



AGENDA

Henderson City Council Regular Meeting

Monday 14 March 2016, 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 Eddie Ellington, Presiding

Councilmember Marion B. Williams
Councilmember Sara M. Coffey
Councilmember Michael C. Inscoe
Councilmember D. Michael Rainey

Councilmember Melissa Elliott
Councilmember Garry D. Daeke
Councilmember Fearldine A. Simmons
Councilmember George M. Daye

City Officials

Frank Frazier, 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) 8 February 2016 Regular Meeting [See Notebook Tab 1]*

VII. PRESENTATIONS/RECOGNITIONS

- a) Fire Department Promotions – Fire Chief Cordell*

VIII. PUBLIC COMMENT PERIOD ON AGENDA ITEMS

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

IX. NEW BUSINESS

- a) Consideration of Approval of Resolution 16-14, Declaring Intent to Close a Dedicated but Unopened Street Referred to as Berry Street. (CAF 16-10-A) [See Notebook Tab 2]*
- Resolution 16-14
- b) Consideration of Approval of Resolution 16-20, Authorizing the Execution of a Contract Between the City of Henderson and North Carolina 811, Inc. (CAF 16-27) [See Notebook Tab 3]*
- Resolution 16-20

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.

- c) Consideration of Approval of Resolution 16-24, 1) Approving the Agreement Setting Forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations, and 2) Approving the 2016-2017 Strategic Plan. (CAF 16-32) [See Notebook Tab 4]

- Resolution 16-24

- d) Consideration of Approval of Resolution 16-17-A, Establishing City Council Committee Appointment to the Henderson-Vance Industrial Park Committee. (CAF 16-07-A) [See Notebook Tab 5]

- Resolution 16-17-A

X. CONSENT AGENDA

All matters listed under the Consent Agenda have either been previously discussed by City Council during a previous meeting and/or are considered in the ordinary course of business by the City Council and will be enacted-on by one motion and a roll call vote in the form listed. If discussion is desired by either the Council or the Audience, the item in question will be removed from the Consent Agenda and considered separately after the revised consent agenda has been approved.

- a) Consideration of Approval of Amending Resolution 16-12, Authorizing the Application for a Technical Assistance Grant Relative to Asset Management and Sanitary Sewer Modeling to Meet the Guidelines of the North Carolina State Department of Environmental Quality Resources. (CAF 16-13-A) [See Notebook Tab 7]

- Resolution 16-12

- b) Consideration of Approval of Resolution 16-19, Approving FY 16-17 Budget Review Calendar and Scheduling of Special Council Budget Work Sessions. (CAF 16-36) [See Notebook Tab 8]

- Resolution 16-19

- c) Consideration of Approval of Tax Releases and Refunds from Vance County for the Month of January 2016. (CAF 16-37) [See Notebook Tab 9]

XI. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

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

XII. REPORTS

- a)** Mayor/Mayor Pro-Tem (No Report)
- b)** City Manager (No Report)
- c)** City Attorney (No Report)
- d)** City Clerk
 - i. Meeting and Events Calendar *[See Notebook Tab 10]*
 - ii. Fire Department Monthly Report
 - iii. 911 Monthly Report
 - iv. Certificate of Recognition Honoring Reverend Keith Benze

XIII. CLOSED SESSION

- a)** Pursuant to G.S. §143-318.11 (a)(3) regarding Attorney/Client Privilege
- b)** Pursuant to G.S. §143-318.11 (a)(4) regarding Economic Development

XIV. ADJOURNMENT

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

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- 4)** Topics requiring further investigation will be referred to the appropriate city official, Council Committee or agency and may, if in order, be scheduled for a future meeting agenda;
- 5)** Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager;
- 6)** Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted; and
- 7)** Citizens should not expect specific Council action, deliberation and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting agenda.

City Council Minutes - DRAFT

Regular Meeting

8 February 2016

PRESENT

Mayor Eddie Ellington, Presiding; and Council Members Marion B. Williams., Sara M. Coffey, Michael C. Inscoe, D. Michael Rainey, Melissa Elliott, Garry D. Daeke, Fearldine A. Simmons, and George M. Daye.

ABSENT

None.

STAFF PRESENT

City Manager Frank Frazier, City Attorney D. Rix Edwards, City Clerk Esther J. McCrackin, Assistant to City Manager Paylor Spruill, Police Chief Marcus Barrow, Fire Chief Steve Cordell, Engineering Director Clark Thomas, Henderson Water Reclamation Director Tom Spain, Development Services Director Corey Williams, Recreation and Parks Director Kendrick Vann, Public Services Director Mike Ross, Human Resources Director Cathy Brown and Kerr Lake Regional Water Director Christy Lipscomb.

CALL TO ORDER

The 8 February 2016 Regular Meeting of the Henderson City Council was called to order by Mayor Eddie Ellington at 6:01 p.m. in the R. G. “Chick” Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

ROLL CALL

The City Clerk called the roll and advised Mayor Ellington a quorum was present.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council Member Elliott led those present in a prayer and the Pledge of Allegiance.

OPENING COMMENTS

Mayor Ellington welcomed everyone and thanked them for being part of this meeting.

ADJUSTMENTS TO/APPROVAL OF AGENDA

Mayor Ellington asked if there were any adjustments to the Agenda. The City Clerk asked Council's permission to add-on the following item: *Consideration of Approval of Resolution 16-18, Authorizing the Demolition of Several Jointly Owned Properties*. Council Member Rainey moved to accept the Agenda as adjusted. Motion seconded by Council Member Simmons and unanimously approved.

APPROVAL OF MINUTES

Mayor Ellington asked for any corrections to and/or approval of the minutes. Council Member Inscoe moved the approval of the 11 January 2016 Regular Meeting minutes and the 27-28 January 2016 Strategic Planning Retreat minutes as presented. Motion seconded by Council Member Elliott, and unanimously approved.

PUBLIC HEARING

Amending the Zoning Map to Rezone the Properties Located on St. Matthews Street from B2A (Highway Commercial) to R8M (Moderate to High Density Residential-HUD Code).
(Reference: CAF 16-08; Ordinance 16-02)

Mr. Williams explained this came about from a request submitted by Oakwood Homes to replace a dwelling deemed uninhabitable by fire at 2135 St. Matthews Street with a 1,344 square foot mobile home. For years this area has been zoned commercial; however, while reviewing this request, the Board of Adjustment asked the Planning Board to review rezoning all the properties on St. Matthews Street to match the surrounding area. The current zoning is B-2A which is normally business uses with minimum lots of 15,000 square feet; however the properties on St. Matthews Street are mainly residential or vacant with an average lot size of 8,000-10,000 square feet. A public hearing was held on December 7, 2015 by the Planning Board where residents expressed concerns regarding the abandoned/burned homes but had no problem with rezoning the properties to R-8M.

Council Member Inscoe asked if the R8M zoning would allow for both single and double wide mobile homes. Mr. Williams said yes, with a special use permit.

Mayor Ellington now opened the Public Hearing by asking if anyone present wished to speak in favor of this rezoning. No one came forward so Mayor Ellington asked if anyone present wished to speak in opposition to the amendment. No one came forward.

Mayor Ellington then closed the Public Hearing and asked how Council wished to proceed.

Council Member Rainey moved the approval of Ordinance 16-02, *Amending the Zoning Map to Rezone the Properties Located on St. Matthews Street from B2A (Highway Commercial) to R8M (Moderate to High Density Residential-HUD Code)*. Motion seconded by Council Member

Coffey, and APPROVED by the following vote: YES: Williams, Coffey, Inscoc, Rainey, Elliott, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: Daeke. (*See Ordinance Book 9, p 309*)

Public Hearing on the Question of Annexation for Henderson Collegiate, Inc., Pursuant to North Carolina General Statute 160-A-31; and Extending the Corporate Limits of the City Of Henderson, North Carolina; Assignment of Newly Annexed Area Known as Henderson Collegiate, Inc., to Ward 4; and Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State. (Reference: CAF 1-03-A; Ordinance 16-04)

City Manager Frazier explained after receiving the petition from Henderson Collegiate, there are set items that need to be completed. When the Clerk completed the Certificate of Sufficiency, there was 30.89 acres being considered. Since that time, additional acreage has been acquired by the school bringing the total area to be annexed to 38^{+/-} acres. By statute, a public hearing is required and depending on the outcome of this hearing, the Ordinance sets the annexation date effective as February 8, 2016. He added any necessary charges to the water and sewer assessment billing will be accomplished by April 1, 2016.

There was no discussion. Mayor Ellington opened the Public Hearing by asking if anyone present wished to speak in favor of this rezoning. No one came forward so Mayor Ellington asked if anyone present wished to speak in opposition to the amendment. No one came forward.

Mayor Ellington then closed the Public Hearing and asked how Council wished to proceed.

(Clerk's Note: Council Member Daeke had notified the Mayor he would be delayed and arrived at 6:13p.m.)

Council Member Coffey moved the approval of Ordinance 16-04, *Extending the Corporate Limits of the City Of Henderson, North Carolina; Assignment of Newly Annexed Area Known as Henderson Collegiate, Inc., to Ward 4; and Directing the City Attorney to Record Annexation with Vance County Board of Elections, Vance County Register of Deeds and the North Carolina Secretary of State.* Motion seconded by Council Member Inscoc, and APPROVED by the following vote: YES: NO: None. ABSTAIN: None. ABSENT: None. (*See Ordinance Book 9, p 313*)

PUBLIC COMMENT PERIOD ON AGENDA ITEMS

City Clerk McCrackin advised no citizens wished to address Council at this time.

NEW BUSINESS

Receiving the Comprehensive Annual Financial Report for FY Ending 30 June 2015. (Reference: CAF 16-20; Resolution 16-15)

City Manager Frazier said the audit has been completed by William L. Stark and Company and invited Mr. Curtis Averette, Sr. Partner with the firm, to come forward to present the highlights of the findings. Mr. Frazier noted an error on page 13. The rates for Water, Sewer and Regional Water were not correct and should have been 4% for Water, 9% for Sewer and 5% for Regional Water. This error does not affect the outcome of the fund balances.

Before summarizing the findings, Mr. Averette thanked Council for the opportunity to complete the audit. He thanked staff for their assistance and specifically mentioned Ms. Lisa Boyd, Assistant Finance Director for her prompt and efficient help in providing the needed information. Overall, there were no major outstanding issues or findings. Mr. Averette did suggest the City put in place a policy for uncollectable water bills regarding how much should be set aside as he felt the City is being more conservative than necessary.

Mr. Averette then summarized the General Fund and proprietary funds, by saying both have increased over the prior year. He unassigned fund balance for the General Fund is now at 41% and the City has not exceeded its goal for this fund. He touched on the existing debt which includes three loans: Aycock Recreation Center, Police Station and City Hall. Mr. Averette made a point of saying the collection rate for real property has increased to 96.82% and vehicle taxes have climbed to 99.97%.

Council Member Inscoe asked how the debt to be incurred at a future time regarding the Regional Water plant expansion will be reflected in the budget now that the city has received the IBT permit. Mr. Averette said the full debt amount would be reflected in Henderson's budget along with the revenue received from the partners (Oxford and Warren County).

There were no other questions. Mayor Ellington thanked Mr. Averette and looks forward to a continued relationship with William L. Stark and Company.

Council Member Rainey praised Mr. Averette's son for his acceptance into the Naval Academy to which Mr. Averette thanked the previous Mayor, City Attorney Edwards and the City Clerk for their help in the process.

Mayor Ellington asked how Council wished to proceed.

Council Member Inscoe moved the approval of Resolution 16-15, *Receiving the Comprehensive Annual Financial Report for FY Ending 30 June 2015*. Motion seconded by Council Member Rainey, and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Elliott, Daeke, Simmons, Daye and Williams. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 29)

Supporting Connect NC Bond to Provide Funding for Projects to Further Economic Development in the State. (Reference: CAF 16-25; Resolution 16-10)

City Manager Frazier said this bond has been widely advertised by the media. If approved by voters in November, the funds will help Vance-Granville Community College and Kerr Lake State Park. It will also provide funds for water and sewer projects. By resolution, the City of Henderson is joining many other municipalities and counties by supporting this important bond.

There were no questions so Mayor Ellington asked how Council wished to proceed.

Council Member Inscoe moved the approval of Resolution 16-10, *Supporting Connect NC Bond to Provide Funding for Projects to Further Economic Development in the State*. Motion seconded by Council Member Elliott, and APPROVED by the following vote: YES: Rainey, Elliott, Daeke, Simmons, Daye, Williams, Coffey and Inscoe. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 19)

Authorizing the Dedication and Acceptance of a Water Main Serving the Henderson Collegiate Charter School Located on Old Epsom Road. (Reference: CAF 16-06; Resolution 16-16)

City Manager Frazier explained a new water main for the school has been designed by Stock Engineering and this dedication has been requested by the school. The water line has been inspected and constructed in accordance to the City's standards and all testing has been performed and deemed acceptable. Approval from NCDEQ – Public Water Supply has been obtained and the water system has been in service since the school opened. A one year warranty has been placed on the system as a condition of acceptance by the City. The water line runs in the shoulders of Reservoir Street and Old Epsom Road and terminates at the meter vault and fire hydrants on campus. The prescribed distance is 1,590 feet of 6" ductile iron water line. If approved, the main would become part of the City's water system.

As there were no questions, Mayor Ellington asked how Council wished to proceed.

Council Member Rainey moved the approval of Resolution 16-16, *Authorizing the Dedication and Acceptance of a Water Main Serving the Henderson Collegiate Charter School Located on Old Epsom Road*. Motion seconded by Council Member Coffey, and APPROVED by the following vote: YES: Elliott, Daeke, Simmons, Daye, Williams, Coffey, Inscoe and Rainey. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 31)

Declaring Intent to Close a Dedicated but Unopened Street Referred to as Berry Street. (Reference: CAF 16-10; Resolution 16-14)

City Manager Frazier said in conjunction with the annexation of Henderson Collegiate, a petition has been received to permanently close a dedicated but unopened street commonly known as Berry Street. Approval of this item is only for the *intent* to close the street. A public hearing is needed before this becomes effective. He said staff has concerns regarding the closing and will be meeting with the engineer and school representatives to discuss the closing as it relates to future plans for expansion by the school.

Council Member Daeke questioned whether it would be wise to move forward until staff concluded their review. There was a brief discussion with Council determining this item be *TABLED* until the March meeting.

Mayor Ellington asked for a consensus of Council to *TABLE* this item and the consensus was as follows: YES: Williams, Coffey, Inscoe, Rainey, Elliott, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: None.

Authorizing an Application to the North Carolina State Department of Environmental Quality Resources for a Technical Assistance Grant Relative to Asset Management and Sanitary Sewer Modeling. (*Reference: CAF 16-13; Resolution 16-12*)

While Engineering Director Clark Thomas came to the podium, City Manager Frazier said this item was touched on during the last meeting and since that time, additional information has been discovered relative to the match requirements. Mr. Clark said with Council's blessing he would like to make application for this grant as it will provide an opportunity for infrastructure investigation in more detail. He said detailed investigations are very time consuming and although staff has started the process, the grant would be beneficial. Mr. Clark said there is a 10% match. After completing the on-line dashboard, the City of Henderson seems to score high (4 out of 5) which makes the City an excellent candidate to receive funding and also reduces the amount of the match.

Council Member Rainey asked what will be learned that is not already known. Mr. Thomas explained the grant would provide capacity to determine I&I (inflow and Infiltration) that would then help build scenarios to better understand replacement needs which ultimately would save capital for the City. It will provide more analytical data to support capital improvements.

Council Member Coffey asked if the City could seek any amount and Council Member Daeke asked how the amount to request would be determined.

Council Member Inscoe suggested requesting a maximum amount of \$125,000 for the Technical Assistance grant and designating the matching amount of approximately \$12,500 of revenue that the City will receive from grant funds associated with the grant funding to be received for engineering work performed in-house for water and sewer main extensions along Peter Gill Road to a future industrial site. Mr. Frazier stated that these funds would probably go in Capital Reserve Utilities which would then be transferred.

City Manager Frazier expressed concern about specifically designating the \$12,500.

There was no further discussion. Mayor Ellington asked how Council wished to proceed.

Council Member Coffey moved the approval of Resolution 16-12 with the requested amount to be limited to \$125,000, *Authorizing an Application to the North Carolina State Department of Environmental Quality Resources for a Technical Assistance Grant Relative to Asset Management and Sanitary Sewer Modeling*. Motion seconded by Council Member Inscoe, and APPROVED by the following vote: YES: Simmons, Daye, Williams, Coffey, Inscoe, Rainey,

Elliott and Daeke. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 23)

Authorizing a Request for Proposal for a 3-Year On Call Engineering Services Agreement. (Reference: CAF 16-17; Resolution 16-13)

City Manager Frazier explained this item comes from Council's concerns regarding the use of different engineers for different projects. This is a fairly common process that municipalities are using which allows a pool of engineers to be contacted when a RFP is needed. In response to Council Member Coffey's question, Mr. Frazier said a committee will be formed to review and determine who within the pool would best meet the needs of each specific project. He stated this process awards no specific project to an engineer nor does it include a monetary award. After selection from the pool, specific projects and award would come back before Council. Mr. Inscoe asked for confirmation that it would be for a three (3) year period.

There were no other questions so Mayor Ellington asked Council how it wished to proceed.

Council Member Coffey moved the approval of Resolution 16-13, *Authorizing a Request for Proposal for a 3-year On Call Engineering Services Agreement*. Motion seconded by Council Member Williams, and APPROVED by the following vote: YES: Daye, Williams, Coffey, Inscoe, Rainey, Elliott, Daeke and Simmons. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 25)

Authorizing the Acceptance and Support of a Grant from the NC Industrial Development Fund Relative to Funding Assistance for a Water and Sewer Main Extension for a Henderson-Vance Industrial Park Property. (Reference: CAF 16-26, Resolution 16-11)

City Manager Frazier explained in September Council authorized accepting this grant for a water and sewer main extension to serve an expansion for Jerry's Artarama. Since that time, Jerry's Artarama shelved its plan to expand. The NC Rural Industrial Development Fund is still willing to offer assistance to construct the above mentioned water main and sewer extension to enhance the marketability of the Henderson-Vance Industrial Park but has asked for a new resolution to reflect this change.

There was no discussion. Mayor Ellington asked how Council wished to proceed.

Council Member Daeke moved the approval of Resolution 16-11, *Authorizing the Acceptance and Support of a Grant from the NC Industrial Development Fund Relative to Funding Assistance for a Water and Sewer Main Extension for a Henderson-Vance Industrial Park Property*. Motion seconded by Council Member Simmons, and APPROVED by the following vote: YES: Williams, Coffey, Inscoe, Rainey, Elliott, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 21)

Council Committee Appointments. (Reference: CAF 16-07; Resolution 16-17)

City Manager Frazier explained the Mayor and Mayor Pro-Tempore met on February 4, 2016, to review the requests submitted by Council members for serving on various committees. After

reviewing the requests, appointments were made in an effort to honor requests to the extent feasible and the recommendations are being presented this evening for approval.

