



AGENDA

Henderson City Council Regular Meeting

Monday 10 June 2013, 6:00 p.m.

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

134 Rose Avenue

Henderson, North Carolina

Mayor and City Council Members

Mayor James D. O'Geary, Presiding

Councilmember James C. Kearney, Jr.
Councilmember Sara M. Coffey
Councilmember Michael C. Inscoe
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 Behavior¹ and Transparency in Governance². The Mayor now inquires as to whether any Council Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the City Council. If any Council Members knows of a conflict of interest, or appearance of conflict, please state so at this time.

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

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

V. ADJUSTMENTS TO AND/OR APPROVAL OF THE AGENDA

VI. APPROVAL OF MINUTES

- a) 13 May Regular Meeting [See Notebook Tab 1]*
- b) 20 May Special Called Meeting*
- c) 23 May Budget Work Session #1*
- d) 28 May Budget Work Session #2*
- e) 30 May Budget Work Session #3*
- f) 3 June Budget Work Session #4*

VII. PUBLIC HEARING

- a) FY 14 Budget Hearing. (CAF 13-A-40) [See Notebook Tab 2]*

- Public Hearing

- b) Consideration of Approval of Ordinance 13-32, Amending the Zoning Map to Change Vance County Tax Map 0221, Block 04, Lot 002 from R20 (Low Density Residential) and R15 (Moderate to Low Density Residential) Zoning Districts to RA (Residential and Agricultural) Zoning District Located in the ETJ off Brodie Road 5.00 +/- Acres. (CAF 13-71) [See Notebook Tab 3]*

- Ordinance 13-32
- Public Hearing

- c) Consideration of Approval of Ordinance 13-33, Amending the Zoning Map to Change Vance County Tax Map 0012, Block 01, Lot 027 from I2 (Industrial Non-Park) District to B2 (Highway Commercial) Zoning District Located in the City at 903 S. Beckford Drive, 0.84 +/- acres. (CAF 13-72) [See Notebook Tab 4]*

- Ordinance 13-33
- Public Hearing

- d) Consideration of Approval of Ordinance 13-34, Amending the Table of Permitted Uses – Section 310 A.14.11 – Gas Sales of the Zoning Ordinance to Include Oil Changes, Tire Repair and Inspections as a Permitted Use in the I2 (Industrial Non-Park), B2 (Highway Commercial), B2A (Highway Commercial Along the Interstate) and B4 (Neighborhood Business) Zoning Districts and by Special Use Permit in the B1 (Central Business) District. (CAF 13-73) [See Notebook Tab 5]*

- Ordinance 13-34
- Public Hearing

VIII. 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.³

IX. NEW BUSINESS

- a) Consideration of Approval of 1) Resolution 13-45, Accepting the CDBG Talent Enhancement Capacity Building Grant; and 2) Ordinance 13-30, FY 13 BA #38, Establishing the Budget for Above Mentioned Grant in the Amount of \$50,000. (CAF 13-63) [See Notebook Tab 6]
 - Resolution 13-45
 - Ordinance 13-30
- b) Consideration of Approval of Resolution 13-50, Requesting the County of Vance to Consider Amending its Tax Collections' Policies as it Relates to Delinquent Taxes. (CAF 13-70) [See Notebook Tab 7]
 - Resolution 13-50
- c) Consideration of Approval of Resolution 13-47, Providing for the Disposition of Certain Jointly Held Property by the City and County Otherwise Identified or Located at 701 East Avenue, Vance County Tax Parcel 0079 04002. (CAF 13-67) [See Notebook Tab 8]
 - Resolution 13-47
- d) Consideration of Approval of Resolution 13-48, Authorizing Remaining Funds to be Used in Conjunction with the Sanitary Sewer Replacement Project with H.G. Reynolds Company, Inc. (CAF 13-68) [See Notebook Tab 9]
 - Resolution 13-48
- e) Consideration of Approval of Resolution 13-44, Approving the Submission of a Letter of Support to the Triangle North Board of Directors Encouraging More Aggressive Marketing Tactics be Utilized for the Triangle North Industrial Parks. (CAF 13-62) [See Notebook Tab 10]
 - Resolution 13-44

X. 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 13-49, Grant Application for Funding Through the U.S. Department of Justice BJA Justice Assistance Grant Program for 2013. (CAF 13-69) [See Notebook Tab 11]

- Resolution 13-49

b) Consideration of Approval of Resolution 13-46, Declaring that Kerr Lake Water Levels Have Improved and that Voluntary Conservation Measures are no Longer Required in Accordance with Chapter 15B of the Water Shortage Response Ordinance. (CAF 13-66) [See Notebook Tab 12]

- Resolution 13-46

c) Consideration of Approval of Tax Releases and Refunds from Vance County for the Month of April 2013. (CAF 13-64) [See Notebook Tab 13]

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.³

³ Citizen Comment Guidelines

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

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

XII. REPORTS

- a)** Mayor/Mayor Pro-Tem
- b)** City Manager
 - i. Use of Aycock Center by Vance County School Employees *[See Notebook Tab 14]*
- c)** City Attorney
- d)** City Clerk
 - i. Calendar Update *[See Notebook Tab 15]*
 - ii. Various Departmental Reports
 - a) Henderson Fire Department

XII. ADJOURNMENT

City Council Minutes

Regular Meeting - DRAFT

13 May 2013

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, Vernon L. Brown, and George M. Daye.

ABSENT

None.

STAFF PRESENT

City Manager Ray Griffin, City Clerk Esther J. McCrackin, Assistant City Manager Frank Frazier, Finance Director Katherine C. Brafford, Engineering Director, Peter Sokalski, Henderson Water Reclamation Facility Director Tom Spain and Police Chief Keith Sidwell.

CALL TO ORDER

The 13 May 2013 Regular Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:00 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 greeted Council and citizens alike to this meeting.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor O'Geary asked if there were any adjustments to the Agenda. City Manager Griffin advised there would be an addition to the Closed Session in accordance with *G.S. §143-318.11(a)(3), Consult with the City Attorney*. Council Member Coffey asked that a discussion be added regarding the *Recreation Center and School Employees*. With those additions, Mayor O'Geary asked for the pleasure of Council. Council Member Peace-Jenkins moved to accept the Agenda with the two additions mentioned above. 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 Rainey moved the approval of the 22 April 2013 Short Regular and 22 April 2013 Work Session minutes as presented. Motion seconded by Council Member Rainey 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

Authorizing the Submission of the FY14 BJA Bulletproof Vest Grant Application and NCLM Risk Management Service Reimbursement Funding for the Police Department.
(Reference: CAF 13-50; Resolution 13-37)

City Manager Griffin asked Police Chief Sidwell to come forward and brief Council. Chief Sidwell said this request addresses two of the City's KSO's. He went on to say the total cost for the purchase of 10 bulletproof vests and vest carriers would be \$10,575. If awarded, the BJA Bulletproof Vest Grant would provide up to \$5,287.50 and would cover vests purchased after 1 April 2013. Chief Sidwell is also requesting approval to submit a funding reimbursement request to the NC League of Municipalities Risk Management Services.

(Clerk's Note: Council Member Daeke arrived at 6:17 p.m.)

Council Member Rainey asked if this is a recurring cost. Chief Sidwell said it is recommended vests be replaced every five (5) years on a rotating basis.

There were no further questions. Mayor O'Geary then asked for the pleasure of Council.

Council Member Inscoe moved the approval of Resolution 13-37, *Authorizing the Submission of the FY13 BJA Bulletproof Vest Grant Application and NCLM Risk Management Service Reimbursement Funding for the Police Department*. Motion seconded by Council Member Rainey and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Brown and Daye. NO: None. ABSTAIN: None. ABSENT: Daeke. (See Resolution Book 3, pp. 175)

Authorizing An Additional Assessment of \$21,362 for FY12-13 to Kerr-Tar Regional Council of Governments for Payment of Funds Owed to the Revolving Loan Funds.
(Reference: CAF 13-52; Ordinance 13-25)

(Clerk's Note: Council Member Inscoe asked to be excused from voting as he serves as a consultant for Kerr-Tar Regional Council of Governments)

City Manager Griffin said Mr. Danny Wright, Chairman of the Board of Directors for the Kerr-Tar Regional Council of Governments (COG), was present and with the Mayor's approval asked him to come forward to explain this request. Mr. Wright gave a brief history of the COG and explained the COG is funded by grants and the membership fees paid by Franklin, Granville, Person, Vance and Warren Counties, along with 16 municipalities, fund the matches required by various approved grants. He then read a portion of the audit report which identified poor accounting practices which he assured Council have now been corrected. He explained the \$311,367 were improperly used and stated no criminal activity took place with those dollars. The COG is now requesting \$21,362 from the City as its portion of the \$311,367 that needs to be paid immediately and said the COG has full intentions of repaying the City, along with all the other municipalities/counties involved as soon as possible. Mr. Wright added that the EDA has demanded a separate account be established for the repayment of the \$311,367. He also said the position of CBDG Director has been eliminated and the hiring of a COG Director has been postponed as part of the COG's effort to repay this loan. Mr. Wright's full presentation is incorporated by reference and hereby made part of these minutes. *(See Appendix A)*

Council Member Rainey asked if this shortfall occurred this year or over years and about future expenditures. Mr. Wright responded the shortfall manifested itself in 2012 as an accumulation over the years. He also said this is a problem with the Revolving Loan Funds only.

City Attorney John Zollicoffer, Jr., asked if the assessments are based on per capita. Mr. Wright responded yes.

Council Member Kearney expressed his appreciation for the presentation and asked for verification that the full balance is being required from the EDA. Mr. Wright responded yes. He added that once the outstanding funds are repaid he was hopeful the COG would be able to negotiate a new loan.

Council Member Coffey asked for a list of the businesses that received funds. Mr. Wright said he would provide a list.

City Manager Griffin suggested taking \$50,000 reserved for the REEF project to pay the \$21,362 for this project and another project to be discussed later this evening. He shared privilege license fees are down approximately \$89,000 and due to an oversight, the Hospital has just been billed for real property taxes by the Tax Collector

Council Member Coffey asked for verification that the \$50,000 was the same amount discussed at a prior meeting when it was decided to leave the money until the end of the fiscal year.

Discussion ensued and it was decided that taking the \$50,000 from the REEF Project would not show the support expressed by Council previously.

Mayor O'Geary asked for the pleasure of Council.

Council Member Kearney moved the approval of Ordinance 13-25, *Authorizing An Additional Assessment of \$21,362 for FY12-13 to Kerr-Tar Regional Council of Governments for Payment of Funds Owed to the Revolving Loan Funds* with \$50,000 taken from the General Fund Undesignated Balance rather than the REEF project. Motion seconded by Council Member Rainey and APPROVED by the following vote: YES: Kearney, Coffey, Rainey, Peace-Jenkins, Daeke, Brown and Daye. NO: None. ABSTAIN: Inscoe. ABSENT: None. (See Ordinance Book 8, pp. 569)

Authorizing the Dedication and Acceptance of Vance Granville Community College Watermain Extension. (Reference: CAF 13-51; Resolution 13-38)

City Manager Griffin asked Engineering Director Peter Sokalski to brief Council on this item. Mr. Sokalski said Vance Granville Community College (VGCC) has extended approximately 540 linear feet of 6" DIP watermain to serve a newly acquired building by the College which is located across the street from the main campus. The watermain has been constructed and inspected in accordance to the City's standards. All testing for the water main has been performed and approval from DENR has been obtained for the use of the water system. The College has asked the City to accept the main and a one year warranty will be placed on the system as a condition of acceptance by the City.

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

Council Member Rainey moved the approval of Resolution 13-38, *Authorizing the Dedication and Acceptance of Vance Granville Community College Watermain Extension*. Motion seconded by Council Member Coffey and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 3, pp. 177)

Approval of Sole Source for New Radio Read Water Meter Purchases and to Purchase the Meters from HD Supply Waterworks, LTD; and Authorizing the Mayor to Sign the Promissory Note for the Loan For Project #H-LRX-F-11-1693 for the Purchase of Radio Read Water Meters and Amending the Budget for Above Mentioned Project. (Reference: CAF 13-48; Resolution 13-34, Ordinance 13-24)

City Manager Griffin asked Engineering Director Peter Sokalski to again come forward and summarize this request. Mr. Sokalski said after about a year and a half, this project has received a loan through the State for \$294,000 to purchase 1,276 ¾" residential water meters; 20 1" water meters; 5 2" water meters and 2 4" water meters, along with 1,296 MBX1 lids with 2" holes. He said the loan is being offered at 0% interest with repayment at \$14,696.40 per year. He also said that H.D. Supply has exclusive rights to distribute these meters in North Carolina. Mr. Sokalski explained that changing to another system would be costly and said staff recommends continuing with the system currently in place.

Council Member Inscoe asked if the new meters would be clustered in particular areas to improve productivity for the meter readers and if any meters would be shelved. Assistant City Manager Frazier said they do not anticipate shelving any of the units. He said they would be used to replace meters and that would limit clustering. Mr. Frazier added that the meters need to be installed within a year after the grant is approved. Mr. Inscoe also asked if there had been any increase in the previous quote. Mr. Sokalski said the cost per unit had decreased by \$5.00

Council Member Rainey asked how many of the new radio read meters are currently in service. Mr. Frazier said approximately 1,300 - both business and residential. Mr. Rainey also asked if customers can request new meters. Mr. Frazier responded normally they are used to replace meters as they break.

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

Council Member Rainey moved the approval of Resolution 13-34, *Approval of Sole Source for New Radio Read Water Meter Purchases and to Purchase the Meters from HD Supply Waterworks, LTD; and Authorizing the Mayor to Sign the Promissory Note for the Loan For Project #H-LRX-F-11-1693 for the Purchase of Radio Read Water Meters* and Ordinance 13-24, *Amending the Budget for Above Mentioned Project*. Motion seconded by Council Member Kearney and APPROVED by the following vote: YES: Inscoe, Rainey, Peace-Jenkins, Daeke, Brown, Daye, Kearney and Coffey. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 3, pp. 169; Ordinance Book 8, pp. 567)

Authorizing the Execution of a Contract with McGill Associates, P.A. for the Completion of an Engineering Report for the Elmwood Cemetery Outfall Project; and Establishing a CIP Project Budget for the Elmwood Cemetery Outfall Project. (Reference: CAF 13-49: Resolution 13-35, Ordinance 13-23)

City Manager Griffin asked Assistant City Manager Frazier to present this item to Council. Mr. Frazier briefly summarized the background for the project and said the project ranked high enough with the State to receive a low interest CWSRF (Clean Water SRF) loan in the amount of \$1,800,000 at 2% interest. He explained the need of meeting all required deadlines and said the first deadline, which is for an Engineering Report, is 1 July 2013. McGill Associates is recommended to perform this Engineering Report as they have assisted the City in applying for loans and grants, both past and present, and are currently working on other CIP projects. Mr. Frazier explained the project is called the Elmwood Cemetery Outfall because the force main that empties into Sandy Creek runs through the Cemetery.

Council Member Inscoe inquired about how this affects the City's debt. City Manager Griffin responded this project would not create an increase due to debt payoffs and the project being built into the 20 year rate stabilization plan. Mr. Inscoe then asked about the Henderson Water Reclamation Facility and Mr. Griffin said this would be discussed during the budget discussions beginning Monday evening.

Mayor O'Geary then asked for the Council's pleasure.

Council Member Kearney moved the approval of Resolution 13-35, *Authorizing the Execution of a Contract with McGill Associates, P.A. for the Completion of an Engineering Report for the Elmwood Cemetery Outfall Project*; and Ordinance 13-23, *Establishing a CIP Project Budget for the Elmwood Cemetery Outfall Project*. Motion seconded by Council Member Daeke and APPROVED by the following vote: YES: Rainey, Peace-Jenkins, Daeke, Brown, Daye, Kearney, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: None (See Resolution Book 3, pp. 171; Ordinance Book 8, pp. 565)

Authorizing Vance County to Extend 2,500 Linear Feet of Waterlines into Warren County.
(Reference: CAF 13-58; Resolution 13-40)

City Manager Griffin said he received a request from Vance County to extend water lines into Warren County and asked City Attorney John Zollicoffer, Jr. to explain the contract. Attorney Zollicoffer, Jr. said the contract is between Vance County and Warren County and by a prior agreement between Vance County and the City, Vance County is now requesting permission from the City to extend their waterlines. If approved, the water line would extend 2,500 linear feet on Tower Road.

Council Member Kearney asked who owned the line. Attorney Zollicoffer said Vance County.

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

Council Member Inscoe moved the approval of Resolution 13-40, *Authorizing Vance County to Extend 2,500 Linear Feet of Waterlines into Warren County*. Motion seconded by Council Member Coffey and APPROVED by the following vote: YES: Peace-Jenkins, Daeke, Brown, Daye, Kearney, Coffey, Inscoe and Rainey. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 3, pp. 181)

Authorizing an Agreement Between the Embassy Cultural Center Foundation and the City of Henderson. (Reference: CAF 13-57; Resolution 13-39)

City Manager Griffin said Mr. John Wester, Mr. Sam Watkins and Mr. George Watkins, representing the Foundation Board, were present to answer questions. He then asked City Attorney Zollicoffer, Jr., who had briefed Council Members previously, to discuss the key elements of the agreement

Attorney Zollicoffer, Jr. said years ago the City purchased land where the current library is located and the Foundation was formed to raise funds from the general public to build the library. Because the City is not allowed to borrow against pledged funds, an agreement was signed to deed the Foundation that City block and the Foundation was to build the library and then deed it back to the City. The property to the South of the library, which the Foundation owns, is the location where the Foundation now wishes to build a new performing arts center with funds they have raised for this purpose.

This agreement provides that the Foundation will payoff all deeds of trust and liens and encumbrances against the library building and the parking lot on the North end of the property. The Foundation would have no control over the library and the City would continue to have

rights to use McGregor Hall. Attorney Zollicoffer, Jr. said there is a storage closet within the library that opens into the lobby that will belong to the Foundation.

The Foundation has entered into an agreement with H. G. Reynolds to construct the performing arts center on the property South of the library. The City will release any interest it may have in that property and McGregor Hall as part of the agreement for conveyance of the library to the City. The City will have no obligation to build, maintain or operate the performing arts center. According to the agreement the performing arts center will be maintained and operated by the Foundation and all profits would go to the Foundation. The City would release the Foundation from any debts it presently might owe to the City.

Attorney Zollicoffer, Jr. added the City will have the ability to join the Foundation in obtaining grants but the City would have no liability regarding payment of any grants received.

Attorney Zollicoffer, Jr. also said H.G. Reynolds has requested certain parking spaces be cordoned off during construction and fencing be put in place to protect citizens and building materials.

Council Member Kearney asked if the County/City relationship regarding the operation of the Library would change. The answer was no; the relationship would remain the same.

Council Member Inscoe said the \$10M in assets brought to the City books not only helps with taxes but will also help with the City's Bond rating.

At this time, Mayor O'Geary asked Mr. Wester, Chairman of the Foundation, to come forward.

Council Member Rainey asked when construction of the performing arts center building will begin. Mr. Wester responded the end of this summer with an approximate 14 month timeframe for completion.

Council Member Brown asked about seating capacity. Mr. Wester said there would be 957 – 1,000 seats and explained the layout allows for a portion of the seating to remain dark when smaller groups use the facility.

Council Member Inscoe said he thought it admirable the citizens of this size city could raise the monies to build this center. Mr. Wester agreed and emphasized the project is consistent with the original design.

Council Member Rainey gave kudos/hats off to the Board of Directors of the Foundation for their positive attitude in seeing this project to completion. He said thank you to all involved.

Council Member Peace-Jenkins said they have set an example of perseverance/tenacity.

Mayor O'Geary said this speaks well of the City of Henderson and the people. He then asked for the pleasure of Council.

Council Member Inscoe moved the approval of Resolution 13-32, *Authorizing an Agreement Between the Embassy Cultural Center Foundation and the City of Henderson*. Motion seconded by Council Member Rainey and APPROVED by the following vote: YES: Daeke, Brown, Daye, Kearney, Coffey, Inscoe, Rainey and Peace-Jenkins. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 3, pp. 179)

Amending Separate Contracts Between the City and Cordell's Lawn Care, Inc. and Perks Lawn Care, LLC to Include Additional Landscaping Services. (Reference: CAF 13-32; Resolution 13-32)

City Manager Griffin asked Assistant City Manager Frank Frazier to summarize this request. Mr. Frazier said during the 11 March 2013 meeting, Council asked staff to consider other areas for privatization. These amended contracts include awarding Veterans Triangle and the Bennett Perry House to Cordell's Lawn Care and the downtown area and North Garnett Street to Park's Lawn Care.

Council Member Inscoe asked if there were bid specifications and if the contract included pruning shrubs and trees. He also asked about the sprinkler system and if the agreement included mulching, aerating, fertilizing, and if the contract included the trees in the City parking area on Garnett Street. Mr. Frazier responded there was no designated guide; the sprinkler system needed to be repaired by the City and then would be maintained by the landscaper; mulching and aerating were included; however, fertilizing was not included and lastly the parking lot was not considered.

Council Member Coffey asked if the agreement included replacement of shrubs. Mr. Frazier responded no.

Council Member Kearney inquired about the net effect in terms of dollars to the City. Mr. Frazier said it would allow staff to spend more time on street work. Council Member Rainey summarized by saying staff would not be spread so thin.

Council Member Inscoe asked to have a revision to the contract to include the downtown parking lot.

Council Member Coffey made a motion to approve Resolution 13-32 as presented. Mr. Inscoe then asked her to withdraw her motion so the contract could be revised during the budget process to include the downtown parking area. Council Member Coffey withdrew her motion. It was the consensus of Council to discuss this during the budget process and to bring this item back to Council at a future meeting.

Award of FY13 Audit Contract Between the City of Henderson and William L. Stark and Company. (Reference: CAF 13-60; Resolution 13-41)

City Manager Griffin asked Finance Director Kathy Brafford to address Council. Ms. Brafford reminded Council that William L. Stark and Company submitted a three year proposal to perform the City's audit in 2012. They completed the FY12 audit and the contract for FY13 would total \$41,550, approximately a 5% increase over FY13.

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

Council Member Rainey moved the approval of Resolution 13-41, *Award of FY13 Audit Contract Between the City of Henderson and William L. Stark and Company*. Motion seconded by Council Member Kearney and APPROVED by the following vote: YES: Daye, Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke and Brown. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 3, pp. 183)

Recreation Center – School Employees

Council Member Coffey asked why school employees are not able to use the Recreation Facility. She stated County and City employees use the facility free of charge and shared portions of correspondence between the school superintendent, Mr. Gregory and the Aycok Recreation Center Director, Alan Gill. She said Mr. Gregory felt free use of the facility would be an additional tool for recruiting teachers.

City Manager Griffin said he had asked Mr. Gill to obtain the number of school employees so he could consider the impact and as far as he knew, Mr. Gill had never received the information requested. Mr. Griffin said he would prepare a report for the June meeting.

CONSENT AGENDA

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

Updating the Sewer Use Ordinance, Chapter 15. (Reference: CAF 13-23; Ordinance 13-14) This amendment increases the City's enforcement authority as well as makes the wording more concise and comprehensible, and removes outdated sections. (See Ordinance Book 8, p 547)

Issuing Sewer Credit for Outside Watering of Lawns, Plants and Vegetation from June 1, 2013 through October 31, 2013. (Reference: CAF 13-37; Resolution 13-29) This allows credit to customers for watering throughout the summer with a caveat that it may be discontinued if water conservation measures and/or a drought situation arise. (See Resolution Book 3, p 159)

Amending/Closing Out the Following Grants: Fund 55-201: Fire FM Global Grant; Fund 55-203: BJA Bulletproof Vests Grant; and Fund 55-302: Orange Breckenridge Redevelopment Grant. (CAF 13-42; Ordinance 13-21) This amends/closes out the above mentioned funds. (See Ordinance Book 8, p 561)

Amending the General Fund and the Water Fund. (CAF 13-53; Ordinance 13-26) This corrects Budget Amendment #25 and #7 respectively. (See Ordinance Book 8, p 571)

Amending Fund 510: Police Department and Fund 530: Fire Department of the General Fund. (Reference: CAF 13-54; Ordinance 13-18) This allows for the appropriation of proceeds of insurance claims back to the appropriate departments to offset repair costs. (See Ordinance Book 8, p 555)

Authorizing an Additional Appropriation of \$25,000 to the Departmental Budget for the City Attorney. (Reference: CAF 13-56; Ordinance 13-28) This appropriation is necessary to cover the attorney fees of the law firm of Tharrington Smith, LLP in connection with the Pitts, Von Williams case. (See Ordinance Book 8, p 575)

Closing Out the Water Main Replacement/Relocation of the Red Bud Creek Bridge Project Fund 43-848 and Amending Capital Reserve utilities Fund 70. (Reference: CAF 13-55; Ordinance 13-27) This Ordinance returns the surplus funds to Capital Reserves Utilities and closes out this project. (See Ordinance Book 8, p 573)

Amending the General Fund – Recreation Department Budget. (Reference: CAF 13-59; Ordinance 13-29) This amendment will budget the proceeds of the fund raiser \$6,623 plus an additional \$377 from general recreation donations to cover fund raiser expenses and to offset expenses of the upcoming summer production of *The Sound of Music*. (See Ordinance Book 8, p 577)

Tax Releases and Refunds from Vance County for the Month of March 2013. (Reference: CAF 13-45). The Finance Director has reviewed the tax releases and refunds and has found them to be in order. (See below)

March 2013 Tax Releases			
Name	Reason	Tax Year	Amount
Real & Personal Property			
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2000	\$ 11.20
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2001	\$ 11.20
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2003	\$ 12.20
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2003	\$ 253.75
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2004	\$ 12.80
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2004	\$ 13.12
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2005	\$ 13.40
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2005	\$ 63.74
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2006	\$ 13.40
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2006	\$ 13.74
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2007	\$ 13.40
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2007	\$ 13.74

Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2008	\$ 20.34
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2008	\$ 20.85
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2009	\$ 21.06
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2009	\$ 21.59
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2010	\$ 21.06
Cordell, William F	Correct Ownership	2010	\$ 231.48
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2010	\$ 21.59
Vision of Hope Intern	Correct Ownership	2010	\$ (231.48)
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2011	\$ 21.06
Cordell, William F	Correct Ownership	2011	\$ 231.43
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2011	\$ 21.59
Vision of Hope Intern	Correct Ownership	2011	\$ (231.43)
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2012	\$ 21.06
Cordell, William F	Correct Ownership	2012	\$ 231.43
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2012	\$ 21.59
Vision of Hope Intern	Correct Ownership	2012	\$ (231.43)
Total R&P Prop. Releases			\$ 657.48
Registered Vehicle Refunds			
Brownson, Jacqueline R	Pro-Rate	2011	\$ 5.15
Hargrove, Linda Wade	Pro-Rate	2011	\$ 3.95
Clark, Elizabeth Leona	Pro-Rate	2012	\$ 2.60
Corbitt Hills Construction	Pro-Rate	2012	\$ 61.59
Hamm, Johnny Hartwell	Pro-Rate	2012	\$ 9.05
Hensley, Phyllis Ann	Pro-Rate	2012	\$ 1.96
Howes, Lebert Andre	Pro-Rate	2012	\$ 4.15
Hughes, Howard Arthur	Pro-Rate	2012	\$ 2.49
Johnson, Sabrina Antio	Pro-Rate	2012	\$ 4.16
Kelley, Tryone	Pro-Rate	2012	\$ 23.61
Rouse, Jamon Andre	Pro-Rate	2012	\$ 63.71
Thorpe, Julia Henderson	Pro-Rate	2012	\$ 1.56
Vaughan, Ernest Lee	Pro-Rate	2012	\$ 1.99
Watkins, Lloyd Quintin	Correct Situs	2012	\$ 47.56
Wilkerson, Sandra Harris	Pro-Rate	2012	\$ 5.74
Total Refunds			\$ 239.27

Registered Vehicle			
Releases			
Moore, NE Dempsey Jr.	Correct Situs	2011	\$ 15.32
Perry,James Otis	Pro-Rate	2011	\$ 1.80
Allen, Helen Thomas	Pro-Rate	2012	\$ 4.24
Allen, Lathisha Monique	Pro-Rate	2012	\$ 19.26
Alliance Rehabilitation	Charitable All O	2012	\$ 95.64
Carroll, Larry Darnell	Pro-Rate	2012	\$ 58.50
Carter, Brandon Jamail	Pro-Rate	2012	\$ 37.61
Catlett, Robert Stephen	Pro-Rate	2012	\$ 1.09
Cawthorne, Wallace Graham	Pro-Rate	2012	\$ 38.08
Clodfelter, Catherine	Correct Value	2012	\$ 5.01
Dieng, Xernorna Yoland	Pro-Rate	2012	\$ 28.59
Ellis, Charles Lawrence	Correct Situs	2012	\$ 73.53
ETC of Henderson	Correct Value	2012	\$ 43.73
Henderson, Charline Shunta	Pro-Rate	2012	\$ 9.13
Henderson, Orthopaedic	Pro-Rate	2012	\$ 11.95
Henderson, Willie	Correct Situs	2012	\$ 164.09
Howard, Bettie Denise	Transfer Out	2012	\$ 60.54
Kelly, Jazman Shua	Pro-Rate	2012	\$ 33.69
Kerr Area Transportation Auth.	Charitable All O	2012	\$ 6,900.52
Kodavanti Viswahdham	Pro-Rate	2012	\$ 4.43
Leyes, Gladys	Pro-Rate	2012	\$ 11.17
McLaughlin, Amy Ball	Pro-Rate	2012	\$ 38.26
Melchoir, Jessica Kamill	Pro-Rate	2012	\$ 2.16
Perry,James Otis	Pro-Rate	2012	\$ 15.28
Ragland, Tiffany Nicole	Pro-Rate	2012	\$ 9.48
Washington, Sheila Lorraine	Pro-Rate	2012	\$ 50.69
Wilkins, Kevin Michael	Military Non Resident	2012	\$ 144.61
Williams, Jacquelin Hawley	Pro-Rate	2012	\$ 9.76
Total Reg Veh Releases			\$ 7,888.16
Total Reg Veh Releases			
& Refunds			\$ 8,127.43
Total All Release & Refunds			\$ 8,784.91

City Manager Griffin asked to remove the *Authorizing an Additional Appropriation of \$25,000 to the Departmental Budget for the City Attorney from the Consent Agenda.* (Reference: CAF 13-56; Ordinance 13-28) See next page.

There were no other requests for removal. Mayor O'Geary asked for a motion to approve the consent Agenda excluding the ***Authorizing an Additional Appropriation of \$25,000 to the Departmental Budget for the City Attorney from the Consent Agenda.***

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

Council Member Kearney expressed his appreciation for the diligence in saving dollars on the Red Bud Creek Bridge Project. City Manager Griffin said the work of Assistant City Manager Frank Frazier and Engineering Director Peter Sokalski were responsible for the savings.

Authorizing an Additional Appropriation of \$25,000 to the Departmental Budget for the City Attorney. (*Reference: CAF 13-56; Ordinance 13-28*)

City Manager Griffin said in light of an earlier discussion this evening regarding Council's desire to keep the \$50,000 reserved for the REEF Project intact, and since this amendment includes a portion of that REEF appropriation of \$50,000, it is appropriate to increase the fund balance appropriation from the General Fund to cover the additional costs of fees incurred by the law firm of Tharrington Smith, LLP for legal services in connection with the Pitts, Von Williams case also be taken from the General Fund.

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

Council Member Rainey moved the approval of Ordinance 13-28, *Authorizing an Additional Appropriation of \$25,000 from the General Fund's Undesignated Balance to the Departmental Budget for the City Attorney.* Motion seconded by Council Member Daeke and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: None.

WORK SESSION

City Manager Griffin asked Economic Development Commission Director Stuart Litvin to introduce the new owners of the Quality Inn. Mr. Litvin introduced Anjali Koul as owner of the Inn, her daughter, Manasvi Koul and Floor Manager, Joel Casey. Ms. Koul gave a brief PowerPoint presentation showing before and after pictures of the Inn. Approximately 20 Henderson residents are employed by the Inn and Ms. Koul was proud to share all the work to improve the Inn was done locally with local products, workers, etc. She also asked for assistance from the City to make the Inn more traveler friendly. She asked for road repairs, more lighting and removal of trees.

Mr. Griffin said the issues would be considered during the budget process and suggested Ms. Koul speak with the State as it was felt some of the trees were located on State property.

Before leaving the three introduced themselves to each Council Member.

PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

City Clerk McCrackin advised no citizen wished to address City Council.

REPORTS

- a) Mayor/Mayor Pro-Tem (No Report)
- b) City Manager – City Manager Griffin felt it appropriate to advise Council of the declaration of surplus property and offered an opportunity for discussion. There was none.
- c) City Attorney – City Attorney Zollicoffer, Jr. said Mr. Bill Faison would like to purchase the rights on an easement along the Southerland Mill property. He said this would go through the proper bidding process.
- d) City Clerk – City Clerk McCrackin reminded Council of the groundbreaking ceremony for the Henderson Water Reclamation Facility Improvements on Tuesday, 14 May; the Ethics Webinar on Wednesday, 15 May and the Special Called Meeting on Monday 20 May.

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 Rainey moved for Council to convene in closed session pursuant to G.S. §143-318.11(a)(3) for an Attorney-Client Privilege Matter, and G.S. §143-318.11(a)(6) for a Personnel Matter. Motion seconded by Council Member Peace-Jenkins and unanimously approved.

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

ADJOURNMENT

Council Member Rainey moved for adjournment. Motion seconded by Council Member Daeke, and was unanimously approved. The meeting adjourned 9:34 p.m.

James D. O’Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk

Appendix A

Mr Mayor, Members of the Council, Madam Clerk, Mr. Manager

Thank you for allowing me to appear before you tonight on behalf of the Kerr Tar Regional Council of Governments.

The Council of Governments, which you helped create in 1975, which you help finance **and** which you help govern through your appointments to the COG Board of Directors, is in serious financial difficulty. Regrettably, but dutifully, I am here to speak to you on this matter tonight.

My name is Danny Wright. I am a member of the COG Board of Directors, serving since 1984. I live and work in Vance County. I am Chairman of the newly formed Finance Committee of the COG. The Kerr Tar Council of Governments consist of 5 Counties (Franklin, Granville, Person, Vance and Warren) and 16 municipalities within those counties. I have provided you with a list of the member units and their appointments to the COG Board of Directors to give you a sense of the leadership of our organization. Ultimately, the COG Board of Directors is responsible for the proper administration and management of the COG. As one member of the board, I accept responsibility for the situation we are in. As a board, we are taking the necessary steps to ensure the long-term economic viability of the Kerr-Tar Council of Governments. I appear before you tonight at the board's request.

The operating expenses of the COG are funded through the administrative dollars **allowed** for each of the grants they receive and administer. The local membership assessments that you pay on an annual basis is used to pay the required match for the grants received. For the 5 year period ended June 30, 2012, our member units paid \$501,064 in local assessments to the COG. These assessments were used for matches of federal and state grants that totalled more than \$30 million dollars in the same 5 year period. That is a return of \$61 in federal and state dollars for every \$1.00 of local membership assessments. 61 to 1 is a nice ROI. That is simply what COGs do. There are 16 COGs in North Carolina and 506 across the nation. Authorized by federal statute and formed by state statute, COGs develop regional solutions to regional problems by fostering regional collaboration. Counties and cities do not exist in isolation, our destinies are intertwined. **This** COG has a long distinguished history of helping to improve local governments in a variety of ways, including, but not limited to,

administration, planning and GIS mapping, transportation, economic development, work force development, aging, grant writing, CDBG and HUD Administration grants, as well as providing additional technical assistance on a contractual basis to member units that otherwise might not be able to afford such services. The COG also serves as the “convener” on a host of issues relating to our state and federal partnerships. There is significant value in local governments pulling together and seeking regional solutions to regional problems.

And now for the problem and our request.

During the fiscal year 2011-2012, the COG began to have cash flow problems in it's General Fund that led to the unintentional borrowing of and improper use of restricted federal funds. (EDA) Let me say that there is no missing money, no intentional wrongdoing, and no criminal activity involved. What occurred, happened as a result of poor accounting procedures and practices with respect to controlling expenses within the allotted contract revenues, with respect to the monitoring of prepaid expenses and receivables to ensure that the fair values reported in the balance sheet are supported by the underlying documentation, and with respect to the accurate tracking of cash balances within the centralized cash account.

In the June 30th 2012 Audit Report prepared by Phillips, Dorsey, Thomas, Waters & Brafford, PA, the following significant finding was reported:

See Audit Page 78-79 (Read the finding)

When EDA received the audit report, they had a “hissy fit” as my grandma used to say. And rightfully so. EDA has demanded that we return to them the entire balance in the RLF Loan Account totaling \$311,107.30 immediately. We don't have the funds and that is the reason for our request.

When news of our financial difficulty came to the Board's attention, we immediately implemented a Deficit Reduction Plan on 10/01/12. (Read the highlights)

request Letter (Attached)

We believe that once the funds have been paid back in full to EDA, they will view our future more favorably. In the event that this COG is dissolved, the federal funds earmarked for our region on a per capita basis, will continue to flow to this region, but through another COG; ie; Triangle J in Raleigh. Then we will really be a little fish in a big pond with little or no say in the decision making process, and they will take their assessment share off of the top, which they are entitled to do.

Thank you for allowing me to speak to you on this matter. Any consideration that you may give our request will be grateful for. We will work hard to regain your trust and restore the confidence that is essential for government to be effective and for partnerships to work.

Questions?

DRAFT

City Council Minutes

Special Called Meeting

20 May 2013

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, Vernon L. Brown, and George M. Daye.

ABSENT

None.

STAFF PRESENT

City Manager Ray Griffin, City Attorney John H. Zollicoffer, Jr., City Clerk Esther J. McCrackin, Assistant City Manager Frank Frazier, Finance Director Katherine C. Brafford, Engineering Director, Peter Sokalski, Planning and Community Development Director Erris Dunston, Fire Chief Danny Wilkerson, and Code Compliance Director Corey Williams.

CALL TO ORDER

The 20 May 2013 Regular Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:00 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.

NEW BUSINESS

Awarding of Departmental Handgun and Badge to Retiring Police Chief Keith Sidwell
(Reference: CAF 13-61; Resolution 13-43)

City Manager Griffin said in keeping with tradition, the City would like to award Retiring Police Chief his badge and weapon.

There were no questions. Mayor O'Geary then asked for the pleasure of Council.

Council Member Kearney moved the approval of Resolution 13-43, *Awarding of Departmental Handgun and Badge to Retiring Police Chief Keith Sidwell*. Motion seconded by Council Member Inscoe and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe,

Rainey, and Brown. NO: None. ABSTAIN: None. ABSENT: Peace-Jenkins, Daeke and Daye. (See Resolution Book 3, pp. 187)

Presentation of Proposed FY 2013-2014 Budget

Mayor O'Geary recognized the City Manager at this time. Mr. Griffin thanked Council for its patience in allowing a little extra time to compile the budget and for attending this special meeting. Mr. Griffin reminded everyone that a budget must be provided to the governing body by June 1 and approved by June 30 of each year. He said just before this meeting he received notice from the League of Municipalities a summary of the Senate State Budget and plans to share a portion of their decisions later in the presentation as they affect the City's budget negatively.

(Clerk's Note: Council Member Daeke arrived at 6:04; Council Member Peace-Jenkins arrived at 6:06 and Council Member Daye arrived at 6:08 p.m.)

He then provided a summary of the budget through a brief PowerPoint presentation. He reminded Council that the budget must be balanced and said in difficult times such as these, as the City tightens the budget, both citizens and staff are affected. Mr. Griffin said the revenue stream is monitored and prioritized. He said the proposed budget, at \$35,751,900, is seriously constrained and adjusted for the inter-fund transfer. The budget is balanced without using dollars from the Fund Balance and with a \$00.083 cent property tax increase, \$00.50 sanitation fee increase, a Regional Water rate increase of 5%, a Water Rate increase of 8% and a Sewer Rate increase of 2.5%.

On the personnel side, there is no cost of living increase; however career development is funded, and one firefighter position is unfrozen. Medical insurance decreased 5% which is a bright spot because of the work of employees and retirees participating in the wellness program. Mr. Griffin suggested a portion of that savings be used as a wellness incentive to continue this trend.

Mr. Griffin reminded everyone that the General Fund is comprised of property tax dollar (39%), sales tax (15%) and sanitation fees (11%). The remainder of this Fund comes from miscellaneous sources. Property taxes and sanitation fees are controlled by Council.

Mr. Griffin shared that Council made a good choice in asking that the Fund Balance not be used because of unexpected issues in the General Fund. He said property taxes are not coming in as planned. There has been a delayed billing to the Hospital for real estate position (\$330,000 approx.) and if they are not paid before June 30, the Fund Balance will have to be utilized to balance the FY 12-13 budget. Mr. Griffin added the Hospital is appealing the personal property taxes.

Council Member Rainey asked what the Hospital is appealing and when the process will conclude. Mr. Griffin responded they are appealing the appraised value of the personal property. He said the County Tax Collector set the value and he expressed concern that the Hospital will also appeal the real estate portion. Mr. Griffin said he did not have a timeframe for the appeal. Mr. Rainey asked if the FY 13-14 budget included the \$330,000 and Mr. Griffin responded yes, it is included.

Mr. Rainey then asked if the budget reflects the loss of privilege license fees. Mr. Griffin said he reduced the privilege license fees by approximately \$78,000; however, since balancing the FY 13-14 budget, two (2) internet cafes are now out of business which reduces the privilege license fees for FY12-13 by about \$129,000 which means additional changes to the FY13-14 budget.

Council Member Coffey asked if the City will receive the real estate tax dollars once the appeal is processed. Mr. Griffin said since the Hospital paid the County real estate tax that he felt the City will receive its portion. He said the Hospital was not billed the City real estate tax due to an error which listed the Hospital as non-profit in 1998.

Council Member Kearney said he understood the impact could be significant once the Hospital situation is determined. Mr. Griffin agreed.

Council Daeke asked if any monies were received in FY 12-13 from the Hospital. Mr. Griffin said FY 13-14 is the first year since the Hospital went public.

Mr. Griffin went on to say he anticipates the Powell Bill dollars will be approximately \$20,000 less than the current year year and cost of operation and the State's new unemployment tax on positions will increase. He said sales taxes are holding steady; however, receipts lag two months so the final figures will not be known until mid-September.

Council Member Rainey asked what the status of uncollected taxes is for past years and asked what can be done to assist in collecting taxes. Mr. Griffin asked Finance Director Brafford to provide the levy information and said he has asked the Tax Collector to start with the oldest first, and discontinue the policy of going alphabetically.

Mayor O'Geary asked if the policy has been changed. Mr. Griffin responded he has requested the Collector start in the oldest years and work forward but to his knowledge this has not been implemented. The practice has been to go down the arrears list alphabetically vs. oldest years first.

Mr. Griffin then directed attention to the Undesignated Fund Balance which the LGC maintains should be no less than 8%. The City is currently at about 13% which is not close to the local goal of 35% and stressed the importance of protecting this account.

Council Member Inscoe asked if the Powell Bill is included in Undesignated Fund Balance. Mr. Griffin responded no.

Mr. Griffin then moved to the General Fund saying the proposed budget is \$15.7M which compares to the Fiscal Year 2009 budget. He said personnel is the largest portion of General Fund, followed by Operations, Debt Service, and then equipment and capital, and contingency. He said needs are not being met for equipment and capital which are services citizens expect to see. Public safety costs are not covered by property taxes.

Mr. Griffin said the increase in the General Fund comes from Joint Programs which increased \$40,300, a pay study, employee incentive for the wellness program and a contracted service for

the administrator that negotiates health insurance. Garage repair increases comes mainly from an aging fleet/vehicles. Asset Forfeiture will be relied on for police vehicle purchase.

Mr. Griffin said the 5% increase in Regional Water is for operations, chemicals costs and capital improvements on the Clearwell and chemical pit. He said the Clearwell roof is falling and in need of repair.

Council Member Inscoe asked about the Water Fund Balance and Mr. Griffin referred Council to Page WF2 under the Water Fund Tab. Mr. Inscoe then asked if the \$2M plus includes the current expenditures for water projects. Mr. Griffin said no.

With the Sewer Fund, Mr. Griffin proposed a 2.5% rate increase which is actually good news because last year it was thought the rate would be in the 9% range. The rate stabilization plan provides for less of an increase than considered during discussions in previous budget years. Mr. Griffin also said the Elmwood interceptor costs are included in the FY13-14 estimates although it is hopeful the City will receive funding for this project. Mr. Griffin also said he expects savings to customers once the new plant is up and running as there should be a reduction in labor, chemicals and utilities.

Council Member Kearney said he did not realize Franklin and Warren Counties are in the sewer business. Assistant City Manager Frazier said both counties own their own sewer plants.

Mr. Griffin then reviewed the major initiatives that are underway.

Mr. Griffin spoke next about health insurance. He said the new lower rates will be reflected starting in July and employees with dependent coverage will see a slight increase in their premiums.

Council Member Daeke asked what the 5.2% decrease provides dollar wise to the City. Mr. Griffin asked Ms. Brafford to follow up with the Human Resources Director for this calculation

He concluded by saying he and the staff look forward to working with Council during this process. He said everyone understands this is not a *pretty* budget and reminded Council that the first Budget Work Session is this Thursday night beginning with Regional Water and Water, along with the related funds.

Mr. Griffin then reviewed the Senate budget as provided by the League of Municipalities. Much of the information is beyond the control of local governments which is not encouraging for coming years.

Mayor O'Geary asked if there were any further questions. There were none. Mayor O'Geary reminded everyone no meals would be provided prior to the Budget Work Sessions.

ADJOURNMENT

Council Member Daeke moved for adjournment. Motion seconded by Council Member Brown, and was unanimously approved. The meeting adjourned 7:00 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk



City Council Minutes

Henderson City Council Budget Work Session #1 - DRAFT

23 May 2013

PRESENT

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

ABSENT

Council Member James C. Kearney, Sr.

STAFF PRESENT

City Manager Ray Griffin, Assistant City Manager, Frank Frazier, City Clerk Esther J. McCrackin, Finance Director Katherine Brafford, Kerr Lake Regional Water Plant Manager Christy Lipscomb, Engineering Director Peter Sokalski and Fiscal Compliance Officer Edna Vaught.

CALL TO ORDER

The 23 May 2013 Henderson City Council Budget Work Session #1 was called to order by Mayor James D. O'Geary at 6:00 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.

OPENING REMARKS

Mayor O'Geary welcomed everyone and asked City Manager Griffin to begin the budgetary work session.

City Manager Mr. Griffin asked Kerr Lake Regional Water Director Christy Lipscomb to share good news before beginning the work session. Ms. Lipscomb said NC Rural Water Association (NCRWA) just named water from the Kerr Lake Regional Water facility as having the best flavor in North Carolina. She said once the winner is published in the Rural Water Magazine, notice will be sent to the local paper. Council and staff gave a round of applause for this accomplishment.

Mr. Griffin then began the budget work session with the Car Park issues from the 20 May 2013 meeting.

Car Park Issues

In response to Council Member Kearney's request, Mr. Griffin distributed a property tax increase matrix showing how the proposed increase would affect various valued properties. He also said that Council Member Inscoe asked the City Clerk to search for municipal tax rates and the Clerk distributed a copy of that information to each Council Member.

In response to Council Member Daeke's request regarding medical insurance rates, Mr. Griffin said currently the cost is \$4,900 and it will be decreasing to \$4,750 per person. Overall, the estimated savings will be approximately \$53,928. He also said retiree Medicare rates will be increasing according to information provided from Human Resources Director Cathy Brown.

Council Member Inscoe asked for information regarding the earned interest from Granville County water payment. Mr. Griffin said \$4,488 so far and stated the CD will mature in August 2015. He further advised the interest cannot be taken without penalty.

The discussion then turned to Regional Water.

Kerr Lake Regional Water (KLRW) - Mr. Griffin said the recommendation of a 5% increase is due mainly to what he called *budget creep*, meaning operational costs that impact regional water operations. He said the cost of chemicals is expected to climb an estimated \$40,000; the BioSolids contract has increased \$29,500 and Duke Progress Energy rates are expected to increase approximately \$12,000. He explained there are three major capital projects that are not included in the 20MGD project --- the Clearwell repair, estimated at \$410,000; repairs to the chemical pit and replacement of the chemical storage tank are estimated at \$190,000 and replacement of a 1998 truck with 134,044 miles is estimated at \$32,000.

(Council Member Daeke arrived at 6:08 p.m.)

Mr. Griffin explain due to the recession, water sales have remained relatively flat and went on to review the debt rate. He summarized the review by saying the capital reserve account is working as it should.

Next Mr. Griffin walked Council through the budget structure saying 97% of this funding comes from the sale of water to Oxford and Warren County. Miscellaneous funds comprise the remainder of the funding. He explained approximately \$6,000 is set aside for the State's new unemployment tax required for *each employee*. He expects retiree health insurance for Regional Water to increase by \$3,800, and \$6,600 is included in the budget for a pay classification study. No change in staffing is anticipated. Mr. Griffin then asked if Council had any questions.

(Council Member Daye arrived at 6:18 p.m.)

Council Member Rainey asked if chemicals were priced/purchased yearly. KLRW Director Lipscomb responded some chemicals are purchased yearly; however, some volatile chemicals have to be priced and purchased monthly.

Council Member Coffey asked how much has been spent on the IBT (Inter-basin Transfer). Assistant City Manager Frazier said approximately \$607,715 has been expended to date.

Council Member Inscoe prefaced his statements by saying this is the most challenging budget he has worked on as a council member. He went on to recap the aggressive and progressive projects that were accomplished during the year such as new sewer lines on William and Nicholas streets and the waste water project. Mr. Inscoe said both the City and citizens are hurting due to lack of jobs and the recession, and it is Council's responsibility to save dollars wherever possible for the citizens of Henderson. With that said, Mr. Inscoe distributed photos of the KLRW facility which he took earlier in the day and pointed out the failing concrete and deteriorating, leaking tanks. Mr. Inscoe took additional steps during the day to speak with a contractor and obtained a rough estimate of \$182,600 to sandblast, treat and repair the concrete. Mr. Inscoe summarized his statements by saying his vote would be to replace the chemical tanks, and defer the Clearwell repair by adding it to the 20MGD major expenditure.

Mr. Inscoe continued saying Council needs to make hard decisions and he emphasized the 1 to 1 ratio between Regional Water and Water.

Mr. Inscoe then said he felt employees would prefer to have a pay increase rather than spending dollars on a pay classification study. He expressed concerns about performing a pay classification study when Council would be unable to implement it this year.

Next, Mr. Inscoe expressed concern over the contingency increase of \$20,000. He asked what the contingency was last year. Mr. Griffin said it was \$30,000 last year. Mr. Griffin said that the contingency is for unforeseen issues that would keep Council from having to go into the Fund Balance.

Council Member Coffey asked if the painting expense of \$21,000 could be reduced by in-house painting. KLRW Director Lipscomb said this was not routine painting. It was for coating some of the rusted water lines. Mr. Griffin said the original request for this project was \$40,000.

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Council Member Daeke expressed concern regarding the BioSolids contract increase. KLRW Director Lipscomb said the State mandates the disposal of sludge. Assistant City Manager Frazier said the company was asking for the increase due to transportation costs. After a brief discussion, Ms. Lipscomb was asked to look into other options for disposal.

Council Member Rainey asked if the Recreation and Parks van could be used for transportation to educational classes rather than purchasing a new truck. Council Member Inscoe said he contacted two dealers in town for a ballpark cost and was told a pick-up truck could be purchased for less than \$20,000. KLRW Director Lipscomb said the request is not for a pick-up but more of an SUV type vehicle so three (3) or more employees could travel to classes together. Renting a vehicle for a day or two was suggested.

Council Member Coffey then turned the conversation back to the retiree health insurance costs and that State tax on employees. She asked how many employees are in the department and the retiree health costs. City Manager Griffin said there are thirteen (13) employees and the State tax is based on employees, not position, so turnover creates additional payments to the State. He said because this is the first year of the tax, \$6,000 is a conservative amount to compensate for any turnover and how the State might actually implement the tax. The \$3,800 is due to an employee who retired with more than 30 years of service, entitling that employee to free health care.

Council Member Coffey asked about the personnel change and Mr. Griffin said the full-time Maintenance Technician position was funded for only half the year in FY13, thus an increase in personnel costs.

