



City of Hendersonville City Council

Second Monthly Meeting | September 23, 2020 – 4:00 p.m.

Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC 28792

City Council has set the following rules to govern their second monthly meetings:

The meeting will last no more than two hours.

If there is nothing to discuss, the meeting will be canceled.

No formal action/votes will be taken.

The meeting will be held at a regularly scheduled date/time.

1. Call to Order

2. Consideration of Agenda

3. Presentations

A. Financial Management in Municipal Government - *Presenter: Bill Rivenbark, UNC SoG*

4. Discussion

A. Diversity Initiatives / New Staff Position - *Presenter: John Connet, City Manager*

B. Public Comment Policy Discussion- *Presenter: John Connet, City Manager*

5. Adjourn



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Admin

Date Submitted: 9/17/2020

Presenter: Bill Rivenbark, UNC School of Government

Title of Item: Financial Management in Local Government

Nature of Item: Presentation Only

Council Meeting Date: 9/23/2020

Summary of Information/Request:

Item # 3A

UNC School of Government Professor Bill Rivenbark will provide a presentation regarding local government financial management. The purpose of the presentation is to give City Council a refresher course in key financial indicators you should take into consideration during audit and budget presentations.

Budget Impact: \$ 0 Is this expenditure approved in the current fiscal year budget? ☐ N/A If no, describe how it will be funded.

Suggested Motion:

NA

Attachments:

PowerPoint Presentation

Financial Management in Municipal Government

City of Hendersonville
September 2020

William C. Rivenbark
Professor
UNC School of Government



UNC
SCHOOL OF GOVERNMENT

www.sog.unc.edu

Purpose of Presentation

- To present selected requirements of the fiscal control act, including the budget ordinance requirement and the role of fund balance
- To present the requirements of external financial reporting, including the annual audit and the analysis of financial condition

The Local Government Budget & Fiscal Control Act

- State legislation that contains the fiscal requirements in which local officials must follow regarding the multiple aspects of public budgeting and financial management (Chapter 159).

The Local Government Budget & Fiscal Control Act

- Examples of fiscal requirements include:
 - Each local government shall appoint a budget officer.
 - Unless otherwise directed, the budget officer shall submit a proposed balanced budget to the governing board.
 - In each year of a revaluation, the budget officer shall include a revenue-neutral tax rate in the budget for comparison purposes.

The Local Government Budget & Fiscal Control Act

- The statutory budget calendar is budget requests to budget officer by April 30; proposed budget to governing board no later than June 1; and adopted budget ordinance on or before July 1.

The Local Government Budget & Fiscal Control Act

- Municipalities are required by law to adopt a balanced budget ordinance, where the sum of estimated net revenues plus appropriated fund balance equals appropriations.

Balanced Budget Formula

Estimated Revenues



Appropriated Fund Balance



Appropriations

Revenues

- It is recommended that council members understand the mechanics of major revenue sources and receive periodic updates on budget-to-actual variances.

Revenues

- Property tax
 - Valuation is county responsibility and is established by January 1 for the following fiscal year.
 - Tax levy = $(\text{assessed value} / 100) \times \text{tax rate}$.
 - The estimated percentage of collection for property taxes, which cannot exceed the current collection percentage, is multiplied by the tax levy to determine the revenue estimate for balancing the budget.

Appropriations

- Major areas of appropriation in municipal government are public safety (police & fire), solid waste, transportation, parks & recreation, and general administration.

Appropriations

- Budgets are more than a financial plan for the coming fiscal year. They are strategic plans for organizational direction and performance plans for service efficiency and effectiveness.

Fund Balance

- Fund balance available for appropriation equals cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts.

Fund Balance

- Reasons for fund balance:
 - Working capital
 - Emergencies
 - Source of capital financing
 - Bond rating
 - Balancing the budget

Fund Balance

- Local Government Commission (LGC) recommends that fund balance should be at least 8 percent of general fund expenditures.
 - This is a minimum, the LGC encourages cities to maintain an "adequate" fund balance.
 - LGC staff consider the average available general fund balance of comparable sized NC cities to be a good guide to what is "adequate".

