



AGENDA

Henderson City Council Short Regular Meeting and Work Session
Monday 27 April 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, Sr.
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) 13 April 2015 Regular Meeting [*See Notebook Tab 1*]

VII. PUBLIC HEARING

- a) Consideration of Holding a Public Hearing on the Question of Annexation for Toyota Lane Pursuant to North Carolina General Statute 160-A-31. (CAF 15-09-B) [*See Notebook Tab 2*]

- Public Hearing

- b) Consideration of Holding a Public Hearing on the Question of Annexation for Carey Chapel Village Pursuant to North Carolina General Statute 160-A-31. (CAF 15-28-B) [*See Notebook Tab 3*]

- Public Hearing

VIII. 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

IX. NEW BUSINESS

- a) Consideration of Approval of Resolution 15-34, Allowing Vance County Relay for Life to Place a Banner Across the Charles Street Overpass. (CAF 15-59) [*See Notebook Tab 4*]

- Resolution 15-34

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.

- b) Consideration of Approval of Tax Releases and Refunds for the Month of March 2015. (CAF 15-53) [See Notebook Tab 5]
- c) Financial Report – 1st Nine Months FY2015. [See Notebook Tab 6]
- d) Update on Several Projects (CM 15-06) [See Notebook Tab 7]

X. 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

XI. 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. Proclamation – Police Week
 - iii. Proclamation – Municipal Clerk’s Week

XII. CLOSED SESSION

- a) Pursuant to G.S.§143-318.11 (a)(6) regarding a Personnel Matter.

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

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- 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.

XIII. REGULAR WORK SESSION

a) Consideration of Approval of Ordinance 15-09, FY15 Budget Amendment #27, Including the Amended Fee Schedule to Include Fire Hydrant Meter Usage Fees Relative to the Policy for the Usage of Fire Hydrant Meters. (CAF 15-26) [See Notebook Tab 9]

- Resolution 15-36

b) Consideration of Approval of Resolution 15-36, Authorizing the Execution of a Construction Contract for the Mason Street and Reservoir Street Storm Sewer Replacement Project in the Amount of \$23,005 with H.G. Reynolds Co., Inc. (CAF 15-61) [See Notebook Tab 10]

- Resolution 15-36

XIV. ADJOURNMENT

City Council Minutes - DRAFT
Regular Meeting
13 April 2015

PRESENT

Mayor James D. O'Geary, Presiding; and Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoc, D. Michael Rainey, 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, Engineering Director Clark Thomas, Finance Director Kathy Brafford, Public Services Director Mike Ross, Recreation and Parks Director Kendrick Vann, Police Chief Marcus Barrow and Development Services Director Corey Williams.

CALL TO ORDER

The 13 April 2015 Regular Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:00 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

ROLL CALL

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

INVOCATION AND PLEDGE OF ALLEGIANCE

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

OPENING COMMENTS

Mayor O'Geary welcomed everyone, including special guests – the Leadership Vance Class of 2015. The Mayor asked Mr. John Barnes, President of the Henderson-Vance Chamber of Commerce to come forward and say a few words.

Mr. Barnes thanked the City for its partnership with the Chamber and said the class is looking forward to City Day which will take place tomorrow. He then recognized Ms. Annette Roberson, Director of Membership Services and asked each member of the class to stand and introduce themselves. Participants this year come from WIZS Radio, Maria Parham Medical Center, Vance-Granville Community College, Century Link, Vance County Schools, Animal Control and Planning & Development, Perry Memorial Library, Walmart, Carolina Country Snacks and the City of Henderson.

Mayor O'Geary thanked Mr. Barnes and told the Class he is looking forward to having them learn about the City.

ADJUSTMENTS TO/APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mayor O'Geary asked for any corrections to and/or approval of the minutes. Council Member Coffey moved to approve the 23 March 2015 Short Regular Minutes as presented. Motion seconded by Council Member Simmons, and unanimously approved.

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

The City Clerk advised the Mayor and Council Members that no citizen wished to address Council at this time.

NEW BUSINESS

Amending the General Fund to Appropriate the Balance of the Donations Received for the Restoration of the Bennett H. Perry, Jr. Museum. (*Reference: CAF 15-54; Ordinance 15-22; Budget Amendment #23*)

Interim City Manager Wyatt said the City signed an agreement on March 26, 2015, for the Corbitt Preservation Association to lease the property to be used solely for the purpose of creating, operating and maintaining a museum regarding the history and culture of the City and County. The lease stipulated unspent donated funds to the City be used to assist the Association in paying renovation costs. The amount being appropriated to the Corbitt Association is \$25,145. Mr. Wyatt commended Council Member Inscoe for his fine work in helping to preserve this building as a museum.

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

Council Member Inscoe moved the approval of Ordinance 15-22, *Amending the General Fund to Appropriate the Balance of the Donations Received for the Restoration of the Bennett H. Perry, Jr. Museum*. Motion seconded by Council Member Rainey, 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 237)

Issuance of Certificate of Sufficiency and Fixing Date of Public Hearing on Question of Annexation Pursuant to NCGS §160A-31. (Reference: CAF 15-09-A; Resolution 15-08-A; FY)

Interim City Manager Wyatt said the Clerk has completed, and the City Attorney has reviewed, the investigation of sufficiency regarding the area described as the intersection of Toyota Lane and Ruin Creek Road (S.R. 1128). The next step is to set a public hearing which will occur on April 27, 2015 at 6:00 p.m. in Council Chambers. Mr. Wyatt said he is pleased annexations are taking place since they are so difficult to accomplish in accordance with current State requirements.

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

Council Member Rainey moved the approval of Resolution 15-08-A, *Issuance of Certificate of Sufficiency and Fixing Date of Public Hearing on Question of Annexation Pursuant to NCGS §160A-31*. 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 157-A)

Issuance of Certificate of Sufficiency and Fixing Date of Public Hearing on Question of Carey Chapel Village Annexation Pursuant to NCGS §160A-31. (Reference: CAF 15-28-A; Resolution 15-28-A)

Interim City Manager Wyatt said the Clerk has completed, and the City Attorney has reviewed, the investigation of sufficiency regarding the area described as the intersection of Toyota Lane and Ruin Creek Road (S.R. 1128). The next step is to set a public hearing which will occur on April 27, 2015 at 6:00 p.m. in Council Chambers.

Council Member Daeke asked how many lots are anticipated for this annexation. Development Services Director said 54 lots are anticipated.

Council Member Kearney said it is always nice to be adding rooftops to the City.

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

Council Member Coffey moved the approval of Resolution 15-28-A, *Issuance of Certificate of Sufficiency and Fixing Date of Public Hearing on Question of Carey Chapel Village Annexation Pursuant to NCGS §160A-31*. Motion seconded by Council Member Simmons, 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 197-A)

Amending the General Fund to Budget the Proceeds of an Insurance Reimbursement to Offset the Costs of Repairs to the Concession Stand at Fox Pond Park. (*Reference: CAF 15-56, Ordinance 15-24, Budget Amendment #26*)

Interim City Manager Wyatt explained a tree fell on the concession stand at Fox Pond Park on February 17, 2014. The insurance claim of \$4,600 has been received and will be used to offset the cost of repairs.

Council Member Daeke asked what the total anticipated cost is for the repair. Recreation and Parks Director Vann said two bids have been received ranging from \$9,600 to \$10,100. He is currently looking for ways to lower the bids.

Council Member Rainey asked if the bids were from local businesses and why the bids were so much more than the insurance proceeds. Mr. Vann said yes, the bids were local and there was a \$5,000 deductible on the concession stand.

Council Member Inscoe asked if the concessions are under contract or done in-house. Mr. Vann said concessions have been under contract with a third-party but he is looking at moving them in-house as a revenue builder. Council Member Daeke asked if using non-profits is a possibility. Mr. Vann said he still has a lot of “homework” to do on this issue.

Mr. Wyatt commended Mr. Vann for working on a variety of ways to raise funds for the recreation center and added it may be best to bring the concession in-house.

Mayor O’Geary asked for the consensus of Council as there was no further discussion.

Council Member Daeke moved the approval of Ordinance 15-24, *Amending the General Fund to Budget the Proceeds of an Insurance Reimbursement to Offset the Costs of Repairs to the Concession Stand at Fox Pond Park.* Motion seconded by Council Member Kearney, and APPROVED by the following vote: YES: Rainey, Peace-Jenkins, Daeke, Simmons, Daye, Kearney, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: None. (*See Ordinance Book 9, p 241*)

Providing for Four Additional Handicap Parking Spaces on Sunday Near the First Presbyterian Church. (*Reference: CAF 15-57, Ordinance 15-25*)

Interim City Manager Wyatt said a request was submitted for four (4) additional handicap parking spaces near the First Presbyterian Church for Sunday’s only. It is anticipated the cost of the poles and signs will be \$40, excluding labor costs. He recommends the additional handicap parking spaces for approval by Council.

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

Council Member Rainey moved the approval of Ordinance 15-25, *Providing for Four Additional Handicap Parking Spaces on Sunday Near the First Presbyterian Church*. Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Peace-Jenkins, Daeke, Simmons, Daye, Kearney, Coffey, Inscoe and Rainey. NO: None. ABSTAIN: None. ABSENT: None. (See Ordinance Book 9, p 243)

Authorizing the Submission of an Application to the Bureau of Justice Assistance Office for the FY15 Bulletproof Vest Program Grant for the Police Department. (Reference: CAF 15-58, Resolution 15-33)

Interim City Manager explained this is an annual grant request. This year the grant will provide reimbursement up to 50% of all expenditures (including shipping) for the purchase of ten (10) law enforcement body armor vests and carriers. The anticipated cost is \$7,560 with the City's portion being \$3,780.

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

Council Member Peace-Jenkins moved the approval of Resolution 15-33, *Authorizing the Submission of an Application to the Bureau of Justice Assistance Office for the FY15 Bulletproof Vest Program Grant for the Police Department*. Motion seconded by Council Member Coffey, and APPROVED by the following vote: YES: Daeke, Simmons, Daye, Kearney, Coffey, Inscoe, Rainey and Peace-Jenkins. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 4, p 207)

Transferring Funds from Sewer Fund Contingency to the Elmwood Cemetery Outfall Project for the Acquisition of Land and Easements. (Reference: CAF 15-55, Ordinance 15-23, Budget Amendment #25)

Interim City Manager said the cost of obtaining easements and securing two properties via fee simple are excluded in the loan. The estimated cost to secure the easements and process the legal documents is \$25,000.

