



AGENDA

Henderson City Council Regular Meeting

Monday 9 February 2015, 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

Edward A. Wyatt, Interim City Manager

D. Rix Edwards, City Attorney

Esther J. McCrackin, City Clerk

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION AND PLEDGE OF ALLEGIANCE

IV. OPENING REMARKS

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

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

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

V. ADJUSTMENTS TO AND/OR APPROVAL OF THE AGENDA

VI. APPROVAL OF MINUTES

- a)** 26 January 2015 Short Regular Meeting and Work Session. *[See Notebook Tab 1]*
- b)** 28 and 29 January Strategic Planning Retreat Report

VII. PUBLIC COMMENT PERIOD ON AGENDA ITEMS

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

VIII. NEW BUSINESS

- a)** Consideration of Approval of Resolution 15-01, Amending the Water and Sewer Capital Improvements Plan. (CAF 15-01) *[See Notebook Tab 2]*
 - Resolution 15-01
- b)** Consideration of Approval of Ordinance 15-07, FY15 Budget Amendment #19, Amending the General, Water and Sewer Funds to Recode Debt Service Payments for the 2011 Revenue Bonds. (CAF 15-25) *[See Notebook Tab 3]*
 - Ordinance 15-07
- c)** Consideration of Approval of Resolution 15-19, Agreement Setting Forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations. (CAF 15-27) *[See Notebook Tab 4]*
 - Resolution 15-19

³ Citizen Comment Guidelines for Agenda Items

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.

IX. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

Citizens may only speak on non-Agenda items at this time. Citizens wishing to address the Council must sign-in on a form provided by the City Clerk prior to the beginning of the meeting. The sign-in form is located on the podium. When recognized by the Mayor, come forward to the podium, state your name, address and if you are a city resident. Please review the Citizen Comment Guidelines that are provided below.⁴

X. REPORTS

- a)** Mayor/Mayor Pro-Tem (No Report)
- b)** Interim City Manager (No Report)
- c)** City Attorney (No Report)
- d)** City Clerk
 - i. Meeting and Events Calendar *[See Notebook Tab 5]*

XI. ADJOURNMENT

⁴ **Citizen Comment Guidelines for Non-Agenda Items**

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

City Council Minutes - DRAFT

Short Regular Meeting and Work Session

26 January 2015

PRESENT

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

ABSENT

None.

STAFF PRESENT

Interim City Manager Edward A. Wyatt, City Attorney D. Rix Edwards, City Clerk Esther J. McCrackin, Assistant City Manager Frank Frazier, Finance Director Kathy Brafford, Development Services Director Corey Williams, Engineering Director Clark Thomas, Public Services Director Mike Ross, Youth Services Director Donna Stearns, Recreation and Parks Director Kendrick Vann and Police Chief Marcus Barrow.

CALL TO ORDER

The 26 January 2015 Short Regular Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:01 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

ROLL CALL

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

INVOCATION AND PLEDGE OF ALLEGIANCE

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

WELCOME

Mayor O'Geary said he was delighted to see all the Council members present along with so many citizens.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor O'Geary asked if there were any adjustments to the Agenda. City Clerk McCrackin said an additional Closed Session, pursuant to G.S. §143-318.11(a)(3) for an Attorney-Client Privilege Matter will be added to the agenda along with the following item: *Consideration of Approval of Resolution 15-17, Grant Application for Funding Through the NC Governor's Crime Commission Program*. Council Member Simmons moved to accept the Agenda as adjusted. Motion was seconded by Council Member Daye, and unanimously approved.

APPROVAL OF MINUTES

Mayor O'Geary asked for any corrections to and/or approval of the minutes. Council Member Coffey moved the approval of the 12 January 2015 Regular Meeting minutes, as presented. Motion seconded by Council Member Daeke, and unanimously approved.

At this time, Mayor O'Geary asked for a motion at this time to go into Closed Session.

CLOSED SESSION

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

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

Mayor O'Geary now asked the City Clerk to announce the next open session item.

PUBLIC HEARING

Rezoning a .163+/- Acre Tract Located at 1106 Bane Avenue from B2A (Highway Commercial "A" District) to OI (Office Institutional District). (Reference: CAF 15-16); Ordinance 15-06)

Development Services Director Corey Williams explained this property formerly housed the Hair Shack. Since that business has relocated, the property owner has been approached by multiple individuals who are interested in renting the property as a single family dwelling. The property is currently zoned commercial and after discussion with Mr. Williams, it was decided to rezone the property to OI which will allow for either residential or commercial. Mr. Williams added this rezoning will bring the property into conformity with the surrounding area.

Council Member Daeke asked about parking issues. Mr. Williams explained parking is based on the use of the property. Council Member Inscoe added that a new permit is required when the usage changes.

With no further discussion, Mayor O'Geary opened the Public Hearing by asking if anyone was present who wished to speak in favor of this rezoning.

Mr. and Mrs. James and Jean Richardson, 70 North Chaucer Way, Kittrell. Both Mr. and Mrs. Richardson came forward. Ms. Richardson explained there has been a big interest in using the property as residential. Mr. Richardson said only one business expressed interest in the property but it was not what either of the Richardson's considered neighborhood friendly. Ms. Richardson was excited to know this zoning change allows her both residential and/or commercial opportunities.

No one else came forward so Mayor O'Geary then asked if anyone was present who wished to speak in opposition to the amendment. No one came forward.

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

Motion was made by Council Member Rainey to approve Ordinance 15-06, *Rezoning a .163+/- Acre Tract Located at 1106 Bane Avenue from B2A (Highway Commercial "A" District) to OI (Office Institutional District)*. Motion seconded by Council Member Coffey, and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: None. (See Ordinance Book 9, p 205)

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

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

NEW BUSINESS

Receiving the Comprehensive Annual Financial Report for FY Ending 30 June 2014. (Reference: CAF 15-12; Resolution 15-10)

Interim City Manager Wyatt said it is a pleasure to have Mr. Curtis Averette with William L. Stark and Company present this evening to give a brief summary of the FY14-15 audit. Mr. Averette began with expressing his thanks to Finance Director and her staff for their assistance in completing the audit in a timely manner.

