



AGENDA

Henderson City Council Regular Meeting

Monday 10 March 2014, 6:00 p.m.

**R. G. (Chick) Young, Jr. Council Chambers, Municipal Building
134 Rose Avenue
Henderson, North Carolina**

Mayor and City Council Members

Mayor James D. O'Geary, Presiding

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

Councilmember Brenda Peace-Jenkins
Councilmember Garry D. Daeke
Councilmember Fearldine A. Simmons
Councilmember George M. Daye

City Officials

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

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION AND PLEDGE OF ALLEGIANCE

IV. OPENING REMARKS

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

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

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

V. ADJUSTMENTS TO AND/OR APPROVAL OF THE AGENDA

VI. APPROVAL OF MINUTES

- a) 19 - 20 February 2014 Strategic Planning Retreat [See Notebook Tab 1]*
- b) 24 February 2014 Regular Meeting*
- c) 24 February 2014 Work Session*

VII. PUBLIC HEARING

- a) Consideration of Approval of Resolution 14-02, Authorizing the Submission of an Application for the North Carolina Department of Environment and Natural Resources (NCDENR) Division of Water Infrastructure for a CDBG Infrastructure Project. (CAF 14-10) [See Notebook Tab 2]*
 - Public Hearing
 - Resolution 14-02

VIII. PUBLIC COMMENT PERIOD ON AGENDA ITEMS

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

IX. NEW BUSINESS

- a) Consideration of Approval of Resolution 14-22, Providing for the Disposition of Jointly Held Property by the City and County Otherwise Identified as 529 Highland Avenue Tax Parcel #0078 02017. (CAF 14-35) [See Notebook Tab 3]*
 - Resolution 14-22

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.

- b) Consideration of Approval of Ordinance 14-20, Amending the Sewer Fund to Appropriate Fund Balance and Utilize Contingency Funds for Anticipated Cost Overruns Due to the HWRP Renovation Project. (CAF 14-38) [See Notebook Tab 4]

- Ordinance 14-20

- c) Vance County Request. (CM 14-09) [See Notebook Tab 5]

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 Ordinance 14-15, 1) Amending the Annual Fee Schedule for Additional Roll-Out Carts for Household Garbage as Well as Additional Weekly Trash Pick Ups; and 2) Establishing a Fee for Loose Leaf Pick Up After the Established Deadline. (CAF 14-28) [See Notebook Tab 6]

- Ordinance 14-15

- b) Consideration of Approval of Resolution 14-20, Agreement Setting Forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations. (CAF 14-33) [See Notebook Tab 7]

- Resolution 14-20

XI. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

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- 6) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted; and

XII. REPORTS

- a)** Mayor/Mayor Pro-Tem
- b)** City Manager
- c)** City Attorney
- d)** City Clerk
 - i. Meeting and Events Calendar *[See Notebook Tab 8]*
 - ii. E-911 Monthly Report
 - iii. Strategic Planning Retreat Meeting Facilitator Report

XIII. ADJOURNMENT

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.

**HENDERSON CITY COUNCIL
ANNUAL STRATEGIC PLANNING RETREAT
19-20 FEBRUARY, 2014**

**Henderson County Club
Wednesday, 19 February 2014**

PRESENT: Mayor Pro-Tem D. Michael Rainey: Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoe, Brenda G. Peace-Jenkins, Garry D. Daeke, Fearldine A. Simmons and George M. Daye.

ABSENT: Mayor O'Geary (medical reason)

STAFF: City Manager A. Ray Griffin and City Clerk Esther J. McCrackin

FACILITATOR: Madeleine Henley, of The Walking Stick Associates, Raleigh, NC

The retreat began at 6:00 p.m. with dinner at the Henderson Country Club. Council Member Peace-Jenkins asked the blessing.

CALL TO ORDER:

At 6:45 p.m., Mayor Pro-Tem Rainey called the meeting to order and formally introduced Ms. Madeleine Henley.

OPENING REMARKS:

Mayor Pro-Tem Rainey said he is looking forward to this retreat and then asked Ms. Henley, to provide a little background about herself and her company as this is the first time she has worked with Council.

Ms. Henley shared she actually served the City of Henderson while working for the League of Municipalities. Prior to coming to North Carolina, she worked as town manager for municipalities in both Maine and New Hampshire. Recently she established her own business, *The Walking Stick Associates*.

Council Member Kearney was curious about how she decided to name the business. Ms. Henley said walking sticks provide support, balance and are a tool to uncover obstacles in the path ahead.

City Manager Griffin said overall, the plan is to do the routine matters this evening so Council can focus on discussion items in the morning. Staff will join the meeting Thursday afternoon. With that, Ms. Henley encouraged Council to continue eating and began the meeting.

GETTING STARTED by Madeleine Henley

Ms. Henley reviewed the agenda for the evening and then read the Retreat objectives, as previously submitted by Council. There was an overall consensus to keep the Objectives as presented.

Ms. Henley reviewed her *Role as Facilitator* and the *Ground Rules/Guidelines for a Productive Meeting*. She asked everyone to feel free to participate and said her job is to sort the comments into logical order. Ms. Henley asked if Council wished to make any changes to either her role or the ground rules. No changes were requested.

Individual Motivators

Council Members then participated in an *Individual Motivators* exercise where everyone shared what motivated them to seek office and what criteria they will use to judge if their time was well spent. A brief summary of each Council Member's response is listed below:

James Kearney was originally appointed to fill Mary Emma Evans' vacant seat. His motivation to continue to serve was because he was still in the learning stage and he hopes he adds something to each meeting that helps Council make good decisions.

Sara Coffey ran three times before being elected. She wants to help the City make positive changes and hopes when she is no longer seated on Council that she will have left the City better than when she began.

George Daye feels Council provides an opportunity to learn. He appreciates this Council for its concern and willingness to share information without coming across as "know it all's."

Brenda Peace-Jenkins had no burning desire to serve on Council; however, she was active in the community and this is one way she can serve the community. She hopes to look back with pride in what has been accomplished when she no longer serves as Council member. Ms. Peace-Jenkins added since becoming a Council Member she has desired to learn more and recently received her BA in Public Administration.

Mike Rainey served on the Planning Board for many years and worked his way through the ranks, so to speak, to become a Council Member. When he leaves he would like to be remembered for his accomplishments. He said it is an honor to serve the citizens in this way.

Mike Inscoe is now in his fourth term. He was approached by friends and associates to run and feels it is both an honor and privilege to serve. He mentioned the challenges the City faces and feels Council looks for solutions to its opportunities (rather than calling them problems). When he no longer serves on Council, he would like to leave Henderson a better place but he will reserve judgment until he leaves and see how he feels at that time.

Garry Daeke was never asked to run. Although he lost several elections before becoming a Council Member, he always wanted to be involved in his community. He served for approximately 10 years on the Zoning Board and also served on the Downtown Development committee which he feels provided a good background for serving on Council. He feels this Council brings different, important perspectives for serving a diverse community and hopes to leave as being known as a voice of reason.

Fearldine Simmons said she decided to run literally 5 minutes before filing closed. She wishes to serve as the voice of the community.

City Clerk McCrackin said she initially interviewed for an entirely different position. After the interview, she was asked to consider the position of City Clerk. She would like to leave the position well organized.

City Manager Griffin has served the public for approximately 38 years. He enjoys working with this Council because they come together to make the best overall decisions and do not take disagreements personally. He would like to leave knowing he has been part of the team which made a positive difference in the community.

Ms. Henley summarized what she heard by saying each council member seems to want to be part of something larger through hard work by coming together to reach agreements for the betterment of the community.

Mission, Vision Purpose Core Values and Customer Expectations

Reviewing the existing Mission, Vision, Purpose, Core Values and Customer Expectation statements led to a brief discussion where both Council Members Peace-Jenkins and Simmons felt staff should be more patient with customers. Council Member Daye gave an example of when customers who should be more patient and/or understanding.

City Manager Griffin said he would weave Council's sentiments into Customer Expectations KCE 1 and KCE 3 which will be brought to a future Council meeting for approval. Ms. Henley asked if this was agreeable with all everyone. There was no disagreement.

Ms. Henley asked the newest member, Council Member Simmons if she had any questions at this point. Ms. Simmons asked what the difference is between the vision and the mission. Ms. Henley said the vision is what you want to happen. Mr. Griffin the mission is how you try to accomplish the vision.

The overall consensus of Council was to accept the Vision, Mission, Purpose, Core Values and Customer Expectations with two (2) changes to Customer Expectations: 1) Professional/courteous service and 2) exhibiting patience.

Discussion Items

Next, Ms. Henley directed Council to the list of discussion items compiled from Council's pre-Retreat questionnaire responses.

City Manager Griffin explained the discussion items are grouped into seven (7) categories, as expressed by Council. If items are not sufficiently covered during this Retreat, they will be added to future work sessions.

Ms. Henley asked if the list properly reflected Council's wishes for discussion. Council Member Kearney said the list seemed aggressive and asked how it will be prioritized. Council Member Rainey asked that discussion center on attainable goals, not dreams. Council Member Daeke thought it would be best for Council to come prepared Thursday morning with a prioritized list to expedite the discussion which was what Council ultimately decided to do.

Roles & Expectations

City Manager Griffin explained the Roles & Expectations of the Mayor, Council and City Manager were first developed during the March 2008 Retreat. Each year these expectations are revisited and minor tweaks have been made over the years. He said he felt one of the reasons Council works so well together is because Council has established its own guidelines.

Ms. Henley said she had not worked with a Council that had set this type of guidelines and will suggest the format to other municipalities. She then asked if Council's needs of each other needed any tweaks. There were no suggestions.

Ms. Henley asked if Council's needs/expectations of the Mayor needed any adjustment. There were no suggestions.

Next Ms. Henley asked for any changes to the Council's expectations of the City Manager. There were no changes suggested by Council.

There were no changes requested by Council regarding the City Manager's needs of the Mayor and Council; however, the City Manager asked that the item below be added:

- j. Understand & appreciate critical issues of staff capability and capacity.

Mr. Griffin said the difference between staff capability and capacity is something that needs to be considered when Council reviews human resources issues. Council Member Kearney said you often get what you pay for, and Council Member Coffey commented the City needs to attract good employees and that if it affects salary, so be it. Ultimately, it was the consensus of Council, to add this item. .

Ms. Coffey asked for confirmation that if it is brought to Council's attention that an employee is perceived as not doing the job, that information should be brought to the City Manager's attention. Mr. Griffin said yes and then, according to State law, concerns would be reviewed and appropriate steps taken, some of which are discipline, training, and/or dismissal. Council Member Kearney said it is not the Council's job to become involved in personnel issues, but did ask the Manager to say what he can, when he can --- to provide feedback on how the issue is resolved without disclosing anything confidential.

Ms. Henley now reviewed the agenda for Thursday and explained staff would join Council in the afternoon when everyone would break into teams to set action items for the most important issues as determined by Council Thursday morning.

Council Member Kearney thanked Mr. Griffin and Human Resources for compiling the Diversity Chart he requested on the pre-Retreat questionnaire.

Mayor Pro-Tem Rainey thanked Council for participating this evening. He also thanked Ms. Henley for facilitating the meeting and said he is looking forward to Thursday's discussion.

The meeting recessed at 8:40 p.m. and will resume Thursday morning at 8:00 a.m. at the Perry Memorial Library.

**Perry Memorial Library
Farm Bureau Room
Thursday, 20 February 2014**

The Strategic Planning Retreat reconvened at 8:11 a.m. on Thursday, 20 February 2014 with Facilitator Madeleine Henley asking Council for comments about the objectives of the meeting, and/or the discussion during dinner. No changes were suggested.

Ms. Henley then led Council in an exercise designed to uncover their individual strengths, as described by their peers. The exercise helped each member appreciate the strength and talents available within the group.

Council Member Daye said it is surprising the strengths brought by each member. Council Member Daeke commented the exercise showed the importance of listening to others, and Council Member Coffey said the discussion Wednesday evening reinforced how Council comes together. City Manager Griffin stated Council's dependence on each other shows as Council has delayed decisions at times until all the members are present to voice their opinions/insights and everyone is available to participate in the decision.

DISCUSSION ITEMS:

Ms. Henley assisted Council in reducing the list of discussion item. As Council went through the items, they were able to further consolidate issues into the following topics:

Continuous Improvements – Council Member Rainey felt improvements need to be made in the area of visual projects and dissemination information to the public.

Council Member Inscoe said the new wastewater plant should stabilize if not lower expenses once completed due to modernization and suggested ways to keep the public information such as the web, radio and media. He also mentioned a monthly/quarterly message from the Mayor.

Council Member Peace-Jenkins mentioned residents do not seem to read notices in the water bill so the City needs to determine what avenues citizens utilize most. She added some media charge, so costs need to be considered.

Council Member Daeke suggested developing a plan for the web page and having a story from each department weekly. He said people do not understand their utility bill and thought it should be explained better. Mr. Daeke mentioned graffiti and the need to have it removed quickly is another area where the City can improve.

Council Member Coffey suggested a newsletter /message box in the Collection area that people could read while waiting to pay their bill. She also said citizens do not relate to major projects such as the wastewater project but they do relate to sidewalk improvements.

Council Member Simmons asked if these ideas would add duties to staff and if so, would they create any problems.

As a side note but as part of the discussion regarding continues improvements, Council Member Daye reminded Council that it should be careful not to promise anything specific to customers/citizens, but should listen and help in a responsible way.

Council Member Kearney felt the objective of the discussion was a public information plan.

City Manager Griffin summarized the discussion by saying Council needs/wants projects such as street paving/sidewalks which citizens can see. He reminded Council that only \$50,000 was allocated in the budget for resurfacing projects.

Overall goals set by Council for Continuous Improvement for disseminating public information: 1) Public Information Plan; 2) Messages; 3) Determine audience; 4) develop venues

Performance Excellence – There was a brief discussion regarding performance excellence with an emphasis on communication, and understanding cultural diversity.

Overall Goals for Performance Excellence: 1) Improve workforce image; 2) establish workforce training to improve on diversity understanding.

One-Stop Permitting – This is an on-going process that began in 2011. The desired outcome is to ultimately make the process more user-friendly between both the City and County for new and existing businesses.

Council Members Coffey and Inscoe both said this was added to the Strategic Plan because the process required making many trips back and forth between the City and County offices.

Council Member Kearney said improvements have been made and felt once a one-stop process for the City is refined the next step is to interact with the County for a true one-stop process. Council Member Simmons asked if one office could be established for both City and County to further perfect the process and decrease costs.

Council Member Inscoe said ideally one office should be responsible for issuing all permits and only one check should be required for all permits. Currently, individual checks are needed for each permit (i.e. fire inspection, zoning, privilege licenses, etc. He also mentioned the need for more clarification regarding FOGS (Fats, Oils, Grease).

City Manager Griffin said County Manager Ayscue has directed the County staff to delay issuing permits until approval is received from the City regarding FOGS issues.

Overall Goals Set for One-Stop Permitting – 1) Check for gaps; 2) Complete the process.

Recreation - Council Member Daye feels more people should take advantage of the facility and its programs. He has been told children do not want to go to the Recreation Center and felt inner city parents really do not care if their children participate in recreation.

Council Member Kearney asked if there was a way to improve transportation to Aycock Recreation Center and if KARTS could establish a schedule to transport children/seniors to the facility.

Council Member Coffey said insurance is a problem; Council Member Daeke mentioned the need for adult supervision.

Council Member Simmons said the facility is not well kept making the fields unsafe. Council Member Daeke said at one time he noted shrubs which needed to be cut back and added it all gets back to funding. Council Member Coffey indicated she felt staff does not work at capacity.