Fund Balance

- Local governments should adopt by resolution a fund balance policy that clearly states its percentage threshold.
- The City's Policy states...“The City Council hereby establishes a goal for percent available fund balance for the General Fund to be at a minimum of 50% of the City's population group average percent available fund balance.”

Capital Budgeting & Finance

- Local governments often use a separate process, known as capital budgeting, for acquiring major capital assets.
- When the capital budget includes a multi-year forecast (5 years) of capital needs, it becomes a capital improvement program.
- Predetermined criteria are commonly used to make decisions regarding capital asset (mandate, public safety, etc.)

Financial Reporting and Annual Audit

- Local governments are required to prepare Basic Financial Statements.
 - Management's discussion & analysis
 - Government-wide financial statements
 - Fund financial statements
 - Note disclosures
- Some local government prepare a comprehensive annual financial report (CAFR)

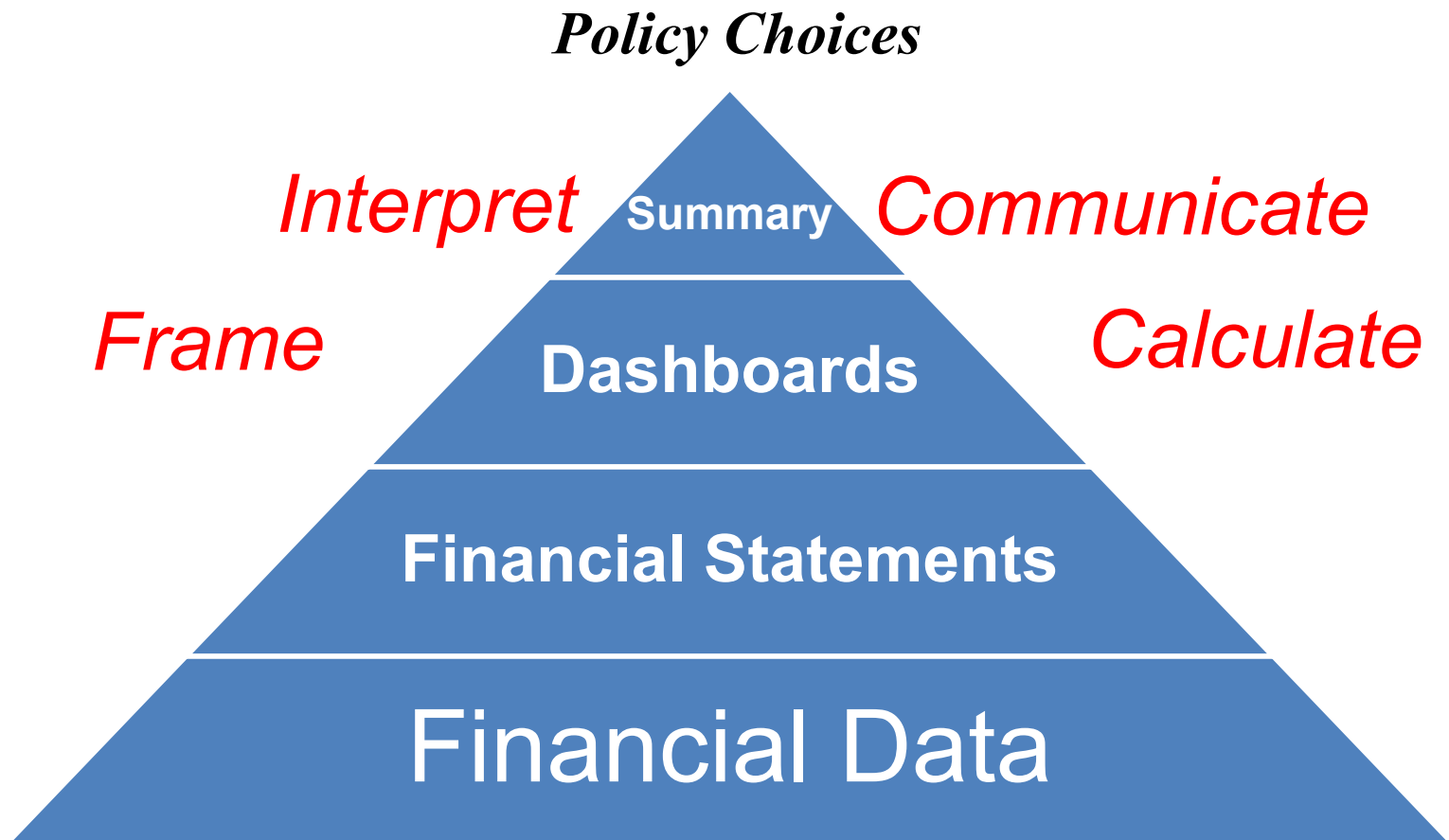
Financial Reporting and Annual Audit

- An annual audit of a local government's financial statements is required by law.
 - Performed by an independent CPA
 - Should be completed by October 31
- Financial statements are the responsibility of management.

Financial Reporting and Annual Audit

- Purpose of an audit is to ensure that financial statements are prepared in accordance with GAAP and that they are materially accurate.
- Elected officials and administrators must then analyze the financial statements to determine the financial condition of the local government.

Financial Reporting and Annual Audit





CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Admin

Date Submitted: 9/17/2020

Presenter: John Connet

Title of Item: Discussion regarding creation of diversity and inclusion position

Nature of Item: Presentation Only

Council Meeting Date: 9/17/2020

Summary of Information/Request:

Item # 4A

During your August 26, 2020 City Council Workshop the City Council discussed the creation of a position to focus on diversity and inclusion position. Staff has discussed this position and would offer the following recommendation:

1. Create a new Human Resource Coordinator position that will focus on diversity/inclusion, employee recruitment and retention and other general HR duties.
2. Engage a WCU MPA student to research diversity and inclusion programs that have been implemented by in other communities.

This recommendation is based on our believe that their is not enough work for a full-time employee to just focus on diversity and inclusion.

However, prior to preceding with the development of this position, staff is requesting City Council feedback.

Budget Impact: \$ 0 Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion:

Attachments:

Discussion Only



