

# AGENDA

## CITY OF HENDERSONVILLE CITY COUNCIL – REGULAR MEETING

AUGUST 2, 2018 – 5:45 P.M.

### ASSEMBLY ROOM – OPERATIONS CENTER

1. **Call to Order**
2. **Invocation and Pledge of Allegiance**
3. **Public Comment Time:** *Up to 15 minutes is reserved for comments from the public for items not listed on the agenda*
4. **Consideration of Agenda**
5. **Consideration of Consent Agenda:** *These items are considered routine, noncontroversial in nature and are considered and approved by a single motion and vote.*
  - A. **Consideration of Minutes:** July 5, 2018 Regular Meeting
  - B. **Consideration of Awarding of Bid for Paving**
  - C. **Consideration of Special Event Permits for:**
    - i. **2018 End of Summer Music on Main**
    - ii. **Back to School Fest**
    - iii. **Fiesta - Celebrating our Culture, Celebrating our City**
  - D. **Consideration of Budget Amendments**
  - E. **Consideration of a Resolution and Grant Project Ordinance for the Continuation of the 2018-19 Governors Highway Safety Program BikeSafe Grant for \$5,000**
  - F. **Consideration of Goals and/or Objectives as Part of the North Carolina League of Municipalities Advocacy Process**
  - G. **Consideration of Revisions to the Internet Usage Policy**
  - H. **Consideration of a Resolution to Repeal Standards Concerning Fitness for Certain City Personnel**
  - I. **Consideration of an Ordinance Amending Section 46-125 of the Code of Ordinances Pertaining to Heritage Trees**
  - J. **Consideration of Request for Water Service for Mills River Crossing Subdivision**
  - K. **Consideration of Amendments to Fee Schedule Regarding Water and Sewer Fees**

**6. Recognitions/Presentations**

**A. Recognition of Service Excellence Quarterly MVPs**

*Presenter: City Manager John Connet*

**B. Presentation on World Equestrian Games**

*Presenter: Kathryn McMahon, Community Engagement Director, Tryon International Equestrian Center*

**7. Public Hearing – Consideration of Zoning Map Amendment for the Rezoning of Properties between East Pace Street and Martin Luther King, Jr. Boulevard from R-6 High-Density Residential and I-1, Industrial to CMU Central Mixed Use Comprising Approximately 16.5 Acres (File #P18-16-Z).**

*Presenter: Intern Dylan Powell*

**8. Quasi-Judicial Public Hearing – Consideration of an Application from Kevin Hoover to Amend a Special Use Permit for The Town Center located at 2560 Asheville Highway to add Religious Institutions to the Previously-Approved List of Uses (File #P18-17-SUR).**

*Presenters: Senior Planner Matt Champion*

**9. Public Hearing – Consideration of An Ordinance Approving an Annexation Agreement with the Village of Flat Rock**

*Presenter: Development Assistance Director Susan Frady*

**10. Presentation on Stay Survey and Gap Analysis**

*Presenter: City Intern Preston Blakely*

**11. Consideration of Upgrade to the SCADA System and Variable Frequency Drives with Fortech Automation Controls**

*Presenter: Utilities Director Lee Smith*

**12. Contract for the Construction of the Wastewater Treatment Plant Generator Installation Project**

*Presenter: City Engineer Brent Detwiler*

**13. Comments from Mayor and City Council Members**

**14. Reports from Staff**

A. NCLM Annual Conference - September 19 - 21, 2018 at the Hickory Metro Convention Center

B. Fire Department Statistical Report – 2<sup>nd</sup> Quarter

C. Board Vacancies

D. Contingencies Report

**15. New Business**

**16. Request for Closed Session**

**17. Adjourn**



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Tom Wooten

**Department:** Public Works

**Date Submitted:** July 25, 2018

**Presenter:** Tom Wooten

**Date of Council Meeting to consider this item:** August 2, 2018

**Nature of Item:** Council Action

**Summary of Information/Request:**

**Item # 05b**

The Public Works Department has obtained formal bids for the 2018 Pavement Resurfacing Project. Only two bids were received at the July 20th bid opening so the project was re-advertised and rescheduled for July 30th. The low bidder was \_\_\_\_\_ and their bid was \$ \_\_\_\_\_. This bid has been reviewed for accuracy and completeness and we are requesting approval by City Council.

(Data will be filled in after the bid opening on July 30th at 9 AM.)

**Budget Impact:** \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget?  Yes  No. If no, describe how it will be funded.  
Funds are in the budget for this project.

**Suggested Motion:**

I move to award the contract for the 2018 Pavement Resurfacing Project to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

**Attachments:**

- Bid Tabulation Sheet
- Bid Summary
- Pavement Resurfacing Map

# Bid Tabulation July 30, 2018

## 2018 Paving Contract City of Hendersonville

<u>Bidder/Company</u>	<u>Bid Amount</u>	<u>Company Representative</u>

For the City of Hendersonville: \_\_\_\_\_

\_\_\_\_\_

# **2018 STREET RESURFACING**

## **BID SCHEDULE**

BID ITEM	UNIT	QTY		UNIT COST	EXTENDED COST
9th Ave from Oakland to Orleans/Prince					
Mill 2"	sy	6060			
Overlay 2"	sy	6060			
Thermo Double Yellow	lf	2400			
Thermo Crosswalk	ea	4			
Thermo Stop Bar	ea	5			
Thermo SCHOOL symbol	ea	1			
Orleans from 9th Ave to Prince St					
Mill 2"	sy	1360			
Overlay 2"	sy	1360			
Thermo Double Yellow	lf	290			
Thermo Single White Solid	lf	540			
Themo Arrows	ea	2			
Fleming from Hwy 64 to Hwy 25					
Mill 2"	sy	7170			
Overlay 2"	sy	7170			
Thermo Double Yellow	lf	2150			
Thermo Crosswalk	ea	4			
Thermo Stop Bar	ea	5			
Thermo Turn Arrows	ea	2			
8th Ave from Fleming to Oakland					
Mill 2"	sy	1235			
Overlay 2"	sy	1235			
Thermo Double Yellow	lf	350			
Thermo Crosswalk	ea	1			
Thermo Stop Bar	ea	2			
Thermo No Parking	ea	4			
Thermo Parking T's	ea	13			
Fassifern Ct from Fleming to Dead End.					
Overlay 1.5"	sy	2760			
Adjust Manhole	ea	2			
Adjust Water Valve	ea	1			
Thermo Stop Bar	ea	1			

Schepper St from Fleming to End Maintenance					
Overlay 1.5"	sy	610			
Thermo Stop Bar	ea	1			
Prince St from Hwy 64 to Orleans Ave					
Overlay 1.5" Hwy 64 to Middle School bus entrance	sy	1040			
Adjust Manhole	ea	1			
Mill 2" Middle School Bus entrance to Orleans Ave	sy	3615			
Overlay 2"	sy	3615			
Thermo Double Yellow	lf	1500			
Thermo Broken White	lf	560			
Thermo SCHOOL symbol	ea	1			
Thermo Stop Bar	ea	3			
Thermo Turn Arrows	ea	4			
Oak St from 7th Ave to 9th Ave					
Mill 2"	sy	1933			
Overlay 2"	sy	1933			
Thermo Stop Bar	ea	2			
Thornton Place from Orleans to Tebeau					
Overlay 1.5"	sy	2045			
1" leveling	sy	200			
Adjust Manholes	ea	2			
Adjust Water Valves	ea	5			
Thermo Stop Bar	ea	2			
Thornton Place loop from Thornton to Thornton					
Overlay 1.5"	sy	2145			
Adjust Manholes	ea	2			
Adjust Water Valves	ea	3			
Thermo Stop Bar	ea	2			

Tebeau from 9th Ave to Knollwood					
Overlay 1.5"	sy	1920			
Adjust Manholes	ea	2			
Adjust Water Valves	ea	2			
Thermo Stop Bar	ea	2			
Thermo Crosswalk	ea	1			
7th Ave from Oak to Valley					
Overlay 1"	sy	1340			
Thermo Stop Bar	ea	1			
Thermo Crosswalk	ea	1			
7th Ave from Valley to Prince					
Overlay 1.5"	sy	515			
Thermo Stop Bar	ea	2			
7th Ave from Prince to Dead End					
Overlay 1.5"	sy	750			
Adjust Water Valves	ea	2			
Thermo Stop Bar	ea	1			
Valley St from Hwy 64 to Hend. Middle School					
Overlay 1.5"	sy	1040			
Adjust Manholes	ea	1			
Adjust Water Valves	ea	2			
Thermo Crosswalk	ea	1			
Knollwood from Orleans to 9th Ave.					
Overlay 1.5"	sy	4015			
Adjust Manholes	ea	3			
Adjust Water Valves	ea	1			
Thermo Stop Bar	ea	2			
Thermo Crosswalk	ea	1			
Valley St from Hwy 64 to 5th Ave					
Overlay 1.5"	sy	3380			
Adjust Manholes	ea	6			
Adjust Water Valves	ea	6			
Thermo Stop Bar	ea	1			
Thermo Crosswalk	ea	1			

Holmes St from Valley to Whitted					
Overlay 1.5"	sy	1070			
Adjust Manholes	ea	1			
Adjust Water Valves	ea	1			
Thermo Stop Bar	ea	2			
Thermo Crosswalk	ea	1			
W. Clark from Valley to Whitted					
Overlay 1.5"	sy	1440			
Thermo Stop Bar	ea	2			
Thermo Crosswalk	ea	2			
Oakhill Ct. from 5th Ave to Dead End					
Overlay 1.5"	sy	1680			
Adjust Manholes	ea	2			
Adjust Water Valves	ea	1			





## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 7-20-18

**Presenter:** Susan Frady, Development Assistance Direc

**Date of Council Meeting to consider this item:** 8-02-18

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05ci

2018 End of Summer Music on Main

This event will be held Saturday, September 15, 2018 from 6PM-10PM on Main Street between Allen Street and Barnwell Street.

The application is for Main Street to be closed between Allen Street and Barnwell Street Street from 6PM-10PM.

Hendersonville will be hosting visitors from around the world during the "World Equestrian" games. This event will allow Hendersonville to put its best foot forward for our visitors. There will be a music concert by the "Swingin Medallions" with possibly a fireworks display in Jackson Park.

The Downtown Advisory Committee recommended approval of this event.

The Special Events Committee voted unanimously to recommend approval of the special event permit.

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

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move Council's approval of the special event permit for Fiesta.

**Attachments:**



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 7-13-18

**Presenter:** Susan G. Frady, Development Asst Director

**Date of Council Meeting to consider this item:** 8-2-18

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05cii

On June 21, 2018, the Special Events Committee met and reviewed an application from Debbie Roundtree and Norman Bossert sponsors of the Back to School Fest to be held on August 25, 2018 at Sullivan Park.

This event is to gather back packs and school supplies for children. It will also bring together other service organizations in the area. They plan to have the blood mobile and fire truck. They also plan to have free food.

The event will be on August 25th from 10:00 A.M. - 4:00 P.M. at Sullivan's Park.

The Special Events Committee voted unanimously to approve the special event permit for the Back to School Fest.

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

### Suggested Motion:

I move the City Council approve the agenda item for a special event permit for the Back to School Fest.

Attachments:



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 7-20-18

**Presenter:** Susan Frady, Development Assistance Direc

**Date of Council Meeting to consider this item:** 8-2-18

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05ciii

Fiesta - Celebrating our Culture, Celebrating our City

This event will be held Sunday, September 23, 2018 from 12PM-8PM at the Henderson County Tourism Development Authority (TDA) parking lot and on Main Street between Allen Street and Barnwell Street.

The application is for Main Street to be closed between Allen Street and Caswell Street from 8AM-7PM.

Fiesta will give Henderson County a unique opportunity to experience the best of Latin American countries. Patrons can journey through over 20 represented countries and experience their people, music, art, food and culture. There will be approximately 30 food and retail vendors.

The Downtown Advisory Committee recommended approval of this event.

The Special Events Committee voted unanimously to recommend approval of a special event permit for Fiesta.

The change this year is that this event will include alcohol.

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

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move Council's approval of the special event permit for Fiesta.

### Attachments:

Application  
Map



motion: Tol  
second: Burt

### City of Hendersonville SPECIAL EVENT PERMIT APPLICATION COVER PAGE AND CHECKLIST

3 Officers.  
to main st. to  
mid street kitchen  
Ranwell + consult  
No Parking after  
# 8:00



Shirley  
with  
open

An application for a permit to conduct a special event pursuant to Section 28-39, Hendersonville City Code.  
Please reference the City's Special Event Policy for additional information about the application process.  
Note: The person responsible for the special event, or his/her designee, must be present for the duration of the event.

Name of Special Event: FIESTA Hendersonville - Celebrating our Culture, Celebrating our City

Event Sponsor: Hola Community Arts Phone #: (828) 989-2745

Sponsor Address: 110 Edney St. Suite A, Hendersonville NC 28792

Authorized Event Coordinator: Adriana Chavela / Ron Stamey

Cell Phone #: (828) 989-2745 Email: info@holacomunityarts.org

Requested Event Date(s): Sunday, Sept. 23, 2018 Requested Event Hours: 12p - 8p

Estimated Past Attendance: 7,500 Predicted Attendance: 10,000

Past Vendor Participation: 50 Predicted Vendor Participation: 60-70

#### "Hold Harmless Agreement"

By signing this agreement, the sponsor will hold harmless the City of Hendersonville, its officers, employees and agents, the Public Works Department and staff free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges professional and attorney's fee or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this event and/or the performance hereof and caused by the negligence of the Sponsor. The Sponsor will take full responsibility. The City of Hendersonville will not be responsible for personal items or property used as part of event.

Signature of Authorized Event Representative: *Ron Stamey* Date: 7/16/18

#### APPLICANT CHECKLIST

Please reference the City of Hendersonville's Special Event Policy for additional information about the requirements listed in the checklist below.

- Event Description, Statement of Public Benefit & Public Services Required (REQUIRED) - Page #2 in application
- Event Site Plan (REQUIRED) - Page #3 in application
- Event Marketing Strategy & Budget (REQUIRED) - Page #4 in application
- Vendor Application & Electrical Requirements Form (Complete as needed) Page #5 in application
- Street Closure/Sidewalk Impact Petition Form (Complete as needed) Pages #6 & 7 in application
- Event Insurance (REQUIRED)

Submit This Completed Application & All Supporting Material Outlined Above To:

Susan G. Frady, CFM, CZO Director, Development Assistant Department City of Hendersonville  
100 N. King Street Hendersonville, NC 28792 Phone #: (828) 698-6185



**City of Hendersonville**  
**SPECIAL EVENT PERMIT**  
**EVENT DESCRIPTION, STATEMENT OF**  
**PUBLIC BENEFIT AND PUBLIC SERVICES REQUIRED**



Please provide a detailed "Event Description" along with your "Statement of Public Benefit" and "Public Services Required" for review.

Please reference the City's Special Event Policy for additional information about this application requirement. Feel free to attach your response to this sheet.

Name of Special Event: FIESTA Hendersonville - Celebrating our Culture, Celebrating our City

**Event Description:**

*FIESTA's* mission is to educate the mainstream public about the many different Latino countries and cultures through the best of art, music, dance and food.

When most people are asked to use one word to describe the Latino culture, they typically say "colorful." That is a common thread that weaves itself through the many Spanish speaking countries of the world. However, what many people perceive as one culture is in fact many. Latino people are proud of their countries which are rich in culture and they are eager to share their customs and traditions with their new friends in Henderson County.

**Statement of Public Benefit:**

*FIESTA* gives Henderson County a unique opportunity to experience the best of Latin American countries in their own backyard! Patrons can journey through over 20 represented countries and experience their people, music, art, food and culture.

Latinos love to passionately tell our stories and share our rich cultures and traditions with people of all ages. And while sharing our stories, it allows us to learn even more about ourselves and how we can best weave ourselves into the communities where we live. What better way to do this than through an event like *FIESTA!*

**Public Services Required:** Security, Electricity, Water, Sanitation



# City of Hendersonville SPECIAL EVENT PERMIT EVENT SITE PLAN



Please provide a detailed "Event Site Plan."

Please reference the City's Special Event Policy - page 5 for additional information about this application requirement.

Feel free to attach your site plan to this sheet.

Name of Special Event: FIESTA Hendersonville - Celebrating our Culture, Celebrating our City

Event Site Plan:





# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Adam Murr

**Department:** Admin

**Date Submitted:** 07/23/2018

**Presenter:** Adam Murr

**Date of Council Meeting to consider this item:** 08/02/2018

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 05d

Budget Amendment(s): 2

- |  |          |          |          |
|--|----------|----------|----------|
| 1) Governor's Hwy Safety Program Grant | Fund 345 | Increase | \$5,000  |
| 2) Hwy280 Project Directional Drilling | Fund 421 | Increase | \$58,640 |

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

Described Above.

## Suggested Motion:

I move to approve the budget amendments as presented.

**Attachments:**

See below.







## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Chief Herbert Blake

**Department:** Police

**Date Submitted:** 07/18/2018

**Presenter:** Chief Herbert Blake

**Date of Council Meeting to consider this item:** 08/02/2018

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05e

A resolution, grant project ordinance, and budget amendment to accept the Governor's Highway Safety Program grant in the amount of \$5,000 for the continuation of the 2018-2019 GHSP BikeSafe grant.

Budget Impact: \$ 0.00 Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

### Suggested Motion:

I move to approve a resolution accepting the Governor's Highway Safety Program grant in the amount of \$5,000 as presented.

**Attachments:**

See below...

# North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the City of Hendersonville Police Department (herein called the "Agency")

(The Applicant Agency)

has completed an application contract for traffic safety funding; and that City of Hendersonville City Council (The Governing Body of the Agency)  
City Council (herein called the "Governing Body") has thoroughly considered the problem

identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE City of Hendersonville City Council IN OPEN  
(Governing Body)

MEETING ASSEMBLED IN THE CITY OF Hendersonville, NORTH CAROLINA,

THIS 2 DAY OF August, 20 18, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Mike Vesely, Lieutenant is authorized to file, on behalf of the Governing  
(Name and Title of Representative)  
Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal  
funding in the amount of \$ 5,000.00 to be made to the Governing Body to assist in defraying  
(Federal Dollar Request)  
the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ 0.00 as  
(Local Cash Appropriation)  
required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other  
appropriate persons to furnish such information, data, documents and reports as required by the contract, if  
approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by \_\_\_\_\_  
(Chairperson/Mayor)

ATTESTED BY \_\_\_\_\_  
(Clerk)

SEAL

DATE \_\_\_\_\_



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

July 17, 2018

Michael Vesely  
CITY OF HENDERSONVILLE POLICE DEPT  
145 FIFTH AVE EAST  
HENDERSONVILLE, NC 28792

Application number: 1000006220  
Ref: 2019 Application Approval

Dear Michael Vesely,

The Governor's Highway Safety Program (GHSP) grant management team has completed its final review of applications for fiscal year 2019, which begins October 1, 2018. Your application was approved to proceed to the next stage of the funding process.

Although your application has been approved, this does not assure funding. Final approval of funds will not be made until late September when your Agreement is finalized. The next step of the funding process is the submission of the Agreement of Conditions, Resolution (if required) and the Pinning of your electronic application via the Grants Management System.

Please feel free to contact your Highway Safety Specialist should you have any questions or concerns in regards to this request. The GHSP appreciates your dedication and contribution to highway safety. Thank you for being part of the North Carolina Highway Safety Plan.

Sincerely,

A handwritten signature in black ink that reads "Mark Ezzell".

Mark Ezzell  
Director



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Admin

**Date Submitted:** 7/24/2018

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 8/2/2018

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 05f

I would request that the City Council endorse the submission of the following legislative goals and objectives to the North Carolina League of Municipalities for consideration in the 2019-2020 legislative advocacy process.

1. Seek legislation to clarify the Machinery Act (local property tax law) to allow developers to utilize the Local Historic Property Tax and Brownfield Property Tax Exclusions simultaneously. As we have seen with the Grey Mill project, revitalization of older industrial buildings are complicated and expensive. By allowing developers to utilize both property tax exclusions may help municipalities to get some of these properties redeveloped. Governing boards will have the ultimate say in which properties are designated as local historic landmarks.
2. Seek legislation/policy changes to require NCDOT to include local utility providers in their bidding process where local governments are require to pay for utility relocation. We have discovered that when NCDOT receives bids for road projects no one is scrutinizing the utility pricing in the bids. We believe that at least some contractors are using the utility relocation items to pad their bids. Therefore, the local utility providers are paying a higher share of the profit for the contractors and increasing our required contribution to the project.

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

## Suggested Motion:

I move that the City Council approve the submission of the aforementioned goals and/or objectives as part of the North Carolina League of Municipalities advocacy process.

**Attachments:**

None



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Jennifer Harrell

**Department:** Admin

**Date Submitted:** 7/19/2018

**Presenter:** Jennifer Harrell

**Date of Council Meeting to consider this item:** 08/02/2018

**Nature of Item:** Council Action

**Summary of Information/Request:**

**Item #** 05g

Staff feels it necessary to add the following section to the Internet Usage Policy.

Section II. Part F(5). It is a violation of this policy for any employee to use or help another use any Private Information for the employee's or another's personal use or any other unapproved or inappropriate purpose.

"Private information" as used here means any private, personal or sensitive information gathered by the City or in the City's custody regarding any individuals, businesses or other entities.

**Budget Impact:** \$ 0.00 Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

**Suggested Motion:**

I move that City Council adopt the Internet Usage Policy as revised.

**Attachments:**

	<b>CITY OF HENDERSONVILLE</b>		
Policy Name:	Internet Usage Policy	Date Adopted by Council :	

**I. Purpose**

It is the policy of the City to provide guidance to employees so that City resources are used efficiently, effectively, honestly, and appropriately. Employee access to computers and network resources imposes certain responsibilities and obligations and is granted subject to relevant City policies and local, North Carolina, and Federal laws.

**II. Employee Responsibilities and Rights**

A. Use of Resources:

1. The term “resources” refers to City-owned devices connected to City-owned network resources and personal devices connected to City-owned wireless resources. City computer, email, network, and wireless resources are provided to employees in order to assist the employee in performing assigned work for the benefit of the citizens of Hendersonville and coworkers.
2. Resources should be used for City business only, with the exception of incidental personal use or an emergency situation.

B. Privacy of all Employees:

1. Employee privacy is preserved by the City to the greatest extent possible. Electronic and other technological methods must not be used to infringe upon privacy.
2. Periodic review by authorized City personnel of all materials sent and received through City resources is permitted.
3. Employees should utilize such systems at their own risk and with awareness that City computer and other technological resources are not to be treated as personal computer and technological resources.

C. Freedom of Expression:

1. The Constitutional right to freedom of speech applies to all employees of the City no matter the medium used. However, City employees are liable and accountable for all expression exhibited during the performance of official City duties, while using City-owned resources, and while connected to City wireless resources.
2. City employees should recognize the difference between freedom of expression as a general member of the public and freedom of expression as a public employee of the City of Hendersonville.
3. Any questions regarding what constitutes permissible freedom of expression should be directed to the Department Head or Human Resources Department.

	<b>CITY OF HENDERSONVILLE</b>		
Policy Name:	Internet Usage Policy	Date Adopted by Council :	

**D. Ownership of Data and Information:**

1. All forms of data stored or transmitted on or with City computer and network resources are the property of the City.

**E. Freedom from Harassment and Common Courtesy:**

1. All employees have the right not to be harassed by other employees while at work, while utilizing City email services, while using City resources, or while connected to City wireless resources.
2. Each employee is responsible to all other City network users. Respecting and valuing the privacy of others, recognizing and respecting the diversity of the workforce and the community population, behaving ethically, and complying with all legal restrictions regarding the usage of information is required.
3. No employee of the City may use City-owned devices or resources of any kind to libel, slander, or harass any member of the public. The following is explicitly prohibited:
  - Intentionally annoying, harassing, terrifying, intimidating, threatening, offending, or bothering another person by conveying obscene language, pictures, or other materials, or by threatening bodily harm to the recipient or the recipient's family.
  - Intentionally contacting another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and where no purpose of legitimate communication exists or the recipient has expressed a desire for the communication to cease.
  - Intentionally invading the privacy of another or threatening the invasion of privacy of another.

**F. Privacy of Information:**

1. Personal information, messages, and records, no matter on what medium they are stored or transmitted, may be subject to access by the City if on City devices, network resources, or on personal devices connected to City wireless resources.
2. While personal record, information and messages made on a City owned device may not be subject to public access, they may be subject to access by the City.
3. No employee should look at, copy, alter, or destroy another individual's personal files without explicit permission from a Department Head or their designee.
4. Employees are reminded that being able to access a file or other information does not automatically imply permission to do so.

	<b>CITY OF HENDERSONVILLE</b>		
Policy Name:	Internet Usage Policy	Date Adopted by Council :	

5. It is a violation of this policy for any employee to use or help another use any Private Information for the employee's or another's personal use or any other unapproved or inappropriate purpose.

"Private information" as used here means any private, personal or sensitive information gathered by the City or in the City's custody regarding any individuals, businesses or other entities.

G. Information Integrity:

1. It is the responsibility of the employee to be aware of the potential for the manipulation of information and the possible effects of manipulation of information as it relates to City business.
2. Employees are encouraged to be thoroughly aware of the ease of which electronically stored information can be changed and are further encouraged to verify the integrity and completeness of information the employee compiles or uses.