Mr. Averette then shared it was a clean report with no findings. He said the audit has been approved by the Local Government Commission (LGC) and then reviewed various accounts. Mr. Averette said the General Fund Balance increased more than \$710,064 over last year (this excluded items such as the Powell Bill, and Federal Asset Forfeiture). This represents approximately 36% of the fiscal year expenditures as calculated by the LGC which requires municipalities to maintain an 8% fund balance.

Mr. Averette said the Regional Water Fund shows a decrease from the prior year due to the termination of the Water Sales Agreement with Granville County but is actually in line with previous years. The Water/Sewer accounts both showed an increase.

Overall, Mr. Averette said it was a good year.

Council Member Rainey asked about the status of the property tax collections excluding the vehicle/tag collections. Mr. Averette said the information was included in the audit but he did not have those figures in front of him at this time.

Council Member Kearney asked if a copy of this summary will be available for Council to review during the budget process. Finance Director Brafford will provide this information to the City Clerk for distribution.

There were no other questions so Mayor O'Geary asked for Council's pleasure.

Motion was made by Council Member Daeke to approve Resolution 15-10, *Receiving the Comprehensive Annual Financial Report for FY Ending 30 June 2015*. Motion seconded by Council Member Daye, and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Peace-Jenkins, Daeke, Simmons, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 161)

Approving an Application to the North Carolina Governor's Highway Safety Program in the Amount of \$12,000 for NC Governor's Highway Safety Program Grant to Fund Police Vehicle Equipment. (Reference: CAF 15-07; Resolution 15-06)

Interim City Manager Wyatt explained this is a 50/50 grant for the purchase of four (4) In-Car Mobile Video camera systems. The Police department's portion of \$12,000 will come from Federal Asset Forfeiture Funds which are quickly being depleted. Notification of approval is anticipated by 1 July 2015 and will correspond with the City's budget year.

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

Motion was made by Council Member Rainey to approve Resolution 15-06, *Approving an Application to the North Carolina Governor's Highway Safety Program in the Amount of \$12,000 for NC Governor's Highway Safety Program Grant to Fund Police Vehicle Equipment*. Motion seconded by Council Member Kearney, and APPROVED by the following vote: YES: Inscoe, Rainey, Peace-Jenkins, Daeke, Simmons, Daye, Kearney and Coffey. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 153)

Naming the Aycock Recreation Center Weight Room in Memory of Former Recreation and Parks Director Ralph Peace. (Reference: CAF 15-13; Resolution 15-11)

Recreation and Parks Director Vann explained Mr. Peace was the second director of the Recreation and Parks department. During his 26 years of service to the City, Mr. Peace established the Bar Bell Club which won a national title in 1978. The Recreation Advisory Commission unanimously agreed that it is appropriate to name the weight room at the Aycock Center for Mr. Peace.

Mayor O'Geary said he thought this was a wonderful idea. There was no discussion so Mayor O'Geary asked for Council's pleasure.

Motion was made by Council Member Inscoe to approve Resolution 15-11, *Naming the Aycock Recreation Center Weight Room in Memory of Former Recreation and Parks Director Ralph Peace*. Motion seconded by Council Member Rainey, and APPROVED by the following vote: YES: Rainey, Peace-Jenkins, Daeke, Simmons, Daye, Kearney, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 163)

Allowing the Corbitt Preservation Association to Assume Responsibility for the Renovation and Maintenance of the Bennett Perry Museum. (Reference: CAF 15-22; Resolution 15-16)

Interim City Manager Wyatt explained that the Corbitt Preservation Association, which is a 501C3, is willing to take over the project of renovating and maintaining the Bennett Perry Museum. The Association is willing to do this with the understanding that the City will lease the building for \$1.00 per year and will maintain proper insurance. He then asked Council Member Inscoe for additional comments as he has been the point person on this project.

Mr. Inscoe said the Corbitt Association has agreed to renovate and control the museum. He added Mr. Roberson who came before Council in November is on the Corbitt Association's Board and the plan is for the Association to present an annual audit. He said this partnership will put the building to good use as the City does not have the funds to maintain it as a museum.

Council Member Daeke asked about stipulations on the type of museum. City Attorney Edwards said the leasing agreement will incorporate issues such as property use, museum requirements, renovations, maintenance and insurance and will be agreed upon by all parties.

Council Member Rainey said the Corbitt Association has a proven record and feels they will do a good job with the building.

There were no other comments. Mayor O'Geary asked for the pleasure of Council.

Motion was made by Council Member Coffey to approve Resolution 15-16, *Allowing the Corbitt Preservation Association to Assume Responsibility for the Renovation and Maintenance of the Bennett Perry Museum*. Motion seconded by Council Member Peace-Jenkins, and APPROVED by the following vote: YES: Peace-Jenkins, Daeke, Simmons, Daye, Kearney, Coffey, Inscoe and Rainey. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 173)

Closing Out the Sanitary Sewer Replacement Project. (Reference: CAF 15-02; Ordinance 15-01; Budget Amendment #18)

Interim City Manager Wyatt said this officially closes out this project which was approved in October 2010 with a loan from the State in the amount of \$1,000,000 to reduce infiltration/inflow as well as potential sewer overflow. One half (\$500,000) of that loan was in principal forgiveness. The funds were also used for the UV Replacement Project and replacing sewer mains in the Sandy Creek basin, as well as a small portion on Garnett Street.

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

Motion was made by Council Member Inscoe to approve Ordinance 15-01, *Closing Out the Sanitary Sewer Replacement Project*. Motion seconded by Council Member Daye, and APPROVED by the following vote: YES: Daeke, Simmons, Daye, Kearney, Coffey, Inscoe, Rainey and Peace-Jenkins. NO: None. ABSTAIN: None. ABSENT: None. (See Ordinance Book 9 p 195)

Tax Releases and Refunds from Vance County for the Month of December 2014. (Reference: CAF 14-110) Below are the tax releases and refunds which were found to be in order by the Finance Director for the month of December 2014.