Council Member Kearney asked why the need for the easements/acquisitions since an existing line is being upgraded. Assistant City Manager Frazier said due to new buffer requirements, and the design changes to make the line more efficient, it was felt it would be best to go through this process.

Council Member Inscoe asked if the original contingency will remain the same. Mr. Frazier said the \$154,450 currently in the contingency fund will remain intact and that the estimated cost of \$25,000 will come from Sewer Fund.

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

Council Member Daeke moved the Approval of Ordinance 15-23, *Transferring Funds from Sewer Fund Contingency to the Elmwood Cemetery Outfall Project for the Acquisition of Land and Easements*. Motion seconded by Council Member Simmons, and APPROVED by the

following vote: YES: Simmons, Daye, Kearney, Coffey, Inscoc, Rainey, Peace-Jenkins and Daeke. NO: None. ABSTAIN: None. ABSENT: None. (See Ordinance Book 9, p 239)

PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

The City Clerk advised the Mayor and Council Members that no citizen wished to address Council at this time.

REPORTS

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

b) Interim City Manager - Mr. Wyatt updated Council on the Green Rural Re-development Organization and its progress in obtaining a grant. The group is interested in several lots and more information will be brought to Council as it becomes available.

Mayor O'Geary asked the Green Rural Re-development representatives to stand and thanked them for their efforts and added he looks forward to seeing the gardens throughout the City.

Mr. Wyatt updated Council on the pro-active measures Mr. Vann has made with the Recreation and Parks Department and mentioned the African-American Quiz Bowl, Campus to Campus visits, fitness and arts programs/

Mayor O'Geary thanked Mr. Vann for reaching out to the young people of the community.

Mr. Wyatt read the following press release from the National Association of Police Organizations which recognizes Lieutenant Alan Hedgepeth:

NORTH CAROLINA

Lieutenant Alan Hedgepeth
Henderson Police Department

Resident Agent in Charge Timothy L. Sloan
Special Agent Timothy S. Graden
Bureau of Alcohol, Tobacco, Firearms and Explosives

They called themselves the Money Gang Mob ("MGM") and for years they exerted control over a small and violent area of Henderson, North Carolina. The street gang would traffic firearms and stolen property to contacts in Newark, New Jersey in exchange for heroin that they'd bring back and then distribute. Authorities believed the gang was responsible for several homicides, multiple home invasion robberies, drive by shootings, sexual assaults, etc. Basically they needed to be stopped.

That's when agents at the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) as well as at the Henderson P.D., teamed up in order to take this violent gang down. With agents Timothy Sloan and Timothy Graden from ATF and Lieutenant Alan Hedgepeth from the Henderson P.D. leading the charge, an intense investigation was launched and concluded in the summer of 2014 with the arrest and convictions of nearly forty MGM members or known associates. As a result of this joint investigation, violent crime was reduced by at least 30% in Henderson, and the community became a much safer place with several of the gang's most violent members now behind bars.

Mayor O'Geary thanked Police Chief Barrow for all he and the police officers are doing to make a difference within the city.

Lastly, Mr. Wyatt said the Finance Department has received the Certificate of Achievement Award for the 23rd year in the row. This award is presented by the Government Finance officers Association and is the highest form of recognition in governmental accounting and financial reporting.

c) City Attorney (No Report)

d) City Clerk – Ms. McCrackin reminded Council of the Leadership Vance City day tomorrow at the Aycock Recreation Center.

OTHER

Council Member Coffey asked if any progress had been made with her request for a new flag pole to fly the Purple Heart flag. Mr. Frazier said the pole has been ordered and will be installed shortly.

Council Member Kearney reported that as a result of the Retreat discussions regarding the EDC, the Police Chief is now a strategic partner with the EDC and attended the last meeting. Mr. Kearney also echoed the Mayor in saying he is excited about seeing the gardens around town and said he will continue to assist in any way possible.

Interim City Manager Wyatt mentioned Owen Davis Park, better known as the Flint Hill Park has been adopted by Clearview Baptist Church and there will be a clean-up event this Saturday from 11:00 a.m. to 3:00 if anyone would like to participate. Council Member Peace-Jenkins said she appreciates the efforts being put into this park.

With no further discussion, Mayor O'Geary asked if Council was prepared to go into Closed Session and stated there would be no report following the session.

CLOSED SESSION

Council Member Rainey moved for Council to convene in closed session pursuant to G.S. §143-318.11(a)(6) for a Personnel Matter, Motion seconded by Council Member Daye and unanimously approved.

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

With no further business Mayor O’Geary 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 7:24 p.m.

James D. O’Geary
Mayor

ATTEST:

Esther J. McCrackin
City Clerk

City Council Action Form

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



Council Meeting: 27 Apr 15 Short Meeting

15 April 2015

TO: The Honorable Mayor James D O'Geary and Members of City Council
FR: Edward A. Wyatt, Interim City Manager
RE: CAF: 15-09-B
Consideration of Holding a Public Hearing on the Question of Annexation for Toyota Lane Pursuant to North Carolina General Statute 160-A-31.

Ladies and Gentlemen:

Recommendation:

- Holding a Public Hearing on the Question of Annexation for Toyota Lane Pursuant to North Carolina General Statute 160-A-31.

Executive Summary

The City Council, at its 13 April 2015 Regular Meeting, approved Resolution 15-08-A, fixing a date for a Public Hearing to be held at the 27 April 2015 meeting for the purpose of receiving public input. The Notice of Public Hearing was properly advertised and it is recommended that Council receive public input and consider such input as it continues with the annexation process.

Attachments:

1. Resolution 15-08-A
2. Certificate of Sufficiency

RESOLUTION 15-08-A

FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION OF PURSUANT TO G.S. 160A-31

WHEREAS, the City Council (Council) conducted its Annual Planning Retreat in 2015 and identified eight Key Strategic Objectives (KSOs) and Goals; *and*

WHEREAS, this Resolution addresses KSO-3: Enhanced Economic Development; *and*

WHEREAS, a petition requesting annexation of an area described herein has been received; *and*

WHEREAS, the Henderson City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; *and*

WHEREAS, certification by the Henderson City Clerk as to the sufficiency of the petition has been made.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL THAT IT DOES HEREBY APPROVE a public hearing on the question of annexation of the area described herein which will be held at City Hall, Council Chambers, 134 Rose Avenue on April 27, 2015 at 6:00 p.m.

Section 1. The area proposed for annexation is described as follows:

A New Lot being all of Parcel II and a portion of Parcel III in P.B. X, Pg. 545, containing 2.20 acres as further described below:

Beginning at a point in the Northwestern corner of the intersection of Toyota Lane (Private) and Ruin Creek Road (S.R. 1128), being the Southeastern most corner of the New Lot. From the Point of Beginning run thence along the Northern right-of-way of Ruin Creek Road S74°05'17"W 244.40' to an existing concrete monument, S70°47'58"W 107.83' to an existing concrete monument S85°55'29"W 1.24' to an existing iron pipe being the Southeastern corner of the tract of Henderson United Church of Christ. Thence along the line with Henderson United Church of Christ N01°26'31"W 210.07' to an existing metal rebar, N01°26'31"W 210.22' to a new point being the Northwest corner of the New Lot. Thence N88°33'29"E 190.01' along the proposed New Lot line to a point in the Western right-of-way of Toyota Lane. Thence along the Western right-of-way of Toyota Lane S01°26'31"E 14.07' to a point, continuing along the Western right-of-way of Toyota Lane on a curve with a chord of S17°49'32"E 143.94', a radius of 255.00', and an arc length of 145.92' to a iron pipe, S34°13'10"E 97.22' to an iron pipe, S33°16'28"E 108.72' to an existing concrete monument, being the Point of Beginning.

Section 2. Notice of the public hearing shall be published in *The Daily Dispatch*, a newspaper having general circulation in the City of Henderson, North Carolina, at least ten (10) days prior to the date of the public hearing.

The foregoing Resolution 15-08-A, introduced by Council Member Rainey and seconded by Council Member Daye, on this the 13th day of April 2015, and having been submitted to a roll call vote, was **APPROVED** by the following votes: YES: Coffey, Inscoc, Rainey, Peace-Jenkins, Daeke, Simmons, Daye and Kearney. NO: None. ABSTAIN: None. ABSENT: None.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

Reference: Minute Book 43, p495; CAF 15-09-A

CERTIFICATE OF SUFFICIENCY

CAF 15-09-B
Attachment #2

To the City Council of the City of Henderson, North Carolina:

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify that I have investigated the attached petition and hereby make the following findings:

I further find that the area meets the standards for a noncontiguous area as specified in G.S. 160A-58.1(b), in that:

- a) The petition includes a metes and bounds description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits;
- b) The petition includes the names and addresses of all owners of real property lying in the area described therein;
- c) The petition includes the signatures of all owners of real property lying in the area described therein;
- d) The nearest point on the proposed satellite corporate limits is no more than three (3) miles from the primary corporate limits of the City of Henderson;
- e) No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the City of Henderson;
- f) The satellite area is so situated that the City of Henderson will be able to provide the same services as are provided within its primary corporate limits;
- g) To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included;
- h) The area with the proposed satellite corporate limits, when added to the area within all other satellite corporate limits of the City of Henderson, does not exceed ten percent (10%) of the area within the primary corporate limits of the City of Henderson;

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Henderson, North Carolina, this 25th day of March 2015.

Esther J. McCrackin
City Clerk
Henderson, North Carolina

City Council Action Form

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



Council Meeting: 27 Apr 15 Short Meeting

15 April 2015

TO: The Honorable Mayor James D O'Geary and Members of City Council
FR: Edward A. Wyatt, Interim City Manager
RE: CAF: 15-46-B
Consideration of Holding a Public Hearing on the Question of Annexation for Carey Chapel Village Pursuant to North Carolina General Statute 160-A-31.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- N/A

Recommendation:

- Holding a Public Hearing on the Question of Annexation for Carey Chapel Village Pursuant to North Carolina General Statute 160-A-31.

Executive Summary

The City Council, at its 13 April 2015 Regular Meeting, approved Resolution 15-28-A, fixing a date for a Public Hearing to be held at the 27 April 2015 meeting for the purpose of receiving public input. The Notice of Public Hearing was properly advertised and it is recommended that Council receive public input and consider such input as it continues with the annexation process.

