



AGENDA

Henderson City Council Short Regular Meeting
Monday, 25 November 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, Sr.
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

Councilmember-Elect Fearldine A. Simmons

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) 28 October 2013 Short Regular Meeting [See Notebook Tab 1]*
- b) 28 October 2013 Work Session*

VII. PRESENTATIONS AND RECOGNITIONS

- a) Northern Vance Engineering and Architecture Students and Instructor*

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 Resolution 13-69, Authorizing the Application of a FEMA Grant by the Henderson Fire Department in the Amount of \$690,000. (CAF 13-101) [See Notebook Tab 2]*
 - Resolution 13-69
- b) Consideration of Approval of Ordinance 13-66, FY14 Budget Amendment #15, Amending the 2013 BJA Grant Budget. (CAF 13-119) [See Notebook Tab 3]*
 - Ordinance 13-66
- c) Consideration of Approval of Ordinance 13-65, FY14 Budget Amendment #16, Amending General Fund Revenues and the Maintenance & Repair – Automotive Line Item Within the Fire Department’s Budget. (CAF 13-118) [See Notebook Tab 4]*
 - Ordinance 13-65
- d) Consideration of Approval of Ordinance 13-67, FY14 Budget Amendment #18, Amending the Water Fund to Use Contingency Funds to Appropriate Additional Legal Fees Within the Water Distribution Department. (CAF 13-120) [See Notebook Tab 5]*
 - Ordinance 13-67

- e) Consideration of Approval of Ordinance 13-68, FY14 Budget Amendment #19, Amending the General Fund to Budget the Reimbursement to the City by Vance County Tourism for Staff Overtime Expense While Working the Show, Shine, Shag & Dine Event. (CAF 13-121) [See Notebook Tab 6]
 - Ordinance 13-68
- f) Consideration of Approval of Resolution 13-82, Employee Appreciation One-Time Salary Supplement. (CAF 13-124) [See Notebook Tab 7]
 - Resolution 13-82

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 1) Resolution 13-72, Authorizing the Acceptance of the Clean Water State Revolving Fund Loan for the Elmwood Cemetery Sewer Main Replacement Project; and 2) Resolution 13-68, Authorizing the Execution of a Contract with McGill Associates, P.A. for the Completion of Engineering Design for the Elmwood Cemetery Outfall Project; and 3) Ordinance 13-50, FY 14 Budget Amendment #14, Revising the Elmwood Cemetery Outfall CIP Project Budget to Encompass All Additional Costs Incurred for the Project. (CAF 13-108) [See Notebook Tab 8]
 - Resolution 13-72
 - Resolution 13-68
 - Ordinance 13-50
- b) Consideration of Approval of 1) Resolution 13-74, Authorizing a Donation to the Farmers' Market and 2) Ordinance 13-62, FY14 Budget Amendment #17 to Allocate Funds for the Above Mentioned Donation. (CAF 13-110) [See Notebook Tab 9]
 - Resolution 13-74
 - Ordinance 13-62
- c) Consideration of Approval of Resolution 13-77, Authorizing the Acceptance of a Proposal with McGill Associates, P.A. to Perform an Update of the Water and Sewer Capital Improvement Plan and Financial Analysis Update. (CAF 13-115) [See Notebook Tab 10]
 - Resolution 13-77

- d) Consideration of Approval of Ordinance 13-57, Amending the FY13-14 Annual Schedule of Fees Relating to the Water Rate Structure. (CAF 13-102-A) [See Notebook Tab 11]

- Ordinance 13-57

It was the consensus of Council to bring all of the above Consent Items forward from the previous Work Session.

- e) Consideration of Approval of Resolution 13-79, Approving 2014 Council Meeting Schedule. (CAF 13-117) [See Notebook Tab 12]

- Resolution 13-79

- f) Consideration of Approval of Tax Releases and Refunds from Vance County for the Month of October 2013. (CAF 13-116) [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 on the last page of this Agenda.³

XII. REPORTS

- a) Mayor/Mayor Pro-Tem
- b) City Manager
- c) City Attorney
- d) City Clerk
 - i. Calendar Update [See Notebook Tab 14]
 - ii. E-911 October Report
 - iii. Fire Department Monthly Report
 - iv. Police Department Monthly Report
 - v. National Hospice Palliative Care Month Proclamation

XIII. ADJOURNMENT

³ Citizen Comment Guidelines

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

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

City Council Minutes - DRAFT

Short Regular Meeting

28 October 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, George M. Daye and Council Member-Elect Fearldine Simmons.

ABSENT

None.

STAFF PRESENT

City Manager Ray Griffin, City Attorney John Zollicoffer, Assistant City Manager Frank Frazier, City Clerk Esther J. McCrackin, Finance Director Kathy Brafford, Planning & Community Development Director Erris Dunston, Code Compliance Director Corey Williams, and Human Resources Director Cathy Brown.

CALL TO ORDER

The 28 October 2013 Short 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.

OPENING COMMENTS

Mayor O'Geary welcomed everyone to the meeting and said thank you to those who voted during the recent election. Mayor O'Geary congratulated Ms. Fearldine Simmons on being elected to Ward 4 seat and he also congratulated Council Members Coffey, Inscoe and Daeke who were all re-elected to their respective seats. He said it is with sadness that we will soon bid

Council Member Brown goodbye as he retires from Council. More will be said when the new Council is seated on 9 December 2013.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor O'Geary asked if there were any adjustments to the Agenda. Council Member Peace-Jenkins moved to accept the Agenda as presented. Motion seconded by Council Member Coffey and unanimously approved.

APPROVAL OF MINUTES

Mayor O'Geary asked for any corrections to and/or approval of the minutes. Council Member Daeke moved the approval of the 9 September 2013 minutes as presented. Motion seconded by Council Member Daye and unanimously approved.

PRESENTATIONS AND RECOGNITIONS

Retired Police Officer Alvis Hawkins was to be recognized this evening; however, he was unable to attend and the Human Resources Department will see that he receives the Proclamation and gifts recognizing his years of service to the City of Henderson.

Finance Director Kathy Brafford shared with Council that for the 21st consecutive year the Finance Department has received the *Government Finance Officers Association Award* for financial reporting. City Manager Griffin added this is the highest recognition for financial excellence awarded in the nation to local governments.

PUBLIC HEARING

Amending City of Henderson Zoning Ordinance Section 304B.1, Limiting Certain Façade Requirements to New Construction, Façade Improvements or Modifications. (Reference: CAF 13-105; Ordinance 13-59)

City Manager Griffin said the items for Public Hearing this evening belong mainly to the Planning Department and asked Planning and Community Development Director Dunston to describe this amendment. Ms. Dunston explained this amendment clarifies the wording of the existing ordinance regarding façade requirements. It is believed that adding to the first sentence of Section 304B.1 of the Zoning Code sufficiently clarifies the requirements. Zoning Ordinance Section 304B.1 pertains to new construction only.

City Attorney John Zollicoffer, Jr. added that with this amendment the wording of the ordinance now matches the title of the ordinance in a clearer manner.

Council Member Daeke asked if this ordinance has ever been utilized. Ms. Dunston responded no.

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

Mayor O'Geary then closed the Public Hearing and asked for Council's pleasure.

Motion was made by Council Member Rainey to approve Ordinance 13-59, *Amending City of Henderson Zoning Ordinance Section 304B.1, Limiting Certain Façade Requirements to New Construction, Façade Improvements or Modifications*. Motion seconded by Council Member Daeke and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown and Daye. NO: None. ABSTAIN: None. ABSENT: None. (See Ordinance Book 9, p 39)

Amending Zoning Ordinance Section 408 Relative to Off Premises Advertising. (Reference: CAF 13-112; Ordinance 13-30)

Planning and Community Development Director Dunston explained this amendment expands the signage ordinance to all signs off premise as long as they are within a government sponsored program. She gave an example of a City sponsored program to improve the planters on Garnett Street and said this would allow for citizens/businesses who donate to the cause to have a sign placed in that name.

Council Member Inscoe asked if the signs would be permanent or for an indefinite time, how they would be maintained and who would control the size. He also asked if Council would need to approve the signs for each program. Council Member Daeke asked the same question about size and timeframe. He also questioned if there would be a fee, noting private enterprise would receive free advertising. Council Member Coffey said she would like more information about the size of signage.

Ms. Dunston said the signs would be uniform and approved by the program.

City Manager Griffin suggested this amendment be remanded back to the Planning Board for further consideration and brought back to the 25th November Council Work Session and to continue the Public Hearing until the 9 December 2013 Council Meeting.

Council Member Kearney said he agreed with the concept as it is a positive way to promote programs but agreed there should be some type of regulation.

A motion was made by Council Member Rainey to continue the Public Hearing to the 9 December 2013 meeting with further discussion during the Work Session on 25 November. Motion was seconded by Council Member Peace-Jenkins and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: None

Rezoning Nine (9) Tracts Located in the Oak Street and Cypress Drive Area from R15M (Moderate to Low Density Residential Zoning District) to R8 (Moderate to High Density Residential Zoning District). *(Reference: CAF 13-109; Ordinance 13-63)*

Planning and Community Development Director Dunston explained that this is part of the continuous effort to align land use with the zoning map. Currently these nine (9) tracts do not meet the R15M restrictions. All but one of the tracts (1517 Cypress Dr) meet the R8 restrictions and because the City does not have a zoning district that 1517 Cypress Drive would fully qualify for, it most closely meets the restrictions of R8, thus creating improved overall conformity.

Mayor O'Geary asked if this rezoning would have any effect on West End Baptist Church. Ms. Dunston responded no.

Council Member Kearney asked if any of the tracts were vacant. Ms. Dunston responded at this time there is one vacant.

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

Mayor O'Geary then closed the Public Hearing and asked for Council's pleasure.

Motion was made by Council Member Coffey to approve Ordinance 13-63, *Rezoning Nine (9) Tracts Located in the Oak Street and Cypress Drive Area from R15M (Moderate to Low Density Residential Zoning District) to R8 (Moderate to High Density Residential Zoning District)*. Motion seconded by Council Member Inscoe and APPROVED by the following vote: YES: Inscoe, Rainey, Peace-Jenkins, Daeke, Brown, Daye, Kearney and Coffey. NO: None. ABSTAIN: None. ABSENT: None. *(See Ordinance Book 9, p 47)*

Providing for Limited Enforcement in the Extra-Territorial Jurisdiction Area (ETJ), Pursuant to Section 40 of the City Charter. *(Reference: CAF 13-18-C; Ordinance 13-42)*

Planning and Community Development Director Erris Dunston asked Code Compliance Director Corey Williams to join her at this time. Ms. Dunston explained this ordinance clarifies and further defines what can and cannot be enforced by the City and asked Mr. Williams to explain the enforcement limitations.

Mr. Williams reminded Council that this discussion began 9 September 2013. He said due to lack of staffing and dollars, the focus is on City enforcement rather than the ETJ which is in the County. He explained the ETJ is approximately 3 times larger than the City and unless there is a safety issue to City residents or grants become available, this ordinance helps define the City's limited capacity to enforce in the ETJ area.

Council Member Peace-Jenkins asked if this means citizens living in the ETJ now fall through the proverbial crack.

City Manager Griffin said those residents in the ETJ are already *in the crack* as sufficient funds are not even available for enforcing the code within the City. He added there are some properties that fall within the City and the ETJ such as a hotel on the North side of the City and said Mr. Williams will certainly continue to work with such properties if safety issues arise.

Council Member Coffey agreed with the need for clarity and asked if Vance County was taking care of any of the problems in the ETJ. She felt citizens in the ETJ pay taxes and receive services from the County so they should be held to the same standards.

Council Member Kearney asked about staffing and finances.

City Manager Griffin reminded Council the Code Compliance monies come from the sanitation fee and without grant dollars there is no other source of income. Mr. Griffin asked Council Member Inscoe how many structures were demolished with a recent grant through the Council of Governments (COG). Mr. Inscoe responded four (4) with two (2) more set to be demolished.

Council Member Rainey asked if there was any recourse with the County for funding. He said it was a shame that the City was 98% responsible for the ETJ and felt the County should have more responsibility. Mr. Griffin said not at this time; however, there has been discussion about proposing a joint program.

City Attorney Zollicoffer, Jr. added if this ordinance is passed, the County will have authority over the ETJ area.

Council Member Kearney felt this allows for better definition so the general public would know who to contact with problems/concerns.

Council Member Inscoe asked if the County has a minimum housing code. Mr. Williams responded he thought they had something but was unsure of the details.

Mayor O'Geary asked if Council had any other questions or comments. With no response, Mayor O'Geary opened the Public Hearing by asking if anyone was present who wished to speak in favor of this amendment. No one came forward so Mayor O'Geary then asked if anyone was present who wished to speak in opposition to the amendment. No one came forward.

Mayor O'Geary then closed the Public Hearing and asked for Council's pleasure.

Motion was made by Council Member Coffey to approve Ordinance 13-42, *Providing for Limited Enforcement in the Extra-Territorial Jurisdiction Area (ETJ), Pursuant to Section 40 of the City Charter*. Motion seconded by Council Member Rainey and APPROVED by the following vote: YES: Rainey, Peace-Jenkins, Daeke, Brown, Daye, Kearney, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: None. (See Ordinance Book 9, p 5)

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

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

NEW BUSINESS

Approving Official Results for Municipal Election Held 8 October 2013 and Action to Receive by Council and File with the City Clerk. (Reference: CAF13-111: Resolution 13-75)

City Manager Griffin said the Board of Elections has certified the election results from 8 October 2013, and this is just a routine function.

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

Motion was made by Council Member Peace-Jenkins to approve Resolution 13-75, *Approving Official Results for Municipal Election Held 8 October 2013 and Action to Receive by Council and File with the City Clerk*. Motion seconded by Council Member Daye 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, p 251)

CONSENT AGENDA

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

Creating No Parking Zones on Peachtree Street. (Reference: CAF 13-100, Ordinance 13-56) This ordinance prohibits parking for 161 ft. on the north side and 127 ft. on the south side of Peachtree Street from the William Street intersection which will allow for safer traffic flow. (See Ordinance Book 9, p 33)

Tax Releases and Refunds from Vance County for the Month of September 2013. (Reference: CAF 13-107) This is a routine monthly process.

September 2013 Tax Releases			
Name	Reason	Tax Year	Amount
Real & Personal Property Releases			
Burwell, Joseph M	Taxes Lost to Foreclosure	2003	33.49
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2003	270.09
Burwell, Joseph M	Taxes Lost to Foreclosure	2004	35.14
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2004	4,765.66
Burwell, Joseph M	Taxes Lost to Foreclosure	2005	36.78
Davis, Kevin A	Taxes Lost to Foreclosure	2005	141.70
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2005	31.90

Tax Releases & Refunds September 2013- Continued

Burwell, Joseph M	Taxes Lost to Foreclosure	2006	36.78
Davis, Kevin A	Taxes Lost to Foreclosure	2006	161.07
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2006	31.90
Burwell, Joseph M	Taxes Lost to Foreclosure	2007	36.78
Davis, Kevin A	Taxes Lost to Foreclosure	2007	161.07
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2007	31.90
Burwell, Joseph M	Taxes Lost to Foreclosure	2008	44.80
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2008	42.94
Burwell, Joseph M	Taxes Lost to Foreclosure	2009	46.39
Davis, Kevin A	Taxes Lost to Foreclosure	2009	128.29
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2009	44.46
Burwell, Joseph M	Taxes Lost to Foreclosure	2010	46.39
Davis, Kevin A	Taxes Lost to Foreclosure	2010	128.29
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2010	44.46
Joyner, Stephanie	Personal Property Billed in Error	2010	34.78
Burwell, Joseph M	Taxes Lost to Foreclosure	2011	46.39
Davis, Kevin A	Taxes Lost to Foreclosure	2011	128.27
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2011	44.43
Joyner, Stephanie	Personal Property Billed in Error	2011	34.78
Allgood, Benjamin F Heirs	Taxes Lost to Foreclosure	2012	89.10
B W & Company Properties LLC	Taxes Lost to Foreclosure	2012	66.25
Burwell, Joseph M	Taxes Lost to Foreclosure	2012	46.39
Davis, Amanda Heirs	Taxes Lost to Foreclosure	2012	29.23
Davis, Kevin A	Taxes Lost to Foreclosure	2012	128.27
Davis, Queen Esther Heirs	Taxes Lost to Foreclosure	2012	76.98
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2012	44.43
Joyner, Stephanie	Personal Property Billed in Error	2012	34.78
Mendoza, Porfiro Rodriguez	Personal Property Billed in Error	2012	20.01
Allgood, Benjamin F Heirs	Taxes Lost to Foreclosure	2013	94.43
B W & Company Properties LLC	Taxes Lost to Foreclosure	2013	70.22
Bailey, Jackie C	To Correct Billing Error	2013	(650.07)
Brame, Leah B. Heirs	Taxes Lost to Foreclosure	2013	22.32
Braxton, J V LLC	To Correct Billing Error	2013	(334.26)
Bullock, Annie	Taxes Lost to Foreclosure	2013	49.60
Burnette, William Thomas	Correct Value	2013	29.14
Burwell, Joseph M	Taxes Lost to Foreclosure	2013	143.58

Tax Releases & Refunds September 2013- Continued

Carolina Telephone & Telegraph	State Assessed	2013	51.46
Carter, A T Estate & Clark J W	Taxes Lost to Foreclosure	2013	8.70
Classic Graphics, Inc	Personal Property Billed in Error	2013	4,014.15
Crews, William Thomas	Taxes Lost to Foreclosure	2013	24.60
Cross, Samuel Lee	Correct Value	2013	(244.20)
Davis, Amanda Heirs	Taxes Lost to Foreclosure	2013	30.98
Davis, Georgia S Heirs	Taxes Lost to Foreclosure	2013	22.88
Davis, Hallie Heirs	Taxes Lost to Foreclosure	2013	20.44
Davis, Kevin A	Taxes Lost to Foreclosure	2013	135.94
Davis, Queen Esther Heirs	Taxes Lost to Foreclosure	2013	81.57
DLP Maria Parham Medical	To Correct Billing Error	2013	(1,654.69)
E & L Associates, LLC	Taxes Lost to Foreclosure	2013	18.36
Ellington, Verla J	Correct Value	2013	12.05
Evans, Cornell G Estate	Taxes Lost to Foreclosure	2013	35.34
Finch, Joseph Crawford	To Correct Billing Error	2013	244.20
Hargrove, Olivia Heirs	Taxes Lost to Foreclosure	2013	47.09
Henderson Fruit & Produce	To Correct Billing Error	2013	(11.16)
Henderson-Daye Marvis	To Correct Billing Error	2013	650.07
Joyner, Stephanie	Personal Property Billed in Error	2013	36.86
Ortega, Maria	Personal Property Billed in Error	2013	36.87
Redbox Dollar General	Remove Late List	2013	81.09
Redbox Wilco Hess	Remove Late List	2013	77.96
Robinson, Marvin Alan	Correct Value	2013	85.93
Rose Gin & Supply Company	Correct Value	2013	7,236.19
Rose Oil Company, Inc	To Correct Billing Error	2013	(4,290.97)
Sprint	State Assessed	2013	1.86
Tucker, Edward Furman	To Correct Billing Error	2013	334.26
United Prayer of Faith Church	Religious	2013	300.33
Williams, Jeremy C	Correct Value	2013	40.41
Total R&P Property Releases			\$ 13,977.90
Real & Personal Property	None		0.00
Refunds			
Total R& P Property Refunds			0.00
Total R&P Prop. Rel. & Ref.			\$ 13,977.90

Tax Releases & Refunds September 2013- Continued

Vehicle Releases			
Alston, Josephine	Pro-Rate	2012	1.30
Branch Exterminating	Correct Situs	2012	312.09
Brandon, Shirley	Pro-Rate	2012	0.41
Foster, Ralph Ronnie	Pro-Rate	2012	12.68
Horton, Mary Anna	Pro-Rate	2012	1.51
Meadows, Ada Lewis	Pro-Rate	2012	282.20
Pernell, Sidney Larry	Pro-Rate	2012	17.50
Russell, Isabelle Bullock	Pro-Rate	2012	0.68
Wood, Barbara Embert	Transfer Out	2012	19.65
Barnette, David Morrison	Correct Value	2013	1.10
Candelaria Tomasa Romero	Correct Situs	2013	47.56
Carolina Telephone & Telegraph	State Assessed	2013	64.70
Carter, Raymond Frederick	Correct Situs	2013	26.74
Cross, Samuel Lee	Pro-Rate	2013	47.57
First Baptist Church	Religious	2013	106.61
Gupton, Robert Bunyon	Pro-Rate	2013	33.19
Hudson, Arlene Renee	Pro-Rate	2013	4.44
Humphries Construction	Pro-Rate	2013	56.16
Jones, Priscilla Perry	Pro-Rate	2013	35.81
Linton, Michael Curtis	Transfer Out	2013	84.96
Ramsey, Deborah Jeffcoat	Transfer Out	2013	74.88
Roberson, Michael Thomas	Correct Situs	2013	144.77
Rodriguez, Stacia Regina	Pro-Rate	2013	9.74
Stanback, Levi Jr.	Transfer Out	2013	102.31
Strayhorn, Roy Bruce Jr.	Correct Situs	2013	17.55
Tucker, David Jackson	Correct Value	2013	37.50
West End Baptist Church	Religious	2013	328.94
Williams, Reginald Darryl	Transfer Out	2013	127.70
Total Vehicle Releases			\$ 2,000.25
Vehicle Refunds			
Dunston, Mildred Geneva	Pro-Rate	2012	5.29
Edmonds, William Payne Jr.	Pro-Rate	2012	0.84
Person, Joshua	Pro-Rate	2012	56.82
Small, Dechelle Lasha	Pro-Rate	2012	8.05
Williams, Alethea Sharon	Pro-Rate	2012	2.15
Mercer, Lucette M	Correct Value	2013	22.64
M R Williams, Inc.	Pro-Rate	2013	48.35
Overton, Gary Wilson	Pro-Rate	2013	36.27
Total Vehicle Refunds			\$ 180.41
Tot. Veh. Rel. & Ref.			\$ 2,180.66
Total All Releases & Refunds			\$ 16,158.56

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

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

PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

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

Ms. Geraldine Champion, 508 Owen Street Ms. Champion had three issues she wished to bring before Council all of which arise from her campaign discussions with citizens:

- What is the cost to tap into the Vance County water line? Mayor O'Geary said Ms. Champion should contact the County Manager or Assistant Manager for that information.
- Ms. Champion said a citizen felt the ratio of white to black officers during the night was largely white and wondered why. City Manager Griffin said he would discuss the matter with Police Chief Barrow.
- Ms. Champion wanted to know why the City Manager continued to receive raises when the employees do not. City Manager Griffin said Council has not awarded him a raise at any time over employees.

Ms. Champion thanked Council for listening.

Ms. Denise Skipwith, 415 South College Street Ms. Skipwith expressed a concern about street lighting. She said on three occasions there have been drive by shootings, and the street lights have been shot out numerous times. Ms. Skipwith said she spoke with Duke Energy and was told the City was not paying for more lights.

City Manager Griffin said the City has a process for evaluating the need for street lights and will ask that South College Street be reviewed. He will also speak with the police and get back with Ms. Skipwith.

REPORTS

- a) Mayor/Mayor Pro-Tem – Mayor Pro-Tem Rainey said he represented the Mayor at the Domestic Violence event. He said the message was great and there was a good turnout.
- b) City Manager – Mr. Griffin said the Human Resources Committee met to discuss the new dress code. The Committee did not make any changes and there is no recommendation for Council's consideration at this time.

c) City Attorney (No Report)

d) City Clerk – Ms. McCrackin reminded Council of several upcoming EDC events and said the pledge cards for the United Way Campaign are due back no later than 25 November.

With no further discussion, Mayor O’Geary asked if Council was prepared to go into Closed Session pursuant to G.S. §143-318.11(a)(6) for two (3) Personnel Issues and stated there would be no report following the session.

CLOSED SESSION

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

Council Member Kearney moved to adjournment. Motion seconded by Council Member Daye and unanimously approved. The meeting adjourned 7:29 p.m.

James D. O’Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk

City Council Minutes--*DRAFT*
Work Session
28 October 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 Daeke, Vernon L. Brown and George M. Daye.

ABSENT

None.

STAFF PRESENT

City Manager Ray Griffin, Assistant City Manager Frank Frazier, City Clerk Esther McCrackin, and Finance Director Kathy Brafford

CALL TO ORDER

The 28 October 2013 Work Session of the Henderson City Council was called to order by Mayor James D. O'Geary at 7:39 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

ROLL CALL

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

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor O'Geary asked if there were any adjustments to the Agenda. It was the consensus of Council to accept the agenda as presented.

WORK SESSION ITEMS

Authorizing the Acceptance of the Clean Water State Revolving Fund Loan for the Elmwood Cemetery Sewer Main Replacement Project; Authorizing the Execution of a Contract with McGill Associates, P.A. for the Completion of Engineering Design for the Elmwood Cemetery Outfall Project; and Revising the Elmwood Cemetery Outfall CIP Project Budget to Encompass All Additional Costs Incurred for the Project. *(Reference: CAF 13-108; Resolution 13-72, Resolution 13-68 and Ordinance 13-50)*

City Manager Griffin welcomed Andy Lovingood from McGill Associates and asked Assistant City Manager Frazier to introduce on this item.

Mr. Frazier said in February 2013 Council approved an application for a State Revolving Fund Grant/Loan which was approved as a loan with 2% interest for twenty (20) years. Council now needs to accept this loan. He also said the Preliminary Engineering Report has been approved and now it is time to proceed with the design. It is suggested that McGill Associates perform the design portion and other work in conjunction with this project. Mr. Frazier said McGill has done a good job on prior projects, and the company is working with the City to reduce the proposed fees. Lastly, Mr. Frazier said the budget will need to be revised according to Council's wishes.

City Manager Griffin said this project is part of the existing Debt Service portion of the budget.

Council Member Inscoe inquired about the total linear footage of the project and the total cost. Mr. Frazier responded 1,800 ft. of 18" pipe and 3,200 ft. of 10". The total cost is \$1.8M. Mr. Inscoe said personally, he felt this is the last major project the City should take on in the near future.

Council Member Kearney said he understood there is no crystal ball in this situation but asked Mr. Lovingood about anticipated interest in the project. Mr. Lovingood said the bids for the project will probably be in Nov/Dec 2014 and said currently, there seems to be a fair amount of interest. Mr. Frazier added since the economy took a hit, a lot of the smaller companies have either been bought out or have closed.

Mayor O'Geary then called for a consensus of Council. After polling the Council, the following consensus was to bring this item to the next regular meeting for action. YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Amending the Water Rate Structure in the Annual Schedule of Fees. *(Reference: CAF 13-102; Resolution 13-70)*

The City Manager asked Assistant City Manager Frazier to explain this amendment. Mr. Frazier said to be more closely in compliance with the Drought Bill regulations, the water fees have been restructured. He said the rates are not changing but the rates have changed categories. Mr. Frazier added there is a slight possibility that this adjustment may affect landscape irrigation users who continually use over 4,000 cu/ft. of water per month. Mr. Frazier added that the

reasoning for making this amendment relates to the Beckford Drive/U.S. 158 and it is important to have in place for future projects.

Council Member Inscoe asked about the tie in on U.S. 158 with water. Mr. Griffin responded not only is this a positive in providing service to neighborhoods in the area, it also expands service for economic development.

Mayor O'Geary then called for a consensus of Council. After polling the Council, the following consensus was to bring this item to the next regular meeting for action. YES: Kearney, Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Authorizing the Acceptance of a Proposal with McGill Associates, P.A. to Perform an Update of the Water and Sewer Capital Improvement Plan and Financial Analysis Update.
(Reference: CAF 13-115; Resolution 13-77)

City Manager Griffin asked Assistant City Manager Frazier to review this proposal. Mr. Frazier said in 2010 Council authorized the acceptance of Rural Center funds for the development of a CIP Plan to improve services. To stay a step ahead of the game and to be prepared for the next budget session, updates are needed. It is proposed that McGill Associates compile the proposal and currently they have set a fee of \$16,000.

Council Member Inscoe thanked Andy Lovingood and McGill Associates for all the work they have done with the City and pleaded with him to work with the City to find ways to reduce the fee.

City Manager Griffin emphasized how important it is to keep the CIP valid and up-to-date as it cost approximately \$67,000 to initiate the plan.

Council Member Coffey also thanked McGill Associates saying she appreciated the fact they are always available and present when needed.

Mr. Griffin said McGill Associates is one of the best companies he has worked with and finds their partnership refreshing as they contact the City with opportunities that might otherwise be missed.

Mayor O'Geary then called for a consensus of Council. After polling the Council, the following consensus was to bring this item to the next regular meeting for action. YES: Kearney, Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Donation to Farmers' Market. *(Reference: CM 13-27)*

City Manager Griffin said the Mayor was approached by the Farmers' Market leadership for a one time donation of \$1,500. The Farmers' Market building is nearly complete; however, they lack funds for the purchase of the needed garage doors. He said if it is Council's desire, the \$1,500 will need to come out of the Fund Balance.

Council Member Inscoe felt the City should donate the \$1,500.

Council Member Kearney was concerned about decreasing the Fund Balance.

Council Member Rainey agreed with both of his peers. He said he did not want to set a precedent and was agreeable if it was done in a manner that does not cause future problems.

Council Member Coffey said this is a brand new revenue stream and she felt the City should support it as it also supports local farmers.

Mayor O'Geary said it will be good for the City to give a helping hand.

Mayor O'Geary then called for a consensus of Council. After polling the Council, the following consensus was to bring this item to the next regular meeting for action. YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Lease of Parking Lot to Embassy Cultural Center Foundation. *(Reference: CM 13-28)*

City Manager Griffin sees this as an opportunity for a win/win situation. The Foundation needs more parking and the existing parking lot is in shameful need of repair. The lease, if approved, would allow the Foundation to expand the parking lot and resurface the new and existing parking lot at a cost of \$1.00 per year until the improvements are completed. Then the parking lot will revert back to the City and will be under the control of the City. The parking lot will continue to be available for City employees and the general public as well as provide parking for the new Performing Arts Center events.

Mayor O'Geary then called for a consensus of Council. After polling the Council, the following consensus was to bring this item to the next regular meeting for action. YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Brown and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Loose Leaf Collection Season *(Reference: CM 13-26)*

City Manager Griffin asked Assistant City Manager Frazier to provide an update. Mr. Frazier said it is still early in the season but collecting leaves is going well. He added he has yard waste stickers available which can be affixed to barrels.

Council Member Daeke asked if there is any penalty for putting leaves in the street. Mr. Frazier said not at this time. There was a brief discussion and it was suggested for 2014, a fee be established by ordinance and a campaign be put together to notify citizens well in advance.

OTHER ITEMS

Council Member Rainey asked that during the budget session consideration be given to contributing to the United Way 211 program. His hope is that if the City contributes, the County will also make a contribution to this worthy program.

Council Member Daeke asked if Mr. Rainey would ask the United Way to compile utilization numbers to be reviewed while this is under consideration.

Council Member Coffey asked if the Police Chief could put together a report regarding the cost and time officers spend monitoring mentally ill patients who are transported and treated at the hospital.

Council Member Peace-Jenkins said she has spoken to the City Manager about several items and mentioned her request for the Manager to consider waiving or reducing the permit fee for Rehope Builders who provide labor for free and are finding payment of the permit fees difficult.

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

ADJOURNMENT

Council Member Rainey moved for adjournment. Motion seconded by Council Member Inscoe and unanimously approved. The meeting adjourned at 8:15 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: 25 Nov. 13 Short Reg. Meeting

8 November 2013

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

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

RE: **CAF: 13-101, Consideration of Approval of Resolution 13-69, Authorizing the Application for a FEMA Grant by the Henderson Fire Department in the Amount of \$ 690,000.00**

Ladies and Gentlemen:

Council Goals Addressed By This Item:

KSO 8: *Provide Sufficient Funding for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities.*

Recommendation:

- Approval of Resolution 13-69 Authorizing the Application of a FEMA Grant by the Henderson Fire Department in the Amount of \$ 690,000.

Executive Summary

The Fire Department respectfully requests your approval to apply for a FEMA Grant in the amount of \$ 690,000 with a City match of 5% in the amount of \$34,500. This grant is for the purchase of a new Pumper Fire Truck to replace a 1990 model fire truck that is now 23 years old. This grant would also allow for the purchase of twenty-eight (28) Self Contained Breathing Apparatus (SCBA) at a cost of \$190,000 that needs to be replaced due to the life expiration date of the SCBA's are expiring.

Per the FEMA Grant website, the anticipated Notification of Grant award date is 10 February 2014. If awarded, there is a time line of twelve months from the date of notification to submit a request for reimbursement.

If approved, funding for the local match would come from General Fund Reserve.

Enclosures:

1. Resolution 13-69
2. Internal Process for Grant Application

RESOLUTION 13-69

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO FEMA FOR \$690,000 TO REPLACE PUMPER FIRE TRUCK, AND SELF CONTAINED BREATHING APPARATUS (SCBA'S)

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 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, this grant application is to request \$690,000 in Federal funds requiring a City match of \$34,500 to provide for the purchase of a new Pumper Fire Truck to replace a 1990 model fire truck that is now 23 years old, 28 Self Contained Breathing Apparatus (SCBA) which are worn and damaged.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY AUTHORIZE the Mayor to file the grant application, being more fully articulated in **Attachment A** to this Resolution, to FEMA as outlined above.

The foregoing Resolution 13-69, introduced by Council Member _____ and seconded by Council Member _____ on this the 25th day of November 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 J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

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

Preparer Information

Page 1 of 1

Overview

*Did you attend one of the workshops conducted by DHS's regional fire program specialist?

No, I have not attended workshop

*Was a workshop within two hours' drive?

Do Not Know

* Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization or a State Fire Training Academy applying for this grant with this application?

Yes, I am a member/officer of this applicant

If you answered No, please **complete** the information below. If you answered Yes, please skip the Preparer Information section.

Fields marked with an * are required.

Preparer Information

* Preparer's Name

* Address 1

Address 2

* City

* State

* Zip

[Need help for ZIP+4?](#)

In the space below please list the person your organization has selected to be the primary point of contact for this grant. This should be a Chief Officer or long time member of the organization who will see this grant through completion. Reminder: if this person changes at any time during the period of performance please update this information. Please list only phone numbers where we can get in direct contact with the POC.

Primary Point of Contact

* Title

Fire Chief

Prefix (check one)

Mr.

* First Name

Daniel

Middle Initial

E

* Last Name

Wilkerson

* Business Phone (e.g. 123-456-7890)

252-430-6045 Ext.

* Home Phone (e.g. 123-456-7890)

252-438-1648 Ext.

Mobile Phone/Pager (e.g. 123-456-7890)

252-432-9149

Fax (e.g. 123-456-7890)

252-438-1460

* Email (e.g. user@xyz.org)

dwilkerson@ci.henderson.nc.us

https://eservices.fema.gov/FemaFireGrant/firegrant/jsp/fire2013/application/new_overvie... 11/19/2013

Contact Information

Alternate Contact Information Number 1

* Title	Assistant Fire Chief
Prefix	Mr.
* First Name	Steve
Middle Initial	F
* Last Name	Cordell
* Business Phone	252-430-6046 Ext.
* Home Phone	252-492-9381 Ext.
Mobile Phone/Pager	252-432-3988
Fax	252-738-0460
* Email	scordell@ci.henderson.nc.us

Alternate Contact Information Number 2

* Title	Administrative Secretary
Prefix	Mrs.
* First Name	Judi
Middle Initial	
* Last Name	Woods
* Business Phone	252-438-7315 Ext.
* Home Phone	252-456-3446 Ext.
Mobile Phone/Pager	
Fax	
* Email	judiwoods@ci.henderson.nc.us

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Applicant Information

* Organization Name	Henderson Fire Department
* Type of Applicant	Fire Department/Fire District
* Type of Jurisdiction Served	City
If other, please enter the type of Jurisdiction	
Legal name of your jurisdiction	
Note: This information must match your SAM.GOV profile if your organization is using the DUNS number of your Jurisdiction.	
* Employer Identification Number(e.g. 12-3456789)	City of Henderson Fire Department
Note: This information must match your SAM.GOV profile.	
* What is your organization's 9 digit DUNS Number?	56-6001241
If you were issued a 4 digit number (DUNS plus 4) in addition to your 9 digit number please enter it in the second box. If not, please leave the second box blank.	
* Is your DUNS Number registered in SAM.gov (System for Award Management previously CCR.gov)?	082368556 (call 1-866-705-5711 to get a DUNS number)
* I certify that my organization/entity is actively registered at www.SAM.gov and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this application is accurate, current and consistent with my organization's/entity's SAM.gov record.	Yes
☒	
Headquarters or Main Station Physical Address	
* Physical Address 1	211 Dabney Drive
Physical Address 2	
* City	Henderson
* State	North Carolina
* Zip	27536 - 4033 Need help for ZIP+4?
Mailing Address	
* Mailing Address 1	211 Dabney Drive
Mailing Address 2	
* City	Henderson
* State	North Carolina
* Zip	27536 - 4033 Need help for ZIP+4?
* Please describe all grants that you have received from DHS, for example, 2008 AFG grant for a vehicle or 2010 HSGP grant for exercises. (Enter N/A if Not Applicable).	
2002 AFG Grant-For operations, equipment, safety	
2003 AFG Grant-For vehicle	
2004 AFG Grant -For prevention	

https://eservices.fema.gov/FemaFireGrant/firegrant/jsp/fire2013/application/applicant_inf... 11/19/2013

Note: This information must match your SAM.GOV profile.