Dec 2014 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property			
Releases			
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2003	17.20
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2003	3.05
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2004	18.05
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2004	3.20
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2005	18.89
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2005	3.35
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2006	18.89
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2006	123.35
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2007	18.89
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2007	183.35

Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2008	17.97
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2008	2,509.66
Yarborough, Carolyn A.	Taxes Lost to Foreclosure	2008	54.24
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2009	18.60
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2009	34.63
Yarborough, Carolyn A.	Taxes Lost to Foreclosure	2009	56.16
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2010	18.60
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2010	34.63
Yarborough, Carolyn A.	Taxes Lost to Foreclosure	2010	56.16
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2011	18.57
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2011	34.63
Yarborough, Carolyn A.	Taxes Lost to Foreclosure	2011	3,536.67
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2012	18.57
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2012	34.63
Yarborough, Carolyn A.	Taxes Lost to Foreclosure	2012	26.01
Arias, Gabriella	Correct Ownership	2013	(82.21)
Pena, Amada Morales	Correct Ownership	2013	82.21
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2013	19.69
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2013	336.70
Yarborough, Carolyn A.	Taxes Lost to Foreclosure	2013	27.57
Arias, Gabriela	Correct Ownership	2014	(82.21)
BB&T Company	Correct Ownership	2014	432.08
Barrett, Marcia L.	Correct Ownership	2014	(432.08)
Hamlett Investments	Correct Value	2014	80.47
Hamlett Investments	Remove Solid Waste Fee	2014	(6.20)
Muzak, LLC	Correct Value	2014	(90.93)
Pena, Amada Morales	Correct Ownership	2014	82.21
Taylor, Carrie Mrs.	Taxes Lost to Foreclosure	2014	19.69
Valdez, Salvador Rodriguez	Correct Value	2014	(52.93)
Williams, Billy D. Heir	Taxes Lost to Foreclosure	2014	36.70
Yarborough, Carolyn A.	Taxes Lost to Foreclosure	2014	27.57
Total R&P Property Releases			7,276.28
Real & Personal Property			
Refunds			
BB&T Company	Correct Value	2010	1,496.08
BB&T Company	Correct Value	2011	1,206.79
BB&T Company	Correct Value	2012	983.28
BB&T Company	Correct Value	2013	805.23
Total R & P Property Refunds			4,491.38
Total R&P Prop. Rel. & Ref.			11,767.66
Vehicle Releases			
Dewell, Teresa Lynn	Pro-Rate	2013	1.75
Total Vehicle Releases			1.75
Vehicle Refunds	None		-
Total Vehicle Refunds			-
Tot. Veh. Rel. & Ref.			1.75
Total All Releases & Refunds Dec 2014			11,769.41

There were no questions so Mayor O'Geary asked for Council's pleasure.

Motion was made by Council Member Coffey to approve the *Tax Releases and Refunds from Vance County for the Month of December 2014*. Motion seconded by Council Member Rainey, and APPROVED by the following vote: YES: Simmons, Daye, Kearney, Coffey, Inscoc, Rainey, Peace-Jenkins, and Daeke. NO: None. ABSTAIN: None. ABSENT: None.

Grant Application for Funding Through the NC Governor's Crime Commission Program.
(Reference: CAF 15-23, Resolution 15-17)

Interim City Manager Wyatt apologized that Council did not have an opportunity to review this matter before this evening. However, due to the time sensitive nature of this Grant, Chief Barrow requests Council's approval to apply for a grant to purchase five (5) new computer desktop workstations to be assigned as NC Department of Criminal Information (DCI) terminals. The grant will cover 75% of the \$15,000 cost with the City's portion of \$3,750 coming from Federal Asset Forfeiture funds.

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

Motion was made by Council Member Coffey to approve Resolution 15-17, *Grant Application for Funding Through the NC Governor's Crime Commission Program*. Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Daye, Kearney, Coffey, Inscoc, Rainey, Peace-Jenkins, Daeke, and Simmons. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 175)

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

The City Clerk advised the Mayor and Council Members that one citizen wished to address to Council.

Mr. Bryan Hargrove, 78 Jordan Lane Mr. Hargrove expressed disappointment with the letter he received regarding the findings of his complaint. He said he was never given the opportunity to give his opinion and never received phone calls from City staff. He does not understand how it came to this point as he followed the City guidelines. He said if he did not follow the proper guidelines, the Aycoc Recreation facility should never have been reserved. He then thanked Council for returning his calls and thanked them for their time this evening.

REPORTS

a) Mayor/Mayor Pro-Tem(No Report)

b) City Manager - Mr. Wyatt asked Assistant City Manager Frazier to introduce the new Public Services Director. Mr. Frazier is excited to have Mr. Mike Ross joining the staff as this position has been vacant for many years. Mr. Ross comes from the City of Durham and is well qualified for the position.

Mr. Ross shared briefly his work history and said he is looking forward to working for the City.

In regard to the lack of response to the RFP for soliciting a commercial real estate broker to sell the bank building at 213 Garnett Street, Mr. Wyatt asked Assistant City Manager Frazier to contact agents that are willing to work with the City to sell the property.

c) City Attorney (No Report)

- d) City Clerk –** Ms. McCrackin said she would distribute the Strategic Planning Retreat information while Council is in Closed Session and specifically mentioned Council may wish to review the responses to the pre-questionnaire before coming to the Retreat January 28 and 29.

OTHER

Council Member Coffey asked Council to consider placing a new flag pole to fly the Purple Heart City flag. She said since Henderson became a Purple Heart City in 2012, it would appropriate to recognize veterans with this special flag. Mayor O'Geary asked Assistant City Manager Frazier to look into this.

Council Member Peace-Jenkins said she was asked by the new Chairperson of the Human Relations Commission to let Council know he plans to make periodic reports to Council.

There was no further discussion so Mayor O'Geary asked if Council was prepared to go into Closed Session. He said no report is expected.

CLOSED SESSION

Council Member Rainey 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 Kearney, and unanimously approved.

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

WORK SESSION

Amending the Water and Sewer Capital Improvements Plan. (*Reference: CAF 15-01; Resolution 15-01*)

Assistant City Manager Frazier asked Doug Chapman, from McGill Associates, to briefly review the amendments to the CIP (Capital Improvements Plan). Mr. Chapman began by saying this is the 3rd year for the plan which makes the process of planning easier, even if the funding is not so easy. He said the plan predicts the revenue needed for the next ten years which needs to be adjusted over time. He added the Plan takes into consideration debt service and how to best

utilize funds as old projects are completed. Mr. Chapman reminded Council that this is a forecast and is not set in stone.