Attachments:

1. Resolution 15-28-A

RESOLUTION 15-28-A

FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION FOR CAREY CHAPEL VILLAGE PURSUANT TO N.C.G.S. §160A-31

WHEREAS, the City Council (Council) conducted its Annual Planning Retreat in 2015 and identified eight Key Strategic Objectives (KSOs) and Goals; *and*

WHEREAS, this Resolution addresses KSO-3: Enhanced Economic Development; *and*

WHEREAS, a petition requesting annexation of the area described herein has been received; *and*

WHEREAS, the City of Henderson has by resolution directed the City Clerk to investigate the sufficiency of the petition; *and*

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made(see *Attachment A* to this Resolution).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL of the City of Henderson, North Carolina, that:

Section 1. A public hearing on the question of annexation of the area described herein will be held in Council Chambers, 134 Rose Avenue, Henderson, North Carolina, on April 27, 2015, at 6:00 p.m.

Section 2. The area proposed for annexation is described as follows:

CAREY CHAPEL VILLAGE 9 March 2015

Beginning at a point in the existing city limits line and extending
N 36° 31' 32" E 80.00' to a point; thence
S 51° 54' 29" E 154.41' to a point; thence
N 45° 51' 21" E 13.48' to a point; thence
S 58° 57' 31" E 61.60' to a point; thence
S 55° 29' 57" E 139.54' to a point; thence
N 33° 52' 15" E 74.64' to a point; thence
S 60° 25' 09" E 420.38' to a point; thence
N 29° 20' 49" E 327.55' to a point; thence
N 29° 20' 49" E 93.54' to a point; thence
N 27° 42' 51" E 174.96' to a point; thence
S 62° 05' 58" E 377.99' to a point; thence
S 27° 12' 48" W 191.73' to a point; thence
S 29° 50' 47" W 537.30' to a point at the existing city limits; and thence
N 60° 48' 08" W 1.146.39' to the point and place of beginning.
Said tract containing approximately 7.80 acres plus or minus.

Section 3. Notice of the public hearing shall be published in *The Daily Dispatch*, a newspaper having general circulation in the city of Henderson, at least ten (10) days prior to the date of the public hearing.

The foregoing Resolution 15-28-A, upon motion of Council Member Coffey and second by Council Member Simmons, and having been submitted to a roll call vote received the following votes and was **APPROVED** on this the 13th day of April 2015: YES: Inscoc, Rainey, Peace-Jenkins, Daeke, Simmons, Daye, Kearney and Coffey. NO: None. ABSTAIN: None ABSENT: None.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

Reference: Minute Book 43, p 495; CAF 15-46-A

CERTIFICATE OF SUFFICIENCY

To the City Council of the City of Henderson, North Carolina:

I, Esther J. McCrackin, the duly appointed, qualified City Clerk of the City of Henderson, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a) The petition contains an adequate property description of the area proposed for annexation.
- b) The area described in the petition is contiguous to the City of Henderson, North Carolina primary corporate limits, as defined by G.S. 160A-31.
- c) The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Henderson, North Carolina this 25th day of March 2015.

Esther J. McCrackin
City Clerk
Henderson, North Carolina

City Council Action Form

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



Agenda Item: _____

Council Meeting: 27 Apr. 15 Short Reg. Meeting

21 April 2015

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

FR: Ed Wyatt, Interim City Manager

RE: **CAF: 15-59**

Consideration of Approval of Resolution 15-34, Allowing Vance County Relay for Life to Place a Banner across the Charles Street Overpass

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

Core Value 7: Teamwork and Collaborative Efforts: We value teamwork and collaborative efforts with our fellow workers, stakeholders, and partners and believe that through such efforts we will be better able to achieve our goals and objectives.

Recommendation:

- Approval of Resolution 15-34, Allowing Vance County Relay for Life to Place a Banner across the Charles Street Overpass

Executive Summary:

Ms. Sandra W. Parham (Event Co-Chair) of Vance County Relay for Life is requesting permission to display a sign (banner) measuring 9 ½ ft. x 3ft. (28.5 square feet) across the Charles Street overpass facing Garnett Street for a duration beginning immediately after approval by Council, if so approved, and ending June 30, 2015 or earlier. The purpose of the sign is to inform citizens about the Relay for Life events benefiting the American Cancer Society.

Section 16-11 of the City Code prohibits displaying any signs across any street or on sidewalks unless approved by the City Council prior to installation (see below).

City of Henderson City Ordinance-Sec. 16-11. - Signs across streets or sidewalks.

*No person shall raise any sign across any street or on the sidewalks thereof further than five (5) feet from the building unless approved by the city council; provided, that the chief of police can issue a permit on special occasions of city-wide interest for **banners** to be hung across city streets; further provided, that the **banners** are located no closer to the central business district than Spring Street or Church Street on Garnett Street, William Street or Chestnut Street. Bunting can be placed on city right-of-way with permission of the chief of police on special occasions of city-wide interest. Variances from these provisions require city council approval.*

The Charles Street Overpass is owned by CSX Railroad therefore, permission may need to be obtained by the Relay for Life Foundation from CSX Railroad prior to displaying said banner.

Attachment:

1. Resolution 15-34
2. Letter of Request
3. Photograph of Banner

RESOLUTION 15-34

A RESOLUTION ALLOWING VANCE COUNTY RELAY FOR LIFE TO DISPLAY A SIGN ACROSS THE CHARLES STREET OVERPASS

WHEREAS, the Henderson City Council (Council) conducted its Annual Planning Retreat in January 2015 and during said Retreat identified Core Values and Principles that guide our work; *and*

WHEREAS, this Resolution Addresses **CV 7: Teamwork and Collaborative Efforts**: We value teamwork and collaborative efforts with our fellow workers, stakeholders, and partners and believe that through such efforts we will be better able to achieve our goals and objectives; *and*

WHEREAS, Vance County Relay for Life has requested permission to display a sign (banner) across the Charles Street overpass facing Garnett Street for a duration beginning no sooner than April 28, 2015 and ending no later than June 30, 2015; *and*

WHEREAS, the purpose of the sign is to provide information to citizens within the area about the upcoming 2015 Vance County Relay for Life events that benefit the American Cancer Society; *and*

WHEREAS, Charles Street Overpass is the property of CSX Railroad, therefore permission may need to be obtained by the Vance County Relay for Life Foundation prior to displaying said banner.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY, approve installation of a sign (banner) across the Charles Street overpass under the authority of Section 16-11 of the City Code and in accordance with other applicable codes regulating installation of signs, including permission from CSX Railroad if required, for a duration beginning no sooner than 28 April 2015 and ending no later than June 30, 2015.

The foregoing Resolution 15-34, 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 27th day of April 2015: YES: . NO: . ABSTAIN: . ABSENT: .

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

April 21, 2015

Corey Williams
Code Compliance Director
City of Henderson
P.O. Box 1434
Henderson, NC 27536

Dear Mr. Williams:

I am writing this letter asking for permission to hang a "Relay For Life" banner (2015) at the underpass facing Garnett Street. The banner is 3 x 9 ½ ft.

I will forward a picture of this banner by text.

If you have questions or something else is needed, please let me know.

Thanks.

Sincerely,



Sandra W. Parham
Relay For Life Co-Chair

Banner



City Council Action Form

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



Council Meeting: 27 Apr 15 Short Reg. Meeting

14 April 2015

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

FR: Ed Wyatt, Interim City Manager

RE: **CAF 15-53**

Consideration of Approval of Tax Releases and Refunds from Vance County for the Month of March 2015.

Ladies and Gentlemen:

Recommendation:

- Approval of tax releases and refunds from Vance County for the month of March 2015.

Executive Summary

The Vance County Tax office submitted the following tax releases and refunds to the Finance Department for the month of March 2015. These releases and refunds are found to be in order and are being recommended for approval.

March 2015 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property			
Releases			
Noel, William W III	Personal Prop Billed in Error	2011	\$ 10.53
Noel, William W III	Personal Prop Billed in Error	2012	\$ 10.53
Vanegas, Jose	Personal Prop Billed in Error	2012	\$ 34.78
Noel, William W III	Personal Prop Billed in Error	2013	\$ 12.27
Vanegas, Jose	Personal Prop Billed in Error	2013	\$ 73.72
Cooper, Sandra	Correct Ownership	2014	\$ 68.27
Noel, William W III	Personal Prop Billed in Error	2014	\$ 12.28
Turner, Rowland G Jr.	Correct Ownership	2014	\$ (68.27)
Vance Construction Co.	Correct Situs	2015	\$ 8,110.46
Total R&P Prop. Releases			\$ 8,264.57
Real & Personal Property			
Refunds			
None			\$ -
Total R&P Prop. Refunds			\$ -
Total R&P Prop. Rel. & Refunds			\$ 8,264.57
Registered Vehicle Releases			
None			\$ -
Total Releases			\$ -
Registered Vehicle			
Refunds			
None			\$ -
Total Reg Veh Refunds			\$ -
Total Reg Veh Releases			
& Refunds			\$ -
Total All Releases & Refunds			\$ 8,264.57

City Council Memo

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



Agenda Item: _____

Council Meeting: 27 April 15 Short Reg Mtg

April 22, 2015

TO: The Honorable Mayor James D. O'Geary and Members of City Council
FR: Edward A. Wyatt, City Manager
RE: CM: 15-05

Subject: Financial Report – 1st Nine Months FY 2015

Ladies and Gentlemen

Please find attached a financial update for the first nine months of FY 2015. This update consists of the following:

- Summary by fund of revenues and expenditures to date, along with a summary of cash and investments at March 31st
- Summary of Budget Transfers which were processed between January 1, 2015 and March 31, 2015
- Interoffice Memo from Kathy Brafford regarding Garage Sales
- Summary of garage account expenditures at March 31, 2015

This report will be furnished to you on a quarterly basis going forward. If there is any other specific information you would like to see included, please let me know and we will try to incorporate it into future reports.