Council Member Rainey asked why the insurance costs show an increase even though health insurance decreased. Mr. Griffin responded BCBS premiums went down for those in the active plan. Medicare appears to be going up in certain age categories.

Council Member Inscoe then summarized his recommendation as follows: Eliminate the 5% rate increase, include the balance of the Clearwell repairs with the 20MGD project and return the balance back into Capital Reserve; do not do the \$6,600 pay classification study; remove \$20,000 from Contingency; decrease \$21,000 from contracted services for painting/coating and spend no more than \$22,000 on a new truck. Council Member Daeke agreed.

City Manager Griffin respectfully requested Council not eliminate the \$6,600 pay classification study saying although there currently are no dollars to fund the findings, it will provide data necessary to help with job descriptions and identifying problems for future consideration. Council Member Inscoe suggested this pay study be held in abeyance as the \$6,600 is only a portion of the total cost and asked the City Manager to provide the cost for a 2% salary increase.

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Mayor O'Geary called for the consensus of Council. Council Members Coffey, Inscoe, Rainey, Peace-Jenkins and Daye were in agreement. Council Member Daeke again requested cost comparisons for the BioSolids contract but was in agreement. Council Member Brown asked that the cost of a vehicle be reviewed and was in agreement.

City Manager Griffin thanked Council for its guidance to staff. He then moved the discussion to the Capital Reserve Regional Water Fund and gave a brief overview of this fund. There were no questions so he moved the discussion to the CIP (Capital Improvement Projects) Funds.

Mr. Griffin explained the CIP funds exist for the life of the project and said they are audited annually along with other funds. He said the Warren Meter Vault project is underway and the High Speed Efficiency Pump project is in the beginning phase. These CIP funds are funded externally and close when the projects are complete.

Council Member Inscoe said he finds it remarkable and was disappointed the *Dispatch* reporter was not present to report on the success the City has had with debt service, especially for the 20MGD project. City Manager Griffin said this is certainly a bright spot in the budget to have the needed dollars in reserve.

Fund 30: Water Fund

The discussion then moved to the Water Fund. This fund includes the Engineering Department, Public Services Administration, the Water Distribution System, Customer Service, and Administration.

City Manager Griffin said because of the recommendation already made, adjustments will be made to this fund as 5% has already been resolved by eliminating the 5% Regional Water increase. The other 3% relates to operational costs. He referred to several metric charts in the budget work book that show the expected vs actual correlations between Regional Water and Water. He also directed Council's attention to the long-term water fund debt service which should decrease when the Revenue Bonds retire in FY19-20.

Mr. Griffin reviewed the debt service which comprises approximately 12% of the total budget for this fund and said it includes the 2" water line replacement project and the radio read water meters; the Beckford Drive engineering report along with various other projects.

Mr. Griffin said having a Public Services Director to oversee these areas is important but only two applicants have the background and knowledge necessary for the utilities part of the position. He went on to say he is doubtful the position will be filled because the authorized pay range is not competitive. Mr. Griffin said the City lacks depth of organizational knowledge and job expertise in many areas. He stated there are too many areas where the City is "only one person deep."

On the engineering side, there is no increase in staff this year. The department moved to the Operations Center to work more closely with the water/sewer departments and Mr. Griffin said along with many accomplishments, the department is in need of upgrading its AutoCAD programs to be in licensure compliance.

Mayor O'Geary asked for details regarding the upgrade. Engineering Director Peter Sokalski said it had recently come to his attention that the AutoCAD program currently in use is outdated and the City only owns one license. Because the program is so old, it cannot be upgraded so a new version needs to be purchased for each of the three staff at a cost of approximately \$6,600 and a yearly fee of approximately \$800.

Council Member Coffey inquired about the half-time meter reader and Mr. Griffin explained it was a part-time employee with a salary of approximately \$10,000.

Council Member Inscoe asked for the current balance in the Fund Balance fund. Mr. Griffin said approximately \$2.45M.

Council Member Rainey asked to be refreshed on the security deposits. Mr. Griffin said customers who have not been cut off within 12 months will have their deposit returned. He said the deposits are kept in a separate escrow account. Council Member Coffey verified this account would increase/decrease with new customers and/or bad debts.

At this time City Manager Griffin asked if Council had any direction for staff. Council Member Inscoe said he had not had time to review the Fund and asked for deferment until the next meeting. Council agreed to carry this discussion to the next meeting.

City Manager Griffin moved the discussion back to 70: Capital Reserve Utilities Fund, saying this fund has been hit hard in FY 12 and 13 due to projects such as the needed repairs on Shirley Drive, Harriett Street and Perry Avenue. He emphasized the need to rebuild this fund to be prepared for future projects.

Mr. Griffin credited Assistant City Manager Frazier and Engineering Director Sokalski for bringing in the Red Bud Water Line Project under budget.

Mr. Griffin said this concluded what was planned for discussion this evening. He said with Council's consent Tuesday's meeting would begin with McGill Associations providing an update on the CIP plan. Then a discussion on the Water and Sewer Fund. It was the consensus of Council to meet a little longer to reduce the number of work sessions so Mr. Griffin will also prepare for a General Fund discussion on the Powell Bill, LEO and depending on time move to Public Safety.

Mayor O'Geary asked if there was anything else Council wished to discuss. There were no questions so Mayor O'Geary asked if Council wished to adjourn.

Guidance for Staff:

To summarize the discussion, Council's consensus on this evening's discussion is:

- Delaying a decision on the Pay Classification Study;
- Eliminating the 5% Regional Rate increase;
- Eliminating 5% of the 8% recommended Water Rate increase;
- Removing the \$20,000 contingency in the Regional Water Fund;
- Eliminating \$21,000 for painting/coating;
- Eliminating the Clearwell project and combining its balance with the 20MGD project thus removing the \$410,000; *and*
- Limiting the cost of a new truck to \$22,000.

Council requested the cost of a 2% salary increase.

Council requested optional costs for sludge removal.

Council requested additional estimates regarding the truck purchase.

ADJOURNMENT

Council Member Coffey moved for adjournment. Motion seconded by Council Member Rainey and unanimously approved. The meeting adjourned at 7:30 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk



City Council Minutes

Henderson City Council Budget Work Session #2 - DRAFT

28 May 2013

PRESENT

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

ABSENT

Council Member James C. Kearney, Sr.

STAFF PRESENT

City Manager Ray Griffin, Assistant City Manager, Frank Frazier, City Clerk Esther J. McCrackin, Finance Director Katherine Brafford, Police Chief Keith Sidwell, Fire Chief Danny Wilkerson, Engineering Director Peter Sokalski, Recreation and Parks Director Alan Gill, Youth Services Director Donna Stearns, Code Compliance Director Corey Williams, Planning and Community Development Director Erris Dunston.

CALL TO ORDER

The 28 May 2013 Henderson City Council Budget Work Session #2 was called to order by Mayor James D. O'Geary at 6:00 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.

OPENING REMARKS

Mayor O'Geary said it was good to see everyone for the second workshop session and asked City Manager Griffin to begin the work session.

Car Park Issues

City Manager Mr. Griffin said a request was made at the previous work session regarding the total expense for a 2% COLA (cost of living adjustment). He said it would be \$168,540, including the fringe benefits (i.e., 401K, retirement, FICA, and Medicare).

CIP Plan Update

Mr. Griffin said first he would like to talk about the update to the Utilities Capital Improvement Plan (CIP). This plan was developed by McGill and Associates several years ago and has been updated with the assistance of City staff. He then asked Assistant City Manager Frank Frazier to begin the evening with additional comments. Mr. Frazier distributed two spreadsheets which McGill Associates compiled in conjunction with their work with the City: one table showed the estimated costs for various projects within the CIP over the next ten years to the Water Fund. The other was a financial analysis summary of the Water, Regional and Sewer Funds. He then introduced Mr. Dennie Martin from McGill Associates who explained further how these spreadsheets are a roadmap to upcoming projects. Mr. Martin said once Council approves the FY14 budget, McGill Associates will be able to adjust the plan, work on funding ideas and future plans for these funds. He did say the State General Assembly is setting in motion action that requires municipal water systems to achieve positive income or the State may have the ability to take over the system. Mr. Martin said this is something that will need to be monitored as decisions are made in the future.

(Council Member Rainey left the meeting at 6:20 p.m. and returned at 6:25 p.m. Council Member Daeke arrived at 6:26 p.m.)

There was a general discussion regarding the suggestions on both sheets with Mr. Martin saying McGill has taken a conservative approach which will change as the plan moves forward and they receive more accurate information to work with over the coming years. Mr. Griffin said the rate stabilization process is working and he would like to begin a rate stabilization fund for the CIP once the budget is finalized.

Council Member Coffey summarized the discussion by saying the figures will change with inflation, and Council's decision on rates.

Water/Sewer Funds

City Manager Griffin reviewed the discussion from Thursday night by saying Council removed the 5% increase from Regional Water which effectively removes the 5% increase from Water rate which was recommended at 8%. That leaves 3% of the recommended increase left to discuss.

Council Member Inscoe inquired about the percent of dollars coming from the Water Fund for the Public Utilities Director position. Mr. Griffin responded the position is funded 50/50

between Water and Sewer. Mr. Inscoe also asked what amount is budgeted for this position. Mr. Griffin said \$77,000 is the maximum which is still not enough. He went on to say the position has been vacant since the mid-2000s and stated only two individuals have been interviewed that qualify for the position --- both were asking for a salary in the high \$80,000 to low \$90,000 range. Mr. Griffin said the position is budgeted for the full year.

Council Member Daeke asked how much was needed for a 1% decrease and Mr. Griffin responded approximately \$25,000. Council Member Inscoe asked how much of the Fund Balance has been used in FY13. Mr. Griffin responded two million plus based on the audit figures. Mr. Griffin also said the proposed budget includes income from Vance County Phase1A and Franklin County.

When the discussion waned, Mr. Griffin asked for guidance from Council and Council Members indicated they were unhappy with the 3% increase.

Council Member Inscoe then returned the discussion to the Public Utilities Director (PUD). Mr. Griffin said Assistant City Manager Frazier has taken on the responsibility of PUD and has assisted in developing a better working relationship between the three utility departments along with his other responsibilities. Mr. Inscoe acknowledged the excellent job Mr. Frazier has done. Mr. Griffin emphasized the serious needs in this area as the City is only *one man* deep in this area. He feels it is a critical, blended position between Public Works and Public Utilities to have a better unified Public Services department. However, he said if Council is unwilling to reclassify the position with a competitive salary, it will be impossible to fill. Council Member Daeke asked if the position is not filled would the savings be 1.5% of the proposed increase. Mr. Griffin said it would create enough savings to reduce 2.2% of the 3% recommended increase.

Council Member Inscoe next asked what is included in the Contingency for the Water Fund and how much has been used in FY13. A brief discussion followed with Mr. Griffin saying cutting out Contingency is risky.

Council Member Coffey was not optimistic that this position would be filled in the near future. A discussion ensued regarding eliminating the position to reduce the recommended Water rate increase. Mr. Griffin said if the PUD position is eliminated, \$75,000 to reduce 3% and the Contingency could be reduced by \$17,350 in order to achieve a 0% Water rate increase and 0% Regional Water rate increase and lowered the Sewer Fund increase by 1.5%.

Council Member Rainey confirmed with Mr. Griffin that most candidates for the PUD position do not meet the standards. Mr. Griffin said most candidates could be the Public Works Director but the vision is to have someone who understands both water and sewer utilities and could combine those operations for a fully unified department. The candidate would need to understand water/sewer and street maintenance. A position of Public Works Director can be filled with a \$77,000 range salary; however, that means no public utilities director. Mr. Griffin reminded Council of the reorganization that has already occurred by creating a Fiscal Compliance Officer position to monitor the billing/invoicing, grants, etc. He also recognized the knowledge and

ability of Operations Division Manager (Water/Sewer/Street) Andy Perkinson who does an excellent job but again the department's leadership is only *one man deep*.

Council Member Inscoe then asked what falls under the Contracted Services and whether they are strictly engineering services. Mr. Frazier responded this includes issues such as tank cleaning which occurs every three-four years and said the cost of this is spread over the years rather than paying a lump sum at one time. He said time clocks, security and pest control are also included in Contracted Services. Mr. Inscoe asked how much has been spent this year and Mr. Frazier responded approximately \$66,000. Finance Director Kathy Brafford added the billing system for water payments is also included in this item.

Council Member Rainey asked about why there was an increase in the Bad Debt Reserve. Mr. Griffin responded the City will always have bad debts to write off.

At this time, City Manager Griffin asked for Council's goal. Council Member Inscoe said 0%. Mr. Griffin said they have 0% if they take the PUD position and \$17,350 from Contingency. There was a brief discussion about taking funds from other areas but Mr. Griffin asked Council to take the funds from Contingency if they take anything at all.

Mr. Griffin then restated what Council seemed to be saying. He said Council wishes to eliminate the PUD position; half of the budget cost yields \$57,650 for the Water fund portion which when you add \$17,350 from Contingency reduction eliminates the additional 3% Water rate increase. That leaves \$57,650 to apply to the Sewer Fund recommended increase. He said with Council suggestions, approximately \$36,600 is needed to eliminate the Sewer Fund increase.

Mayor O'Geary asked for the consensus of Council. Council Members Coffey said she was fine with a 1% increase in Sewer. Council Members Inscoe, Rainey, Peace-Jenkins, Daeke, Brown and Daye were all in agreement.

Once again Mr. Griffin summarized that the consensus was accepting the Sewer budget with a 1% increase and accepting the changes in the Water Fund with 0% increase. The Mayor and Council Members confirmed this restated consensus position.

Before moving on to the General Fund, Mr. Griffin asked Council to review the scheduled debt service with the Sewer plant project and shared these figures include the Elmwood Interceptor project. He said receiving 0% interest from the State for the project was a blessing that greatly reduced the recommended rate increase. He said great strides have been made in developing tools to deal with debt service.

General Fund

Mr. Griffin started the General Fund discussion with the two largest departments; Police and Fire. He reminded Council that due to the loss of the internet café businesses, revenues have decreased. He then asked Police Chief Keith Sidwell to come forward.

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Police Department

Mr. Griffin listed some of the departmental requests that make up the budgetary increase for FY14. He mentioned capital outlay (\$33,100), maintenance and repair (\$30,000), the new State payroll tax (\$28,000) and employee benefits – including career development, FICA, LEO, worker's comp) of approximately \$61,300. Mr. Griffin also said there was an error of \$60,000 as this amount was double counted

Mr. Griffin also explained the creation of a new line item separating holiday pay from structured overtime pay which relates to those departments that provide 24/7 services.

Council Member Inscoe asked about the Discretionary Fund under Asset Forfeiture. Chief Sidwell said this is a buffer to cover over time and clarified Asset Forfeiture funds may only be used once overtime dollars in the Police Department Fund have been expensed.

(Council Member Brown left the meeting at 7:18 p.m. and returned at 7:20 p.m.)

Council Member Coffey asked to details regarding Contracted Services. Chief Sidwell listed contracts such as for A/C, copiers, streetscape, and the alarm system.

Council Member Daeke asked how Asset Forfeiture dollars may be used. Chief Sidwell said in 2005 he began using the dollars to replace much needed vehicles saying when he became Police Chief one unit was using PVC to hold the seat in place. He said lights for vehicles can also be used with these dollars. Council Member Inscoe asked if monies for bullet proof vests come from Asset Forfeiture. Chief Sidwell said bulletproof vest funds come mostly from grants.

Council Member Daeke then asked about auto maintenance. Chief Sidwell said it is difficult to project these costs but with the purchase of new vehicles the maintenance should be lower than in the past. Council Member Inscoe asked how many vehicles the department plans to purchase. Chief Sidwell responded four (4) plus an SUV.

Council Member Coffey asked how wrecked vehicles are replaced. Chief Sidwell responded mainly with insurance and Asset Forfeiture dollars. He commended Captain Twisdale for his efforts to keep one extra vehicle available per shift. Council Member Coffey also asked whether the new vehicles come with the same warranties as any other new vehicle. Chief Sidwell responded yes.

Council Member Rainey asked what happens to impounded vehicles. Chief Sidwell said some are used for undercover work but went on to say many have existing liens or are rented so the force is unable to keep many of the vehicles. When discussion turned to selling the vehicles being replaced, the Chief said any sales dollars for vehicles purchased with Asset Forfeiture dollars have to be returned to Asset Forfeiture.

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With no further questions, Mayor O'Geary stood to commend Chief Sidwell for his tenure and thanked him for his commitment to Henderson saying he will be missed.

Council asked that \$33,100 for outfitting new vehicles with lights, radios, etc. be transferred from the line item to Asset Forfeiture. Council also removed the \$6,200 from Bulletproof Vests as it is anticipated this cost will be covered by grants. And, an adjustment is to be made for the \$60,000 duplication.

Fire Department

City Manager Griffin then asked Fire Chief Danny Wilkerson to come forward while he summarized the reasons for the Fire Department's budget increase requests. The Fire Department is requesting a frozen fire fighter position be funded and the State payroll tax, career development and call back time all contribute to the increase. Mr. Griffin said the Fire Department also requested two new vehicles which are not included in the budget.

Council Member Coffey asked why the budget did not include any of the requested new vehicles since the Police Chief had just stated that public safety vehicles over 80,000 miles are not considered in good condition. Chief Wilkerson said he could no longer justify putting dollars into the suburban and truck but did ask that Council approve \$80,000 for new tools and safety gear.

Council Member Rainey asked about grants and if the Chief had any indication why they had been unsuccessful in being approved. Chief Wilkerson said he is hopeful the department will receive a \$190,000 grant from FEMA this year for equipment and said if approved there is a 5% match required. He said although they have applied yearly for grants, no input has been received as to why they have not been approved.

Council Member Coffey then asked about the callback costs. She asked if this figure would be reduced with the hiring of a full-time firefighter. Chief Wilkerson anticipates a reduction of about \$25,000 with a full-time firefighter. She then asked about insurance savings.

Chief Wilkerson said there is an ISO Rating which Henderson is currently rated at Class 4 with the best being Class 1. He mentioned the ratings are based on staffing, hydrants, 2" lines along with the two existing fire stations which are located too close together as part of the City's rating. He also mentioned workers compensation costs which are increasing.

Council Member Peace-Jenkins inquired about the Carbon Monoxide detector program. Chief Wilkerson said they have partnered with the Lewis family who has provided detectors for distribution.

Council Member Brown expressed his hope that the department will become successful in receiving grants in the future.

At this time, City Manager Griffin recapped for Council that these are the two most expensive departments within the City with 44.2% of the General Fund budget going to fund these departments while current year property tax only generates 39% of fund revenues.

Council Member Daeke expressed citizen concern regarding those who do not pay their taxes. Everyone agreed there is no argument with that concern. However, Mr. Griffin said the City averages a 93.5% tax collection rate, so that's all that can be budgeted. Mr. Griffin stressed those tax dollars do not cover the costs relative to these two most important departments within the City, along with E-911.

Council reduced the Call Back Time allowance by \$25,000 if the frozen firefighter position is funded.

Planning & Community Development

City Manager Griffin said Ms. Erris Dunston directs both the Planning & Community Development department and the Downtown Development department budgets. Beginning with Planning & Community Development, he summarized this department by saying this budget is essentially flat and still has three frozen positions. He reminded Council that a grant had been approved for the Community Development Enhancement program of \$50,000. He said \$20,000 of that would go to fund a Community Development director position for the first year. He apologized to Council and said in his haste to complete the budget in the timeframe Council desired, he neglected to include the Community Development position which should have been budgeted at \$35,000 to make a full year salary of \$55,000. He said to make the grant work, the \$35,000 needs to be added into the FY14 budget.

Council Member Inscoe asked if the Community Development position could be outsourced. Mr. Griffin said Council previously wished to keep it in-house. Council Member Inscoe expressed concern that the \$20,000 from the grant will leave the FY15 budget short \$20,000. City Manager Griffin said his understanding was to have a CD position that could specifically focus on the Flint Hill area for the larger revitalization grant. Mr. Inscoe said he did not feel another full-time position was needed that would need to be funded completely in FY15. Council Member Daeke agreed saying once you add a position with benefits, you certainly did not want to lay them off a year or two later. He asked if there is some way to accomplish this goal without the adding a full-time position. Director Dunston said the position would be funded at \$40,000 with \$11,000 in benefits.

Council Member Peace-Jenkins asked if the grant was not funded in accordance with the requirements, would the grant have to be returned. Director Dunston said contrary to belief, the grant would need to remain in-house.

(Council Member Rainey left the meeting at 8:03 p.m. and returned at 8:09 p.m.)

Council Member Brown asked Director Dunston to elaborate on what her understanding of the grant is to help him understand. She said when she spoke to the State, she was told the training piece of the grant needed to be administered either by a non-profit or a local government. Following a lengthy discussion, Director Dunston agreed to verify the grant restrictions with the grant provider.

There were no questions regarding the basic operating budget submitted for this department. So, the conversation moved to the Downtown Development Commission (DDC) budget.

Downtown Development Commission

City Manager Griffin explained the City provides full-time staffing to support the DDC and the budget request was for \$104,900 with the DDC requesting \$50,152 for various types of activities such as new banners, and decorations. Mr. Griffin said the budget recommendation is for the full-time position with \$10,000 as a basic allocation. Last year there was \$50,000 set aside for one-time seed money for the REEF Project, but this cannot be considered as part of the base budget.

Council Member Coffey asked if the \$50,000 for REEF has been removed from the budget. Mr. Griffin said no; at June 30, 2013, if no agreement has been reached, the \$50,000 reverts back to the General Fund balance and said the dollars can be re-appropriated back if an agreement is reached and approved by City Council.

Council Member Daeke asked about the Main Street program grants saying with a full-time director, it does not seem like much is happening and citizens have approached him wondering why. He said he was expecting to see more energy in the downtown area. Council Members Coffey and Rainey agreed. Mr. Daeke went on to say the Main Street status is important but he is unsure what the benefits are.

Council Member Inscoe felt the DDC should be more proactive in finding grant dollars. There was a discussion that followed with no clear direction.

Director Dunston responded much of the efforts in the department have gone into the REEF project, bringing the department into compliance, building networks, transitioning the Board. She also referenced the economic times.

Council Member Brown asked for further information. Director Dunston said the DDC is designed to market and develop businesses downtown. The DDC is the board for the Main Street program and to keep the Main Street status, there has to be a full-time position. She said there has been transition with the DDC and some of the problem is getting volunteers involved in the program. He also asked what constitutes Downtown and Director Dunston responded Andrews to Dabney – along Garnett Street over to Zene and Winder to include the REEF building which is owned by the DDC.

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Council Member Inscoe felt there is a direct conflict of interest between the Chamber and the DDC as both are promoting downtown Henderson.

Council Member Coffey asked for a list of new businesses. Director Dunston listed several new businesses including Greenways, Snow Cone, Zumba and a new boutique. Council Member Inscoe asked how these can be classified as the result of the DDC. Director Dunston replied they are the result of the Main Street Manager and her recruiting. Mayor O'Geary added a new bakery should be opening soon. Council Member Brown felt six (6) new businesses was a good number for the downtown area.

Mr. Griffin said last year when this first was discuss Council was asked by the DDC to create a full-time position to manage the grant as they (the DDC) did not feel they had the staffing to manage the grant. He said if Council is not happy with the program and do not want to fund, then the Main Street designation can be surrendered. He also said the City does not have the dollars to support a downtown program.

Council Member Daeke asked if Vance County contributes to the DDS. Director Dunston responded they contribute \$1,500 to the City's \$10,000. Council Member Rainey asked if downtown businesses contribute anything to this commission. Director Dunston responded there are no membership fees and businesses do not contribute.

The discussion continued with no firm decisions. Council requested Mr. Phil Hart, the incoming DDC Chairman, be invited to meet with Council to discuss the goals of the DDC and Council for downtown before the budget process is concluded.

Code Compliance

City Manager Griffin said this budget is also flat – meaning no change from FY13. \$50,000 is included for demolitions and Council Member Daeke asked how many structures could be demolished for that sum. Code Compliance Director Corey Williams said perhaps 10-12.

Council Member Inscoe inquired about the Capital Outlay. Mr. Griffin said it was to replace a 2001 vehicle with 163,000 miles but it was not recommended for funding in the hopes of replacing it with a retiring police vehicle.

There were no further questions and no adjustments were made to the budget..

IT (Information Technology)

City Manager Griffin said the Engineering Director also serves as the IT person since no IT position is funded. He said \$8,000 of the Capital Outlay is requested to replace the server at City Hall.

Council Member Rainey asked if replacing the 25 computers was for all departments. Engineering Director Peter Sokalski responded it was for all the computers except the Police Department. This item, however, is not funded in the FY14 budget.

The remainder of the request is for NCOL server support. Council Member Daeke asked if bids had been requested for this support. Mr. Sokalski responded no because NCOL knows the system and they provide excellent response time. However, he said he would be willing to take the lengthy time to request bids if Council wished him to do so. There was no direction from Council to do this.

Public Buildings

Discussion then turned to the Operating costs.

Council Member Inscoe asked how much of the FY13 budget had been spent. Mr. Sokalski said \$68,000 and expressed concern about repairs at the SNB building and old police station. He also said Public Buildings has been expanded to include the old police station and the SNB building.

There was a brief discussion regarding the condition of the SNB building and how much money was going into the building. Mr. Sokalski said very little --- only if a window or door needed to be replaced. Mr. Sokalski said he felt \$10,000 could be cut from the budget.

Council Member Inscoe expressed concern that businesses would be discouraged with an 8 cent tax increase. He said if the City keeps hurting business it will decrease economic development. Council Member Rainey felt there should be a happy medium between no tax increase and the 8 cent proposed increase.

After further discussion, Council Member Inscoe suggested a budget reduction of \$20,000. There was a consensus of Council to take the \$20,000 reduction.

There was no further discussion regarding Public Buildings.

Bennett Perry House

City Manager Griffin said the FY14 is \$8,700 for keeping the lights on and basic heating during the winter. Mr. Griffin went on to say there are no plans to renovate the house or dollars to do so. He said there were some donations received that were used to replace the oil furnace and electrical work but soliciting donations is not an on-going project.

There were no questions regarding the Bennett Perry House.

At this time, Council chose to adjourn and return for Budget Session #3 on Thursday, 30 May.

City Manager Griffin wrapped-up the discussion as follows:

- \$33,100 from the police department by transferring the radios and equipment for the 5 new vehicles to Asset Forfeiture
- \$60,000 error in structured overtime needed to be considered
- \$6,200 for bulletproof vests costs absorbed by grant(s)
- \$25,000 reducing the fire department call back time if frozen firefighter position funded
- Global reduction in the Public Buildings (Fund 500) budget of \$20,000

These changes result in a total reduction of \$144,300.

Council Member Inscoe said to throw out the \$25,000 for a Code Enforcement vehicle. Mr. Griffin said the \$25,000 was not funded in the budget with hopes Code Enforcement will be able to use one of the police department vehicles once replaced with a new vehicle.

Before adjourning, Mayor O'Geary asked if there was anything else Council wished to discuss. There were no questions so Mayor O'Geary asked for a motion to adjourn.

Car Park

- Verify CDBG Enhancement grant position regarding outsourcing
- Phil Hart meet with Council regarding vision for DDC and Downtown

ADJOURNMENT

Council Member Brown moved for adjournment. Motion seconded by Council Member Daeke and unanimously approved. The meeting adjourned at 9:10 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk



City Council Minutes

Henderson City Council Budget Work Session #3 - DRAFT

30 May 2013

PRESENT

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

ABSENT

Council Members Garry D. Daeke and D. Michael Rainey

STAFF PRESENT

City Manager Ray Griffin, Assistant City Manager, Frank Frazier, City Clerk Esther J. McCrackin, Finance Director Katherine Brafford, Recreation and Parks Director Alan Gill, Youth Services Director Donna Stearns, Engineering Director Peter Sokalski, Planning and Community Development Director Erris Dunston and Human Resources Director Cathy Brown.

CALL TO ORDER

The 30 May 2013 Henderson City Council Budget Work Session #3 was called to order by Mayor James D. O'Geary at 6:00 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.

OPENING REMARKS

Mayor O'Geary welcomed everyone to Work Session #3. He then asked City Manager Griffin to begin the work session.

Before responding to the *Car Park* items, City Manager Griffin distributed and reviewed a General Fund analysis which he compiled following the 2nd work session to assist Council in understanding what needed to be accomplished to reach their goal of 0% tax increase. Below is what he explained in the analysis needs to happen for Council to meet their goal:

Revenues

Recommended Revenues	\$15,731,000
Less Proposed 8.3 cent tax increase	(739,000)
Less Further Adjustments for hold harmless sales tax, Recreation and privilege license revenues)	(245,500)
Goal for 0% tax increase, Zero Fund Balance Use and Adjustments previous mentioned	\$14,746,500

Expenditures

Recommended Expenditures	\$15,731,000
Less goal level revenues (see above)	(14,746,500)
Budget Expenditures to be cut to achieve goal	\$ 984,500
Reductions made by Council during Budget Work Session 1 & 2	(144,300)
Less HR Correction to expenditure	(10,000)

Amount needed to reduce in order to achieve goal \$ 830,200

Mr. Griffin also shared that the Vance County Tax Collector contacted Finance Director Kathy Brafford today saying the taxes due from the Hospital should be received mid-June.

Council Member Inscoe expressed concern about what will happen in FY16 when property values are reappraised by the County saying he expects tax values to decrease, therefore, less revenue for the City. He said Council needs to seriously consider how they wish to shrink the budget and yet maintain services.

Council Member Kearney asked Mr. Griffin if he could project the impact on the Fund Balance. Mr. Griffin said not at this time because final key revenue source information will not be received until September.

After a brief discussion, City Manager Griffin said there are several ways Council could direct staff to reach the target goal. He said they could raise taxes, use Fund Balance monies or eliminate services/functions or any combination of these options.

Council Member Brown asked if the Manager had created graphs for any of these options. Mr. Griffin said not at this time. He went on to say Council has not raised taxes since 2009-2010 and

to use Fund Balance monies could create needs throughout the budget year. He reminded Council that the sanitation fee can be adjusted any time during the year but once the property tax rate is set, it cannot be changed during the fiscal year.

Council Member Kearney felt reducing the amount of expenditures over the options would be the best consideration. He suggested \$200,000 in cuts, looking at a tax increase and taking the balance from the Fund Balance.

Council Member Inscoe expressed concern regarding the City Garage expenses and although he said it could not be done this year, he felt outsourcing might be an option to be considered in future years. He also expressed concern regarding further reducing the Fund Balance. Mr. Inscoe suggested the City Manager bring back to Council scenarios for consideration and asked when the Manager might be able to compile these scenarios. Council Member Brown agreed.

City Manager Griffin said he would like to meet again on Tuesday, June 4th.

It was the consensus of Council Members to meet on 4 June 2013 at 6:00 p.m.

Council Member Coffey said she had reviewed the line items which were requested by Council Member Inscoe following Budget Work Session #2 and asked for an explanation of the Bad Debt Fund.

Mr. Griffin explained that all bad debts are located in this fund as opposed to being listed under separate departments. He said having bad debts located in a central fund makes it easier to track both for the finance department and the auditors.

Mr. Griffin explained it was the same concept with Worker's Compensation, which Council Member Coffey asked about next --- having one central location makes it easier to track. He said the Human Resources Director had detailed information to track this fund.

Council Member Inscoe asked the City Manager to compile a scenario showing the difference between a \$0.50 sanitation increase and a \$1.00 sanitation increase.

Council Member Coffey asked if there was any research available regarding average wants versus needs in comparable municipalities. Mr. Griffin said he was unaware of any such research.

Council Member Kearney said after looking at the tax rate information provided to Council at a previous budget session, he saw many municipalities of similar size with much higher taxes than Henderson currently has in place. Council Member Coffey said she looked at the same information and felt most did not have the unemployment problems that exist in Henderson.

There was no further discussion. City Manager Griffin thanked Council for their guidance.

Mayor O'Geary asked if Council was ready to adjourn.

ADJOURNMENT

Council Member Peace-Jenkins moved for adjournment. Motion seconded by Council Member Inscoe and unanimously approved. The meeting adjourned at 7:00 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk



City Council Minutes

Henderson City Council Budget Work Session #4 - DRAFT

4 June 2013

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, Vernon L. Brown and George M. Daye.

ABSENT

None.

STAFF PRESENT

City Manager Ray Griffin, Assistant City Manager, Frank Frazier, City Clerk Esther J. McCrackin, Finance Director Katherine Brafford, Fire Chief Danny Wilkerson, Engineering Director Peter Sokalski, Recreation and Parks Director Alan Gill, Youth Services Director Donna Stearns, Fiscal Compliance Officer Edna Vaught and Planning and Community Development Director Erris Dunston.

CALL TO ORDER

The 4 June 2013 Henderson City Council Budget Work Session #4 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.

OPENING REMARKS

Mayor O'Geary welcomed everyone to Work Session #4.

GENERAL DISCUSSION

City Manager Griffin began by reviewing the memo distributed yesterday to Council regarding the *3-legged plan* which he put together at Council's request to further reduce the tax recommended increase of \$0.83. He said he used \$164,300 from the General Fund Balance, increased property taxes by \$0.03 and increased the recommended Sanitation Fee by \$1.00, adding he recommended instituting a new fire inspection fee and increasing the zoning fees. In doing this he was able to reduce the budget by \$503,300. With these cuts, the FY14 Budget would be approximately \$343,700 more than the FY13. He then discussed some specifics of how he reached this figure by saying although he did not recommend the majority of the cuts, some were made arbitrarily; some are workable and some may create consequences during the year such as not replacing the 8-10 year old server at City Hall and some were volunteered by Department Heads. Recreation and Parks Director Alan Gill eliminated \$20,000 in Babe Ruth travel to help bring that budget back to FY13 levels. Mr. Griffin said dollars for things like new street lights have been eliminated. Mr. Griffin questioned the value of keeping the Bennett Perry House when the dollars are not there for maintenance; say nothing about creating the required museum. He added that daily cleaning service at City Hall has also been scaled back. Mr. Griffin said he felt very strongly that refreezing the Assistant Finance Director position was not a good decision but he understood the reduction of approximately \$75,000 in salary helps Council achieve its goal.

Council Member Kearney asked how much the County contributes to the DDC and wanted to know if changes are made to the DDC budget, how it would affect the \$50,000 previously committed to the REEF project. Mr. Griffin responded \$1,500 is contributed by the County. He added the \$50,000 can be appropriated by Council if RED, Inc. and the DDC come to terms---he said the Golden Leaf organization meets this week and more will be known about the status of that grant after that meeting. Mr. Kearney then asked about what would happen to events such as the Christmas parade if the DDC budget is eliminated. Mr. Griffin said the City would have to look to the Chamber or perhaps Vance County Tourism to see if they would be willing to take-on this event. Mr. Kearney also asked what the anticipated savings will be in the Police Chief salary until a new Chief is hired. Mr. Griffin said there might be minor savings.

Council Member Coffey commented that she felt the County should contribute more to the DDC. She also said she felt the DDC was important with the coming of the new arts center and went on to ask how many individuals continue to receive funds although they are not currently serving on boards and commissions. Mr. Griffin responded one: Mr. Dave Stallings, former Planning Board member, receives an honorarium of \$300 a year.

Council Member Rainey brought the discussion back to the DDC. He asked for some positives accomplished in the department. Mr. Griffin said the DDC staff person has done a good job with what she has had to work with and clearly stated there is no dissatisfaction with the staff person.

Mr. Rainey then asked why the Recreation Department does not hold more tournaments which he felt would create dollars for the department and Council Member Coffey asked what it costs

to host a tournament. Mr. Gill responded there are no entry fees for the Babe Ruth tournaments and the umpires are paid by the host location. He said travel and meal costs can be expensive as there are usually over 100 participants traveling to the host location which rotates according to tournament requirements. Mr. Gill also said for regional tournaments, there are usually no costs involved other than the umpires as participants travel home in the evening. In previous years, the costs for Babe Ruth travel have exceeded \$20,000 and that citizen donations have helped cover the travel costs. Council Member Inscoe asked for the donation amount and Mr. Gill responded approximately \$4,500 in addition to the \$20,000 budgeted.

Council Member Peace-Jenkins turned discussion back to the DDC saying if the DDC is done away with, it would be counter to the City's Mission Statement. She also said it would contribute to the City needing *life support*. Council Member Coffey said outsiders see the citizens of Henderson as having no hope.

Mayor O'Geary asked Planning and Community Development Director Erris Dunston to address Council with the DDC's accomplishments. Ms. Dunston gave a summary, explaining the time needed to bring the Commission into State compliance; lack of procedures for events such as the Christmas parade that have been established and many behind the scenes projects such as establishing a volunteer program have all been catch up issues Ms. Hester has faced. She said a lot has been accomplished but they are not "street visible." Ms. Dunston said the department is now at the breaking point where the Board can back into the four points the Board is designed to accomplish. Council Member Kearney asked Ms. Dunston to compile a list of accomplishments which she did during the meeting and submitted to Council prior to the end of this meeting. A copy of this memo is incorporated by reference and hereby made part of these minutes. Mayor O'Geary commented that he sees work being completed daily.

Council Member Kearney said citizens take pride in things like the Babe Ruth championships and Christmas decorations.

Council Member Rainey asked if the Merchants Association still existed. Ms. Dunston responded no, but re-establishment could certainly be considered.

Council Member Brown said the City of Kinston considers its Recreation program their *meat and potatoes* as he put it, yet Council is discussing tonight removing dollars from the budget for trophies. He agreed with Mr. Kearney's comment earlier that there should be some dollars available from the Police Chief's salary and he also felt the Main Street (DDC) position was important with the coming of the arts center.

Council Member Daeke said he was not happy about any of the changes but recognized hard decisions needed to be made.

Council Member Coffey said she thought the City should operate like any other business and be held accountable. She asked if a Resolution could be passed regarding the tax collection policy. Ms. Coffey said it takes a lot to play catch up. She said both the Tax Collector and the Main

Street Manager have done their best. She said the City needs to hold the County accountable and gave kudos to the Water Department for bad debt collection. She said raising taxes is not something she wants to do; however, raising the taxes 1 or 2 cents is better than waiting until three or four years down the road when taxes have to be raised a significant amount. She said small steps need to be taken.

Mr. Griffin said he has spoken to the County several times about the policy. He said by law, taxes have to be written off every ten years in January or February but said he would certainly put together a resolution for consideration at the next regular Council meeting. He also said he suggested hiring an attorney to assist in catching up the backlog of taxes. He suggested the City liaison speak with the County liaison as this might lead to changes in the inter-governmental agreement.

Mayor O'Geary then asked for a consensus of Council regarding its desire to send a Resolution to the County regarding the tax collection policy. The consensus was unanimous with all Council Members present to send a Resolution.

Council Member Rainey asked how much income has been lost from privilege licenses and what was budgeted in FY13. Mr. Griffin said \$332,497 was billed for FY13 collections. \$129,000 was adjusted because of business closures. He said two internet cafés have closed. Mr. Rainey also asked if the hospital tax was included in the FY14 budget figures. Mr. Griffin said yes. He reminded Council that the Hospital personal property appeal, currently under consideration in Raleigh, will not be resolved until after the budget process is completed.

Mr. Griffin said revenues are estimated on the conservative side. Mr. Rainey then made a statement saying the small amount of saving from the Police Chief position is only a *bandaid* because when a Chief is hired the *bandaid* no longer exists.

Mr. Griffin agreed and said the position will need to be reclassified to hire the best candidate for the job. He also said some level of search assistance will be needed to find the best candidate.

Council Member Daeke asked what was budgeted for property taxes for the Hospital. Mr. Griffin said he budgeted the same as FY13. Council Member Inscoe added with Raleigh making the appeal decision regarding the Hospital personal tax, and they are the largest tax payer in Henderson, there is a good chance the valuation will go down.

Council Member Inscoe went on to say the reclassification of the police chief will further reduce the Fund Balance. Mr. Griffin stated the Police Chief position needs to be competitive and said right now the expense is covered.

Council Member Coffey said she thought there were a lot of people looking for jobs and felt there was no need to raise the Police Chief salary because, in her opinion, there are a lot of police chiefs and retired police chiefs looking for work that are qualified. She stated she understands the police department and the qualifications needed, and added there are a lot of people that

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should be looked at. Mr. Griffin said he has experience of hiring directors to which Ms. Coffey said those are positions dealing with figures not people. Mr. Griffin said whether its law enforcement, finance or general administration, it's dealing with highly trained, professionals and continued saying the current salary range is not competitive for this area or population size. He said the current salary range is competitive for much smaller municipalities. He said he has already received applications for the position. His question is what level of professional should fill the position. Ms. Coffey said it needs to be open minded to give people a chance to be interested in the community.

Council Member Brown said the salary for the Police Chief needs to be competitive because Henderson is a "rough/tough town" and said the City needs to "get it right". He said the next Police Chief has to be the "right fit."

Council Member Daye asked about qualified people in-house for the Police Chief position saying there might be individuals already on the force who can continue with what has already been instituted. Mr. Griffin responded the recruiting process is to find the best person for the position, whether in-house or outside.

Council Member Daeke asked how much Fund Balance was used in the \$503,000 dollar decrease. Mr. Griffin said \$164,300. Mr. Daeke said the discussion has been a good one and but even with all the cuts and use of the Fund Balance, Council needs to regroup and decide what to do about the budget.

Council Member Inscoe said the Fund Balance cannot continue to be used to balance the budget and again referenced 2016 when properties will be re-evaluated. He said he cannot predict the future but he strongly feels the valuations will be less which will create a very serious problem in 2016.

Council Member Kearney felt the Manager and staff did their part in reducing the budget and felt citizens would accept a \$0.04 tax increase to keep from using Fund Balance monies. He added he did not feel the increase should be used to fill staff positions, such as reinstating the Assistant Finance Director.

Council Member Peace-Jenkins asked how much a \$0.01 tax increase would garner. Mr. Griffin said approximately \$89,000.

Council Member Daye said there would be some complaints about a tax increase but said if the City expects to grow, it needs to be done.

Council Member Inscoe said increased taxes are a deterrent to economic development. He expressed how an increase will affect those on fixed incomes.

Council Member Rainey said if the City is to function like a business and maintain services it needs to increase revenue while decreasing expenses and reminded everyone that the taxes do

not cover services. He also said many communities provide exemptions and/or incentives to new businesses. Mr. Rainey, like all the Council members, does not like the idea of a tax increase but it seems inevitable. He added not all citizens pay property taxes and wondered what percent of residents are subject to property taxes.

Council Member Coffey said everyone expects top of the line service but people need to remember things are not free and people need to change their mindset. She said citizens need to know that Council is honestly trying to meet needs in a proactive manner.

Council Member Rainey reminded everyone that property taxes are only paid by property owners; not all the citizens and he wondered out loud what percent of citizens are actually property owners. Council Member Inscoe added personal property tax is added for businesses.

Mayor O'Geary now called for a consensus.

Council Member Daeke suggested starting with the highest tax increase Council will consider and work from that point. Council Member Peace-Jenkins suggested starting with \$0.04 cent increase. City Manager Griffin said \$0.03 is already included in the table so an additional \$0.01 cent will add \$89,000 to reduce the Fund Balance or to reduce some of the cuts or both.

Council Member Kearney said the \$89,000 would restore the DDC and the \$20,000 cut from the Recreation Budget and have some left over to reduce the Fund Balance appropriation.

Council Member Daeke asked about the Assistant Finance Director position. Mr. Griffin said often unfilled positions are frozen without consideration to their value. He said finance is more than just pushing numbers. It provides financial forecasting, overseeing the budget and managing the public money which is the highest priority. He said he is thankful there has been no wrongdoing but there are issues in keeping up because of lack of staffing. Mr. Griffin said expressed concern that if anything were to happen to the Finance Director, there is no one to take over and in keeping with his beginning metaphor, said a filled Assistant Finance Director position provides a *4-legged stool* in the department.

Council Member Rainey said if Council votes for an increase, how Council Members should answer citizens. Mr. Griffin said having a fully staffed fire department is an important expense; the revenue picture has changed and revenue is not growing. The alternative is to stop providing services. He reminded everyone that when the budget process began, the Police, Fire and E-911 budget consumed 44% of the General Fund and hypothetically asked if Council/citizens want to close a fire station. He said all three departments do a fine job. He said many other departments are flatline and at some point something needs to happen.

Council Member Inscoe said the City has continued doing the same things as in years past yet Henderson has basically lost its manufacturing base and said perhaps it is time to sit down with the County again and look at possibilities such as combining fire departments, planning

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departments, etc. He feels there are more efficient ways to function and without revenue the City cannot continue at its current scale.

Council Member Kearney said in response to Manager's plea for filling the Assistant Finance Director position, he did not think citizens would approve a tax increase to fill vacant positions.

Council Member Coffey then asked the Manager what Council needed to do to move forward. She said no one wanted to do the obvious. Mr. Griffin responded guidance is needed and summarized what he has heard so far is that Council would like to restore the DDC and put \$20,000 back into Recreation which totals \$73,400 --- leave the garbage fee at \$1.50 increase and add a penny to the tax increase making it \$0.04.

Mayor O'Geary called for a consensus of Council with the results as follows: Council Members Kearney and Peace-Jenkins in favor of the \$0.04 tax increase and Council Members Coffey, Inscoe, Rainey, Daeke, Brown and Daye against the increase.

After a brief discussion, City Manager Griffin asked Mayor O'Geary to request a consensus on the \$0.03 tax increase.

Before the consensus, Council Member Rainey asked for verification that the \$0.04 cent increase would add both the DDC and \$20,000 Recreation cut back into the budget. The response was this is correct.

Mayor O'Geary then asked for a consensus of the \$0.03 tax increase. Rather than responding to the consensus request, Council began more discussion which Council Member Daeke brought to a head by proposing a decision be postponed until Council hears from the public during the Public Hearing on 10 June. After a brief discussion, summarized his thoughts by saying he proposed a \$0.03 tax increase, keeping the cuts as presented on the attached Budget Review Adjustments by Council table and to take this to the public on 10 June.

Mayor O'Geary called for a consensus on Council Member Daeke's proposal and the results are as follows: Council Members Kearney, Coffey, Rainey, Peace-Jenkins, Daeke and Daye were all in agreement. Council Members Inscoe and Brown were not in agreement. The consensus was 6-2 to use the Manager's suggestions as a draft consensus budget.

City Manager Griffin asked if Council wished to cancel the Budget Work Session scheduled for 6 June. The consensus was to cancel the Work Session. Mr. Griffin then asked if Council wanted to keep the Budget Works Sessions for 11 June and 13 June and the consensus was to meet on both nights to finalize the budget.

Mayor O'Geary then asked if Council was prepared to adjourn.

ADJOURNMENT

Council Member Coffey moved for adjournment. Motion seconded by Council Member Kearney and unanimously approved. The meeting adjourned at 7:58 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk

City Council Action Form

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

**Agenda Item:****Council Meeting:** 10 June 2013 Reg Meeting

5 June 2013

TO: The Honorable Mayor James D. O'Geary and Members of City Council**FR:** A. Ray Griffin, Jr., City Manager
RE: CAF: 13—A—40
FY14 Budget Hearing
Ladies and Gentlemen:**Council Goals Addressed By This Item:**

- **KSO 8:** To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities.

Recommendation:

- Conduct the public hearing and obtain public input on the FY14 Draft Consensus Budget. No action is necessary this evening.

Executive Summary

City Council has conducted four (4) budget work sessions as it has reviewed the FY14 Recommended Budget. A draft Consensus Budget has emerged from these work sessions. A summary of the consensus budget vis-à-vis the Recommended Budget is provided below:

- 64: Regional Water Fund
 - Recommended 5% water rate increase was eliminated.
 - Elimination of clear-well capital repair project and painting/coating of interior pipes in water plant.
- 31: Sewer Fund
 - Recommended 2.5% sewer rate increase was reduced to 1%.
 - Elimination of Public Utilities Director position (1/2 of costs)
- 30: Water Fund
 - Recommended 8% water rate increase was eliminated.
 - Elimination of Public Utilities Director position (1/2 of costs) and reduction in contingency. 5% of increase reduced by virtue of not increasing the Regional Water rate.

- 10: General Fund
 - Recommended property tax increase of 8.3 cents was reduced to 3 cents
 - Sanitation fee increase of 50 cents was increased to \$1.50 from (\$27.00 to \$28.50)
 - Fund balance was increased from zero to \$164,300.
 - New Fire Inspection Fees, based on square footage and estimated to average between \$55 and \$120, was added to budget.
 - Planning and Zoning Fees increased on average of \$100: zoning, variance, special use, etc.
 - \$503,300 in expenditure reductions in many budget departments. *See Attached list.*

Council has scheduled additional budget work sessions for 11 and 13 June. Budget adoption is scheduled for Monday, 24 June.

