, Marcos Rangel       | Mass Abatement | 2002 | \$ 25.62  |
| Osborne, Susan Renee       | Mass Abatement | 2002 | \$ 59.11  |
| Outback Land Homes Sales   | Mass Abatement | 2002 | \$ 58.43  |
| Parades, Jose Antonio      | Mass Abatement | 2002 | \$ 45.03  |
| Parham, Myrlte Leomia      | Mass Abatement | 2002 | \$ 43.88  |
| Parker, Roy Eugene         | Mass Abatement | 2002 | \$ 14.64  |
| Pendergrass, William H     | Mass Abatement | 2002 | \$ 13.17  |
| Perry, Barbara Henderson   | Mass Abatement | 2002 | \$ 16.34  |
| Perry, Jesse James         | Mass Abatement | 2002 | \$ 94.90  |
| Perry, Jr Norman           | Mass Abatement | 2002 | \$ 35.93  |
| Perry, Willie Larkins      | Mass Abatement | 2002 | \$ 80.70  |
| Person, Deborah Denise     | Mass Abatement | 2002 | \$ 36.17  |
| Person, Michael Leon       | Mass Abatement | 2002 | \$ 25.68  |
| Pickett, Dahu Karien       | Mass Abatement | 2002 | \$ 15.12  |
| Pina, Felix Olea           | Mass Abatement | 2002 | \$ 23.22  |
| Plummer, Jr. George Davis  | Mass Abatement | 2002 | \$ 212.01 |
| Powell, Rosanna Royster    | Mass Abatement | 2002 | \$ 164.49 |
| Pugh, Martha               | Mass Abatement | 2002 | \$ 15.85  |
| Ragland, Jr. Willis        | Mass Abatement | 2002 | \$ 47.30  |
| Ragland, Mary Hart         | Mass Abatement | 2002 | \$ 179.05 |
| Ramirez, Faustiono Godoy   | Mass Abatement | 2002 | \$ 76.70  |
| Ramirez, Hernandez Jorge F | Mass Abatement | 2002 | \$ 77.46  |
| Reavis, Barry              | Mass Abatement | 2002 | \$ 18.85  |
| Reilley, Gregory Walter    | Mass Abatement | 2002 | \$ 68.62  |
| Renteria, Rosa Monter      | Mass Abatement | 2002 | \$ 39.74  |
| Reyes, Roman Hernandez     | Mass Abatement | 2002 | \$ 20.49  |
| Rice, Robert Lee           | Mass Abatement | 2002 | \$ 41.25  |
| Richardson, Willie Sr.     | Mass Abatement | 2002 | \$ 22.82  |
| Riggan, Michael Scott      | Mass Abatement | 2002 | \$ 14.33  |
| Riggan, Phyllis Wortham    | Mass Abatement | 2002 | \$ 18.29  |
| Rios, Oscar Terrazas       | Mass Abatement | 2002 | \$ 71.58  |
| Robbins, Lamar             | Mass Abatement | 2002 | \$ 35.37  |

|                              |                |      |           |
|------------------------------|----------------|------|-----------|
| Roberson, Kris Rash          | Mass Abatement | 2002 | \$ 15.61  |
| Roberson, Tonja Denise       | Mass Abatement | 2002 | \$ 30.80  |
| Robinson, Derrick Antoine    | Mass Abatement | 2002 | \$ 44.27  |
| Rodriguez, Castillo Fernando | Mass Abatement | 2002 | \$ 27.53  |
| Rodriguez-Margarito P        | Mass Abatement | 2002 | \$ 14.27  |
| Rogers, Nancy Bell           | Mass Abatement | 2002 | \$ 72.71  |
| Rojas, Roberto Garcia        | Mass Abatement | 2002 | \$ 13.05  |
| Romero Antonia Cerna         | Mass Abatement | 2002 | \$ 55.87  |
| Roth, Debbie Jo              | Mass Abatement | 2002 | \$ 43.79  |
| Roundtree, Joan              | Mass Abatement | 2002 | \$ 30.92  |
| Rush, Jr Micahel Anthony     | Mass Abatement | 2002 | \$ 40.19  |
| Ryan, Nathan Adam            | Mass Abatement | 2002 | \$ 61.00  |
| San Juan Nazarion Hernandez  | Mass Abatement | 2002 | \$ 32.45  |
| Sandoval, Angel              | Mass Abatement | 2002 | \$ 52.21  |
| Santana, Angel Luis          | Mass Abatement | 2002 | \$ 34.95  |
| Santos Lurias Omar Delos     | Mass Abatement | 2002 | \$ 52.65  |
| Sarmiento, Eulogio           | Mass Abatement | 2002 | \$ 42.21  |
| Satterwhite, Ralph Carl      | Mass Abatement | 2002 | \$ 151.64 |
| Scipio, Yolanda Renee        | Mass Abatement | 2002 | \$ 284.07 |
| Shearin, Erdice Harris       | Mass Abatement | 2002 | \$ 17.50  |
| Somerville, Mark             | Mass Abatement | 2002 | \$ 19.88  |
| Springs, Virginia Lee        | Mass Abatement | 2002 | \$ 15.38  |
| Spruill, Louise Royster      | Mass Abatement | 2002 | \$ 85.82  |
| Steed, Jr. Frank             | Mass Abatement | 2002 | \$ 13.54  |
| Stout, Donna Michelle        | Mass Abatement | 2002 | \$ 22.04  |
| Street, Nakia Edward         | Mass Abatement | 2002 | \$ 35.07  |
| Stutson, Katheryn            | Mass Abatement | 2002 | \$ 44.59  |
| Suarez, Isidro Bolanos       | Mass Abatement | 2002 | \$ 20.98  |
| Taylor, Jr. William Donnel   | Mass Abatement | 2002 | \$ 56.06  |
| TCF Leasing, Inc             | Mass Abatement | 2002 | \$ 152.91 |
| Terry, Shawn Thomas          | Mass Abatement | 2002 | \$ 20.25  |
| Thompson, Carrie Fogg        | Mass Abatement | 2002 | \$ 23.05  |
| Thompson, Kenneth Wayne      | Mass Abatement | 2002 | \$ 120.22 |
| Thompson, Nina Roberson      | Mass Abatement | 2002 | \$ 18.72  |
| Tomas, Francisoc Romer       | Mass Abatement | 2002 | \$ 26.90  |
| Torres, Evaristo             | Mass Abatement | 2002 | \$ 19.64  |
| Torres, Luldes, Yvette       | Mass Abatement | 2002 | \$ 60.57  |
| Towns, Alfreda Robinson      | Mass Abatement | 2002 | \$ 27.86  |
| Trejo, Jose Luis             | Mass Abatement | 2002 | \$ 26.29  |
| Trujillo, Nicodemus Sosa     | Mass Abatement | 2002 | \$ 16.16  |
| Tucker, Jr. Wilbert Dale     | Mass Abatement | 2002 | \$ 46.72  |

|                              |                |      |           |
|------------------------------|----------------|------|-----------|
| Tyehimba, Sango Wandedeyl    | Mass Abatement | 2002 | \$ 22.99  |
| Vass, Lucille Burwell        | Mass Abatement | 2002 | \$ 30.56  |
| Vaughan, Emma Braxton        | Mass Abatement | 2002 | \$ 12.46  |
| Vaughan, Jeffrey Allen       | Mass Abatement | 2002 | \$ 53.06  |
| Vazquez, Fernando Alvarado   | Mass Abatement | 2002 | \$ 51.70  |
| Velasquez, Xinia Yariela     | Mass Abatement | 2002 | \$ 31.05  |
| Vergansa, Roni               | Mass Abatement | 2002 | \$ 65.69  |
| Volvo Finance North America  | Mass Abatement | 2002 | \$ 136.03 |
| Walker, Deanna Owens         | Mass Abatement | 2002 | \$ 105.76 |
| Watson, James Jeffrey        | Mass Abatement | 2002 | \$ 20.00  |
| Waverly, James Nathaniel     | Mass Abatement | 2002 | \$ 23.22  |
| Wheels, Inc.                 | Mass Abatement | 2002 | \$ 73.95  |
| White, Calvin Danyeil,       | Mass Abatement | 2002 | \$ 182.44 |
| White, Dominic Quinn         | Mass Abatement | 2002 | \$ 15.77  |
| Whitley, Pamela Hargrove     | Mass Abatement | 2002 | \$ 11.90  |
| Williams, Ashanti Garry      | Mass Abatement | 2002 | \$ 23.12  |
| Williams, Barbara Louise     | Mass Abatement | 2002 | \$ 40.93  |
| Williams, Ethelyn Brandon    | Mass Abatement | 2002 | \$ 16.26  |
| Williams, Jr Charlie Ausobon | Mass Abatement | 2002 | \$ 24.45  |
| Williams, Lillie Dunston     | Mass Abatement | 2002 | \$ 29.71  |
| Williams, Lillie, Richards   | Mass Abatement | 2002 | \$ 80.15  |
| Williams, Ojialah Nichole    | Mass Abatement | 2002 | \$ 47.70  |
| Williamson, Jr Donald        | Mass Abatement | 2002 | \$ 16.53  |
| Wilson, Cynthis Bivins       | Mass Abatement | 2002 | \$ 28.42  |
| Wilson, Del Freta Jones      | Mass Abatement | 2002 | \$ 40.44  |
| Wilson III Bennie            | Mass Abatement | 2002 | \$ 14.98  |
| Wilson, James Alonzo         | Mass Abatement | 2002 | \$ 28.82  |
| Wilson, Mary Canney          | Mass Abatement | 2002 | \$ 13.86  |
| Wimbush, Crystal Minyon      | Mass Abatement | 2002 | \$ 15.66  |
| Wimbush, Sidney, Donnell     | Mass Abatement | 2002 | \$ 330.18 |
| Windover, Eric John          | Mass Abatement | 2002 | \$ 29.28  |
| Winn Caribe Communcations    | Mass Abatement | 2002 | \$ 83.28  |
| Wright, Eddie Leroy          | Mass Abatement | 2002 | \$ 320.43 |
| Yarborough, Barbara Brown    | Mass Abatement | 2002 | \$ 26.82  |
| Yeje-Soto, Faride Elisa      | Mass Abatement | 2002 | \$ 27.08  |
| Zamora, Cecilio Delapaz      | Mass Abatement | 2002 | \$ 13.36  |
| Zepeda-Riestra, Jose Luis    | Mass Abatement | 2002 | \$ 25.68  |
| Ashworth, Joseph Andre       | Pro-Rate       | 2011 | \$ 57.32  |
| Brown, Candice Maria         | Pro-Rate       | 2011 | \$ 9.82   |
| Bullock, Hope Jr             | Correct Situs  | 2011 | \$ 16.55  |
| Burton, Pamela Jean          | Pro-Rate       | 2011 | \$ 4.83   |

|                                        |                |      |                     |
|----------------------------------------|----------------|------|---------------------|
| Garner, Judy Turner                    | Pro-Rate       | 2011 | \$ 13.08            |
| Glover, Josephine Brax                 | Pro-Rate       | 2011 | \$ 10.08            |
| McClinton, Rasheeda Lakeem             | Pro-Rate       | 2011 | \$ 4.77             |
| Mitchell, Julius Charles               | Pro-Rate       | 2011 | \$ 62.17            |
| Ashworth, Joseph Andre                 | Pro-Rate       | 2012 | \$ 13.99            |
| Davis, Bernice Valentine               | Pro-Rate       | 2012 | \$ 3.27             |
| Davis, Loleta Thompson                 | Correct Situs  | 2012 | \$ 86.17            |
| Green, Raymond                         | Pro-Rate       | 2012 | \$ 6.72             |
| Hauter, Salah M M                      | Pro-Rate       | 2012 | \$ 10.33            |
| Hunter, Tanika Lashawn                 | Pro-Rate       | 2012 | \$ 148.43           |
| Kearney, William Thomas, Jr.           | Pro-Rate       | 2012 | \$ 27.15            |
| Keeter, Debra Lowe                     | Pro-Rate       | 2012 | \$ 65.50            |
| McQueen, Gerald Scott                  | Reg Veh Billed | 2012 | \$ 47.91            |
| Meadows, Ada Lewis                     | Pro-Rate       | 2012 | \$ 18.92            |
| Powell, Robert Henry                   | Pro-Rate       | 2012 | \$ 18.65            |
| Shearin, Michael Antonio               | Pro-Rate       | 2012 | \$ 17.54            |
| Stevenson, John Richar                 | Correct Value  | 2012 | \$ 55.45            |
| Stith, Rosalind Elaine                 | Pro-Rate       | 2012 | \$ 13.53            |
| Strickland, Peggy Alle                 | Transfer Out   | 2012 | \$ 152.38           |
| Vaughan, Jason Stuart                  | Pro-Rate       | 2012 | \$ 5.38             |
| Wagner, Larry Winston                  | Correct Situs  | 2012 | \$ 111.26           |
| Williams, Angela Marie                 | Pro-Rate       | 2012 | \$ 12.25            |
| <b>Total Reg Veh Releases</b>          |                |      | <b>\$ 14,950.11</b> |
| <b>Total Reg Veh Releases</b>          |                |      |                     |
| <b>&amp; Refunds</b>                   |                |      | <b>\$ 15,159.11</b> |
| <b>Total Releases/R &amp; P Prop</b>   |                |      | <b>\$ 5,386.41</b>  |
| <b>Total All Release &amp; Refunds</b> |                |      | <b>\$ 20,545.52</b> |