With no discussion, Mayor Ellington asked how Council wished to proceed.

Council Member Inscoe moved the approval of Resolution 16-17, *Council Committee Appointments*. Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Coffey, Inscoe, Rainey, Elliott, Daeke, Simmons, Daye and Williams. NO: None. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 1)

Authorizing the Demolition of Several Jointly Owned Properties. (Reference: CAF 16-35; Resolution 16-18)

City Manager Frazier explained that the properties shown are jointly owned with Vance County. They are considered dilapidated and the repair costs will exceed the assessed value. The properties are: 910 Andrews Avenue, 107 Briarcliff Street, 320 Charles Street, 112 Cleveland Street, 248 Denver Street, 601 East Avenue, 719 Garnett Street, 803 Garnett Street, 809 Garnett Street, 706 Highland Avenue, 617 Hillside Avenue, 742 Hillside Avenue, 744 Hillside Avenue, 747 Hillside Avenue, 741 Jefferson Street, 857 Lamb Street, 1022 Standish Street, 1109 Washington Street, 404 Whitten Avenue, 508 Winder Street and 546 Young Avenue. Mr. Frazier said a letter will be sent to the Vance County Manager requesting the County's approval for demolishing these properties and added any cost and/or eventual sale of the property will be shared accordingly. Mr. Frazier reminded Council that not all of these can be demolished this year due to funding; some will be done as funding allows.

Council Member Rainey applauded the efforts to move forward with demolition; however, was concerned that the City is moving too fast since it is unknown what the County funding will be. He asked the City push the County to help fund demolitions. He also asked the City Manager to notify the *Citizens Aligned to Take Back Henderson* of the progress the City is making. He also asked that this group be notified that the City does not own all the dilapidated structures within the City limits. Both the City Manager and Development Services Director explained the group has already been notified and is aware that currently only limited funds are available. The group would like to see a large project done knowing it may take several years to complete.

Mayor Ellington added he has been contacted by the County and expects a joint meeting in the near future regarding demolition.

Council Member Inscoe said he understood eight (8) properties are under contract for demolition and asked at what cost. Mr. Williams said about \$45,500.

There was then a general discussion about the feasibility of using city equipment for demolition, consideration of using a chipper rather than taking materials to a landfill, and the cost of the tipping fees to Waste Industries, and whether agencies could remove materials for recycling. It was stated that recycling materials was under the contractor's control and that there should be a release of liability if others entered a site to remove materials. Council Member Inscoe suggested the City Attorney draft a liability agreement.

Both Mr. Frazier and Mr. Williams said city equipment is not sufficient for demolition work, and most do not have much if anything salvageable. The feasibility of renting equipment has been looked into also. Mr. Frazier stated it is difficult to use City staff due to the amount of water, sewer and street work needed.

Mr. Frazier said he would be willing to look into a chipper but if the purpose was to use this as mulch, he had environmental concerns such as the inclusion of nails, wires, etc.

Mr. Williams said as far as salvageable items, it is usually a case by case situation and often those materials are considered in the demolition bid.

Fire Chief Cordell added two properties have been selected for possible firefighting training but added once he does a walk-through, he will have to submit a request to the State for approval. Approval from the State may take 45 days or longer.

Council Member Rainey again asked that the *Citizens Aligned to Take Back Henderson* be informed.

With no further discussion, Mayor Ellington asked how Council wished to proceed.

Council Member Rainey moved the approval of Resolution 16-18, *Authorizing the Demolition of Several Jointly Owned Properties*. Motion seconded by Council Member Daeke, and APPROVED by the following vote: YES: Rainey, Elliott, Daeke, Simmons, Daye, Williams, Coffey and Inscoe. ABSTAIN: None. ABSENT: None. (See Resolution Book 5, p 35)

At this time, the City Clerk asked for clarification from Council that when the Public Hearing regarding the Annexation of Henderson Collegiate, Inc. was approved, Council was approving the Annexation, effective February 8, 2016. All present agreed they understood.

CONSENT AGENDA

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

Close Out the KLRWS Containment Wall Project. (CAF 16-11; Ordinance 16-01) This project, in conjunction with the 20MGD project, allowed the raising of the concrete containment wall around the bulk chemical tanks per NCDEQ, new bulk chemical tank for Caustic was added and both the Alum and Caustic outside chemical lines are now wrapped as to be protected against the weather. (See Ordinance Book 9, p 307)

Close Out Phase I of the 20MGD Expansion Project Budget. (CAF 16-09; Ordinance 16-03) As advised by the City's auditors, this action closes out the first phase of the project and will create a new project phase with the actual start of the 20MDG project. (See Ordinance Book 9, p 311)

Tax Releases and Refunds from Vance County for the Month of December 2015. (CAF 16-28) The tax releases and refunds have been reviewed and found to be in order. (See below)

Column1	Column2	Column3	Column4
Dec 2015 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property Releases			
A Bail Bondsman	Discovery	2015	12.50
Genlyte Thomas Group	Correct Value	2015	929.56
M Chael's Property MG	Correct Ownership	2015	(49.43)
Tarheel Regional Community	Correct Value	2015	47.37
Vance Charter School	Government	2015	9,326.31
Zolliham, LLC	Correct Value	2015	49.43
Total R&P Property Releases			10,315.74
Real & Personal Property Refunds			
NONE	NONE		-
Total R & P Property Refunds			-
Total R&P Prop. Rel. & Ref.			10,315.74

Mayor Ellington asked if anyone wished to remove an item from the Consent Agenda. There were no requests so Mayor Ellington asked for a motion to approve the Consent Agenda

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

PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

City Clerk McCrackin advised no citizens wished to address Council at this time.

REPORTS

- a) Mayor/Mayor Pro-Tem --- Mayor Pro-Tem Rainey kudos to the staff regarding the snow removal.
- b) City Manager - Mr. Frazier gave a report on the following:
 - i. Water funding for Knoll Terrace and Young Street was applied for and approved. Acceptance of the grant will be brought before Council in March.
 - ii. Work continues on the new DDC office.
 - iii. Discussions have begun with financial institutions regarding renovations to the old Police station connected to the Fire station on Garnett Street.

- iv. Sale of the Southerland Mill property has been upset several times and the offer currently stands at \$48,000.
- v. As mentioned earlier, Interim County Manager Murphy said after the County meets with the Take Back Henderson group, the County plans to meet with the City regarding the demolition funding issue.
- vi. The Regional Water Advisory Board met this morning and discussed, among other issues, find funding options for the 20MGD expansion and water rates for FY16-17.
- vii. A schedule for budget meetings will be distributed during the March meeting.
- viii. Mr. Frazier thanked Department Directors and staff for their assistance during the audit process and for their efforts to maximize resources which has helped the City obtain its goal of increasing the fund balance, particularly in the General Fund.

c) City Attorney (No Report)

d) City Clerk – Ms. McCrackin reminded Council of the Employee Recognition Banquet February 18 and the deadline for submitting evaluations for the Retreat.

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

CLOSED SESSION

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

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

ADJOURNMENT

Council Member Rainey moved for adjournment. Motion seconded by Council Member Inscoc, and unanimously approved. The meeting adjourned at 7:54 p.m.

Eddie Ellington
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: 14 March 16 Regular Meeting

23 February 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 16-10-A
Consideration of Approval of Resolution 16-14, Declaring Intent to Close a Dedicated but Unopened Street Referred to as Berry Street

Ladies and Gentlemen:

Recommendation:

- Approval of Resolution 16-14, Declaring Intent to Close a Dedicated but Unopened Street Known as Berry Street

Executive Summary

The City received a petition from Henderson Collegiate Charter School to permanently close a dedicated but unopened street referred to as Berry Street.

The street was originally to be extended from Reservoir Street to McArthur Street; however, it was never built. The Henderson Collegiate Charter School has purchased the entire tract surrounding the unopened Berry Street and has constructed a new elementary school with intentions of constructing a middle school with a bus parking lot and pick up area meeting NCDOT requirements. There is an existing sanitary sewer main which would have to remain in place and existing cover maintained to protect the integrity of the pipe.

When discussed previously, there was some concern that the proposed street may still be needed at some point and time in the future. A subsequent meeting was held with the engineer of the project as well as a representative of the school. Even though the final site plan has not been submitted for the Henderson Collegiate School expansion yet, it is felt that any issues pertaining to the unopened portion of Berry Street have been resolved and will be addressed prior to issuing their permit.

Attachments:

1. Resolution 16-14
2. Street Closing Application & Attachments
3. NC General Statute 160A-299
4. Map of Area

CAF 16-10-A, 14 March 2016 Council Meeting

RESOLUTION 16-14

DECLARING INTENT TO CLOSE AN UNOPENED STREET REFERRED TO AS BERRY STREET

WHEREAS, the City of Henderson (City) received from Henderson Collegiate Charter School, a petition to close an unopened street named Berry Street, a dedicated right-of-way, which is under the control and jurisdiction of the City but not a street accepted for maintenance by the city; *and*

WHEREAS, Berry Street, designated on the attached map entitled recombination plat for property of Henderson Collegiate, Inc., beginning at Reservoir Street and extending in a westerly direction to the right- of-way of McArthur Street; *and*

WHEREAS, there is an existing sanitary sewer main which would have to remain in place and undisturbed; therefore retaining a 30.0 ft. width easement (15 ft. on each side of the centerline); *and*

WHEREAS, the City proposes to permanently close this street in accordance with and following the procedures required by North Carolina General Statute §160A-299.

NOW, THEREFORE, BE IT RESOLVED that the City of Henderson hereby declares its intention to permanently close the unopened Berry Street following publication and posting of this resolution and giving notice, by certified mail, return receipt requested, to the owners of land abutting the street, and after conducting a public hearing on the closures, this hearing to be held at 6:00 p.m. on the 11th of April 2016, at the regular meeting of the City Council at the City Council Chambers in City Hall on Rose Avenue in Henderson, North Carolina, at which anyone desiring to be heard may be present.

The foregoing Resolution 16-14 was heard on this the ____th day of _____ and upon a motion by Council Member *** and seconded by Council Member *** was _____ by the following vote: YES: . NO: ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved as to Legal Form:

D. Rix Edwards, City Attorney
(Reference: Minute Book 44, p)

STREET CLOSING APPLICATION
CITY OF HENDERSON PLANNING/ENGINEERING DEPARTMENT

(For Office Use)

Received by: _____
City or County Clerk/Staff Date

Case SC: _____ (Assigned by Planning/Engineering Staff)

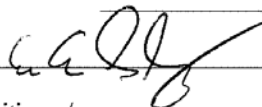
Date Received: _____

City Council Action: _____
Date

I. Basic Information:

Name of Petitioner/s: _____ Henderson Collegiate Charter School
Address: _____ 1071 Old Epsom Road, Henderson, NC
Phone: _____ (252) 598-1038
Fax: _____ (252) 598-1037
Email: _____ info@HendersonCollegiate.org
Signature: _____

Owners of property contiguous to that portion of the (street/alley/road) requested to be closed: (List every owner whose land abuts the right-of-way to be closed and following information).

1. Name of Petitioner/s: _____ Same As Above
Address: _____
Phone: _____
Fax: _____
Email: _____
Signature:  _____

2. Name of Petitioner/s: _____
Address: _____
Phone: _____
Fax: _____
Email: _____
Signature: _____

3. Name of Petitioner/s: _____
Address: _____
Phone: _____
Fax: _____
Email: _____
Signature: _____

(Include Additional Owners if Necessary on Separate Sheet)

Name of Street proposed for closing: Berry Street

Tax Map Number 0090 01002

Location of street/alley/road to be closed: Henderson City Vance County

Length to be closed: Approximately 1,560 LF

Area to be closed (in square feet): 78,000 SF

All plats or deed book reference(s) where dedicated as a public street: PB H Page 91

Existing condition of street/alley/road to be closed:

 paved gravel surface
 dirt X unopened (unconstructed-paper street)

Check which of the following, to the best of petitioner's knowledge, is applicable.

That portion of Berry Street proposed for closing:
Street/Alley/Road Name

- X has been accepted by neither the North Carolina Department of Transportation nor the City of Henderson for maintenance.
 has been accepted by the North Carolina Department of Transportation and the City of Henderson for maintenance.
 has been accepted by the City of Henderson for maintenance, but not by the North Carolina Department of Transportation.

II. Reasons for Closing and Special Information

Check which is applicable:

- The street/alley/road proposed for closing is currently open. (Complete A and C below)
 X Development activity is planned within the right-of-way proposed for closing. (Complete A and B below)

If either above is checked, a meeting with Planning Department staff is required at the time of application.

A. ALL APPLICANTS:

1. Give detailed reasons for the requested street/alley/road closing and any specific plans for use of the site.

Henderson Collegiate Charter School owns both sides of the proposed unopened portion of ROW and needs to construct a Bus Parking Lot and Pick up for the proposed Henderson Collegiate Middle School to meet NCDOT requirements for Bus Access to the School Facility.

B. IF DEVELOPMENT ACTIVITY IS PROPOSED WITHIN THE RIGHT-OF-WAY TO BE CLOSED:

1. Give all available details on proposed development activity.

Henderson Collegiate Charter School owns both sides of the proposed unopened portion of ROW and needs to construct a Bus Parking Lot and Pick up for the proposed Henderson Collegiate Middle School to meet NCDOT requirements for Bus Access to the School Facility. There is an existing sewer line that currently runs up the unopened portion of ROW. Upon closing of the street, Henderson Collegiate will grant a 20' wide Sewer Easement for the existing sewer line to be located 10 feet on either side of the line.

2. Describe development on adjacent properties, or submit photos or maps.

All adjacent properties are owned by Henderson Collegiate and are currently wooded / vacant.

3. Describe how your proposed developments would be compatible with adjacent properties and well buffered if buffering is appropriate.

The proposed use of the property would be an expansion of the existing Henderson Collegiate School located on Old Epsom Road. A Special use Permit for the proposed school has already been obtained by Henderson Collegiate.

4. List below any City/County approvals required for this development (e.g. subdivision plat, site plan, rezoning, Board of Adjustment, etc.).

The proposed development would require a Site Plan to be approved by the City of Henderson.

C. IF RIGHT-OF-WAY IS CURRENTLY OPENED AND MAINTAINED:

1. Describe in detail why this closing is proposed, including any relevant background and general benefits to the public that would result.
2. Describe in detail what specific uses of the right-of-way would be made, including any construction activity, public or private use, required public approvals, etc. Staff will not process street closing application until all development review approvals are received.
3. Signed consent of all adjacent property owners will be required (if shown on a subdivision plat, consent of owners of all lots in subdivision may be required).

**INSTRUCTIONS AND MATERIALS REQUIRED FOR FILING A
STREET/ALLEY/ROAD CLOSING APPLICATION**

1. A fully complete application form, including special details required if either:
 - 1) development is proposed on the Right of Way (ROW), or:
 - 2) the ROW is currently open or maintained;
 - 3) there are any utilities (water, sewer, gas, electricity, telephone, cable) within the ROW.

If either of these apply, a meeting with Planning or Engineering staff shall also be required to be held at the time of the application submittal.

2. A filing fee of \$400.00 per street/alley/road. All checks should be made payable to the "City of Henderson". (an additional fee for recordation of the street/alley/road closing will be required once the governing body has approved the request).
3. A fee of \$400.00 for notification regarding the proposed street closing. This includes newspaper advertisement, letter notification to applicable land owners and posting of signs. This fee and the filing fee can be included in one check. (Both filing fee and advertisement fee must be submitted with the application).
4. Written legal metes and bounds description of the proposed street/alley/road to be closed unless shown on a furnished recorded plat.
5. Four (4) prints of the proposed street/alley/road closing map prepared by a licensed surveyor if required.

§ 160A-299. Procedure for permanently closing streets and alleys.

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is under the authority and control of the Department of Transportation, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

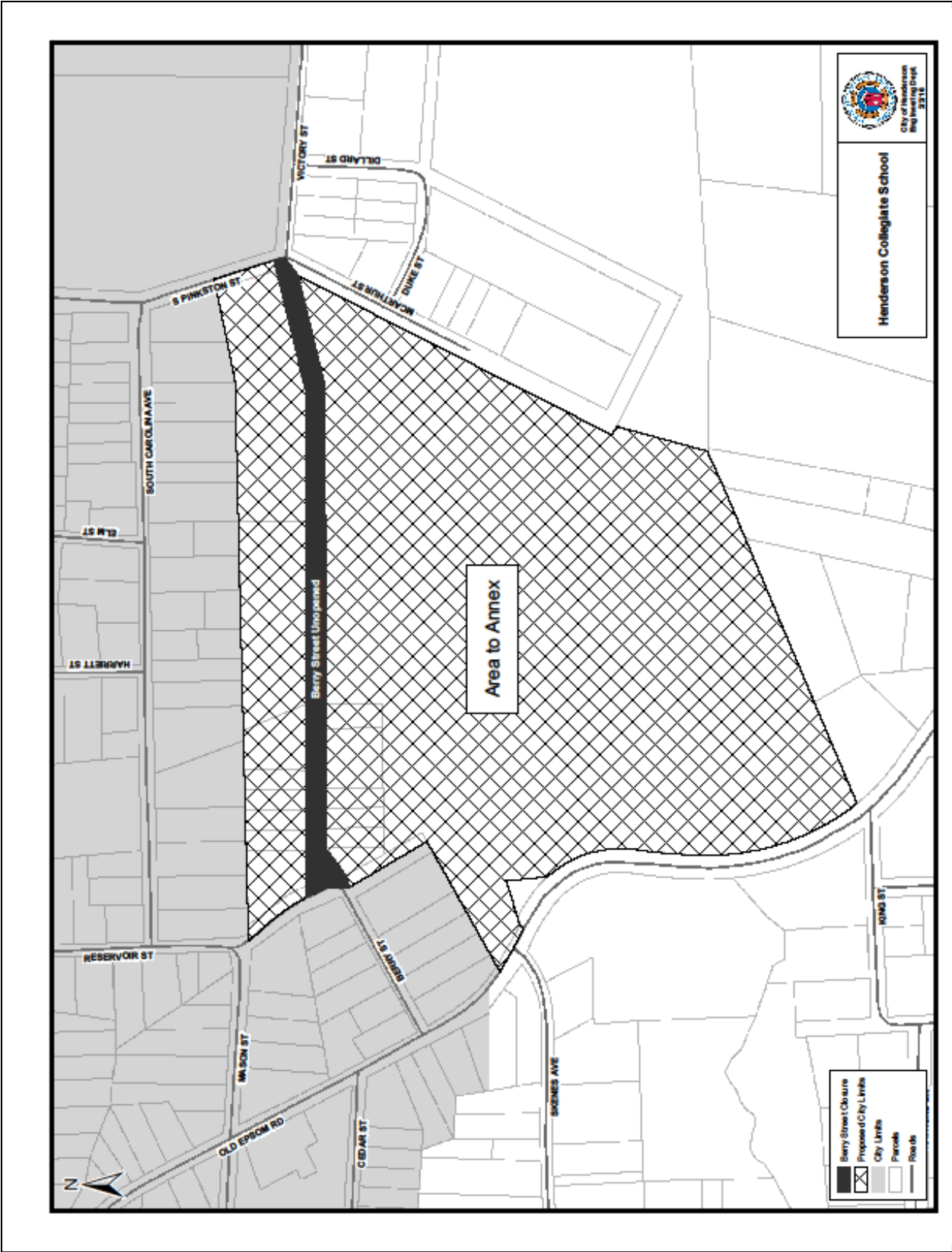
The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.