Enclosures:

1. General Fund Draft Consensus Budget adjustments worksheet

FUND: 19: General			City of Henderson				Notes and Comments
Requested by: City Council			Budget Review Adjustment by Council				Also See Budget Adjustment per Council Consensus for the following Funds:
per Council consensus at BWS # 2, 3 and 4			FY 13-14 Budget Work Budget				
Date Requested: 28 & 30 May; 4 June 2013			FY14 Work Budget Adjustment 5 June 13, rg				
REVENUES			Department Requested	CM Recommendation	Consensus Amendment	Council Revised	
Department	Line Item Description	Account Number					
	Privilege Licenses	10-100-400-540	\$ 242,000	\$ 242,000	\$ (39,000)	\$ 203,000	BWS 2: Based on billings, less adjustments for two businesses now closed. For FY13, Finance billed out \$337,497 and has had to adjust this down by \$128,900 due to closure of two internet cafes. Thus, the FY13 budget estimate of \$320,000 will not be realized, now estimated at around \$200,000. Thus, the needed downward revision in FY14.
	Tafes Tax-hold harmless	10-100-400-531	\$ 410,000	\$ 456,900	\$ (25,200)	\$ 424,800	BWS 2: Appears General Assembly will not extend hold harmless in FY14
	From Vance Co-Aycock Center	10-100-477-021	\$ 281,700	\$ 281,700	\$ (152,000)	\$ 129,700	BWS 2: 1) Last year's number, which included debt service was erroneously picked up this year + reduced from \$281,700 to \$158,700; and 2) portion of the fees to be collected further reduces this number from \$158,700 to \$129,700.
	From Vance Co-Recreation	10-100-477-020	\$ 409,100	\$ 409,100	\$ (28,700)	\$ 380,400	BWS 2: Adjustment needed to reflect 45% of anticipated general recreation fees from amount County originally budgeted to be received from County.
	From Vance Co-Recreation	10-100-477-020		\$ 390,400	\$ (14,300)	\$ 366,100	Further reduction from Vance Co due to budget cuts defined below.
	From Vance Co-Aycock Center	10-100-477-021		\$ 129,100	\$ (2,200)	\$ 126,900	Further reduction from Vance Co due to budget cuts defined below.
	Recreation 620 Revenues	10-100-433-200	\$ 62,000	\$ 62,000	\$ (6,000)	\$ 56,000	Reduced fees from budget cuts below.
	Current Year Taxes-2013	10-100-400-313	\$ 6,105,100	\$ 6,105,100	\$ (471,700)	\$ 5,633,400	Reduce tax increase from 8.3 cents to 3 cents
	Fund Balance	10-990-490-999			\$ 164,300	\$ 164,300	Add appropriation from Fund Balance. FY13 appropriation on 1 July 12 was \$238,000. The current recommendation is equal to about 1.9 cents on the tax rate.
	Fire Inspection Fee	10-100-			\$ 25,100	\$ 25,100	New, mandatory fire inspection fee. Chief Wilkerson estimates 500 inspections and 150 re-inspections per year. The fee is based on square footage, with the range being an estimated \$55.00 to \$120.00. The Chief advises he used the Vance County program as an example.
	Sanitation Fee	10-100-455-400	\$ 1,734,600	\$ 1,734,600	\$ 60,000	\$ 1,794,600	Increases sanitation fee by an additional dollar, from recommended \$27.50 to \$28.50.
	Garage Sales	10-100-433-100	\$ 797,700	\$ 797,700	\$ (18,000)	\$ 779,700	Revenues reduce as allocations to 4 specific expenditure codes reduce
	Zoning & Related Fees	10-100-455-300	\$ 12,000	\$ 12,000	\$ 5,000	\$ 17,000	Increase Rezoning and Special Use Fees from \$250 to \$350 and Technical Review Fee from \$100 to \$200; Variance fees from \$250 to \$350; Zoning Permits all increased to \$100; Certificate of Zoning compliance from \$25 to \$50; Exempt Plat from \$50 to \$60.
			\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	
	Total		\$ 10,094,200	\$ 10,603,700	\$ (503,300)	\$ 10,100,400	
						\$ 10,100,400	
EXPENDITURES			Department Requested	CM Recommendation	Consensus Amendment	Council Revised	
Department	Line Item Description	Account Number					
Police	Salaries & Wages	10-510-500-200	\$ 2,236,300	\$ 2,191,500	\$ (60,000)	\$ 2,131,500	This amount double counted vis-a-vis structured overtime
Police	Bullet-Proof Vests	10-510-503-605	\$ 7,500	\$ 7,500	\$ (8,200)	\$ 1,300	funding sources now available to cover \$6,200 of the expense
Police	Capital Outlay < \$5,000	10-510-507-400	\$ 33,100	\$ 33,100	\$ (33,100)	\$ -	To be financed via Asset Forfeiture, 10-512
Police	Medical Insurance	10-510-500-600	\$ 354,600	\$ 219,300	\$ (9,500)	\$ 289,800	Down estimate based on vacancy potential
Police	Motor Fuels	10-510-503-106	\$ 200,400	\$ 200,400	\$ (5,000)	\$ 195,400	Runs risk of running out of money since all patrol positions are filled.
Police	Maintenance/Repair Auto Garage	10-510-501-705	\$ 65,200	\$ 60,000	\$ (10,000)	\$ 50,000	Arbitrary reduction, may result in budget transfer need later in fiscal year.
Police	Departmental Supplies	10-510-503-300	\$ 28,400	\$ 28,400	\$ (1,000)	\$ 27,400	\$ (124,800) An arbitrary cut
Asset Forfeiture	Capital Outlay < \$5,000	10-512-507-400	\$ 7,850	\$ 7,700	\$ 3,100	\$ 40,800	funding for new vehicle equipment, radios, etc.
Asset Forfeiture	Discretionary	10-512-509-903	\$ 100,000	\$ 100,000	\$ (33,100)	\$ 66,900	Provides for internal fund shifting in order to not increase AF revenue transfer increase
Fire	Call Back Time	10-530-500-801	\$ 80,000	\$ 50,000	\$ (25,000)	\$ 25,000	Can be done if the frozen position is reinstated as recommended by cm
Fire	Salaries & Wages	10-530-500-200	\$ 1,378,200	\$ 1,194,000	\$ (10,000)	\$ 1,184,000	Slows down pace of career development. Initial budget of \$33,535 reduced to \$23,535.
Fire	Structured OT	10-530-500-810	\$ 89,100	\$ 81,100	\$ (49,000)	\$ 32,100	New line item and funding for the holiday pay erroneously included here.
Fire	Automotive Supplies	10-530-501-300	\$ 6,500	\$ 6,500	\$ (2,000)	\$ 4,500	Reducing, closer to FY13 and FY12 level
Fire	MR Equipment	10-530-501-600	\$ 67,400	\$ 50,000	\$ (10,000)	\$ 40,000	May not be enough to take care of needs and require a mid-year budget transfer.
Fire	FICA/Medicare	10-530-500-500	\$ 106,400	\$ 108,000	\$ (4,000)	\$ 104,000	Adjustment
Fire	Retirement	10-530-500-700	\$ 95,300	\$ 96,600	\$ (3,000)	\$ 93,600	\$ (163,000) Adjustment
Public Buildings	Data Processing Supplies	10-500-500-620	\$ 1,000	\$ 1,000	\$ (500)	\$ 500	less print cartridges etc for admin support at city hall
Public Buildings	Utilities	10-500-501-300	\$ 20,400	\$ 20,400	\$ (1,000)	\$ 19,400	reduction of electric consumption at city hall
Public Buildings	Maintenance/Repair Buildings	10-500-501-500	\$ 5,000	\$ 4,000	\$ (3,000)	\$ 1,000	Eliminates funding for roof repairs at city hall, former police station and old bank building; eliminates material purchases for any repairs at city hall and reduces miscellaneous repairs at city hall
Public Buildings	MR Equipment	10-500-501-600	\$ 3,000	\$ 3,000	\$ (1,500)	\$ 1,500	Eliminates repair items for former police station, old bank bldg and at city hall, ie HVAC, electrical, etc.
Public Buildings	Departmental Supplies	10-500-503-300	\$ 6,400	\$ 5,400	\$ (2,000)	\$ 3,400	Reduced departmental supplies
Public Buildings	Contracted Services	10-500-504-500	\$ 35,700	\$ 35,700	\$ (6,000)	\$ 29,700	Reduced/eliminated services at city hall: \$1200 landscaping & plantings; \$1200 carpet cleaning and waxing; \$3600 reduced cleaning service, building and rest rooms will not be as clean.
Public Buildings	Capital Outlay > \$5,000	10-500-507-300	\$ 93,000	\$ 6,000	\$ (6,000)	\$ -	\$ 20,000 Eliminates proposed electronic security access lock system for city hall
Perry House	Contracted Services	10-501-504-500	\$ 4,300	\$ 4,300	\$ (4,000)	\$ 300	\$ (4,800) Eliminates landscaping and maintenance. PS Crews will move the yard.
Human Resources	Contracted Services	10-425-504-500	\$ 44,500	\$ 27,500	\$ (10,000)	\$ 17,500	Corrects transportation error in estimating GF share of Pay/Class study. Should have been \$15,000 for study rather than \$25,000.
Human Resources	Employee Recognition	10-425-505-702	\$ 23,000	\$ 38,000	\$ (23,000)	\$ 15,000	\$ (33,000) Eliminates Wellness Recognition Program
Finance	Salaries & Wages	10-440-500-200	\$ 274,200	\$ 254,500	\$ (64,000)	\$ 190,500	\$ 254,500 Freezes vacant assistant Finance Director; leaves department critically short of staff. This is one cut that should NOT be taken.
Info Technology	Capital Outlay > \$5,000	10-450-507-405	\$ 51,000	\$ 8,000	\$ (8,000)	\$ -	\$ (8,000) Eliminates new server at city hall needed to replace 7 year old server. If the old one crashes, funding will have to be found to replace. A crash will affect workflow. This cut is playing Russian Roulette.
HV-DDC	total department budget	10-496	\$ 104,900	\$ 63,400	\$ (53,400)	\$ 10,000	\$ (53,400) Eliminates all staff and operations support for DDC and Main Street Program. This will end Main Street designation and all support for downtown parks and activities. A position is vacant in the City for which the affected employees may apply. \$10,000 remains for contribution to DDC.
Garage	Hardware/software	10-555-503-106	\$ 4,100	\$ 4,100	\$ (2,000)	\$ 2,100	Eliminates laptop, but does provide for replacement of antiquated desktop PC.
Garage	MR Equipment-Garage	10-555-501-605	\$ 53,400	\$ 53,400	\$ -	\$ 53,400	
Garage	MR Auto-Garage	10-555-501-705	\$ 157,000	\$ 157,000	\$ (10,000)	\$ 147,000	
Garage	Auto Supplies-Garage	10-555-503-106	\$ 64,300	\$ 64,300	\$ -	\$ 64,300	
Garage	Motor Fuels	10-555-503-106	\$ 525,300	\$ 525,300	\$ (8,000)	\$ 517,300	
Streets	Street Lighting	10-670-501-301	\$ 385,000	\$ 380,000	\$ (10,000)	\$ 370,000	Seriously affects ability to install new street lighting when needed.
Streets	Contracted Services	10-570-504-500	\$ 44,200	\$ 40,000	\$ (3,700)	\$ 36,300	Eliminates contracting and enhanced services for downtown landscaping along Garnett St and Velrans Square.
Streets	Motor Fuels	10-570-503-106	\$ 53,500	\$ 53,500	\$ (3,000)	\$ 50,500	\$ (3,000) Arbitrary reduction, may result in budget transfer need later in fiscal year.
Recreation	Capital > \$5,000	10-620-507-405	\$ 68,100	\$ 12,000	\$ (12,000)	\$ -	Further reduces ability to provide maintenance at parks and recreation facilities.
Recreation	Travel	10-620-501-400	\$ 36,300	\$ 30,000	\$ (20,000)	\$ 10,000	Eliminate Babe Ruth Softball/Baseball post season All-Star support. This may be wildly unpopular with the youth and related families that have participated. Expected loss of registration fees would be about \$3,000 and loss from sponsors of about \$2,500.
Recreation	Departmental Supplies	10-620-503-106	\$ 80,800	\$ 56,000	\$ (5,700)	\$ 50,300	Eliminate youth sport and season tournaments and medals. These were first initiated in FY13 after being cut from several previous budgets. This may impact participation levels between 7 to 10% and reduce fee revenues by \$2,000-\$3,200.
Aycock	Contracted Services	10-623-504-500	\$ 8,000	\$ 7,000	\$ (1,000)	\$ 6,000	Not able to expand water aerobics classes.
Aycock	Advertising	10-623-502-600	\$ 7,000	\$ 4,000	\$ (1,000)	\$ 3,000	Reduces ability to provide promotional items/advertising, etc.
Aycock	FICA/Medicare	10-623-500-500	\$ 10,800	\$ 12,700	\$ (2,700)	\$ 10,000	\$ (42,400) Reflects reduction in part-time staffing budget request
Non-Departmental	Contingency	10-660-509-900	\$ 50,000	\$ 10,000	\$ (10,000)	\$ -	\$ (10,000) Removes flexibility and increases change for appropriation from fund balance during the fiscal year.
Governing Board	Travel	10-410-501-401	\$ 10,200	\$ 5,000	\$ (3,000)	\$ 2,000	Provides for Essentials of Municipal Training for potential of four new elected officials; webinar ethics training for 5 elected officials not subject to full election; and some funding for limited council representation at COG and Chamber dinners.
Governing Body	Meals & Provisions	10-410-503-305	\$ 3,000	\$ 1,000	\$ (1,000)	\$ -	\$ (4,000) Eliminates funding for occasional business meeting meals/snacks and new council reception.
			\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	
	Total		\$ 7,082,250	\$ 6,400,800	\$ (503,300)	\$ 5,897,300	\$ 303,300 [Amount cut from general fund line items]
						\$ 5,897,300	
				Variance	\$ -		

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 13 Reg Meeting

6 June 2013

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

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

RE: CAF: 13-71

Consideration of Approval of Ordinance 13-32, Amending the Zoning Map to Change Vance County Tax Map 0221, Block 04, Lot 002 from R20 (Low Density Residential) and R15 (Moderate to Low Density Residential) Zoning Districts to RA (Residential and Agricultural) Zoning District Located in the ETJ off Brodie Road 5.00 +/- Acres.

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **KSO 3:** Revise and align land use and sign ordinance

Recommendation:

- Approval of Ordinance 13-32, Amending the Zoning Map to Change Vance County Tax Map 0221, Block 04, Lot 002 from R20 (Low Density Residential) and R15 (Moderate to Low Density Residential) Zoning Districts to RA (Residential and Agricultural) Zoning District Located in the ETJ off Brodie Road 5.00 +/- Acres.

Executive Summary:

This rezoning request came from Vance County. This area is located in the ETJ of the City off Brodie Road. The property is currently zoned R20 Low Density Residential and R15 Moderate to Low Density Residential. This ordinance will change the zoning to (RA) Residential Agricultural, a lower density residential zoning district that allows some agricultural uses. The RA is classified as non-urban residential and agricultural. One of the uses of the RA District is kennels, which is a permitted use. This rezoning petition has been reviewed and was approved by the Planning Board May 1, 2013 with a unanimous board vote.

Enclosures:

1. Ordinance 13-32
2. Planning Board Minutes
3. Aerial Map

CAF 13-71: 10 June 2013 Council Meeting: Public Hearing

Page 1 of 5

ORDINANCE 13—32

After receiving the recommendation of the Planning Board and after a duly advertised public hearing on the same, Council Member _____ introduced the following Ordinance which was seconded by Council Member _____ and read:

AN ORDINANCE REZONING A 5.00 +/- TRACT LOCATED OFF BRODIE ROAD FROM R20 (LOW DENSITY RESIDENTIAL) & R15 (MODERATE TO LOW DENSITY RESIDENTIAL) ZONING DISTRICTS TO RA (RESIDENTIAL AND AGRICULTURAL USE) ZONING DISTRICT.

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

Section 1: That the official zoning map of the City of Henderson (incorporated by reference in City Code) is hereby amended by rezoning 5.00 acres, more or less, off Brodie Road (being Vance County Tax Map 0221, Block 04, Lot 002) from R20 & R15 to RA.

Section 2. The foregoing Ordinance shall be in full force and effect from and after the date of its passage.

The foregoing Ordinance 13-33, 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 **APPROVED/DISAPPROVED** 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, p. **.*

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the foregoing Ordinance is a true and exact copy of *Ordinance 13-33, An Ordinance Rezoning a 5.00+/- tract located off Brodie Road from R20 & R15 to RA Zoning District*, adopted by the Henderson, City Council in Regular Session on ** ** 20** (*See Minute Book 4*, p. ***). This Ordinance is recorded in *Ordinance Book # 8*, pp. **.

Witness my hand and corporate seal of the City, this ** day of *** 2013.



City of Henderson

Planning and Community Development Department

Post Office Box 1434 / 134 Rose Avenue / Henderson, NC 27536-1434

Phone: (252) 430-5723 FAX: (252) 492-7935

RECOMMENDATIONS FROM THE May 6, 2013 PLANNING BOARD MEETING

Public Hearing: Recommendation to rezone property from R20 (Low Density Residential) & R15 (Moderate to Low Density Residential) Zoning Districts to RA (Residential and Agricultural Use) Zoning Districts located off Brodie Road, 5.00+/- acres, (Vance County Tax Map 0221, Block 04, Lot 002), ETJ

Item was introduced by Zoning Administrator Sherry Moss. Moss reviewed items of the agenda packet. Vance County Planning Director Jordan McMillan and Vance County Attorney Jonathan Care were present to speak on behalf of public hearing. Care requested the board to revise the zoning of the five acre tract. He added the tract is located adjacent ten acre tract is currently owned by the state. McMillan stated this approval does not only allow the combination of the proposed animal shelter in the future, but also creates situation where the zoning of the property would actually match the current state of the property, as well as the City's Comprehensive Plan. McMillan pointed out that the five acre tract was divided from a tract that was nearly 300 acres that still remains as 300 acres, on the opposite site of Brodie Road that is currently enforced land, agricultural use, which suits the definition of the RA district that they're seeking to rezone to. McMillan gave three justifications for the rezoning; the effects of the rezoning, in relation to the city's comprehensive plan, and the character of the surrounding area. McMillan stated the rezoning reduces the density of the five acre parcel. It also increases the setbacks; which require building further off the road. The rezoning would increase frontage requirements; whenever it is rezoned to the RA district. McMillan stated he sees a natural progression moving out from the urban center of the city of the R6 out to the R15 to the R20, and out to the RA. McMillan addressed the board if there are any impactful developments, they would require a special use permit. He stated that is not their intention. They are proposing an animal shelter. McMillan addressed the proposed uses as it relates to the comprehensive plan. He stated the animal shelter will be the third public use in this area. This use will be in the institutional and public land use category. This will be a suitable fit to the area and compliant to the city's comprehensive plan. There were no oppositions of the public hearing. The public hearing was closed.

Motioned by Board Member Jimmie Ayscue to approve the request to rezone property from R20 and R15 to RA; Second by Marguerite Anduze; following an unanimous vote of 6-0.

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 2013

6 June 2013

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

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

RE: CAF: 13-72

Consideration of Approval of Ordinance 13-33, Amending the Zoning Map to Change Vance County Tax Map 0012, Block 01, Lot 027 from I2 (Industrial Non-Park) District to B2 (Highway Commercial) Zoning District Located in the City at 903 S. Beckford Drive, 0.84 +/- acres

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- KSO 3: Revise and align land use and sign ordinance

Recommendation:

- Approval of Ordinance 13-32, Amending the Zoning Map to Change Vance County Tax Map 0012, Block 01, Lot 027 from I2 (Industrial Non-Park) District to B2 (Highway Commercial) Zoning District Located in the City at 903 S. Beckford Drive, 0.84 +/- acres.

Executive Summary:

A rezoning request was received from CA Moloir, LLC for the property located on the corner of Dabney Dr. and S. Beckford Dr. --- better known as Blockbuster Video. The property is currently zoned I2 Industrial Non-Park. The change to B2 Highway Commercial provides for more commercial business opportunities, smaller lot area, and reduced building setbacks. This zoning classification is in conformance with the City's Land Use Plan. This rezoning petition was reviewed and approved by the Planning Board May 1, 2013 with a unanimous board vote.

Enclosures:

1. Ordinance 13-33
2. Planning Board Minutes
3. Aerial Map

CAF 13-71: 10 June 2013 Council Meeting: Public Hearing

Page 1 of 5

ORDINANCE 13— 33

After receiving the recommendation of the Planning Board and after a duly advertised public hearing on the same, Council Member _____ introduced the following Ordinance which was seconded by Council Member _____ and read:

AN ORDINANCE REZONING A 0.84 +/- TRACT LOCATED AT 903 SOUTH BECKFORD DRIVE FROM I2 (INDUSTRIAL NON-PARK DISTRICT) TO B2 (HIGHWAY COMMERCIAL) ZONING DISTRICT.

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

Section 1: That the official zoning map of the City of Henderson (incorporated by reference in City Code) is hereby amended by rezoning 0.84 acres, more or less, located at 903 S. Beckford Drive (being Vance County Tax Map 0012, Block 01, Lot 027) from I2 to B4.

Section 2. The foregoing Ordinance shall be in full force and effect from and after the date of its passage.

The foregoing Ordinance 13-33 , 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 **APPROVED/DISAPPROVED** 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 4**, p. **.*

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the foregoing Ordinance is a true and exact copy of *Ordinance 13—***, An Ordinance Rezoning a 0.84+/- tract located at 903 S. Beckford Drive from I2 to B2 Zoning District, adopted by the Henderson, City Council in Regular Session on ** ** 20** (*See Minute Book 4**, p. **). This Ordinance is recorded in *Ordinance Book # 8*, pp. **.

Witness my hand and corporate seal of the City, this ** day of *** 2013.

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



City of Henderson

Planning and Community Development Department

Post Office Box 1434 / 134 Rose Avenue / Henderson, NC 27536-1434

Phone: (252) 430-5723 FAX: (252) 492-7935

RECOMMENDATIONS FROM THE May 6, 2013 PLANNING BOARD MEETING

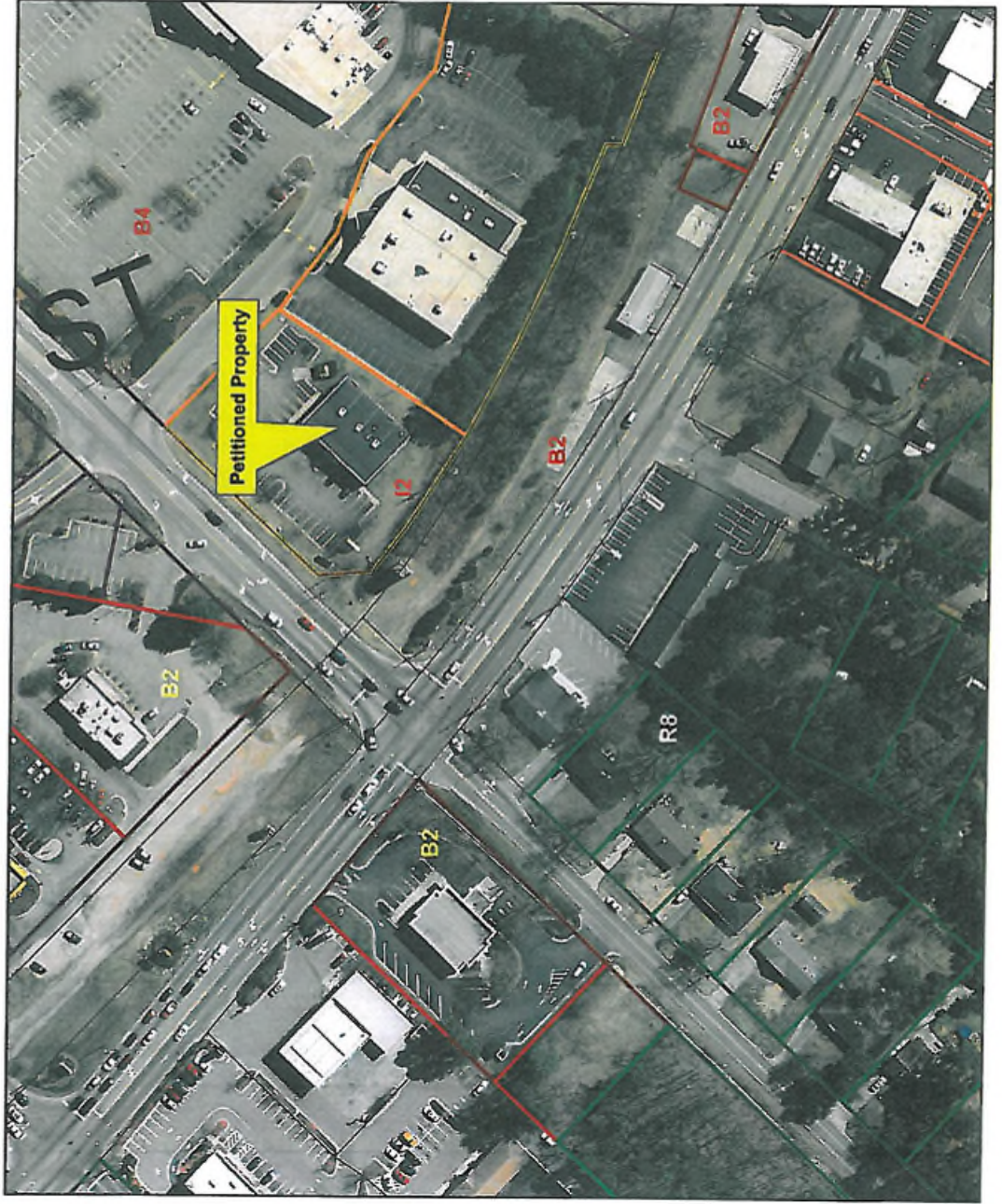
Public Hearing: Recommendation to rezone property from I2 (Industrial Non-Park) District to B2 (Highway Commercial) Zoning District located at 903 S. Beckford Drive, 0.84+/- acres, (Vance County Tax Map 0012, Block 01, Lot 027), CITY

Item was introduced by Zoning Administrator Sherry Moss. Moss reviewed items of the agenda packet. Chairman Mike Rainey questioned how the property became I2. Moss replied everything on file showed I2. Chairman Rainey questioned the setbacks of the I2. Moss replied with the setback requirements of the I2 zoning district. The board and staff briefly discussed the surrounding zoning districts in the area. Austin Williams-Crosland Southeast (2805 Wintersong Road, Raleigh, NC) was present to speak on behalf of public hearing. Williams stated he does have history of the property previously, however his group is real estate investment development company. They're under contract to buy a portfolio of 27 Blockbuster stores. They're looking to re-tenant these buildings. They're also under-contract to purchase this property. Williams added once they execute a contract with Blockbuster to buy this and other stores, they initiated a number of due diligence exercises that included environmental title searches, surveys, etc. Williams added the intent is to be able to buy the property and the others they're buying, having conforming zoning. In this case, B2 (Highway Commercial) has been requested. Williams added not just for future uses, but the current use. Williams stated the company is buying them because Blockbuster is closing stores across the country and they see opportunities for higher and better uses that will serve the community. Williams stated his company consider themselves as a Class "A" developer. Williams added they're intent is to be a long term landlord and provide class "A" retail service. There were no oppositions of the public hearing. The public hearing was closed.

Motioned by Board Member Horace Bullock to approve the request to rezone property from I2 to B2; Second by Marguerite Anduze; following an unanimous vote of 6-0.



PB04-13: Rezone-903 S. Beckford Drive - I2 to B2
C4 Molior, LLC
0012 01027



Legend

City_Zoning	<all other values>
Zoning	
R8	
B1	
B2-Highway Comm.	
B2A	
B3-Shopping Ctr. Comm	
B4-Neighborhood Comm.	
I1	
I2-Industrial	
O1	
O1A	
R15	
R20	
R8-High Density Residential	
R8-Mod-High Density Residential	
R8M	
RA	

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 13 Reg Meeting

6 June 2013

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

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

RE: CAF: 13-73

Consideration of Approval of Ordinance 13-34, Amending the Table of Permitted Uses – Section 310 A.14.11 – Gas Sales of the Zoning Ordinance to Include Oil Changes, Tire Repair and Inspections as a Permitted Use in the I2 (Industrial Non-Park), B2 (Highway Commercial, B2A (Highway Commercial Along the Interstate) and B4 (Neighborhood Business) Zoning Districts and by Special Use Permit in the B1 (Central Business) District

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **KSO 3:** Revise and align land use and sign ordinance

Recommendation:

- Approval of Ordinance 13-34, Amending the Table of Permitted Uses – Section 310 A.14.11 – Gas Sales of the Zoning Ordinance to Include Oil Changes, Tire Repair and Inspections as a Permitted Use in the I2 (Industrial Non-Park), B2 (Highway Commercial, B2A (Highway Commercial Along the Interstate) and B4 (Neighborhood Business) Zoning Districts and by Special Use Permit in the B1 (Central Business) District.

Executive Summary:

This is a petition from City Staff to include oil changes, tire repairs, and inspections as a part of Gas Sales uses. The staff identified these vehicle maintenance uses are becoming a part of Gas Sales for many businesses of this type. This amendment would allow these uses to be permitted by right in I2, B2, B2A, and B4. A special use permit would be required in the B1 district downtown. This amendment was reviewed and approved by the Planning Board on May 1, 2013 with a unanimous vote.

Enclosures:

1. Ordinance 13-34
2. Planning Board Minutes

CAF 13-71: 10 June 2013 Council Meeting: Public Hearing

Page 1 of 4

ORDINANCE 13—34

After receiving the recommendation of the Planning Board and after a duly advertised public hearing on the same, Council Member _____ introduced the following Ordinance which was seconded by Council Member _____ and read:

“AN ORDINANCE WITH AN AMENDMENT TO SECTION 310A.14.11 OF THE ZONING ORDINANCE PERMITTING GAS SALES, OIL CHANGES, TIRE REPAIR, AND INSPECTIONS IN THE I2 (INDUSTRIAL NON-PARK), B1 (RETAIL/CENTRAL BUSINESS), B2 (HIGHWAY COMMERCIAL), B2A(HIGHWAY COMMERCIAL “A”), AND B4 (NEIGHBORHOOD COMMERCIAL) ZONING DISTRICTS”

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

Section 1. That the Zoning Code (incorporated by reference in the City Code) be amended as follows:

“Section 310A.14.11 be amended to permit gas sales, oil changes, tire repair, and inspections in the I2, B2, B2A, and B4 as a matter by right and in the B1 by a special use permit.”

Section 2. The foregoing Ordinance shall be in full force and effect from and after the date of its passage.

The foregoing Ordinance 13-34 , 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 **APPROVED/DISAPPROVED** 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 4**, p. **.*

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the foregoing Ordinance is a true and exact copy of *Ordinance 13—***, An Ordinance with an amendment to section 310A.14.11 of the zoning ordinance, permitting gas sales, oil changes, tire repair, and inspections in the I2, B1, B2, B2A, and B4 zoning districts, adopted by the Henderson, City Council in Regular Session on ** ** 20** (See *Minute Book 4**, p. **). This Ordinance is recorded in *Ordinance Book # 8*, pp. **.

Witness my hand and corporate seal of the City, this ** day of *** 20**.

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



City of Henderson

Planning and Community Development Department

Post Office Box 1434 / 134 Rose Avenue / Henderson, NC 27536-1434

Phone: (252) 430-5723 FAX: (252) 492-7935

RECOMMENDATIONS FROM THE May 6, 2013 PLANNING BOARD MEETING

Public Hearing: Recommendation to amend the Table of Permitted Uses-Section 310A.14.11-Gas Sales of the zoning ordinance

Item was introduced by Zoning Administrator Sherry Moss. Moss reviewed items of the agenda packet. Moss briefly addressed the board about the proposed amendment, stating this will be for the business that are performing minor repair and/or services and not auto repair, such as changing engines, etc. Some services include oil changes, tire repair, and inspections. Moss stated that City Attorney John Zollicoffer reviewed this item and suggested that it falls in with section 14.11 of the table of permitted use allowed as a matter by right in the B2, B2A, and B4 and by special use permit in the B1 zoning district. City Attorney John Zollicoffer was present to speak on public hearing. City Attorney Zollicoffer addressed the board that this is to have the facilities that aren't in the intensive auto repair business into the service station category. City Attorney Zollicoffer and the board discussed the concern of overnight storage. There were no oppositions of the public hearing. The public hearing was closed.

Motioned by Board Member Phil Walters to approve the recommendation as written (Section 310A.14.11); Second by Board Member Jimmie Ayscue; following an unanimous vote of 6-0.

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 13 Reg. Meeting

6 June 2013

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

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

RE: **CAF: 13-63 Consideration of Approval of 1) Resolution 13-45, Accepting the CDBG Talent Enhancement Capacity Building Grant; and 2) Ordinance 13-30, FY 13 BA # 38 Establishing the Budget for Above Mentioned Grant in the Amount of \$50,000.**

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 4- To improve condition of the housing stock.
- KSO 8- To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory agencies.

Recommendation:

- Approval of **1) Resolution 13-45, Accepting the CDBG Talent Enhancement Capacity Building Grant; and 2) Ordinance 13-30, FY 13 BA # 38 Establishing the Budget for Above Mentioned Grant in the Amount of \$50,000.**

Executive Summary

On 26 November 2012 Council approved the submission of an application for a CDBG Talent Enhancement Grant in the amount of \$50,000 via Resolution 12-A-48. On 7 May 2013, the City received notification that the application had been approved and on 14 May 2013 the Grant Agreement and Funding Approval documents arrived for proper processing. The eligible activities for this grant are salaries, training and travel for new or existing staff, administration of grant up to 10% of the total grant and planning costs. These funds would enable the City to prepare for the previously discussed Flint Hill Neighborhood Project.

During the period of grant application, Council's consensus was to keep the program in-house and to un-freeze the community development manager position. Grant funds would assist in this effort for year one, after which the position would be fully funded by the City.

As has been discussed during current budget work sessions, funding is not provided in the FY14 Recommended Budget for the new position. Consensus has not yet been achieved on how this

CAF 13-63: 10 June 2013 Council Meeting

Page 1 of 46

matter will be resolved. Options discussed to-date have been to find funding of about \$30,000 to round-out the grant for the new position or to reconsider contracting with the COG for the planning activities associated with the Flint Hill Neighborhood program. As part of due-diligence in reviewing the options, Ms. Dunston and I have spoken with State officials. It has become clear the State will not allow the City to contract with the COG for the planning services. The only service for which the City could contract with the COG is administration of the grant.

In speaking with Mr. Charlie Thompson, the State's administrator for the grant program, I learned the City could use the money to supplant an existing employee's salary for the first year, pay for the training and expenses of travel to/from Greeneville, etc. (*already known*) as well as expenses associated with developing the plan for the neighborhood. The City would develop the plan in-house as we cannot contract out that service with the COG. (*See revised grant budget proposal below*)

Line Item Detail	Grant Project Budget	
	Current	Proposed
<i>Personnel</i>		
(a) Supplemental for existing staff	\$ 15,000	\$ 25,000
(b) New Position	20,000	-
<i>Training</i>		
(a) Existing Staff	3,500	10,000
(b) New Staff	-	-
<i>Travel</i>		
(a) Supplemental for Existing Staff	3,000	5,000
(b) New Position	-	-
<i>Other</i>		
Planning (with Restriction)	3,500	5,000
Grant Administration (10%)	5,000	5,000
Total:	\$ 50,000	\$ 50,000

Planning and Community Development Director Dunston will be the one taking the training and developing the plan. Given the change in scope of the City's current situation with the grant vis-à-vis its intent in November 2012, approval of the grant should be conditioned on the State amending the grant offer to provide for in-house use of the funds with existing staff and not unfreezing the community development position, thus causing the City to have to allocate more funds in the FY14 Budget. Ms. Dunston advises Mr. Thompson has provided verbal approval of the proposed grant budget amendment. Ordinance 13-10 reflects the proposed ordinance amendment previously mentioned. Since the city can use funding to supplement Ms. Dunston's salary, it is recommended such dollars be used to help fund Flint Hill planning activities and expenses. Once FY15 budget is developed, the City would not have a budgetary gap to fill mid-year if this course of action is taken.

The City must execute and return the agreement to the State within 45 days of 13 May 2013.

- All funds must be obligated and expended within 15 months, or 13 August 2014.
- All closeout documents must be submitted to the State by 13 November 2014.

Enclosure:

1. Resolution 13-45
2. Ordinance 13-30
3. Resolution 12-A-48
4. Approval Letter from NCDOC

RESOLUTION 13-45

ACCEPTING A CDBG TALENT ENHANCEMENT CAPACITY BUILDING GRANT IN THE AMOUNT OF \$50,000

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 12 Core Values; *and*

WHEREAS, this Resolution addresses one KSO as follows: KSO 4 - To Improve Condition of the Housing Stock; *and*

WHEREAS, Council approved the submission of an application for a CDBG Capacity Grant on 26 November 2012; *and*

WHEREAS, the City received approval of said application for a CDBG Talent Enhancement Capacity Grant in the amount of \$50,000, being more fully articulated in **Attachment A** to this Resolution; *and*

WHEREAS, Council wishes to accept the grant pursuant to an amendment to the project budget, said amendment being more fully articulated in **Attachment B** to this Resolution; *and*

WHEREAS, Council certifies the City will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY authorize the acceptance of \$50,000 Grant from the North Carolina Department of Commerce for the Community Development Block Grant Talent Enhancement Capacity Building category to benefit the City of Henderson pursuant to grant project budget amendment as more fully articulates in **Attachment B**, and authorizes the Mayor to execute documents relating to said grant.

The foregoing Resolution 13-45, introduced by Councilmember ***** and seconded by Councilmember ***** on this the ***** day of ***** 2013, and having been submitted to a roll call vote, was approved by the following votes: Ayes: Nays:

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, pg **; CAF 13-63*

CAF 13-63: 10 June 2013 Council Meeting

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**North Carolina
Department of Commerce
Community Assistance
Community Development & Planning Division**

Pat McCrory, Governor

**Sharon Allred Decker, Secretary
Richard B. Self, Director**

May 13, 2013

The Honorable James O'Geary, Mayor
City of Henderson
Post Office Box 1434
Henderson, North Carolina 27536-1434

Dear Mayor O'Geary:

Subject: Grant Agreement and Funding Approval
CDBG Number: 12-C-2455

Enclosed you will find the following materials for undertaking the Community Development Block Grant (CDBG) Talent Enhancement grant recently awarded to the City of Henderson.

- 1) Two copies of the Grant Agreement.
These should be signed by you as the chief elected official. When you have executed copies of both documents please return one copy to the Community Assistance (CA).
- 2) Two copies of the Funding Approval.
These should also be signed by you as the chief elected official. When you have executed copies of both documents, please return one copy to CA.
- 3) Three Signatory Form and Certification cards.
Instructions are on the cards. Two copies of the cards must be completed and returned to us prior to any funds being drawn. The number that will be used to identify this grant is 12-C-2455. Please use this number in future correspondence.

When the Grant Agreement, Funding Approval, and Signatory Form and Certification cards have been returned to us, funds for the administrative activity may be drawn. Funds for other activities may not be drawn until all the applicable conditions listed in item 4. of the Funding Approval have been removed in writing by CA. Funds may not be obligated or expended for any activity, including administration, prior to executing the Grant Agreement without written agreement from CA.

Thrive NC

100 East Six Forks Road, Suite 200•4313 Mail Service Center•Raleigh, North Carolina 27699-4313
Tel: (919) 571-4900•Fax: (919) 571-4951
www.nccommerce.com

The Honorable James O'Geary
Page 2
May 13, 2013

Among the first decisions you will need to make concerning this grant is selecting an administrator. If you plan to contract for administrative services, in addition to following state law and federal procurement regulations, it is very important that you select a firm that has staff available to carry out your grant in an efficient, timely manner. Competing firms should show their ability to devote adequate staff to your grant and should contractually commit sufficient staff to meet all grant deadlines.

In addition, the following three items are enclosed for your action:

1) A CDBG Requisition Form.

The Requisition Form should be used to draw all CDBG funds. Please review the instructions for preparing the requisition on the reverse side of the form. Additional copies of the form should be made as needed.

2) Electronic Payment Form

The Electronic Payment Form, from the Office of State Controller (OSC), must be used to indicate which financial institution will handle the account for electronic transfer of CDBG funds. No requisitions can be processed before a copy is returned to OSC. Please send a copy to CA as backup information.

We encourage all grantees to use the electronic transfer of funds. However, if you elect not to use this method of payment, you will need to contact Toni E. Moore immediately for instructions.

3) Two copies of the Performance Based Contract.

The grant is conditioned for the performance-based contract. These should be signed by an authorized official. Return one copy to CA.

We look forward to working with you and other officials on this grant. Please bear in mind that the grant recipient is ultimately responsible for the success of the grant. Please feel free to contact your Grant Representative, Charlie Thompson, at (919) 571-4900 if you have any questions.

Sincerely,



Richard B. Self
Director

RBS/CT/EL

Enclosures

cc: Charlie Thompson



Community Assistance
Community Development Block Grant Program
Funding Approval

1. Name and Address of Recipient	2. Grant Number and Funding Approval Date
City of Henderson	Grant Number : 12-C-2455
Post Office Box 1434	Date of Original Funding Approval : 05/13/13
Henderson, North Carolina 27536-1434	Date of Amended Funding Approval :

3. Approved Projects	Approved Amount
C1 Flint Hill Neighborhood Capacity Building	\$50,000.00
Total Grant Award	\$50,000.00

4. Funding Approval Conditions

The following conditions must be removed in writing by Community Assistance(CA) in order for all funds to be released for the approved project(s) listed in item (3) , above:

A. Memorandum of Understanding Condition:

No funds may be obligated or expended in any activity (including training) except for administration until the recipient provides CA with a copy of the Memorandum of Understanding between East Caroling University's Office of Engagement, Innovation and Economic Development and your local unit of government.

B. Assurance Condition:

No funds may be obligated or expended in any activity except for administration activity until the recipient provides assurance to CA that (Town, County, City) will provide reports, schedules, and other information requested as well as attend meetings that may be called by CA.

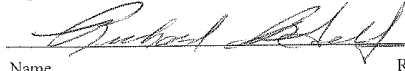
C. Citizen Participation and Compliance Condition

No funds may be obligated or expended in any activity except for the administration activity until CA is provided a copy of the certified minutes for the public hearing.

D. Training Condition:

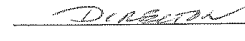
No funds may be obligated or expended for training unless approved by CA Any staff hired with grant funds must attend the National Development Council Certification program.

5. Signature of Authorized Official


Name Richard B. Self

05/13/13

Date


Title

6. Signature of Authorized Local Official

Name

Date

Title



North Carolina Department of Commerce
Community Assistance
Community Development Block Grant Program

(TECB)
Grant Agreement

(City of Henderson)

Upon execution of this grant agreement, the North Carolina Department of Commerce (DOC) agrees to provide to **(City of Henderson)** the “Recipient” and collectively with DOC, the “Parties”), Community Development Block Grant (CDBG) assistance under Title I of the Housing and Community Development Act of 1974, (P.L. 93-383), as amended, authorized (and subject to Recipient’s compliance with) the DOC funding approval, the North Carolina Community Development Block Grant administrative rules, other applicable laws, rules, regulations, and all other requirements of DOC now or hereafter in effect. The grant agreement is effective on the date the grant agreement and funding approval are signed by the Recipient. The grant agreement consists of the program guidelines and the approved application, including the certifications, maps, schedules and other submissions in the application, any subsequent amendments to this document or the approved application and funding approval and the following general terms and conditions:

1. Definitions. Except to the extent modified or supplemented by the agreement, any term defined in the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L, shall have the same meaning when used herein.
 - (a) Agreement means this grant agreement, as described above and any amendments or supplements thereto.
 - (b) Recipient means **(City of Henderson)** the entity designated as a recipient for grant assistance in the grant agreement and funding approval.
 - (c) Certifications mean the certifications submitted with the grant application pursuant to the requirements of Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L.
 - (d) “Assistance” or “Grant” means the grant funds provided under this Agreement from funds allocated to the State of North Carolina from the Federal Treasury through the CDBG and supporting laws, rules, requirements and regulations, in the amount of **\$50,000.00** except as modified.

- (e) Program means the community development program, project, or other activities, including the administration thereof, for which assistance is being provided under this Agreement and which is described in the Recipient's approved application, as may be modified.
 - (f) The date for receiving the grant means the date of the CA Director's signature on the Grant Agreement and Funding Approval.
2. Timely Execution. Due to the need to expedite the use and expenditure of CDBG funds, Recipient's failure to execute and return a copy of the Agreement within 45 days of the date of the CA Director's signature on the Grant Agreement and Funding Approval may be deemed by DOC to determine the funds are available for reallocation to other subrecipients.
 3. Obligations of the Recipient. The recipient shall perform the Program as specified in the application approved by DOC as may be amended with DOC approval. The Recipient hereby certifies that it will comply with all applicable federal and state laws, regulations, rules and Executive Orders, pursuant to Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. The Recipient shall also comply with all other lawful requirements of DOC, all applicable requirements of the General Statutes of the State of North Carolina specifically N. C. G. S. 87-1-87-15.9 and any other applicable laws, rules, regulations, requirements, and Executive Orders currently or hereafter in force. Recipient is prohibited from any fraud, waste and abuse of CDBG funds by any person or entity. The rules contained in 4 N.C.A.C. 19L (as well as applicable federal rules and regulations) are part of the Agreement, except where specifically modified by applicable law, rule, regulation, DOC, the CDBG HUD Program Requirements and any subsequent amendments, regulations or clarifications to any of the foregoing.

Additionally, Recipient agrees to ensure compliance with respect to the Program and the Grant (and any of its proceeds) with all applicable federal and state laws, rules, regulations and requirements, including but not limited to the following (as each may be modified or amended): (1) the CDBG HUD Program Requirements; (2) Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 *et seq*), (3) existing CDBG laws, rules, regulations and requirements, as may be amended, including those set forth in 24 C.F.R., Part 570; (4) North Carolina laws, rules, regulations and requirements; (5) DOC guidance and requirements regarding CDBG now or hereafter in effect, including but not limited to: DOC's CDBG Guidelines and Application Instructions, and DOC bulletins or other guidance documents; and (6) Recipient's own approved CDBG application to DOC, as may be amended with DOC approval.

4. Obligations of Recipient with Respect to Certain Third Party Relationships. Recipient is responsible to **DOC** for ensuring compliance with the provisions of this Agreement and all applicable laws, rules, regulations and requirements, even when the recipient designates a

third party or parties to undertake all or any part of the Program. The Recipient shall comply with all lawful requirements of DOC necessary to ensure that the program is carried out in accordance with the Recipient's certifications including but not limited to the certification of assumption of environmental responsibilities under Rule .1004 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. If the Recipient contracts with or designates a third party to undertake all or part of the Program, the Recipient's contract with the third party must require the third party to comply with this Agreement, all applicable laws, rules, regulations and requirements, including but not limited to the procurement standards set forth in 4 N.C. Administrative Code 19L .0908 as may be applicable.

Recipient shall likewise ensure that all subrecipient contracts regarding Grant funds or relating to the Program include all required contractual elements in order to be in compliance with all Federal, State and local laws, including but not limited to the provisions contained in 24 C.F.R. § 570.503, 24 C.F.R. § 85.37, and other provisions described throughout this Agreement, where applicable. In any event, the Recipient is liable to DOC and HUD for any improper expenditures, damage, loss or harm resulting from the failure of any person or entity to comply with any applicable law, rule, regulation or requirement regarding the Grant funds and/or the Program, including but not limited to an act or omission by a subrecipient or other third party. The Recipient agrees to periodically and rigorously monitor and audit its subrecipients and other third parties to ensure compliance with all applicable requirements.

Any subcontracts or subrecipient agreements entered into by the Recipient with Grant funds shall be subject to all terms and conditions of this Agreement. Payment of all subcontractors and subrecipients shall be the sole responsibility of the Recipient, and DOC shall not be obligated to pay for any work performed by any subcontractor or subrecipient. The Recipient shall be responsible for the performance of all subcontractors and subrecipients and shall not be relieved of any of the duties and responsibilities of this Agreement as a result of entering into subcontracts or subrecipient agreements.

5. Changes to Agreement. Recipient agrees that DOC may supplement or modify this Agreement as may be necessary to implement additional or modified Federal or State guidance regarding implementation of the CDBG program.
6. Conflict of Interest. Recipient agrees to comply with all applicable conflict of interest provisions, including but not limited to those found at 4 N.C.A.C. 19 L .0908 and .0914, N.C. Gen. Stat. § 14-234, 24 C.F.R. § 85.36, 24 C.F.R. § 570.489 (g) and (h), and 24 C.F.R. § 570.611, where applicable, copies of which may be obtained from DOC.

Except for eligible administrative or personnel costs, the general rule is that no persons described in the following sentence who exercise or have exercised any functions or responsibilities with respect to grant activities assisted under this Agreement or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a Grant-assisted

activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

The conflict of interest summary in the sentence above generally applies to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or Recipient or applicable third parties which are receiving CDBG grant funds.

Recipient agrees to include these same prohibitions in all such contracts or subcontracts with any subrecipients or other third parties relating to the Program.

In any event, the Assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining DOC approval of the application for such assistance, or DOC approval of applications for additional assistance, or any other approval or concurrence of DOC required under this Agreement, or the North Carolina Community Development Block Grant Administrative Rules, with respect thereto; provided, however, that reasonable fees or bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not prohibited if otherwise eligible as program costs and allowed by applicable law.

Additionally, certain limited exceptions to the conflict of interest rules listed in 24 C.F.R. § 570.489 may be granted in writing by HUD and/or DOC upon written request and the provision of information specified in 24 C.F.R. § 570.489(h)(ii)(4).

7. Reimbursement to DOC for Improper Expenditures. The Recipient will reimburse DOC for any amount of Grant assistance improperly expended, either deliberately or non-deliberately, by any person or entity. Additionally, a contract for administrative services shall include a clause holding the administrator organization responsible for reimbursement to the Recipient for any improperly expended grant funds that had to be returned to DOC.
8. Recordkeeping Requirements. Recipient will maintain any and all records and comply with all responsibilities as may be required under typical CDBG recordkeeping (for example, records and responsibilities set forth in 4 N.C.A.C. 19L.0911 ("Recordkeeping"), 24 C.F.R. 570.490 ("Recordkeeping Requirements"), 24 C.F.R. § 570.506 ("Records to be maintained") and 24 C.F.R. § 85.42 ("Retention and Access Requirements for Records") as each may be modified by HUD or DOC) as well as records and responsibilities related to CDBG or specifically to CDBG funds. Recipient agrees to comply with any additional record-keeping requirements now or hereinafter set forth by DOC, HUD or any other federal or state entity.
9. Access to Records. The Recipient shall provide any duly authorized representative of DOC, the State of North Carolina, the federal Department of Housing and Urban

Development (HUD), and the Comptroller General, the Inspector General and other authorized parties at all reasonable times access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating to the grant for a period of five years following the completion of all close-out procedures. All original files shall be maintained at the Local Government offices for access purposes.

10. Release of Personal, Financial and Identifying Information. To ensure and document compliance with CDBG income requirements as well as other matters, Recipient shall obtain and retain personal, income-related, financial, tax and/or related information from companies, individuals and families that are benefitting from Grant or Program funds. Additionally, Recipient is obligated to provide access to any and all information relating to the Program to DOC, HUD or some other appropriate federal or state monitoring entity, upon DOC's request. This obligation includes, but is not limited to, the personal, financial and identifying information of individuals assisted by the Program. As such, Recipient shall obtain any releases or waivers from all individuals or entities necessary to ensure that this information can be properly and legally provided to appropriate federal and state entities, including DOC and HUD, without issue or objection by the individual or entity.
11. Project Savings. The Recipient is obligated to contribute 100 percent of its pledged **cash** contribution to the CDBG project even if the project experiences a savings after authorized activities are completed. Any project savings accrue to the CDBG program. **Substitution of in-kind contributions for cash is not allowed.**
12. Expenditure of Non-CDBG Funds. The recipient must ensure that non-CDBG funds are expended along with CDBG funds, following the implementation schedule described in the approved application and modified by the Performance Contract (or otherwise with DOC approval), and shall report on non-CDBG expenditures with each Annual Performance Report, consistent with Section .1100 PERFORMANCE of the program regulations (4NCAC 19L) as well as any other applicable reporting requirements.
13. Method of Payment. The Department of Commerce uses the Office of State Controller (OSC) to make CDBG payments to units of local government. The Electronic Payment Form from OSC must be completed for funds to be electronically transferred. Arrangements must be made with the Finance Officer in Community Investment and Assistance if a Recipient does not want to use the electronic funds transfer.
14. Fair Housing. Recipients of CDBG funds are required to comply with fair housing and non-discrimination laws and regulations. Recipients should consult Section .1001 of the CDBG administrative rules for further information on equal opportunity requirements. Recipients are required to submit a fair housing plan for its jurisdiction. Recipients with 10,000 persons or more will be required to complete an Analysis to Impediments to Fair Housing Choice Study. For each grant year that a CDBG project is active, a Recipient must describe the actions it will take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing. Guidance for developing a

Fair Housing Plan can be found in CDBG Bulletin 10-25 and the CDBG Compliance Plans and Templates (www.nccommerce.com/cd/investment-assistance/forms-resources)..

15. Equal Employment and Procurement Opportunity. A Recipient must describe the actions it will take annually while the grant is open in the areas of enforcement, education and removal of barriers and impediments that affirmatively further equal access in employment and procurement. This includes a description of steps to be taken in the areas of advertisement, compliance and complaint tracking.
16. Local Economic Benefit (Section 3 Regulation). For each year that a CDBG is active, the Recipient must describe a strategy whereby opportunities in employment and procurement arising out of a CDBG assisted project are identified and made available to low-income residents within the CDBG assisted area to the greatest extent feasible. This strategy must include (1) identification of training and technical assistance resources to prepare low-income residents for employment and procurement opportunities, (2) attempts to reach the numerical targets for new hires set forth in the Section 3 regulation, which applies to Recipients receiving \$200,000 or more in non-administrative line items expended for construction contracts and (3) education of low-income residents within the CDBG assisted area about the components and opportunities of the program.

In addition, Recipients will be required to coordinate additional activities as it relates to Section 3 with the DOC CDBG Compliance Office.

17. Section 504 and ADA. Recipients must complete the Section 504 Survey and Transition Plan. This plan will not satisfy all the requirements of the Americans with Disabilities Act, but it will meet the minimum requirements for a CDBG assisted project.
18. Environmental Review. Recipients of CDBG funds are required to complete the document entitled "Environmental Review Procedures for the CDBG Program." Once the Environmental Review Record (ERR) is received, CA will review for completeness and submit selected CDBG ERRs if required to the State Clearinghouse for other State agencies to review and comment. Recipients cannot conduct any program activities until CA issues an environmental clearance.
19. Language Access Plan (LAP). Recipients of Federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by Limited English Proficient (LEP) persons to important government programs, services, and activities. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and its implementing regulations require that Recipients take responsible steps to ensure meaningful access by LEP persons. Recipients will be required to submit a language access plan using the approved template from CA. The plan will address the LAP policy, translation of required vital documents, and requirements for citizen participation.
20. Procurement Standards. Where applicable, Recipient shall follow the procurement standards established in the "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments" (24

C.F.R., Part 85) and HUD implementing regulations contained in 24 C.F.R. § 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. 4 N.C.A.C. 19L.0908.

- a. Any Recipient or Subrecipient shall follow other applicable procurement standards set forth in 4 N.C.A.C. 19L.0908, and the relevant laws cited therein, including but not limited to, laws related to conflicts of interest (N.C.G.S. §14-234), public building contracts (N.C.G.S. § 148-128 to 135), and payment and performance bonds (N.C.G.S. § 44A-25 through 35); acquisition and relocation (4 N.C.A.C. 19L.1003); property management standards (4 N.C.A.C. 19L.0909); equal opportunity (4 N.C.A.C. 19L.1001); and labor standards (4 N.C.A.C. 19L.1006).
- b. Recipient shall likewise follow all other applicable federal and state procurement rules, guidelines and procedures, including those set forth in Office of Management and Budget Circular No. A-87 ("Cost Principles for State and Local Governments").