## City Council Action Form

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



Agenda Item: \_\_\_\_\_

Council Meeting: 11 Mar 13 Regular Meeting

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1 March 2013

**TO:** Mayor James D. O'Geary and Members of the City Council

**FR:** Ray Griffin, City Manager

**RE:** CAF: 13-29-A

**Consideration of Approval of Ordinance 13-10, Amending Chapter 15, Waters and Sewers, of the Henderson City Code and the Annual Fee Schedule.**

**Ladies and Gentlemen:**

### **Council Goals Addressed by This Item:**

- KSO 1: Implement Performance Excellence: *Action Plan 1-1: Implement Process Improvements*—to evaluate the various work processes of the City in order to effect improvement in how service is delivered and where possible effect savings (avoid loss).
- KSO 8: Provide Financial Resourcing: to provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities. *Approach*—to pursue process improvements that enhance revenue collections, develop the annual budget consistent with the Strategic Plan and operational and capital needs of the City and report gaps, or unmet needs.

### **Recommendation:**

- Approval of Ordinance 13-10, Amending Chapter 15, Waters and Sewers, of the City of Henderson City Code and the Annual Fee Schedule.

### **Background**

During their discussion on this matter at the 25 February 2013 meeting, members of Council recognized the need for adjustments to the security deposits, grace period and “cleaning up” portions of Chapter 15; however, it was felt the effective date recommended by the City Manager

was too aggressive. Additionally, council members wished more time to review the data and recommendations.

Based on feedback from the work session, City administration is recommending revisions to the recommended effective dates as follows:

1. Increase residential security deposits from 1 April to 1 June.
2. Increase commercial, non-profit and industrial security deposits from 1 April to 1 May.
3. Grace period be increased from 5 calendar days to 7 calendar days effective 1 June.
4. Closing accounts and other clean up amendments to Chapter 15 be effective immediately upon adoption.

City Administration will advise customers of these changes via inserts in their utility bills, City web site, news release to the local media and one-on-one conversations with customers at the front window in the Customer Service Lobby at City Hall.

### ***Provided in Previous CAF***

In the fall of 2011, Council approved the re-establishment of security deposits for existing utility customers whose accounts had been terminated for non-payment and new customers who cannot provide a satisfactory letter of credit from their most recent water and sewer utility provider. Additionally, Council established a policy providing for customers to have to keep accounts current rather than paying one bill and leaving one bill in arrears. The absence of requiring security deposits and allowing customers to keep accounts in perpetual arrears had been long-standing practices that maximized the City's exposure to loss. Two new policies were implemented to reverse these policies as follows

1. 1 November 2011: The security deposit ordinance became effective.
2. 1 February 2012: The pay one/leave one policy was terminated and the new policy of customers being required to keep their accounts current on a monthly basis took effect.

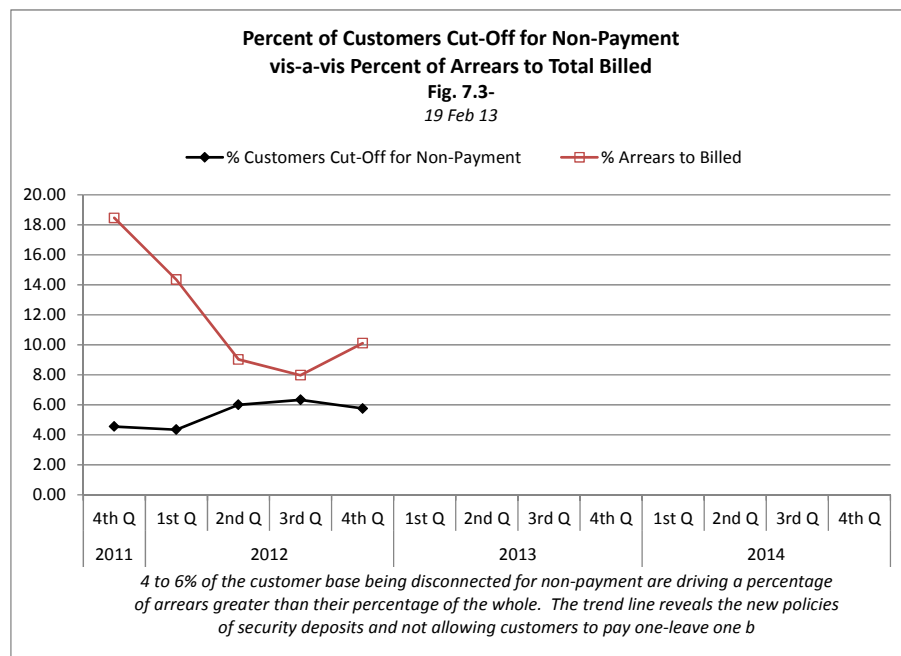
In February 2012, there was a glitch in planning for the cut-off for the 10 February billing cycle. Cut-offs were made the day immediately following the past-due date. The norm was to provide at least a couple of days as a grace period before creating the cut-off list for non-payment. In response to this event, Council reduced the security deposits by half for residential customers, (in-city residential decreased from \$150 to \$75; out-of-city residential decreased from \$200 to \$100) and the late service fee of \$25 was further reduced to \$13. Additionally, Council established a 10-Business Day Grace Period Policy between the past due date and the cut-off date.

## Current Situation

It has been a year since the security deposits were reduced and the 10-Business Day Grace Period Policy was implemented. An analysis of the pros and cons of the new security deposits requirement and 10-Business Day Grace Period Policy is provided below:

1. **New Policies are having a positive impact on the bottom line.** The City's exposure to loss has been significantly reduced since implementation of the security deposit requirements and the requirement that bills be paid on-time rather than letting them lapse in arrears for two months. The percent of arrears-to-billed has reduced significantly from 4<sup>th</sup> Quarter 2011 to 4<sup>th</sup> Quarter 2012. As noted in the graph, shown below, the arrears has reduced from 18% of billed to about 10% of billed. An analysis of the increase for 4<sup>th</sup> Quarter 2012 may be explained by the inordinate 20-Business Day Grace Period in December resulting from the Christmas and New Year's holidays. *This will be addressed later in this memo.*

The graph also reveals between 4-to-6% of the City's utility customer base is the basis for the arrears. The 4-to-6% figure appears to be consistent over the trend period. This group of customers is responsible for a percentage of arrears greater than their part of the whole. In other words, in 4<sup>th</sup> Quarter 2011, 4.25% of the customer base was responsible for 18% of arrears. In 4<sup>th</sup> Quarter 2012, 6% of the customer base was responsible for 10% of arrears.



2. **Arrears:** In real numbers, 4.25-to-6.25% of the customer base that is driving the cut-off lists and arrears. In other words, out of 8,698 customers in 2012, 458, on average, were



on the cut-off list each month. It is our goal to reduce this number to a maximum of 3%, or 261 customers.

3. **The current 10 Business Day Grace Period** has resulted in a real-time grace period of not less than 12 calendar days and up to a maximum of 20 calendar days, depending on when the holidays fall vis-à-vis weekends and billing cycles. A time line analysis entitled “*Example of a Hypothetical Customer’s Billing and Payment Cycle Over a Three-Month Period*” is attached hereto as *Attachment No. 2* for your information.

In the analysis, real data was used beginning with the December 10, 2012 cycle and extrapolated forward through 1 April 2013. In March, I provided the example of the Christmas and New Year’s holidays’ impacts on the grace period.

Bills for the December service are prepared by the City and received by the customer on or before 20 December. The bills were due and payable not later than 11 January. At 5 pm on the 11<sup>th</sup> of January, the cycle is reconciled and the cut-off list is prepared. The 10 Business Day Grace Period began on 12 January and extended through 25 January. In this case, the grace period was equal to 14 calendar days. The cut-off day was 26 January.

By the time the account was placed on the cut-off list for non-payment on the 26<sup>th</sup>, the customer had already consumed a second month’s utility service and had that bill in hand. Additionally, the customer had also consumed about 17 days (or half a month) of service in the month 3 billing cycle. It is though this ‘*time lag*’ of reading meters and billing and giving customers time to pay their bills that, in some cases, a very large amount of money owed to the City can accrue before the account is terminated for non-payment, or if the customer just ‘*skips out*.’

It was thought if customers had more time to pay their bills and if the service fee was further reduced, customers would be better able to pay their bills, thus resulting in fewer accounts being placed on the cut-off list. Unfortunately, the data reveals otherwise. The percent of customers being placed on the cut-off list for non-payment has actually increased significantly since implementation of the 10-Business Day Grace Period Policy, reduction of the residential security deposits, and reduction in service fees from \$40 (prior to 1 Nov 11), to \$25 (1 Nov 11) to \$13 (20 Feb 12). In real numbers, an average of 380 customers were placed on the cut-off list for non-payment for 4<sup>th</sup> Quarter 2011 while that number soared to 512 for 3<sup>rd</sup> Quarter 2012 and decreased to 459 for 4<sup>th</sup> Quarter 2012.