Council Member Simmons asked what incentives the City offers to make employees happy. City Manager Griffin explained certificates are given for exceptional service; gift cards are given to recognize workers who are required to work additional hours for issues such as snow events. He said the City does not have a policy for merit, bonuses or special recognition because the money is just not available. Council Member Coffey mentioned things council members can do as individuals to recognize staff such as providing meals.

Overall Goals for Recreation: 1) Increase upkeep; and 2) increase usage.

Other - These items did not specifically fall under a specific discussion title.

Council Member Daeke would like to have yearly reports from the individual Boards and Commissions Committees. He said some committee by-laws specifically state a yearly report is to be given to Council. He added the Downtown Development committee recently presented an excellent report to Council.

Council Member Daeke would like a quarterly report regarding graffiti locations, cleanup, etc.

Overall Goal: 1) Yearly Reports from the Boards and Commissions Committees; 2) periodic graffiti reports.

Finance & Budget – Ms. Henley began this discussion by asking who asked to discuss managing the budget after property re-evaluation. Council Member Daeke said this was his comment which he feels is a big issue but since re-evaluation will not occur this year, it probably is not necessary to discuss at this time.

Council Member Kearney then asked if there are long-term debts that should be restructured now, while the loan rates are low. City Manager Griffin said most of the debt held by the City has been recently refinanced and most of the new debt is being financed by State Revolving funds at a very low rate.

Council Member Kearney asked if any of the new sales tax will come to the City. Mr. Griffin responded he was unsure how much, if any, the City would receive. He added after six months, the City has only received approximately \$10,000 over sales tax budget estimates. Mr. Kearney then mentioned adjusting privilege license fees and perhaps the need for enforcing collections. Mr. Kearney also inquired about possibly outsourcing the utilities billing.

City Manager Griffin said billing is already outsourced at a cost of approximately \$60,000 per year. He added the cemetery was outsourced to save money. Garbage collection was outsourced due to lack of funds at the time to make the necessary repairs/replacement of vehicles. Garbage collection is now reliable but there are yearly cost increases from Waste Industries.

Mr. Griffin suggested Council ponder the reasons and overall expense when considering outsourcing --- is it a short term solution or will it save money over the years. Mr. Griffin also mentioned the loss of personnel creates a loss of flexibility. If outsourcing occurs, other departments may not have the ability to assist during times of emergencies.

Council Member Rainey spoke about finding ways to encourage people to come to Henderson and the possibility of offering incentives to companies. Ms. Henley reminded Council this is more an Economic Development Commission (EDC) matter.

Mr. Kearney said he would like to see the sanitation fee reduced closer to the actual cost. He understands this is one of the areas where the City can add revenue but would like to see it remain level when the new sewer plant is up and running.

Mr. Kearney asked when cost reductions might be evident with the upgrading of the sewer plant. Mr. Griffin said the first indications will occur in FY16 with a reduction in the use of chemicals and electricity and could not predict any specific dollar amount. A discussion then ensued regarding whether it would be best to reduce rates for customers when the plant is more efficient or to hold the line. Overall, Council felt it would be better to hold the line.

Council Member Inscoe commented economic development is what drives costs.

City Manager added the cost for City water is very competitive. He said about half the "utility" costs relate to garbage fees. Council Member Coffey added fees can be changed and taxes cannot, so this is an area that can be used to balance the budget.

Council Member Coffey said the garage is an area of great expense and would outsourcing to be considered during budget deliberations.

Overall Goals for Finance & Budget: 1) Set Fee Schedule; 2) Look at outsourcing garage

Stewardship – Ms. Coffey said citizens need to feel confident that their dollars are going to justifiable projects. Ms. Henley said people think differently about what justifies a project and explained this is why there is a Council --- citizens rely on Council to make good decisions.

Council Member Coffey questioned why the Fire Chief has two new vehicles. She also asked for information regarding the cost of "babysitting" mental patients at Maria Parham Medical Hospital (or other facilities). Council Member Inscoe felt since the Hospital is now a for-profit institution, an agreement of some type of restitution of should be crafted. Council Members Simmons and Peace-Jenkins agreed.

Council Member Daeke asked about reviewing the city vehicle tax as a means for additional revenue.

Council Member Peace-Jenkins asked about reducing/eliminating fees for non-profits.

Other issues raised were fire inspection costs, and collection of unpaid business license fees.

Council Member Inscoe said when it comes budget time, he will not agree to any cuts in the number of police officers in the department. He explained to Ms. Henley that ten (10) positions

were cut several years ago which were unfilled for a long period of time due to non-competitive salaries. By cutting the unfilled positions, the department was able to hire qualified officers at a competitive wage. Council Member Daeke added there was discussion at that time that some of those positions might be gradually added back to the force in the future. Mr. Inscoe said he would prefer to reduce the number of fire hydrant replacements over reducing safety personnel.

City Manager Griffin explained fire inspection fees are State mandated and until recently the inspections were performed at no cost. He also mentioned an alternative to privilege fees is to use the percent of gross sales, which the state allows. Mr. Griffin said some of the larger cities use gross sales but it can be seen as not being business friendly.

Mr. Griffin asked for guidance regarding the General Fund. He said approximately 51% of the General Fund budget is comprised of the police/fire and EMS services. He said if you take 51% out of the General Fund first and then take out debt service, you have a limited amount remaining. He asked if Council is willing to stop doing other things as a way to balance the budget. He said costs continue to increase for utilities, chemicals and products, along with career development costs that are required in some departments, which will again make for a difficult budget year. He said he has been advised to expect a 10-12% increase in medical/retirement costs due to new taxes from Obamacare. Mr. Griffin reminded Council there are only two revenue sources for the General Fund -- taxes and the garbage fee, and possibly a third, which would be controversial, is a new method of collecting privilege licenses. He again asked if Council is willing to stop doing something as Council cannot continue to shrink the General Fund.

Council Member Kearney said the pool has become a pond so something has to be done. Council Member Rainey said the largest expense of this portion of the budget is personnel costs. Council Member Daeke mentioned there are core services which are necessary for quality of life and the City must continue to provide but there are other things the City can discontinue and feels Council needs to sit down and have a serious discussion about what is not necessary.

Ms. Henley said she's hearing Council say they have no desire to increase revenue. Council Member Daeke agreed and said everything seems to be "bleeding."

Mr. Griffin said there is no money for replacing very old fire department vehicles, and there is no money for street resurfacing this year. He said the recession is still very much alive in Henderson and mentioned departmental changes such as the Planning Department which is now functioning with only two (2) staff as opposed to five (5) staff several years ago. He also said there has been no resolution from the State about the Hospital's appeal regarding valuation which adds to the budget frustrations.

Ms. Henley encouraged Council to stop by and talk with Mr. Griffin about budget issues while they are fresh in their minds.

Mr. Griffin thanked Council for its input and guidance regarding the upcoming budget. He also asked Council to call or stop by to see him if they have any questions or need input.

Overall Goals of Stewardship --- 1) Look into agreement with Hospital; 2) consider privatization of garage; 3) consider city vehicle tax increase

Reducing Crime --- Over crime is lower than it has been in several years.

Council Member Rainey said citizens do not see a reduction in crime unless the criminal is caught and put in jail. They remember the bad parts. Council Member Kearney sees part of the problem as the judicial system and the ties to old habits when offenders return home.

City Manager Griffin said the new Police Chief, Marcus Barrow, is in the process of compiling an action plan which includes furthering partnerships with the faith community, working with the Federal Court System and continuing segments on the local radio station.

Safe Community – Facilitator Henley asked what specifically Council would like to see regarding a safe community.

Council Member Kearney said he would like to find a way to scare the crooks. Council Member Rainey felt Community Watch groups are effective. Council Member Peace-Jenkins would like to see some type of program for ex-offenders.

Housing – Council Member Daeke would like to see plan/revenue source and timeline for demolitions. Council Member Simmons asked how demolition is a revenue source. Mr. Daeke clarified the term revenue meaning how to find the funds for demolitions, not to bring in dollars. Council Member Rainey asked about selling lots owned by the City and/or County for development. Council Member Peace-Jenkins inquired about donating property to non-profits.

City Manager Griffin felt Council could create a policy with restrictions for donating property. Council Member Simmons felt this is a wonderful idea.

City Manager Griffin explained currently the City has close to 300 abandoned structures that need demolition. At an average cost of \$6,000, approximately \$1.7M is needed to eliminate the blighted structures.

Council Members Kearney and Daeke were thinking of a discussion regarding new buildings, not demolition. Council Member Coffey said she would like to see a limit on Section 8 housing. Mr. Griffin said the City has a need for more affordable, more decent housing.

Discussion continued around demolition, urban homesteading and increasing roof tops (new construction). Council Member Daeke also would like to establish a plan for improving the housing stock.

Overall Goals of Housing – 1) Urban Homesteading; 2) Increasing roof tops; and 3) demolition

Economic Development – This is not a main function of the Council; however, Council would like to see business incentives, regional partnerships and government/private partnerships developed to bring more dollars to expand the tax base. Ms. Henley said regional partnerships are effective in other communities.

No specific goals were set.

Council Members agreed one of the problems in Henderson, other than crime, is the lack of trainable employees. Council Member Rainey said the city can offer as many incentives as it want but unless people feel comfortable, they are not going to come.

Mr. Griffin said businesses relocating are the ones that will bring jobs to the community. Council Member Coffey added reaching out to existing businesses to show appreciation would be greatly appreciated.

(Clerk's Note: Council Member Kearney left at approximately 11:50 a.m.)

Sensitivity Training – Council Member Rainey said Council Member Simmons suggested earlier a class regarding sensitivity training and said he felt overall staff on the front lines do an excellent job dealing with the public.

Council Member Simmons feels periodic workshops will help staff better understand diversity issues. She said “we know you’re human” but you still have to maintain your cool. She said staff needs to understand that you need to keep calm no matter what.

Council Member Peace-Jenkins said cops on TV are always nice and wondered why it is different in real life. Council Member Coffey spoke to the power that comes with certain positions. She said a more mellow type of attitude is needed but added personalities contribute to different situations.

With no further discussion, the group recessed for lunch at 12:00 noon. While eating lunch Ms. Henley asked Council to select the four (4) major topics that will be discussed with staff in the afternoon.

LUNCH

The meeting resumed at 1:00 p.m. with the following Department Directors in attendance: Assistant City Manager Frank Frazier, Finance Director Kathy Brafford, Police Chief Marcus Barrow, Fire Chief Danny Wilkerson, Human Resources Director Cathy Brown, Henderson Water Reclamation Facility Director Tom Spain, Kerr Lake Regional Water Plant Director Christy Lipscomb, Recreation and Parks Director Alan Gill, Engineering Director Peter Sokalski, Code Compliance Director Corey Williams and Planning and Community Development Director Erris Dunston.

Mayor Pro-Tem Rainey welcomed the staff and turned the meeting over to Ms. Henley. Mr. Griffin asked that staff introduce themselves before beginning since Ms. Henley has not had the opportunity to meet everyone. Ms. Henley explained that groups would be forming shortly to discuss the most important issues as determined by Council during the morning discussion. She said Council began with 14 items this morning and selected nine (9) for discussion this afternoon. However, before going into the action plan discussion, City Manager Griffin reviewed the existing Strategic Plan.

STRATEGIC PLAN

Mr. Griffin said all the prior action plans are included so there is a trail of understanding regarding the Plan. He then touched briefly on each Key Strategic Objective (KSO) as follows:

KSO 1 – Implement Performance Excellence - Mr. Griffin suggested removing AP 1-2b *Create a Brand for City*, as it is an Economic Development issue.

KSO 2 – Reduce Crime - Mr. Griffin suggested changing the title of this KSO to *Safe Community*. He added the Police Chief is working with faith based organizations to develop a partnership similar to what exists with the Community Watch Groups.

KSO 3 – Economic Development - Mr. Griffin recommended removing AP 3-7 *Develop Annexation Plan*, due to State restrictions. He suggested creating a liaison for ex-offenders.

KSO 4 – Improve the Housing Stock - Mr. Griffin complimented the Code Compliance Department for doing a great job with a very limited budget.

KSO 5 – Viable/Reliable Infrastructure - Mr. Griffin focused on the wastewater facility upgrade and the recent approval of the Sandy Creek project.

KSO 6 – Maintain Qualified Municipal Workforce - Mr. Griffin said AP 6-1, *Perform Pay-Class Study*, is nearing completion. He commended Human Resources Director Cathy Brown for her continued work on the personnel manual and also updating the policies and procedures manual.

KSO 7 – Leisure Services - Mr. Griffin said a Master Plan is being created with the assistance of the Kerr-Tar Regional Council of Governments. Fox Pond continues to be upgraded. Recreation and Parks Director Alan Gill is working with the Rails to Trails group.

KSO 8 – Adequate Funding for Municipal Operations and Capital - Mr. Griffin spent a few minutes explaining that in 2000 the Fund Balance was at \$4M; in 2005 it was \$28,000 which is unacceptable to the Local Government Commission. The fund has now reached about 20% of Council's 30% goal. He said although AP 8-2, *Create Fleet/Equipment/IT Replacement Fund* has no current funding, it should remain in the plan. He commended Police Chief Barrow for his forward thinking regarding the development of a sustainable financing plan for the Police Department so there is less reliance on asset forfeiture funds.

Overall there has been really good progress with some action plans.

Council Member Daeke asked Recreation Director Gill about youth using the Aycock Center. Mr. Gill said there are about 15 groups that work with youth within the community that utilize the center and are scheduled as priority. There is no fee for many groups such as the Boys and Girls Club. Council Member Rainey asked if the Scouts use the facility. Mr. Gill said yes. He added several Eagle Scouts, along with Cub Scouts have received merit badges for completing activities at the Center and/or Fox Pond.

Council Member Coffey asked about transportation. Mr. Gill said most groups provide their own transportation. Council Member Simmons inquired about fees. Mr. Gill said fees are waived for many groups.

Mr. Griffin asked for Council's wishes regarding the proposed action items on the KSO's. Mayor Pro-Tem Rainey asked for Council's pleasure. It was Council's decision that the report was self-explanatory and did not wish to discuss further today. Mr. Griffin then walked everyone through the attachments.

At this time, Ms. Henley reviewed one last time the nine (9) discussion items for this afternoon. They are ranked by points below from highest to lowest priority:

- | | |
|--|-----------------------------------|
| 1. Goals public can see (17 points) | 5. Recreation (4 points) |
| 2. Housing (roof tops and demolition) (10 points) | 6. Jobs (4 points) |
| 3. Reducing crime (8 points) | 7. One-Stop permitting (4 points) |
| 4. Performance excellence (8 points)
(workforce training and image) | 8. Expanding tax base (3 points) |
| | 9. Increasing revenue (2 points) |

It was agreed that since finance and budget will be covered during budget work sessions no action plans are needed today. It was also decided that the workforce portion of *Performance Excellence* would not be the best use time during this planning retreat. Ms. Henley asked if this list met Council's approval. There was no discussion.

Ms. Henley now asked Council to select the issues they wished to discuss further in teams and the City Manager helped select staff members appropriate for each team. The teams are as follows, along with the team reports for further discussion and/or action plans:

Recreation – Council Members Simmons and Inscoe; Staff members Alan Gill, Kathy Brafford, Cathy Brown

Report summary: 15 Parks/2 Major Facilities (Fox Pond & Aycock = 125 acres

3 Maintenance Staff/2 vans

Transportation issues (determined not feasible for City to provide)

Liability issues/supervision issues/collecting data for each participant (contact & consent information)

- a) Lease park to Henderson Collegiate School for \$1.00 a year with agreement the school maintains the park. Do the same with churches such as Davis Church directly across from city park – lease for a \$1.00 with agreement to maintain.
- b) Approach Vance County to take over day-to-day running of the Recreation Department and the City will continue to fund its existing debt service obligations.