(f) A city may reserve its right, title, and interest in any utility improvement or easement within a street closed pursuant to this section. Such reservation shall be stated in the order of closing. Such reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34; 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1.)



City Council Action Form

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



Council Meeting: 14 March 16 Regular Meeting

3 February 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 16-27

Consideration of Approval of Resolution 16-20, Authorizing the Execution of a Contract Between the City of Henderson and North Carolina 811, Inc.

Ladies and Gentlemen:

Council Goals Addressed By This Item:

- KSO 1-AP 1-1: Implement Process Improvements

Recommendation

- Approval of Resolution 16-20, Authorizing the Execution of a Contract between the City of Henderson and North Carolina 811, Inc.

Executive Summary

Pursuant to the enactment of the North Carolina Underground Damage Prevention Act effective on October 1, 2014, as found in Article 8A in the North Carolina General Statutes Chapter 87 – Article 87, the General Assembly of North Carolina declared as a matter of public policy that it is necessary to protect the citizens and workforce of this State from the dangers inherent in excavating or demolishing areas where there are underground lines, systems, or infrastructure buried beneath the surface.

As required by this law, every municipality must become a member of North Carolina 811, Inc. on or before October 1, 2016. This contract is a part of the requirement necessary to complete enrollment in this organization whose mission is to provide an efficient, affordable communication network service of the highest industry standards to contractors, utilities and the general public for the purpose of requesting location of buried utilities prior to excavation

activities in the interest of promoting job safety and damage prevention. There is a cost of \$0.83 per transmitted location request with a minimum of \$25.00 per month.

Upon becoming a member, contractors performing the work will now contact the 811 center to locate our water, sewer and other underground lines instead of calling us directly.

Attachments:

1. Resolution 16-20

RESOLUTION 16-20

AUTHORIZING THE EXECUTION OF A CONTRACT BETWEEN THE CITY OF HENDERSON AND NORTH CAROLINA 811, INC. RELATIVE TO THE MANDATORY REQUIREMENT TO BECOME A MEMBER OF THE NORTH CAROLINA 811, INC.

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2016 Strategic Planning Retreat; *and*

WHEREAS, KSO 1: *Implement Process Improvement* is addressed by this resolution; *and*

WHEREAS, North Carolina 811, Inc.'s mission is to provide an efficient, affordable communication network service to contractors, utilities and the general public for the purpose of requesting location of buried utilities prior to excavation activities in the interest of promoting job safety and damage prevention; *and*

WHEREAS, as required by this law, every municipality must become a member of North Carolina 811, Inc. on or before October 1, 2016; *and*

WHEREAS, this service is provided at a cost of \$0.83 per transmitted location request and a minimum of \$25.00 per month.

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE the execution of a contract between North Carolina 811, Inc. and the City of Henderson, being more fully articulated in **Attachment A** to this Resolution, to perform the tasks as required by membership in this organization, *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 16-20, introduced by Council Member _____ and seconded by Council Member _____ on this the ____ day of _____ 2016, and having been submitted to a roll call vote, was *** by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney
(Reference: Minute Book 44, p. **.)

North Carolina 811, Inc.

Membership Agreement

THIS MEMBERSHIP AGREEMENT ("Agreement") is entered into this the ____ day of _____, 2016, by and between North Carolina 811, Inc. ("Notification Center"), a North Carolina not-for-profit corporation, and the City of Henderson ("Member").

Recitals

Notification Center is a North Carolina not-for-profit member-owned corporation. Notification Center is sponsored by facility operators to receive and transmit to its members Notices of planned excavations, Design Notices, Emergency Notices and Damages, as contemplated by the Underground Utility Safety and Damage Prevention Act, N.C. Gen. Stat § 87-115 *et seq.* (the "Act").

DEFINITIONS:

As used in this Agreement, the following terms have the meanings indicated below:

"Notification Center" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(17);

"Utility Member" and/or "Operator" shall have the meaning set forth in N.C. Gen. Stat. § 87-117 (18);

"Locator" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(13);

"Facility" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(12);

"Operator" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(18);

"Associate Member" shall mean any person or entity that furnishes goods or services to any Operator, and other persons and entities that have an interest in the prevention of damage to any Facility and the promotion of safe excavation practices.

"Damage" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(4);

"Excavate" or "Excavation" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(13);

"Transmission" shall mean the notification given by Notification Center to Member or Member's designated Locator of an Excavation, Design Notice, Damage and/or Emergency;

"Notice" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(16);

"Design Notice" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(7);
and

"Emergency" shall have the meaning set forth in N.C. Gen. Stat. § 87-117(8).

Other terms used in this Agreement, but not defined herein, shall have the meaning set forth in the Act.

Notification Center has three categories of members, as follows:

- (a) Category One members are Operators;
- (b) Category Two members are Locators;
- (c) Category Three members are Associate Members.

Member has applied to become a **Category One** member of Notification Center. Member represents herein that it is entering into this Agreement on its own behalf and that it has authority to enter into this Agreement.

In consideration of the Recitals and the mutual covenants and promises contained herein, the parties hereby agree as follows:

2. **Term.** This Agreement shall be effective from and after the date hereof and shall continue in effect until such time as either party terminates this Agreement, in accordance with the provisions regarding termination of membership contained in the Bylaws of Notification Center in effect as of the date of the execution of this Agreement.
3. **Documents.** Member acknowledges receipt of copies of the Articles of Incorporation and Bylaws of Notification Center, attached hereto, and agrees to abide by all of the terms and provisions thereof. Notification Center retains the authority to amend the Articles of Incorporation and Bylaws from time to time through lawful action of Notification Center's duly authorized Board of Directors. Amended versions of the Notification Center's Articles of Incorporation and Bylaws shall be posted on the Notification Center's website, www.nc811.org, or otherwise distributed to Member.
4. **Fees and Charges.** Member agrees to timely pay either (a) the transmission fees charged by Notification Center to Category One members, or (b) the annual membership fees charged by Notification Center to Category One members, as established from time to time by the Board of Directors of Notification Center.
5. **Duties of Category One Members.** Member shall provide to Notification Center an electronic database in a format acceptable to Notification Center that contains a reasonable, detailed description of Member's Facilities located within the

geographic areas in North Carolina as to which Notification Center is to provide Member notification of each Transmission ("Notification Area"). Member shall provide Notification Center with an update of the electronic database of its Notification Area on an annual basis, at a minimum. Member shall comply with all of its obligations pursuant to the Act as to Notification Center.

6. **Duties of Notification Center.** The Notification Center shall provide the necessary personnel, equipment and a toll-free telephone number for the receipt of Notice of each Transmission within the Notification Area. Notification Center will maintain records of receipt of each Transmission in the manner and duration required by the Act. Notification Center shall promptly relay to Member and/or its designated Locator each Transmission received within Member's Notification Area. Notification Center shall comply with all of its obligations pursuant to the Act as to Member.
7. **Indemnification.** To the extent permitted by North Carolina law, Member agrees to indemnify, save and hold harmless Notification Center, its officers, agents and employees, from and against any and all liabilities, claims, losses, damages, expenses (including reasonable attorneys' fees), or costs for personal injuries and/or property damage arising out of (1) any Transmission within Member's Notification Area, (2) any marking, or failure to mark, the location of any Facility of Member, (3) any Excavation by any person which injures or damages any Facility of Member, unless such losses, damages or injuries shall be caused by the intentional wrongdoing or negligent act or omission of the Notification Center, provided further that such liability, claim, loss, damage, expense or cost for which Member is required to indemnify Notification Center arises out of acts for which the defenses of governmental immunity, statutory or common law immunity is not available. The indemnification provided by Member herein shall not be construed as a waiver of any applicable defense of governmental, statutory, or common law immunity, and shall not prevent the Member from asserting any defense of such immunity; and if a court of competent jurisdiction determines that no such immunity applies, then the indemnity provided for herein shall apply to the extent enforceable under North Carolina law.
8. **No Third-Party Beneficiaries.** This Agreement shall not confer any rights or remedies upon any person other than the Parties and their respective successors and permitted assigns.
9. **Succession and Assignment.** Member may not assign this Agreement or any of its rights, interests, or obligations hereunder without the prior written approval of Notification Center. Notwithstanding the foregoing, Member may assign its rights, interests and obligations hereunder, without approval of Notification Center to the parent, subsidiary, or affiliate of Member, or to any entity into which Member is merged or to which Member sells all or substantially all of its assets. Notification Center may not assign, sublet, or transfer its interest, duties, or obligations hereunder, without the prior written consent of Member. This

Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

10. **Notices.** Any notice, request, demand, claim or other communication hereunder ("Notice") shall be in writing. The term "Notice," as used in this section, shall not include or apply to a Notice of Excavation, Emergency, Damage and/or Design Notice. Any contractual notice may be given by any method listed below and shall be deemed received on the date stated to the right of each such method, as follows:

Personal delivery:	Upon delivery
Overnight courier service, charges prepaid:	One business day after receipt by addressee as shown on the records of the courier service
Facsimile transmission:	The next business day following the date of transmission as shown on the sender's records
Registered or Certified U.S. Mail, Return Receipt Requested, postage prepaid:	Date of delivery as shown on return receipt

Any notice shall be addressed as follows:

If to **Notification Center:** 2300 W. Meadowview Road
Suite 227
Greensboro, NC 27407
Attn: Executive Director

If to **Member:** City of Henderson
P. O. Box 1434
Henderson, NC 27536

Either Party may change the address to which contractual Notices are to be delivered by giving the other Party contractual notice in the manner herein set forth to the address herein stated, or as subsequently and correctly amended per the terms of the Agreement.

11. **Governing Law.** All matters relating to this Agreement shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Agreement shall be Guilford County Civil Superior Court or the United States District Court for the Middle District of North Carolina.

12. **Amendments and Waivers.** No amendment or waiver of any provision of this Agreement shall be valid unless the same is in writing and signed by both parties. No waiver of breach or violation of any provision shall be deemed to extend to any prior or subsequent breach or violation of the same or any other provision, or affect, in any way, any rights arising by virtue of any prior or subsequent breach of warranty or violation.
13. **Entire Agreement.** This Agreement constitutes the Entire Agreement between the Parties and supersedes any prior understandings, agreements, or representations by or between the Parties, written or oral, to the extent they relate in any way to the subject matter hereof.
14. **Severability.** If any provision of this Agreement is deemed invalid, illegal or unenforceable by a court of competent jurisdiction, such provision shall be deemed stricken and the remainder of this Agreement shall remain in full force and effect to the fullest extent permitted by law.
15. **E-Verify Compliance.** Notification Center shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. § 64-25 *et seq.* In addition, to the best of Notification Center's knowledge, any subcontractor employed by Notification Center as a part of this Agreement, shall be in compliance with the requirements of E-Verify and N.C.G.S. § 64-25 *et seq.* Notification Center shall execute an E-Verify affidavit, which is attached hereto.

[THE REMAINDER OF THIS PAGE REMAINS BLANK INTENTIONALLY]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives effective as of the date first written above.

*This instrument has been pre-audited
in accordance with N.C. Local
Government Budget and Fiscal Control
Act.*

(Signature of Finance Officer)

Name/Title

Date: _____

*Approved as to form and
legality,*

Name/Title

Date: _____

City of Henderson (SEAL)
(Name of Member)

By: _____
(Signature)

Type or Print Name

Title _____

Date: _____

North Carolina 811, Inc. (SEAL)

By: _____
(Signature)

Louis Panzer
(Type or Print Name)

Title: Executive Director

LOCAL GOVERNMENT

The application of City of Henderson as a Category One member of North Carolina 811, Inc. is hereby approved.

This is _____ day of _____ 2016.

On behalf of the Board of Directors
of North Carolina 811, Inc.

(Signature)

Lyman M. Horne
(Type or Print Name)

Board President
Title

LOCAL GOVERNMENT

City Council Action Form

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



Council Meeting: 14 March 16 Regular Meeting

1 February 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: **CAF: 16-32**

Consideration of Approval of Resolution 16-24, 1) Approving the Agreement Setting Forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations, and 2) Approving the 2016-2017 Strategic Plan

Ladies and Gentlemen:

Council Core Values Addressed By This Item:

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

Recommendation:

- Approval of Resolution 16-24, 1) Approving the Agreement Setting Forth Mayor, City Council and City Manager Roles, Responsibilities and Expectations, and 2) Approving the 2016-2017 Strategic Plan

Executive Summary

During the recent Council Strategic Planning Retreat held on 27 and 28 January 2016, Facilitator Madeleine Henley asked Council to review the roles, responsibilities and expectations of the Mayor, City Council and City Manager. The overall consensus was that no changes were necessary and the attached Resolution formalizes the consensus regarding the Roles, Responsibilities and Expectations of the Mayor, City Council and City Manager.

The existing Strategic Plan was also reviewed during the Retreat and changes have been made to the Plan as Council requested. The format for the Key Strategic Objectives (KSOs) has been changed in an effort to make the status of each objective easier to track throughout the year and to provide an easier way to document actions taken.

Attachments:

1. Resolution 16-24
2. 2016-2017 Strategic Plan

RESOLUTION

16-24

APPROVING THE AGREEMENT SETTING FORTH MAYOR, CITY COUNCIL AND CITY MANAGER ROLES, RESPONSIBILITIES AND EXPECTATIONS, AND THE 2016-2017 STRATEGIC PLAN

WHEREAS, the City Council conducted its Annual Strategic Planning Retreat (Retreat) on 27 and 28 January 2016 at the Henderson County Club and Henderson Police Department; *and*

WHEREAS, during the Strategic Planning Retreat, the Mayor, City Council Members and City Manager reviewed the *Agreement* setting forth the Mayor, City Council and City Manager Roles, Responsibilities and Expectations (Agreement); *and*

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

WHEREAS, also during the Strategic Planning Retreat, Council reviewed the existing Key Strategic Objectives (KSOs); *and*

WHEREAS, an outcome of the Retreat was the review, amendment and update to the 2014 - 2016 Strategic Plan.

NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE the 2016-2017 Strategic Plan, including the *Agreement* between the Mayor, City Council Members and City Manager which sets forth the Roles, Responsibilities and Expectations, being more fully articulated as “**Attachment A**” to this Resolution.

The foregoing Resolution, 16-24, introduced by Councilmember **** and seconded by Council Member ***** on this the 14th day of March 2016, and having been submitted to a roll call vote, was approved by the following votes: YES: NO: ABSTAIN: ABSENT:

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards., City Attorney

*Reference: Minute Book 44, p **; CAF 16-32*



CITY OF HENDERSON NORTH CAROLINA Strategic Plan



2016-2017



**Prepared by the City Manager's Office
February 2016**

HENDERSON CITY COUNCIL

Elected and Administrative Officials Serving on 27 and 28 January 2016



Eddie Ellington
Mayor

Sara M. Coffey
Council Member

Michael C. Inscoc
Council Member

Garry D. Daeke
Council Member

D. Michael Rainey
Mayor Pro Tempore

George M. Daye
Council Member

Fearldine A. Simmons
Council Member

Melissa Elliott
Council Member

Marion B. Williams
Council Member



HENDERSON STAFF LEADERSHIP TEAM

Frank Frazier

City Manager

Marcus Barrow

Police Chief

Cathy Brown

Human Resources Director

Steve Cordell

Fire Chief

Christy Lipscomb

Kerr Lake Regional Water System Director

Esther McCrackin

City Clerk

B. Mike Ross

Public Services Director

Tom Spain

Henderson Water Reclamation Facility Director

Paylor Spruill

Assistant to the City Manager

Clark Thomas

Engineering Director

Corey Williams

Development Services Director

Kendrick Vann

Recreation & Parks Director

D. Rix Edwards

City Attorney

Vacant

Finance Director

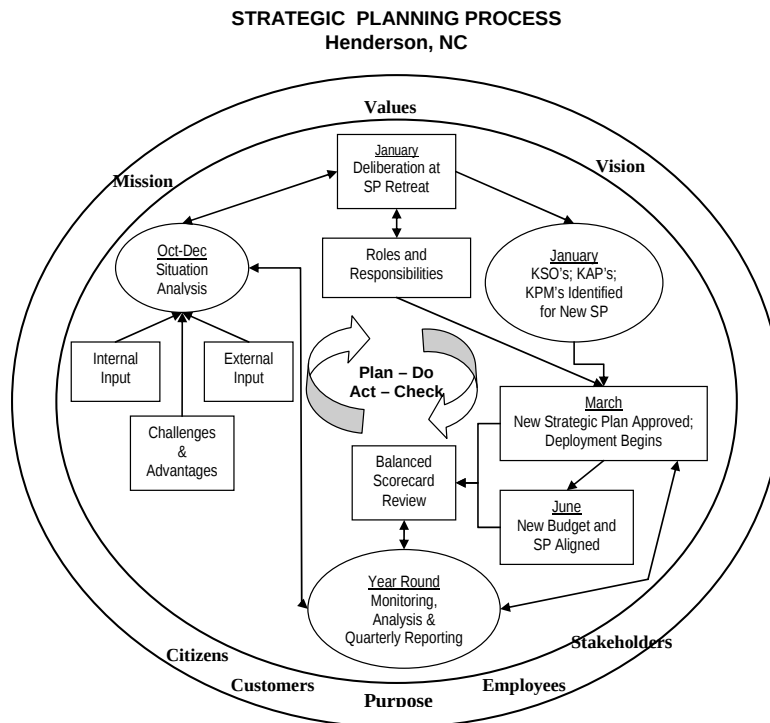
STRUCTURE AND PURPOSE OF THE STRATEGIC PLAN

Purpose

The Purpose of the Henderson Strategic Plan¹ is to provide a visionary framework that forms the foundation for the tone and direction of how the City will plan for its future by addressing Key Strategic Challenges and deliver services. The City's first strategic plan, *Henderson Strategic Plan 2009-2011*, was approved by the City Council in April 2009.

Strategic Planning Process

The City has developed a strategic planning process that guides its development and deployment of the Strategic Plan. In December, questionnaires are submitted to the Mayor, and City Council and staff to solicit input on the direction of the City, new ideas, etc. Information is also captured throughout the year and incorporated into the process. Results are analyzed and reported to Council with recommendations from Staff. The Council meets in a Strategic Planning Retreat in January or February of each year. During this time the prior year's plan is reviewed, external and internal information is reviewed and revisions are made to the Strategic Plan. A diagram of the Strategic Planning Process is provided below:



¹ **Strategic Plan:** A strategic plan is the product of an organization's strategic planning process that defines its strategy, or direction, and making decisions on allocating resources to pursue this strategy, including its capital and people. Strategic planning is the formal consideration of an organization's future course. All strategic planning deals with at least one of three key questions: 1) what do we do?, 2) For whom do we do it?, and 3) how do we excel? The City's first Strategic Plan, 2009-2011, was approved by City Council in April 2009. The Strategic Plan is updated annually.