Enclosures: FY 2014-2015 Financial Report for the 9 months ending March 31, 2015

City of Henderson
FY 2014 – 2015 Financial Report
for the
9 months ending March 31, 2015



Submitted by: Kathy Brafford
Finance Director

Date: April 22, 2015

CITY OF HENDERSON
 MONTHLY FINANCIAL SUMMARY REPORT
 9 MONTHS ENDING March 31, 2015



	GENERAL FUND			YTD % Collected
	Actual FY 13-14	Annual Budget FY 14-15	Actual to Date FY 14-15	
Revenues				
Current Year Levy Property Taxes	\$ 5,648,569	\$ 5,700,000	\$ 5,173,394	90.76%
Other Property Taxes, Penalties & Interest	411,644	332,900	359,772	47.99%
ONY Taxes, Penalties & Interest	171,334	2,331,000	314,480	70.33%
State Grants	2,156,642	2,110,000	1,991,100	45.22%
Privilege Licenses	142,678	300,000	70,568	23.66%
Motor Vehicle Licenses	66,551	60,000	60,000	100.00%
Beer & Wine Tax	848,528	850,000	473,353	55.69%
Utility Franchise Tax	32,281	26,600	26,600	100.44%
Other Taxes	607,204	783,500	362,139	46.22%
Garage Sales	124,340	122,000	117,786	74.41%
Recitation Revenues	27,566	-	11,200	-
Asset Forfeitures	27,566	-	12,863	-
Salination Revenue	1,840,264	1,830,000	1,384,183	75.86%
Insurance Proceeds	12,532	10,700	36,589	283.88%
Lease Proceeds	761,628	149,712	149,712	100.00%
County Contracts (Rec/Aycock/Youth)	109,347	839,800	364,224	44.43%
Transfers from Powell Bill	460	440,000	251,172	57.08%
Transfers from Other Funds	989,169	980,100	741,825	75.89%
Grants/Donations	135,619	81,100	94,181	116.13%
Fund Bal Appropriated	-	19,150	-	0.00%
Fund Bal Appropriated (Asset Forf)	-	325,000	-	0.00%
Total	\$ 15,055,651	\$ 15,372,562	\$ 11,354,254	73.15%
Expenditures				
Capital Outlay	59,595	69,000	49,418	71.62%
Admin - City Attorney	328,363	323,640	229,470	68.12%
Administration	140,367	164,200	82,223	50.08%
Code Compliance	175,486	200,640	133,083	67.33%
Human Resources	377,702	440,700	301,288	69.03%
Finance	19,872	43,000	14,639	34.17%
Information Services	14,000	14,000	14,000	100.00%
Intergovernmental	61,475	10,000	6,279	62.79%
Henderson-Veeco DDC	62,652	74,400	47,602	63.75%
Public Buildings & Grounds	-	-	-	-
Bennett Ferry House	1,236	500	513	102.63%
Police	3,762,093	4,094,936	2,751,028	67.20%
Police - Asset Forfeiture	233,475	325,000	76,982	23.67%
Public Works	2,084,447	2,100,000	1,606,508	76.50%
Public Services - Admin	189,520	133,000	83,526	62.80%
Garage	703,855	943,000	439,830	46.69%
Cemetery	70,485	76,000	54,216	71.36%
Street	1,039,478	1,178,500	728,540	61.82%
Sanitation	843,140	916,100	571,388	62.37%
Recreation	829,598	863,500	499,886	56.47%
Total Services	1,416,650	1,416,650	1,149,650	81.16%
Youth Services Center	122,120	346,140	214,941	62.10%
Animal Services	2,544,073	2,544,000	2,544,000	100.00%
Vance County Shared Programs	931,787	976,000	678,865	69.56%
Non-Departmental	556,236	510,930	264,228	51.72%
Contributions - Local Agencies	35,050	30,800	23,363	75.85%
Dobb Service	842,409	906,630	107,342	11.84%
Total	\$ 14,082,168	\$ 15,354,212	\$ 9,254,966	60.15%
YTD Fund Balance Increase (Decrease)	973,483		2,119,288	

	CASH AND INVESTMENTS			Interest Rate
	Actual	Annual Budget	Actual to Date	
General Fund	7,953,363		9,890,300	0.25%
Powell Bill	3,736,241		12,861,607	0.01%
Water Fund	2,544,073		2,275,167	
Revenue Water Fund	(528,779)		951,000	0.59%
Capital Project Funds	115,100		1,000,000	0.59%
LFO Separation Allowance	431,948		1,000,000	0.69%
Elwood Cemetery Fund	14,796		2,140	0.09%
Grants Fund	272,216		2,205,047	
Capital Reserve - Utilities	56,433		-	
Capital Reserve - Econ Dev	3,407,804		-	
Regional Water Reserve	4,454,133		-	
Rate Stabilization Fund	25,709,047		-	
Total	\$ 25,709,047		\$ 25,709,047	

	WATER FUND			YTD % Collected
	Actual FY 13-14	Annual Budget FY 14-15	Actual to Date FY 14-15	
Revenues				
Water Revenue	\$ 2,442,664	\$ 2,590,700	\$ 1,861,930	71.87%
Water Sales - Franklin County	2,830,785	2,800,000	2,023,337	76.65%
Water Sales - Towns of Kinnell	69,330	75,000	62,237	82.58%
Water Sales - Other	1,111,111	1,111,111	1,111,111	100.00%
Water Reservations Fees (Payable)	931,138	951,100	517,935	60.09%
Water Reservations Fees (Vance IA)	9,125	9,100	9,125	100.27%
Water Reservations Fees (Vance 2A & 2B)	43,750	45,700	43,750	100.11%
Water Reservations Fees (Hydrant)	118,222	100,000	92,445	92.45%
Water Taps	39,714	35,000	20,605	58.87%
Account Setup Fees	11,356	12,000	8,433	70.30%
Late Fees	98,510	71,000	65,593	83.17%
Water Fee	25,905	25,000	19,810	79.24%
Spring PCS Agreement	26,265	25,000	20,033	80.13%
T-Mobile Agreement	224,900	285,400	214,050	75.09%
Transfers from Other Funds	516,840	513,555	12,000	2.34%
All Other Revenues	33,970	29,500	25,785	103.47%
Fund Balance Appropriated	2,000	-	-	0.00%
Total	\$ 7,482,204	\$ 7,626,455	\$ 4,717,530	61.86%
Expenditures				
Non-Departmental	1,578,160	1,004,660	67,464	16.69%
Admin - Engineering	239,800	266,840	182,533	68.41%
Customer Service	448,934	526,600	349,488	66.37%
Water Distribution	1,118,455	1,118,455	1,118,455	100.00%
Dobb Service	2,824,929	2,626,855	4,024,139	154.51%
Total	\$ (341,725)	\$ -	\$ 243,361	

	SEWER FUND			YTD % Collected
	Actual FY 13-14	Annual Budget FY 14-15	Actual to Date FY 14-15	
Revenues				
Sewer Revenue	\$ 4,186,539	\$ 4,389,260	\$ 3,221,908	73.41%
Account Setup Fees	26,496	25,000	19,683	78.73%
Late Fees	159,856	165,000	129,729	78.62%
Reconnect Fees	50,436	51,000	41,096	80.58%
Sewer Taps	7,533	5,000	1,000	20.00%
Sewer Surcharges	15,793	16,000	13,597	87.48%
Transfers from Other Funds	200,000	155,600	-	0.00%
All Other Revenues	44,455	35,400	28,389	80.19%
Fund Balance Appropriated	-	-	-	-
Total	\$ 4,833,326	\$ 4,842,260	\$ 3,455,800	71.37%
Expenditures				
Non-Departmental	1,438,976	1,208,560	856,367	65.93%
Water Treatment Facility (HWRF)	2,090,107	2,412,500	1,815,997	74.66%
Water Treatment Facility (WTF)	179,882	194,200	105,773	54.47%
Sewer Collection L&I	426,617	705,500	259,132	36.73%
Debt Service	4,524,727	4,842,200	2,819,035	58.22%
Total	\$ 316,599	\$ -	\$ 636,745	

	REGIONAL WATER FUND			YTD % Collected
	Actual FY 13-14	Annual Budget FY 14-15	Actual to Date FY 14-15	
Revenues				
Sale of Water	\$ 4,209,096	\$ 4,270,000	\$ 3,414,384	79.96%
All Other Revenues	16,609	10,000	11,185	111.85%
Fund Balance Appropriated	4,225,705	4,280,000	3,425,589	80.04%
Total	\$ 11,450,410	\$ 11,550,000	\$ 9,851,158	85.29%
Expenditures				
Non-Departmental	1,145,980	1,194,800	866,648	72.53%
Regional Water System	2,064,551	2,319,540	1,460,574	58.66%
Debt Service	707,019	765,500	708,892	92.61%
Total	\$ 3,917,550	\$ 4,280,000	\$ 2,936,114	68.60%
YTD Fund Balance Increase (Decrease)	\$ 308,155	\$ -	\$ 489,445	

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Budget Transfers

Part 4, Section 20 of the Annual Budget Ordinance states that:

“The City Manager shall be authorized to re-allocate departmental appropriations among the various objects of expenditures within any budget department as he deems appropriate and necessary. Additionally, he shall be authorized to re-allocate departmental appropriations among other departments within the same fund via an intra-fund transfer as he deems appropriate and necessary. Notation of such appropriations shall be made to the City Council on the next financial report. All intra-fund transfers must also be approved in advance by the Finance Director.”

As of March 31, 2015, there have been 53, an additional 29 such “transfers” which were processed during this third quarter. These transfers were for various reasons, such as:

- a. Moving funds between line items in an effort to re-align accounts to a reporting format that makes more sense and to provide for consistency.
- b. Once we pay our large insurance expenses (Worker’s Comp, General Liability, etc.) transferring excess insurance funds to a “reserve” within each funds “Non-Departmental” department to save for emergencies.

We never transfer funds from Contingency line items on a Budget Transfer form. Those are always processed with a Budget Amendment and brought before you at a Council Meeting for your approval prior to processing.

We also never transfer funds “between funds.” Those types of transactions would also be processed with a Budget Amendment and brought before you for your approval prior to processing.

A summary of the 29 budget transfers processed during the third quarter of this fiscal year (January 1, 2015 – March 31, 2015) is attached. If you would like more detail, I can provide you copies of the actual transfer forms.