H. Responsibility for Assigned Resources:

1. Each employee is responsible for the security, maintenance, and proper care of assigned computer resources and personal workspace.
2. Each employee is responsible, in coordination with the Department Head, for the security and integrity of City information stored on City devices assigned to the employee.
3. Employees should avoid storing passwords or other information that can be used to gain access to other City computing resources.

**III. Email and Other Electronic Communications**

Electronic communication provides a useful way to exchange ideas, share files, and maintain relationships with coworkers and members of the community. Messages sent and received through City network resources, including wirelessly, may be considered property of the City. This includes but is not limited to email and social media sites.

The City's equipment and resources include but are not limited to cellular phones, telephones, tablets, computers and laptops, and network resources, including wireless resources. They should not be used to communicate sensitive or confidential information.

Employees should not have any expectation of privacy with respect to messages or files sent, received, or stored on the City's computer or network resources. Authorized access to employee electronic communications by Department Heads or their designee includes the following:

- A. Access by Information Technology personnel during the course of system maintenance and administration

	<b>CITY OF HENDERSONVILLE</b>		
Policy Name:	Internet Usage Policy	Date Adopted by Council :	

- B. Access approved by the employee, employee’s supervisor, or the City Manager when there is an urgent need to access the employee’s mailbox or other computer files
- C. Access approved by the employee’s supervisor and the City Manager when there is reason to believe the employee is using the communication system in violation of the City’s policy
- D. Access approved by the City Attorney in response to the City’s receipt of a court order or request from law enforcement

**IV. Use of the Internet**

City resources are provided for City employees for City business only with the exception of incidental personal use. All existing City personnel policies apply to employee conduct on the Internet, including those that deal with employee performance, personal conduct, intellectual property protection, privacy, misuse of City resources, sexual harassment, information and data security, and confidentiality.

Employees must conduct themselves honestly and appropriately on the Internet. Employees must also respect copyrights, software licensing rules, property rights, and the prerogatives of others. Unlawful or inappropriate usage may garner negative publicity for the City, expose the City to significant legal liabilities, and may result in disciplinary action up to and including termination for the employee.

**V. Personal Usage While at Work**

City resources may not be used in connection with compensated outside work or for the benefit of individuals or organizations not related to the City of Hendersonville, except in connection with official City activities.

Incidental and short duration personal use of City computer and network resources, including wireless connection, is authorized, provided such use occurs on the employee’s own time and such use is legal, ethical, does not compromise the City’s reputation or the public’s confidence in the City as an organization, and does not compromise the City’s networks and systems.

Any incidental use must not interfere with an employee’s ability to perform their official duties and must not interfere with other users’ access to resources.

**VI. City Websites**

Endorsing or promoting services, entities, or products not sponsored by the City is not allowed on City websites unless the City Manager or their designee authorizes such variance.

	<b>CITY OF HENDERSONVILLE</b>		
<b>Policy Name:</b>	Internet Usage Policy	<b>Date Adopted by Council :</b>	

**VII. Summary**

The items addressed in this policy are common sense items. As holders of confidential information, there comes a level of responsibility to take proper precautions to protect it. The use of the Internet and City-owned resources is a privilege which can and will be revoked when necessary and appropriate. The primary purpose of this policy is to maintain a productive and professional work environment for conducting City business.

Violations of this policy will be addressed in accordance with the City of Hendersonville’s Personnel Policy. The City Manager is authorized to make future revisions to this policy. It is understood that any substantive changes to the policy should only be implemented after first consulting with the City Council.



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Admin

**Date Submitted:** 07.20.18

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 08.02.18

**Nature of Item:** Council Action

**Summary of Information/Request:**

**Item #** 05h

Staff is requesting Council to repeal the fitness standards for certain City personnel. These standards were first adopted in 1997 and may no longer be relevant for today's demands.

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

N/A

**Suggested Motion:**

I move Council adopt a resolution to repeal standards concerning fitness for certain City personnel.

**Attachments:**

Resolution

**A RESOLUTION TO REPEAL STANDARDS CONCERNING FITNESS FOR CERTAIN CITY PERSONNEL**

WHEREAS, the City Council deemed it in the public interest to provide standards pertaining to the physical fitness of police, fire and other emergency personnel to assure the readiness and capability of those providing emergency services, and

WHEREAS, the City Council modified and readopted these standards by resolutions in June 1997 and further, January 1999, and

WHEREAS, the City of Hendersonville City Council desires to repeal those regulations with regards to fitness standards meeting the demands of today.

NOW, THEREFORE, be it resolved by the City Council of the City of Hendersonville:

1. The resolutions concerning fitness standards for Police, Fire and Emergency Personnel be, and are, hereby repealed.
2. This resolution shall be in full force and effect from and after the date of its adoption.

Adopted this second day of August 2018.

\_\_\_\_\_  
Barbara G. Volk, Mayor

Attest:

\_\_\_\_\_  
Tammie K. Drake, MMC, City Clerk

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## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Tom Wooten

**Department:** Public Works

**Date Submitted:** 7/18/2018

**Presenter:** Tom Wooten

**Date of Council Meeting to consider this item:** August 2, 2018

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05i

The Tree Board has approved a change to the criteria used to evaluate and rate a tree that has been nominated as a Heritage Tree. In order to officially start using the new criteria, section 46-125 (b) Heritage Tree Criteria has to be modified. The changes to the ordinance are included for your consideration.

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

### Suggested Motion:

I move to adopt the ordinance approving the addition to section 46-125 (b) of the code of ordinances which will enhance the evaluation criteria for Heritage Tree consideration by the Tree Board.

### Attachments:

Proposed changes to section 46-125 of the code of ordinances related to Heritage Tree selection criteria.

AN ORDINANCE AMENDING SECTION 46-125 OF THE CODE OF ORDINANCES PERTAINING TO HERITAGE TREES

WHEREAS, the Code of Ordinances Section 46-125 provides for the City to evaluate and approve Heritage Trees, and

WHEREAS, there are proposed modifications to the evaluation criteria by the Tree Board to better evaluate trees for consideration, and

WHEREAS, the Tree Board has unanimously voted to approve the proposed modifications to the evaluation criteria, and

NOW, THEREFORE, be it ordained by the City Council of the City of Hendersonville:

Hendersonville City Code Section 46-125 is hereby amended to read in full as follows:

SECTION 1. Sec. 46-125 Heritage Trees (b) Criteria.

(b) Criteria. A tree being considered for heritage tree status shall have at least a 3.0 rating on the Heritage Tree Nominee Scoring Sheet. In addition, a tree shall meet one of the following criteria in order to be designated as a heritage tree:

- (1) It has reached its mature growth as specified in Hortus Second, compiled by L.H. Bailey and Ethel Zoe Bailey, Macmillan Co., N.Y., 1941 and Carolina Landscape Plants, by R. Gordon Halfacre, Spraks Press, Raleigh, NC 1971.
- (2) It is listed as a Champion Big Tree, as designated by the state division of forest resources.
- (3) It has significant historic value to the community.
- (4) It is a rare species, or provides a habitat for rare species of plants, animals or birds.

No such trees shall be trimmed, cut or removed without prior written notice within 30 days to the Director of Public Works.

SECTION 2. SEVERABILITY. If any provision of this ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the remaining provisions of this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this second day of August 2018.

/s/Barbara G. Volk, Mayor

Attest: /s/Tammie K. Drake, City Clerk

Approved as to Form: /s/Samuel H. Fritschner, City Attorney



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Rhonda Wiggins

**Department:** Utilities

**Date Submitted:** 6/29/2018

**Presenter:** Lee Smith

**Date of Council Meeting to consider this item:** August 2, 2018

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 05j

Water Extension Request

Mills River Crossing

This project requires an extension of the City of Hendersonville's water system to provide service to a proposed 107 lot single family subdivision and two commercial properties located near the intersection of Boylston Hwy and Turnpike Rd.

Water service will be provided by approximately 9,497 lf of 6" / 4,231 lf of 8" / 170 lf of 12"  
These properties will be served by individual septic.

This project is within the Zoning and Planning Jurisdiction of the Town of Mills River and has received approval dated June 15, 2018

Based on the above information, the Water and Sewer Department has the capacity to support this additional infrastructure and associated connections and hereby recommends approval of said project contingent upon final approval of construction plans and specifications by the Water and Sewer Department.

**Budget Impact:** \$ 0.00 Is this expenditure approved in the current fiscal year budget? <sup>N/A</sup> If no, describe how it will be funded.

This project will be funded by the developer, Airo Way, LLC of Asheville NC.

**Suggested Motion:**

"I move to accept this extension of utility services to this project"

**Attachments:**



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Lee Smith

**Department:** Utilities

**Date Submitted:** 7/24/2018

**Presenter:** Lee Smith

**Date of Council Meeting to consider this item:** 8/2/2018

**Nature of Item:** Council Action

### Summary of Information/Request:

**Item #** 05k

Staff has been reviewing the schedule of rates and fees and has determined that some of the fees for water service needed to be expanded based on the changes we've made in our construction standard specifications. More specifically, we are now requiring developer/owner's to include the installation of meter boxes whenever water services are installed while in the past we only required that the service line be stubbed up at the property. Due to this change, we now need a fee to cover our costs for installing a meter and MXU in existing meter boxes, which is less cost because we are not installing the meter box on these types of services.

During your July 2018 meeting, City Council approved a new cross-connection and backflow prevention ordinance, as recommended by staff. A section of this new ordinance, Section 52-515. Penalties (attached), includes a description of penalties for non-compliance with this ordinance and refers to those penalties in the City's schedule of rates and fees currently in force. The penalty amounts recommended by staff for each penalty described in Section 52-515 can be found on the attached amended schedule of rates and fees. Please keep in mind, these penalties would only be enforce on those applicable customers that would be in non-compliance with the City's Code of Ordinances, specifically, Article VIII, Section 52-500 - Cross-Connection and Backflow Prevention.

Staff respectfully requests City Council's consideration and approval of these recommended additions and changes found on the attached schedule of rates and fees. We standby to answer any questions that City Council may have for staff.

**Budget Impact:** \$ \_\_\_\_\_ Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to approve the amended water and sewer schedule of rates and fees, as recommended and presented by staff.

OR,

I move to approve the amended water and sewer schedule of rates and fees, as recommended and presented by staff along with those changes recommended by City Council.

### Attachments:

Amended Schedule of Rates and Fees

Excerpt from Cross-Connection and Backflow Prevention Ordinance (Section 52-515)

**CITY OF HENDERSONVILLE FEE SCHEDULE**  
**PROPOSED BY BUDGET ORDINANCE FOR FISCAL YEAR 2018 - 2019**

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE	Current Year
<b>WATER AND SEWER</b>		
Water Rate Schedule		
<b>Deposits</b>		
Water & Sewer Service Deposit <sup>1</sup>	\$100.00	
<i>Inside City Limits</i>		
<b>Base Charge by Meter Size</b>		
3/4"	\$5.68	
1"	\$6.73	
1 <sup>1/2</sup> "	\$9.34	
2"	\$12.47	
3"	\$19.80	
4"	\$30.26	
6"	\$56.40	
8"	\$87.77	
<b>Volumetric Charges</b>		
<b>Residential</b>		
0 to 6,000 gallons	\$2.85 per 1000 gallons	
6,000 to 14,000 gallons	\$3.14 per 1000 gallons	
14,000 gallons and greater	\$3.56 per 1000 gallons	
<b>Commercial/Industrial</b>		
0 to 40,000 gallons	\$2.85 per 1000 gallons	
40,000 to 200,000 gallons	\$2.35 per 1000 gallons	
200,000 gallons and greater	\$2.22 per 1000 gallons	
<b>Irrigation</b>		
0 to 40,000 gallons	\$3.56 per 1000 gallons	
40,000 gallons and greater	\$3.56 per 1000 gallons	
<i>Outside City Limits</i>		
<b>Base Charge by Meter Size</b>		
3/4"	\$8.52	
1"	\$10.09	
1 <sup>1/2</sup> "	\$14.00	
2"	\$18.71	
3"	\$29.70	
4"	\$45.39	
6"	\$84.59	
8"	\$131.66	
<b>Volumetric Charges</b>		
<b>Residential</b>		
0 to 6,000 gallons	\$4.28 per 1000 gallons	
6,000 to 14,000 gallons	\$4.70 per 1000 gallons	
14,000 gallons and greater	\$5.34 per 1000 gallons	
<b>Commercial/Industrial</b>		
0 to 40,000 gallons	\$4.28 per 1000 gallons	
40,000 to 200,000 gallons	\$3.52 per 1000 gallons	
200,000 gallons and greater	\$3.33 per 1000 gallons	
<b>Irrigation</b>		
0 to 40,000 gallons	\$5.34 per 1000 gallons	
40,000 gallons and greater	\$5.34 per 1000 gallons	
<i>Wholesale</i>		
<b>Base Charge by Meter Size</b>		
3/4"	\$8.52	
1"	\$10.09	
1 <sup>1/2</sup> "	\$14.00	
2"	\$18.71	
3"	\$29.70	
4"	\$45.39	
6"	\$84.59	
8"	\$131.66	
<b>Volumetric Charges</b>		
All Usage	\$2.85 per 1000 gallons	
<i>Other Customers</i>		
<b>Public Schools</b>		
Base Charge per Account	\$5.68 per month	
All Usage	\$2.85 per 1000 gallons	
<b>Taps &amp; Connections</b>		
Water Main Tap and Service, 3/4"	\$1,000.00	
Water Main Tap and Service, 1"	\$1,400.00	
Water Main Tap and Service > 1"	Cost plus 10%	

**CITY OF HENDERSONVILLE FEE SCHEDULE**  
**PROPOSED BY BUDGET ORDINANCE FOR FISCAL YEAR 2018 - 2019**

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE	Current Year
<b>WATER AND SEWER</b>		
<i>Water Fee Schedule</i>		
Water Service - Stub Out, 3/4" (install meter box and meter)	\$600.00	\$600.00
Water Service - Stub Out, 1" (install meter box and meter)	\$650.00	\$600.00
Water Service - Stub Out, >1" (install meter box/multi-box/vault and meter)	Cost plus 10%	\$0.00
Water Service - Drop Meter, 3/4" (install meter only)	\$300.00	\$600.00
Water Service - Drop Meter, 1" (install meter only)	\$350.00	\$600.00
Water Service - Drop Meter, >1" (install meter only)	Cost plus 10%	\$0.00
Irrigation Tee, 3/4" (install meter box and meter)	\$600.00	\$600.00
Irrigation Tee, 1" (install meter box and meter)	\$650.00	\$600.00
<b>Meters</b>		
Turn On/Off/Set Meter During Business Hours	\$40.00	
Turn On/Off/Set Meter After Business Hours	\$100.00	
Meter Tampering Fee	\$250.00	
Test Meter, at customer's request (<1-in.); if meter faulty - No Charge	\$45.00	
Test Meter, at customer's request (>1-in.); if meter faulty - No Charge	Cost plus 10%	
<b>Engineering Review Fees</b>		
Line Extensions	\$300.00	
Pump Stations	\$75.00	
Storage Tanks	\$75.00	
<b>Environmental Services - Backflow Prevention Violations - Penalties</b>		
Failure to Install Backflow Assembly, 1st Notice	\$400.00	\$0.00
Failure to Install Backflow Assembly, 2nd Notice	\$500.00	\$0.00
Failure to Test Backflow Assembly Annually	\$100.00	\$0.00
Failure to Replace/Repair Backflow Assembly	\$500.00	\$0.00
Falsifying Records Regarding the Testing of Backflow Assemblies	\$500.00	\$0.00
<b>Miscellaneous Fees</b>		
Assist with Hydrant Flow/Pressure Testing Conducted by Others	\$50.00	
Chemical Analysis of Water	Cost plus 10%	
Drill for Main Tap, Cost/Inch of Diameter	\$150.00	
Hydrant Installation	Cost plus 10%	
Assist with Hydrant Flow/Pressure Testing Conducted by Others	\$50.00	\$0.00
Illegal Use of Hydrant/Tampering Fee	\$500 + Damages	
Premise Visit	\$40.00	
Reconnection of Service at Main	Cost plus 10%	
Replace Removed Meter due to additional usage after non-payment cut-off		
During Business Hours	\$75.00	
After Business Hours	\$100.00	
<b>Water Conservation Incentives Program Rebate Schedule</b>		
Clothes Washer (\$75 min; \$150 max) - Limit one per account	15% of purchase price	
High-Efficiency Toilet (\$25 min; \$100 max) - Limit 2 per residential account	15% of purchase price	
Customer-Side Shut-Off Valve - Limit one per account	\$75.00	
Weather-Based Irrigation System Controller - Limit one per account	**50% of purchase price or \$200, whichever is less	
<i>Limited number of rebates offered annually.</i>		
<b>WATER AND SEWER</b>		
<i>Sewer Rate Schedule</i>		
<i>Inside City Limits</i>		
<b>Base Charge by Meter Size</b>		
3/4"	\$7.21	
1"	\$8.66	
1 1/2"	\$12.25	
2"	\$16.56	
3"	\$26.65	
4"	\$41.06	
6"	\$77.04	
8"	\$120.24	
<b>Volumetric Charges</b>		
All Usage	\$5.05 per 1000 gallons	
<i>Outside City Limits</i>		
<b>Base Charge by Meter Size</b>		
3/4"	\$10.82	
1"	\$12.99	
1 1/2"	\$18.37	
2"	\$24.84	
3"	\$39.97	
4"	\$61.58	
6"	\$115.56	
8"	\$180.35	
<b>Volumetric Charges</b>		
All Usage	\$7.58 per 1000 gallons	

**CITY OF HENDERSONVILLE FEE SCHEDULE  
PROPOSED BY BUDGET ORDINANCE FOR FISCAL YEAR 2018 - 2019**

*PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK*

DESCRIPTION	COST/CHARGE/FEE
<b>WATER AND SEWER</b>	
<i>Wholesale</i>	
<b>Base Charge by Meter Size</b>	
3/4"	\$10.82
1"	\$12.99
1 1/2"	\$18.37
2"	\$24.84
3"	\$39.97
4"	\$61.58
6"	\$115.56
8"	\$180.35
<b>Volumetric Charges</b>	
All Usage	\$7.58 per 1000 gallons
<i>Other Customers</i>	
<b>Public Schools</b>	
Base Charge per Account	\$7.21
All Usage	\$5.05 per 1000 gallons
<b>Internal Sewer</b>	
Base Charge per Account	See Wholesale Charges
All Usage	\$7.58 per 1000 gallons
<b>Henderson County Sewer</b>	
Base Charge per Account	See Wholesale Charges
All Usage	\$7.58 per 1000 gallons
<i>Note: These sewer rates are not applicable to the Cane Creek Sanitary Sewer District</i>	
<b>Taps and Connections</b>	
Sewer Taps, 4" gravity sewer tap	\$1,500.00
Fee per 6" gravity sewer tap	\$1,800.00
Fee per 8" gravity sewer tap	\$2,000.00
<b>Surcharges</b>	
BOD (biochemical oxygen demand), per lb. in excess of 250-mg/l	\$0.25
TSR (total suspended residue), per lb. in excess of 250-mg/l	\$0.15
Ammonia nitrogen, per lb. in excess of 30-mg/l	\$1.50
<b>Engineering Review Fees</b>	
Line Extensions	\$300.00
Pump Stations	\$75.00
<b>Miscellaneous Fees</b>	
Concrete Core Drill (manhole), Cost/Inch of Diameter	\$150.00
Drill for Main Tap, Cost/Inch of Diameter	\$100.00
Food Services Sewer Connection Application Fee	\$75.00
Nondischarge Permit Fee	\$300.00
Premise Visit	\$40.00
Pretreatment Program	Cost of Program Per SIU
Septic Tank Waste Disposal, per 1000-gallons	\$60.00
Septic Tank Waste Disposal Permit	\$75.00
<i>Equipment Usage (hourly rates)</i>	
Rubber-Tired Backhoe, Small	\$33.00
Rubber-Tired Backhoe, Large	\$38.00
Mini-Excavator, 8,000-lb	\$18.00
Mini-Excavator, 12,000-lb	\$39.00
Excavator, 30,000-lb	\$65.00
Vac Truck	\$75.00
Dump Truck (single-axle), Small	\$20.00
Dump Truck (single-axle), Large	\$35.00
Dump Truck (dual axle)	\$55.00
Dump Truck (triale)	\$65.00
Pick-Up Truck	\$14.00
Harben	\$25.00
Camera Truck	\$75.00
Air Compressor	\$20.00
Air Hammer/Pusher	\$0.65
Soil Tamp	\$20.00

Current Year

(b) Service of water to any customer shall be discontinued by the director, or authorized representative, if an acceptable backflow prevention assembly required by this local law is not installed, tested, and maintained; if any defects are found in an installed assembly, and not corrected within the time as set forth; if it is found that backflow prevention assembly has been removed or bypassed, and unprotected cross-connections exist on the premises; then said water service shall not be restored until such conditions or defects are corrected.

**Sec. 52-515. Penalties.**

The following penalties shall be applicable for a violation of this local law (see city's schedule of rates and fees currently in force for the penalty amounts):

- (a) Failure to install the appropriate backflow prevention assembly within a prescribed time frame after first notice.
- (b) Failure to install the appropriate backflow prevention assembly within the prescribed time frames after second notice.
- (c) Failure to install the appropriate backflow prevention assembly within the prescribed time frames after third notice - termination of service.
- (d) Failure to at least annually test the backflow prevention assembly - specified penalty and/or termination of water service.
- (e) Failure to replace or repair a backflow prevention assembly as required - specified penalty and/or termination of water service.
- (f) Falsifying records that are required to be submitted by this article - specified penalty per violation. If a certified backflow prevention assembly technician submits falsified records to the city, the city shall reserve the right to permanently revoke that certified backflow prevention assembly technician's right to test BPAs within the city's public water system.

The city may increase any civil penalty assessed by fifty percent of the maximum civil penalty associated with the violation for a second violation of the same provision within a two-year period. The city may increase any civil penalty by doubling the amount of the penalty for a third violation of the same provision within a two-year period. Water service may be terminated after a third violation of the same provision within a two-year period.

Any person violating any provision of this article shall pay to the city all expenses incurred by the city in repairing any damage to the public water system caused in whole or in part by such violation and any expense incurred by the city in investigating such violation plus 10%. All such expenses are deemed to be a part of the civil penalty assessed with the violation

**Sec. 52-516. Partial invalidity.**

If any section or article of this local law shall be held unconstitutional, invalid or ineffective, in whole or in part, such determination shall not be deemed to affect, impair or invalidate the remainder thereof.

**Sec. 52-517. Conflict.**

All other local laws and parts of other local laws inconsistent or conflicting with any part of this local law are hereby repealed to the extent of such inconsistency or conflict.

Secs. 52-518 – 52-530. Reserved.



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Administration

**Date Submitted:** 7/13/2018

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 8/2/18

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 06

For the April through June quarter, the Service Excellence Design Team selected those listed below as the quarterly MVPs.

Keith Fogo, Engineering, took the initiative to solve a problem that a property owner was having with stormwater runoff. The issue was the result of runoff along a NCDOT road near an area of sidewalk construction in 2011. Keith worked with Timmy Hensley, Public Works, and crew to coordinate the work, check in on multiple occasions with the property owner and made sure it was completed correctly. Ruth Whitmire, Administrator for the Montessori School, wrote a letter praising the efforts and the courtesy of all the workers.

Following vandalizing of the Berkeley Park dugouts with spray paint, Deon Mendosa, Public Works, was asked to paint over it. Seeing that the fix did not look good, he took it upon himself to paint the entire dugouts, inside and out. An excellent example of a worker taking pride in his work and going the extra mile.

While performing hydrant maintenance, Lt Thomas Kleppe, Engineer Terry Martin and Firefighter Tillotson recognized a local homeless person they previously interacted with on a medical call, crossing the road and looking distressed while walking. It had been raining for days and the individual was limping badly due to wet shoes. Lt Kleppe bought him lunch and sat with him while he ate his meal, while Eng. Martin and FF Tillotson, after they completed their task, purchase dry socks and food for the individual. The man was very grateful and overwhelmed by the generosity. It was an excellent opportunity to provide the gentleman with information on the local shelter and clinics.

At the request of the City Manager, also attached is the complete list of MVP nominations that were submitted. You will see from these nominations how difficult it is to choose the "Quarterly MVPs." Many of our employees consistently go above and beyond.

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

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

NA

**Attachments:**

None

## APRIL – JUNE MVPs 2018

I would like to be on record as complimenting “Allen” for providing me with personal assistance at a filling station yesterday. He definitely was aware of what was going on around him and voluntarily step over to assist me. (This came as an e-mail thru Customer Service Fred Lasswell.) **Allen Black**

"LT. Christian Miller went out of his way to install a new dishwasher at Station 2. (Lt. Miller is assigned to Station 1) Lt. Miller saved the City money by not having to hire a plumber to install this new unit. And freed up our maintenance crews to work on other projects." Lt. Miller frequently completes projects like these utilizing his personal tools, and skills not associated with being a firefighter. **Christian Miller**

Deon took it upon himself to paint the entire dugouts at Berkeley Park after the inside had been vandalized with spray print. The dugouts look great inside and outside. It was nice seeing someone take pride in his work and go the extra mile. **Deon Mendosa**

James Miller, Jared Morgan, Chris Hearn and Tanner McCrain assisted the Council on Aging and Southern Appalachian Brewery with a fundraising event. Despite being extremely busy these individuals were able to assist with filling a dunk tank that was being used to raise funds to help our aging population. They could have easily told the sponsors that they did not have time to assist, but in true Team Hendersonville fashion found a way to assist this partner agency. **James Miller, Jared Morgan, Chris Hearn and Tanner**

Retired Chief Hendrix wife fell and broke her hip a few weeks ago; this in return has Mrs. Hendrix in a hospital bed. These individuals removed her residential bed from her nursing home room and delivered it back to her home and re-assembled it for her. Tony Bentley, James Womack, Michael Pearson, Bryan Dunne, Chris Hearn

Over the past year, I donated several benches and plaques to Berkeley Mills Park and the greenway. Kevin did a great job riding me around to pick locations, Larry got all the plaques handled and Lu Ann facilitated organized everything. Great job. **Kevin Rhodes, Larry Reeves, Lu Ann Welter** (Phone call from city resident, Dan Barber.)