During the year, City Administration provides to the City Council a periodic report on the status of the Strategic Plan's deployment. Additionally, the Strategic Plan and the Annual Budget are aligned during the budget development and review process. Thus, the City's strategic planning process is dynamic.

Desired Outcomes

The desired outcomes of the Strategic Plan include:

- 1) increased and improved focus on addressing issues critical to the City;
- 2) improved budgeting by virtue of considering critical issues vis-à-vis the allocation of scarce resources; and
- 3) development of performance based measures to assist in decision making.

Performance Measures

Performance measures² are identified for each of the Key Strategic Objectives³ and related action plans throughout the text of the Strategic Plan. These performance measures will be developed as the action plans' development process matures. Additionally, a Balanced Scorecard⁴ will be developed for the measures provided within the Strategic Plan as well as other key measures necessary for the overall governance and operation of the City.⁵

2016 Strategic Plan Development Summary

The Henderson City Council conducted its annual Strategic Planning Retreat on January 27-28, 2016, at the Henderson Country Club and the Henderson Police Department. During the Retreat, Council unanimously affirmed the Mission, Vision, Core Values, and eight (8) Key Strategic Objectives.

Several new objectives were added to *KSO #2 Reduce Crime/Safe Community* and *KSO #3 Economic Development*.

Council also affirmed the Roles and Responsibilities of the Mayor, City Council and City Manager.

During this meeting, it was suggested a different format be created to track KSO progress.

² **Performance Measure:** The term performance measure refers to numerical information that quantifies input, output and performance outcomes vis-à-vis targets and benchmarks. It is a means to determine how well progress is being made towards achieving a goal or objective.

³ **Key Strategic Objective:** A Key Strategic Objective (KSO) is designed to address Key Strategic Advantages, Key Strategic Challenges and other key issues and concerns within the City. The KSO focuses attention on these critical issues so that resources and efforts can be directed toward them in an effort to positively affect them and their outcomes.

⁴ **Balanced Scorecard:** A framework within which performance measures are aligned with key strategic objectives and key operational needs of an organization. This tool is used by an organization's leadership to evaluate valid, real-time data as part of the decision making process.

⁵ **Balanced Scorecard Matrix** may be found at Appendix F.



*Mayor and City Council
Henderson, North Carolina*

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

*Reviewed
27 January 2016
City Council Strategic Planning Retreat
Approved
14 March 2016
Regular City Council Meeting*

Eddie Ellington
Mayor

Sara M. Coffey
Council Member

Michael C. Inscoc
Council Member

Melissa Elliott
Council Member

Fearldine A. Simmons
Council Member

Marion B. Williams
Council Member

D. Michael Rainey
Mayor Pro Tem

Garry D. Daeke
Council Member

George M. Daye
Council Member

Frank Frazier
City Manager

CONTENTS

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

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

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

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

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

II. City Council's Needs and Expectations of Mayor

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

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

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

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

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

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

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

V. Agreement

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

Signatures

<i>Mayor Eddie Ellington</i>	<i>Mayor Pro Tempore D. Michael Rainey</i>
<i>Council Member Marion B. Williams</i>	<i>Council Member Sara M. Coffey</i>
<i>Council Member Michael C. Inscoe</i>	<i>Council Member Melissa Elliott</i>
<i>Council Member Garry D. Daeke</i>	<i>Council Member Fearldine A. Simmons</i>
<i>Council Member George M. Daye</i>	<i>City Manager Frank Frazier</i>

PURPOSE, MISSION AND VISION STATEMENTS AND MOTTO

PURPOSE STATEMENT⁶

To improve the quality of life of citizens by providing services that provide for the community's health, safety and welfare. *Affirmed*

MISSION STATEMENT⁷

To provide value added services⁸ in a customer friendly, cost efficient and effective manner resulting in a safe and prosperous community. *Affirmed*

VISION STATEMENT⁹

To be a vibrant, safe, progressive and prosperous community in which citizens are actively engaged in governance and community activities. *Affirmed*

MOTTO¹⁰

Progress, Potential, Pride *Affirmed*



⁶ **Purpose Statement:** A purpose statement is generally a broad statement and refers to the fundamental reason that an organization exists. The primary role of a purpose statement is to inspire an organization and to guide its setting of values. The Purpose Statement was written and approved in April 2009 and confirmed at all subsequent Strategic Planning retreats.

⁷ **Mission Statement:** A mission statement refers to the overall function of an organization and answers the question, "What is this organization attempting to accomplish?" The Mission Statement was written and approved in April 2009 and confirmed at all subsequent Strategic Planning retreats..

⁸ The City of Henderson provides services to its citizens, customers, visitors and guests. The City's Key Customers are its citizens and customers.

⁹ **Vision Statement:** A vision statement refers to the desired future state of the organization. The vision describes where the organization is headed, what it intends to be, or how it wishes to be perceived in the future. The Vision Statement was written and approved in March 2010 and confirmed at all subsequent Strategic Planning retreats.

¹⁰ **The Motto** is taken from the Great Seal of the City of Henderson.

KEY CUSTOMERS AND THEIR EXPECTATIONS¹¹

KEY CUSTOMERS *Affirmed*

KC 1: Citizens of Henderson

Citizens of Henderson are individuals living within the city limits.

KC 2: Customers of City Services

Customers of City services are individuals and businesses living/located within and/or outside of the city limits receiving city services such as utilities, land use planning and recreation programming, etc.

KEY CUSTOMER EXPECTATIONS *Affirmed*

KCE 1: Professional and courteous service

Our customers expect to be treated in a professional and courteous manner by employees who are patient, kind and empathetic to their needs and concerns.

KCE 2: Accurate, truthful information

Our customers expect to receive accurate, truthful information and timely answers to their questions.

KCE 3: Fair treatment

Our customers expect to receive fair and equitable treatment at all times from employees who are willing and able to see both sides of the issue relative to their needs and concerns.

KCE 4: Prompt, effective service

Our customers expect services to be delivered in an effective and prompt manner.

KCE 5: Excellent Product/Service

Our customers expect to receive a good value for their municipal taxes and fees, and therefore expect the products and services we deliver to be excellent.

¹¹ The identification of Key Customers and their expectations was first approved during the 2010 Strategic Planning Retreat and reconfirmed at all subsequent Strategic Planning Retreats. Amendments to KCE 1 and KCE 3 were approved by City Council as a result of the 2014 Strategic Planning Retreat.

CORE VALUES¹² AND PRINCIPLES THAT GUIDE OUR WORK

CV 1: Agreement—Mayor, City Council and City Manager Roles, Responsibilities and Expectations¹³

We value the *Agreement* established by the City Council setting forth the Mayor, City Council and City Manager roles, responsibilities and expectations.

CV 2: Citizen/Customer Friendly

We value our citizens and customers and will work with them in a courteous, professional manner. We value their participation and input and owe them an answer to their questions in a timely manner.

CV 3: Fairness

We value equity and will be fair in how we work with citizens and customers and how we implement City policies, regulations and ordinances.

CV 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.

CV 5: Respectful of Others

We value the opinions of others and will seek to first understand before seeking to be understood, and will at all times agree to disagree in an agreeable manner.

CV 6: Values Diversity

We value and celebrate the diversity of people in our community and municipal workforce.

¹² **Core Values:** Core Values (CV) are the guiding principles and behaviors that embody how the City and its officials, officers and employees are expected to operate. Values reflect and reinforce the City's desired organizational culture. Values support and guide the decision making of every workforce member, helping the City of Henderson to accomplish its mission and attain its vision. The Core Values were originally approved in March 2009 and reconfirmed at all subsequent Strategic Planning Retreats.

¹³ See Appendix B.

CORE VALUES AND PRINCIPLES THAT GUIDE OUR WORK (Continued)

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.

CV 8: Values Employees

We value our employees and the contributions they make to the City and to the citizens and customers of our community.

CV 9: Good Working Relationship with Vance County

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

CV 10: Transparency in Governance

We value transparency in the governance and operations of the City.

CV 11: Performance Excellence

We value excellence in how we govern and deliver services and believe that we should always strive for continuous improvement in our work and service delivery processes.

CV 12: Data Based Decision Making

We value the use of valid data in making our decisions.

KEY STRATEGIC ADVANTAGES¹⁴

KSA 1: Abundant Water Resources, Kerr Lake

Henderson and Vance County are home to Kerr Lake, 48,900 acres / a reservoir comprised by 3,364,500 acre feet at full pool (elevation 326' msl) reservoir and the source of the City's raw water supply.

KSA 2: Major Highways (I-85, Rt. 1, Rt. 158)

Henderson is served by Interstate 85, US Rt. 1 and US Rt. 158. I-85 and Rt. 1 are both four lane median divided limited access highways connecting the city to Raleigh, Durham and Richmond, Virginia.

KSA 3: Great Location in State—Proximity to RDU, RTP, Major Universities, etc.

Henderson is strategically located in the North Central Piedmont of North Carolina in proximity to Raleigh, Durham and Chapel Hill, research universities including NC State University, Duke University and the University of North Carolina at Chapel Hill; Raleigh-Durham International Airport and the Research Triangle Park.

KSA 4: Surplus Water and Wastewater Capacities

Henderson is the majority partner in the Kerr Lake Regional Water System and has 60% of the facility's 10 mgd capacity. The City's current surplus capacity is 4M gpd. The sewer plant has a surplus capacity of 2M gpd

KSA 5: Vance—Granville Community College

Vance—Granville Community College (VGCC) is part of the North Carolina Community College System and serves Vance and Granville counties. Located at milepost 209 on I-85 in Southwest Vance County, and two miles south of the city limits, VGCC provides educational opportunities and workforce training to those living within our region.

KSA 6: Henderson—Oxford Airport

The Henderson—Oxford Airport serves Henderson, Oxford, Vance and Granville counties and is owned by Cities Oxford & Henderson. The paved runway extends for 5002 feet. The facility is at an elevation of 527 feet.

¹⁴ **Key Strategic Advantages:** Key Strategic Advantages (KSA) refers to those benefits that exert a decisive influence on an City's likelihood of future success. These advantages can frequently be sources of the city's current and future competitive success. The KSA's were originally approved in March 2009 and reconfirmed all subsequent Strategic Planning retreats.

KEY STRATEGIC CHALLENGES¹⁵

KSC 1: High Crime Rate

Henderson and Vance County continues to have high crime rates. However, crime has been reduced significantly over the past several years.

KSC 2: Economic Development

Henderson suffered a serious loss in its traditional economic base with the loss of tobacco, textiles and the former retail giant Roses Department Stores. The community's unemployment is high, currently 9.7% as of July 2015, which is slightly lower than the 10.5% in February 2009. There is a lack of good paying jobs, investment and growth. The need for expanded economic development was cited by the City Council, staff and public as a major issue facing the city.¹⁶

KSC 3: Poor Housing Conditions

Henderson continues to have a significant amount of substandard housing, much of which is vacant and in a dilapidated condition. Despite excellent work in achieving compliance and through demolition work, approximately 382 houses remain on the inventory list as of February 2016. The need to clean up neighborhoods and main corridors to make them safer and more decent places in which to live has been determined to be a Key Strategic Challenge.

KSC 4: Sufficient Financial Resources to Support City Operations and Capital Outlay

The demise of the traditional economic base and a sluggish economy has served to reduce traditional revenue sources for the City's budget for many years. As a result, this caused a dangerously low fund balance for many years. A goal was set by Council to increase the balance to at least 30% and in FY15 that goal was exceeded by reaching 40%. The challenge will be to maintain this fund balance while initiating and funding new programs which will further enhance economic and other growth initiatives.

¹⁵ **Key Strategic Challenges:** Key Strategic Challenges (KSC) refers to the pressures and challenges that are exerting a decisive influence on the City's likelihood of future success. These challenges frequently affect the City's potential future competitive position vis-à-vis other cities. Key Strategic Challenges may be both external and internal drivers. The afore-referenced KSCs have been reconfirmed at all subsequent Strategic Planning Retreats.

¹⁶ Ibid. The verbiage in this KSC was updated in February 2014.

KEY STRATEGIC CHALLENGES (Continued)

KSC 5: Competitive Employee Pay and Retention

Two phases of the employee pay class have been funded and the need to continue this remains strong. As the economy has improved, so has competition in keeping pace with other towns and regions. Over the past decade, the City's employee competitive pay status has eroded to where even smaller towns within the region pay more. The consequences of this are affecting turnover, particularly in the police and fire departments. The ability to recruit and retain qualified employees is critical to the City being able to achieve its Mission. This Key Strategic Challenge is determined to be linked to organizational sustainability.

KSC 6: Improving City Services

In order to ensure that the City's limited resources are being utilized in the most cost-efficient and effective manner, it is critical that the City's work processes and service delivery systems be examined and improved in order to achieve its Mission.

KSC 7: Adequate Leisure and Cultural Services for Inner City Youth, Seniors, etc.

There is concern about the recreational and cultural services that are available for the community, particularly inner city youth. Given the high poverty rate, it is critical that recreational and cultural activities for youth and young adults and access to them be developed and addressed; respectively.

KEY STRATEGIC OBJECTIVES—SUMMARY

During its 2016 Retreat, the City Council approved eight Key Strategic Objectives as a means to address the Key Strategic Challenges, Key Strategic Advantages and issues and concerns that were identified and discussed.¹⁷ A summary of the Key Strategic Objectives that were approved is provided below:

Key Strategic Objectives Summary Matrix			
KSO	Brief Summary of KSO	Addresses KSA	Addresses KSC
1	Implement Performance Excellence		1,2,3,4,5,6,7
2	Reduce Crime/Safe Community		1, 2, 3
3	Economic Development	1,2,3,4,5,6	2,3,4,6
4	Improve Housing Stock		1, 2, 3
5	Reliable Infrastructure	1,4	2,4,6
6	Retain Qualified Municipal Workforce		5,6
7	Expand Leisure Services	1	1,7
8	Provide Sufficient Funding for Services		4,6

¹⁷ The City Council reaffirmed the Key Strategic Objectives were approved in 2009 and have been reaffirmed in each succeeding Strategic Planning Retreat. KSO 2 was changed from 'reduce crime' to 'safe community' during the 2014 Strategic Planning Retreat.



The Henderson City Council met on January 27-28, 2016 to review the existing 2014 Strategic Plan and discuss new strategies for moving the City forward. While reviewing the KSOs and Objectives, it was suggested a new format be created for consideration going forward.

The following pages hopefully will meet the criteria of making the Plan easier to track throughout the year and provide an easier way to document actions that have taken place.

Each of the eight (8) KSOs begins with the specific purpose of that item. Behind each KSO's purpose you will find the Objective(s) associated with that KSO.

One of the things added to the Objective page is a *Progress Update*. It is anticipated that this section can/will be updated periodically so Council will be able to obtain a current status throughout the year. Hopefully, this will keep everyone focused and on-track as well as provide an easier guide for citizens to track progress.

It is recommended that this format be approved by Council; however, changes can be made as needed.



KSO #1 - Implement Performance Excellence

To provide Excellent Customer Service for the Efficient and Effective Delivery of Services by Implementing Performance Excellence within the Organization.

Purpose:

The purpose of this KSO is to set an expectation that the City must strive for continuous improvement, evaluate and improve processes whenever possible in order to achieve greater efficiencies and be more effective in the manner in which it does business and delivers services.

KSO #1 - Implement Performance Excellence

Objective #1 – Implement Process Improvements

Purpose: *To evaluate the various work processes of the City in order to effect improvement in how services are delivered and where possible effect savings. Process improvement reviews will include consideration of privatization of certain services, as appropriate.*

Desired Outcome: 1) *Improved products and/or services*
2) *Improved customer service*
3) *Savings and/or cost avoidance*
4) *Innovation*
5) *Effectiveness*

Performance Measures: 1) *Number of process improvements initiated and completed*
2) *Reduced costs/cost avoidance due to implementation of specific process improvements*
3) *Improved effective ness in service delivery due to the specific process improvement implemented*

Key Staff Assigned: City Manager

Origination: This originated at the 2009 Strategic Planning meeting and was reconfirmed during the 2014 Strategic Planning Retreat.

Progress Update:

January 27, 2016	Council felt this item could be removed from the Plan in 2016 as this is an on-going process. However, with Council's permission, this will continue to be updated to reflect improvements as they occur.
January 2016	Accident Review Board has been created to improve safety and reduce workers' compensation claims. For FY15-16, the City has seen a reduction in claims; however, rate reductions will not occur immediately.
January 2016	The Engineering department is in the process of implementing the Cartegraph system which was approved by Council. This system will provide a better means of tracking and communication of utility work, potholes and other work orders which will expedite citizen requests/concerns.
February 11, 2016	Point&Pay, an on-line bill paying system, was implemented successfully by the Billing and Collections department.

KSO #1 - Implement Performance Excellence

Objective #1 – Implement Process Improvements (Con't)

February 26, 2016 Since the implementation of the Point&Pay program, 295 transactions for a total of \$27,467.69 have occurred as of today with no customer complaints.

KSO #1 - Implement Performance Excellence

Objective #2 – Improve Citizen Engagement

Purpose: *To begin the process of identifying methods to notify citizens of happening within the City (i.e., water system improvements, street work, etc.) and to keep them updated regarding issues such as committee openings, events and City information.*

Desired Outcome: *1) User-friendly and affordable methods of communications, including social media and improved web-site presence that will keep a majority of citizens and customers better informed.*

Performance Measures: *1) Better informed citizens
2) More citizen involvement*

Key Staff Assigned: City Manager

Origination: This was added to the 2012 Strategic Plan and given added emphasis during the 2014 Retreat. The charge to develop new processes in this regard has been given to a Performance Improvement Team (PIT)

Progress Update:

February 16, 2016 Due to staff turnover, the PIT team was unable to develop and/or implement ways of utilizing social media. Improvements to the website have been put on hold due to lack of funding.



KSO #2 – Reduce Crime/Safe Community

To Reduce Crime and Provide for a Safe Community

Purpose:

To acknowledge that the crime rate is too high and to set an expectation that the crime rate in the city must be reduced in order to make the city safer.

The City has seen a reduction in crime and desires to continue along this trend. Additional action items are being developed which correspond with ongoing initiatives to maintain a safe community.

KSO #2 – Reduce Crime/Safe Community

Objective #1 – Re-Entry Transition

Purpose: *To reduce crime and provide for a safe community.
To implement strategies to positively assist individuals re-entering society after being incarcerated and to avoid the choice of committing crime again within the City*

Desired Outcome: Provide options/assistance for individuals re-entering society

Performance Measures: *1) Reduce crime by offering assistance
2) Strategy in place*

Key Staff Assigned: Police Chief, City Manager, Council Member Elliott

Origination: This item was added to the Strategic Plan in 2016. Council agreed it was important to find opportunities that can be offered to individuals re-entering society after incarceration within the City of Henderson.