Department Budget Transfers
January 1, 2015 - March 31, 2015

BD #	Type	Dept	Description
1	Interdepartmental	Customer Service Admin-City	Re-allocate funds between line items within departmental budget
2	Interdepartmental	Attorney	Re-allocate funds between line items within departmental budget
3	Interdepartmental	Governing Body	Re-allocate funds between line items within departmental budget
4	Interdepartmental	Street	Re-allocate funds between line items within departmental budget
5	Interdepartmental	Water Fund - Admin	Re-allocate funds between line items within departmental budget
6	Interdepartmental	Water Fund - Admin	Re-allocate funds between line items within departmental budget
7	Intra-Fund	Bennett Perry House/Non-Departmental	To transfer funds from the Insurance Reserve account in Non-Departmental to cover the estimated costs of the remaining utility expenses for the Bennett H. Perry House
8	Interdepartmental	Admin-City	Re-allocate funds between line items within departmental budget
9	Interdepartmental	Attorney	Re-allocate funds between line items within departmental budget
9	Interdepartmental	Governing Body	Re-allocate funds between line items within departmental budget
10	Interdepartmental	Recreation	Re-allocate funds between line items within departmental budget
11	Interdepartmental	Aycock Complex	Re-allocate funds between line items within departmental budget
12	Interdepartmental	Administration	Re-allocate funds between line items within departmental budget
13	Interdepartmental	Public Buildings	Re-allocate funds between line items within departmental budget
14	Interdepartmental	Water Fund - Admin	Re-allocate funds between line items within departmental budget
15	Interdepartmental	Admin	Re-allocate funds between line items within departmental budget
16	Interdepartmental	KLRWS	Re-allocate funds between line items within departmental budget
17	Interdepartmental	Fire	Re-allocate funds between line items within departmental budget
18	Interdepartmental	Police	Re-allocate funds between line items within departmental budget
18	Interdepartmental	Police	Re-allocate funds between line items within departmental budget
19	Interdepartmental	Governing Body	Re-allocate funds between line items within departmental budget
20	Intra-Fund	Various	To budget for bank service charges now being imposed by First Citizens Bank. Previously, The City maintained a \$125,000 non-interest bearing CD to offset any service charges. Effective October 2015, the bank no longer offers this service and we are now incurring monthly service charges on our account.
21	Interdepartmental	Water Fund - Admin	Re-allocate funds between line items within departmental budget
22	Interdepartmental	Water Distr	Re-allocate funds between line items within departmental budget
23	Interdepartmental	Sewer Collection	Re-allocate funds between line items within departmental budget
24	Interdepartmental	Sewer Coll I&I	Re-allocate funds between line items within departmental budget
25	Interdepartmental	Garage	Re-allocate funds between line items within departmental budget
26	Interdepartmental	Street	Re-allocate funds between line items within departmental budget
27	Interdepartmental	Recreation	Re-allocate funds between line items within departmental budget
28	Interdepartmental	Aycock Complex	Re-allocate funds between line items within departmental budget
29	Interdepartmental	Engineering	Re-allocate funds between line items within departmental budget

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TO: Ed Wyatt

FROM: Kathy Brafford

DATE: March 31, 2015

SUBJECT: Garage Sales
(Question from 3-23-2015 Council Meeting)

When looking over the Financial Report for the 1st Six Months of FY 2015 at the City Council meeting on March 23, 2015, Mr. Inscoe asked why garage revenues were so low. I said that I would talk with Edna Vaught and attempt to get a response to his question.

According to Edna, there were fewer repairs made to our City owned vehicles during that six month period. Additionally, fuel costs have declined somewhat.

We must also keep in mind that the decline in Garage Sales revenue correlates to a corresponding decline in the Garage Expenditure accounts in the “non-garage” departments. In other words, the total “garage account” budgets in all “non-garage” departments is as follows:

M & R – Equipment (Garage)/501605:	\$ 60,200
Auto Supplies (Garage)/503105:	231,600
Motor Fuels/503106:	491,700
Total Budget	\$783,500

For purposes of this explanation, I will use the updated figures at March 31st (as opposed to the December 31st figures). Garage sales (revenues) at March 31st totaled \$362,139. This represents a little over 46% of what was budgeted for the entire year. However, expenditures in the garage accounts for “non-garage” departments at March 31st were “down” by that same percentage. Those figures are as follows:

M & R – Equipment (Garage)/501605:	\$ 27,380
Auto Supplies (Garage)/503105:	98,585
Motor Fuels/503106:	235,750
Total Actual Expenditures	\$361,715

There is a slight discrepancy between the revenue and the expenditures (\$424). These figures should be the same. The discrepancy is due to a couple of coding errors which will be corrected in April and will be reflected in the figures for the next quarter.

Garage Account Expenditures at March 31, 2015

Fund	Department Code	Department Name	M & R - Equipment (Garage) 501605 (Actual)	M & R - Equipment (Garage) 501605 (Budget)	Auto Supplies (Garage) 503105 (Actual)	Auto Supplies (Garage) 503105 (Budget)	Motor Fuels 503106 (Actual)	Motor Fuels 503106 (Budget)	Variance	Total Actual	Total Budgets	Total Variances	Garage Sales 10-100-433100
10	420	Administration	-	-	-	200.00	238.71	400.00	161.29	238.71	600.00	361.29	
10	423	Code Compliance	-	-	361.17	500.00	406.22	1,800.00	1,393.78	767.99	2,300.00	1,532.61	
10	440	Finance	-	-	28.79	500.00	74.13	300.00	225.87	1,023.92	800.00	897.08	
10	495	Planning	-	-	695.61	700.00	404.76	1,200.00	795.24	1,300.37	1,900.00	799.63	
10	510	Police	-	-	46,643.92	125,200.00	93,643.88	199,600.00	105,956.12	140,287.80	324,800.00	184,512.20	
10	530	Fire	-	-	-	-	21,120.52	42,600.00	21,479.48	21,120.52	42,600.00	21,479.48	
10	555	Garage	30,534.85	60,200.00	105,432.11	231,600.00	149,740.08	491,700.00	297,959.92	329,707.04	763,500.00	453,792.96	
10	570	Street	10,153.13	16,200.00	6,046.87	30,500.00	6,034.11	19,779.55	37,108.00	17,320.45	83,800.00	29,401.43	
10	580	Sanitation	10,565.11	17,000.00	6,434.89	21,700.00	14,323.47	30,973.13	54,200.00	23,226.87	93,900.00	43,985.23	
10	620	Recreation	1,885.05	1,700.00	2,194.03	7,000.00	12,647.21	28,000.00	15,352.79	16,726.29	36,700.00	19,973.71	
30	715	Administration	-	-	-	-	-	2,000.00	2,000.00	-	2,000.00	2,000.00	
30	720	Engineering	-	-	2,010.65	1,900.00	2,550.86	5,000.00	2,449.14	4,561.51	6,900.00	2,338.49	
30	725	Customer Service	-	-	1,957.30	6,500.00	4,547.70	8,497.51	6,202.49	10,449.81	21,200.00	10,750.19	
30	818	Water Distribution	1,907.00	8,700.00	3,911.95	9,700.00	18,228.38	47,600.00	29,371.82	24,047.13	66,000.00	41,952.87	
31	822	HWRP	913.63	2,500.00	1,566.37	4,570.40	4,929.60	12,241.18	26,700.00	14,458.82	38,700.00	20,974.79	
31	828	Sewer Collection	1,110.71	11,100.00	9,989.29	1,006.88	5,469.96	10,200.00	4,790.04	7,587.56	27,300.00	19,712.44	
31	829	Sewer Collection I & I	754.96	1,800.00	1,045.04	150.46	3,760.70	9,800.00	6,039.30	4,666.12	16,600.00	11,933.88	
64	900	KLRWP	89.94	1,200.00	1,110.06	2,216.62	5,713.76	10,500.00	4,786.24	8,020.32	17,400.00	9,379.68	
10		Fund Totals	53,138.14	95,100.00	41,961.86	188,198.05	373,028.19	856,900.00	483,871.81	614,364.38	1,370,900.00	756,435.62	
30		Fund Totals	1,907.00	8,700.00	6,793.00	7,674.90	18,228.38	29,371.82	40,023.45	39,058.45	96,100.00	57,041.55	
31		Fund Totals	2,779.90	15,400.00	12,620.70	5,727.75	21,477.25	46,700.00	25,298.16	29,978.89	82,600.00	52,621.11	
64		Fund Totals	89.94	1,200.00	1,110.06	2,216.62	5,713.76	10,500.00	4,786.24	8,020.32	17,400.00	9,379.68	
		Grand Total	57,914.38	120,400.00	62,485.62	204,017.32	429,490.34	983,400.00	553,909.66	691,422.04	1,557,000.00	875,577.96	
555			30,534.85	60,200.00	29,665.15	105,432.11	193,740.08	491,700.00	297,959.92	329,707.04	783,500.00	453,792.96	
All Others			27,379.53	60,200.00	32,820.47	98,585.21	235,750.26	491,700.00	255,949.74	361,715.00	783,500.00	421,785.00	

The total expenditures to non-garage accounts and the garage sales should be the same. There is a small difference showing here (\$124.14). This is the result of some coding errors which will be corrected in the next quarter.

City Council Memo

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



Council Meeting: 27 Apr 15 Short Reg. Meeting

April 22, 2015

TO: The Honorable Mayor James D. O'Geary and Members of City Council
FR: Edward A. Wyatt, City Manager
RE: **CM: 15-06**

Subject: Update on Several Projects

Ladies and Gentlemen

This memo is intended to bring you up to date on several ongoing projects.

- 1. Chavasse Avenue Widening Project** - Bids are scheduled to be opened on May 13, 2015.
- 2. Beckford Drive Widening Project** –An agreement was reached on the purchase price of the easement within the parameters as set forth by the Council. Staff is working on obtaining the right of way certification required by NCDOT and finalizing plans for bidding. Pending State approval on the right of ways obtained, the anticipated bid date would be mid-June. Due to the timeframe that has elapsed, there are some permit renewals and revisions to the plans that are necessary. Staff is reviewing Kimley Horn's proposal to make the necessary revisions and will be brought to Council for consideration at the May 11th Council meeting.
- 3. HWRF**- Construction is ongoing at the plant in preparing for the transition of wastewater into the new plant processes. Training is also taking place at this time with the HWRF staff to learn the operation and maintenance of the new equipment. It is anticipated that wastewater will be diverted into the new plant around the first or second week in May.

There are several change order items that McGill Engineers are obtaining pricing on that has not been completed by Devere yet. In addition, there were several field directives that had to be decided on by the staff to alleviate additional claim delays by the contractor. These changes were necessitated by unforeseen utility conflicts and adjustments, and will be reflected in change order #6.

At the present time, there is approximately \$415,261 remaining in contingency. With all approved change orders, the revised completion date was January 6, 2015, therefore the project is behind schedule.

Staff is currently securing quotes for the furniture (allowance provided for in contract) for the administration and maintenance building and also working to provide pricing for computer and phone services.

4. **Sandy Creek Pump Station Improvements** – The pumps are scheduled for delivery on April 22, 2015 with construction resuming around May.
5. **Kerr Lake Regional Water Pump Replacement** – The new pump was delivered the first week of April and installation is ongoing. Project is going well and scheduled for completion around mid-May.
6. **Elmwood Cemetery Sewer Improvement** - Staff is continuing to secure the remaining necessary easements. Plans and Specs have been approved by the state, therefore, we should be able to bid the project approximately mid-June.