Mayor O'Geary thanked Mr. Chapman for the overview.

Council Member Inscoe asked if the IBT Permit is granted, if there is a specific time frame for the City to act. Mr. Chapman responded he did not know of any timeframe that would be triggered when the permit is issued.

Council Member Daeke asked if there was anything in the Plan regarding work in the ETJ/US158 in conjunction with the County water line requests. Mr. Chapman said there is approximately \$660,000 for a project from Ruin Creek to Poplar that has not been approved and that the Plan does include some general funds for unexpected projects.

Council Member Kearney commented that the Plan can be adjusted as Council sets its priorities. Mr. Chapman said there are always exceptions.

With no further questions, Mayor O'Geary thanked Mr. Chapman. Assistant City Manager Frazier said this will be brought back before Council after they have time to review the Plan.

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

ADJOURNMENT

Council Member Coffey moved for adjournment. Motion seconded by Council Member Kearney, and unanimously approved. The meeting adjourned at 8:19 p.m.

James D. O'Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk

MEETING FACILITATOR REPORT

City of Henderson Annual Council Retreat

Wednesday and Thursday, January 28 and 29, 2015

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 the status of review their strategic plan and make adjustments as necessary, to reaffirm their commitment to each other and the community, to develop ways to improve their working relationships with others, to discuss economic development ideas for future policy development and to begin discussions of the apparent impending downturns in their fiscal environment. All members of the Council participated in the 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:

- Strategic and Action plan updates
- Maintain and improve partnerships:
 - Council – Council
 - Council – Staff
 - Council – Citizens
 - Council – Other (County, etc)
- Prepare us as a Council to deal with upcoming revenue reductions and expenditure increases
- To further develop some of our ideas about economic development.

Facilitated discussions

- The questions "How does your role as leader affect your reactions and the choices you make? And How has being a community leader changed you" were posed to the group. Each Council Member was asked in share their responses to these questions. The purpose of this exercise is to deepen the understanding that council members have of each other. This understanding is a key to the remarkable strength and effectiveness of the group.

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. No changes were required. The Council affirmed the Mission, Vision, and Core Values.

The Roles and Expectations Document was taken up next. No changes were suggested. It was noted that perhaps the interim manager would like to review this document in the future and make suggestions to the Council regarding the manager portions

To conclude this evening portion of the retreat, we reviewed the agenda for Thursday, and agreed that the facilitator would adjust the agenda and present the new version for approval in the morning.

THURSDAY

Agenda Review

The revised agenda, shown below, was presented and accepted by the Council.

- 8:30 Networking breakfast with Department Heads
 - Review of new Agenda and invitation/request for Staff to stay all day
- 9:00 Staff presentations
- 10:15 Break
- 10:30 Staff presentations, continued
- 12:15 Lunch
- 1:00 Review of upcoming revenue reductions
- 2:00 Council and Staff propose strategies to address said reductions
- 2:30 Break
- 2:45 Council consensus on budget strategy
- 3:45 Council consensus on KSOs
- 4:15 Wrap up and evaluate
- 4:30 Adjourn

Staff Presentations

Over the course of the morning, each department head presented their accomplishments and the status of the Key Strategic Objectives for which they hold responsibility. The presentations are included as appendix to this report.

Upcoming Revenue Reductions

After lunch the Council shared with each other and the staff their fears and frustrations that it appears that several revenue streams are going to diminish, thereby having an extremely negative impact on their ability to provide services and meet commitments. Specifically, several Council members are worried that the loss of the privilege license tax, estimated to be close to \$247,000/year will force the Council to rescind their commitment to fund phase 2 of the implementation of the employee pay study. Compounding the problem of the loss of the privilege tax are other pending losses or reductions. We approached this issue gently, using DeBono's Six Thinking Hats as a method to discuss this highly emotional topic. We sequenced white, green, black and yellow.

We listed the items we know are headed our way:

- Privilege tax, estimated at \$247,000/year (estimated at two and three quarter cents on the tax rate)
- Sales tax is trending down
- Forfeitures are no longer available
- Powell bill \$ is going down
- Fund balance is strong and growing
- Auto registration tax collection is up and growing
- Gas prices are low so costs are down

We added some things we need to know more about:

- The Duke LifePoint (Maria Parham Hospital) tax appeal
- We need to know more about the sales tax – the quarterly report will arrive in February
- We have Phase 2 of the pay plan implementation.
- The County will be conducting the property revaluations in 2017

The Council and Staff then spent some time in green hat mode suggesting ideas to increase revenues and cut costs. Upon completion of the list, they discussed the positives and negatives of each idea, then cast votes for which ideas they thought were MOST LIKELY TO SUCCEED.

The ranked list is as follows:

Points	Idea
11	Improve tax collection
10	Renegotiate contracts
10	Cell phone stipends/contracts
10	Start billing the hospital for security services
6	Review sanitation services
6	Require moped registrations and charge a fee
6	Increase fire inspection fees
6	Sale of city assets
5	Require business registrations and charge a fee
5	Bring concession stands in-house
4	Cut services
4	Use bank pay and other automated services
4	Re-appropriate money currently used for retiring debt (as debt is retired, redirect that money)
3	Require a breeders license for owners of multiple animals and charge a fee
3	Look to our partners to help share expenses
3	Centralize purchasing at City Hall
2	Offer employees incentives for cost reductions
2	Increase recreation fees
1	Charge non-residents a fee for certain services

Having had a full discussion about their fears of upcoming troubles, the Council members thanked staff for being full participants in the exercise. Council assured staff that they were committed to them, and that they appreciated the help and support staff provided.

Economic Development

The discussion centered on items and ideas for Council Member Kearney to present at the February 11 EDC meeting. It was generally agreed that the EDC should continue it's focus on promotion and support of small businesses and retention of existing business, and that when it does work on business attraction, it should focus on feeder companies for the corporations in the triangle. The EDC should solicit law enforcement representation on the team, and should initiate some sort of event to be used as an announcement that the area is 'open for business'. The EDC should consider becoming a separate economic entity so. Finally, and most emphatically, the EDC should know that they City is willing, in coordination with the County and with Vance/Granville, to streamline the process of offering and granting incentives by developing a pre-approved incentive matrix for the EDC's use.