Fire Department/Fire District Department Characteristics (Part I)

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	No
* What kind of organization do you represent?	All Paid/Career
If you answered combination, above, what is the percentage of career members in your organization?	%
If you answered volunteer or combination or paid on-call, how many of your volunteer Firefighters are paid members from another career department?	
* What type of community does your organization serve?	Suburban
* Is your Organization considered a Metro Department?	No
* What is the square mileage of your first-due response area? Primary/First Due Response Area is a geographical area proximate to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency and does not include daily or seasonal population surges.	8.50
* What percentage of your response area is protected by hydrants?	100 %
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	Vance
* Does your organization protect critical infrastructure of the state?	Yes
* How much of your jurisdiction's land use is for agriculture, wildland, open space, or undeveloped properties?	2 %
* What percentage of your jurisdiction's land use is for commercial and industrial purposes?	73 %
* What percentage of your jurisdiction's land is used for residential purposes?	25 %
* How many occupied structures (commercial, industrial, residential, or institutional) in your jurisdiction are more than three stories tall? Do not include structures which are not regularly occupied such as silos, towers, steeples, etc.	10
* What is the permanent resident population of your <u>Primary/First-Due Response Area or jurisdiction served?</u>	15300
* Do you have a seasonal increase in population?	No
If "Yes" what is your seasonal increase in population?	
* How many active firefighters does your department have who perform firefighting duties?	44
* How many members in your department/organization are trained to the level of EMT-I or higher?	16
Do you have <u>Community Paramedics</u> ?	No
* How many stations are operated by your organization?	2
* Is your department compliant to your local Emergency Management standard for the National Incident Management System (NIMS)?	Yes
* Do you currently report to the National Fire Incident Reporting System (NFIRS)? Note: You will be required to report to NFIRS for the entire period of the grant.	Yes
If you answered yes above, please enter your <u>FDIN/FDID</u>	09104

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* What percent of your active firefighters are trained to the level of Firefighter I? 97 %

* What percent of your active firefighters are trained to the level of Firefighter II? 95 %

If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001? No

If you indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds to bring everyone to the FF II level in this application! Please describe in the box to the right your training program and your plans to bring your membership up to Firefighter II.

Currently, 97% are certified at the Firefighter I level and 95% have a certification of Firefighter II. We provide the opportunity for no less than 240 training hours each year for our full-time members and require a minimum participation of 36 hours from our part-time members to remain active.

Training at the Henderson Fire Department is accomplished in a variety of ways. Members receive training through structured in-house company sessions, and certification and customized courses offered by the state's community colleges. Our members receive an average of 170 hours of instruction each month to our full-time members.

Our members receive instruction on departmental policies and procedures during shift / company training sessions. A certified instructor who is at least at the rank of company officer or above facilitate daily training about new and existing policy and procedures.

In North Carolina, there is a strong partnership between the 58 community colleges and the fire service. The colleges are a major delivery agency for dozens of certification programs that are accredited by the International Fire Service Accreditation Congress (IFSAC) and the Fire Service Professional Qualification System (ProBoard). Areas of certification include but are not limited to areas such as Firefighter I & II, Pump Operator, Aerial Apparatus Operator, Vehicle Machinery Rescue, Emergency Vehicle Driver and Fire Officer Certification. These programs ensure that our members receive training and certifications that are based on national recognized standards like those of the National Fire Protection Association (NFPA). Customized training programs are another benefit of the relationship we have with the community college system. Specialized courses designed by instructors are also offered to our members. These courses often cover topics that are not typically found in current programs. This enables our personnel to stay on the leading edge of emerging issues affecting our profession.

In conclusion, we find that a multi-pronged approach to training is the best fit for our organization. Formal classroom instruction, company training sessions along with on the job experiences create the best way to build solid professionals that work together as a unit to accomplish the mission of the Henderson Fire Department.

* What services does your organization provide?

Structural Fire Suppression	Emergency Medical Responder	Haz-Mat Operational Level
Wildland Fire Suppression	Basic Life Support	
		Rescue Operational Level
	Formal/Year-Round Fire Prevention Program	

* Please describe your organization and/or community that you serve. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. There is a 4000 character limit.

The Henderson Fire Department is located in Vance County North Carolina and serves the Henderson city limits (8.5 square miles) with a population of 15,300 and provides automatic mutual aid for an additional 200 square miles home to a population of 45,400 residents. The Henderson Fire Department is made up of 34 full-time firefighters and ten (10) part-time firefighters. We operate out of a 2 stations housing 4 Engines (23 seats), 1 Aerial (6 positions), 1 Rescue vehicle (5 seats), and 3 command vehicles (3 seats).

Our primary response area includes Henderson's Central Business Historic District, which was placed on the National Register of Historic Places in 1987. The district contains 128 structures, 97 of which are contributing structures. Since becoming recognized as a North Carolina Main Street City in 1986, Henderson has experienced unprecedented preservation and revitalization efforts bringing new life to our town in the form of new residential and business space. More than \$38 million in private and public funding has been invested in 60 building renovations netting 64 new businesses. Recent projects include a Cultural Center hosting a 35,000 sq. ft. Performing Arts Theater, 40,000 sq. ft. State of the Art Public Library and 5,000 sq. ft. of open

https://eservices.fema.gov/FemaFireGrant/firegrant/jsp/fire2013/application/gen_ques.jsp... 11/19/2013

gallery space. Additionally, the City of Henderson has received two \$1,000,000 grants from HUD, HOPE VI Main Street program to add 30 apartments above storefront buildings on the main street in downtown intended for senior residents.

The revitalization effort our city has experienced has been a direct result of private donations and public grant funding and not a result of an increasing operating budget. New businesses and residents create increased risk exposure and greater emergency liability that our department is struggling to keep pace with. A major incident among the central business and historic district has the potential for catastrophic loss of life and devastating impact to the local economy.

New home construction throughout the city has been largely in the form of Multi-family dwellings. These apartment complexes have increased the population density in some areas, while creating vacant and/or abandoned single-family dwellings in other areas. Both conditions have increased the potential for fire and medical responder calls in our city. In the areas where there are vacant houses, there are occupied dwellings interposed in these neighborhoods increasing the fire potential created by unauthorized habitation, and potentially threatening legitimate residences.

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Fire Department Characteristics (Part II)

	2012	2011	2010
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	1	0	0
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	1	7	2
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0	0	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	1	3	0
* Over the last three years, what was your organization's average operating budget?		2137055	
* What percentage of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?		81 %	
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	99 %		
EMS Billing?	0 %		
Grants?	1 %		
Donations?	0 %		
Fund drives?	0 %		
Fee for Service?	0 %		
Other?	0 %		

If you entered a value into Other field (other than 0), please explain

Does your organization intend to provide a financial match greater than the required amount? No

If yes, how much additional funds is your department/agency willing to contribute? Please fill in the amount in the box to the right. \$

* Please describe your organization's need for Federal financial assistance. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. There is a 4000 character limit.

Many experts agree that our country is beginning to experience an economic upswing, even though it is sluggish at best. Large communities have been the primary beneficiaries of this muted success. Quality of life issues are among the reasons that business and industry look to these communities. Recruiting quality employees is facilitated by locating in communities where people want to live. Good schools, diverse entertainment and cultural opportunities along with a well maintained civil infrastructure attracts the best talent that employers desire. It is unfortunate that just an hour north of one of the most prosperous areas in NC sits a community that has seen its recovery less vibrant. The city of Henderson has not seen any significant industries locate here since the loss of the textile jobs that disappeared over the last decade or so. Personal income has plummeted and many hard working people have struggled to find employment. Those that have found jobs are now under-employed and/or working reduced hours for minimum wage. These conditions have transformed the socioeconomic landscape in Henderson and Vance County. This economic depression has severely affected tax revenues and forced the city departments to operate on inadequate budgets. The quality of life issues that a city should address have become increasingly difficult to fund. The fire department budget has not been immune to this crisis. The 2012-2013 fire department budget request of 3.6 million dollars, was

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cut by 1.45 million. This left only 390,000 dollars for operating expenses (excluding personnel cost). The city struggles with financing the same level of fire protection that was considered adequate when the town was much smaller in the last century. The need for fire protection has increased over the years because of the economic downturn. Public safety suffers during poor economic times and the need for intervention only increases. Fortunately for the citizens of Henderson, the Fire Department has done more with less over the past few years by implementing home inspections, public education and company code enforcement in its community. These efforts have been successful in spite of its minimal funding. The unfortunate truth is that no matter how strong your fire prevention efforts are, there will always be the need for the suppression side of our service. This is the more expensive side that has received less financial support from the city's budget. Suppression efforts revolve around the fire pumper and without a dependable piece of equipment these efforts are severely hindered. The city of Henderson continues to be a leader in the number of working fires experienced in a municipality of its size and has the current need to replace a key fire pumper that has served well beyond its expected life span. The city continues to use a 1990 pumper truck for first and second alarms. It should only be used for training given its limitations in capabilities and dependability. Despite spending more than \$27,000 dollars over the past 6 years on repairs it continues to be unreliable. The pump transmission and booster tank continue to be a concern. The continued use of this truck as a first line pumper has been forced upon us as a result of chronic and acute repair issues with our other pumpers. The time is growing short before another pumper will be in the same condition. Our budget has allowed for maintenance and repair of these apparatus, but has come by sacrificing funding of other areas such as salaries and wages, professional services and equipment, and maintenance and repair. By investing in a new pumper, we should be able to divert money to other needs that have been neglected due to the high cost of maintenance on the older pumpers.

* How many vehicles does your organization have in each of the types or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. (Enter numbers only and enter 0 if you do not have any of the vehicles below.)

Type or Class of Vehicle	Number of Front Line Apparatus	Number of Reserve Apparatus	Number of Seated Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I or Type II Engine Urban Interface	3	1	23
Ambulances for transport and/or emergency response	0	0	0
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more):	0	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	1	0	6
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pickup w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	0	0	0
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	1	0	5
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle	3	0	3

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Department Call Volume

	2012	2011	2010
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
Structural Fires	98	99	94
False Alarms/Good Intent Calls	181	181	151
Vehicle Fires	28	16	29
Vegetation Fires	20	36	64
EMS-BLS Response Calls	1852	1754	1377
EMS-ALS Response Calls	0	0	0
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Community Paramedic Response Calls	0	0	0
Vehicle Accidents w/o Extrication	119	82	44
Vehicle Extrications	4	3	3
Other Rescue	226	253	297
Hazardous Condition/Materials Calls	59	57	49
Service Calls	9	2	0
Other Calls and Incidents	85	101	26
Total	2681	2584	2134
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
What is the total acreage of all vegetation fires?	2	2	4
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
In a particular year, how many times does your organization receive mutual aid?	2	1	0
In a particular year, how many times does your organization receive automatic aid?	34	18	6
In a particular year, how many times does your organization provide mutual aid?	2	4	5
In a particular year, how many times does your organization provide automatic aid?	20	15	3
	58	38	14

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Total Mutual / Automatic Aid
(please total the responses
from the previous two blocks)

Out of the mutual/automatic aid
responses, how many were
structure fires?

7

3

3

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Request Information

1. Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety, and/or regional application you will need to submit separate applications.

Program Name

Operations and Safety

2. Will this grant benefit more than one organization?

Yes

If you answered yes, please explain in your narrative statement and list the organization(s) in the form below.

You must enter the Organization name, POC and Phone number and extension (optional).

Organization Name	First Name	Last Name	Phone Number	Action
Vance County Fire Department	Harold	Henrich	252-438-6656 Ext:	View
Epsom Vol. Fire Department	Russell	Fuller	919-625-2067 Ext:	View
Kittrell Vol. Fire Department	Lawrence	Pully	252-226-2046 Ext:	View
Watkins Vol. Fire Department	Charlie	Forsythe	252-425-1013 Ext:	View
Bear Pond Fire Department	Jeff	Turner	252-226-2134 Ext:	View
Townsville Vol. Fire Department	Casey	Casey	252-213-7470 Ext:	View

3. Enter Grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee.

\$0

* From the requested activities, what is the total dollar amount requested for EMS equipment, supplies, training, etc in the Request Details of this application? If none of the items requested are for fire-based EMS, then enter \$0.	\$ 0
* 4. If you are filing for a micro grant (\$25,000 federal share) or less please click the radio button and answer "YES". Please remember that your total request will be limited to \$25,000 or less in Federal funds in the Operations and Safety portion only.	N/A
5. By answering yes to question #4 you are giving up the option to apply under Operations & Safety (Equipment, Modifications to Facilities, Personal Protective Equipment, Training and Wellness & fitness) for more than \$25,000 of Federal funding. Do you agree to this? Do you fully understand this option?	

Vance County Fire Department	Harold	Henrich	252-438-6656 Ext:	Update Delete
Epsom Vol. Fire Department	Russell	Fuller	919-625-2067 Ext:	Update Delete
Kittrell Vol. Fire Department	Lawarence	Pulley	252-226-2046 Ext:	Update Delete
Watkins Vol. Fire Department	Charlie	Forsythe	252-425-1013 Ext:	Update Delete
Bear Pond Fire Department	Jeff	Turner	252-226-2134 Ext:	Update Delete
Townsville Vol. Fire Department	Darren	Small	252-213-7470 Ext:	Update Delete
Hicksboro Vol. Fire Department	Chad	Blake	919-291-9501 Ext:	Update Delete
Drewy Vol. Fire Department	Charles	Holtzman	252-430-2127 Ext:	Update Delete
Cokesberry Vol. Fire Department	Chris	Wright	252-213-6718 Ext:	Update Delete

Request Details

The activities for program **Vehicle Acquisition** are listed in the table below.

Item	Total Cost	Additional Funding	Action
Pumper/Engine (750 gpm or more and holds a minimum of 300 gallons or more)	\$ 500,000	\$ 0	View Details Additional Funding Narrative
Vehicle Inventory			View Vehicle Inventory
* Total Funding for all EMS requested in this application		\$0	
Grant-writing fee associated with the preparation of this request.		\$0	

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View Firefighter Vehicle Program

Vehicle Details	
*1. What type or class of vehicle will you use the grant funds to purchase?	Pumper/Engine (750 gpm or more and holds a minimum of 300 gallons or more)
*Please provide further description of the item selected above.	Pumper/Engine with 1,500 GPM pump, with 750 gallons of water and a foam system
*2. Cost (whole dollar amounts only)	\$ 500000
*3. Is the vehicle you propose to buy:	Replacement of an existing apparatus
*4. What is the age of the vehicle being replaced?	23 years
*5. What is the newest (age) vehicle you currently own in the class you are purchasing?	4 years
*6. What is the average age of all vehicles in your fleet?	13 years
*7. Do you have a driver-training program equivalent to national or NFPA standards?	Yes
If you answered no, will you develop one prior to receipt of the vehicle per the program guidance?	Yes
Are you requesting funding for training specific to the vehicle acquisition?	No
If you are not requesting funding, will you obtain the appropriate training through other sources?	Yes
*9. Is the vehicle you are replacing a converted vehicle not originally designed for its current use?	No
*10. Does the vehicle you are replacing have an open cab configuration?	No
*11. If awarded, will you permanently remove this substandard vehicle from service?	Yes
If you are removing a vehicle from service, describe the vehicle you plan to remove in the space provided. Please enter the type, year and model.	1990 Gruman Panther with a 1000 GPM pump and 600 gallons of water
Please enter the VIN (Vehicle Identification Number) for the vehicle you are requesting to replace:	1GP9SKCS7LR088102
*12. How long have you owned the vehicle you are replacing?	23 Years (whole number only)
*13. If you are removing a vehicle from service, what is the number of calls that vehicle responded to during 2012 (documented through vehicle or dispatch logs)?	214 (whole number only)
*14. If awarded, will you develop and/or enforce standard operating policies/procedures that require:	Yes
*15. Will this vehicle be used for automatic and/or mutual aid?	Both
*16. What percentage of your annual budget goes to vehicle replacement?	0 (0-100%)
*17. Is this vehicle going to be used as a regional asset?	Yes
If you answered "Yes" please explain	The acquisition of a new pumper will help facilitate the formation of a third engine company in our department. It is part of our strategic plan to hire enough personnel for a third engine company which will in turn enhance our ability to better meet our mutual aid agreements.

Close Window

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Firefighting Vehicle - Narrative

* Section # 1 Project Description: In the space provided below include clear and concise details regarding your organization's project's description and budget. This includes providing local statistics to justify the needs of your department and a detailed plan for how your department will implement the proposed project. Further, please describe what you are requesting funding for including budget descriptions of the major budget items, i.e., personnel, equipment, contracts, etc. *3000 characters

The City of Henderson currently operates two engines companies, one ladder company and one rescue company daily. In the past three (3) years we have had an average of 97 structure fires and 1,661 First Responder calls per year.

In order to continue to serve the citizens of Henderson and Vance County as well as provide mutual aid to surrounding cities and counties we must continue to maintain a solid fleet of fire apparatus. Our fire department continues to be an influence on and resource for our region's fire protection community. We have a duty to meet our obligations and agreements for fire protection in both our district and mutual aid areas. Our fire department is seeking to purchase a new custom pumper that is fully compliant with the latest edition of NFPA 1901. The pumper would be required to have a 1,500 GPM pump, 750 gallon water tank and a foam system. The estimated cost of the pumper with the NFPA required equipment would be \$500,000.00. Based on our 2005 State of North Carolina inspection the required fire flow for the City of Henderson is 3,500 gallons per minute, thus requiring the need for a 1,500 GPM pumper. The NFPA required equipment will be transferred from the old pumper we are replacing and put on the new pumper.

* Section # 2 Cost/Benefit: In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. *3000 characters

As mentioned earlier in this grant proposal, this department is spending an excessive amount of public funds to maintain our 1990 pumper. Even with this level of financial expense, the pumper remains marginal at best in its reliability. This fact puts our firefighters and the property and lives we are working to protect in jeopardy. With only two engine companies at best initially on the scene, we cannot afford to have a pumper failure during these critical operations. Our long term solution to this problem is to add a third engine company. In our strategic planning for the next three years we are working to add this third company. In order that we meet the required fire flow for our district, we are in need of that additional company. For this third company we will need a reliable engine. With the addition of the third engine company we would certainly see our insurance rating drop from a four to a three rating. The financial benefit to the citizens of our city would be a significant drop in fire insurance premiums that are paid out each year. This cost savings to the public would be reoccurring and would make the funding of the personnel for the added engine company possible. We know that the acquisition of a new reliable pumper would be the impetus we need to get this end.

* Section # 3 Statement of Effect: How would this award affect the daily operations of your department (i.e., describe how frequently the equipment will be used or what the benefits will provide the personnel in your department)? How would this award affect your department's ability to protect lives and property in your community? *3000 characters

The City of Henderson is the only full-time department in its four county region that has a full-time staff that is dedicated to fire and rescue. The area described here is larger than the state of Rhode Island and slightly smaller than Delaware. Of the approximately 60 fire departments in this area, five of them are either combination departments with minimal staff or departments that exist primarily for other reasons such as law enforcement and/or transport EMS. This department has a great deal of influence on its neighboring departments and is depended upon by its neighbors for both inspiration and assistance with physical resources. The City of Henderson is always considered as a potential responder in any significant event that occurs in this area. Federal assistance in the form of this grant request would help maintain and even strengthen our ability to meet this expectation.

Currently we respond automatic mutual aid with some of our surrounding departments and are called in for standard mutual aid with other departments in the region. These departments, being predominately volunteer, have found it increasingly difficult to facilitate a timely response with adequate personnel. We have seen the need to assist these departments increase year after year. We are expecting that the acquisition of the

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requested pumper through the federal grant would set into motion a chain of events that would not only benefit our primary fire district, but assist in a positive way the many departments that are co-dependent on the presence of resources maintained with the City of Henderson.

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Vehicle Inventory

*** If you have 15 emergency response vehicles or less, list all of your Engines/Pumpers, Tankers, Aerials, Brush and Rescue Vehicles. List all vehicles providing the type, the age, the pump capacity (GPM) if applicable, the carrying capacity (gallons) if applicable.**

Vehicle Type (possible terms: Engine (or Pumper) Age GPM Gallons
Ambulance, Tanker, Aerial Apparatus,
Brush/Quick Attack, Rescue Vehicles
Additional Vehicles)

1	Engine (or Pumper)	23	1000	600
2	Engine (or Pumper)	17	1250	750
3	Engine (or Pumper)	10	1500	1010
4	Engine (or Pumper)	5	1500	500
5	Aerial Apparatus	9	2000	0
6	Rescue Vehicles	15	0	0
7	Additional Vehicles	15	0	0
8	Additional Vehicles	13	0	0
9	Additional Vehicles	10	0	0

10

11

12

13

14

15

BudgetBudget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 500,000
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0
j. State Taxes	\$ 0

Federal and Applicant Share

Federal Share \$ 475,000

Applicant Share \$ 25,000

Federal Rate Sharing (%) 95/5

* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 25,000)

a. Applicant	\$ 25000
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

Total Budget \$ 500,000

Overview

*Did you attend one of the workshops conducted by DHS's regional fire program specialist?

No, I have not attended workshop

*Was a workshop within two hours' drive?

Do Not Know

* Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization or a State Fire Training Academy applying for this grant with this application?

Yes, I am a member/officer of this applicant

If you answered No, please **complete** the information below. If you answered Yes, please skip the Preparer Information section.

Fields marked with an * are required.

Preparer Information

* Preparer's Name

* Address 1

Address 2

* City

* State

* Zip

[Need help for ZIP+4?](#)

In the space below please list the person your organization has selected to be the primary point of contact for this grant. This should be a Chief Officer or long time member of the organization who will see this grant through completion. Reminder: if this person changes at any time during the period of performance please update this information. Please list only phone numbers where we can get in direct contact with the POC.

Primary Point of Contact

* Title

Fire Chief

Prefix (check one)

Mr.

* First Name

Daniel

Middle Initial

E

* Last Name

Wilkerson

* Business Phone (e.g. 123-456-7890)

252-430-6045 Ext.

* Home Phone (e.g. 123-456-7890)

252-492-1648 Ext.

Mobile Phone/Pager (e.g. 123-456-7890)

252-430-9149

Fax (e.g. 123-456-7890)

252-438-1460

* Email (e.g. user@xyz.org)

dwillkerson@ci.henderson.nc.us

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Contact Information

Alternate Contact Information Number 1

* Title	Assistant Fire Chief
Prefix	Mr.
* First Name	Steve
Middle Initial	F
* Last Name	Cordell
* Business Phone	252-430-6046 Ext.
* Home Phone	252-492-9381 Ext.
Mobile Phone/Pager	252-432-3988
Fax	252-738-0460
* Email	scordell@ci.henderson.nc.us

Alternate Contact Information Number 2

* Title	Administrative Secreatry
Prefix	Mrs.
* First Name	Judi
Middle Initial	
* Last Name	Woods
* Business Phone	252-438-7315 Ext.
* Home Phone	252-456-3446 Ext.
Mobile Phone/Pager	919-612-1556
Fax	252-738-0460
* Email	judiwoods@ci.henderson.nc.us

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Applicant Information

* Organization Name	Henderson Fire Department
* Type of Applicant	Fire Department/Fire District
* Type of Jurisdiction Served If other, please enter the type of Jurisdiction	City
Legal name of your jurisdiction Note: This information must match your SAM.GOV profile if your organization is using the DUNS number of your Jurisdiction.	City of Henderson Fire Dept
* Employer Identification Number(e.g. 12-3456789) Note: This information must match your SAM.GOV profile.	56-6001241
* What is your organization's 9 digit DUNS Number ? If you were issued a 4 digit number (DUNS plus 4) in addition to your 9 digit number please enter it in the second box. If not, please leave the second box blank.	082368556 (call 1-866-705-5711 to get a DUNS number)
* Is your DUNS Number registered in SAM.gov (System for Award Management previously CCR.gov)?	Yes
* I certify that my organization/entity is actively registered at www.SAM.gov and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this application is accurate, current and consistent with my organization's/entity's SAM.gov record.	☒
Headquarters or Main Station Physical Address	
* Physical Address 1	211 Dabney Drive
Physical Address 2	
* City	Henderson
* State	North Carolina
* Zip	27536 - 4033 Need help for ZIP+4?
Mailing Address	
* Mailing Address 1	211 Dabney Drive
Mailing Address 2	
* City	Henderson
* State	North Carolina
* Zip	27536 - 4033 Need help for ZIP+4?
* Please describe all grants that you have received from DHS, for example, 2008 AFG grant for a vehicle or 2010 HSGP grant for exercises. (Enter N/A if Not Applicable).	
2002 AFG Grant-For operations, equipment, safety	
2003 AFG Grant-For vehicle	
2004 AFG Grant -For prevention	

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2005 AFG Grant-For operations and safety
2006 AFG Grant-For operations and safety
2007 AFG Grant-For Vehicle Acquisition
2012 AFG Grant-For Operations and Safety

Account Information

Note: This information must match your [SAM.GOV](https://sam.gov) profile.

* Type of bank account	Checking
* Bank routing number - 9 digit number on the bottom left hand corner of your check	053100300
*Your account number	5782613820

Additional Information

* For this fiscal year (Federal) is your organization receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request?

* If awarded the AFG grant, will your organization expend more than \$500,000 in Federal funds during your organization's fiscal year?

* Is the applicant delinquent on any Federal debt? No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

Fire Department/Fire District Department Characteristics (Part I)

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	No
* What kind of organization do you represent?	All Paid/Career
If you answered combination, above, what is the percentage of career members in your organization?	%
If you answered volunteer or combination or paid on-call, how many of your volunteer firefighters are paid members from another career department?	
* What type of community does your organization serve?	Suburban
* Is your Organization considered a Metro Department?	No
* What is the square mileage of your first-due response area? Primary/First Due Response Area is a geographical area proximate to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency and does not include daily or seasonal population surges.	8.50
* What percentage of your response area is protected by hydrants?	100 %
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	Vance
* Does your organization protect critical infrastructure of the state?	Yes
* How much of your jurisdiction's land use is for agriculture, wildland, open space, or undeveloped properties?	2 %
* What percentage of your jurisdiction's land use is for commercial and industrial purposes?	73 %
* What percentage of your jurisdiction's land is used for residential purposes?	25 %
* How many occupied structures (commercial, industrial, residential, or institutional) in your jurisdiction are more than three stories tall? Do not include structures which are not regularly occupied such as silos, towers, steeples, etc.	10
* What is the permanent resident population of your <u>Primary/First-Due Response Area</u> or jurisdiction served?	15300
* Do you have a seasonal increase in population?	No
If "Yes" what is your seasonal increase in population?	
* How many active firefighters does your department have who perform firefighting duties?	44
* How many members in your department/organization are trained to the level of EMT-I or higher?	16
Do you have <u>Community Paramedics</u> ?	No
* How many stations are operated by your organization?	2
* Is your department compliant to your local Emergency Management standard for the National Incident Management System (NIMS)?	Yes
* Do you currently report to the National Fire Incident Reporting System (NFIRS)? Note: You will be required to report to NFIRS for the entire period of the grant.	Yes
If you answered yes above, please enter your <u>FDIN/FDID</u>	09104

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* What percent of your active firefighters are trained to the level of Firefighter I? 97 %

* What percent of your active firefighters are trained to the level of Firefighter II? 95 %

If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001? No

If you indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds to bring everyone to the FF II level in this application! Please describe in the box to the right your training program and your plans to bring your membership up to Firefighter II.

Currently, 97% are certified at the Firefighter I level and 95% have a certification of Firefighter II. We provide the opportunity for no less than 240 training hours each year for our full-time members and require a minimum participation of 36 hours from our part-time members to remain active.

Training at the Henderson Fire Department is accomplished in a variety of ways. Members receive training through structured in-house company sessions, and certification and customized courses offered by the state's community colleges. Our members receive an average of 170 hours of instruction each month to our full-time members.

Our members receive instruction on departmental policies and procedures during shift / company training sessions. A certified instructor who is at least at the rank of company officer or above facilitate daily training about new and existing policy and procedures.

In North Carolina, there is a strong partnership between the 58 community colleges and the fire service. The colleges are a major delivery agency for dozens of certification programs that are accredited by the International Fire Service Accreditation Congress (IFSAC) and the Fire Service Professional Qualification System (ProBoard). Areas of certification include but are not limited to areas such as Firefighter I & II, Pump Operator, Aerial Apparatus Operator, Vehicle Machinery Rescue, Emergency Vehicle Driver and Fire Officer Certification. These programs ensure that our members receive training and certifications that are based on national recognized standards like those of the National Fire Protection Association (NFPA). Customized training programs are another benefit of the relationship we have with the community college system. Specialized courses designed by instructors are also offered to our members. These courses often cover topics that are not typically found in current programs. This enables our personnel to stay on the leading edge of emerging issues affecting our profession.

In conclusion, we find that a multi-pronged approach to training is the best fit for our organization. Formal classroom instruction, company training sessions along with on the job experiences create the best way to build solid professionals that work together as a unit to accomplish the mission of the Henderson Fire Department.

* What services does your organization provide?

Structural Fire Suppression	Emergency Medical Responder	Haz-Mat Operational Level
Wildland Fire Suppression	Basic Life Support	
		Rescue Operational Level
	Formal/Year-Round Fire Prevention Program	

* Please describe your organization and/or community that you serve. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. There is a 4000 character limit.

The Henderson Fire Department is located in Vance County North Carolina and serves the Henderson city limits (8.5 square miles) with a population of 15,300 and provides automatic mutual aid for an additional 200 square miles home to a population of 45,400 residents. The Henderson Fire Department is made up of 34 full-time firefighters and ten (10) part-time firefighters. We operate out of a 2 stations housing 4 Engines (23 seats), 1 Aerial (6 positions), 1 Rescue vehicle (5 seats), and 3 command vehicles (3 seats).

Our primary response area includes Henderson's Central Business Historic District, which was placed on the National Register of Historic Places in 1987. The district contains 128 structures, 97 of which are contributing structures. Since becoming recognized as a North Carolina Main Street City in 1986, Henderson has experienced unprecedented preservation and revitalization efforts bringing new life to our town in the form of new residential and business space. More than \$38 million in private and public funding has been invested in 60 building renovations netting 64 new businesses. Recent projects include a Cultural Center hosting a 35,000 sq. ft. Performing Arts Theater, 40,000 sq. ft. State of the Art Public Library and 5,000 sq. ft. of open

gallery space. Additionally, the City of Henderson has received two \$1,000,000 grants from HUD, HOPE VI Main Street program to add 30 apartments above storefront buildings on the main street in downtown intended for senior residents.

The revitalization effort our city has experienced has been a direct result of private donations and public grant funding and not a result of an increasing operating budget. New businesses and residents create increased risk exposure and greater emergency liability that our department is struggling to keep pace with. A major incident among the central business and historic district has the potential for catastrophic loss of life and devastating impact to the local economy.

New home construction throughout the city has been largely in the form of Multi-family dwellings. These apartment complexes have increased the population density in some areas, while creating vacant and/or abandoned single-family dwellings in other areas. Both conditions have increased the potential for fire and medical responder calls in our city. In the areas where there are vacant houses, there are occupied dwellings interposed in these neighborhoods increasing the fire potential created by unauthorized habitation, and potentially threatening legitimate residences.

Fire Department Characteristics (Part II)

	2012	2011	2010
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	1	0	0
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	1	7	2
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0	0	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	1	3	0
* Over the last three years, what was your organization's average operating budget?		2137055	
* What percentage of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?		81 %	
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	99 %		
EMS Billing?	0 %		
Grants?	1 %		
Donations?	0 %		
Fund drives?	0 %		
Fee for Service?	0 %		
Other?	0 %		

If you entered a value into Other field (other than 0), please explain

Does your organization intend to provide a financial match greater than the required amount? No

If yes, how much additional funds is your department/agency willing to contribute? Please fill in the amount in the box to the right. \$

* Please describe your organization's need for Federal financial assistance. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. There is a 4000 character limit.

Many experts agree that our country is beginning to experience an economic upswing, even though it is sluggish at best. Large communities have been the primary beneficiaries of this muted success. Quality of life issues are among the reasons that business and industry look to these communities. Recruiting quality employees is facilitated by locating in communities where people want to live. Good schools, diverse entertainment and cultural opportunities along with a well maintained civil infrastructure attracts the best talent that employers desire. It is unfortunate that just an hour north of one of the most prosperous areas in NC sits a community that has seen its recovery less vibrant. The city of Henderson has not seen any significant industries locate here since the loss of the textile jobs that disappeared over the last decade or so. Personal income has plummeted and many hard working people have struggled to find employment. Those that have found jobs are now under-employed and/or working reduced hours for minimum wage. These conditions have transformed the socioeconomic landscape in Henderson and Vance County. This economic depression has severely affected tax revenues and forced the city departments to operate on inadequate budgets. The quality of life issues that a city should address have become increasingly difficult to fund. The fire department budget has not been immune to this crisis. The 2012-2013 fire department budget request of 3.6 million dollars, was

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cut by 1.45 million. This left only 390,000 dollars for operating expenses (excluding personnel cost). The city struggles with financing the same level of fire protection that was considered adequate when the town was much smaller in the last century. The need for fire protection has increased over the years because of the economic downturn. Public safety suffers during poor economic times and the need for intervention only increases. Fortunately for the citizens of Henderson, the Fire Department has done more with less over the past few years by implementing home inspections, public education and company code enforcement in its community. These efforts have been successful in spite of its minimal funding. The unfortunate truth is that no matter how strong your fire prevention efforts are, there will always be the need for the suppression side of our service. This is the more expensive side that has received less financial support from the city's budget. Suppression efforts require that we have well trained and properly equipped firefighters. Compliant personal protective clothing and self-contained breathing apparatus (SCBA) make the job of the firefighter possible. Without this ensemble, firefighting techniques would be relegated back to those of a much earlier time. The city of Henderson continues to be a leader in the number of working fires experienced in a municipality of its size and has the current need to replace many of its SCBA. The city continues to use SCBA that are not compliant with the current NFPA standards. The time is growing short before we would expect that our SCBA will begin to fail and in doing so cause the worst of all tragedies, a firefighter death or disability. Our budget has allowed for maintenance and repair of these apparatus, but no maintenance budget can bring an existing SCBA up to current compliance standards. By investing in new SCBA, we should be able to ensure that our firefighters can continue to perform their jobs with the confidence that their safety is being treated as a high priority.

* How many vehicles does your organization have in each of the types or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. (Enter numbers only and enter 0 if you do not have any of the vehicles below.)

Type or Class of Vehicle	Number of Front Line Apparatus	Number of Reserve Apparatus	Number of Seated Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I or Type II Engine Urban Interface	3	1	23
Ambulances for transport and/or emergency response	0	0	0
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more):	0	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	1	0	6
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pickup w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	0	0	0
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	1	0	5
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle	3	0	3

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Department Call Volume

	2012	2011	2010
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
Structural Fires	98	99	94
False Alarms/Good Intent Calls	181	181	151
Vehicle Fires	28	16	29
Vegetation Fires	20	36	64
EMS-BLS Response Calls	1852	1754	1377
EMS-ALS Response Calls	0	0	0
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Community Paramedic Response Calls	0	0	0
Vehicle Accidents w/o Extrication	119	82	44
Vehicle Extrications	4	3	3
Other Rescue	226	253	297
Hazardous Condition/Materials Calls	59	57	49
Service Calls	9	2	0
Other Calls and Incidents	85	101	26
Total	2681	2584	2134
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
What is the total acreage of all vegetation fires?	2	2	4
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
In a particular year, how many times does your organization receive mutual aid?	2	1	0
In a particular year, how many times does your organization receive automatic aid?	34	18	6
In a particular year, how many times does your organization provide mutual aid?	2	4	5
In a particular year, how many times does your organization provide automatic aid?	20	15	3
	58	38	14

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Total Mutual / Automatic Aid
(please total the responses
from the previous two blocks)

Out of the mutual/automatic aid
responses, how many were
structure fires?

7

3

3

Request Information

1. Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety, and/or regional application you will need to submit separate applications.

Program Name

Operations and Safety

2. Will this grant benefit more than one organization?

Yes

If you answered yes, please explain in your narrative statement and list the organization(s) in the form below.

You must enter the Organization name, POC and Phone number and extension (optional).				
Organization Name	First Name	Last Name	Phone Number	Action
Vance County Fire Department	Harold	Henrich	252-438-6658 Ext:	View
Epsom Vol. Fire Department	Russell	Fuller	919-625-2067 Ext:	View
Kittrell Vol. Fire Department	Lawrence	Pully	252-226-2046 Ext:	View
Watkins Vol. Fire Department	Charlie	Forsythe	252-425-1013 Ext:	View
Bear Pond Fire Department	Jeff	Turner	252-226-2134 Ext:	View
Tennville Vol. Fire Department	Donna	Conell	252-213-7470 Ext:	View

3. Enter Grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee.

\$0

* From the requested activities, what is the total dollar amount requested for EMS equipment, supplies, training, etc in the Request Details of this application? If none of the items requested are for fire-based EMS, then enter \$0.	\$ 0
* 4. If you are filing for a micro grant (\$25,000 federal share) or less please click the radio button and answer "YES". Please remember that your total request will be limited to \$25,000 or less in Federal funds in the Operations and Safety portion only.	N/A
5. By answering yes to question #4 you are giving up the option to apply under Operations & Safety (Equipment, Modifications to Facilities, Personal Protective Equipment, Training and Wellness & fitness) for more than \$25,000 of Federal funding. Do you agree to this? Do you fully understand this option?	

Vance County Fire Department	Harold	Henrich	252-438-6656 Ext:	Update Delete
Epsom Vol. Fire Department	Russell	Fuller	919-625-2067 Ext:	Update Delete
Kittrell Vol. Fire Department	Lawarence	Pulley	252-226-2046 Ext:	Update Delete
Watkins Vol. Fire Department	Charlie	Forsythe	252-425-1013 Ext:	Update Delete
Bear Pond Fire Department	Jeff	Turner	252-226-2134 Ext:	Update Delete
Townsville Vol. Fire Department	Darren	Small	252-213-7470 Ext:	Update Delete
Hicksboro Vol. Fire Department	Chad	Blake	919-291-9501 Ext:	Update Delete
Drewy Vol. Fire Department	Charles	Holtzman	252-430-2127 Ext:	Update Delete
Cokesberry Vol. Fire Department	Chris	Wright	252-213-6718 Ext:	Update Delete

Request Details

The activities for program **Operations and Safety** are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding	Action
Equipment	0	\$ 0	\$ 0	View Details
Modify Facilities	0	\$ 0	\$ 0	View Details
Personal Protective Equipment	1	\$ 189,980	\$ 0	View Details View Additional Funding Narratives
Training	0	\$ 0	\$ 0	View Details
Wellness and Fitness Programs	0	\$ 0	\$ 0	View Details
* Total Funding for all EMS requested in this application			\$0	
Grant-writing fee associated with the preparation of this request.			\$0	

Request Details

Fire Department/Fire District Personal Protective Equipment

Item	Number of units	Cost per unit	Total Cost	Action
SCBA with Face Piece-With extra Cylinder	28	\$ 6,785	\$ 189,980	View Details

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View Operations and Firefighter Safety - Personal Protective Equipment

Personal Protective Equipment Details

1. Select the PPE that you propose to acquire SCBA with Face Piece-With extra Cylinder

Please provide further description of the item selected above. 28 NFPA 2013 compliant Self Contained Breathing apparatus with spare cylinder. Dual EBSS Buddy Breathing, integrated personal alert safety system (PASS)/pack tracker, face piece, and heads up display.