I strongly recommend the 10-Business Day Grace Period Policy be amended to five (5) calendar days. This move would significantly reduce the City’s exposure to potential loss. *This will be explained in greater detail further in this memo.*

4. **Exposure to Loss** has been examined by taking real accounts and projecting the potential loss to the City due to the time lags as noted in the following Table. Seven (7)

residential and commercial accounts reveal the City's current security deposit system is not adequate to cover losses should the customer '*skip out*' and/or close his business due to bankruptcy, etc. *Please see Table on following page:*

| Customer                        | Cycle | Service Period                                     | Meter Reading Date | Bill Date | Due Date    | Cut Off Date | Comments                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|-------|----------------------------------------------------|--------------------|-----------|-------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A<br>in-city<br>residential     | 2     | Dec 10/15 to Jan 10/15                             | Jan 10 to Jan 15   | 20-Jan    | 11-Feb      | 26-Feb       | By the time this customer is cut off for non-payment, he will have received his subsequent month's bill and will have consumed about 25% of the third month's service that has not yet been billed. At this point, the City's potential loss for this one customer is \$160.45. Once the \$75.00 Security Deposit has been applied, the net loss to the City would be \$85.45.       |
|                                 |       | Jan 10/15 to Feb 10/15                             | Feb 10 to Feb 15   | 20-Feb    | \$ 64.38    | \$ 89.38     |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       |                                                    |                    |           | 11-Mar      | 26-Mar       |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | Feb 10/15 to Mar 10/15                             | Mar 10 to Mar 15   | 20-Mar    | \$ 54.98    |              |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | <i>Estimated for purposes of this presentation</i> |                    |           | \$ 64.38    |              |                                                                                                                                                                                                                                                                                                                                                                                      |
| B<br>in-city<br>residential     | 2     | Dec 10/15 to Jan 10/15                             | Jan 10 to Jan 15   | 20-Jan    | 11-Feb      | 26-Feb       | By the time this customer is cut off for non-payment, he will have received his subsequent month's bill and will have consumed about 25% of the third month's service that has not yet been billed. At this point, the City's potential loss for this one customer is \$342.15. Once the \$75.00 Security Deposit has been applied, the net loss to the City would be \$267.15.      |
|                                 |       | Jan 10/15 to Feb 10/15                             | Feb 10 to Feb 15   | 20-Feb    | \$ 144.93   | \$ 169.93    |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       |                                                    |                    |           | 11-Mar      | 26-Mar       |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | Feb 10/15 to Mar 10/15                             | Mar 10 to Mar 15   | 20-Mar    | \$ 135.99   |              |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | <i>Estimated for purposes of this presentation</i> |                    |           | 144.93      |              |                                                                                                                                                                                                                                                                                                                                                                                      |
| C<br>out-of-city<br>residential | 2     | Dec 10/15 to Jan 10/15                             | Jan 10 to Jan 15   | 20-Jan    | 11-Feb      | 26-Feb       | By the time this customer is cut off for non-payment, he will have received his subsequent month's bill and will have consumed about 25% of the third month's service that has not yet been billed. At this point, the City's potential loss for this one customer is \$305.56. Once the \$100.00 Security Deposit has been applied, the net loss to the City would be \$205.56.     |
|                                 |       | Jan 10/15 to Feb 10/15                             | Feb 10 to Feb 15   | 20-Feb    | \$ 120.26   | \$ 145.26    |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       |                                                    |                    |           | 11-Mar      | 26-Mar       |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | Feb 10/15 to Mar 10/15                             | Mar 10 to Mar 15   | 20-Mar    | \$ 130.23   |              |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | <i>Estimated for purposes of this presentation</i> |                    |           | \$ 30.07    |              |                                                                                                                                                                                                                                                                                                                                                                                      |
| D<br>out-of-city<br>residential | 2     | Dec 10/15 to Jan 10/15                             | Jan 10 to Jan 15   | 20-Jan    | 11-Feb      | 26-Feb       | By the time this customer is cut off for non-payment, he will have received his subsequent month's bill and will have consumed about 25% of the third month's service that has not yet been billed. At this point, the City's potential loss for this one customer is \$261.44. Once the \$100.00 Security Deposit has been applied, the net loss to the City would be \$161.44.     |
|                                 |       | Jan 10/15 to Feb 10/15                             | Feb 10 to Feb 15   | 20-Feb    | \$ 79.75    | \$ 104.75    |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       |                                                    |                    |           | 11-Mar      | 26-Mar       |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | Feb 10/15 to Mar 10/15                             | Mar 10 to Mar 15   | 20-Mar    | \$ 136.75   |              |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | <i>Estimated for purposes of this presentation</i> |                    |           | \$ 19.94    |              |                                                                                                                                                                                                                                                                                                                                                                                      |
| E<br>in-city<br>commercial      | 2     | Dec 10/15 to Jan 10/15                             | Jan 10 to Jan 15   | 20-Jan    | 11-Feb      | 26-Feb       | By the time this customer is cut off for non-payment, he will have received his subsequent month's bill and will have consumed about 25% of the third month's service that has not yet been billed. At this point, the City's potential loss for this one customer is \$2,485.50. Once the \$400.00 Security Deposit has been applied, the net loss to the City would be \$2,085.66. |
|                                 |       | Jan 10/15 to Feb 10/15                             | Feb 10 to Feb 15   | 20-Feb    | \$ 1,074.65 | \$ 1,099.65  |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       |                                                    |                    |           | 11-Mar      | 26-Mar       |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | Feb 10/15 to Mar 10/15                             | Mar 10 to Mar 15   | 20-Mar    | \$ 1,117.19 |              |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | <i>Estimated for purposes of this presentation</i> |                    |           | \$ 268.66   |              |                                                                                                                                                                                                                                                                                                                                                                                      |
| F<br>in-city<br>commercial      | 2     | Dec 10/15 to Jan 10/15                             | Jan 10 to Jan 15   | 20-Jan    | 11-Feb      | 26-Feb       | By the time this customer is cut off for non-payment, he will have received his subsequent month's bill and will have consumed about 25% of the third month's service that has not yet been billed. At this point, the City's potential loss for this one customer is \$582.67. Once the \$200.00 Security Deposit has been applied, the net loss to the City would be \$382.67.     |
|                                 |       | Jan 10/15 to Feb 10/15                             | Feb 10 to Feb 15   | 20-Feb    | \$ 272.67   | \$ 297.67    |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       |                                                    |                    |           | 11-Mar      | 26-Mar       |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | Feb 10/15 to Mar 10/15                             | Mar 10 to Mar 15   | 20-Mar    | \$ 216.83   |              |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | <i>Estimated for purposes of this presentation</i> |                    |           | \$ 68.17    |              |                                                                                                                                                                                                                                                                                                                                                                                      |
| G<br>out-of-city<br>commercial  | 2     | Dec 10/15 to Jan 10/15                             | Jan 10 to Jan 15   | 20-Jan    | 11-Feb      | 26-Feb       | By the time this customer is cut off for non-payment, he will have received his subsequent month's bill and will have consumed about 25% of the third month's service that has not yet been billed. At this point, the City's potential loss for this one customer is \$1,867.97. Once the \$750.00 Security Deposit has been applied, the net loss to the City would be \$1,117.97. |
|                                 |       | Jan 10/15 to Feb 10/15                             | Feb 10 to Feb 15   | 20-Feb    | \$ 888.37   | \$ 913.37    |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       |                                                    |                    |           | 11-Mar      | 26-Mar       |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | Feb 10/15 to Mar 10/15                             | Mar 10 to Mar 15   | 20-Mar    | \$ 732.51   |              |                                                                                                                                                                                                                                                                                                                                                                                      |
|                                 |       | <i>Estimated for purposes of this presentation</i> |                    |           | \$ 222.09   |              |                                                                                                                                                                                                                                                                                                                                                                                      |

Last Updated: 18 Feb 13

5. **Estimated Maximum Loss for Several Accounts.** In short, by the time the City is able to terminate an account because of non-payment, about 2.5 months of service has been utilized. Thus, the arrears for the first month, the amount due but not yet delinquent for the second month and the amount that hasn't yet been billed for the portion of the third month, along with late fees and reconnection fees drives the potential for loss well beyond the existing security deposit authorizations.

One might ask how could a residential customer accrue an account balance in excess of \$400? The answer is described in the previous paragraph.

Examples of this potential loss are provided in the following chart.

| <b>Estimated Maximum Loss Exposure</b> |                          |                      |                          |                           |                                        |
|----------------------------------------|--------------------------|----------------------|--------------------------|---------------------------|----------------------------------------|
|                                        | <b>Prior to 1 Nov 11</b> | <b>Current</b>       | <b>Proposed A</b>        | <b>Proposed B</b>         | <b>Deposit Would Be Approximately:</b> |
| <b>In City</b>                         | <i>No Deposit</i>        | <i>\$75 Deposit</i>  | <i>\$150 Deposit</i>     | <i>2.5 x Monthly Bill</i> |                                        |
| Residential A                          | \$ 160                   | \$ 85                | \$ 10                    | \$ -                      | \$ 223                                 |
| Residential B                          | \$ 342                   | \$ 267               | \$ 192                   | 0                         | \$ 423                                 |
| <b>Out-of-City</b>                     | <i>No Deposit</i>        | <i>\$100 Deposit</i> | <i>\$200 Deposit</i>     | <i>2.5 x Monthly Bill</i> |                                        |
| Residential C                          | \$ 305                   | \$ 205               | \$ 105                   | 0                         | \$ 363                                 |
| Residential D                          | \$ 261                   | \$ 161               | \$ 61                    | 1                         | \$ 260                                 |
| <b>In City</b>                         | <i>No Deposit</i>        | <i>Varies</i>        | <i>2.5x Monthly Bill</i> |                           |                                        |
| Commercial E                           | \$ 2,385                 | \$ 2,086             | \$ -                     |                           | \$ 2,748                               |
| Commercial F                           | \$ 583                   | \$ 383               | \$ -                     |                           | \$ 743                                 |
| <b>Out-of-City</b>                     | <i>No Deposit</i>        | <i>Varies</i>        | <i>2.5x Monthly Bill</i> |                           |                                        |
| Commercial G                           | \$ 1,868                 | \$ 1,117             | \$ -                     |                           | \$ 2,283                               |
| <b>Estimated Maximum Loss</b>          | <b>\$ 5,904</b>          | <b>\$ 4,304</b>      | <b>\$ 368</b>            | <b>\$ 1</b>               | <i>19 Feb 13</i>                       |

The chart clearly reveals how the maximum exposure in these example accounts have reduced as a result of implementing the security deposits requirement. The current system falls short for both residential and commercial accounts.

- Residential accounts: The current security deposit of \$75 for in-city and \$100 for out-of-city does not cover a full month's bill in most cases, and surely not when one considers the service used for the 2<sup>nd</sup> month and portion of the 3<sup>rd</sup> month, or a total of 2.5 months of receiving services.
- Commercial/Non-Profit/Industrial accounts: The current security deposit system for both in-city and out-of-city accounts falls short of securing the City's interests. This is particularly true for large water consumers such as accounts in the lodging and food services and some churches.

## ***Recommendations***

In order to re-align the City's current security deposit, grace period and account termination systems with current business needs, it is recommended Council consider approving a series of adjustments as follows:

### **1. Security Deposits:**

#### **a. Residential:**

##### **i. Tier 1 (*Proposal A in Previous Chart: R-Tier 1 Deposit*)**

1. Effective 1 June 2013. Any existing customer whose account is placed on the cut-off list for non-payment will be responsible for either increasing his/her current deposit from its current amount to \$150 for in-city and \$200 for out-of-city. These rates would apply for any new customers establishing service and cannot provide a satisfactory letter of good payment history from their most recent water/sewer service providers.

##### **ii. Tier 2 (*Proposal B in Previous Chart: R-Tier 2 Deposit*)**

1. Effective 1 June 2013. Any existing customer whose account has been placed on the cut-off list twice within an 18-month rolling period, and/or pre-existing customers returning to establish an account and it is determined said customer owes the City money for previous utility account(s) will be required to upgrade his/her security deposit from its current amount to an amount equivalent to 2.5 times his/her average monthly bill.

#### **b. Commercial/Non-Profit/Industrial:**

##### **i. *Proposal A in Previous Chart: CNI Tier Deposit***

1. Effective 1 May 2013. Any existing customer whose account is placed on the cut-off list for non-payment will be responsible for increasing his/her current security deposit from its current amount to an amount equal to 2.5 times his/her average monthly bill. These rates would also apply for any new customers establishing service and cannot provide a satisfactory letter of good payment history from their most recent water/sewer service providers and/or pre-existing customers returning to establish an account and it is determined said customer owes the City for previous utility account(s).
2. Should the customer not have a billing history with the City, the Customer Service Supervisor shall estimate the usage based on the most comparable business with whom the City has an account for. After 90 days, the Customer Service Supervisor

shall review the customer's billing record and adjust the initial security deposit up or down as appropriate.