In any event, per 24 C.F.R. 570.489(g), all purchase orders and contracts shall include any clauses required by Federal statutes, executive orders and implementing regulations.

Additionally, Recipient acknowledges and agrees that, in its conduct under this Agreement and in connection with any and all expenditures of Grant funds made by it, Recipient, its officers, agents and employees shall be and are subject to the provisions of the North Carolina General Statutes and the North Carolina Administrative Code relating to and governing procurement, public contracts, suspension and debarment. Recipient further acknowledges and agrees that, in the event that it grants any of the Grant funds awarded hereunder to one or more subrecipients or other applicable entities, Recipient shall, by contract, ensure that the provisions of all applicable laws relating to and governing procurement, public contracts, suspension and debarment are made applicable to and binding upon any and all subrecipients and/or other applicable entities.

21. Labor Standards. Recipient shall follow all applicable laws, rules and regulations concerning the payment of wages, contract work hours, safety, health standards, and equal opportunity for CDBG-R programs, including but not limited to the rules set forth in 4 N.C.A.C 19L.1006, 24 C.F.R. § 570.603 and the following (as may be applicable to CDBG-R projects):
 - a. Davis-Bacon Act (40 U.S.C.A. 276a). Among other provisions, this act requires that prevailing local wage levels be paid to laborers and mechanics employed on certain construction work assisted with CDBG funds.
 - b. Contract Work Hours and Safety Standards Act (40 U.S.C.A. 327 through 333). Under this act, among other provisions, laborers and mechanics employed by contractors and subcontractors on construction work assisted with CDBG funds must receive overtime compensation at a rate not less than one and one-half the basic rate of pay for all hours worked in excess of forty hours in any workweek. Violators shall be liable for the unpaid wages and in addition for liquidated damages computed in respect to each laborer or mechanic employed in violation of the act.

- c. Fair Labor Standards Act (29 U.S.C. 201 et seq.), requiring among other things that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- d. Federal anti-kickback laws (18 U.S.C. 874 and 40 U.S.C. 276), which, among other things, outlaws and prescribes criminal penalties for "kickbacks" of wages in federally financed or assisted construction activities. Weekly statements of compliance and weekly payrolls must be provided by all contractors and subcontractors.

Recipient agrees to maintain records regarding compliance with the laws and regulations cited in 4 N.C.A.C. 19L.1006 (including the citations listed above) in accordance with 4 N.C.A.C. 19L.0911.

All contracts between Recipient and third parties shall contain labor standards provisions as required in 4 N.C.A.C. 19L.1006.

- 22. Architectural Barriers. Per 4 N.C.A.C.19L.1007, 24 C.F.R. §§ 570.487 and 570.614 and other applicable law, all applicable buildings or facilities designed, constructed or altered with CDBG Grant funds shall be made accessible and useable to the physically handicapped as may be required by applicable laws, rules, regulations or requirements. Additionally, Recipient must comply with the following (as may be applicable to CDBG projects):
 - a. Architectural Barriers Act of 1968 (P.L. 90-480). This act requires Recipient to ensure that certain buildings constructed or altered with CDBG funds are readily accessible to the physically handicapped.
 - b. Minimum Guidelines and Requirements for Accessible Design 36 C.F.R. Part 1190. These regulations establish guidelines for implementing the federal acts described in 4 N.C.A.C.19L.1007(1)(a). The regulations provide technical standards which must be met by Recipient.
 - c. Americans with Disabilities Act ["ADA"] and the ADA Accessibility Guidelines for Buildings and Facilities or the Uniform Federal Accessibility Standards.
 - d. North Carolina Building Code, Volume I, Chapter 11-X. These provisions describe minimum standards Recipient must meet in constructing or altering building and facilities, to make them accessible to and useable by the physically handicapped.
- 23. Change of Use of Real Property. Recipient agrees not to change the use or planned use of any property acquired with CDBG funds from that for which the acquisition or improvement was made, in accordance with this Agreement and applicable law, rule, regulation or requirement, unless (i) the DOC grants explicit written approval and (ii) the requirements of 24 C.F.R. § 570.489(j), 24 C.F.R. § 570.505 and other applicable requirements are followed, as modified (or as may be modified) by HUD or DOC.
- 24. Obligation of Recipient With Regard to Vacant Units. The recipient shall ensure that all vacant units being rehabilitated will be occupied by a low or moderate income person by the time close-out occurs.

25. Utility Assessments or Fees: Assessments or fees to recover the CDBG funded portion of a utility project may be charged to properties not owned and occupied by low and moderate income persons. Such assessments are program income and, as such, must be used for eligible CDBG activities that meet a CDBG national objective.
26. False or Misleading Information. Recipient is advised that providing false, fictitious or misleading information with respect to CDBG funds may result in criminal, civil, or administrative prosecution under 18 U.S.C. § 1001, 18 U.S.C. § 1343, 31 U.S.C. § 3729, 31 U.S.C. § 3801, or another applicable statute. Recipient shall promptly refer to DOC and HUD's Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving CDBG funds.
27. Disputes with DOC. If Recipient has any disagreement or dispute with any action or inaction by DOC, Recipient shall inform DOC by letter addressed to Richard B. Self, Director, Department of Commerce –Community Assistance Division, 4313 Mail Service Center, Raleigh, NC 27699-4313. Community Assistance Division ["CA"] will endeavor to respond in writing to said letter within 30 days from receipt. Recipient shall not be entitled to a hearing under Chapter 150B for matters described in N.C. Gen. Stat. § 150B(c)(8), added by N.C. Senate Bill 960, including matters related to "contracts, disputes, protests, and/or claims arising out of or relating to the implementation of the [CDBG]." This includes actions arising out of or related to this Agreement or the Program.
28. Disputes or Complaints by Subrecipients or Other Entities. Recipient is responsible for developing, implementing and utilizing its own dispute resolution procedures with respect to disputes and/or complaints between and among Recipient, a Subrecipient, a contractor and/or any other person or entity (other than DOC). This includes (but is not limited to) procedures relating to procurement disputes or protests discussed in 24 C.F.R. 85.36. In the event of a dispute between and among Recipient, any Subrecipient, contractor and/or any other persons or entities (not including DOC), Recipient shall make every effort to resolve the dispute pursuant to its own dispute resolution procedures and shall issue a final decision on the matter as soon as is reasonably practicable. Recipient's dispute resolution procedure shall provide that, in the event that any party to such a dispute or complaint is dissatisfied with the final decision or other resolution provided by Recipient, the dissatisfied party shall appeal to the North Carolina Superior Court in an appropriate County for a trial de novo, to the extent that jurisdiction is proper pursuant to N.C. Gen. Stat. § 7A-240 and other applicable law.
29. Schedules
 - (a) Schedule for Release of Conditions and Completion Activities. **The Recipient must satisfy all Funding Approval Conditions to release CDBG funds within 2 months from the date (July 13, 2013) the Grant Agreement and Funding Approval were signed by the CA Director.**

- (b) The recipient must draw down all CDBG funds, expend all local non-CDBG funds and complete all project activities in conformance with the activities implementation schedule in the application as modified by the Performance Based Contract.
 - (c) The Recipient must obligate all funds within 15 months (August 13, 2014) from the date the Grant Agreement and Funding Approval are signed by CA Director.
 - (d) All funds are to be expended within 15 months (August 13, 2014) from the date the Grant Agreement and Funding Approval are signed by CA Director. Any remaining funds will be de-obligated.
 - (e) All closeout documents must be submitted to CA by (November 13, 2014) or within 3 months of all funds drawn down and expended, whichever comes first.
 - (f) Schedule for Submission of Compliance Documents. The Recipient must submit the following compliance documents within the specified number of months from the date the Grant Agreement and the Funding Approval were signed by the CA Director:
 - Environmental – 2 months (July 13, 2013)
 - Equal Employment and Procurement Plan – 2 months (July 13, 2013)
 - Fair Housing – 2 months (July 13, 2013)
 - Section 3 Plan – 2 months (July 13, 2013)
 - Analysis of Impediments- 2 months (July 13, 2013)
 - Request for Release of Funds – 2 months (July 13, 2013)
 - (g) Timely Draw down of Funds. Recipient is required to draw down activity funds monthly after they are given the authority to use funds. If this requirement is not met, the grantee will be subject to review and remedies as stated in 04 NCAC 19L. 1104.
30. Monthly Performance Status Report. Recipient shall ensure that a monthly performance status report is provided to the local unit of government's governing body. This report is essential in aiding the local government in determining the status of the grant and assists Community Assistance (CA) in identifying when to schedule technical assistance, site monitoring, desktop reviews, or providing additional clarification to the grantee. **The Monthly Performance Status Report is due the 15th of each month. This Report should be emailed to your Grant Representative. Failure to submit your report on the 15th of each month may result in your grant funds being frozen and no extension will be granted to complete activities because of time lost due to the freeze of funds. All performance is based on the Performance Based Contract submitted to Community Assistance (CA) by the local unit of government at the beginning of the grant.**
31. Performance Measures
The CPD Performance Measurement System is HUD's response to the standards set by the Government Performance and Results Act (GPRA) of 1993. This act holds all Federal agencies accountable for establishing goals and objectives and measuring achievements.

- (a) The recipient must ensure that all activities in the funded project(s) meet the appropriate objectives, outcomes, and indicators established by HUD and selected by DOC. CDBG funds cannot be used to pay for any activity that does not meet the above requirement.
- (b) The recipient must also assist DOC, when requested, in collecting indicators and any other data necessary to fulfill the requirements of the CPD Performance Measures System, which includes data for the Integrated Disbursement and Information System (IDIS).

Upon execution of this agreement by DOC and the Recipient, the Recipient hereby accepts the assistance on the terms of this grant agreement effective on the date indicated below, and further certifies that the official signing this document has been duly authorized by the recipient's governing body to execute this Grant Agreement.

Secretary of the Department of Commerce

Date: May 13, 2013

☒ By: 
Richard B. Self
Director
Community Assistance

Date: _____

Name of Recipient

☒ By: _____
Signature of Authorized Official



North Carolina
Department of Commerce
Community Assistance
Community Development & Planning Division

RECEIVED
MAY 07 2013
BY: PSP

Pat McCrory, Governor

Sharon Allred Decker, Secretary
Richard B. Self, Director

April 11, 2013

The Honorable James O'Geary, Mayor
City of Henderson
Post Office Box 1434
Henderson, North Carolina 27536-1434

Dear Mayor O'Geary:

It is my pleasure to officially notify you that the City of Henderson has been awarded \$50,000.00 Community Development Block Grant (CDBG) for Talent Enhancement Capacity Building funds. I commend you on your efforts to provide Community Development Assistance.

Please note that under CDBG program regulations, project funds may not be obligated or spent until certain grant conditions are met. Community Assistance (CA), which administers the CDBG Program, will contact you about these conditions and help you implement your grant.

Congratulations on this award. We look forward to working with you and other officials. Should you have any questions regarding this grant, please contact Richard B. Self, Director of Community Assistance, at (919) 571-4900.

Sincerely,

A handwritten signature in black ink that reads "Sharon Allred Decker".

Sharon Allred Decker

cc: Richard B. Self, Director

Thrive NC

100 East Six Forks Road, Suite 200 • 4313 Mail Service Center • Raleigh, North Carolina 27699-4313
Tel: (919) 571-4900 • Fax: (919) 571-4951
www.nccommerce.com

Resolution 13-45
Attachment B

O R D I N A N C E 13-30

AN AMENDMENT TO THE FY 2012 – 2013 BUDGET BUDGET AMENDMENT #38 AMENDING FUND 55: GRANTS FUND Establishing the CDBG Talent Enhancement Capacity Building Grant Project Budget

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

WHEREAS, the Council has created and uses a Grants Projects Fund for active grant projects. said fund referred to as 55: Grants Projects Fund; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating and grants projects fund from time-to-time, said amendment being incorporated into this Ordinance; *and*

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 and the NC Department of Commerce:

FUNDS: 55: Grants Fund			Ordinance 13-30 FY12-13 Budget Amendment # 38 Establishing the Grant Budget			
55: Grants Fund Revenues			Approved 1 Jul 12	Current Budget	Amendment	Revised
Department	Line Item	Code				
CDBG Talent Enhancement Capacity Building Grant	Dept of Commerce CA Grant	55-303-458146	\$ -	\$ -	\$ 50,000	\$ 50,000
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ 50,000	\$ 50,000
						\$ 50,000
55: Grants Fund Expenditures			Approved 1 Jul 12	Current Budget	Amendment	Revised
Department	Line Item	Code				
CDBG Talent Enhancement Capacity Building Grant	Salaries & Wages	55-303-500200	\$ -	\$ -	\$ 25,000	\$ 25,000
	Travel	55-303-501400	\$ -	\$ -	\$ 5,000	\$ 5,000
	Training	55-303-501402	\$ -	\$ -	\$ 10,000	\$ 10,000
	Planning	55-303-510100	\$ -	\$ -	\$ 5,000	\$ 5,000
	Grant Administration	55-303-510200	\$ -	\$ -	\$ 5,000	\$ 5,000
		Total	\$ -	\$ -	\$ 50,000	\$ 50,000
						\$ 50,000
		Variance			\$ -	
Reference:		Notes:				
CAF 13-63; Resolution 13-45; Ordinance 13-30; BA #38		This serves to establish the project budget for the CDBG Talent Enhancement Capacity Building Grant in the amount of \$50,000. Council approved submission of an application for this grant at its meeting on November 26, 2012.				

The foregoing Ordinance 13-30 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 10 day of June 2013: YES: ***. NO: **. ABSTAIN: **. ABSENT: **.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

*Reference: Minute Book 42 p. ***; CAF 13-63*

**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 13-30 adopted by the Henderson, City Council in Regular Session on 10 June 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 June 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

RESOLUTION 12-A-48

APPROVING AN APPLICATION FOR A 2012 TALENT ENHANCEMENT CAPACITY BUILDING GRANT

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2012, and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals and 12 Core Values; *and*

WHEREAS, this Resolution addresses one KSO as follows: KSO 4 - To Improve Condition of the Housing Stock; *and*

WHEREAS, Council recognizes the need to improve the economic viability and community development of the City of Henderson; *and*

WHEREAS, Council wishes to pursue a formal application for a Talent Enhancement Capacity Grant in the amount of \$50,000, being more fully articulated in **Attachment A** to this Resolution, to benefit the City of Henderson; *and*

WHEREAS, Council certifies the City will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY authorize the submission of a formal application to the North Carolina Department of Commerce for the Community Development Block Grant Talent Enhancement Capacity Building category to benefit the City of Henderson this the 26th day of November 2012.

James D. O'Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

Approved as to Legal Form

John H. Zollicoffer, Jr., City Attorney

Reference: Minute Book 42, p. 651; CAF 12-A-76

TECBG APPLICATION CHECKLIST

When submitting an application, use the following checklist as a table of contents. Make sure all of the required items are included. If any one of the required items is not included, the application will not meet threshold nor be approved for funding.

Application Submission Requirements and Process Adherence

- ☐ Applicant must be an eligible non-entitlement general unit of local government.
- ☐ Applicant must submit two (2) complete originals of the application.
- ☐ Applications must be submitted to CI in a three-ring binder organized with tabs.
- ☐ Application Summary Form and all forms requiring official signatures must appear in both applications, complete, and have the original signature of the chief elected official or other documented authorized certifying officer.
- ☐ Applications must be physically received at CI by 5:00 p.m. November 30, 2012.
- ☐ Applicant's CDBG TECBG funding request must not exceed \$50,000.
- ☐ Neither applicant nor any of its critical partners can appear on the Federal or State Suspension of Funds List/Debarment List.

Required Attachments

ITEM TAB LOCATION

DOCUMENTATION OF CENTRAL CONTRACTOR REGISTRATION (CCR)

- ☐ INITIAL ☐ ANNUAL UPDATE

APPLICATION SUMMARY SIGNED BY THE CHIEF ELECTED OFFICIAL (2 originals-one per application.)

CONFLICT OF INTEREST FORM-CHECKLIST

FEDERAL REQUIREMENTS:

- ☐ A. FEDERAL CERTIFICATIONS
- ☐ B. DISCLOSURE REPORT FOR APPLICANTS REQUESTING \$200,000 OR MORE.
(NOTE: Not required for applicants requesting less than \$200,000 in CDBG funds and not using other Federal assistance.)

STATE CDBG REQUIREMENTS:

- ☐ A. REGULATIONS SIGNED AND DATED BY AUTHORIZED OFFICIAL
- ☐ B. DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS SIGNED AND DATED BY CHIEF ELECTED OFFICIAL

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

EVIDENCE OF THE ONE REQUIRED PUBLIC HEARINGS. Provide the publisher's affidavit with the application for the one public hearing.

FLOOD PLAIN CERTIFICATION: Submit a letter or statement on the local government's letterhead stating the relationship of the site to designated flood zones. Recipients must provide CI a certification signed by the Chief Elected Official stating that the project area is not in a

CAF 13-63: 10 June 2013 Council Meeting

floodplain; or with certification that the recipient participates in the floodplain insurance program, all properties assisted in the project will be covered for floodplain insurance prior to beginning construction of the property, and all public facilities will be constructed to comply with the applicable floodplain regulations.

ENVIRONMENTAL REVIEW RECORD: No funds may be obligated or expended in any project activity until the grant recipient has complied with the Environmental Review Procedures for the NC CDBG Program at 24 CFR Part 58 and the CDBG regulations contained in 4 NCAC 19L.1004. The ERR form is located on the NC Department of Commerce's website located at: <http://www.nccommerce.com/cd/investment-assistance/forms-resources/compliance-plans-and-templates/environmental-review-process>

USE OF AN EXPERIENCED CDBG ADMINISTRATOR: No funds may be obligated or expended until the recipient has submitted a statement signed by the Chief Elected Official stating that they will be using an experienced grant administrator or local government staff. This person should be one who has actually administered more than one CDBG project. Please note that if issues result from the grant administrator, the local government will be subject to 4 NCAC 19L.

TRAINING CONDITION: All funds expended for training will be with East Carolina University's Office of Engagement, Innovation and Economic Development. Staff person paid with CDBG funds must attend ECU's OEIED training.

PROGRAM INCOME PLAN: Describe how you will track, manage and use program income. Refer to the State CDBG Regulations at 04 NCAC 19L.0907 regarding retaining Program Income.

PROJECT BUDGET must show the main uses and sources of funds over the 30-month grant period. Use the form provided in the application. Attach any supporting documentation or clarification of line items directly behind the budget.

LETTERS OF COMMITMENT, CONDITIONAL COMMITMENT, AND EVIDENCE OF FUNDING APPLICATION from all other (i.e., non-CDBG) sources of funds and/or resources. Attach letters of commitment for in-kind services, community support, or partnerships, as necessary.

CAPACITY, EXPERIENCE, AND ORGANIZATIONAL STRUCTURE

- ☐ List of Names and Duties for the Local Government Staff for the Proposed Project and Other Essential Players
- ☐ Resume for each identified person associated with the proposed project
- ☐ Organizational Chart Identifying the Reporting Relationship and/or Interaction Among Key Players for the Proposed Project

DRAWDOWN PLAN: Please include and clearly identify the use of CDBG funds and the timeline over the project period for drawing down the funds. Also, please state whether or not the applicant (i.e., the local unit of government will use the Reimbursement or Advance (3-day rule applies) method of payment.

NON-PROFIT NARRATIVE ATTACHMENTS

- ☐ Attach a copy of the IRS 501(c)(3) designation of your organization as a Non-Profit.
- ☐ Attach the organization's articles of incorporation.
- ☐ Attach the organization's charter or by-laws.
- ☐ Attach the organization's balance and statement of revenues and expenditures.

APPLICATION SUMMARY- TECBG

1. Applicant's Name City of Henderson 2. Date
a. Mailing Address P O Box 1434
b. City and Zip Code Henderson, NC 27536_____ Original,

c. County Vance dated:
d. Contact Person Erris Dunston
e. Telephone Number 252-430-5721 _____Amendment,
f. Fax Number 252-492-7935 dated:
g. E-mail address edunston@ci.henderson.nc.us
h. DUNS Number
3. Preparer's Name Erris Dunston c. Telephone Number
a. Firm's Name City of Henderson 252-430-5721
b. Mailing Address P O Box 1434
c. City and Zip Code Henderson, NC 27536f. Fax Number
d. e-mail address edunston@ci.henderson.nc.us252-492-7935
4. Program
Category 5. Project
Number 6. Project Name 7. CDBG Funds
Requested

C

1 Flint Hill Neighborhood Capacity Building

\$50,000

Total \$50,000

10. Certification by the Chief Elected Official

- a) I certify that to the best of my knowledge and belief:
 - (1) Data in this application is true and correct,
 - (2) Opportunities have been provided for citizen participation and access to information concerning the proposed activities,
 - (3) This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state Standards if the assistance is approved.
- b) I acknowledge that, if funded, this application is part of the Grant Agreement.

c) Typed Name of Chief Elected Official ☐ James D. O'Geary

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d) Typed Title

☐

Mayor

e) Signature

☐

f) Typed Date

☐

For CI Office Use Only Date Received:

Application Number:

PROJECT DESCRIPTION

Name of Applicant: City of Henderson

Discuss the following questions. Do not exceed 5 pages.

1. How will the (sub)/recipient use the Talent Enhancement Capacity Building Grant funds?

In City's Strategic Plan, one of the key strategic objectives is to improve housing and neighborhoods. The City has recognized the benefit of proactive community development initiatives. Although the City is still recovering from a seven-year economic downfall, this opportunity provides a means of restoring the once very active community development department as a vital part of the City organization. The CDBG has historically been a major player in the City of Henderson's community development program. This grant program has filled gaps in economically distressed communities and served as a bridge to rebuilding neighborhoods that have suffered a decline in resources.

Over the course of the recent economic recession, the City had to freeze its authorized Community Development Manager position. This position is a vital player in CDBG grant administration as well as the overall community development initiatives in which the City has not had the capacity to perform.

These funds will be used as seed funds to unfreeze the Community Development Manager position, which will afford the City an opportunity to build neighborhood capacity and train staff to prepare an application for a NC Catalyst Grant category. The City has identified the Flint Hill Community as a distressed neighborhood in need of revitalization activities. The training module of the grant program will be used to increase staff knowledge in grant administration, build community involvement, to perform community surveys and feasibility studies. Although the training will be provided directly to one staff person, it will be disseminated throughout the organization and community. This initiative will provide a sustainable means for the future of the City's Community Development efforts.

With these funds, we will increase our efforts to obtain our long-term goal of building a healthy sustainable community. These efforts will include community building partnerships with various partners such as the Redevelopment Commission to help remove blight, local developers to construct homes for low-moderate income persons and recreational opportunities to update an existing park within the neighborhood.

2. How will the funds enable the (sub)/recipient to undertake new activity (ies)?

This grant will provide funds for staff salaries of a currently frozen Community Development Manager Position, training and capacity development in the neighborhood. The position was a vital part of our Community Development department, it serves direct liaison to the Community Development Advisory Board and it was the key position in CDBG administration. These funds will be used to support salaries for the unfunded position. These funds along with the City obligated funds will provide resources to perform community surveys, feasibility studies and invest in community engagement activities.

The City Council is in the initial stages of planning to reactivate the Community Development Advisory committee. This is a citizen committee appointed by the City Council to provide recommendation to the City Council relative to community development concerns citywide. This committee is served by a diversity sector of Citizens. There is an additional construct to the future community development activities in the City by organizing neighborhood steering committees, for example, the Flint Hill Neighborhood will have a Flint Hill Steering committee. This committee will be comprised of neighborhood citizens, community leaders, and stakeholders. They will bring forth concerns; provide a means for building a sense of neighborhood, serve as drivers in implementing improved neighborhood practices such as building an environment of watchfulness for one another and will be a generator for community pride.

The training component of this grant will help build the City's capacity to write and administer future CDBG Projects. This training will provide knowledge of how to better design communities, conducting community surveys, and grant writing. These skills will be shared locally amongst the City staff and community leaders. The idea of building consensus within the community and among decision makers is critical to the sustainability of these revitalization efforts. We feel this is a very important component; therefore, it will become a practice moving forward in our community development initiatives.

.

3. Why is the CDBG financial assistance needed by the (sub)/recipient to undertake these activities?

The City is still recovering from a crippling economic recession. We experienced a bottoming in our revenues about seven years ago when we lost some of our major tax paying industries followed by the crumbling housing market. We have been rebuilding ever since. This forced us not fund some vital positions such as the Community Development Manager. Therefore, our community development projects and activities have come to a halt. We have not had the staff capacity to perform the necessary activities to remain up to date with current community revitalization trends and practices. Our ability to do due diligence in the area of community development since we lost that position have been gravely restricted. It is our goal to use the resource to fund this position and build projects to continue to support the position in the future. CDBG and other community development grants have been a critical component in maintaining property values and improving the living conditions for low-moderate income citizens particularly in area such as the Flint Hill Neighborhood. This is a model neighborhood where the economic resources of the citizens are minimal and the need are great, the City has had to rely on CDBG resource to help bridge gaps in the between maintaining valuable properties and meeting to resources deficiency of the community.

The City needs the additional financial assistance in order to build capacity within the neighborhood. The City of Henderson has an economically distressed population. The Flint Hill Community is over 51% low and moderate income. The tax base does not afford some of the essential community development activities to maintain vibrancy in the neighborhood. The Flint Hill Neighborhood needs some concentrated attention. These funds will provide resources to do some community engagement, focus on an in-depth study of the community. The training assistance will benefit the City's capacity to develop competitive projects. It has been six years since the City had been awarded a CDBG grant. This opportunity will improve the City's project building capacity and ensure a competitive grant application that will ultimately fund proposed NC Catalyst grant and other CDBG projects.

4. If funded, what are the short-term and long-term goals of the (sub)/recipient?

The short-term goals are to perform community engagement activities, build partnerships within the community, and begin staff training. We have a conceptual plan for the Flint Hill Neighborhood. An actual master plan is another short-term goal for this project.

The long-term goal is to improve the City Staff capacity in effective and efficient grant administration. The ultimate goal is to be awarded a NC Catalyst grant in funding year 2013. This opportunity will help the City build sustainability within its Community Development Department and embark on other neighborhood revitalization projects. The City is looking to continue to pursue CDBG funds for future projects. The training opportunity will provide a resource relative to community development that will enhance the City Staff and the Community Leaders with a broader knowledge base.

An additional long-term goal is to explore the available partnerships throughout the community. We are looking to build a healthy sustainable neighborhood. As a part of the City Council's Strategic Plan Key Strategic Objective, there is a commitment by the City Council to improve the housing stock and neighborhoods. These funds will provide resources to perform community surveys and feasibility studies. We will use this opportunity to raise the standards by implementing improved neighborhood practices. We will achieve this by establishing a Flint Hill Neighborhood Steering committee. This group will foster an environment for the community to begin exploring innovative efforts for building sustainability, encouraging neighborly relationship amongst the citizen in the community, and to becoming protectively watchful of each other.

5. What is the product expected to result from the Talent Enhancement Capacity Building Grant assistance to the (sub)/recipient?

The product expected to result from this grant opportunity is a funded NC Catalyst Grant within 15 months of this grant award. We are also looking to build a sustainable community development department to develop and manage future CDBG projects. The knowledge received through training will be disseminated throughout the City organization and to community leaders throughout the community.

The City of Henderson has recently launched a City Academy. This is internal learning institution where City personnel teach courses, provide peer-to-peer training and share skill across departmental and professional boundaries. Acquired knowledge from this training will become a part of the Community Development section of the Academy. Community Development will become a part of that curriculum with possible students being the City Manager, Zoning Administrator, Main Street Manager, Code Compliance Director, Code Compliance Inspector, City Engineer, and other relative City Staff. It is the idea of the City Management that the best results come from efforts that include collaboration and a comprehensive approach.

6. Describe the (sub)/recipient's target market.

The City of Henderson has a diverse population. The targeted Flint Hill Neighborhood over 51% low –moderate income. This neighborhood is very low income. There is economic disparity within this neighborhood. Although there is approximately 60% rental homes in this neighborhood within the direct project area there are low-income homeowners. It is the goal of this project to meet two of the three national objectives 1) benefiting low and moderate-income persons and 2) preventing or eliminating blight. We are looking for these opportunities to create a neighborhood that is attractive to a diverse population of citizens. One of the goals for the neighborhood park update is to make this community attractive for families with children to live.

7. Explain how the (sub)/recipient has been working with potential applicants/clients.

We held two public hearings where we received public comments. We used those comments to direct our focus on this neighborhood. We have hosted a community engagement workshop. During this workshop, we identified the project area. We will conduct other workshops and community engagement activities to continue to build relationships and support with the citizens in the community.

8. Describe the (sub)/recipient's plans/strategy on how it will develop relationships with partners that lead to the needed additional funding sources for the future CDBG project.

It is the City's Strategy to continue to build relationships with its partners to develop capacity in the Flint Hill Neighborhood. We are looking to collaborate with the Redevelopment Commission to use their arm of enforcement to remove blighted structures. We are seeking partnership with recreational opportunity and the faith base organizations to assist in the updating and maintaining of the neighborhood park. We are looking to rebuild a sense of community pride by collaborating with the already established Property Owners group to improve the esthetic neighborhood standards and appearance. We want to heighten the awareness and seek opportunities to enhance the acceptable standard relative to curb appeal throughout the neighborhood.

At this time, we do not know the exact degree additional funding resources will come from these relationships however; they are building a network of potential capital. These efforts will build sustainability for the entire Flint Hill Neighborhood Community includes the focus project area.

9. If available, list any other funding sources for activities the (sub)/recipient plans to undertake in the future CDBG project. N/A

10. What is the position of the person that will attend the training at East Carolina University (ECU)?

The Community Development Manager Position that is currently frozen, the Planning Director will be trained until this position is filled.

PROJECT BUDGET-TECBG

Name of Applicant: City of Henderson

1. CDBG Grant Amount Requested \$50,000

2. Other Funds \$10,000

3. Total Project Resources \$60,000

4. Activity 5. CDBG Costs 6. Other Costs 7. Total Project Costs

a. Acquisition

b. Disposition

c. Public facilities and improvements

(1) Senior and handicapped centers

(2) Parks, playgrounds and recreation facilities

(3) Neighborhood facilities

(4) Solid waste disposal facilities

(5) Fire protection and equipment

(6) Parking facilities

(7) Public utilities other than water and sewer

(8) [Reserved]

(9) Street improvements

(10) Flood and drainage improvements

(11) Pedestrian improvements

(12) Other public facilities

(13) Public sewer improvements

(14) Public water improvements

d. Clearance activities

e. Public services

f. Relocation assistance

g. Construction, rehabilitation and preservation activities

(1) Construction or rehabilitation of commercial and industrial buildings

(2) Rehabilitation of privately owned dwellings

(3) Rehabilitation of publicly owned dwellings

(4) Code enforcement

(5) Historic preservation

h. Development financing

(1) Working capital

(2) Machinery and equipment

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i. Removal of architectural barriers				
j. Other activities	10,000		10,000	
k. SUBTOTAL	\$	\$	\$	
l. Planning {Talent Enhancement Capacity Building Grant Activities}			45,000	45,000
m. Administration of CDBG Grant	5,000		5,000	
n. TOTAL	\$60,000	\$	\$60,000	

BREAKOUT OF COSTS

Talent Enhancement Capacity Building Grant Name of Applicant:

1. Talent Enhancement Capacity Building Grant Activities Cost	(column 5n)	50,000	
2. Other Funds	(column 6n)	10,000	
3. Total Talent Enhancement Capacity Building Grant (TECBG) Resources			(should = column 7n) 60,000
4. Activity	5. TECBG Costs	6. Other Costs	7. Total TECBG Costs
l. Planning (Talent Enhancement Capacity Building Grant Activities)			
1. Personnel			
(a) Supplemental for existing staff	15,000		
(b) New Position(s)	20,000		
2. Training			
(a) Existing Staff	3,500		
(b) New Position(s)			
3. Travel			
(a) Supplemental for Existing staff	3,000		
(b) New Position(s)			
4. Planning (with restriction)	3,500	10,000	
m. Administration (10% maximum)	5,000		
n. TOTAL	50,000	10,000	60,000

1. Personnel costs include fringe and benefits
2. Training and travel costs must be necessary for building capacity to develop a CDBG application and must be tied to hiring of new staff or supplementing the salary of existing staff.

NOTE:

1. Time sheets MUST be kept for all personnel paid with Talent Enhancement Capacity Building Grant (TECBG) funds.
2. Documentation on training and travel is REQUIRED for TECBG payment.
(Local unit of government must keep on file the following: (1) information such as brochures, etc. on training staff attended, (2) copies of registration forms, (3) receipts for payment of training and registration, (4) invoices showing payment of hotel stays and (5) receipts for meals.)

CONFLICT OF INTEREST CHECKLIST

To assist applicants with determining if a potential conflict of interest exists, as defined in 24 CFR Part 570.489 (h), please provide responses to the following questions. For any “yes” response, refer to Bulletin 10-8 for next steps.

1. Does any person involved with this potential CDBG project have family or business ties with any of the local government elected officials or local government staff? NO
2. Has any person involved with this potential CDBG project requested or received an opinion about a potential conflict of interest from an attorney or from the North Carolina Ethics Commission? NO
3. Does any person involved with this potential CDBG project have an ownership interest in an entity that is directly affected by activities proposed in the application? NO
4. Will any person involved with this potential CDBG project derive any income or commission as a direct result of action taken by the local government elected board or its staff? NO

PROGRAM COMPLIANCE CERTIFICATION

As Chief Elected Official, I certify that, if funded, we will comply with all applicable federal and state Talent Enhancement Capacity Building Grant (TECBG) program requirements (same as CDBG) concerning the Talent Enhancement Capacity Building Grant application/grant and any future CDBG application/grant resulting from this application.

I also certify that a public hearing was held by the local governing board to inform the public about submitting an application to the Community Investment.

Name of Chief Elected Official _____James D. O’Geary_____

Title _____Mayor_____

Signature _____

Date _____

STATEMENT OF CERTIFICATION FOR FUTURE APPLICATION AND BENEFIT

We, the undersigned, do certify that if this Talent Enhancement Capacity Building Grant application is funded, the Talent Enhancement Capacity Building Grant funds will be used to produce a Small Cities Community Development Block Grant (CDBG) application within 15 months of the Talent Enhancement Capacity Building Grant award. Any project developed and funded in the future CDBG application as a result of the Talent Enhancement Capacity Building Grant will benefit at least 51% low and moderate-income people.

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Name of Chief Elected Official _____James D. O'Geary_____

Title

_____Mayor_____

Signature

Date

(If Applicable)

Name _____ of _____ Authorized _____ Official _____ of _____ Non-Profit _____ Partner _____

Title

Signature

Date

FEDERAL CERTIFICATION REQUIREMENTS

The applicant hereby assures and certifies that:

- a) It will comply with all applicable federal and state laws, regulations, rules and Executive Orders.
- b) It possesses legal authority to apply for the grant, and to execute the proposed program.
- c) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- d) It is following a detailed, written citizen participation plan which will provide opportunities for citizen participation, hearings, and access to information with respect to its community development program that are comparable to those required of grantees under Section 104(a) of the Act and in accordance with Rule .1002 of the North Carolina Community Development Block Grant Administrative Rules.
- e) Its chief elected official or other officer of the applicant if assistance is approved by Commerce:
 - 1) Consents to assume the status of the "responsible Federal Official" as that term is used in Section 102 of the National Environmental Policy Act (NEPA), Section 104(f) of Title 1 of the Housing and Community Development Act of 1974, as amended, and other provisions of Federal law, as specified in 24 CFR 58.5 which further the purposes of NEPA.

- 2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
- 3) Consents to review and comment on all Environmental Impact Statements prepared for Federal projects which may have an impact on the applicant's/recipient's community development program.
- 4) Consents to perform all coordination functions required under 24 CFR Part 58 and 40 CFR Parts 1500-1508.
- f) The Community Development Program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid in the prevention or elimination of slums and blight. The requirement for this certification will not preclude Commerce from approving an application where the applicant certifies, and Commerce determines, that all or part of the Community Development Program activities are designed to meet other community development needs having particular urgency as specifically explained in the application in accordance with Section .0800 of 4 NCAC 19L of the North Carolina Administrative Code.
- g) Its program will be conducted and administered in conformity with Public Law 88-352 and Public Law 90-284, and that it will affirmatively further fair housing.
- h) It will comply with all provisions of 4 NCAC 19L of the North Carolina Administrative Code, entitled North Carolina Community Development Block Grant Program.
- i) It will give Commerce, HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant.
- j) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- k) It will follow a residential anti-displacement and relocation assistance plan that is in accordance with the provisions of Section 104(d) and all other provisions of the Act.
- l) It will not attempt to recover any capital costs of public improvements assisted in whole or part under Section 106 of the Act or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged to assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies to the Secretary or such State, as the case may be, that it lacks sufficient funds received under Section 106 to comply with requirements of clause (i).
- m) It has or will develop a plan that identifies community development and housing needs, including the needs of low and moderate income persons, and the activities to be undertaken to meet such needs.
- n) Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with 24 CFR Part 35.
- o) When issuing statements, press releases, request for proposals, bid solicitation and other documents describing the above-mentioned program such as the environmental review, public hearings, fair housing notices, etc., it shall clearly state:

1) the percentage of the total cost of the project which will be financed with CDBG money, and

2) the dollar amount of CDBG funds for the project.

p)

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

q) It has adopted and will enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and has adopted and is enforcing a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act).

r) All project areas are either not in a floodplain, or if the project area is in a floodplain, the applicant participates in the flood insurance program. All properties assisted in the project will be covered for flood insurance prior to beginning construction, and all public facilities will be constructed to comply with applicable floodplain regulations.

CERTIFICATION OF ABILITY

The City of Henderson hereby certifies its ability to meet Federal Performance and Procurement Requirements with Certification as further expanded in the preceding attachments.

Name of Chief Elected Official _____James D. O'Geary_____

Title _____Mayor_____

Signature

Date _____

DISCLOSURE REPORT

1. Applicant/Recipient Name, Address, and Phone:

2. Check One: ☒ Initial Report ☐ Update Report

3. Social Security Number or Employer ID Number: _____

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4. Project Name and Location:
5. Total Amount requested/received (including anticipated program income):
\$ 50,000

6. Other government assistance. Check One:
☒ No other government assistance is, or is expected to be, provided for this project
☐ All other government assistance provided for this project is listed on the table below/attached page(s).

(Note: Disclosures must be complete and accurate, but need to be made only once for this report. If assistance is reported in the Sources and Uses disclosure section, then it need not also be reported here. If there is assistance reportable here, but reported only in the Sources and Uses disclosure, check here:

☐ Assistance is disclosed in Sources and Uses Attachments
Agency Name and Address Program and Type of Assistance Amount Requested/Received

7. Interested Parties. Check One:
☒ No parties have a reportable financial interest in this project. Interested parties include developers, contractors, consultants, individuals, entities including units of government with a financial interest greater than \$50,000 or 10 percent of the assistance (whichever is lower; being a party to a contract procured under Federal procurement regulations at 24 CFR Part 85 does not, by itself, constitute a reportable financial interest).
☐ All parties with a reportable financial interest are listed on table below/attached page(s).

Name and Address	Type of Participation	Interest (\$ and %)
City of Henderson	Planning	\$10,000

8. All expected sources of funds available or expected to be available for the project or activity and all reportable uses of funds are included in the application for funds and on the following forms (check all that apply):

☒ CDBG PROJECT BUDGET
☐ CDBG LOCAL COMMITMENT FORM
☐ Other Attachment(s). Describe: _____

9. Certification:
I hereby certify that all information in this report and its attachments is true and complete.

Signature

Date

DISCLOSURE REPORT INSTRUCTIONS

Who should complete the report:

All applicants who expect to receive an aggregate amount of covered federal assistance for a project or activity that exceeds \$200,000 are required to make certain disclosures. State CDBG funds are covered by the requirement, as are most other programs where funds are administered by or passed through the U.S. Department of Housing and Urban Development. Therefore, all applicants of more than \$200,000 in N. C. CDBG funds, including anticipated program income, should complete the report. In addition, any applicants to a State grantee for a

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subgrant should complete the report if more than \$200,000 in covered assistance is or can reasonably be anticipated. The requirement addresses the aggregate amount of assistance. Therefore, if the applicant anticipates less than \$200,000 in CDBG assistance, but intends to combine the funds with enough other covered assistance (such as Section 8 project-based Housing Assistance Payments) to exceed \$200,000 in total assistance, the applicant must make the disclosures. Any applicant/recipient who is required to complete a disclosure report for another agency in conjunction with a project assisted with State CDBG funds may submit a copy of that disclosure report to the Department of Commerce rather than completing a separate report.

Recipients who have previously filed disclosure reports must file update reports if the information in the original report changes either because of later developments subject to disclosure, or because of changes in the amount of government assistance, the sources of funds, or the uses of funds equal to the lower of \$250,000 or 10 percent of the applicable base (usually total project costs), or because of an increase in the financial interest of a person equal to the lower of \$50,000 or 10 percent of such interest.

Detailed Instructions:

1. Enter the name, address, and telephone number, including area code, of the applicant or recipient.
2. Indicate whether the report is an initial report or an update report.
3. Enter the Social Security Number or the Employer Identification Number of the applicant or recipient.
4. Enter the project name and indicate the location as specifically as possible. In the case of update reports, give the CDBG grant number.
5. Enter the total amount of assistance being requested as stated in the application, including anticipated program income. In the case of update reports, enter the total amount of assistance provided according to the funding approval and anticipated program income.
6. Indicate whether other government assistance is being provided, or can reasonably be expected to be provided, for the project. Other government assistance includes any loan, grant, guarantee, insurance payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is being sought.

If other government assistance is provided, or expected to be provided for the project, all such assistance must be disclosed on attachments incorporated into the report. The disclosures should list the granting agency, the program and type of assistance (e.g., grant, loan, guarantee), and the amount expected to be made available.

Disclosures need only be made once, so that if this information is given in the Sources and Uses attachments, this may be indicated by checking the appropriate blank under "6. Other Government Assistance" on the Attachments page of the report.

7. Indicate whether there are persons with a reportable financial interest in the project. "Person" means an individual, corporation or business, unit of general local government or other governmental entity or agency or any other organization or group of people. A reportable financial interest is any financial involvement in the project including equity interest, shares in any profit on resale or distribution of cash or other assets, or receipt of compensation for goods or services provided in connection with the project or activities, which can be expected to exceed the lower of \$50,000 or 10 percent of the assistance sought. Compensation for performance of a contract procured under Federal procurement regulations is not, by itself, a covered financial

interest. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

If there are parties with a reportable financial interest, the name and pecuniary interest of the parties must be disclosed in referenced attachments. If the party is an entity such as a unit of government or a corporation, the disclosure must include an identification of each officer, director, and/or principal stockholder. The pecuniary interest disclosure must include the type of participation (such as owner, contractor, investor) and the amount of the financial interest expressed both as a dollar amount and as a percentage of the amount of assistance involved.

8. Reference the statement or statements attached to the report showing the sources and uses of the funds available for, or expected to be available for, the project. Disclosure must be made of the gross amount of funds from all sources, including both governmental and non-governmental sources of funds and private capital resulting from tax benefits. For most projects, the financial forms in the appropriate guidelines will be adequate to document sources and uses. Please note, however, that if the "Other Government Assistance" disclosure section references the Sources and Uses Disclosures, then these Disclosures must identify the program and type of assistance.

9. Certification: The signatory certifies that all information in the report is complete and accurate. That is, except as disclosed in the report and attachments, there is no other government assistance, no other interested parties, and no other sources and uses of funds.

STATE CDBG PROGRAM REGULATIONS

1. Citizen Participation

If funded, the grantee will have documentation on file of compliance with citizen participation requirements in the application process 4 NCAC 19L. 1002 (b): publisher's affidavits of notices and minutes signed by the town or county clerk of the one required public hearings.

2. Project Administration

☐ The grantee is responsible for CDBG oversight. If funded, the grantee will supervise the implementation of the project as follows:

☐ The local government manager reviews and signs off on all project reports.

☐ The project administrator or local government staff will present and give at least quarterly written status reports to the elected board. A signed copy of the quarterly report must be submitted to the grant representative for review.

☐ At least two persons from the local government listed on the signatory cards will review and sign off on invoices and requests for payment.

☐ Maintain all project files at the local government offices and make them available to citizens during regular business hours.

3. Audits/Compliance

CDBG grantees expending \$25,000 or more in a fiscal year are required to have funds audited for the CDBG program. CDBG funds can be used to pay for the CDBG portion of the audit provided the grantee has expended \$500,000 or more in the fiscal year in total federal awards (CDBG and other federal funds). If the grantee has expended less than \$500,000 in total federal

awards, the grantee may budget local funds in the administrative line item in the CDBG application to pay for the CDBG portion of the audit and claim the local administrative funds as local commitment.

4. Program Income

If the local government makes a loan to the developer, a plan for reuse of funds will be developed subject to CI approval.

5. Legally Binding Commitment (LBC)

The local government will develop and execute a LBC with the non-profit subject to Community Investment requirements.

The applicant hereby assures and certifies that by his/her signature, its duly authorized official has read and understands the State CDBG Program Standards and, if funded, will adhere to all standards applicable to the funded project.

Name of Chief Elected Official

_____James D. O'Geary_____

Title

_____Mayor_____

Signature

Date

DISCLOSURE OF CIVIL RIGHTS COMPLAINTS/LAWSUITS

The City of Henderson hereby assures and certifies that there are no open, unresolved or pending civil rights complaints or lawsuits against the participating local governments in this Talent Enhancement Capacity Building Grant project. Furthermore, if there are any liens that have been placed on the City/County/Town, this fact must be disclosed and the circumstances of the lien must be described below.

Name of Chief Elected Official

James D. O'Geary_____

Title Mayor_____

Signature_____

Date _____

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the Federal Register, Volume 70, No. 168, pages 51863 through 51880 for “Government wide Debarment and Suspension (Nonprocurement).” The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;

b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant/Grantee

City of Henderson Project Name

Flint Hill Neighborhood Capacity Building

Printed Name and Title of Authorized Representative

James D. O’Geary, Mayor

Signature

Date

INSTRUCTIONS FOR DEBARMENT CERTIFICATIONS

1. By signing and submitting this form, the prospective participant is providing the certification set out on the “Certification Regarding Debarment, Suspension and Other Responsibility Matters” in accordance with these instructions.

2. Consequences of False Certification - The certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to

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other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. Errors in Certifying. - The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if, at any time, the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. Definitions and Further Guidance - The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or you may refer to the Federal Register, Vol. 70, No. 168, pages 51863–51880.

5. Certification Extends to Subcontractors - The prospective participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. Certification Included in Subcontracts - The prospective participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. Reliance on Certification - A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transition, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. New System of Records Not Required - Nothing contained in the foregoing should be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Consequences for Use of Ineligible Subgrantees - Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

ACTIVITIES IMPLEMENTATION SCHEDULE Name of Applicant: City of Henderson

Month 1 begins as of the date of Assistant Secretary signature on the Grant Agreement and Funding Approval.

List activities to be implemented and put an “X” in the columns for the beginning and ending months and connect with a straight line. List all activities to be carried out with TECBG funds. For example, this includes training of staff, hiring of staff or a consultant.

Months											
Activities	1	2	3	4	5	6	7	8	9	10	11
	12	13	14	15	16	17	18				
1. Grant Agreement/ Funding Approval			x	x							
2. Clearing Conditions (non-standard)			x	x							
3. Staff Training		x									x
4. Community Engagement			x		x						
5. Community Survey				x		x					
6. Project Feasibility Study					x		x				
7. Grant Application Preparation								x			x
8.											
9.											
10.											
11.											
12.											
13. Closeout of Grant											

(Submit to CI)

14. Submit CDBG Application
To CI
- 15.

NON-PROFIT PARTNER CERTIFICATION

1. Name of Non-Profit:

Address of Non-Profit:

City and Zip Code

Telephone Number:

Fax Number:

E-mail Address:

2. Number of years non-profit has existed as an organization:

3. Number of years organization has had its 501 (c) 3 designation:

4. Certification by the Executive Director

a) I certify that information provided on the non-profit organization is true and to the following statements:

1) The capacity building funds to be provided to the organization as a sub-recipient will enable the organization to undertake activities heretofore not viable because of a lack of capacity in the organization;

2) If funded, the organization and its Board understand that as a sub-recipient of the Talent Enhancement Capacity Building Grant (TECBG) funds, it will inherit the same federal and state requirements and responsibilities as the applicant/grantee.

3) The organization's role in this application has been duly authorized by the governing board of the organization and the organization will comply with the attached certifications and all other federal and state requirements.

b) I acknowledge that, if funded, this application is part of the Grant Agreement.

c) Typed Name of Executive Director

d) Typed Title

e) Signature

f) Typed Date

NON-PROFIT PARTNER INFORMATION

Please attach the information requested below in an appendix following the application forms. With the exception of questions 1a and 1b, answers should be no more than 2 pages per question.

A. NARRATIVE QUESTIONS

1. Staff and Board of Directors

a. List names and titles of key staff members (optional: attach resumes)

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- b. List names of the Board of Directors. Indicate officer and describe any related experience of each member.
 - c. How are the board members chosen?
 - d. How many persons are full voting members of the governing body?
 - e. How many full voting members of the governing body are residents of the service area?
 - f. How many full voting members of the governing body are low and moderate-income residents?
 - g. How many full voting members of the governing body are representatives of low and moderate-income organizations?
 - h. How many full voting members of the governing body are appointed by, consist of elected or other officials or employees of the local government(s) within the organization's geographic area of operation?
2. Describe the organization's mission.
 3. Describe the organization's services.
 4. Describe the organization's service area. Is the project area predominantly low/moderate income?
 5. List non-profit's current and past activities and/or other housing projects. Have there been any problems in building houses (or other activities) so far? If so, what were the lessons learned and how will new projects overcome previous problems?
 6. What are the non-profit's future plans? Will there be any program income from this project and others (or permanent sources of income) that will be used for future development?
 7. How does the non-profit work with other service agencies in the community?

B. ATTACHMENTS TO NON-PROFIT NARRATIVES

1. Attach a copy of the IRS 501(c)(3) designation of your organization as a Non-Profit.
2. Attach the organization's articles of incorporation.
3. Attach the organization's charter or by-laws.
4. Attach the organization's balance and statement of revenues and expenditures.

City Council Action Form

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



Agenda Item:

Council Meeting: 10 June 2013 Reg Meeting

5 June 2013

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

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

RE: CAF: 13-70: Consideration of Approval of Resolution 13-50, Requesting the County of Vance to Consider Amending its Tax Collections' Policies as it Relates to Delinquent Taxes

Ladies and Gentlemen:

Council Core Values and Goals Addressed By This Item:

- **CV 9:** We value a good working relationship with the County of Vance and believe by working together in a cooperative effort we can better address the strategic challenges and opportunities facing our community.
- **KSO 8:** To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities.

Recommendation:

- Approval of Resolution 13-50, Requesting the County of Vance to Consider Amending its Tax Collections' Policies as it Relates to Delinquent Taxes.

Executive Summary:

During its Budget Work Session #4 held on Tuesday, 4 June, members of Council discussed the need for more aggressive tax collection efforts for delinquent taxes. To that end, it was the unanimous consensus of the Council to consider a Resolution requesting Vance County to consider implementing new policies that would enhance the collection of delinquent taxes, particularly those in the latter years.

Enclosures:

1. Resolution 13-50

RESOLUTION 13-50

A RESOLUTION OF THE HENDERSON CITY COUNCIL REQUESTING THE VANCE COUNTY BOARD OF COMMISSIONERS TO CONSIDER IMPLEMENTATION OF ENHANCED DELINQUENT TAX COLLECTION POLICIES AND PRACTICES

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 are addressed by this request as follows: KSO 8: To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities; *and*

WHEREAS, through an Inter-local Agreement, the County of Vance provides tax billing and collection services to the City of Henderson; *and*

WHEREAS, NC General Statutes require the writing-off of delinquent property taxes after ten (10) years; *and*

WHEREAS, it is important that all property owners pay their taxes, and the writing-off of taxes places a greater burden on those that do pay their taxes; *and*

WHEREAS, more aggressive and enhanced collection policies and practices for delinquent taxes may increase revenues to both City and County governments during these difficult economic times.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY REQUEST the Vance County Board of Commissioners consider implementing new delinquent tax collection policies and practices that would help increase the rate of collection by enhancements such as focusing on the oldest taxes first rather than using the alphabetical listing, hiring a staff attorney for the Tax Department to focus full-time on foreclosure, etc.