Goals the Public Can See – Council Members Daeke and Rainey; Staff members Erris Dunston, Danny Wilkerson Tom Spain and Ray Griffin

Report:

- a) Identify media used by citizens & create database
- b) Seek least costly methods to communicate
- c) Explore/survey customers regarding media usage
- d) Generate more in-house publications
- f) Staffing problems (meter readers as notice carriers)

Council Member Inscoe asked if bullet points of Council action could be added following meetings.

Housing – Council Members Coffey and Daye; Staff members Corey Williams, Christy Lipscomb, Peter Sokalski, Marcus Barrow and Frank Frazier

Report: Problem is poor housing stock (depressed economy, taxes, lack of desire to live in Henderson due to schools/shopping)

- a) Adopt/amend/revamp Housing Code to better housing (include property managers) higher rental population
- b) Create affordable housing for “our” population
- c) Work with non-profits/fire department regarding demolitions

Mr. Griffin mentioned the lack of modern housing stock and the fact that no permits have been issued in recent years for new houses.

One-Stop Permitting – Council Members Inscoe and Coffey; Staff members Erris Dunston, Corey Williams and Peter Sokalski

Report: continuation of existing action plan

- a) Everything in one place with one check (fire, utility, zoning, etc.)
- b) Send to Fire Dept. for sprinkler system requirements
- c) Ultimate goal – streamline City/County process

Crime/Safety – Council Members Simmons and Daye; Staff members Marcus Barrow, Alan Gill, Tom Spain, Danny Wilkerson and Frank Frazier

Report: Chief Barrow explained the difference between perception and reality regarding crime in Henderson. He said the rate of crime is based on population thus, if Charlotte has two murders and Henderson has one murder, Henderson is placed in a higher crime bracket because Henderson has a smaller population. He said volume-wise, Henderson is seeing a reduction in crime.

- a) Visibility
- b) Do job pleasantly
- c) Judicial System has a great deal to do with crime (i.e., Judges/District Attorneys are elected officials that public can influence)

Performance Excellence – Council Members Peace-Jenkins and Rainey; Staff Kathy Brafford, Cathy Brown, Christy Lipscomb, and Ray Griffin

Report: looked at image and workforce training which relates to what the public sees. Need to do more positive communication

- a) Workforce training to improve image – expand orientation
- b) Public recognition (employee of the month/year)

- c) Expand City Academy (include diversity training)
- d) Positive communication
- e) Always represent City in positive manner
- f) Conflict training

At this point Council chose to delay discussion on jobs, increasing revenue and expand the tax rate as they relate to each other and the budget process. Ms. Henley and Council thanked all the staff for its input and told them they are welcome to stay for the remainder of the meeting or they are now free to return to the office.

In summary, it was the consensus of Council to make the following changes to the existing KSO's:

Add:

- KSO 2 AP 2-5 Create Partnerships with Faith Based Communities
- KSO 4 AP 4-6 Redevelop Flint Hill
- KSO 4 AP 4-7 Aggressive Urban Homesteading
- KSO 6 AP 6-4 Training for sensitivity and diversity training
- KSO 7 AP 7-4 Develop Action Plans for Master Plan once completed

Remove:

- KSO 1 AP 1-2b Brand for City since this is more an EDC Issue
- KSO 3 AP 3-2b Revise/realign land use & sign ordinance due to lack of funds
- KSO 3-AP 3-7 Develop an Annexation Plan due to new State restrictions
- KSO 4 AP 4-5 REEF Project which failed
- KSO 7 AP 7-3 Sports Tourism due to limitations on staff/facilities

Other:

- KSO 1 AP 1-4 Improve Citizen Engagement (expand)
- KSO 4 AP 4-1 Aggressive Code Enforcement (expand)

Revive:

- KSO 8 AP 8-3 needs to be revived for reevaluation of City/County joint programs

There was a definite consensus of Council to go forward with the possibility of removing the City from the area of recreation. City Manager Griffin said he will amend the existing plan and bring it to Council hopefully during the March Work Session.

RETREAT CRITIQUE AND WRAP UP

Ms. Henley commended Council for spending good time and working hard for the benefit of the citizen of Henderson. She asked Council if there was anything else they would like to consider. There was no response.

Ms. Henley asked Council to critique the Retreat.

Liked:

Dinner
New Look (meaning the retreat)
More specific/detail oriented than past years
Better setting than in the past

Atmosphere of Farm Bureau Room
Good job of organization
Enjoyed the brainstorming

Disliked:

Library chairs hard & uncomfortable
Get groups together more efficiently

Organize groups better
Group time too short

As the newest member of Council, Ms. Simmons said she learned a lot and thought the pacing was excellent.

Council Member Inscoe asked the City Manager when the budget might be ready for review. Mr. Griffin said early May.

The City Manager asked if Council would like to move the 2015 retreat back to January. The general consensus was to meet in January 2015.

Mayor Pro-Tem thanked Ms. Henley for her leadership and asked if Council was prepared to adjourn.

ADJOURNMENT:

Motion was made by Council Member Daeke and seconded by Council Member Inscoe to adjourn.

The meeting adjourned at 4:45 p.m.

D. Michael Rainey
Mayor Pro-Tem

ATTEST:

Esther J. McCrackin
City Clerk

City Council Minutes - DRAFT

Short Regular Meeting

24 February 2014

PRESENT

D. Michael Rainey, Mayor Pro-Tem, Presiding; and Council Members James C. Kearney, Sr., Michael C. Inscoe, Brenda Peace-Jenkins, Garry D. Daeke, and George M. Daye.

ABSENT

Mayor James D. O'Geary, and Council Members Sara M. Coffey and Fearldine A. Simmons.

STAFF PRESENT

City Manager Ray Griffin, City Attorney John Zollicoffer, City Clerk Esther J. McCrackin, Assistant City Manager Frank Frazier, Finance Director Kathy Brafford, Planning & Community Development Director Erris Dunston, Engineering Director Peter Sokalski and Henderson Water Reclamation Facility Director Tom Spain.

CALL TO ORDER

The 24 February 2014 Short Regular Meeting of the Henderson City Council was called to order by Mayor Pro-Tem D. Michael Rainey at 6:03 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 Pro-Tem Rainey 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 Pro-Tem Rainey greeted all in attendance. He asked that we keep the Mayor in our hearts and prayers as he was taken back to the hospital over the weekend. Mayor Pro-Tem Rainey also asked that we keep the family of Mr. Sam Watkins in our prayers. Mr. Watkins was a pillar of the community who often worked without recognition to better this community in which he grew up and loved. He will be greatly missed.

(Clerk's Note: The Mayor Pro-Tem shall preside in the absence of the Mayor under City Code Section 13, 15 and 20. and State Statute 160A-70; while acting as Mayor, the Mayor Pro-Tem votes only in the case of a tie.)

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor Pro-Tem Rainey asked if there were any adjustments to the Agenda. Council Member Inscoe moved to accept the Agenda as presented. Motion seconded by Council Member Daye and unanimously approved.

APPROVAL OF MINUTES

Mayor Pro-Tem Rainey asked for any corrections to and/or approval of the minutes. Council Member Daeke moved the approval of the 27 January 2014 Short Regular Meeting and 27 January 2014 Work Session minutes as presented. Motion seconded by Council Member Kearney and unanimously approved.

PUBLIC HEARING

Rezoning Seven (7) Tracts Located Off Wilbur Street From I2 (Industrial Non-Park Zoning District) to B4 (Neighborhood Commercial Zoning District. *(Reference: CAF 14-25; Ordinance 14-13)*

City Manager Griffin asked Planning and Community Development Director Erris Dunston to come forward to explain this rezoning. Ms. Dunston showed by PowerPoint the area of consideration which is located just south of US 1 on Andrews Avenue. Two of three warehouses are currently empty and the third has a tenant that will relocate. This property is adjacent to other B4 zoned tracts and was formerly used for industrial purposes. There are nine (9) lots under the same ownership and the front two lots were rezoned in 2002 and 0.43 acres of an adjacent lot was approved for rezoning at the Planning Board meeting 6 January 2013. Final approval came from Council at the 27 January 2014 meeting. This rezoning includes the remainder of the commonly owned lots.

Council Member Daeke asked if the Planning Board heard any input from citizens. Ms. Dunston responded no, and added proper notification was given.

There was no further discussion. Mayor Pro-Tem Rainey then 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 Pro-Tem Rainey then asked if anyone was present who wished to speak in opposition to the rezoning. No one came forward.

Mayor Pro-Tem Rainey then closed the Public Hearing and asked for Council's pleasure.

Motion was made by Council Member Inscoe to approve Ordinance 14-13, *Rezoning Seven (7) Tracts Located Off Wilbur Street From I2 (Industrial Non-Park Zoning District) to B4 (Neighborhood Commercial Zoning District.* Motion seconded by Council Member Peace-Jenkins and APPROVED by the following vote: YES: Kearney, Inscoe, Peace-Jenkins, Daeke, and Daye. NO: None. ABSTAIN: None. ABSENT: Coffey and Simmons. *(See Ordinance Book 9, p 89)*

Amending the Zoning Ordinance Section 405.3 and City Code Section 10-33.3 Relative to Signs in Street Right of Ways and in Public Places. (Reference: CAF 14-30, Ordinance 14-18)

City Manager Griffin asked Planning Director Erris Dunston to explain this amendment. Ms. Dunston said this amendment gives more strength to the existing ordinance and shared there has been an influx of inappropriately placed signage on street right of ways and in public places. Sign sweeps are performed on a regular basis for violating signs by both the Public Works and Planning Department employees and the signs collected are disposed of in the appropriate manner. This Ordinance provides a \$50.00 civil penalty that shall not be deemed waived by the removal of the sign once it is inappropriately placed. Ms. Dunston added the Planning Board unanimously approved this recommendation at its 3 February 2014 meeting.

Council Member Daeke said he favors this amendment but asked for clarification that this will not affect signs on private property. City Attorney Zollicoffer, Jr., said the City would be trespassing if it removed signs on private property; however, there are existing exceptions such as placement of political signs and City sponsored events. Mr. Daeke said this is a step in the right direction.

Council Member Kearney asked about signs advertising property for rent and after a brief discussion, it was suggested the City notify the Board of Elections, Board of Realtors and the media of this amendment so no one is caught unaware. Council Member Daeke suggested delaying the effective date of this ordinance to allow time for proper notification.

With no further discussion. Mayor Pro-Tem Rainey then 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 Pro-Tem Rainey then asked if anyone was present who wished to speak in opposition to the amendment. No one came forward.

Mayor Pro-Tem Rainey then closed the Public Hearing and asked for Council's pleasure.

Motion was made by Council Member Kearney to approve Ordinance 14-18 with an effective date of 1 April 2014, *Amending the Zoning Ordinance Section 405.3 and City Code Section 10-33.3 Relative to Signs in Street Right of Ways and in Public Places* Motion seconded by Council Member Daye and APPROVED as amended by the following vote: YES: Inscoc, Peace-Jenkins, Daeke, Daye, and Kearney. NO: None. ABSTAIN: None. ABSENT: Coffey and Simmons. (See Ordinance Book 9, p 99)

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

The City Clerk advised the Mayor Pro-Tem and Council Members that no citizen wished to address Council on agenda matters.

NEW BUSINESS

Transferring Water Reservation Fees Received From Granville County From the Water Fund to the Rate Stabilization Capital Reserve Fund. (Reference: CAF 14-24; Ordinance 14-06)

City Manager Griffin asked Finance Director Kathy Brafford to summarize the requested action. Ms. Brafford said this is an accounting correction suggested by the auditors. The auditors felt since the note receivable for the Utilities Sales Agreement between the City and Granville County resides in the Water Fund, it would be appropriate to transfer funds received in FY2013 and 2014 to the Rate Stabilization Capital Reserve Fund.

There was no discussion. Mayor Pro-Tem Rainey asked for the pleasure of Council.

Motion was made by Council Member Inscoe to approve Ordinance 14-06, *Transferring Water Reservation Fees Received From Granville County From the Water Fund to the Rate Stabilization Capital Reserve Fund*. Motion seconded by Council Member Kearney and APPROVED by the following vote: YES: Inscoe, Peace-Jenkins, Daeke, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: Coffey and Simmons. (See Ordinance Book 9, p. Book 9, p 75)

2 Inch Watermain & Services Replacement Project Increasing the Budget from \$1,726,000 to \$1,898,571 and Change Order #1 Updating Project Construction Cost from \$1,568,267 to the Approved \$1,732,940 for the Contractor, H.G. Reynolds, Inc., and Authorizing Additional Areas for Watermain and Services Replacement to the 2-Inch Watermains and Services Replacement Project Subject to Approval from DWSRF and Availability of Remaining Funds. (Reference: CAF 14-26; Ordinance 14-14, Resolution 14-19)

City Manager Griffin asked City Engineer Peter Sokalski to come forward to present this item. Mr. Griffin informed those who had not already been informed that Mr. Sokalski is leaving the City for another position closer to home in March. He said Peter has added great value and set the bar high in the City's Engineering Department for those that will follow him. He commended Mr. Sokalski for developing and overseeing projects in an exceptional manner. His smile and expertise will be greatly missed.

Mr. Sokalski thanked Mr. Griffin for his kind words and began his presentation by saying the first two parts of this item are housekeeping items. Approval was received on 17 July 2012 from DWSRF for a loan in the amount of \$1,726,000 to replace approximately 13,000 linear feet of existing 2" water mains with larger mains. The loan was accepted by Council on 13 August 2012. After formal advertisement, H.G. Reynolds Co., Inc was the low bidder with an estimated cost of \$1,732,940. A request was submitted to DWSRF to increase funding by 10% for the project which was approved on 26 November 2013. The total amount of the loan is \$1,898,571; however, a budget amendment was never brought before Council.

Change Order #1 includes updating the current construction costs to \$1,732,940 which reflects the actual contract amount for the project. This increase was approved by DWSRF in the 26 November 2013 letter.

Because the project is approximately 75% completed, the total cost to date is \$572,034.80 which is 33% of the estimated total project cost. To utilize all the funding efficiently, Staff now proposes adding four (4) additional streets to the project, contingent on DENR and DWSRF approval and remaining funds. The streets are Zollicoffer Avenue, Cedarwood Drive, Crestwood Drive and Lynn Avenue.

City Attorney Zollicoffer, Jr. asked Mr. Sokalski if the contract was fully executed last year. Mr. Sokalski said yes.

Council Member Kearney questioned the balance of work being done and whether all sections of the City are being considered. Mr. Sokalski said after review it was felt these streets were the most pressing.

Mayor Pro-Tem Rainey asked how certain the department is that there will be savings. Mr. Sokalski said at this time it looks very good.

Council Member Kearney and other council members thanked Mr. Sokalski and said he will be missed.

Mayor Pro-Tem Rainey now asked for the pleasure of Council.

Motion was made by Council Member Peace-Jenkins to approve Ordinance 14-14, FY14 Budget Amendment #26, *2 Inch Watermain & Services Replacement Project Increasing the Budget from \$1,726,000 to \$1,898,571 and Change Order #1 Updating Project Construction Cost from \$1,568,267 to the Approved \$1,732,940 for the Contractor, H.G. Reynolds, Inc., and Resolution 14-19, Authorizing Additional Areas for Watermain and Services Replacement to the 2 Inch Watermains and Services Replacement Project Subject to Approval from DWSRF and Availability of Remaining Funds*. Motion seconded by Council Member Daye and APPROVED by the following vote: YES: Peace-Jenkins, Daeke, Daye, Kearney and Inscoe. NO: None. ABSTAIN: None. ABSENT: Coffey and Simmons. (See Ordinance Book 9, p. 91 and Resolution Book 3, p 303)

Honoring Charles Peete “Charlie” Rose as North Carolinian of the Year by the North Carolina Press Association. (Reference: CAF 14-32, Resolution 14-18)

City Manager Griffin asked City Clerk McCrackin to brief Council on this matter. Ms. McCrackin said Mr. Rose is a native of Henderson who is being recognized by the North Carolina Press Association on 27 February 2014 as *North Carolinian of the Year*. Mr. Rose currently co-anchors *CBS This Morning* and is well-known in the world of journalism.