Council affirmation of Strategic Plan adjustments

The Council declined to take up this segment, with the general opinion being that until they knew better what the revenue picture was going to be, they could not responsibly affirm what projects should be advanced and what might be dropped out of the staff's work plans.

Wrap up and evaluate

The achievements of the meeting were summarized and the objectives were reviewed to assure that all had been sufficiently addressed. All items had been addressed EXCEPTING that the Strategic Plan adjustments as noted above.

The Council declared itself satisfied with the work they had done over the last two days. They said they particularly were pleased both with the staff reports and the assistance staff had given them during the revenue and economic development discussions. They noted they think the dinner session was very worthwhile, and said the only bad thing about retreat this year was the quality of the seating. With that the meeting was adjourned.

Strategic Planning Retreat
January 29, 2014

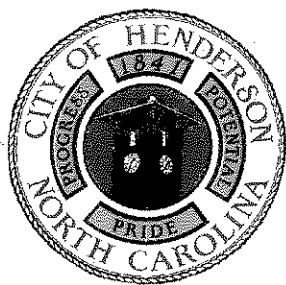
Finance Department

Accomplishments (2014)

- 1) Hired Assistant Finance Director
- 2) FY 2014 Audit completed and submitted to the LGC on time. No white letter, aka “nasty letter” received.
- 3) Implemented E-verify requirements for purchasing & contracts based on the new legislation which was effective in September 2013 and revised in October 2014

Goals (2015)

- 1) To have another successful audit
- 2) To do some work on our fixed assets and develop some policies and/or procedures for accounting for them.
- 3) Implement on-line bill pay (did not mention this during the retreat; however, it is a goal)



Henderson Fire Department

211 Dabney Drive
Henderson, North Carolina 27536
Phone: (252) 438-7315
Fax: (252) 438-1460

Daniel E. Wilkerson
Fire Chief

January 29, 2015
STRATEGIC PLANNING RETREAT

HENDERSON FIRE DEPARTMENT

Annual Statistical Comparison

TYPE OF CALL	2014	2013	% INCREASE/DECREASE
PRIVATE DWELLINGS (1 or 2 Family), Including Mobile Homes	251	156	61%
APARTMENTS (3 or More Families)	26	28	-2%
HOTELS AND MOTELS	6	7	-1%
ALL OTHER RESIDENTIAL (Dormitories, Boarding Houses, Tents, etc.)	2	1	100%
PUBLIC ASSEMBLY (Church, Restaurant, Clubs, etc.)	15	16	-6%
SCHOOLS AND COLLEGES	4	6	-39%
HEALTH CARE AND PENAL INSTITUTIONS (Hospitals, Nursing Homes, Prisons, etc.)	14	23	-18%
STORES AND OFFICES	29	36	-19%
INDUSTRY, UTILITY, DEFENSE, LABORATORIES, MANUFACTURING	8	14	-42%
STORAGE IN STRUCTURES (Barns, Vehicle storage Garages, General Storage, etc.)	8	1	700%
OTHER STRUCTURES (Outbuildings, Bridges, etc.)	2	7	-71%
WORKING STRUCTURE FIRE	34	18	13%
FIRES IN HIGHWAY VEHICLES (Autos, Trucks, Buses, etc.)	17	27	-37%
FIRES IN OTHER VEHICLES (Planes, Trains, Ships, Construction or Farm Vehicles)	1	1	0%
FIRE OUTSIDE OF STRUCTURES WITH VALUE INVOLVED, BUT NOT VEHICLES (Outside Storage, Crops, Timber, etc.)	4	3	110%

FIRES IN BRUSH, GRASS, WILD LAND (Excluding Crops and Timber) With No Value Involved	33	19	74%
FIRES IN RUBBISH, INCLUDING DUMPSTERS (Outside structures), With No Value Involved	36	15	140%
ALL OTHER FIRES	28	25	12%
RESCUE	232	205	13%
FIRST RESPONDER	1765	1963	-10%
FALSE ALARM RESPONSES (Malicious or Unintentional False Calls, Malfunctions, Bomb Scares)	164	163	1%
MUTUAL AID OR ASSISTANCE RESPONSES	42	81	-48%
HAZARDOUS MATERIALS RESPONSES (Spills, Leaks, etc.)	25	28	-11%
OTHER HAZARDOUS RESPONSES (Arcing wires, Bomb Removal, Power Line Down, etc.)	60	48	25%
ALL OTHER RESPONSES (Smoke Scares, Lock-Outs, Animal Rescues, etc.)	47	33	42%
	3074	2923	5.20%

HOME INSPECTIONS			
	2014	2013	% INCREASE/DECREASE
HOMES	6630	6780	-2%
INSPECTED	1788	1925	-7%
SMOKE ALARMS	105	100	5%
BATTERIES	250	500	-5%
VACANT HOMES	153	395	-6%
FOLLOW-UPS	192	322	-4%

INSPECTIONS - STATE MANDATED			
	2014	2013	% INCREASE/DECREASE
ASSEMBLY	73	84	-13%
BUSINESS	195	220	-11%
EDUCATIONAL	0	6	-100%
HAZARDOUS	0	0	0%
INDUSTRIAL	3	9	-67%
INSTITUTIONAL	31	20	55%
ASSEMBLY	60	116	-48%
BUSINESS	48	24	100%
EDUCATIONAL	14	4	250%

HAZARDOUS	0	16	-100%
INDUSTRIAL	0	0	0%
INSTITUTIONAL	0	2	-100%
VACANT	2	23	-91%
TOTALS	426	524	-19%

STATE MANDATED ACTIVITIES			
	2014	2013	% INCREASE/DECREASE
CODE VIOLATIONS	290	669	-56%
FOLLOW UP INSPECTIONS	97	187	-48%