The foregoing Resolution, introduced by Council Member ** and seconded by Council Member ** on this the 10th day of June 2013 and having been submitted to a roll call vote, was ***** by the following votes:
Yes: . No:.. Absent:.. Abstain:..

James D. O'Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

*Reference: Minute Book 42, p **: CAF 13-70*

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 Jun. 2013 Regular Meeting

4 June 2013

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

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

RE: CAF: 13-67

Consideration of Approval of Resolution 13-47, Providing for the Disposition of Certain Jointly Held Property by the City and County Otherwise Identified or Located at 701 East Avenue, Vance County Tax Parcel 0079 04002

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- Core Value 9: We value a good working relationship with the County of Vance and believe that by working together in a cooperative effort we can better address the strategic challenges and opportunities facing our community.

Recommendation:

- Approval of Resolution 13-47 Providing for the Disposition of Certain Jointly Held Property by the City and County Otherwise Identified / Located at 701 East Avenue, Vance County Tax Parcel 0079 04002.

Executive Summary:

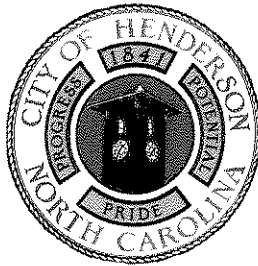
Vance County has received interest from Early Falsom Properties, Inc. to purchase this property owned by both the City and County. Early Falsom has submitted a bid of \$2,000 to Vance County. Vance County has approved the attached resolution and published the property for sale and now they are waiting on any upset bid along with City Council approval of making the property surplus. Disposing of this property will put the property back on the tax books. The property is valued at \$14,664 and taxes owed are listed were \$2,170.00. There are no additional liens on the property.

Enclosures:

1. Resolution 13-47
2. Vance County Resolution
3. Map
4. Pictures

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 13 Reg Meeting

5 June 2013

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

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

RE: CAF: 13-68

Consideration of Approval of Resolution 13-48, Authorizing Remaining Funds to be Used in Conjunction with the Sanitary Sewer Replacement Project with H. G. Reynolds Company Inc.

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- KSO 5: Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.

Recommendation:

- Approval of Resolution 13-48, Authorizing Remaining Funds to be Used in Conjunction with the Sanitary Sewer Replacement Project with H. G. Reynolds Company, Inc.

Executive Summary:

On 25 October 2010, the City Council approved acceptance of a State Revolving Loan, via Resolution 10-107, in the amount of \$1,000,000 for a Sanitary Sewer Rehabilitation Project, which further helps the City reduce infiltration/inflow as well as reducing the potential for sewer overflow. \$500,000 is a low interest loan and the remaining \$500,000 in principal forgiveness.

In addition, the City Council authorized the staff, via Resolution 12-24, to request the use of the remaining Rural Center Fund from the UV Replacement Project to be applied towards further improvements to the Sanitary Sewer System and this was approved by the Rural Center.

City Council awarded the contract to H. G. Reynolds Company, Ins. in the amount of \$887,228.50 and construction is nearing completion. As a result, there are remaining funds left

on the contract and overall budget due to cost under-runs within the project, as well as the contingency funding.

Based on the Engineer's estimate, there is approximately \$186,000 in remaining funds of the overall budget of which \$44,000 is in contingency.

There is further work on Rockspring Street and Adams Street that was a part of the original design but was removed from the project after bidding to insure that funding was available in the event of any cost overruns. It is believed that these two areas can be done within the remaining available funds and it is highly recommended that we use the remaining funds to help continue to eliminate infiltration/inflow within our sanitary sewer collection system.

Enclosures:

1. Resolution 13-48
2. Resolution 12-47
3. Resolution 12-24

RESOLUTION 13-48

A RESOLUTION AUTHORIZING THE USE OF REMAINING FUNDS IN CONJUNCTION WITH SANITARY SEWER REPLACEMENT PROJECT AND H.G. REYNOLDS COMPANY, 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: Provide Reliable, Dependable Infrastructure:** To provide reliable, dependable and environmentally compliant infrastructure systems; *and*

WHEREAS the City Council has received loan funding for this purpose from the NC Department of Environment and Natural Resources, Infrastructure Finance Section and the Rural Center; *and*

WHEREAS, project bid was awarded to H.G. Reynolds Company, Inc. and there are additional funds remaining in the overall budget; *and*

WHEREAS there were components of the project not originally awarded which can now be done within the available funds; *and*

WHEREAS, additional areas of Adam and Rockspring streets that were originally designed to be replaced but were cut after the bidding process; *and*

WHEREAS, the City's Consulting Engineer and City staff recommend the above streets be added back to the project utilizing the remaining funds including contingency.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE the use of the remaining project funds within the project budget subject to the approval of the appropriate State agency.

The foregoing Resolution 13-48, upon motion of Council Member ** and second by Council Member **, and having been submitted to a roll call vote received the following votes and was ***** on this the *** day of **** 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. **; CAF 13-68*

RESOLUTION 12-47

A RESOLUTION AUTHORIZING A BID AWARD FOR THE CITY OF HENDERSON SANITARY SEWER REPLACEMENT PROJECT

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

WHEREAS, this Resolution addresses one of the Key Strategic Objectives as follows: **KSO 5: Provide Reliable, Dependable Infrastructure-** To provide reliable, dependable and environmentally compliant infrastructure systems; *and*

WHEREAS the City Council has received loan funding for this purpose from the NC Department of Environment and Natural Resources, Infrastructure Finance Section; *and*

WHEREAS, the available funding is sufficient to cover the budgeted costs of the project; *and*

WHEREAS bids have been solicited for the performance of this work in accordance with the North Carolina General Statutes; *and*

WHEREAS, after the second advertisement and bidding period, still only one bid was received for this project, said bid being from H.G. Reynolds Company, Inc.; *and*

WHEREAS, the City's Consulting Engineer and City staff proceeded to negotiate with Ken Long of H.G. Reynolds Company to bring forth an award amount within the available construction funds.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE awarding of the Sanitary Sewer Replacement Project to H.G. Reynolds Company, Inc. in the amount of \$887,228.50, said Agreement being more fully articulated in *Attachment A* to this Resolution; *and*

BE IT FURTHER RESOLVED that the Mayor is authorized to sign all agreements and documents necessary to effect said Agreement

The foregoing Resolution 12-47, upon motion of Council Member Rainey and second by Council Member Peace-Jenkins, and having been submitted to a roll call vote received the following votes and was APPROVED on this the 25th day of June 2012: YES: Daye, Kearney, Coffey, Inscoc, Rainey, Peace-Jenkins and Daeke. NO: None. ABSTAIN: None. ABSENT: Davis.

James D. O'Geary, Mayor

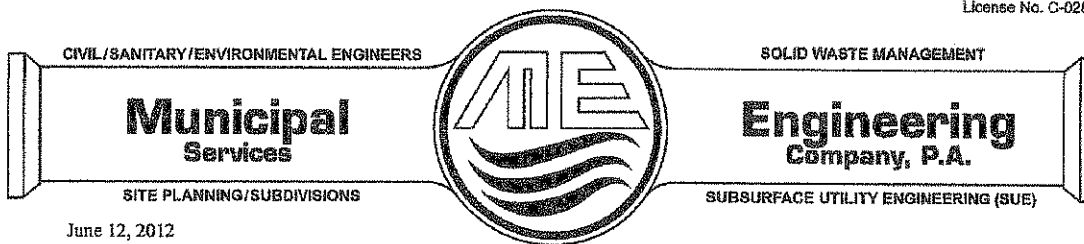
ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

Reference: Minute Book 41, pp. 494



June 12, 2012

Frank Frazier, Asst. City Manager
 City of Henderson
 134 Rose Avenue
 Henderson, NC 27536

Subject: Sanitary Sewer Rehabilitation Project
 Construction Contract Award Recommendation

Dear Mr. Frazier:

Bids for the above referenced project were received, opened and read aloud at the Henderson City Meeting Hall on May 15, 2012. This bid opening was a rebid event because an insufficient number of bids were received on the original bid date. A single bid was received. The successful low bidder is:

H.G. Reynolds Company, Inc.
 PO Box 209
 Henderson, NC 27536
 Base Bid Price: \$990,244.00
 Alternate Bid Price: \$896,888.00

I have worked with H.G. Reynolds many, many times in the past and I am aware of their capabilities to well perform this project. H.G. Reynolds has performed numerous construction projects for the City of Henderson in the past, the most recent being the UV Disinfection System at the Henderson Water Reclamation Facility. Therefore, I am confident that H.G. Reynolds Co., Inc. is capable of constructing the project in accordance with the approved construction documents. The project, as bid is over budget, both base bid and alternate bid. However, I have reviewed the actual construction documents and have determined a few minor sewer lines within the project can be eliminated to bring the Base Bid project back into the available funding budget. Through discussions with the City Staff, it has been decided to move forward with the Base Bid because of the poor condition of the existing manholes. The Base Bid replaces manholes rather than performing rehabilitation of the manholes. A negotiation conference has been held with the low bidder and he has agreed to this contract reduction. The construction cost has been reduced to \$887,228.50. Therefore, full funding is available for the project as outlined in the attached Project Budget Reconciliation Form. A copy of the Memorandum of Negotiation provided herewith, as well. Execution of the Memorandum of Negotiation by the Mayor is required if the Tentative Award is made to H.G. Reynolds Co., Inc.

Given the above discussion, it is recommended that a contract in the amount of \$887,228.50 be Tentatively Awarded by resolution to H.G. Reynolds Company, Inc. for the construction of the Henderson Sewer Rehabilitation Project. If the contract is awarded, please send me four (4) signed copies of the Tentative Award Resolution (provided herewith) and four (4) signed copies of the Memorandum of Negotiation (provided herewith) as soon as possible so that I can submit the appropriate information to the State funding agency.

Please let me know if you have any questions.

Sincerely,

Michael S. Acquesta, PE, PhD

PO Box 97, Garner, North Carolina 27529 (919) 772-5393

PO Box 349, Boone, NC 28607 (828) 262-1767

PROJECT BUDGET RECONCILIATION FORM

	Original Budget	Award Recommended
EXPENDITURES		
Total Construction Cost	\$ 746,580.00	\$ 887,228.50
Contingency	\$ 74,660.00	\$ 44,355.50
PER/EA	\$ 10,000.00	\$ 10,000.00
Engineering Design	\$ 73,060.00	\$ 73,060.00
Legal, Fiscal, Administration	\$ 2,700.00	\$ 2,700.00
Construction Admin/Inspection	\$ 88,000.00	\$ 88,000.00
Asset Management Plan	\$ 5,000.00	\$ 5,000.00
SRF Closing Fee	\$ 20,000.00	\$ 20,000.00
Total Expenditures	\$ 1,020,000.00	\$ 1,130,334.00
REVENUES		
SRF Low Interest Loan	\$ 500,000.00	\$ 500,000.00
SRF Principal Forgiveness	\$ 500,000.00	\$ 500,000.00
Rural Center Grant		\$ 110,334.00
Local Match	\$ 20,000.00	\$ 20,000.00
Total Revenues	\$1,020,000.00	\$1,130,334.00

Negotiation Memorandum														
Client: City of Henderson, North Carolina Project: Sanitary Sewer Replacement Project Bid Date: May 15, 2012 Place: Henderson City Hall, 134 Race Avenue					I certify this document to be a true and accurate tabulation of bids as received and as negotiated. By: <i>Frank J. Jones</i> Title: Frank J. Jones, Assistant Manager, Henderson H. G. Reynolds Co., Inc. PO Box 209 Henderson, NC 27536 5% Bid Bond					I certify this document to be a true and accurate tabulation of bids as received and as negotiated. By: <i>Ken Ewing</i> Title: Ken Ewing, H.G. Reynolds Co., Inc. H.G. Reynolds Co., Inc. PO Box 209 Henderson, NC 27536 5% Bid Bond				
Bid Item No.	Description	QTY	UNIT	Price Bid per unit	Total Price Bid	QTY	UNIT	Price Bid per unit	Total Price Bid					
2	Excavation and Sediment Control Devices													
7	Site Protection	37	EA	\$ 100.00	\$ 3,700.00	31	EA	\$ 100.00	\$ 3,100.00					
7(b)	Removal of Existing Control Devices	50% of 37	EA	\$ 1,500.00	\$ 1,500.00	15	EA	\$ 1,500.00	\$ 22,500.00					
8	Price Bid for Items 7(a) and 7(b)				\$ 3,400.00				\$ 24,000.00					
9	Sanitary Sewer Replacement on Andrews Avenue - Pipe Bursting	1	LS	\$ 30,000.00	\$ 30,000.00	1	LS	\$ 30,000.00	\$ 30,000.00					
10	Manhole Rehabilitation	1	EA	\$ 2,500.00	\$ 2,500.00	1	EA	\$ 2,500.00	\$ 2,500.00					
11	Compaction Tests	30	EA	\$ 150.00	\$ 4,500.00	30	EA	\$ 150.00	\$ 4,500.00					
TOTAL PRICE BID ITEMS 1, 2, 3, 4, 5, 6, 7, 8, 9 AND 10:					\$ 90,244.00									

Bid Item No.	Description	QTY	UNIT	Price Bid per unit	Total Price Bid	QTY	UNIT	Price Bid per unit	Total Price Bid
11	Manhole Rehabilitation	187	EA	\$ 175.00	\$ 32,725.00	187	EA	\$ 175.00	\$ 32,725.00
TOTAL PRICE BID ITEMS 1, 4, 5, 6, 7, 8, 9, 10 AND 11:					\$ 896,888.00				

Notes:

- Negotiations related to:
- Removed manholes on Rockledge Street (S4 C. 9) and associated pavement replacement.
- Removed manholes on S4 C. 7 from S4 C. 7 to S4 C. 9 and associated pavement replacement.

Negotiation Memorandum		I certify this document to be a true and accurate representation of bids received and as negotiated.		I certify this document to be a true and accurate representation of bids received and as negotiated.	
By: <i>Frank J. [Signature]</i> Frank J. [Signature], Assistant Manager, Henderson		By: <i>[Signature]</i> [Signature], [Title], [Company]		By: <i>[Signature]</i> [Signature], [Title], [Company]	
Client: City of Henderson, North Carolina	M.G. Reynolds Co., Inc.	M.G. Reynolds Co., Inc.			
Project: Sanitary Sewer Replacement Project	P.O. Box 209	P.O. Box 209			
Bid Date: May 15, 2012	Henderson, NC 27546	Henderson, NC 27546			
Place: Henderson City Hall, 134 Ross Avenue	5% Bid Bond	5% Bid Bond			
	As Bid	As Negotiated			
Bid Item No.	Description	QTY	UNIT	PRICE BID per unit	TOTAL PRICE Bid
	3. Regulated Sewer Valley Inspection at \$1,500/yr				

Negotiation Memorandum										I certify this document to be a true and accurate tabulation of bids received and as negotiated.		I certify this document to be a true and accurate tabulation of bids received and as negotiated.	
Client: City of Henderson, North Carolina Project: Sanitary Sewer Replacement Project Bid Date: May 13, 2012 Place: Henderson City Hall, 134 Rose Avenue										By: <i>Frank Prazet, East City Manager, Henderson</i> H.S. Reynolds Co., Inc. 700 West 20th Henderson, NC 27536 508 Bid Bond		By: <i>Ken Long, 460 Reynolds Co., Inc.</i> H.S. Reynolds Co., Inc. 700 West 20th Henderson, NC 27536 508 Bid Bond	
Bid Item No.	Description	QTY	Unit	Price Bid per unit	Total Price Bid	QTY	Unit	Price Bid per unit	Total Price Bid				
1. Sanitary Sewer Replacement													
1(a)	18" Sewer Pipe, PVC (10' length)	771	LF	\$ 46.00	\$ 35,436.00	482	LF	\$ 44.50	\$ 21,469.00				
1(b)	18" Sewer Pipe, PVC (10' length)	1578	LF	\$ 86.00	\$ 135,688.00	1503	LF	\$ 87.50	\$ 132,525.00				
1(c)	18" Sewer Pipe, PVC (10' length)	782	LF	\$ 76.00	\$ 59,532.00	782	LF	\$ 74.50	\$ 58,239.00				
1(d)	18" Sewer Pipe, PVC (10' length)	2908	LF	\$ 79.00	\$ 229,732.00	2908	LF	\$ 78.50	\$ 228,484.00				
1(e)	18" Sewer Pipe, PVC (10' length)	425	LF	\$ 82.00	\$ 34,850.00	425	LF	\$ 81.50	\$ 34,637.50				
1(f)	18" Sewer Pipe, PVC (10' length)	135	EA	\$ 710.00	\$ 95,850.00	122	EA	\$ 710.00	\$ 86,620.00				
1(g)	18" Sewer Pipe, PVC (10' length)	50	EA	\$ 15.00	\$ 750.00	50	EA	\$ 15.00	\$ 750.00				
Total Price Bid for Items 1(a) through 1(g) and 1(h)					\$ 800,541.00			\$ 552,133.50					
2. Manhole Replacement													
2(a)	Manhole Replacement (3' x 4' deep)	25	EA	\$ 3,827.00	\$ 95,675.00	12	EA	\$ 3,827.00	\$ 45,924.00				
2(b)	Manhole Replacement (3' x 4' deep)	71	EA	\$ 4,110.00	\$ 291,810.00	60	EA	\$ 4,110.00	\$ 247,600.00				
2(c)	Manhole Replacement (3' x 4' deep)	5	EA	\$ 4,880.00	\$ 24,400.00	3	EA	\$ 4,880.00	\$ 14,640.00				
2(d)	Manhole Replacement (3' x 4' deep)	1	EA	\$ 5,130.00	\$ 5,130.00	1	EA	\$ 5,130.00	\$ 5,130.00				
Total Price Bid for Items 2(a) through 2(d) and 2(e)					\$ 316,915.00			\$ 314,544.00					
3. Manhole Rehabilitation, Street C-6													
3(a)	Manhole Rehabilitation, Street C-6	3500	SF	\$ 36.50	\$ 127,650.00	3	EA	\$ 800.00	\$ 2,400.00				
3(b)	Manhole Rehabilitation, Street C-6	1760	SF	\$ 17.00	\$ 29,920.00	57	SF	\$ 36.50	\$ 2,087.50				
3(c)	Manhole Rehabilitation, Street C-6	35	SF	\$ 12.00	\$ 420.00	1760	SF	\$ 12.00	\$ 21,120.00				
3(d)	Manhole Rehabilitation, Street C-6	25	EA	\$ 30.00	\$ 750.00	25	EA	\$ 30.00	\$ 750.00				
Total Price Bid for Items 3(a) through 3(d) and 3(e)					\$ 158,620.00			\$ 24,357.50					
4. Pavement Replacement													
4(a)	Pavement Replacement	3500	SF	\$ 36.50	\$ 127,650.00	3	EA	\$ 800.00	\$ 2,400.00				
4(b)	Pavement Replacement	1760	SF	\$ 17.00	\$ 29,920.00	57	SF	\$ 36.50	\$ 2,087.50				
4(c)	Pavement Replacement	35	SF	\$ 12.00	\$ 420.00	1760	SF	\$ 12.00	\$ 21,120.00				
4(d)	Pavement Replacement	25	EA	\$ 30.00	\$ 750.00	25	EA	\$ 30.00	\$ 750.00				
Total Price Bid for Items 4(a) through 4(d) and 4(e)					\$ 158,620.00			\$ 24,357.50					

Bid Form

Project Identification: City of Henderson – Sanitary Sewer Replacement

Contract Identification and Number: CWSRF Project No. CS370410-05

ARTICLE 1 - BID RECIPIENT

1.01 This Bid Is Submitted To: City of Henderson
P.O. Box 1434
134 Rose Avenue
Henderson, NC 27536

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - BIDDER'S ACKNOWLEDGMENTS

2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions for Bidders, including without limitations those dealing with the dispositions of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 - BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

Addendum No.	Addendum Date
_____	_____
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all Federal, State, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities).

E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by the Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

- F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of the Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- K. Bidder will submit written evidence of its authority to do business in the State where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 - FURTHER REPRESENTATIONS

4.01 Bidder further represents that:

- A. This Bid is genuine and not made in the interest of or on the behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

ARTICLE 5 - BASIS OF BID

5.01 Base Bid. Bidder shall complete the Work in accordance with the Contract Documents for the following price(s):

Base Bid Item No.	Description	Qty	Unit	Price Bid per Unit	Total Price Bid
1	Sanitary Sewer Pipe Replacement, Excluding Bid Items 8 and 9				
1(a)	8" sewer pipe, PVC (0'-6' deep)	721	Linear Feet, More or Less		
1(b)	8" sewer pipe, PVC (6'-8' deep)	1,578	Linear Feet, More or Less		
1(c)	8" sewer pipe, PVC (8'-10' deep)	782	Linear Feet, More or Less		
1(d)	8" sewer pipe, DIP (0'-6' deep)	2,980	Linear Feet, More or Less		
1(e)	8" sewer pipe, DIP (6'-8' deep)	475	Linear Feet, More or Less		
1(f)	Service tap assemblies and 20 LF service line replacement per service tap	135	Each, More or Less		
	Total Price Bid Items 1a,1b,1c,1d,1e,1f				
2	Manhole Replacement				
2(a)	Manhole Replacement (0'-6' deep)	13	Each, More or Less		
2(b)	Manhole Replacement (6'-8' deep)	11	Each, More or Less		
2(c)	Manhole Replacement (8'-10' deep)	5	Each, More or Less		
2(d)	Drop Manhole Replacement (8'-10' deep)	1	Each, More or Less		
	Total Price Bid Items 2a,2b,2c,2d				
3	Manhole Rehabilitation, Sheet C-6	9	Vertical Feet, More or Less		
4	Pavement Replacement	3,970	Square Yards, More or Less		

Base Bid Item No.	Description	Qty	Unit	Price Bid per Unit	Total Price Bid
5	Select Backfill, When Directed by Engineer	1,760	Cubic Yards, More or Less		
6	12" Undercut Excavation (Unclassified) and 12" #67 Stone Bedding, Installed, Only When Directed by Engineer	2,190	Linear Feet, More or Less		
7	Erosion and Sediment Control Devices				
7(a)	Inlet Protection. Wrapped straw tube inlets used where appropriate.	31	Each, More or Less		
7(b)	Removal of Erosion Control Devices	50% of Item 7(a)	Lump Sum		
	Total Price Bid Items 7a,7b				
8	Sanitary Sewer Pipe Replacement on Andrews St (NC-39) to include: 8" sewer pipe, PVC (8'-10' deep) Pavement cut Pipe installation using trench box Flowable fill backfill Repaving Traffic control Installation and repaving completed within 4 hours from midnight to 4am	1	Lump Sum		
9	Montgomery Street Culvert Crossing, Sheet C-3, If Needed	1	Lump Sum		
TOTAL PRICE BID ITEMS 1, 2, 3, 4, 5, 6, 7, 8 AND 9:				\$	

The Bidder certifies that Unit Prices have been computed in accordance with paragraph 11.03.B of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the contract Documents.

The Owner will determine after receipt of bids whether to pursue the Base Bid or the Alternate Bid. If the Owner decides to pursue the Base Bid, the successful, responsive, responsible bidder will be based on the Total Price Bid for Items 1, 2, 3, 4, 5, 6, 7, 8, and 9.

5.02 **Alternate Bid** – The alternate Bid includes the rehabilitation of all manholes on the project instead of the Base Bid replacement and rehabilitation. If the Alternate Bid is selected by the Owner, Bidder shall complete the Work in accordance with the Contract Documents for the prices noted in Base Bid Items 1, 4, 5, 6, 7, 8, and 9 and Alternate Bid Item Alt 1. The Owner will determine after receipt of bids whether to pursue the Base Bid or the Alternate Bid. If the owner decides to pursue the Alternate Bid, the successful, responsive, responsible bidder will be based on the Total Price Bid for Items 1, 4, 5, 6, 7, 8, 9 and Alt1.

Alternate Bid Item No.	Description	Qty	Unit	Price Bid per Unit	Total Price Bid
Alt 1	Manhole rehabilitation of all manholes in project	187	Vertical Feet, More or Less		
TOTAL PRICE BID ITEMS 1, 4, 5, 6, 7, 8, 9 AND ALT 1:				\$	

ARTICLE 6 – EXISTING WATER SERVICES

- 6.01 Existing water meters that could be found are shown on the Contract Drawings. Water service lines from the water lines in the street to the water meters exist. There may be other water meters and therefore other water service lines that could not be found. All water service lines cut by the contractor during installation of the sewer lines shall be replaced by the contractor at the contractor's sole expense. The water services shall be replaced with the same pipe material as existing except in the case of galvanized pipe. Galvanized pipe shall be replaced with HDPE pipe.

ARTICLE 7 - TIME OF COMPLETION

- 7.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with paragraph 14.07.B of the General Conditions on or before the dates or within the number of calendar days indicated in Article 9, below.
- 7.02 Bidder accepts the provisions of the Agreement and Article 9, below, as to liquidated damages in the event of failure to complete the work within the Contract Times.

ARTICLE 8 - ATTACHEMENTS TO THIS BID

- 8.01 The following documents are attached to and made a condition of the Bid:

- A. Required Bid security in the form of a Bid Bond or Certified Check (circle type of security provided);
ATTACHED HERETO is a certified check on the _____
_____ Bank of _____ and/or
bid bond with the _____ Company for the sum of
_____ Dollars (\$ _____), made payable to
_____ as a bid guarantee.

The attached bid security is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

ARTICLE 9 – COMPLETION OF WORK AND LIQUIDATED DAMAGES

- 9.01 The Bidder further proposes and agrees hereby to commence the work with adequate forces and equipment within ten (10) days after being notified by the Owner to proceed, and to complete the work within one hundred seventy (170) consecutive calendar days. Bidder further agrees to pay as liquidated damages the sum of \$500.00 for each consecutive calendar day thereafter.

ARTICLE 10 - DEFINED TERMS

- 10.01 The terms used in this Bid with the initial capital letters have the meanings indicated in the Instructions for Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 11 - BID SUBMITTAL

- 11.01 This Bid submitted by:

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____
(Individual's signature)

SEAL,
if required
by State

Doing business as: _____

A Partnership

April 2012

BID FORM

Partnership Name: _____

By: _____
(Signature of general partner -- attach evidence of authority to sign)

SEAL,
if required
by State

Name (typed or printed): _____

A Corporation

Corporation Name: _____

State of Incorporation: _____

Type (General Business, Profession, Service, Limited Liability): _____

By: _____
(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Attest _____
(Signature of Corporate Secretary)

CORPORATE
SEAL,
if required by State

Date of Qualification to do business in _____ [State where Project is located] is ____/____/____

A Joint Venture

Name of Joint Venture: _____

First Joint Venture Name: _____

By: _____
(Signature of joint venture partner -- attach evidence of authority to sign)

SEAL,
if required
by State

Name (typed or printed): _____

Title: _____

Second Joint Venture Name: _____

By: _____
(Signature of joint venture partner -- attach evidence of authority to sign)

SEAL,
if required
by State

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is party to the venture should be in the manner indicated above.)

ALL BIDDERS SHALL COMPLETE THE FOLLOWING INFORMATION:

April 2012

BID FORM

Bidder's Business address: _____

Business Phone No. (____) _____

Business FAX No. (____) _____

Business E-Mail Address _____

State Contractor License No. _____ (If applicable)

Employer's Tax ID No. _____

Phone and FAX Numbers, and Address for receipt of official communications, if different from Business contact information:

11.02 Bid submitted on _____, 20__.

RESOLUTION 12-24

**A RESOLUTION OF THE HENDERSON CITY COUNCIL APPROVING THE
EXECUTION OF AN AMENDMENT TO CONTRACT # 2010-266-40101-112 AND
CONTRACT # 2008-349-40101-112 ALLOWING THE USE OF RURAL CENTER
FUNDS ORIGINALLY APPROVED FOR THE UV REPLACEMENT TO BE UTILIZED
FOR FURTHER IMPROVEMENTS TO THE SANITARY SEWER SYSTEM FOR
REDUCTION OF INFILTRATION/INFLOW**

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

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

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

WHEREAS, the UV Replacement Project is complete and there is approximately \$110,000 remaining in Rural Center funds for the UV project; *and*

WHEREAS, the Rural Center staff has indicated that the city could use the remaining funds for additional sewer rehab work to reduce infiltration/inflow; *and*

WHEREAS, the City of Henderson performed a sewer survey analysis that identified and prioritized the need for the repair and replacement of various mains within the wastewater collection system, *and*

WHEREAS, the City of Henderson intends to use the remaining grant assistance to perform further sewer rehab work within the Sandy Creek Basin at an estimated cost of \$110,000.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Henderson, North Carolina:

That City of Henderson, does hereby seek the use of excess funds from the UV replacement system at the Henderson Water Reclamation Facility, (contract #2010-266-40109-112) and also use of any excess funds in the sanitary sewer rehab project (contract # 2008-349-40101-112)

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That James D. O'Geary, Mayor, the **Authorized Official**, and successors so titled, is hereby authorized to execute and sign an amendment on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the amendment as required.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

The foregoing Resolution 12-24, upon motion of Council Member Inscoe and seconded by Council Member Rainey, and having been submitted to a roll call vote received the following votes and was APPROVED on this the 26th day of March 2012: YES: Coffey, Inscoe, Rainey, Daeke, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: Davis and Peace-Jenkins.

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. 412

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 2013 Reg. Meeting

17 May 2013

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

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

RE: CAF: 13-62

Consideration of Approval of Resolution 13-44, Approving the Submission of a Letter of Support to the Triangle North Board of Directors Encouraging More Aggressive Marketing Tactics be Utilized for the Triangle North Industrial Parks

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- Core Value 7: Teamwork and Collaborative Efforts - We value teamwork and collaborative efforts with our fellow workers, stakeholders, and partners and believe that through such efforts we will be better able to achieve our goals and objectives.

Recommendation:

- Consideration of Approval of Resolution 13-44, Approving the Submission of a Letter of Support to the Triangle North Board of Directors Encouraging More Aggressive Marketing Tactics be Utilized for the Triangle North Industrial Parks.

Executive Summary

On 13 May 2013 the Henderson-Vance County Economic Development Commission (EDC) sent the City a copy of a letter they addressed to the Chair of the Triangle North Executive Committee requesting a more aggressive approach to marketing tactics for the four Triangle North Industrial Parks that are located in Vance, Granville, Warren and Franklin Counties.

The EDC is requesting that the Council consider endorsing their actions by also submitting a letter of support to the Triangle North Board of Directors.

Enclosures:

1. Resolution 13-44
2. Copy of Letter from HVEDC

CAF 13-62: 10 June 2013 Council Meeting

Page 1 of 4

RESOLUTION 13-44

APPROVING THE SUBMISSION OF A LETTER OF SUPPORT TO THE TRIANGLE NORTH BOARD OF DIRECTORS ENCOURAGING MORE AGGRESSIVE MARKETING TACTICS BE UTILIZED FOR THE TRIANGLE NORTH INDUSTRIAL PARKS

WHEREAS, the Henderson City Council conducted its Annual Planning Retreat in January 2013, and during said retreat identified eight Key Strategic Objectives (KSO) and Goals and 12 Core Values; *and*

WHEREAS, this Resolution addresses one of the Core Values as follows: **Core Value 7: Teamwork and Collaborative Efforts** - We value teamwork and collaborative efforts with our fellow workers, stakeholders, and partners and believe that through such efforts we will be better able to achieve our goals and objectives.

WHEREAS, Triangle North is an innovative rural economic development initiative created through a unique multi-county collaboration and cost-sharing arrangement by four northern counties of the Research Triangle Region, North Carolina, to spark economic growth and opportunity; *and*

WHEREAS, Triangle North Industrial Parks serve the counties of Vance, Granville, Warren and Franklin; *and*

WHEREAS, the Henderson-Vance County Economic Development Commission (EDC) has sent a letter to the Chair of the Triangle North Executive Committee requesting more aggressive tactics be utilized for the marketing of the Triangle North Industrial Parks; *and*

WHEREAS, the EDC has asked that the City Council endorse the actions of the EDC by approving the submission of a letter of support to the Triangle North Executive Committee.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Henderson approves the submission of a letter to the Triangle North Executive Committee to show their support of the recommendations of the Henderson-Vance County EDC that more aggressive marketing tactics be utilized for the Triangle North Industrial Parks.

The foregoing Resolution 13-44, 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: None. 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, p ***; CAF 13-62*

 COPY



HENDERSON - VANCE COUNTY
Economic Development Commission

RECEIVED
CNO
MAY 13 2013
BY: *PSS*

May 13, 2013

Mr. Pete O'Geary, Mayor
City of Henderson
PO Box 1434
134 Rose Avenue
Henderson, NC 27536

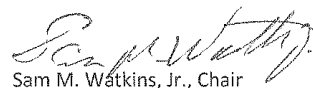
Dear Mayor O'Geary,

At the May 8th Board of Directors meeting of the Economic Development Commission a motion was made and unanimously approved that the Triangle North Executive Committee develop a comprehensive marketing plan for the four industrial/commerce parks. The attached letter includes the recommendation for Triangle North to engage an individual or contract with a firm to be responsible for these activities.

The EDC Board of Directors respectfully request that the Henderson City Council consider endorsing this action and to submit letters of support to the Chair of the Triangle North Board of Directors.

Thank you for your consideration.

Sincerely,



Sam M. Watkins, Jr., Chair
Henderson-Vance County EDC

Attachment

"The Leading Edge of the Research Triangle"

1775 Graham Ave., Suite 105 ♦ P.O. Box 2017 ♦ Henderson ♦ North Carolina 27536 ♦ 252/492-2094 ♦ Fax 252/492-4428
Email: weasler@vancecounty.org ♦ www.vancecountyedc.com

CAF 13-62: 10 June 2013 Council Meeting

Page 3 of 4

 COPY



HENDERSON - VANCE COUNTY
Economic Development Commission

May 13, 2013

Mr. Don Lancaster, Chair
Triangle North Executive Committee
75 Remington Court
Youngsville, NC 27596

Dear Mr. Lancaster,

At the May 8th meeting of the Henderson-Vance County Economic Development Commission a motion was made and unanimously carried that the Triangle North Executive Committee develop a comprehensive plan for the coordination and marketing of the four industrial/commerce parks in Triangle North. The Board expressed concern over the lack of success in attracting a location to any of the parks over the past five years and the level of activity during that time.

The Board of Directors therefore strongly urge that a more robust and pro-active marketing effort be developed by the Board of Triangle North. It was the consensus that Triangle North considers the engagement of an individual or contract with a firm to assume responsibility for this function. This person or firm would coordinate and cooperate with the respective four county economic development entities.

It is believed that having someone responsible for this activity, with the appropriate metrics by which to measure success, would be more effective than the present system which has not provided the desired results. It is the strong opinion of the Economic Development Commission that a change in the way the four parks are marketed are warranted.

Therefore the Economic Development Commission respectfully requests that the Triangle North Board of Directors re-evaluate the marketing effort and act on this request in an expeditious manner.

Thank you for your consideration.

Sincerely,



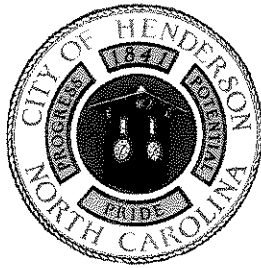
Sam M. Watkins, Jr., Chair
Henderson-Vance County EDC

"The Leading Edge of the Research Triangle"

1775 Graham Ave., Suite 105 • P.O. Box 2017 • Henderson • North Carolina 27536 • 252/492-2094 • Fax 252/492-4428
Email: weasler@vancecounty.org • www.vancecountync.com

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 2013

June 10, 2013

TO: The Honorable Mayor James D. O'Geary and Members of City Council**FR:** A. Ray Griffin, Jr., City Manager**RE: CAF: 13-69**

A. Ray Griffin, Jr.
Consideration of Approval of Resolution 13—49, Grant Application For Funding Through the U.S. Department Of Justice BJA Justice Assistance Grant Program For 2013

Ladies and Gentlemen:**Recommendation:**

- Approval of Resolution 13-49, Grant Application for Funding Through the U.S. Department of Justice BJA Justice Assistance Grant Program for 2013.

Executive Summary

Interim Chief of Police Marcus Barrow requests review and approval of an application to the U.S. Department of Justice's BJA Justice Assistance Grant Program for 2013 to fund the purchase of at least two (2) new In-Car Mobile Camera Audio/Video Recorders to replace two (2) old camera units being replaced in the upcoming fiscal year under the department's Capital Improvement Plan (CIP) schedule.

The grant, which does not require a cash grant match, must be divided with the Vance County Sheriff's Office as a "disparate jurisdiction" per Department of Justice guidelines. The full amount allocated by the Department of Justice is \$15,586.00. This proposal divides this allocation with the Sheriff's Office in the same manner as past U.S. Department of Justice BJA JAG Grants with 60% being allocated to the City of Henderson and 40% allocated to Vance County. Under this dispersion the City of Henderson would receive \$9,351.60 and Vance County \$6,234.40. The U.S. Department of Justice requires that agencies receiving funds to be divided with a disparate jurisdiction complete a Memorandum of Understanding. A copy of this Memorandum of Understanding between the City of Henderson and Vance County is included and will be forwarded to the Vance County Board of Commissioners for its action, if approved.

The grant application must be reviewed by the City Council at least thirty (30) days prior to the grant application being submitted to the U.S. Department of Justice and a time for public comment must be provided. The grant application is due for electronic submission to the U.S.

CAF 13-69: 10 June 2013 Council Meeting

Page 1 of 18

comment must be provided. The grant application is due for electronic submission to the U.S. Department of Justice on or before 9 June 2013. The anticipated notification date, if the grant is accepted, is 1 July 2013. The grant term would be the same as the Federal Budget Year for 2013-2014: 1 October 2013 to 30 September 2014.

Enclosures:

1. Resolution 13-49
2. Internal Process to Decide Whether Grant Application is Appropriate

RESOLUTION 13-49

A RESOLUTION AUTHORIZING THE APPLICATION FOR GRANT FUNDING FROM THE US DEPARTMENT OF JUSTICE BJA JUSTICE ASSISTANCE GRANT PROGRAM FOR 2013

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

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

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

WHEREAS, the US Department of Justice BJA Justice Assistance Grants Program has announced that funding applications be submitted to their program for consideration for funding in the 2013-2014 Federal Fiscal Year, *and*

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

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

WHEREAS, the City of Henderson has been allocated by the US Department of Justice BJA Justice Assistance Grants Program as eligible to apply for \$15,586.00 in funding.

NOW THEREFORE BE IT RESOLVED by the Henderson City Council that it does hereby authorize the Chief of Police of the Henderson Police Department to submit this application for grant funding in the amount of \$15,586.00 and authorizes the City Manager to approve said Application and the Memorandum of Understanding with Vance County on behalf of the City.

The foregoing Resolution 13-49, upon motion of Council Member ***** and second by Council Member ***** , and having been submitted to a roll call vote received the following votes and was ***** on this the 10th day of June, 2013: YES: NO. ABSTAIN: . ABSENT:

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved as to Legal Form:

John H. Zollicoffer, Jr., City Attorney

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

CITY OF HENDERSON

INTERNAL PROCESS TO DECIDE WHETHER GRANT APPLICATION IS APPROPRIATE

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

Funding Source: Bureau of Justice Assistance J.A.G. Grants Program FY 2013

Grant/Project Name: BJA JAG 2013

Date Application Due: 8:00 pm EST June 9, 2013

This is a NEW or X RECURRING Grant.

Brief Project Summary:

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

The total allocation for this year is \$15,586. The City's portion will be \$9,351.60 and the County \$6,234.40.

The Henderson Police Department is requesting to use its portion of allocated funds to purchase at least two (2) new In-Car Video Cameras to replace old obsolete units in vehicles being parked as stripped in the upcoming fiscal year. The BJA JAG 2013 will be fully utilized prior to the end of FY 2013 - 2014.

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

The grant applications requires that the Grant Application be reviewed by the City Council and the County Commissioners and be available for review and comment by the public at least 30 days prior to the submission of the application. **Due to the application deadline being 07/09/2013, we are requesting that the grant applications included with this request be added to the agenda for Council review**

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

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

Some additional questions to consider:

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

No.

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

This is a law enforcement project only.

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

No. This is a law enforcement only grant.

The State of North Carolina
County of Vance

KNOW BY ALL THESE PRESENT

**INTER-LOCAL AGREEMENT BETWEEN THE CITY OF HENDERSON, NORTH
CAROLINA AND THE COUNTY OF VANCE, NORTH CAROLINA
REGARDING GMS APPLICATION NUMBER 2013-H4137-NC-DJ BJA FY 13
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM: LOCAL
SOLICITATION FORMULA PROGRAM AWARD**

THIS AGREEMENT is made and entered into this the ____ day _____, 2013 by and between the County of Vance, acting by and through its governing body, the Board of Commissioners, hereinafter referred to as COUNTY, and the City of Henderson, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Vance County, State of North Carolina, witnesseth:

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

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

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

WHEREAS, the CITY agrees to provide the COUNTY \$6,234.40 from JAG award total of \$15,586 for the Vance County Sheriff's Office, and

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

NOW THEREFORE, the CITY AND COUNTY AGREE AS FOLLOWS:

SECTION 1: CITY agrees to pay COUNTY a total of \$6,234.40 of JAG funds.

SECTION 2: COUNTY agrees to use \$6,234.40 for the Vance County Sheriff's Office until September 30, 2015 or until such funds are expended.

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

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

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

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

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

CITY OF HENDERSON, North Carolina COUNTY OF VANCE, North Carolina

James D. O'Geary, Mayor

Thomas S. Hester, Jr., Chairman

A. Ray Griffin, Jr., City Manager

Jerry L. Ayscue, County Manager

ATTEST:

ATTEST:

Esther J. McCrackin, City Clerk

Kelly H. Grissom, County Clerk

Approved as to Legal Form:

Approved as to Legal Form:

John H. Zollicoffer, City Attorney

County Attorney

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

The Henderson Police Department and the Vance County Sheriff's Office are applying jointly for the allocated funding of \$15,586 under the BJA Justice Assistance Grant Program for 2013. By joint agreement of the local governing bodies of the two agencies (The City of Henderson City Council and the Vance County Board of Commissioners, respectively,) the Henderson Police Department will receive \$9,351.60 in funding and \$6,234.40 in funding will be forwarded to the Vance County Sheriff's office. This agreement has been formalized in a Memorandum of Understanding (MOU), a copy of which is included with this application as a PDF file via the Grants Management System.

The Henderson Police Department is requesting to use its portion of allocated funds to fund the purchase of at least two (2) new In-Car Mobile Camera Audio/Video Recording system. These cameras are used by the department to record the activities and vehicle stops of Henderson Police Officers in marked Police Patrol vehicles. The recording of officer's activities is important to provide evidence in criminal cases, defend against improper or false claims filed against officers, and provide video and audio for training purposes, allowing documentation of officers' activities under the Community Revitalization Initiative program.

The Community Revitalization Initiative (CRI) consists of a comprehensive plan of dealing with the high crime rates indicated in the application through specific training, analysis, and investigation strategies for law enforcement. It is also a comprehensive collaboration between law enforcement, the affected communities (through citizen's groups) and rental property managers, private businesses, utility providers, local media and other governmental agencies to help promote both prevention and intervention efforts. The City of Henderson's per

capita Part 1 crime rates are among the highest in NC and higher than many comparatively sized departments in the US.

The Vance County Sheriff's Office is requesting to use its portion of allocated funds to purchase needed equipment for sworn deputies for which budgeted funds are not available.

Funds will be used to purchase TBA

Budget Worksheet

A. Personnel **\$0**

Name	Computation	Cost

B. Fringe Benefits **\$0**

Name	Computation (Rate)	Cost

C. Travel **\$0**

Purpose	Location	Item	Computation	Cost

D. Equipment **\$15,586**

Item	Computation	Cost
In-Car Video System	2 X \$4675.80	\$9,351.60
VCSO Equip. TBA		\$6,234.40

E. Supplies **\$0**

Supply Item	Computation	Cost

F. Construction **\$0**

Description	Computation	Cost

G. Consultants/Contracts \$0

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

H. Other \$0

Description	Computation	Cost

Total Direct Costs \$15,586

I. Indirect Costs

No indirect costs are projected for this project.

Budget Summary Page

A. Personnel/Salary Costs	<u>\$0</u>
B. Fringe Benefits	<u>\$0</u>
C. Travel	<u>\$0</u>
D. Equipment	<u>\$15,586</u>
E. Supplies	<u>\$0</u>
F. Construction	Unallowable
G. Consultants/Contracts	<u>\$0</u>
H. Other	<u>\$</u>
I. Indirect Costs	<u>\$0</u>
 TOTAL PROJECT COSTS	 <u>\$15,586</u>
 Federal Request	 <u>\$15,586</u>
 Applicant Funds, if any, to be applied to this project	 <u>\$0</u>

Budget Narrative:

A. Personnel

No Personnel costs are requested with this budget.

B. Fringe Benefits

No Fringe Benefits are requested with this budget

C. Travel

No travel costs are requested with this budget.

D. Equipment

The Henderson Police Department will purchase at least two (2) new In-Car Video Camera/Recorder systems in order to replace two (2) old, outdated systems currently installed in marked patrol vehicles which are scheduled to be decommissioned.

The Vance County Sheriff's Office will purchase (TBA)

E. Supplies

No supplies are requested with this budget

F. Construction

Construction expenses are not allowed under this grant.

G. Consultants/Contracts

There are no supply costs with this grant.

H. Other

There are no other costs with this grant.

I. Indirect Costs

\$0

All budget costs have been based on necessary purchases and reasonable costs for this project. If approved, all budget purchases will be made under the policies and procedures of the City of Henderson Finance or County of Vance Finance Department, State of North Carolina Department of Administration procurement rules and the guidelines of the Bureau of Justice

Assistance and the Office of Justice Programs. All program expenditures will be reported on a quarterly basis both in the program's performance measurement reports and any other required financial report (SF-269).

- 1) The JAG application announcement and information was made available for review to the City of Henderson City Manager, Mr. Ray Griffin for distribution to the Henderson City Council 06/04/2013. The full application was made available to Mr. Griffin for distribution and review by the City Council on 6/05/2013. This notification occurred over 30 days before submission of this application to the BJA via the Grants Management System. The information was forwarded to Mr. Jerry Ayscue, Vance County Manager, for review by the Vance County Board of Commissioners following the City of Henderson Council Meeting on 06/10/2013.
- 2) The information was made public by the applying agency, the City of Henderson, in the agenda of the City of Henderson City Council prior to the Council's regular meeting on 06/10/2012. At that meeting, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.
- 3) A Memorandum of Understanding (MOU) has been executed and signed by each jurisdiction's Authorize Representative, outlining each jurisdiction's allocation and indicating which jurisdiction is serving as the applicant/fiscal agent for the joint funds. This MOU is transmitted with this application as a PDF file.

Applicant's Name: City of Henderson, North Carolina

Title of the Project: Henderson Vance BJA JAG Program 2013

Goals of the Project:

Henderson Police Department Project Goal(s): Purchase updated equipment to be issued to sworn police officers to upgrade older equipment.

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

Strategies to be used:

The Henderson Police Department Community Revitalization Initiative (CRI) consists of a comprehensive plan of dealing with the high crime rates indicated in the application through specific training, analysis, and investigation strategies for law enforcement. The new In-Car Video Cameras will be used to replace old, outdated in-car cameras to better record and preserve video and audio of officer's vehicle stops and actions for both training and evidentiary purposes.

The Vance County Sheriff's Office plan includes the purchase of TBA

Top Five Program Identifiers:

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 13 Regular Meeting

29 May 2013

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

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

RE: CAF: 13-66

Consideration of Approval of Resolution 13-46, Declaring That Kerr Lake Water Levels Have Improved and That Voluntary Conservation Measures are no Longer Required in Accordance with Chapter 15B of the Water Shortage Response Ordinance.

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- KSO 5: Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.

Recommendation:

- Approval of Resolution 13-46, Declaring That Kerr Lake Water Levels Have Improved and That Voluntary Conservation Measures are no Longer Required in Accordance with Chapter 15B of the Water Shortage Response Ordinance.

Executive Summary:

During the winter of 2012 the Corps of Engineers declared drought conditions at Kerr Lake due to a deepening drought in Central and Western North Carolina and Virginia with little significant rain in the forecast for December. The water level continued to drop bringing the level down to 292.35 feet at one point. The Water Shortage Response Plan requires voluntary water conservation when the water level at Kerr Lake is consistently at or below 294.00 feet.

Subsequently, the Roanoke River Basin received measurable rainfall and some snow events throughout January, February, March, April and May of 2013, raising the water level of Kerr Lake above 294.00 ft. The water level has stayed in this range throughout the month of May. As a result, voluntary water conservation measures are no longer required; however, the City continues to encourage good stewardship of its water resources.

Enclosure:

1. Resolution 13-46

CAF 13-66: 10 June 13 Council Meeting

Page 1 of 2

R E S O L U T I O N 13-46

DECLARING THAT KERR LAKE WATER LEVELS HAVE IMPROVED AND THAT VOLUNTARY CONSERVATION MEASURES ARE NO LONGER REQUIRED IN ACCORDANCE WITH CHAPTER 15B OF THE WATER SHORTAGE RESPONSE ORDINANCE.

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 KSO 5: To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems; *and*

WHEREAS, the in the winter of 2012 the Corps of Engineers declared drought conditions at Kerr Lake; *and*

WHEREAS, the City's Water Shortage Response Plan calls for the declaration that voluntary conservation conditions exist when the water level is consistently at or below elevation of 294.00 feet; *and*

WHEREAS, due to significant rainfall during the winter and spring, the current water level at Kerr Lake has reached and maintained a level of approximately 304.00 feet.

**NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES
HEREBY** recognize that Kerr Lake water levels have improved and in accordance with the City of Henderson's Drought Response Measures stated in Chapter 15B of the City of Henderson's Code, declares that Voluntary Water Conservation measures are no longer required, however the City encourages its Kerr Lake Regional Water Partners and all water customers of the Greater Kerr Lake Regional Water System to use good stewardship of its water resources.