## 2. Grace Period

- a. Effective for bills rendered on/or after 1 June 2013, the Grace Period shall be reduced from 10-Business days to seven (7) calendar days. If the fifth day falls on a holiday and/or a weekend, the Grace Period shall extend to close of business on the first working day after the weekend and/or holiday. For example:

| Current Policy Always Involves 2 Weekends                        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |             |    |
|------------------------------------------------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------|----|
| 1                                                                | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25          | 26 |
| Due Date →                                                       |   |   |   |   |   |   |   |   |    | M  | T  | W  | Th | F  | S  | S  | M  | T  | W  | Th | F  | S  | S  | M           | T  |
| 10 Business Days' Grace Period →                                 |   |   |   |   |   |   |   |   |    | 1  | 2  | 3  | 4  | W  | W  | 5  | 6  | 7  | 8  | 9  | W  | W  | 10 | Cut Off Day |    |
|                                                                  |   |   |   |   |   |   |   |   |    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 |             |    |
|                                                                  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |             |    |
| In this example, the effective grace period is 14 calendar days. |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |             |    |

| Initial Recommended Policy--5 or 7 Calendar Days With 1 Weekend Involved                                                                                                                        |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |             |    |    |    |    |    |    |    |    |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----|----|--|--|--|
| 1                                                                                                                                                                                               | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18          | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |  |  |  |
| Due Date →                                                                                                                                                                                      |   |   |   |   |   |   |   |   |    | M  | T  | W  | Th | F  | S  | S  | M           | T  | W  | Th | F  | S  | S  | M  | T  |  |  |  |
| 5 Calendar Days' Grace Period →                                                                                                                                                                 |   |   |   |   |   |   |   |   |    | 1  | 2  | 3  | 4  | W  | W  | 5  | Cut Off Day |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                 |   |   |   |   |   |   |   |   |    | 1  | 2  | 3  | 4  | 5  | 6  | 7  |             |    |    |    |    |    |    |    |    |  |  |  |
|                                                                                                                                                                                                 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |             |    |    |    |    |    |    |    |    |  |  |  |
| In this example, the effective grace period is 7 calendar days. Since the 5th calendar day falls on a Saturday. Thus, the 5th day of grace period extends through next business day, or Monday. |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |             |    |    |    |    |    |    |    |    |  |  |  |

| Initial Recommended Policy--7 Calendar Days with 2 Weekends Involved                                                                    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |             |    |
|-----------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------|----|
| 1                                                                                                                                       | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25          | 26 |
| Due Date →                                                                                                                              |   |   |   |   |   |   |   |   |    | M  | T  | W  | Th | F  | S  | S  | M  | T  | W  | Th | F  | S  | S  | M           | T  |
| 7 Calendar Days' Grace Period →                                                                                                         |   |   |   |   |   |   |   |   |    |    |    |    |    | 1  | W  | W  | 4  | 5  | 6  | 7  |    | W  | W  | Cut Off Day |    |
|                                                                                                                                         |   |   |   |   |   |   |   |   |    |    |    |    |    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 |             |    |
|                                                                                                                                         |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |             |    |
| In this example, the effective grace period is 10 calendar days. As a standard practice, the City does not cut off service on a Friday. |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |             |    |

5 March 13

5 March 13

## 3. Closing Accounts

- a. **City Code Requirement** places the responsibility on the customer to personally close his/her account. Failure to do so results in continued minimum monthly billings to the account. This section would remain; however, some additional authority is needed as follows:

- i. **City Closes Account:** A code amendment providing for the City to have the authority to close an account if it remains on the cut-off list two months in a row. In other words, if payment has not been made during the subsequent billing period and the account remains delinquent by the time the second cut-off list is prepared, the Customer Service Supervisor may close the account. Upon closing the account, the Supervisor shall engage the services of the Code Compliance Director to assist in obtaining compliance for both residential and commercial and non-profit establishments. Additionally, the Health Department will be notified of such account termination when it involves places of public assembly and commerce.

This action will help Administration keep the accounts more current and ensure enforcement action is taken at an early date. Additionally, by closing the accounts, minimum monthly fees will not accrue, thus increasing the arrears.

**Enclosures:**

1. Ordinance 13-10
2. Billing and Collections Cycle Matrix

## ORDINANCE 13-10

### AN ORDINANCE AMENDING PORTIONS OF CHAPTER 15, WATERS AND SEWERS, OF THE HENDERSON CITY CODE AND THE ANNUAL FEE SCHEDULE

The City Council of the City of Henderson, North Carolina doth ordain:

#### SECTION 1: THE APPLICABLE SECTIONS OF CHAPTER 15 OF THE HENDERSON CITY CODE ARE REWRITTEN TO READ AS FOLLOWS:

**“Sec. 15-34. - Due date of bills; delinquency.**

- a) **Due Date Established:** All bills due the city water service system are payable at the Finance Department office of the collector of revenue within twenty (20) days of the date of issue. Bills are to be rendered monthly. The placing of the bill of a customer in the United States Postal Service Office, addressed with the address furnished the ~~city collector~~ Customer Service Supervisor of revenue, shall be the required notice. Any bill not paid by the due date as noted on the customer's bill ~~in ample time to be credited before the next month's billing cycle~~ shall be subject to a late charge, fee and deposit as applicable as provided in the Annual Fee Schedule. ~~of five dollars (\$5.00).~~
- b) **Grace Period Established:** A grace period of seven (7) calendar days shall be extended to customers that have not paid their bills by the due date as printed on their monthly bills. If the last day of the grace period falls on a holiday or a weekend, the grace period shall extend through the close of business on the next business day.
- c) **Termination of Service:** If any bill(s) remain unpaid by the close of business on the last day of the grace period as defined in Section 15-34 (b) of this Ordinance ~~for fifteen (15) days after becoming due and the billing notice has been given as provided in Section 15-34 (a) of this Ordinance,~~ the water service may be turned off; in that event on all bills paid after the water has been turned off for nonpayment, the sum of forty dollars (\$40.00) a service fee as established in the Annual Fee Schedule shall ~~may~~ be added to the original bill charged to defray the cost of servicing the overdue account (and, if applicable turning the water on and off). If water service shall be turned off due to a burst pipes or other malfunction on the customer side of the meter, ~~a charge of forty dollars (\$40.00)~~ said service fee charge shall be added to customer's bill to defray the cost of this service.
- d) **Meter Tampering:** Any customer turning on water service without ~~city~~ City authorization after said service has been disconnected for nonpayment shall be



initially charged a meter tampering fee as established in the Annual Fee Schedule. Each incident of meter tampering shall be considered a separate offense and each offense shall be charged the meter tampering fee as previously defined. Additionally, ~~an additional fee of eighty dollars (\$80.00) and~~ the utility services shall remain off until the original service fee as previously defined ~~of forty dollars (\$40.00)~~ plus the meter tampering fee(s) ~~additional eighty dollars (\$80.00) fee~~ and the entire utility bill have been paid in full. For the purposes of this section, any customer straight-piping water from the service lateral, bypassing a meter site, covering or concealing any meter to hinder reading the same, or installing a meter not assigned to said account by the City shall be considered meter tampering and said customer shall be charged the meter tampering fee (without prejudice to any other remedies, civil or criminal, which may be applicable.)

- e) **Partial Payments:** In the event of partial payments on any water bill, sewer bill or other sanitation bill, moneys received shall be applied, pursuant to N.C.G.S. §160A-314(b) in the priority (including fees and deposits) in which the city's computers are programed with the first application being made toward any past due balance owing on the total aggregate bill from the last billing cycle. No customer may apply any partial payments in a different priority, by specific direction or otherwise.
- f) **Discontinuance of Service for Failure to Pay for Water, Sewer and Sanitation/Solid Waste Charges:** The city may discontinue water service to any customer for non-payment of either water charges or sewer charges or any other sanitation charges (including solid waste collection charges) in the event said customer's aggregate account in any respect remains delinquent for more than fifty (50) days after the due date for any delinquency; in no way does this limit disconnecting any other applicable service, or limit any other remedy available to the ~~city~~ City provided by law for collecting or enforcing such payments.

#### **Sec. 15-35. - Using water after turn-off by city.**

~~The~~ No owner, agent or tenant of the premises, residential, business or otherwise, or any other person ~~who~~ shall turn on any city water; or use or permit the use of any city water through any of the city water facilities where service (to such premises) has been cut off or discontinued; or otherwise use the premise's water facilities without first obtaining consent of the Customer Service Supervisor ~~director of the water distribution system~~ or his/her authorized assistants. Said owner, agent or tenant of the premises shall establish an account, as appropriate, either temporary or permanent as provided in Section 15-33(a) and shall pay for all water so used together with any applicable deposit at the regular charge for the water as established in the Annual Fee Schedule, Additionally, meter tampering fees and the minimum fees for water, sewer and sanitation services shall be applied to the account as appropriate, and the further sum of ten dollars (\$10.00) per week as an additional charge until proper authorization is obtained Any violation of this section shall be guilty of a misdemeanor.

**Sec. 15-36. - Procedure for discontinuing service.**

- a) **Customer Decision to Discontinue Service/Close Account:** Any person who is ~~taking~~ using water, sewer and sanitation services from the ~~city~~ City water service system and desires to discontinue the service and close his/her utility account shall apply in person to the Customer Service Division of the Finance Department office of the city collector of revenue ~~them~~ during normal business hours between the hours of 8:30 a.m. and 5:00 p.m., on Mondays through Friday, that they and complete a service termination and account closure form as proscribed by the City. Any person failing to ~~report the request for~~ discontinuance of service and account closure as previously described, shall be liable for all water, sewer and sanitation services used and/or made available to said premises or the minimum monthly charges as authorized in the Annual Fee Schedule until such request is received and processed. ~~wasted on the premises until notice is brought to the city collector of revenue that such person has vacated the premises.~~
- b) **City Decision to Close Account:** In the event utility service has been discontinued for non-payment and the account holder has not requested discontinuation of service and closure of his/her account, the City may close the account as follows:
- a. If the premises to which the account applies has been vacated by the account holder, the City may apply all appropriate charges to the account and then close it. Attempts to locate the account holder shall be made for bill notification and collection of arrears purposes.; or
  - b. If the premises is still occupied and/or maintained by the customer and the account has been disconnected for non-payment for two consecutive billing periods, the City may close the account. In such cases, the Code Compliance Director will effect enforcement efforts against both the customer and his/her landlord, as appropriate, for occupying, or renting, a dwelling and/or building, including businesses and/or places of public gathering, in violation of City Codes for occupying same without benefit of potable water and sanitary sewer services. Should the customer wish to re-establish his/her service, he/she will have to apply to re-establish his/her account and pay any applicable deposit as provided in in the City Code."

**SECTION II: THE FOLLOWING SUBPARAGRAPH SHALL BE ADDED TO:**

**"Sec. 15-1. – Definitions:"**

**"Annual Fee Schedule:** The Annual Fee Schedule provides a listing of rates, fees and charges for various services rendered by the City. The Annual Fee Schedule is reviewed and approved by the City Council annually during the budget review and adoption processes, and may be amended at any time at the pleasure of the City Council."