FIRE PREVENTION ACTIVITIES			
	2014	2013	% INCREASE/DECREASE
SERVICE CALLS TO RESIDENTS	6,869	6,999	-2%
HOME INSPECTIONS/HANGERS	126	500	-75%
SMOKE ALARMS INSTALLED	168	185	-9%
ALARM BATTERIES INSTALLED	231	628	-63%
FIRE EXTINGUISHER CLASSES	25	16	56%
PRESENTATIONS (SCHOOL, ETC)	25	46	-46%
COMMUNITY/CIVIC PRESENTATIONS	23	26	-12%
STATION TOURS	23	36	-36%
PARTICIPANTS/FIRE & LIFE SAFETY	16,050	24,500	-34%
COMMUNITY/BUSINESS DISPLAYS	16	20	-20%
CHILD SAFETY SEAT CLINICS	4	1	300%
CHILD SAFETY SEAT INSPECTIONS	53	82	-35%
CHILD SAFETY SEATS DISTRIBUTED	0	4	-100%
FIRE INSPECTIONS	249	0	100%

COMMUNITY INVOLVEMENT		
	2014	2013
MDA DRIVE	\$16,112.00	\$13,776.00
BREAST CANCER AWARENESS T-SHIRT SALES	\$3,400.00	

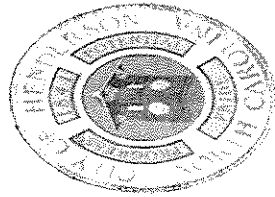
FUTURE NEEDS/REQUESTS

#1 - REINSTATEMENT OF CAREER DEVELOPMENT

#2 - PURCHASE OF BALLISTIC VEST FOR FIREFIGHTERS

Henderson- Vance Recreation and Parks Department

Kendrick Vann
Director



Traditional Programs

- Open Gym
- Teen Court

New Programs

- Teen Council
- Campus to Campus
- African American Quiz Bowl
- Youth/Teen Basketball Skills Clinics
- Youth/Teen Baseball Skills Clinics
- Volunteer Programs
- Referee and Skills Clinics

Teen Programs

Traditional Programs

- Cookies with Santa
- Egg Hunt
- Swimming Lessons

New Programs

- Egg Hunt at another Location

Youth Programs

Traditional Programs

- Open Gym
- Open Fitness

New Programs

- Basketball Tournaments
- Softball Tournaments
- Referee and Skills Clinics
- Volunteer Programs

Adult Programming

Special Olympics

Traditional Program

- Softball, Basketball, Soccer, Tennis, Bocce, Bowling

New Programs

- Unified Sport i.e Sport Ball
- Challenger Leagues i.e Flag Football and Cheerleading

Special Programs

Traditional Program

- Polar Plunge on February 7, 2015 at Satterwhite Point
- Rec Players Performance on February 13th and February 14th, 2015
at VGCC

Special Programs/Special Olympics

Traditional Programs

- Water Aerobics
- Arts Crafts
- Computer Lab
- Farmers Market
- Card Games and Boards Games
- Potlucks
- Arthritis Exercise
- Mature Adult Trips and Outings i.e Governors Mansion, Raleigh Farmer Market, Smithfield's Outlets

New Programs

- Slide-N-Glide
- Deep Water Aerobics

Senior Programs

Youth/Teen Basketball

- 28 Team for 2014-2015 Season increased from previous year of 20
- 28 Team for 2014-2015 Season 19 teams sponsored, 6 of the teams are Mighty Mites (Do not Solicit Sponsors for this age group).
- 4 New Sponsors

Athletics

Henderson- Vance Recreation Department participated

- Volunteered in the Thanksgiving Day Homeless food serving at the ACTS Center: 2 Staff
- 2014 Henderson Christmas Parade: 17 youth/teens, 3 parent volunteers and 6 Staff
- Volunteered in the ACTS Center fundraiser at the 220 Seafood: 2 Staff
- Participated in a speaking engagement at Southern Vance HS and Henderson Middle School about upcoming programs.

Community Engagement

- Previous/Ongoing Programs
 - Triangle North Healthcare Foundation Funding i.e Fox Pond Trail
 - NC Corp of Engineers Funding i.e Fox Pond Reservoir Pier Build
- New Programs
 - Walk with Ease Programs through The Arthritis Foundation
 - Carolina Panther Challenger Flag Football Program

Grants

- Utilize and Implement
 - Current and Updated program information is on Website
 - Flyers/Brochures
 - Have been updated with City, County and Department logo on all materials
 - Program Calendars
 - Full Time Staff are developing calendars for each month for all programs been offered.

Marketing

City Departments

- Police and Fire
- Non- Profits

County Departments

- Cooperative Extension
- Fire
- Vance Public Schools i.e High Schools, Middle Schools
- Senior Center

Non-Profits

- Boys and Girls Club

Partnerships/ Sponsorships

Colleges and Universities

- Vance Granville Community College
 - Space for Rec Players Fundraiser
- North Carolina Central University
 - 40 Basketball Tickets to games on January 24, 2015 and February 21, 2015
- Duke University
 - 40 Women's Basketball Tickets to games on February 8, 2015 and March 1, 2015.

Partnership/Sponsorship

Department's Motto:

"Doing More with Less"

Thanks for your Time...

City of Henderson

Engineering Department

Accomplishments

FY14-15

- * 2-inch Water line Project
 - * Realized saving of \$150,000 in design fees
 - * Original project 13,000 linear feet
 - * Installed to date 18,000 linear feet
 - * Potentially another 1,500 linear feet
- * Interdepartmental Communication
 - * Public Services immediate access to system maps on GIS.
 - * Development Services
 - * KLRWS – 20 MGD upgrade

FY 16-17 Goals

- * Stormwater Program
 - * Mapping and condition assessment
 - * Reactive process (road subsidence)
 - * Establish a Revenue stream for storm water projects.
- * Interactive Work Order - Asset Management Program
 - * https://www.youtube.com/watch?v=GfWPYgO4_QE
- * Extend Delegated Authority into ETJ (KSO 3)
 - * Expand the tax base and level playing field

Work Order System

- * Improve efficiency in process and performance
 - * KSO-1, PDCA (Plan-Do-Check-Act)
 - * User Friendly method of communication, Citizens can create work orders via smart phone or tablet.
- * Improve permit and code enforcement
 - * Provide a one stop permit process (KSO 3-1-c)

Asset Management

- * Work Order System will create a data base and the software develops thresholds for identifying system improvements. (KSO #5)
 - * Reduce overtime but seeing tell-tale signs early before failures occur in the middle of the night.
 - * Capital Improvement Plans based on empirical evidence coupled with staff input and knowledge.