The foregoing Resolution 13-46, upon motion of Council Member ** and second by Council Member **, and having been submitted to a roll call vote received the following votes and was ***** on this the *** day of ***** 2012: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 June 13 Regular Meeting

21 May 2013

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

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

RE: CAF 13-64

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

Ladies and Gentlemen:

Recommendation:

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

Executive Summary

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

April 2013 Tax Releases			
Name	Reason	Tax Year	Amount
Real & Personal Property			
Releases			
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2003	\$ 6.59
Crews, William Thomas	Taxes Lost to Foreclosure	2003	\$ 18.61
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2003	\$ 167.60
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2004	\$ 6.91
Crews, William Thomas	Taxes Lost to Foreclosure	2004	\$ 19.52
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2004	\$ 14.53
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2005	\$ 7.24
Crews, William Thomas	Taxes Lost to Foreclosure	2005	\$ 20.44
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2005	\$ 95.21

CAF 13-64: April 2013 Tax Releases & Refunds: 10 June 2013 Council Meeting

April 2013 Tax Releases			
Name	Reason	Tax Year	Amount
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2006	\$ 7.24
Crews, William Thomas	Taxes Lost to Foreclosure	2006	\$ 20.44
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2006	\$ 15.21
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2007	\$ 7.24
Crews, William Thomas	Taxes Lost to Foreclosure	2007	\$ 20.44
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2007	\$ 15.21
Evans, Correll G Est	Taxes Lost to Foreclosure	2007	\$ 21.78
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2008	\$ 7.91
Crews, William Thomas	Taxes Lost to Foreclosure	2008	\$ 22.43
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2008	\$ 18.65
Evans, Correll G Est	Taxes Lost to Foreclosure	2008	\$ 32.21
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2009	\$ 8.19
Crews, William Thomas	Taxes Lost to Foreclosure	2009	\$ 23.22
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2009	\$ 19.31
Evans, Correll G Est	Taxes Lost to Foreclosure	2009	\$ 33.35
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2010	\$ 8.19
Crews, William Thomas	Taxes Lost to Foreclosure	2010	\$ 23.22
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2010	\$ 19.31
Evans, Correll G Est	Taxes Lost to Foreclosure	2010	\$ 33.35
Allen, Jerry W	Pro-Rate	2011	\$ (34.78)
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2011	\$ 8.21
Crews, William Thomas	Taxes Lost to Foreclosure	2011	\$ 23.21
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2011	\$ 19.28
Evans, Correll G Est	Taxes Lost to Foreclosure	2011	\$ 33.35
Sneed, Mary	Pers. Prop.Billed in Error	2011	\$ 34.78
Branch Exterminating	Pers. Prop.Billed in Error	2012	\$ 1,524.49
Carter, A T Est & Clark J W	Taxes Lost to Foreclosure	2012	\$ 8.21
Crews, William Thomas	Taxes Lost to Foreclosure	2012	\$ 23.21
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2012	\$ 19.28
Evans, Correll G Est	Taxes Lost to Foreclosure	2012	\$ 33.35
Nevils, Ralph T III	Pers. Prop.Billed in Error	2012	\$ 16.09
Pena, Amada Morales	Double Billed	2012	\$ 31.62
Redevelopment Commission	Government	2012	\$ 1,173.49
Sneed, Mary	Pers. Prop.Billed in Error	2012	\$ 31.62
Vance County Pupil Transp.	Government	2012	\$ 64.17
Wheeler, Henry Lee Jr.	Pers. Prop.Billed in Error	2012	\$ 31.36
Total R&P Prop. Releases			\$ 3,754.49

April 2013 Tax Releases			
Name	Reason	Tax Year	Amount
Real & Personal Property			
Refunds			
Rogers, John C	Real Prop. Billed in Error	2008	\$ 161.65
Rogers, John C	Real Prop. Billed in Error	2009	\$ 167.37
Rogers, John C	Real Prop. Billed in Error	2010	\$ 167.37
Rogers, John C	Real Prop. Billed in Error	2011	\$ 167.38
Rogers, John C	Real Prop. Billed in Error	2012	\$ 167.38
Total R&P Prop. Refunds			\$ 831.15
Total R&P Prop. Rel. & Refunds			\$ 4,585.64
Registered Vehicle Releases			
Allen, James Wesley Jr.	Pro-Rate	2011	\$ 1.51
Person, Torrey Terrence	Pro-Rate	2011	\$ 3.47
Wilson, Jacquetta Marie	Pro-Rate	2011	\$ 11.85
Belgrave, Gerard John	Correct Value	2012	\$ 15.97
Bryant, Alice Faye	Pro-Rate	2012	\$ 2.21
Canfield, Joseph Robert	Correct	2012	\$ 6.57
Dickerson, Linwood Ray	Pro-Rate	2012	\$ 5.79
Dunston, Makecia Rachelle	Pro-Rate	2012	\$ 1.89
ETC of Henderson, Inc.	Correct Value	2012	\$ 12.12
Faulkner, Roy Hurst	Pro-Rate	2012	\$ 0.15
Fields, Beatrice Helen	Pro-Rate	2012	\$ 24.46
Green-Bello Carolyne	Pro-Rate	2012	\$ 13.89
Hanks, Sandra Nelson	Pro-Rate	2012	\$ 27.65
Henderson Family YWCA	Charitable All O	2012	\$ 109.45
James, Thomas Paul	Correct Value	2012	\$ 6.14
Kerr Area Transportation Auth	Charitable All O	2012	\$ 390.25
Lemay Tashon Nakia	Pro-Rate	2012	\$ 7.15
Marrow, Chiquita Marie	Pro-Rate	2012	\$ 7.26
Morgan, William Joshua	Correct Value	2012	\$ 94.17
Person, Torrey Terrence	Pro-Rate	2012	\$ 18.02
Pettaway, Bryan Oneal	Military Non Resident	2012	\$ 144.78
Soto, Irma Santiago	Correct Situs	2012	\$ 30.83
Teeter, Charles Lavette, Jr.	Transfer Out	2012	\$ 108.32
Tillman, Richard Gary	Pro-Rate	2012	\$ 65.81
Townes, Vernon Lee	Transfer Out	2012	\$ 130.33

April 2013 Tax Releases			
Name	Reason	Tax Ye:	Amount
Troutman, William Marlin	Transfer Out	2012	\$ 72.54
Vallejo, Joel Gerrado	Pro-Rate	2012	\$ 6.55
Vann, Michael Dale	Correct Value	2012	\$ 115.53
Variety Wholesale Inc.	Pro-Rate	2012	\$ 161.14
Walton, Charles Edward	Correct Situs	2012	\$ 153.73
Yarborough, Martin Antonio	Pro-Rate	2012	\$ 2.55
Total Releases			\$ 1,752.08
Registered Vehicle			
Refunds			
Eaton, Jonah Marshall	Pro-Rate	2012	\$ 9.13
Hargrove, Darrica Jean	Pro-Rate	2012	\$ 15.64
Hargrove, John III	Pro-Rate	2012	\$ 2.94
Holt, Karen Edwards	Pro-Rate	2012	\$ 1.40
Jefferson, Tiffany	Pro-Rate	2012	\$ 8.88
M R Williams	Pro-Rate	2012	\$ 66.50
Neal, Demarcus Jerron	Pro-Rate	2012	\$ 17.76
Townes, Lawanda Renee	Reg. Veh. Billed In Error	2012	\$ 92.19
Vallejo, Joel Gerrado	Pro-Rate	2012	\$ 6.74
Vick, Frederick Earl J.	Pro-Rate	2012	\$ 3.64
Wardrett, Brenda Faye	Pro-Rate	2012	\$ 15.28
West, Kristen Leigh	Pro-Rate	2012	\$ 7.92
Williams, Alfreda	Pro-Rate	2012	\$ 11.56
Total Reg Veh Refunds			\$ 259.58
Total Reg Veh Releases			
& Refunds			\$ 2,011.66
Total All Releases & Refunds			\$ 6,597.30



Office of the City Manager

134 Rose Avenue, P. O. Box 1434, Henderson, NC 27536

Phone 252.430.5701 : Fax 252.492.7935 : E-mail rgriffin@ci.henderson.nc.us

www.ci.henderson.nc.us

28 May 2013

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

FR: Ray Griffin, City Manager

RE: School Superintendent's Request: Aycock Center

Ladies and Gentlemen:

Councilmember Coffey requested discussion on this matter at the 13 May 2013 business meeting. Subsequent to discussion, I advised a report would be prepared for the 10 June meeting.

Recreation Director Gill has prepared a detailed packet of correspondence and information relative this matter. (*See Attachment No. 1*) Thus far, the requested list of school system employees has not been submitted to Mr. Gill. School system employees are considered State employees and not County employees.

If Council would like to grant school system employees free access to the Aycock Center, a simple motion to that effect and majority approval of the Council is all that is needed.

Enclosure

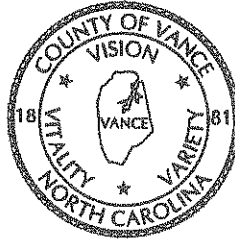
1. Information Packet Prepared by Mr. Gill

#1

Vance County Board of Commissioners
Vance County Administration Building
122 Young Street, Suite B
Henderson, N.C. 27536

Jerry L. Ayscue
County Manager

Telephone (252) 738-2001
Fax (252) 738-2039



Kelly H. Grissom
Clerk to Board

Telephone (252) 738-2001

June 3, 2013

Mayor James D. "Pete" O'Geary
City of Henderson
P.O. Box 1434
Henderson, NC 27536

Re: Use of Aycock Recreation Complex by School Employees

Dear Mayor O'Geary:

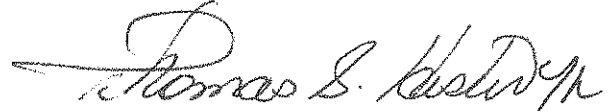
As previously expressed in letters of January 20, 2012 and January 8, 2013, I would like to emphasize the support of the Vance County Board of Commissioners for the Public School System's request for its employees to have complimentary use of the Aycock Recreation Complex. This is the same consideration provided by the Recreation Department to City and County employees.

The Aycock Recreation Complex was developed through a successful partnership of the City, County, and Schools. The facility was constructed on Schools property.

If there is concern regarding the request, it may be appropriate to consider a trial period of at least twelve (12) months and closely monitor the situation. The timing is such that this arrangement could conceivably help as a valuable recruiting tool for new teachers for the upcoming school year.

Your consideration of the Schools' request is greatly appreciated. It is an honor to work with you to improve our community.

Sincerely,

A handwritten signature in cursive script, reading "Thomas S. Hester, Jr.", written in dark ink.

Thomas S. Hester, Jr., Chairman
Board of County Commissioners

c: Vance County Board of Commissioners
Henderson City Council
Mr. Ray Griffin, City Manager
Mr. Alan Gill, Recreation Director
Mr. Ron Gregory, Schools Superintendent

VANCE COUNTY SCHOOLS

OFFICE OF THE SUPERINTENDENT

January 17, 2012

Alan Gill, Director
Henderson-Vance Parks and Recreation Department
307 Carey Chapel Church Road
Henderson, NC 27537

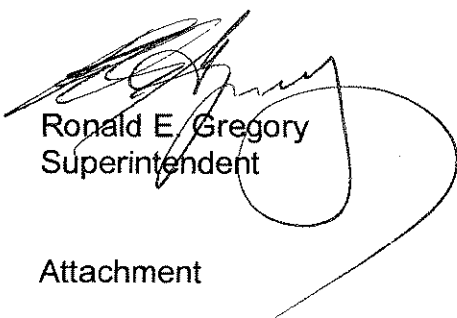
Dear Mr. Gill:

Just wanted to share the use schedules for Henderson Middle School and Eaton Johnson Middle School by your Recreation Department.

Please keep in mind that our heat setting is 68°, and we absorb all costs associated with the gyms used by the Recreation Department. I am aware that we use the Recreation Department's pool for swim meets (NVHS/SVHS) and swim lessons at certain grade levels. However, I can understand Mr. Woods' concern and others about having to pay to use the inside walking track as Vance County School employees. Let's work together for the good of the School System and the Recreation Department, and the good of the City of Henderson and the County of Vance to foster what's best for ALL.

If we could offer the same package for the school system employees as we offer for the employees of the city and county, we could use this to recruit and retain school system employees.

Sincerely,



Ronald E. Gregory
Superintendent

Attachment

c: Pete O'Geary, Mayor, City of Henderson
Ray Griffin, Manager, City of Henderson
Jerry Ayscue, Manager, County of Vance
Steve Stanton, Finance Officer, County of Vance
Gloria J. White, School Board Chair
Claiborne Woods, Director of Facilities



#1

*Henderson - Vance County
Recreation & Parks Department
P.O. Box 1556
307 Carey Chapel Rd.
Henderson, NC 27536*



~~~~~  
*Alan Gill, Recreation & Parks Director*

**RECEIVED**  
Cmo  
MAY 24 2013

To: Ray Griffin, City Manager

From: Alan Gill, Recreation/Parks Director *AG*

BY: *PS*

Date: May 23, 2013

Subject: Information Relating to the Request by Vance County School  
Superintendent for School Staff to Access Aycock Recreation Center

Listed below and attached is the information relating to the request by Ronald Gregory, Vance County School Superintendent, for Vance County School staff to have free usage/access to the facilities at the Aycock Recreation Center.

- |                   |                                                                                                                                                                                                                                                                                                                                            |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 17, 2012  | The original letter of request from the School Supt. received on Jan. 23, 2012                                                                                                                                                                                                                                                             |
| January 20, 2012  | Letter of support received from Vance County Manager indicating support of the School Supt.'s request. Note: This request was discussed at the annual County Planning retreat held on Jan. 19, 2012.                                                                                                                                       |
| February 2012     | City Manager and Recreation Director met briefly to discuss the request, Recreation Director was asked to write up additional details for the City Manager to review                                                                                                                                                                       |
| February 23, 2012 | Memo sent to City Manager by Recreation Director providing additional details about the school and recreation usage of facilities, along with a recommendation on the School Supt. request. Note: at this point neither the City Manager nor Recreation Director had been personally contacted by the School Supt. to discuss the request. |
| December 6, 2012  | The second letter of request by School Supt. received on Dec. 10, 2012. Note: the letter was not copied to the Mayor, City Council, or City Manager as the managing entity.                                                                                                                                                                |
| December 11, 2012 | City Manager and Recreation Director met to discuss the 2 <sup>nd</sup> letter of request. City Manager directed that a letter of response be sent including a request for listing of eligible school staff for Recreation staff to compare                                                                                                |

against current users of Aycock Recreation Center to determine the potential financial impact, and to advise the School Supt. that as the lead managing/operating entity the City Manager should be copied on all correspondence.

- December 13, 2012 Henderson-Vance Recreation and Park Commission discussed the letter of request from the School Supt. dated Dec. 6, 2012, and voted to support the School Supt.'s request for staff to have access to the Aycock Recreation Center under the same arrangements that City and County staff have.
- December 17, 2012 Letter from Recreation Director to School Supt. mailed.
- January 8, 2013 Letter from Tommy Hester, Chair of the Vance County Board of Commissioners, sent to Mayor O'Geary informing him of the Board of Commissioners support of the request by the School Supt.
- May 13, 2013 Councilwoman Coffey added the School Supt's request to the City Council meeting agenda and asked for a status report at a future meeting
- May 15, 2013 City Manager met with Recreation Director to request a report on the School Supt's request. Note: to date neither the City Manager nor the Recreation Director has been personally contacted by the School Supt. to discuss the request, nor has the School Supt. provided the information requested in the Dec. 17, 2012 letter from the Recreation Director.

Other Relevant Information:

- There are approximately 1090 Vance County School system employees

City/County Utilization

|        | <u>Currently<br/>Registered</u> | <u>2012<br/>Visits</u> | <u>2013<br/>Visits YTD</u> |
|--------|---------------------------------|------------------------|----------------------------|
| City   | 22                              | 50                     | 12                         |
| County | 48                              | 93                     | 48                         |

Revenue impacts from City/County usage:

2012: 143 visits X \$5.00 daily usage rate = \$715.00

2013 Y-T-D: 60 visits X \$5.00 daily usage rate = \$300.00

*Phone: (252) 431-6093 Fax: (252) 438-2786 Email: [agill@ci.henderson.nc.us](mailto:agill@ci.henderson.nc.us)*



*Henderson - Vance County  
Recreation & Parks Department  
P.O. Box 1556  
307 Carey Chapel Rd.  
Henderson, NC 27536*



~~~~~  
Alan Gill, Recreation & Parks Director

To: Ray Griffin, City Manager

From: Alan Gill, Recreation/Parks Director *AG*

Date: February 23, 2012

Subject: Request from Vance County School Supt. Gregory

In response to the request from Ron Gregory, Vance County Schools Superintendent, regarding access to the Aycock Recreation Center for Vance County School employees:

1. The schedule of gym utilization included with Mr. Gregory's request is based on our original request for gym time submitted prior to the start of our Youth Basketball program, not on the actual usage by our program. Not all the days we originally requested were used, based on our final registrations and game schedules, and also based on school holidays/inclement weather days/school events in the gyms where we were not able to use the gyms.
2. Attached for information purposes is the actual gym schedule detailing usage at all facilities including the school gyms. The schedule of usage at Henderson Middle School is accurate for the Weed/Seed Group Sports Program that was conducted there.
3. Based on our calendars of usage, the Vance County School system used the indoor pool at Aycock Recreation Center for a total of 250 hours for the two high school swim team's practices and meets, plus the school classes that came and utilized the pool during the school day. This is in addition to the various school group meetings and AP testing sessions held in Multi-Purpose Room, the PE classes that utilized the gym, all the games/practices of Middle School softball and baseball teams that used the ballfields at Aycock Recreation Complex, and the two high school tennis teams that held practices and matches at Fox Pond Park.
4. Former Supt. Shearin reviewed the joint usage agreement in place between the Vance County Schools and the Henderson-Vance Recreation and Parks Dept. and concluded that both parties are benefitting equally from the shared use of facilities and that the agreement is working as intended. I continue to agree with this assessment.
5. The Recreation/Parks Dept. is currently offering use of the Aycock Recreation Center to City of Henderson and Vance County employees on a complimentary basis as a benefit to help encourage employees to increase their fitness efforts, with the intended benefit of

positively impacting the insurance premiums. A review of this usage, from July – December, 2011 indicates 32 visits by City employees and 52 visits by County employees. If this rate of usage is similar to what we could expect from Vance County School staff, we will not have any problems accommodating their usage.

6. The Vance County Board of Commissioners is already on record as supporting this request, see attached from County Manager Jerry Ayscue:

After review, I would recommend that the request by Mr. Gregory for Vance County School Employees to use the Aycock Recreation Center on the same basis as City/County Employees be granted, of course subject to the same stipulations in place for City/County employees. These would include: the HR office providing us with a list of eligible employees, that is updated monthly to reflect new hires and separations that our staff will need in order to make ID Cards, complimentary usage for the employee only with family usage being at an additional cost, and use of facilities being based on program and rental schedules in place (example: pool would not be available for lap swimming during a school swim meet).

Let me know if you need any additional information.

Vance County Board of Commissioners
Vance County Administration Building
122 Young Street, Suite B
Henderson, N.C. 27536



Jerry L. Ayscue
County Manager

Telephone (252) 738-2001
Fax (252) 738-2039

Kelly H. Grissom
Clerk to Board

Telephone (252) 738-2001

January 20, 2012

Mr. Alan Gill, Director
Henderson-Vance Recreation Department
307 Carey Chapel Church Road
Henderson, NC 27537

Re: **Support of Schools' Request**

Alan

Dear Mr. Gill:

At the direction of our County Commissioners, I am respectfully requesting your favorable consideration of the January 17th letter from Vance County Schools Superintendent Ron Gregory regarding use of the inside walking track at the Aycock Recreation Center at no cost to Schools employees. This service would mirror the same consideration provided by the Recreation Department to City and County employees. (And I might add, such an arrangement has been extremely well received and greatly appreciated by County employees.)

As you are aware, the Aycock Recreation Complex was developed and built on Vance County Schools property. The Schools System was a critical partner in that important project and I do believe it is appropriate to extend the use of the facility to their employees at no cost to them.

Thank you in advance for considering the Schools' request. I believe it will only serve to enhance to successful working relationship between the Recreation Department and the Schools.

Sincerely,

Jerry L. Ayscue
County Manager

c: Mr. A. Ray Griffin, City Manager
Mr. Ronald E. Gregory, Superintendent
Vance County Board of Commissioners

RECEIVED
12-10-12

VANCE COUNTY SCHOOLS

OFFICE OF THE SUPERINTENDENT

December 6, 2012

Alan Gill, Director
Henderson-Vance Parks and Recreation Department
307 Carey Chapel Church Road
Henderson, NC 27537

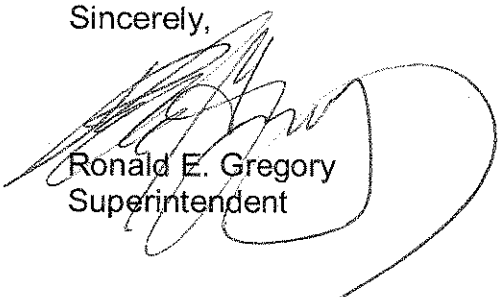
Dear Mr. Gill:

I cannot understand why Vance County Schools' employees are not afforded the same opportunities at the Recreation Department that other city/county employees are afforded.

Aycock Recreation Center is on property owned by Vance County Schools and from the beginning, the Rec. Players have used E. M. Rollins Auditorium and our gyms are used for recreational activities by your department.

Please explain. I am constantly asked why, and I do not have an answer. Help!

Sincerely,



Ronald E. Gregory
Superintendent

c: Gloria J. White, Chair, Board of Education
Jerry Ayscue, Manager, County of Vance
Members of the Vance County Board of Commissioners
Members of the Recreation and Parks Commission

**Henderson/Vance
Recreation and Parks Commission**

*** Minutes *
December 13, 2012
Aycock Recreation Center**

Present

Randy Oxendine, Chair
Melissa Jones
Kevin Boone, VC
Shane Jenkins
Jay Andrews
Daniel Young, Sr.
Ed Wilson

Absent

Scott Fuller
George Watkins
Vernon Brown
Melvin Gray

Staff

Alan Gill
Gene King
Julie Allred
Lauren Harris
Steve Osborne
Crystal Allen

Randy Oxendine, Chairperson, called the meeting to order.

Minutes from October were approved as mailed.
(No meeting in November)

New Business:

Alan Gill distributed copies of the Capital Improvement Plan recently submitted to the City Manager. The Manager is developing a city-wide Capital Improvement Plan at the request of the City Council. Included in the Recreation / Aycock plan were details for renovation and improvements to all the Department's parks and facilities. Also included was a funding request to complete a Greenway Master Plan and a System-Wide comprehensive plan for the Department.

Program Up-Dates:

Steve Osborne stated that Youth Basketball teams are currently practicing. Games will begin on Jan. 5, 2013. The Girls Midget group will be playing in with the Oxford Recreation Department's program.

Julie Allred mentioned plans for the Special Olympics Polar Plunge fundraiser to be held on February 9, 2013 at Satterwhite Point.

Julie also discussed tentative plans for a Henderson Rec. Players fundraiser production on February 15-17, 2013. The plan is for this production to be a fundraiser for the equipment needed for the Rec Players program. More details will be coming once contracts are signed and returned.

Crystal Allen said the Milk and Cookies with Santa event was held at the Aycock Rec. Center on December 8, with about 200 youth attending.

Lauren Newlin mentioned that the Save Our Kids Water Safety Program had started. Carver Elementary School is the first group to participate in the program, which will be held on Tuesday and Thursday through December 20. The program has been well received by the students at this point.

Alan Gill discussed the NC Lakes District Bike Plan being developed by the Region K COG. The COG has received a 2 year planning grant, has hired a planner, and is working on developing a regional bike plan. Once completed, the COG can then use the plan to seek grants to develop and influence the plan. Vance County is being represented at the Steering Committee by Alan, Nancy Wilson, Jim Goodwin, Bryce Fleming and Jordan McMillan at this point.

Randy Oxendine discussed the need for the Commission to develop short and long range plans. He stressed that these plans need to include estimated costs and funding sources in order for the Commission to fully assess individual plans. Commissioners were asked to fill out a planning form distributed by Randy and to leave these forms with him at the close of the meeting. These will be compiled and reviewed at a later meeting.

Old Business:

The Four Rivers RC&D has submitted close out documents for the Phase I Recreational Trail Grant. The Four Rivers RC&D has submitted a pre-application for funds to complete the trail work identified as Phase II, which will complete the trail and bridge work around the pond.

The tennis court re-surfacing work on courts 3-6 is complete and the courts are back in use. Also the Eagle Scout project by Sam Long, to paint the fences on these courts, has been completed as well.

Other Business:

Randy Oxendine, Chair, opened a discussion on the recent letter received from Ronald Gregory, School Superintendent, and his request to allow school staff no-charge access to the Center. Commissioners reviewed Mr. Gregory's letter. Randy noted that Mr. Gregory submitted the school's usage of recreation facilities. Alan Gill stated that Dr. Shearin, prior to retiring as Superintendent, had conducted a review of joint usage of facilities by both parties and concluded that both parties are equally benefiting from the joint usage policy.

After future discussion on the potential impact of granting school staff access, Kevin Boone made motion that the Recreation Commission go on record to support the request by Superintendent Gregory for school staff to be granted access to the Aycock Recreation Center. Alan Gill noted that in conversation with Commissioner Vernon Brown, that had he been at the meeting, he would make a similar motion and wanted his support for the request relayed to the Commission. Commissioner Ed Wilson seconded the motion, which passed by unanimous vote.

There being no further business, the meeting was adjourned.

NOTE: The next meeting will be held at noon on Thursday January 10, 2013 in the MPR at Aycock Recreation Center.