### SECTION III: AMENDMENTS TO THE ANNUAL FEE SCHEDULE

*The Water and Sewer Security Deposit Section of the Annual Fee Schedule is hereby amended as follows:*

| “<br><b>Water and Sewer Security Deposits’ Schedule</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                                       |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------|---------------------------------------|
| <b>Residential In-City</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Current</b>      | <b><u>R-Tier 1 Deposit</u></b>        | <b><u>R-Tier 2 Deposit</u></b>        |
| Water, Sewer & Sanitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <del>\$75.00</del>  | <u>\$150.00</u>                       | <u>2.5 times average monthly bill</u> |
| Water & Sewer Only (for those living in apartment complexes providing commercial green boxes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <del>\$75.00</del>  | <u>\$150.00</u>                       | <u>2.5 times average monthly bill</u> |
| Water or Sewer & Sanitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <del>\$75.00</del>  | <u>\$150.00</u>                       | <u>2.5 times average monthly bill</u> |
| <b>Residential Out-of-City</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                                       |                                       |
| Water & Sewer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <del>\$100.00</del> | <u>\$200.00</u>                       | <u>2.5 times average monthly bill</u> |
| Water Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <del>\$100.00</del> | <u>\$200.00</u>                       | <u>2.5 times average monthly bill</u> |
| Sewer Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <del>\$100.00</del> | <u>\$200.00</u>                       | <u>2.5 times average monthly bill</u> |
| <p><b><u>R-Tier 1 Deposit</u></b> is the deposit required by any new residential customer establishing an account and not able to provide a satisfactory letter of good payment history from his/her most recent water/sewer utility provider. Additionally, any existing residential customer as of the effective date of this Ordinance (1 April 2013) whose service is subject to disconnection because of non-payment will be required to increase his/her security deposit to the R-Tier 1 Deposit rate in order to re-establish service.</p>                                                                                                                                                                                         |                     |                                       |                                       |
| <p><b><u>R-Tier 2 Deposit</u></b> is the deposit required of any existing residential customer whose service has been subject to disconnection for non-payment twice within a rolling 18-month period. Such customers will have to increase their security deposit on-file to 2.5 times their average monthly bill in order to have service restored. Additionally, if any person seeking to establish service with the City is found to have an arrears balance from prior service with the City, he/she shall be required to establish a security deposit equal to 2.5 times an average residential monthly bill, even if he/she can provide a letter of good payment history from his/her most recent water/sewer utility provider.</p> |                     |                                       |                                       |
| <b>Commercial/Non-Profit &amp; Industrial In-City</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                                       |                                       |
| <del>0 to 5,000 cf</del> <u>Based on Total Consumption</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Current</b>      | <b><u>CNI-Tier Deposit</u></b>        |                                       |
| Water, Sewer & Sanitation (for downtown businesses not able to use commercial green box services)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <del>\$200.00</del> | <u>2.5 times average monthly bill</u> |                                       |
| Water & Sewer Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <del>\$110.00</del> | <u>2.5 times average monthly bill</u> |                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |            |                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------|---------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5,001 — 20,000 cf                               |            |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water & Sewer                                   | \$400.00   |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | More than 20,001 cf                             |            |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water & Sewer                                   | \$1,000.00 |                                       |
| <b>Commercial/Non-Profit &amp; Industrial Out-of-City</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |            |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 0 to 5,000 cf <u>Based on Total Consumption</u> |            |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water & Sewer                                   | \$350.00   | <u>2.5 times average monthly bill</u> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water Only                                      | \$110.00   | <u>2.5 times average monthly bill</u> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5,001 — 20,000 cf                               |            |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water & Sewer                                   | \$750.00   |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water Only                                      | \$500.00   |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |            |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | More than 20,001 cf                             |            |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water & Sewer                                   | \$2,000.00 |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Water Only                                      | \$800.00   |                                       |
| <u>CNI-Tier Deposit is the deposit required by any new commercial, non-profit or industrial customer applying for service with the City and cannot provide a satisfactory letter of good payment from his/her most recent water/sewer utility provider. Existing customers whose service is subject to disconnection due to non-payment will be required to increase his/her security deposits to 2.5 times their average monthly bill in order to re-establish service."</u> |                                                 |            |                                       |

**SECTION IV: ALL ORDINANCES AND RESOLUTIONS (INCLUDING BUT NOT LIMITED TO SECTION 5 "GRACE PERIOD" OF RESOLUTION -15" INCONSISTENT HERWITH ARE HEREBY REPEALED.**

**SECTION V: THE FOREGOING ORDINANCE SHALL HAVE THE FOLLOWING EFFECTIVE DATES:**

1. Effective immediately upon passage by City Council:
  - a. Section 15-1: Annual Fee Schedule Definition
  - b. Section 15-34(a): Due Date Established
  - c. Section 15-34(c): Termination of Service
  - d. Section 15-34(d): Meter Tampering
  - e. Section 15-34(e): Partial Payments
  - f. Section 15-34(f): Discontinuance of Service
  - g. Section 15-35: Using Water After Turn-Off by City

- h. Section 15-36(a): Customer Decision to Discontinue Service/Close Account
- i. Section 15-36(b): City Decision to Close Account
- j. Section IV of this Ordinance

2. Effective 1 May 2013

- a. Section III of this Ordinance as it pertains to commercial, non-profit and Industrial security deposits for in-city and out-of-city customers.

3. Effective 1 June 2013

- a. Section III of this Ordinance as it pertains to residential security deposits for in-city and out-of-city customers.
- b. Section 15-34-(b): Grace Period

The foregoing Ordinance 13-10, upon motion of Council Member \*\*\* and seconded by Council Member \*\*\* and having been submitted to a roll call vote and received the following votes and was \*\*\* on this the \*\* day of \*\*\*, 2012: YES: . NO: . ABSTAIN: . ABSENT: .

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James D. O'Geary, Mayor

**ATTEST:**

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Esther J. McCrackin, City Clerk

Approved to Legal Form:

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John H. Zollicoffer, Jr., City Attorney

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

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**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 foregoing Ordinance is a true and exact copy of *Ordinance 13-10*, An Ordinance Amending Chapter 15 of the Henderson City Code and the Annual Fee Schedule, both of which were adopted by the Henderson, City Council in Regular Session \*\*\*\*. (See *Minute Book 42*, p. \*\*\*) This Ordinance is recorded in *Ordinance Book # 8*, pp. \*\*\*. Witness my hand and corporate seal of the City, this \*\*\*\*\*.

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

Attachment No. 2 for CAF 13-29

Example of a Hypothetical Customer's Billing and Payment Cycles Over a Three Cycle Period

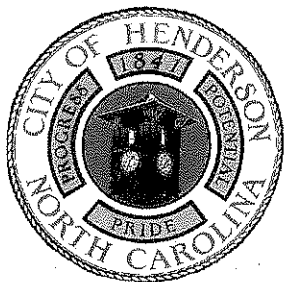
|                     |  | December |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   | January |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   | February |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   | March |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   | April |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 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| Days of the Month → |  | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10      | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10    | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10    | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

## ***Meetings and Events Calendar***

| <i><b>Date</b></i>                | <i><b>Time</b></i>             | <i><b>Event</b></i>                                             | <i><b>Location</b></i>                                                                                           |
|-----------------------------------|--------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Mar 12 <sup>th</sup>              | 3:00 PM                        | <i><b>Henderson Community Appearance Commission</b></i>         | City Council Chambers                                                                                            |
| Mar 14 <sup>th</sup>              | 12:00 PM                       | <i><b>Henderson-Vance Park &amp; Recreations Commission</b></i> | Aycock Recreation Center                                                                                         |
| Mar 21 <sup>st</sup>              | 7:00 PM                        | <i><b>Human Relations Commission</b></i>                        | City Council Chambers                                                                                            |
| Mar 25 <sup>th</sup>              | 6:00 PM                        | <i><b>City Council Meeting<br/>Work Session to Follow</b></i>   | City Council Chambers                                                                                            |
| <i><b>Mar 29<sup>th</sup></b></i> | <i><b>City Hall Closed</b></i> | <i><b>Good Friday</b></i>                                       | <i><b>City Hall Closed</b></i>                                                                                   |
| Mar 29 <sup>th</sup>              | 10:00 AM                       | <i><b>Henderson-Vance E911 Advisory Board Meeting</b></i>       | E 911 Operations Center                                                                                          |
| April 1 <sup>st</sup>             | 3:30 PM                        | <i><b>Henderson Planning board</b></i>                          | City Council Chambers                                                                                            |
| April 2 <sup>nd</sup>             | 3:30 PM                        | <i><b>Henderson Zoning Board of Adjustment</b></i>              | City Council Chambers                                                                                            |
| April 8 <sup>th</sup>             | 6:00 PM                        | <i><b>City Council Regular Meeting</b></i>                      | City Council Chambers                                                                                            |
| April 9 <sup>th</sup>             | 3:00 PM                        | <i><b>Henderson Community Appearance Commission</b></i>         | City Council Chambers                                                                                            |
| April 11 <sup>th</sup>            | 12:00 PM                       | <i><b>Henderson-Vance Park &amp; Recreations Commission</b></i> | Aycock Recreation Center                                                                                         |
| April 15 <sup>th</sup>            | 9:30 AM                        | <i><b>KLRW Advisory Board Meeting</b></i>                       | City Hall Large Conference Room                                                                                  |
| April 18 <sup>th</sup>            | 7:00 PM                        | <i><b>Human Relations Commission</b></i>                        | City Council Chambers                                                                                            |
| April 22 <sup>nd</sup>            | 6:00 PM                        | <i><b>City Council Meeting<br/>Work Session to Follow</b></i>   | City Council Chambers                                                                                            |
| May 6 <sup>th</sup>               | 3:30 PM                        | <i><b>Henderson Planning board</b></i>                          | City Council Chambers                                                                                            |
| May 7 <sup>th</sup>               | 3:30 PM                        | <i><b>Henderson Zoning Board of Adjustment</b></i>              | City Council Chambers                                                                                            |
| May 9 <sup>th</sup>               | 12:00 PM                       | <i><b>Henderson-Vance Park &amp; Recreations Commission</b></i> | Aycock Recreation Center                                                                                         |
| May 13 <sup>th</sup>              | 5:00 PM                        | <i><b>Library Board of Trustees</b></i>                         | H. Leslie Perry Memorial Library Board Room                                                                      |
| May 13 <sup>th</sup>              | 6:00 PM                        | <i><b>City Council Regular Meeting</b></i>                      | City Council Chambers                                                                                            |
| May 14 <sup>th</sup>              | 3:00 PM                        | <i><b>Henderson Community Appearance Commission</b></i>         | City Council Chambers                                                                                            |
| May 16 <sup>th</sup>              | 7:00 PM                        | <i><b>Human Relations Commission</b></i>                        | City Council Chambers                                                                                            |
| <i><b>May 27<sup>th</sup></b></i> | <i><b>City Hall Closed</b></i> | <i><b>City Council Meeting Cancelled due to Holiday</b></i>     | <i><b>Memorial Day</b></i>  |
| May 31 <sup>st</sup>              | 10:00 AM                       | <i><b>Henderson-Vance E911 Advisory Board Meeting</b></i>       | E 911 Operations Center                                                                                          |
| June 3 <sup>rd</sup>              | 3:30 PM                        | <i><b>Henderson Planning board</b></i>                          | City Council Chambers                                                                                            |