There was no discussion. Mayor Pro-Tem Rainey asked for the pleasure of Council.

Motion was made by Council Member Daeke to approve Resolution 14-18, *Honoring Charles Peete “Charlie” Rose as North Carolinian of the Year by the North Carolina Press Association*. Motion seconded by Council Member Daye and APPROVED by the following vote: YES: Peace-Jenkins, Daeke, Daye, Kearney, and Inscoe. NO: None. ABSTAIN: None. ABSENT: Coffey and Simmons. (See Resolution Book 3, p 301)

CONSENT AGENDA

The City Clerk read the Consent Agenda which is summarized as follows:

Awarding Contract for David Avenue Stormsewer Replacement Project in the Amount of \$31,422 to M. T. Murphy, Inc. (Reference: CAF 14-17; Resolution 14-11) This project was discussed at the 27 January 2014 Work Session and awards M.T. Murphy, Inc. the contract for the David Avenue Stormsewer Replacement project.

Tax Releases and Refunds from Vance County for the Month of January 2014. (Reference: CAF 14-27). This is a routine matter which has been reviewed and approved by the Finance Director and is listed below.

January 2014 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property Releases			
Ascencio, Maurico	Correct Ownership	2013	\$ 38.90
Burnette Financial	Correct Value	2013	\$ 791.99
Carolina Independent	Correct Value (add building)	2013	\$ (9,300.00)
E & B Partnership	Correct Value	2013	\$ 168.37
Granille Co. Habitat for Humanity	Charitable LW/MD	2013	\$ 288.50
Hauter, Naegi	Correct Ownership	2013	\$ (465.01)
Morado, Noberto	Pers. Prop. Billed in Error	2013	\$ 36.87
Pitol, Augustina	Pers. Prop. Billed in Error	2013	\$ 35.02
Rodriguez, Bonifacio	Pers. Prop. Billed in Error	2013	\$ 45.54
Salazar, Jose	Pers. Prop. Billed in Error	2013	\$ 50.60
State Employees Credit Union	Correct Ownership	2013	\$ 465.01
Total Releases/R & P Property			\$ (7,844.21)

January 2014 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property Refunds			
None			\$ -
Total Refunds/ R & P Property			\$ -
			\$ -
Total Refunds & Releases RP			\$ (7,844.21)
Registered Vehicle			
Refunds			
Nguyen, Vu Ngoc	Pro-Rate	2012	\$ 18.05
Vaulttrust	Pro-Rate	2012	\$ 62.83
Guilmette, Marie Claire	Pro-Rate	2013	\$ 4.53
Watkins, William David	Pro-Rate	2013	\$ 3.89
Total Refunds			\$ 89.30
Registered Vehicle			
Releases			
Hartsell, April Reynolds	Discharged Bankruptcy	2009	\$ 191.35
Hedgepeth, Crystal Weaver	Pro-Rate	2012	\$ 6.29
Manson, Bennett Moore	Pro-Rate	2012	\$ 1.26
Santes, Edi Huerte	Pro-Rate	2012	\$ 3.10
Henderson, Arthur, Jr.	Pro-Rate	2013	\$ 9.90
Nguyen, Minh Quoc	Pro-Rate	2013	\$ 23.48
Terry, Ada Cook	Correct Situs	2013	\$ 100.85
Whitaker, Callie Lynn	Pro-Rate	2013	\$ 2.25
Total Reg Veh Releases			\$ 338.48
Total Reg Veh Releases			
& Refunds			\$ 427.78
Total All Release & Refunds			\$ (7,416.43)

Mayor Pro-Tem Rainey asked if anyone wished to remove an item from the Consent Agenda. There were no requests. Mayor Pro-Tem Rainey asked for a motion to approve the consent Agenda

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

PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

City Clerk McCrackin advised one citizen wished to address City Council.

Rev. William Brodie, Pinkston Street. Rev Brodie expressed his concern regarding the condition of the roads in Henderson. He specifically referred to Rock Spring Street, Pinkston

Street, Main Street, Clark Street, Bridger Street, East Avenue, and Dabney Drive. He said the potholes and manholes are unavoidable. Rev. Brodie felt the blacktop used to fill potholes shrinks, thus depressions in the roads. He asked if the City has received any grants to repair the roads.

City Manager Griffin said the grants received by the City are for sewer and water repair and the only street resurfacing funds received in the City's share of the Powell Bill which comes from the gas tax. Mr. Griffin said he and the Assistant City Manager Frank Frazier would look at the schedule of repairs and report back to Council and Rev. Brodie.

Rev. Brodie said he would appreciate anything the City can do.

Council Member Kearney said some of the streets mentioned are State owned streets. Mr. Griffin agreed and said notification would be sent to the State after a review is completed. He reiterated a comprehensive report will be compiled and brought back to Council and Rev. Brodie.

Mayor Pro-Tem Rainey thanked Rev. Brodie for his comments.

REPORTS

- a) Mayor/Mayor Pro-Tem --- Mayor Pro-Tem Rainey mentioned the Retreat was very professional and he appreciated everyone participating. He felt a lot of effort went into the process and looks forward to seeing the outcome.
- b) City Manager (No Report)
- c) City Attorney (No Report)
- d) City Clerk - Ms. McCrackin reminded Council of Employee Service Awards Banquet on March 6; said the ribbon cutting scheduled for February 25 has been changed to 2:00 p.m. due to Mr. Watkins funeral and asked Council Members attending the funeral to arrive at 10:30 so they can be seated with the delegation of city officials.

Mayor Pro-Tem Rainey now asked if Council was prepared to go into Closed Session. He said no report is expected.

CLOSED SESSION

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

Following the Closed Session, Council Member Kearney moved for Council to convene in open session. Motion seconded by Council Member Daye and unanimously approved.

City Attorney Zollicoffer, Jr. requested authority to settle the \$72,161 claim of CSX for the sum of \$36,450 for a broken water main under a railroad tract.

Mayor Pro-Tem asked if there were any questions. No questions were raised so he asked for the pleasure of Council.

Council Member Peace-Jenkins moved the approval of settling the CSX Claim in the amount of \$36,450. Motion seconded by Council Member Daye and APPROVED by the following vote: YES: Kearney, Inscoe, Peace-Jenkins and Daye. NO: Daeke. ABSTAIN: None. ABSENT: Coffey and Simmons.

City Manager Griffin said a budget ordinance will be brought to Council at the next meeting to cover this expense.

With no further discussion Mayor Pro-Tem asked if Council was prepared to adjourn and move into the Work Session.

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

D. Michael Rainey
Mayor Pro-Tem

ATTEST:

Esther J. McCrackin
City Clerk

City Council Minutes--*DRAFT*

Work Session

24 February 2014

PRESENT

Mayor Pro-Tem D. Michael Rainey, Presiding; and Council Members James C. Kearney, Sr., Michael C. Inscoe, Brenda Peace-Jenkins, Garry Daeke, and George M. Daye.

ABSENT

Mayor James D. O'Geary and Council Members Sara Coffey and Fearldine Simmons.

STAFF PRESENT

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

CALL TO ORDER

The 24 February 2014 Work Session of the Henderson City Council was called to order by Mayor Pro-Tem D. Michael Rainey at 7:29 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 Pro-Tem Rainey a quorum was present.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor Pro-Tem Rainey asked if there were any adjustments to the Agenda. It was the consensus of Council to accept the agenda as presented.

WORK SESSION ITEMS

Update on Various Projects. (CM 14-06)

City Manager Griffin said all three items to be considered will be presented by Assistant City Manager Frank Frazier

Mr. Frazier updated Council on the status of the Chavasse Avenue widening project by saying one easement is needed. At this time the DOT is negotiating with the property owner who has required changes in the project. Mr. Frazier has a meeting the end of the week to review the budget and should have more details following the meeting.

City Manager Griffin asked when the project was conceived. Mr. Frazier said 2006/2007 and the State put a hold on the project in 2009/2010 due to the High Speed Rail project. The State reinstated the project in 2013 and due to changes in road standards the cost of the project has increased. Mr. Frazier said he would keep Council updated on the progress.

Council Member Kearney asked if residents would be affected between Raleigh Road and the railroad track. Council Member Inscoe said one business has been affected.

Assistant City Manager Frazier said the contract has been executed for the Beckford Drive project. He said a letter of condemnation has been sent to the one non-cooperative owner.

The last project to be reviewed is a possible new project. The State will begin work shortly on I-85 from Henderson to the Virginia line. The Andrews Avenue bridge is scheduled to be replaced and currently the City has a water main hanging from the bridge. However, it looks promising that the water main can be done away with and service to customers will be adequate. Mr. Frazier said he would keep Council updated.

Council Member Kearney asked if the State plans to keep the *3-leaf clover* at Andrews Avenue. Mr. Frazier responded yes.

There were no further questions.

Amending the Annual Fee Schedule for Additional Roll-Out Carts for Household Garbage as Well as Additional Weekly Trash Pick Ups; and Establishing a Fee for Loose Leaf Pick Up After the Established Deadline. (*Reference: CAF 14-28, Ordinance 14-15*)

Mr. Frazier said after the monthly cost review with Waste Industries it was noticed that the charge for additional roll out carts was increased by Waste Industries. In looking at the Schedule of Fees, it was discovered that the fee for additional carts was never adjusted to match Waste Industries increase. Mr. Frazier said there approximately 200 additional roll out cards billed to customers.

Council Member Inscoe asked if the majority of the customers are commercial. Mr. Frazier said he was unsure. Council Member Rainey wondered how many households would need an additional cart and Council Member Daeke asked if there was enforcement measures to utilize the carts. Mr. Frazier said for various reasons, residential users do request an additional cart and said Waste Industries keeps a close eye on how the carts are used.

Mr. Frazier said the second part of this request regards loose leaf pick up. He said the normal schedule for pick up is between mid-October to mid-January. This fee would only pertain to those who refuse to comply with current sanitation regulations which ask that residents bag their leaves between mid-January and mid-October. Mr. Frazier said after mid-January the trucks used to pick up leaves are cleaned and prepared for other projects and he felt this fee is fair with customers who do comply with the regulations.

There was no discussion. Mayor Pro-Tem Rainey asked Council if it would like to move forward with this amendment. It was the unanimous consensus to move this item forward to the next Council meeting.

Authorizing the Submission of an Application for the North Carolina Department of Environment and Natural Resources (NCDENR) Division of Water Infrastructure for a CDBG Infrastructure Project. (CAF 14-10, Resolution 14-02)

Mr. Frazier shared the City received notified that funding is being made available to address water and wastewater infrastructure needs. With Council's approval, the City would like to submit an application for potential projects such as the Newton Dairy Road Gravity Sewer Extension Project; Birch & Bobbitt Street sewer extensions; and water main extensions for both Railroad Street and Thomas Lane. The grant application has very strict guidelines beginning with two Public Hearings prior to submission of the grant application. If Council has no objection, the first Public Hearing will be held at the 10 March 2014 Regular Meeting.

Mayor Pro-Tem Rainey asked what other grants the City has in process. City Manager Griffin responded there is one with the Department of Energy for lighting and re-roofing of both fire stations and a FEMA grant for a new fire truck and apparatus.

With no further discussion, Mayor Pro-Tem Rainey asked Council if it would like to move forward with this process. It was the unanimous consensus to move this item forward to the next Council meeting.

OTHER

City Manager Griffin said the cost of snow removal will be brought to Council next month.

Council Member Peace-Jenkins shared she will be honoring Mr. Sam Watkins in song during his funeral on Tuesday.

With no further discussion Mayor Pro-Tem Rainey asked if Council was prepared to adjourn.

ADJOURNMENT

Council Member Inscoe moved for adjournment. Motion seconded by Council Member Peace-Jenkins and unanimously approved. The meeting adjourned at 7:50 p.m.

D. Michael Rainey
Mayor Pro Tem
ATTEST:

Esther J. McCrackin, City Clerk

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 Mar 14 Regular Meeting

27 February 2014

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

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

RE: CAF: 14-10

Consideration of Approval of Resolution 14-02, Authorizing the Submission of an Application for the North Carolina Department of Environment and Natural Resources (NCDENR) Division of Water Infrastructure for a CDBG Infrastructure Project

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

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

Recommendation:

- Approval of Resolution 14-02, Authorizing the Submission of an Application to the North Carolina Department of Environment and Natural Resources (NCDENR) Division of Water Infrastructure for CDBG Infrastructure Project.

Executive Summary:

The city received notice that Infrastructure funding is being made available to address critical water and wastewater infrastructure needs in North Carolina. The Division of Water Infrastructure was delegated the authority by the state legislature to administer the water and wastewater infrastructure. The attached document gives further information regarding the guidelines for the application.

Potential projects that the city staff recommends being considered for this application are:

1. Newton Dairy (Chicken Farm) Road Gravity Sewer Extension Project- Project eliminates the need for the pump station, which is approximately 43 years old and in need of replacement. A good portion of the engineering work has been performed.
2. Birch and Bobbitt Street sewer extensions: These streets are located in northeast Henderson and this project is needed due to a failing septic system. This project has been considered before, but has met some resistance with some of the property owners. (Outside City)
3. Railroad Street water main extension: This area is experiencing low water main pressure due to a 2" or smaller water main that is in excess of 30 years old. (Outside of City limits, but connected to City water system).
4. Thomas Lane water main extension: The existing water main is 2" or smaller and in need of replacement due to low water pressure and sometimes poor water quality. (Outside City).

The grant application requires that two Public Hearings be held prior to submission of the grant application to solicit input from the public. The first Public Hearing is generic relative to the CDBG opportunities and the second one would be more specific to the project details.

Enclosure:

1. Resolution 14-02
2. CDBG Application Guidelines

RESOLUTION 14-02

AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (NCDENR) DIVISION OF WATER INFRASTRUCTURE FOR A CDBG INFRASTRUCTURE PROJECT GRANT

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in February 2014 and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals; *and*

WHEREAS, this Resolution addresses **KSO 5: To Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems**; *and*

WHEREAS, the City of Henderson seeks approval to submit a 2014 CDBG Infrastructure Grant Application; *and*

WHEREAS, there is no grant match required for these funds and is not considered in the scoring calculation; *and*

WHEREAS, this grant is for various water and sewer projects, which have been identified as in dire need of replacement or extensions thereof; *and*

WHEREAS, this grant will provide resources to areas that have severe public health needs due to failed septic systems and/or less than adequate existing water and/or sewer mains; *and*

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY authorize the submission of a grant application to the NCDENR Division of Water Infrastructure for a CDBG Infrastructure project.

The foregoing Resolution 14-02, 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 ***** 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 14-10*

CAF 14-10: 10 March 2014 Council Meeting: 24 February 2014 Work Session

Page 3 of 5

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – 2014 INFRASTRUCTURE ALLOCATION TO DENR

- The NC Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater "infrastructure" (see below) portion of the grant monies received from the US HUD CDBG program in July 2013.
- This portion of the US Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program funding was allocated to address critical water and wastewater infrastructure needs in North Carolina.

Who is eligible?