On Wed. May 16th with both Spartanburg Hwy and Greenville Hwy impassable and very heavy traffic on the south end of town, Kyle and Adam recognized the need for additional traffic control at Main and Caswell and stopped their service truck, got out and helped secure the intersection and direct traffic until Public Works could arrive. They weren't asked, just saw a need and stopped to help what was a very difficult traffic jam. **Adam Rice, Kyle Kirchner**

LuAnn took to the initiative to organize and facilitate the City of Hendersonville Academy. This new program provide representatives from multiple departments to learn more about what goes into managing the City of Hendersonville. It further helped to break down silos among departments. The program received very high review by the participants. The program is just another successful program put together by LuAnn. **Lu Ann Welter**

Michael assisted the Britton Creek Homeowners Association with a stream bank maintenance issue. He provided guidance and labor to assist the Association. Please see the attached letter from the Association President. **Mike Huffman**

Last Sunday, FF Tillotson & Engineer Martin recognized a local homeless person we had recently taken care of on a medical call. They realized he had been in the rain for several days and was limping badly due to wearing wet shoes for days. They decided to buy the man a pack of socks as well foods and items he needed. The man was

very grateful. It was an excellent opportunity to find the gentleman the help he needed as well (clinic & shelter).(This occurred on 4 Seasons servicing hydrants.) **Victoria Tillotson, Terry Martin**

While performing hydrant maintenance, Lt. Kleppe notice a homeless individual we had previously met. It had been raining for days and Lt. Kleppe took the initiative and went to the man and bought him lunch. He paid for the man's meal and sat with him for a while. **Thomas Kleppe**

On Wed. May 16th, Lt Dale Patton and Officer Michele Hoyle were working the flooded intersection of Spartanburg Hwy and Greenville Hwy. Not only were they helping with directing traffic but they went WAY above the call of duty by wading out in waist deep water to secure barricades, assist PW with setting up barricades, and even pushing stranded vehicles out of the flooded intersection. They were repeatedly in and out of the water for hours and had an upbeat and positive attitude the whole time. **Michele Hoyle, Dale Patton**

There was an issue with her neighbor's garbage and the gentlemen on the truck were so professional, courteous, nice and sweet to her. She feels like they went above and beyond their normal jobs. She just wanted to say Thank you. (From citizen Lois Clouse) **Chris Merbitz, Tony Schaeffer Miguel Hernandez**

Travis took the initiative to develop an interactive map for the water and sewer CIP projects. This map provides timely and up to date information to water and sewer stakeholders. It was very well received by the Water and Sewer Advisory Council and clearly shows our local government and private sector partners the level of professionalism within the City of Hendersonville Team. Another job well done by Travis Penland. **Travis Penland**

Just want express my appreciation to the crew of fellows who repaired the main failure. Absolute miserable weather conditions, and they worked through this to fix the problem. I wish I had their names to give an atta boy to them personally. You guys ROCK! If that wasn't enough the cleanup crew arrived, and turned a muddy disaster back to a usable road. (Citizen e-mail). **Troy Cornett, Paul Williams, Kyle Kirchner, Robert Taylor, Kyle Trammel**

Pushed a car out of the road on MLK for an older lady. **Will Devine, Chris Allen**

#### **JANUARY – MARCH MVPs 2018**

They cleaned up trash that was on the bank and roadside at the corner of Old Chimney Rock Rd and Sugarloaf Rd. **Chris Allen, Chris Merbitz, Allen Cliff, Miguel Hernandez, Chris McClure, Tim King**

The Boys and Girls Club could not start their three buses due to the cold temperatures. The Club reached out to the City for help so Larry Mundy asked Jesse Anders to go over to the club and help get their buses started. Jesse had to quick charge the batteries on all three buses for a while in order to get the three buses running. **Larry Mundy & Jesse Anders**

Mike organized a rain garden event at Bruce Drysdale Elementary. He met with Henderson County Public School officials to site the rain garden and get their permission, worked with a local girl scout to design the rain garden as part of her final project, arranged a portion of the construction with the Water/Sewer Department and coordinated a rain garden certification course with NC State staff, who came to Hendersonville to teach the course to local residents. It was an incredible success and a true community project. Mike should be commended for his initiative and teamwork for putting it all together. **Mike Huffman**

Paul, Austin, Clay, and Jonathan all helped to make the Rain Garden Project at Bruce Drysdale a huge success. Clay, Austin, and Jonathan excavated the site and Paul lent me a truck to use for the weekend to haul materials. I would not have been able to complete this project without their help. **Paul Williams, Austin Williams, Clay Blackwell, Jonathan Owen**

**Susan Frady** (see below)

Joe Sanders  
206 Ewarts Hill Rd.  
Hendersonville, NC 28739  
828.243.6732

Flooding behind the Duncraggen Condominiums is a concern. There have been numerous occasions when Susan has exemplified the spirit and professionalism of the Staff of the City of Hendersonville. On or about July 8, 2017 Hendersonville experienced an unusually heavy rain. I witnessed Susan checking on the level of flooding behind the Duncraggen condominiums. When I spoke with Susan she offered that she was concerned about the stream flooding the condos and causing damage to the units and was prepared to knock on doors to notify residents of the danger. But it was not this isolated case that raised my awareness of Susan's dedication. There were other heavy rains during the year that brought the stream level up to a dangerous level and Susan was there checking. After several of these events the bank eroded and the stream was getting dangerously close to the deck structures and condominium foundations. During the process of applying for permits to restore the stream bank Susan recognized that this project could be classified as a continuation of a project in 2011 where a different section of the stream bank had been rebuilt. While remaining within the requirements of the Army Corps of Engineers and the North Carolina Department of Environmental Quality Susan's advice and professionalism saved the residents of Duncraggen critical time, money, and quite possibly damage to deck structures and homes.

Sarah went above and beyond by creating new customer service packets. These packets contain valuable information regarding the water, trash, and sewer service as well as maps and things to do in Henderson County. Sarah took the initiative to do this project on her own because she thought it would be providing excellent customer service and I agree customers as well as the welcome center and Realtors have really appreciated the effort. **Sarah Wykle**

Over the MLK Weekend residents on Patton Street were faced with a significant water issue that resulted in the loss of water to their residence. This residence is occupied by disabled individuals. Even though it was a holiday weekend, Robert, Caleb, Richard and Tim worked most of the day and until 10:00 pm to fix the problem for these residents. They also made sure that the residents were informed of their progress and ensured everyone had water before they left that night. **Robert Taylor, Richard Ledford, Tim Laughter, Caleb Smathers (citizen phone call)**

Keith took the initiative to solve a problem that a property owner was having with stormwater runoff effecting his property. The issue was the result of runoff along a NCDOT road near an area of sidewalk construction in 2011. It would have been easy to direct the owner elsewhere, but Keith suggested getting Public Works involved (they were also critical in this effort), coordinated the work, checked in on multiple occasions with the property owner and made sure it was completed correctly. See the attached letter of appreciation that the property owner sent to the City Manager. This was a great example of going above and beyond. **Keith Fogo & Timmy Hensley**

Montessori Country Day  
1521 Haywood Road  
Hendersonville, NC 28791

January 8, 2018

Mr. John Connet  
City Manager  
145 Fifth Avenue East  
Hendersonville, NC 28792

Dear Mr. Connet,

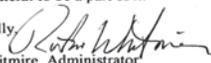
I am writing to express our appreciation for the fine service the Engineering Department provides.

Our Montessori school on Haywood Rd. experienced a severe erosion of Britain Creek's bank which created an unstable area under our parking lot. We were concerned for the safety of parents and children. In September 2017 I contacted the State Division of Water Resources, The Army Corps of Engineers, Henderson County Soil and Water, as well as our city Engineering Department.

I sent pictures of the issue to Mr. Brent Detwiler, PE. I subsequently received a phone call from Mr. Keith Fogo letting me know he was investigating the matter. Two weeks later Mr. Fogo called to tell me they would be repairing a sidewalk issue which was the cause of the problem as well as repairing the eroded creek and performing drainage corrections. He asked when the best time would be for the work to be performed. We agreed on the Thanksgiving holiday as the school would be closed Wednesday through Sunday. With limited numbers of personnel (due to the holiday) the sidewalk was torn out and replaced and the entire job was wrapped up on Monday. Crews were friendly and cooperative.

I have had some experience dealing with other municipalities on commercial property concerns and I can honestly say that Hendersonville goes above and beyond what one would normally expect. Staff are friendly, cooperative, and genuinely want to help. These traits go a long ways towards making Hendersonville the great city it is. We are grateful to be a part of it.

Respectfully,

  
Rufus Whitmire, Administrator

Cc:  
Mr. Brent Detwiler, PE  
Mr. Keith Fogo  
Maggie Whitmire, Director



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Admin

**Date Submitted:** 07.25.18

**Presenter:** Kathryn McMahon

**Date of Council Meeting to consider this item:** 08.02.18

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item #** 06b

Kathryn McMahon, Director of Community Engagement, Tryon International Equestrian Center, has asked to make a presentation to the City Council.

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

N/A

**Suggested Motion:**

N/A

Attachments:



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 7-13-18

**Presenter:** Dylan Powell, Intern

**Date of Council Meeting to consider this item:** 8-2-18

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 07

The City has initiated the rezoning of properties between East Pace Street and Martin Luther King, Jr. Boulevard. The City is requesting to rezone the 65 parcels, found on Page 10 "Exhibit A", from R-6, High-Density Residential and I-1, Industrial to CMU, Central Mixed Use. The area is located off of Martin Luther King, Jr. Boulevard and Ashe Street and is approximately 16.5 acres.

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

## Suggested Motion:

Suggested motions are shown on Page 7

## Attachments:

Memo  
Maps  
Ordinanxe

## MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Development Assistance Department  
**RE:** Ashe/East Pace/Cherry Street Rezoning  
**FILE #:** P18-16-Z  
**DATE:** August 2, 2018

### PROJECT HISTORY

The City has initiated the rezoning of properties between East Pace Street and Martin Luther King, Jr. Boulevard. The City is requesting to rezone the 65 parcels, found on page 9, from R-6, High-Density Residential and I-1, Industrial to CMU, Central Mixed Use. The area is located off of Martin Luther King, Jr. Boulevard and Ashe Street and is approximately 16.5 acres.

### COMPREHENSIVE PLAN CONSISTENCY

According to N.C.G.S. 160A-383, zoning map amendments shall be made in accordance with a comprehensive plan. As shown on the map on page 12, the 2030 Comprehensive Plan's Future Land Use Map designates most of the subject area as Downtown Support.

The Downtown Support future land use category is to support the Downtown retail core and create a transition between Downtown Core and adjacent residential neighborhoods. The primary and secondary recommended land uses for the Downtown Support future land use category are as follows:

#### Primary

- Offices
- Single-family attached and multi-family residential
- Live-work units
- Public and institutional uses
- Arts and entertainment

establishments

- Structured or underground parking

#### Secondary

- Retail
- Parks and plazas

The development guidelines for the Downtown Support land use category are as follows:

- Minimal front setback
- Rear or limited side parking only

- Façade articulation
- Traffic calming
- Ground-floor storefronts and/or architectural detailing on parking structures

### **PROPOSED ZONING CLASSIFICATION**

The subject area is proposed to be rezoned to CMU, Central Mixed Use Zoning District, which is designed primarily to facilitate the coordination of future developments, stressing sensitivity to urban design, pedestrian environment, urban open spaces, and streetscapes.

### **SURROUNDING LAND USE & ZONING CLASSIFICATION**

Of the 65 lots in the subject area, 27 are rental properties, 16 are vacant lots, 10 are owner-occupied residences, 10 are city-owned parcels, and 2 are non-residential uses. The parcels to the north and west are zoned C-2, Secondary Business and have commercial uses on them. The very northeastern corner of the area is zoned C-3, Highway Business and has an automotive repair shop. The property to the east is zoned I-1, Industrial and contains a concrete plant. The property to the south, across Martin Luther King, Jr. Boulevard, is zoned R-6, High-Density Residential and is occupied by the Hendersonville Housing Authority. An existing land use map is located on page 9 and an existing zoning map is located on page 10.

### **ANALYSIS**

As is shown on the enclosed map, these parcels are currently zoned R-6, High-Density Residential. This zoning classification is for areas in which the principal use of land is for high-density residential development. The permitted and conditional uses for the R-6, High-Density Residential District are listed below:

#### **R-6, High-Density Residential**

##### **Permitted Uses:**

Accessory dwelling units  
Accessory structures  
Adult care homes  
Camps  
Child care homes  
Home occupations  
Neighborhood community centers  
Parks  
Planned residential developments

Religious institutions  
Residential dwellings, single-family  
Residential dwellings, two-family  
Signs  
Telecommunications antennas

**Conditional Uses:**

Bed and breakfast facilities  
Public utility facilities

Residential care facilities  
Schools, primary and secondary

The CMU Central Mixed Use Zoning District is intended to strengthen the Central Business District and its perimeter by encouraging and permitting the coordinated development of dwellings, retail, professional and financial trades, institutional, governmental and other public facilities. This classification is designed to facilitate the coordination of future developments, stressing sensitivity to urban design, pedestrian environment, urban open spaces and streetscapes. The permitted and conditional uses for the CMU, Central Mixed Use District are listed below:

**CMU, Central Mixed Use District**

**Permitted Uses:**

Accessory dwelling units  
Accessory uses & structures  
Adult care homes  
Animal hospitals  
Automobile car washes  
Banks & other financial institutions  
Bed & breakfast facilities  
Business services  
Child care homes  
Congregate care facilities  
Construction trades facilities  
Convenience stores (with or without gasoline sales)  
Cultural arts buildings  
Dance & fitness facilities  
Dry cleaning & laundry establishments  
Funeral homes  
Garage Apartments  
Home occupations  
Hotels & motels  
Laundries, coin-operated  
Microbreweries  
Music & art studios  
Newspapers & printing companies  
Nursing homes  
Offices, business, professional & public  
Parking lots & parking garages

Parks  
Personal services  
Planned residential developments  
Progressive care facilities  
Public & semi-public buildings  
Recreational facilities, indoors  
Religious institutions  
Repair services, miscellaneous  
Residential dwellings, single-family  
Residential dwellings, multi-family  
Residential dwellings, two-family  
Rest homes  
Restaurants  
Retail stores  
Schools, post-secondary, business, technical & vocational  
Schools, elementary & secondary  
Signs  
Telecommunication antennas  
Theaters, indoors

**Conditional Uses:**

Child care centers  
Civic clubs & fraternal organizations  
Private clubs  
Public utility facilities  
Vehicle repair & service, with outdoor operations

Per subsection 5-19-3 of the City's Zoning Ordinance, the CMU, Central Mixed Use Zoning District has Streetscape Design guidelines regulating street walls, structured

parking facilities, screening, street trees, reflective surfaces, and urban open spaces. These guidelines result in commercial development that is aesthetically pleasing and pedestrian friendly. The Streetscape Design guidelines are meant only for commercial and larger residential development. Single and two-family residences are exempt from these guidelines (5-19-3.3(g)).

## **ZONING ORDINANCE GUIDELINES**

Per Section 11-4 of the City's Zoning Ordinance, the following factors shall be considered prior to adopting or disapproving an amendment to the City's Official Zoning Map:

1. Comprehensive Plan consistency. Consistency with the Comprehensive Plan and amendments thereto.

The subject area has been identified as a Downtown Support area in the 2030 Hendersonville Comprehensive Plan. The CMU, Central Mixed Use Zoning District is intended to strengthen the Central Business District and its perimeter. Applying the CMU, Central Mixed Use Zoning to this area would bring the area into compliance with the Comprehensive Plan.

2. Compatibility with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject property.

The area is situated between the I-1, Industrial zone to the east, the R-6, High-Density Residential zone to the south, and C-2, Secondary Business zone to the north and west.

The CMU, Central Mixed Use zone is designed to promote cohesiveness between commercial and residential uses, which will promote compatibility between the two zones.

3. Changed conditions. Whether and the extent to which there are changed conditions, trends or facts that require an amendment.

The City's proposed police station will be located on the Ashe/East Pace/Jonas Street block.

4. Public interest. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern that benefits the surrounding neighborhood, is in the public interest and promotes public health, safety and general welfare.

As stated in relation to subsection 11-4a, the proposed amendment adheres to the development goals of the 2030 Hendersonville Comprehensive Plan.

Rezoning the area to the CMU, Central Mixed Use Zoning will allow for the excess of vacant lots in the area to be cleaned up and developed, likely resulting in higher property values and improved aesthetics.

5. Public facilities. Whether and the extent to which adequate public facilities and services such as water supply, wastewater treatment, fire and police protection and transportation are available to support the proposed amendment.

The subject area is adequately serviced by public facilities and services.

6. Effect on natural environment. Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment including but not limited to water, air, noise, storm water management, streams, vegetation, wetlands, and wildlife.

The proposed amendment would not pose an adverse effect on the natural environment of the area.

### **NEIGHBORHOOD MEETING**

On Thursday, June 14<sup>th</sup>, a Neighborhood Meeting was held at the Agape Christian Fellowship to gather input on the proposed rezoning. Approximately 70 citizens and City Staff members were in attendance. The proposal was received with an overall positive response. There were two issues brought up by the public about the proposed rezoning. Those issues were:

- The City purchasing/seizing property
- Higher tax values driving people from their homes

The City has purchased all but one of the lots recommended to build the Police Station. There are no plans to purchase any other lots at this time. Department Staff reached out to the Henderson County Tax Assessor's Office and discussed the potential tax valuation of properties zoned R-6 versus CMU. The Tax Assessor noted that while it is unlikely to know the exact values now, it is possible that the property taxes will not rise until newer development arrives.

### **PLANNING BOARD**

The Planning Board reviewed this matter at its regular meeting on July 9, 2018. The Planning Board voted unanimously to recommend that City Council adopt an ordinance amending the Official Zoning Map of the City of Hendersonville changing the subject area labeled "Exhibit A", from City of Hendersonville R-6, High-Density Residential and I-1, Industrial to City of Hendersonville CMU, Central Mixed Use, finding that the rezoning is consistent with the Comprehensive Plan's Future Land Use map, the rezoning is

reasonable, and in the public interest because the rezoning is long overdue and it will be an improvement.

## **SUGGESTED MOTIONS**

### **For Recommending Approval:**

I move the City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation for the subject area on page 10, "Exhibit A", from City of Hendersonville R-6, High-Density Residential and I-1, Industrial to City of Hendersonville CMU, Central Mixed Use, finding that the rezoning is consistent with the Comprehensive Plan's Future Land Use map, the rezoning is reasonable, and in the public interest for the following reasons:

**[PLEASE STATE YOUR REASONS]**

### **For Recommending Denial:**

I move the City Council not adopt an ordinance rezoning the subject area on page 10, "Exhibit A".

**[PLEASE STATE YOUR REASONS]**

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF  
HENDERSONVILLE**

IN RE: FILE NO. P18-16-Z

Be it ordained by the City Council of the City of Hendersonville:

1. Pursuant to Article XI Amendments of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation for the subject area on page 10, "Exhibit A", from City of Hendersonville R-6, High-Density Residential and I-1, Industrial to City of Hendersonville CMU, Central Mixed Use.
2. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 2<sup>nd</sup> day of August, 2018.

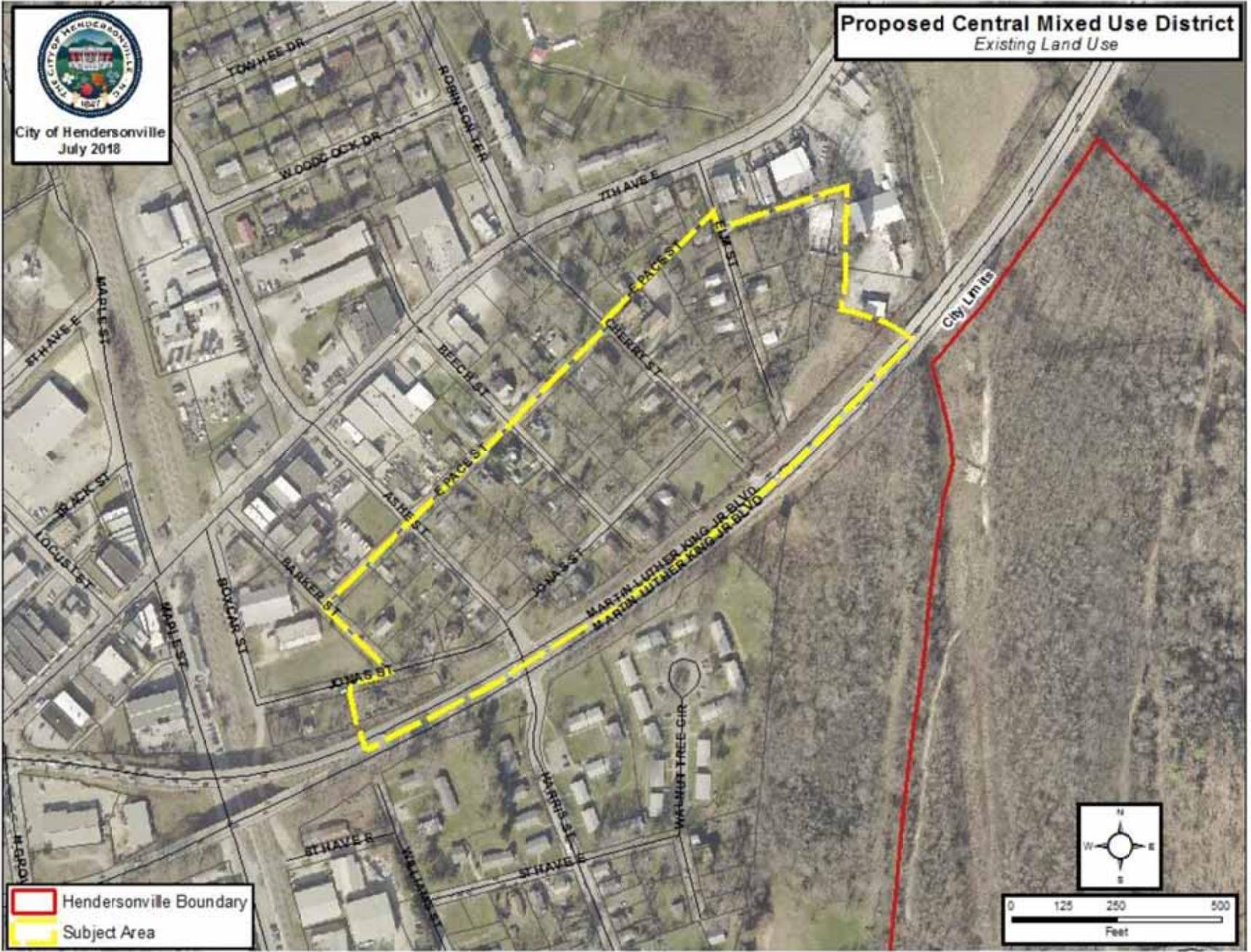
\_\_\_\_\_  
Barbara Volk, Mayor

ATTEST:

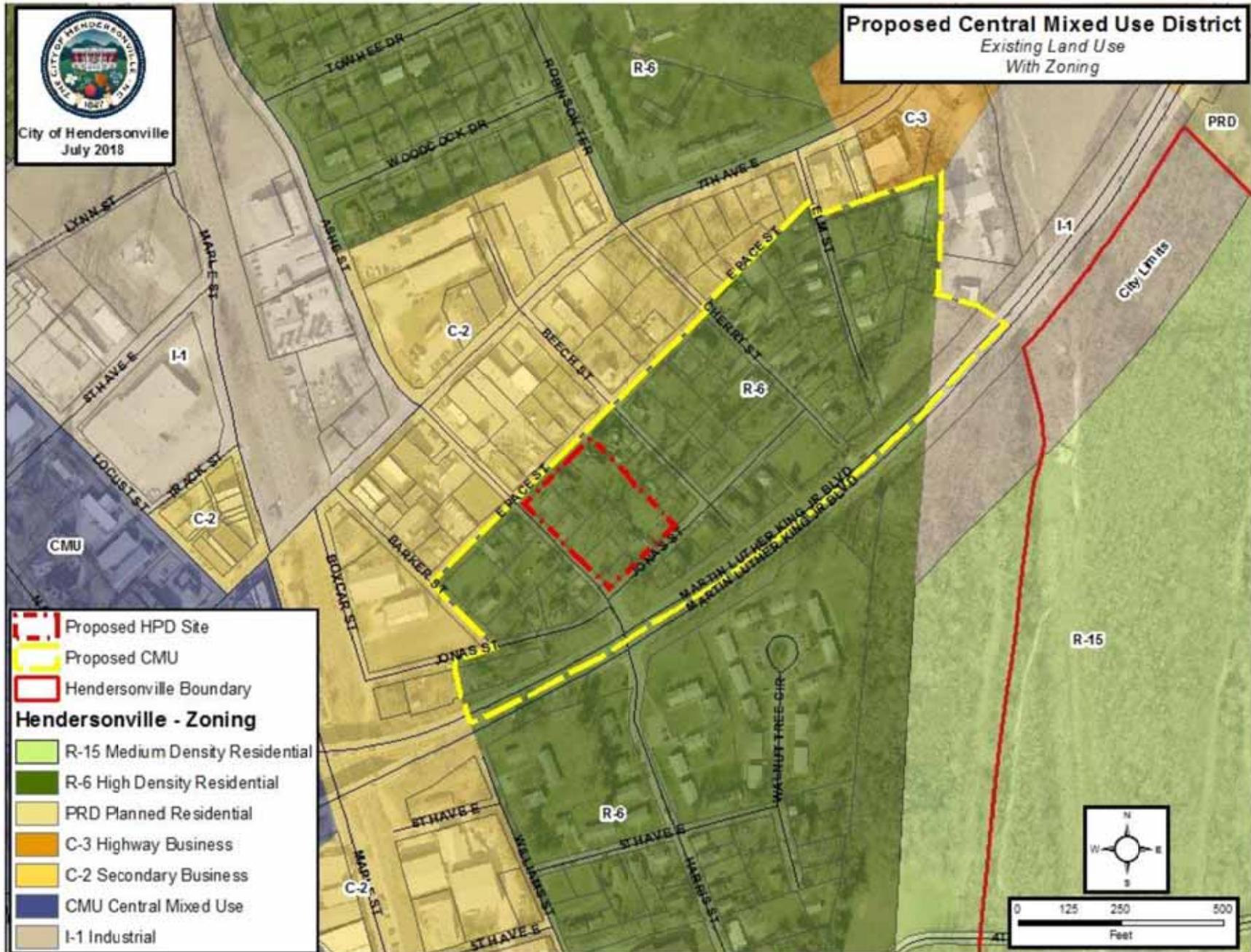
\_\_\_\_\_  
Tammie K. Drake, CMC, City Clerk