*Last Updated: 3/7/2013 5:02 PM*





# 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: MARCH 4, 2013

## FIRE SUPPRESSION AND RESCUE ACTIVITY REPORT FOR: February, 2013

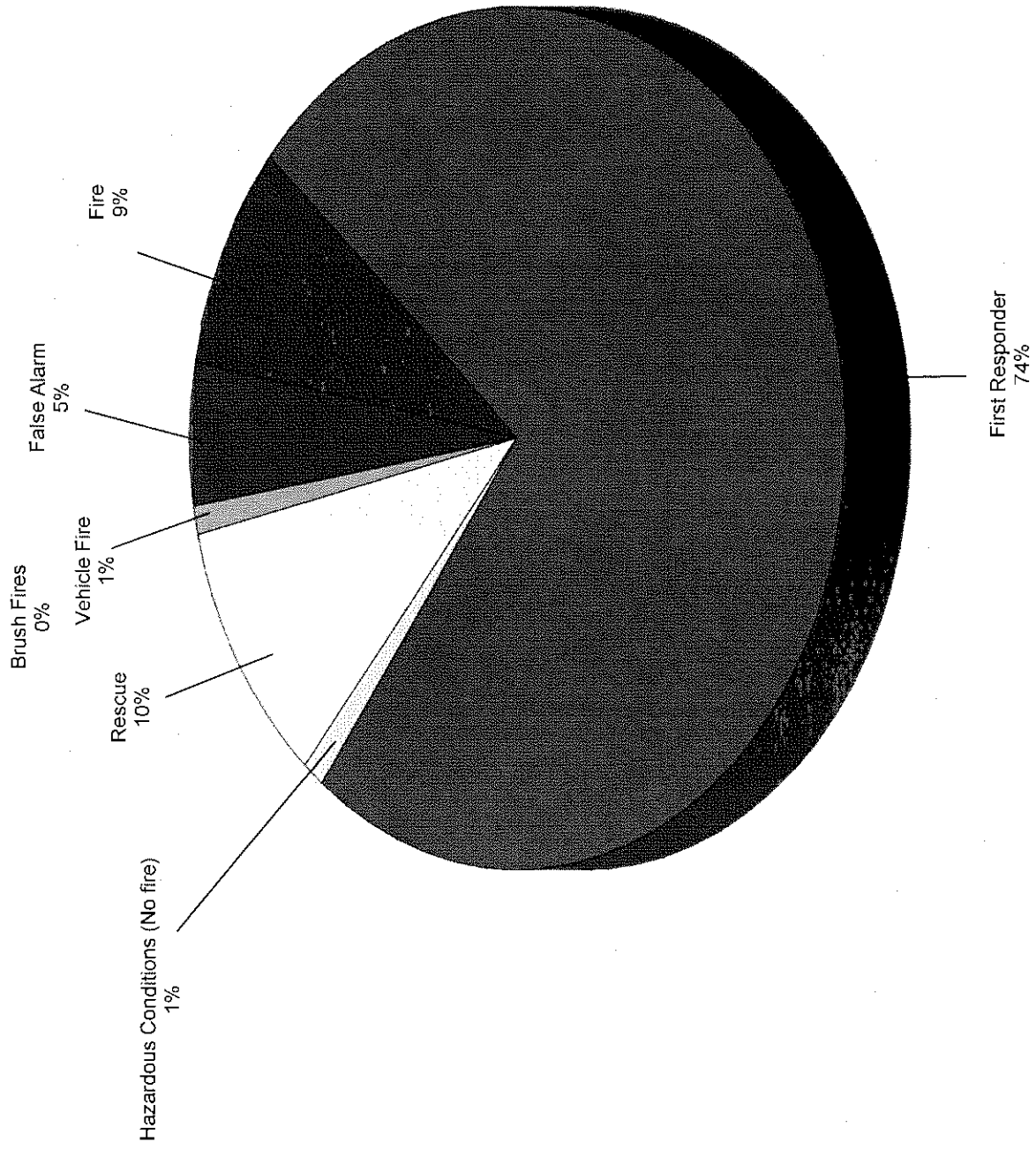
| TYPE OF CALL                                                                   | PRESENT MONTH | PREVIOUS MONTH | YEAR-TO-DATE |
|--------------------------------------------------------------------------------|---------------|----------------|--------------|
| PRIVATE DWELLINGS (1 or 2 Family), Including Mobile Homes                      | 5             | 5              | 10           |
| APARTMENTS (3 or More Families)                                                | 0             | 3              | 3            |
| HOTELS AND MOTELS                                                              | 0             | 0              | 0            |
| ALL OTHER RESIDENTIAL (Dormitories, Boarding Houses, Tents, etc.)              | 0             | 0              | 0            |
| PUBLIC ASSEMBLY (Church, Restaurant, Clubs, etc.)                              | 0             | 0              | 0            |
| SCHOOLS AND COLLEGES                                                           | 0             | 0              | 0            |
| HEALTH CARE AND PENAL INSTITUTIONS (Hospitals, Nursing Homes, Prisons, etc.)   | 0             | 0              | 0            |
| STORES AND OFFICES                                                             | 0             | 0              | 0            |
| 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                                                         | 0             | 1              | 1            |
| FIRES IN HIGHWAY VEHICLES (Autos, Trucks, Buses, etc.)                         | 2             | 2              | 4            |
| 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                    | 0          | 0          | 0          |
| FIRES IN RUBBISH, INCLUDING DUMPSTERS (Outside structures), With No Value Involved                      | 0          | 1          | 1          |
| ALL OTHER FIRES                                                                                         | 0          | 0          | 0          |
| RESCUE                                                                                                  | 19         | 26         | 45         |
| FIRST RESPONDER                                                                                         | 139        | 198        | 337        |
| FALSE ALARM RESPONSES (Malicious or Unintentional False Calls, Malfunctions, Bomb Scares)               | 10         | 16         | 26         |
| MUTUAL AID OR ASSISTANCE RESPONSES                                                                      | 9          | 1          | 10         |
| HAZARDOUS MATERIALS RESPONSES (Spills, Leaks, etc.)                                                     | 2          | 2          | 4          |
| OTHER HAZARDOUS RESPONSES (Arcing wires, Bomb Removal, Power Line Down, etc.)                           | 0          | 3          | 3          |
| ALL OTHER RESPONSES (Smoke Scares, Lock-Outs, Animal Rescues, etc.)                                     | 2          | 4          | 6          |
| <b>TOTALS</b>                                                                                           | <b>188</b> | <b>262</b> | <b>450</b> |

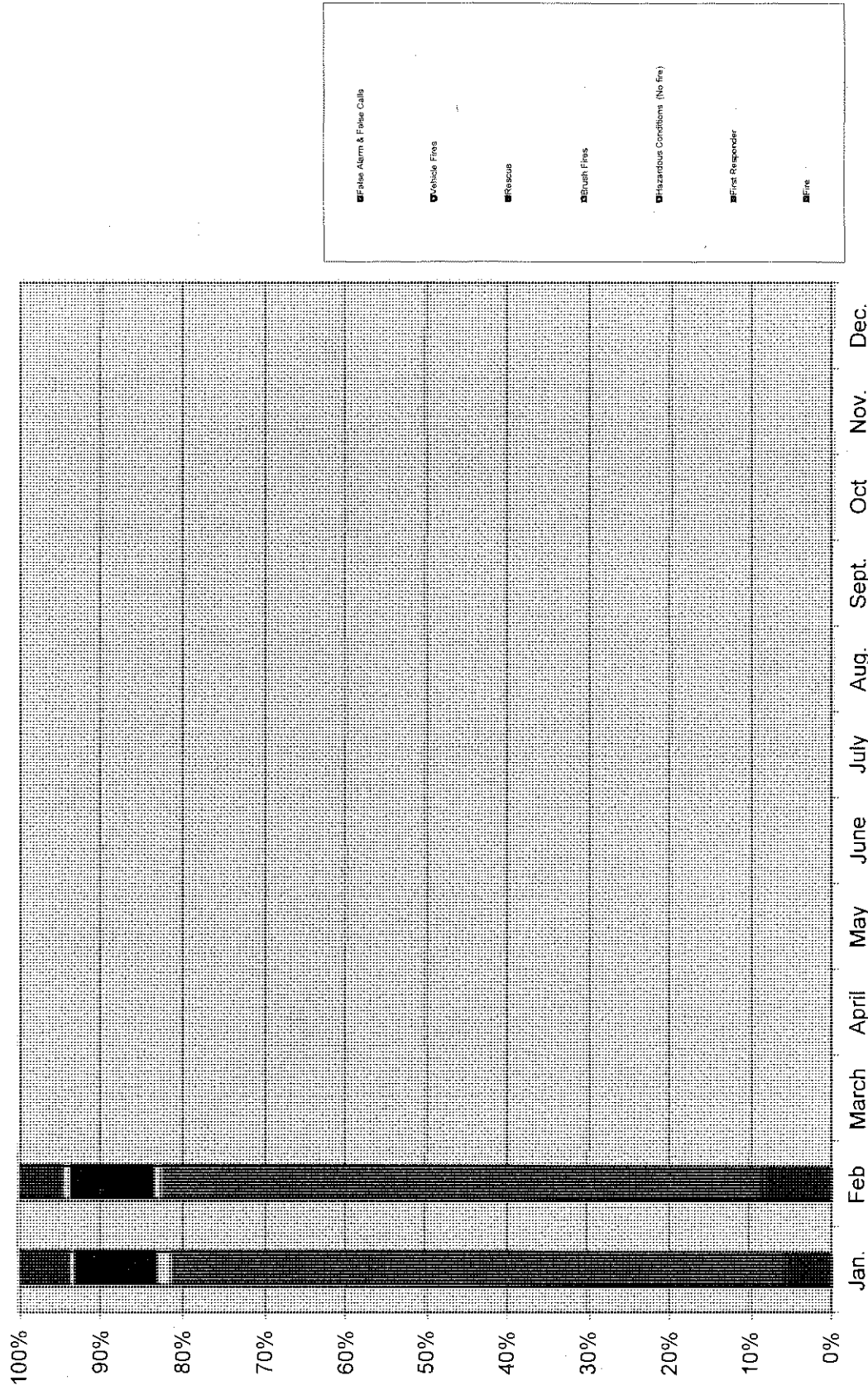
|                                                                | PRESENT MONTH       | PREVIOUS MONTH       | YEAR-TO-DATE         |
|----------------------------------------------------------------|---------------------|----------------------|----------------------|
| <b>Total Fire Incidents With Property and/or Contents Loss</b> | <b>4</b>            | <b>5</b>             | <b>9</b>             |
| <b>Total of Property and Contents Value Saved</b>              | <b>\$ 53,749.00</b> | <b>\$ 311,617.00</b> | <b>\$ 365,366.00</b> |

|                                        | 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             | 2              | 2            |

## Incident Summary For February 2013



# YEAR TO DATE SUMMARY BY MONTH FOR 2013



**INSPECTION ACTIVITIES REPORT FOR:      FEBRUARY, 2013**

| <b>INSPECTIONS</b> | <b>PRESENT MONTH</b> | <b>PREVIOUS MONTH</b> | <b>YEAR-TO-DATE</b> |
|--------------------|----------------------|-----------------------|---------------------|
| ASSEMBLY           | 6                    | 6                     | 12                  |
| BUSINESS           | 38                   | 11                    | 49                  |
| EDUCATIONAL        | 1                    | 0                     | 1                   |
| HAZARDOUS          | 0                    | 0                     | 0                   |
| INDUSTRIAL         | 0                    | 1                     | 1                   |
| INSTITUTIONAL      | 1                    | 2                     | 3                   |
| MERCANTILE         | 21                   | 6                     | 27                  |
| RESIDENTIAL        | 4                    | 2                     | 6                   |
| STORAGE            | 1                    | 0                     | 1                   |
| DAY CARE           | 5                    | 2                     | 7                   |
| HOME CARE          | 0                    | 0                     | 0                   |
| FOSTER CARE        | 0                    | 0                     | 0                   |
| VACANT             | 0                    | 0                     | 0                   |
|                    |                      |                       |                     |
| <b>TOTALS</b>      | <b>77</b>            | <b>30</b>             | <b>107</b>          |

|                       | <b>PRESENT MONTH</b> | <b>PREVIOUS MONTH</b> | <b>YEAR-TO-DATE</b> |
|-----------------------|----------------------|-----------------------|---------------------|
| CODE VIOLATIONS       | 107                  | 66                    | 173                 |
| FOLLOW UP INSPECTIONS | 23                   | 5                     | 28                  |