Progress Update:

January 27, 2016 During the Strategic Planning Retreat, Council Member Elliott offered to work with the Police Chief in obtaining grants/funds (specifically with no match) to assist individuals re-entering society and residing in Henderson.

KSO #2 – Reduce Crime/Safe Community

Objective #2 – Graffiti

Purpose: *To eliminate graffiti, including the ETJ area.*

Desired Outcome: *Eliminate graffiti in ETJ area as well as throughout the City*

Performance Measures: *1) Graffiti reduced*

Key Staff Assigned: Police Chief, Development Services Director, City Manager

Origination: This item was added to the Strategic Plan in 2016. Council agreed the City should be allowed to enforce the graffiti ordinances in the ETJ to provide a safer, cleaner community.

Progress Update:

January 27, 2016	During the Strategic Planning Retreat, Police Chief said he would attempt to amend the existing city code to include the ETJ area and submit the changes for Council's review during its February meeting.
February 23, 2016	City Attorney Edwards deemed it unnecessary to amend the ordinance, stating we already had the ability to enforce this ordinance in the ETJ.

KSO #2 – Reduce Crime/Safe Community

Objective #3 – Substance Abuse

Purpose: To reduce substance abuse

Desired Outcome: *Reduce substance abuse within the community*

Performance Measures: *1) Reduction in substance abuse*

Key Staff Assigned: Police Chief, City Manager, Council Member Elliott

Origination: This item was added to the Strategic Plan in 2016.

Progress Update:

February 2016 Municipal law enforcement will be aware of available resources for substance abuse solutions and divert individuals in need of assistance whenever feasible. Municipal law enforcement will also continue their proactive efforts in arresting and working with the District Attorney's office in prosecuting individuals for possession, sale and distribution of illegal substances.

KSO #2 – Reduce Crime/Safe Community

Objective #4 – Faith and Community Based Partnerships

Purpose: *To Reduce Crime and Provide for a Safe Community*

Desired Outcome: 1) *Reduction in the crime rate*
2) *Safer neighborhoods*

Performance Measures: 1) *Crime Rate*
2) *Clearance Rate*
3) *Partnership Participation*

Key Staff Assigned: Police Chief, Development Services Director, City Manager

Origination: This action item was added in 2013 as an outcome of the Business Water program that was approved in 2012 and it currently being actively deployed in the business community.

Progress Update:

January 27, 2016 Council requested this KSO be changed from Faith Based Community Partnerships to Faith and Community Based Partnerships.

Police department is currently working with individual faith/community groups to encourage involvement within area surrounding the location of each group.



KSO #3 –Economic Development

To Create New Jobs and Investment, Expand the Tax Base and Increase the Per Capita Income.

Purpose:

To continue to address the high unemployment rate, rebuilding the economic base in the aftermath of the loss of the traditional base of tobacco, textiles and rebuilding the commercial/retail base in order to keep the city competitive with other surrounding areas.

KSO #3 – Economic Development

Objective #1 – Establish One-Stop Permitting

Purpose: *To establish a one-stop process for business licensing and permitting by aligning City and County land use and building code processes.*

Desired Outcome: *Provide new businesses with all information necessary to establish a business within City limits*

Performance Measures: *1) Customer Satisfaction
2) Permit issuance cycle time*

Key Staff Assigned: Development Services Director, City Manager

Origination: During the 2011 Strategic Planning Retreat, Council determined it should work to streamline City/County land use and building permit processes in order to become more business friendly. This was unsuccessful and in 2013, the focus changed to work on the City's internal permitting processes to make them as *one-stop* as possible.

Progress Update:

January 27, 2016 This has been an on-going topic for several years. It involves unity with Vance County. During the Retreat, Council Member Inscoe provided a handout with suggested steps for consideration. The City's TRC Committee is currently reviewing this and an expanded draft of guidelines has been developed.

Council requested the development of a *Toolbox* to assist new businesses in the downtown area and help them be successful.

KSO #3 – Economic Development

Objective #2 – Locate High Speed Rail Passenger Station in Downtown

Purpose: *To locate the proposed high speed passenger rail station in downtown Henderson.*

Desired Outcome: *1) Location of high speed rail passenger station and service in downtown Henderson*

Performance Measures: *1) Approval of high speed passenger service in downtown Henderson
2) Construction and opening of high speed rail passenger station in downtown Henderson*

Key Staff Assigned: Development Services Director, City Manager

Origination: This was first included in the 2009 Strategic Plan. This is a long term action plan highly dependent on Federal and State policies and resourcing.

Progress Update:

February 2016 Environmental assessment has been approved. Decision expected in the summer of 2016.

No funding of construction yet but staff is continuing discussions with State and Federal staff relative to location of station in Henderson.

Kerr-Tar COG has placed the City on their Special Studies list for an uptown gateway corridor study that is scheduled to begin in July 2016, to examine the I-85/NC39 to downtown for land use, urban design, access and economic development potential.

KSO #3 – Economic Development

Objective #3 – Redevelop Downtown

Purpose: *To form strategies that result in the redevelopment of downtown Henderson.*

Desired Outcome: 1) *Revitalize downtown*
2) *Increased tax base*
3) *Increased jobs*

Performance Measures: 1) *Create plan*
2) *Increase downtown tax base*
3) *New and rehabilitated housing units in downtown*
4) *Increased jobs and investment in downtown*
5) *Positive public perception of downtown*

Key Staff Assigned: Development Services Director

Origination: This item was first added to the Strategic Plan in 2009. It was marked as complete and removed from the 2012-2014 Plan. However, during the 2016 Strategic Planning meeting, Council agreed to make this a goal and therefore it has been added to the Plan.

Progress Update:

January 27, 2016 City Council approved funding for a part-time Downtown Development Executive Director. Council is currently working with DDC in constructing an office for the Executive Director at the Fire Station on Garnett Street. Construction is underway and expected to be completed by March.

Planning is underway to renovate the former Police/municipal offices adjacent to the Fire Station in response to Council's request for staff to look into the possibility of creating a business incubator location.

February 11, 2016 HVDDC invited to participate in the city's roundtable discussions for City Master Redevelopment Plan to be held in March.

Need to develop guidelines for enforcement of minimum building code.

Need to review codes and ordinances for promotion of downtown housing units – recommendation to Council.

KSO #3 – Economic Development

Objective #3 – Redevelop Downtown (Con't)

February 12, 2016 HVDDC developing a bundle of economic incentives for Council's consideration (toolbox).

Downtown Wifi under consideration.

Safety considerations such as cameras being reviewed.

KSO #3 – Economic Development

Objective #4 – Home ownership

Purpose: To encourage and develop strategies to increase home ownership vs renting.

Desired Outcome: 1) *Improved neighborhoods*
2) *Provide jobs*
3) *Increased development*

Performance Measures: 1) *Reduction of city/county owned properties*
2) *Strengthen city/county tax base*

Key Staff Assigned: Development Services Director

Origination: During the 2016 Planning Retreat Council requested staff to look into programs such as *Mow to Own* which will allow citizens to “earn” the right of ownership.

Progress Update:



KSO #4 – Improve Condition of the Housing Stock

To Improve the Condition and Expansion of the Housing Stock.

Purpose:

To focus on the critical need to improve the housing stock and quality of neighborhoods within the city. A significant number of houses are either dilapidated or vacant and/or are deteriorated and in need of rehabilitation in order to bring them up to code. Additionally, there is a need for more decent affordable housing and more market priced housing in order to provide a more diversified housing mix and one that meets the needs of the community.

KSO #4 – Improving Housing Stock

Objective #1 – Aggressive Code Enforcement

Purpose: *To actively enforce City Codes that result in the rehabilitation and/or demolition of substandard, dilapidated or deteriorated housing in order to remove blight.*

Desired Outcome: 1) *Reduced blight within the city*
 2) *Safer and more decent housing*
 3) *Cleaner neighborhoods*

Performance Measures: 1) *Housing units demolished/rehabilitated*
 2) *Percent of blight within city reduced*
 3) *New housing units*

Key Staff Assigned: Development Services Director

Origination: This was initially added to the 2009-2011 Strategic Plan. This was amended in 2014 to include forming effective partnerships with the faith community as a means to help provide resourcing to remove dilapidated structures.

Progress Update:

January 27, 2016	Council asked for more County involvement in the reduction of abandoned/ dilapidated housing.
February 18, 2016	As the Council's liaison, Council Member Inscoe and the Land Planning Committee met today with the County's Properties Committee to discuss demolition issues and the need to first concentrate on city/county owned properties.

KSO #4 – Improving Housing Stock

Objective #2 – Flint Hill Neighborhood Redevelopment

Purpose: *To create effective partnerships with the Flint Hill community, faith community and other agencies which might assist in transforming this neighborhood into a more viable, safe and livable community.*

Desired Outcome: 1) *Development of a Flint Hill development plan*
2) *Reduce blight within the neighborhood*
3) *Cleaner, safer and more decent housing*
4) *Reduce crime within the neighborhood*

Performance Measures: 1) *Housing units demolished/rehabilitated*
2) *Increased neighborhood engagement*

Key Staff Assigned: Development Services Director

Origination: Focus on Flint Hill began in 2010 and was renewed in 2012 with a grant application. It was added to the Plan in 2014 with Council's efforts to secure CDBG funding for this area of town.

Progress Update:

January 2016 Council felt at this time its focus should not only be on Flint Hill and asked that this be revised.

A redevelopment master plan was discussed during the 2016 Retreat that involves a redevelopment area from I-85 into the downtown area, including a mix of single/multifamily housing and some light commercial/industry from Beckford Drive to Chestnut Street and to the downtown area.

An area in South Henderson adjacent to US 1Bypass will also be studied for redevelopment but would include more heavy industrial development.



KSO #5 – Provide Reliable, Dependable Infrastructure

To provide reliable, dependable and environmentally compliant infrastructure systems.

Purpose:

To recognize that a focus on maintaining as well as expanding the infrastructure is essential to a progressive and economically competitive city.

KSO #5 – Provide Reliable, Dependable Infrastructure

Objective #1 – Expand the Kerr Lake Regional Water Treatment Facility

Purpose: *To effect the successful expansion of the Kerr Lake Regional Water Treatment facility from a 10.0MDG facility to a 20.0MGD facility.*

Desired Outcome: 1) *Approval of IBT permit*
2) *Expansion of the water treatment facility*
3) *Adequate potable water resources for the next 30 years*

Performance Measures: 1) *Approval of the IBT Permit*
2) *Expansion of the water treatment facility*

Key Staff Assigned: Regional Water Plan Director, City Manager

Origination: This was originally included as part of the 2009-2011 Strategic Plan. In 2014, the City sought Legislative relief for the inter-basin transfer of water permit from DENR.

Progress Update:

2015 IBT Permit approved

February 8, 2016 Kerr Lake Regional Advisory Board met to discuss tentative timeline for the 20MGD upgrade. Different types of available funding options were discussed and permission was given to obtain a price for a consultant to fill out an application for SRF funding. Design and construction types were also discussed. Construction time ranges from 24 to 31 months.

KSO #5 – Provide Reliable, Dependable Infrastructure

Objective #2 – Upgrade Sewer Plant

Purpose: *To effect the successful upgrade of the Henderson Water Reclamation Facility*

Desired Outcome: 1) *Up-to-date facility*
2) *Meet growth expectations*
3) *A facility that will serve the community for the next 20-30 years*

Performance Measures: 1) *Timely completion of project*
2) *Reduced operating costs*

Key Staff Assigned: Henderson Water Reclamation Facility Director; City Manager

Origination: This was identified as a critical need as a result of the Multi-Year Utilities CIP study. It was added to the Strategic Plan in 2011 and construction began in 2013.

Progress Update:

February 2016 Plant is operating under new conditions but there are remaining punch list and other corrective items to be completed. Bonding company is now responsible for completing this project due to financial problems with original contractor, DeVere Construction.

KSO #5 – Provide Reliable, Dependable Infrastructure

Objective #3 – 2” Water Line Replacement

Purpose: *To establish a plan for replacing the old 2” water lines within City limits.*

Desired Outcome: 1) *Establishing yearly funding*
2) *Establish yearly plan*
3) *Replace approximately 13,000 linear feet of old 2” water lines*

Performance Measures: 1) *Timely completion of project*

Key Staff Assigned: Public Services Director; City Manager

Origination: This was identified as a critical need as part of the Utilities Multi-Year CIP study and was included in the Strategic Plan in 2012. Work on the \$1.2M project had already started in 2012.

Progress Update:

2016 – Project has been completed and Council approved removing this from the Plan.

Completed: 2015

Removed from the Strategic Plan: March 14, 2016



KSO #6 – Develop and Maintain a Qualified Municipal Workforce

To provide a supportive and competitive workforce climate that facilitates and maintains a strong workforce capability and capacity and adequate staffing levels.

Purpose:

To recognize that having a well-trained, competitively paid workforce is critical to the City's success in providing and delivering quality and value-added services to citizens and customers.

KSO #6 – Develop and Maintain a Qualified Municipal Workforce

Objective #1 – Pay Classification Study

Purpose: *To perform a city-wide pay classification study in an effort to address workforce climate issues by providing information and data on the extent to which the current pay system is competitive with similar communities and communities within our region. The last comprehensive pay classification study for the City was performed in 1993.*

Desired Outcome: *1) Fact Based study that provides valid data about the City’s competitive pay and benefits status vis-à-vis appropriate comparative cities, counties and towns within North Carolina*

Performance Measures: *1) Completion of pay/classification/benefits study
2) Employee satisfaction*

Key Staff Assigned: Human Resources Director

Timeline for Accomplishment: 100% completion – **FY2019**

Origination: This action plan was established within the 2009 Strategic Plan.

Progress Update:

2014	Pay Classification Study completed
FY2015	Phase I implemented for 67 employees at a cost of approximately \$94,737
FY2016	Phase II implemented in October 2015. Impacted 146 employees at approximate cost of \$193,500
F2016	Phase III has been included in proposed 2016/17 budget. To impact 145 employees at an estimated cost \$235,000 .

NOTE: Cost of living increases not implemented in either phase as recommended in Study.

KSO #6 – Develop and Maintain a Qualified Municipal Workforce

Objective #2 – Update Personnel Policy and Procedures Manual

Purpose: *To update the City’s Personnel Policy and Procedures Manual that was written in 1998 and is comprised of old and outdated language. A comprehensive review and updating is appropriate.*

Desired Outcome: 1) *To have an updated personnel policy that meets the current business needs of the City*
2) *Reduce confusion among the workforce about the City’s personnel policies*

Performance Measures: 1) *Update Plan*

Key Staff Assigned: Human Resources Director

Origination: This action was included in the 2011 Plan.

Progress Update:

2015 Personnel Policy and Procedures manual was reviewed by select staff and the Human Resources Committee. The revisions were then submitted to Council and ultimately approved during its August 10, 2015 meeting.

Completed: August 10, 2015

Removed from the Strategic Plan: March 14, 2016

Status: On-going

KSO #6 – Develop and Maintain a Qualified Municipal Workforce

Objective #3 – Career Development & Training Plan

Purpose: *To evaluate the career development plans that currently exist in several departments, develop plans for departments that do not have them and ensure that all plans are aligned and under the direction of the Human Resources Director. A Henderson City Academy will be developed to align professional certification training, City required and optional training opportunities.*

Desired Outcome: *1) To build workforce capability by ensuring that the workforce is properly trained and able to perform the work that is required*

Performance Measures: *1) Develop career development/training plan for each department
2) Establish hours of annual training per employee*

Key Staff Assigned: Human Resources Director

Origination: This was added to the 2009 Strategic Plan.

Progress Update:

2015 - A Career Development Plan has been developed and implemented.

Completed: 2015

Removed from the Strategic Plan: March 14, 2016

Status: On-going

KSO #6 – Develop and Maintain a Qualified Municipal Workforce

Objective #4 – Diversity and Sensitivity Training

Purpose: *To develop an appropriate diversity and sensitivity training plan for municipal employees so they might better understand how to approach and communicate with person of other background.*

Desired Outcome: *1) A more sensitive and responsive workforce*

Performance Measures: *1) Development of diversity and sensitivity training class
2) Number of employees trained
3) A more cohesive workforce
4) Improved customer satisfaction*

Key Staff Assigned: Human Resources Director

Origination: This was added to the 2013 Strategic Plan. It will be developed and incorporated as part of the City Academy.

Progress Update:

2014 Training was developed and implemented. Department Directors and key staff have attended sensitivity training and this will now be on-going.

Completed: 2014

Removed from the Strategic Plan: March 14, 2016

Status: On-going



KSO #7 – To Expand Leisure and Cultural Services, Programs and Facilities

To expand leisure and cultural services, programs and facilities to meet the needs of a diverse community.

Purpose:

To acknowledge that expanded leisure services, programs and facilities are desired to meet the leisure service needs of the citizens, particularly those inner-city citizens with limited access to existing leisure services, programs and facilities.

KSO #7 – To Expand Leisure and Cultural Services, Programs and Facilities

Objective #1 – Develop Walking and Bike Trails

Purpose: *To provide citizens safe places to walk, bike and exercise; to help make neighborhoods safe and livable; and to increase the health of citizens through increased physical fitness opportunities.*

Desired Outcome: *1) Development of a master plan for walking/biking/sidewalk improvements
2) Increase opportunities for citizens to walk and bike*

Performance Measures: *1) Development and adoption of a master plan for walking/biking trails and sidewalks
2) Identification of existing locations to walk and bike
3) Identification of existing sidewalk locations
4) Development of expanded walking and biking locations
5) Expansion of existing sidewalks*

Key Staff Assigned: Recreation Commission; Recreation Director; Assistant to the City Manager

Origination: This action plan was included in the 2009 Strategic Plan. A major effort is currently underway to create a trail connecting Aycock Center and Fox Pond Park.

Progress Update:

2011 Through a partnership with Four Rivers Resource, Conservation and Development Council (RC&D), a park improvement project began in the spring of 2011. The project utilized a \$50,000 Recreational Trails Program Grant that was obtained through applications by the Four Rivers RC&D on the department's behalf. This required a \$5,000 match from both the City of Henderson and Vance County. Each municipality also gave this project an additional \$1,250 to assist with the completion of Phase II. Donated materials and labor assisted in the following:

- A connector trail between Fox Pond Park and the Aycock Recreation complex
- Renovation of existing trails
- Installation of 6 bridges at key stream crossings
- Barriers to keep out unwanted vehicular traffic

KSO #7 – To Expand Leisure and Cultural Services, Programs and Facilities

- ***Objective #1 – Develop Walking and Bike Trails (Con't)***

- Extensive clearing of brush and small trees which has increased visibility in the park of the lake
- Improvements to the amphitheater
- Other related improvements

2015 North Carolina Wildlife Resources Commission provided a floating fishing pier and automatic fish feeder stations for Fox Pond. This program provides catchable size catfish on a 75/25 local cost sharing basis and will begin June 2016. The Tackle Box Loaner program agreement has been signed and supplies for fishing equipment have been ordered ---citizens may use the equipment for free at the floating fishing pier.