2. Number of units: 28 (whole number only)

3. Cost per unit: \$6785 (whole dollar amounts only)

4. Please provide your percentage for the appropriate question below: 100%

• For turnout requests, what percentage of your on-duty active members **will have** PPE that meets applicable NFPA and OSHA standards if this grant is awarded?

• If you are requesting new SCBA, what percentage of your seated riding positions **will have** compliant SCBA assigned to it if this grant is awarded?

• If you are asking for specialized PPE (e.g., Haz-Mat), what percentage of applicable members **will have** specialized PPE that meets established standards if this grant is awarded? For example, if your 100-member department has a 10-member Haz-Mat team and you are requesting 10 Haz-Mat suits, you are requesting 100% of the applicable members.

5. What is the purpose of this request?

To replace or upgrade old/obsolete/damaged PPE/SCBA (it must be a minimum of 10 years or older)

N/A

If you have indicated you are requesting PPE (any PPE other than SCBA) in Question 1, what are the specific ages of your PPE in years? If requesting SCBA, please select "N/A", do not provide PPE ages here but continue on to the next question. **Please assure that you've accounted for ALL gear for ALL members declared in Department Characteristics - not just the gear you wish to replace. If you have 30 members then account for 30 sets of PPE.**

Age (in Years)	Current Inventory	Being replaced
Less than 1		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

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12

13

14

15

16 or more

Number of
members
without PPE

If you have indicated you are requesting SCBA in Question 1, to which edition(s) of the NFPA standard are your SCBA compliant? If not requesting SCBA, please select "N/A" and continue on to the next question. **Please account for ALL SCBA currently in your department's inventory - not just the SCBA you wish to replace. If you have damaged or inoperable SCBA please list them in the "Inoperable/Damaged" section.**

Year	Current Inventory	Being Replaced
2013 Standard	0	0
2007 Standard	0	0
2002 and older	36	28
Inoperable/Damaged		

6. Is your department trained in the proper use of this PPE/SCBA being requested? Yes

7. Are you requesting funding for training for this PPE/SCBA? No

If you are not requesting training funds through this application, will you obtain training for this PPE/SCBA through other sources? Yes

Close Window

<https://eservices.fema.gov/FemaFireGrant/firegrant/jsp/fire2013/application/requestdetail...> 11/19/2013

Firefighting PPE - Narrative

* Section # 1 Project Description: In the space provided below include clear and concise details regarding your organization's project's description and budget. This includes providing local statistics to justify the needs of your department and a detailed plan for how your department will implement the proposed project. Further, please describe what you are requesting funding for including budget descriptions of the major budget items, i.e., personnel, equipment, contracts, etc. *3000 characters

Firefighter safety is of the utmost priority for our department and our community. If we cannot provide a safe and effective working environment for our firefighters, it is challenging, if not impossible at times for them to provide high levels of service in every situation.

Firefighting and other hazardous situation remediation efforts cannot be accomplished without the use of reliable self-contained breathing apparatus (SCBA). These SCBA must be compliant with all regulations, be dependable and operate, without fail, under the most extreme conditions that a firefighter might experience. Sometimes these conditions can escalate beyond the level that was expected and put the firefighter in extreme danger. Proper training and oversight can help prevent these experiences, but when they do occur, there is only the firefighter's protective clothing and SCBA between him/her and death.

All equipment has a life span. Just as protective clothing must be replaced periodically, SCBA do reach an end to their useful life. Age, use and compliancy issues can render this piece of valuable equipment obsolete. Equipment such as this will reach its peak of usefulness and then begin to experience diminished reliability. This is one curve that we must stay ahead of so that we can keep the risk of injury or death to a firefighter at a minimum.

Due to an inadequate budget, SCBA replacement has remained a challenging issue that is increasingly becoming an area of deficiency. We have worked diligently to maintain our SCBA's to the highest standards so that we could get the most useful life out of the equipment, but the time is drawing near when this equipment will become a liability. Our department is requesting funding assistance to replace 28 SCBA's that do not currently meet NFPA 1981-2013 Edition and OSHA 1910.134 Standard. With the awarding of this grant, our department will be able to purchase 28 Self Contained Breathing Apparatus (including spare cylinder) with dual EBSS Buddy Breathing, integrated personal alert safety system (PASS), face piece and heads up display. The price of each unit is \$6,785.00, totaling \$189,980.00. These units will meet the 2013 standard with a CBRNE regulator, HUD/RIC connection, dual EBSS and be 2216 psi with a 30 minute bottle, and spare. This project will supply NFPA and OSHA compliant SCBA's as well as assist us with complying with NFPA 1710, 1720 and OSHA 1910.134 (g) (4). It will also allow enhanced firefighter safety.

28- Air Packs @ \$5,785 = \$161,980.00

28- Spare 30 minute / 2216 PSI Carbon Cylinders @ \$750.00 = \$21,000

28- Face Pieces @ \$250 = 7,000.00

Request = \$189,980.00

5% Applicant Share = \$9,499.00

FEMA Share = \$180,481.00

Total Request = \$189,980.00

* Section # 2 Cost/Benefit: In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. *3000 characters

The cost benefit of this grant award can be measured in many ways. Preventing death and injury of firefighters who depend on this essential piece of equipment can greatly eliminate the chances of having to experience the effects of human loss of life. The emotional repercussions that it could have on the department, its families, and the community can be devastating; not to mention the monetary cost that it would have on the

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city, the fire department, and families affected.

Smaller communities, like ours, constantly struggle with firefighter/employee retention issues. There are a number of reasons why smaller departments have trouble keeping firefighters. Salaries, promotion opportunities and image are among some of these issues. Another issue is that of safety. Employees tend to be loyal to employers that treat their well-being as a high priority. By looking after the safety and security of its employees, fire departments can often trump the other issues that send well trained employees down the road to "greener pastures". Firefighters know that departments that can provide fire apparatus and equipment that is dependable and safe are looking out for their best interest. There is no piece of equipment that is more essential to a firefighter's survival than their personal protective equipment to include SCBA.

One of our long term goals is to add a third engine company. In our strategic planning for the next three years we are working to add this third company. In order that we meet the required fire flow for our district, we are in need of that additional company. For this third company we will need to be able to retain employees and provide them with reliable equipment. With the addition of the third engine company we would certainly see our insurance rating drop from a four to a three rating. The financial benefit to the citizens of our city would be a significant drop in fire insurance premiums that are paid out each year. This cost savings to the public would be reoccurring and would make the funding of the personnel for the added engine company possible. We know that the acquisition of a third engine company will only be possible if we can retain well trained firefighters.

* Section # 3 Statement of Effect: How would this award affect the daily operations of your department (i.e., describe how frequently the equipment will be used or what the benefits will provide the personnel in your department)? How would this award affect your department's ability to protect lives and property in your community? *3000 characters

With new SCBA's, our members can respond and perform their lifesaving duties while being protected with compliant equipment. Our out-dated, worn and non-compliant SCBA's are prone to failure and may force firefighters to battle fires from the exterior only or inhibit their ability to perform their tasks. New PPE equipment will allow us to mount more aggressive and/or interior fire attacks. An added benefit of receiving this grant and updating SCBA's could greatly improve firefighter retention and recruitment.

We believe our request is in keeping with the highest priorities of the AFG program and firefighter safety. We believe this is a reasonable request for firefighting safety personal protective equipment that meets a very basic need, and is not a request for frivolous or non-essential equipment. As stated above, the benefits of this grant are immeasurable, but the failure to replace this equipment could be grave.

We have exhausted all of our resources and without assistance from the AFG Program, we will not be able to accomplish our stated objective thereby increasing the risk of injury or death to one of our firefighters as a result of operating in potentially hazardous environments with faulty or unreliable equipment. With funding from the AFG Program, we can accomplish our local goals as well as the greater goals of the Department of Homeland Security.

The members of the Henderson Fire Department would like to thank you for your time and dedication to the safety of the fire service, for providing this opportunity to firefighters and fire departments across the country, and we thank you for considering our application.

BudgetBudget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 189,980
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0
j. State Taxes	\$ 0
Federal and Applicant Share	
Federal Share	\$ 180,481
Applicant Share	\$ 9,499
Federal Rate Sharing (%)	95/5

* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 9,499)

a. Applicant	\$ 9499
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

Total Budget **\$ 189,980**

CITY OF HENDERSON

INTERNAL PROCESS TO DECIDE WHETHER GRANT
APPLICATION IS APPROPRIATE

Department: Fire Staff Contact: Daniel E. Wilkerson

Funding Source: FEMA- Assistance to Firefighters Grant

Grant/Project Name: Vehicles / Operations and Safety

Date application due: December 6, 2013

This is a ☒ NEW or ☐ RECURRING Grant

Brief Project Summary:

The Fire Department respectfully requests your approval to apply for a FEMA Grant in the amount of \$690,000.00 with a City match of 5% in the amount of \$34,500.00. This grant is for the purchase of a new Pumper Fire Truck to replace a 1990 model fire truck that is now 23 years old. This grant would also allow for the purchase of twenty-eight (28) Self Contained Breathing Apparatus (SCBA) at a cost of \$190,000.00 that needs to be replaced due to the life expiration date of the SCBA's are expiring.

Has the department received funding from this source in the past? If so, list project name(s), amount(s), and date(s).

See attached list

Maximum Amount Available from Funding Source: 288 Million

Anticipated Award Notification Date: FY 2013-2014

Anticipated Grant Term: Start Date: Notification of award
Finish Date: One (1) year from award date

Amount to be requested: \$ 690,000.00

Total Project Costs: \$ 690,000.00

Does this grant have a match requirement: YES NO 5% match of \$ 34,500.00

Does the amount of the match requirement or other grant requirements necessitate City Council approval prior to award? YES NO

Eligible types of match:

- ☒ Cash
- ☐ In-kind services
- ☐ Land
- ☐ Equipment
- ☐ Other _____

If the match is cash, where will the match come from? (Provide Account Number)
FY 2013-2014 – General Fund Balance

Is this project a ☒ cash award or ☐ reimbursement?
If this is a reimbursement grant, will funds be available?

Is this project included in: NO

- ☐ Departmental Budget
- ☐ Capital Improvements Plan

Grant funds will be used for the following: (check all that apply)

- ☐ Equipment : Self Contained Breathing apparatus (SCBA)
- ☐ Supplies _____
- ☐ Program Expenses _____
- ☐ Printing _____
- ☐ Personnel – current staff. No of staff _____ No of hours _____
- ☐ Personnel – to hire additional staff. No. of positions _____
- ☐ Capital (land, building, vehicles, etc.) _____
- ☐ Contracted Services: _____
- ☐ Other: Pumper Fire Truck

How will the program be funded after the grant expires?

The funding will be completed before grant expires.

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

We would purchase only the amount that was awarded on grant.

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? NO

Will this project duplicate or compete with another service or program provided by the City of Henderson or other local agency? NO

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

14 November 2013

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

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

RE: CAF: 13-119
Consideration of Approval of Ordinance 13-66, FY14 BA # 15 Amending the 2013 BJA Grant Budget

Ladies and Gentlemen:

Recommendation:

- Approval of Ordinance 13-66, FY14 BA #15 Amending the 2013 BJA Grant Budget.

Executive Summary

Interim Chief of Police Marcus Barrow has requested the Council's review and approval of a transfer of funds from the Henderson Police Department's "Asset Forfeiture Grant Match Funds" account to the BJA JAG 2013 Grant Project Account (55-207-507400) in the amount of \$22. The Henderson Police Department's portion of this grant (which is shared 60%/40% with the Vance County Sheriff's Office) is \$9,352.00 which has been received by the City and placed in the project account. Due to a change in the price of the two (2) In-Car Mobile Camera units that the department had planned to order with these funds there was a difference of \$22 from the amount awarded and the final price plus shipping (\$9,374.00).

We are requesting the transfer of these funds to balance out this grant so that this project can be closed after the receipt and installation of the new In-Car Mobile Cameras.

Enclosures:

1. Ordinance 13-66

O R D I N A N C E 13-66

AN AMENDMENT TO THE FY 2013 -- 2014 BUDGET BUDGET AMENDMENT #15 AMENDING THE 2013 BJA GRANT BUDGET

WHEREAS, the City Council of the City of Henderson (Council), on 27 June 2013, adopted its FY 13-14 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.

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:

Ordinance 13-66			
FY 13-14 Budget Amendment #15			
Amendment #1 to the Grant Project Budget			
FUNDS:	55: Grants Fund & 10: General Fund		
PROJECT:	2013 BJA Grant		
		Initial Budget	Current
		1-Jul-13	Budget
		Amendment	Revised
55-207: 2013 BJA Grant Revenues			
	BJA Grant 55-207-458218	\$ -	\$ 15,586
	Trans Fr: 10 General Fund 55-207-456010	\$ -	\$ -
	Total	\$ -	\$ 15,586
			\$ 15,608
		Initial Budget	Current
		1-Jul-13	Budget
		Amendment	Revised
55-207: 2013 BJA Grant Expenditures			
	Capital Outlay < \$5,000 55-207-507400	\$ -	\$ 9,352
	VC Sheriff Dept Share 55-207-509031		\$ 6,234
	Total	\$ -	\$ 15,586
			\$ 22
			\$ 15,608
	Variance		\$ -
		Approved	Current
		1-Jul-13	Budget
		Amendment	Revised
FUND 10: GENERAL FUND REVENUES			
		\$ -	\$ -
		\$ -	\$ -
	Total	\$ -	\$ -
			\$ -
		Approved	Current
		1-Jul-13	Budget
		Amendment	Revised
FUND 10: GENERAL FUND EXPENDITURES			
	Police Asset Forfeiture: Grant Match Funds 10-512-509901	\$ 33,100	\$ 18,512
	Trans to: Fund 55 Grants Fund 10-512-561055	\$ -	\$ 14,588
		\$ -	\$ -
		\$ -	\$ -
	Total	\$ 33,100	\$ 33,100
			\$ -
			\$ 33,100
	Variance		\$ -
Reference:		Notes:	
CAF 13-50; Resolution 13-37 Council Meeting 13 May 2013		Grant submission authorized	
CAF 13-50-A will ask for grant acceptance. Ord 13-61 and BA #12 will establish the grant project budget upon acceptance. Council Meeting 23 Sept 2013		Approve grant acceptance and establish the grant project budget	
CAF 13-119; Ord 13-66; BA #15 Council Meeting 25 Nov 2013		Transfer additional funds to 2013 BJA Grant to supplement cost of upgrade of existing computers in the Investigations Division.	

The foregoing Ordinance 13-56, 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 25th day of November 2013: YES: ***. NO: **. ABSTAIN: **. ABSENT: **.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

*Reference: Minute Book 42 p. ***; CAF 13-119*

**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 13-66 adopted by the Henderson, City Council in Regular Session on 25 November 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 November 2013.

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

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

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

7 November 2013

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

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

RE: CAF: 13-118

Consideration of Approval of Ordinance 13-65, FY 14 Budget Amendment #16, Amending General Fund Revenues and the Maintenance & Repair – Automotive Line Item Within the Fire Department's Budget

Ladies and Gentlemen:

Recommendation:

- Approval of Ordinance 13-65, FY 14 Budget Amendment #16, Amending General Fund Revenues and the Maintenance & Repair – Automotive Line Item Within the Fire Department's Budget

Executive Summary

On 25 October 2013 the City received a reimbursement from its insurance company in the amount of \$5,495.34 for the damages to a 2003 Fire Truck (Engine 3). Per standard procedure, the insurance proceeds were placed in a revenue account for insurance proceeds (account 10-100-456000). FY 14 Budget Amendment #16 serves to appropriate the money to the Fire Department's Maintenance & Repair – Automotive line item (account 10-530-501700) for the purpose of helping offset the costs of repairs to the Fire Truck.

Enclosures

1. Ordinance 13-65

O R D I N A N C E 13-65

FY 2013—2014 BUDGET AMENDMENT # 16 AMENDING THE GENERAL FUND REVENUES AND THE MAINTENANCE & REPAIR – AUTOMOTIVE LINE ITEM WITHIN THE FIRE DEPARTMENT’S BUDGET

WHEREAS, the City Council of the City of Henderson on 27 June 2013 adopted the FY13-14 Annual Operating Budget; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating budgets from time-to-time;

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

Fund: 10: General			Ordinance 13-65			
			FY 13-14 Budget Amendment #16			
REVENUES			Approved	Current		
Department	Line Item	Code	1-Jul-13	Budget	Amendment	Revised
	Insurance Proceeds	10-100-456000	\$ -	\$ -	\$ 5,500	\$ 5,500
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ 5,500	\$ 5,500
						\$ 5,500
EXPENDITURES			Approved	Current		
Department	Line Item	Code	1-Jul-13	Budget	Amendment	Revised
Fire	M & R - Automotive	10-530-501700	\$ 40,000	\$ 40,000	\$ 5,500	\$ 45,500
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 40,000	\$ 40,000	\$ 5,500	\$ 45,500
						\$ 45,500
		<i>variance</i>			\$ -	
Reference:			Notes:			
CAF 13-118; Ord 13-65; BA #16 Council Meeting 25 November, 2013			This amendment serves to amend the M & R - Automotive line item of the Fire Department's budget. There was some damage to Engine #3 and an insurance claim was filed with the City's insurance. A check was received for the amount of the damages less a \$1,000 deductible (\$5,495.34). This will replenish the M & R - Automotive line item within the Fire Department's budget, offset by the revenue received from the insurance company.			

The foregoing Ordinance 13-65, 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 25th day of November 2013: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

*Reference: Minute Book 42, p.**; CAF 13-118*

STATE OF NORTH CAROLINA - CITY OF HENDERSON

I, Esther 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 13-65 adopted by the Henderson, City Council in Regular Session on _____ 2013. This Ordinance is recorded in *Ordinance Book 8*, p.***.

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

Esther McCrackin
City Clerk
City of Henderson, North Carolina

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

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

13 November 2013

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

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

RE: **CAF: 13-120**

Consideration of Approval of Ordinance 13-67, FY 14 Budget Amendment #18, Amending the Water Fund to Use Contingency Funds to Appropriate Additional Legal Fees Within the Water Distribution Department

Ladies and Gentlemen:

Recommendation:

- Approve Ordinance 13-67, FY 14, Budget Amendment #18 Amending the Water Fund to use contingency funds to appropriate additional legal fees within the Water Distribution Department

Executive Summary

Additional funds are needed in the Water Fund to cover the anticipated costs of legal services incurred as a result of the lawsuit involving the City of Oxford's claim regarding the Granville County Water Sales Agreement. It is recommended to use a portion of the Water Fund contingency account to cover this additional appropriation.

Enclosures

1. Ordinance 13-67

O R D I N A N C E 13-67

FY 2013 -- 2014 BUDGET AMENDMENT #18 AMENDING THE WATER FUND TO USE CONTINGENCY FUNDS FOR PROFESSIONAL SERVICES (LEGAL)

WHEREAS, the City Council of the City of Henderson (Council), on 27 June 2013, adopted its FY 13-14 Operating Budget; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating budget from time-to-time, said amendment incorporated in 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:

			Ordinance 13-67			
FUNDS: 30: Water Fund			FY 13-14 Budget Amendment #18			
30: WATER FUND REVENUES			Approved 1-Jul-13	Current Budget	Amendment	Revised
<i>Department</i>	<i>Line Item</i>	<i>Code</i>				
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ -	\$ -
						\$ -
30: WATER FUND EXPENDITURES			Approved 1-Jul-13	Current Budget	Amendment	Revised
<i>Department</i>	<i>Line Item</i>	<i>Code</i>				
660: Non-Departmental	Contingency	30-660-509900	\$ 42,700	\$ 42,700	\$ (10,000)	\$ 32,700
818: Water Distribution	Professional Services	30-818-500400	\$ 2,300	\$ 3,700	\$ 10,000	
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 45,000	\$ 46,400	\$ -	\$ 32,700
						\$ 46,400
		Variance			\$ -	
Reference:			Notes:			
CAF# 13-120; Ordinance #13-67; BA#18 25 November 2013 Council Meeting			To move funds from contingency to the Professional Services line item in the Water Fund to cover the anticipated additional costs of legal services as a result of the lawsuit involving the City of Oxford's claim regarding the Granville County Water Sales Agreement.			

The foregoing Ordinance 13-67 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 25 day of November 2013: YES: ***, NO: **, ABSTAIN: **, ABSENT: **.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

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

**STATE OF NORTH CAROLINA
CITY OF HENDERSON**

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify the attached is a true and exact copy of Ordinance 13-67 adopted by the Henderson, City Council in Regular Session on 25 November 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 November 2013.

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

13 November 2013

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

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

RE: **CAF: 13-121**

Consideration of Approval of Ordinance 13-68, FY14 Budget Amendment #19, Amending the General Fund to Budget the Reimbursement to the City by Vance County Tourism for Staff Overtime Expense While Working the Show, Shine, Shag & Dine Event

Ladies and Gentlemen:

Recommendation:

- Approval of Ordinance 13-68, FY14 Budget Amendment #19, Amending the General Fund to Budget the Reimbursement to the City by Vance County Tourism for Staff Overtime Expense While Working the Show, Shine, Shag & Dine Event.

Executive Summary

On 12 November 2013 the City received a reimbursement from Vance County Tourism for the overtime expenses incurred by the Police Department and Street Department staff during the annual Show, Shine, Shag & Dine event. As per standard procedure the funds were deposited into the General Fund-Miscellaneous Revenue Account (10-100-4550-10).

FY14 Budget Amendment #19 serves to appropriate the money to the Police Department Overtime Pay Account (10-510-5008-00) in the amount of \$3,180 and the Street Department Overtime Pay Account (10-570-5008-00) in the amount of \$340 for the purpose of helping offset the overtime salaries paid to employees in these departments.

Enclosures

1. Ordinance 13-68

O R D I N A N C E 13-68

FY 2013—2014 BUDGET AMENDMENT # 19 AMENDING THE GENERAL FUND TO BUDGET THE REIMBURSEMENT TO THE CITY BY VANCE COUNTY TOURISM FOR STAFF OVERTIME EXPENSE WHILE WORKING THE SHOW, SHINE, SHAG & DINE EVENT

WHEREAS, the City Council of the City of Henderson on 27 June 2013 adopted the FY13-14 Annual Operating Budget; *and*

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

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

Fund: 10: General			Ordinance 13-68			
			FY 13-14 Budget Amendment #19			
REVENUES			Approved	Current		
Department	Line Item	Code	1-Jul-13	Budget	Amendment	Revised
	Miscellaneous Revenue	10-100-455010	\$ 5,000	\$ 5,000	\$ 3,520	\$ 8,520
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 5,000	\$ 5,000	\$ 3,520	\$ 8,520
						\$ 8,520
EXPENDITURES			Approved	Current		
Department	Line Item	Code	1-Jul-13	Budget	Amendment	Revised
Police	Overtime	10-510-500800	\$ 6,700	\$ 6,700	\$ 3,180	\$ 9,880
Street	Overtime	10-570-500800	\$ 3,500	\$ 3,500	\$ 340	\$ 3,840
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 10,200	\$ 10,200	\$ 3,520	\$ 13,720
						\$ 13,720
		<i>variance</i>			\$ -	
Reference:			Notes:			
CAF 13-121; Ord 13-68; BA #19 Council Meeting 25 November, 2013			This amendment serves to increase the overtime budget in both the Police Department and the Street Department for overtime expense incurred by staff working the Show, Shine, Shag & Dine event sponsored by the Vance County Tourism on October 19, 2013. The City was reimbursed by Vance County Tourism for this expense.			

The foregoing Ordinance 13-68, 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 25th day of November 2013: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

*Reference: Minute Book 42, p.**; CAF 13-121*

STATE OF NORTH CAROLINA - CITY OF HENDERSON

I, Esther 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 13-68 adopted by the Henderson, City Council in Regular Session on _____ 2013. This Ordinance is recorded in *Ordinance Book 8*, p.***.

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

Esther McCrackin
City Clerk
City of Henderson, North Carolina

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

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

18 November 2013

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

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

RE: CAF: 13-124

Consideration of Approval of Resolution 13-82, Employee Appreciation One-Time Salary Supplement

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 6: Develop and Maintain a Qualified Municipal Workforce – To provide a supportive and competitive workforce climate that facilitates and maintains a strong workforce capability and capacity and adequate staffing levels.

Recommendation:

- Approval of Resolution 13-82, Employee Appreciation One-time Salary Supplement

Executive Summary:

The Henderson City Council, on 27 June 13, adopted the FY13-14 budget which included allocations for an employee appreciation one-time salary supplement in the amount of \$200 per full-time active employee. Employees with less than a year of service will receive a pro-rated supplement based on hire date as follows: Jan - March 2013, \$150; April - June 2013, \$100; July - September 2013, \$75; October to distribution date, \$25.

In past years, this salary supplement has been distributed to employees around the holiday season. Therefore, it is respectfully requested that Council affirm its desire to award a one-time salary supplement to City employees. If Council so approves, the one-time salary supplements will be prepared for distribution during the first week of December.

Enclosures:

1. Resolution 13-82

RESOLUTION 13-82

A RESOLUTION OF THE HENDERSON CITY COUNCIL AFFIRMING ITS DESIRE TO AWARD CITY EMPLOYEES AN APPRECIATION ONE-TIME SALARY SUPPLEMENT AS PROVIDED FOR IN THE FY 13-14 BUDGET

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 KSO as follows: **KSO 6:** To Provide a Supportive and Competitive Workforce Climate that Facilitates and Maintains a Strong Workforce Capability and Capacity and Adequate Staffing Levels; *and*

WHEREAS, the Henderson City Council on 27 June 2013 adopted its FY 13-14 budget which included allocations for employee appreciation one-time salary supplements in the amount of \$200 per full-time active City employee; *and*

WHEREAS, employees with less than one year of service will receive a pro-rated supplement based on hire date, as follows: Jan-March 2013, \$150; April-June 2013, \$100; July-September 2013, \$75; October – distribution date, \$25; *and*

WHEREAS, the one-time salary supplement is Council's way of expressing its thanks and appreciation to City employees; *and*

WHEREAS, in past years, the salary supplements have been distributed to employees around the holiday season.

**NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES
HEREBY AFFIRM** its desire to award City Employees with a one-time salary supplement as provided for in the FY13-14 budget.

The foregoing Resolution 13-82, introduced by Council Member _____ and seconded by Council Member _____ on this the ____th day of _____ 2013, and having been submitted to a roll call vote, was _____ by the following votes: YES: NO: ABSTAIN: ABSENT:

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

4 November 2013

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

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

RE: **CAF: 13-108**

Consideration of Approval of 1) Resolution 13-72 Authorizing the Acceptance of the Clean Water State Revolving Fund Loan for the Elmwood Cemetery Sewer Main Replacement Project; and 2) Resolution 13-68, Authorizing the Execution of a Contract with McGill Associates, P.A. for the Completion of Engineering Design for the Elmwood Cemetery Outfall Project; and 3) Ordinance 13-50, FY14 Budget Amendment # 14, Revising the Elmwood Cemetery Outfall CIP Project Budget to Encompass All Additional Costs Incurred for the Project.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

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

Recommendation:

Approval of:

- 1) Resolution 13-72 Authorizing the Acceptance of the Clean Water State Revolving Fund Loan for the Elmwood Cemetery Sewer Main Replacement Project.**
- 2) Resolution 13-68, Authorizing the Execution of a Contract with McGill Associates, P.A. for the Completion of Engineering Design for the Elmwood Cemetery Outfall Project.**
- 3) Ordinance 13-50, FY14 Budget Amendment #14, Revising the Elmwood Cemetery Outfall CIP Project Budget to Encompass All Additional Costs Incurred for the Project.**

Executive Summary

On 25 February 2013 the City Council approved Resolution 13-23 authorizing the execution of an application for a State Revolving Fund Grant/Loan to provide funding for various downstream sewers that Sandy Creek Pump Station empties into. On 1 April 2013 the City received notice from the Infrastructure Finance Section of their intent to fund this project. This project will help mitigate the potential for sewer bypasses and overflows and will work in conjunction with flows from the Sandy Creek Pump Station.

The \$1,800,000 project was included in the FY 13-14 Budget and projected in the Rate Stabilization & Debt Service Plan. Payments would not start until FY 16-17 with an estimated debt service of \$115,465 annually for 20 years. Based on current revenues and expenditures, it is anticipated there would not need to be a rate increase to pay for the debt service on this project. The loan offer is also being reviewed by the Local Government Commission and is subject to their approval.

On 13 May 2013 City Council approved Resolution 13-35 authorizing the execution of the contract with McGill Associates to complete the Preliminary Engineering Report (PER), which has now been reviewed and approved by the State. The next step is to approve the contract for the design, construction, inspection and administration of the project. It is recommended that McGill Associates perform the design and other work in conjunction with this project. We are currently in the process of negotiating the final fee for the design and other related services for this project with McGill. After negotiation with McGill Associates, the final fee for the proposed contract is a reduction of \$3,700 from \$202,000 to \$198,300.

Required milestones are:

- | | | |
|--|---|-------------------------|
| • Engineering Report Submittal | - | 1 July 2013 (Completed) |
| • Engineering Report Approval (Completed) | - | 2 December 2013 |
| • Plans & Specification Submittal | - | 2 June 2014 |
| • Plans & Specs/Permit Approval | - | 2 September 2014 |
| • Advertise Project, Receive Bids, Submit Bid Information and Receive IFS's Authority to Award | - | 1 December 2014 |
| • Execute Construction Contracts | - | 2 January 2015 |

Enclosures:

1. Resolution 13-72
2. Resolution 13-68
3. Ordinance 13-50
4. Resolution 13-23
5. Resolution 13-35

RESOLUTION 13-72

A RESOLUTION OF THE HENDERSON CITY COUNCIL AUTHORIZING THE ACCEPTANCE OF A LOAN FROM THE CLEAN WATER STATE REVOLVING FUND FOR THE ELMWOOD SANITARY SEWER MAIN REPLACEMENT PROJECT

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

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

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

WHEREAS, the City of Henderson (City) has performed various analyses that identified and prioritized the need for the repair and replacement of various mains within the wastewater collection system and has formulated a project described as *The Elmwood Sanitary Sewer Main Replacement Project*, the **Project**, to assist the City in the control of infiltration and inflow and help mitigate the potential for sewer overflows; *and*

WHEREAS, the Council authorized City Administration to submit a loan application on 25 February 2013 via Resolution 13-23; *and*

WHEREAS, the City received notice on 1 April 2013 that the City's proposed project was eligible for a loan in the amount of \$1,800,000 at 2.0% interest for 20 years.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Henderson, North Carolina that it does hereby authorize the acceptance of the Clean Water State Revolving Fund Loan, *and said loan award announcement being more fully articulated in Attachment A to this Resolution.*

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to sign the loan award and execute any future documents as necessary to this loan acceptance.

The foregoing Resolution 13-72, 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: None. ABSTAIN: None. ABSENT: None.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney



North Carolina Department of Environment and Natural Resources

Division of Water Quality

Charles Wakild, P. E.
Director

John E. Skvarla, III
Secretary

Pat McCrory
Governor

April 1, 2013

The Honorable James O'Geary, Mayor
City of Henderson
PO Box 1434
Henderson, NC 27536

SUBJECT: Clean Water State Revolving Fund
Notice of Intent to Fund
Elmwood Cemetery Sewer Main Replacement
March 1st, 2013 Application Cycle

Dear Mayor O'Geary:

Your application for a Clean Water State Revolving Fund (CWSRF) loan has been reviewed and, based on current funding availability, your project ranks high enough to receive a low-interest CWSRF loan of 2.00%. The total loan amount will be \$1,800,000. Please note that this intent to fund is contingent on approval of the loan through the Local Government Commission.

Project Schedule

This intent to fund is also contingent on meeting **all** of the following milestones:

Milestone	Date
Engineering Report Submittal	July 1, 2013
Engineering Report Approval	December 2, 2013
Plans & Specifications Submittal	June 2, 2014
Plans & Specifications/Permit Approval	September 2, 2014
Advertise Project, Receive Bids, Submit Bid Information, and Receive IFS's Authority To Award	December 1, 2014
Execute Construction Contract(s)	January 2, 2015

The next milestone is the submittal of an Engineering Report/Environmental Information Document (ER/EID) by close of business on July 1, 2013. The ER/EID **must** be developed using the guidance found on our website (<http://ifs.nc.gov>). **Failure to meet any milestone will result in the forfeiture of CWSRF funding for your proposed project.**

Infrastructure Finance Section
1633 Mail Service Center, Raleigh, North Carolina 27699-1633
Location: 8th Floor Archdale Building, 512 N. Salisbury St. Raleigh, North Carolina 27604
Phone: 919-707-9160 | FAX: 919-715-6229
Internet: www.ncwaterquality.org
An Equal Opportunity / Affirmative Action Employer

One
North Carolina
Naturally

RESOLUTION 13-68

AUTHORIZING THE EXECUTION OF A CONTRACT WITH MCGILL ASSOCIATES, P.A. FOR THE COMPLETION OF ENGINEERING DESIGN FOR THE ELMWOOD CEMETERY OUTFALL PROJECT

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

WHEREAS, two of the Key Strategic Objectives are addressed by this request as follows: KSO 5: Provide Reliable, Dependable Infrastructure. To provide reliable, dependable and environmentally compliant infrastructure systems; and KSO 8: Provide Financial Resourcing: To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities; *and*

WHEREAS, McGill Associates has been instrumental in assisting the City in applying for low interest loans and grants; *and*

WHEREAS, the City received notice from the Infrastructure Finance Section that the project ranked high enough to receive a low interest CWSRF loan of 2% in the amount of \$1,800,000; *and*

WHEREAS, it is in the best interest of the City to accept said loan offer; *and*

WHEREAS, McGill Associates, P.A. performed the Preliminary Engineering Report for the City, and the Report was submitted and approved by the state; *and*

WHEREAS, McGill Associates, P.A. is most familiar with the project; therefore it is believed McGill Associates, P.A. is best to perform this work and is exempt from the Mini Brooks Act relative to the procurement of these services.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HENDERSON, that James D. O'Geary, Mayor, is authorized to enter into a contract with McGill Associates, P.A., being more fully articulated in **Attachment A** to this Resolution, for the design, construction, inspection and administration of this project as required by the grant/loan applications for the Elmwood Cemetery Outfall project in the amount of \$198,300.

The foregoing Resolution 13-68, 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: None. ABSTAIN: None. ABSENT: None.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk
Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

AGREEMENT FOR ENGINEERING SERVICES

This AGREEMENT, made and entered into this the ____ day of _____, 2013, by and between the **City of Henderson (OWNER)** and **McGill Associates, P.A. (ENGINEER)**.

WHEREAS, the OWNER proposes to do certain work toward the accomplishment of the Project entitled **Elmwood Cemetery Sewer Replacement** as generally described in Attachment "A" and the Engineering Report and Environmental Information Document (ER/EID) approved in September 2013, and

WHEREAS, the ENGINEER desires to render professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and benefits contained herein, it is hereby mutually understood and agreed as follows:

SECTION 1 - GENERAL SERVICES

The ENGINEER shall:

- 1.1. The ENGINEER shall, as directed by the OWNER, provide professional engineering services for the OWNER in all phases of the Project; serve as OWNER's professional engineering representative for the Project; and shall give professional consultation and advice to OWNER during the performance of the services hereunder. The ENGINEER shall designate a representative to be the central point of contact with the OWNER during execution of the work included herein.
- 1.2. The ENGINEER shall provide all personnel required in performing the Project unless otherwise provided herein. Such personnel shall not be employees of or have any contractual relationship with the OWNER. All services rendered hereunder shall be performed by the ENGINEER or under his supervision and all personnel engaged in the Project shall be fully qualified under North Carolina law to perform such services. None of the services covered by this Agreement shall be subcontracted without the prior approval of the OWNER.
- 1.3. The ENGINEER shall obtain and furnish, or cause to be obtained and furnished, approvals and permits from all governmental authorities having jurisdiction over the Project, unless otherwise agreed to herein.
- 1.4. The ENGINEER shall seek and obtain authorization from the OWNER or the OWNER's assignee before proceeding with the Project, or before performing any Additional Services as described in Section 3, or before performing any other services which would not be included in the fee for Basic Services set forth in Section 6 hereof, subject to OWNER's right to terminate as herein provided.
- 1.5. The ENGINEER shall comply with all existing federal, state and local laws and regulations regarding equal employment opportunity. The ENGINEER is further obligated to include all requirements hereunder in any subcontract written by him in association with this Agreement.

SECTION 2 - BASIC SERVICES

2.1 PLANNING AND DESIGN PHASE

- 2.1.1 Consult with the OWNER to fully determine the OWNER's requirements for the project and to discuss the possible phasing, coordination, approvals and other preliminary matters.
- 2.1.2 Coordinate and conduct initial coordination meeting with the OWNER as needed to establish communication lines, meet with project team members, define project schedules and gather initial data and information from the OWNER.
- 2.1.3 Complete a topographical survey of the proposed sewer line route to develop construction documents.
- 2.1.4 Prepare planning documents including preliminary design and identification of easements needed for completion of the project.
- 2.1.5 Review preliminary design with OWNER for concurrence and acceptance.
- 2.1.6 Coordinate the provision of any subsurface investigation by others, if any, including assisting with solicitations and preparing site maps identifying locations for testing.
- 2.1.7 Prepare complete bid documents, contract documents, technical specifications and construction drawings to detail the character and scope of the work of the Project as described in the Engineering Report.
- 2.1.8 Review design documents described above with the OWNER for comments and approval at milestones throughout the design phase of the project.
- 2.1.9 Perform an internal quality control and constructability review of the project.
- 2.1.10 Prepare opinion of probable cost after submission of plans and specifications to NCDENR, and advise the OWNER of any adjustment of the Project cost caused by changes in scope, design requirements or construction costs.
- 2.1.11 Furnish two (2) hard copies and one (1) electronic copy of the final design documents to the OWNER.

2.2 PERMITTING PHASE

- 2.2.1 Prepare and submit permit application and supporting documents to both NCDENR Division of Water Infrastructure and NCDENR Division of Water Resources on or before June 2, 2014 to obtain the construction approval.
- 2.2.2 Prepare and submit permit application, supporting documents, and permit fees to NCDENR Land Quality Section to obtain the erosion and sediment control approval, if required.
- 2.2.3 Prepare and submit Encroachment Agreement and supporting documents to NCDOT to obtain said Agreement, if required.