Meetings and Events Calendar

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

Date	Time	Event	Location
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
May 11 th	6:00 PM	City Council Regular Meeting	City Council Chambers
May 14 th	12:00 PM	Henderson-Vance Parks & Recreation Commission Meeting	Aycock Recreation Center
May 18 th	6:00 PM	Special Called Meeting for FY 15-16 Proposed Budget Presentation	City Council Chambers
May 19 th	6:00 PM	FY 15-16 Proposed Budget Work Session #1	City Council Chambers
May 21 st	6:00 PM	FY 15-16 Proposed Budget Work Session #2	City Council Chambers
May 21 st	7:00 PM	Human Relations Commission Meeting	City Council Chambers
May 25 th	Council Meeting Cancelled	HAPPY DAY  MEMORIAL	City Hall Closed
May 29 th	10:00 AM	Henderson-Vance 911 Advisory Board Meeting	E-911 Operations Center
Jun 1 st	3:30 PM	Henderson Planning Board Meeting	City Council Chambers
Jun 1 st	6:00 PM	FY 15-16 Proposed Budget Work Session #3 (If Needed)	City Council Chambers
Jun 2 nd	3:30 PM	Henderson Zoning Advisory Board Meeting	City Council Chambers
Jun 2 nd	6:00 PM	FY 15-16 Proposed Budget Work Session #4 (If Needed)	City Council Chambers
June 4 th	6:00 PM	FY 15-16 Proposed Budget Work Session #5 (If Needed)	City Council Chambers
Jun 8 th	6:00 PM	City Council Regular Meeting	City Council Chambers
Jun 9 th	6:00 PM	FY 15-16 Proposed Budget Work Session #6 (If Needed)	City Council Chambers
Jun 11 th	12:00 PM	Henderson-Vance Parks & Recreation Commission Meeting	Aycock Recreation Center
Jun 11 th	6:00 PM	FY 15-16 Proposed Budget Work Session #7 (If Needed)	City Council Chambers
Jun 15 th	6:00 PM	Special Called Meeting / Budget Hearing	City Council Chambers
Jun 18 th	7:00 PM	Human Relations Commission Meeting	City Council Chambers

Last Updated 20 April 2015



Proclamation 15-06

***PROCLAMATION
POLICE WEEK
May 10 - 16, 2015***
❧

WHEREAS, police officers of America have worked selflessly in behalf of the people of this Nation, regardless of the peril or hazard to themselves; *and*

WHEREAS, these officers have safeguarded the lives and property of their fellow Americans; *and*

WHEREAS, by the enforcement of our laws, these officers have given our country internal freedom from fear of the violence and civil disorder.

NOW, THEREFORE, I, James D. O'Geary, Mayor of the City of Henderson, North Carolina, recognizes the week of May 10 through May 16, 2015 as **POLICE WEEK**, and further recognize May 15 as Peace Officers Memorial Day in honor of the Federal, State, and Municipal officers who have been killed or disabled in the line of duty.

James D. O'Geary, Mayor

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Henderson in the State of North Carolina on this the 23rd day of April 2015.

Esther J. McCrackin City Clerk

Proclamation

Municipal Clerks Week

May 3 - 9, 2015

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, James D. O'Geary, Mayor of the City of Henderson, North Carolina, do recognize the week of May 3 through May 9, 2015, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Esther J. McCrackin and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 27th day of April 2015

Mayor James D. O'Geary

Attest: _____

City Council Action Form

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



Council Meeting: 27 April 15 Work Session

7 April 2015

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

FR: Edward A. Wyatt, Interim City Manager

RE: **CAF: 15-26**

Consideration of Approval of Ordinance 15-09, FY 15 Budget Amendment #27, including the Amended Fee Schedule to Include Fire Hydrant Meter Usage Fees Relative to the Policy for the Usage of Fire Hydrant Meters.

Ladies and Gentlemen:

Council Retreat Goals Addressed By This Item:

- KSO 5: Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.
- KSO 8: 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 15-09, Amending the Annual Fee Schedule to include Fire Hydrant Metering Fee as well as accepting a new policy for Fire Hydrant Usage and Metering.

Executive Summary

It is the current policy of the Public Services Department to allow for the temporary use of a Fire Hydrant Meter in order to obtain potable water that cannot be regularly metered or is not immediately available on a construction site, etc. This policy has worked well in many ways, however, it does not regulate nor place a value on the timeframe that the hydrant meter is used whether there is consumption of water or not. The proposed fees are consistent with comparisons from other nearby cities. In addition, these fees further strengthen the city's policy as well as promote a positive revenue growth.

The City Staff recommends an amendment to the Annual Fee Schedule to reflect the correct prices for the rental as well as the usage of Fire Hydrant Meters to be used in conjunction with the new Hydrant Meter Usage policy to be placed in force immediately. This policy will establish procedures and regulations regarding the usage and metering of water from the City of Henderson's fire hydrants for the purchase of bulk water by any person(s), firm(s), or corporation(s) other than the City of Henderson on a regular or occasional basis.

It is requested that this change be implemented immediately and the revised fees be added to the annual fee schedule. The Policy is attached for informational purposes.

Hydrant Meter Fees:

Fire Hydrant Meter Deposit Fee	\$1,000.00
(95% refundable if returned in good condition)	
*Refundable Deposit for 3" Hydrant Meter	\$1,500.00
*Refundable Deposit for 5/8" Hydrant Meter	\$ 300.00
Daily Hydrant Meter Rental Rate	\$ 20.00/Day
Weekly Hydrant Meter Rental Rate	\$ 100.00/Week
Monthly Hydrant Meter Rental Rate	\$ 300.00/Month
6 Month Hydrant Meter Rental Rate	\$1,300.00/6 Months
Yearly Hydrant Meter Rental Rate	\$2,000.00/Year

*Includes a \$50.00 non-refundable Application Fee

Enclosures:

1. Ordinance 15-09, Budget Amendment #5
2. Fire Hydrant Metering and Use Policy
 - A) Hydrant Meter Policy
 - B) Hydrant Air Gap Instruction
 - C) Monthly Water Usage Report
 - D) Hydrant Use Letter for Fire Departments other than COH
 - E) Hydrant Meter Use Permit

ORDINANCE 15-09

**FY 2014-15 BUDGET AMENDMENT #27
AMENDING THE ANNUAL FEE SCHEDULE PROVIDING FOR
HYDRANT METER FEE REVISIONS.**

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

WHEREAS, the Public Services Department has identified a need to update the Policy relative to the use of existing fire hydrants and meters, for bulk water purchases.

WHEREAS, it is the intent of Staff for all water to be appropriately billed and accounted for and to correctly state all fees in a consistent manner and therefore it is proposed to amend the Fee Schedule for FY 14-15 to reflect the Annual Fee Schedule as provided below:

Hydrant Meter Fees;

Fire Hydrant Meter Deposit Fee

(95% refundable if returned in good condition)	\$1,000.00
*Refundable Deposit for 3" Hydrant Meter	\$1,500.00
*Refundable Deposit for 5/8" Hydrant Meter	\$ 300.00
Daily Hydrant Meter Rental Rate	\$ 20.00/Day
Weekly Hydrant Meter Rental Rate	\$ 100.00/Week
Monthly Hydrant Meter Rental Rate	\$ 300.00/Month
6 Month Hydrant Meter Rental Rate	\$1,300.00/6 Months
Yearly Hydrant Meter Rental Rate	\$2,000.00/Year

*Includes a \$50.00 non-refundable Application Fee

BE IT FURTHER ORDAINED that the foregoing Ordinance shall be in full force and effective on 1 May 2015.

The foregoing Ordinance 15-09, 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 27th day of April 2015:
YES:. NO:. ABSTAIN:. ABSENT:.

James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk
Reference: Minute Book*p.***; CAF 15-09



City of Henderson

Public Services Department

Post Office Box 1434

900 S. Beckford Drive

Henderson, NC 27536-1434

Phone: (252) 431-6030 FAX: (252) 431-0124

Fire Hydrant Metering and Use Policy

I. Purpose

To establish procedures and regulations regarding the usage and metering of water from fire hydrants for purchase of bulk water by any person(s), firm, or corporation.

II. Policy

This policy shall apply to any person or entity other than the City of Henderson desiring to use water from a City of Henderson fire hydrant on a regular or occasional basis.

III. Definitions

Hydrant Meter – a meter designed to measure water flowing from a fire hydrant.

IV. Procedure

All customers will be required to complete a hydrant meter service application as seen in appendix A (attached) in person at the City of Henderson's Operations Center at 900 South Beckford Drive for the use of the hydrant metering device. This application must be accompanied by a refundable deposit of \$1,500.00 for a 3" meter or \$300.00 for a 5/8" meter plus the rental for the first timeframe period depending upon the required usage time at the time of application.

- a) Hydrant meter assemblies are subject to availability.
- b) Customers will be billed on a monthly cycle by the Utility Billing office for all water usage at the current applicable outside City commercial rate per 100 Cubic Feet (CCF) (748 gallons).

- c) Upon return of the hydrant meter assembly and associated equipment to the City of Henderson's Operations Center, deposits shall be returned less the \$50.00 application fee within thirty (30) days, providing the following has occurred:
 - a. Hydrant meter assemblies have been returned in good working condition, with no excessive wear or damage.
 - b. Customer has paid for any damaged and/or missing equipment.
 - c. All outstanding water usage and rental charges for the hydrant meter assemblies have been paid in full.

Customers may apply for temporary water sales through the City's hydrant meter program. Temporary is generally defined as less than one (1) year; however, certain construction sites (residential sub-divisions, etc.) may require a hydrant meter for longer than one (1) year and will revert back to a monthly rate after one (1) year. All appropriate permits and fees must be paid by the contractor in accordance with City of Henderson policy.

Customers will be allowed to rent the hydrant meter assemblies by the day, week, month, 6-month, or year timeframes. Non-refundable rental rates for the hydrant meter and backflow preventer assemblies are as follows:

- a. Daily Hydrant Meter Rental Rate \$ 20.00/Day
- b. Weekly Hydrant Meter Rental Rate \$ 100.00/Week
- c. Monthly Hydrant Meter Rental Rate \$ 300.00/Month
- d. 6 Month Hydrant Meter Rental Rate \$1,300.00/6 Month
- e. Yearly Hydrant Meter Rental Rate \$2,000.00/Year

These rates will be in effect for the duration of the time the meter is in the custody of the customer in addition to the water usage charged at the prevailing outside commercial rate for actual water consumed by the customer. Meter readings shall be performed by City staff and the periodic billing for rental and usage (consumption) charges shall be billed monthly or at the end of the rental, whichever comes first.