Triangle North Healthcare Foundation awarded \$20,000 to improve/complete the development of the South side to the West side of the Fox Pond Trail system.

Programs utilizing the Fox Pond Trail system include:

- VGCC - Criminal Tracking Training/Instruction classes
- Cross Country games and practices
- Healthy Kids Day (community program)
- Walking classroom program
- Vane County's *Let's Move Program*

February 2016 Working with Henderson Police Department to develop *Walk the Beat Program* for citizens/city personnel as a fitness program throughout downtown Henderson. The goal is to improve awareness/safety/fitness within the community. A multi-station fitness circuit is being considered as part of *Walk the Beat*.

Phase II and Phase III of Fox Pond Park is anticipated to be complete in August 2016.

As part of downtown development, designation of key side streets as one way streets to facilitate electric carts/bicycle lanes linking downtown with outlying neighborhoods is being considered. A DOT study regarding linkage with Parham Street to access Dabney Drive is expected to include cart/bicycle lanes.

Also Kerr-Tar is proposing a bike route which will connect the lake district with Henderson via NC39 and existing bike lanes.



KSO #8 – Provide Financial Resourcing

To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities.

Purpose:

To recognize that resourcing of municipal operations and capital outlay is difficult during these economic times and to focus on ways that improves the City's financial position and ability to fund services.

KSO #8 – Provide Financial Resourcing

Objective #1 – Grow Undesignated Fund Balance

Purpose: *To maintain a focus on growing the undesignated fund balance to 30% of budget. A healthy fund balance is necessary in order for the City to be able to meet its payroll, make payments to vendors on time and to have sufficient reserves for a “rainy day.”*

Desired Outcome: *1) Steady improvement in the undesignated fund balance until goal is attained*

Performance Measures: *1) Undesignated Fund Balance Growth*

Key Staff Assigned: Finance Director

Origination: This action plan was added to the 2009 Strategic Plan. The goal is to achieve 30% unassigned funding that does not include asset forfeiture and Powell Bill Funds.

Progress Update:

February 11, 2016 June 30, 2015 audit indicated Undesignated Fund Balance has grown to 41%.

Completed: February 11, 2016

Removed from the Strategic Plan: March 14, 2016

Status: This will now become an on-going objective to ensure the Undesignated Fund Balance remains at or above the 30% of budget goal.

City Council Action Form

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



Council Meeting: 14 Mar 2016 Regular Mtg.

3 March 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 16-07-A

Consideration of Approval of Resolution 16-17-A, Establishing City Council Committee Appointment to the Henderson-Vance Industrial Park Committee

Ladies and Gentlemen:

Recommendation:

- Approval of Resolution 16-17-A, Establishing City Council Committee Appointment to the Henderson-Vance Industrial Park Committee.

Executive Summary

After submitting recommendations for Council appointments on February 8, 2016 and approval by Council at that meeting, it was noted a Council Member appointment to the Henderson-Vance Industrial Park Committee was accidentally omitted. Mayor Ellington recommends appointing Council Member Inscoe to this committee as Mr. Inscoe currently serves as liaison between the City and County and is very familiar with the functions of this committee.

Attachments:

1. Resolution 16-17-A

RESOLUTION 16-17-A
ESTABLISHING CITY COUNCIL
COMMITTEE APPOINTMENT TO THE HENDERSON-VANCE
INDUSTRIAL PARK COMMITTEE

WHEREAS, the City Council reorganizes itself during the first meetings after the biennial installation of newly elected officials; *and*

WHEREAS, newly elected officials were installed at the December 14, 2015 City Council meeting and as part of the reorganization; *and*

WHEREAS, another function of reorganization for the new City Council is to consider the appointment of Council Members to various committees and boards and commissions; *and*

WHEREAS, appointments were confirmed during the February 8, 2016 Council meeting (*Attachment A*); *and*

WHEREAS, a member of Council is needed to serve on the Henderson-Vance Industrial Park Committee, the Mayor recommends appointing Council Member Inscoe.

NOW, THEREFORE, BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY APPROVE the appointment of Council Member Michael C. Inscoe to the Henderson-Vance Industrial Park Committee.

The foregoing Resolution 16-17-A, introduced by Council Member *** and seconded by Council Member *** on this the 14th day of March, 2016, and having been submitted to a roll call vote, was APPROVED by the following votes: YES: NO: None. ABSTAIN: None. ABSENT: None.

Eddie Ellington, Mayor
City of Henderson

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards., City Attorney

Reference: Minute Book 44, p

**Appointment Recommendations
2015-2017**

**Resolution 16-17-A
Attachment A**

	Mayor		Williams		Coffey		Inscoc		Rainey		Elliott		Daeke		Simmons		Daye	
	Appt	Chair	Appt	Chair	Appt	Chair	Appt	Chair	Appt	Chair	Appt	Chair	Appt	Chair	Appt	Chair	Appt	Chair
Mayor Pro-Tem									X									
Chaplain											X				X			
Committee of Whole	X	C	X		X		X		X		X		X		X		X	
Public Safety	X		X		X	C					X	VC					X	
Human Resources	X								X	C			X		X	VC	X	
Land Planning & Development	X						X	C	X	VC			X		X			
Boards & Commissions	X		X		X	VC					X		X	C				
Chamber of Commerce	X																	
Downtown Development	X																	
H-V Industrial Park	X						X											
Economic Dev. Partnership																		
Fireman's Supplemental Retirement					X										X			
High Speed Rail			X															
H/V Economic Dev. Commission													X					
H-V 911 Board					X						X							
Regional Water System/ Utilities							X	C										
Regional Transportation																	X	
City Liaison							X											
Vance County Coop. Ext.													X					
Sergeant-at-Arms = Police Chief or his designee																		
KEY: C=Chair; VC = Vice Chair, X = Committee Member																		
Committee Members will serve a full two year term to correspond with elections																		
According to Resolution 14-09, no appointments will be made to the Economic Development Planning Partnership until the Partnership finds it necessary to reconvene.																		

City Council Action Form

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



Council Meeting: 14 March 16 Regular Meeting

8 March 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 16-13-A

Consideration of Approval of Amending Resolution 16-12, Authorizing the Application for a Technical Assistance Grant Relative to Asset Management and Sanitary Sewer Modeling to Meet the Guidelines of the North Carolina State Department of Environmental Quality Resources

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 Amending Resolution 16-12, Authorizing the Application for a Technical Assistance Grant Relative to Asset Management and Sanitary Sewer Modeling to Meet the Guidelines of the North Carolina State Department of Environmental Quality Resources

Executive Summary

City Council approved the submittal of an Application to NCDEQ for a Technical Assistance Grant in the February 2016 regular meeting with a \$125,000 cap on the request. NCDEQ requires specific language in the resolution for the Technical Assistance Grant that was not in the original resolution, therefore staff is bringing the resolution back to Council for execution.

Once the application has been approved staff will report back to council the project approach and on-going progress.

NCDEQ's Division of Water Infrastructure's goal is to identify high quality projects that provide the most improvement while holding costs down and to place these projects on a 10 year capital improvement plan. Selection will be based on a municipality's need, financial ability to implement a CIP without grant funding, positive environmental benefits and management tools in place. Henderson is well positioned to become a successful applicant but, a consultant can better align our application to receive funding. The application is due April 29, 2016 which would allow adequate time to prepare the grant application and select an engineering firm to assist the city putting the application together.

The on-call engineering selection process will facilitate the short timeline we have on this project. A 10% match is required with this application for a total of \$12,500

The City Council approved funding of the match utilizing an identified revenue source. If the City is selected for the grant, a CIP project budget will be set up and brought back before Council for consideration.

Attachments:

1. Resolution 16-12-A
2. CAF 16-13

RESOLUTION 16-12-A

AUTHORIZING THE APPLICATION FOR A TECHNICAL ASSISTANCE GRANT RELATIVE TO ASSET MANAGEMENT AND SANITARY SEWER MODELING TO MEET THE GUIDELINES OF THE NORTH CAROLINA STATE DEPARTMENT OF ENVIRONMENTAL QUALITY RESOURCES

WHEREAS, the Henderson City Council (Council) identified eight Key Strategic Objectives (KSO) at its 2016 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; and KSO 8:* *To Provide Sufficient Funds for Municipal Operations and Capital Outlay Necessary to Meet the Needs of Citizens, Customers and Mandates of Regulatory Authorities; and*

WHEREAS, the North Carolina Department of Environmental Quality's Division of Water Infrastructure has increased Technical Assistance Grants to a \$150,000 cap to encourage municipalities to develop Asset Management Programs to evaluate infrastructure and roll this information into a 10 year Capital Improvement Plan; *and*,

WHEREAS the City Council approved the submittal of an application to NCDEQ in the amount of \$125,000 for the 2016 funding cycle; *and*

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

WHEREAS, the City of Henderson has need for and intends to complete an asset inventory and assessment of its wastewater and drinking water systems described as the entity name Wastewater/Water Systems Asset Inventory and Assessment project, *and*

WHEREAS, the City of Henderson intends to request state grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL THAT IT
HEREBY:**

That the City of Henderson, the Applicant, will arrange financing for all remaining costs of the project including required matching funds, if approved for a State grant award.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Mayor is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the completion of the planning project described above.

That the Mayor is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the ____ day of March, 2016 at Henderson, North Carolina.

The foregoing Resolution 16-12 introduced by Council Member ** and seconded by Council Member ** on this the * day of *, and having been submitted to a roll call vote, was *** by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney

*(Reference: Minute Book 43, p. **.)*

City Council Action Form

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



Council Meeting: 8 February 16 Regular Meeting

22 January 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 16-13
Consideration of Approval of Resolution 16-12, Authorizing an Application to the North Carolina State Department of Environmental Quality Resources for a Technical Assistance Grant Relative to Asset Management and Sanitary Sewer Modeling.

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 16-12, Authorizing an Application to the North Carolina State Department of Environmental Quality Resources for a Technical Assistance Grant Relative to Asset Management and Sanitary Sewer Modeling.

Executive Summary

The State has increased the funding levels of the Technical Assistance Grant from \$50,000 to \$150,000 to stimulate municipalities to implement long range asset management programs to identify infrastructure needs and began the systematic approach of funding and replacing this failing infrastructure.

Henderson's sanitary sewer collection and conveyance system has historically experienced sanitary sewer overflows due to inflow and infiltration. A large portion of the collection system is comprised of terracotta clay pipe which, is very resistant to the corrosive gases inherent in

CAF 16-13: 8 February 2016 Regular Session
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sewer collection systems but is extremely susceptible to infiltration and root intrusion. A Technical Assistance Grant (TAG) will permit the city to work in conjunction with a consultant to collect and input this data into a sewer model as well as our new asset management software to allow us to surgically identify and correct problems and identify future work that can be placed on our 10 year Capital Improvement Plan. The intent of the assessment is to identify improvements that can tighten the system and convey the wastewater to the wastewater treatment plant, as well as provide a working model of the collection system to provide alternative scenarios with respect to identifying and resolving bottle necks in the collection system.

NCDEQ's Division of Water Infrastructure's goal is to identify high quality projects that provide the most improvement while holding costs down and to place these projects on a 10 year capital improvement plan. Selection will be based on a municipality's need, financial ability to implement a CIP without grant funding, positive environmental benefits and management tools in place. Henderson is well positioned to become a successful applicant but, a consultant can better align our application to receive funding. The application is due April 29, 2016 which would allow adequate time to prepare the grant application and selection of an engineering firm to assist in the preparation of the application.

There is a current action to be considered by Council which may help expedite the process of selecting a consultant through on call services.

Since our original discussion, we have been informed that a 10% match is required due to changes in how the program is administered. The match is determined by how well the Local Government Unit (LGU) unit scores. LGU's that would score 5 out of 5 would have a very small match and the LGU's that score lower than 4 would have a much higher match. It appears that we would score 4 out of 5, which would require a 10% match or \$15,000. This would be budgeted in the 2016-2017 budget, if approved.

Attachments:

1. Resolution 16-12
2. CM 16-01

RESOLUTION 16-12

CAF 16-13
Attachment #1

AUTHORIZING AN APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY RESOURCES FOR A TECHNICAL ASSISTANCE GRANT RELATIVE TO ASSET MANAGEMENT AND SANITARY SEWER MODELING

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

WHEREAS, the North Carolina Department of Environmental Quality's Division of Water Infrastructure has increased Technical Assistance Grants to a \$150,000 cap to encourage municipalities to develop Asset Management Programs to evaluate infrastructure and roll this information into a 10 year Capital Improvement Plan; and,

WHEREAS the City Council approves the submittal of an application to NCDEQ for the 2017 funding cycle in the amount of \$150,000 with at 10% match required; and

WHEREAS, the City staff will assist a Consultant with the preparation of the Application.

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSON CITY COUNCIL THAT IT HEREBY:

1. Authorizes the submittal of a NCDEQ-DWI Technical Assistance Grant Application for Asset Management with respect to the Sanitary Collection and Conveyance System.
2. Approves the use of an Engineering Consultant to assist in the preparation of the Application.
3. Authorizes the Mayor to sign all agreements and documents necessary to effect said Agreement.

The foregoing Resolution 16-12 introduced by Council Member ** and seconded by Council Member ** on this the * day of *, and having been submitted to a roll call vote, was *** by the following votes: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

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

D. Rix Edwards, City Attorney

(Reference: Minute Book 43, p. **.)

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City Council Memo
Office of City Manager
P. O. Box 1434
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CAF 16-13
Attachment #2

Council Meeting: 11 Jan 2016 Work Session

6 January 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank W. Frazier, City Manager

RE: CM: 16-01
Consideration of Approving the Submission of an Application to the Division of Environmental Quality (DEQ) for a Technical Assistance Grant

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.

Executive Summary:

Technical Assistance Grant

The City of Henderson has performed numerous studies on inflow and infiltration (I&I) into the sewer collection system. The result of these studies in conjunction with sewer rehabilitation projects has led to significant reductions in sanitary sewer overflows (SSO), especially in the Sandy Creek Basin. The studies have identified over 40 million dollars in rehabilitation work and led to a dedicated crew in the public service department to review and address the inflow and infiltration issues. The previous rehabilitation work targeted large segments of the collection system versus a surgical approach to these problems. The city was able to reduce the number of SSOs through a combination of sewer replacement and point repairs, where the largest portions of the I&I was removed through point repairs (i.e. removing rain gutters tied to the collection system, inserting pans in the top of manholes and isolating storm sewer connections to the sanitary sewer.)

The State has appropriated money to permit municipalities the opportunity to begin the process of implementing an asset management system and developing technical systems to better manage these systems. The Engineering department has begun the process of inputting data into the asset

CAF 16-13: 8 February 2016 Regular Session
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management system and into a sewer model but have only completed a small portion of this work. Work that needs to be added to the asset management software includes when the sewer was constructed, the materials used and a current assessment of the condition of the system. The engineering department has begun the process of data input into the model but on a very limited scale. The input data includes sewer main size, grade of sewer, top of manholes, installation dates, condition of sewer based on old records, rainfall data, and flow monitoring data to name a few of the attributes of interest. A Technical Assistance Grant (TAG) will permit the city to work in conjunction with a consultant to collect and input this data into a sewer model as well as our new asset management software to allow us to surgically identify and correct the problems and identify future work that can be placed on our Capital Improvement Plan. The intent of the assessment is to identify improvements that can tighten the system and convey the wastewater in an efficient manner to the wastewater treatment plant, as well as provide a working model of the collection system to provide alternative scenarios with respect to identifying and resolving bottle necks in the collection system.

The state has placed a priority on this type of work and has increased the available funding from the previous \$50,000 cap to a new \$150,000 cap on these grants. The Division of Water Infrastructure's goal to identify high quality projects that provide the most bang for the buck" and to place these projects on a 10 year capital improvement plan. Selection will be based on municipalities with low income with a priority given to those communities that have been willing to accept loans for infrastructure projects over communities that rely 100% on grants. This type of rating system will significantly improve Henderson's chances of securing funding for this grant. The grant application is due April 29, 2016. There is no match required by the city; however, it will improve our ranking with respect to other applicants.

It is recommended that the City Council authorize staff to proceed with an application for this funding. At this time an engineer has not been selected to help with the application and associated work; however, this will be brought back to Council in the near future for further consideration regarding an on-call services contract for engineering services.

City Council Action Form

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Council Meeting: 14 Mar 16 Reg. Meeting

5 February 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF: 16-36

Consideration of Approval of Resolution 16-19, Approving FY 16-17, Budget Review Calendar and Scheduling of Special Council Budget Work Sessions.

Ladies and Gentlemen:

Recommendation:

- Approval of Resolution 16-19, Approving FY 16-17 Budget Review Calendar and Scheduling of Special Council Budget Work Sessions.

Executive Summary

In preparing the calendar for the FY 16-17 Budget season and the anticipated work load, the Budget Work Schedule as articulated in Resolution 16-19, **Attachment A** is recommended. If this schedule is approved, the Recommended Budget will be presented at Special Called Council meeting on Monday, 16 May 2016, a Budget Hearing will be held on May 23rd, and the Budget Adoption will be scheduled for 13 June 2016. The Approved Budget will become effective 1 July 2016. There will be seven work sessions scheduled between 16 May and 13 June 2016; however, all seven may not be necessary. Also, additional sessions can be added by Council if needed.

Attachments:

1. Resolution 16-19

RESOLUTION 16-19
ESTABLISHING
THE FY16-17 BUDGET WORK SESSION MEETING SCHEDULE

WHEREAS, the Henderson City Council needs to establish meeting dates for the review of its FY16-17 Budget; *and*

WHEREAS, in accordance with State law, said budget work session schedule must be duly advertised; *and*

WHEREAS, the proposed budget work session schedule may be amended as needed and appropriate by the City Council.

NOW THEREFORE BE IT RESOLVED by the Henderson City Council that it does hereby approve the FY 16-17 Budget Work Session meeting schedule, said schedule being more fully articulated in ***Attachment A*** to this Resolution.

The foregoing Resolution 16-19, upon motion of Council Member ** and second by Council Member **, and having been submitted to a roll call vote received the following votes and was ***** on this the *** day of *** 2016: YES: . NO: . ABSTAIN: . ABSENT: .