Approved as to form:

\_\_\_\_\_  
Samuel H. Fritschner, City Attorney

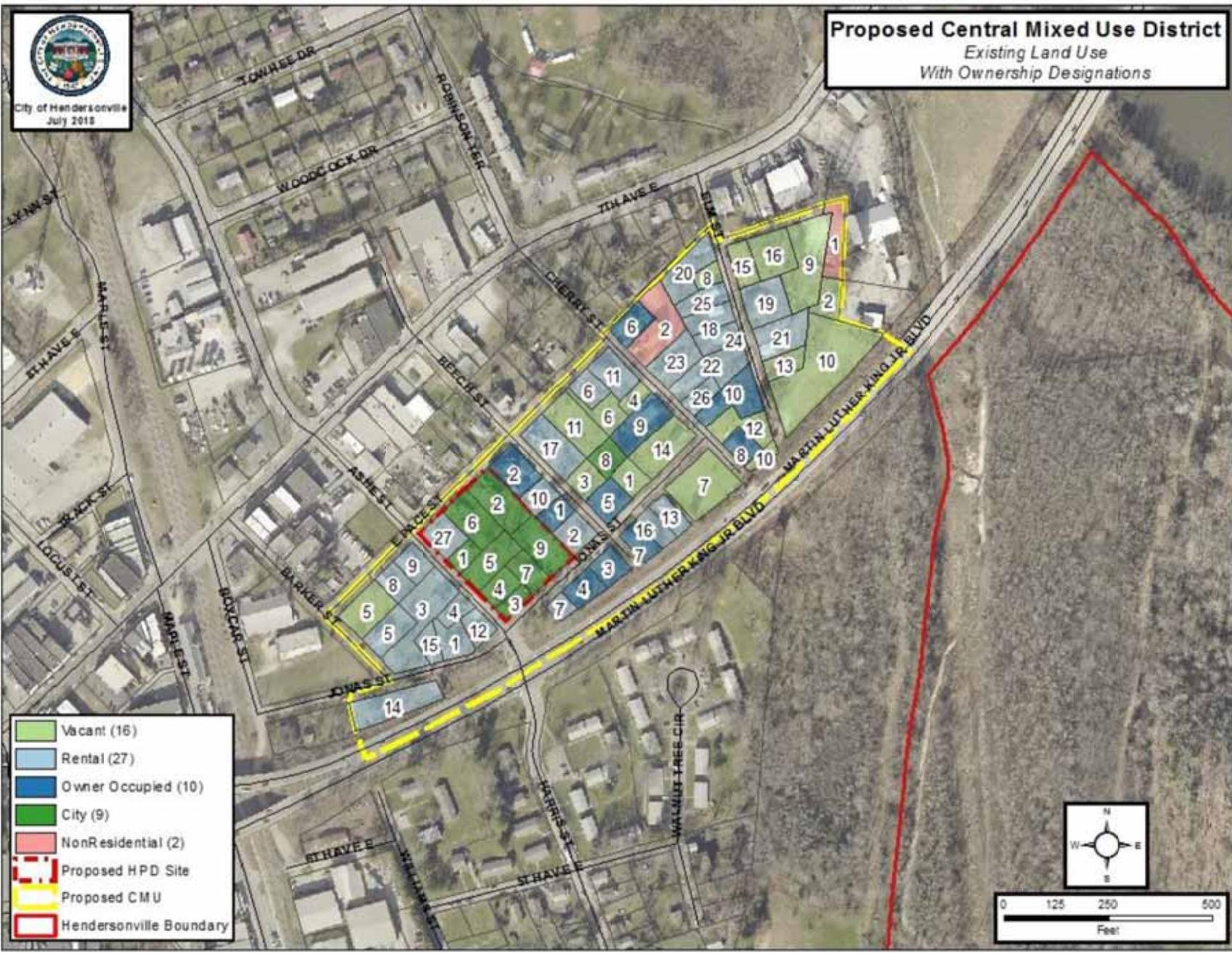


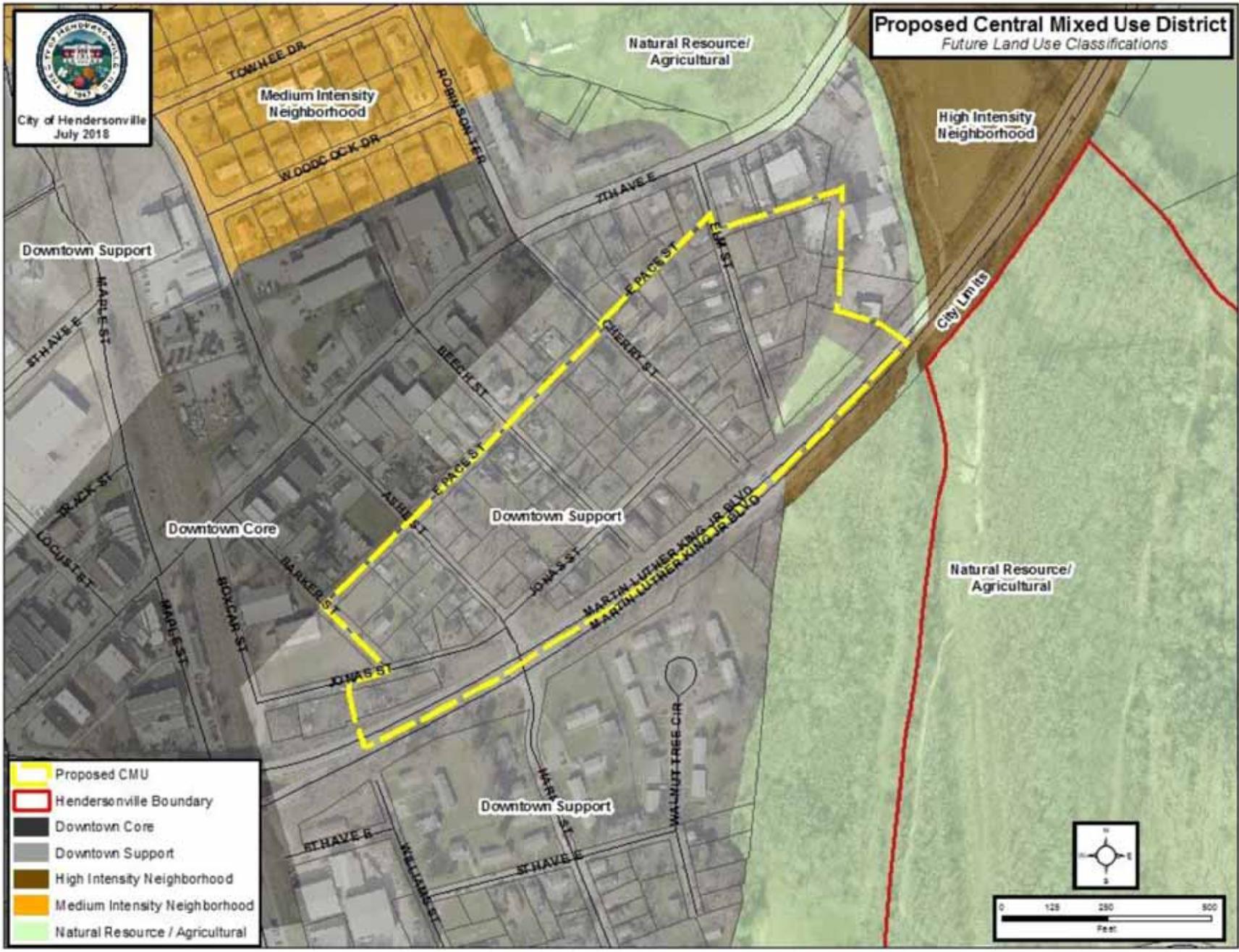
# Exhibit A





**Proposed Central Mixed Use District**  
*Existing Land Use*  
*With Ownership Designations*







# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 7-13-18

**Presenter:** Matt Champion, Senior Planner

**Date of Council Meeting to consider this item:** 8-02-18

**Nature of Item:** Council Action

**Summary of Information/Request:**

**Item #** 08

The City of Hendersonville has received an application from Kevin Hoover for an amended Special Use Permit for The Town Center located at 2560 Asheville Highway to add religious institutions to the previously approved list of uses. (File #P18-17-SUR).

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

**Suggested Motion:**

Suggested motions are on Page 3.

**Attachments:**

Memo

## MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Development Assistance Department  
**RE:** The Town Center  
**FILE #:** P18-17-SUR  
**DATE:** August 2, 2018

### PROJECT DESCRIPTION

The City is in receipt of an application to amend a Special Use Permit from Kevin Hoover to add a Use to the previously approved special use permit for The Town Center complex located at 2560 Asheville Highway.

The project was originally approved by City Council at their regular meeting on April 9, 2009. The Town Center was constructed in 2010. The Special Use Permit was amended by City Council during their regular meeting on October 6, 2016 to add additional uses to the List of Conditions and Uses.

Generally, minor modifications to approved Preliminary Site Plans are only subject to staff review and approval. However because the applicant has proposed additional Stipulated Uses other than the uses previously granted by City Council, an amended Special Use Permit approved by City Council is required.

### PLAN REVIEW

#### General

The project is located on parcel 9660-40-2792 and is approximately 1.86 acres. The previously approved 31,780 sq.ft. building is complete and has a total of 8 available rental units. The subject area is currently zoned C-3SU Highway Business Special Use. An aerial map of the existing site can be found on page 7 and the original approved preliminary site plan can be found on page 8.

#### Uses

The previously approved Stipulated Uses are as follows:

- Offices, business, professional and public
- Retail Stores
- Fitness Facilities
- Restaurant
- Music or Art Studio
- Personal Services

The applicant is requesting the following use be added to the list of Stipulated Uses:

- Religious Institution

### **Parking**

The project has 89 existing parking spaces. City staff shall review the existing and proposed uses before any new businesses occupying the building to ensure the site has adequate off street parking to support the proposed use.

## **ANALYSIS**

This is a constructed, previously approved project thus City Council has determined this project has met the findings of fact as set forth in Section 7-4-10.1 of the Zoning Ordinance.

**A neighborhood compatibility meeting concerning the application was held on June 13, 2018. Notice was provided by U.S. mail to the owners of record of all property situated within 400 feet of the subject property.**

**Approximately 1 members of the general public attended the meeting. The general public asked questions regarding the following:**

- **Parking**

**A copy of the neighborhood compatibility report accompanies this memorandum.**

## **PLANNING BOARD**

The Planning Board took this matter up at its regular meeting on July 9, 2018. The Planning Board voted unanimously to recommend City Council approve the application of The Town Center for an Amended Special Use Permit to add Religious Institutions to the list of stipulated uses. This approval is subject to the limitations and conditions specified on the Published List of Uses and Conditions for the following reasons: highest and best uses for the property.

## SUGGESTED MOTIONS

### **Special Use Permit**

#### **Recommend Approval:**

I move the City Council approve the application of The Town Center for an Amended Special Use Permit to add Religious Institution to the list of stipulated uses. This approval is subject to the limitations and conditions specified on the published List of Uses and Conditions.

**[PLEASE STATE YOUR REASONS]**

#### **Recommend Denial:**

I move City Council not approve the application of The Town Center for issuance of an Amended Special Use Permit.

**[PLEASE STATE YOUR REASONS]**

**IN RE:        The Town Center (File # P18-17-SUR)**

**List of Uses & Conditions**

**I. Stipulated Uses:**

**Only the following uses are authorized for the referenced development:**

Offices, Business, Professional and Public  
Retail Stores  
Fitness Facilities  
Restaurant  
Music and Art Studio  
Personal Services  
Religious Institution

**II. Conditions:**

**(1)    Must Be Satisfied Prior to Issuance of Special Use Permit:**

None

**(2)    Shall Be Attached to the Special Use Permit:**

City staff shall review the existing and proposed uses before any new businesses occupying the building to ensure the site has adequate off street parking to support the proposed use.

The Town Center

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Development Assistance Department's Report  
Neighborhood Compatibility Meeting  
Application for an Amendment to a Special Use Permit  
The Town Center File #P18-17-SUR  
Wednesday, June 13, 2018 2:00 p.m.

Matt Champion, Senior Planner, convened the compatibility meeting at 2:02 pm in the Assembly Room of the City Operations Center. The following were in attendance:

<i>Name</i>	<i>Address</i>	<i>Name</i>	<i>Address</i>
Ken Fitch	1046 Patton St	Daniel Heyman, Staff	100 N. King Street
Ben Miller (for applicant)	181 Echo Dr	Dylan Powell, Staff	100 N. King Street
Matt Champion, Staff	100 N. King Street		

Mr. Champion explained that this proposal would amend the special use permit to allow "religious institutions" and further explained the process of amendment. He stated that the project was previously approved but that there have been changes since approval which require an amendment to the original permit. Mr. Champion stated that the goal of a Neighborhood Compatibility meeting is to have an informal discussion between the developers and citizens. Mr. Champion stated that next the application will go before the planning board and will then be forwarded to City Council for a consideration.

Ken Fitch asked if there would be adequate parking to accommodate this proposed use and why a Special Use Permit was needed for it.

Mr. Champion stated that parking would be taken into consideration for the actual number of seats provided at a ratio of one space per four seats. The Special Use Permit amendment is required because this project was originally permitted under that procedure, and since the proposal is simply to add a new use an amendment is appropriate.

Mr. Fitch asked if religious institutions were a permitted use in the C-3 district.

Mr. Champion confirmed that they are a permitted use in C-3, but were not included in the original Special Use Permit for this project.

Mr. Fitch asked for clarification as to whether this would require a text amendment.

Mr. Champion confirmed that it would not.

Mr. Fitch asked for the definition of religious institutions in the ordinance.

Dylan Powell read the definition aloud.

Mr. Fitch asked how large the proposed church would be.

Ben Miller, a representative for the prospective tenant and appearing for the applicant, stated that

the church would have capacity for maybe 100 members upon opening.

Mr. Champion explained the parking requirements and that the hours of operation for a church versus other uses on the site may be compatible.

Mr. Miller explained that they will obtain permission for overflow parking as well.

Mr. Champion asked if there were any other questions, and with no further comments or questions, closed the meeting at 2:12 p.m.

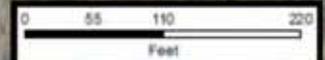


City of Hendersonville  
May 2018

**The Town Center  
P18-17-SUR**  
City of Hendersonville  
Existing Land Use

PIN: 9660-40-2792  
Approximately 1.86 Acres

 Subject Area  
 Hendersonville Boundary





## APPEAL OF DEVELOPMENT DECISIONS

Section 7-13 of the Zoning Ordinance outlines the process for appeal of development decisions by City Council. The following Sections of the Zoning Ordinance apply specifically to Special Use Review:

**Section 7-13-2 (b): Preliminary site plans.** Decisions of the City Council regarding appeals from development decisions concerning applications for preliminary site plan approval may be appealed to the Superior Court by any aggrieved party. Such appeals shall be in the nature of certiorari and must be filed within 30 days after the filing of the decision in the office of the City Clerk or after a written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the Clerk at the time of the hearing, whichever is later. The copy of the decision of the Council may be delivered to aggrieved parties either by personal service for by registered mail or certified mail return receipt requested.

**Section 7-13-2 (d): Special use review.** Judicial review of decisions regarding applications processed under the provisions of special use review, established in Section 7-4, above, require special treatment due to the fact that they involve two separate applications which, though processed simultaneously, require Council to make two separate decisions exercising two different types of decision-making authority. One application requests enactment of an ordinance amending the Official Zoning Map, and the other requests issuance of a special use permit. The first application involves a legislative decision on the part of Council, and the second a quasi-judicial decision. The quasi-judicial decision, that is, the one concerning the application for a special use permit, may be appealed to the Superior Court by any aggrieved party in the manner prescribed in paragraph b), above. Such appeal shall be in the nature of certiorari. The legislative decision, which is the one concerning the request for rezoning, may be contested, in accordance with NCGS Section 160A-364.1, by a cause of action commenced within two months of the date of the decision.

The validity of the ordinance may be challenged in accordance with North Carolina General Statute Section 160A-364.1.

### **§ 160A-364.1. Statute of limitations.**

A cause of action as to the validity of any zoning ordinance, or amendment thereto, adopted under this Article or other applicable law shall accrue upon adoption of the ordinance, or amendment thereto, and shall be brought within two months as provided in G.S. 1-54.1. (1981, c. 891, s. 3; 1995 (Reg. Sess., 1996), c. 746, s. 7.)



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Susan G. Frady

**Department:** Development Asst Dept

**Date Submitted:** 7/19/18

**Presenter:** Susan G. Frady, Development Asst Director

**Date of Council Meeting to consider this item:** 8-02-18

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 09

The City of Hendersonville has had an annexation agreement with the Village of Flat Rock since September 1997. This agreement was amended in 2005 and 2007. This agreement expired September 30, 2015. Adoption of the attached ordinance will reinstate the annexation agreement.

The Village of Flat Rock adopted an ordinance on July 2, 2018 approving the annexation agreement between the City of Hendersonville and the Village of Flat Rock. There are no changes to the proposed agreement. The City Attorney has reviewed the agreement.

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

## Suggested Motion:

I move the City Council adopt the ordinance approving the annexation agreement between the City of Hendersonville and the Village of Flat Rock.

## Attachments:

Ordinance  
Flat Rock Ordinance  
Annexation Agreement  
2018 Annexation Agreement Map Attachment B

**AN ORDINANCE APPROVING THE ANNEXATION AGREEMENT BETWEEN THE  
CITY OF HENDERSONVILLE AND THE VILLAGE OF FLAT ROCK**

WHEREAS, North Carolina General Statutes Section 160A-58.23 authorizes cities to enter into agreements to designate one or more areas that are not subject to annexation by one or more of the participating cities; and

WHEREAS, the City of Hendersonville and the Village of Flat Rock are located in proximity to each other and, in order to enhance orderly planning in the areas adjoining the cities, have negotiated an annexation agreement; and

WHEREAS, on August 2, 2018, a public hearing was held to consider the proposed annexation agreement;

NOW, THEREFORE, be it ordained by the City Council of the City of Hendersonville that the Annexation Agreement between the City of Hendersonville and the Village of Flat Rock, a copy of which is attached hereto and incorporated herein by reference, is hereby approved, and the Mayor is hereby authorized to execute such agreement, thereby binding the City of Hendersonville to its terms.

This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 2nd day of August 2018.

\_\_\_\_\_  
Barbara Volk, Mayor

ATTEST:

\_\_\_\_\_  
Tammie K. Drake, CMC, City Clerk

Approved as to form:

\_\_\_\_\_  
Samuel H. Fritschner, City Attorney

**ORDINANCE NO. 100**

**COUNCIL OF THE VILLAGE OF FLAT ROCK**

**ORDINANCE APPROVING ANNEXATION AGREEMENT BETWEEN  
THE CITY OF HENDERSONVILLE AND THE VILLAGE OF FLAT ROCK**

**WHEREAS**, North Carolina General Statutes Section 160A-58.23 authorizes cities to enter into agreements to designate one or more areas that are not subject to annexation by one or more of the participating cities; and

**WHEREAS**, the City of Hendersonville and the Village of Flat Rock are located in proximity to each other and, in order to enhance orderly planning in the areas adjoining the cities, have negotiated an annexation agreement; and

**WHEREAS**, on July 2, 2018, a public hearing was held to consider the proposed annexation agreement;

**NOW, THEREFORE**, be it ordained by the Council of the Village of Flat Rock that the Annexation Agreement between the City of Hendersonville and the Village of Flat Rock, a copy of which is attached hereto and incorporated herein by reference, is hereby approved, and the Mayor is hereby authorized to execute such agreement, thereby binding the Village to its terms.

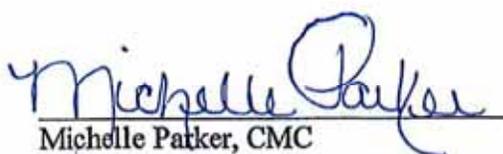
**THIS ORDINANCE** shall be in full force and effect from and after the date of adoption.

**ADOPTED** this 2nd day of July 2018.



Robert V. Staton  
Mayor

**ATTEST:**



Michelle Patker, CMC  
Village Clerk

**COUNTY OF HENDERSON  
STATE OF NORTH CAROLINA**

**ANNEXATION AGREEMENT**

THIS AGREEMENT made in Henderson County, North Carolina, this \_\_\_\_ day of \_\_\_\_\_ 2018 by and between the **CITY OF HENDERSONVILLE**, a municipality organized pursuant to the laws of the State of North Carolina (the "City"), and the **VILLAGE OF FLAT ROCK**, a municipality organized pursuant to the laws of the State of North Carolina (the "Village").

**WITNESSETH:**

WHEREAS, the City and the Village (sometimes in this agreement referred to as the "Participating Municipalities"), duly organized pursuant to the laws of the State of North Carolina, desire to enhance orderly planning of future annexation activities and better inform residents and property owners in areas situated between the Participating Municipalities; and

WHEREAS, Article 4A, Part 6 of the North Carolina General Statutes Chapter 160A (the "Act") authorizes municipalities to enter into binding agreements concerning future annexation in order to enhance orderly planning;

NOW, THEREFORE, in consideration of the covenants herein contained, the Participating Municipalities hereby agree as follows:

1. This agreement is executed by authority of the Act.
2. This agreement shall be effective and bind the parties through the date that is ten years after the Effective Date as defined herein.
3. The Participating Municipalities agree that the boundary line described in Attachment A and shown on Attachment B represents the natural and logical boundary line between the Participating Municipalities, based on existing or projected patterns of municipal growth.

4. Except as provided herein, the City shall not annex any portion of the area on the Village's side of the boundary line shown on Attachment B.

5. Except as provided herein, the Village shall not annex any portion of the area on the City's side of the boundary line shown on Attachment B.

6. Either Participating Municipality may annex property otherwise prohibited by this agreement if such annexation is permitted by the other municipality in accordance with the following terms.

7. The Participating Municipality proposing annexation shall deliver written notice by U.S. mail, return receipt requested, to the other municipality in care of the clerk of the receiving municipality. This notice shall describe with particularity the area to be annexed and shall contain a map of the proposed annexation clearly delineating the boundaries thereof and showing the roads, streams and other prominent geographical features. No ordinance effecting annexation shall be adopted until at least 60 days have elapsed from the date of receipt of the notice by the receiving municipality. The 60-day notice period may be waived by resolution duly adopted by the receiving municipality.

8. This Agreement shall be effective upon execution by the mayors of the Participating Municipalities after enactment of an ordinance as provided in the Act.

9. This Agreement does not give annexation authority to either municipality except as provided by North Carolina law.

10. The Effective Date of the Agreement is the date of adoption of the approving ordinance by the later of the two Participating Municipalities to do so.