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Angela Reece, City Clerk

Department: Admin

Date Submitted: 09/17/2020

Presenter: City Manager

Title of Item: Public Comment Policy Discussion

Nature of Item: Discussion/Staff Direction

Council Meeting Date: 09/23/2020

Summary of Information/Request:

Item # 4B

In 2005, the North Carolina General Assembly, through the passage of § 160A-81.1. Public comment period during regular meetings., required that each municipality in North Carolina provide a period for general public comments at least once per month at a regular meeting of the council. In addition to this general comment period, there are many other opportunities for the Council to receive comments from the public including public hearings and presentations. The City of Hendersonville recognizes the importance of receiving comments from the public.

The City of Hendersonville Public Comment Policy is designed to is to give the public an opportunity to express their views, comments or opinions to the city council. It is a time for city council members to listen to the public. The following rules are being presented to City Council for consideration to maintain order and decorum when council is receiving public comments. Furthermore, these rules are designed to ensure fairness to each speaker by establishing rules in advance that will be applied equally to each speaker.


Budget Impact: \$ 0 Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion:

Attachments:

City of Hendersonville Public Comment Policy (DRAFT)

City of Hendersonville Public Comment Brochure (DRAFT)

	<p style="text-align: center;">CITY OF HENDERSONVILLE</p>		
<p>Policy Name:</p>	<p style="text-align: center;">City of Hendersonville Public Comment Policy</p>		<p>Date Adopted by Council:</p>

1. OVERVIEW

In 2005, the North Carolina General Assembly, through the passage of § 160A-81.1. **Public comment period during regular meetings.**, required that each municipality in North Carolina provide a period for general public comments at least once per month at a regular meeting of the council. In addition to this general comment period, there are many other opportunities for the Council to receive comments from the public including public hearings and presentations. The City of Hendersonville recognizes the importance of receiving comments from the public.

2. PURPOSE

- 2.1** The City of Hendersonville Public Comment Policy is designed to give the public an opportunity to express their views, comments or opinions to the City Council. It is a time for City Council members to listen to the public. The following rules have been established to maintain order and decorum when council is receiving public comments. Furthermore, these rules are designed to ensure fairness to each speaker by establishing rules in advance that will be applied equally to each speaker.