- Only Tier 1 and Tier 2 counties and the municipalities therein are eligible for this funding; however, it is unclear at this time whether the provision that prohibits local governments in Tier 3 counties applies to CDBG infrastructure funding that is to be administered by NCDENR.

Who is NOT eligible?

- 23 entitlement cities receive funding directly from HUD: Asheville, Burlington, Cary, Chapel Hill, Charlotte, Concord, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High Point, Jacksonville, Kannapolis, Lenoir, Morganton, Raleigh, Rocky Mount, Salisbury, Wilmington, and Winston-Salem.
- Urban counties of Wake, Mecklenburg, and Cumberland and all municipalities in these three counties except for the Town of Holly Springs in Wake County and the Town of Linden in Cumberland County.

How Much?

The CDBG funding allocation to DENR for 2013 for infrastructure project is \$26,323,245.

- No minimum dollar amount is required.
- Each JLG may only have three ongoing CDBG-infrastructure contracts at any time totaling a maximum of \$5 million over three years.
- In addition, NCDENR retains the right to prohibit ULGs from new funding if any existing contracts are not in compliance.

Critical Milestones:

- January 2014 - stakeholder outreach effort, public comment period and public hearing
- Mid February 2014 - Notice of Funding Availability (NOFA)
- April 1, 2014 - first cycle application due date
- May 12, 2014 - first awards (issuance of Notice of Intent to Fund letters) anticipated by June.
- June - Mandatory Environmental Review and Project Implementation training workshops for grantees
- A second cycle may be offered depending on funding availability with awards by September 2014.

Criteria:

- 1) **Benefit to Low and Moderate Income Persons**
 - The project must benefit an area having at least 51% low and moderate income persons (LMI).
 - Additional consideration will be given to projects that provide service to areas of greatest financial need as identified by percent LMI greater than 51%, water and sewer bill as a percentage of median household income, and the poverty rate.
- 2) **Severity of Water/Wastewater needs and Community Impact**

CDBG infrastructure funding will be used to address critical water and wastewater needs. NCDENR identifies these critical needs as:

 - Improvements to water or wastewater systems under a moratorium or special order of consent (SOC)
 - Projects in Priority Groundwater Contamination Areas

- Projects in areas with significant water loss, identified as having >20 percent water loss based on 2012 Local Water Supply Plans
 - Projects in areas with significant inflow and/or infiltration to wastewater lines, resulting in surcharges to the surface and/or spills into waterways.
 - Projects supplying water to areas with inadequate supply such as (1) those with dry wells, (2) those utilizing a spring or unapproved well, and (3) that have no public water supply onsite.
 - Projects benefiting areas with no acceptable wastewater disposal by providing wastewater disposal to areas such as (1) pit privies, (2) black water straight piping, and/or failing septic systems, and (3) that have no public sewer disposal on site.
 - Projects designed to address communities in drought
 - Water and sewer infrastructure for affordable housing projects
- 3) **System Management** (applicants that demonstrate the ability to **operate** in a more sustainable manner). Three components:
- Operating Ratio – A better operating ratio ensures that the UGLG's system is operating in a financially viable manner.
 - Capital Improvement Plan (CIP) – UGLGs use a CIP to plan their capital budget.
 - Asset Management Plan

Other Program Goals and Considerations:

- Geographical distribution across North Carolina.
- Readiness of projects as a potential criterion was considered, however the communities with the most financial need may not be in the position to complete early steps such as the preliminary engineering work or the environmental review until funding is awarded. All grantees will need to commit to a specified schedule to insure success.
- Commitment of the UGLG to the project as evidenced by matching funds or other activities (e.g., citizen participation) is important, but because the communities with the most need may not have the ability to provide matching funds or to find other resources, matching funds will not be part of the scoring calculation.

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 Mar 14 Reg. Meeting

24 February 2014

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

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

RE: CAF: 14-35

Consideration of Approval of Resolution 14-22, Providing for the Disposition of Jointly Held Property by the City and County Otherwise Identified as 529 Highland Avenue Tax Parcel # 0078 02017

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

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

Recommendation:

- Approval of Resolution 14-22, Providing for the Disposition of Jointly Held Property by the City and County Otherwise Identified as 529 Highland Avenue # 0078 02017

Executive Summary:

Vance County Tax Department has received interest from a private buyer to bid on and purchase the property located at 529 Highland Avenue. The offer to purchase is for \$1,200. The property assessed tax value for 529 Highland Avenue is \$5,170 and prior to tax foreclosure the unpaid taxes totaled \$2,786. (County, \$1,612.49- City, \$1,173.51).

The City has no liens against this property for weed abatement, therefore it is requested Council approve the transfer of these properties to Vance County with the understanding upon the sale, the proceeds will be shared on a pro-rata basis.

Enclosure:

1. Resolution 14-22
2. Offer to Purchase
3. Vance County Request
4. Property Tax Record

RESOLUTION 14-22

A RESOLUTION PROVIDING FOR THE DISPOSITION OF A JOINTLY HELD PROPERTY BY THE CITY AND COUNTY OTHERWISE IDENTIFIED AS 529 HIGHLAND AVENUE TAX PARCEL ID # 0078 02017

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in February 2014, and during said Retreat identified eight Key Strategic Objectives (KSO) and Goals; *and*

WHEREAS, this Resolution addresses one Core Value as follows: CV 9: maintain a good working relationship with the County of Vance; *and*

WHEREAS, the City of Henderson (City) and County of Vance (County) have previously discussed the possibility of disposing jointly owned properties acquired through the tax foreclosure process; *and*

WHEREAS, the process to dispose of jointly held properties is cumbersome; *and*

WHEREAS, there is a potential buyer for the previously mentioned property and both the County and City administrations believe it appropriate for the City to transfer its interest in said property to the County in order that it might be more expeditiously sold; *and*

WHEREAS, once sold, the City would receive its pro-rata share of the proceeds from the County.

NOW THEREFORE BE IT RESOLVED by the Henderson City Council that it does hereby authorize the following:

1. The City Attorney to work with the County Attorney to expeditiously prepare the necessary agreements and documents to effect the transfer of the aforementioned property from the City of Henderson to the County of Vance.
2. Said transfer of interests in property is predicated upon and conditioned by the appropriate pro-rata division of any net proceeds from the eventual sale of said properties, either individually or collectively, between the City and County.
3. The Mayor or his appointee is authorized to sign any such agreements and documentation as prepared and approved by the City Attorney to effect the transfer of said property to the County of Vance.

The foregoing Resolution 14-22, 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 APPROVED on this the ** 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

Phone: 425-1830

NORTH CAROLINA

VANCE COUNTY

OFFER TO PURCHASE
COUNTY OWNED PROPERTY

Felicia R. Sprems, (hereafter referred to as "Buyer"), hereby offers to purchase from Vance County, North Carolina (hereafter referred to as the "Seller"), in accordance with the following terms and conditions, all that tract, lot or parcel of land together with any improvements located thereon, in Vance County, North Carolina, being known as and more particularly described as follows:
Vance County Register of Deeds Book 01218 Page 0308:
Street Address: 529 Highland Ave

1. **The Purchase Price:** The purchase price is \$ 1,200.00, plus the cost of publication as required by NCGS 160A-269, and shall be paid as follows:
 - a. \$ 750.00, (the greater of \$750 or 5% of the purchase price) in cash, cashier's check or certified funds as a deposit, with the delivery of this offer, to be held by the Vance County Attorney until the sale is closed at which time it will be credited to Buyer, or this agreement is otherwise terminated as herein provided.
 - b. \$ _____, plus the cost of publication, the balance of the purchase price, in cash, cashier's check or certified funds upon delivery of the Deed and the closing of this transaction.
2. **Conditions.**
 - a. Title will be delivered at closing by **Non-Warranty Deed**. Title to the property hereinabove described is subject to the following exceptions: liens, encumbrances, ad valorem taxes, assessments, zoning regulations, restrictive covenants, access, utility and or conservation easements, rights of others in possession, and other matters of record.
 - b. This offer is conditioned upon there being no proper upset bid submitted within a ten (10) day period after notice of Buyer's offer has been published in a local newspaper in accordance with N.C.G.S. § 106A-269, and final acceptance of this offer by the Board of Commissioners following the upset bid period.
 - c. Other Conditions: The buyer represents that all Ad Valorem Property Taxes owed by the buyer, or any business entity the buyer or the buyer's shareholders or members have an ownership interest in have been paid in full. The Board of County Commissioners reserves the right to reject all bids, including yours, in the resolution.

3. **Closing.** Each party hereby agrees to execute any and all documents or papers that may be necessary in connections with the transfer of title. Final settlement shall be made on or before 30 days following the resolution approving the final bid at a place designated by Seller with the Non Warranty Deed made out to
Felicia Ree Springs.
4. **Possession.** Buyer takes the property subject to all then existing leases and rights of others in possession, if any, or other matters or exceptions to title.
5. **Deposit.** In the event this offer is not accepted, or in the event that any of the conditions hereby are not satisfied, or in the event of a breach of this contract by Seller, then the deposit shall be returned to the Buyer, and such return shall be the extent of Buyers remedies. In the event that Buyer withdraws this offer and fails to proceed with the execution of this agreement according to its terms for any reason, the Buyer hereby agrees to forfeit the deposit held by the County in Section 1 of this agreement. Said forfeiture shall not affect any other remedies available to Seller for such breach.
6. **New Loan.** Buyer shall be responsible for all charges made to Buyer with respect to any new loan obtained by Buyer, and Seller shall have no obligation to pay any discount fee or other charge in connection therewith unless specifically set forth in this contract.
7. **Closing Expenses.** Buyer shall pay for the first required legal advertisement for upset bids. At closing, Buyer shall pay for the preparation and recording of a deed, and for preparation and recording of all instruments required to secure the balance of the purchase price unpaid at closing. In addition, Buyer may have prepared, at Buyer's option and sole expense, an appraisal, a survey of the property, the title examination and title opinion, or a termite inspection. The property shall be made available at reasonable times for Buyer to perform or to have performed the above-mentioned inspections.
8. **Assignments.** This offer may not be assigned without the written consent of all parties, but if the same is assigned by agreement, then the same shall be binding on the assignee and his/her heirs.
9. **Termination of Offer.** This offer shall be terminated if not acted upon by the Board of Commissioners within ninety (90) days of the date of this offer or upon being upset by a proper bid in accordance with N.C.G.S. § 160A-269. Seller reserves the right to reject this offer at any time.
10. **Condition of Improvements and Premises:** Seller makes no warranties or guarantees regarding the condition of the improvements on the property. Buyer takes the premises in "**AS IS**" condition without warranty from the Seller. Buyer stipulates that Buyer has had full opportunity to inspect the premises and Buyer stipulates that Buyer is accepting the improvements in "as is" condition. After title has been conveyed to Buyer, Buyer shall hold Seller harmless for any claims, suits, damages or causes of action resulting from an occurring on the property as a result of the condition of any of the improvements.

11. **Environmental:** Seller makes no representation of the presence or disposal, except as in accordance with applicable law, within the buildings or on the Property of hazardous or toxic waste or substances, which are defined as those substances, materials, and wastes, including, but not limited to, those substances, materials and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR Part 172.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302.4) and amendments thereto, or such substances, materials and wastes, which are or become regulated under any applicable local, state or federal law, including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) designated as a Hazardous Substance pursuant to Section 311 of the Clean Water Act of 1977 (33 U.S.C. §1321) or listed pursuant to Section 307 of the Clean Water Act of 1977 (33 U.S.C. §1317), (v) defined as a hazardous waste pursuant to Section 1004 of the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6903) or (vi) defined as a hazardous substance pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §9601). Seller has no actual knowledge of any contamination of the Property from such substances as may have been disposed of or stored on neighboring tracts. The purchaser shall be responsible for all environmental issues that may arise after the consummation of this contract, and further agrees to indemnify the Seller for all expenses arising out of any attempts by others to enforce any requirements of remediation or clean upon this seller. This duty shall survive the closing.
12. **Parties:** This contract shall be binding and shall inure to the benefit of the parties and their heirs, successors and assigns. As used herein, words in the singular shall include the plural.
12. **Terminology.** As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.
13. **Entire Agreement.** Buyer hereby acknowledges that he has inspected the above-described property, that no representation or inducements have been made other than those expressed herein, and that this contract contains the entire agreement between all parties hereto. All charges, additions, or deletions hereby must be in writing and signed by all parties.
14. **Counterparts.** This offer may be executed in two counterparts with an executed counterpart being retained by each party hereto.
15. **Governing Law & Forum.** This Agreement shall be deemed to have been made in the State of North Carolina, and its validity, construction and effect shall be governed by the laws of the State of North Carolina. The parties hereto agree that any action brought by either party to enforce the terms of this Agreement shall be filed in the Superior Court of Vance County, State of North Carolina.

Date of Offer: 2-24, 2014.

Felicia R. Springs
Buyer

Buyer

Acknowledgment of Receipt of Deposit:

I, Kelly H. Grissom, County Clerk or her designee, hereby acknowledge receipt of the deposit in the amount of \$ 750.00 as set forth herein in accordance with the terms hereof.

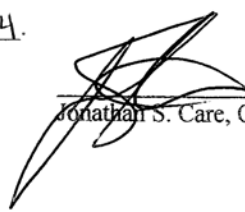
Date: 2-24-14

Kelly H. Grissom
Title: Clerk to Board

Acknowledgment of Receipt of Deposit from County Clerk

I, Jonathan S. Care, County Attorney, hereby acknowledge receipt of the herein above referenced deposit in the amount of \$ 750.00 from the County Clerk, and shall hold the same in my Trust Account in accordance with the terms hereof.

This the 24 day of February, 2014.



Jonathan S. Care, County Attorney

Accepted by the Vance County Board of County Commissioners by vote in open session on

Vance County Board of County Commissioners

Chairman

From: Jonathan S. Care [<mailto:jcare@jcarelaw.com>]
Sent: Monday, February 24, 2014 2:55 PM
To: 'Ray Griffin'; 'John H. Zollicoffer, Jr.'
Cc: pbrooks@vancecounty.org; 'Jerry Ayscue'
Subject: FW: 529 Highland Avenue

Gentlemen, we have received another offer on a jointly owned property. By way of this email, I am requesting Mrs. Brooks to forward the prior taxes owed at the time of foreclosure to both the city and the county.

I am going to request that this is brought before the Board of Commissioners at our March meeting, and would like to see if the City can address this at their next meeting as well. Thanks.

Jonathan S. Care
Attorney at Law, PA
109 West Montgomery Street
Henderson, North Carolina 27536
252.492.3053 Telephone
252.430.8355 Fax

From: Janie Inscoe [<mailto:jinscoe@jcarelaw.com>]
Sent: Monday, February 24, 2014 2:32 PM
To: Jonathan S. Care
Subject: 529 Highland Avenue

See attached Offer to Purchase County Owned Property.