- 2.2.4 Prepare and submit 401 and 404 permit applications and supporting documents to NCDENR Division of Water Resources and/or US Army Corps of Engineers for stream crossings and impacts, if required.
- 2.2.5 Respond to review agency comments and modify documents as necessary to achieve permit approval.

2.3 BIDDING AND AWARD PHASE

- 2.3.1 Assist the OWNER with outreach to Disadvantaged Business Enterprise (DBE) contractors in accordance with SB 914.
- 2.3.2 Assist the OWNER in advertising, receiving, opening and evaluating bids.
- 2.3.3 Schedule a Pre-Bid Conference with the all prospective bidders and the OWNER to address any bidding questions.
- 2.3.4 Consult with, and advise the OWNER as to the acceptability of contractors and subcontractors and make recommendations as to the lowest, responsive, responsible bidder.
- 2.3.5 Coordinate funding, DBE, and award documentation with NCDENR Division of Water Infrastructure.
- 2.3.6 Assist the OWNER in the final preparation and execution of construction contracts and in checking Performance and Payment Bonds and Insurance Certificates for compliance.
- 2.3.7 Schedule a Pre-Construction Conference with the OWNER, Contractor, ENGINEER, NCDENR Division of Water Infrastructure, and all other applicable parties to assure discussion of all matters related to the Project. Prepare and distribute minutes of the Pre-Construction Conference to all parties.

2.4 CONSTRUCTION PHASE

Upon successful completion of the Bidding and Award Phase, and upon written authorization from OWNER, ENGINEER shall:

- 2.4.1 Provide General Administration of Construction Contract. Consult with OWNER and act as OWNER's representative as provided in the General Conditions. The extent and limitations of the duties, responsibilities, and authority of ENGINEER as assigned in the General Conditions shall not be modified, except as ENGINEER may otherwise agree in writing. All of OWNER's instructions to Contractor will be issued through ENGINEER, which shall have authority to act on behalf of OWNER in dealings with Contractor to the extent provided in this Agreement and the General Conditions except as otherwise provided in writing. ENGINEER shall not be responsible for the acts or omissions of any Contractor, or of any subcontractors, suppliers, or other individuals or entities performing or furnishing any of the Work. ENGINEER shall not be responsible for the failure of any Contractor to perform or furnish the Work in accordance with the Contract Documents.

- 2.4.2 Provide a Construction Field Representative (CFR) to periodically observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents. During such visits and on the basis of on-site observations as an experienced and qualified design professional, keep the OWNER informed of the progress of the work, and endeavor to guard the OWNER against defects and deficiencies in the work of the Contractor. The total construction contract time is assumed to be eight (8) months. As part of this contract, field observation will be provided by the CFR on a limited, part-time basis during active work. Additional requested CFR time will be considered Additional Services under Section 3 of this Agreement.
- 2.4.3 The purpose of ENGINEER's visits and representation by the CFR will be to enable ENGINEER to better carry out the duties and responsibilities assigned to and undertaken by ENGINEER during the Construction Phase, and, in addition, by the exercise of ENGINEER's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed Work will conform in general to the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. ENGINEER shall not, during such visits or as a result of such observations of Contractor's Work in progress, supervise, direct, or have control over Contractor's Work, nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety, for safety precautions and programs incident to Contractor's Work, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work. Accordingly, ENGINEER neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents. However, ENGINEER shall give prompt notice to the OWNER whenever ENGINEER observes or otherwise becomes aware of any defect in the Project or of any material deviation of Contractor's work from the Contract Documents.
- 2.4.4 Based on ENGINEER's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
- a. Determine the amounts that ENGINEER recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute ENGINEER's representation to OWNER, based on such observations and review, that, to the best of ENGINEER's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is ENGINEER's responsibility to observe Contractor's Work. In the case of unit price work, ENGINEER's

recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Contract Documents).

- b. By recommending any payment, ENGINEER shall not thereby be deemed to have represented that observations made by ENGINEER to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to ENGINEER in this Agreement and the Contract Documents. Neither ENGINEER's review of Contractor's Work for the purposes of recommending payments nor ENGINEER's recommendation of any payment including final payment will impose on ENGINEER responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on ENGINEER to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to OWNER free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between OWNER and Contractor that might affect the amount that should be paid.
- 2.4.5 Review and determine the acceptability of any schedules that Contractor is required to submit to ENGINEER, including Progress Schedule, Schedule of Submittals and Schedule of Values.
 - 2.4.6 Review and take action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and any approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Review of Shop Drawings and Samples identified as frivolous in the General Conditions of the construction contract documents, or review of substitute materials as defined in the same, shall be deemed as Additional Services.
 - 2.4.7 Schedule periodic construction progress meetings during active work periods with the OWNER, Division of Water Infrastructure, Contractor, ENGINEER and all other applicable parties discuss matters related to the Project. Prepare and distribute minutes of the meeting to all parties.
 - 2.4.8 Assist the OWNER in the selection and coordination of an independent geotechnical and materials testing laboratory, if applicable, to be provided at the OWNER's expense.

- 2.4.9 Require such testing of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. ENGINEER's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. ENGINEER shall be entitled to rely on the results of such tests.
- 2.4.10 Coordinate and track the testing of pipelines and placing same into service for the project. Additional visits required due to work not being ready for testing, retesting, or Contractor scheduling conflicts shall be considered Additional Services.
- 2.4.11 Issue instructions to the Contractor from the OWNER as to interpretations and clarifications to the project design plans, specifications and contract documents.
- 2.4.12 Prepare information required to resolve problems due to actual field conditions and to respond to Requests for Information (RFI) from the Contractor.
- 2.4.13 Render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by OWNER or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if ENGINEER in its discretion concludes that to do so would be inappropriate. In rendering such decisions, ENGINEER shall be fair and not show partiality to OWNER or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.
- 2.4.14 Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
- 2.4.15 Recommend to OWNER that Contractor's Work be rejected while it is in progress if, on the basis of ENGINEER's observations, ENGINEER believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will threaten the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
- 2.4.16 Promptly after notice that Contractor considers the entire Work ready for its intended use, in company with OWNER, Division of Water Infrastructure, and Contractor, conduct a pre-final observation visit to determine if the Work is substantially complete. If after considering any objections of OWNER, ENGINEER considers the Work substantially complete, ENGINEER shall deliver a certificate of Substantial Completion to OWNER, Division of Water Infrastructure, and Contractor.
- 2.4.17 In company with OWNER, Division of Water Infrastructure, and Contractor, conduct a final observation visit to determine if the completed Work of Contractor is acceptable so that ENGINEER may recommend final payment to Contractor.

- 2.4.18 Review the Contractor's final application for payment and make recommendation, in writing, final payment to Contractor once all issues with the project final observation site visit have been completed and resolved. Accompanying the recommendation for final payment, ENGINEER shall also provide a notice that the Work is acceptable to the best of ENGINEER's knowledge, information, and belief and based on the extent of the services provided by ENGINEER under this Agreement.
- 2.4.19 Prepare for the OWNER a set of record drawings showing those changes made during the construction process, based on the marked-up prints, drawings and other data furnished.
- 2.4.20 Provide or make available all Project files and information to effect project closeout.

SECTION 3 - ADDITIONAL SERVICES

If authorized by the OWNER, the ENGINEER will furnish or obtain from others additional services of the following types, which are not considered Basic Services under this Agreement.

- 3.1 Additional services resulting from significant changes in general scope of the Project or its design including, but not limited to, changes in size, complexity, OWNER's schedule, or character of construction. The ENGINEER and OWNER agree that time is of the essence in order to meet funding application deadlines. As such, the OWNER may initiate minor changes in the project scope to be incorporated by the ENGINEER, subsequent to the permit submittals, as not to impede progress toward the funding application deadlines. No work on any such changes shall occur by the ENGINEER unless preapproved by the OWNER.
- 3.2 Revising previously approved studies, reports, design documents, drawings or specifications, when such revisions are due to causes beyond the control of the ENGINEER.
- 3.3 Preparing documents for alternate bids requested by the OWNER for work, which is not executed, or documents for out-of-sequence work other than agreed upon in the Design Phase.
- 3.4 Additional or extended services during construction made necessary by prolongation of the construction contract, award of multiple contracts, or default by the Contractor under any prime construction contract if such construction contract is delayed beyond the original completion date.
- 3.5 Providing geotechnical and subsurface investigations, archeological surveys and any other environmental site surveys necessary for the construction of the project.
- 3.6 Review of Shop Drawings and Samples identified as frivolous in the General Conditions of the construction contract documents, or review of substitute materials as defined in the same General Conditions.
- 3.7 Preparing to serve or serving as a witness for the OWNER in any litigation, condemnation or other legal or administrative proceeding involving the Project.
- 3.8 Additional services in connection with the Project, including services normally furnished by OWNER and services not otherwise included in this Agreement.
- 3.9 Additional services in connection with administering project funding.
- 3.10 Preparing easement maps or plats or locating property lines of any tracts over which easements will be needed for the Project.

SECTION 4 - OWNERS RESPONSIBILITIES

The OWNER shall:

- 4.1 Provide full information as to the requirements for the Project.
- 4.2 Assist the ENGINEER by placing at his disposal in a timely manner all available information pertinent to the Project including previous documents and any other data relative to the evaluation, design, and construction of the Project.
- 4.3 Designate a person to act as OWNER's representative with respect to the work to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions pertinent to the services in this Agreement.
- 4.4 Guarantee access to and make all provisions for the ENGINEER to enter upon public and private property as required for the ENGINEER to perform his services under this Agreement, provided the same does not unreasonably interfere with the operation of the existing facilities.
- 4.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by the ENGINEER and render decisions and comments pertaining thereto within a reasonable time so as not to delay the services of the ENGINEER.
- 4.6 Obtain any right-of-way easements from public bodies, entities or persons necessary for satisfactory construction of the Project.
- 4.7 Obtain any subsurface geotechnical investigations or other types of testing and analysis needed for the Project.
- 4.8 Pay for permit fees, and all costs incidental to advertising for bids, and receiving bids or proposals from licensed Contractors.
- 4.9 Provide such legal, accounting and insurance counseling services as may be required for the Project, and such auditing services as may be required to ascertain how or for what purpose any Contractor will or has used the monies paid to him under the construction contract.
- 4.10 Give prompt notice to the ENGINEER whenever the OWNER observes or otherwise becomes aware of any defect in the Project.
- 4.11 Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project, subject to the obligations of the ENGINEER outlined in Sections 1.3 and 2.2 of this Agreement.
- 4.12 Furnish, or direct the ENGINEER to provide necessary Additional Services as stipulated in Section 3 of this Agreement or other services as required.
- 4.13 Bear all costs incident to compliance with the requirements of this Section 4, except where Contractor will assume responsibility for the same.

SECTION 5 - PERIOD OF SERVICES

- 5.1 Unless this Agreement has been terminated as provided in paragraph 7.1, the ENGINEER will be obligated to render services hereunder for a period, which may reasonably be required for the services described herein. The ENGINEER may decline to render further services hereunder if the OWNER fails to give prompt approval of the various phases as outlined. Upon receiving a written authorization to proceed, the ENGINEER shall provide the OWNER with a written schedule of completion for the services so authorized.
- 5.2 If the Project is delayed significantly for reasons beyond the ENGINEER's control, the various rates of compensation provided for elsewhere in this Agreement shall be subject to renegotiation.

SECTION 6 - PAYMENT TO THE ENGINEER

6.1 PAYMENT FOR BASIC SERVICES

- 6.1.1 The OWNER agrees to pay the ENGINEER for Basic Services as outlined in Section 2 the following lump sum and hourly fees, inclusive of all reimbursable expenditures.

Planning, Design, and Permitting Phase Services	\$98,000
Bidding and Award Phase Services	\$8,300
Construction Phase Services –	
Hourly Basis, Not to Exceed	\$92,000
Total Base Fee	\$198,300

- 6.1.2 The ENGINEER shall invoice the OWNER no more than eighty percent (80%) of the lump sum fee for Planning and Design Phase Services prior to meeting the milestone requirement in Section 2.2.1.

6.2 PAYMENT FOR ADDITIONAL SERVICES

- 6.2.1 The OWNER will pay the ENGINEER for Additional Services as outlined in Section 3 an amount based on actual time spent and expenses incurred by principals and employees of the ENGINEER assigned to the Project in accordance with the attached ENGINEER's standard rate and fee schedule Attachment "B", which is subject to update on an annual basis.

6.3 TIMES OF PAYMENT

- 6.3.1 The OWNER will make prompt monthly payments in response to the ENGINEER's monthly statements for services rendered under this Agreement.

6.4 GENERAL

- 6.4.1 If the OWNER fails to make any undisputed payment due the ENGINEER on account of his services and expenses within sixty (60) days after receipt of the ENGINEER's bill therefor, the ENGINEER may, after giving seven days written notice to the OWNER, suspend services under this Agreement until he has been paid in full all amounts due him on account of his services and expenses.
- 6.4.2 If the Agreement is terminated at the completion of any phase of the Basic Services called for under Section 2, progress payment to be made to the ENGINEER on account of services rendered shall constitute total payment for services rendered. If this Agreement is terminated during any phase of the Basic Services, the ENGINEER shall be paid for services rendered on the basis of a

reasonable estimate of the portion of such phase completed prior to termination. In the event of any termination, the ENGINEER will be paid for all his reasonable expenses resulting from such termination, and for any unpaid reimbursable expenses.

- 6.4.3 If, prior to termination of this Agreement, any work designed or specified by the ENGINEER, under Section 2, is suspended in whole or in part for more than three months or is abandoned, after written notice from the OWNER, the ENGINEER shall be paid for services performed prior to receipt of such notice from the OWNER as provided in paragraph 6.4.2 for termination during any phase of his service.

SECTION 7 - GENERAL CONDITIONS

7.1 TERMINATION

- 7.1.1 In the event that the OWNER finds that it is inadvisable or impossible to continue the execution of the Project; or if the ENGINEER shall fail to fulfill in a timely and proper manner his obligations under this Agreement; or, if the ENGINEER shall violate any of the covenants, agreements, or stipulations of this Agreement; or if the services called for in this Agreement are not completed within the time period specified under Section 5, or if the ENGINEER becomes subject to a voluntary or involuntary adjudication of bankruptcy or makes a general assignment for the benefit of creditors; then the OWNER has the right to terminate at any time this Agreement or any task or phase of work being performed herein by providing ten (10) days written notice to the ENGINEER of such termination and specifying the effective date of such termination; provided, however, that during such period of ten (10) days the ENGINEER shall have the opportunity to remedy such failures or violations to avoid such termination.
- 7.1.2 In the event of termination, as provided herein, the ENGINEER shall be paid for all services performed and actual expenses incurred up to the date of termination pursuant to Section 6.4.2 herein.

7.2 OWNERSHIP OF DOCUMENTS

- 7.2.1 All documents, including original drawings, estimates, specifications, field notes and data are and remain the property of the ENGINEER as instruments of service. The OWNER shall be provided a set of reproducible record prints of drawings, and copies of other documents, in consideration of which the OWNER will use them solely in connection with the Project, and not for resale. Re-use for extension of the Project, or for new projects shall require written permission of the ENGINEER, which permission shall not be unreasonably withheld, and shall entitle him to further reasonable compensation at a rate to be agreed upon by OWNER and ENGINEER at the time of such re-use.

7.3 ESTIMATES

- 7.3.1 Since the ENGINEER has no control over the cost of labor, materials, or equipment, or over the Contractor(s)' methods of determining prices, or over competitive bidding or market conditions, his estimates for cost for the Project provided for herein are to be made on the basis of his experience and qualifications and represent his best judgment as a design professional familiar with the construction industry, but the ENGINEER cannot and does not guarantee that proposals, bids or the Project construction cost (related to materials furnished or services rendered by third parties) will not vary from cost estimates prepared by him.

7.4 INSURANCE AND CLAIMS

- 7.4.1 The ENGINEER shall provide and maintain, at its own expense, during the term of this Agreement the following insurance covering its operations. Such insurance shall be provided by Insurer(s) satisfactory to the OWNER, and evidence of such insurance in the form of an industry-standard ACORD Certificate of Insurance satisfactory to the OWNER shall be delivered to the OWNER on or before the effective date of this Agreement. Such evidence shall specifically identify this Agreement and shall require that the OWNER be given written notice at least thirty (30) days in advance of any modification or termination of any insurance coverage.
- 7.4.2 AUTOMOBILE LIABILITY – Bodily injury and property damage liability insurance shall be carried covering all owned, non-owned, and hired automobiles for a limit of not less than \$1,000,000 Combined Single Limit for bodily injury and property damage in any one occurrence.
- 7.4.3 COMMERCIAL GENERAL LIABILITY – Bodily injury and property damage liability shall be carried to protect the ENGINEER performing work under this Agreement from claims of bodily injury or property damage which arise from operation of this agreement, whether such operations are performed by ENGINEER or anyone directly or indirectly working for or on ENGINEER'S behalf. The amounts of such insurance shall not be less than \$1,000,000 Combined Single Limit for bodily injury and property damage in any one occurrence with an aggregate limit of \$2,000,000. This insurance shall include coverage for product / completed operations liability, personal and advertising injury liability, and contractual liability.
- 7.4.4 PROFESSIONAL LIABILITY – Insuring against professional negligence / errors and omissions on a claims-made basis with policy limits of \$2,000,000 per claim / \$2,000,000 annual aggregate.
- 7.4.5 WORKERS' COMPENSATION – Workers' Compensation Insurance coverage shall be carried meeting the statutory requirements of the State of North Carolina, even if the ENGINEER is not required by law to maintain such insurance. Said Workers' Compensation Insurance coverage shall have at least the following limits of Employer's Liability coverage - \$500,000 per accident limit, \$500,000 disease per policy limit, \$500,000 disease each employee limit.
- 7.4.6 EXCESS / UMBRELLA LIABILITY – Excess or Umbrella Liability coverage shall be carried providing coverage above the above stated limits of Automobile Liability, Commercial General Liability, and Workers' Compensation (Employer's Liability) in an amount of not less than \$3,000,000 Combined Single Limit for bodily injury and property damage in any one occurrence with an aggregate limit of \$3,000,000.

7.5 SUCCESSORS AND ASSIGNS

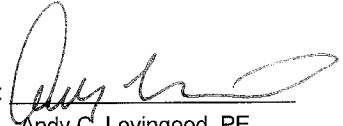
The OWNER and the ENGINEER each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the OWNER nor the ENGINEER will assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the OWNER and the ENGINEER.

7.6 ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the OWNER and ENGINEER and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented or modified by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

McGILL ASSOCIATES, P.A.

By: 
Andy C. Lovingood, PE
Vice President

(SEAL)

CITY OF HENDERSON

ATTEST: _____
Esther J. McCrackin
City Clerk

By: _____
James D. O'Geary
Mayor

PRE-AUDIT CERTIFICATION:

THIS INSTRUMENT has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

By: _____
Katherine C. Brafford, Finance Director
City of Henderson

APPROVED AS TO LEGAL FORM:

By: _____
John H. Zollicoffer, Jr.
City Attorney

ATTACHMENT "A"
PROJECT UNDERSTANDING
ELMWOOD CEMETERY SEWER REPLACEMENT

The Elmwood Cemetery Sewer (Elmwood Sewer) in the City of Henderson's wastewater collection system includes sections of 15-inch and 18-inch diameter gravity sewer lines. The Sandy Creek Pump Station sewer force main discharges sewer to the gravity sewer system just upstream of this gravity sewer. A previous sewer evaluation study by others noted that several sections of the gravity sewer line are performing insufficiently and surcharging significantly during wet weather periods. Consequently, several sections have been identified for replacement and upsizing.

During the Capital Improvements Planning process, the need for sewer improvements was identified within the City of Henderson's wastewater collection system. Through meetings with staff and Council, it was determined that McGill Associates would prepare and submit a Clean Water State Revolving Fund (SRF) application to NCDENR Division of Water Infrastructure for this important project. The funding application for this project was determined eligible to receive a low interest (2.0%) loan in the amount of \$1,800,000. The first milestone to remain eligible for this funding was to submit an Engineering Report and Environmental Information Document (ER/EID). The ER/EID was approved in September 2013. The next milestone to remain eligible for SRF funding is to submit plans and specifications for review by June 2, 2014.

The general recommendations for the Elmwood Sewer project involve replacement of the existing gravity sewer line sections with larger diameter gravity sewer lines. The project involves upsizing approximately 1,820 linear feet of existing 15-inch diameter gravity sewer line with new 18-inch piping along South Williams Street and East Spring Street. The second section of the project involves upsizing approximately 3,520 linear feet of existing 18-inch diameter gravity sewer line with new 24-inch piping. This project includes replacement and addition of new manholes to allow the sewer to remain in service during construction.

ATTACHMENT "B"
BASIC FEE SCHEDULE



BASIC FEE SCHEDULE

August 2013

<u>PROFESSIONAL FEES</u>	<u>Hourly Rate</u>
Firm Principal	\$180.00
Program Services Manager I	\$140.00
Program Services Manager II	\$155.00
Senior Project Manager I	\$155.00
Senior Project Manager II	\$165.00
Project Manager I	\$130.00
Project Manager II	\$140.00
Project Engineer I	\$100.00
Project Engineer II	\$110.00
Project Engineer III	\$120.00
Engineering Associate I	\$ 80.00
Engineering Associate II	\$ 85.00
Engineering Technician I	\$ 75.00
Engineering Technician II	\$ 85.00
Engineering Technician III	\$ 95.00
Electrical Engineer I	\$100.00
Electrical Engineer II	\$110.00
Electrical Engineer III	\$120.00
Electrical Engineering Associate I	\$ 80.00
Electrical Engineering Associate II	\$ 85.00
Electrical Engineering Technician I	\$ 75.00
Electrical Engineering Technician II	\$ 85.00
Electrical Engineering Technician III	\$ 95.00
CADD Operator I	\$ 70.00
CADD Operator II	\$ 75.00
CADD Operator III	\$ 80.00
Construction Services Manager I	\$110.00
Construction Services Manager II	\$120.00
Construction Administrator I	\$ 85.00
Construction Administrator II	\$ 95.00
Construction Administrator III	\$105.00
Construction Field Representative I	\$ 70.00
Construction Field Representative II	\$ 75.00
Construction Field Representative III	\$ 80.00

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E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • P.O. Box 1136, Hickory, NC 28603 • 1240 19th St. Lane NW, Hickory, NC 28601

Office: 828-328-2024 • Fax: 828-328-3870

ORDINANCE 13-50

FY14 BUDGET AMENDMENT #14 REVISING THE ELMWOOD CEMETERY OUTFALL CIP PROJECT BUDGET TO ENCOMPASS ALL ADDITIONAL COSTS ANTICIPATED FOR THE PROJECT.

WHEREAS, the City Council of the City of Henderson on 27 June 2013 adopted the FY13-14 Annual Operating Budget; *and*

WHEREAS, the Council has created and uses a Capital Improvements Fund for active capital projects related to the Sewer Fund, said fund referred to as 44: CIP Sewer Fund; *and*

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

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

Ordinance 13-50						
FUND: 44: CIP SEWER and 70: CAPITAL RESERVE UTILITIES			FY 13-14 Budget Amendment #14			
PROJECT: Elmwood Cemetery Outfall Project			Amendment #1 to this Project Budget			
Project Budget Created on 13 May 13			Approved 13-May-13	Current Budget	Amendment	Revised
44: CIP SEWER REVENUES						
Transfer from Cap Reserve Utilities Fund	44-854-461070		\$ 19,300	\$ 19,300	\$ 36,000	\$ 55,300
State Revolving Loan (NCDENR)	44-854-458221		\$ -	\$ -	\$ 1,800,000	\$ 1,800,000
	Total		\$ 19,300	\$ 19,300	\$ 1,836,000	\$ 1,855,300
						\$ 1,855,300
44: CIP SEWER EXPENDITURES			Approved 13-May-13	Current Budget	Amendment	Revised
Preliminary Engineering Report	44-854-510296		\$ 19,300	\$ 19,300	\$ -	\$ 19,300
Planning & Design	44-854-510100		\$ -	\$ -	\$ 98,000	
Legal/Admin	44-854-510200		\$ -	\$ -	\$ 2,500	
Engineering	44-854-510301		\$ -	\$ -	\$ 8,300	
Construction	44-854-510400		\$ -	\$ -	\$ 1,439,950	
Construction/admin	44-854-510800		\$ -	\$ -	\$ 92,000	
SRF Closing Fee	44-854-567000		\$ -	\$ -	\$ 36,000	
Contingency	44-854-999010		\$ -	\$ -	\$ 159,250	
	Total		\$ 19,300	\$ 19,300	\$ 1,836,000	\$ 19,300
						\$ 1,855,300
	Variance				\$ -	
70: CAPITAL RESERVE UTILITIES FUND REVENUES			Approved 1-Jul-13	Current Budget	Amendment	Revised
Department	Line Item	Code				
	Fund Balance Appropriated	70-851-490090	\$ 39,955	\$ 39,955	\$ 36,000	\$ 75,955
			\$ -	\$ -	\$ -	\$ -
	Total		\$ 39,955	\$ 39,955	\$ 36,000	\$ 75,955
						\$ 75,955
70: CAPITAL RESERVE UTILITIES FUND EXPENDITURES			Approved 1-Jul-13	Current Budget	Amendment	Revised
Department	Line Item	Code				
	Trans to: 44 CIP Sewer	70-851-561044	\$ -	\$ -	\$ 36,000	\$ 36,000
			\$ -	\$ -	\$ -	\$ -
	Total		\$ -	\$ -	\$ 36,000	\$ 36,000
						\$ 36,000
	Variance				\$ -	
Reference:			Notes:			
13 May 13: CAF 13-49; Res 13-35; Ord 13-23; FY 13 BA#35			Resolution 13-35 authorizing execution of contract with McGill Associates for the completion of a preliminary engineering report for the Elmwood Cemetery Outfall Project. Ordinance 13-23 and BA #35 establishing a CIP project budget.			
28 Oct 13: CAF 13-108; Res 13-68; Ord 13-50; FY 14 BA#14			This ordinance and budget amendment serves to amend the initial project budget for this project, which consisted solely of the preliminary engineering report, and to budget the State Revolving Loan funds from NCDENR and the corresponding project costs anticipated for this project. There is a 2% closing fee which is being budgeted as a transfer from the Capital Reserve Utilities Fund (Sewer portion).			

The foregoing Ordinance 13-50, upon motion of Council Member *** and second by Council Member ***, and having been submitted to a roll call vote and received the following votes and was ***** on this the ----- day of ----- 2013: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

*Reference: Minute Book 42, p.**; CAF 13-108*

STATE OF NORTH CAROLINA - CITY OF HENDERSON

I, Esther 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 13-50 adopted by the Henderson, City Council in Regular Session on _____ 2013. This Ordinance is recorded in *Ordinance Book 8*, p.***.

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

Esther 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 13-23

A RESOLUTION OF THE HENDERSON CITY COUNCIL APPROVING THE SUBMISSION OF AN APPLICATION FOR STATE REVOLVING FUND (SRF) GRANT/LOAN FUNDING

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 5: To Provide Reliable, Dependable and Environmental Compliant Infrastructure Systems and KSO 8: To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities; *and*

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

WHEREAS, the City of Henderson performed an analysis of the sewers downstream of the Sandy Creek Pump Station that identified the need for the repair and replacement of various sections of force main and gravity sewer, which would help to mitigate the potential for sewer bypasses and overflows in the downstream Nutbush Creek Basin, *and*

WHEREAS, the City of Henderson intends to request state loan and/or grant assistance for the project, *and*

WHEREAS, funding that is available is at a favorable rate of 0% interest and the City may qualify for up to 50% principle forgiveness, *and*

WHEREAS, the estimated project cost is approximately \$1.8 million with the final cost estimate to be determined upon completion of a preliminary engineering report.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Henderson, North Carolina That:

- 1) The City of Henderson, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.
- 2) The **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest and any debt service associated with the Project.

- 3) The governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Henderson to make scheduled repayment of the loan, to withhold from the City of Henderson any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan portion of the project financing.
- 4) The **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.
- 5) James D. O'Geary, Mayor, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application, being more fully articulated in **Attachment A**, on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the construction of the project described above.
- 6) 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 application.
- 7) 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 13-23, upon motion of Council Member Rainey and seconded by Council Member Kearney and having been submitted to a roll call vote received the following votes and was APPROVED on this the 25th day of February 2013: YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke and Daye. NO: None. ABSTAIN: None. ABSENT: Brown.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

RESOLUTION 13-35

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH MCGILL ASSOCIATES, P.A. FOR COMPLETION OF AN ENGINEERING REPORT FOR THE ELMWOOD CEMETERY OUTFALL PROJECT

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

WHEREAS, two of the Key Strategic Objectives are addressed by this request as follows: KSO 5: Provide Reliable, Dependable Infrastructure. To provide reliable, dependable and environmentally compliant infrastructure systems; and KSO 8: Provide Financial Resourcing: To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities; *and*

WHEREAS, McGill Associates has been instrumental in assisting the City in applying for low interest loans and grants; *and*

WHEREAS, the City received notice from the Infrastructure Finance Section that the project ranked high enough to receive a low interest CWSRF loan of 2% in the amount of \$1,800,000; and

WHEREAS, an Engineering Report is required to be submitted by 2 July 2013; *and*

WHEREAS, McGill Associates, P.A. has submitted a proposed contract in the amount of \$19,300 to perform this work; *and*

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HENDERSON, that James D. O'Geary, Mayor, is authorized to enter into a contract with McGill Associates, P.A., being more fully articulated in **Attachment A** to this Resolution, for the purposes of preparing the Engineering Reports as required by the grant/loan applications.

The foregoing Resolution 13-35, upon motion of Council Member Kearney and second by Council Member Daeke and having been submitted to a roll call vote, received the following votes and was APPROVED on this the 13th day of May 2013: YES: Rainey, Peace-Jenkins, Daeke, Brown, Daye, Kearney, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: None.

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.816; CAF 13-49



April 29, 2013

Mr. A. Ray Griffin, Jr., Manager
City of Henderson
Post Office Box 1434
Henderson, North Carolina 27536

RE: Proposal for Engineering Services
Engineering Report and Environmental Document
Elmwood Cemetery Sewer Replacement
City of Henderson, North Carolina

Dear Mr. Griffin:

During the Capital Improvements Planning process, the need for sewer improvements was identified within the City of Henderson's wastewater collection system. Through meetings with staff and Council, it was determined that McGill Associates would prepare and submit a Clean Water SRF application to the Infrastructure Finance Section (IFS) of the NC DENR for this important project. The funding application for this project has recently been determined eligible to receive a low interest SRF loan in the amount of \$1,800,000. The next milestone to remain eligible for this funding is to submit the Engineering Report (ER) and Environmental Information Document (EID) to IFS by July 1, 2012.

Pursuant to your request, we are pleased to provide you with this Proposal for Engineering Services for the proposed project. This proposal includes the preparation of the ER and EID in accordance with IFS's *Guidance for the Preparation of ERs and EIDs*.

The Elmwood Cemetery Sewer (Elmwood Sewer) has been identified as a source of sanitary sewer overflows within the City of Henderson's wastewater collection system. The Sandy Creek Pump Station sewer force main transfers sewer to the gravity sewer system just upstream of the problem areas. The Elmwood Sewer is affected by undersized sections of gravity sewer with several sections of the line visibly surcharging. During a previous sewer evaluation study it was noted that during wet weather periods there are several sections of the gravity sewer line that are performing insufficiently. The previous sewer evaluation analysis defined deficient as sewer surcharging at least "halfway up the manhole" depth.

The general recommendations for the Elmwood Sewer project involve replacement of the existing gravity sewer line sections with larger diameter gravity sewer lines. The project involves upsizing approximately 1,750 linear feet of existing 15-inch diameter gravity sewer line with new 18-inch piping along South Williams Street and East Spring Street, and the replacement of

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McGill Associates, P.A. • P.O. Box 1136, Hickory, NC 28603 • 1240 19th St. Lane NW, Hickory, NC 28601

Office: 828-328-2024 • Fax: 828-328-3870

seven (7) existing manholes. The second section of the project involves upsizing approximately 3,160 linear feet of existing 18-inch diameter gravity sewer line with new 24-inch piping, and the replacement of eight (8) existing manholes.

We anticipate providing the following **Scope of Services** for the subject project:

PRELIMINARY PHASE SERVICES

- Meet with City staff to discuss current issues and needs associated with the existing collection system.
- Identify and evaluate areas of the collection system.
- Identify major sewer interceptors and pumping stations tributary to this section of the collection system.
- Review the capacity and age of the existing Sandy Creek pump station force main that discharges through the gravity sewers to be replaced. Considering capacity and age, recommend a proposed course of action for addressing future capital needs related to the force main.
- Review overflows in this area of the collection system and prepare a map.
- Review previously prepared reports pertinent to the collection system.
- Review the City's flow allocations.
- Perform population and wastewater projections if required by IFS.
- Prepare the alternatives analysis in accordance with IFS's guidance.
- Prepare opinions of probable construction costs, operations and maintenance costs, and present worth analysis for each alternative.
- Prepare the Financial Analysis for the selected alternative.
- Plan and prepare a project map for the proposed alternative.
- Prepare the ER and EID in accordance with IFS's guidance.
- Submit the draft report to City staff for review.
- Discuss draft report with City staff and incorporate any comments.
- Submit the ER and EID to IFS by the July 1, 2012 milestone.
- Respond in writing to comments received from IFS, and revise the ER and EID to address those comments.

BASIS OF COMPENSATION

McGill Associates proposes to provide the scope of services for the total lump sum fee of \$19,300.00. As this is the preliminary engineering phase, this fee does not include surveying, design plans and specifications, permitting, geotechnical, bidding and award, construction observation, or construction administration services.

This proposal also assumes the following:

- Necessary background and project information will be provided by the City of Henderson in a timely manner. Such items include GIS sewer mapping, record drawings, Daily Monitoring Reports, Notices of Violations, DWQ inspection reports, flow allocations, and previous studies.
- The City will designate a person to act as the Owner's representative with respect to the work to be performed under this proposal; and such person shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions pertinent to the scope of services.
- City staff will examine all studies, reports, sketches, estimates, and other documents presented and render decisions and comments pertaining thereto within a reasonable time so as not to delay the services.
- Payment for services shall be made monthly as work progresses.

ADDITIONAL SERVICES

Tasks outside the scope of services, including but not limited to the following items, will be considered additional services:

- Services resulting from significant changes in general scope of the project including changes in size, capacity, complexity, or schedule.
- Services normally furnished by the City and not otherwise provided for in this proposal.
- Preparing an Environmental Assessment beyond the scope of the EID, should one be required.
- Services in connection with securing and administering project funding.

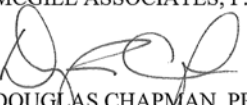
We would be pleased to assist the City of Henderson with additional services in accordance with our enclosed Basic Fee Schedule.

Mr. A. Ray Griffin, Jr., Manager
April 29, 2013
Page 4

We appreciate the opportunity to provide this proposal and look forward to assisting the City of Henderson with this important effort. We are prepared to begin work immediately upon your authorization in order to submit the report within the prescribed timeline.

If this proposal is acceptable to you, please sign below and return one (1) copy to our office. If you have any questions concerning this proposal, please do not hesitate to contact us.

Sincerely,
MCGILL ASSOCIATES, P.A.



DOUGLAS CHAPMAN, PE
Senior Project Manager

Enclosure: Basic Fee Schedule

ACCEPTANCE:

This proposal is accepted this the _____ day of _____, 2013.

CITY OF HENDERSON

(Signature)

(Date)

(Name)

(Title)

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

30 October 2013

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

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

RE: **CAF: 13-110**

Consideration of Approval of 1) Resolution 13-74, Authorizing a Donation to the Farmers' Market and 2) Ordinance 13-62, FY 14 Budget Amendment #17 to Allocate Funds for the Above Mentioned Donation.

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- KSO 3: Enhanced Economic Development
- CV 9: Good Working Relationship with Vance County:

Recommendation:

- Approval of:
 - 1) Resolution 13-74, Authorizing a Donation to the Farmers' Market
 - 2) Ordinance 13-62, FY 14 Budget Amendment #17 to Allocate Funds for the Above Mentioned Donation

Executive Summary:

Mayor O'Geary was approached by the Farmers' Market leadership with a request for a one-time donation of \$1,500 to assist it with the purchase and installation of automatic doors for the new facility's various truck entry bays. Various individuals and organizations are being requested to donate money so that doors can be purchased and installed.

This item was brought before Council during the 28 October 2013 work session as CM 13-27. After a brief discussion, the consensus of Council was to move this item to the 25 November 2013 regular Council meeting for action.

This allocation will increase the undesignated fund balance appropriation from \$182,700 to \$184,200.

Enclosure:

1. Resolution 13-74
2. Ordinance 13-62
3. CM 13-27

CAF 13-110: 25 November 2013 Council Meeting: CM 13-27: 28 October 13 Work Session

RESOLUTION 13-74

A RESOLUTION AUTHORIZING A ONE-TIME DONATION TO THE FARMERS MARKET FOR THE PURCHASE OF A BAY DOOR

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2013,(make sure it is the most current year of retreat) and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals; *and*

WHEREAS, this Resolution addresses one KSO and one CV as follows: **KSO 3:** Enhanced Economic Development; *and* **CV 9:** Good Working Relationship with Vance County; *and*

WHEREAS, the Farmers' Market leadership has requested a one-time donation of \$1,500 to assist it with the purchase and installation of automatic doors for the new facility's various truck entry bays; *and*

WHEREAS, the Farmers Market will be for the benefit of the general public and will serve a public purpose; *and*

WHEREAS, Council feels this is a worthy cause and will enhance the City of Henderson's economic development.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE a one-time donation of \$1,500 to the Farmers Market to assist in the purchase of a bay door.