3. RULES GOVERNING THE TIME, PLACE, AND MANNER FOR RECEIVING PUBLIC COMMENT AT COUNCIL MEETINGS

- 3.1** The Mayor reserves the right to alter public comment time limits and other rules of procedure for Council meetings. No time may be yielded or transferred from one speaker to another. Each speaker will be concise and avoid repetition. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
- 3.2** In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare “out-of-order” any person who fails to comply with this policy. The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker(s) from the meeting.
- 3.3** Speakers will address comments to the entire city council as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.

- 3.4** Speakers shall be civil and courteous in their language and presentation. Insults, personal attacks, accusations, profanity, vulgar language, inappropriate gestures, or other inappropriate behavior will not be tolerated. Any person, making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the City Council may be considered disorderly by the City Council and may be expelled at the discretion of the Mayor or Mayor Pro Tem.
- 3.5** The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or a particular accommodation for any City Council or Board or Commission meetings please contact the City Clerk.

4. GENERAL PUBLIC COMMENT PERIOD (N.C.G.S. § 160A-81.1)

- 4.1** The general public comment period shall be reserved as an item of business on the agenda for the City Council regular meeting, which is currently held on the first Thursday of each month at 5:45 p.m. in the Assembly Room of the City Operations Building located at 305 Williams St. Hendersonville NC, 28792. Speaker comments during the general public comment period may be on any agenda item or topic of public interest other than public hearings.
- 4.2** The public comment period is not intended to require the City Council and/or any staff to answer any impromptu questions. Council members may ask a speaker to clarify information in order to better understand the speaker's comments. The city council will not take action on an item presented during the public comment period. Upon completion of the public comment period and when appropriate, the city council may summarize the comments heard from citizens and the city council members may refer inquiries made during the public comment period to the City Manager to address as appropriate. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to city council for consideration and review.
- 4.3** The Mayor reserves the right to alter comment period time limits and other rules of procedure for Council meetings. A total of fifteen (15) minutes will be set aside at the beginning of each meeting for general comments on a first come, first served basis according to the sign-up sheet and order of any digital meeting participation. Speakers will be limited to four (4) minutes each. No time may be yielded or transferred from one speaker to another. Speakers will be asked to identify themselves and will address the City Council from the podium or virtually. Speakers commenting via a digital platform such as Zoom will be given instructions at the appropriate time. Each speaker will be concise and avoid repetition. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
- 4.4** The City of Hendersonville City Council shall have a "Council Comment" period for follow up or addressing issues that arise from the public comment section. This shall be a point of response from Council Members to respond to comments that have been made, not to debate with the public.

- 4.5 No digital photos or media will be accepted for general comments. Citizens may submit general written comments or materials for consideration which comply with guidelines outlined in **Section 8| Security** through the City's website or by emailing them to the Clerk no later than noon on the meeting day.
- 4.6 Speakers who have prepared written materials that they want distributed to the council related to the item they plan to discuss during the general public comment period, shall provide nine (9) copies of those documents to the City Clerk prior to the start of the meeting. The Clerk shall distribute the copies to the Mayor and City Council Members, Attorney, and City Managers and retain one copy for the record. All materials submitted are considered public records as defined in **§ 132.1**

5. PUBLIC HEARING COMMENT PERIOD

- 5.1 Comments for public hearings during City Council meetings will be accepted in the same manner as general comments as well as through the City's website. Comments must pertain to the subject matter of the public hearing.
- 5.2 Public comments may be submitted electronically ("digital comments") in advance for public hearings, and may include short handouts and up to five (5) photos or one (1) 90 second video. Digital materials will be provided to City Council in the same format as received. Materials received will not be printed. All digital comments and must comply with guidelines outlined in **Section 8| Security**. Digital Materials complying with security requirements such as PowerPoint presentations, handouts, photos and videos should be provided to city staff 48 hours in advance of the meeting as outlined in **Section 8| Security**.
- 5.3 Speakers who have prepared written materials that they want distributed to the council related to the item they plan to discuss during the public hearing comment period, shall provide nine (9) copies of those documents to the City Clerk prior to the start of the meeting. The Clerk shall distribute the copies to the Mayor and City Council Members, Attorney, and City Managers and retain one copy for the record. All materials submitted are considered public records as defined in **§ 132.1**

6. PUBLIC COMMENTS DURING SPECIAL CALLED AND EMERGENCY MEETING

- 6.1 Because subjects of Special and Emergency meetings are often regulated by law, there will be no Public Comment Period reserved on agendas of Special and Emergency meetings; however, like regular monthly meetings, these meetings are open for public attendance except as otherwise prohibited by law.