Value Added Products

- Develop system models to analyze the impacts of future development on existing infrastructure.
- Collect data with staff and college interns.
- Design infrastructure in house on small projects.
- Update Standard Specifications and Details (last update 1984).

City Council Action Form

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



Council Meeting: 9 Feb 15 Regular Meeting

2 February 2015

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

FR: Ed Wyatt, Interim City Manager

RE: CAF: 15-01

Consideration of Approval of Resolution 15-01, Amending the Water and Sewer Capital Improvements Plan

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

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

Recommendation:

- Approval of Resolution 15-01, Amending the Water and Sewer Capital Improvements Plan

Executive Summary:

The City received funding in 2010 from the NC Rural Center to develop a multi-year Capital Improvements Plan. The plan was adopted 13 June 2011 by Resolution 11-59 and has been utilized in planning and development of water and sewer capital improvement projects.

The Plan is designed to be updated annually to project costs and identify new projects that will aid in developing the annual budget. McGill Associates has worked on revising the multi-year Capital Improvements Plan to accurately reflect existing and new projects, as well as identifying existing revenues to fund the projects and any debt service associated with loan payments. In conjunction with these revisions, McGill has also identified possible projected rate increases which would be needed to fund the projects, along with the operating expenses.

Attachment:

1. Resolution 15-01

RESOLUTION 15-01

AMENDING THE MULTIYEAR WATER AND SEWER UTILITIES CAPITAL IMPROVEMENTS PLAN (CIP)

WHEREAS, the City Council (Council) of the City of Henderson, North Carolina (City) conducted its Annual Planning Retreat in February 2014, and during said retreat identified eight Key Strategic Objectives (KSOs) and Goals and 12 Core Values; *and*

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

WHEREAS, the Council approved applying for a planning grant from the Rural Center for the development a CIP via Resolution 09-70 and accepted this grant award via Resolution 10-50; *and*

WHEREAS, the engineering firm of McGill Associates presented the prepared CIP to the Council which can be used for the Fiscal Year 2015 - 2016 budget deliberations; *and*

WHEREAS, the CIP requires periodic adjustments to reflect updated projects and costs data, and McGill has been working with the City in performing these updates; *and*

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL THAT IT DOES HEREBY APPROVE the amended CIP, a copy which is on file in the Office of the City Clerk.

The foregoing Resolution 15-01, introduced by Council Member _____ and seconded by Council Member _____ on this the _____ day of _____ 2015, and having been submitted to a roll call vote, was _____ by the following votes: YES: _____ NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

(Reference: Minute Book 4*, p. ***)

City Council Action Form

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



Council Meeting: 9 Feb 15 Regular Meeting

2 February 2015

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

FR: Edward A. Wyatt, Interim City Manager

RE: CAF: 15-25

Consideration of Approval of Ordinance 15-07, FY 15 Budget Amendment #19, Amending the General, Water, and Sewer Funds to Recode Debt Service Payments for the 2011 Revenue Bonds

Ladies and Gentlemen:

Recommendation:

- Approval of Ordinance 15-07, FY 15 Budget Amendment #19, Amending the General, Water, and Sewer Funds to Recode Debt Service Payments for the 2011 Revenue Bonds

Executive Summary

Debt service payments for the projects financed by the 2011 Revenue Bonds (originally 2001 Revenue bonds, refinanced in 2011) have been appropriated for budgeting purposes to each of the funds which had a project financed by those bonds. However, the entire principal amount of the bonds is recorded on the books of the Water Fund. Therefore, to reconcile with the audit records and the financial statements, the General Fund and Sewer Funds portion of that bond payment are being "transferred" to the Water Fund and the "debt service payment" is being paid out of the Water Fund.

Attachments:

1. Ordinance 15-07

ORDINANCE 15-07

FY 2014-2015 BUDGET AMENDMENT #19 AMENDING THE GENERAL, WATER, AND SEWER FUNDS TO RECODE DEBT SERVICE PAYMENTS FOR THE 2011 REVENUE BONDS

WHEREAS, the City Council of the City of Henderson (Council), on 11 June 2014, adopted its FY 14-15 Operating Budget; *and*

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

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

FUNDS:			Ordinance 15-25			
10: General Fund; 30: Water Fund; 31: Sewer Fund			FY 14-15 Budget Amendment #19			
10: GENERAL FUND REVENUES			Approved	Current		
Department	Line Item	Code	1-Jul-14	Budget	Amendment	Revised
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ -	\$ -
10: GENERAL FUND EXPENDITURES			Approved	Current		
Department	Line Item	Code	1-Jul-14	Budget	Amendment	Revised
680: Debt Service	Debt Service Principal	10-680-508100	\$ 731,100	\$ 731,100	\$ (84,030)	\$ 647,070
680: Debt Service	Debt Service Interest	10-680-508200	\$ 123,300	\$ 123,300	\$ (12,885)	\$ 110,415
660: NonDepartmental	Trans to: 30 Water Fund	10-660-561030	\$ -	\$ -	\$ 96,915	\$ 96,915
		Total	\$ 854,400	\$ 854,400	\$ -	\$ 854,400
		Variance			\$ -	
30: WATER FUND REVENUES			Approved	Current		
Department	Line Item	Code	1-Jul-14	Budget	Amendment	Revised
	Trans fr: 10 General Fund	30-980-461010	\$ -	\$ -	\$ 96,915	\$ 96,915
	Trans fr: 31 Sewer Fund	30-980-461031	\$ -	\$ -	\$ 400,640	\$ 400,640
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ 497,555	\$ 497,555
30: WATER FUND EXPENDITURES			Approved	Current		
Department	Line Item	Code	1-Jul-14	Budget	Amendment	Revised
	Debt Service Principal	30-680-508100	\$ 504,000	\$ 504,000	\$ 431,400	\$ 935,400
	Debt Service Interest	30-680-508200	\$ 80,400	\$ 80,400	\$ 66,155	\$ 146,555
			\$ -	\$ -	\$ -	\$ -
		Total	\$ 584,400	\$ 584,400	\$ 497,555	\$ 1,081,955
		Variance			\$ -	
31: SEWER FUND REVENUES			Approved	Current		
Department	Line Item	Code	1-Jul-14	Budget	Amendment	Revised
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
		Total	\$ -	\$ -	\$ -	\$ -
31: SEWER FUND EXPENDITURES			Approved	Current		
Department	Line Item	Code	1-Jul-14	Budget	Amendment	Revised
	Debt Service Principal	31-680-508100	\$ 594,900	\$ 594,900	\$ (347,370)	\$ 247,530
	Debt Service Interest	31-680-508200	\$ 79,200	\$ 79,200	\$ (53,270)	\$ 25,930
	Trans to: 30 Water Fund	31-660-561030	\$ -	\$ -	\$ 400,640	\$ 400,640
		Total	\$ 674,100	\$ 674,100	\$ -	\$ 674,100
		Variance			\$ -	
Reference:			Notes:			
CAF: 15-25; Ord 15-07; BA #19 City Council Meeting 9 Feb 2015			To transfer debt service payments for the 2011 Revenue Bonds to the Water Fund so that the principal payments can be adjusted against the existing debt liabilities and interest expensed in the "parent" fund for financial statement purposes. The amounts being transferred represent the costs of the debt service payments that were allocated to the General Fund for its portion of the Operations Center project and the Sewer Fund for its portion of the Operations Center project, the Redbud Pump Station project, the WWTP Study, and the Oxford Road Sewer Upgrade project			