No hydrant meter shall be used unless the temperature is 35 degrees Fahrenheit or above and rising. When the temperatures fall to 35 degrees Fahrenheit, the hydrant shall be closed and the hydrant meter shall be

disconnected from the hydrant. City staff will provide training and written instructions to all applicants on the proper operation of fire hydrants and the proper techniques for connecting and removing of the hydrant meter assembly.

V. Hydrant Meter Usage

The customer is responsible for the following procedures and may be held liable for repairs, and be subject to other enforcement actions for not adhering to these procedures. The customer is responsible for teaching the proper hydrant operation procedures to all hydrant users. This includes water truck drivers or any other employee of the company that may need to operate a hydrant for any reason. The guidelines are as follows:

1. **Safety First** – Prior to operation, the customer shall verify that the hydrant is in good working order. This means that the hydrant is not movable. In the event that the hydrant is unstable, damaged, leaking, or unsafe for any reason, the permittee will not use said hydrant. They should call the City Of Henderson office at 252-431-6030 during normal business hours or call Vance County Emergency Services (911) at 252-492-0202 after hours and on weekends to report an unsafe hydrant, and a crew leader will be dispatched to inspect the unsafe hydrant.

2. **The City of Henderson requires backflow protection in all instances either in the form of an air gap that is 2x the diameter of the fill pipe (minimum of 2”), or the preferred method which is an approved and tested RPZ (Reduced Pressure Zone assembly) on all tanker trucks and/or water tanks.**

3. **The customer shall:**
 - a. Use an approved fire hydrant wrench specifically designed and manufactured to open and close a fire hydrant. **Do not use a pipe wrench, crescent wrench, etc.**
 - b. Not use any additional torquing devices (cheater bar) to open or close a fire hydrant.

- c. Before installing hydrant meter, open hydrant slowly and let water flow for approximately 30 seconds to clear the line of debris.
- d. When opening a hydrant, turn the hydrant wrench slowly counterclockwise until the wrench stops turning, then back-off ¼ turn. When closing the hydrant, turn the hydrant wrench clockwise slowly until the wrench stops turning, then back-off a ¼ turn.
- e. Make sure to replace and tighten all hydrant caps hand tight after use.
- f. Make sure to regulate the water flow by turning your hydrant meter's gate valve, **NOT** by partially opening hydrant or adjusting the ball valves on either of the backflow.
- g. **Do not** leave any hoses or appurtenances connected to a fire hydrant when not in use or the customer's representative is not in sight of the hydrant.
- h. **A gate valve assembly MUST be attached to the pumper nozzle. The gate valve assembly must be closed prior to turning the hydrant off.**

4. ***The customer must operate a fire hydrant by SLOWLY (7 seconds per revolution) opening the hydrant to a FULLY open position when in use, and to SLOWLY close the hydrant to a completely closed position when not in use.*** A hydrant operated in a partially opened or closed position will cause water to blow out from the hydrant's drain or weep holes into the bedding material supporting the hydrant, thus causing possible damage to the fire hydrant and creating a safety hazard. **The customer will be held accountable for damages to fire hydrants due to improper operation.**

5. The customer is liable and responsible for any property damage, damage to hydrants, and/or damage to the infrastructure due to the misuse and/or improper operation of the hydrant.

6. The customer is responsible for submitting a monthly water usage report to the City of Henderson Public Services Department, Utilities Division, P. O. Box 1434, Henderson, N.C. 27536 by the 5th of each month.

Note: If readings are not received by the 5th day of each month, accounts with 5/8" hydrant meters will be charged for 25 CCF and the larger hydrant meter accounts will be billed for 100 CCF. When the accurate reading are acquired, and if the usage is under, there will be a credit adjustment; if the

usage is over, the customer will be billed for the difference. Failure to report readings for two consecutive months will result in a \$50.00 per month penalty to be deducted from the deposit at the end of the rental period. Continued failure to report meter readings in a timely manner for billing or accounts that are not paid in full will result in penalties, the loss of hydrant meter privileges, forfeiture of hydrant meter deposits and the permanent closing of the hydrant meter account with the City of Henderson.

Deposit: Refunds will be applied to the final bill. The cost of repairs or replacement for the hydrant meter, backflow assembly, and any missing or damaged accessories will be deducted from deposit prior to any refund being processed.

VI. Penalties

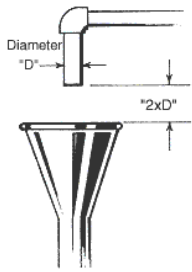
Only the City of Henderson hydrant meters with approved backflow assemblies can be used to obtain water from a fire hydrant in the City of Henderson service area. The use of any other hydrant meter assembly other than those approved by the City of Henderson will be subject to the issuance of Civil Penalties.

Continued use of hydrant meter, when usage readings are not being registered will be considered a violation of Henderson City Code and will be subject to civil penalties in the amount of \$500.00 per day for the 1st violation and \$1,000.00 per day for any subsequent violations. It is the responsibility of the customer to notify the City of Henderson Public Services Department, Utilities Division when the meter is not registering/recording the water usage.

Individuals using City water that is unmetered and unauthorized by the Public Services Director are subject to a civil penalty of \$500.00 per day for first offense and \$1,000.00 per day for any subsequent offenses plus applicable water consumption charges.

VII. Water Restrictions

All hydrant meters may be subject to immediate recall/return in the event of the implementation of any Water Restrictions.



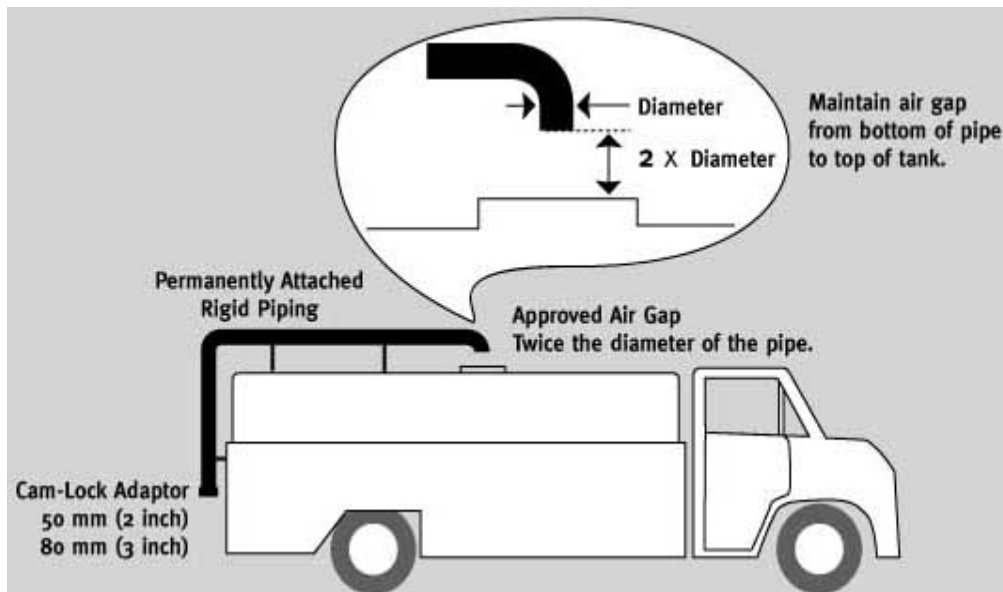
Air Gap Backflow Prevention

An Air Gap is a physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An approved air gap shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel and in no case should be less than 2 inches.

Unlike other backflow prevention assemblies, an air gap is a totally non-mechanical means of backflow prevention.

An Air Gap is considered the maximum protection available against back pressure backflow or back-siphonage, but unfortunately is not always practical and can easily be bypassed.

The general configuration of an approved Air Gap is illustrated here



City of Henderson Public Services
P. O. Box 1434
Henderson, North Carolina 27536
252-431-6030 – Phone 252-431-0124 - FAX

Monthly Water Usage Report

Name of Customer _____

Mailing Address _____

It is the responsibility of the permit holder to notify City of Henderson Public Utilities of water usage by the 5th of each month.

Rate:

Outside City-\$14.27 per service connection up to 500 gallons included then \$.010 cents per gallon over 500.

Date	Location of Hydrant	Amount (Gallons)	Total Amount
Total Gallons Used			

To Whom It May Concern:

It has come to our attention that Fire Departments located outside the City of Henderson's fire districts have been using the City's hydrants to draw water for purposes not approved by the City. Unauthorized use of the City's fire hydrants is considered tampering with a public water supply; tampering is a Federal Offense. Our department must maintain records and documents as to its operation and water usage. These records are reviewed by the State of North Carolina and the Federal Government. ALL water used throughout the water distribution system must be accounted for; this includes water sold, flushing to maintain water quality, fire fighting, leaks, water used by fire departments, etc.

The City of Henderson Public Utilities (COHPU) has established formal guidelines governing the use of the City of Henderson's owned fire hydrants (Fire Hydrant Use Permit).

North Carolina General Statute 130A-315; 130A-317; P.L. 93-523 states that – No person shall fill special use tanks or tankers containing pesticides, fertilizers, other toxic chemicals or their residues from a public water system except at a location equipped with an over-the-rim free discharge of water or an approved reduced pressure backflow preventer properly installed on the public water supply. No supplier of water shall permit the filling of such special use containers except at location so equipped.

ONLY permitted vehicles will be allowed to fill from fire hydrants owned by the City of Henderson. Persons desiring to obtain water from such hydrants will have to obtain a Fire Hydrant Use Permit from the City of Henderson Public Utilities. **This includes fire departments located outside the City of Henderson's fire districts.** The cost of a Fire Hydrant Use Permit is \$50.00 per calendar year. Permits will only be issued to haulers with an Approved Air Gap (AAG) or an approved and tested Reduced Pressure Zone Assembly (RPZ). Failure to obtain a permit prior to getting water from a fire hydrant may result in criminal and/or civil charges.

When obtaining your Fire Hydrant Permit, please read the Fire Hydrant Use Procedure carefully. The customer is responsible for any property damage, and/or damages to the County hydrants or infrastructure due to misuse or improper operation of the hydrant. The customer is responsible for submitting a monthly water usage report (enclosed) to WCPU by the 5th of each month.

Water tankers and/or water tanks, hydrant wrench, and gate valves will need to be inspected when permit is issued. Please call our office to schedule your inspection.