**VILLAGE OF FLAT ROCK**

**CITY OF HENDERSONVILLE**

By: \_\_\_\_\_  
Robert V. Staton  
Mayor

By: \_\_\_\_\_  
Barbara Volk  
Mayor

Attest:

Attest:

\_\_\_\_\_  
Michelle Parker, CMC  
Clerk

\_\_\_\_\_  
Tammie K. Drake, MMC  
Clerk

## 2018 ANNEXATION AGREEMENT ATTACHMENT A

BEGINNING at a point herein designated as "Point A" located at the intersection of the centerlines of Finley Cove Road and Hebron Road, immediately south of Jones Gap Church, thence southward about 50 feet to the centerline of Indian Cave Road, thence southeast along the centerline of Indian Cave Road about 9,187 feet to a point located at the intersection of the centerlines of Indian Cave Road and Willow Road, thence east about 8,448 feet along the centerline of Willow Road to a point located at the intersection of the centerlines of Willow Road and Price Road, thence southeast about 3,696 feet along the centerline of Price Road to a point located at the intersection of the centerlines of Price Road and Kanuga Road, thence northeast about 2,100 ft along the centerline of Kanuga Road to a point located about 1,400 feet northeast of the intersection of the centerlines of Kanuga Road and Bonner Street projected, thence east about 2,350 feet to the centerline of Mud Creek, thence downstream in a northeast direction with the centerline of Mud Creek crossing Erkwood Drive to the intersection of said centerline with a line located 30 feet north of and parallel with the centerline of Erkwood Drive, thence with a line located 30 feet north of and parallel to the centerline of Erkwood Drive in a southeast direction to the intersection of said line with a line located 30 feet east of and parallel to the centerline of Rutledge Drive, to the point where this line intersects with the eastern margin of the right of way of Rutledge Drive, thence south with the eastern margin of Rutledge Drive about 550 feet to the point of intersection with the northern line of the western Waldrop property (REID 0114401) described in that deed recorded in Deed Book 325 at page 353, Henderson County Registry, thence with the northern line of the said western Waldrop property about 167 feet to the northeastern corner of the said western Waldrop property, thence south-southeast 74.54 feet to the southeastern corner of the said western Waldrop property, thence east 153.27 feet with the southern line of the eastern Waldrop property (REID 9905621) described in that deed recorded in Deed Book 673 at page 647, Henderson County Registry to the southeastern corner of the said eastern Waldrop property, thence north 265.48 feet with a line of the Nash property (REID 9905620) described in that deed recorded in Deed Book 822 at page 60, Henderson County Registry to the northernmost point of the said Nash Property, thence easterly 239.05 feet with the Northern line of the Nash property to the northeastern corner of the said Nash property, thence southerly with the east line of the Nash property about 399 feet to the southeastern corner of the said Nash property, thence easterly with the Northern line of the western Eisenhauer Property (REID 9946388) described in that deed recorded in Deed Book 325 at page 353, Henderson County Registry, to the northeastern corner of the western Eisenhauer property, thence along the line between the western Eisenhauer property and the eastern Eisenhauer property (REID 9969933) described in that deed recorded in Deed Book 1085 at page 536, Henderson County Registry about 270 feet to the northeast corner of Tract IV of the eastern Eisenhauer property as described in that deed recorded in deed book 1056 at page 496, Henderson County Registry, thence south  $62^{\circ} 37' 18''$  east 493 feet to a southern corner of the eastern Eisenhauer property, thence south 425 feet with the eastern line of the Pinckney property (REID 9942634) described in that deed recorded in Deed Book 763 at page 341, Henderson County Registry, to the southeastern corner of the said Pinckney property thence running southeast 1039.5 feet, parallel to and 30 feet to the north of Rutledge Drive, with or nearly with and parallel to the southern line of the Upchurch Marinas, Inc. property (REID 0114871) described in that deed recorded in Deed Book 1109 at page 454, Henderson County Registry, to the point on the Upchurch Marinas,

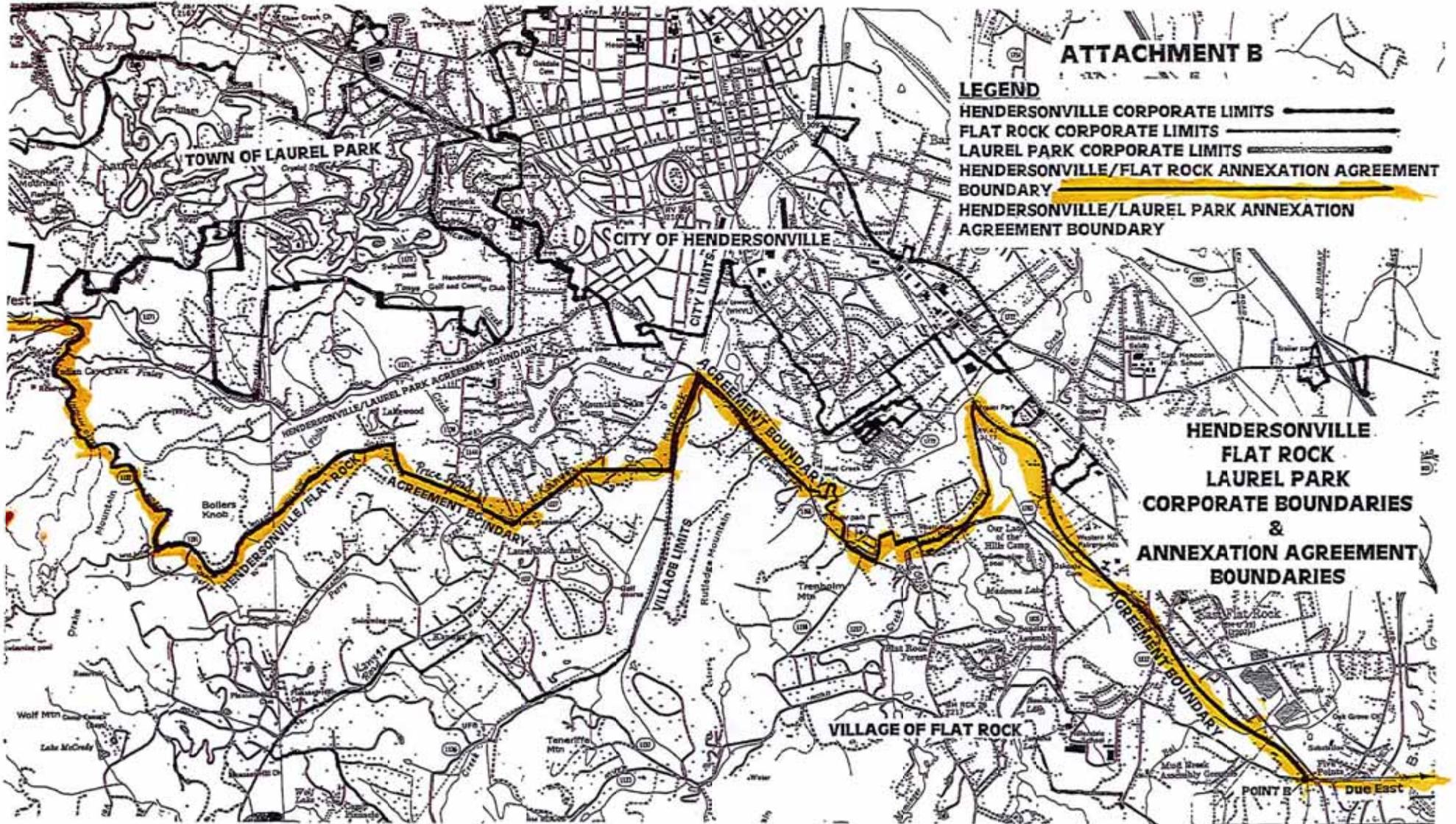
Inc./Dethero (REID 0102296) line that is 30 feet north of the centerline of Rutledge Drive, thence northward about 815 feet with the west line of the Dethero property (REID 0102296) described in that deed recorded in Deed Book 841 at page 93, Henderson County Registry, to the northwestern corner of the said Dethero property, thence with the northern line of the said Dethero property east 263 feet to the northeast corner of the Dethero property, thence southerly with the eastern line of the Dethero property and continuing with the eastern line of the Walker property (REID 0108386) described in that deed recorded in Deed Book 1197 at page 136, Henderson County Registry, to the northwestern corner of the Rindal property (REID 0111236) described in that deed recorded in Deed Book 600 at page 299, Henderson County Registry, thence northeast with the northern lines of the said Rindal property about 525 feet to the western margin of the right of way of Greenville Highway. N.C. State Highway 225, thence, following said right-of-way in a southerly direction to the center of Memminger Creek thence, following said creek easterly to the eastern margin of the Greenville Highway and the common corner of the property of Pinecrest Associate Reformed Presbyterian Church (REID 9906742) described in that deed recorded in Deed Book 822 at page 785, Henderson County Registry, and Lot 1 (REID 0101496) of Staton Woods Subdivision, as shown on a plat recorded in Plat Book 8 at page 6, Henderson County Registry, thence northerly along the eastern right of way of Greenville Highway about 910 feet to the northwestern corner of the Carns Properties LLC property (REID 9935158) described in that deed recorded in Deed Book 1123 at page 694, Henderson County Registry; thence easterly along the northern line on the Carns Properties LLC property and the Williams property (REID 9942652) described in that deed recorded in Deed Book 758 at page 373, Henderson County Registry, about 526 feet to a point in the Westerly line of Lot 37 (REID 0114354) of Staton Woods Subdivision, thence northerly, easterly, and southerly along and with the boundary line of Staton Woods Subdivision about 3,860 feet to the centerline of King Creek; thence downstream along the centerline of King Creek about 2,340 feet to a point located at the intersection of the centerline of King Creek and the centerline of the Norfolk and Southern Railroad, thence southeasterly along the centerline of the Norfolk and Southern Railroad about 13,400 feet to a point located at the intersection of the centerline of the Norfolk and Southern Railroad and the centerline of Roper Road, said point being herein designated as "Point B." Further, this boundary extends along a line projected due west originating from "Point A" to the western border of the State of North Carolina, and this boundary extends eastward along a line projected due east from "Point B" to the eastern border of the State of North Carolina.

Being the same line as described in the second amendment of a previous agreement between the parties hereto, which second amendment is dated as of 10 May 2018.

# ATTACHMENT B

## LEGEND

- HENDERSONVILLE CORPORATE LIMITS
- FLAT ROCK CORPORATE LIMITS
- LAUREL PARK CORPORATE LIMITS
- HENDERSONVILLE/FLAT ROCK ANNEXATION AGREEMENT BOUNDARY
- HENDERSONVILLE/LAUREL PARK ANNEXATION AGREEMENT BOUNDARY



**HENDERSONVILLE  
FLAT ROCK  
LAUREL PARK  
CORPORATE BOUNDARIES  
&  
ANNEXATION AGREEMENT  
BOUNDARIES**



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Preston Blakely

**Department:** Admin

**Date Submitted:** 7/24/2018

**Presenter:** Preston Blakely

**Date of Council Meeting to consider this item:** 08/02/2018

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item # 10**

The information presented will be an overview of two projects I worked on as a summer intern. The two projects include a Stay Survey and Gap Analysis. The Stay Survey measures how employees feel at their current position. The Gap Analysis measures 'gaps' in staffing, competencies, and resources within the City.

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

**Suggested Motion:** *N/A*

**Attachments:**

Stay Survey Report  
Gap Analysis Report



# 2018 Stay Survey

CITY OF HENDERSONVILLE

## Background

During the summer of 2018, the City of Hendersonville sent stay surveys to each employee to complete. Participation was optional, and each survey was anonymous. The purpose of the stay survey was to gauge employee satisfaction and learn why employees “stay.” Employees provided feedback based on topics such as:

- Culture
- City Benefits
- Leadership/Management
- Pay

### SUPPLEMENTAL INFORMATION

Again, it is important to note that participation of the stay survey was optional. Therefore, with the time constraints of various departments and individuals, each employee did not participate. 78 employees in total participated. Although, it may have made for more complete and thoughtful data if more employees participated. Nevertheless, the data provided is still significant. The data presented is significant because it represents many City employees who were able to express their opinions concerning the City. The City should carefully consider the feedback provided and decide whether to implement changes.

This report will provide the feedback presented on the City and two individual departments that had sufficient participation.

## **Contents**

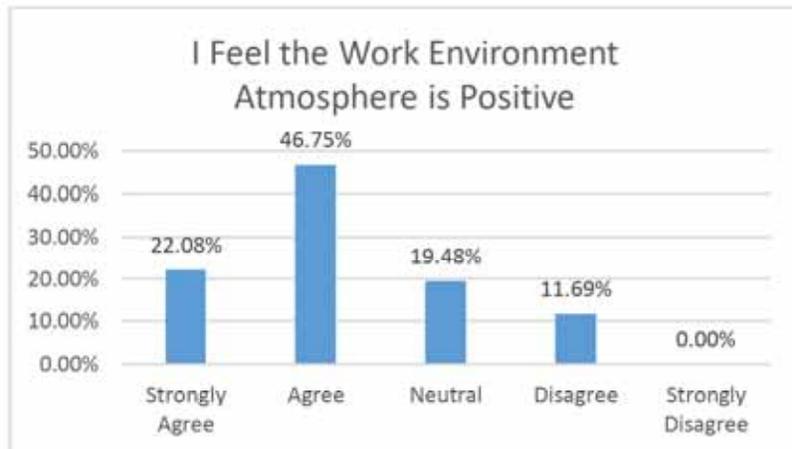
Background .....	1
Supplemental information .....	1
<b>City of Hendersonville.....</b>	<b>3</b>
<b>Fire .....</b>	<b>6</b>
<b>Finance .....</b>	<b>8</b>
<b>Data.....</b>	<b>10</b>
<b>Comments.....</b>	<b>17</b>

## City of Hendersonville

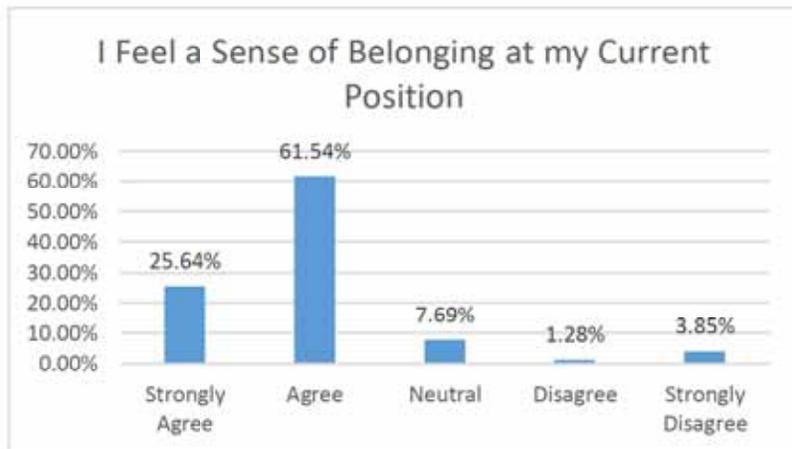
Participants of the Stay Survey provided excellent feedback that management should value. Data provided by participants indicated that the City generally has a positive workforce culture and there is strong and efficient leadership. However, participants seemed to be split or disagreed with their compensation and benefits provided by the City. Included in the data will be various charts and quotes from participants.

### **Culture**

The workforce culture within the City is mostly positive. Most participants either strongly agreed or agreed with the statement, "I feel the work environment atmosphere is positive." No participants indicated that they strongly disagreed with the statement and only a small number of participants indicated they disagreed with the statement.



An overwhelming number of participants indicated that they indeed felt a sense of belonging at their current position. This may be interpreted in a sense that asserts that most participants enjoy their work and it is an inclusive environment. Many



participants indicated they looked forward to their coworkers and their general duties when coming to work. One participant responded to the question "what do you look forward to when you come to work" by stating, "The sense of being a part of a family with my coworkers."

### **Leadership**

Participants indicated that leadership and management of the City is generally strong. Additionally, according to comments made, supervisors enjoy their duties. To start, related to leadership is training. Responding to the statement, "I received satisfactory

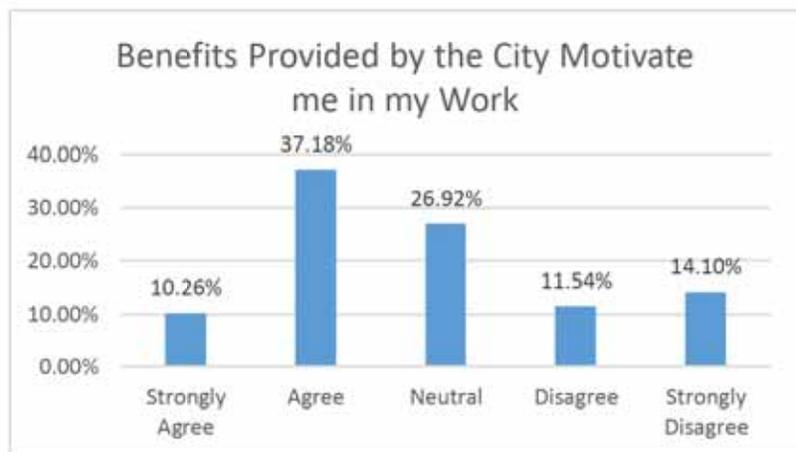
training for my job duties,” 74.36% of participants either indicated they agreed or strongly agreed with this statement. The City and individuals in leadership positions are seemingly providing adequate training.

Questions specifically regarding supervisors were overwhelmingly positive. A large majority of participants either indicated they either strongly agreed or agreed with statements including, “your supervisor has confidence in you,” “your supervisor gives you feedback based on your work not you as an individual,” and “your supervisor gives you timely feedback regarding your job performance.”

How participants responded to this series of questions is a testament to the dedication, knowledge, and good leadership that management of all levels provides.

### Benefits

It is generally unclear if participants are motivated by benefits provided by the city. Although most participants indicated they either strongly agreed or agreed with the statement “benefits provided by the city motivate me in my work,” a large number of participants were neutral or either disagreed or strongly disagreed.



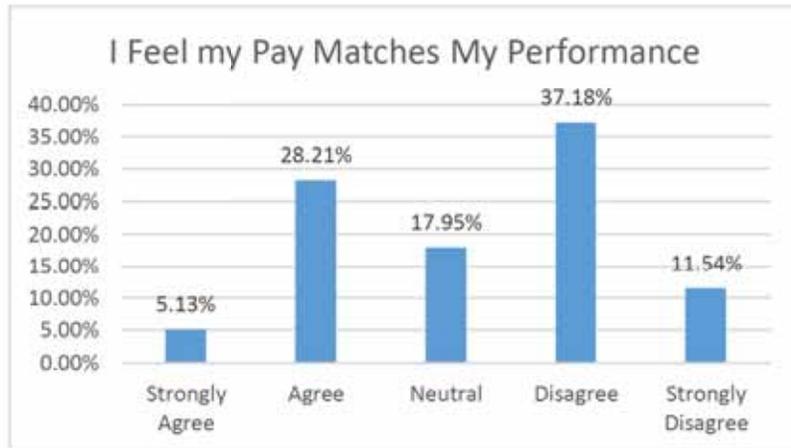
Individuals who indicated neutral can be interpreted as having no opinion or either leaning towards agree or disagree. In various questions in the short answer portion of the survey participants raised issues regarding having better benefits. One participant stated, “The family benefit package need work. For years I’ve heard the city say we are working to make family insurance cheaper and have better coverage. Over the past few years it has not gotten any better...” Additionally, participants stated better benefits might tempt them to leave the City. However, many participants responded that benefits provided by the City keep them working for the City as well. Employees may pay different amounts of money for medical insurance provided by the City. For example, if it just the employee on the plan, the City covers all costs. If it is an employee plus their spouse, the employee pays \$7,068 per year. If it is an employee plus child, the employee pays \$3,504 per year. If it is an employee plus children, the employee pays \$5,784 per year. If it is an employee plus family, the employee pays \$14,844 per year. If employees are dependent on the City provided health insurance, this may become burdensome. For example, some employees earn \$26,233 starting out and go to \$27,545 after 6 months. If an employee relied on City provided insurance and earned either \$26,233 or \$27,545 per year and needed family insurance, over half their pay is going

towards insurance. Additionally, many employees stated in the qualitative portion of the survey that benefits provided by the city need an adjustment.

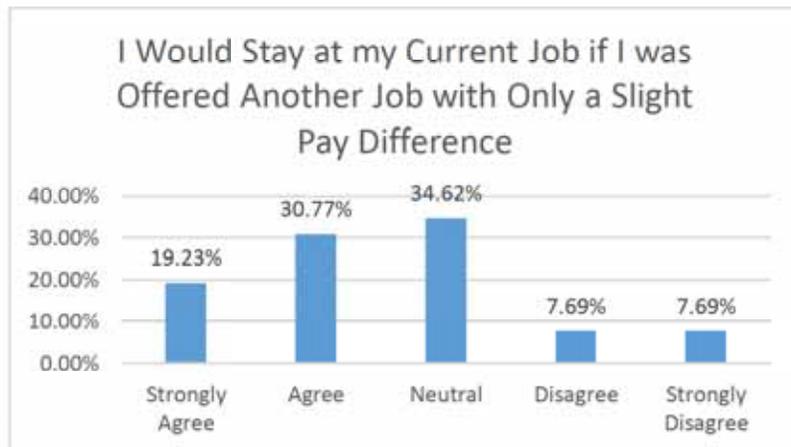
## Pay

Participants generally responded negatively to questions regarding pay. Although the city is constrained by the budget, income, expenses, and other means related to finances, ways to increase pay should potentially be considered. Increasing pay may increase employee satisfaction and raise morale.

Regarding the statement, "I feel my pay matches my performance," most participants either disagreed or strongly disagreed. A large portion of respondents indicated they were neutral with this statement which could mean they have no opinion or they either lean towards agree or disagree.



Half of respondents either agreed or strongly agreed with the statement, "I would stay at my current job if I was offered another job with only a slight pay difference." However, this instance, most individuals indicated they were neutral, which may be interpreted in various ways.



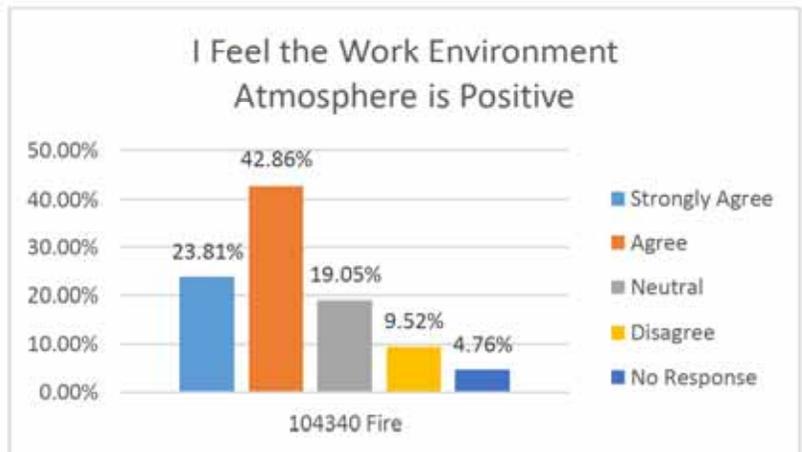
## **Fire**

Participants from the Fire Department (FD) indicated that there was strong leadership and a positive workforce culture. However, participants also generally indicated dissatisfaction with pay and benefits. The data presented below will illustrate how employees from FD feel about their position and the City.

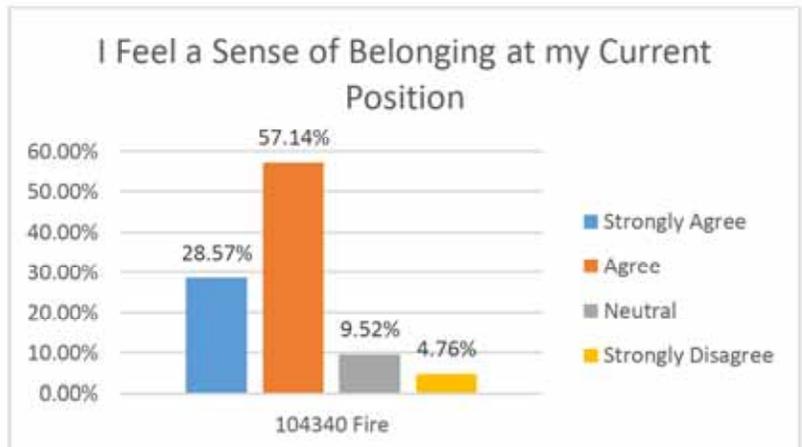
### **Culture**

There is an overwhelmingly positive FD workforce culture. Many respondents from FD wrote comments indicating how much they enjoyed their line of work and coworkers.

Responding to the statement “I feel the work environment atmosphere is positive,” nearly all respondents indicated they strongly agree or agree. To ensure that the percentages are not deceptive, only two respondents disagreed, four remained neutral, and one did not respond.



Nearly all participants from FD feel a sense of belonging at their current position. Again, to ensure that the percentages are not deceptive, only one individual indicated they strongly disagreed and two remained neutral.



The culture within the FD is incredibly positive. Responding to the question, “what do you look forward to when you come to work,” one respondent from the FD stated, “Helping others, good co-workers. I actually like my job!”

### **Leadership**

FD has very strong leadership according to what participants indicated.

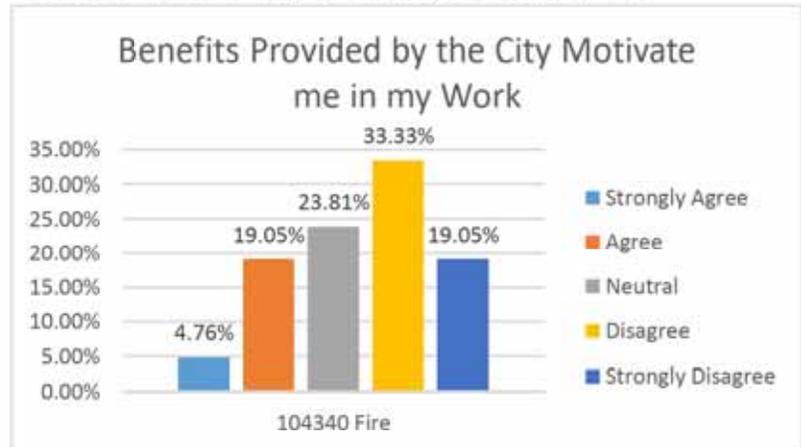
Every FD respondent either agreed or strongly agreed with the statement “your supervisor has confidence in you.” Again, with the statement “your supervisor gives you feedback based on your work not you as an individual every FD respondent either agreed or strongly agreed. Finally, regarding the statement, “your supervisor gives you timely

feedback regarding your job performance,” the clear majority of FD respondents either agreed or strongly agreed; a minority of respondents disagreed or remained neutral.