7. REQUESTING PRESENTATIONS TO CITY COUNCIL

- 7.1 The Mayor and City Manager will review all presentation requests for consideration by Council. Some requests may be resolved administratively without council action. The ability to request to make a presentation to City Council shall not be considered as a general, limited or designated public forum. The decision of whether or not to receive a

public presentation shall be in the sole discretion of the Mayor and City Manager and the City Council.

- 7.2** Persons requesting to make a presentation to the City Council must contact the City Clerk no later than 10 days prior to the Council meeting in which the presentation request is being made. Approved presentations will be placed on the earliest meeting agenda. All presentation materials must comply **Section 8| Security** and are considered public records as defined in § 132.1

8. SECURITY

- 8.1** To preserve the integrity of the City's computer databases, networks and operations, no USB devices or links to materials will be accepted. Digital presentation requests & materials may be emailed to the City Clerk in Microsoft Word, Power Point, or other attachment format such as PDF or JPG no later than 48 hours in advance of the meeting.
- 8.2** Digital photo submissions are limited to five (5) or less and video will be limited to one (1) (up to 90 seconds) per speaker and must be submitted in the above format and be properly labeled in a manner that is easily identifiable.
- 8.3** Speakers who have prepared written materials that they want distributed to the council related to the item they plan to discuss during the general or public hearing comment period, shall provide nine (9) copies to the Clerk prior to the start of the meeting.
- 8.4** The City of Hendersonville staff will control digital public presentations and electronic participation at all times during City Council meetings and may, without notice, end any electronic presentation or electronic participation that has become compromised.

9. REMOTE MEETINGS

- 9.1** **Defined** § 166A-19.24 authorizes any public body to conduct remote meetings in accordance with the rules set out in the act, as well as with the provisions of the open meetings law. "Remote meeting" is defined as: An official meeting, or any part thereof, with between one and all of the members of the public body participating by simultaneous communication. "Simultaneous communication" is defined as: Any communication by conference telephone, conference video, or other electronic means. "Official meeting" and "public body" are defined as set out in the open meetings law.
- 9.2** Public comment at remote meeting must adhere to the guidelines as permitted in North Carolina General Statutes Article 33C-Meetings of Public Bodies and as adopted by Resolution #20-0432 of the City Council of the City of Hendersonville in addition to the requirements of this Policy.

Mission Statement

The City of Hendersonville is committed to providing quality, efficient services to all citizens, visitors, and businesses through open communication, timely responses, and quality results.

Vision Statement

Hendersonville is a vibrant mountain city where the government and citizens work together for a high quality of life.

City of Hendersonville City Council Contact Information

Phone: 828-697-3005 Fax: 828-697-3014

Mayor Barbara G. Volk 828-697-3000
bvolk@hvlnc.gov or 828-693-5692

Mayor Pro Tem Jerry Smith 828-243-9123
jerrysmith@hvlnc.gov

Council Member Jennifer Hensley 828-606-3703
jhensley@hvlnc.gov

Council Member Jeff Miller 828-693-7426
jmiller@hvlnc.gov

Council Member Lyndsey Simpson 828-513-8667
lsimpson@hvlnc.gov

To email the entire City Council simultaneously please send correspondence to: CityCouncil@hvlnc.gov

For Police/Fire/Medical Emergencies Dial **911**

For more information visit our website.
<https://www.hendersonvillenc.gov>



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WELCOME

to the meeting of the

City of Hendersonville City Council



Photo by T. Cox

City of Hendersonville
160 Sixth Avenue E
Hendersonville, NC 28792
Phone: 828-697-3000

<https://www.hendersonvillenc.gov>

Welcome

The City of Hendersonville City Council Members thank you for your interest in local government and invite you to attend the City's Council meetings, boards and commissions meetings, and to volunteer within the community.