Janie Inscoe
Legal Assistant
Jonathan S. Care, Attorney at Law, P.A.
109 W. Montgomery Street
Henderson, NC 27536
Phone: 252-492-3053
Fax: 252-430-8355

From: Porcha Brooks [<mailto:pbrooks@vancecounty.org>]
Sent: Wednesday, February 26, 2014 10:25 AM
To: jcare@jcarelaw.com; 'Ray Griffin'; 'John H. Zollicoffer, Jr.'
Cc: 'Jerry Ayscue'
Subject: RE: 529 Highland Avenue

County \$1,612.49
City \$1,173.51

COUNTY-CITY OF HENDERSON		Owner's Mailing Address		Property Location Address	
				529 HIGHLAND AVE.	
Administrative Data		Administrative Data		Valuation Information	
Parcel ID No.	0078 02017	Legal Desc	529 HIGHLAND AVE. #101	Market Value \$	
PIN	0078 02 017	Deed Year	2010	Market Value - Land and all permanent improvements, if any, effective valuation date January 1, 2008, date of County's most recent General Reappraisal	
Owner ID	24888	Deed Bk/Pg	<u>1218 / 0307</u>	Assessed Value \$	5,170
Tax District	102 - HENDERSON	Plat Bk/Pg		If Assessed Value not equal Market Value then subject parcel designated as a special class - agricultural, horticultural, or forestland and thereby eligible for taxation on basis of Present-Use.	
Township	2 - HENDERSON	Sales Information			
Land Use Code		Grantor			
Land Use Desc		Sold Date	2010-07-20 //20100720		
Neighborhood	109	Sold Amount \$	5,500		
Sales History - 2 Previous Sales Found for Parcel number 0078 02017					
Parcel ID No	Date Sold	Name	Stamps	Book / Page	Sale Price
1	07/20/2010	VANCE COUNTY-CITY OF HENDERSON	.00	<u>1218 / 0307</u>	\$5,500.00
2	01/01/2003		.00	<u>!</u>	\$0.00

City Council Action Form

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



Agenda Item: _____

Council Meeting: 10 March 14 Reg. Meeting

5 March 2014

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

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

RE: CAF: 14-38

Consideration of Approval of Ordinance 14-20, Amending the Sewer Fund to Appropriate Fund Balance and Utilize Contingency Funds for Anticipated Cost Overruns Due to the HWRF Renovation Project

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- KSO 8: Provide Financial Resourcing - 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 14-20, Amending the Sewer Fund to Appropriate Fund Balance and Utilize Contingency Funds for Anticipated Cost Overruns due to the HWRF Renovation Project.

Executive Summary:

This budget amendment is needed due to several variables which are outlined below.

- Construction of the new Water Reclamation Facility required that certain components of the old plant be removed, which has caused an unanticipated increase in the costs of chemicals.
- The failure rate of equipment, causing the need for machine shop repairs, increased this fiscal year.
- An error made by a diesel fuel supplier resulted in an excess of 1,357 gallons of fuel being delivered. The supplier chose to not retrieve it due to the possible hazards of dealing with the construction and equipment on site.

Enclosure:

1. Ordinance 14-20

O R D I N A N C E 14-20

FY 2013 -- 2014 BUDGET AMENDMENT #29

AMENDING THE SEWER FUND

TO APPROPRIATE FUND BALANCE AND TO USE CONTINGENCY FUNDS FOR ANTICIPATED COST OVERRUNS DUE TO THE HWRF RENOVATON PROJECT

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:

FUND: 31: Sewer Fund			Ordinance 14-20 FY 13-14 Budget Amendment #29			
31: SEWER FUND REVENUES			Approved 1-Jul-13	Current Budget	Amendment	Revised
Department	Line Item	Code				
	Fund Balance Appr	31-990-490999	\$ 95,000	\$ 95,000	\$ 30,000	\$ 125,000
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 95,000	\$ 95,000	\$ 30,000	\$ 125,000
						\$ 125,000
31: SEWER FUND EXPENDITURES			Approved 1-Jul-13	Current Budget	Amendment	Revised
Department	Line Item	Code				
660: Non-Departmental	Unemployment Comp	31-660-500900	\$ 3,000	\$ 3,000	\$ (3,000)	\$ -
	Contingency	31-660-509900	\$ 50,000	\$ 50,000	\$ (25,000)	\$ 25,000
	Insurance Reserve	31-660-900226	\$ -	\$ 7,820	\$ (7,000)	\$ 820
822: HWRF	Utilities:Electric	31-822-501300	\$ 337,000	\$ 336,200	\$ (50,000)	\$ 286,200
	M&R Equipment	31-822-501600	\$ 260,000	\$ 260,000	\$ 60,000	\$ 320,000
	Dept Supp - Chemicals	31-822-503304	\$ 242,100	\$ 242,100	\$ 78,000	\$ 320,100
	Capital Outlay>\$5,000	31-822-507405	\$ 105,500	\$ 105,500	\$ (28,000)	\$ 77,500
	Utilities: Heat Oil/Gas	31-822-501305	\$ 16,200	\$ 16,200	\$ 5,000	\$ 21,200
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 1,013,800	\$ 1,020,820	\$ 30,000	\$ 1,050,820
						\$ 1,050,820
		Variance			\$ -	
Reference:			Notes:			
CAF# 14-38; Ordinance #14-20; BA#29 10 March 2014 Council Meeting			To appropriate an additional \$30,000 from fund balance and to realign currently budgeted revenues and expenditures within the Sewer Fund: NonDepartmental and HWRF to cover anticipated cost overruns due in large part to the renovation project underway at the plant. \$5,000 of the FB appropriation was due to an error in delivery of heating oil of approximately 1350 gallons.			

The foregoing Ordinance 14-20 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 _____ 2014: 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 14-20 adopted by the Henderson, City Council in Regular Session on *** _____ 2014 (*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 March 2014.

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: 10 Mar 14 Regular Meeting

27 February 2014

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

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

RE: CAF: 14-28

Consideration of Approval of Ordinance 14-15, 1) Amending the Annual Fee Schedule for Additional Roll-Out Carts for Household Garbage as Well as Additional Weekly Trash Pick Ups; and 2) Establishing a Fee for Loose Leaf Pick Up After the Established Deadline

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- **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.

Recommendation:

- Approval of Ordinance 14-15, **1) Amending the Annual Fee Schedule for Additional Roll-Out Carts for Household Garbage and Additional Weekly Pick Ups; and 2) Establishing a Fee for Loose Leaf Pick Up After the Established Deadline**

Executive Summary

The FY 14 budget was adopted on 24 June 2013 along with the Schedule of Fees. Upon review of the Schedule of Fees it was discovered that the fee for additional carts as well as the fee for additional weekly trash pick-ups were not adjusted in accordance with the increase as allowed for in the consumer price index in the contract with Waste Industries. Currently there are approximately 200 additional rollout carts billed to City of Henderson customers. The fee adjustments are indicated below:

Sanitation

Sanitation Charge – Monthly

1 Pickup per week per dwelling (includes one 96 gallon roll-out).....	\$29.00
Additional 96 gallon roll-out container	\$3.87 <u>\$ 4.22</u>
2 Pickups per week per business.....	\$52.00 <u>\$56.73</u>
3 Pickups per week per business.....	\$78.00 <u>\$85.10</u>
4 Pickups per week per business.....	\$104.00 <u>\$113.46</u>
5 Pickups per week per business.....	\$130.00 <u>\$141.83</u>
*Loose Leaf Pick Up after deadline date Minimum-----	<u>\$75.00</u>

In addition, staff is recommending a fee for loose leaf pick up after the established deadline*. The City's current sanitation regulations call for leaves to be bagged or placed in containers between mid-January and mid-October. Staff is recommending an adjustment to the schedule of fees to allow a minimum fee of \$75 for pick up outside of the scheduled dates for loose leaf pickup. This will allow fairness with customers who comply with bagging or placing the leaves in containers for pickup and those who rake large piles of leaves that are too large for bags or containers requiring the use of the City's leaf vacuum equipment and truck.

Enclosures:

1. Ordinance 14-15

ORDINANCE 14-15

AMENDING THE ANNUAL FEE SCHEDULE FOR ADDITIONAL ROLL-OUT CARTS AS WELL AS ADDITIONAL WEEKLY TRASH PICK-UPS AND ESTABLISHING A FEE FOR LOOSE LEAF PICK UP AFTER THE ESTABLISHED DEADLINE

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

WHEREAS, after reviewing the sanitation rates indicated in the Schedule of Fees it was discovered the additional cart fee and the extra weekly trash pick-up fees have not been adjusted in accordance with the CPI increase received by Waste Industries per their contract; *and*

WHEREAS, there are approximately 200 additional carts for which Waste Industries charges the City; *and*

WHEREAS, the Staff is also recommending a fee for loose leaf pickup after the established deadline for those services; *and*

WHEREAS, the addition of this fee will establish fairness in providing this service for customers who choose not to bag or place the leaves in containers after the deadline.

NOW THEREFORE BE IT ORDAINED by the City Council of The City of Henderson, that it does hereby approve the amended Fee Schedule for FY 13-14 to reflect the correct additional cart and additional weekly trash pick-up fees prescribed by the contract with Waste Industries as well as an addition of a fee of \$75 for loose leaf pickup outside of the regularly scheduled pickup dates. The revised rates for FY 13-14 are as follows:

Sanitation Charge – Monthly

1 Pickup per week per dwelling (includes one 96 gallon roll-out).....	\$29.00
Additional 96 gallon roll-out container	\$ 4.22
2 Pickups per week per business.....	\$56.73
3 Pickups per week per business.....	\$85.10
4 Pickups per week per business.....	\$113.46
5 Pickups per week per business.....	\$141.83
*Loose Leaf Pick Up after deadline date Minimum-----	..\$75.00

BE IT FURTHER ORDAINED by the City Council of the City of Henderson that all fees inconsistent with the above are hereby repealed.

The foregoing Ordinance 14-15, 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 _____ 2014: YES: ***. NO: **. ABSTAIN: **. ABSENT: **.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

*Reference: Minute Book 42 p. ***; CAF 14-28*

**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 14-15 adopted by the Henderson, City Council in Regular Session on _____, 2014 (Minute Book 42 p.**). This Ordinance is recorded in Ordinance Book 9, p. ***.

Witness my hand and corporate seal of the City, this *** day of _____ 2014.

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: 10 March 14 Regular Meeting

24 February 2014

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

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

RE: CAF: 14-33

Consideration of Approval of Resolution 14-20, Agreement Setting Forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations

Ladies and Gentlemen:

Council Core Values Addressed By This Item:

- CV 1: Agreement - Mayor, City Council and City Manager Roles, Responsibilities and Expectations.
- CV 5: Respectful of Others
- CV 7: Teamwork and Collaborative Efforts

Recommendation:

- Approve Resolution 14-20, Agreement setting forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations

Executive Summary

During the recent Council Strategic Planning Retreat held on 19 and 20 February 2014, Facilitator Madeleine Henley conducted a session reviewing the roles, responsibilities and expectations of the Mayor, City Council and City Manager. The consensus was to make minor amendments and approve Agreement of roles, responsibilities and expectations of the Mayor, City Council and City Manager as amended. The Attached Resolution formalizes the consensus achieved at Retreat.

Enclosures:

1. Resolution 14-20

RESOLUTION 14 -20

A RESOLUTION APPROVING THE AGREEMENT SETTING FORTH MAYOR, CITY COUNCIL AND CITY MANAGER ROLES, RESPONSIBILITIES AND EXPECTATIONS

WHEREAS, the City Council conducted its annual Strategic Planning Retreat on 19 and 20 February 2014 at the Henderson County Club and Perry Memorial Library in Henderson;
and

WHEREAS, during the Strategic Planning Retreat, the Mayor, City Council Members and City Manager reviewed the *Agreement* setting forth the Mayor, City Council and City Manager Roles, Responsibilities and Expectations (*Agreement*), said *Agreement* more fully articulated in *Attachment A* to this Resolution; and

WHEREAS, upon review of the *Agreement* at the Planning Retreat, there was only one (1) suggested change as follows:

Section IV - City Manager's Needs and Expectations of Mayor a & City Council

1. Add a new Item "j" – Understand the critical issues facing the City as it relates to staff capacity (enough people to do the work) and staff capability (talented, well trained employees).

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE the above amended *Agreement* outlining the Mayor, City Council and City Manager Roles, Responsibilities and Expectations, said *Agreement* being more fully articulated in ***Attachment A*** to this Resolution.

The foregoing Resolution 14-20, introduced by Council Member ** and seconded by Council Member ** on this the 10th day of March 2014, 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. ***; CAF 14-33*

RESOLUTION 14-20

Attachment “A”



*Mayor and City Council
Henderson, North Carolina*

A G R E E M E N T **MAYOR, CITY COUNCIL and CITY MANAGER** **ROLES, RESPONSIBILITIES and EXPECTATIONS**

*Reviewed
19 February 2014
City Council Strategic Planning Retreat
Approved
10 March 2014
Regular City Council Meeting*

James D. O’Geary
Mayor

Sara M. Coffey
Council Member

Michael C. Inscoe
Council Member

Brenda G. Peace
Council Member

Fearldine A. Simmons
Council Member

James C. Kearney, Sr.
Council Member

D. Michael Rainey
Mayor Pro Tem

Garry D. Daeke
Council Member

George M. Daye
Council Member

A. Ray Griffin, Jr.
City Manager

CONTENTS

- I. City Council’s Needs and Expectations of Other Council Members
- II. City Council’s Needs and Expectations of the Mayor
- III. City Council’s and Mayor’s Needs and Expectations of City Manager
- IV. City Manager’s Needs and Expectations of Mayor and City Council
- V. Agreement

I. City Council's Needs and Expectations of Other Council Members

- a. Be open minded; listen to other people's ideas; open to hearing the interests of the other side (open to new approaches, exchanges)
- b. Be honest with yourself; openly advocate for your ideas
- c. Share your positions on issues with other Council Members openly
- d. Be a good listener, whether you agree or not
- e. Be respectful of other Council Members; do not take it personally when someone disagrees with you
- f. Do not go to the spotlight; share the glory and the pain; do not worry who gets credit for a good idea
- g. Do not take over the Mayor's role; let the Mayor do his job
- h. Be approachable so people, citizens and other Council Members are not intimidated by you (be open minded and a good listener)
- i. Be careful when giving advice/promises to citizens; make sure citizens know that decisions are made by the full Council, not individuals
- j. Do not create factions on the Council; do not collude against another group; work to be a united team working for the good of the City
- k. Do not be offended by the re-stating or clarifying of ideas
- l. Investigate the facts of issues before making decisions/taking actions; research and be prepared to discuss and make decisions on issues that come before the Council; do not be afraid to ask for more time if needed to insure a good decision
- m. Focus on what is best for the City; tie decisions back to our greater vision for the City
- n. Give each other a pat on the back; focus on building a team; appreciate each other
- o. Respect the votes and convictions of others
- p. Accept reality; accept the limitations on resources and our time
- q. Rely on the professional staff to fulfill their role; use the resource they represent; do not micro-manage staff or insert yourself into the day to day administration of the

City; go to/through the manager for administrative matters; be aware of and follow the roles of the Council/Manager form of government

- r. Take responsibility to make the policy decisions before us; have the courage to participate in touchy issues
- s. Provide recognition and appreciation to staff for their good performance
- t. Address or initiate issues and concerns with other Council Members; do not let concerns linger and build

II. City Council's Needs and Expectations of Mayor

- a. Be a cheer leader for the City
- b. Focus on City needs/priorities and vision; help us create/be clear on our vision and stay focused
- c. Keep us informed on issues that affect us
- d. Share your thoughts, opinions and feelings with us
- e. Preside over meetings in a way that keeps us professional, efficient, effective and focused
- f. Avoid being dictatorial
- g. Keep an open door policy for citizens and Council Members; be approachable; be open to listen to everyone and seen as approachable to everyone
- h. Be an effective spokesperson for the City with other governmental agencies, the press and others
- i. Do not overdo it and burn yourself out

III. City Council's and Mayor's Needs and Expectations of City Manager

- a. Fairness in City government (hiring and firing/keeping with policy) and continue to have a listening ear for all
- b. Effectively communicate with all members of the City Council; respond to requests in a timely fashion
- c. Take the time to listen to others; take a mutual approach (Manager not better/above Council, Mayor or citizens) helps citizens feel like they are important

- d. Build/develop staff; help create a staff with knowledge and expertise; build an effective team between yourself and staff and between staff and Council
- e. Apply/relay your knowledge and experience from past to address the issues we face
- f. Continue to take a positive approach to dealing with issues
- g. Continue to handle difficult situations calmly
- h. Have and show confidence in City staff
- i. Stay consistent with your good performance
- j. Continue to take a long term vision approach to managing the City
- k. Be seen as an active and visible citizen of the community
- l. Help us establish and maintain competitive compensation for staff
- m. Keep Council and Mayor advised on any way it is not meeting the needs of the City Manager, staff or City.
- n. Let Council/Mayor know when City Manager sees potential problems in their actions or direction

IV. City Manager's Needs and Expectations of Mayor and City Council

- a. Keep your commitments on how you will work with each other (review them from time-to-time)
- b. Let us bring you the good news and the difficult news; do not shoot the messenger; rather, work together (Council, Mayor, Manager and Staff) to find effective solutions and courses of action; be willing to discuss undiscussable issues
- c. Need Mayor and City Council's support, patience and understanding as we implement performance excellence (Baldrige concepts)
- d. Keep doing what you are doing; your interests and support help us be successful
- e. Continue to share your concerns and frustrations; put all issues on the table and let's work together on them
- f. Work together to deploy the strategic plan and to periodically review and revise it so that it always provides a visionary structure for the city and the City organization
- g. Thank you for the work you have done to create an effective and fun work environment

- h. Discuss agenda items with City Manager so full picture is perceived prior to meeting.
- i. Help City Manager and staff establish and maintain competitive compensation for employees.
- j. Understand the critical issues facing the City as it relates to staff capacity (enough people to do the work) and staff capability (talented, well trained employees).