### Benefits

More than half of FD respondents indicated that benefits provided by the city did not motivate them in their work.

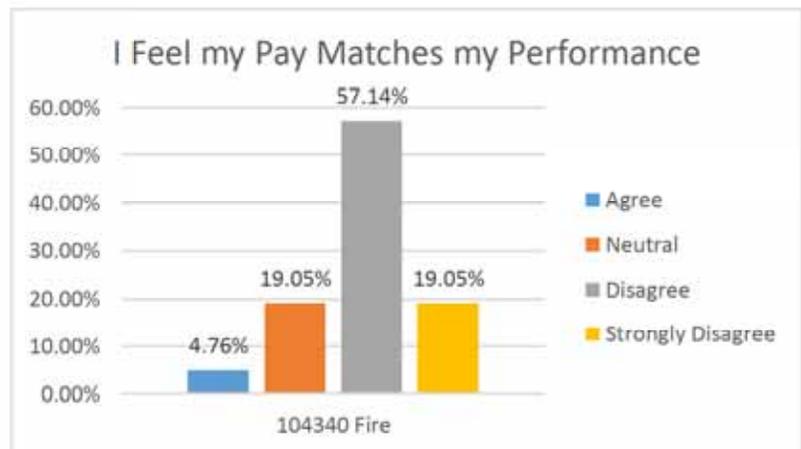
Furthermore, almost a quarter remained neutral. One individual stated, “better benefits or reduced rates for family insurance...,” would make their job more satisfying. Furthermore, several FD respondents would be tempted to leave for better benefits, 401(k) match, e-insurance, and better family benefits.



Most of the participants from the FD are not motivated by benefits provided by the City because of what seems to be high dependent costs. The City should consider a remedy to high costs for dependents and 401(k) match. Affordable and effective insurance should be considered particularly for FD employees because of their exposure to carcinogens, mental health stress, and other health concerns FD employees are exposed to.

### Pay

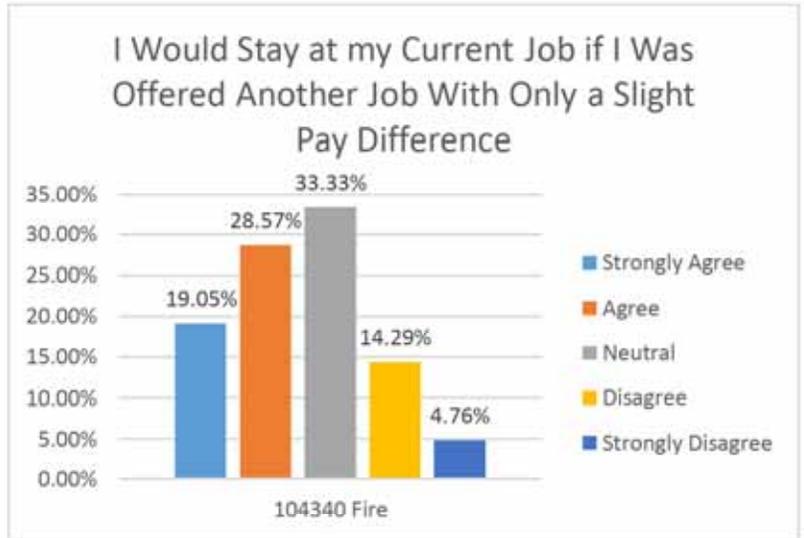
The overwhelmingly majority of FD respondents do not feel their pay matches their performance. 76.19% of FD respondents indicated that they their pay did not match their performance. However, 47.62% of FD respondents either strongly agreed or agreed with the statement, “I would stay at my current job if I was offered another job with only a slight pay difference.”



This probably indicates further the strong workforce culture that is instilled in FD. A large amount of FD respondents would stay at their job if offered another job with only a light pay difference. This, despite the fact that a large majority of FD respondents indicated they felt their pay did not match their performance.

**Additional**

FD respondents seem to be split on whether they have enough resources to complete their duties or not. 47.62% of respondents either indicated they strongly disagree or disagree with the statement, "I have enough resources to complete my duties." While 38.1% indicated they either agreed or strongly agreed with the same statement. 14.29% remained neutral. Perhaps in terms of lack of resources, respondents are referring to staffing levels. Many FD respondents indicated in short answer that staffing was an issue within FD.

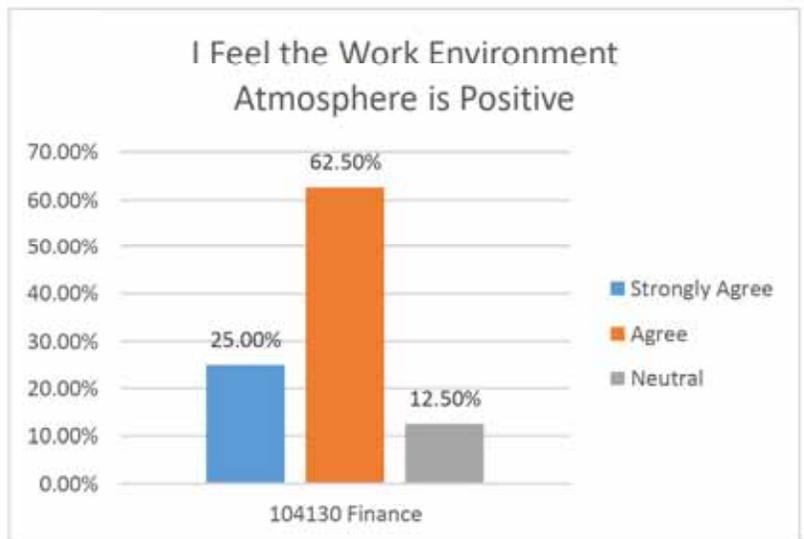


**Finance**

Participants from the Finance Department responded that there is strong leadership, positive workforce culture, sufficient benefits, and fair pay. Overall, participants from the Finance Department responded positively.

**Culture**

Generally, respondents from the Finance Department indicated that the workforce culture was positive within the department. Over half of respondents from the Finance Department indicated that they felt the work environment atmosphere is positive. Furthermore, all respondents from the Finance Department indicated that they felt a sense of belonging at their current position. One respondent from the Finance Department stated, "I look



forward to seeing my coworkers each day, the positive environment that I work in, the supportive work environment”

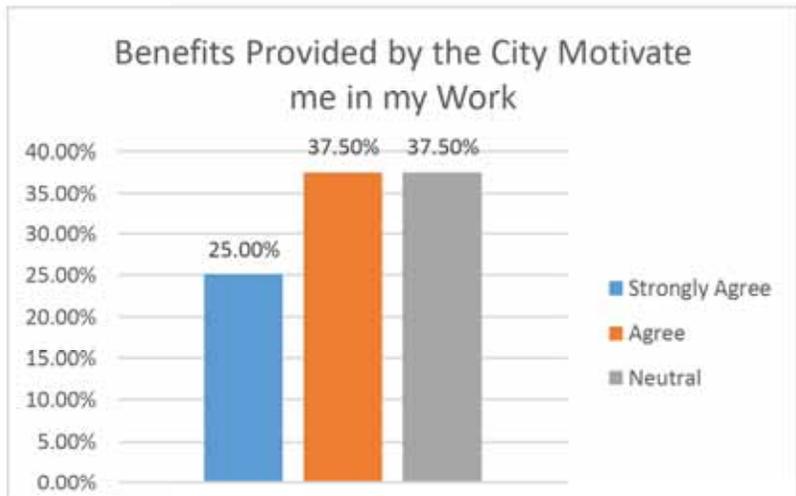
**Leadership**

Generally, respondents from the finance department indicated that leadership was strong. Most respondents indicated that their supervisor had confidence in them and gives them feedback based on their work not them as an individual. However, most respondents remained neutral regarding receiving timely feedback from their supervisor.



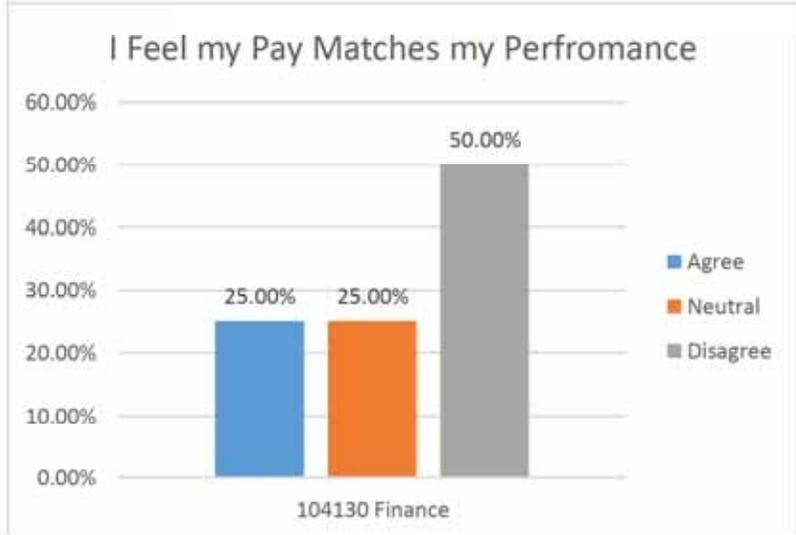
**Benefits**

Most respondents from the Finance Department indicated that benefits provided by the city motivated them in their work. However, many respondents remained neutral which opens interpretation.



**Pay**

Half of Finance Department respondents indicated that they did not feel their pay matched their performance. Additionally, a quarter remained neutral opening interpretation. Finally, a quarter indicated they did agree that their pay matched their performance. One individual stated that the pay is what they like least about work.



## Data

Below, is the complete data from all responding departments. Keep in mind that most departments had low response rates.

<b>I Feel A Sense Of Belonging At My Current Position</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	66.67%	33.33%	0.00%	0.00%	0.00%
	13.33%	60.00%	13.33%	0.00%	13.33%
104120 Administration	66.67%	33.33%	0.00%	0.00%	0.00%
104130 Finance	25.00%	75.00%	0.00%	0.00%	0.00%
104131 Engineering	100.00%	0.00%	0.00%	0.00%	0.00%
104150 Legal	100.00%	0.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	100.00%	0.00%	0.00%	0.00%
104310 Police	25.00%	62.50%	12.50%	0.00%	0.00%
104340 Development Assistance	0.00%	100.00%	0.00%	0.00%	0.00%
104340 Fire	28.57%	57.14%	9.52%	0.00%	4.76%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin	0.00%	100.00%	0.00%	0.00%	0.00%
607125 Shop Operations	0.00%	100.00%	0.00%	0.00%	0.00%
607126 Water Distribution	0.00%	0.00%	100.00%	0.00%	0.00%
607136 Wastewater Collections	0.00%	66.67%	0.00%	33.33%	0.00%
<b>Grand Total</b>	<b>25.64%</b>	<b>61.54%</b>	<b>7.69%</b>	<b>1.28%</b>	<b>3.85%</b>

<b>I Would Stay At My Current Job If I was Offered Another Job With Only A Slight Pay Difference</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	66.67%	0.00%	33.33%	0.00%	0.00%
	6.67%	20.00%	40.00%	6.67%	26.67%
104120 Administration	66.67%	0.00%	33.33%	0.00%	0.00%
104130 Finance	0.00%	50.00%	37.50%	12.50%	0.00%
104131 Engineering	66.67%	33.33%	0.00%	0.00%	0.00%
104150 Legal	100.00%	0.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	33.33%	66.67%	0.00%	0.00%
104310 Police	25.00%	37.50%	37.50%	0.00%	0.00%

104340 Development Assistance	0.00%	66.67%	33.33%	0.00%	0.00%
104340 Fire	19.05%	28.57%	33.33%	14.29%	4.76%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin	0.00%	0.00%	100.00%	0.00%	0.00%
607125 Shop Operations	0.00%	50.00%	50.00%	0.00%	0.00%
607126 Water Distribution	100.00%	0.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections	0.00%	0.00%	33.33%	33.33%	33.33%
<b>Grand Total</b>	<b>19.23%</b>	<b>30.77%</b>	<b>34.62%</b>	<b>7.69%</b>	<b>7.69%</b>

<b>I Feel My Pay Matches My Performance</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	0.00%	33.33%	33.33%	33.33%	0.00%
	6.67%	33.33%	20.00%	26.67%	13.33%
104120 Administration	33.33%	33.33%	0.00%	33.33%	0.00%
104130 Finance	0.00%	25.00%	25.00%	50.00%	0.00%
104131 Engineering	33.33%	66.67%	0.00%	0.00%	0.00%
104150 Legal	0.00%	100.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	0.00%	66.67%	33.33%	0.00%
104310 Police	12.50%	50.00%	12.50%	12.50%	12.50%
104340 Development Assistance	0.00%	33.33%	0.00%	66.67%	0.00%
104340 Fire	0.00%	4.76%	19.05%	57.14%	19.05%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin	0.00%	100.00%	0.00%	0.00%	0.00%
607125 Shop Operations	0.00%	0.00%	0.00%	100.00%	0.00%
607126 Water Distribution	0.00%	0.00%	0.00%	100.00%	0.00%
607136 Wastewater Collections	0.00%	0.00%	33.33%	0.00%	66.67%
<b>Grand Total</b>	<b>5.13%</b>	<b>28.21%</b>	<b>17.95%</b>	<b>37.18%</b>	<b>11.54%</b>

<b>Benefits provided by the City motivate me in my work</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	0.00%	66.67%	33.33%	0.00%	0.00%
	0.00%	40.00%	26.67%	13.33%	20.00%
104120 Administration	0.00%	66.67%	33.33%	0.00%	0.00%
104130 Finance	25.00%	37.50%	37.50%	0.00%	0.00%
104131 Engineering	100.00%	0.00%	0.00%	0.00%	0.00%
104150 Legal	0.00%	100.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	66.67%	33.33%	0.00%	0.00%
104310 Police	12.50%	37.50%	25.00%	0.00%	25.00%
104340 Development Assistance	33.33%	66.67%	0.00%	0.00%	0.00%
104340 Fire	4.76%	19.05%	23.81%	33.33%	19.05%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	0.00%	0.00%	0.00%	100.00%
607110 WS Admin	0.00%	0.00%	100.00%	0.00%	0.00%
607125 Shop Operations	0.00%	50.00%	50.00%	0.00%	0.00%
607126 Water Distribution	0.00%	100.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections	0.00%	0.00%	66.67%	0.00%	33.33%
<b>Grand Total</b>	<b>10.26%</b>	<b>37.18%</b>	<b>26.92%</b>	<b>11.54%</b>	<b>14.10%</b>

<b>I received satisfactory training for my job duties.</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	33.33%	66.67%	0.00%	0.00%	0.00%
	13.33%	66.67%	6.67%	13.33%	0.00%
104120 Administration	0.00%	66.67%	33.33%	0.00%	0.00%
104130 Finance	25.00%	37.50%	25.00%	12.50%	0.00%
104131 Engineering	100.00%	0.00%	0.00%	0.00%	0.00%
104150 Legal	100.00%	0.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	33.33%	33.33%	33.33%	0.00%
104310 Police	37.50%	62.50%	0.00%	0.00%	0.00%
104340 Development Assistance	0.00%	100.00%	0.00%	0.00%	0.00%
104340 Fire	28.57%	33.33%	28.57%	9.52%	0.00%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin	0.00%	100.00%	0.00%	0.00%	0.00%

607125 Shop Operations	0.00%	0.00%	50.00%	50.00%	0.00%
607126 Water Distribution	0.00%	0.00%	#####	0.00%	
607136 Wastewater Collections	33.33%	66.67%	0.00%	0.00%	
<b>Grand Total</b>	<b>24.36%</b>	<b>50.00%</b>	<b>16.67%</b>	<b>8.97%</b>	

<b>Your Supervisor Has Confidence in you</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	33.33%	66.67%	0.00%	0.00%	0.00%
	40.00%	26.67%	13.33%	20.00%	0.00%
104120 Administration	66.67%	33.33%	0.00%	0.00%	0.00%
104130 Finance	37.50%	37.50%	25.00%	0.00%	0.00%
104131 Engineering	100.00%	0.00%	0.00%	0.00%	0.00%
104150 Legal	100.00%	0.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	33.33%	66.67%	0.00%	0.00%	0.00%
104310 Police	37.50%	50.00%	12.50%	0.00%	0.00%
104340 Development Assistance	33.33%	33.33%	33.33%	0.00%	0.00%
104340 Fire	38.10%	47.62%	14.29%	0.00%	0.00%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin	0.00%	100.00%	0.00%	0.00%	0.00%
607125 Shop Operations	0.00%	100.00%	0.00%	0.00%	0.00%
607126 Water Distribution	100.00%	0.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections	0.00%	66.67%	0.00%	0.00%	33.33%
<b>Grand Total</b>	<b>38.46%</b>	<b>44.87%</b>	<b>11.54%</b>	<b>3.85%</b>	<b>1.28%</b>

<b>I Have Enough Resources To Complete my duties</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	0.00%	100.00%	0.00%	0.00%	0.00%
	6.67%	66.67%	13.33%	6.67%	6.67%
104120 Administration	100.00%	0.00%	0.00%	0.00%	0.00%
104130 Finance	25.00%	50.00%	25.00%	0.00%	0.00%
104131 Engineering	66.67%	33.33%	0.00%	0.00%	0.00%
104150 Legal	100.00%	0.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	33.33%	66.67%	0.00%	0.00%	0.00%

104310 Police	25.00%	50.00%	12.50%	12.50%	0.00%
104340 Development Assistance	33.33%	66.67%	0.00%	0.00%	0.00%
104340 Fire	14.29%	23.81%	14.29%	14.29%	33.33%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	0.00%	0.00%	0.00%	100.00%
607110 WS Admin	0.00%	0.00%	0.00%	100.00%	0.00%
607125 Shop Operations	0.00%	100.00%	0.00%	0.00%	0.00%
607126 Water Distribution	0.00%	100.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections	0.00%	33.33%	66.67%	0.00%	0.00%
<b>Grand Total</b>	<b>20.51%</b>	<b>47.44%</b>	<b>12.82%</b>	<b>7.69%</b>	<b>11.54%</b>

**Your Supervisor Gives You Feedback based on your work, not you as an individual**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
(blank)	0.00%	100.00%	0.00%	0.00%	0.00%
	26.67%	46.67%	6.67%	20.00%	0.00%
104120 Administration	33.33%	66.67%	0.00%	0.00%	0.00%
104130 Finance	25.00%	37.50%	37.50%	0.00%	0.00%
104131 Engineering	100.00%	0.00%	0.00%	0.00%	0.00%
104150 Legal	100.00%	0.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	33.33%	33.33%	0.00%	33.33%
104310 Police	25.00%	75.00%	0.00%	0.00%	0.00%
104340 Development Assistance	0.00%	100.00%	0.00%	0.00%	0.00%
104340 Fire	38.10%	47.62%	14.29%	0.00%	0.00%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin	0.00%	100.00%	0.00%	0.00%	0.00%
607125 Shop Operations	0.00%	50.00%	50.00%	0.00%	0.00%
607126 Water Distribution	0.00%	100.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections	33.33%	0.00%	66.67%	0.00%	0.00%
<b>Grand Total</b>	<b>28.21%</b>	<b>52.56%</b>	<b>14.10%</b>	<b>3.85%</b>	<b>1.28%</b>

**Your Supervisor gives you  
timely feedback regarding your  
job performance**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
	26.67%	46.67%	13.33%	13.33%	0.00%
104120 Administration	33.33%	33.33%	33.33%	0.00%	0.00%
104130 Finance	12.50%	25.00%	62.50%	0.00%	0.00%
104131 Engineering	100.00%	0.00%	0.00%	0.00%	0.00%
104150 Legal	100.00%	0.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	33.33%	33.33%	0.00%	33.33%
104310 Police	25.00%	75.00%	0.00%	0.00%	0.00%
104340 Development Assistance	66.67%	33.33%	0.00%	0.00%	0.00%
104340 Fire	38.10%	47.62%	9.52%	4.76%	0.00%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin	0.00%	100.00%	0.00%	0.00%	0.00%
607125 Shop Operations	0.00%	100.00%	0.00%	0.00%	0.00%
607126 Water Distribution	0.00%	100.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections	33.33%	0.00%	33.33%	33.33%	0.00%
(blank)	0.00%	100.00%	0.00%	0.00%	0.00%
<b>Grand Total</b>	<b>29.49%</b>	<b>48.72%</b>	<b>15.38%</b>	<b>5.13%</b>	<b>1.28%</b>

**I Feel The Work Environment  
Atmosphere is Positive**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>No Response</b>
(blank)	33.33%	66.67%	0.00%	0.00%	0.00%
	20.00%	46.67%	6.67%	26.67%	0.00%
104120 Administration	33.33%	66.67%	0.00%	0.00%	0.00%
104130 Finance	25.00%	62.50%	12.50%	0.00%	0.00%
104131 Engineering	66.67%	0.00%	33.33%	0.00%	0.00%
104150 Legal	0.00%	100.00%	0.00%	0.00%	0.00%
104250 Fleet Maintenance	0.00%	0.00%	100.00%	0.00%	0.00%
104310 Police	12.50%	50.00%	37.50%	0.00%	0.00%
104340 Development Assistance	66.67%	0.00%	0.00%	33.33%	0.00%
104340 Fire	23.81%	42.86%	19.05%	9.52%	4.76%
104500 PW Admin	0.00%	100.00%	0.00%	0.00%	0.00%
104520 PW Traffic Engineering	0.00%	0.00%	0.00%	100.00%	0.00%
607110 WS Admin	0.00%	100.00%	0.00%	0.00%	0.00%
607125 Shop Operations	0.00%	50.00%	50.00%	0.00%	0.00%

607126 Water Distribution	0.00%	100.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections	0.00%	33.33%	33.33%	33.33%	0.00%
<b>Grand Total</b>	<b>21.79%</b>	<b>46.15%</b>	<b>19.23%</b>	<b>11.54%</b>	<b>1.28%</b>

## **Comments**

Below are comments provided by participants. All comments are not provided but the comments listed provide a good perception of what was generally stated.

### **What do you look forward to when you come to work?**

"Helping others succeed and working with the people that make the City operate."

"Serving our citizens and one day closer to retirement"

"The people I work with"

"Interaction with customers"

"Having an impact for the Citizens within the City."

"Having a chance to positively impact someone else's day! Providing leadership."

"Talking with co-workers"

"Meeting public"

"Completing tasks which directly benefit public good and carry out actions as directed by the City Council. Sense of value and pride in the work function."

"I look forward to seeing my coworkers each day, the positive environment that I work in, the supportive work environment"

"I look forward to earning a living at a job I love with people who love their jobs as well."

### **What do you like most about work?**

"Giving others encouragement or tools to do their jobs and a feeling of fulfillment when you see them grow."

"The people, I enjoy what I do"

"Positive atmosphere"

"I enjoy the work environment mostly."

"Our department has the latest and most up-to-date equipment enabling us to do our work well and quickly. We are able to respond to the public in a timely way."

"Helping people"

"Helping others, being the calm in the storm. Knowing I have skills to take care of people's worst days."

### **What Do You Like Least About Work?**

"There are instances where I don't have time to fully focus on development and have to shift my focus to daily tasks."

"Putting in the time, being here the longest, having the most training, doing the best job, and being past up for opportunities."

"Unfair pay between new hires and veteran employees with years of experience. In some cases new hires making as much as veterans with 5 plus years."

"Political obstacles that prevent us from serving the citizens"

"Occasional monotony of daily tasks and confusion that comes along with keeping in bounds of duties and responsibilities."

"The pay."

"We have to deal with a lot of sad people who have ruined their lives with drugs and/or alcohol and now have mental problems that affect society."

"The city of Hendersonville's lack of support and concern for the minimum staffing requirements of the fire department. These minimum staffing requirements are industry standard and have been set forth by NFPA 1710. Minimum staffing requirements have been statistically proven to save lives and property as well as prevent firefighter injuries and death. The city instead wants to play a dangerous game of Russian roulette with the lives of its firefighters and the citizens they strive to protect."

"The lack of resources needed to effectively protect and serve the citizens"

"Not enough money"

"The insurance for families and pay"

### **What Would Make Your Job More Satisfying**

"Better benefits"

"Insurance for dependents"

"More responsibility, employees to supervise, and more competitive salary. Sense of direction and firm plan for the future within the organization."

"The ability to provide more for our workforce in terms of technology, resources, and benefits."

"More incentives for employees regarding their work efforts, more positive reinforcement"

"The pay scale Match my job"

"Comparable salary and benefits to other departments"

"Better family benefits, better pay for duties preformed while we are understaffed."

"More personnel, apparatus, and stations to support our call volume."

"More staffing, more pay. It'd be nice to be able to live off of one salary instead of needing to pick up other jobs."

"The family benefit package need work. For years I've heard the city say we are working to make family insurance cheaper and have better coverage. Over the past few years it has not gotten any better. I'm not sure where all the wellness money comes from...why can't some of it go to helping offset some of the cost?"

"Better benefits or reduced rates for family insurance. Also feeling like I benefited from the pay study would have been nice."