Regular Session City Council meetings are held on the first Thursday of each month at 5:45 p.m. at the City Operations Center at 305 Williams St. Second monthly meetings are held the fourth Wednesday of each month at 4:00 p.m. at the City Operations Center at 305 Williams St.

Public Meetings

Except for some personnel matters and other limited items (which by law can be discussed in closed session), the City Council conducts the City's business in open, public sessions.

So that the public can be informed of the Council's actions, we notify the media and other interested parties about our meetings. Meeting notices, agendas and minutes are also posted on the City's website. All regular session City Council meetings are virtually accessible via Zoom and streamed live on the City's Facebook page as they occur. Citizens may also go to the City's website at any time to view meeting schedules, notices, and minutes of the City Council.

Requesting Presentations to City Council *

The Mayor and City Manager will review for approval all presentation requests for consideration by Council. Some requests may be resolved administratively without council action.

If you wish to request a presentation to the City Council, you must contact the City Clerk no later than 10 days prior to the Council meeting in which the presentation request is being made. Approved presentations will be placed on the earliest meeting agenda. All presentation materials are public records and must comply with the security protocol.

Security *

To preserve the integrity of the City's computer databases, networks and operations no USB devices or links to media or materials will be accepted. Approved presentations and digital materials for public hearings must be emailed to the City Clerk in

Microsoft Word, Power Point, or other attachment format such as PDF or JPG no later than 48 hours in advance of the meeting. Digital photos are limited to five (5) or less and video will be limited to one (1) (up to 90 seconds) per speaker and must be submitted in the above format and be properly labeled in a manner that is easily identifiable. Speakers who have prepared written materials that they want distributed to the council related to the item they plan to discuss during the general or public hearing comment period, shall provide nine (9) copies to the Clerk prior to the start of the meeting.

The City of Hendersonville staff will control digital public presentations and electronic participation at all times during City Council meetings. Digital materials, where allowed, will be provided to City Council in the same format as received. Materials received will not be printed.

Conduct *

The City Council may or may not respond during the meeting to individuals who address the Council with questions, except to request clarification of points made by the speaker. The Mayor may rule out of order any comments if such comments are unruly or repetitive of information previously received by the Council on the same subject at that meeting or at previous meetings.

Any person, making personal attacks, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the City Council may be considered disorderly by the City Council and may be expelled at the discretion of the Mayor or Mayor Pro Tem.

General Public Comment Period *

A citizen comment period is set aside in each regular meeting for citizens to address the Council. Any group or person wishing to speak may do so at the designated time by completing the sign-in sheet located on the table at the entrance to the meeting room or by following instructions given during virtual meetings. Speakers will be called on by the Mayor at the appropriate time.

A total of fifteen (15) minutes will be set aside at the beginning of each meeting for general comments on a first come, first served basis according to the sign-up sheet. Speakers will be limited to four (4) minutes each. No digital photos or media will be accepted for general

public comments. Citizens may submit written comments for consideration through the City's website or by emailing them to the Clerk no later than noon on the meeting day. Speakers are reminded that Council Members are willing to listen, but action should not be expected.

Public Hearing Comment Period

Comments for public hearings during City Council meetings will be accepted in the same manner as General Comments, to City Council and through the City's website. Digital comments and materials, complying with Security criteria, are also accepted. Written materials will be accepted prior to the meeting.

The Mayor reserves the right to alter comment period time limits and other rules of procedure for Council meetings.

*** THIS BROCHURE IS INTENDED ONLY AS A SUMMARY. REFERENCE SHOULD BE MADE TO THE CITY OF HENDERSONVILLE PUBLIC COMMENT POLICY.**

Contact Us

City of Hendersonville

160 Sixth Avenue E
Hendersonville, NC 28792
Phone: 828-697-3000
Fax: 828-697-3014



Visit our Website

<http://www.hendersonvillenc.gov>

Contact the City Clerk

Angela Reece
828-697-3005
areece@hvlnc.gov