V. Agreement

We, as Mayor, Council Members and City Manager agree to live by and uphold these tenants.

Signatures

<i>Mayor James D. O'Geary</i>	<i>Mayor Pro Tempore D. Michael Rainey</i>
<i>Council Member James C. Kearney, Sr.</i>	<i>Council Member Sara M. Coffey</i>
<i>Council Member Michael C. Inscoe</i>	<i>Council Member Brenda G. Peace-Jenkins</i>
<i>Council Member Garry D. Daeke</i>	<i>Council Member Fearldine A. Simmons</i>
<i>Council Member George M. Daye</i>	<i>City Manager A. Ray Griffin, Jr.</i>

Meetings and Events Calendar

All City Council Meetings Held 2nd & 4th Monday at 6:00 P.M.

Date	Time	Event	Location
Mar 11 th	3:00 PM	Henderson Community Appearance Commission	City Council Chambers
Mar 13 th	12:00 PM	Henderson-Vance Park & Recreations Commission	Aycock Recreation Center
Mar 20 th	7:00 PM	Human Relations Commission	City Council Chambers
Mar 24 th	6:00 PM	City Council Meeting Work Session to Follow	City Council Chambers
Mar 28 th	10:00 AM	Henderson-Vance E-911 Advisory Board Meeting	E-911 Operations Center
Apr 1 st	3:30 PM	Henderson Zoning Board of Adjustment	City Council Chambers
Apr 7 th	3:30 PM	Henderson Planning Board	City Council Chambers
Apr 8 th	3:00 PM	Henderson Community Appearance Commission	City Council Chambers
Apr 10 th	12:00 PM	Henderson-Vance Park & Recreations Commission	Aycock Recreation Center
Apr 14 th	9:30 AM	KLRW Advisory Board Meeting	City Hall Large Conference Room
Apr 14 th	6:00 PM	City Council Regular Meeting	City Council Chambers
Apr 17 th	7:00 PM	Human Relations Commission	City Council Chambers
Apr 18th	City Hall Closed	GOOD FRIDAY 	City Hall Closed
Apr 28 th	6:00 PM	City Council Meeting Work Session to Follow	City Council Chambers
May 5 th	3:30 PM	Henderson Planning Board	City Council Chambers
May 6 th	3:30 PM	Henderson Zoning Board of Adjustment	City Council Chambers
May 8 th	12:00 PM	Henderson-Vance Park & Recreations Commission	Aycock Recreation Center
May 12 th	5:00 PM	Library Advisory Board Meeting	Perry Memorial Library
May 12 th	6:00 PM	City Council Regular Meeting	City Council Chambers
May 13 th	3:00	Henderson Appearance Commission Meeting	City Council Chambers

Last Updated 3/6/2014

HENDERSON-VANCE COUNTY 911

NUMBER OF CALLS REPORT BY COMPLAINT (ALL UNITS)

TOTAL

4,808

TIME PERIOD:01/21/2013 09:00:00 Through 02/20/2014 23:59:59

DEPARTMENT	COMMENT	TOTAL	COUNTY	CITY	STATE	OTHER
DATA WITH NO DEPARTMENT		137				137
AFTON VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	1	1			
AMERICAN RED CROSS	Other Dispatch	1				1
BEARPOND VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	55	55			
BERTIE AMUBLANCE SERVICE	City & County Dispatch-actual	39	39			
COKEBURY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	30	30			
CSX RAILROAD	Other Dispatch	0				0
DREWRY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	12	12			
EMBARQ	Other Dispatch	0				0
EPSOM VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	9	9			
HENDERSON FIRE DEPARTMENT-STA 1	City Dispatch	341		341		
HENDERSON FIRE DEPARTMENT-STA 2	City Dispatch	120		120		
HENDERSON POLICE DEPARTMENT	City Dispatch	2,114		2,114		
HENDERSON STREET DEPT	City Dispatch	3		3		
HENDERSON WATER DEPARTMENT	City Dispatch	45		45		
HICKSBORO VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	21	21			
KITTRELL VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	23	23			
NORTH CAROLINA DEPT OF PARKS	State Dispatch	2			2	
NORTH CAROLINA DEPT OF TRANSPORTATION	State Dispatch	20			20	
NORTH CAROLINA DIVISION OF MOTOR VEHICLES	State Dispatch	0			0	
NORTH CAROLINA FORESTRY SERVICE	State Dispatch	10			10	
NORTH CAROLINA MAGISTRATE OFFICE	State Dispatch	0			0	
NORTH CAROLINA MEDICAL EXAMINER	State Dispatch	1			1	
NORTH CAROLINA PROBATION & PAROLE	State Dispatch	0			0	
NORTH CAROLINA STATE HIGHWAY PATROL	State Dispatch	73			73	
NORTH CAROLINA UNDERWATER RECOVERY	Other Dispatch	0			0	
NORTH CAROLINA WILDLIFE	State Dispatch	1			1	
PROGRESS ENERGY	Other Dispatch	16				16
PUBLIC SERVICE GAS	Other Dispatch	1				1
RIDGEWAY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	1	1			
TOWNSVILLE VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	14	14			
VANCE COUNTY AMBULANCE SERVICE (EMS)	City & County Dispatch-actual	599	271	322		6
VANCE COUNTY ANIMAL CONTROL	County Dispatch	66	66			
VANCE CO DEPT OF SOCIAL SERVICES	County Dispatch	1	1			
VANCE COUNTY EMERGENCY MANAGEMENT	City & County Dispatch	2	2			
VANCE COUNTY FIRE DEPARTMENT	County Dispatch/FIRE	147	147			
VANCE COUNTY RESCUE SQUAD	County Dispatch	36	36			
VANCE COUNTY SHERIFF DEPARTMENT	County Dispatch	1,859	1,859			
WAKE ELECTRIC COOPERATIVE	Other Dispatch	0				0
WATKINS VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	24	24			
TOTALS		5,824	2,611	2,945	107	161

Signature:

Carey J. Baker

Prepared by: Carey J. Baker, 911 Database Coordinator

Signature:

Brian K. Short

Reviewed by Brian K. Short, Director

03/03/2014

HENDERSON-VANCE CO 911

Number Of Calls Report by Department (All Units)

First Date: 01/21/2014

Jurisdiction: HEN-VAN

Last Date: 02/20/2014

	<i>Department</i>	<i>Number</i>
1	Data with no Department.	137
2	AFTO	1
3	ARC	1
4	BERT	39
5	BVFD	55
6	CVFD	30
7	DOT	20
8	DSS	1
9	DVFD	12
10	EM	2
11	EMS	599
12	EVFD	9
13	FOR	10
14	HFD1	341
15	HFD2	120
16	HPD	2114
17	HVFD	21
18	KVFD	23
19	ME	1
20	PARK	2
21	PE	16
22	RIDG	1
23	SHP	73
24	STRE	3
25	TVFD	14
26	VCAC	66
27	VCFD	147
28	VCR	36
29	VCSO	1859
30	WATE	45
31	WVFD	24

Total: 4808

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

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 01/21/2014

Last Date: 02/20/2014

Complaint		Number
911HU	911 HANG UP CALL	48
ABDOM-EMD	ABDOMINAL PAIN OR PROBLEMS	18
ACC-PD	ACCIDENT PROPERTY DAMAGE	112
ACC-PI	ACCIDENT PERSONAL INJURY	14
ALARM	ALARM RESIDENCE OR BUSINESS	277
ALARMFALSE	ALARM FALSE	136
ALARMMED	ALARM MEDICAL	12
ALLERG-EMD	ALLERGIC REACTION / ENVENOMATIC	5
ANIMAL-EMD	ANIMAL BITE / ATTACK	1
ANIM	ANIMAL COMPLAINT/VISCIOUS ANIMAL	58
ARMED SUSP	ARMED SUSPECT (MAN WITH A GUN)	7
ASAG	ASSIST OTHER AGENCY	13
ASMO	ASSIST MOTORIST	78
ASSAULIP-EMD	ASSAULT OR SEXUAL ASSAULT - IN PROGRESS	5
ASSAULT-EMD	ASSAULT OR SEXUAL ASSAULT	30
BACKPAIN-EMD	BACK PAIN (NON-TRAUMATIC)	8
BE MV	BREAKING AND ENTERING TO A MOTOR VEHICLE	9
BON	BONDING	6
BREATH-EMD	BREATHING PROBLEMS	94
BURG-IP	BURGULARY/B&E IN PROGRESS	8
BURGLARY	BURGLARY	45
BURNS-EMD	BURNS (SCALDS) OR EXPLOSIONS (EXPLOSIONS)	1
CAR	CARELESS AND RECKLESS DRIVER	49
CARDIAC-EMD	CARDIAC/RESPIRATORY ARREST OR ILLNESS	10
CHESTPAI-EMD	CHEST PAIN	61
CHILD-ABU	CHILD ABUSE OR NEGLECT	1
CHOKING-EMD	CHOKING	2
CIVDIS	CIVIL DISPUTE	62
COMTHR	COMMUNICATING THREATS	7
CONVULS-EMD	CONVULSIONS / SEIZURES	29
DIABETIC-EMD	DIABETIC PROBLEMS	18
DIRTRF	DIRECTING TRAFFIC/TRAFFIC CONTROL	1
DISO	DISORDERLY PERSON	53
DOMEIP/W	DOMESTIC DISPUTE - IN PROGRESS, VERBAL	3
DOM-PROB	DOMESTIC PROBLEM	65
DRUGALC	DRUG OR ALCOHOL COMPLAINT	45
DRUNKDRIV	DRUNK DRIVER	3
DVO	DOMESTIC VIOLENCE ORDER	7
EMERG TRANS	EMERGENCY TRANSPORT	5
ESCO	ESCORT	224
EVICTION	EVICTION CARRIED OUT	29
FALLS-EMD	FALLS (SUBJECT FALLEN)	60
FIGHT	FIGHT	22
FIRE AL	FIRE ALARM	25
FIRE BRU	BRUSH/GRASS FIRE	16
FIRE ELEC	ELECTRICAL FIRE	9
FIRE GRE	GREASE FIRE	2
FIRE SMOKE	SMOKE REPORT	7
FIRE STRUC	STRUCTURE FIRE	19
FIRE TRANS	TRANSFORMER FIRE	2
FIRE VEHI	VEHICLE FIRE	6
FRAUD	FRAUD/FORGERY	25

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 01/21/2014

Last Date: 02/20/2014

<i>Complaint</i>		<i>Number</i>
GASLEA	GAS LEAK	3
HARR	HARRASSMENT/THREATS	36
HEADACHE-EMD	HEADACHE	4
HEART-EMD	HEART PROBLEMS - AICD	14
HEMORR-EMD	HEMORRHAGE / LACERATION	11
HOMEINV	HOME INVASION	2
HRPD	HIT & RUN PD	24
HRPI	HIT & RUN PI	4
ILL-DUMP	ILLEGAL DUMPING	10
INSPECTION	FIRE INSPECTION	57
INTPERS	INTOXICATED PERSON	10
INVE	INVESTIGATE ----- AT	640
IPV	IMPROPERLY PARKED VEHICLE	13
JUV	JUVENILE PROBLEMS	31
LARCIP	LARCENY IN PROGRESS	1
LARC	LARCENY - ALREADY OCCURRED	95
LIVEST	LIVESTOCK IN ROADWAY	1
LOST	LOST PROPERTY	6
LOUD	LOUD MUSIC	34
MEDICAL	MEDICAL	3
MEN	MENTAL SUBJECT	83
MISS	MISSING PERSON	13
OFFICER HELP	OFFICER NEEDS HELP	1
OPEN	OPEN DOOR/WINDOW	19
OVERDOSE-EMD	OVERDOSE / POISONING (INGESTION)	3
PDAMG	PROPERTY DAMAGE ALREADY OCCUR	55
PDMGIP	PROPERTY DAMAGE IN PROGRESS	2
PREGNANT-EMD	PREGNANCY/CHILDBIRTH/MISCARRIA	13
PROW	PROWLER	26
RACE	RACING/HIGH SPEED DRIVING	2
RAPE	RAPE	1
RECFPI	RECOVERED/FOUND PROPERTY	9
ROBARM	ROBBERY ARMED	6
ROBSA	ROBBERY STRONG ARM	1
RUN	RUNAWAY	8
SHOP	SHOPLIFTER	14
SHOTS	SHOTS FIRED	45
SICK-EMD	SICK PERSON	98
STABBING-EMD	STABBING / GUNSHOT / PENETRATING	7
STOLV	STOLEN VEHICLE	3
STROKE-EMD	STROKE (CVA)	14
SUBINCUS	SUBJECT IN CUSTODY	14
SUICIDE-EMD	SUICIDE / PSYCHIATRIC / ABNORMAL I	3
SUMMONS	CIVIL / CRIMINAL SUMMONS	137
SUPSUB	SUSPICIOUS SUBJECT	54
SURR	SURRENDER	11
SUSVEH	SUSPICIOUS VEHICLE	74
TEST	TEST CALL	82
TRAFFIC STOP	VEHICLE STOP	298
TRANSPORT	TRANSPORT	1
TRAUMA-EMD	TRAUMATIC INJURY (SPECIFY IN NARI	6
TREEDWN	TREE DOWN	10

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 01/21/2014

Last Date: 02/20/2014

<i>Complaint</i>		<i>Number</i>
TRES	TRESPASSING SUSPECT	71
UNAUTHVEH	UNAUTHORIZED USE VEHICLE	11
UNCONC-EMD	UNCONCIOUS / FAINTING OR NEAR	32
UNKNOWN-EMD	UNKNOWN PROBLEM (MAN DOWN)	8
WARRANT	WARRANT	673
WATER	WATER RELATED PROBLEM	47
WRIT	WRIT OF EXECUTION	1
XRAY	COURTHOUSE X RAY DUTY	1

Report Total: 4808

MEETING FACILITATOR REPORT

City of Henderson Annual Council Retreat

Wednesday and Thursday, February 19 and 20, 2014

This document is intended as an internal report to the City for use as an aid in the compilation of the official minutes of the meeting, as well as a reference for the staff and Council. The power point presentation of the meeting is included with this document.