The foregoing Ordinance 15-07 upon motion of Council Member ** and second by Council Member ***, and having been submitted to a roll call vote and received the following votes and was *** on this the 9th day of February 2015: 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 15-07 adopted by the Henderson, City Council in Regular Session on 9 February 2015 (*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 February 2015.

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

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

Reviewed by: _____ Date: _____
Edward A. Wyatt, Interim City Manager

City Council Action Form

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



Council Meeting: 9 Feb 2015 Regular Meeting

5 February 2015

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

FR: Ed Wyatt, Interim City Manager

RE: CAF: 15-27

Consideration of Approval of Resolution 15-19, 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 15-19, Agreement setting forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations

Executive Summary

During the recent Council Strategic Planning Retreat held on 29 and 29 February 2015, Facilitator Madeleine Henley asked Council to review the roles, responsibilities and expectations of the Mayor, City Council and City Manager. The overall consensus was no changes were necessary. However, Council did ask the Interim City Manager, Mr. Wyatt, to review the Manager portion and make any suggestions he deemed important. Mr. Wyatt reviewed the Manager sections and no changes were suggested. The attached Resolution formalizes the consensus regarding the Roles, Responsibilities and Expectations of the Mayor, City Council and City Manager.

Attachments:

1. Resolution 15-19

RESOLUTION 15-19

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 28 and 29 January 2015 at the Henderson County Club and Perry Memorial Library in Henderson;
and

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

WHEREAS, upon review of the *Agreement* at the Planning Retreat, no changes were suggested;
and

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE the *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 15-19, introduced by Council Member ** and seconded by Council Member ** on this the 9th day of February 2015, 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 43, p. ***; CAF 15-27*

RESOLUTION 15-19

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
28 January 2015
City Council Strategic Planning Retreat
Approved
9 February 2015
Regular City Council Meeting*

James D. O’Geary
Mayor

Sara M. Coffey
Council Member

Michael C. Inscoc
Council Member

Brenda Peace-Jenkins
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

Edward A. Wyatt
Interim 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. Inscoc</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>Interim City Manager Edward A. Wyatt</i>

Meetings and Events Calendar

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

Date	Time	Event	Location
Feb 12 th	12:00 PM	Henderson-Vance Parks & Recreation Commission Meeting	Aycock Recreation Center
Feb 19 th	7:00 PM	Human Relations Commission Meeting	City Council Chambers
Feb 23 rd	6:00 PM	City Council Short Reg. Meeting Work Session to Immediately Follow	City Council Chambers
Mar 2 nd	3:30 PM	Henderson Planning Board Meeting	City Council Chambers
Mar 3 rd	3:30 PM	Henderson Zoning Advisory Board Meeting	City Council Chambers
Mar 9 th	5:00 PM	Perry Memorial Library Advisory Board Meeting	Perry Memorial Library
Mar 9 th	6:00 PM	City Council Regular Meeting	City Council Chambers
Mar 12 th	12:00 PM	Henderson-Vance Parks & Recreation Commission Meeting	Aycock Recreation Center
Mar 19 th	7:00 PM	Human Relations Commission Meeting	City Council Chambers
Mar 23 rd	6:00 PM	City Council Short Reg. Meeting Work Session to Immediately Follow	City Council Chambers
Mar 27 th	10:00 AM	Henderson-Vance 911 Advisory Board Meeting	E-911 Operations Center
Apr 3 rd	City Hall Closed	 Good Friday 	City Hall Closed
Apr 6 th	3:30 PM	Henderson Planning Board Meeting	City Council Chambers
Apr 7 th	3:30 PM	Henderson Zoning Advisory Board Meeting	City Council Chambers
Apr 9 th	12:00 PM	Henderson-Vance Parks & Recreation Commission Meeting	Aycock Recreation Center
Apr 13 th	9:30 AM	KLRWS Advisory Board Meeting	City Hall Large Conference Room
Apr 13 th	6:00 PM	City Council Regular Meeting	City Council Chambers
Apr 14 th	3:00 PM	Henderson Appearance Committee Meeting	City Council Chambers
Apr 27 th	6:00 PM	City Council Short Reg. Meeting Work Session to Immediately Follow	City Council Chambers
May 4 th	3:30 PM	Henderson Planning Board Meeting	City Council Chambers
May 5 th	3:30 PM	Henderson Zoning Advisory Board Meeting	City Council Chambers
May 11 th	5:00 PM	Perry Memorial Library Advisory Board Meeting	Perry Memorial Library

Last Updated 5 February 2015