*Henderson - Vance County
Recreation & Parks Department
P.O. Box 1556
307 Carey Chapel Rd.
Henderson, NC 27536*



~~~~~  
*Alan Gill, Recreation & Parks Director*

December 17, 2012

Ronald E. Gregory, Superintendent  
Vance County Schools  
1724 Graham Ave.  
P. O. Box 7001  
Henderson, NC 27536

Dear Mr. Gregory,

I am in receipt of your request for Vance County School system staff to be allowed usage at the Aycock Recreation Center on a no cost basis.

I plan to have your request reviewed at the next Recreation Commission meeting and make a recommendation to the Henderson City Council at a subsequent meeting.

In order to help facilitate review of your request for school system employees to have free access to the Aycock Recreation Center I am asking for a listing of eligible school system employees. We need to cross check your school system employees against our database of current Center users to help determine the potential revenue impact on the Center's budget. It would also be helpful if you could identify whether school staff live within the Henderson city limits, Vance County limits, or outside Vance County.

As you are aware, the City of Henderson and Vance County share in funding the budget for the Recreation Department and the Aycock Recreation Center. The decision to allow employees of both governing bodies to access the facilities at the Center is based on this financial support of the operation. The Vance County School system did agree to the long term lease agreement needed to locate the Center on school property, but does not provide any funding support for the operation of the Center.

I am reminded that while Dr. Shearin was Superintendent of Vance County School he conducted a review of the Joint Usage Policy in place between the Henderson-Vance Recreation and Parks

Department and the Vance County Schools. As you are aware, this policy allows for the shared usage of facilities that may be needed by either party for program usage. Dr. Shearin found that both parties were equally benefiting from the agreement. I concurred with his assessment at the time and still do. The Schools have heavy usage by the high school athletic program of the tennis courts at Fox Pond (which the Department recently spent over \$16,000 for court resurfacing) and also the indoor pool at the Aycock Recreation Center which is heated, treated, and staffed by the Recreation Department. We also work with a number of individual schools to schedule access to the indoor pool at the Aycock Recreation Center on a frequent basis, including the 2<sup>nd</sup> grade classes at the elementary schools for the Save Our Kids program that we are conducting in conjunction with the Henderson Family YMCA. In addition, both Henderson Middle School and Eaton-Johnson Middle School utilize the ball fields at Aycock Recreation Complex for games and practices, with the Recreation Department providing maintenance and preparation of the fields for the school teams as well as providing restroom facilities for them. Such usage is well established and provided to the Vance County Schools at no cost to the school system.

As a point of order, the Henderson-Vance Recreation and Parks Department, while jointly funded by the City of Henderson and Vance County, is administratively operated by the City of Henderson. As such please be sure to copy Mr. Ray Griffin, Henderson City Manager in any further correspondence such as your facility access request.

I will be in touch with you as your request is reviewed and processed for consideration.

Sincerely,

Alan Gill  
Recreation/Parks Director

C: Mr. Ray Griffin, Henderson City Manager  
Mr. Jerry Ayscue, Vance County Manager  
Mrs. Gloria J. White, Chair, Board of Education  
Members of the Recreation/Parks Commission

*Phone: (252) 431-6093 Fax: (252) 438-2786 Email: [agill@ci.henderson.nc.us](mailto:agill@ci.henderson.nc.us)*

**Griffin, Ray**

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**To:** Gregory, Ronald  
**Subject:** RE: Letter to Alan Gill

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**From:** Gregory, Ronald [<mailto:rgregory@vcs.k12.nc.us>]  
**Sent:** Friday, January 04, 2013 3:34 PM  
**To:** Griffin, Ray; 'pogreary@ci.henderson.nc.us'  
**Subject:** Letter to Alan Gill

Attached is a copy of a letter I sent to Alan Gill. Sorry that I did not copy you the first time.

Ronald E. Gregory  
Superintendent  
Vance County Schools  
252-492-2127

RECEIVED  
1-11-13  
AL

Vance County Board of Commissioners  
Vance County Administration Building  
122 Young Street, Suite B  
Henderson, N.C. 27536



Jerry L. Ayscue  
County Manager

Telephone (252) 738-2001  
Fax (252) 738-2039

Kelly H. Grissom  
Clerk to Board

Telephone (252) 738-2001

January 8, 2013

Mayor James D. "Pete" O'Geary  
City of Henderson  
P.O. Box 1434  
Henderson, NC 27536

**Re: Use of Aycock Recreation Complex by School Employees**

Dear Mayor O'Geary:

Please be informed that the Vance County Board of Commissioners supports the Public School System's request for its employees to have complimentary use of the Aycock Recreation Center. This is the same courtesy as extended to City and County employees.

Your kind consideration of the request by the Schools is greatly appreciated. If you have questions, please free to call me. As always, it is a pleasure to work with you to improve Henderson and Vance County.

Sincerely,

Thomas S. Hester, Jr., Chairman  
Board of County Commissioners

c: Vance County Board of Commissioners  
Mr. Alan Gill, Recreation Director  
Mr. Ron Gregory, Schools Superintendent

**Henderson/Vance  
Recreation and Parks Commission**

**\* Minutes \*  
January 10, 2013  
Aycock Recreation Center**

**Present**

Randy Oxendine, Chair  
Kevin Boone, VC  
Jay Andrews  
Ed Wilson  
Melvin Gray  
George Watkins  
Vernon Brown

**Absent**

Scott Fuller  
Melissa Jones  
Daniel Young, Sr.  
Shane Jenkins

**Staff**

Alan Gill  
Gene King  
Julie Allred  
Lauren Harris  
Steve Osborne  
Crystal Allen  
Tony McGhee

Randy Oxendine, Chairperson, called the meeting to order.

Minutes from December were approved as mailed.

**New Business:**

At the December meeting, Randy discussed long/short range goals for the Rec. Commission and asked all the members that were present to submit an activity/program that they would like to have at the Rec. Dept. Below is a list of activities/programs that the Rec. Commission decided on:

1. Buddy Ball-physical/developmental handicapped
2. Pre-school programs-Tiny Chef, Tiny Sport, Tiny Art (3-5 yrs. old)
3. Soccer Fields
4. Fall Baseball (ages 8-12)
5. Spring games for Special Olympics
6. Flag Football (ages 6-9)
7. Water Polo League (ages 10-adult)
8. Lacrosse sport (boys/girls age 7-12)
9. Tennis activity for adults-retired

Alan Gill discussed briefly some of the items that the Rec. Dept. has included in the 2013-14 Budget, such as opening the center more hours, end of season tournaments, flag football, and adult basketball.

Alan Gill discussed BCD&E Concession vendor. Donald Sanford had submitted some points of discussion for the Recreation Commission to review regarding changes to his services for the Rec. Dept. Mr. Sanford expressed his enjoyment in working with the concession stand; however, there are some issues that he wanted to address. After Mr. Sanford handed out a flier with suggested changes, the Rec. Commission discussed them and Randy Oxendine informed Mr. Sanford that a committee would be formed, the items discussed and he would be notified of the Rec. Commission's decision.

### Old Business:

Lauren Newlin said that the Save Our Kids water safety program had a successful 1<sup>st</sup> session. E.O Young was the first school with 45 kids participating. The 2<sup>nd</sup> group will be from Aycock Elementary with 90 kids (broken up into 2 groups). There are 6 sessions left.

At the December meeting, Alan Gill discussed a letter that Mr. Gregory had submitted requesting free usage for all school staff at the Aycock Rec. Center. After meeting with the City Manager, it was suggested that more information was needed on the employees, and having asked Mr. Gregory for this information, it has yet to be received.

Julie Allred spoke about the Polar Plunge at Kerr Lake on Sat. Feb. 9<sup>th</sup>. Registration is \$30, at this time participants are needed. This fundraiser will be for the Special Olympics.

Henderson Rec. Players will be putting on a production titled "The Last Five Years" for a Valentine's Day special. The production will be held on Feb. 15, 16, and 17, at the Church of Holy Innocents. This is a dinner theatre event and the cost of tickets will be \$35 for Friday and Saturday. No dinner will be served on Sunday and the ticket price will be \$12.

There being no further business, the meeting was adjourned.

**NOTE:** The next meeting will be held at noon on Thursday February 14, 2013 in the MPR at Aycock Recreation Center.

Side Note: Hilda Delbridge was appointed to the Recreation Commission by the City Council at the January City Council meeting.

**Henderson/Vance  
Recreation and Parks Commission**

**\* Minutes \*  
February 12, 2013  
Aycock Recreation Center**

**Present**

Randy Oxendine, Chair  
Jay Andrews  
Ed Wilson  
Melvin Gray  
George Watkins  
Vernon Brown  
Melissa Catlett  
Daniel Young, Sr.  
Shane Jenkins  
Hilda Delbridge

**Absent**

Scott Fuller  
Kevin Boone, VC

**Staff**

Gene King  
Julie Allred  
Lauren Harris  
Steve Osborne  
Crystal Allen  
Tony McGhee  
Pam Stevenson

Randy Oxendine, Chairperson, called the meeting to order.

Minutes from January were approved as mailed, with one correction. Randy pointed out that Carver Elementary School was the first school to participate in the Water Safety Program. The minutes read E.O. Young Elementary School was the first.

**New Business:**

Hilda Delbridge was introduced as the newest member of the Commission. Hilda has taught sports for the past 45 years in the public and private sector. She has taught PE, coached tennis, basketball and softball and feels she would be an advocate for all ages on recreational needs for Vance County.

**Program Updates:**

Special Olympics - a Polar Plunge fundraiser took place on Sat. Feb. 9<sup>th</sup> at Kerr Lake. Even with the water temperature being only 44 degrees, 47 participants jumped into the lake. A total of \$4,800 was raised, making it a great success for the first year. The Daily Dispatch did a good job at getting the information out and taking pictures at the event. With this success, there are plans to have another Polar Plunge next year.

The Henderson Rec. Players - Valentine production of "The Last Five Years" will be presented on Feb. 15-17 at the Church of Holy Innocents. Friday and Saturday nights will include dinner and the show for a ticket price of \$35. Only the show will be featured on Sunday, for a price of \$12.

Save Our Kids Water Safety Program - E.O. Young Elementary has finished their session and now Pinkston Street kids are participating. The next school will be Aycock and then Clarke Street. Because of the number of kids with these two schools, the kids will be divided into two groups for the program.

Annual Easter Egg Hunt - will be held on Saturday March 23, at the Aycock Rec. Center from 10am – 12pm. Kids will be divided into groups according to their ages to hunt for eggs. Character Antics will be providing an Easter Bunny, 18ft dry slide and a bounce house for the kids' enjoyment.

Basketball is in its final stages for the season; the end of season tournament will be held on Sat. March 2<sup>nd</sup>.

Baseball registration will begin on Monday March 4<sup>th</sup> and continue for 2 weeks.

Jay Andrews said that the Aycock Rec. Center hosted the Vance Charter games and he received a lot of good comments and e-mails about the facility.

Hilda Delbridge told the commission that she will be able to volunteer her time for the months of June, July and August in hope of starting some tennis camps for kids 12-14 yrs. old. The only expense to the child would be buying their own racket. The camps would be a week long with hours being M-Th. 8:30-10 am or 9-10:30 am. Another option would be every Monday for 6 weeks.

Master Plan Committee - Randy Oxendine stated a committee had been formed to help promote this plan in hopes of getting grants / funds for the Rec. Dept. The committee consists of the following:

- Col. Taylor, Commissioner for District 2
- Alan Gill, Director of Parks and Recreation Dept.
- Randy Oxendine, Chairperson
- George Watkins
- Vernon Brown
- Melissa Catlett

### **Old Business:**

The Long / Short Range Goals list was passed out to the Commissioners and everything on the list, except Soccer and Lacrosse, has been requested in the 2013-2014 budget request. Steve Osborne is checking into the cost of some of the programs in order to achieve a more accurate amount; however, the budget will impact the outcome of these requested programs.

BCD&E Concession vendor – a committee was formed to discuss Donald Sanford's proposal for changes in his contract / services. The committee consisted of the following member of the commission

- Randy Oxendine, Chairperson
- Kevin Boone, VC
- Alan Gill, Director of the Recreation and Parks Dept.
- Jay Andrews
- Melvin Gray
- Scott Fuller

Decisions discussed by the committee are listed below:

1. Food - no outside food / drinks will be allowed at the ballgames
2. Prices - will not raise prices of food
3. Field usage – scheduling will be worked out with Steve Osborne, Athletic Dir.
4. Security- no budget for this
5. Lights – will stay on longer after games
6. Entry fee- will not be charged
7. Signs – old advertisement signs have been taken down, new ones are in long range plan

These issues will be submitted to BCDE&E Concession for review / revision or approval.

Vance County Schools – Rec. Dept. still has not received from Superintendent Gregory the list of school employees that he wants to have free usage at the Aycock Rec. Center.

There being no further business, the meeting was adjourned.

**NOTE:** The next meeting will be held at noon on Thursday March 14, 2013 in the MPR at Aycock Recreation Center.

**Henderson/Vance  
Recreation and Parks Commission**

**\* Minutes \*  
March 14, 2013  
Aycock Recreation Center**

**Present**

Randy Oxendine, Chair  
Kevin Boone, VC  
Melvin Gray  
Melissa Catlett  
Daniel Young, Sr.  
Shane Jenkins  
Hilda Delbridge  
Scott Fuller  
Jay Andrews

**Absent**

Ed Wilson  
Vernon Brown  
George Watkins

**Staff**

Gene King  
Julie Allred  
Lauren Harris  
Steve Osborne  
Crystal Allen  
Tony McGhee  
Pam Stevenson

Randy Oxendine, Chairperson, called the meeting to order.

Minutes from February were approved as mailed

**New Business:**

Chairman Oxendine called for the next order of business, discussion on the proposed expansion of David St. Park. Alan Gill, Recreation Director, asked if commissioners received the information that was mailed regarding the proposed expansion to David St. Park. He explained that he had been in contact with Corey William, Code Compliance Director, about the 5 lots located on Lamb St. that are adjacent to the David St. Park. Mr. Williams is in the process of having any existing houses remaining on these lots demolished and cleared. Mr. Gill reviewed the boundaries of the 5 lots on the site map, in relation to the David St. Park with the Commission. Mr. Gill explained that the addition would provide for additional green space and play area and there were no specific plans in place at this time for development of the additional property. Mr. Gill explained the process needed to have the lots added to the David St. Park. The Recreation Commission would need to vote to request that the 5 lots be taken off the "For Sale" listed. As the lots are jointly owned by the City and Vance County, with liens in place for back taxes and/or demolition costs, both boards will need to would need to approve pulling the lots from the For Sale list and adding them to David St. Park. Chairman Oxendine asked for a motion to approve the request. Melissa

Cattlet made motion to request the City and Vance County approve that the 5 vacant lots located on Lamb St. be removed from the For Sale list and be added to the David St. Park property. The motion was seconded by Kevin Boone and the Commission voted unanimously to support request. Mr. Gill said he would keep the Commission updated as this item progresses.

#### Program Updates:

Crystal Allen talked about the upcoming Easter egg hunt to be held at the Aycock Rec. Center in Saturday March 23. The event will be hosted for children ages 0-8 yrs. old. Candy and prize filled eggs will be hidden for all age groups. The Easter bunny, a bounce house and slide will be available for entertainment after the hunt.

Julie Allred recapped the Henderson Rec. Players Valentine production of "The Last Five Years". The play was performed for 3 nights at the Church of the Holy Innocents, with a total of 223 people attending. Special thanks go to Medical Arts for donating the revenue needed for the play's royalties. A spread sheet explaining how the funds for the play were distributed was passed out for the commissioners to see. The next Rec. Players production will be "The Sound of Music".

Steve Osborne stated that basketball season has come to an end, with Melvin Gray's team going out undefeated. An end of season tournament was held for the teams.

With signups for baseball/softball registration being held over for 2 weeks, the Rec. Dept. is still receiving late registration forms, making it a successful turnout. This year our softball teams will be playing with Oxford and Warren County's Recreation Departments. Our Babe Ruth Junior League will be playing with Warren County Rec. Dept.

Alan Gill went over the 2012 Annual Program Summary for the Rec Dept. This report summarizes all the activities conducted at the Rec. Center including; youth athletic programs ( this year the 16 yr. olds made it to the World Series) rental totals, community meetings/groups schools (Charter School, VGCC, Northern and Southern High schools, local elementary schools and out of town schools) work- shops, etc.). The summary also itemizes how the Rec. Dept. uses its budget for the year.

Alan Gill passed out a flier with information about a fund raiser for United Way. The event will be a bike ride called "Tour De Vance", and take place on Saturday April 27<sup>th</sup>. Three rides will be offered; 10mi Family, 30mi Farmland and Forest and 60mi Kerr Lake Look. A children's activity will include a Bicycle Rodeo at VGCC. Registration is online at [www.BikeReg.com](http://www.BikeReg.com). Cost will be \$40 for the 30 & 60 mile ride and \$20 for the 10 mile. Activities for children will be on campus at VGCC with costs being \$10 for 6-11 years old and \$5 for 2-5 years old. For information email: [tourdevance@gmail.com](mailto:tourdevance@gmail.com).

Kevin Boone told the commissioner that a longtime volunteer coach for the Rec. Dept.'s ball leagues had passed away. Ray Gardner had coached for over 20 years and volunteered for the Rec. Dept. in all capacities. He had earned the nickname "Mr. Baseball".

**Old Business:**

Daniel Young commented that he had not heard back from the City Council since the night he spoke at the meeting about the tennis courts in the city/county. Randy told him that because he was not there on behalf of or representing the Recreation Commission the City Council would not responded back to the Rec. Commission. Mr. Young would have to follow up with this issue on his own.

Hilda Delbridge stated that Jerry Evans had called her to volunteer his time this summer to help with a summer tennis camp. Hilda had talked about trying to have a tennis camp for kids at a previous meeting. She is willing to volunteer her time to help kids with the game. The only cost to the child would be to purchase the racket.

Vance County Schools – Rec Dept. has not received any information from Superintendent Gregory concerning the list of school employees that he is requesting to have free usage of the Aycock Rec. Center.

There be no further business, the meeting was adjourned.

**NOTE:** The next meeting will be held on Thursday April 11, 2013 at noon in the MPR at Aycock Rec. Center.

[illegible]

[illegible]

| DATE    | TIME  | EJMS               |                       | HMS              |           | Aycock Recreation Center |                                             |        |        | Old Aycock   |           |
|---------|-------|--------------------|-----------------------|------------------|-----------|--------------------------|---------------------------------------------|--------|--------|--------------|-----------|
|         |       | Front Goal         | Back Goal             | Front Goal       | Back Goal | Goal 1                   | Goal 2                                      | Goal 3 | Goal 4 | Front Goal   | Back Goal |
| Sat.    | 9:00  |                    |                       |                  |           |                          | Rec. Center opens at 10:00am                |        |        |              |           |
| Jan. 14 | 10:00 | Boys Pee Wee Game  |                       | Boys Midget Game |           |                          | Co-Rec. Mighty Mite Game                    |        |        | BPW Practice |           |
|         | 11:00 | Boys Pee Wee Game  |                       | Boys Midget Game |           |                          | Co-Rec. Mighty Mite Game                    |        |        | GMD Practice |           |
|         | 12:00 | Girls Pee Wee Game |                       | Boys Midget Game |           |                          | Boys Junior Game                            |        |        |              |           |
|         | 1:00  | Girls Midget Game  |                       |                  |           |                          | Boys Junior Game                            |        |        |              |           |
|         | 2:00  |                    |                       |                  |           |                          |                                             |        |        |              |           |
|         | 3:00  |                    |                       |                  |           |                          |                                             |        |        |              |           |
| Sun.    | 6:00  |                    |                       |                  |           |                          | Rec. center and schools are closed          |        |        |              |           |
| Jan. 15 | 7:00  |                    |                       |                  |           |                          | Rec. center and schools are closed          |        |        |              |           |
|         | 8:00  |                    |                       |                  |           |                          | Rec. center and schools are closed          |        |        |              |           |
| Mon.    | 6:00  |                    |                       |                  |           |                          | No game or practices due to city Holiday    |        |        |              |           |
| Jan. 16 | 7:00  |                    |                       |                  |           |                          | No game or practices due to city Holiday    |        |        |              |           |
|         | 8:00  |                    |                       |                  |           |                          | No game or practices due to city Holiday    |        |        |              |           |
| Tues.   | 6:00  |                    | School team practices |                  |           |                          | Boys Midget Game                            |        |        | BPW Practice |           |
| Jan. 17 | 7:00  | BPW Practice       |                       | BPW Practice     |           |                          | Boys Midget Game                            |        |        | GMD Practice |           |
|         | 8:00  | BPW Practice       |                       | BPW Practice     |           |                          | Boys Midget Game                            |        |        |              |           |
| Wed.    | 6:00  |                    | School team practices |                  |           |                          | M.M. Practice                               |        |        |              |           |
| Jan. 18 | 7:00  | GPW Practice       |                       | GMD Practice     |           |                          | M.M. Practice                               |        |        | BJR Practice |           |
|         | 8:00  | GPW Practice       |                       | GMD Practice     |           |                          | BMD Practice                                |        |        | BJR Practice |           |
| Thurs.  | 6:00  |                    | School team practices |                  |           |                          | Charter school games                        |        |        |              |           |
| Jan. 19 | 7:00  | BMD Practice       |                       | BMD Practice     |           |                          | Girls Midget Game                           |        |        |              |           |
|         | 8:00  | BMD Practice       |                       | BMD Practice     |           |                          | Boys Junior Game                            |        |        |              |           |
| Fri.    | 6:00  |                    |                       |                  |           |                          |                                             |        |        |              |           |
| Jan. 20 | 7:00  |                    |                       |                  |           |                          | Recreation Center is reserved for open play |        |        |              |           |
|         | 8:00  |                    |                       |                  |           |                          |                                             |        |        |              |           |

Closed on Fridays

Recreation Center is reserved for open play

School gyms are not reserved on Fridays

SPECIAL OLYMPICS





| DATE    | TIME  | EJMS                                    |           | HMS              |           | Aycock Recreation Center           |                              |        |        | Old Aycock        |           |
|---------|-------|-----------------------------------------|-----------|------------------|-----------|------------------------------------|------------------------------|--------|--------|-------------------|-----------|
|         |       | Front Goal                              | Back Goal | Front Goal       | Back Goal | Goal 1                             | Goal 2                       | Goal 3 | Goal 4 | Front Goal        | Back Goal |
| Sat.    | 9:00  |                                         |           |                  |           |                                    | Rec. Center opens at 10:00am |        |        |                   |           |
| Feb. 4  | 10:00 | Boys Pee Wee Game                       |           | Boys Midget Game |           |                                    | Co-Rec. Mighty Mite Game     |        |        | BPW Practice      |           |
|         | 11:00 | Boys Pee Wee Game                       |           | Boys Midget Game |           |                                    | Co-Rec. Mighty Mite Game     |        |        | GMD Practice      |           |
|         | 12:00 | Girls Midget Game                       |           | Boys Midget Game |           |                                    | Boys Junior Game             |        |        |                   |           |
|         | 1:00  |                                         |           |                  |           |                                    | Boys Junior Game             |        |        |                   |           |
|         | 2:00  |                                         |           |                  |           |                                    |                              |        |        |                   |           |
|         | 3:00  |                                         |           |                  |           |                                    |                              |        |        |                   |           |
| Sun.    | 6:00  |                                         |           |                  |           | Rec. center and schools are closed |                              |        |        |                   |           |
| Feb. 5  | 7:00  |                                         |           |                  |           | Rec. center and schools are closed |                              |        |        |                   |           |
|         | 8:00  |                                         |           |                  |           | Rec. center and schools are closed |                              |        |        |                   |           |
| Mon.    | 6:00  | School team practices                   |           |                  |           |                                    | Boys Pee Wee Game            |        |        | BMD Practice      |           |
| Feb. 6  | 7:00  |                                         |           | BJR Practice     |           |                                    | Boys Pee Wee Game            |        |        | BMD Practice      |           |
|         | 8:00  |                                         |           | BJR Practice     |           |                                    |                              |        |        |                   |           |
| Tues.   | 6:00  | School team practices                   |           |                  |           |                                    | Charter school games         |        |        | BPW Practice      |           |
| Feb. 7  | 7:00  | Girls Pee Wee Game                      |           | Boys Midget Game |           |                                    | Boys Midget Game             |        |        | BPW Practice      |           |
|         | 8:00  | Girls Pee Wee Game                      |           | Boys Midget Game |           |                                    |                              |        |        | BPW Practice      |           |
| Wed.    | 6:00  | School team practices                   |           |                  |           | M.M. Practice                      | M.M. Practice                |        |        | BPW Practice      |           |
| Feb. 8  | 7:00  | GPW Practice                            |           | GMD Practice     |           | M.M. Practice                      | M.M. Practice                |        |        | BPW Practice      |           |
|         | 8:00  | GPW Practice                            |           | GMD Practice     |           |                                    |                              |        |        |                   |           |
| Thurs.  | 6:00  | School team practices                   |           |                  |           | GMD Practice                       |                              |        |        | SPECIAL OLYMPICS  |           |
| Feb. 9  | 7:00  | BMD Practice                            |           | BMD Practice     |           |                                    | Girls Midget Game            |        |        |                   |           |
|         | 8:00  | BMD Practice                            |           | BMD Practice     |           |                                    | Boys Junior Game             |        |        |                   |           |
| Fri.    | 6:00  | School gyms are not reserved on Fridays |           |                  |           | Vance Granville Game               |                              |        |        | Closed on Fridays |           |
| Feb. 10 | 7:00  |                                         |           |                  |           |                                    |                              |        |        |                   |           |
|         | 8:00  |                                         |           |                  |           |                                    |                              |        |        |                   |           |



| DATE    | TIME  | EJMS                                    |           | HMS              |           | Aycock Recreation Center                    |                          |        |               | Old Aycock        |           |
|---------|-------|-----------------------------------------|-----------|------------------|-----------|---------------------------------------------|--------------------------|--------|---------------|-------------------|-----------|
|         |       | Front Goal                              | Back Goal | Front Goal       | Back Goal | Goal 1                                      | Goal 2                   | Goal 3 | Goal 4        | Front Goal        | Back Goal |
| Sat.    | 9:00  |                                         |           |                  |           |                                             |                          |        |               |                   |           |
| Feb. 18 | 10:00 | Boys Pee Wee Game                       |           | Boys Midget Game |           | Rec. Center opens at 10:00am                |                          |        |               |                   |           |
|         | 11:00 | Boys Pee Wee Game                       |           | Boys Midget Game |           |                                             | Co-Rec. Mighty Mite Game |        |               | BPW Practice      |           |
|         | 12:00 | Girls Pee Wee Game                      |           | Boys Midget Game |           |                                             | Co-Rec. Mighty Mite Game |        |               | GMD Practice      |           |
|         | 1:00  | Girls Midget Game                       |           |                  |           |                                             | Boys Junior Game         |        |               |                   |           |
|         | 2:00  |                                         |           |                  |           |                                             | Boys Junior Game         |        |               |                   |           |
|         | 3:00  |                                         |           |                  |           |                                             |                          |        |               |                   |           |
| Sun.    | 6:00  |                                         |           |                  |           | Rec. center and schools are closed          |                          |        |               |                   |           |
| Feb. 19 | 7:00  |                                         |           |                  |           | Rec. center and schools are closed          |                          |        |               |                   |           |
|         | 8:00  |                                         |           |                  |           | Rec. center and schools are closed          |                          |        |               |                   |           |
| Mon.    | 6:00  | School team practices                   |           |                  |           |                                             | Boys Pee Wee Game        |        |               | BMD Practice      |           |
| Feb. 20 | 7:00  |                                         |           |                  |           |                                             | Boys Pee Wee Game        |        |               | BMD Practice      |           |
|         | 8:00  |                                         |           |                  |           |                                             |                          |        |               |                   |           |
| Tues.   | 6:00  | School team practices                   |           |                  |           |                                             | Boys Midget Game         |        |               | BPW Practice      |           |
| Feb. 21 | 7:00  | BPW Practice                            |           | BPW Practice     |           |                                             | Boys Midget Game         |        |               | GMD Practice      |           |
|         | 8:00  | BPW Practice                            |           | BPW Practice     |           |                                             | Boys Midget Game         |        |               |                   |           |
| Wed.    | 6:00  | School team practices                   |           |                  |           |                                             | Vance Granville Game     |        |               |                   |           |
| Feb. 22 | 7:00  | GPW Practice                            |           | GMD Practice     |           |                                             |                          |        |               | BJR Practice      |           |
|         | 8:00  | GPW Practice                            |           | GMD Practice     |           |                                             |                          |        |               | BJR Practice      |           |
| Thurs.  | 6:00  | School team practices                   |           |                  |           |                                             | M.M. Practice            |        | M.M. Practice | SPECIAL OLYMPICS  |           |
| Feb. 23 | 7:00  | Girls Midget Game                       |           | BMD Practice     |           |                                             | M.M. Practice            |        | M.M. Practice |                   |           |
|         | 8:00  | Boys Junior Game                        |           | BMD Practice     |           |                                             | BMD Practice             |        | BMD Practice  |                   |           |
| Fri.    | 6:00  | School gyms are not reserved on Fridays |           |                  |           | Recreation Center is reserved for open play |                          |        |               | Closed on Fridays |           |
| Feb. 24 | 7:00  |                                         |           |                  |           |                                             |                          |        |               |                   |           |
|         | 8:00  |                                         |           |                  |           |                                             |                          |        |               |                   |           |

| DATE    | TIME  | EJMS              |           | HMS                                     |           | Aycock Recreation Center           |        |                                             |               | Old Aycock        |           |
|---------|-------|-------------------|-----------|-----------------------------------------|-----------|------------------------------------|--------|---------------------------------------------|---------------|-------------------|-----------|
|         |       | Front Goal        | Back Goal | Front Goal                              | Back Goal | Goal 1                             | Goal 2 | Goal 3                                      | Goal 4        | Front Goal        | Back Goal |
| Sat.    | 9:00  |                   |           |                                         |           |                                    |        | Rec. Center opens at 10:00am                |               |                   |           |
| Feb. 25 | 10:00 | Boys Pee Wee Game |           | Boys Midget Game                        |           |                                    |        | Co-Rec. Mighty Mite Game                    |               | BPW Practice      |           |
|         | 11:00 | Boys Pee Wee Game |           | Boys Midget Game                        |           |                                    |        | Co-Rec. Mighty Mite Game                    |               | GMD Practice      |           |
|         | 12:00 | Girls Midget Game |           | Boys Midget Game                        |           |                                    |        |                                             |               |                   |           |
|         | 1:00  |                   |           |                                         |           | Vance Granville Game               |        |                                             |               |                   |           |
|         | 2:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
|         | 3:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
| Sun.    | 6:00  |                   |           |                                         |           | Rec. center and schools are closed |        |                                             |               |                   |           |
| Feb. 26 | 7:00  |                   |           |                                         |           | Rec. center and schools are closed |        |                                             |               |                   |           |
|         | 8:00  |                   |           |                                         |           | Rec. center and schools are closed |        |                                             |               |                   |           |
| Mon.    | 6:00  |                   |           | School team practices                   |           |                                    |        | Boys Pee Wee Game                           |               |                   |           |
| Feb. 27 | 7:00  |                   |           |                                         |           |                                    |        | Boys Pee Wee Game                           |               |                   |           |
|         | 8:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
| Tues.   | 6:00  |                   |           | School team practices                   |           |                                    |        | Charter school games                        |               |                   |           |
| Feb. 28 | 7:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
|         | 8:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
| Wed.    | 6:00  |                   |           | School team practices                   |           |                                    |        | Vance Granville Game                        |               |                   |           |
| Feb. 29 | 7:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
|         | 8:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
| Thurs.  | 6:00  |                   |           | School team practices                   |           |                                    |        | M.M. Practice                               | M.M. Practice | SPECIAL OLYMPICS  |           |
| Mar. 1  | 7:00  |                   |           |                                         |           |                                    |        | M.M. Practice                               | M.M. Practice |                   |           |
|         | 8:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
| Fri.    | 6:00  |                   |           | School gyms are not reserved on Fridays |           |                                    |        | Recreation Center is reserved for open play |               | Closed on Fridays |           |
| Mar. 2  | 7:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |
|         | 8:00  |                   |           |                                         |           |                                    |        |                                             |               |                   |           |

| DATE                                    | TIME  | EJMS       |           | HMS        |           | Aycock Recreation Center                    |        |        |        | Old Aycock        |           |
|-----------------------------------------|-------|------------|-----------|------------|-----------|---------------------------------------------|--------|--------|--------|-------------------|-----------|
|                                         |       | Front Goal | Back Goal | Front Goal | Back Goal | Goal 1                                      | Goal 2 | Goal 3 | Goal 4 | Front Goal        | Back Goal |
| Sat.                                    | 9:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Mar. 3                                  | 10:00 |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 11:00 |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 12:00 |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 1:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 2:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 3:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Vance Granville Game                    |       |            |           |            |           |                                             |        |        |        |                   |           |
| Sun.                                    | 6:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Mar. 4                                  | 7:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 8:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Rec. center and schools are closed      |       |            |           |            |           |                                             |        |        |        |                   |           |
| Mon.                                    | 6:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Mar. 5                                  | 7:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 8:00  |            |           |            |           |                                             |        |        |        |                   |           |
| School team practices                   |       |            |           |            |           |                                             |        |        |        |                   |           |
| Tues.                                   | 6:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Mar. 6                                  | 7:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 8:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Charter school games                    |       |            |           |            |           |                                             |        |        |        |                   |           |
| Wed.                                    | 6:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Mar. 7                                  | 7:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 8:00  |            |           |            |           |                                             |        |        |        |                   |           |
| School team practices                   |       |            |           |            |           |                                             |        |        |        |                   |           |
| Thurs.                                  | 6:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Mar. 8                                  | 7:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 8:00  |            |           |            |           |                                             |        |        |        |                   |           |
| SPECIAL OLYMPICS                        |       |            |           |            |           |                                             |        |        |        |                   |           |
| Fri.                                    | 6:00  |            |           |            |           |                                             |        |        |        |                   |           |
| Mar. 9                                  | 7:00  |            |           |            |           |                                             |        |        |        |                   |           |
|                                         | 8:00  |            |           |            |           |                                             |        |        |        |                   |           |
| School gyms are not reserved on Fridays |       |            |           |            |           | Recreation Center is reserved for open play |        |        |        | Closed on Fridays |           |

Henderson Middle

|    |                      |               |           |                  |      |                         |     |
|----|----------------------|---------------|-----------|------------------|------|-------------------------|-----|
| 1  | Rec. Dept Basketball | Steve Osborne | 1/8/2011  | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 2  | Rec. Dept Basketball | Steve Osborne | 1/15/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 3  | Rec. Dept Basketball | Steve Osborne | 1/22/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 4  | Rec. Dept Basketball | Steve Osborne | 1/29/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 5  | Rec. Dept Basketball | Steve Osborne | 2/5/2011  | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 6  | Rec. Dept Basketball | Steve Osborne | 2/12/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 7  | Rec. Dept Basketball | Steve Osborne | 2/19/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 8  | Rec. Dept Basketball | Steve Osborne | 2/26/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 9  | Rec. Dept Basketball | Steve Osborne | 3/5/2011  | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 10 | Rec. Dept Basketball | Steve Osborne | 3/12/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 11 | Rec. Dept Basketball | Steve Osborne | 3/19/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 12 | Rec. Dept Basketball | Steve Osborne | 3/26/2011 | 7:30AM - 3:00PM  | 7.50 | Henderson Middle School | Gym |
| 13 | Rec. Dept Basketball | Steve Osborne | 1/3/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 14 | Rec. Dept Basketball | Steve Osborne | 1/4/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 15 | Rec. Dept Basketball | Steve Osborne | 1/5/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 16 | Rec. Dept Basketball | Steve Osborne | 1/6/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 17 | Rec. Dept Basketball | Steve Osborne | 1/10/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 18 | Rec. Dept Basketball | Steve Osborne | 1/11/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 19 | Rec. Dept Basketball | Steve Osborne | 1/12/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 20 | Rec. Dept Basketball | Steve Osborne | 1/13/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 21 | Rec. Dept Basketball | Steve Osborne | 1/17/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 22 | Rec. Dept Basketball | Steve Osborne | 1/18/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 23 | Rec. Dept Basketball | Steve Osborne | 1/19/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 24 | Rec. Dept Basketball | Steve Osborne | 1/20/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |

|    |                       |               |           |                  |      |                         |     |
|----|-----------------------|---------------|-----------|------------------|------|-------------------------|-----|
| 25 | Rec. Dept. Basketball | Steve Osborne | 1/24/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 26 | Rec. Dept. Basketball | Steve Osborne | 1/25/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 27 | Rec. Dept. Basketball | Steve Osborne | 1/26/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 28 | Rec. Dept. Basketball | Steve Osborne | 1/27/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 29 | Rec. Dept. Basketball | Steve Osborne | 1/31/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 30 | Rec. Dept. Basketball | Steve Osborne | 2/1/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 31 | Rec. Dept. Basketball | Steve Osborne | 2/2/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 32 | Rec. Dept. Basketball | Steve Osborne | 2/3/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 33 | Rec. Dept. Basketball | Steve Osborne | 2/7/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 34 | Rec. Dept. Basketball | Steve Osborne | 2/8/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 35 | Rec. Dept. Basketball | Steve Osborne | 2/9/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 36 | Rec. Dept. Basketball | Steve Osborne | 2/10/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 37 | Rec. Dept. Basketball | Steve Osborne | 2/14/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 38 | Rec. Dept. Basketball | Steve Osborne | 2/15/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 39 | Rec. Dept. Basketball | Steve Osborne | 2/16/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 40 | Rec. Dept. Basketball | Steve Osborne | 2/17/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 41 | Rec. Dept. Basketball | Steve Osborne | 2/21/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 42 | Rec. Dept. Basketball | Steve Osborne | 2/22/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 43 | Rec. Dept. Basketball | Steve Osborne | 2/23/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 44 | Rec. Dept. Basketball | Steve Osborne | 2/24/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 45 | Rec. Dept. Basketball | Steve Osborne | 2/28/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 46 | Rec. Dept. Basketball | Steve Osborne | 3/1/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 47 | Rec. Dept. Basketball | Steve Osborne | 3/2/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 48 | Rec. Dept. Basketball | Steve Osborne | 3/3/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |

|    |                               |               |           |                  |      |                         |     |
|----|-------------------------------|---------------|-----------|------------------|------|-------------------------|-----|
| 49 | Rec. Dept. Basketball         | Steve Osborne | 3/7/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 50 | Rec. Dept. Basketball         | Steve Osborne | 3/8/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 51 | Rec. Dept. Basketball         | Steve Osborne | 3/9/2011  | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 52 | Rec. Dept. Basketball         | Steve Osborne | 3/10/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 53 | Rec. Dept. Basketball         | Steve Osborne | 3/14/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 54 | Rec. Dept. Basketball         | Steve Osborne | 3/15/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 55 | Rec. Dept. Basketball         | Steve Osborne | 3/16/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 56 | Rec. Dept. Basketball         | Steve Osborne | 3/17/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 57 | Rec. Dept. Basketball         | Steve Osborne | 3/21/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 58 | Rec. Dept. Basketball         | Steve Osborne | 3/22/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 59 | Rec. Dept. Basketball         | Steve Osborne | 3/23/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 60 | Rec. Dept. Basketball         | Steve Osborne | 3/24/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 61 | Rec. Dept. Basketball         | Steve Osborne | 3/28/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 62 | Rec. Dept. Basketball         | Steve Osborne | 3/29/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 63 | Rec. Dept. Basketball         | Steve Osborne | 3/30/2011 | 6:00PM - 10:00PM | 4.00 | Henderson Middle School | Gym |
| 64 | Weed & Seed/Games & Practices | Steve Osborne | 5/11/2011 | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 65 | Weed & Seed/Games & Practices | Steve Osborne | 5/18/2011 | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 66 | Weed & Seed/Games & Practices | Steve Osborne | 5/25/2011 | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 67 | Weed & Seed/Games & Practices | Steve Osborne | 6/1/2011  | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 68 | Weed & Seed/Games & Practices | Steve Osborne | 6/8/2011  | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 69 | Weed & Seed/Games & Practices | Steve Osborne | 6/15/2011 | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 70 | Weed & Seed/Games & Practices | Steve Osborne | 6/22/2011 | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 71 | Weed & Seed/Games & Practices | Steve Osborne | 6/29/2011 | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |
| 72 | Weed & Seed/Games & Practices | Steve Osborne | 7/6/2011  | 5:00PM - 9:00PM  | 4.00 | Henderson Middle School | Gym |

|    |                               |               |            |                 |      |                         |     |
|----|-------------------------------|---------------|------------|-----------------|------|-------------------------|-----|
| 73 | Weed & Seed/Games & Practices | Steve Osborne | 7/13/2011  | 5:00PM - 9:00PM | 4.00 | Henderson Middle School | Gym |
| 74 | Weed & Seed Games & Practices | Steve Osborne | 5/14/2011  | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 75 | Weed & Seed Games & Practices | Steve Osborne | 5/21/2011  | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 76 | Weed & Seed Games & Practices | Steve Osborne | 5/28/2011  | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 77 | Weed & Seed Games & Practices | Steve Osborne | 6/4/2011   | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 78 | Weed & Seed Games & Practices | Steve Osborne | 6/11/2011  | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 79 | Weed & Seed Games & Practices | Steve Osborne | 6/18/2011  | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 80 | Weed & Seed Games & Practices | Steve Osborne | 6/25/2011  | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 81 | Weed & Seed Games & Practices | Steve Osborne | 7/2/2011   | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 82 | Weed & Seed Games & Practices | Steve Osborne | 7/9/2011   | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 83 | Weed & Seed Games & Practices | Steve Osborne | 7/16/2011  | 8:00AM - 1:00PM | 5.00 | Henderson Middle School | Gym |
| 84 | Rec. dept. Basketball         | Steve Osborne | 11/21/2011 | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 85 | Rec. dept. Basketball         | Steve Osborne | 11/22/2011 | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 86 | Rec. dept. Basketball         | Steve Osborne | 11/28/2011 | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 87 | Rec. dept. Basketball         | Steve Osborne | 11/29/2011 | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 88 | Rec. dept. Basketball         | Steve Osborne | 11/30/2011 | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 89 | Rec. dept. Basketball         | Steve Osborne | 12/1/2011  | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 90 | Rec. dept. Basketball         | Steve Osborne | 12/2/2011  | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 91 | Rec. dept. Basketball         | Steve Osborne | 12/5/2011  | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 92 | Rec. dept. Basketball         | Steve Osborne | 12/6/2011  | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 93 | Rec. dept. Basketball         | Steve Osborne | 12/7/2011  | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 94 | Rec. dept. Basketball         | Steve Osborne | 12/8/2011  | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 95 | Rec. dept. Basketball         | Steve Osborne | 12/9/2011  | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |
| 96 | Rec. dept. Basketball         | Steve Osborne | 12/12/2011 | 6:00PM - 9:30PM | 3.50 | Henderson Middle School | Gym |

|             |                       |               |            |                 |        |                         |     |
|-------------|-----------------------|---------------|------------|-----------------|--------|-------------------------|-----|
| 97          | Rec. dept. Basketball | Steve Osborne | 12/13/2011 | 6:00PM - 9:30PM | 3.50   | Henderson Middle School | Gym |
| 98          | Rec. dept. Basketball | Steve Osborne | 12/14/2011 | 6:00PM - 9:30PM | 3.50   | Henderson Middle School | Gym |
| 99          | Rec. dept. Basketball | Steve Osborne | 12/15/2011 | 6:00PM - 9:30PM | 3.50   | Henderson Middle School | Gym |
| 100         | Rec. dept. Basketball | Steve Osborne | 12/16/2011 | 6:00PM - 9:30PM | 3.50   | Henderson Middle School | Gym |
| 101         | Rec. dept. Basketball | Steve Osborne | 12/19/2011 | 6:00PM - 9:30PM | 3.50   | Henderson Middle School | Gym |
| 102         | Rec. dept. Basketball | Steve Osborne | 12/20/2011 | 6:00PM - 9:30PM | 3.50   | Henderson Middle School | Gym |
| 103         | Rec. Basketball       | Steve Osborne | 11/19/2011 | 6:00AM - 3:00PM | 9.00   | Henderson Middle School | Gym |
| 104         | Rec. Basketball       | Steve Osborne | 12/3/2011  | 6:00AM - 3:00PM | 9.00   | Henderson Middle School | Gym |
| 105         | Rec. Basketball       | Steve Osborne | 12/10/2011 | 6:00AM - 3:00PM | 9.00   | Henderson Middle School | Gym |
| 106         | Rec. Basketball       | Steve Osborne | 12/17/2011 | 6:00AM - 3:00PM | 9.00   | Henderson Middle School | Gym |
| Total Hours |                       |               |            |                 | 486.50 |                         |     |

Eaton-Johnson Middle

| No. | Activity                  | Coach         | Date      | Time             | Location                    | Days |
|-----|---------------------------|---------------|-----------|------------------|-----------------------------|------|
| 1   | Rec. Dept Basketball      | Steve Osborne | 1/8/2011  | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 2   | Rec. Dept Basketball      | Steve Osborne | 1/15/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 3   | Rec. Dept Basketball      | Steve Osborne | 1/22/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 4   | Rec. Dept Basketball      | Steve Osborne | 1/29/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 5   | Rec. Dept Basketball      | Steve Osborne | 2/5/2011  | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 6   | Rec. Dept Basketball      | Steve Osborne | 2/12/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 7   | Rec. Dept Basketball      | Steve Osborne | 2/19/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 8   | Rec. Dept Basketball      | Steve Osborne | 2/26/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 9   | Rec. Dept Basketball      | Steve Osborne | 3/5/2011  | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 10  | Rec. Dept Basketball      | Steve Osborne | 3/12/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 11  | Rec. Dept Basketball      | Steve Osborne | 3/19/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 12  | Rec. Dept Basketball      | Steve Osborne | 3/26/2011 | 7:30AM - 3:00PM  | Eaton-Johnson Middle School | Gym  |
| 13  | Henderson Rec. Basketball | Steve Osborne | 1/3/2011  | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 14  | Henderson Rec. Basketball | Steve Osborne | 1/4/2011  | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 15  | Henderson Rec. Basketball | Steve Osborne | 1/5/2011  | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 16  | Henderson Rec. Basketball | Steve Osborne | 1/6/2011  | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 17  | Henderson Rec. Basketball | Steve Osborne | 1/10/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 18  | Henderson Rec. Basketball | Steve Osborne | 1/11/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 19  | Henderson Rec. Basketball | Steve Osborne | 1/12/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 20  | Henderson Rec. Basketball | Steve Osborne | 1/13/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 21  | Henderson Rec. Basketball | Steve Osborne | 1/17/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 22  | Henderson Rec. Basketball | Steve Osborne | 1/18/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 23  | Henderson Rec. Basketball | Steve Osborne | 1/19/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |
| 24  | Henderson Rec. Basketball | Steve Osborne | 1/20/2011 | 8:00PM - 10:00PM | Eaton-Johnson Middle School | Gym  |

|    |                           |               |           |                  |      |                             |     |
|----|---------------------------|---------------|-----------|------------------|------|-----------------------------|-----|
| 25 | Henderson Rec. Basketball | Steve Osborne | 1/24/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 26 | Henderson Rec. Basketball | Steve Osborne | 1/25/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 27 | Henderson Rec. Basketball | Steve Osborne | 1/26/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 28 | Henderson Rec. Basketball | Steve Osborne | 1/27/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 29 | Henderson Rec. Basketball | Steve Osborne | 1/31/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 30 | Henderson Rec. Basketball | Steve Osborne | 2/1/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 31 | Henderson Rec. Basketball | Steve Osborne | 2/2/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 32 | Henderson Rec. Basketball | Steve Osborne | 2/3/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 33 | Henderson Rec. Basketball | Steve Osborne | 2/7/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 34 | Henderson Rec. Basketball | Steve Osborne | 2/8/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 35 | Henderson Rec. Basketball | Steve Osborne | 2/9/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 36 | Henderson Rec. Basketball | Steve Osborne | 2/10/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 37 | Henderson Rec. Basketball | Steve Osborne | 2/14/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 38 | Henderson Rec. Basketball | Steve Osborne | 2/15/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 39 | Henderson Rec. Basketball | Steve Osborne | 2/16/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 40 | Henderson Rec. Basketball | Steve Osborne | 2/17/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 41 | Henderson Rec. Basketball | Steve Osborne | 2/21/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 42 | Henderson Rec. Basketball | Steve Osborne | 2/22/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 43 | Henderson Rec. Basketball | Steve Osborne | 2/23/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 44 | Henderson Rec. Basketball | Steve Osborne | 2/24/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 45 | Henderson Rec. Basketball | Steve Osborne | 2/28/2011 | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 46 | Henderson Rec. Basketball | Steve Osborne | 3/1/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 47 | Henderson Rec. Basketball | Steve Osborne | 3/2/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 48 | Henderson Rec. Basketball | Steve Osborne | 3/3/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |

|    |                           |               |            |                  |      |                             |     |
|----|---------------------------|---------------|------------|------------------|------|-----------------------------|-----|
| 49 | Henderson Rec. Basketball | Steve Osborne | 3/7/2011   | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 50 | Henderson Rec. Basketball | Steve Osborne | 3/8/2011   | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 51 | Henderson Rec. Basketball | Steve Osborne | 3/9/2011   | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 52 | Henderson Rec. Basketball | Steve Osborne | 3/10/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 53 | Henderson Rec. Basketball | Steve Osborne | 3/14/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 54 | Henderson Rec. Basketball | Steve Osborne | 3/15/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 55 | Henderson Rec. Basketball | Steve Osborne | 3/16/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 56 | Henderson Rec. Basketball | Steve Osborne | 3/17/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 57 | Henderson Rec. Basketball | Steve Osborne | 3/21/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 58 | Henderson Rec. Basketball | Steve Osborne | 3/22/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 59 | Henderson Rec. Basketball | Steve Osborne | 3/23/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 60 | Henderson Rec. Basketball | Steve Osborne | 3/24/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 61 | Henderson Rec. Basketball | Steve Osborne | 3/28/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 62 | Henderson Rec. Basketball | Steve Osborne | 3/29/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 63 | Henderson Rec. Basketball | Steve Osborne | 3/30/2011  | 6:00PM - 10:00PM | 4.00 | Eaton-Johnson Middle School | Gym |
| 64 | Rec. Basketball           | Steve Osborne | 11/21/2011 | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 65 | Rec. Basketball           | Steve Osborne | 11/22/2011 | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 66 | Rec. Basketball           | Steve Osborne | 11/28/2011 | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 67 | Rec. Basketball           | Steve Osborne | 11/29/2011 | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 68 | Rec. Basketball           | Steve Osborne | 11/30/2011 | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 69 | Rec. Basketball           | Steve Osborne | 12/1/2011  | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 70 | Rec. Basketball           | Steve Osborne | 12/2/2011  | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 71 | Rec. Basketball           | Steve Osborne | 12/5/2011  | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |
| 72 | Rec. Basketball           | Steve Osborne | 12/6/2011  | 6:00PM - 9:30PM  | 3.50 | Eaton-Johnson Middle School | Gym |

|             |                 |               |            |                 |        |                             |     |
|-------------|-----------------|---------------|------------|-----------------|--------|-----------------------------|-----|
| 73          | Rec. Basketball | Steve Osborne | 12/7/2011  | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 74          | Rec. Basketball | Steve Osborne | 12/8/2011  | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 75          | Rec. Basketball | Steve Osborne | 12/9/2011  | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 76          | Rec. Basketball | Steve Osborne | 12/12/2011 | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 77          | Rec. Basketball | Steve Osborne | 12/13/2011 | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 78          | Rec. Basketball | Steve Osborne | 12/14/2011 | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 79          | Rec. Basketball | Steve Osborne | 12/15/2011 | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 80          | Rec. Basketball | Steve Osborne | 12/16/2011 | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 81          | Rec. Basketball | Steve Osborne | 12/19/2011 | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 82          | Rec. Basketball | Steve Osborne | 12/20/2011 | 6:00PM - 9:30PM | 3.50   | Eaton-Johnson Middle School | Gym |
| 83          | Rec. Basketball | Steve Osborne | 11/19/2011 | 7:00AM - 3:00PM | 8.00   | Eaton-Johnson Middle School | Gym |
| 84          | Rec. Basketball | Steve Osborne | 12/3/2011  | 7:00AM - 3:00PM | 8.00   | Eaton-Johnson Middle School | Gym |
| 85          | Rec. Basketball | Steve Osborne | 12/10/2011 | 7:00AM - 3:00PM | 8.00   | Eaton-Johnson Middle School | Gym |
| 86          | Rec. Basketball | Steve Osborne | 12/17/2011 | 7:00AM - 3:00PM | 8.00   | Eaton-Johnson Middle School | Gym |
| Total Hours |                 |               |            |                 | 392.50 |                             |     |

# 2010-2011 MASTER GAME AND PRACTICE SCHEDULE

| DATE    | TIME  | FRONT    | BACK    | FRONT GOAL | BACK GOAL | GOAL 1   | GOAL 2  | GOAL 3   | GOAL 4  | FRONT GOAL | BACK GOAL |
|---------|-------|----------|---------|------------|-----------|----------|---------|----------|---------|------------|-----------|
| Sat.    | 9:00  | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
| Nov. 20 | 10:00 | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
|         | 11:00 | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
|         | 12:00 | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
|         | 1:00  | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
|         | 2:00  | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
|         | 3:00  | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
| Sun.    | 2:00  | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
| Nov. 21 | 3:00  | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
|         | 4:00  | n/a      | n/a     | n/a        | n/a       | n/a      | n/a     | n/a      | n/a     | n/a        | n/a       |
| Mon.    | 6:00  | n/a      | n/a     | n/a        | n/a       | Mighty M | n/a     | Mighty M | n/a     | PW Boys    | *****     |
| Nov. 22 | 7:00  | PW Boys  | *****   | PW Boys    | *****     | PW Boys  | *****   | PW Boys  | *****   | PW Boys    | *****     |
|         | 8:00  | MD Girls | *****   | MD Girls   | *****     | MD Girls | *****   | MD Girls | *****   |            |           |
| Tues.   | 6:00  | n/a      | n/a     | n/a        | n/a       | Charter  | School  | Charter  | School  | PW Girls   | *****     |
| Nov. 23 | 7:00  | MD Boys  | *****   | MD Boys    | *****     | MD Boys  | *****   | MD Boys  | *****   | PW Girls   | *****     |
|         | 8:00  | MD Boys  | *****   | MD Boys    | *****     | MD Boys  | *****   | MD Boys  | *****   |            |           |
| Wed.    | 6:00  | n/a      | n/a     | n/a        | n/a       | Mighty M | *****   | Mighty M | *****   |            |           |
| Nov. 24 | 7:00  | JR Boys  | *****   | JR Boys    | *****     | Mighty M | *****   |          |         |            |           |
|         | 8:00  | JR Boys  | *****   | JR Boys    | *****     |          |         |          |         |            |           |
| Thurs.  | 6:00  | Off      | Holiday | Off        | Holiday   | Off      | Holiday | Off      | Holiday | Off        | Holiday   |
| Nov. 25 | 7:00  | Off      | Holiday | Off        | Holiday   | Off      | Holiday | Off      | Holiday | Off        | Holiday   |
|         | 8:00  | Off      | Holiday | Off        | Holiday   | Off      | Holiday | Off      | Holiday | Off        | Holiday   |
| Frid.   | 6:00  | Off      | Holiday | Off        | Holiday   | Off      | Holiday | Off      | Holiday | Off        | Holiday   |
| Nov. 26 | 7:00  | Off      | Holiday | Off        | Holiday   | Off      | Holiday | Off      | Holiday | Off        | Holiday   |
|         | 8:00  | Off      | Holiday | Off        | Holiday   | Off      | Holiday | Off      | Holiday | Off        | Holiday   |

9 hrs

9 hrs

DO NOT SCHEDULE ANY THING EXTRA. PLEASE TELL PEOPLE TO CALL ME OR GENE.

| DATE    | TIME  | EIMS       |           | HMS        |           | Avon Park Recreation Center |        |          |        | Old Avon Park |           |
|---------|-------|------------|-----------|------------|-----------|-----------------------------|--------|----------|--------|---------------|-----------|
|         |       | Front Goal | Back Goal | Front Goal | Back Goal | Goal 1                      | Goal 2 | Goal 3   | Goal 4 | Front Goal    | Back Goal |
| Sat.    | 9:00  | MD Girls   | *****     | PW Girls   | *****     | n/a                         | n/a    | n/a      | n/a    | PW Boys       | *****     |
| Nov. 27 | 10:00 | MD Girls   | *****     | PW Girls   | *****     | Mighty M                    | *****  | Mighty M | *****  | PW Boys       | *****     |
|         | 11:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M                    | *****  | Mighty M | *****  | PW Boys       | *****     |
|         | 12:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M                    | *****  | MD Boys  | *****  | PW Boys       | *****     |
|         | 1:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                     | *****  | JR Boys  | *****  | PW Boys       | *****     |
|         | 2:00  | MD Boys    | *****     | MD Boys    | *****     | JR Boys                     | *****  | JR Boys  | *****  | PW Boys       | *****     |
|         | 3:00  |            |           |            |           |                             |        |          |        | JR Boys       | *****     |
| Sun.    | 2:00  | n/a        | n/a       | n/a        | n/a       | n/a                         | n/a    | n/a      | n/a    | n/a           | n/a       |
| Nov. 28 | 3:00  | n/a        | n/a       | n/a        | n/a       | n/a                         | n/a    | n/a      | n/a    | n/a           | n/a       |
|         | 4:00  | n/a        | n/a       | n/a        | n/a       | n/a                         | n/a    | n/a      | n/a    | n/a           | n/a       |
| Mon.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M                    | *****  | Mighty M | *****  |               |           |
| Nov. 29 | 7:00  | PW Boys    | *****     | PW Boys    | *****     | PW Boys                     | *****  | PW Boys  | *****  |               |           |
|         | 8:00  |            |           |            |           |                             |        |          |        |               |           |
| Tues.   | 6:00  | n/a        | n/a       | n/a        | n/a       | Charter                     | School | Charter  | School | PW Girls      | *****     |
| Nov. 30 | 7:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                     | *****  | MD Boys  | *****  | PW Girls      | *****     |
|         | 8:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                     | *****  | MD Boys  | *****  |               |           |
| Wed.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M                    | *****  | Mighty M | *****  |               |           |
| Dec. 1  | 7:00  | JR Boys    | *****     | JR Boys    | *****     | Mighty M                    | *****  | Lorianne | *****  |               |           |
|         | 8:00  | JR Boys    | *****     | JR Boys    | *****     |                             |        | Lorianne | *****  |               |           |
| Thurs.  | 6:00  | n/a        | n/a       | n/a        | n/a       | Charter                     | School | Charter  | School | Special       | Olympics  |
| Dec. 2  | 7:00  | MD Girls   | *****     | MD Girls   | *****     | PW Boys                     | *****  | PW Boys  | *****  | Special       | Olympics  |
|         | 8:00  | MD Girls   | *****     | MD Girls   | *****     |                             |        |          |        | Larry Yates   | *****     |
| Frid.   | 6:00  | n/a        | n/a       | n/a        | n/a       | n/a                         | n/a    | n/a      | n/a    | n/a           | n/a       |
| Dec. 3  | 7:00  | n/a        | n/a       | n/a        | n/a       | n/a                         | n/a    | n/a      | n/a    | n/a           | n/a       |
|         | 8:00  | n/a        | n/a       | n/a        | n/a       | n/a                         | n/a    | n/a      | n/a    | n/a           | n/a       |

18 hrs. 18 hrs

| DATE    | TIME  | EJMS       |           | IMS        |           | AVCOCK RECREATION CENTER |        |          |        | OLD AVCOCK |           |
|---------|-------|------------|-----------|------------|-----------|--------------------------|--------|----------|--------|------------|-----------|
|         |       | Front Goal | Back Goal | Front Goal | Back Goal | Goal 1                   | Goal 2 | Goal 3   | Goal 4 | Front Goal | Back Goal |
| Sat.    | 9:00  | MD Girls   | *****     | PW Girls   | *****     | n/a                      | n/a    | Mighty M | n/a    | PW Boys    | *****     |
| Dec. 4  | 10:00 | MD Girls   | *****     | PW Girls   | *****     | Mighty M                 | *****  | Mighty M | *****  | PW Boys    | *****     |
|         | 11:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M                 | *****  | Mighty M | *****  | PW Boys    | *****     |
|         | 12:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M                 | *****  | MD Boys  | *****  | PW Boys    | *****     |
|         | 1:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                  | *****  | JR Boys  | *****  | PW Boys    | *****     |
|         | 2:00  | MD Boys    | *****     | MD Boys    | *****     | JR Boys                  | *****  | JR Boys  | *****  | JR Boys    | *****     |
|         | 3:00  |            |           |            |           |                          |        |          |        |            |           |
| Sun.    | 2:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
| Dec. 5  | 3:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
|         | 4:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
| Mon.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M                 | *****  | Mighty M | *****  |            |           |
| Dec. 6  | 7:00  | PW Boys    | *****     | PW Boys    | *****     | PW Boys                  | *****  | PW Boys  | *****  |            |           |
|         | 8:00  |            |           |            |           |                          |        |          |        |            |           |
| Tues.   | 6:00  | n/a        | n/a       | n/a        | n/a       | Charter                  | School | Charter  | School | PW Girls   | *****     |
| Dec. 7  | 7:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                  | *****  | MD Boys  | *****  | PW Girls   | *****     |
|         | 8:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                  | *****  | MD Boys  | *****  |            |           |
|         |       |            |           |            |           |                          |        |          |        |            |           |
| Wed.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M                 | *****  | Mighty M | *****  |            |           |
| Dec. 8  | 7:00  | JR Boys    | *****     | JR Boys    | *****     | Mighty M                 | *****  |          |        |            |           |