PURPOSE:

This meeting of the Henderson City Council and the City's Leadership staff was coordinated to allow the Council to review their board processes and make adjustments if needed, to affirm their shared vision and mission, and review their strategic plan and make adjustments as necessary, to provide direction to the staff for the upcoming budget cycle. All members of the Council excepting the Mayor attended the entire retreat, as well as the city manager and clerk. All department heads participated in some portions of the meeting.

WEDNESDAY

Opening Items

We began immediately upon completion on dinner by establishing our meeting objectives as follows:

- To be a better Councilman
- More positive action on the City's part to save money and look at out-sourcing where it's needed
- Prepare us as a Council for implementation
- Effective Leadership as a Council
- To discuss a plan for a 'zero' increase in the budget
- To note the desire to understand what a 5% reduction budget would be
- To discuss a Housing plan
- Positive effects
- Strategic and Action plan updates
- Clear direction from the Council as to upcoming budget.

We then agreed to abide by the ground rules as presented in the meeting book.

Facilitated discussions

The question "what are the criteria you will use to judge if your time on Council has been well spent" was asked of the group. Each Council Member was asked in turn to share their individual motivators. The results were remarkably uniform, and there followed a discussion of the strength of the team ethic of this group, and the various sources for it. The feeling was summed up by one Council member who

said “It is a joy to me, and a pleasure to work with this Council. I have learned so much, even from the people with whom I disagree.”

(Specific responses to the motivator question are noted below)

To make a difference	To get some things accomplished
To leave this community better	To be a part of something larger
To make a positive change	To be instrumental
To speak for the community	To find solutions that benefit all

The Council then was asked to review their survey responses, in order to discuss and decide upon any changes to the Mission, Vision, Purpose or Core Values statements, and to the City’s Customer Expectations. The following changes were agreed to:

The Council unanimously affirmed the Mission, Vision, Core Values, Key Strategic Advantages, Key Strategic Challenges and Key Strategic Objectives. There was a minor modification made to the Key Strategic Objective 2, Reduce Crime. It will be renamed *Safe Community*.

Two (2) modifications were made to Key Customer Expectations as follows:

KCE 1: Professional and Courteous Service – *the definition was expanded to include the concept of “attempt to be more patient kinder and gentler in dealing with the public.”* The revised KCE reads as follows: Our customers expect to be treated in a professional and courteous manner by employees who are patient, kind and empathetic to their needs and concerns.

KCE 3: Fair Treatment – *the definition was expanded to include “let not our concern be one sided.”* The revised DCE reads as follows: Our customers expect to receive fair and equitable treatment at all times from employees who are willing and able to see both sides of the issues relative to their needs and concerns.

The Roles and Expectations Document was taken up next, with the group agreeing to two changes, as follows:

The only change to the roles & responsibilities was adding to the City Manager’s Needs and Expectations of Mayor & City Council

j. Understand the critical issues facing the City as it relates as they relate to staff capacity (enough people to do the work) and staff capability (talented, well trained employees)

To conclude this evening portion of the retreat, we reviewed the agenda for the next day, and agreed to add one more item (PIO/PR) onto the Discussion Items list.

THURSDAY

Exercise

We began the day by sharing coffee and treats brought by Council Members, and proceeded to engage in an exercise designed to uncover their individual strengths, as described by their peers. The exercise helped all the members appreciate the strength and talents embodied and available within the group.

Council Discussion Items

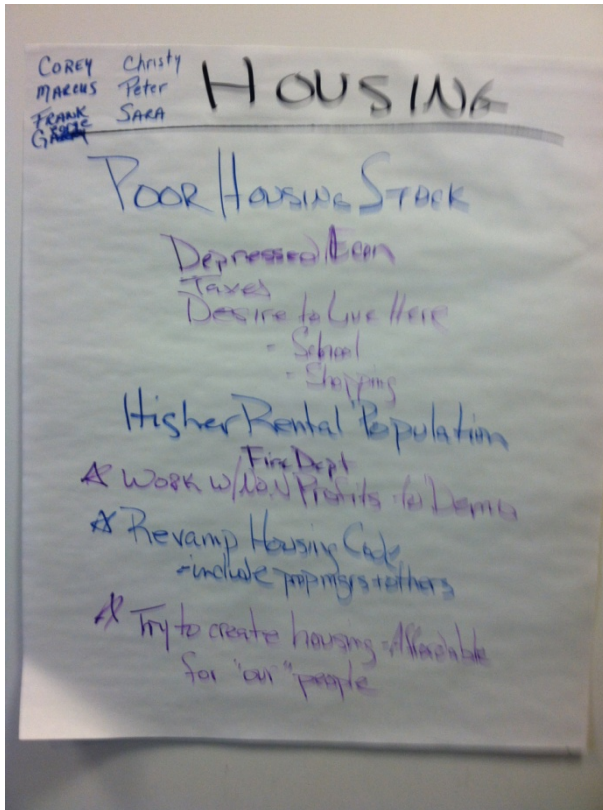
The Council worked through the morning using a variety of tools to better define their proposed discussion items, to refine their definitions and add nuance as a result of peer feedback, and finally to prioritize which items they wanted to discuss more deeply with staff. By lunch time some 30+ items had been honed down to nine issues to be further developed by staff/Council ActionPlan Teams.

Action Planning

The City's department heads joined the meeting at lunch and the Council heard staff report on the status of the strategic plan. Following staff reports, the Action Teams were given their instructions and got to work. Six of the nine issues were addressed by the Action Teams. Three items, Provide jobs, Increase tax base, and Increase revenue will be addressed during budget workshops.

Action Plan Team reports

The reports of the Action Plan Teams are shown on the following pages.



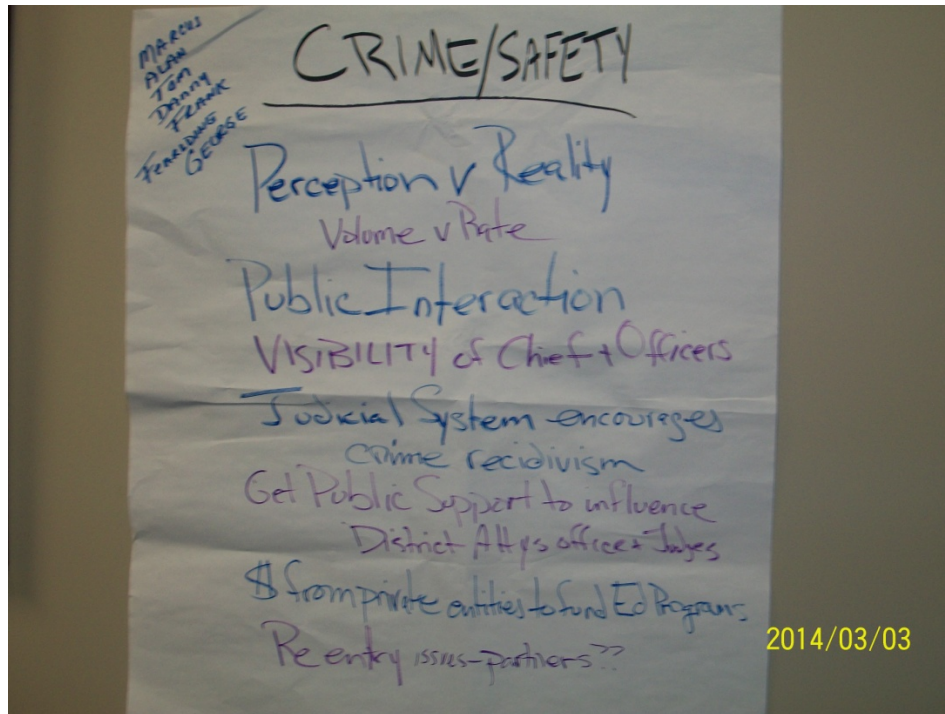
Housing

The Housing Action Team said that the salient issues were a higher than normal rental population and a poor condition of existing housing stock, caused by a combination of the depressed economy, taxes and the reduced housing demand, which itself may be caused by scarcity of shopping as well as the perception of a failing school system.

Items they said should be included in the strategic plan were:

- Work with non-profits and the fire department to continue the demolition program.
- Adopt or amend the Revamp Housing Code and include property managers and others in that discussion.
- Focus affordable housing attempts on existing residents.

Crime and Safety

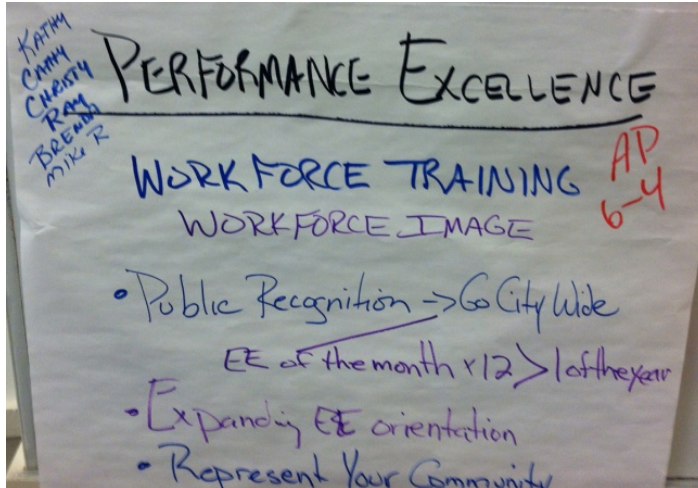


The Crime and safety group began their presentation with a discussion of the problem of perception vs. reality. They discussed the need to increase opportunities for positive public interactions and the visibility of the Chief and Officers. They noted that the judicial system encourages crime recidivism and that more public support might influence the District Attorneys and Judges. They discussed the possibility of finding financial support from private entities to fund educational safety and crime prevention programs. Finally they touched upon the possibility of finding partners to help the City address reentry issues.

Suggested action plan items:

- Explore areas of financial support for educational programs
- Search for potential partners to co develop a reentry program

Implementing Performance Excellence

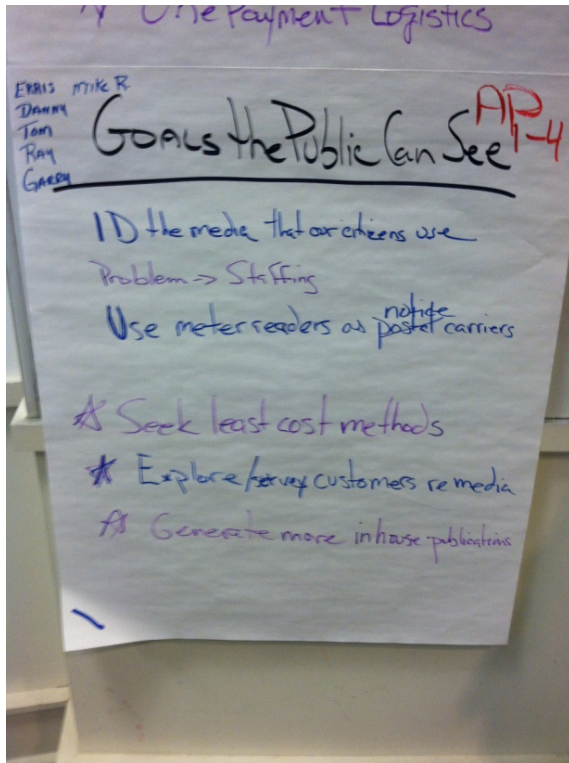


The Performance Excellence team reported that there are two separate and related issues at play here; one is the need for more training the other is to improve the public image of the public worker.

Suggested action plan items were:

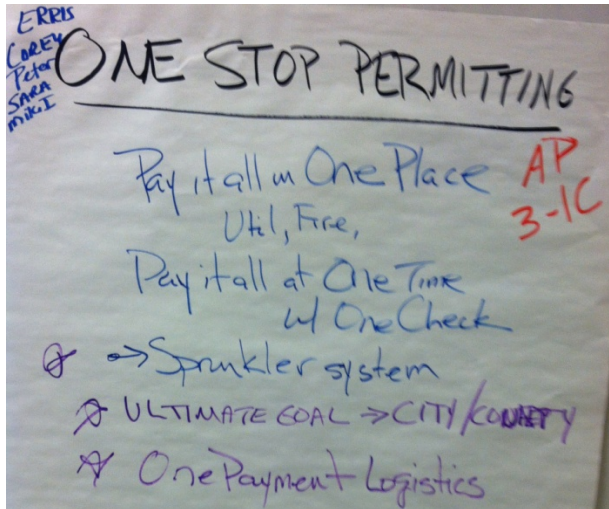
- Employee of the month program should be expanded city wide and an employee of the year should be chosen from the 12 employees of the month. That person and their excellent service could then be celebrated community wide.
- Employee orientation should be expanded to include the recognition of an employee's role as ambassador of the town, that they should be made aware that part of an employee's job is to represent your community.

Goals the Public Can See



The Goals the Public Can See team tackled the issue of making the good work that the City does more visible to the citizens. They noted that there is an issue of not having staff for this work, and that least cost measures are preferable. For instance, perhaps the meter readers could be pressed into service to deliver notices or announcements. The team suggested a good place to start is to identify the media that the citizens use most often and offered the follow action items:

- Explore perhaps through a survey which customers use what media outlets and media formats.
- Generate more in house publications.

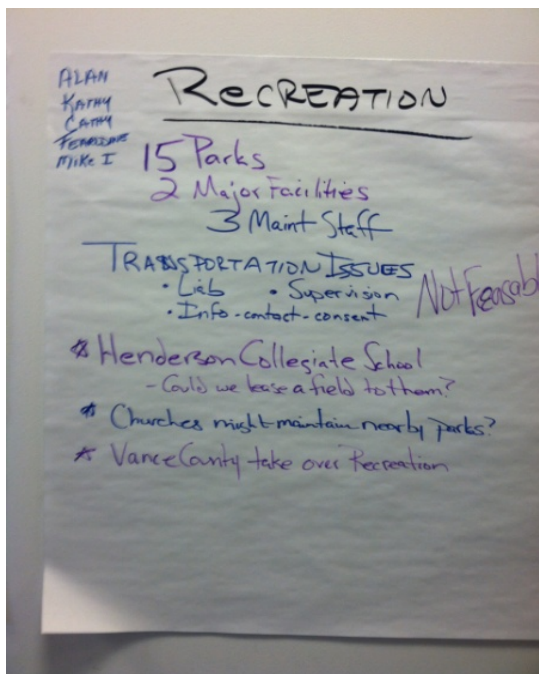


One Stop Permitting

The One Stop Permitting Team defined the goal as being able to pay for all things at one place, at one time, and with one check. The ultimate goal would be to coordinate the county functions in the one stop as well. The action items they proposed were:

- Look at the Sprinkler system problem, use the grease trap solution as a model.
- Research one payment logistical issues

and discover work-arounds.



Recreation

The Recreation Action Plan team made note of the heavy responsibility and work burden placed on 2 maintenance staff. Having discussed the issue of transporting users to facilities, they concluded it was not a feasible undertaking. They made three action item recommendations as follows:

- Explore a park leasing agreement with Henderson Collegiate.
- Explore park leasing agreements or adopt a park program with area churches.
- Explore assigning recreational responsibilities to Vance County.

Council affirmation of Strategic Plan adjustments

The Council reviewed the recommendations, with Manager Griffin assigned Action Plan item codes to each issue the Council affirmed.

Wrap up and evaluate

The achievements of the meeting were summarized and the objectives were reviewed to assure that all had been sufficiently addressed. Parking lot items were noted, and once the closing remarks were given, the meeting was adjourned.

Report prepared and submitted by Madeleine Henley, Walking Stick Associates March 4, 2014.

Walking Stick Associates