Eddie Ellington, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

D. Rix Edwards, City Attorney
*Reference: Minute Book 43, pp. **.*

FY 15-16 Budget Work Session Schedule

<i>Day</i>	<i>Date</i>	<i>Event</i>	<i>Topics</i>
Monday	16 May 2016	Budget Presentation	Budget Presented to Council
Tuesday	17 May 2016	BWS #1	Regional Water Funds, Water Funds, Sewer Funds, Related Capital Reserve & CIP Funds
Thursday	19 May 2016	BWS #2	General Fund Revenues, Public Services, Planning & Codes, Administration
Monday	23 May 2016	Budget Hearing BWS #3	General Fund Revenues and Expenditures
Tuesday	24 May 2016	BWS #4	General Fund Continued
Thursday	26 May 2016	BWS #5	General Fund Continued and Related CIP Funds & Powell Bill Funds
Tuesday	7 June 2016	BWS #6	Wrap Up (Remainder of Budget Hearing Concerns addressed)
Thursday	9 June, 2016	BWS #7	If Needed
Monday	13 June 2016	Regular Meeting	Budget Approved

City Council Action Form

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P. O. Box 1434
Henderson, NC 27536
252-430-5701



Council Meeting: 14 Mar 16 Regular Meeting

9 February 2016

TO: The Honorable Mayor Eddie Ellington and Members of City Council

FR: Frank Frazier, City Manager

RE: CAF 16-37

Consideration of Approval of Tax Releases and Refunds from Vance County for the Month of January 2016.

Ladies and Gentlemen:

Recommendation:

- Approval of tax releases from Vance County for the month of January 2016.

Executive Summary

The Vance County Tax office submitted the following tax releases to the Finance Department for the month of January 2016. These releases are found to be in order and are being recommended for approval. There were no refunds reported.

January 2016 Tax Releases & Refunds			
Name	Reason	Tax Year	Amount
Real & Personal Property Releases			
Lockett, Randolph	Taxes Lost to Foreclosure	2010	\$ 132.08
Owens, Cleola E Heirs	Taxes Lost to Foreclosure	2010	\$ 192.11
Lemay, Moses J Heirs	Taxes Lost to Foreclosure	2011	\$ 242.76
Lockett, Randolph	Taxes Lost to Foreclosure	2011	\$ 180.67
Owens, Cleola E Heirs	Taxes Lost to Foreclosure	2011	\$ 192.15
Evans, Lewis W Sr, Heirs	Taxes Lost to Foreclosure	2012	\$ 266.92
Jackson, Magdalene H.	Taxes Lost to Foreclosure	2012	\$ 10.18
Lemay, Moses J Heirs	Taxes Lost to Foreclosure	2012	\$ 242.76
Lockett, Randolph	Taxes Lost to Foreclosure	2012	\$ 180.67
Medina, Luis	Taxes Lost to Foreclosure	2012	\$ 1,228.66
Owens, Cleola E Heirs	Taxes Lost to Foreclosure	2012	\$ 192.15

January 2016 Tax Releases & Refunds			
Name ▼	Reason ▼	Tax Year ▼	Amount ▼
Evans, Lewis W Sr, Heirs	Taxes Lost to Foreclosure	2013	\$ 282.89
Jackson, Magdalene H.	Taxes Lost to Foreclosure	2013	\$ 10.79
Lemay, Moses J Heirs	Taxes Lost to Foreclosure	2013	\$ 257.27
Lockett, Randolph	Taxes Lost to Foreclosure	2013	\$ 191.48
Medina, Luis	Taxes Lost to Foreclosure	2013	\$ 2,194.19
Owens, Cleola E Heirs	Taxes Lost to Foreclosure	2013	\$ 203.65
Evans, Lewis W Sr, Heirs	Taxes Lost to Foreclosure	2014	\$ 282.89
Jackson, Magdalene H.	Taxes Lost to Foreclosure	2014	\$ 10.79
Lemay, Moses J Heirs	Taxes Lost to Foreclosure	2014	\$ 257.27
Lockett, Randolph	Taxes Lost to Foreclosure	2014	\$ 191.48
Medina, Luis	Taxes Lost to Foreclosure	2014	\$ 2,194.19
Owens, Cleola E Heirs	Taxes Lost to Foreclosure	2014	\$ 1,583.25
Saleh, Mohamed	Personal Prop. Billed in Error	2014	\$ 204.37
Evans, Lewis W Sr, Heirs	Taxes Lost to Foreclosure	2015	\$ 282.89
Green-Bullock, Assisted Living	Personal Prop. Billed in Error	2015	\$ 542.74
Jackson, Magdalene H.	Taxes Lost to Foreclosure	2015	\$ 10.79
Lemay, Moses J Heirs	Taxes Lost to Foreclosure	2015	\$ 257.27
Lockett, Randolph	Taxes Lost to Foreclosure	2015	\$ 191.48
Medina, Luis	Taxes Lost to Foreclosure	2015	\$ 1,723.68
Owens, Cleola E Heirs	Taxes Lost to Foreclosure	2015	\$ 203.65
Total Releases/R & P Property			\$ 14,138.12
Real & Personal Property Refunds			
Saleh, Mohamed	Correct Value		\$ 204.37
Total Refunds/ R & P Property			\$ 204.37
Total Refunds & Releases RP			\$ 14,342.49
Total Reg Veh Releases	NONE		\$ -
Total Reg Veh Releases			
& Refunds			\$ -
Total All Release & Refunds			\$ 14,342.49

Meetings and Events Calendar

All Regularly Scheduled Council Meetings are held on the 2nd Monday of the Month

Date	Time	Event	Location
Mar 21 st	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers
Mar 25th	City Hall Closed	Good Friday	City Hall Closed
Apr 5 th	3:30 PM	<i>Henderson Zoning Adjustment Board Meeting</i>	City Council Chambers
Apr 11 th	9:30 AM	KLRWS Advisory Board Meeting	City Hall Large Conference Room
April 11 th	6:00 PM	<i>City Council Regular Meeting</i>	City Council Chambers
April 14 th	12:00 PM	<i>Henderson-Vance Parks & Recreation Commission Meeting</i>	Aycock Recreation Center
April 18 th	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers
May 3 rd	3:30 PM	<i>Henderson Zoning Adjustment Board Meeting</i>	City Council Chambers
May 9 th	5:00 PM	<i>Perry Memorial Library Advisory Board Meeting</i>	Perry Memorial Library
May 9 th	6:00 PM	<i>City Council Regular Meeting</i>	City Council Chambers
May 12 th	12:00 PM	<i>Henderson-Vance Parks & Recreation Commission Meeting</i>	Aycock Recreation Center
May 16 th	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers
May 27 th	10:00 AM	<i>Henderson-Vance E-911 Advisory Board Meeting</i>	E-911 Operations Center
June 7 th	3:30 PM	<i>Henderson Zoning Adjustment Board Meeting</i>	City Council Chambers
June 9 th	12:00 PM	<i>Henderson-Vance Parks & Recreation Commission Meeting</i>	Aycock Recreation Center
June 13 th	9:30 AM	KLRWS Advisory Board Meeting	City Hall Large Conference Room
June 13 th	6:00 PM	<i>City Council Regular Meeting</i>	City Council Chambers
June 20 th	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers
July 11 th	5:00 PM	<i>Perry Memorial Library Advisory Board Meeting</i>	Perry Memorial Library
July 11 th	6:00 PM	<i>City Council Regular Meeting</i>	City Council Chambers
July 12 th	3:30 PM	<i>Henderson Zoning Adjustment Board Meeting</i>	City Council Chambers
July 14 th	12:00 PM	<i>Henderson-Vance Parks & Recreation Commission Meeting</i>	Aycock Recreation Center
July 18 th	3:30 PM	<i>Henderson Planning Board Meeting</i>	City Council Chambers
July 29 th	10:00 AM	<i>Henderson-Vance E-911 Advisory Board Meeting</i>	E-911 Operations Center
Aug 2 nd	3:30 PM	<i>Henderson Zoning Adjustment Board Meeting</i>	City Council Chambers
Aug 8 th	9:30 AM	KLRWS Advisory Board Meeting	City Hall Large Conference Room
Aug 8 th	6:00 PM	<i>City Council Regular Meeting</i>	City Council Chambers
Aug 11 th	12:00 PM	<i>Henderson-Vance Parks & Recreation Commission Meeting</i>	Aycock Recreation Center

Last Updated 5 February 2016



Henderson Fire Department

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

Steve F. Cordell
Fire Chief

TO: FRANK FRAZIER, CITY MANAGER
FROM: STEVE F. CORDELL, FIRE CHIEF
DATE: MARCH 4, 2016

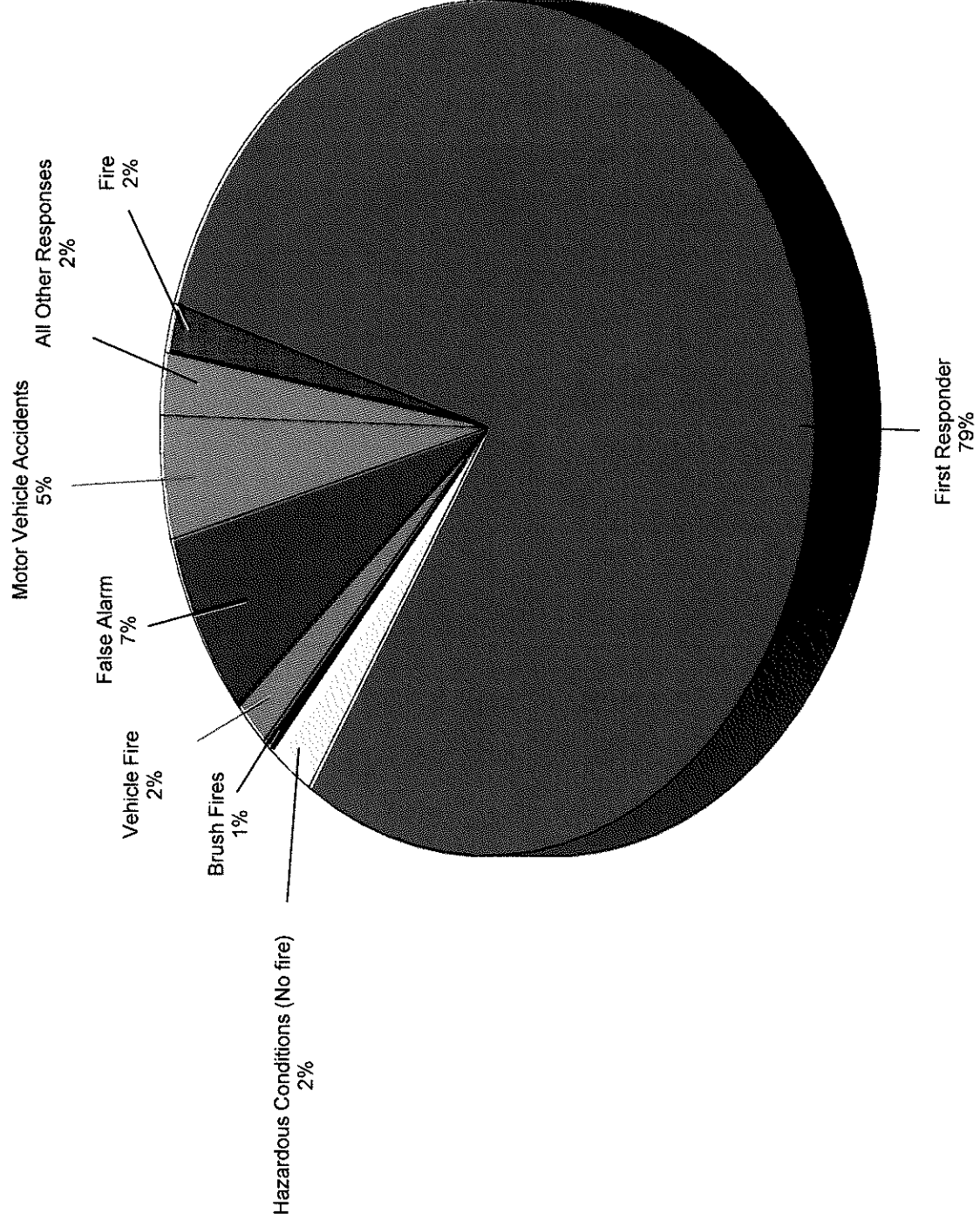
FIRE SUPPRESSION AND RESCUE ACTIVITY REPORT FOR: February 2016

TYPE OF CALL	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
PRIVATE DWELLINGS (1 or 2 Family), Including Mobile Homes	2	3	5
APARTMENTS (3 or More Families)		1	1
HOTELS AND MOTELS		0	0
ALL OTHER RESIDENTIAL (Dormitories, Boarding Houses, Tents, etc.)		0	0
PUBLIC ASSEMBLY (Church, Restaurant, Clubs, etc.)		0	0
SCHOOLS AND COLLEGES		0	0
HEALTH CARE AND PENAL INSTITUTIONS (Hospitals, Nursing Homes, Prisons, etc.)		0	0
STORES AND OFFICES		1	1
INDUSTRY, UTILITY, DEFENSE, LABORATORIES, MANUFACTURING		0	0
STORAGE IN STRUCTURES (Barns, Vehicle storage Garages, General Storage, etc.)		0	0
OTHER STRUCTURES (Outbuildings, Bridges, etc.)		0	0
WORKING STRUCTURE FIRE	4	5	9
FIRES IN HIGHWAY VEHICLES w/o INJURY (Autos, Trucks, Buses, etc.)	4	2	6
MOTOR VEHICLE ACCIDENTS W/O Extrication	10	0	10
MOTOR VEHICLE ACCIDENTS With Extrication	0	0	0

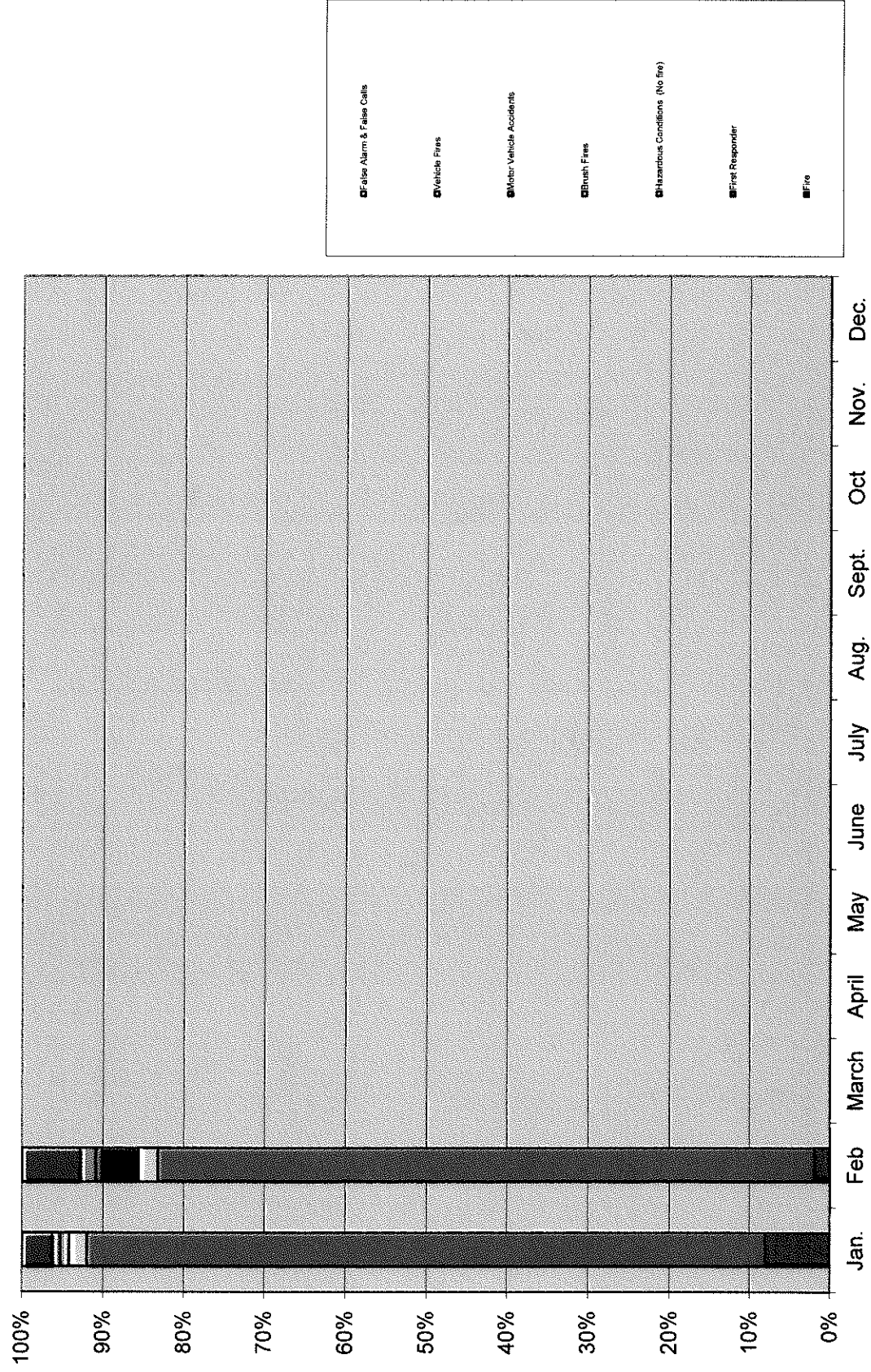
FIRE OUTSIDE OF STRUCTURES WITH VALUE INVOLVED, BUT NOT VEHICLES (Outside Storage, Crops, Timber, etc.)	1	1	2
FIRES IN BRUSH, GRASS, WILD LAND (Excluding Crops and Timber) With No Value Involved		1	1
FIRES IN RUBBISH, INCLUDING DUMPSTERS (Outside structures), With No Value Involved		3	3
ALL OTHER FIRES		0	0
RESCUE	170	162	332
FIRST RESPONDER	15	7	22
FALSE ALARM RESPONSES (Malicious or Unintentional False Calls, Malfunctions, Bomb Scares)		TRUE	1
MUTUAL AID OR ASSISTANCE RESPONSES	2	3	5
HAZARDOUS MATERIALS RESPONSES (Spills, Leaks, etc.)	3	1	4
OTHER HAZARDOUS RESPONSES (Arcing wires, Bomb Removal, Power Line Down, etc.)	3	2	5
ALL OTHER RESPONSES (Smoke Scares, Lock-Outs, Animal Rescues, etc.)	214	192	407
TOTALS			
	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
	9	6	15
Total Fire Incidents With Property and/or Contents Loss	\$ 106,535.00	\$ 32,761.00	\$ 139,296.00
Total of Property and Contents Value Saved			

	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
	0	0	0
FIRE CASUALTIES FIREFIGHTER- DEATH	0	0	0
FIRE CASUALTIES FIREFIGHTER - INJURIES	0	0	0
FIRE CASUALTIES CIVILIAN - DEATH	0	0	0
FIRE CASUALTIES CIVILIAN - INJURIES			