The foregoing Resolution 13-74, 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 41, pp. **, CAF 13-110*

O R D I N A N C E 13-62

FY 2013 -- 2014 BUDGET AMENDMENT #17 AN AMENDMENT TO THE GENERAL FUND FOR A DONATION TO THE FARMERS' MARKET

WHEREAS, the City Council of the City of Henderson (Council), on 27 June 2013, adopted its FY 13-14 Operating Budget; *and*

WHEREAS, it is necessary to amend the various revenue and expense accounts of the annual operating budget from time-to-time, said amendment incorporated in 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:

FUNDS: 10: General Fund			Ordinance 13-62 FY 13-14 Budget Amendment #17			
10: GENERAL FUND REVENUES			Approved 1-Jul-13	Current Budget	Amendment	Revised
Department	Line Item	Code				
	Fund Balance Appropriated	10-990-990999	\$ 153,000	\$ 182,700	\$ 1,500	\$ 184,200
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 153,000	\$ 182,700	\$ 1,500	\$ 184,200
						\$ 184,200
10: GENERAL FUND EXPENDITURES			Approved 1-Jul-13	Current Budget	Amendment	Revised
Department	Line Item	Code				
Non-Departmental	Econ Development Incentive	10-660-509034	\$ -	\$ -	\$ 1,500	\$ 1,500
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ 1,500	\$ 1,500
						\$ 1,500
		Variance			\$ -	
Reference:			Notes:			
CAF# 13-110; Resolution 13-74; Ordinance #13-62; BA#17 25 November 2013 Council Meeting			To appropriate fund balance for a one-time donation to the Farmers' Market to assist with the purchase and installation of automatic doors for the new facility's various truck entry bays. Various individuals and organizations are being requested to donate money so that doors can be purchased. The request came before the Council during its work session on October 28, 2013 and will be formally approved via Resolution 13-74 at the Council's regular meeting on November 25, 2013			

The foregoing Ordinance 13-62 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 25 day of November 2013: YES: ***. NO: **. ABSTAIN: **. ABSENT: **.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

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

CAF 13-110: 25 November 2013 Council Meeting; CM 13-27: 28 October 13 Work Session

**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 13-62 adopted by the Henderson, City Council in Regular Session on _____ 20__ (*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 _____ 20__.

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

City Council Memo

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



Agenda Item: _____

Council Meeting: 28 Oct 13 Work Session

23 October 2013

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

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

RE: CM: 13-27
Consideration of Donation to Farmers' Market

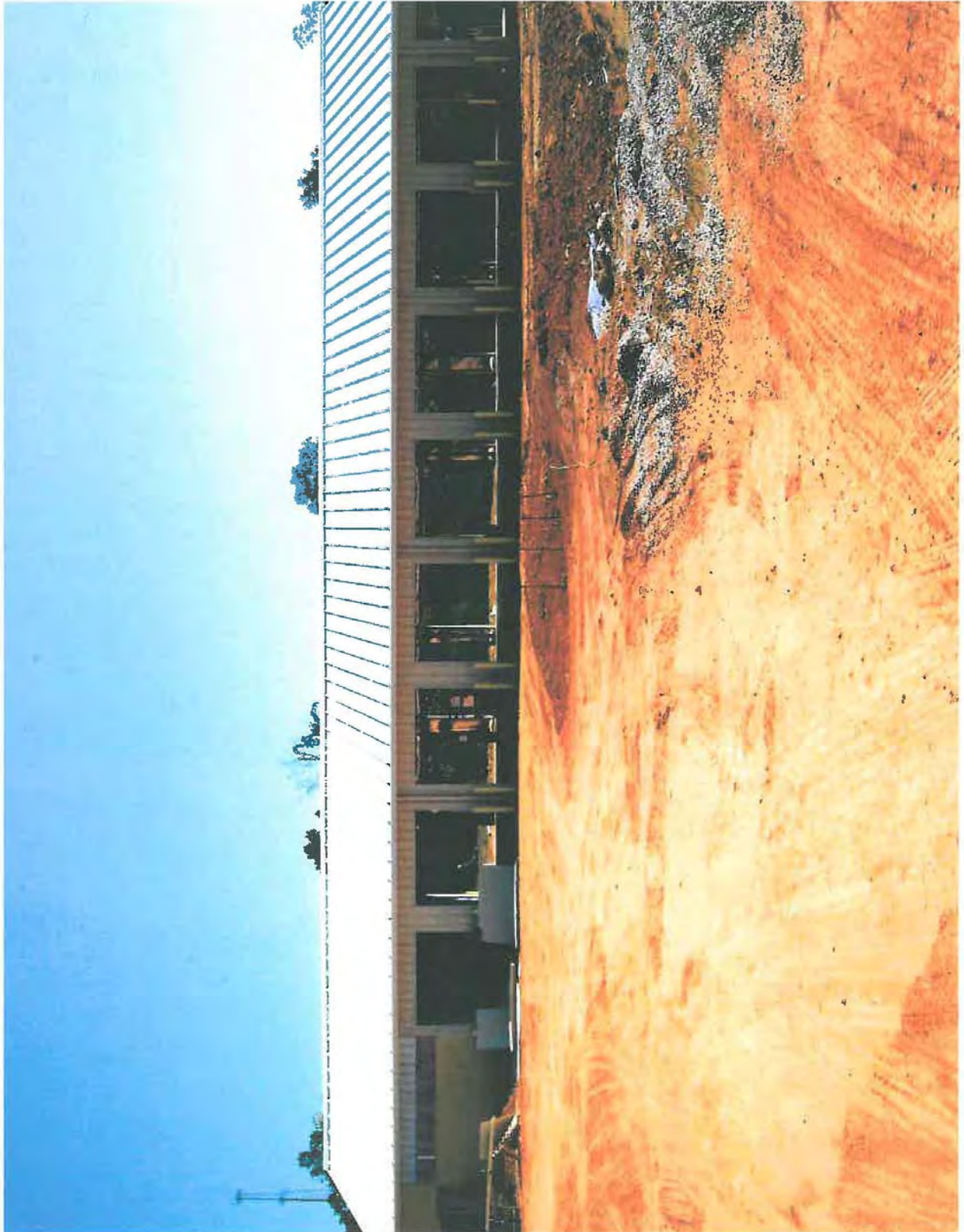
Ladies and Gentlemen

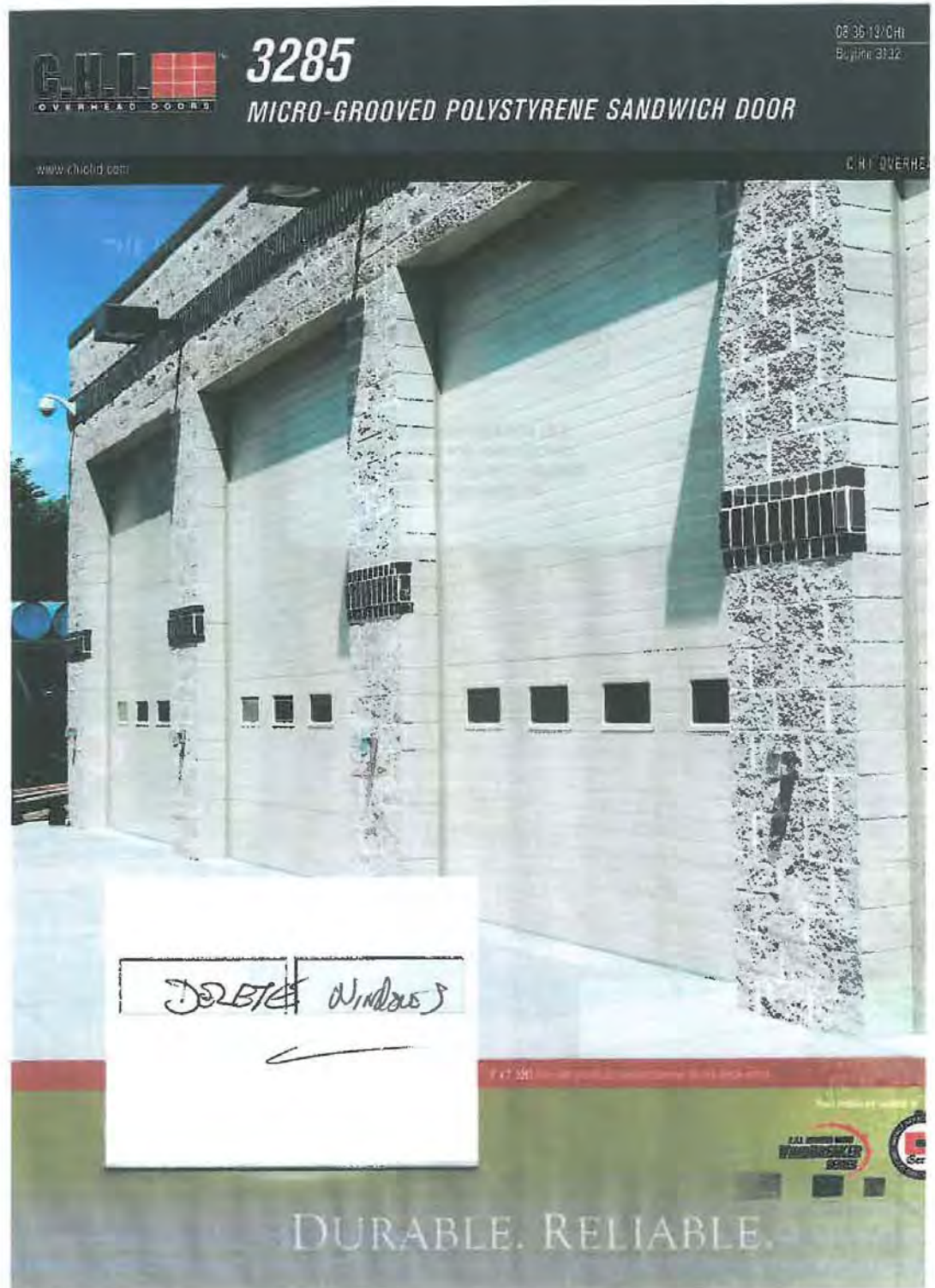
Mayor O'Geary has been approached by the Farmers' Market leadership with a request for a one-time donation of \$1,500 to assist it with the purchase and installation of automatic doors for the new facility's various truck entry bays. Two photographs are attached hereto for you to review. The first is a photo of the building under construction and the second is of the proposed doors to be installed. Various individuals and organizations are being requested to donate money so that doors can be purchased and installed.

The General Fund has no contingency and the public building operating budget was reduced from \$87,000 to \$73,000, resulting in zero flexibility for unanticipated expenses. If Council wishes to provide the requested funding, a budget ordinance transferring \$1,500 from the undesignated fund balance will be necessary. At this writing, the estimated fund balance is \$1,885,503. This figure is subject to change, up or down, depending on the final audit results for FY13. This allocation will increase the undesignated fund balance appropriation from \$182,700 to \$184,200.

Enclosures:

1. Two photographs





City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

4 November 2013

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

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

RE: CAF: 13-115

Consideration of Approval of Resolution 13-77, Authorizing the Acceptance of a Proposal with McGill Associates P.A. to Perform an Update of the Water and Sewer Capital Improvement Plan and Financial Analysis Update

Ladies and Gentlemen:

Council Goals Addressed By This Item:

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

Recommendation:

- Approval of Resolution 13-77, Authorizing the Acceptance of a Proposal with McGill Associates P.A. to Perform an Update of the Water and Sewer Capital Improvement Plan and Financial Analysis Update.

Executive Summary

The City Council approved the submission of a Grant Application in 2010 to the Rural Center to complete a comprehensive Capital Improvements Plan and Financial Analysis. The grant was received and a detailed study was completed in 2011. Some minor adjustments and analysis was performed prior to FY 13 but there is a need to revise the plan to update cost estimates, development of timelines, develop projection of future revenues and expenditures and other scope of services as outlined in the proposal. After negotiations, the fee for this is \$14,000 and will be paid through the water and sewer and regional water funds, as part of the study would involve review of future capital prospects of the Kerr Lake Regional Water System, as well as a financial analysis of revenues and expenditures.

Enclosures:

1. Resolution 13-77

CAF 13-115: 25 November 2013 Council Meeting: 28 October 2013 Work Session

RESOLUTION 13-77

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A PROPOSAL WITH MCGILL ASSOCIATES, P.A. TO PERFORM AN UPDATE OF THE CITY OF HENDERSON'S CAPITAL IMPROVEMENT PLAN AND FINANCIAL ANALYSIS

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

WHEREAS, three of the Key Strategic Objectives are addressed by this request as follows: KSO 5: Provide Reliable, Dependable Infrastructure. To provide reliable, dependable and environmentally compliant infrastructure systems; *Action Plan 5-1*: Develop and approve a prioritized and funded multi-year capital improvements plan (CIP) and KSO 8: Provide Financial Resourcing: To provide sufficient funds for municipal operations and capital outlay necessary to meet the needs of citizens, customers and mandates of regulatory authorities; *Action Plan 8-4*: Develop and approve a prioritized and funded multi-year capital improvements plan; *and*

WHEREAS, In the summer of 2008 and subsequent appropriations, the North Carolina General Assembly included an appropriation to the North Carolina Rural Economic Development Center in the FY2007-2009 state budget, for the purpose of making grants to rural communities in need of water and wastewater infrastructure improvements; *and*

WHEREAS, The City of Henderson conducted a utility planning project described as a Financial Analysis, Capital Improvements Plan, and Rate Study that was completed in 2011; *and*

WHEREAS, There is a need to perform an update to the CIP for consideration of the upcoming budget and other planning initiatives; *and*

WHEREAS, the proposed fee is less than \$30,000 and therefore is exempt from the Policy for Procurement of Architectural or Engineering Services.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HENDERSON, after due consideration and deliberation do hereby authorize the Mayor and/or City Manager to execute the proposal, being more fully articulated in **Attachment A** to this Resolution, with McGill Associates to perform the CIP and Financial Analysis update in the amount of \$14,000.

The foregoing Resolution 13-77, introduced by Council Member _____ and seconded by Council Member _____ on this the ____ day of _____ 2013, and having been submitted to a roll call vote, was _____ by the following votes: YES: : NO: ABSTAIN: ABSENT:

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

*Reference: Minute Book 4**, p, ; CAF 13-111*



November 7, 2013

Mr. A. Ray Griffin, Jr., Manager
City of Henderson
Post Office Box 1434
Henderson, North Carolina 27536

RE: Water and Sewer
Capital Improvement Plan and
Financial Analysis Update

Dear Mr. Griffin:

In response to our recent conversation, we have prepared the following scope of services to update the City of Henderson's Water and Sewer Capital Improvements Plan and Financial Analysis.

PROPOSED SCOPE OF SERVICES

- Working closely with City management and operational staff, prepare an update of the City's Water and Sewer Capital Improvements Plan CIP). The update would address a 10-year time planning period and provide a detailed assessment of the capital investments needed to sustain and enhance the City water and sewer funds.
- Collect and review financial information for the water and sewer enterprise funds including current budget and past audits, collection of current user fee information, and evaluation of current debt status.
- Refine the list of capital project needs over a 10-year time period based on current priorities and objectives.
- Update probable estimated capital costs for each project.
- Prepare capital financing assumptions for each proposed capital project and plan future debt service requirements.
- Meet with the City to prioritize the proposed CIP projects and determine project timelines
- Assist the City with the development of a budget for the operation and maintenance of its upgraded Water Reclamation Facility; said budget would include assumptions for placing the upgraded facility into service and phasing the aged facility out, along with staffing requirements, inventories, approximate power consumption, and other related assumed costs. The budget would need to be updated in the future after completion of the project and operation of the upgraded facility for a period of six (6) months.
- Update the 2010 Financial Analyses for the three (3) enterprise funds including:
 - Update and analyze recent audit and financial data for the water and sewer funds' revenues and expenditures.
 - Develop projections for future water and sewer revenues and expenditures.
 - Formulate assumptions related to financial issues for new programmatic initiatives.

E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • P.O. Box 1136, Hickory, NC 28603 • 1240 19th St. Lane NW, Hickory, NC 28601

Office: 828-328-2024 • Fax: 828-328-3870

Mr. A. Ray Griffin, Jr., Manager
November 7, 2013
Page 2

- Forecast future revenue requirements for maintaining self-sufficiency in the water and sewer funds.
- Update the rate review, utilizing data from the updated financial analyses to establish present and future needs for new revenues from water and sewer rates.
- The draft financial analyses would be reviewed with the City staff, and any comments and input will be incorporated into a final Financial Analysis Memorandum.

PROPOSED PROJECT FEE

McGill Associates proposes to provide the above outlined scope of services for a lump sum total fee of (\$14,000.00). Our fee would be invoiced monthly based on progress. Our fee estimate does not include any provision for architectural or engineering design services, legal services, or other services that are not specifically addressed in the above described scope of services. Our fee is based on one (1) project review meeting with the City Manager and staff at the beginning of the project and a second meeting when a draft of the project document is completed. The fee does not include any public presentations or working sessions with City Council.

We value our continuing association with the City of Henderson. We are prepared to begin work immediately upon receipt of your notice to proceed. If we can assist you in any way, please do not hesitate to call me.

Sincerely,
MCGILL ASSOCIATES, P.A.



ANDY C. LOVINGOOD, PE
Vice President

Enclosure: Basic Fee Schedule

ACCEPTANCE:

This proposal is accepted this the _____ day of _____, 2013.

CITY OF HENDERSON



BASIC FEE SCHEDULE

August 2013

<u>PROFESSIONAL FEES</u>	<u>Hourly Rate</u>
Firm Principal	\$180.00
Program Services Manager I	\$140.00
Program Services Manager II	\$155.00
Senior Project Manager I	\$155.00
Senior Project Manager II	\$165.00
Project Manager I	\$130.00
Project Manager II	\$140.00
Project Engineer I	\$100.00
Project Engineer II	\$110.00
Project Engineer III	\$120.00
Engineering Associate I	\$ 80.00
Engineering Associate II	\$ 85.00
Engineering Technician I	\$ 75.00
Engineering Technician II	\$ 85.00
Engineering Technician III	\$ 95.00
Electrical Engineer I	\$100.00
Electrical Engineer II	\$110.00
Electrical Engineer III	\$120.00
Electrical Engineering Associate I	\$ 80.00
Electrical Engineering Associate II	\$ 85.00
Electrical Engineering Technician I	\$ 75.00
Electrical Engineering Technician II	\$ 85.00
Electrical Engineering Technician III	\$ 95.00
CADD Operator I	\$ 70.00
CADD Operator II	\$ 75.00
CADD Operator III	\$ 80.00
Construction Services Manager I	\$110.00
Construction Services Manager II	\$120.00
Construction Administrator I	\$ 85.00
Construction Administrator II	\$ 95.00
Construction Administrator III	\$105.00
Construction Field Representative I	\$ 70.00
Construction Field Representative II	\$ 75.00
Construction Field Representative III	\$ 80.00

1

E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • P.O. Box 1136, Hickory, NC 28603 • 1240 19th St. Lane NW, Hickory, NC 28601

Office: 828-328-2024 • Fax: 828-328-3870

Planner I	\$ 85.00
Planner II	\$ 95.00
Planner III	\$105.00
Surveyor I	\$ 85.00
Surveyor II	\$ 95.00
Surveying Associate I	\$ 70.00
Surveying Associate II	\$ 75.00
Survey Technician I	\$ 55.00
Survey Technician II	\$ 60.00
Survey Technician III	\$ 65.00
Administrative Assistant (I-III)	\$ 60.00
Accounting Assistant (I-II)	\$ 75.00

1. EXPENSES

- a. Mileage - \$0.65/mile
- b. Robotics/GPS Equipment - \$25/hr.
- c. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

2. ASSOCIATED SERVICES -

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus ten (10) percent

City Council Action Form

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



Agenda Item:

Council Meeting: 25 Nov 13 Short Reg. Meeting

5 November 2013

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

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

RE: CAF: 13-102-A
Consideration of Approval of Ordinance 13-57, Amending the FY 13-14 Annual Schedule of Fees Relating to the Water Rate Structure

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:

- Approval of Ordinance 13-57, Amending the FY 13-14 Annual Schedule of Fees Relating to the Water Rate Structure

Executive Summary

To insure compliance with Drought Bill Regulations, the staff is proposing changes to the water rate structure in the Annual Schedule of Fees. One of the main components is not allowing a decreasing block rate structure for residential customers (or usage below 20,000 gallons/month). The proposed rate change does not have any negative effects on the residential, non-residential or large quantity water rates and staff has been working with McGill Associates, P.A. to adjust the rate structure to comply with the regulations and insure the City's continued eligibility to apply for grant/low interest loan funding.

The largest impact would be customers with irrigation meters that use over 4,000 cu/ft. or approximately 29,920 gallons per month. This is because there would no longer be a tier at a lesser rate above 4,000 cu/ft. An example of how the revised schedule of fees would affect a residential and non-residential (commercial) irrigation customer is shown below. As stated previously, there would be no effect on a residential customer unless they are using over 29,000 gallons or 4,000 cu/ft., which is not typical.

EXAMPLES OF EFFECT ON CUSTOMERS:

Each example shown is using the five (5) highest months of consumption for irrigation.

Customer (A) Residential

<u>Cu/Ft.</u>	<u>Existing</u>	<u>Bill with Rate Structure Change</u>	
10,100	\$196.14	\$230.29	
3,200	72.98	72.98	
1,300	29.66	29.66	
1,200	27.38	27.38	
600	<u>13.70</u>	<u>13.70</u>	
	\$339.86	\$374.01	(\$374.01-\$339.86 = \$ 34.15 increase)

Customer (B) Residential

<u>Cu/Ft.</u>	<u>Existing</u>	<u>Bill with Rate Structure Change</u>	
14,500	\$271.82	\$330.61	
12,400	235.70	282.73	
8,200	163.46	186.97	
4,800	104.98	109.35	
3,200	<u>72.98</u>	<u>72.98</u>	
	\$848.94	\$982.64	(\$982.64-\$848.94=\$133.70 increase)

Customer (C) Non-Residential or Commercial

<u>Cu/Ft.</u>	<u>Existing</u>	<u>Bill with Rate Structure Change</u>	
3,600	\$ 82.10	\$ 82.10	
2,000	45.62	45.62	
2,300	52.46	52.46	
2,100	47.90	47.90	
1,700	<u>38.78</u>	<u>38.78</u>	
	\$266.86	\$266.86	No Change

The primary customers with irrigation systems that would be effected cost wise would be customers who continually use above 4,000 cu/ft. of water per month.

Enclosure:

1. Ordinance 13-57

ORDINANCE 13-57

AMENDING THE WATER RATE STRUCTURE IN THE FY 13-14 ANNUAL SCHEDULE OF FEES

WHEREAS, the Henderson City Council adopted the FY 13-14 Budget in Regular Session on 27 June 2013, via Ordinance 13-19, ; *and*

WHEREAS, Drought Bill requirements do not allow for a decreasing block rate structure for residential customers (or usage below 20,000 gallons a month; *and*

WHEREAS, the City must maintain compliance with these requirements in order to be eligible for grants and/or low interest loans; *and*

WHEREAS, the rates will remain the same with the exception of irrigation rates in which a discount tier is being dropped.

NOW THEREFORE BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF HENDERSON, that it does hereby approve the fee schedule as amended in regards to the Water Rate Structure, being more fully articulated in **Attachment A** to this Ordinance.

BE IT FURTHER ORDAINED that the revised schedule of fees, as shown below, will go into effect 1 January 2014.

Water Distribution

Water Rates

0 – 499 cubic ft. (minimum fee – inside city).....	\$10.07
0 – 499 cubic ft. (minimum fee – outside city).....	\$25.18
500 – 4,000 cubic ft. (additional fee – inside city).....	\$2.28 per 100 cubic ft.
500 – 4,000 cubic ft. (additional fee – outside city).....	\$5.70 per 100 cubic ft.
Consumption exceeding 1 st 4,000 cubic ft. (additional fee – inside city).....	\$1.72 per 100 cubic ft.
Consumption exceeding 1 st 4,000 cubic ft. (additional fee – outside city).....	\$4.30 per 100 cubic ft.

Large Quantity Water Rates

First 100,000 cubic ft. (inside city).....	\$1.29 per 100 cubic ft.
First 100,000 cubic ft. (outside city).....	\$3.19 per 100 cubic ft.
Consumption exceeding 100,000 cubic ft. (inside city).....	\$1.03 per 100 cubic ft.
Consumption exceeding 100,000 cubic ft. (outside city).....	\$2.57 per 100 cubic ft.

Water Distribution

Residential Water

0 – 499 cubic ft. (0-3,733 gal) (inside).....	\$10.07
0 – 499 cubic ft. (0-3,733 gal) (minimum fee - outside).....	\$25.18
500 – 4,000 cubic ft. (3,734 – 29,922 gal) (additional fee - inside).....	\$2.28 per 100 cubic ft.
500 – 4,000 cubic ft. (3,734 – 29,922 gal) (additional fee - outside).....	\$5.70 per 100 cubic ft.
Consumption exceeding 1 st 4,000 cubic ft. (additional fee - inside city).....	\$1.72 per 100 cubic ft.
Consumption exceeding 1 st 4,000 cubic ft. (additional fee - outside city).....	\$4.30 per 100 cubic ft.

Irrigation (Residential and Non-Residential)

0 – 499 cubic ft. (0 – 3,733 gal) (inside)	\$10.07
0 – 499 cubic ft. (0-3,733 gal) (minimum fee - outside)	\$25.18
500 ⁺ (3,734 ⁺ gal) (additional fee - inside)	\$2.28 per 100 cubic ft.
500 ⁺ (3,734 ⁺ gal) (additional fee - outside)	\$5.70 per 100 cubic ft.

Non-Residential Water

0 – 499 cubic ft. (0-3,733 gal) (inside)	\$10.07
0 – 499 cubic ft. (0-3,733 gal) (minimum fee - outside)	\$25.18
500 – 4,000 cubic ft. (3,734 – 29,922 gal) (additional fee - inside)	\$2.28 per 100 cubic ft.
500 – 4,000 cubic ft. (3,734 – 29,922 gal) (minimum additional fee - outside)	\$5.70 per 100 cubic ft.
4001 ⁺ cubic ft. (29,923 ⁺ gal) (inside)	\$1.72 per 100 cubic ft.
4001 ⁺ cubic ft. (29,923 ⁺ gal) (inside)(minimum additional fee- outside)	\$4.30 per 100 cubic ft.

Large Quantity

0 – 100,000 (0 – 748,050 gal) (inside)	\$1.29 per 100 cubic ft.
0 – 100,000 (0 – 748,050 gal) (outside)	\$3.19 per 100 cubic ft.
100,001 ⁺ (748,051 ⁺ gal) (inside)	\$1.03 per 100 cubic ft.
100,001 ⁺ (748,051 ⁺ gal) (outside)	\$2.57 per 100 cubic ft.
Consumption exceeding 100,000 cubic ft. (inside city)	\$1.03 per 100 cubic ft.
Consumption exceeding 100,000 cubic ft. (outside city)	\$2.57 per 100 cubic ft.

The foregoing Ordinance 13-57, 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 ____th day of ____ 2013: YES: . NO: . ABSTAIN: ABSENT: .

James D. O’Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

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

STATE OF NORTH CAROLINA - CITY OF HENDERSON

I, Esther 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 13-57 adopted by the Henderson City Council in Regular Session on _____ 2013. This Ordinance is recorded in *Ordinance Book 9, p. *****.

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

Esther McCrackin
City Clerk
City of Henderson, North Carolina

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

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

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Reg. Meeting

29 October 2013

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

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

RE: CAF: 13-117

Consideration of Approval of Resolution 13-79, Adopting the 2014 City Council Meeting Schedule.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 1-1: Implement Process Improvements.

Recommendation:

- Approval of Resolution 13-79, Adopting the 2014 City Council Meeting Schedule.

Executive Summary

As part of the annual meeting planning efforts, a schedule for all regular council meetings and work sessions has been prepared for Council's consideration. The second meeting in May is recommended for cancellation since it conflicts with the Memorial Day holiday, as well as the first meeting in October which conflicts with the Annual NCLM Conference. Special meetings will be noticed as needed during the year. The Strategic Planning Retreat and budget work sessions will be scheduled at a later date.

Enclosures:

1. Resolution 13-79

RESOLUTION 13-79

RESOLUTION OF THE CITY OF HENDERSON APPROVING 2014 CITY COUNCIL MEETING SCHEDULE

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

WHEREAS, this Resolution addresses one of the Key Strategic Objectives as follows: KSO 1-1: Implement Process Improvements; *and*

WHEREAS, as part of the annual meeting planning efforts, a schedule for all regular council meetings has been prepared; *and*

WHEREAS, the second meeting in May, as well as the first meeting in October are recommended for cancellation since they conflict with Memorial Day and the NCLM Conference, respectively; *and*

WHEREAS, special meetings will be noticed as needed during the year.

NOW, THEREFORE, BE IT RESOLVED, by the Henderson City Council that the Official 2014 Henderson City Council Meeting Schedule being more fully articulated in **Attachment A** to this Resolution be approved by Council and filed with the City Clerk.

The foregoing Resolution 13-79, 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 __th day of _____ 2014:
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 13-117*

***City Council Meetings are held in the City Council Chambers at the
City Municipal Building, 134 Rose Avenue, Henderson NC***

City Council Meeting	2014 Schedule		Special Notes
Regular Meeting	Jan. 13, 2014	6:00 PM	
Short Business Meeting	Jan. 27, 2014	6:00 PM	
Workshop Session	Jan. 27, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Feb. 10, 2014	6:00 PM	
Short Business Meeting	Feb. 24, 2014	6:00 PM	
Workshop Session	Feb. 24, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Mar. 10, 2014	6:00 PM	
Short Business Meeting	Mar. 24, 2014	6:00 PM	
Workshop Session	Mar. 24, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Apr. 14, 2014	6:00 PM	
Short Business Meeting	Apr. 28, 2014	6:00 PM	
Workshop Session	Apr. 28, 2014	Immediately Following Short Business Meeting	
Regular Meeting	May 12, 2014	6:00 PM	
Short Business Meeting	May 26, 2014	*****Cancelled due to Holiday*****	Memorial Day May 26
Workshop Session	May 26, 2014	*****Cancelled due to Holiday*****	Memorial Day May 26
Regular Meeting	Jun. 09, 2014	6:00 PM	
Short Business Meeting	Jun. 23, 2014	6:00 PM	
Workshop Session	Jun. 23, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Jul. 14, 2014	6:00 PM	
Short Business Meeting	Jul. 28, 2014	6:00 PM	
Workshop Session	Jul. 28, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Aug. 11, 2014	6:00 PM	
Short Business Meeting	Aug. 25, 2014	6:00 PM	
Workshop Session	Aug. 25, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Sep. 08, 2014	6:00 PM	
Short Business Meeting	Sep. 22, 2014	6:00 PM	
Workshop Session	Sep. 22, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Oct. 13, 2014	****Cancelled due to NCLM Annual Conference****	NCLM Conf. Oct 12-14 Greensboro
Short Business Meeting	Oct. 27, 2014	6:00 PM	
Workshop Session	Oct. 27, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Nov. 10, 2014	6:00 PM	
Short Business Meeting	Nov. 24, 2014	6:00 PM	
Workshop Session	Nov. 24, 2014	Immediately Following Short Business Meeting	
Regular Meeting	Dec. 08, 2014	6:00 PM	
Short Business Meeting	Dec. 22, 2014	6:00 PM	
Workshop Session	Dec. 22, 2014	Immediately Following Short Business Meeting	

Please note that the City Council may schedule special meetings in addition to the ones listed above and/or cancel meetings as circumstances warrant.

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Short Reg. Meeting

8 November 2013

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

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

RE: CAF 13-116

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

Ladies and Gentlemen:

Recommendation:

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

Executive Summary

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

Oct 2013 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property			
Releases			
Cary, Tonie Antoniette	Pers. Prop. Billed in Error	2011	32.28
Rodriguez, Profino	Pers. Prop. Billed in Error	2011	34.78
Rodriguez, Profino	Pers. Prop. Billed in Error	2012	34.78
Salazar, Domingo	Pers. Prop. Billed in Error	2012	34.78
Baskerville, Nathan, PLLC	Correct Value	2013	20.67
China King	Pers. Prop. Billed in Error	2013	53.06
Community Workforce	Charitable Alloc	2013	28.21
Federal National Mortgage	Correct Owner	2013	(1,129.36)
Henderson Fields, LLC	Vance Charter School	2013	9,381.66
Road Runner Holdco LLC	Correct Value	2013	1,292.87

Tax Releases & Refunds October 2013- Continued

Oct 2013 Tax Releases			
Name	Reason	Tax Year	Amount
Robertson, Stanley D	Correct Owner	2013	1,129.36
Rodriguez, Jose Luis Reyes	Pers. Prop. Billed in Error	2013	24.42
Rodriguez, Profino	Pers. Prop. Billed in Error	2013	36.86
Rosemyr	Correct Value	2013	7,018.03
Salazar, Domingo	Pers. Prop. Billed in Error	2013	36.86
Time Warner Cable	Correct Value	2013	281.17
White, Melvin	Correct Owner	2013	(107.35)
Yellow Brick Road, Inv	Correct Owner	2013	107.35
Total R&P Property Releases			18310.43
Real & Personal Property			
Refunds	None reported		0.00
Total R& P Property Refunds			0.00
Total R&P Prop. Rel. & Ref.			\$ 18,310.43
Vehicle Releases			
Woodard, Betty Tucker	Correct Situs	2011	103.72
Carnalla, Severiano Pineda	Pro-Rate	2012	17.57
Community Workforce	Charitable Alloc	2012	18.49
Green, Jamesha Antonia	Pro-Rate	2012	2.48
Hargrove, Antwan Oneal	Pro-Rate	2012	4.87
Hawley, Cleveland	Pro-Rate	2012	2.49
Marshall, Walter Louis	Pro-Rate	2012	21.96
Meadows, Ada Lewis	Correction (Deceased)	2012	(236.82)
Terrell, Crystal Ann	Pro-Rate	2012	5.87
Waters, Steven Paul	Pro-Rate	2012	11.93
Au Hong Vinh	Pro-Rate	2013	94.68
Ayscue, James Carl	Pro-Rate	2013	40.18
Brame, James Arthur, Jr.	Pro-Rate	2013	18.68
Eaves, Joseph Grey, Sr.	Transfer Out	2013	236.38
Gooding, Woodrow, Jr.	Pro-Rate	2013	3.04
Gospel Baptist Church	Religious	2013	16.80
Hayes, Sheila Jones	Pro-Rate	2013	23.06

Tax Releases & Refunds October 2013- Continued

Oct 2013 Tax Releases			
Name	Reason	Tax Year	Amount
Ho Falkner & Son Inc	Correct Situs	2013	66.61
Lemmond, Frederick Marshall, Jr.	Pro-Rate	2013	52.16
Mendoza, Gregoria	Pro-Rate	2013	14.60
Nunnery, Edith Fisher	Correct Situs	2013	122.96
Roberson, Michael Thomas	Correct Situs	2013	768.63
Van Venrooy, John Robert	Correct Situs	2013	81.67
Washington, Sheila Lorraine	Pro-Rate	2013	10.39
Williams, Denise	Pro-Rate	2013	4.46
Total Vehicle Releases			1,506.86
Vehicle Refunds			
Boyd, Russell Greenway	Pro-Rate	2012	58.45
Henderson, Charline Shunta	Pro-Rate	2012	5.16
Taylor, Lucy Hamilton	Pro-Rate	2012	0.62
Tellez, Ana Lilia Santos	Pro-Rate	2012	0.65
Tellez, Dania Gisela Santos	Pro-Rate	2012	10.45
Collins, Earlie Glenn	Pro-Rate	2013	2.53
Countryman, Rodney Lee	Pro-Rate	2013	23.37
Kincaid, Cathy Maupin	Pro-Rate	2013	2.58
Meza, Cruz Luis Alberto	Pro-Rate	2013	12.80
Woodard, Sheila Tobias	Pro-Rate	2013	11.51
Total Vehicle Refunds			128.12
Tot. Veh. Rel. & Ref.			1,634.98
Total All Releases & Refunds			19,945.41

Meetings and Events Calendar

Date	Time	Event	Location
Nov 28	Thanksgiving Day	 THANKSGIVING HOLIDAY	 CITY HALL CLOSED 
Nov 29	Thanksgiving Holiday	THANKSGIVING HOLIDAY	CITY HALL CLOSED
Dec 2	3:30 PM	Henderson Planning Board	City Council Chambers
Dec 3	3:30 PM	Henderson Zoning Board of Adjustment	City Council Chambers
Dec 9	9:30 AM	KLRW Advisory Board Meeting	City Hall Large Conference Room
Dec 9	6:00 PM	City Council Regular Meeting	City Council Chambers
Dec 10	3:00 PM	Henderson Community Appearance Commission	City Council Chambers
Dec 12	12:00 PM	Henderson-Vance Park & Recreations Commission	Aycock Recreation Center
Dec 19	7:00 PM	Human Relations Commission	City Council Chambers
Dec 23	Christmas Holiday	City Council Meeting Cancelled Due to Holiday	<i>Merry</i>  <i>Christmas</i>
Dec 24	Christmas Holiday	<i>MERRY</i>  <i>CHRISTMAS</i>	 CITY HALL CLOSED 
Dec 25	Christmas Holiday	<i>MERRY</i>  <i>CHRISTMAS</i>	 CITY HALL CLOSED
Dec 26	Christmas Holiday	 <i>MERRY CHRISTMAS</i>	CITY HALL CLOSED 
Jan 1 st	New Years Day	HAPPY NEW YEAR	 CITY HALL CLOSED 
Jan 6 th	3:30 PM	Henderson Planning Board	City Council Chambers
Jan 7 th	3:30 PM	Henderson Zoning Board of Adjustment	City Council Chambers
Jan 9 th	12:00 PM	Henderson-Vance Park & Recreations Commission	Aycock Recreation Center
Jan 13 th	5:00 PM	Library Advisory Board Meeting	Perry Memorial Library
Jan 13 th	6:00 PM	City Council Regular Meeting	City Council Chambers (If Approved)
Jan 14 th	3:00 PM	Henderson Community Appearance Commission	City Council Chambers

Last Updated 11/22/2013

HENDERSON-VANCE COUNTY 911

NUMBER OF CALLS REPORT BY COMPLAINT (ALL UNITS)