|         | 8:00  | JR Boys    | *****     | JR Boys    | *****     |                          |        |          |        |            |           |
|         |       |            |           |            |           |                          |        |          |        |            |           |
| Thurs.  | 6:00  | n/a        | n/a       | n/a        | n/a       | Charter                  | School | Charter  | School | Special    | Olympics  |
| Dec. 9  | 7:00  | MD Girls   | *****     | MD Girls   | *****     | PW Boys                  | *****  | PW Boys  | *****  | Special    | Olympics  |
|         | 8:00  | MD Girls   | *****     | MD Girls   | *****     |                          |        |          |        | Larry      | Yates     |
|         |       |            |           |            |           |                          |        |          |        |            |           |
| Frid.   | 6:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
| Dec. 10 | 7:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
|         | 8:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |

18 LSS

18 LB

| DATE    | TIME  | EIMS       |           | HMS        |           | Aycock Recreation Center |        |          |        | Old Aycock |           |
|---------|-------|------------|-----------|------------|-----------|--------------------------|--------|----------|--------|------------|-----------|
|         |       | Front Goal | Back Goal | Front Goal | Back Goal | Goal 1                   | Goal 2 | Goal 3   | Goal 4 | Front Goal | Back Goal |
| Sat.    | 9:00  | MD Girls   | *****     | PW Girls   | *****     | n/a                      | n/a    | n/a      | n/a    | PW Boys    | *****     |
| Dec. 11 | 10:00 | MD Girls   | *****     | PW Girls   | *****     | Mighty M                 | *****  | Mighty M | *****  | PW Boys    | *****     |
|         | 11:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M                 | *****  | Mighty M | *****  | PW Boys    | *****     |
|         | 12:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M                 | *****  | MD Boys  | *****  | PW Boys    | *****     |
|         | 1:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                  | *****  | JR Boys  | *****  | PW Boys    | *****     |
|         | 2:00  | MD Boys    | *****     | MD Boys    | *****     | JR Boys                  | *****  | JR Boys  | *****  | PW Boys    | *****     |
|         | 3:00  |            |           |            |           |                          |        |          |        | JR Boys    | *****     |
| Sun.    | 2:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
| Dec. 12 | 3:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
|         | 4:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
| Mon.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M                 | *****  | Mighty M | *****  |            |           |
| Dec. 13 | 7:00  | PW Boys    | *****     | PW Boys    | *****     | PW Boys                  | *****  | PW Boys  | *****  |            |           |
|         | 8:00  |            |           |            |           | Domino's                 | *****  |          |        |            |           |
| Tues.   | 6:00  | n/a        | n/a       | n/a        | n/a       | Charter                  | School | Charter  | School | PW Girls   | *****     |
| Dec. 14 | 7:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                  | *****  | MD Boys  | *****  | PW Girls   | *****     |
|         | 8:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys                  | *****  | MD Boys  | *****  |            |           |
| Wed.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M                 | *****  | Mighty M | *****  |            |           |
| Dec. 15 | 7:00  | JR Boys    | *****     | JR Boys    | *****     | Mighty M                 | *****  |          |        |            |           |
|         | 8:00  | JR Boys    | *****     | JR Boys    | *****     |                          |        |          |        |            |           |
| Thurs.  | 6:00  | n/a        | n/a       | n/a        | n/a       | Charter                  | School | Charter  | School | Special    | Olympics  |
| Dec. 16 | 7:00  | MD Girls   | *****     | MD Girls   | *****     | PW Boys                  | *****  | PW Boys  | *****  | Special    | Olympics  |
|         | 8:00  | MD Girls   | *****     | MD Girls   | *****     |                          |        |          |        | Larry      | Yates     |
| Frid.   | 6:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
| Dec. 17 | 7:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |
|         | 8:00  | n/a        | n/a       | n/a        | n/a       | n/a                      | n/a    | n/a      | n/a    | n/a        | n/a       |

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| DATE    | TIME  | EJMS       |           |            | HMS       |          |         | Aycock Recreation Center |         |            |           | Old Aycock |  |
|---------|-------|------------|-----------|------------|-----------|----------|---------|--------------------------|---------|------------|-----------|------------|--|
|         |       | Front Goal | Back Goal | Front Goal | Back Goal | Goal 1   | Goal 2  | Goal 3                   | Goal 4  | Front Goal | Back Goal |            |  |
| Sat.    | 9:00  | MD Girls   | *****     | PW Girls   | *****     | n/a      | n/a     | n/a                      | n/a     | PW Boys    | *****     |            |  |
| Dec. 18 | 10:00 | MD Girls   | *****     | PW Girls   | *****     | Mighty M | *****   | Mighty M                 | *****   | PW Boys    | *****     |            |  |
|         | 11:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M | *****   | Mighty M                 | *****   | PW Boys    | *****     |            |  |
|         | 12:00 | MD Girls   | *****     | MD Boys    | *****     | Mighty M | *****   | MD Boys                  | *****   | PW Boys    | *****     |            |  |
|         | 1:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys  | *****   | JR Boys                  | *****   | PW Boys    | *****     |            |  |
|         | 2:00  | MD Boys    | *****     | MD Boys    | *****     | JR Boys  | *****   | JR Boys                  | *****   | PW Boys    | *****     |            |  |
|         | 3:00  |            |           |            |           |          |         |                          |         | JR Boys    | *****     |            |  |
| Sun.    | 6:00  | n/a        | n/a       | n/a        | n/a       | n/a      | n/a     | n/a                      | n/a     | n/a        | n/a       |            |  |
| Dec. 19 | 7:00  | n/a        | n/a       | n/a        | n/a       | n/a      | n/a     | n/a                      | n/a     | n/a        | n/a       |            |  |
|         | 8:00  | n/a        | n/a       | n/a        | n/a       | n/a      | n/a     | n/a                      | n/a     | n/a        | n/a       |            |  |
| Mon.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M | *****   | Mighty M                 | *****   | PW Boys    | *****     |            |  |
| Dec. 20 | 7:00  | PW Boys    | *****     | PW Boys    | *****     | PW Boys  | *****   | PW Boys                  | *****   | PW Boys    | *****     |            |  |
|         | 8:00  | MD Girls   | *****     | MD Girls   | *****     | MD Girls | *****   | MD Girls                 | *****   |            |           |            |  |
|         |       |            |           |            |           |          |         |                          |         |            |           |            |  |
| Tues.   | 6:00  | n/a        | n/a       | n/a        | n/a       |          |         |                          |         | PW Girls   | *****     |            |  |
| Dec. 21 | 7:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys  | *****   | MD Boys                  | *****   | PW Girls   | *****     |            |  |
|         | 8:00  | MD Boys    | *****     | MD Boys    | *****     | MD Boys  | *****   | MD Boys                  | *****   |            |           |            |  |
|         |       |            |           |            |           |          |         |                          |         |            |           |            |  |
| Wed.    | 6:00  | n/a        | n/a       | n/a        | n/a       | Mighty M | *****   | Mighty M                 | *****   |            |           |            |  |
| Dec. 22 | 7:00  | JR Boys    | *****     | JR Boys    | *****     | Mighty M | *****   |                          |         |            |           |            |  |
|         | 8:00  | JR Boys    | *****     | JR Boys    | *****     |          |         |                          |         |            |           |            |  |
|         |       |            |           |            |           |          |         |                          |         |            |           |            |  |
| Thurs.  | 6:00  | Holiday    | Holiday   | Holiday    | Holiday   | Holiday  | Holiday | Holiday                  | Holiday | Holiday    | Holiday   |            |  |
| Dec. 23 | 7:00  | Holiday    | Holiday   | Holiday    | Holiday   | Holiday  | Holiday | Holiday                  | Holiday | Holiday    | Holiday   |            |  |
|         | 8:00  | Holiday    | Holiday   | Holiday    | Holiday   | Holiday  | Holiday | Holiday                  | Holiday | Holiday    | Holiday   |            |  |
|         |       |            |           |            |           |          |         |                          |         |            |           |            |  |
| Frid.   | 6:00  | Holiday    | Holiday   | Holiday    | Holiday   | Holiday  | Holiday | Holiday                  | Holiday | Holiday    | Holiday   |            |  |
| Dec. 24 | 7:00  | Holiday    | Holiday   | Holiday    | Holiday   | Holiday  | Holiday | Holiday                  | Holiday | Holiday    | Holiday   |            |  |
|         | 8:00  | Holiday    | Holiday   | Holiday    | Holiday   | Holiday  | Holiday | Holiday                  | Holiday | Holiday    | Holiday   |            |  |

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| DATE    | TIME  | EJMS       |           |  | HMS        |           |  | Aycock Recreation Center |         |         |         | Old Aycock |           |
|---------|-------|------------|-----------|--|------------|-----------|--|--------------------------|---------|---------|---------|------------|-----------|
|         |       | Front Goal | Back Goal |  | Front Goal | Back Goal |  | Goal 1                   | Goal 2  | Goal 3  | Goal 4  | Front Goal | Back Goal |
| Sat.    | 9:00  | Holiday    | Holiday   |  | Holiday    | Holiday   |  | Holiday                  | Holiday | Holiday | Holiday | Holiday    | Holiday   |
| Dec. 25 | 10:00 | Holiday    | Holiday   |  | Holiday    | Holiday   |  | Holiday                  | Holiday | Holiday | Holiday | Holiday    | Holiday   |
|         | 11:00 | Holiday    | Holiday   |  | Holiday    | Holiday   |  | Holiday                  | Holiday | Holiday | Holiday | Holiday    | Holiday   |
|         | 12:00 | Holiday    | Holiday   |  | Holiday    | Holiday   |  | Holiday                  | Holiday | Holiday | Holiday | Holiday    | Holiday   |
|         | 1:00  | Holiday    | Holiday   |  | Holiday    | Holiday   |  | Holiday                  | Holiday | Holiday | Holiday | Holiday    | Holiday   |
|         | 2:00  | Holiday    | Holiday   |  | Holiday    | Holiday   |  | Holiday                  | Holiday | Holiday | Holiday | Holiday    | Holiday   |
|         | 3:00  | Holiday    | Holiday   |  | Holiday    | Holiday   |  | Holiday                  | Holiday | Holiday | Holiday | Holiday    | Holiday   |
| Sun.    | 6:00  | n/a        | n/a       |  | n/a        | n/a       |  | n/a                      | n/a     | n/a     | n/a     | n/a        | n/a       |
| Dec. 26 | 7:00  | n/a        | n/a       |  | n/a        | n/a       |  | n/a                      | n/a     | n/a     | n/a     | n/a        | n/a       |
|         | 8:00  | n/a        | n/a       |  | n/a        | n/a       |  | n/a                      | n/a     | n/a     | n/a     | n/a        | n/a       |
| Mon.    | 6:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Dec. 27 | 7:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
|         | 8:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Tues.   | 6:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Dec. 28 | 7:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
|         | 8:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Wed.    | 6:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Dec. 29 | 7:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
|         | 8:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Thurs.  | 6:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Dec. 30 | 7:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
|         | 8:00  | n/a        | n/a       |  | n/a        | n/a       |  |                          |         |         |         |            |           |
| Frid.   | 6:00  | n/a        | n/a       |  | n/a        | n/a       |  | n/a                      | n/a     | n/a     | n/a     | n/a        | n/a       |
| Dec. 31 | 7:00  | n/a        | n/a       |  | n/a        | n/a       |  | n/a                      | n/a     | n/a     | n/a     | n/a        | n/a       |
|         | 8:00  | n/a        | n/a       |  | n/a        | n/a       |  | n/a                      | n/a     | n/a     | n/a     | n/a        | n/a       |

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| DATE   | TIME  | EJMS             |                  | HMS              |                  | Aycock Recreation Center          |                                   |         |         | Old Aycock        |                  |
|--------|-------|------------------|------------------|------------------|------------------|-----------------------------------|-----------------------------------|---------|---------|-------------------|------------------|
|        |       | Front Goal       | Back Goal        | Front Goal       | Back Goal        | Goal 1                            | Goal 2                            | Goal 3  | Goal 4  | Front Goal        | Back Goal        |
| Sat.   | 9:00  | Holiday          | Holiday          | Holiday          | Holiday          | Holiday                           | Holiday                           | Holiday | Holiday | Holiday           | Holiday          |
| Jan. 1 | 10:00 | Holiday          | Holiday          | Holiday          | Holiday          | Holiday                           | Holiday                           | Holiday | Holiday | Holiday           | Holiday          |
|        | 11:00 | Holiday          | Holiday          | Holiday          | Holiday          | Holiday                           | Holiday                           | Holiday | Holiday | Holiday           | Holiday          |
|        | 12:00 | Holiday          | Holiday          | Holiday          | Holiday          | Holiday                           | Holiday                           | Holiday | Holiday | Holiday           | Holiday          |
|        | 1:00  | Holiday          | Holiday          | Holiday          | Holiday          | Holiday                           | Holiday                           | Holiday | Holiday | Holiday           | Holiday          |
|        | 2:00  | Holiday          | Holiday          | Holiday          | Holiday          | Holiday                           | Holiday                           | Holiday | Holiday | Holiday           | Holiday          |
|        | 3:00  | Holiday          | Holiday          | Holiday          | Holiday          | Holiday                           | Holiday                           | Holiday | Holiday | Holiday           | Holiday          |
| Sun.   | 6:00  | n/a              | n/a              | n/a              | n/a              | n/a                               | n/a                               | n/a     | n/a     | n/a               | n/a              |
| Jan. 2 | 7:00  | n/a              | n/a              | n/a              | n/a              | n/a                               | n/a                               | n/a     | n/a     | n/a               | n/a              |
|        | 8:00  | n/a              | n/a              | n/a              | n/a              | n/a                               | n/a                               | n/a     | n/a     | n/a               | n/a              |
| Mon.   | 6:00  | n/a              | n/a              | n/a              | n/a              | X                                 | Girls Pee Wee Game                |         |         | Boys Pee Wee Game |                  |
| Jan. 3 | 7:00  | Boys MD          | Boys MD          | Boys MD          | Boys MD          | X                                 | Boys Pee Wee Game                 | X       | X       | Boys Pee Wee Game |                  |
|        | 8:00  | Boys MD          | Boys MD          | Boys MD          | Boys MD          | X                                 |                                   |         |         |                   |                  |
| Tues.  | 6:00  | n/a              | n/a              | n/a              | n/a              | Vance Charter School Basketball   |                                   |         |         | Mighty M.         | Mighty M.        |
| Jan. 4 | 7:00  | Girls MD         | Girls MD         | Boys Midget Game | Boys Midget Game | X                                 | Boys Midget Game                  | X       | X       | Mighty M.         | Girls PW         |
|        | 8:00  | Girls MD         | Girls MD         | Boys Midget Game | Boys Midget Game | X                                 | Boys Midget Game                  |         |         |                   |                  |
| Wed.   | 6:00  | n/a              | n/a              | n/a              | n/a              | Vance Granville Community College |                                   |         |         | Mighty M.         | Mighty M.        |
| Jan. 5 | 7:00  | Boys Junior Game | Boys Junior Game | Boys PW          | Boys PW          | X                                 | Vance Granville Community College | X       | X       | Girls PW          | Girls PW         |
|        | 8:00  | Boys Junior Game | Boys Junior Game | Boys PW          | Boys PW          | X                                 | Vance Granville Community College |         |         |                   |                  |
| Thurs. | 6:00  | n/a              | n/a              | n/a              | n/a              | Vance Charter School Basketball   |                                   |         |         | Special Olympics  | Special Olympics |
| Jan. 6 | 7:00  | Boys PW          | Boys PW          | Boys PW          | Boys PSJ         |                                   | Girls Midget Game                 |         |         | Special Olympics  | Special Olympics |
|        | 8:00  | Boys JR          | Boys JR          | Boys JR          | Boys JR          |                                   | Girls Midget Game                 |         |         | Larry Yates       |                  |
| Frid.  | 6:00  | n/a              | n/a              | n/a              | n/a              | n/a                               | n/a                               | n/a     | n/a     | n/a               | n/a              |
| Jan. 7 | 7:00  | n/a              | n/a              | n/a              | n/a              | n/a                               | n/a                               | n/a     | n/a     | n/a               | n/a              |
|        | 8:00  | n/a              | n/a              | n/a              | n/a              | n/a                               | n/a                               | n/a     | n/a     | n/a               | n/a              |

12 hrs. 12 hrs.

| DATE    | TIME  | E.M.S.           |                  | H.M.S.            |                   | Aycock Recreation Center          |           |           |        | Old Aycock         |           |
|---------|-------|------------------|------------------|-------------------|-------------------|-----------------------------------|-----------|-----------|--------|--------------------|-----------|
|         |       | Front Goal       | Back Goal        | Front Goal        | Back Goal         | Goal 1                            | Goal 2    | Goal 3    | Goal 4 | Front Goal         | Back Goal |
| Sat.    | 9:00  | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | n/a                               | n/a       | n/a       | n/a    | Girls Pee Wee Game | Back Goal |
| Jan. 8  | 10:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Co-Rec. Mighty Mite Game          |           |           |        | Girls Midget Game  |           |
|         | 11:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Co-Rec. Mighty Mite Game          |           |           |        | Girls Midget Game  |           |
|         | 12:00 | Boys Midget Game | Boys Midget Game | Boys Junior Game  | Boys Junior Game  | Boys Junior Game                  |           |           |        |                    |           |
|         | 1:00  |                  |                  |                   |                   | Vance Granville Community College |           |           |        |                    |           |
|         | 2:00  |                  |                  |                   |                   | Vance Granville Community College |           |           |        |                    |           |
|         | 3:00  |                  |                  |                   |                   | Vance Granville Community College |           |           |        |                    |           |
| Sun.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
| Jan. 9  | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
| Mon.    | 6:00  | n/a              | n/a              | n/a               | n/a               | Girls Pee Wee Game                |           |           |        | Boys Pee Wee Game  |           |
| Jan. 10 | 7:00  | n/a              | n/a              | Boys MD           | Boys MD           | Boys Pee Wee Game                 |           |           |        | Boys Pee Wee Game  |           |
|         | 8:00  | n/a              | n/a              | Boys MD           | Boys MD           |                                   |           |           |        |                    |           |
| Tues.   | 6:00  | n/a              | n/a              | n/a               | n/a               | Mighty M.                         | Mighty M. | Mighty M. |        | Girls PW           | Girls PW  |
| Jan. 11 | 7:00  | Girls MD         | Girls MD         | Boys Midget Game  | Boys Midget Game  | Boys Midget Game                  |           |           |        | Girls PW           | Girls PW  |
|         | 8:00  | Girls MD         | Girls MD         | Boys Midget Game  | Boys Midget Game  | Boys Midget Game                  |           |           |        |                    |           |
| Wed.    | 6:00  | n/a              | n/a              | n/a               | n/a               | Vance Granville Community College |           |           |        | Boys PW            |           |
| Jan. 12 | 7:00  | Boys Junior Game | Boys Junior Game | Boys MD           | Boys MD           | Vance Granville Community College |           |           |        | Boys PW            |           |
|         | 8:00  | Boys Junior Game | Boys Junior Game | Boys MD           | Boys MD           | Vance Granville Community College |           |           |        |                    |           |
| Thurs.  | 6:00  | n/a              | n/a              | n/a               | n/a               | Mighty M.                         |           | Mighty M. |        | Special Olympics   |           |
| Jan. 13 | 7:00  | Boys PW          | Boys PW          | Boys PW           | Boys PW           | Girls Midget Game                 |           |           |        | Special Olympics   |           |
|         | 8:00  | Boys JR          | Boys JR          | Boys JR           | Boys JR           |                                   |           |           |        | Larry Yates        |           |
| Frid.   | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
| Jan. 14 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |

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| DATE    | TIME  | EJMS             |                  | HMS               |                   | Avcock Recreation Center |           |                          |         | Old Avcock         |           |
|---------|-------|------------------|------------------|-------------------|-------------------|--------------------------|-----------|--------------------------|---------|--------------------|-----------|
|         |       | Front Goal       | Back Goal        | Front Goal        | Back Goal         | Goal 1                   | Goal 2    | Goal 3                   | Goal 4  | Front Goal         | Back Goal |
| Sat.    | 9:00  | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | n/a                      | n/a       | n/a                      | n/a     | Girls Pee Wee Game | Back Goal |
| Jan. 15 | 10:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Co-Rec. Mighty Mite Game |           | Co-Rec. Mighty Mite Game |         | Girls Midget Game  |           |
|         | 11:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Co-Rec. Mighty Mite Game |           | Co-Rec. Mighty Mite Game |         |                    |           |
|         | 12:00 | Boys Midget Game | Boys Midget Game | Boys Junior Game  | Boys Junior Game  | Boys Junior Game         |           | Boys Junior Game         |         |                    |           |
|         | 1:00  |                  |                  |                   |                   |                          |           |                          |         |                    |           |
|         | 2:00  |                  |                  |                   |                   |                          |           |                          |         |                    |           |
|         | 3:00  |                  |                  |                   |                   |                          |           |                          |         |                    |           |
| Sun.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a     | n/a                | n/a       |
| Jan. 16 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a     | n/a                | n/a       |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a     | n/a                | n/a       |
| Mon.    | 6:00  | Holiday          | Holiday          | Holiday           | Holiday           | Holiday                  | Holiday   | Holiday                  | Holiday | Holiday            | Holiday   |
| Jan. 17 | 7:00  | Holiday          | Holiday          | Holiday           | Holiday           | Holiday                  | Holiday   | Holiday                  | Holiday | Holiday            | Holiday   |
|         | 8:00  | Holiday          | Holiday          | Holiday           | Holiday           | Holiday                  | Holiday   | Holiday                  | Holiday | Holiday            | Holiday   |
| Tues.   | 6:00  | n/a              | n/a              | n/a               | n/a               | Mighty M.                | Mighty M. | Mighty M.                |         | Girls PW           | Girls PW  |
| Jan. 18 | 7:00  | Girls MD         | Girls MD         | Boys Midget Game  | Boys Midget Game  | Boys Midget Game         |           | Boys Midget Game         |         | Girls PW           | Girls PW  |
|         | 8:00  | Girls MD         | Girls MD         | Boys Midget Game  | Boys Midget Game  | Boys Midget Game         |           | Boys Midget Game         |         | Saba Quers         |           |
| Wed.    | 6:00  | n/a              | n/a              | n/a               | n/a               | Boys PW                  |           | Boys PW                  |         | Boys MD            | Boys MD   |
| Jan. 19 | 7:00  | Boys Junior Game | Boys Junior Game | Boys MD           | Boys MD           | Boys PW                  |           | Boys PW                  |         | Boys MD            | Boys MD   |
|         | 8:00  | Boys Junior Game | Boys Junior Game | Boys MD           | Boys MD           | Boys PW                  |           | Boys PW                  |         |                    |           |
| Thurs.  | 6:00  | n/a              | n/a              | n/a               | n/a               | Mighty M.                |           | Mighty M.                |         | Special Olympics   |           |
| Jan. 20 | 7:00  | n/a              | n/a              | Boys JR           | Boys JR           | Girls Midget Game        |           | Girls Midget Game        |         | Special Olympics   |           |
|         | 8:00  | n/a              | n/a              | Boys JR           | Boys JR           |                          |           |                          |         | Larry Yates        |           |
| Frid.   | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a     | n/a                | n/a       |
| Jan. 21 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a     | n/a                | n/a       |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a     | n/a                | n/a       |

11 lbs. 14 lbs.

| DATE    | TIME  | EIMS             |                  |                   |                   | HMS               |                   |            |           | Aycock Recreation Center          |           |           |        | Old Aycock         |                   |                  |                  |
|---------|-------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------|-----------|-----------------------------------|-----------|-----------|--------|--------------------|-------------------|------------------|------------------|
|         |       | Front Goal       | Back Goal        | Front Goal        | Back Goal         | Front Goal        | Back Goal         | Front Goal | Back Goal | Goal 1                            | Goal 2    | Goal 3    | Goal 4 | Front Goal         | Back Goal         | Front Goal       | Back Goal        |
| Sat.    | 9:00  | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | n/a        | n/a       | n/a                               | n/a       | n/a       | n/a    | Girls Pee Wee Game | Girls Midget Game |                  |                  |
| Jan. 22 | 10:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game |            |           | Co-Rec. Mighty Mite Game          |           |           |        |                    |                   |                  |                  |
|         | 11:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game |            |           | Co-Rec. Mighty Mite Game          |           |           |        |                    |                   |                  |                  |
|         | 12:00 | Boys Midget Game | Boys Midget Game | Boys Junior Game  | Boys Junior Game  | Boys Junior Game  | Boys Junior Game  |            |           | Boys Junior Game                  |           |           |        |                    |                   |                  |                  |
|         | 1:00  |                  |                  |                   |                   |                   |                   |            |           |                                   |           |           |        |                    |                   |                  |                  |
|         | 2:00  |                  |                  |                   |                   |                   |                   |            |           | Vance Granville Community College |           |           |        |                    |                   |                  |                  |
|         | 3:00  |                  |                  |                   |                   |                   |                   |            |           | Vance Granville Community College |           |           |        |                    |                   |                  |                  |
| Sun.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a        | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a               | n/a              | n/a              |
| Jan. 23 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a        | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a               | n/a              | n/a              |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a        | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a               | n/a              | n/a              |
| Mon.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a        | n/a       | Girls Pee Wee Game                |           |           |        | Boys Pee Wee Game  | Boys Pee Wee Game |                  |                  |
| Jan. 24 | 7:00  | Boys MD          | Boys MD          | Boys MD           | Boys MD           | Boys MD           | Boys MD           |            |           | Boys Pee Wee Game                 |           |           |        | Boys Pee Wee Game  | Boys Pee Wee Game |                  |                  |
|         | 8:00  | Boys MD          | Boys MD          | Boys MD           | Boys MD           | Boys MD           | Boys MD           |            |           |                                   |           |           |        |                    |                   |                  |                  |
| Tues.   | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | Mighty M.  | Mighty M. | Mighty M.                         | Mighty M. | Mighty M. |        | Girls PW           | Girls PW          | Girls PW         | Girls PW         |
| Jan. 25 | 7:00  | n/a              | n/a              | n/a               | n/a               | Boys Midget Game  | Boys Midget Game  |            |           | Boys Midget Game                  |           |           |        | Girls PW           | Girls PW          | Boys PW          | Boys PW          |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | Boys Midget Game  | Boys Midget Game  |            |           | Boys Midget Game                  |           |           |        | Boys PW            | Boys PW           | Boys PW          | Boys PW          |
| Wed.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               |            |           |                                   |           |           |        | Boys PW            | Boys PW           | Boys PW          | Boys PW          |
| Jan. 26 | 7:00  | Boys Junior Game | Boys Junior Game | Girls MD          | Girls MD          | Girls MD          | Girls MD          |            |           | Vance Granville Community College |           |           |        | Boys PW            | Boys PW           | Boys PW          | Boys PW          |
|         | 8:00  | Boys Junior Game | Boys Junior Game | Girls MD          | Girls MD          | Girls MD          | Girls MD          |            |           | Vance Granville Community College |           |           |        | Boys PW            | Boys PW           | Boys PW          | Boys PW          |
| Thurs.  | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | Mighty M.  | Mighty M. | Mighty M.                         | Mighty M. | Mighty M. |        | Special Olympics   | Special Olympics  | Special Olympics | Special Olympics |
| Jan. 27 | 7:00  | n/a              | n/a              | n/a               | n/a               | Boys JR           | Boys JR           |            |           | Girls Midget Game                 |           |           |        | Special Olympics   | Special Olympics  | Special Olympics | Special Olympics |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | Boys JR           | Boys JR           |            |           |                                   |           |           |        | Larry Yates        | Larry Yates       | Larry Yates      | Larry Yates      |
| Frid.   | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               |            |           |                                   |           |           |        |                    |                   |                  |                  |
| Jan. 28 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a        | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a               | n/a              | n/a              |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a        | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a               | n/a              | n/a              |

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| DATE    | TIME  | EJMS             |                  | HMS               |                   | Aycock Recreation Center |           |                          |        | Old Aycock         |           |
|---------|-------|------------------|------------------|-------------------|-------------------|--------------------------|-----------|--------------------------|--------|--------------------|-----------|
|         |       | Front Goal       | Back Goal        | Front Goal        | Back Goal         | Goal 1                   | Goal 2    | Goal 3                   | Goal 4 | Front Goal         | Back Goal |
| Sat.    | 9:00  | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | n/a                      | n/a       | n/a                      | n/a    | Girls Pee Wee Game | Back Game |
| Jan. 29 | 10:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Co-Rec. Mighty Mite Game |           | Co-Rec. Mighty Mite Game |        | Girls Midget Game  |           |
|         | 11:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Co-Rec. Mighty Mite Game |           | Co-Rec. Mighty Mite Game |        | Girls Midget Game  |           |
|         | 12:00 | Boys Midget Game | Boys Midget Game | Boys Junior Game  | Boys Junior Game  | Boys Junior Game         |           | Boys Junior Game         |        |                    |           |
|         | 1:00  |                  |                  |                   |                   |                          |           |                          |        |                    |           |
|         | 2:00  |                  |                  |                   |                   |                          |           |                          |        |                    |           |
|         | 3:00  |                  |                  |                   |                   |                          |           |                          |        |                    |           |
| Sun.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a    | n/a                | n/a       |
| Jan. 30 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a    | n/a                | n/a       |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a    | n/a                | n/a       |
|         |       |                  |                  |                   |                   |                          |           |                          |        |                    |           |
| Mon.    | 6:00  | n/a              | n/a              | n/a               | n/a               | Girls Pee Wee Game       |           | Girls Pee Wee Game       |        | Boys Pee Wee Game  |           |
| Jan. 31 | 7:00  | Boys MD          | Boys MD          | Boys MD           | Boys MD           | Boys Pee Wee Game        |           | Boys Pee Wee Game        |        | Boys Pee Wee Game  |           |
|         | 8:00  | Boys MD          | Boys MD          | Boys MD           | Boys MD           |                          |           |                          |        |                    |           |
|         |       |                  |                  |                   |                   |                          |           |                          |        |                    |           |
| Tues.   | 6:00  | n/a              | n/a              | n/a               | n/a               | Mighty M.                | Mighty M. | Mighty M.                |        | Girls PW           | Girls PW  |
| Feb. 1  | 7:00  | n/a              | n/a              | Boys Midget Game  | Boys Midget Game  | Boys Midget Game         |           | Boys Midget Game         |        | Girls PW           | Girls PW  |
|         | 8:00  | n/a              | n/a              | Boys Midget Game  | Boys Midget Game  | Boys Midget Game         |           | Boys Midget Game         |        | Jela Owens         |           |
|         |       |                  |                  |                   |                   |                          |           |                          |        |                    |           |
| Wed.    | 6:00  | n/a              | n/a              | n/a               | n/a               | Vance Charter School     |           | Vance Charter School     |        | Boys PW            | Boys PW   |
| Feb. 2  | 7:00  | Boys Junior Game | Boys Junior Game | Girls MD          | Girls MD          | Vance Charter School     |           | Vance Charter School     |        | Boys PW            | Boys PW   |
|         | 8:00  | Boys Junior Game | Boys Junior Game | Girls MD          | Girls MD          | Vance Charter School     |           | Vance Charter School     |        | Boys PW            | Boys PW   |
|         |       |                  |                  |                   |                   |                          |           |                          |        |                    |           |
| Thurs.  | 6:00  | n/a              | n/a              | n/a               | n/a               | Mighty M.                |           | Mighty M.                |        | Special Olympics   |           |
| Feb. 3  | 7:00  | n/a              | n/a              | Boys JR           | Boys JR           | Girls Midget Game        |           | Girls Midget Game        |        | Special Olympics   |           |
|         | 8:00  | n/a              | n/a              | Boys JR           | Boys JR           |                          |           |                          |        | Larry Yates        |           |
|         |       |                  |                  |                   |                   |                          |           |                          |        |                    |           |
| Frid.   | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a    | n/a                | n/a       |
| Feb. 4  | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a    | n/a                | n/a       |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a                      | n/a       | n/a                      | n/a    | n/a                | n/a       |

11 Lr3. 17 Lr3.

| DATE    | TIME  | EJMS             |                  |                   |                   | HMS               |                   |                          |                          | Aycock Recreation Center |                          |                          |                          | Old Aycock         |                    |                    |                    |
|---------|-------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|
|         |       | Front Goal       | Back Goal        | Front Goal        | Back Goal         | Front Goal        | Back Goal         | Front Goal               | Back Goal                | Goal 1                   | Goal 2                   | Goal 3                   | Goal 4                   | Front Goal         | Back Goal          | Front Goal         | Back Goal          |
| Sat.    | 9:00  | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | Girls Pee Wee Game | Girls Pee Wee Game | Girls Pee Wee Game | Girls Pee Wee Game |
| Feb. 5  | 10:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Girls Midget Game  | Girls Midget Game  | Girls Midget Game  | Girls Midget Game  |
|         | 11:00 | Boys Midget Game | Boys Midget Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Pee Wee Game | Boys Junior Game         | Boys Junior Game         | Boys Junior Game         | Boys Junior Game         | Boys Junior Game         | Boys Junior Game         |                    |                    |                    |                    |
|         | 12:00 | Boys Midget Game | Boys Midget Game | Boys Junior Game  | Boys Junior Game  | Boys Junior Game  | Boys Junior Game  |                          |                          |                          |                          |                          |                          |                    |                    |                    |                    |
|         | 1:00  |                  |                  |                   |                   |                   |                   |                          |                          |                          |                          |                          |                          |                    |                    |                    |                    |
|         | 2:00  |                  |                  |                   |                   |                   |                   |                          |                          |                          |                          |                          |                          |                    |                    |                    |                    |
|         | 3:00  |                  |                  |                   |                   |                   |                   |                          |                          |                          |                          |                          |                          |                    |                    |                    |                    |
| Sun.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                | n/a                | n/a                | n/a                |
| Feb. 6  | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                | n/a                | n/a                | n/a                |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                | n/a                | n/a                | n/a                |
| Mon.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | Girls Pee Wee Game       | Girls Pee Wee Game       | Girls Pee Wee Game       | Girls Pee Wee Game       | Girls Pee Wee Game       | Girls Pee Wee Game       | Boys Pee Wee Game  | Boys Pee Wee Game  | Boys Pee Wee Game  | Boys Pee Wee Game  |
| Feb. 7  | 7:00  | Boys MD          | Boys MD          | Boys MD           | Boys MD           | Boys MD           | Boys MD           | Boys Pee Wee Game        | Boys Pee Wee Game        | Boys Pee Wee Game        | Boys Pee Wee Game        | Boys Pee Wee Game        | Boys Pee Wee Game        | Boys Pee Wee Game  | Boys Pee Wee Game  | Boys Pee Wee Game  | Boys Pee Wee Game  |
|         | 8:00  | Boys MD          | Boys MD          | Boys MD           | Boys MD           | Boys MD           | Boys MD           | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         |                    |                    |                    |                    |
| Tues.   | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Girls PW           | Girls PW           | Girls PW           | Girls PW           |
| Feb. 8  | 7:00  | Girls MD         | Girls MD         | Girls MD          | Girls MD          | Girls MD          | Girls MD          | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Co-Rec. Mighty Mite Game | Girls PW           | Girls PW           | Girls PW           | Girls PW           |
|         | 8:00  | Girls MD         | Girls MD         | Girls MD          | Girls MD          | Girls MD          | Girls MD          | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         | Boys Midget Game         | Girls PW           | Girls PW           | Girls PW           | Girls PW           |
| Wed.    | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | Mighty M.                | Mighty M.                | Mighty M.                | Mighty M.                | Mighty M.                | Mighty M.                | Boys PW            | Boys PW            | Boys PW            | Boys PW            |
| Feb. 9  | 7:00  | Boys Junior Game | Boys Junior Game | Boys PW           | Boys PW           | Boys PW           | Boys PW           | Mighty M.                | Mighty M.                | Mighty M.                | Mighty M.                | Mighty M.                | Mighty M.                | Boys PW            | Boys PW            | Boys PW            | Boys PW            |
|         | 8:00  | Boys Junior Game | Boys Junior Game | Boys PW           | Boys PW           | Boys PW           | Boys PW           |                          |                          |                          |                          |                          |                          |                    |                    |                    |                    |
| Thurs.  | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               |                          |                          |                          |                          |                          |                          | Special Olympics   | Special Olympics   | Special Olympics   | Special Olympics   |
| Feb. 10 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | Girls Midget Game        | Girls Midget Game        | Girls Midget Game        | Girls Midget Game        | Girls Midget Game        | Girls Midget Game        | Special Olympics   | Special Olympics   | Special Olympics   | Special Olympics   |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | Girls Pee Wee            | Girls Pee Wee            | Girls Pee Wee            | Girls Pee Wee            | Girls Pee Wee            | Girls Pee Wee            | Larry Yates        | Larry Yates        | Larry Yates        | Larry Yates        |
| Frid.   | 6:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                | n/a                | n/a                | n/a                |
| Feb. 11 | 7:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                | n/a                | n/a                | n/a                |
|         | 8:00  | n/a              | n/a              | n/a               | n/a               | n/a               | n/a               | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                      | n/a                | n/a                | n/a                | n/a                |

174 LF3. 17 LF3.

| DATE    | TIME  | EJMS             |           | HMS               |           | Aycock Recreation Center |                                   |           |           | Old Aycock         |                  |
|---------|-------|------------------|-----------|-------------------|-----------|--------------------------|-----------------------------------|-----------|-----------|--------------------|------------------|
|         |       | Front Goal       | Back Goal | Front Goal        | Back Goal | Goal 1                   | Goal 2                            | Goal 3    | Goal 4    | Front Goal         | Back Goal        |
| Sat.    | 9:00  | Boys Midget Game |           | Boys Pee Wee Game |           | n/a                      | n/a                               | n/a       | n/a       | Girls Pee Wee Game | Back Goal        |
| Feb. 12 | 10:00 | Boys Midget Game |           | Boys Pee Wee Game |           |                          | Co-Rec. Mighty Mite Game          |           |           | Girls Midget Game  |                  |
|         | 11:00 | Boys Midget Game |           | Boys Pee Wee Game |           |                          | Co-Rec. Mighty Mite Game          |           |           |                    |                  |
|         | 12:00 | Boys Midget Game |           | Boys Junior Game  |           |                          | Boys Junior Game                  |           |           |                    |                  |
|         | 1:00  |                  |           |                   |           |                          |                                   |           |           |                    |                  |
|         | 2:00  |                  |           |                   |           |                          |                                   |           |           |                    |                  |
|         | 3:00  |                  |           |                   |           |                          |                                   |           |           |                    |                  |
| Sun.    | 6:00  | n/a              | n/a       | n/a               | n/a       | n/a                      | n/a                               | n/a       | n/a       | n/a                | n/a              |
| Feb. 13 | 7:00  | n/a              | n/a       | n/a               | n/a       | n/a                      | n/a                               | n/a       | n/a       | n/a                | n/a              |
|         | 8:00  | n/a              | n/a       | n/a               | n/a       | n/a                      | n/a                               | n/a       | n/a       | n/a                | n/a              |
| Mon.    | 6:00  | n/a              | n/a       | n/a               | n/a       |                          | Girls Pee Wee Game                |           |           | Boys Pee Wee Game  |                  |
| Feb. 14 | 7:00  | Boys MD          | Boys MD   | Boys MD           | Boys MD   |                          | Boys Pee Wee Game                 |           |           | Boys Pee Wee Game  |                  |
|         | 8:00  | Boys MD          | Boys MD   | Boys MD           | Boys MD   |                          | Boys Midget Game                  |           |           |                    |                  |
| Tues.   | 6:00  | n/a              | n/a       | n/a               | n/a       |                          | Co-Rec. Mighty Mite Game          |           |           | Girls PW           | Girls PW         |
| Feb. 15 | 7:00  | Girls MD         | Girls MD  | Boys Midget Game  |           |                          | Co-Rec. Mighty Mite Game          |           |           | Girls PW           | Beacon           |
|         | 8:00  | Girls MD         | Girls MD  | Boys Midget Game  |           |                          | Boys Midget Game                  |           |           | Sela Owens         |                  |
| Wed.    | 6:00  | n/a              | n/a       | n/a               | n/a       |                          | Vance Granville Community College |           |           | Boys PW            |                  |
| Feb. 16 | 7:00  | Boys Jr Game     |           | Boys PW           |           |                          | Vance Granville Community College |           |           | Boys PW            |                  |
|         | 8:00  | Boys Jr Game     |           | Boys PW           |           |                          | Vance Granville Community College |           |           |                    |                  |
| Thurs.  | 6:00  | n/a              | n/a       | n/a               | n/a       | Mighty M.                | Mighty M.                         | Mighty M. | Mighty M. | Special Olympics   | Special Olympics |
| Feb. 17 | 7:00  | n/a              | n/a       | Boys PW           |           | Mighty M.                |                                   |           |           | Special Olympics   | Larry Yates      |
|         | 8:00  | n/a              | n/a       | Boys PW           |           | Girls Midget League Game |                                   |           |           |                    |                  |
| Frid.   | 6:00  | n/a              | n/a       | n/a               | n/a       | n/a                      | n/a                               | n/a       | n/a       | n/a                | n/a              |
| Feb. 18 | 7:00  | n/a              | n/a       | n/a               | n/a       | n/a                      | n/a                               | n/a       | n/a       | n/a                | n/a              |
|         | 8:00  | n/a              | n/a       | n/a               | n/a       | n/a                      | n/a                               | n/a       | n/a       | n/a                | n/a              |

14 LB. 17 LB.

| DATE    | TIME  | EJMS             |           | HMS               |           | Aycock Recreation Center          |           |           |        | Old Aycock         |           |
|---------|-------|------------------|-----------|-------------------|-----------|-----------------------------------|-----------|-----------|--------|--------------------|-----------|
|         |       | Front Goal       | Back Goal | Front Goal        | Back Goal | Goal 1                            | Goal 2    | Goal 3    | Goal 4 | Front Goal         | Back Goal |
| Sat.    | 9:00  | Boys Midget Game |           | Boys Pee Wee Game |           | n/a                               | n/a       | n/a       | n/a    | Girls Pee Wee Game | Back Game |
| Feb. 19 | 10:00 | Boys Midget Game |           | Boys Pee Wee Game |           | Co-Rec. Mighty Mite Game          |           |           |        | Girls Midget Game  |           |
|         | 11:00 | Boys Midget Game |           | Boys Pee Wee Game |           | Co-Rec. Mighty Mite Game          |           |           |        |                    |           |
|         | 12:00 | Boys Midget Game |           |                   |           |                                   |           |           |        |                    |           |
|         | 1:00  |                  |           |                   |           | Vance Granville Community College |           |           |        |                    |           |
|         | 2:00  |                  |           |                   |           | Vance Granville Community College |           |           |        |                    |           |
|         | 3:00  |                  |           |                   |           |                                   |           |           |        |                    |           |
| Sun.    | 6:00  | n/a              | n/a       | n/a               | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
| Feb. 20 | 7:00  | n/a              | n/a       | n/a               | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
|         | 8:00  | n/a              | n/a       | n/a               | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
| Mon.    | 6:00  |                  |           |                   |           | Girls Pee Wee Game                |           |           |        | Boys Pee Wee Game  |           |
| Feb. 21 | 7:00  |                  |           |                   |           | Boys Pee Wee Game                 |           |           |        | Boys Pee Wee Game  |           |
|         | 8:00  |                  |           |                   |           | Girls Midget Game                 |           |           |        | Boys Midget Game   |           |
| Tues.   | 6:00  | n/a              | n/a       | n/a               | n/a       | Mighty M.                         | Mighty M. |           |        | Girls PW           | Girls PW  |
| Feb. 22 | 7:00  |                  |           | Boys MD Games     | Games     | Boys                              | MD        | Games     | ✓      | Girls PW           | Beacon    |
|         | 8:00  |                  |           | Boys MD Games     | Games     | Boys                              | MD        | Games     | —      |                    |           |
| Wed.    | 6:00  | n/a              | n/a       | n/a               | n/a       | Vance Granville Community College |           |           |        | Boys PW            |           |
| Feb. 23 | 7:00  |                  |           | Boys              | PW Game   | Vance Granville Community College |           |           |        | Boys PW            |           |
|         | 8:00  |                  |           | Boys              | PW Game   | Vance Granville Community College |           |           |        |                    |           |
| Thurs.  | 6:00  | n/a              | n/a       | n/a               | n/a       | Mighty M.                         |           | Mighty M. |        | Special Olympics   |           |
| Feb. 24 | 7:00  | n/a              | n/a       | Boys PW           |           | Boys Pee Wee Game                 |           |           |        | Special Olympics   |           |
|         | 8:00  | n/a              | n/a       | Boys PW           |           | Girls Midget Game                 |           |           |        | Larry Yates        |           |
| Frid.   | 6:00  | n/a              | n/a       | n/a               | n/a       | Special Olympics Game             |           |           |        | n/a                | n/a       |
| Feb. 25 | 7:00  | n/a              | n/a       | n/a               | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |
|         | 8:00  | n/a              | n/a       | n/a               | n/a       | n/a                               | n/a       | n/a       | n/a    | n/a                | n/a       |

S 203. 13 203.

| DATE    | TIME  | EJMS       |           | HMS               |           | Aycock Recreation Center |        |        |        | Old Aycock                                          |           |
|---------|-------|------------|-----------|-------------------|-----------|--------------------------|--------|--------|--------|-----------------------------------------------------|-----------|
|         |       | Front Goal | Back Goal | Front Goal        | Back Goal | Goal 1                   | Goal 2 | Goal 3 | Goal 4 | Front Goal                                          | Back Goal |
| Sat.    | 9:00  |            |           | Boys Pee Wee Game |           | n/a                      | n/a    | n/a    | n/a    | Girls Pee Wee Game                                  |           |
| Feb. 26 | 10:00 |            |           | Boys Pee Wee Game |           |                          |        |        |        | <i>Girls n/a Game</i>                               |           |
|         | 11:00 |            |           | Boys Pee Wee Game |           |                          |        |        |        |                                                     |           |
|         | 12:00 |            |           |                   |           |                          |        |        |        |                                                     |           |
|         | 1:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
|         | 2:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
|         | 3:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
| Sun.    | 6:00  | n/a        | n/a       | n/a               | n/a       | n/a                      | n/a    | n/a    | n/a    | n/a                                                 | n/a       |
| Feb. 27 | 7:00  | n/a        | n/a       | n/a               | n/a       | n/a                      | n/a    | n/a    | n/a    | n/a                                                 | n/a       |
|         | 8:00  | n/a        | n/a       | n/a               | n/a       | n/a                      | n/a    | n/a    | n/a    | n/a                                                 | n/a       |
| Mon.    | 6:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
| Feb. 28 | 7:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
|         | 8:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
| Tues.   | 6:00  | n/a        | n/a       | n/a               | n/a       |                          |        |        |        |                                                     |           |
| Mar. 1  | 7:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
|         | 8:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
| Wed.    | 6:00  | n/a        | n/a       | n/a               | n/a       |                          |        |        |        |                                                     |           |
| Mar. 2  | 7:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
|         | 8:00  |            |           |                   |           |                          |        |        |        |                                                     |           |
| Thurs.  | 6:00  | n/a        | n/a       | n/a               | n/a       |                          |        |        |        | Special Olympics<br>Special Olympics<br>Larry Yates |           |
| Mar. 3  | 7:00  | n/a        | n/a       |                   |           |                          |        |        |        |                                                     |           |
|         | 8:00  | n/a        | n/a       |                   |           |                          |        |        |        |                                                     |           |
|         |       |            |           |                   |           |                          |        |        |        |                                                     |           |
| Frid.   | 6:00  | n/a        | n/a       | n/a               | n/a       | n/a                      | n/a    | n/a    | n/a    | n/a                                                 | n/a       |
| Mar. 4  | 7:00  | n/a        | n/a       | n/a               | n/a       | n/a                      | n/a    | n/a    | n/a    | n/a                                                 | n/a       |
|         | 8:00  | n/a        | n/a       | n/a               | n/a       | n/a                      | n/a    | n/a    | n/a    | n/a                                                 | n/a       |

0 LRS. 4 LRS.

Total LRS. + Total LRS. = 378  
171. 207

## *Meetings and Events Calendar*

| <b>Date</b>           | <b>Time</b>             | <b>Event</b>                                             | <b>Location</b>                                                                                                                                                                                       |
|-----------------------|-------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 11 <sup>th</sup> | 3:00 PM                 | <b>Henderson Community Appearance Commission</b>         | City Council Chambers                                                                                                                                                                                 |
| June 11 <sup>th</sup> | 6:00 PM                 | <b>Budget Work Session # 7<br/>If Needed</b>             | City Council Chambers                                                                                                                                                                                 |
| June 13 <sup>th</sup> | 12:00 PM                | <b>Henderson-Vance Park &amp; Recreations Commission</b> | Aycock Recreation Center                                                                                                                                                                              |
| June 13 <sup>th</sup> | 6:00 PM                 | <b>Budget Work Session #8<br/>If Needed</b>              | City Council Chambers                                                                                                                                                                                 |
| June 17 <sup>th</sup> | 6:00 PM                 | <b>Budget Work Session #9<br/>If Needed</b>              | City Council Chambers                                                                                                                                                                                 |
| June 18 <sup>th</sup> | 6:00 PM                 | <b>Budget Work Session #10<br/>If Needed</b>             | City Council Chambers                                                                                                                                                                                 |
| June 20 <sup>th</sup> | 7:00 PM                 | <b>Human Relations Commission</b>                        | City Council Chambers                                                                                                                                                                                 |
| June 24 <sup>th</sup> | 6:00 PM                 | <b>City Council Meeting<br/>Work Session to Follow</b>   | City Council Chambers                                                                                                                                                                                 |
| July 1 <sup>st</sup>  | 3:30 PM                 | <b>Henderson Planning Board</b>                          | City Council Chambers                                                                                                                                                                                 |
| July 1 <sup>st</sup>  | 6:00 PM                 | <b>City Council Regular Meeting</b>                      | City Council Chambers                                                                                                                                                                                 |
| July 2 <sup>nd</sup>  | 3:30 PM                 | <b>Henderson Zoning Board of Adjustment</b>              | City Council Chambers                                                                                                                                                                                 |
| July 4 <sup>th</sup>  | <b>City Hall Closed</b> | <b>HAPPY FOURTH OF JULY<br/>CITY HALL CLOSED</b>         |  <b>Happy Fourth of July</b>  |
| July 8 <sup>th</sup>  | 6:00 PM                 | <b>City Council Regular Meeting</b>                      | City Council Chambers                                                                                                                                                                                 |
| July 9 <sup>th</sup>  | 3:00 PM                 | <b>Henderson Appearance Committee</b>                    | City Council Chambers                                                                                                                                                                                 |
| July 12 <sup>th</sup> | 12:00 PM                | <b>Henderson-Vance Park &amp; Recreations Commission</b> | Aycock Recreation Center                                                                                                                                                                              |
| July 18 <sup>th</sup> | 7:00 PM                 | <b>Human Relations Commission</b>                        | City Council Chambers                                                                                                                                                                                 |
| July 22 <sup>nd</sup> | 6:00 PM                 | <b>City Council Meeting<br/>Work Session to Follow</b>   | City Council Chambers                                                                                                                                                                                 |
| July 26 <sup>th</sup> | 10:00 AM                | <b>Henderson-Vance E911 Advisory Board Meeting</b>       | E911 Operations Center                                                                                                                                                                                |
| Aug 5 <sup>th</sup>   | 3:30 PM                 | <b>Henderson Planning Board</b>                          | City Council Chambers                                                                                                                                                                                 |
| Aug 6 <sup>th</sup>   | 3:30 PM                 | <b>Henderson Zoning Board of Adjustment</b>              | City Council Chambers                                                                                                                                                                                 |
| Aug 8 <sup>th</sup>   | 12:00 PM                | <b>Henderson-Vance Park &amp; Recreations Commission</b> | Aycock Recreation Center                                                                                                                                                                              |
| Aug 12 <sup>th</sup>  | 12:00 PM                | <b>KLRW Advisory Board Meeting</b>                       | City Hall Large Conference Room                                                                                                                                                                       |
| Aug 12 <sup>th</sup>  | 6:00 PM                 | <b>City Council Regular Meeting</b>                      | City Council Chambers                                                                                                                                                                                 |
| Aug 13 <sup>th</sup>  | 3:00 PM                 | <b>Henderson Community Appearance Commission</b>         | City Council Chambers                                                                                                                                                                                 |

Last Updated: 6/7/2013 9:55 AM



# 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: June 3, 2013

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

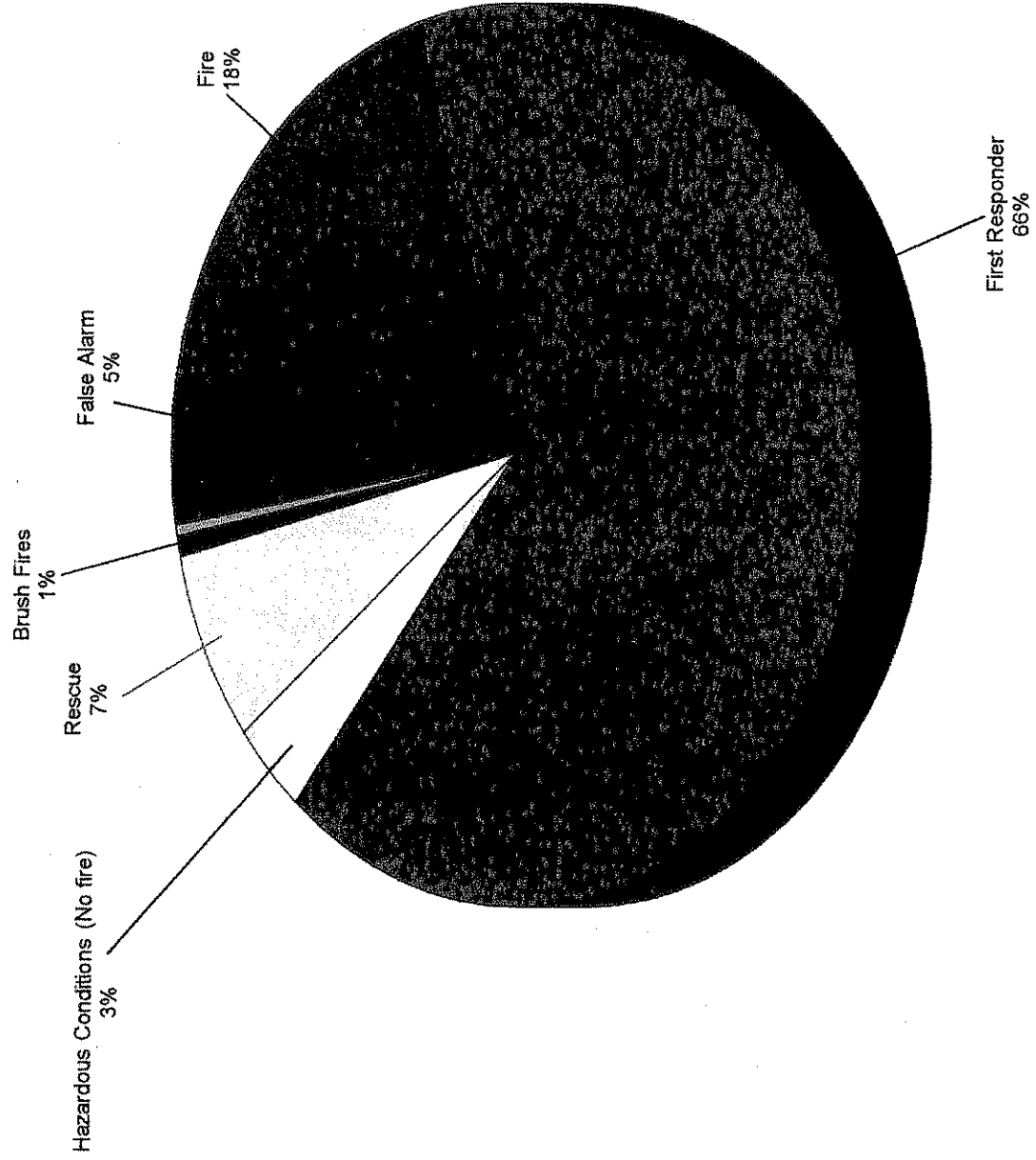
| TYPE OF CALL                                                                   | PRESENT MONTH | PREVIOUS MONTH | YEAR-TO-DATE |
|--------------------------------------------------------------------------------|---------------|----------------|--------------|
| PRIVATE DWELLINGS (1 or 2 Family), Including Mobile Homes                      | 13            | 21             | 64           |
| APARTMENTS (3 or More Families)                                                | 1             | 1              | 8            |
| HOTELS AND MOTELS                                                              | 1             |                | 2            |
| ALL OTHER RESIDENTIAL (Dormitories, Boarding Houses, Tents, etc.)              | 1             | 0              | 2            |
| PUBLIC ASSEMBLY (Church, Restaurant, Clubs, etc.)                              | 3             | 1              | 8            |
| SCHOOLS AND COLLEGES                                                           | 0             | 1              | 1            |
| HEALTH CARE AND PENAL INSTITUTIONS (Hospitals, Nursing Homes, Prisons, etc.)   | 4             | 3              | 14           |
| STORES AND OFFICES                                                             | 4             | 2              | 11           |
| INDUSTRY, UTILITY, DEFENSE, LABORATORIES, MANUFACTURING                        | 5             | 0              | 10           |
| STORAGE IN STRUCTURES (Barns, Vehicle storage Garages, General Storage, etc.)  | 0             | 0              | 0            |
| OTHER STRUCTURES (Outbuildings, Bridges, etc.)                                 | 0             | 0              | 0            |
| WORKING STRUCTURE FIRE                                                         | 3             | 3              | 10           |
| FIRES IN HIGHWAY VEHICLES (Autos, Trucks, Buses, etc.)                         | 1             | 0              | 8            |
| 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          | 1          | 8           |
| FIRES IN RUBBISH, INCLUDING DUMPSTERS (Outside structures), With No Value Involved                      | 2          | 1          | 7           |
| ALL OTHER FIRES                                                                                         | 2          | 0          | 4           |
| RESCUE                                                                                                  | 18         | 17         | 115         |
| FIRST RESPONDER                                                                                         | 172        | 145        | 985         |
| FALSE ALARM RESPONSES (Malicious or Unintentional False Calls, Malfunctions, Bomb Scares)               | 14         | 9          | 71          |
| MUTUAL AID OR ASSISTANCE RESPONSES                                                                      | 7          | 11         | 43          |
| HAZARDOUS MATERIALS RESPONSES (Spills, Leaks, etc.)                                                     | 3          | 2          | 14          |
| OTHER HAZARDOUS RESPONSES (Arcing wires, Bomb Removal, Power Line Down, etc.)                           | 6          | 3          | 20          |
| ALL OTHER RESPONSES (Smoke Scares, Lock-Outs, Animal Rescues, etc.)                                     | 2          | 7          | 17          |
| <b>TOTALS</b>                                                                                           | <b>262</b> | <b>228</b> | <b>1422</b> |

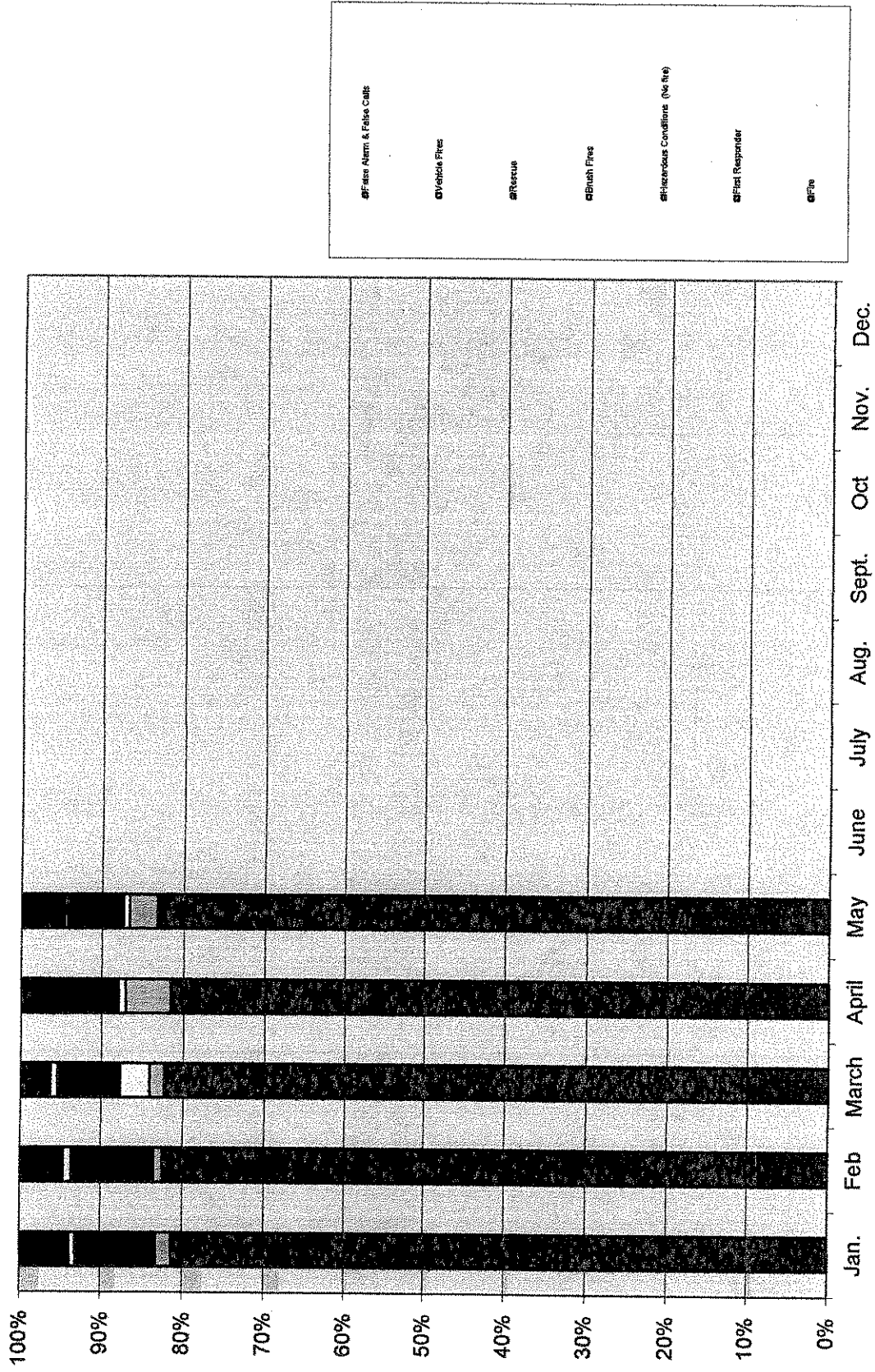
|                                                                | PRESENT MONTH   | PREVIOUS MONTH | YEAR-TO-DATE    |
|----------------------------------------------------------------|-----------------|----------------|-----------------|
| <b>Total Fire Incidents With Property and/or Contents Loss</b> | 11              | 11             | 48              |
| <b>Total of Property and Contents Value Saved</b>              | \$ 1,665,211.00 | \$ 66,780.00   | \$ 3,855,128.00 |

|                                        | PRESENT MONTH | PREVIOUS MONTH | YEAR-TO-DATE |
|----------------------------------------|---------------|----------------|--------------|
| FIRE CASUALTIES FIREFIGHTER-DEATH      | 0             | 0              | 0            |
| FIRE CASUALTIES FIREFIGHTER - INJURIES | 0             | 0              | 0            |
| FIRE CASUALTIES CIVILIAN - DEATH       | 0             | 0              | 0            |
| FIRE CASUALTIES CIVILIAN - INJURIES    | 0             | 0              | 2            |

## Incident Summary For May 2013



# YEAR TO DATE SUMMARY BY MONTH FOR 2013



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

| INSPECTIONS   | PRESENT MONTH | PREVIOUS MONTH | YEAR-TO-DATE |
|---------------|---------------|----------------|--------------|
| ASSEMBLY      | 17            | 4              | 38           |
| BUSINESS      | 23            | 12             | 121          |
| EDUCATIONAL   | 0             | 0              | 1            |
| HAZARDOUS     | 0             | 0              | 0            |
| INDUSTRIAL    | 0             | 3              | 6            |
| INSTITUTIONAL | 0             | 0              | 5            |
| MERCANTILE    | 17            | 7              | 63           |
| RESIDENTIAL   | 2             | 1              | 11           |
| STORAGE       | 0             | 0              | 1            |
| DAY CARE      | 3             | 3              | 13           |
| HOME CARE     | 0             | 0              | 0            |
| FOSTER CARE   | 0             | 1              | 2            |
| VACANT        | 3             | 2              | 5            |
|               |               |                |              |
| TOTALS        | 65            | 33             | 266          |

|                       | PRESENT MONTH | PREVIOUS MONTH | YEAR-TO-DATE |
|-----------------------|---------------|----------------|--------------|
| CODE VIOLATIONS       | 92            | 55             | 359          |
| FOLLOW UP INSPECTIONS | 19            | 31             | 91           |

# 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  | 15   | 11   | 8    |     |     |     |      |     |     |     | 73     |
| Home Inspections / Door<br>Hanger Follow Ups         | 8   | 2   | 5    | 8    | 0    |     |     |     |      |     |     |     | 23     |
| Smoke Alarms Installed                               | 5   | 12  | 7    | 6    | 8    |     |     |     |      |     |     |     | 38     |
| Batteries Installed in<br>Smoke Alarms               | 7   | 12  | 12   | 9    | 8    |     |     |     |      |     |     |     | 48     |
| Fire Extinguisher Classes                            | 0   | 0   | 0    | 1    | 0    |     |     |     |      |     |     |     | 1      |
| School / Daycare<br>Presentations                    | 3   | 4   | 6    | 4    | 3    |     |     |     |      |     |     |     | 20     |
| Community / Civic Group<br>Presentations             | 2   | 1   | 3    | 1    | 2    |     |     |     |      |     |     |     | 9      |
| Station Tours                                        | 1   | 5   | 3    | 2    | 3    |     |     |     |      |     |     |     | 14     |
| Total Participants in Fire &<br>Life Safety Programs | 600 | 800 | 1000 | 1300 | 2000 |     |     |     |      |     |     |     | 5700   |
| Community / Business<br>Displays                     | 0   | 1   | 2    | 1    | 1    |     |     |     |      |     |     |     | 5      |
| Child Safety Seat Clinics                            | 0   | 0   | 0    | 0    | 0    |     |     |     |      |     |     |     | 0      |
| Child Safety Seats<br>Inspected                      | 12  | 8   | 6    | 8    | 5    |     |     |     |      |     |     |     | 39     |
| Child Safety Seats<br>Distributed                    | 2   | 0   | 0    | 0    | 0    |     |     |     |      |     |     |     | 2      |
| Shift Coverage Hours                                 | 40  | 48  | 16   | 24   | 24   |     |     |     |      |     |     |     | 154    |

# MONTHLY CITATION REPORT FOR THE MONTH OF: MAY 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 - MAY 2013

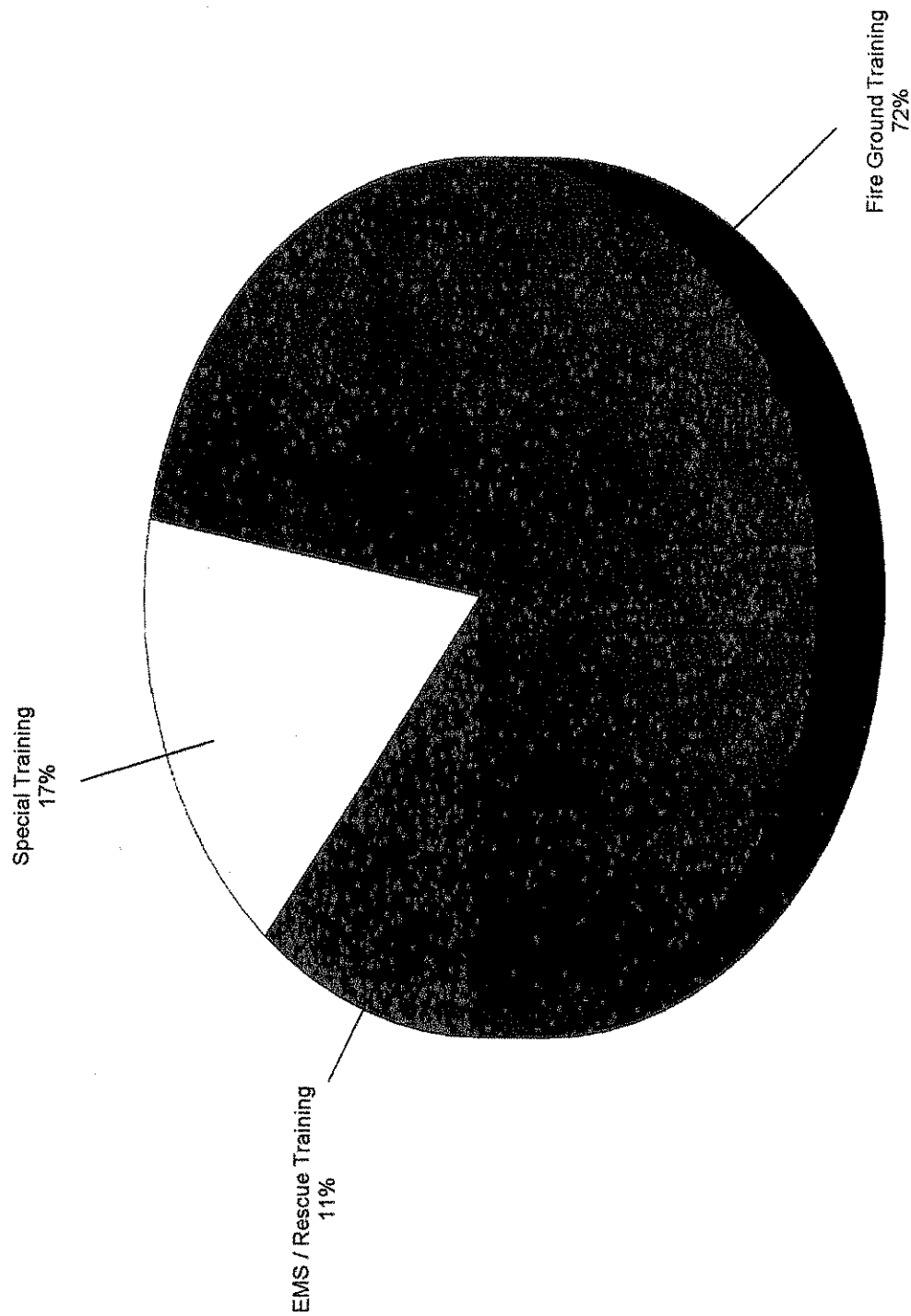
Henderson Fire Department

| Types of Courses Taught | Course Hours Taught | Man-hours of Training |
|-------------------------|---------------------|-----------------------|
| Fire Ground Training    | 137                 | 940.5                 |
| EMS / Rescue Training   | 21                  | 174                   |
| Special Training        | 32                  | 160                   |

|        |     |        |
|--------|-----|--------|
| Totals | 190 | 1274.5 |
|--------|-----|--------|

|                        | Course Hours Taught | Man-hours of Training |
|------------------------|---------------------|-----------------------|
| PREVIOUS MONTH TOTAL   | 196                 | 2227                  |
| YEAR - TO - DATE TOTAL | 801.5               | 6910.5                |

**Training Hours by Category - May  
2013**



## **Fire Department Regulatory Compliance**

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