# FIRE PREVENTION ACTIVITY REPORT FOR YEAR OF: 2013

|                                                      | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | TOTALS |
|------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|--------|
| Service Calls to Residents                           | 18  | 21  |     |     |     |     |     |     |      |     |     |     | 39     |
| Home Inspections / Door<br>Hanger Follow Ups         | 8   | 2   |     |     |     |     |     |     |      |     |     |     | 10     |
| Smoke Alarms Installed                               | 5   | 12  |     |     |     |     |     |     |      |     |     |     | 17     |
| Batteries Installed in<br>Smoke Alarms               | 7   | 12  |     |     |     |     |     |     |      |     |     |     | 19     |
| Fire Extinguisher Classes                            | 0   | 0   |     |     |     |     |     |     |      |     |     |     | 0      |
| School / Daycare<br>Presentations                    | 3   | 4   |     |     |     |     |     |     |      |     |     |     | 7      |
| Community / Civic Group<br>Presentations             | 2   | 1   |     |     |     |     |     |     |      |     |     |     | 3      |
| Station Tours                                        | 1   | 5   |     |     |     |     |     |     |      |     |     |     | 6      |
| Total Participants in Fire &<br>Life Safety Programs | 600 | 800 |     |     |     |     |     |     |      |     |     |     | 1400   |
| Community / Business<br>Displays                     | 0   | 1   |     |     |     |     |     |     |      |     |     |     | 1      |
| Child Safety Seat Clinics                            | 0   | 0   |     |     |     |     |     |     |      |     |     |     | 0      |
| Child Safety Seats<br>Inspected                      | 12  | 8   |     |     |     |     |     |     |      |     |     |     | 20     |
| Child Safety Seats<br>Distributed                    | 2   | 0   |     |     |     |     |     |     |      |     |     |     | 2      |

# MONTHLY CITATION REPORT FOR THE MONTH OF: FEBRUARY 2013

| LOCATION                   | CURRENT<br>MONTH<br>FIRE LANE | CURRENT<br>MONTH<br>HANDICAPPED | LAST<br>MONTH<br>FIRE LANE | LAST<br>MONTH<br>HANDICAPPED | YEAR<br>TO<br>DATE |
|----------------------------|-------------------------------|---------------------------------|----------------------------|------------------------------|--------------------|
| Cardinal Plaza             |                               |                                 |                            |                              | 0                  |
| Compare Foods              |                               |                                 |                            |                              | 0                  |
| Crossroads Shopping Center |                               |                                 |                            |                              | 0                  |
| Dabney Shopping Center     |                               |                                 |                            |                              | 0                  |
| Dabney West Mall           |                               |                                 |                            |                              | 0                  |
| Golden Corral              |                               |                                 |                            |                              | 0                  |
| Guardian Care              |                               |                                 |                            |                              | 0                  |
| Henderson Mall             |                               |                                 |                            |                              | 0                  |
| Henderson Square           |                               |                                 |                            |                              | 0                  |
| Lowe's                     |                               |                                 |                            |                              | 1                  |
| 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                   |                               |                                 |                            |                              | 0                  |
| Walgreens                  |                               |                                 |                            |                              | 0                  |
|                            |                               |                                 |                            |                              |                    |
|                            |                               |                                 |                            |                              |                    |
|                            |                               |                                 |                            |                              |                    |
|                            |                               |                                 |                            |                              |                    |
| <b>TOTALS</b>              | <b>0</b>                      | <b>0</b>                        | <b>0</b>                   | <b>0</b>                     | <b>1</b>           |

## TRAINING DIVISION PRODUCTIVITY - FEBRUARY 2013

Henderson Fire Department

| Types of Courses Taught | Course Hours Taught | Man-hours of Training |
|-------------------------|---------------------|-----------------------|
| Fire Ground Training    | 113.5               | 807                   |
| EMS / Rescue Training   | 12                  | 128                   |
| Special Training        | 8                   | 240                   |

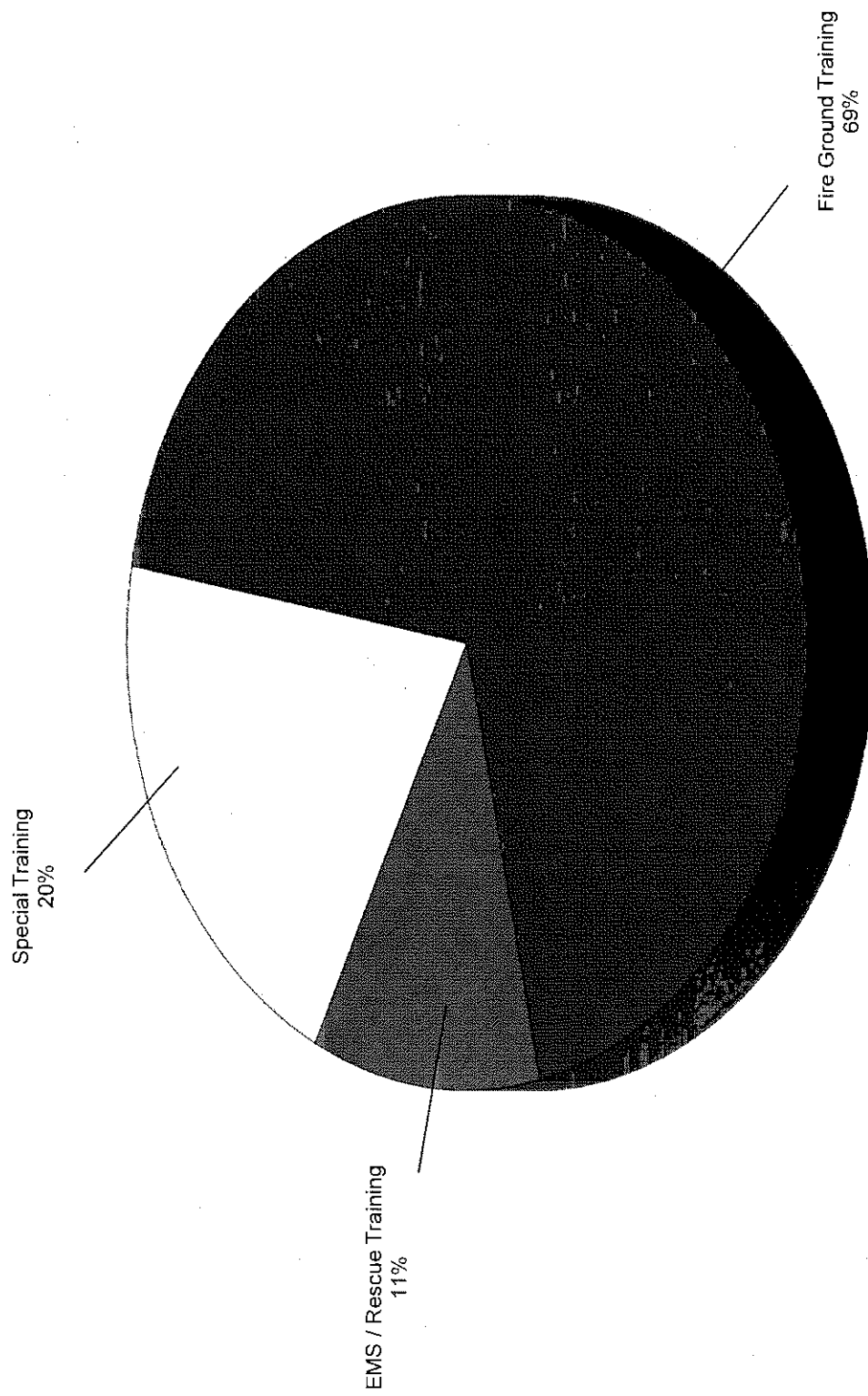
|        |       |      |
|--------|-------|------|
| Totals | 133.5 | 1175 |
|--------|-------|------|

|                      | Course Hours Taught | Man-hours of Training |
|----------------------|---------------------|-----------------------|
| PREVIOUS MONTH TOTAL | 121                 | 980.5                 |

|                        |       |        |
|------------------------|-------|--------|
| YEAR - TO - DATE TOTAL | 254.5 | 2155.5 |
|------------------------|-------|--------|



# Training Hours by Category - February 2013



## **Fire Department Regulatory Compliance**

The Fire Department has met all regulatory compliance items for the month of February, 2013

HENDERSON-VANCE COUNTY 911

NUMBER OF CALLS REPORT BY COMPLAINT (ALL UNITS)

TIME PERIOD: 01/21/2012 09:00:00 Through 02/20/2013 23:59:59

TOTAL

5,123

| DEPARTMENT                                | COMMENT                       | TOTAL        | COUNTY       | CITY         | STATE     | OTHER      |
|-------------------------------------------|-------------------------------|--------------|--------------|--------------|-----------|------------|
| DATA WITH NO DEPARTMENT                   |                               | 178          |              |              |           | 178        |
| AFTON VOLUNTEER FIRE DEPARTMENT           | County VFD Dispatch           | 5            | 5            |              |           |            |
| AMERICAN RED CROSS                        | Other Dispatch                | 1            |              |              |           | 1          |
| BEARPOND VOLUNTEER FIRE DEPARTMENT        | County VFD Dispatch           | 48           | 48           |              |           |            |
| COKEBURY VOLUNTEER FIRE DEPARTMENT        | County VFD Dispatch           | 17           | 17           |              |           |            |
| CSX RAILROAD                              | Other Dispatch                | 0            |              |              |           | 0          |
| DREWRY VOLUNTEER FIRE DEPARTMENT          | County VFD Dispatch           | 5            | 5            |              |           |            |
| EMBARQ                                    | Other Dispatch                | 0            |              |              |           | 0          |
| EPSOM VOLUNTEER FIRE DEPARTMENT           | County VFD Dispatch           | 8            | 8            |              |           |            |
| HENDERSON FIRE DEPARTMENT-STA 1           | City Dispatch                 | 294          |              | 294          |           |            |
| HENDERSON FIRE DEPARTMENT-STA 2           | City Dispatch                 | 215          |              | 215          |           |            |
| HENDERSON POLICE DEPARTMENT               | City Dispatch                 | 2,218        |              | 2,218        |           |            |
| HENDERSON STREET DEPT                     | City Dispatch                 | 4            |              | 4            |           |            |
| HENDERSON WATER DEPARTMENT                | City Dispatch                 | 19           |              | 19           |           |            |
| HICKSBORO VOLUNTEER FIRE DEPARTMENT       | County VFD Dispatch           | 32           | 32           |              |           |            |
| KITTRELL VOLUNTEER FIRE DEPARTMENT        | County VFD Dispatch           | 16           | 16           |              |           |            |
| NORTH CAROLINA DEPT OF PARKS              | State Dispatch                | 1            |              |              | 1         |            |
| NORTH CAROLINA DEPT OF TRANSPORTATION     | State Dispatch                | 13           |              |              | 13        |            |
| NORTH CAROLINA DIVISION OF MOTOR VEHICLES | State Dispatch                | 0            |              |              | 0         |            |
| NORTH CAROLINA FORESTRY SERVICE           | State Dispatch                | 3            |              |              | 3         |            |
| NORTH CAROLINA MAGISTRATE OFFICE          | State Dispatch                | 1            |              |              | 1         |            |
| NORTH CAROLINA MEDICAL EXAMINER           | State Dispatch                | 3            |              |              | 3         |            |
| NORTH CAROLINA PROBATION & PAROLE         | State Dispatch                | 0            |              |              | 0         |            |
| NORTH CAROLINA STATE HIGHWAY PATROL       | State Dispatch                | 32           |              |              | 32        |            |
| NORTH CAROLINA UNDERWATER RECOVERY        | Other Dispatch                | 0            |              |              | 0         |            |
| NORTH CAROLINA WILDLIFE                   | State Dispatch                | 0            |              |              | 0         |            |
| PROGRESS ENERGY                           | Other Dispatch                | 8            |              |              |           | 8          |
| PUBLIC SERVICE GAS                        | Other Dispatch                | 0            |              |              |           | 0          |
| RIDGEWAY VOLUNTEER FIRE DEPARTMENT        | County VFD Dispatch           | 1            | 1            |              |           |            |
| TOWNSVILLE VOLUNTEER FIRE DEPARTMENT      | County VFD Dispatch           | 15           | 15           |              |           |            |
| VANCE COUNTY AMBULANCE SERVICE (EMS)      | City & County Dispatch-actual | 503          | 196          | 304          |           | 3          |
| VANCE COUNTY ANIMAL CONTROL               | County Dispatch               | 61           | 61           |              |           |            |
| VANCE CO DEPT OF SOCIAL SERVICES          | County Dispatch               | 4            | 4            |              |           |            |
| VANCE COUNTY EMERGENCY MANAGEMENT         | City & County Dispatch        | 2            | 2            |              |           |            |
| VANCE COUNTY FIRE DEPARTMENT              | County Dispatch/FIRE          | 106          | 106          |              |           |            |
| VANCE COUNTY RESCUE SQUAD                 | County Dispatch               | 33           | 33           |              |           |            |
| VANCE COUNTY SHERIFF DEPARTMENT           | County Dispatch               | 2,152        | 2,152        |              |           |            |
| WAKE ELECTRIC COOPERATIVE                 | Other Dispatch                | 0            |              |              |           | 0          |
| WATKINS VOLUNTEER FIRE DEPARTMENT         | County VFD Dispatch           | 8            | 8            |              |           |            |
| <b>TOTALS</b>                             |                               | <b>6,006</b> | <b>2,709</b> | <b>3,054</b> | <b>53</b> | <b>190</b> |