TIME PERIOD: 09/21/2013 09:00:00 Through 10/20/2013 23:59:59

TOTAL

5,143

DEPARTMENT	COMMENT	TOTAL	COUNTY	CITY	STATE	OTHER
DATA WITH NO DEPARTMENT		155				155
AFTON VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	3	3			
AMERICAN RED CROSS	Other Dispatch	2				2
BEARPOND VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	38	38			
BERTIE AMBUANCE SERVICE	City & County Dispatch-actual	9	9			
COKEBURY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	29	29			
CSX RAILROAD	Other Dispatch	0				0
DREWRY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	17	17			
EMBARQ	Other Dispatch	1				1
EPSOM VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	6	6			
HENDERSON FIRE DEPARTMENT-STA 1	City Dispatch	287		287		
HENDERSON FIRE DEPARTMENT-STA 2	City Dispatch	251		251		
HENDERSON POLICE DEPARTMENT	City Dispatch	2,506		2,506		
HENDERSON STREET DEPT	City Dispatch	4		4		
HENDERSON WATER DEPARTMENT	City Dispatch	15		15		
HICKSBORO VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	26	26			
KITRELL VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	21	21			
NORTH CAROLINA DEPT OF PARKS	State Dispatch	3			3	
NORTH CAROLINA DEPT OF TRANSPORTATION	State Dispatch	7			7	
NORTH CAROLINA DIVISION OF MOTOR VEHICLES	State Dispatch	0			0	
NORTH CAROLINA FORESTRY SERVICE	State Dispatch	7			7	
NORTH CAROLINA MAGISTRATE OFFICE	State Dispatch	0			0	
NORTH CAROLINA MEDICAL EXAMINER	State Dispatch	0			0	
NORTH CAROLINA PROBATION & PAROLE	State Dispatch	0			0	
NORTH CAROLINA STATE HIGHWAY PATROL	State Dispatch	36			36	
NORTH CAROLINA UNDERWATER RECOVERY	Other Dispatch	1			1	
NORTH CAROLINA WILDLIFE	State Dispatch	3			3	
PROGRESS ENERGY	Other Dispatch	12				12
PUBLIC SERVICE GAS	Other Dispatch	0				0
RIDGEWAY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	2	2			
TOWNSVILLE VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	23	23			
VANCE COUNTY AMBULANCE SERVICE (EMS)	City & County Dispatch-actual	524	215	307		2
VANCE COUNTY ANIMAL CONTROL	County Dispatch	74	74			
VANCE CO DEPT OF SOCIAL SERVICES	County Dispatch	3	3			
VANCE COUNTY EMERGENCY MANAGEMENT	City & County Dispatch	6	6			
VANCE COUNTY FIRE DEPARTMENT	County Dispatch/FIRE	111	111			
VANCE COUNTY RESCUE SQUAD	County Dispatch	36	36			
VANCE COUNTY SHERIFF DEPARTMENT	County Dispatch	1,883	1,883			
WAKE ELECTRIC COOPERATIVE	Other Dispatch	0				0
WATKINS VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	10	10			
TOTALS		6,111	2,512	3,370	57	172

Signature: 
 Prepared by: Carey D. Thompson, 911 Database Coordinator

Signature: 
 Reviewed by: Brian K. Short, Director
 10/29/2013

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 09/21/2013

Last Date: 10/20/2013

<i>Complaint</i>		<i>Number</i>
911HU	911 HANG UP CALL	70
ABAND	ABANDONED OR JUNKED CARS	10
ABDOM-EMD	ABDOMINAL PAIN OR PROBLEMS	21
ABNV	ABANDONED VEHICLE	2
ACC-PD	ACCIDENT PROPERTY DAMAGE	80
ACC-PI	ACCIDENT PERSONAL INJURY	40
ALARM	ALARM RESIDENCE OR BUSINESS	236
ALARMFALSE	ALARM FALSE	90
ALARMMED	ALARM MEDICAL	7
ALLERG-EMD	ALLERGIC REACTION / ENVENOMATIC	9
ANIMAL-EMD	ANIMAL BITE / ATTACK	2
ANIM	ANIMAL COMPLAINT/VISCIOUS ANIMAL	70
ARMED SUSP	ARMED SUSPECT (MAN WITH A GUN)	12
ASAG	ASSIST OTHER AGENCY	17
ASMO	ASSIST MOTORIST	50
ASSAULIP-EMD	ASSAULT OR SEXUAL ASSAULT - IN PI	2
ASSAULT-EMD	ASSAULT OR SEXUAL ASSAULT	36
BACKPAIN-EMD	BACK PAIN (NON-TRAUMATIC)	6
BE MV	BREAKING AND ENTERING TO A MOT	13
BOMB	BOMB THREAT	1
BON	BONDING	12
BONDSET	BOND SET	1
BREATH-EMD	BREATHING PROBLEMS	64
BURG-IP	BURGULARY/B&E IN PROGRESS	7
BURGLARY	BURGLARY	69
BURNS-EMD	BURNS (SCALDS) OR EXPLOSIONS (E)	1
CAR	CARELESS AND RECKLESS DRIVER	34
CARDIAC-EMD	CARDIAC/RESPIRATORY ARREST OR I	11
CHASE	CHASE	3
CHESTPAI-EMD	CHEST PAIN	58
CHILD-ABU	CHILD ABUSE OR NEGLECT	2
CHIVEH	CHILD LOCKED IN VEHICLE	1
CIVDIS	CIVIL DISPUTE	57
COMTHR	COMMUNICATING THREATS	13
CONTROLBURN	CONTROLLED BURN	1
CONVULS-EMD	CONVULSIONS / SEIZURES	25
DIABETIC-EMD	DIABETIC PROBLEMS	14
DIRTRF	DIRECTING TRAFFIC/TRAFFIC CONTR	3
DISO	DISORDERLY PERSON	74
DOMESTIP/W	DOMESTICE DISPUTE - IN PROGRESS	6
DOM-PROB	DOMESTIC PROBLEM	80
DRUGALC	DRUG OR ALCOHOL COMPLAINT	49
DRUNKDRIV	DRUNK DRIVER	4
DVO	DOMESTIC VIOLENCE ORDER	8
EMERG TRANS	EMERGENCY TRANSPORT	2
ESCO	ESCORT	202
EVICTON	EVICTON CARRIED OUT	34
FALLS-EMD	FALLS (SUBJECT FALLEN)	62
FIGHT	FIGHT	30
FIRE AL	FIRE ALARM	23
FIRE BRU	BRUSH/GRASS FIRE	8
FIRE DUMP	DUMPSTER FIRE	1

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 09/21/2013

Last Date: 10/20/2013

<i>Complaint</i>		<i>Number</i>
FIRE ELEC	ELECTRICAL FIRE	6
FIRE SMOKE	SMOKE REPORT	4
FIRE STRUC	STRUCTURE FIRE	10
FIRE TRANS	TRANSFORMER FIRE	1
FIRE VEHI	VEHICLE FIRE	9
FRAUD	FRAUD/FORGERY	28
GASLEA	GAS LEAK	1
HARR	HARRASSMENT/THREATS	39
HEADACHE-EMD	HEADACHE	9
HEART-EMD	HEART PROBLEMS - AICD	4
HEMORR-EMD	HEMORRHAGE / LACERATION	8
HOMEINV	HOME INVASION	3
HRPD	HIT & RUN PD	28
HRPI	HIT & RUN PI	1
ILL-DUMP	ILLEGAL DUMPING	42
INDEXPO	INDECENT EXPOSURE	2
INSPECTION	FIRE INSPECTION	62
INTPERS	INTOXICATED PERSON	14
INVE	INVESTIGATE ---- AT	726
IPV	IMPROPERLY PARKED VEHICLE	15
JUV	JUVENILE PROBLEMS	46
KIDN	KIDNAPPING/FELONIOUS RESTRAINT	1
LARC	LARCENY - ALREADY OCCURRED	128
LOIT	LOITERING COMPLAIN	5
LOST	LOST PROPERTY	5
LOUD	LOUD MUSIC	114
MEDICAL	MEDICAL	3
MEN	MENTAL SUBJECT	54
MISS	MISSING PERSON	16
OPEN	OPEN DOOR/WINDOW	11
OVERDOSE-EMD	OVERDOSE / POISONING (INGESTION)	4
PDAMG	PROPERTY DAMAGE ALREADY OCCUI	71
PREGNANT-EMD	PREGNANCY/CHILDBIRTH/MISCARRIA	7
PROW	PROWLER	41
RACE	RACING/HIGH SPEED DRIVING	4
RAPE	RAPE	2
RECFSI	RECOVERED/FOUND PROPERTY	11
ROBARM	ROBBERY ARMED	5
ROBBERY	ROBBERY	2
RUN	RUNAWAY	5
SHOP	SHOPLIFTER	15
SHOTS	SHOTS FIRED	59
SICK-EMD	SICK PERSON	88
STABBING-EMD	STABBING / GUNSHOT / PENETRATING	3
STOLV	STOLEN VEHICLE	8
STROKE-EMD	STROKE (CVA)	17
SUBINCUS	SUBJECT IN CUSTODY	18
SUICIDE-EMD	SUICIDE / PSYCHIATRIC / ABNORMAL	3
SUMMONS	CIVIL / CRIMINAL SUMMONS	147
SUPSUB	SUSPICIOUS SUBJECT	75
SURR	SURRENDER	8
SUSPAC	SUSPICIOUS PACKAGE	3

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 09/21/2013

Last Date: 10/20/2013

<i>Complaint</i>		<i>Number</i>
SUSVEH	SUSPICIOUS VEHICLE	91
TEST	TEST CALL	78
Traffic Stop	VEHICLE STOP	487
TRANSPORT	TRANSPORT	1
TRAUMA-EMD	TRAUMATIC INJURY (SPECIFY IN NARI	4
TREEDWN	TREE DOWN	4
TRES	TRESPASSING SUSPECT	95
UNAUTHVEH	UNAUTHORIZED USE VEHICLE	6
UNCONC-EMD	UNCONCIOUS / FAINTING OR NEAR	37
UNKNOWN-EMD	UNKNOWN PROBLEM (MAN DOWN)	6
WARRANT	WARRANT	588
WATER	WATER RELATED PROBLEM	15
WRIT	WRIT OF EXECUTION	7

Report Total: 5143

HENDERSON-VANCE CO 911

Number Of Calls Report by Department (All Units)

First Date: 09/21/2013

Jurisdiction: HEN-VAN

Last Date: 10/20/2013

	<i>Department</i>	<i>Number</i>
1	Data with no Department.	155
2	AFTO	3
3	ARC	2
4	BERT	9
5	BVFD	38
6	CVFD	29
7	DOT	7
8	DSS	3
9	DVFD	17
10	EM	6
11	EMBQ	1
12	EMS	524
13	EVFD	6
14	FOR	7
15	HFD1	287
16	HFD2	251
17	HPD	2506
18	HVFD	26
19	KVFD	21
20	PARK	3
21	PE	12
22	RIDG	2
23	SHP	36
24	STRE	4
25	TVFD	23
26	VCAC	74
27	VCFD	111
28	VCR	36
29	VCSO	1883
30	WATE	15
31	WILD	3
32	WVFD	10

***Total:* 5143**

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



Henderson 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: November 5, 2013

FIRE SUPPRESSION AND RESCUE ACTIVITY REPORT FOR: OCTOBER, 2013

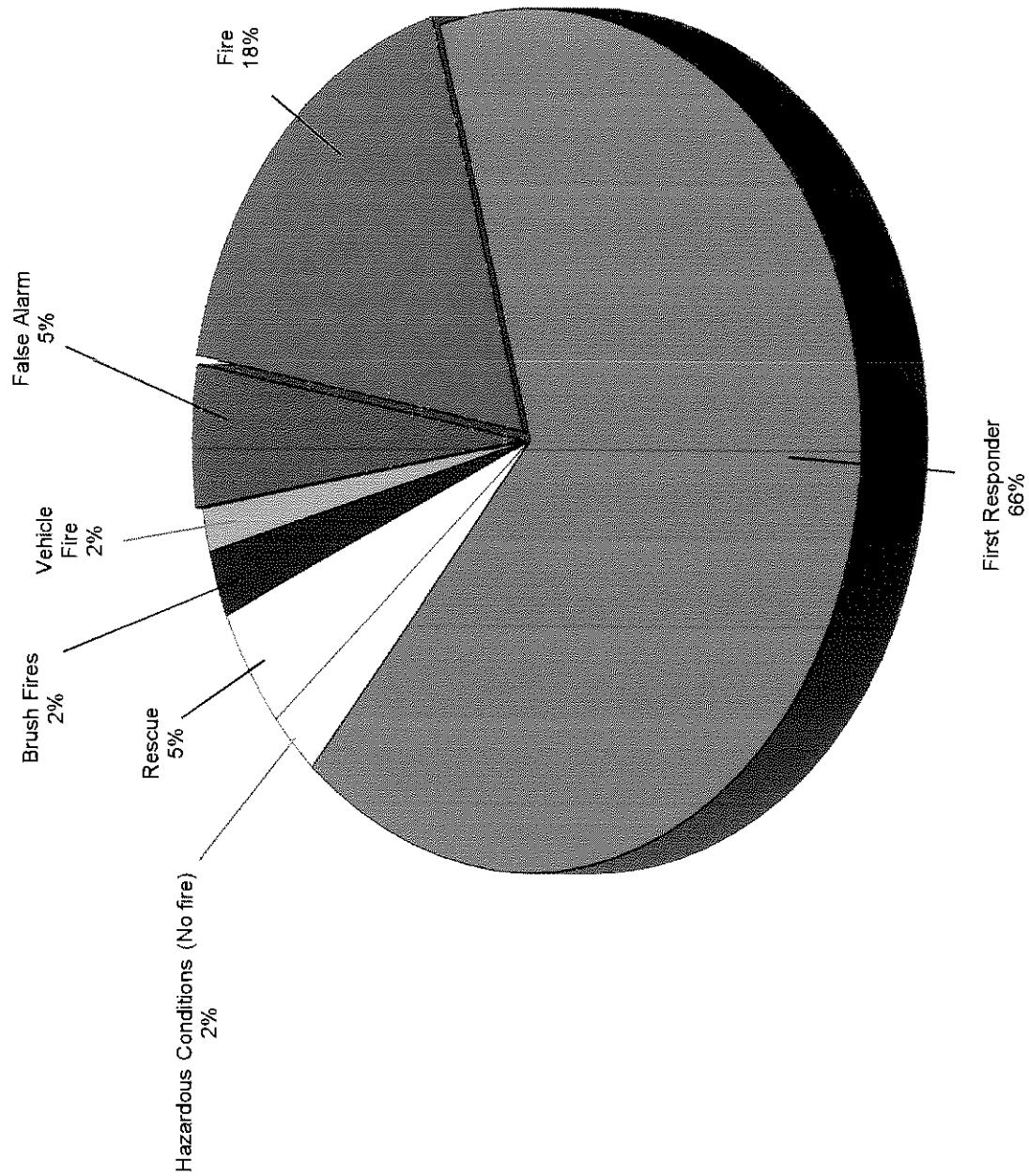
TYPE OF CALL	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
PRIVATE DWELLINGS (1 or 2 Family), Including Mobile Homes	14	10	128
APARTMENTS (3 or More Families)	3	2	20
HOTELS AND MOTELS	1	2	6
ALL OTHER RESIDENTIAL (Dormitories, Boarding Houses, Tents, etc.)	0	0	1
PUBLIC ASSEMBLY (Church, Restaurant, Clubs, etc.)	3	1	14
SCHOOLS AND COLLEGES	1	0	5
HEALTH CARE AND PENAL INSTITUTIONS (Hospitals, Nursing Homes, Prisons, etc.)	3	1	19
STORES AND OFFICES	4	1	22
INDUSTRY, UTILITY, DEFENSE, LABORATORIES, MANUFACTURING	1	0	14
STORAGE IN STRUCTURES (Barns, Vehicle storage Garages, General Storage, etc.)	0	0	0
OTHER STRUCTURES (Outbuildings, Bridges, etc.)	1	0	6
WORKING STRUCTURE FIRE	3	0	16
FIRES IN HIGHWAY VEHICLES (Autos, Trucks, Buses, etc.)	3	7	24
FIRES IN OTHER VEHICLES (Planes, Trains, Ships, Construction or Farm Vehicles)	1	0	1

FIRE OUTSIDE OF STRUCTURES WITH VALUE INVOLVED, BUT NOT VEHICLES (Outside Storage, Crops, Timber, etc.)	1		3
FIRES IN BRUSH, GRASS, WILD LAND (Excluding Crops and Timber) With No Value Involved	3	0	14
FIRES IN RUBBISH, INCLUDING DUMPSTERS (Outside structures), With No Value Involved	3	3	12
ALL OTHER FIRES	4	5	18
RESCUE	0	8	172
FIRST RESPONDER	160	168	1621
FALSE ALARM RESPONSES (Malicious or Unintentional False Calls, Malfunctions, Bomb Scares)	13	8	140
MUTUAL AID OR ASSISTANCE RESPONSES	13	5	70
HAZARDOUS MATERIALS RESPONSES (Spills, Leaks, etc.)	2	1	20
OTHER HAZARDOUS RESPONSES (Arcing wires, Bomb Removal, Power Line Down, etc.)	4	1	32
ALL OTHER RESPONSES (Smoke Scares, Lock-Outs, Animal Rescues, etc.)	2	2	25
TOTALS	243	225	2403

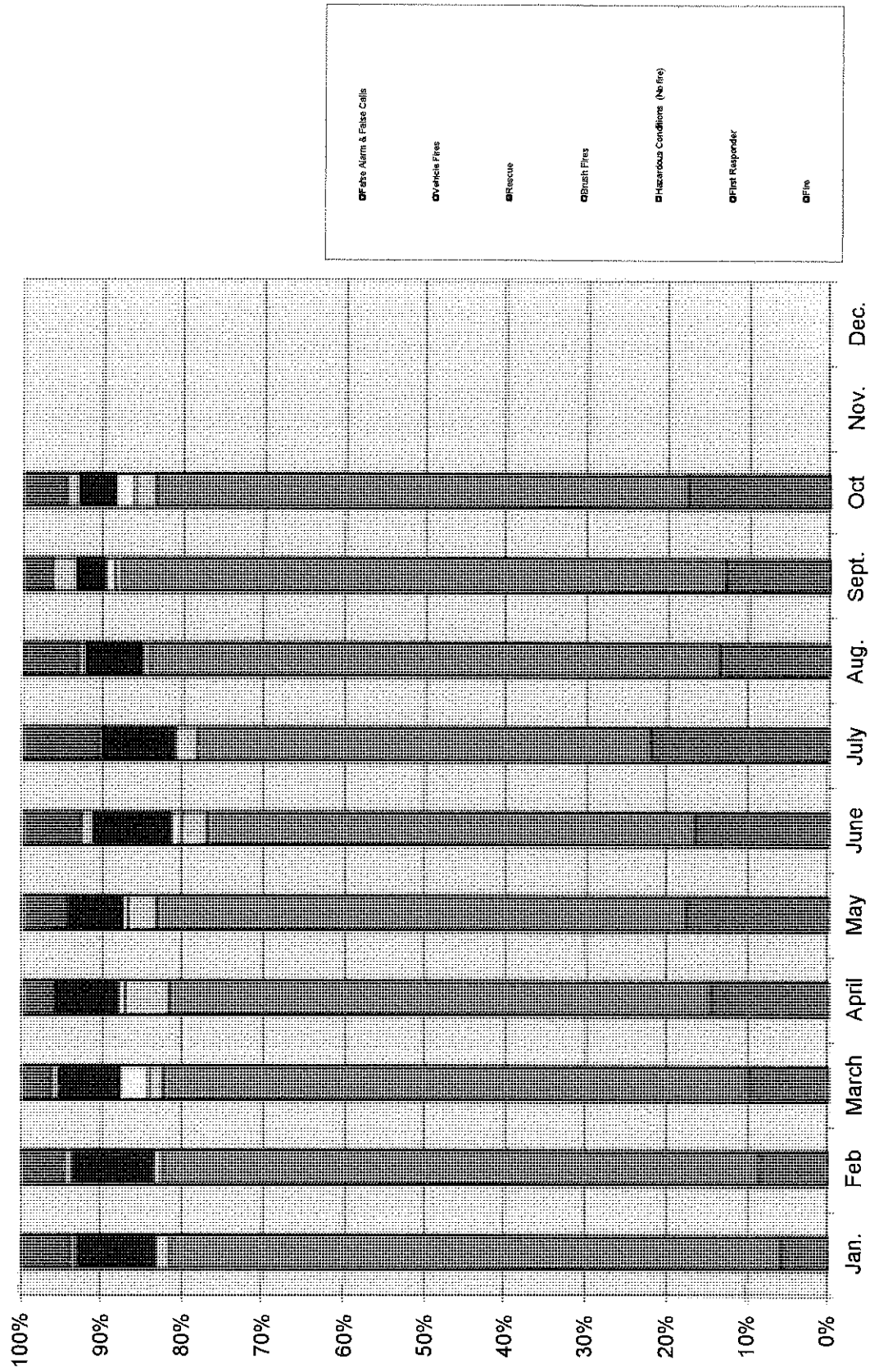
	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
Total Fire Incidents With Property and/or Contents Loss	9	9	76
Total of Property and Contents Value Saved	\$ 1,503,974.00	\$ 692,950.00	\$5,460,121.00

	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 October 2013



YEAR TO DATE SUMMARY BY MONTH FOR 2013



INSPECTION ACTIVITIES REPORT FOR: October, 2013

INSPECTIONS	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
ASSEMBLY	5	4	82
BUSINESS	16	12	219
EDUCATIONAL	3	1	6
HAZARDOUS	0	0	0
INDUSTRIAL	1	1	9
INSTITUTIONAL	6	4	17
MERCANTILE	5	4	112
RESIDENTIAL	4	1	23
STORAGE	0	2	4
DAY CARE	0	0	16
HOME CARE	0	0	0
FOSTER CARE	0	0	2
VACANT	0	6	22
TOTALS	40	35	512

	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
CODE VIOLATIONS	33	31	655
FOLLOW UP INSPECTIONS	17	13	187

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	13	17	10	6	2,220			2,338
Home Inspections / Door Hanger Follow Ups	8	2	5	8	0	2	0	0	0	175			200
Smoke Alarms Installed	5	12	7	6	8	9	11	5	4	65			133
Batteries Installed in Smoke Alarms	7	12	12	9	8	6	5	3	6	200			268
Fire Extinguisher Classes	0	0	0	1	0	2	3	1	4	3			14
School / Daycare Presentations	3	4	6	4	3	5	2	1	4	7			39
Community / Civic Group Presentations	2	1	3	1	2	0	3	2	4	5			23
Station Tours	1	5	3	2	3	4	3	0	2	6			29
Total Participants in Fire & Life Safety Programs	600	800	1000	1300	2000	1000	1900	1100	2400	3000			15000
Community / Business Displays	0	1	2	1	1	0	2	5	2	3			17
Child Safety Seat Clinics	0	0	0	0	0	0	0	0	0	0			0
Child Safety Seats Inspected	12	8	6	8	5	11	4	2	3	10			69
Child Safety Seats Distributed	2	0	0	0	0	2	0	0	0	0			4
Shift Coverage Hours	40	48	16	24	24	8	4	16	24	16			222

MONTHLY CITATION REPORT FOR THE MONTH OF: OCTOBER 2013

LOCATION	CURRENT MONTH FIRE LANE	CURRENT MONTH HANDICAPPED	LAST MONTH FIRE LANE	LAST MONTH HANDICAPPED	YEAR TO DATE
Cardinal Plaza					0
Compare Foods					0
Crossroads Shopping Center					0
Dabney Shopping Center					0
Dabney West Mall					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	0	0	3
Walgreens					0
TOTALS	0	0	0	0	4

TRAINING DIVISION PRODUCTIVITY - OCTOBER 2013

Henderson Fire Department

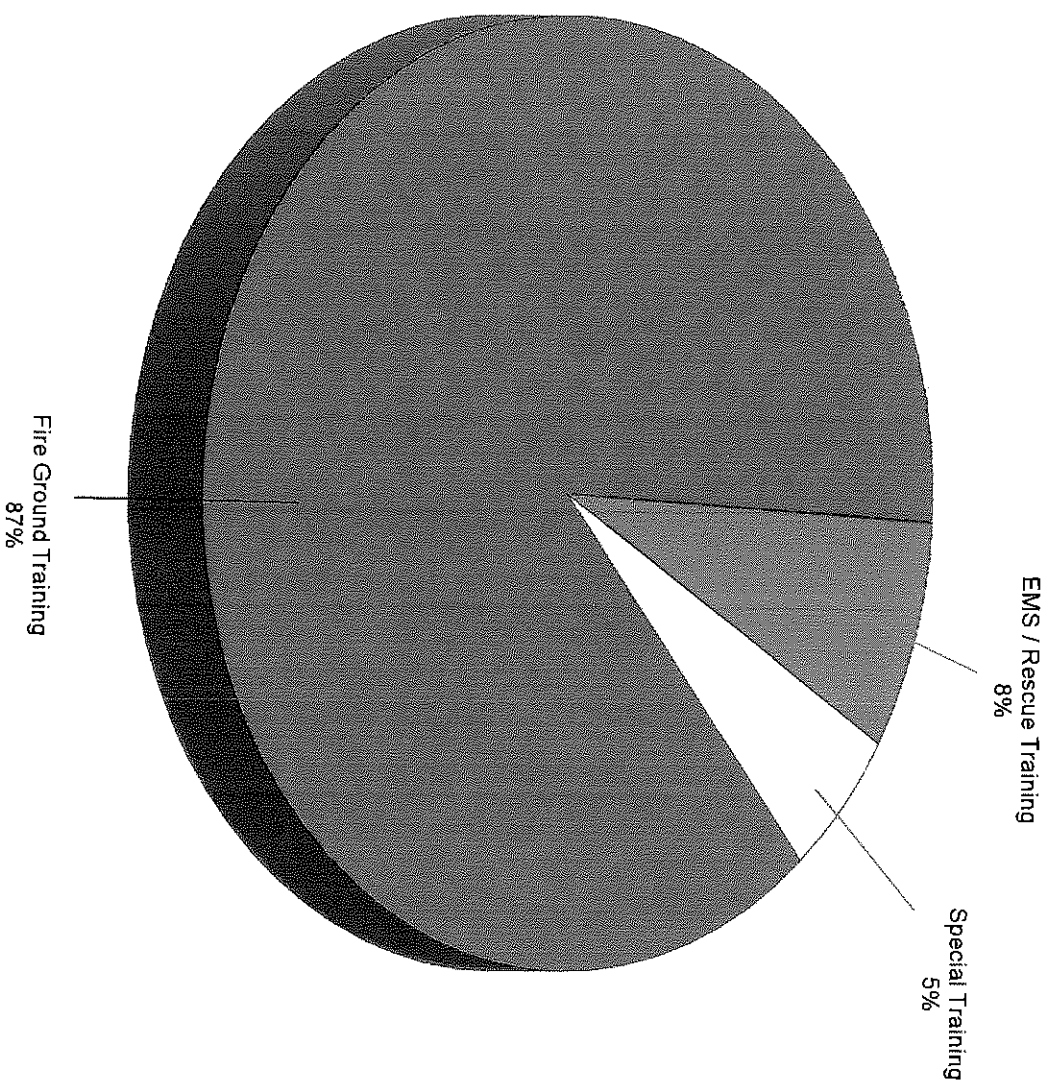
Types of Courses Taught	Course Hours Taught	Man-hours of Training
Fire Ground Training	134	977
EMS / Rescue Training	12	112
Special Training	8	80

Totals	154	1169
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	Course Hours Taught	Man-hours of Training
PREVIOUS MONTH TOTAL	181.5	1499

YEAR - TO - DATE TOTAL	1745.5	13968
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Training Hours by Category - October 2013



Fire Department Regulatory Compliance

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



HENDERSON POLICE DEPARTMENT

MONTHLY REPORT

October 2013

Marcus Barrow, Interim Chief of Police

11/08/2013

"Semper vigil"

Chief's Comments



Marcus Barrow, Interim Chief of Police

I am pleased to report that we are entering our final month of preparation for our CALEA onsite assessment that begins December 8, 2013. This onsite is the conclusion of our three (3) year "self-assessment" period of accreditation and we are working toward the award of our fifth Accreditation Certification which will run through December of 2016. Our Accreditation Manager, Lieutenant M.L. Perry has worked diligently through the last three (3) years to prepare for this onsite and the assessors visit. Due to Lt. Perry's efforts we have been able to spend the last 30 days prior to the onsite with planning for the visit rather than making changes to files.

In October a final new design for the 2013 Dodge Charger police cruisers was selected and we are in the process having the new emblems installed by Bobbitt Signs. One (1) vehicle was completed on 10/30/2013 and has been reviewed by the Department staff and officers with a great deal of satisfaction in how the design turned out. I am extremely proud of the efforts of the Northern Vance High School Engineering Team. It is encouraging to see our youth's creativity come to life in something that will be seen daily in our community. An unveiling of the design will be done at Northern Vance High School's last home game and recognition will also be made during the last City Council meeting of November.

We have also begun to work on several projects that deal with both law enforcement efforts and community support efforts for the approaching holiday seasons that we hope will provide both safety and some sustenance to persons living in areas of the city dealing with both crime and "quality of life" issues.

Operations Division



Lieutenant S.T. Vaughn, Acting Captain (Division Commander)

Patrol Activity Summary by Patrol Section September 2013

Section #	Incidents	Persons Arrested	Collisions Investigated	Citations***	*Warrants Served	Warrants** Attempted
Section 1	63	21	18	46	16	38
Section 2	83	43	17	53	20	18
Section 3	95	34	22	40	15	44
Section 4	114	30	35	121	9	18
Totals	355	128	92	260	60	118

*Warrants – This is a count of the number of occasions when a Warrant for Arrest, an Order for Arrest or a Criminal Summons were listed as the sole type of arrest for the person arrested and the date arrested was not the same as the date on the warrant. Each person is only counted once per arrest occasion, regardless of the number of warrants served.

** - One (1) warrant was served by officers in the Criminal Investigations Division.

***- Citations include the number of persons cited by Patrol personnel, not the number of total citations issued which includes multiple citations issued to the same individuals in the same incident. The total number of actual Citations issued was 298.

Active Warrants on file by Section as of October, 2013 (Including Criminal Investigations)

Zones	Warrants	OFA	Worthless Check	Criminal Summons	Warrant for Child Support	Fugitive
Zone 1	45	89	1	15	2	0
Zone 2	11	28	0	4	0	0
Zone 3	35	61	0	2	0	0
Zone 4	34	81	0	9	0	0
CID	32	7	0	0	0	0

Total	157	266	1	30	2	0
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As this chart shows the warrants received by the Henderson Police Department for “Order for Arrest” (meaning the wanted person did not show in court or violated a court appearance order or has a true bill of indictment) is almost twice the number of original warrants on file by the department. The number of persons wanted for missing court cases remains very high despite the issuance of bonds in some cases.

Involuntary Commitment Order Service and Committed Time

Starting in September 2013 the Henderson Police Department began reporting and tracking in detail the circumstances and time committed for officers serving and standing by with persons being served Involuntary Commitment Orders at Maria Parham Medical Center. This is being done in order to show over an extended period of time the manpower hours that are being occupied by this function under Mental Health Laws due to the lack of facilities for family members or patients to go on their own to be evaluated for needed mental health treatment.

Month	Calls For Service	Incident Reports	Monthly Hours	Hours at MPMC	Total Wages and benefits for Coverage
September	50	30	720	637.5	\$11,701.21
October	41	26	744	331.5	\$6,086.25
November					
December					
Total	91	56	1464	969	\$17,787.46

SPECIAL EVENTS



The Operations Division had the responsibility for the major planning and staffing efforts for the Annual Downtown Classic Car Show held 10/19/2013 in conjunction with the Show, Shine, Shag and Dine event. Lt. S.D. Gresham was the Incident Commander and coordinator for the event. Officers from the Henderson Police Department and Vance County Sheriff's Office worked together on the setup, traffic and security of the event. All Incident Command advance plans were followed and the event had no interruptions or problems reported.

CRIMINAL INVESTIGATIONS DIVISION**Lieutenant Christopher D. Ball, Division Commander**

Criminal Investigations Division October

Cases Received	73
Cases Suspended	5
Cases Cleared (Solved)	11
Unfounded Reports Identified	1
Witnesses Interviewed	48
Victims Interviewed	52
Suspects Interviewed	7
Warrants Obtained	16
Warrants Attempted	1
Warrants Served	1
Search Warrants Obtained	0
Search Warrants Executed	0
Property Recovered	12

On October 20, 2013 members of the Henderson Police Department responded to 429 Chestnut Street Apartment A, Henderson in reference to a sexual assault of a 20 year-old female. Members of the Henderson Police Department Criminal Investigations Division were contacted to conduct the ongoing investigation. Upon further investigation, Abdalsalah Ahmed Mohamed Almuwallad, 30, of 429 Chestnut Street, Apartment A, Henderson was arrested and charged with second degree sexual assault. Almuwallad received a \$100,000 secured bond pending a court hearing on November 4, 2013.

Juvenile Services

Juveniles Contacted Released to Parents	2
Juveniles transferred to Juvenile Services Custody	1
Juvenile Petition – Not School Related	2
Property Damage	0
Larceny	0
Undisciplined Juvenile	0
Neglect	0
Runaway	2
Weapon in Public	1
Possess Firearm/Stolen Property	2
Communicating Threats	0
General Contacts	2

Property and Evidence/Crime Scene Technician Unit

Number of items collected for the month:	268 items
Total amount of U.S. Currency collected:	\$927.00
Total amount of firearms collected:	15
Total amount of marijuana seized:	103.08 grams
Total amount of cocaine seized:	4.7 grams
Total amount of heroine seized: units	212.09gm/3 dosage
Total number of pills and prescription meds seized:	25 dosage units
Total amount and type of other illegal substances seized:	0
Total number of items returned to owner by court order:	3 items
Total number of evidence turned over to other agencies (see narrative):	0 items
Total number of items returned to owner by officer request:	2 items

Total amount of U.S. Currency turned over to school board:	\$0
Total number of items destroyed by court order:	220
Total number of video cd made/copied:	43
Total number of in car videos copied to CD:	1 CD/DVD
Total number of copies of evidence (paperwork) for investigation:	25 items of paperwork
Total number of evidence packages sent to SBI lab:	16 items
Crime Scenes for month of Oct 2013:	1
Vehicles Processed for month of Sept 2013:	1
Total of items processed/seized at HPD:	17
CALEA files Submitted:	3
Training Hours:	40 hours

SPECIAL OPERATIONS DIVISION**Lieutenant D. Allen Hedgepeth, Division Commander****Vice/Narcotics Unit**

Felony Arrests	6
Misdemeanor Arrests	11
Surveillance	14
Assist other Officers	8
Training Hours	166
Warrants Served	6
Marijuana Seized	29.9 grams
Heroin Seized	2 grams
Cocaine/Crack	15.1 grams
US Currency Seized	\$170.52
Guns Seized	4
"Molly" Seized	22 grams
Citations Issued	20
Search Warrants Executed	1
Check Points	1

Both Vice/Narcotics Detectives and Power Shift Officers worked on several ongoing projects with other agencies.

There was no activity involving the Henderson Police Department members of the North Carolina Secretary of State Anti-Counterfeiting Task Force as no cases of counterfeit materials were identified in this area recently. The Task Force continues to be available if needed and it is recommended that the Task Force status remain active at this time.

SERVICES DIVISION**Captain Perry Twisdale, Division Commander****Crime Prevention/Community Services**

Staff Inspections Conducted	1	Line Inspection Reports Received	0
Radio / Vehicle Equipment Repair Requests	2	Equipment Repairs Completed	7
Computer System repairs / upgrades	10	Employment Applications Received	1
Background Investigations Completed	0	New Employees Hired	0
Current Sworn Vacancies	1	Current F/T Civilian Vacancies	0
Current P/T Civilian Vacancies	0		

Comments:

In October, 2013 the Services Division was notified by CALEA that our onsite for Re-Accreditation would be held December 8 through December 11. Two professional assessors from CALEA, one from Marietta, Georgia and the other from Knoxville, Tennessee will travel to Henderson to inspect the Department and facilities, interview officers and review files showing proofs of compliance with over 400 standards. 240 of these files were mailed off for early review by the assessors on 10/30/2013. A Public Information Notice was posted at the Front Desk of the Police Department, City Hall and City Operations. A press release was issued during the last week of October and was carried in the Daily Dispatch on 11/2/2013.

Lt. Perry conducted training for the Department Staff on the upcoming CALEA onsite and provided lesson plans and power point information for Sergeants and Lieutenants to provide this information to all personnel during roll call and shift training at the October Staff Meeting. Lt. Perry also conducted the annual retraining on Personnel Performance Evaluations during the meeting.

Services Division personnel also worked with representatives of the MAPS group in setting up meetings at the Police Department for agency and City department personnel.

During the month Services Division personnel worked with the inspector from the NC Department of Labor OSHA office in making both an inspection of the Police

Department facility and interviews with department personnel. Other than a slight change to the method of recording monthly fire extinguisher inspections and a request to conduct annual refresher training for employees in fire extinguisher use the department had no other safety or training issues.

Shelly Davis, the department's DCI/NCIC Terminal Access Coordinator (TAC) and Case Management Coordinator Allison Prewer compiled and completed the online and mail-off DCI/NCIC Security Audit for the NC State Bureau of Investigation and the Federal Bureau of Investigation. Inspections were also made during this time to ensure a central repository for required records and NCIC reports and adherence to CJIS security standards.

Services Division Staff and Administration Staff started working on the 2014-2015 Budget Worksheets for the process of planning the budget requests for the upcoming fiscal year. These reports are due to the City Manager by 01/10/2014.

Installation and striping for the five (5) new Police Patrol cars began in October with the public debut of the Northern Vance High School Engineering Team design at the last home football game at Viking Stadium on 11/08/2013.

During the month of October the Services Division updated one (1) General Order. An inspection was made of all agency "hard copy" General Order Manuals to insure that these were updated.

There are currently 14 applications on file and of those three are certified. Joseph Henderson completed FMRT and is scheduled to come aboard Wednesday November 13. This will bring us back to full strength minus the chief's slot.

The Henderson Police Department used \$14,894 of fuel during the month of October. This was below the monthly average needed for the remaining budget year which is \$16,612. This is \$97 above the amount used last month. The monthly average is based solely on the line item for fuel. This year there is an additional line item for filters in the amount of \$50,000. Monies from this line item can be transferred to the fuel line item or maintenance line item if needed. Maintenance has \$36,572 remaining.

Vehicle 121 (Aiken) was the biggest consumer of fuel at 210 gallons. Vehicle 110 (Thomas) was second and the only other car to go over 200 gallons.