Sincerely,

Andy Perkinson
Operations Division Manager

Enclosures

City of Henderson Public Services
P. O. Box 1434
Henderson, North Carolina 27536
252-431-6030– Phone
252-431-0124 - FAX

Hydrant Meter Permit

**** EXPIRES: 1 YEAR FROM THE DATE OF
ISSUANCE ****

****PERMIT NOT VALID UNTIL VEHICLE IS INSPECTED BY COHPS****

The permit fee is \$50.00 per calendar year. **Each hydrant location MUST be listed on the permit.** Customer must update their permit if there is a change in hydrant locations. Monthly usage reports must be turned in to our office no later than the *5th of each month*. The City of Henderson Public Services requires backflow protection in the form of an approved air gap that is two times the diameter of the fill pipe, or and approved and tested RPZ (reduced pressure zone assembly) on all tanker trucks and water tanks.

Check one:

- New Permit Renewal Update

Billing Name _____

Mailing/Billing Address _____ ZIP: _____

Physical Address _____ ZIP: _____

Contact Name _____ Phone #'s _____

Make and Type Vehicle _____ Color _____ License No. _____

Make and Type Vehicle _____ Color _____ License No. _____

Make and Type Vehicle _____ Color _____ License No. _____

Proposed Hydrant Locations (cross streets)
(Volunteer Fire Department must list the district they serve and provide current list of volunteer firefighter on the roster) _____

Employee Name _____ Employee Drivers License # _____

Employee Name _____ Employee Drivers License # _____

Employee Name _____ Employee Drivers License # _____

Nature of Job (construction, landscaping, etc.) _____

Estimated quantity to be used per month _____
(Take last year's total and divide by number of months)

Signature releases the City of Henderson from any liability and the applicant agrees to hold harmless and defend the City of Henderson from any claims from any and all liability and losses for personal injury or property damage resulting from applicant's use of a fire hydrant. This form becomes the permit upon signature by the applicant and assignment of a billing account by the City of Henderson Public Services personnel. The permit holder MUST keep a copy of the permit in the vehicle used to withdraw the water. The Permit holder is liable for any property damage and/or damages to the hydrant or infrastructure due to misuse or improper operation of the hydrant. PERMIT IS ONLY VALID FOR PERMIT HOLDER(S) AND/OR EMPLOYEES LISTED ON APPLICATION.

I hereby authorize the City of Henderson Public Services to inspect my water carrier/container, the hydrant use permit, and hook-up and/or backflow prevention assemblies. I have read the Fire Hydrant Use Procedure and understand that failure to comply will result in a penalty issued by the Public Services Director of up to one thousand (\$1,000.00) dollars per violation and/or an immediate suspension of privileges and closure of any account issued to the person in violation.

Signature Requirements: *This permit must be signed by an authorized representative of the Applicant as described herein. For a corporation, this permit shall be signed by a responsible corporate officer. A responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation. For a partnership or sole proprietorship, this permit shall be signed by a general partner or the proprietor, respectively.*

In signing, I certify that I am an authorized representative of the Applicant:

Applicant Signature

Date

For Office Use Only	
Date Issued _____	<u>INSPECTION</u>
Meter Size _____ N/A	Backflow Prevention _____ <input type="checkbox"/> Inspected by _____
Meter # _____ N/A	GV for Hydrant _____ <input type="checkbox"/> Date Inspected _____
Start Read _____ N/A	GV for Tanker _____ <input type="checkbox"/> Comments:
Final Read _____ N/A	Regulation Hydrant Wrench _____ <input type="checkbox"/>
Return Date _____ N/A	Training administered by _____ <input type="checkbox"/>

City of Henderson Public Services – Signature

Date Issued

City Council Action Form

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



Council Meeting: 27 April 15 Work Session,

22 April 2015

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

FR: Edward A. Wyatt, City Manager

RE: CAF: 15-61

Consideration of Approval of Resolution 15-36, Authorizing the Execution of a Construction Contract for the Mason Street and Reservoir Street Storm Sewer Replacement Project in the Amount of \$23,005 with H.G. Reynolds Co. Inc.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 5: Provide Reliable, Dependable and Environmentally Compliant Infrastructure Systems.
- KSO 8: Provide Sufficient Funding for Municipal Services.

Recommendation:

- Approval of Resolution 15-36, Authorizing the Execution of a Construction Contract for the Mason Street and Reservoir Street Storm Sewer Replacement Project in the Amount of \$23,005 with H. G. Reynolds Co. Inc.

Executive Summary

Mason Street has an existing 30-inch Vitrified Clay Pipe (VCP) storm sewer pipe under the roadway. This storm sewer has failed leading to a potential road closure until the storm sewer and road is repaired. The City has received two (2) informal bids for this work, which includes removing the old pipe, installing 60 linear feet of new 48-inch high density polyethylene (HDPE) double wall pipe (this is an approved NCDOT material), placing Class B rip rap on a Geo-textile fabric at the inlet and outlet of the storm sewer and repairing and patching the asphalt road at the intersection of Mason Street and Reservoir Street. Engineering reviewed the hydraulics and based upon the 10-year design storm event, determined that the pipe needed to be upsized to a 48-inch pipe. In addition, Staff has requested that the contractors lower a 6-inch Ductile Iron Pipe (DIP) water line so that it is located a minimum of 36-inches below the newly installed

storm sewer pipe. This cost is included in the project cost, however, if rock is encountered during the construction; there could be an additional charge.

Staff has reviewed the two bids:

1. HG Reynolds Co. Inc. (\$ 23,005)
2. MT Murphy Inc. (\$25,709)

Due to the limited scope, cost and duration of the project, staff utilized an informal bidding process and excluded performance and payment bonds, which are not required by State Statutes. Staff anticipates construction duration of approximately one week once the contractor is mobilized to the site. Staff had originally proposed to perform this work via a Purchase Order; however the larger pipe pushed it beyond that limit.

H.G. Reynolds Co. Inc. bid of \$23,005 includes \$18,362 for the storm sewer and \$4,643 for the water line relocation. The Street Department Storm Drain Improvements budget currently has \$13,384, so it is proposed to do an inter-fund budget transfer of \$5,000 from the Resurfacing Budget of which there is approximately \$38,100 remaining. The water line relocation will be paid out of the water contracted services budget.

Attachments:

1. Resolution 15-36
2. HG Reynolds Bid
3. MT Murphy Bid

RESOLUTION 15-36

AUTHORIZING THE EXECUTION OF A CONSTRUCTION CONTRACT IN CONJUNCTION WITH THE MASON STREET AND RESERVOIR STREET STORM SEWER REPLACEMENT PROJECT IN THE AMOUNT OF \$23,005 WITH H. G. REYNOLDS CO. INC.

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2015 Strategic Planning Retreat; *and*

WHEREAS, two of the Key Strategic Objectives are addressed by this request as follows:

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

WHEREAS, the City staff has found significant problems with the existing storm sewer pipe along Reservoir Street and Mason Street; *and*

WHEREAS, after receiving two bids for the project, H.G. Reynolds Co. Inc. being the lowest, responsible, responsive bidder; *and*

WHEREAS, a 30" storm sewer main was found to be in disrepair and causing subsidence in Mason Street and Reservoir Street, leading to a potential road closure ; *and*

WHEREAS, the contractor has given a price of \$23,005 to complete the work; *and*

WHEREAS, it is proposed to use the remaining funds in the storm drain improvement account, and available funds in the resurfacing account, to make up the balance of the contract; *and*

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE the execution of a Construction Contract in Conjunction with the Mason Street Storm Sewer Replacement Project in the Amount of \$23,005 to H. G. Reynolds Co. Inc., *and*

BE IT FURTHER RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY AUTHORIZE the Mayor and/or City Manager to sign all agreements and documents necessary to effect said agreement.

The foregoing Resolution 15-36 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 43, p. **.)



P.O. Box 209
Henderson, N.C. 27536
252-492-3071
fax 252-492-2590

April 22, 2015

City of Henderson
Brian Ross
P.O. Box 1434
Henderson, NC 27536

RE: Reservoir Street Storm Sewer

Dear Mr. Ross,

H.G. Reynolds Co., Inc. proposes to furnish all labor, material and equipment to install the following items at Reservoir Street for the lump sum price of \$23,005.00

Work includes the following:

1. Saw cut and remove asphalt as necessary for our work.
2. 60 LF of 48" HDPE pipe with watertite gaskets.
3. Remove and disposal of existing TC pipe.
4. Lower existing 6" water line with four each 6" 45 elbows and megalugs to 3'-0" below new 48".
5. Repair asphalt road with 8" CABC and 2" asphalt surface.
6. Furnish and install total of 40SY of Class B Rip Rap at pipe ends over fabric.
7. Dress up and seed our work area.

Breakdown is \$18,362.00 for storm drainage and \$4,643.00 for water.
Credit of \$720.00 has been applied to the above pricing for deduct of the 8 LF of 30".

Excludes the following:

1. Rock excavation, rock will be removed at additional cost if encountered as mutually agreed upon.
2. Undercut and replacement of unsuitable soils.

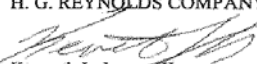
Unit Prices:

Undercut & replace with #57 or #67 stone \$35.00 per ton.

City to turn water on and off for us to lower water line.

Very truly yours,

H. G. REYNOLDS COMPANY, INC.



Kenneth L. Long, III
Vice President



Attn: Clark Thomas, PE
City of Henderson Engineering
P.O. Box 1434
Henderson, NC 27536

4/14/2015
Re: Reservoir Street

Dear Clark,

We propose the following price breakdown to remove and replace the storm pipe at Reservoir and Berry Streets.

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
<u>STORM REPLACEMENT</u>				
- MOBILIZATION	1	LS	\$ 1,000.00	\$ 1,000.00
- REM. 30" VCP/INSTALL 30" DW HDPE	60	LF	\$ 116.40	\$ 6,984.00
- 30" HDPE FLARED ENDS	2	EA	\$ 930.00	\$ 1,860.00
- SCREENING BACKFILL	100	TONS	\$ 20.00	\$ 2,000.00
- RIP RAP BANKS	80	TONS	\$ 60.00	\$ 4,800.00
- 6" ASPHALT	18	SY	\$ 75.00	\$ 1,350.00
				<u>\$ 17,994.00</u>

Please contact me if you have any questions or wish to discuss this project. Thanks for letting us quote this work.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tony Bryant', is written over the typed name.

Tony Bryant
MT Murphy Construction