Signature:

Carey D. Thompson

Prepared by: Carey D. Thompson, 911 Database Coordinator

Signature:

Brian K. Short

Reviewed by Brian K. Short, Director

02/27/2013

# ***HENDERSON-VANCE CO 911***

## ***Number Of Calls Report by Department (All Units)***

*First Date:* 01/21/2013

*Jurisdiction:* HEN-VAN

*Last Date:* 02/20/2013

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|    | <i>Department</i>        | <i>Number</i> |
|----|--------------------------|---------------|
| 1  | Data with no Department. | 178           |
| 2  | AFTO                     | 5             |
| 3  | ARC                      | 1             |
| 4  | BVFD                     | 48            |
| 5  | CVFD                     | 17            |
| 6  | DOT                      | 13            |
| 7  | DSS                      | 4             |
| 8  | DVFD                     | 5             |
| 9  | EM                       | 2             |
| 10 | EMS                      | 503           |
| 11 | EVFD                     | 8             |
| 12 | FOR                      | 3             |
| 13 | HFD1                     | 294           |
| 14 | HFD2                     | 215           |
| 15 | HPD                      | 2218          |
| 16 | HVFD                     | 32            |
| 17 | KVFD                     | 16            |
| 18 | ME                       | 3             |
| 19 | MO                       | 1             |
| 20 | PARK                     | 1             |
| 21 | PE                       | 8             |
| 22 | RIDG                     | 1             |
| 23 | SHP                      | 32            |
| 24 | STRE                     | 4             |
| 25 | TVFD                     | 15            |
| 26 | VCAC                     | 61            |
| 27 | VCFD                     | 106           |
| 28 | VCR                      | 33            |
| 29 | VCSO                     | 2152          |
| 30 | WATE                     | 19            |
| 31 | WVFD                     | 8             |

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***Total:* 5123**

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: 01/21/2013

Last Date: 02/20/2013

| Complaint    |                                          | Number |
|--------------|------------------------------------------|--------|
| 911HU        | 911 HANG UP CALL                         | 80     |
| ABAND        | ABANDONED OR JUNKED CARS                 | 5      |
| ABDOM-EMD    | ABDOMINAL PAIN OR PROBLEMS               | 25     |
| ABNV         | ABANDONED VEHICLE                        | 2      |
| ACC-PD       | ACCIDENT PROPERTY DAMAGE                 | 110    |
| ACC-PI       | ACCIDENT PERSONAL INJURY                 | 31     |
| ALARM        | ALARM RESIDENCE OR BUSINESS              | 276    |
| ALARMFALSE   | ALARM FALSE                              | 102    |
| ALARMMED     | ALARM MEDICAL                            | 12     |
| ANIMAL-EMD   | ANIMAL BITE / ATTACK                     | 2      |
| ANIM         | ANIMAL COMPLAINT/VISCIOUS ANIMAL         | 50     |
| ARMED SUSP   | ARMED SUSPECT (MAN WITH A GUN)           | 9      |
| ARRE         | ARREST                                   | 2      |
| ASAG         | ASSIST OTHER AGENCY                      | 12     |
| ASMO         | ASSIST MOTORIST                          | 61     |
| ASSAULIP-EMD | ASSAULT OR SEXUAL ASSAULT - IN PROGRESS  | 5      |
| ASSAULT-EMD  | ASSAULT OR SEXUAL ASSAULT                | 33     |
| BACKPAIN-EMD | BACK PAIN (NON-TRAUMATIC)                | 5      |
| BE MV        | BREAKING AND ENTERING TO A MOTOR VEHICLE | 17     |
| BON          | BONDING                                  | 15     |
| BREATH-EMD   | BREATHING PROBLEMS                       | 45     |
| BURG-IP      | BURGLARY/B&E IN PROGRESS                 | 8      |
| BURGLARY     | BURGLARY                                 | 83     |
| BURNS-EMD    | BURNS (SCALDS) OR EXPLOSIONS (ELECTRIC)  | 1      |
| CAR          | CARELESS AND RECKLESS DRIVER             | 33     |
| CARDIAC-EMD  | CARDIAC/RESPIRATORY ARREST OR            | 7      |
| CARJAC       | CARJACKING                               | 1      |
| CHASE        | CHASE                                    | 4      |
| CHESTPAI-EMD | CHEST PAIN                               | 54     |
| CIVDIS       | CIVIL DISPUTE                            | 65     |
| COMTHR       | COMMUNICATING THREATS                    | 6      |
| CONTROLBURN  | CONTROLLED BURN                          | 1      |
| CONVULS-EMD  | CONVULSIONS / SEIZURES                   | 22     |
| DIABETIC-EMD | DIABETIC PROBLEMS                        | 29     |
| DIRTRF       | DIRECTING TRAFFIC/TRAFFIC CONTROL        | 9      |
| DISO         | DISORDERLY PERSON                        | 65     |
| DOMEIP/W     | DOMESTIC DISPUTE - IN PROGRESS           | 3      |
| DOM-PROB     | DOMESTIC PROBLEM                         | 68     |
| DRUGALC      | DRUG OR ALCOHOL COMPLAINT                | 23     |
| DRUNKDRIV    | DRUNK DRIVER                             | 3      |
| DVO          | DOMESTIC VIOLENCE ORDER                  | 19     |
| EMERG TRANS  | EMERGENCY TRANSPORT                      | 5      |
| ESCO         | ESCORT                                   | 225    |
| EVICTIO      | EVICTIO                                  | 46     |
| FALLS-EMD    | FALLS (SUBJECT FALLEN)                   | 48     |
| FIGHT        | FIGHT                                    | 20     |
| FIGHT-IP/W   | FIGHT IN PROGRESS/W-WEAPONS              | 2      |
| FIRE AL      | FIRE ALARM                               | 28     |
| FIRE BRU     | BRUSH/GRASS FIRE                         | 5      |
| FIRE CHIM    | CHIMNEY FIRE                             | 1      |
| FIRE ELEC    | ELECTRICAL FIRE                          | 2      |
| FIRE SMOKE   | SMOKE REPORT                             | 5      |

# HENDERSON-VANCE CO 911

## Number Of Calls Report by Complaint

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First Date: 01/21/2013

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| Complaint    |                                  | Number |
|--------------|----------------------------------|--------|
| FIRE STRUC   | STRUCTURE FIRE                   | 12     |
| FIRE TRANS   | TRANSFORMER FIRE                 | 2      |
| FIRE VEHI    | VEHICLE FIRE                     | 5      |
| FRAUD        | FRAUD/FORGERY                    | 30     |
| GASLEA       | GAS LEAK                         | 3      |
| HARR         | HARRASSMENT/THREATS              | 45     |
| HEADACHE-EMD | HEADACHE                         | 6      |
| HEART-EMD    | HEART PROBLEMS - AICD            | 7      |
| HEMORR-EMD   | HEMORRHAGE / LACERATION          | 14     |
| HOMEINV      | HOME INVASION                    | 1      |
| HRPD         | HIT & RUN PD                     | 25     |
| HRPI         | HIT & RUN PI                     | 1      |
| ILL-DUMP     | ILLEGAL DUMPING                  | 43     |
| INDEXPO      | INDECENT EXPOSURE                | 3      |
| INSPECTION   | FIRE INSPECTION                  | 50     |
| INTPERS      | INTOXICATED PERSON               | 18     |
| INVE         | INVESTIGATE ---- AT              | 713    |
| IPV          | IMPROPERLY PARKED VEHICLE        | 10     |
| JUV          | JUVENILE PROBLEMS                | 31     |
| LARCIP       | LARCENY IN PROGRESS              | 5      |
| LARC         | LARCENY - ALREADY OCCURRED       | 118    |
| LOIT         | LOITERING COMPLAIN               | 6      |
| LOST         | LOST PROPERTY                    | 8      |
| LOUD         | LOUD MUSIC                       | 23     |
| MEDICAL      | MEDICAL                          | 2      |
| MEN          | MENTAL SUBJECT                   | 65     |
| MISS         | MISSING PERSON                   | 11     |
| OPEN         | OPEN DOOR/WINDOW                 | 14     |
| OVERDOSE-EMD | OVERDOSE / POISONING (INGESTION) | 7      |
| PDAMG        | PROPERTY DAMAGE ALREADY OCCU     | 81     |
| PDMGIP       | PROPERTY DAMAGE IN PROGRESS      | 3      |
| PREGNANT-EMD | PREGNANCY/CHILDBIRTH/MISCARRIA   | 10     |
| PROW         | PROWLER                          | 26     |
| RAPE         | RAPE                             | 3      |
| RECFPI       | RECOVERED/FOUND PROPERTY         | 13     |
| ROBARM       | ROBBERY ARMED                    | 7      |
| ROBBERY      | ROBBERY                          | 3      |
| RUN          | RUNAWAY                          | 4      |
| SHOP         | SHOPLIFTER                       | 27     |
| SHOTS        | SHOTS FIRED                      | 64     |
| SICK-EMD     | SICK PERSON                      | 96     |
| STABBING-EMD | STABBING / GUNSHOT / PENETRATING | 10     |
| STOLV        | STOLEN VEHICLE                   | 4      |
| STROKE-EMD   | STROKE (CVA)                     | 10     |
| SUBINCUS     | SUBJECT IN CUSTODY               | 31     |
| SUICIDE-EMD  | SUICIDE / PSYCHIATRIC / ABNORMAL | 1      |
| SUMMONS      | CIVIL / CRIMINAL SUMMONS         | 177    |
| SUPSUB       | SUSPICIOUS SUBJECT               | 110    |
| SURR         | SURRENDER                        | 6      |
| SUSVEH       | SUSPICIOUS VEHICLE               | 94     |
| TEST         | TEST CALL                        | 72     |
| Traffic Stop | VEHICLE STOP                     | 331    |

# ***HENDERSON-VANCE CO 911***

## ***Number Of Calls Report by Complaint***

***Jurisdiction:*** HEN-VAN

***First Date:*** 01/21/2013

***Last Date:*** 02/20/2013

| <b><i>Complaint</i></b> |                                   | <b><i>Number</i></b> |
|-------------------------|-----------------------------------|----------------------|
| TRAUMA-EMD              | TRAUMATIC INJURY (SPECIFY IN NARI | 3                    |
| TREEDWN                 | TREE DOWN                         | 11                   |
| TRES                    | TRESPASSING SUSPECT               | 78                   |
| UNAUTHVEH               | UNAUTHORIZED USE VEHICLE          | 4                    |
| UNCONC-EMD              | UNCONCIOUS / FAINTING OR NEAR     | 30                   |
| UNKNOWN-EMD             | UNKNOWN PROBLEM (MAN DOWN)        | 2                    |
| WARRANT                 | WARRANT                           | 712                  |
| WATER                   | WATER RELATED PROBLEM             | 21                   |
| WRIT                    | WRIT OF EXECUTION                 | 10                   |
| XRAY                    | COURTHOUSE XRAY DUTY              | 1                    |

***Report Total:*** 5123