Crime Prevention/Community Services

Community Watch Group	Date	# In attendance
White Oak / Lakeview Community Watch	10-14-13	23 residents present
Flint Hill Community Watch	10-08-13	06 residents present
Grace's Club Community Watch	10-15-13	08 residents present
Hick's Club	10-07-13	11 residents present
Coventry House Inn Community Watch	10-10-13	16 residents present
Sagefield Community Watch	10-13-13	11 residents present
West Henderson Community Watch	10-15-13	11 residents present
Garden Walk Villa Community Watch	10-16-13	15 residents present
Event	Date	Presented by
Henderson-Vance Crime Stoppers Banquet	10-03-13	Lt. Robinson/ Thorpe
Aycock School Presentation Bullying & Respect	10-04-13	Lt. Robinson/ Thorpe
Henderson Fire Prevention event	10-13-13	Lt. Robinson / Thorpe
NC Fair Safe Kids Event	10-21-13	Lt. Robinson/ Thorpe
VGCC Day Care & McGruff	10-22-13	Lt. Robinson / Thorpe
Clarke School Red Ribbon	10-22-13	Lt. Robinson/ Thorpe
Carver School & McGruff Red Ribbon	10-23-13	Lt. Robinson / Thorpe
WIZS Town Talk	10-23-13	Lt. Robinson
L.B. Yancey Red Ribbon & McGruff	10-23-13	Lt. Robinson / Thorpe
WIZS Radio Talk Show 4:30pm	10-23-13`	Lt. Robinson
Domestic Violence Walk & candle light service	10-24-13	Lt. Robinson/ Thorpe
Aycock School Red Ribbon event Red Ribbon	10-25-13	Lt. Robinson / Thorpe
Verizon community Event	10-25-13	Lt. Robinson / Thorpe
Safe Kids Operation Medicine Drop YMCA	10-26-13	Lt. Robinson/ Thorpe
Halloween Trick or Treat Down Town	10-31-13	Lt. Robinson/ Thorpe

Meeting	Date	Attended
Vance Gang Awareness Partnership	10-03-13	Lt. Robinson/ Thorpe
Henderson Vance Crime Stoppers	10-09-13	Lt. Robinson/ Thorpe
Safe Kids Henderson-Vance	10-09-13	Lt. Robinson/ Thorpe
Staff Meeting	10-13-13	Lt. Robinson
Domestic Violence advisory Committee	10-15-13	Lt. Robinson/ Thorpe
Juvenile Crime Prevention Council	10-17-13	Lt. Robinson/ Thorpe
Vance Gang Awareness Partnership	10-17-13	Lt. Robinson/ Thorpe
NC Crime Prevention Assoc. meeting	10-24-13	Lt. Robinson/ Thorpe

Training	Date	Attended
NC. Crime Stoppers Workshop	10-27-13	Lt. Robinson / Thorpe

CRIMESTOPPER AWARDS

During the October meeting of the NC Crime Stoppers Association it was announced that the Henderson/Vance Crime Stopper's organization had received three (3) of the five (5) annual awards given out by the organization at the meeting.

Henderson Police Department Lieutenant I.W. Robinson was named Coordinator of the Year. The Crime Stoppers' Annual Golf Tournament was named the Most Innovative Fund Raising event of the year and the Henderson/Vance Church Watch group was recognized as the Board Program of the year.



The VIPS Program was started in 2006 with the first class of VIPS volunteers being trained. However, as of October 2013 there were only two (2) active VIPS volunteers remaining in active service with the agency. Due to budget and comp time issues required to be addressed in order to set up another VIPS application process and training class it was decided that the VIPS program would suspend operations effective November 1, 2013. A meeting of the Command Staff and SPO Craig Thorpe, Crime Prevention Officer, will be scheduled for early 2014 in order to plan on reviewing and "revamping" the program for future use.

Police Records and Crime Analysis

The following are overall call activity and the most active types of calls for service by all divisions in the month of October 2013. Please note that not all responses to calls result in a written investigation or an arrest.

Total Calls for Service	2639
Total Responding units for all calls	4323
911 Hang Up Calls	35
Alarm Calls	70
False Alarms	85
Assist Motorist	41
Assault Calls	19
B&E Motor Vehicle	8
Civil Disputes	33
Disorderly Person	63
Domestic Problem	33
Drug or Alcohol Complaint	49
Escorts	141
Fight Report	25
Harassment/Threat Reports	25
Intoxicated Person	16
General Investigation	524
Loitering	103
Loud Music	58
Property Damage	49
Missing Persons	6
Prowler	24
Shots Fired Reports	38
Suspicious Person	51
Suspicious Vehicle	44
Vehicle Stop	485
Trespassing	67
Warrant Service/Attempt	198

Monthly Crime Reporting and Analysis

The crime analysis reports for the month of October show that the overall Part I crimes in Henderson have remained **down by 9.3%** compared to this same point in 2012. This maintains the same overall decrease reported in September 2013.

While the Violent Crime total has continued to be higher in comparison the percentages are based on lower numbers than those of Property Crime (which is down 14.1% from September 2012). The violent crime total was higher in October due to a total of seven (7) reported Robberies (both attempted and completed). Statistics did show an increase

in the number of Aggravated Assaults compared to October 2012 due to an increase of 14 incidents for the month. However, several of these reports are under still under investigation and the status of the offense may change based on the outcome of those investigation. It was noted that in several of the Aggravated Assault cases investigated that there was not a particular geographic area in which the events were centered overall and several involved both attempted Aggravated Assaults and assaults resulting in injury from persons that were either related or known to each other.

One area of particular notice is the reduction in Burglary (Breaking and Entering) Rates from last year. As of October our rate was **21.5% lower** than this same point in 2012.

The department continues to work with the Federal ATF and the US Attorney's Office to focus on Violent Crimes, especially those involving firearms and/or narcotics in an effort to continue to reduce the number of Aggravated Assaults and drug related crimes within the City.

HENDERSON POLICE DEPARTMENT

Part I Crimes

Month-to-Month and Annual Comparison

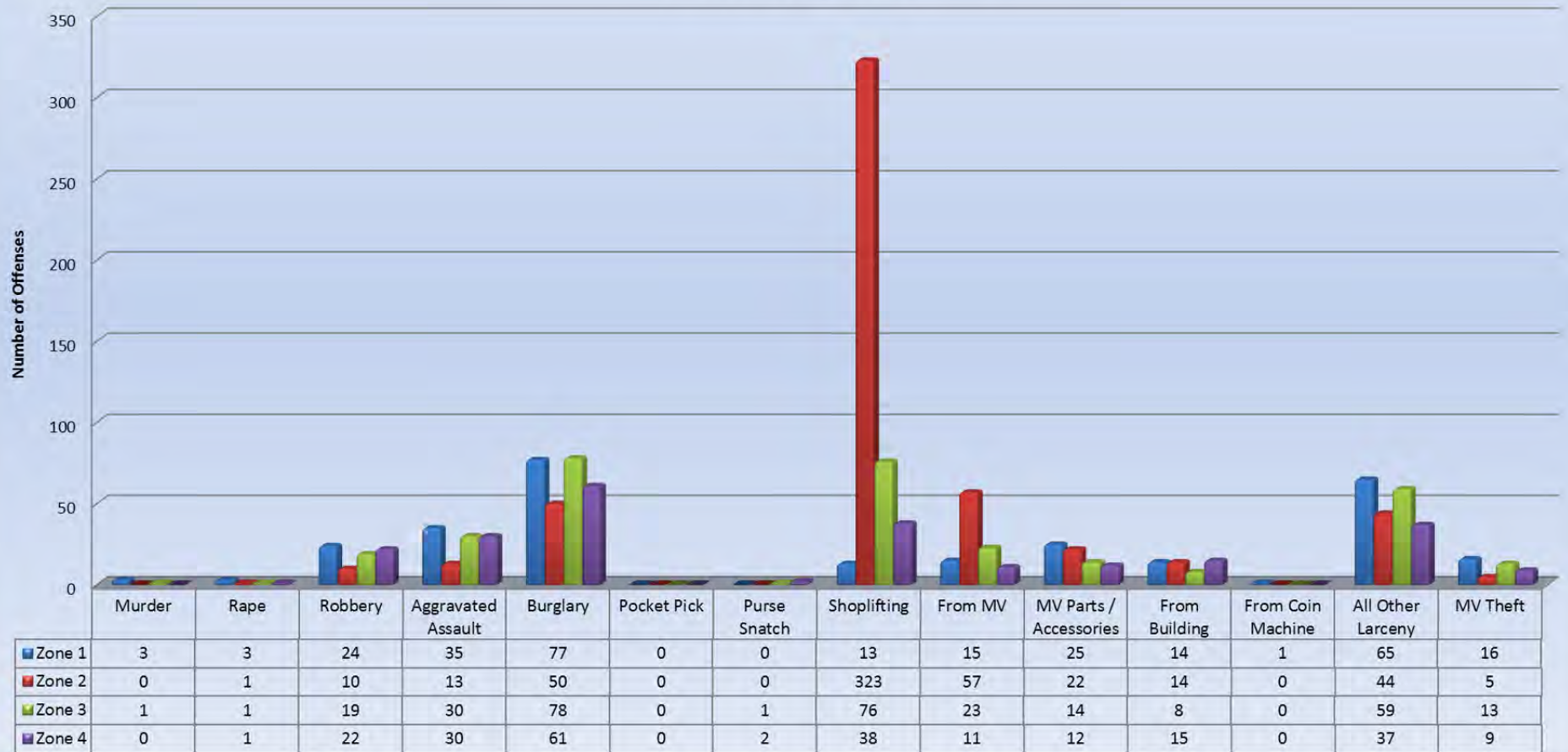
	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec		TOTAL		Change
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	
Murder			1	3	1					1			1		1				2						6	4	-33.3%
Rape				1		1				2			1	1	1					1					2	6	200.0%
Robbery	7	5	5	9	6	9	10	10	6	4	11	7	3	3	6	7	4	10	3	11					61	75	23.0%
Agg Assault	6	11	3	14	5	7	6	18	6	15	6	11	9	13	4	5	5	8	20	6					70	108	54.3%
VIOLENT TOTAL	13	16	9	27	12	17	16	28	12	22	17	18	14	17	12	12	9	18	25	18	0	0	0	0	139	193	38.8%
Burglary	50	53	18	18	35	20	32	23	38	24	45	21	29	35	23	18	28	26	41	28					339	266	-21.5%
Larceny (Theft)																											
Pocket Pick					2										1										3	0	-100.0%
Purse Snatch					1		1											1		2					2	3	50.0%
Shoplifting	44	56	35	32	46	45	48	62	48	50	47	51	60	45	38	36	33	36	33	37					432	450	4.2%
From MV	15	11	7	6	14	9	13	10	10	15	24	19	43	10	30	4	22	8	13	14					191	106	-44.5%
MV Parts	8	6	10	4	11	7	10	11	5	7	6	7	7	5	9	6	5	9	7	11					78	73	-6.4%
From Building	1	3		4		8		6		5		7		9		1	1	1		7					2	51	2450.0%
From Coin Machine				1															1						1	1	nc
All other	31	12	15	23	18	19	29	14	35	17	28	27	25	24	24	21	36	23	32	25					273	205	-24.9%
Larceny (Theft) Total	99	88	67	70	92	88	101	103	98	94	105	111	135	93	102	68	97	78	86	96	0	0	0	0	982	889	-9.5%
MV Theft	3	3	2		1	1	5	11	5	2	11	7	16	5	14	6	7	4	10	4					74	43	-41.9%
PROPERTY TOTAL	152	144	87	88	128	109	138	137	141	120	161	139	180	133	139	92	132	108	137	128	0	0	0	0	1395	1198	-14.1%
TOTAL INDEX OFFENSES	165	160	96	115	140	126	154	165	153	142	178	157	194	150	151	104	141	126	162	146	0	0	0	0	1534	1391	-9.3%

Note: The preparer does not recommend public release of this data until verified and published by the State Bureau of Investigation. The figures and percentages represented here will change in coming weeks and months due to quality control revisions and other changes in crime classification, case status and case dispositions.

HENDERSON POLICE DEPARTMENT

Year-To-Date Index (Part I) Offenses by Zone

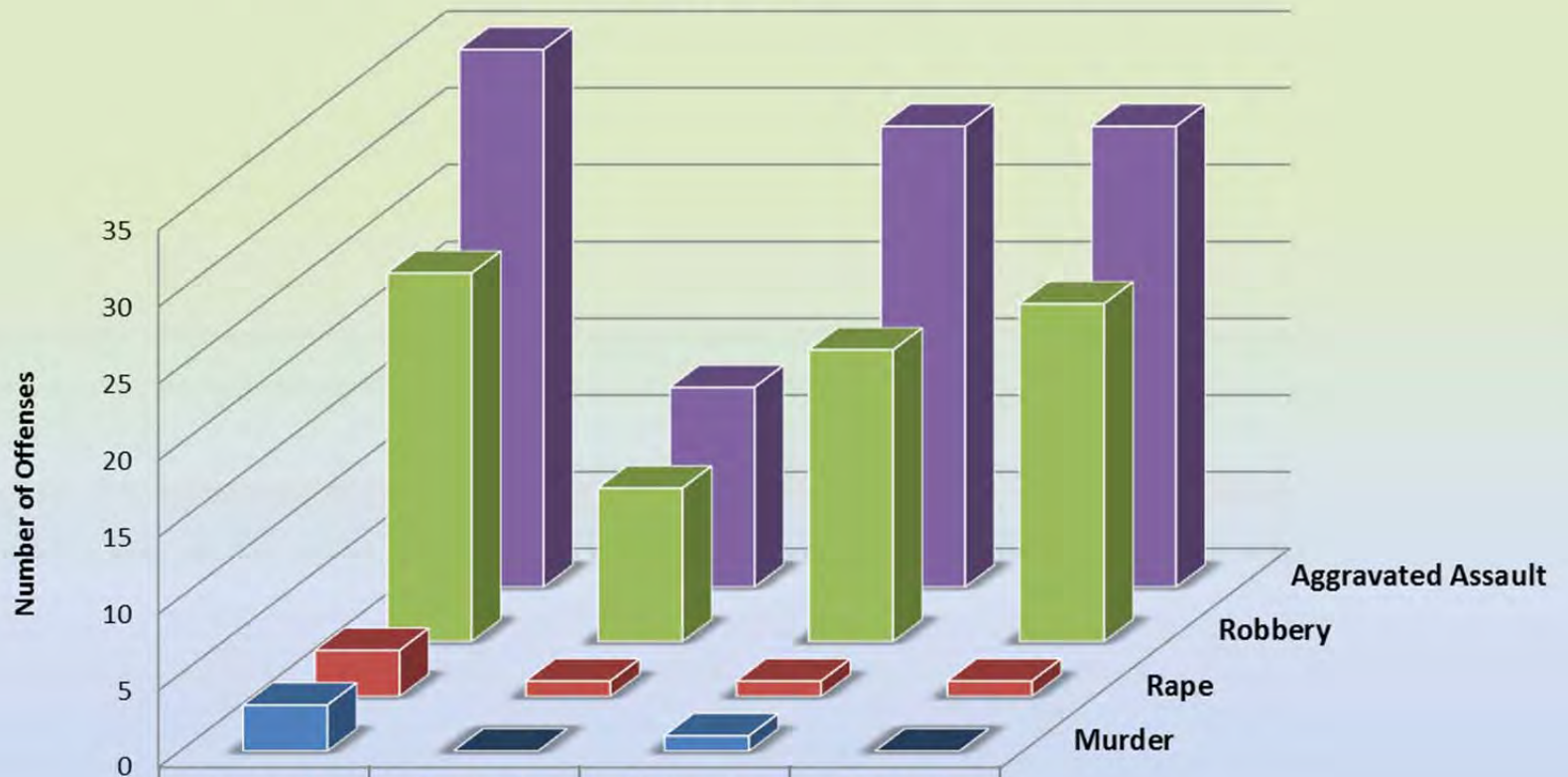
Thru October, 2013



Henderson Police Department

2013 Violent Index Offenses by Zone

Thru October

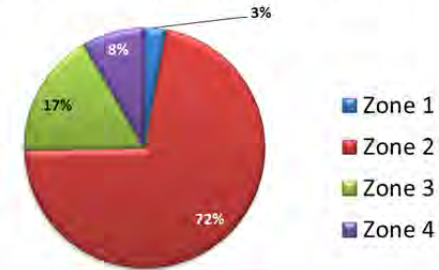


	Zone 1	Zone 2	Zone 3	Zone 4
■ Murder	3	0	1	0
■ Rape	3	1	1	1
■ Robbery	24	10	19	22
■ Aggravated Assault	35	13	30	30

Robbery
Percent of Offenses By Zone
Year-to-Date Thru October, 2013



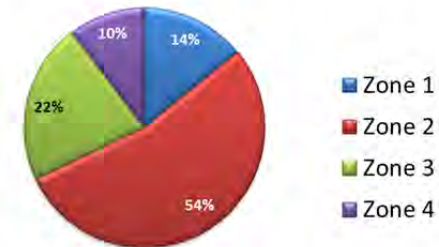
Shoplifting
Percent of Offenses By Zone
Year-to-Date Thru October, 2013



Aggravated Assault
Percent of Offenses By Zone
Year-to-Date Thru October, 2013



Theft from Motor Vehicles
Percent of Offenses By Zone
Year-to-Date Thru October, 2013



Burglary
Percent of Offenses By Zone
Year-to-Date Thru October, 2013





Proclamation 13-09

PROCLAMATION
National Hospice Palliative Care Month
November 2013



WHEREAS, hospice and palliative care empower people to live as fully as possible, surrounded and supported by family and loved ones, despite serious and life-limiting illness; *and*

WHEREAS, hospice and palliative care bring patients and family caregivers the highest quality care delivered by an interdisciplinary team of skilled professionals that includes physicians, nurses, social workers, therapists, counselors, health aides, spiritual care providers and others who make the wishes of each patient and family a priority; *and*

WHEREAS, through pain management and symptom control, caregiver training and assistance, and emotional and spiritual support, allowing patients to live fully up until the final moments, surrounded and supported by the faces of loved ones, friends, and committed caregivers; *and*

WHEREAS, each year, hospice saves Medicare more than \$2 billion by providing solutions for physicians, care to patients and comfort to families anywhere, at any time; *and*

WHEREAS, every year more than 1.65 million Americans living with life-limiting illness, and their families, received care from the nation's hospice programs throughout the United States; *and*

WHEREAS, more than 450,000 trained volunteers contribute 21 million hours of service to hospice programs annually; *and*

WHEREAS, hospice and palliative care providers encourage all people to learn more about options of care and to share their wishes with family, loved ones, and their healthcare professionals.

NOW THEREFORE, be it resolved that I, James D. O'Geary, Mayor of the City of Henderson, by virtue of the authority vested in me do hereby proclaim November 2013 as *National Hospice Palliative Care Month* and encourage citizens to increase their understanding and awareness of care at the end of life.

James D. O'Geary, Mayor

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Henderson in the State of North Carolina this the 6th day of November 2013.

Esther J. McCrackin City Clerk



AGENDA

Henderson City Council Work Session
Monday, 25 November 2013 Immediately Following Regular Session
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, Sr.
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

Councilmember-Elect Fearldine Simmons

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. ADJUSTMENTS TO AND/OR APPROVAL OF THE AGENDA

IV. REGULAR WORK SESSION

- a)** Consideration of Approval of Ordinance 13-64, Relative to Handicap Parking and Loading/Unloading Zone on Chestnut Street. (CAF 13-113) [See Notebook Tab 16]
 - Ordinance 13-64
- b)** Consideration of Approval of Resolution 13-04, High Service Pump Bid Award. (CAF 13-06) [See Notebook Tab 17]
 - Resolution13-04
- c)** Consideration of Approval of Resolution 13-81, A Resolution Making Appointments to the Henderson-Vance Human Relations Commission. (CAF 13-123) [See Notebook Tab 18]
 - Resolution13-81

d) Consideration of Approval of Resolution 13-65, Dissolving the 2005 David Street Community Development Advisory Committee and Establishing a City Wide Community Development Advisory Committee; and 2) Resolution 13-78, Establishing a Flint Hill Neighborhood Advisory Committee Relative to the CDBG Talent Enhancement Grant. (CAF 13-98) [See Notebook Tab 19]

- Resolution 13-65
- Resolution 13-78

e) Consideration of Approval of Resolution 13-80, Developing a Demolition Contract for Partnerships with Non-Profit Organizations/Churches for the Demolition of Abandoned Structures and Abatement Projects. (CAF 13-122) See Notebook Tab 20]

- Resolution13-80

e) Consideration of Approval of Ordinance 13-60, Amending Zoning Ordinance Section 408 Relative to Off Premises Advertising. (CAF 13-105) [See Notebook Tab 21]

- Ordinance 13-60

f) Main Street Manager Update. (CM 13-30) [See Notebook Tab 22]

g) Code Enforcement Update. (CM 13-31) [See Notebook Tab 23]

V. ADJOURNMENT

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Work Session

18 November 2013

TO: The Honorable Mayor James D. O'Geary and Members of City Council
FR: A. Ray Griffin, Jr., City Manager
RE: **CAF: 13-113, Consideration of Approval of Ordinance 13-64, Relative to Handicap Parking and Loading/Unloading Zone on Chestnut Street**

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **CV 2:** Citizen/Customer Friendly – We value our citizens and customers and will work with them in a courteous professional manner. We value their participation and input and owe them an answer to their questions in a timely manner.

Recommendation:

- Approval of Ordinance 13-64, Relative to Handicap Parking and Loading/Unloading Zone on Chestnut Street

Executive Summary

The City of Henderson received a request from the Parham Limited Partnership for a handicap parking space as well as a loading/unloading zone on Chestnut Street as shown on the attached map.

The cost incurred by the City to enact this Ordinance is approximately \$55 for the sign and pole. The handicap ramp to be installed in conjunction with the loading/unloading zone would cost approximately \$100 in materials, with City forces performing the work.

Enclosures:

1. Ordinance 13-64
2. Request
3. Map

ORDINANCE 13-64

AN ORDINANCE CREATING A LOADING ZONE AND A HANDICAPPED PARKING SPACE IN FRONT OF THE MARIA PARHAM APARTMENTS ON CHESTNUT STREET

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

Section 1. That Section 7-86 be amended by adding the following to the Schedule of Streets set forth therein:

“Chestnut Street, on the north side, beginning at a point 45 feet from the western curb line of Orange Street and running thence in a westerly direction for a distance of 22 feet (for one parking space for handicapped only).

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

The foregoing Ordinance 13-64, 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 13-64, An Ordinance Creating A Loading Zone And Handicapped Parking Space In Front Of The Maria Parham Apartments on Chestnut Street*, adopted by the Henderson, City Council in Regular Session on ** ** 2012 (*See Minute Book 4*, p. **.*). This Ordinance is recorded in *Ordinance Book # 9*, pp. **.

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

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

Landmark Property Management Company
406 East Fourth Street
Winston-Salem, NC 27101
Phone 336-722-9871 Fax 336-722-3603

RECEIVED
NOV 18 2013
BY: P&S

November 13, 2013

Frank Frasier
City of Henderson
P.O. Box 1434
Henderson, NC 27536

Re: Maria Parham Apartments – Handicapped Parking Space

Dear Mr. Frasier:

We would like to request a van handicapped parking space to be placed on Chestnut Street closest to the Handicap entrance to our building. We need a handicap space to fulfill our accessibility requirements. Please let us know if you will be able to accommodate our request.

Thank you for taking the time to consider this request, and if you have any questions or need any additional information, please don't hesitate to let us know. I can be reached at (336) 722-9871.

Sincerely,



Blair Maas
Director of Property Management



CAF 13-06: High Speed Pump Bid Award

**THIS ITEM WILL BE DISCUSSED AT MEETING.
THERE ARE NO DOCUMENTS FOR AGENDA
PACKAGE**

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Reg. Meeting

22 November 2013

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

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

RE: **CAF: 13-123**

Consideration of Approval of Resolution 13-81, Appointments to the Henderson-Vance Human Relations Commission.

Ladies and Gentlemen:

Recommendation:

- Approval of Resolution 13-81, Appointments to the Henderson- Vance Human Relations Commission.

Executive Summary

The Boards and Commissions' Committee (B&CC) met on 21 November 2013 to review the two applications for the Henderson-Vance Human Relations Commission and recommends the following appointments:

Henderson-Vance Human Relations Commission

Mr. Leonard Thomas Englehart III – Appoint to fill the unexpired term of Marguerite Anduze for a two-year term expiring 30 June 2015.

Mr. David Lee Person – Appoint to fill the unexpired term of James Baines for a two-year term expiring 30 June 2015.

Ms. Alberta O. Jeffers – Appointed to fill the unexpired term of Dorothy Henderson for a two-year term expiring 30 June 2015.

Enclosures:

1. Resolution 13-81
2. Applications

RESOLUTION 13-81
A RESOLUTION MAKING APPOINTMENTS TO
THE HENDERSON-VANCE HUMAN RELATIONS COMMISSION

WHEREAS, the Henderson City Council (Council) has created several boards and commissions as a means to include citizen input to and participation within the governance process;
and

WHEREAS, the Council periodically appoints individuals to serve on said boards and commissions; *and*

WHEREAS, there are vacancies on the Henderson-Vance Human Relations Commission; *and*

WHEREAS, applications have been received and reviewed by the Council's Boards and Commissions' Committee for available positions.

NOW THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY appoint the following individuals:

1. Mr. Leonard Thomas Englehart III, a city resident living at 225 White Oak Drive, to serve on the Henderson-Vance Human Relations Commission as a full member with a term expiring on 30 June 2015; *and*
2. Mr. David Lee Person, a city resident living at 159 South Bullock Street, to serve on the Henderson-Vance Human Relations Commission as a full member with a term expiring on 30 June 2015; *and*
3. Ms. Alberta O. Jeffers, a city resident living at 803 Eaton Street, to serve on the Henderson-Vance Human Relations Commission as a full member with a term expiring on 30 June 2015.

The foregoing Resolution 13-81, upon motion of Council Member *** and second by Council Member ***, and having been submitted to a roll call vote during a regularly scheduled and open meeting, received the following votes and was APPROVED on this the 25th day of November 2013: YES:. NO: None. ABSTAIN: None. ABSENT: None.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk
Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney
*Reference: Minute Book 43, p. ***; CAF 13-123*

rec'd
10/2

CITY OF HENDERSON
Application for Boards/Commissions/Committees

Please complete each section

Full Name LEONARD THOMAS (Tom) ENGELHART III Date of Birth 8/13/43

Home Address 225 WHITE OAK DR HENDERSON NC 27536

Home Phone 252 572 4073 City of Henderson Resident: ☒ Yes ☐ No

Current Employers RETIRED 1998, City Council member 2007-2011

Job Title _____ Years in current position _____

Business Phone _____ Fax _____

E-Mail Address LTE3@VERIZON.NET

Duties DEPUTY, CHIEF OF OPERATIONS, CIVIL ENGINEERING DOVER AFB DE
DIRECTOR OF OPERATIONS & MAINTENANCE 265 MILITARY & CIVILIAN TECHNICIANS 16 YRS

Other employment history CHAIRPERSON, PLANNING & ZONING, PERSONNEL COMMITTEE
COUNCILPERSON CITY COUNCIL HARRINGTON DE 4 YRS

It is the City Council's goal to maintain a balance of membership on its
Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. _____

Male ☒ Female ☐

White ☒ Black ☐ Hispanic ☐ Native American ☐ Asian ☐ Other ☐

Board/Commission/Committee Applying for (list only one per form)

Relations
HUMAN RESOURCES COMMITTEE

Generally, the Council desires to broaden participation on Boards/Commissions/Committees for as much
citizen involvement as possible; therefore, the goal is to limit appointees to no more than two (2)
Boards/Commissions/Committees. Please list any other Board/Commission/Committee on which you
currently serve: NONE

Why are you interested in serving on this Board/Commission/Committee? I FEEL THAT MY

EXPERIENCE, TRAINING AND EDUCATION CAN BE OF SOME BENEFIT
TO THE CITIZENS OF HENDERSON

DO NOT SUBMIT RESUMES/ATTACHMENTS
(OVER)

Please share how your Interests/Skills/Areas of Expertise/Professional Organizations/Activities will contribute to this Board/Commission.

US ARMY NCO ACADEMY, USAIR FORCE SENIOR NCO ACADEMY, USAIR FORCE
AIR COMMAND AND STAFF COLLEGE, 16 YR AS THE #2 IN ORGANIZATION - NOTED AS
THE BEST IN AIR FORCE 2X, MEMBER AND OFFICER/LEADER IN VARIOUS
CIVIC ORGANIZATIONS, PROVEN TRACK RECORD AS A COUNCIL PERSON
HARRINGTON DC

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes _____ No ☒ If yes, please explain disposition: _____

Are there any conflicts of interest or other matters that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the City Council? Yes _____ No ☒

If yes, please explain: _____

I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee is important and accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one fiscal year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature [Signature] Date: 10-23-13
Form is invalid if not signed and dated

Return Completed Form to:

Esther J. McCrackin, City Clerk
134 Rose Avenue
P O Box 1434
Henderson, NC 27536
Phone: (252) 430-5705 Fax: (252) 492-7935 Email: emccrackin@ci.henderson.nc.us

Do not submit any resumes or attachments
Applicants are required to be a resident of the City of Henderson

Form Approved by City Council on 10-23-06
Last Updated: 9/8/11
CityClerk\app\applicationforboardsaug2010\11-6-10

Redd
10/30/13

CITY OF HENDERSON
Application for Boards/Commissions/Committees

Please complete each section

Full Name David Lee Person Date of Birth 07/19/1968

Home Address 159 S. Bullock St Henderson, NC 27536

Home Phone (252) 438-7673 City of Henderson Resident: ☒ Yes ☐ No

Current Employers Staples

Job Title Inbound Operations Manager Years in current position 15

Business Phone (252) 436-3179 Fax (252) 436-3287

E-Mail Address david.person@staples.com

Duties Manages the day to day operation for building responsibilities

include but not limited to Rec, Putaway, Inventory Control, Static Reproduction, Returns and Vendor Compliance. Also the building financials include annual budget.

Other employment history US Army

It is the City Council's goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. 3

Male ☒ Female ☐

White ☐ Black ☒ Hispanic ☐ Native American ☐ Asian ☐ Other ☐

Board/Commission/Committee Applying for (list only one per form)

Henderson-Vance Human Relations Commission

Generally, the Council desires to broaden participation on Boards/Commissions/Committees for as much citizen involvement as possible; therefore, the goal is to limit appointees to no more than two (2) Boards/Commissions/Committees. Please list any other Board/Commission/Committee on which you currently serve: NONE

Why are you interested in serving on this Board/Commission/Committee? I believe that

one of the problems in our city is the lack of understanding of cultural

differences. Also many citizens have a mis understanding of the true purpose of the departments that are there for their service like the police department.

DO NOT SUBMIT RESUMES/ATTACHMENTS

Also many of those departments (OVER)
do not fully understand the people they serve. I believe I could help in that area. This is similar to a role I have played with my kids school PTA (FOR) at E.M. Rollins.

Please share how your Interests/Skills/Areas of Expertise/Professional Organizations/Activities will contribute to this Board/Commission.

Please see previous question. I gave an explanation there.

Thank you

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes _____ No ☒ If yes, please explain disposition: _____

Are there any conflicts of interest or other matters that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the City Council? Yes _____ No ☒

If yes, please explain: _____

I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee is important and accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any ~~one calendar~~ one fiscal year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature

[Signature]

Date:

10/15/13

Form is invalid if not signed and dated

Return Completed Form to:

Esther J. McCrackin

City Clerk

134 Rose Avenue

P O Box 1434

Henderson, NC 27536

Phone: (252) 430-5705 Fax: (252) 492-7935 Email: emccrackin@ci.henderson.nc.us

Do not submit any resumes or attachments

Applicants are required to be a resident of the City of Henderson

Form Approved by City Council on 10-23-00
Last Update: 11-8-10
Cityclerk/applicationforboardsaug2010/11-8-10

CITY OF HENDERSON
Application for Boards/Commissions/Committees

Please complete each section

Full Name: Ms. Alberta O. Jeffers Date of Birth: 06/22/1947

Home Address: 803 Eaton Street

Home Phone: (252) 438-4465 City of Henderson Resident: ☒ Yes ☐ No

Current Employers: State of NC Retiree (effective 7/1/2013)

Job Title: _____ Years in current position: _____

Business Phone: _____ Fax: _____

E-Mail Address: ajeffers1947@yahoo.com

Duties: _____

Other employment history: Warren County Schools, Warrenton and Employment Security Commission, Henderson

It is the City Council's goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No: 4

Male: _____ Female: ☒ _____

White: _____ Black: ☒ Hispanic: _____ Native American: _____ Asian: _____ Other: _____

Board/Commission/Committee Applying for (list only one per form)

Henderson - Vance Human Relations Commission Committee

Generally, the Council desires to broaden participation on Boards/commissions/Committees for as much citizen involvement as possible; therefore, the goal is to limit appointees to no more than two (2) Boards/Commissions/Committees. Please list any other Board/Commission/Committee on which you currently serve: N/A

Why are you interested in serving on this board/commission/committee? Seeking an opportunity to get involved with all business aspects of Henderson in a positive way; thereby, assisting the board/commission and/or committee(s) with the many tasks set before them. It will be a challenge and quite interesting to work in an environment such as this. I am a graduate of Henderson Institute and lived in Vance County for many years until 1970. Having returned over 17 years ago, I have experienced a great change in the city. Therefore, having this opportunity to learn, grow and assist in promoting a healthy, and safe environment for hard-working people like myself and others is my desire.

**DO NOT SUBMIT RESUMES/ATTACHMENTS
(OVER)**

Please share how your interests/skills/areas of expertise/professional organizations/activities will contribute to this board/commission:

My skills and experience include public relations with an administrative management background in the field of social and corporate development. Fully qualified in directing and motivating employees and personnel. Articulate and personable coupled with the ability to meet, communicate and deal effectively with people on all levels. Can provide top level office support by performing a large variety of complex (if necessary) duties or tasks reaching into most parts of an organization. Ability to use discretionary judgment, analysis and independent action. Excellent office and computer skills. Very flexible and adaptable to change, good organizational abilities with no supervision required.

Organizations: North Carolina Notary Public (7/2016) and S.C.D.U. Administrative Assistant

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes ____ No X ____ If yes, please explain disposition: _____

Are there any conflicts of interest or other matters that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the City Council? Yes ____ No X ____

If yes, please explain: _____

I understand this application is public record, and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Board/Commission/Committee is important and accordingly, I further understand that if my attendance is less than the standards for attendance by any Board/Commission/Committee, it is expected that I will attend a least 75% of all meetings during any one fiscal year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature: Ms. Alberta O. Jeffers

Date: November 20, 2013

Form is invalid if not signed and dated

Return Completed Form to:

Esther J. McCrackin, City Clerk
134 Rose Avenue / PO Box 1434
Henderson, NC 27536

Phone: (252) 430-5705 Fax: (252) 492-7935 Email: emccrackin@ci.henderson.nc.us

**Do not submit any resumes or attachments
Applicants are required to be a resident of the City of Henderson**

Form Approved by City Council on 10-23-00
Last Update: 9/8/11
Cityclerk\applicationforboardsaug2010\11/8/10

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov. 13 Short Reg. Meeting

4 November 2013

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

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

RE: CAF: 13-98

Consideration of Approval of: 1) Resolution 13-65, Dissolving the 2005 David Street Community Development Advisory Committee and Establishing a City Wide Community Development Advisory Committee; and: 2) Resolution 13-78, Establishing a Flint Hill Neighborhood Advisory Committee Relative to the CDBG Talent Enhancement Grant.

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

CV 3: Fairness - We value our citizens and customers and will work with them in a courteous, professional manner.

Recommendation:

- **Approval of:**
 - 1) Resolution 13-65, Dissolving the 2005 David Street Community Development Advisory Committee and Establishing a City Wide Community Development Advisory Committee
 - 2) Resolution 13-78, Establishing a Flint Hill Neighborhood Advisory Committee Relative to the CDBG Talent Enhancement Grant.

Executive Summary:

The North Carolina Department of Commerce Division of Community Investments awarded a Capacity Building Grant to the City of Henderson on 11 April 2013. One of the requirements of this grant is that the City of Henderson has a Community Development Advisory Committee and a Neighborhood Advisory Committee.

In 2005 the David Street Community Development Advisory Committee was established but has been inactive since 2009, as the project was closed. In order to prevent any confusion in the

future, it is recommended that this committee be dissolved and a city wide Community Development Advisory Committee be established.

It is also recommended that the Flint Hill community be designated for the Neighborhood Advisory Committee.

Both committees will serve as recommending bodies to the Henderson City Council regarding community development activities.

The Boards and Commissions Committee met on 24 October to review and establish guidelines for both committees and its recommendation for both committees serve as attachments to the Resolutions.

Enclosure:

1. Resolution 13-65
2. Resolution 13-78

RESOLUTION 13-65

DISSOLVING 2005 DAVID STREET COMMUNITY DEVELOPMENT ADVISORY COMMITTEE AND ESTABLISHING A NEW COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

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

WHEREAS, this Resolution addresses two **CV 3: Fairness**: We value our citizens and customers and will work with them in a courteous, professional manner; *and* **CV 11: Performance Excellence**: We value excellence in how we govern and deliver services and believe that we should always strive for continuous improvement in our work and service delivery processes; *and*

WHEREAS, the City of Henderson was awarded a Talent Enhancement Capacity Building Community Development Block Grant April 11, 2013 by the North Carolina Department of Commerce; *and*

WHEREAS, it is a requirement of the Grant for the City to establish a Community Development Advisory Committee; *and*

WHEREAS, there previously was a Community Development Advisory Committee established to work on the 2005 David Street Community Revitalization Grant; *and*

WHEREAS, the 2005 David Street Community Development Advisory Committee has not been active since 2009; *and*

WHEREAS, the City Council desires to establish a new Community Development Advisory committee to work with citywide representation appointed; *and*

WHEREAS, this committee will serve as a recommending body to the City Council on Community Development related issues and will consist of seven appointed members to serve three year staggered terms.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY dissolve the previously appointed 2005 David Street Community Development Advisory committee; *and*

BE IT FURTHER RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY establish a new Community Development Advisory Committee according to the guidelines being more fully articulated in **Attachment A** to this Resolution.