Incident Summary For February



YEAR TO DATE SUMMARY BY MONTH FOR 2016



INSPECTION ACTIVITIES REPORT FOR: February, 2016

INSPECTIONS	PRESENT MONTH	PREVIOUS MONTH	YEAR-TO-DATE
ASSEMBLY	6	3	9
BUSINESS	42	12	54
EDUCATIONAL	0	0	0
HAZARDOUS	0	0	0
INDUSTRIAL	0	0	0
INSTITUTIONAL	0	0	0
MERCANTILE	12	4	16
RESIDENTIAL	3	2	5
STORAGE	0	2	2
DAY CARE	2	3	5
HOME CARE	0	0	0
FOSTER CARE	0	1	1
VACANT	4	0	4
TOTALS	69	27	96

FIRE PREVENTION ACTIVITY REPORT FOR YEAR OF: 2016

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
Service Calls to Residents	8	10											18
Home Inspections / Door Hanger Follow Ups	0	3											3
Smoke Alarms Installed	5	10											15
Batteries Installed in Smoke Alarms	3	10											13
Carbon Monoxide Alarms Installed	1	2											3
Prevention Campaigns / Seasonal Safety	2	3											5
Community / Civic Group Presentations	1	2											3
Station Tours	0	2											2
School / Daycare Presentations	5	1											6
Community / Business Displays	1	0											1
Fire Extinguisher Training	0	1											1
Child Safety Seats Inspected	2	4											6
Safe Kids / Educational Programs	1	6											7
Injury Prevention Programs	5	2											7
Total Participants in Fire & Life Safety Programs	300	400											700
Shift Coverage / Priority Call Backs	26	19											45

MONTHLY CITATION REPORT FOR THE MONTH OF: FEBRUARY 2016

LOCATION	CURRENT MONTH FIRE LANE	CURRENT MONTH HANDICAPPED	LAST MONTH FIRE LANE	LAST MONTH HANDICAPPED	YEAR TO DATE
Cardinal Plaza					0
Compare Foods					0
Crossroads Shopping Center					0
Dabney Shopping Center					0
Dabney West Mall					0
Golden Corral					0
Guardian Care					0
Henderson Mall					0
Henderson Square					0
Lowe's		1		0	1
Maria Parham Hospital					0
Market Place					0
Northside Plaza					0
Oak St					0
Rose's Norlina Rd					0
Staples					0
Vance County Courthouse					0
Vance Medical Arts Bldg					0
Vance Square					0
Village Square					0
Wal Mart					0
Walgreens					0
Ollie's					0
TOTALS	0	1	0	0	1

TRAINING DIVISION PRODUCTIVITY - FEBRUARY 2016

Henderson Fire Department

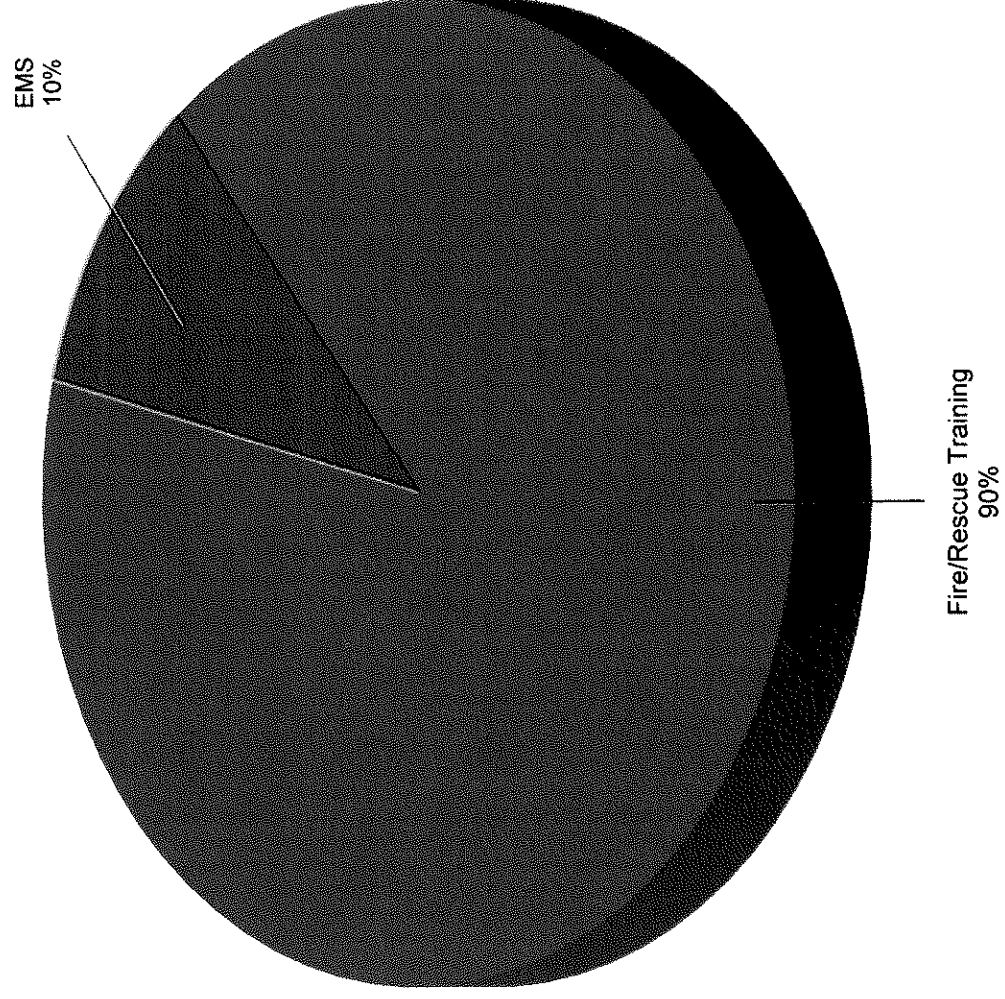
Types of Courses Taught	Course Hours Taught	Man-hours of Training
Fire / Rescue Training	131.5	654
EMS	16	128
Special Training		0

Totals	147.5	782
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	Course Hours Taught	Man-hours of Training
PREVIOUS MONTH TOTAL	88	553.5

YEAR - TO - DATE TOTAL	235.5	1251.5
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Training Hours by Category - February 2016



Fire Department Regulatory Compliance

The Fire Department has met all regulatory compliance items for the month of
February 2016

HENDERSON-VANCE COUNTY 911

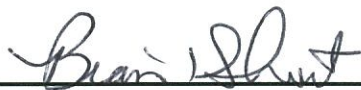
NUMBER OF CALLS REPORT BY COMPLAINT (ALL UNITS)

TOTAL

6,285

TIME PERIOD:01/25/2016 09:00:00 Through 02/29/2016 23:59:59

DEPARTMENT	COMMENT	TOTAL	COUNTY	CITY	STATE	OTHER
DATA WITH NO DEPARTMENT		165				165
AFTON VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	0	0			
AMERICAN RED CROSS	Other Dispatch	2				2
BEARPOND VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	45	45			
BERTIE AMUBLANCE SERVICE	City & County Dispatch-actual	10				10
COKEBURY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	23	23			
CSX RAILROAD	Other Dispatch	1				1
DREWRY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	10	10			
CENTURYLINK	Other Dispatch	0				0
DUKE ENERGY	Other Dispatch	10				10
EPSOM VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	12	12			
HENDERSON FIRE DEPARTMENT-STA 1	City Dispatch	327		327		
HENDERSON FIRE DEPARTMENT-STA 2	City Dispatch	180		180		
HENDERSON POLICE DEPARTMENT	City Dispatch	2,989		2,989		
HENDERSON STREET DEPT	City Dispatch	5		5		
HENDERSON WATER DEPARTMENT	City Dispatch	30		30		
HICKSBORO VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	27	27			
KITTRELL VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	28	28			
NORTH CAROLINA DEPT OF PARKS	State Dispatch	0			0	
NORTH CAROLINA DEPT OF TRANSPORTATION	State Dispatch	21			21	
NORTH CAROLINA DIVISION OF MOTOR VEHICLES	State Dispatch	0			0	
NORTH CAROLINA FORESTRY SERVICE	State Dispatch	7			7	
NORTH CAROLINA MEDICAL EXAMINER	State Dispatch	2			2	
NORTH CAROLINA PROBATION & PAROLE	State Dispatch	0			0	
NORTH CAROLINA STATE HIGHWAY PATROL	State Dispatch	79			79	
NORTH CENTRAL MEDICAL TRANSPORTS	City & County Dispatch-actual	6	6			
NORTH CAROLINA WILDLIFE	State Dispatch	1			1	
PUBLIC SERVICE GAS	Other Dispatch	0				0
RIDGEWAY VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	0	0			
TOWNSVILLE VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	19	19			
VANCE COUNTY AMBULANCE SERVICE (EMS)	City & County Dispatch-actual	693	269	369		
VANCE COUNTY ANIMAL CONTROL	County Dispatch	90	90			
VANCE CO DEPT OF SOCIAL SERVICES	County Dispatch	5	5			
VANCE COUNTY EMERGENCY MANAGEMENT	City & County Dispatch	19	19			
VANCE COUNTY FIRE DEPARTMENT	County Dispatch/FIRE	96	96			
VANCE COUNTY RESCUE SQUAD	County Dispatch	49	49			
VANCE COUNTY SHERIFF DEPARTMENT	County Dispatch	2,403	2,403			
WATKINS VOLUNTEER FIRE DEPARTMENT	County VFD Dispatch	24	24			
TOTALS		7,378	3,125	3,900	110	188

Signature: 

Prepared by: Brian K. Short, Director

Signature: 

Reviewed by Brian K. Short, Director

03/01/2016

HENDERSON-VANCE CO 911

Number Of Calls Report by Department (All Units)

First Date: 01/25/2016

Jurisdiction: HEN-VAN

Last Date: 02/29/2016

	<i>Department</i>	<i>Number</i>
1	Data with no Department.	165
2	ARC	2
3	BERT	10
4	BVFD	45
5	CSX	1
6	CVFD	23
7	DOT	21
8	DSS	5
9	DVFD	10
10	EM	19
11	EMBQ	1
12	EMS	693
13	EVFD	12
14	FOR	7
15	HFD1	327
16	HFD2	180
17	HPD	2989
18	HVFD	27
19	KVFD	28
20	ME	2
21	NCEN	6
22	NCUR	1
23	PE	10
24	SHP	79
25	STRE	5
26	TVFD	19
27	VCAC	90
28	VCFD	96
29	VCR	49
30	VCSO	2403
31	WAKE	2
32	WATE	30
33	WILD	1
34	WVFD	24

Total: 6285

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

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 01/25/2016

Last Date: 02/29/2016

<i>Complaint</i>		<i>Number</i>
911HU	911 HANG UP CALL	72
ABAND	ABANDONED OR JUNKED CARS	5
ABDOM-EMD	ABDOMINAL PAIN OR PROBLEMS	27
ACC-PD	ACCIDENT PROPERTY DAMAGE	170
ACC-PI	ACCIDENT PERSONAL INJURY	11
ALARM	ALARM RESIDENCE OR BUSINESS	360
ALARMFALSE	ALARM FALSE	101
ALARMMED	ALARM MEDICAL	11
ALLERG-EMD	ALLERGIC REACTION / ENVENOMATIC	3
ANIMAL-EMD	ANIMAL BITE / ATTACK	3
ANIM	ANIMAL COMPLAINT/VISCIOUS ANIMAL	79
ARMED SUSP	ARMED SUSPECT (MAN WITH A GUN)	15
ARRE	ARREST	1
ASAG	ASSIST OTHER AGENCY	21
ASMO	ASSIST MOTORIST	73
ASSAULIP-EMD	ASSAULT OR SEXUAL ASSAULT - IN PI	3
ASSAULT-EMD	ASSAULT OR SEXUAL ASSAULT	46
BACKPAIN-EMD	BACK PAIN (NON-TRAUMATIC)	11
BE MV	BREAKING AND ENTERING TO A MOTOR	4
BON	BONDING	2
BREATH-EMD	BREATHING PROBLEMS	74
BURG-IP	BURGLARY/B&E IN PROGRESS	5
BURGLARY	BURGLARY	38
CAR	CARELESS AND RECKLESS DRIVER	56
CARDIAC-EMD	CARDIAC/RESPIRATORY ARREST OR	8
CHASE	CHASE	7
CHESTPAI-EMD	CHEST PAIN	81
CHILD-ABU	CHILD ABUSE OR NEGLECT	2
CHOKING-EMD	CHOKING	5
CIVDIS	CIVIL DISPUTE	72
COMTHR	COMMUNICATING THREATS	8
CONVULS-EMD	CONVULSIONS / SEIZURES	30
DIABETIC-EMD	DIABETIC PROBLEMS	21
DIRTRF	DIRECTING TRAFFIC/TRAFFIC CONTROL	2
DISO	DISORDERLY PERSON	100
DOMESTIP/W	DOMESTIC DISPUTE - IN PROGRESS	5
DOM-PROB	DOMESTIC PROBLEM	130
DRUGALC	DRUG OR ALCOHOL COMPLAINT	33
DRUNKDRIV	DRUNK DRIVER	6
DVO	DOMESTIC VIOLENCE ORDER	13
EFD-ALARMS	ALARMS	37
EFD-CIT ASST	CITIZEN ASSIST / SERVICE CALL	15
EFD-ELEC HAZ	ELECTRICAL HAZZARD	1
EFD-ELEVATOR	ELEVATOR / ESCALATOR RESCUE	1
EFD-FUEL SPI	FUEL SPILL	5
EFD-MUT AID	MUTUAL AID/ ASSIST OUTSIDE AGENCY	1
EFD-MVC	MOTOR VEHICLE COLLISION	32
EFD-ODOR	ODOR (STRANGE/UNKNOWN)	2
EFD-OUTSI FR	OUTSIDE FIRE	5
EFD-SMOK OUT	SMOKE INVESTIGATION OUTSIDE	1
EFD-STRU FIR	STRUCTURE FIRE	26
EFD-SUSP PKG	SUSPICIOUS PACKAGE (LETTER, ITEM)	1
EFD-VEH FIRE	VEHICLE FIRE	10

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 01/25/2016

Last Date: 02/29/2016

<i>Complaint</i>		<i>Number</i>
EMERG TRANS	EMERGENCY TRANSPORT	3
ESCO	ESCORT	211
EVICION	EVICION CARRIED OUT	30
FALLS-EMD	FALLS (SUBJECT FALLEN)	63
FIGHT	FIGHT	21
FIGHT-IP/W	FIGHT IN PROGRESS/W-WEAPONS	1
FIRE AL	FIRE ALARM	2
FIRE	FIRE CASE ENTRY	4
FRAUD	FRAUD/FORGERY	43
HARR	HARRASSMENT/THREATS	75
HEADACHE-EMD	HEADACHE	7
HEART-EMD	HEART PROBLEMS - AICD	5
HEMORR-EMD	HEMORRHAGE / LACERATION	17
HOMEINV	HOME INVASION	1
HRPD	HIT & RUN PD	48
HRPI	HIT & RUN PI	1
ILL-DUMP	ILLEGAL DUMPING	11
INDEXPO	INDECENT EXPOSURE	3
INSPECTION	FIRE INSPECTION	6
INTPERS	INTOXICATED PERSON	21
INVE	INVESTIGATE ---- AT	1005
IPV	IMPROPERLY PARKED VEHICLE	30
JUV	JUVENILE PROBLEMS	29
KIDN	KIDNAPPING/FELONIOUS RESTRAINT	1
LARCIP	LARCENY IN PROGRESS	1
LARC	LARCENY - ALREADY OCCURRED	91
LIVEST	LIVESTOCK IN ROADWAY	1
LOIT	LOITERING COMPLAIN	18
LOUD	LOUD MUSIC	60
MEDICAL	MEDICAL	1
MEN	MENTAL SUBJECT	85
MISS	MISSING PERSON	12
OPEN	OPEN DOOR/WINDOW	8
OVERDOSE-EMD	OVERDOSE / POISONING (INGESTION)	12
PANIC	PANIC BUTTON	1
PDAMG	PROPERTY DAMAGE ALREADY OCCUI	98
PDMGIP	PROPERTY DAMAGE IN PROGRESS	1
PREGNANT-EMD	PREGNANCY/CHILDBIRTH/MISCARRIA	8
PROW	PROWLER	42
RECFPI	RECOVERED/FOUND PROPERTY	19
ROBARM	ROBBERY ARMED	2
ROBBERY	ROBBERY	1
RUN	RUNAWAY	7
SHOP	SHOPLIFTER	15
SHOTS	SHOTS FIRED	87
SICK-EMD	SICK PERSON	135
STABBING-EMD	STABBING / GUNSHOT / PENETRATING	5
STOLV	STOLEN VEHICLE	7
STROKE-EMD	STROKE (CVA)	13
SUBINCUS	SUBJECT IN CUSTODY	12
SUICIDE-EMD	SUICIDE / PSYCHIATRIC / ABNORMAL	1
SUMMONS	CIVIL / CRIMINAL SUMMONS	8
SUPSUB	SUSPICIOUS SUBJECT	114

HENDERSON-VANCE CO 911

Number Of Calls Report by Complaint

Jurisdiction: HEN-VAN

First Date: 01/25/2016

Last Date: 02/29/2016

<i>Complaint</i>		<i>Number</i>
SURR	SURRENDER	8
SUSPAC	SUSPICIOUS PACKAGE	1
SUSVEH	SUSPICIOUS VEHICLE	118
TEST	TEST CALL	97
TRAFFIC STOP	VEHICLE STOP	405
TRANSPORT	TRANSPORT	11
TRAUMA-EMD	TRAUMATIC INJURY (SPECIFY IN NARI	7
TREEDWN	TREE DOWN	16
TRES	TRESPASSING SUSPECT	94
UNAUTHVEH	UNAUTHORIZED USE VEHICLE	9
UNCONC-EMD	UNCONCIOUS / FAINTING OR NEAR	43
UNKNOWN-EMD	UNKNOWN PROBLEM (MAN DOWN)	5
WARRANT	WARRANT	1080
WATER	WATER RELATED PROBLEM	34
WRIT	WRIT OF EXECUTION	2
YOUTH	YOUTH PROTECTION ORDINANCE	1

Report Total: 6285

*A Certificate of Recognition
Honoring
Reverend Keith Benze*



WHEREAS, Rev. Keith Benze has served as pastor of the First Presbyterian Church in Henderson since October 2009; *and*

WHEREAS, Rev. Benze has extended his ministry to this community by serving as a board member of the Community Partners of Hope; *and*

WHEREAS, under his guidance, the parishioners of First Presbyterian Church have been strong supporters of the homeless shelter and very graciously provide space and hospitality for the men of this community as needed; *and*

WHEREAS, Rev. Benze has chosen to relocate and will be leaving Henderson in late April.

NOW THEREFORE, I, Eddie Ellington, Mayor of the City of Henderson, North Carolina, by virtue of the authority vested in me, and on behalf of the entire City Council and the citizens of Henderson wish to extend our gratitude and appreciation to Rev. Keith Benze for his contributions and collaborative efforts to establish a homeless shelter in Henderson and wish him the very best in his new endeavors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Henderson in the State of North Carolina this the 7th day of March 2016.

Eddie Ellington, Mayor

Attested by:

Esther J. McCrackin City Clerk