The foregoing Resolution 13-65 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 25th day of November 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

Community Development Advisory Committee:

Purpose

The committee serves as a primary group for facilitating citizen participation throughout all stages of the federal, state and local government planning, implementation and evaluation processes regarding Community Development Block Grants. In addition it fosters ideas and plans for Citywide Community Development needs. The committee makes recommendations to the City Council regarding plans and projects relative to Community Development.

Attendance

The member attendance should be in accordance with the Attendance Policy in the Henderson City Code.

Appointment

This is a seven-member committee consisting of a member from each City Council ward and three at-large members. All members must be residents of the City. The Henderson City Council appoints all members to serve three year staggered terms.

Knowledge and Skills

The members should be knowledgeable of community housing needs in their areas of representation. They should have an understanding of the components of a healthy community. They should have experience in appropriate discussions in public meetings, orders of public meetings and parliamentary procedures. The knowledge of community should be from a residential perspective. The members are appointed by the City Council.

Roles and Responsibilities

Each committee member has full voting rights. They are expected to participate in discussions, share ideas and concerns, as well as represent the citizen concerns of their prospective areas. The committee will have a Chairperson, Vice Chairperson, and Secretary who are elected by the sitting members at the first business meeting. These positions should be re-elected annually at the meeting marking the anniversary date of the first business meeting. A simple majority is required to elect a person for these positions.

Chairperson

The Chairperson is responsible for approving the agenda of the monthly meeting. The Chairman runs the meeting using parliamentary procedures and maintains order in the meetings. The Chairman is an active voting member of the committee.

Vice Chairperson

The Vice Chairperson acts as the Chairperson in his/her absence.

Secretary

The Secretary serves at the Chairperson as in the absence of the Chairperson and Vice-Chairpersons. The Secretary reviews recorded minutes prior to the meetings for approval by the committee.

Staff Person

The staff person for this committee is the Community Development Manager. The manager will also serve as the Recording Secretary for the committee. He/She will post all necessary meeting notices, prepare meeting agenda packages for the members prior to meetings and record the minutes of the meetings.

Quorum

A quorum should consist of four members being present.

Voting

All recommendations should be approved by a simple majority vote of the members attending the meeting.

Powers and duties

The Community Development Advisory Committee is authorized by the City Council to be a recommending body for the purposes:

- A. To recommend community development programs and project.
- B. To assess community development and housing needs.
- C. To prioritize the assessed community development needs.
- D. To meet on a regular monthly basis to review any matters regarding community development in the City.
- E. To review reports generated by the neighborhood advisory committees.
- F. To report and make recommendations regarding community development to City Council on a regular basis.

Meetings

The committee will meet monthly at a set time and location. That time and location will be set by the committee at its first business meeting.

Limitation of Powers

This committee is limited to making recommendations only to the City Council. All recommendations must have the final approval of the City Council. This committee will not make any final decisions relative to grant programs, funding opportunities, and community development projects. The committee will not have any authority relative to the financial obligations of any grant or grant project.

RESOLUTION 13-78

A RESOLUTION TO ESTABLISH A FLINT HILL NEIGHBORHOOD ADVISORY COMMITTEE

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

WHEREAS, this Resolution addresses two **CV 3: Fairness**: We value our citizens and customers and will work with them in a courteous, professional manner; *and* **CV 11: Performance Excellence**: We value excellence in how we govern and deliver services and believe that we should always strive for continuous improvement in our work and service delivery processes; *and*

WHEREAS City of Henderson was awarded a Talent Enhancement Capacity Building Community Development Block Grant April 11, 2013 by the North Carolina Department of Commerce *and*

WHEREAS, it is a requirement of the grant for the City to establish a Neighborhood Advisory Committee *and*

WHEREAS, the City selected the Flint Hill Neighborhood as the area for the CDBG grant work to be done *and*

WHEREAS, the Flint Hill Neighborhood Advisory Committee will be a five-member committee of residents from the project area appointed by the City Council to make recommendations relative to the project area to the Committee Development Advisory Committee.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY establish a Flint Hill Neighborhood Advisory Committee according to the guidelines being more fully articulated in **Attachment A** to this Resolution.

The foregoing Resolution 13-78 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 25th day of November 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

Neighborhood Advisory Committee

Purpose

The Committee serves as a means of facilitating citizen participation within a neighborhood project area. It makes recommendations directly to the Community Development Advisory committee regarding plans and projects for the Community Development Block Grants as well as other community development initiatives.

Attendance

The member attendance should be in accordance with the Attendance Policy in the Henderson City Code

Appointment

The committee consists of a five-member board of residents from within the Flint Hill neighborhood project boundaries. The Henderson City Council appoints them for three-year staggered terms.

Knowledge and Skills

The members should be knowledgeable of the neighborhood housing and community needs in the project area. They should bring ideas relative to neighborhood improvement opportunities. They should be able to represent a sampling of the entire neighborhood population. The members are appointed by the City Council to serve three-year terms.

Roles and Responsibilities

Each Member has full voting rights. Each member is expected to participate in discussion, share concerns, and represent the entire neighborhood. They will have discussion relative to the needs of the respective neighborhood. The committee will have a Chairperson, Vice Chairperson, and Secretary who are elected by the sitting members at the first business meeting. These positions should be re-elected annually at the meeting marking the anniversary date of the first business meeting. A simple majority is required to elect a person for these positions.

Chairperson

The Chairperson is responsible for approving the agenda of the monthly meeting. The Chairman runs the meeting using parliamentary procedures and maintains order in the meetings. The Chairman is an active voting member of the committee.

Vice Chairperson

The Vice Chairperson acts as the Chairperson in his/her absence.

Secretary

The Secretary serves at the Chairperson as in the absence of the Chairperson and Vice-Chairpersons. The Secretary reviews recorded minutes prior to the meetings for approval by the committee.

Powers and duties

The Flint Hill Neighborhood Advisory Committee is authorized by the City Council to be a recommending body for the purpose of community development needs within the project area. It addresses concerns directly related to the selected project area. This committee serves as a representative sampling of the respective project area. It recommends neighborhood based community development solutions to the Community Development Advisory Committee.

Staff Person

The staff person for this committee is the Community Development Manager. The manager will also serve as the Recording Secretary for the committee. She/he will post all necessary meeting notices, prepare meeting agenda packages for the members prior to meetings and record the minutes of the meetings. She/he will facilitate the meetings engage the committee to provide feedback on issues and concerns. The Staff Person will perform any necessary community surveys, facilitate community forums and neighborhood analysis as well as generate reports from the Flint Hill Neighborhood Advisory Committee to the Community Development Advisory Committee.

Quorum

A quorum should consist of three members being present

Voting

A simple majority vote is required to approve any reports and recommendations to the Community Development Advisory Committee.

Meetings

The committee will meet monthly at a set time and location. That time and location will be set by the committee at its first business meeting.

Limitation of Powers

This committee is limited to making reports only to the Community Development Advisory Committee. These reports will be as a part of the Community Development Advisory Committee's recommendations to the City Council. The committee will not make any final decisions relative to grant programs, funding opportunities, and community development projects. The committee will not have any authority relative to the financial obligations of any grant or grant project.

City Council Action Form

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Work Session

15 November 2013

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

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

RE: **CAF: 13-122**

Consideration of Approval of Resolution 13-80, Developing a Demolition Contract for Partnerships with Non-Profit Organizations/Churches for the Demolition of Abandoned Structures and Abatement Projects

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- **KSO 4:** Improve Condition of Housing Stock
- **CV 7:** Teamwork and Collaborative Efforts

Recommendation:

- Approval of Resolution 13-80, Developing a Demolition Contract for Partnerships with Non-Profit Organizations/Churches for the Demolition of Abandoned Structures and Abatement Projects

Executive Summary:

The City of Henderson has been approached by non-profit organizations/churches requesting permission to demolish abandoned structures within the Flint Hill Community. This is an opportunity to develop partnerships with non-profit organizations seeking to help improve communities to remove abandoned structures that blight neighborhoods.

The opportunity to partner with a non-profit agency to remove blight enhances the City's ability to remove blighted structures more quickly. Given the lack of resources, those partnerships will be invaluable to both the benefitting neighborhood and the City.

Attached is a draft contract prepared by the City Attorney that would be considered for non-profit organizations/churches. It provides guidelines regarding demolition and abatement process and requirements of each party. The draft contract has been reviewed by City Administration and City Attorney and shall be reviewed each time the city enters into an agreement as standard procedure.

Enclosures:

1. Resolution 13-80

RESOLUTION 13-80

DEVELOPING A DEMOLITION CONTRACT FOR PARTNERSHIPS WITH NON-PROFIT ORGANIZATIONS/CHURCHES FOR THE DEMOLITION OF ABANDONED STRUCTURES AND ABATEMENT PROJECTS

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 and one Core Value as follows: **KSO 4: Improve Condition of Housing Stock**, and **CV 7: Teamwork and Collaborative Efforts**; *and*

WHEREAS, the City of Henderson is participating in North Carolina 2012 Talent Enhancement Capacity Building Grant; *and*

WHEREAS, one of the goals of building capacity within a community is to explore the availability of partnerships within the community and re-establish a healthy sustainable neighborhood; *and*

WHEREAS, a Non-Profit Organization or church desires to enter into an agreement to demolish abandoned structures with the City; *and*

WHEREAS, an agreement to demolish abandoned structures and remove blight within City, thus creating a partnership between the City and Non-Profit or church organization per terms of the agreement has been prepared.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL that it does hereby adopt a template for Non-profit Organizations/Churches Demolition Contract for abandoned structures to be used as a guide for demolition and abatement projects to sustain neighborhoods (see **Attachment A** to this Resolution).

The foregoing Resolution 13-80, upon motion of Council Member _____ and second by Council Member _____, and having been submitted to a roll call vote received the following votes _____ was _____ on this ____th day of _____ 2013.

James D. O'Geary, Mayor

ATTEST:

Esther McCrackin, City Clerk

Approved as to Legal Form

John H. Zollicoffer, Jr., City Attorney

CITY OF HENDERSON
CODE COMPLIANCE DEPARTMENT
Post Office Box 1434 / 134 Rose Avenue
Henderson, North Carolina 27536-1434
Phone: (252) 430-5725 Fax: (252) 492-7935

Demolition Contract for Abandoned Structures (Non-profits/Organizations/Churches)

The undersigned ***non-profit/ organization/ church herein after referred to as the contractor*** _____ is acting as the contractor to perform abatement and or demolition in accordance to the specification listed below. The contractor, has inspected the properties listed below and understands the extent and character of the needed demolition and clearance of the property. The ***contractor*** is to furnish the following:

All labor and equipment necessary to accomplish the demolition, clearance, grading, and reseeding on properties described below to bring them into code compliance at no cost to the City of Henderson. Demolition includes hauling debris to approved waste facilities or landfill site.

Contractor is responsible for maintaining liability insurance as approved by the City Attorney and submits a copy of certificate of Liability Insurance. The contractor's insurance must have a minimum coverage of \$100,000 for property damage and \$1,000,000 for bodily injury and death.

Demolition specification

1. All debris, building materials, dilapidated structures (including accessory buildings), wells, privies, junk appliances, trash, tree limbs, concrete walks and/or pads shall be removed from the site, unless otherwise stipulated and disposed of by contractor, in accordance with State and Local Laws. Contractor must receive a demolition permit prior from the Vance County Planning & Community Development Office (Building Inspection Office) to beginning any demolition work.
2. No structure shall be demolished without "Notice to Proceed" from the City and work must be started within seven (7) days after of notice of proceed signed and issued.
3. Contractor shall take appropriate measures to secure and remove all utilities, (including electrical service, public gas service, telephone service, cable service and other applicable utilities).
4. The water service is to be physically disconnected outside of the meter box. This can be accomplished by sawing or cutting the pipe in half.
5. The contractor is required to locate the existing sanitary sewer service for the structure being demolished, and cap off the sewer line within five (5') feet of the property line or right-of-way, using a rubber cap with a stainless steel band. Prior to covering up, the City shall be called to inspect the work. Upon covering up, the contractor shall install a metal indicator to designate the end and location of the sewer tap, and shall extend at least three (3') feet above ground and be painted orange.
6. Contractor shall take appropriate measures to ensure public safety and traffic circulation.
7. The following activities must meet State guidelines:

- a) Demolition of structures containing asbestos material must be in compliance with 15NCAC0525.
 - b) A rodent control plan shall be implemented prior to the removal or demolition of dilapidated structures in order to prevent migration of rodents to adjacent areas.
- 8. No burning of any materials shall be allowed on site.
 - 9. No tree over six (6) inches in diameter nor any drip-line zone or protected area shall be destroyed.
 - 10. Site shall be raked clean with dozer blade or loader, or hand-raked and left smooth enough to prevent rain from pooling. Site shall also be left in a manner that basic lawn maintenance will be able to be performed.
 - 11. Contractor is required to seed, mulch, and pack all areas disturbed as a result of the work done under this contract.
 - 12. The contractor is required to fill and pack all holes that are associated with privies and wells with dirt compacted.
 - 13. The contractor shall be responsible for any and all damages that may occur during the demolition process.
 - 14. The contractor is advised that demolition waste shall be disposed only at landfills approved by the County or Waste Industries.
 - 15. Prior to beginning any demolition work, the contractor shall notify the City within 24 hours in advance, obtain a Demolition Permit from the Vance County Planning & Community Development Office (Building Inspection Office) and sign the Notice to Proceed.
 - 16. When work is completed the contractor shall turn in all landfill tickets to the Code Compliance Department and call for an inspection of the site by the City and upon completion of the terms herein.
 - 17. The contractor shall keep on file with the City a Municipal Insurance Bond as previously mentioned.
 - 18. The City of Henderson will pay landfill fees directly to county landfill or Waste industry.
 - 19. Demolition shall be completed within 10 days from issuance of "Notice to Proceed".
 - 20. If contractor discovers any marketable personable property, fixtures, or appurtenances in or attached to the structures, it shall deliver the same to the city which shall sell the same and credit the net proceeds therefrom against the cost of removal or demolition.
The City reserves the right to eliminate any of the following structures for demolition for any reason.

The non-profit/ organization/ church acting as the contractor are not employees of the City of Henderson. The non-profit/ organization/ church is serving as independent volunteers to assist the communities (Flint Hill Community) in the City of Henderson to improve the quality of life within the neighborhood and

achieve the mission of the organization. As volunteers the non-profit/ organization/ church shall not be paid.

Listed below are the structures ready for abatement, demolition, clearance, grading, reseeding and perform all specification mentioned.

	ADDRESS	PARCEL	Contractor's Cost
1.	100 Test Street	0000 01000	\$0

I agree to complete all work in accordance to specification and cost mentioned.

Organization _____
(PRINT OR TYPE)

Signature: _____
(AUTHORZIED AGENT OR OFFICER)

Address _____

Phone #: _____

The terms of demolition and abatement are accepted and a binding contract is hereby entered into between the City and the Contractor who is hereby authorized to proceed.

This the _____ day of _____, 2013

CITY OF HENDERSON

By: _____
A. Ray Griffin, Jr., City Manager

Approved as to Legal Form:

City Attorney, John H. Zollicoffer, Jr.

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.

Katherine C. Brafford, Finance Director
City of Henderson

**CAF 13-102-A: OFF-PREMISE ADVERTISING
ORDINANCE**

**THIS ITEM WILL BE DISCUSSED AT A FUTURE
MEETING
THERE ARE NO DOCUMENTS FOR AGENDA
PACKAGE**

City Council Memo

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Work Session

19 November 2013

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

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

RE: CM: 13-30

Subject: Main Street Program and H-VDDC Update

Ladies and Gentlemen

The City of Henderson has been a Main Street City since 1987. Participation in the North Carolina Main Street Program fosters economic opportunities and support to more than 200 businesses in downtown Henderson. The North Carolina Main Street Program has a four-point approach to revitalizing downtown commercial areas. This approach includes organization, design, promotion and economic restructuring. The City of Henderson along with the Henderson-Vance Downtown Development Commission has worked collaboratively to maintain this program over the past 26 years.

In the most recent years, the program has experienced some challenges; the Main Street Manager position was reduced from a full time position to a part time position and the driving efforts the H-VDDC were put into the redevelopment the Zene Street warehouse. Just over a year ago, the City hired a full time Main Street Manager for the first time in six years. This six-year gap in workforce left an opportunity for many of the essential duties of the position and required activities of the Main Street program to go lacking.

We have spent much of the past year regaining compliance in the North Carolina Main Street Program, developing relationships with the downtown merchants, creating opportunities for promotions, as well as rebuilding the H-VDDC Board of Directors. During this year, over half of the board's membership changed. The Board elected new officers and as recent as Monday evening, the Board held its first strategic planning retreat, facilitated by Liz Parham the State Main Street Program Director. This is an activity recommended to reoccur every five to seven years. The State is working with the City and the H-VDDC to redevelop the Main Street Program and ensure it is serving the purpose of revitalizing downtown.

Over the course of the past year, the H-VDDC has organized the Christmas parade, assisted with the Ducky Derby, provided support for the car show and sponsored the largest ever Downtown Trick or Treat, serving over 3,000 children. The Main Street Manager has worked diligently with the downtown merchants to create improved marketing strategies, promote downtown activities,

and leveraged volunteer support. The Manager has put a lot of effort in initiating merchant networking opportunities through the “Meet and Greets” and “Red Carpet” events. Assistance and constant updates were provided to the merchants during the installation of the new utility poles downtown. This project replaced the old poles with new poles, lights and reduced some of the overhanging power lines. She has managed the reinstallation of the Christmas decorations and assisted the Mayor with the Tree Lighting Ceremony plans.

There is now a functioning database inventory of downtown properties identifying the occupied, vacant, and inhabitable properties. Approximately 90% of the downtown properties are occupied. There have been three businesses to close, two to relocate on Garnett Street, and eight new businesses to open. The Manager is continuously engaged in conversations with potential new business. The Main Street Program along with the H-VDDC continues to provide economic support to the City of Henderson and downtown.

Enclosure:

1. 2013 Projects of Henderson -Vance Downtown Development

Projects of the Henderson Vance Downtown Development

In July of 2013 a new Board of Directors began for the Henderson Vance Downtown Development Commission. A new chairman – Phil Hart was named and a new treasurer – Christina Brock. In addition, 7 new members were introduced consisting of Daniel Hendley, Christina Brock, Alice Sallins, Tracey Williams, Lois Williams, Charles Douglas and Sandra Waverly.

REEF PROJECT UPDATE:

The REEF Project was created about 6 years ago with a partnership between The North Carolina Community Development Initiative Inc., Gateway Development Corporation and the H-VDDC to develop the once tobacco warehouse into opportunities for the surrounding neighborhood. After the Initiative and Gateway left the partnership, the H-VDDC tried for several years to keep the project alive exploring many avenues. In August of 2013, the H-VDDC received a letter from the Golden Leaf foundation, the grantor for the redevelopment project, that they would no longer offer an extension on the Golden Leaf Grant and rejected additional proposals. The new H-VDDC board is in the process of trying to sell the property. On September 17th, the H-VDDC Board decided to allow a first option to buy refusal to the Second District RED and AME Church, who were the latest development partners, giving specific deadlines that had to be reached. On October 30th, the H-VDDC sent, via certified mail, a first option to purchase letter was sent to Second District RED. After the decision is received from RED, Inc, the H-VDDC will move forward with a sealed bid process if Second District RED does not choose to purchase the property.

THE NC MAIN STREET APPROACH:

The H-VDDC became a member of N.C. Main Street Center in 1986. The N.C. Main Street Center works to stimulate economic development within the context of historic preservation assisting communities across the country. The Main Street program uses a Four-Point Approach to a comprehensive revitalization process designed to improve all aspects of a downtown producing intangible and tangible benefits. The new H-VDDC board is gearing all plans and actions for downtown Henderson to meet the N.C. Main Street Four Point Approach program: organization, promotion, design and economic restructuring.

In the organization phase, the H-VDDC will build partnerships to develop effective leadership downtown. It is important to have merchants, bankers, public officials, the chamber of commerce and civic groups working together to improve downtown.

Promotions must reestablish downtown as a compelling place for shoppers, investors and visitors. This means not only improving sales but also rekindling community excitement and involvement through street festivals, merchandising, community education, marketing and public relations.

The design approach focuses on enhancing the visual quality of the downtown environment; not just buildings and storefronts but also public improvements, rear entries, signs, landscaping, window displays and graphic materials.

Economic restructuring is strengthening the existing economic assets of the business district while diversifying its economic base. Activities include conducting market analysis to understand the changing market place and adapting vacant buildings that have outlived their original purposes for use as entertainment or cultural facilities.

There has been no re-training of the H-VDDC since its conception in 1986. The Main Street Manager has planned a new training retreat for the H-VDDC Board Members with NC Main Street Staff on November 18th. At this time the NC Main Street Staff will begin training the new board on the benefits of NC Main Street program involvement and how to begin to revitalize our downtown area. In following the 4-point approach, the H-VDDC has made progress with each approach.

Organization:

- The H-VDDC implemented their first Merchants Meet and Greet on July 22nd, 2013. These events are designed to bring the merchants together to form a bond with each other. It is a social type event where refreshments are served and no "shop talk" is allowed; it is a get to know your neighbor event for the merchants. Volunteers come in to serve the guest and music is provided. These Meet and Greets are to be held quarterly, with the next event being held on Monday, December 9th at EmRose Art Gallery. Also invited are all city officials.
- The Main Street Manager and the H-VDDC Chairman together have created a new Downtown website set-up listing properties for rent, events, history, etc. They have also set up a Facebook page and Twitter account for Downtown Henderson. Facebook is used daily to promote downtown promotional events as well as the sales and events of individual downtown business. The Main Street Manager has also worked to get individual downtown businesses to utilize social media.
- The Main Street Manager established the H-VDDC as a certifying organization for the President's Volunteer Service award. The President's Volunteer Service Award recognizes individuals who have achieved the required number of volunteer hours within 12-month time period. On September 20th the Main Street Manager set up the

first Vance County test school for the President's Volunteer Service Award. The Eaton Johnson Ambassadors were trained on setting up their account and logging volunteer hours. To date the test program has 16 students enrolled and they have logged 136 hours of volunteer service. A volunteer hour in NC is valued at \$19.05 so the Eaton Johnson Ambassadors have contributed \$2,571.75 to the Henderson area in volunteer time dollars in a little over one month.

- The H-VDDC established a partnership with Vance County Arts Counsel to bring and promote local artist into downtown Henderson and the EmRose Art Gallery. This partnership serves to enhance the arts and bring new people downtown. On August 27th the H-VDDC along with the Vance County Arts Counsel started free art lessons for seniors every Tuesday night from 5:30 to 7pm at EmRose Gallery. Several Art displays have been scheduled including partnering with existing events: Ducky Derby and the Car Show.
- The H-VDDC set-up a booth at the annual Lowes Home Improvement Make A Difference Campaign. This event is at the store and gives Service and non-profit organizations the opportunity to recruit new volunteers. In keeping with the 4-Points of the Main Street program, the H-VDDC used this event with the attempt of bringing in new diverse members.

Promotion:

- On July 31st, the Main Street Manager, on behalf of the H-VDDC, did their first radio promotion for the downtown Henderson area. The radio promotions focus on events and businesses in the downtown area. An additional radio promotion was aired on September 18th which included the H-VDDC Chairman. The radio promotions will be aired on a regular basis to build traffic in the downtown area.
- The Main Street Manager with guidance from the H-VDDC created a new program for businesses downtown; The Red Carpet Event. These events are scheduled to draw attention both new and existing businesses. On August 2nd the H-VDDC did their first Red Carpet Event at new business, Bedazzles, from 5:30 to 7pm. A red carpet runner and balloons are placed in front of the business. The newspaper was notified, there were invited guest and refreshments were served at the business location. This event will be held monthly in the spring, alternating between new stores and older existing stores.
- The H-VDDC in partnership with the Vance County Arts Counsel has begun promoting local artist at Emrose Gallery. The first promotion was JoAnn Goldstein, local artist displayed paintings and pottery. The 2nd promoted artist was Raynah Adams, baritone soloist in concert along with the Senior Art Show at Emrose Gallery.
- The H-VDDC hosted Trick or Treat in Downtown Henderson and Costume Contest with 47 Merchants and Service Organizations participating on October 31st, the participation doubled from previous years. The H-VDDC, in conjunction with Pelican's Snowballs, added a costume contest awarding prizes to the children with the winning costume. The Main Street Manager designed, produced and distributed all promotional materials including flyers to be passed out to 3,700 schoolchildren and identifiers for participating storefronts. This year all private and charter schools were including in the invitations. The Main Street Manager negotiated the purchase of bulk candy for all participating merchants, which served as a savings for all participants. The downtown Trick or Treat event created a safe and wholesome environment for the children of Henderson and Vance County.
- The Main Street Manager works with the local newspaper to get businesses showcased in the *Henderson Daily Dispatch*. Yarny and Sassy, a downtown knitting business, received front-page coverage and a featured article on the benefits of knitting. Building partnerships with newspaper and radio are way of creating positive publicity for the downtown area.
- After the installation of new power poles, The Main Street Manager orchestrated the hanging of all new hardware for banners and Christmas decorations. A street map has been created to indicate the exact placement of the new hardware. A local vendor has been procured to install the Christmas decorations and lights for the Christmas tree in the Veterans Triangle.
- The Main Street Manager is planning cookies with Rudolph events downtown to attract new people and is working with the Mayor on the plans for the Tree Lighting Ceremony.

Design:

- Representing the H-VDDC, the Main Street Manager attended the first of many meetings with Duke Energy. The Main Street Manager scheduled a public meeting for all downtown merchants to be informed of the new pole installation process. At the first meeting, details for implementation were discussed. The Downtown pole project was done to help the esthetics.
- The Main Street Manager has established a partnership with Vance Granville Community College to commit to a window art display by local artist in the vacant/non-leasable buildings. This project will help improve the look of

downtown relative to some of the vacant buildings. Through brainstorming, many artistic ideas have come about for this project.

- The Main Street Manager created a detailed Downtown inventory of all businesses including a correct Business name and street locations.

Economic Restructuring:

- The REEF Project has consumed a large amount of time and resources. The disposal of this property will allow for time and resources to be better spend elsewhere downtown.
- The Main Street Manager meets with potential new businesses and helps with promoting the sale and lease of new properties. New businesses for 2013 include Pelican's Snowballs (the 2nd highest performing Pelican's Snowball franchise), 4 Point 0 Student Learning Center, The Village Café, Kerr Lake Corn Hole (the only storefront cornhole store in NC), BeDazzlers, and Taylor's Insurance.
- The Main Street Manager created RFP packages for the First National Bank to send to potential realtors. The First National Bank Building has been shown to several potential buyers.

UPCOMING EVENTS:

- November 13th – Announcing to the Merchants the Window Decorating Contest
- November 18^h – H-VDDC has been a member of NC Main Street since 1987 and has never had updated training. NC Main Street will lead a training class.
- November 26th – The Lighting of the Green
- December 1st – The Henderson Christmas Parade adding in Holiday Sidewalk Sale and Vender Sale Area
- December 7th and 8th – H-VDDC promoting Holiday Shop Downtown
- December 9th – Holiday Meet and Greet for Downtown Merchants. Winner of the Holiday Window Decorating contest will be announced

City Council Memo

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



Agenda Item: _____

Council Meeting: 25 Nov 13 Work Session

18 November 2013

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

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

RE: CM: 13-31

Subject: Minimum Housing and Enforcement (430 and 432 Chavasse Avenue)

Ladies and Gentlemen

The City of Henderson housing stock is filled with unsafe properties, abandoned structures, and poor housing. Since August 2004, the City has removed or enforced the demolition of over 300 abandoned structures. Currently there are an additional 287 abandoned structures that require enforcement for compliance. The trend of abandoned structures continues to plague the City despite the success of removing blighted, abandoned and unsafe structures.

The October 26, 2013 issue of the *News and Observer* newspaper featured a minimum housing case involving a property located at 430 & 432 Chavasse Avenue in Henderson that created attention to the minimum housing issues within the City. The article highlighted legal issues and lack of repair that tenants face regarding substandard housing. The minimum housing code is initiated by tenant complaints, petition of five residents, and by information from other public officials or agencies. Although enforcing minimum housing by these methods may satisfy portions of the population, it does not keep structures from being condemned nor does it address neighborhoods with issues of blight.

For the past ten years, the City has focused on identifying abandoned structures and demolition of those structures rather than aggressive minimum housing enforcement. Results of this measure are declining property values with a large number of structures awaiting demolition and condemnation enforcement procedures. In order to maintain, improve, and prevent the housing stock from the spread of deterioration and dilapidation, the City must review another form of minimum housing inspections.

This form of minimum housing inspection is geared towards dealing with housing issues prior to demolition. Periodic inspection addresses housing issues in the deterioration stage rather than at

condemnation. Instead of aggressive enforcement that forces demolition, this is an opportunity to address housing issues in an effective manner, which will continue to meet the needs of the community and Council's Key Strategic Objective of improving the housing stock. North Carolina General Statutes 160-424 allows for this style of inspection under the following conditions:

- *The landlord or owner has a history of more than two verified violations of the housing ordinances or codes within a 12-month period;*
- *There has been a complaint that substandard conditions exist within the building or there has been a request that the building be inspected;*
- *The inspection department has actual knowledge of an unsafe condition within the building;*
- *Violations of the local ordinances or codes are visible from the outside of the property.*

The objective in shifting focus towards periodic inspections can improve property values, not only for properties with housing issues but also surrounding properties. An additional reason for identifying property prior to demolition would allow for opportunity for repair and blight reduction that should help decrease crime and increase economic growth.

The enforcement procedures for periodic inspection is still based on section 21 of the City Code and require due process for a hearing and opportunity to comply before an code administrator can proceed with closing of an dwelling.

Enclosures:

1. Minimum Housing Report of 430 and 432 Chavasse Avenue
2. General Statues 160A-424



City of Henderson
Code Compliance Department

Post Office Box 1434
134 Rose Avenue
Henderson, N. C. 27536
Phone (252) 430-5725 Fax (252) 492-7935

October 29, 2013

TO: Ray Griffin, City Manager

FROM: Corey K. Williams, Director

RE: 430 Chavasse Ave. and 432 Chavasse Ave Duplex / Minimum Housing Case
(Tina Pope and Keshia Pope)

On July 8, 2013, the Code Compliance Department inspected the dwellings of 430 & 432 Chavasse Ave. at the request of tenants Tina Pope (430 Chavasse Ave.) and Keisha Pope (432 Chavasse Ave.). Upon inspection, the following conditions were discovered:

7-8-2013-Minimum Housing Inspection at 430 & 432 Chavasse Ave.

EXTERIOR-

- Steps in rear of both units are deteriorated, these should be replaced, and handrails attached as required by building code.
- Fascia board all around dwelling has deteriorated areas and these should be replaced and painted to prevent entrance of moisture and insects into the wood.
- Windows all around dwelling are either broken, have broken panes, no screens and unable to be locked from the inside. These should be replaced along with suitable screens for ease of operation, and proper ventilation for the dwelling.
- The main line running from the weather head into the meter base is frayed and in disrepair. This should be replaced.
- The ductile iron sewer pipes running between and having the appearance of being shared with the unit next door should be below ground causing it to be in disrepair.
- All the exterior doors should have screen doors that will allow for proper ventilation.

INTERIOR- 430

- Almost all light fixtures have exposed bulbs/or wiring and receptacles are in disrepair having no covers. These should be repaired and or replaced.

- The kitchen floor has worn linoleum with holes and this should be replaced to be impervious to water.
- All the interior walls having been finished with unsuitable wall covering have what appears to be either smoke damage or mold. The wall should be covered with material, which is suitable to be cleaned and sanitary.
- There is an open vent pipe in the bathroom ceiling and this should be closed off or suitable ventilation installed.
- The floor in the bathroom has been patched over with wood with no proper floor covering. The floor should be covered with a material impervious to water.
- The dwelling has no primary heat source and a heat source should be installed in the dwelling.
- The smoke alarms are old and are not functioning. They are required in all dwellings regardless of age, these should be added.

INTERIOR-432

- Access hole in ceiling has no covering and this should be repaired, so as to keep cold air, hot air, moisture or insects and rodents from entering dwelling.
- Chimney vent hole should have a cover over it when not in use to prevent, moisture, heat, cold or insects and rodents from entering dwelling.
- Light fixture under porch has no cover and this is in disrepair.
- Light fixtures inside and receptacle have no proper covers which causes them to be in disrepair.
- The hot water heater is rusted all down around the bottom and has the appearance that it may have been leaking, this should be replaced and any damage done to the sub flooring repaired.
- The kitchen has no floor covering to allow it to be impervious to water. Floor covering should be installed.
- The floor covering in the bathroom is torn and not impervious to water. This should be replaced and any subflooring replaced.
- The interior walls have been finished with unsuitable material which prohibits being able to clean and maintained as necessary.

A Compliant of Notice of Hearing set for July 18, 2013 at 10:00 A.M. the notice sent to the property owner Early Falsom Properties LLC (c/o Jason Stewardson) and tenants of 430 & 432 Chavasse Ave.

Following were at the hearing:

Corey Williams, Code Compliance Director	Keshia Pope, Tenant of 432 Chavasse Ave.
Cyndi Brown, Code Compliance Inspector	Quincy Fuller, Tenant of 432 Chavasse Ave.
Jason Stewardson, Early Falsom Properties LLC	Craig Payne, Legal Aid for Ms. Tina Pope
Tina Pope, Tenant of 430 Chavasse Ave.	Natalia Batella, Legal Aid for Ms. Tina Pope

I, Code Compliance Director Corey Williams, led the hearing. The first order of business went over the rule and procedures of Chapter 21 highlighting owners and tenants rights to give testimony and answer the compliant. The owner agreed with the listed violation but stated he had purchased the dwelling

units around the first of the year (2012) and was in the process of selling the units to another investor. The question was asked when the repairs could be made and how long would it take to complete. Mr. Stewardson stated that dwelling units will receive the necessary repairs but could say when the repairs are expected completed.

Ms. Keshia Pope presented a lead report from Warren County Health Department stating that her daughter had low levels of lead and the department recommendations was to continue testing on a monthly schedule. It has not been determined that lead is present within the dwelling units.

Legal aid representatives wanted to address the property owner, Mr. Stewardson, directly about the tenant's agreement / relationship on property management. However, I determine that the Code Compliance staff present during the discussion would be excluded. Therefore, I closed the hearing and stated that the Code Compliance Office would issue findings and orders of compliance in writing. I allowed Mr. Stewardson, Ms. Tina Pope, Ms. Keshia Pope, Mr. Fuller and the legal aid staff to continue to discuss their next step as the Code Compliance staff left and I closed the hearing.

On July 29, 2013 the Code Compliance Department issue Findings of Fact and Order to vacate and close the dwelling units of 430 and 432 Chavasse Avenue within 45 days of receipt of notice. Dwelling units expected close and vacated on September 6, 2013.

During the week of September 9, I met with City Attorney John Zollicoffer Jr. to discuss how to evict the tenants of 430 & 432 Chavasse Ave. Mr. Zollicoffer suggested that I send a flow up letter directing the tenants vacate the premises within five days.(Letter sent September 18, 2013).

Ms. Tina Pope met the period, which was confirmed by a staff person with legal aid in late September. Ms. Kashia Pope move by the first of October which was confirmed by Mr. Stewardson on October 28, 2013

Respectfully,

Corey K. Williams, Code Compliance Director

North Carolina General Statutes

§ 160A-424. Periodic Inspections.

(a) The inspection department may make periodic inspections, subject to the council's directions, for unsafe, unsanitary, or otherwise hazardous and unlawful conditions in buildings or structures within its territorial jurisdiction. Except as provided in subsection (b) of this section, the inspection department may make periodic inspections only when there is reasonable cause to believe that unsafe, unsanitary, or otherwise hazardous or unlawful conditions may exist in a residential building or structure. For purposes of this section, the term "reasonable cause" means any of the following: (i) the landlord or owner has a history of more than two verified violations of the housing ordinances or codes within a 12-month period; (ii) there has been a complaint that substandard conditions exist within the building or there has been a request that the building be inspected; (iii) the inspection department has actual knowledge of an unsafe condition within the building; or (iv) violations of the local ordinances or codes are visible from the outside of the property. In conducting inspections authorized under this section, the inspection department shall not discriminate between single-family and multifamily buildings. In exercising this power, members of the department shall have a right to enter on any premises within the jurisdiction of the department at all reasonable hours for the purposes of inspection or other enforcement action, upon presentation of proper credentials. Nothing in this section shall be construed to prohibit periodic inspections in accordance with State fire prevention code or as otherwise required by State law.

(b) A city may require periodic inspections as part of a targeted effort within a geographic area that has been designated by the city council. The municipality shall not discriminate in its selection of areas or housing types to be targeted and shall (i) provide notice to all owners and residents of properties in the affected area about the periodic inspections plan and information regarding a public hearing regarding the plan; (ii) hold a public hearing regarding the plan; and (iii) establish a plan to address the ability of low-income residential property owners to comply with minimum housing code standards.

(c) In no event may a city do any of the following: (i) adopt or enforce any ordinance that would require any owner or manager of rental property to obtain any permit or permission from the city to lease or rent residential real property, except for those properties that have more than three verified violations in a 12-month period or upon the property being identified within the top 10% of properties with crime or disorder problems as set forth in a local ordinance; (ii) require that an owner or manager of residential rental property enroll or participate in any governmental program as a condition of obtaining a certificate of occupancy;

or (iii) except as provided in subsection (d) of this section, levy a special fee or tax on residential rental property that is not also levied against other commercial and residential properties.

(d) A city may levy a fee for residential rental property registration under subsection (c) of this section for those rental units which have been found with more than two verified violations of local ordinances within the previous 12 months or upon the property being identified within the top 10% of properties with crime or disorder problems as set forth in a local ordinance. The fee shall be an amount that covers the cost of operating a residential registration program and shall not be used to supplant revenue in other areas. Cities using registration programs that charge registration fees for all residential rental properties as of June 1, 2011, may continue levying a fee on all residential rental properties as follows:

- (1) For properties with 20 or more residential rental units, the fee shall be no more than fifty dollars (\$50.00) per year.
- (2) For properties with fewer than 20 but more than three residential rental units, the fee shall be no more than twenty-five dollars (\$25.00) per year.
- (3) For properties with three or fewer residential rental units, the fee shall be no more than fifteen dollars (\$15.00) per year. (1969, c. 1065, s. 1; 1971, c. 698, s. 1; 2011-281, s. 2.)