"Affordable family insurance, I would have to pay the city in order to have family insurance, also the pay needs to be raised for W/S because we risk our lives every day and get minimum pay"

#### **What might tempt you to leave?**

"Better pay and benefits"

"More money with better benefits"

"Cheaper insurance, higher position!"

"A competitive paying position with normal hours."

"Advancement opportunity, better compensation package....if my wife ever lost her job and we had to use the city insurance I would have no choice to leave. I have never even heard of family insurance worse than ours."

"Higher pay with better benefits."

"Bad treatment from management."

"I'm good not going Nowhere. All other Employees need to stop and smell the roses because we have it good. I know because most of my life has been on the other side of the fence. Most of the negative talk is from the young Employees that have never worked in the private world."

"Higher pay or better insurance"

"A shift in fire department leadership that does not support the mission of the fire dept."

"Better retirement/ 401 k match, better family benefits"

"Opportunity at a City with 401K contribution as well as better pay and benefit package. Also less work load."

"If we had a different City Manager that would not support the staff."

**What keeps you working here?**

"The challenges. The retirement benefits are better than private sector. I enjoy working for an organization that makes impact on the community."

"30 yr retirement and insurance"

"Co-workers and positive atmosphere"

"Working relationships, sense of belonging to the community outside of work, and the opportunity to grow with the City and continually improve management skills."

"The culture of the organization and the challenge and growth opportunities."

"The benefits and job security."

"I love working for the community of Hendersonville."

"The love for the job and the members of the organization."

"State Retirement"

"Insurance and retirement"



# Workforce Plan

SUMMER 2018, CITY OF HENDERSONVILLE

## Workforce Plan

Included in this report is what City of Hendersonville Department heads indicated that may be necessary in the meet their future service needs. Therefore, indicating how to potentially plan for the future. Topics included consist of,

- Number of employees managed
- Skills, competencies, and education
- Critical positions
- Workforce trends

### DEPARTMENTS

Department heads interviewed consisted of the Administration Department, Finance Department, Engineering Department, Public Works Department, Legal Department, Police Department, Fire Department, Development Assistance, Downtown Department, Water and Sewer Department, and Human Resources.

Some department heads had a comprehensive thought of future needs while others did not. Furthermore, collecting data regarding the workforce profile was difficult because of various time constraints. Nonetheless, information provided is valuable and useful.

## Administration

The Administration Department consists of the City Manager, Assistant City Manager, City Clerk, Budget and Management Analyst, Human Resources and the Public Information Officer. The Administration Department serves all City departments and the City Council. Within the hierarchy, the City Manager is at the top, and implements policies passed by City Council.

Approximately, the City Manager manages eight employees within the Administration Department. Generally, it is preferred that employees within the Administration Department have a master's Degree such as a Master of Public Affairs (MPA). Additionally, a general understanding of local government services and functions is required. All positions within the Administration Department were deemed critical positions. Additionally, although clerical positions have seemingly declined elsewhere, the importance of positions of this nature were stressed. Clerical positions are critical because of the potential to alleviate some burden from the City Manager and others.

To be an effective City Manager, one must have a master's Degree such as an MPA, be a sufficient public speaker, have strong leadership skills, developmental skills, communication skills, budgeting and finance skills, and interpersonal skills. Required skillsets for this position may change as time advances. For example, since the tenure of the current City Manager, an increased understanding of technology has become required. Furthermore working with multigenerational colleagues and working within an increased level of localism and activism from the public.

In emergency situations, any position may be needed depending on the situation. Skills that may be required in emergency situations include cross-trained individuals that are adept in multiple areas in times of crisis, communication skill (often reliant on the public information officer), and individuals who can handle internal support.

In the future to be able to serve the needs of the public, the City should ensure that competencies, skills, and educational listed previously for employees and the City Manager should be met. Furthermore, no additional positions would need to be created or eliminated in the future. However, the City should be aware that in the future, there may be fewer applicants with a desire to work in the local government. Also, clerical positions may be more difficult to fill because of lack of interest in the field and in skillset of individuals.

**Gaps: Diversity**

## **Human Resources**

The Human Resources (HR) Department is a subset of the Administration Department. However, it is important to include the HR Department in their own section because of the critical nature of their work. It is the HR Department's mission to "invest in our growing workforce, advocate for employee empowerment, ensure diversity, stimulate open communication, create a safe work environment, and promote employee wellness. The HR Department consist of a Human Resources Director and Human Resources Coordinator.

The HR Department Head manages one employee directly and occasionally summer interns. It is preferred that employees in this department have a bachelor's degree. Additionally, communication skills, listening skills, interpersonal skills, and a willingness to continue education as standards, policies, and laws change is required.

To be an efficient HR Department head, skills that are required for employees are also required for managers. Additionally, it may be required that individuals have a bachelor's degree in HR and a master's degree may be preferred.

There is potentially a gap in staffing in this department. To meet service needs, at least one employee may be required but two is preferred. Either an Administrative Assistant or a Safety and Risk Management Coordinator would be necessary to ensure efficiency and to assist in following the HR mission. An administrative Assistant would complete generic clerical duties. While a Safety and Risk Management Coordinator would have a bachelor's degree in a related field and complete duties related to risk management, drug screenings, workers compensation, etc.

Furthermore, as the City and surrounding areas continue to grow, additional staffing may be needed in the future. Positions such as a HR analyst and HR generalist may need to be created. The City should continue to monitor growth so that positions may be created for efficiency.

If emergency situations arise, both the HR Department head and HR Coordinator are critical, and the entirety of their skillsets may be utilized. For example, a general knowledge of the City and its resources may be needed in emergency situations. Also, when emergency situations occur an expert Safety and Risk Management Coordinator may be useful.

In the future we may expect the workforce to grow, more positions become available, an increase in technology, more education, greater emphasis on safety, and better communication. However, we may see individuals with a lack of the specialized technical knowledge or lack of knowledge on laws and policies. To remedy this lack of necessary skills, it was suggested that the city invest in a classroom that can be used to train individuals to increase efficiency. A classroom could be used by a variety of individuals throughout the City for several purposes.

Gaps: Staffing

Potential Future Gaps: Training resources, Staffing

## Finance

The Finance Department works to ensure the fiscal integrity of the City of Hendersonville. The Finance Department manages finances, oversees financial resources, and reports on those financial resources. The Department completes functions such as accounts payable, customer services, purchasing, and a variety of other duties.

The Finance Department head manages approximately 16 employees that complete a variety of services and duties. Interpersonal, accounting, and computer skills are needed to complete many duties within the Finance Department. However, in the future, a bachelor's degree in accounting, Finance Officer Certification, and Microsoft Excel skills may be necessary. Supervisory roles are critical within the department for leadership and efficiency. It is essential that employees in supervisory roles understand accounting well. Nevertheless, all positions within the Finance Department are critical to sustain efficiency.

Going forward, the Finance Department Head would need a bachelor's degree in accounting, Finance Officer Certification, Microsoft Excel skills, leadership skills, ability to interact with difficult situations, and willingness to continue education. In particular, continuing education is paramount because of change in accounting standards.

Although the Finance Department does not have significant emergency situations, there are some such as needing to process payroll when there is inclement weather. If this hypothetical situation were to occur, individuals who are trained to process payroll and the Department Head may be necessary.

In the future, the Finance Department may need an increase in staffing. However, this may depend on the growth of the City and the Water-Sewer Department. In the next 5-10 years, there may be a need of 1-2 additional employees on the accounting side to keep up with growth of the City. Additionally, staffing changes may be dependent on the Water-Sewer Department because of the duties that are intertwined with the Water-Sewer and Finance Departments. For example, customer service is within the Finance Department, but it relates to Water-Sewer because of the water services that deals with finances.

The workforce may change as it relates to the Finance Department in the future. Technology in finance and accounting may increase but it is not highly likely. It may be challenging to fill accounting positions in the future because of lack of individuals with accounting degrees. Furthermore, recruiting from the private industry does not always translate to the public sector.

**Gaps: Diversity**

**Potential Future Gaps: Staffing congruent with growth, workforce availability, diversity**

## Legal

The Legal Department for the City of Hendersonville represents the City, departments and staff, and certain of commission and boards in various legal matters of all kinds. The Legal Department consist of a full-time City Attorney and a part-time paralegal.

The City Attorney manages the one paralegal and they both need a variety of skills. The City Attorney is required to have a Juris Doctorate degree to have the minimum qualifications. Additionally, the City Attorney needs communication skills, political skills, organizational skills, acquisition skills, public relations skills and familiarity with GIS. Within the tenure of the current City Attorney, the department has been become adept to dealing with PR crises more. Therefore, in the future, PR training may be a useful skill for future City Attorneys.

The paralegal assists the City Attorney with a variety of duties and is currently part-time. It is not critical that the paralegal have a paralegal certificate. It is more necessary that they have a skillset that matches the needs of the City Attorney and the City. However, communication, organizational, and acquisition skills may be useful in this position. The duties the paralegal assists with may vary depending on what may be occurring. However, the paralegal may interact with acquisition for a significant amount of their duties. In the future it may be useful and impactful for the paralegal to be a full-time employee.

With the Legal Department consisting of only two individuals, both positions are critical. Particularly both positions are critical when it involves acquisition.

In emergency situations, PR training is sometimes needed to interact with the public. Furthermore, if the Legal Department is involved, the City Manager is often involved as well. Typically, the legal department is not the first department individuals come to for emergencies.

The workforce will probably not change significantly as it relates to the Legal Department. If the workforce does change, it may be because of annexation or large growth within the city.

### Potential Future Gaps: Staffing

## **Police Department (PD)**

The PD strives to create a safe and community interactive environment. The PD works with various actors throughout the City. The PD strives to build strong and trusting relationships with the public. Ultimately, it is their duty to serve and protect the public.

The Chief of Police manages approximately 56 employees within the PD. There are a variety of positions such as Administrative Assistant, Police Captain, Parking Services Supervisor, Crossing Guard, Lieutenants, Sergeants, School Resource Officers, Officers, Telecommunicators, and Police Support Specialist. A variety of skills are needed for positions within the PD such as basic law enforcement skills with discipline, interpersonal skills, analytical skills, and soft skills. Currently an individual needs at a minimum a GED or high school diploma with experience to be qualified to be employed as an officer. However, in the future, interest seems to be favoring having an associate degree at minimum and a bachelor's degree preferred.

The Chief of Police currently would need a master's degree and all the skills previously mentioned for employees. Additionally, the Chief of Police will need to be service oriented. For the future, the same education, skills and competencies.

Each position is critical in different situations within the PD. Specifically, line level positions, patrol positions, school resource officers, and communications dispatch play a critical role in day-to-day duties.

Future staffing needs for officers depends on population growth within the city. For every 1,000 people, 1 new officer is needed. It is important to note that young people are entering the workforce and are more educated. However, there is still potential that there may be a lack of individuals with the educational background that are willing to enter this work and may opt for other jobs.

Therefore, in the future it is vital that the city be aware of any growth it endures and be prepared to potentially hire new employees within the PD to protect and serve the public effectively.

**Potential Future Gaps: Staffing-with qualifications**

## **Development Assistance**

The Development Assistance Department reviews physical development of land within Hendersonville and Hendersonville's extraterritorial jurisdiction. The Department reviews development projects to assure that they are compliant with all policy.

The Development Assistance Director currently manages 3 employees. Excluding the Director position, there is a Senior Planner, Planner, and Administrative Aid. It is necessary that both planners have a degree in planning in the future and ensure that they are proficient in GIS and mapping. This is particularly significant as more technology may be expected in the future.

The Development Assistance Director needs a variety of education, skills, and competencies to complete the job. It is necessary to be proficient in planning, GIS, mapping, flood plain management, coding, interpersonal skills, scheduling, and site plan review. Additionally, in the future an increase in legal related work may be necessary.

Every position is critical within the Development Assistance Department. During emergency situations, employees must be able to communicate clearly to the public. Emergency situations for example may be flooding in which the department may warn people of the potential dangers.

Furthermore, the department is currently missing a Code Enforcement Officer and may need an additional planner in the future if the economy remains healthy and population increases.

The Department and City should be aware of the how the workforce may change or interact in the future. For example, technology will be increasingly prevalent in the field in the future. Technology such as laptops in vehicles will likely need to be implemented for employees in the department. Additionally, it may be difficult to recruit individuals to positions when competing with the private sector and positions with lower requirements and more pay.

### **Gaps: Staffing**

### **Potential Future Gaps: Staffing, Resources**

## **Engineering**

The Engineering Department strives to provide high quality engineering and geographical information services to the City of Hendersonville.

The City Engineer manages approximately seven employees who perform a variety of duties. Positions include Construction Manager, Stormwater Quality Specialist, Development Review Engineer, Construction Inspector, GIS Administrator, Senior Engineering Technician, Civil Engineer III. Each position requires engineering skills and in some positions a degree in engineering. Over the years the department has changed as in-house work has increased and design work has increased. Each position is critical, and each position may be used in an emergency.

The City Engineer needs an educational background coupled with set skills to be efficient. To have a sufficient educational background, a 4-year engineering degree may be necessary. Additionally, being licensed, having a background in construction management, having a familiarity with technology, and professional management are skills that may be necessary.

To meet the future needs of this department, positions may need to be added. As the population grows, the workforce will grow as well. It may be challenging to find individuals to fill positions in the future because of the lack of individuals with that skillset. Positions that may need to be added include, additional engineers, surveyors, landscape architect, additional stormwater technicians, and an additional construction inspector.

### **Potential Future Gaps: Staffing**

## **Public Works**

The Public Works Department completes a variety of duties within the City. Responsibilities include, coordinating street maintenance, maintaining traffic signals and lights, garbage and trash collection, maintaining public infrastructure, recycling program, snow and ice removal, leaf collection, removal of dead animals within the street right of way, beautification of downtown Hendersonville and 7<sup>th</sup> Avenue Historical District, and the City Garage.

The Public Works Director manages approximately 44-45 employees. There are a variety of divisions within the Public Works Department that complete various task. Divisions include Streets and Highways, Traffic Engineering, Property Maintenance, Fleet Maintenance, Building Maintenance, and Environmental services. Each position is critical to maintain a functional City. Any position within Public Works could be utilized in an emergency but it would depend on the situation. Because of the size the Public Works Department, a variety of skills could be used. Skills and duties have changed over time such as safety trainings, new inspections, and other duties in the community.

To manage this large enterprise, a Public Works Director would require public works experience and going forward, a background in storm water. Additionally, a 4-year-degree would be preferred in a discipline such as engineering.

To meet the needs of the City in the future, additional positions may need to be added. Approximately ten positions may need to be added over a few years. Positions will need to be within Traffic, Grounds Maintenance, Building Maintenance, Fleet Maintenance, and Administration.

However, the workforce is changing because of various reasons. The population of the City and surrounding areas is growing; thus, the workforce will need to grow to meet the needs of the City. Additionally, technology is changing, and employees will have to be adept in how to operate technology safely and efficiently. Filling positions that may be required in the future may be difficult because it is unclear whether individuals entering the workforce will be interested. Nevertheless, there have been no issues with filling positions thus far.

**Gaps: Diversity**

**Potential Future Gaps: Staffing, Diversity**

## **Downtown Economic Development**

The Downtown Department is one of the City's smaller departments. Nevertheless, the Downtown Department is essential and committed to protecting the economic viability, physical infrastructure, and social fabric of the downtown area.

The Downtown Economic Development Director manages 3 part-time employees. Employees include 2 Parking Ambassadors and a Special Events and Program Coordinator. Both the Director and Special Events and Program Coordinator are critical positions within the Department. The Director position would be essential if an emergency were to occur that involved this department. The department has changed over time for both the Director and Special Events and Program Coordinator. Social media use has increased, software management, event management workload has changed, and program growth as it relates to projects.

In the future, the City should consider adding an Administrative Assistant to address public meeting notices, overlook committees, and perform other clerical duties. An Administrative Assistant would be preferred to have a 2-year-degree. Furthermore, an additional program management or special projects individual who is full-time would be helpful. A program management or special projects individual may be preferred to have a marketing background and a 4-year-degree. The Director of the department may be preferred to have a master's degree and experience related to the field.

Positions within this department may not be difficult to fill in the future because of the available individuals with a marketing and hospitality background. Furthermore, recruitment could come from the Main Street Program which has a strong network of professionals.

### **Potential Future Gaps: Staffing**

## **Water and Sewer Department**

The Water and Sewer Department is responsible for a substantial amount of duties throughout the City. The Water and Sewer Department provides water services, maintenance of water mains, water pumps, and water storage tanks. Additionally, the administration division is responsible for managing the department, making recommendations, overseeing projects, GIS data, and a variety of other duties.

The Utilities Director manages about 78 employees in the department but about 6 directly. There are a variety of divisions within the Water and Sewer Department that includes, Administration, Facilities Maintenance, Water Treatment, Operations Support, Water Distribution/Maintenance and Water and Sewer Construction, Wastewater Treatment, and Sewer Collections/Maintenance. Some divisions have seen changes overtime such as increased technology use both in the office and in the field. However, treatment plants technology is not changing much but more efficient processes may be available. To work within some divisions within the Department, a 4-year-degree may be necessary in a related field such as chemistry, biology, or engineering. However, that educational background may not be necessary for other employees. Other employees may only require management experience and a degree is not required but may be preferred.

To be qualified to be the Utilities Director, a graduate degree in a field such as public affairs or business administration may be necessary. Additionally, broad experience in the field, such as operations, finance, purchasing, treatment, and collections experience may all be useful.

There are many positions that are critical and needed in emergency situations within the Water and Sewer Department. The Utilities Director, Assistant Manager, Treatment Plant Manager, Treatment Engineer, and Administration positions are all critical for the operation of the department. Any position within the department may be needed in an emergency.

The number of employees needed in the future may vary because it will need to be consistent with the growth of the City. However, it should be noted that technology use will increase in the future and employees should be adept to that use. It could be challenging to fill positions in this department in the future because of the technology use and individuals being willing to do the work. Furthermore, it is also difficult to recruit people especially with low pay scale.

**Gaps: Diversity**

**Potential Future Gaps: Staffing**

## **Fire Department (FD)**

The mission statement of the Hendersonville Fire Department states, "The Hendersonville Fire department will provide excellent customer service by minimizing risk to life, property, and the environment while creating a strong bond with our community through public education and prevention." The FD both protects and serves the public to maintain the safety and well-being of the community.

The Fire Chief manages about 33 full-time employees and 15 part-time employees. Individuals work within operations, life safety, and administration divisions of the FD. Each position within the FD performs a critical function as it relates to public safety and the ability to function. There are a variety of skills, competencies and educational requirements that individuals in the FD are bound by. Medical, safety, and other various trainings are required to be efficient and effective. Furthermore, skills, competencies, and education are forever changing within the FD. EMT certification is more common and required in some cases. Traffic management has become commonplace. Additionally, the FD has become more aware of PTSD, suicide, cancer awareness and other various medical circumstances individuals in the FD may face.

To be qualified to operate as the Fire Chief there are additional necessities that are required. In addition to having skills, competencies and education that others within the department have, it is necessary to have a master's degree, additional accreditations and certifications, and knowledge of municipalities.

Currently, the FD has two fire stations, however, a third station may be necessary to meet the needs of the FD and the city. A station should be considered near Spartanburg HGWY or District 3. Average response times for this area vary between 9:20-10:01. However, NFPA, states as a best practice response time should be about 4:00. At a new station in this area, the City should consider having a Service or Rescue Truck.

Additionally, NFPA recommends as a best practice that each truck have at least four individuals. The FD is not readily able to staff each truck with four individuals. Thus, the FD is approximately 27 employees short to meet recommendations. However, a challenge is finding qualified individuals that are willing to do the job. To train individuals, the City should explore creating and building an academy to train individuals for the profession.

The City should consider adding Battalion Chiefs, at least three for each shift, life safety educator, life safety administrative assistant, Logistics Administrator.

**Gaps: Staffing, Resources, Diversity**

**Potential Future Gaps: Same**

## Retirement

15 individuals plan to retire in either less than five years or at least 5+ years. Of the 15 individuals, eight are in a supervisory role.

Furthermore it is critical that knowledge, skills, and competencies be transferred before these individuals retire.

Count of When Do You Plan To Retire		10+ years	15+ years	20+ years	5+ years	Less than 5 years	
		37.50%	12.50%	0.00%	37.50%	12.50%	0.00%
104120 Administration		25.00%	0.00%	25.00%	50.00%	0.00%	0.00%
104130 Finance		0.00%	0.00%	11.11%	66.67%	11.11%	11.11%
104131 Engineering		0.00%	0.00%	33.33%	66.67%	0.00%	0.00%
104150 Legal		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
104250 Fleet Maintenance		0.00%	0.00%	33.33%	33.33%	0.00%	33.33%
104310 Police		7.69%	23.08%	23.08%	7.69%	15.38%	23.08%
104340 Development Assistance		0.00%	0.00%	0.00%	66.67%	0.00%	33.33%
104340 Fire		0.00%	14.29%	23.81%	42.86%	14.29%	4.76%
104500 PW Admin		0.00%	50.00%	50.00%	0.00%	0.00%	0.00%
104510 PW Streets & Highways		0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
104520 PW Traffic Engineering		0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
607110 WS Admin		0.00%	0.00%	50.00%	0.00%	50.00%	0.00%
607125 Shop Operations		0.00%	50.00%	50.00%	0.00%	0.00%	0.00%
607126 Water Distribution		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
607136 Wastewater Collections		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Customer Service- Water and Sewer Utility		0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
Water/Sewer Customer Service		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
<b>Grand Total</b>		<b>6.49%</b>	<b>12.99%</b>	<b>20.78%</b>	<b>36.36%</b>	<b>11.69%</b>	<b>11.69%</b>

## Diversity

The City in its entirety is lacking diversity in terms of race, ethnicity, and gender. This may become problematic because there will not be diverse thought provided. Instead, because of the homogeneous nature of the City, homogenous thought may occur. However, creating diversity may be challenging because not everyone has skills, competencies, and education required for positions. Furthermore, recruiting diverse individuals may be difficult because individuals may not want to come to the City.

<b>What Is Your Race?</b>	<b>Black or African American</b>	<b>Other</b>	<b>White</b>	<b>Grand Total</b>
	0.00%	12.50%	87.50%	100.00%
104120 Administration	0.00%	0.00%	100.00%	100.00%
104130 Finance	11.11%	0.00%	88.89%	100.00%
104131 Engineering	0.00%	0.00%	100.00%	100.00%
104150 Legal	0.00%	0.00%	100.00%	100.00%
104250 Fleet Maintenance	0.00%	0.00%	100.00%	100.00%
104310 Police	0.00%	0.00%	100.00%	100.00%
104340 Development Assistance	0.00%	0.00%	100.00%	100.00%
104340 Fire	4.76%	0.00%	95.24%	100.00%
104500 PW Admin	0.00%	0.00%	100.00%	100.00%
104510 PW Streets & Highways	0.00%	0.00%	100.00%	100.00%
104520 PW Traffic Engineering	0.00%	0.00%	100.00%	100.00%
607110 WS Admin	0.00%	50.00%	50.00%	100.00%
607125 Shop Operations	0.00%	0.00%	100.00%	100.00%
607126 Water Distribution	0.00%	0.00%	100.00%	100.00%
607136 Wastewater Collections	0.00%	0.00%	100.00%	100.00%
Customer Service- Water and Sewer Utility	0.00%	0.00%	100.00%	100.00%
Water/Sewer Customer Service	0.00%	0.00%	100.00%	100.00%
<b>Grand Total</b>	<b>2.60%</b>	<b>2.60%</b>	<b>94.81%</b>	<b>100.00%</b>

<b>Do You Consider Yourself Hispanic or Latino?</b>			
		<b>Hispanic/Latino</b>	<b>Not Hispanic/Latino</b>
	12.50%	0.00%	87.50%
104120 Administration	0.00%	0.00%	100.00%
104130 Finance	0.00%	0.00%	100.00%
104131 Engineering	0.00%	0.00%	100.00%
104150 Legal	0.00%	0.00%	100.00%
104250 Fleet Maintenance	0.00%	0.00%	100.00%
104310 Police	0.00%	0.00%	100.00%
104340 Development Assistance	0.00%	0.00%	100.00%
104340 Fire	4.76%	4.76%	90.48%
104500 PW Admin	0.00%	0.00%	100.00%
104510 PW Streets & Highways	0.00%	0.00%	100.00%
104520 PW Traffic Engineering	0.00%	0.00%	100.00%
607110 WS Admin	0.00%	0.00%	100.00%
607125 Shop Operations	0.00%	0.00%	100.00%
607126 Water Distribution	0.00%	0.00%	100.00%
607136 Wastewater Collections	0.00%	0.00%	100.00%
Customer Service- Water and Sewer Utility	0.00%	0.00%	100.00%
Water/Sewer Customer Service	0.00%	0.00%	100.00%
<b>Grand Total</b>	<b>2.60%</b>	<b>1.30%</b>	<b>96.10%</b>

Gender	Female	Male
	62.50%	37.50%
104120 Administration	25.00%	75.00%
104130 Finance	77.78%	22.22%
104131 Engineering	0.00%	100.00%
104150 Legal	0.00%	100.00%
104250 Fleet Maintenance	0.00%	100.00%
104310 Police	38.46%	61.54%
104340 Development Assistance	33.33%	66.67%
104340 Fire	14.29%	85.71%
104500 PW Admin	50.00%	50.00%
104510 PW Streets & Highways	0.00%	100.00%
104520 PW Traffic Engineering	0.00%	100.00%
607110 WS Admin	100.00%	0.00%
607125 Shop Operations	0.00%	100.00%
607126 Water Distribution	0.00%	100.00%
607136 Wastewater Collections	0.00%	100.00%
Customer Service- Water and Sewer Utility	100.00%	0.00%
Water/Sewer Customer Service	100.00%	0.00%
<b>Grand Total</b>	<b>35.06%</b>	<b>64.94%</b>

The City should carefully analyze and consider the information presented and decide if changes need or can be made. Additionally, the City should plan for the future with the information provided.





# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Garrett DeMoss

**Department:** Utilities

**Date Submitted:** 7/12/18

**Presenter:** Lee Smith

**Date of Council Meeting to consider this item:** 8/2/2018

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item # 11**

This request is to authorize Fortech Automation Controls (Fortech) to perform an upgrade of the SCADA system and Variable Frequency Drives (VFDs). This \$304,310 project at the Wastewater Treatment Plant will replace the currently outdated equipment in need of frequent repair. The scope of work to be performed is as follows:

1. Upgrade all VFDs controlling motors on influent pumps.
2. Upgrade all Allen-Bradley SLC-500 PLCs to Allen-Bradley Compact Logix PLC processors.
3. Upgrade existing SCADA system servers software and graphics.
4. Install UPS backup power supply units located in control panels.
5. Install CAT 5 cable; replacing existing RIO cable.
6. Install new Panelview Plus-7 6.5 inch.
7. Receive a 3-year full support warranty to support upgrades.

Fortech has designed and maintained the City's water and sewer SCADA system for many years. The equipment Fortech is providing is not proprietary; but we have standardized our SCADA system with this equipment. It is difficult to use other equipment in this application. Fortech also understands our systems and have developed programming that is unique to our SCADA system.

Thank you for your consideration of this request- Water and Sewer Staff will be available for questions.

**Budget Impact:** \$ 304,310.00 Is this expenditure approved in the current fiscal year budget?  Yes If no, describe how it will be funded.

**Suggested Motion:** *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to approve the project with Fortech Automation Controls to upgrade the SCADA system and VFDs at the City's wastewater treatment plant in the amount of \$304,310.00, as recommended and presented by staff.

## Attachments:

Detailed Scope of Work and Price Quote from Fortech Automation Controls.



Automation Controls

2124 Wilkinson Blvd., Charlotte, N.C. 28208  
704-333-0621 [www.fortech.us](http://www.fortech.us)

July 10, 2018 -- REVISED

Fortech Incorporated  
Hendersonville WWTP Control / VFD Upgrades Suggested Upgrades

Sirs,  
Per our discussions and review meetings attached is a preliminary scope for updating the controls and VFD's at the Wastewater Treatment Plant. We have tried to include a good description of the work required for each segment.

Items listed in the order of priority:

(1)--Influent Pump Station VFD's & Control

The sequence of work would be to replace each of the VFD's and verify proper operation of the VFD's & control interface. After all, VFD's have been replaced new CAT5 cable will need to be pulled in place of the existing RIO cable during this time the pump station will need to be run in manual float switch control. While the cable is being installed we will also be working on modifying the main control panel to add the CompactLogix PLC processor, Panelview Plus-7 6.5 inch and load the latest programs and test. After all equipment is installed and the wiring is pulled and terminated we can test the automatic operation of the station.

--Influent Pump Station VFD's

- Upgrade VFD #3 (125-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network (VFD #4 has already been upgraded)
- Upgrade VFD #1 (75-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network
- Upgrade VFD #2 (75-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network

--Influent Pump Control Panel upgrade the PLC from an Allen-Bradley SLC-500 PLC processor to an Allen-Bradley CompactLogix PLC processor. Install the new CompactLogix processor on the back panel separate from the existing PLC and modify the PLC program as required. (note: the SLC-500 I/O cards will be supported long term, so they do not need to be replaced). Replace / upgrade the bubbler system components (level transmitter & gauge) the pressure switches will not be replaced. Modify the control programming to include an automatic purge for 10 seconds every hour.

\$73,890.00

(2)--SCADA Server Computers & Software & Graphics Upgrade

Provide (2) two new SCADA Server computers each with the following configurations:

- Dell PowerEdge T430 Server, each with 16GB DDR4 DIMMs memory
- RAID 1 with 2X 1TB hard drive
- Windows Server 2016R2 Standard Edition Operating system
- MS Office software Network Version
- (2) 24" Wide Screen monitor
- (1) 42" Wide Screen wall mounted monitor
- (2) 1000VA UPS's
- 3-year full support warranty
- Enhanced 3D graphics for the plant overview and various plant sites
- Rockwell FactoryTalk View SE Server software (1 license per server)

- Rockwell FactoryTalk View SE Client software (4 client licenses total)
- Rockwell FactoryTalk Gateway
- Rockwell FactoryTalk Development
- WIN911 Alarm messaging software, with mobile app interface
- XLreporter software
- XLreporter custom reporting to include daily, weekly and monthly flow data tabulations.
- Fortech office time for programming, configuration and complete system testing
  - Configure the new Windows operating system software with current user's credential.
  - Install all upgraded Rockwell software for basic plant operation
  - Set all security levels to match the current settings.
  - Configure Rockwell software for Remote SCADA interface, VIEW ONLY
  - Configure Rockwell software for Web client viewing & set security
  - Install XLreporter software and configure custom reporting
  - Install and configure MS-SQL Server Express to store periodic data logging and event driven alarming
  - Configure RSLinx Enterprise data server to communicate with all the PLCs and serving data to FactoryTalk View SE Clients.
  - Perform Factory Acceptance Test on all components of the new system

\$71,600.00

(3)—Recycle/Waste Pump Station VFD's & Control

The sequence of work would be to replace each of the VFD's and verify proper operation of the VFD's & control interface. After all VFD's have been replaced new CAT5 cable will need to be pulled in place of the existing RIO cable. While the cable is being installed we will also be working on modifying the main control panel to add the CompactLogix PLC processor, Panelview Plus-7 6.5 inch and load the latest programs and test. After all equipment is installed and the wiring is pulled and terminated we can test the automatic operation of the station. Install a 650VA UPS in the control / PLC circuit.

--Recycle Pump Station VFD's

- Upgrade Recycle Pump VFD #1 (50-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network
- Upgrade Recycle Pump VFD #2 (50-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network
- Upgrade Waste Pump VFD #1 (60-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network
- Upgrade Waste Pump VFD #2 (60-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network

\$54,000.00

(4)—Blower & Headworks I/O Panel upgrade the PLC from an Allen-Bradley SLC-500 PLC processor to an Allen-Bradley CompactLogix PLC processor. Install the new CompactLogix processor in a new small enclosure adjacent to the existing control panel (the new enclosure is required since there is not enough room in the existing enclosure) and connect the required interconnects and modify the PLC program as required. (note: the SLC-500 I/O cards will be supported long term, so they do not need to be replaced)Install a 650VA UPS in the control / PLC circuit.

\$15,000.00

(5)—Plant and Seal Water Panel

The sequence of work would be to replace each of the VFD's and verify proper operation of the VFD's & control interface. After all VFD's have been replaced new CAT5 cable will need to be pulled in place of the existing RIO cable. While the cable is being installed we will also be working on modifying the main control panel to add the CompactLogix PLC processor and load the new program and test. After all equipment is installed and the wiring is pulled and terminated we can test the automatic operation of the station. Install a 650VA UPS in the control / PLC circuit.

--Plant Water Pump Station VFD's

--Upgrade Plant Water Pump VFD #1 (20-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network

--Upgrade Plant Water Pump VFD #2 (20-HP) to an Allen-Bradley 753, install a temporary RIO card in the VFD to communicate with the existing RIO network \$31,000.00

(6)—Belt Press Control Panels upgrade the PLC from an Allen-Bradley SLC-500 PLC processor to an Allen-Bradley CompactLogix PLC processor. Install the new CompactLogix processor in the existing control panel and modify the PLC program as required. (note: the SLC-500 I/O cards will be supported long term, so they do not need to be replaced) Install a 650VA UPS in the control / PLC circuit. Install a 650VA UPS in the control / PLC circuit.

\$13,000.00

(7)---Belt Press Drive Panel VFD's

--Upgrade Belt Press Drive Panel #1 with (1)-(6.0-HP) & (1)-(3.0-HP) to an Allen-Bradley 753

--Upgrade Belt Press Drive Panel #2 with (1)-(6.0-HP) & (1)-(3.0-HP) to an Allen-Bradley 753

\$17,600.00

(8)---Sludge Feed Pump VFD's

--Upgrade Sludge Feed Pump VFD #1 (7.5-HP) to an Allen-Bradley 753

--Upgrade Sludge Feed Pump VFD #2 (7.5-HP) to an Allen-Bradley 753

\$13,220.00

(9)—Main Plant Control Panel upgrade the PLC from an Allen-Bradley SLC-500 PLC processor to an Allen-Bradley CompactLogix PLC processor. Install the new CompactLogix processor in the existing control panel and modify the PLC program as required. (note: the SLC-500 I/O cards will be supported long term, so they do not need to be replaced)

\$15,000.00

TOTAL \$304,310.00

It might be good to schedule a brief meeting to review the list and explain the sequence of work required at each location. If you have any questions or concerns, please call.

Yours truly,

*Jon Forrest*

Jon Forrest, P.E.



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Brent Detwiler

**Department:** Engineering

**Date Submitted:** 7/24/18

**Presenter:** Brent Detwiler

**Date of Council Meeting to consider this item:** 8/2/18

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item # 12**

On July 16 2018, formal bids were received for the WWTP Generator Installation Project. The project consists of the installation of the City-purchased 1,500 kW diesel emergency generator with its associated sound/weather enclosure and sub-base fuel tank, installation of electrical switchgear equipment, site clearing, grading, erosion control, storm drainage relocation, fence removal and replacement, site restoration, concrete equipment pads, routing of power and controls, SCADA integration, and all ancillary electrical equipment for a complete and functional emergency generator installation. The engineer's cost opinion for this project was approximately \$500,000.00. Four (4) bids were received with the following results.

Page Power Systems, Inc. - \$885,794.00

Cooper Construction - \$918,000.00

M.B. Kahn - \$959,959.00

Harper Corporation - \$1,510,000.00

Our consulting engineer, McKim & Creed, has reviewed each bid for completeness and accuracy. As a result of this review, City staff and our consultant recommends the project award to Page Power Systems, Inc. of Gastonia, NC, the lowest responsive and responsible bidder, in the amount of \$885,794.00. The engineer's recommendation letter, a bid tabulation and engineer's cost opinion are attached for reference. Please let me know if you have any questions or require additional information regarding this project.

**Budget Impact:** \$ 885,794.00  Is this expenditure approved in the current fiscal year budget?  Yes  If no, describe how it will be funded.

## Suggested Motion:

Move to authorize the City Manager to award and execute the contract for the construction of the Wastewater Treatment Plant Generator Installation Project to Page Power Systems, Inc. the lowest responsive and responsible bidder, in the amount of \$885,794.00, as presented and recommended by staff.

## Attachments:

Engineer's Recommendation Letter, Bid Tabulation, Engineer's Cost Opinion



ENGINEERS

SURVEYORS

PLANNERS

July 17, 2018

064960006

Mr. Brent Detwiler  
City Engineer  
City of Hendersonville  
305 Williams Street  
Hendersonville, NC 28792

RE: Bid Tabulation and Recommendation  
Hendersonville WWTP Improvements – Generator Installation

Dear Mr. Detwiler:

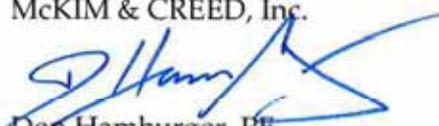
On July 16, 2018, four (4) bids were received for the City of Hendersonville Wastewater Treatment Plant Improvements – Generator Installation Project. Page Power Systems, Inc. of Gastonia, NC submitted the apparent low bid for the project. McKim & Creed has completed a detailed analysis of each bid submitted and reviewed the subcontractors and equipment proposed, none of which affected the bid of Page Power Systems, Inc. or the order of the bids received. A Bid Tabulation of each bid received is attached.

We therefore recommend that the City of Hendersonville award the construction contract for the City of Hendersonville Wastewater Treatment Plant Improvements – Generator Installation Project to Page Power Systems, Inc. for the amount of \$885,794.00.

We appreciate this opportunity to serve the City of Hendersonville, and look forward to the construction of this significant project. Please contact our office (704-841-2588) with any questions or concerns.

Respectfully submitted,

McKIM & CREED, Inc.

  
Don Hamburger, PE  
Regional Manager

Attachments

8020 Tower Point Drive

Charlotte, NC 28227

704.841.2588

Fax 704.841.2567

www.mckimcreed.com

**CITY OF HENDERSONVILLE WWTP IMPROVEMENTS - GENERATOR INSTALLATION**

Bid Schedule Bid Opening: July 16, 2018; 10:00 AM				COOPER CONSTRUCTION Flat Rock, NC		HARPER CORPORATION Greenville, SC		M. B. KAHN Columbia, SC		PAGE POWER SYSTEMS Gastonia, NC	
Item	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	FOR CONSTRUCTING THE EMERGENCY STANDBY GENERATOR AND SWITCHBOARD INSTALLATION, COMPLETE, IN PLACE, AS SPECIFIED	1	LS	\$ 894,000.00	\$ 894,000.00	\$ 1,486,000.00	\$ 1,486,000.00	\$ 935,959.00	\$ 935,959.00	\$ 861,794.00	\$ 861,794.00
2	CONTINGENCY ALLOWANCE	1	LS	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
<b>TOTAL BID - CITY OF HENDERSONVILLE WWTP IMPROVEMENTS - GENERATOR INSTALLATION</b>				<b>\$ 918,000.00</b>		<b>\$ 1,510,000.00</b>		<b>\$ 959,959.00</b>		<b>\$ 885,794.00</b>	



I hereby certify that the above tabulation is a correct tabulation of the bids received on July 16, 2018

*Don Hamburger*  
 Don Hamburger, PE,  
 McKim & Creed Regional Manager - Water

## Engineer's Cost Opinion - Generator Installation

City of Hendersonville WWTP Improvements - Generator Installation



ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
<b>MOB Mobilization</b>					
1	Mobilization (2% of total)	1	LS	\$ 9,116.35	\$ 9,116.35
1A	Demobilization	1	LS	\$ 6,837.26	\$ 6,837.26
<b>SCH I Site Civil</b>					
1	Grading/Earthwork/Fill	700	CY	\$ 125.00	\$ 87,500.00
2	Re-Establish Ditch Drainage	300	LF	\$ 25.00	\$ 7,500.00
3	Silt Fence	290	LF	\$ 2.50	\$ 725.00
4	Silt Fence w/ Stone Outlet	1	EA	\$ 1,500.00	\$ 1,500.00
5	15" RCP Storm Drain Pipe w/ Flared End Section	20	LF	\$ 125.00	\$ 2,500.00
6	Temporary Slope Stabilization	500	SY	\$ 18.00	\$ 9,000.00
7	Gravel Construction Entrance	1	EA	\$ 2,500.00	\$ 2,500.00
8	Rock Excavation	50	CY	\$ 75.00	\$ 3,750.00
9	Haul/Disposal of Excess Materials	45	TN	\$ 125.00	\$ 5,625.00
10	For using #467 stabilization stone	75	TN	\$ 40.00	\$ 3,000.00
11	Chain Link Fence	200	LF	\$ 10.00	\$ 2,000.00
12	Permanent Grassing	1	LS	\$ 10,000.00	\$ 10,000.00
13	Arc Filter Inlet Protection	1	EA	\$ 7,500.00	\$ 7,500.00
<b>Subtotal Sch 1</b>					<b>\$ 111,225.00</b>
<b>SCH II Structural</b>					
1	Slabs-On-Grade, Subgrade, Bollards	1	LS	\$ 25,000.00	\$ 25,000.00
<b>Subtotal Sch 2</b>					<b>\$ 25,000.00</b>
<b>SCH III Electrical</b>					
1	Generator:				
A	Crane Rental & Equipment Placement	1	DAY	\$9,000.00	\$ 9,000.00
B	Excavation & Backfill	60	FT	\$6.50	\$ 390.00
C	3.5" Sch-40 PVC (Generator to Main Switchboard 'SWB-1')	480	FT	\$20.50	\$ 9,840.00
D	600kcmil XHHW-2 Cu/ In Raceway	1440	FT	\$17.75	\$ 25,560.00
E	350awg XHHW-2 Cu/ In Raceway	600	FT	\$9.75	\$ 5,850.00
F	1.5" Sch-40 PVC Conduit/ Underground (Generator to Main Switchboard 'SWB-1')	60	FT	\$9.75	\$ 585.00
G	#8awg XHHW-2 Cu/ In Raceway	180	FT	\$1.20	\$ 216.00
H	#10awg XHHW-2 Cu/ In Raceway	60	FT	\$0.80	\$ 48.00
I	1.0" Sch-40 PVC Conduit/ Underground (Generator to Main Switchboard 'SWB-1')	60	FT	\$7.55	\$ 453.00
J	#14awg XHHW-2 Cu/ In Raceway	960	FT	\$0.70	\$ 672.00
K	#12awg XHHW-2 Cu/ In Raceway	60	FT	\$0.70	\$ 42.00
L	Cable Termination/ 600kcmil	64	EA	\$100.00	\$ 6,400.00
M	Cable Termination/ #8awg	3	EA	\$15.40	\$ 46.20
N	Cable Termination/ #14awg	16	EA	\$1.96	\$ 31.36
O	Start-up Cost	1	LS	\$5,000.00	\$ 5,000.00

2	New Main Switchboard 'SWB-1':			
A	New 480/277V 3000A Buss Switchboard 'SWB-1'	1 EA	\$135,000.00	\$ 135,000.00
B	Excavation & Back-Fill	80 FT	\$6.50	\$ 520.00
C	3.5" Sch-40 PVC Conduit/ Underground ('SWB-1' to Existing SwitchBoard 'SB-1')	325 FT	\$20.50	\$ 6,662.50
D	600kcmil XHHW-2 Cu/ In Raceway	1040 FT	\$17.75	\$ 18,460.00
E	4/0awg XHHW-2 Cu/ In Raceway	260 FT	\$6.00	\$ 1,560.00
F	3.5" Sch-40 PVC Conduit/ Underground ('SWB-1' to Existing SwitchBoard 'SB-2')	375 FT	\$20.50	\$ 7,687.50
G	600kcmil XHHW-2 Cu/ In Raceway	1200 FT	\$17.75	\$ 21,300.00
H	4/0awg XHHW-2 Cu/ In Raceway	300 FT	\$6.00	\$ 1,800.00
I	3.5" Sch-40 PVC Conduit/ Underground ('SWB-1' to Existing XFMR 'TX-1')	600 FT	\$20.50	\$ 12,300.00
J	600kcmil XHHW-2 Cu/ In Raceway	1920 FT	\$17.55	\$ 33,696.00
K	350awg XHHW-2 Cu/ In Raceway	480 FT	\$9.75	\$ 4,680.00
L	Cable Termination/ 600kcmil	24 EA	\$100.00	\$ 2,400.00
M	Start-up Cost	1 LS	\$2,500.00	\$ 2,500.00
3	Building & Plant Grounding System:			
A	3/4" X 120" CU-Clad Ground Rods	8 EA	\$112.00	\$ 896.00
B	Excavation & Back-Fill	250 FT	\$4.50	\$ 1,125.00
C	#4/0awg Bare Tinned CU Ground Conductor	250 FT	\$6.00	\$ 1,500.00
D	#2awg Bare Tinned CU Ground Conductor - Cable Tap	60 FT	\$2.64	\$ 158.40
E	1.5" Sch-40 PVC Conduit/ Underground ('SB-1' to Ground Ring)	20 FT	\$7.55	\$ 151.00
F	#250awg Bare CU Ground Conductor	20 FT	\$7.10	\$ 142.00
G	1.0" Sch-40 PVC Conduit/ Underground ('SB-1' to Ground Ring)	20 FT	\$7.55	\$ 151.00
H	#4/0awg Bare CU Ground Conductor	20 FT	\$6.00	\$ 120.00
I	1.0" Sch-40 PVC Conduit/ Underground ('SB-2' to Ground Ring)	20 FT	\$7.55	\$ 151.00
J	#4/0awg Bare CU Ground Conductor	20 FT	\$6.00	\$ 120.00
K	Exothermic Weld/ Ground Rod - Cable	8 EA	\$85.00	\$ 680.00
L	Exothermic Weld/ Cable - Cable	6 EA	\$83.00	\$ 498.00
M	Exothermic Weld/ Cable - Steel	7 EA	\$83.00	\$ 581.00
N	Mechanical Connections	7 EA	\$88.50	\$ 619.50
	<b>Subtotal Sch 3</b>			<b>\$ 319,592.46</b>
	<b>Total Sch I, Sch II, Sch III, and Mob</b>			<b>\$ 471,771.07</b>
	<b>Contingency</b>			<b>\$ 24,000.00</b>
	<b>ESTIMATED TOTAL</b>			<b>\$ 495,771.07</b>

## Preliminary Schedule



### Wednesday, September 19, 2018

Noon - 6:00 pm

1:30 pm - 2:30 pm

2:30 pm - 5:30 pm

2:30 pm - 3:30 pm

3:30 pm - 5:30 pm

**Conference Registration Open**

**League LINC Center and Voting Desk Open**

**NC Resort Towns & Convention Cities Meeting (*must be registered*)**

**NC Black Elected Officials Business Meeting (*must be registered*)**

**Young Municipal Elected Officials Meeting (*must be registered*)**

**NCLM Board Meeting - The Crossing At Hollar Mill**

**NCLM Board/Leadership Reception & Dinner (5:30 pm- 9:00 pm)**

### Thursday, September 20, 2018

7:30 am - 6:00 pm

7:30 am - 4:00 pm

7:30 am - 9:00 am

8:00 am - 9:00 am

9:00 am - 10:15 am

10:15 am - 10:30 am

10:30 am - 11:30 am

11:30 am - 12:30 pm

11:30 am - 12:30 pm

11:30 am - 12:45 pm

11:30 am - 3:30 pm

12:45 pm - 1:30 pm

1:30 pm - 2:30 pm

2:30 pm - 4:30 pm

2:30 pm - 3:30 pm

2:30 pm - 4:30 pm

3:00 pm - 4:00 pm

4:00 pm - 5:00 pm

5:00 pm -

6:00 pm - 9:00 pm

**Conference Registration Open**

**League LINC Center and Voting Desk Open**

**Exhibit Hall/Networking Time | NCLM Networking Center Open**

**Exhibit Hall Networking Breakfast (*registration required*)**

**NC BEMO Breakfast Meeting (*registration required*)**

**NC Mayors Association Breakfast Meeting (*registration required*)**

**NC Women In Municipal Government Breakfast Meeting**

**(*registration required*)**

**NC Military Host Cities Coalition Meeting (*registration required*)**

**Movie Theater**

**8:00 am - Municipal Engineering Services Company, PA**

**8:30 am - Home Serv/Utility Services Partners**

**Opening Ceremonies with Keynote Speakers, Matt Thornhill and John Martin, "Municipalities of Tomorrow"**

**Exhibit Hall Networking Break**

**Municipalities of Tomorrow Concurrent Session -**

**(*registration required - Must Choose One*)**

**1-Leveraging Urban Cores in Regional Partnerships**

**2-Embracing Technology in Service Delivery at Any Size**

**3-Engaging Your Public: Innovative Practices from Across the State**

**Exhibit Networking Hall Lunch (*registration required*)**

**Movie Theater**

**11:30 am -Enterprise Fleet Management**

**12:00 pm - VC3**

**NC Municipal Managers Luncheon (*registration required*)**

**NC Clerks Association Luncheon with Education Credits**

**(*registration required*)**

**General Session: Supporting Progress: Leveraging Other Resources**

**Here We Grow: Grant and Investments Working for You Concurrent Sessions (*registration required - Must***

***Choose One*)**

**1- Main Street Development**

**2- Aging Infrastructure**

**3- Leveraging Amenities**

**4- Technology/Smart Cities**

**Grant Mobile Workshop (*registration required*)**

**General Session - Finding Your Brand**

**Exhibit Hall Networking & Closing Refreshments**

**Movie Theater**

**1-**

**2-**

**Nominating Committee Public Hearing**

**Loading Buses at Hickory Metro Convention Center**

**Host City Event - (*registration required*)**

**Friday, September 21, 2018**

8:00 am - 6:00 pm

**Conference Registration Open**

8:15 am - 10:15 am

**League LINC Center/Voting Desk Open**

**NCLM (Plated) Breakfast with Opening Session (registration required)**

**"Broadband and Public-Private Partnerships: How the Fort Mac Redevelopment is Revitalizing Southwest Atlanta"**

10:00 am - 4:15 pm

**Continuous Networking Refreshments**

10:30 am - 11:30 am

**Broadband Concurrent Session (registration required-Must Choose One)**

**1- Digital Inclusion Adoption: Getting More People Online**

**2- Digital Access: A Community Playbook for Better Networks Now**

**3- Digital Advocacy: Making the Case for Better Broadband Policy**

11:45 am - 1:15 pm

**NCLM (Plated) Luncheon with Inspirational Speaker - Jeff Evans, MountainVision Inc.**

**(registration required)**

1:30 pm - 4:00 pm

**Ethics Training for Elected Officials (registration required)**

1:30 pm - 2:45 pm

**CityVision Takeaways: What's in your Toolbox? (registration required - Must Choose One)**

**1- Piedmont Region**

**2- Eastern Region**

**3- Western Region**

2:45 pm - 3:00 pm

**Announced Networking Break**

3:00 pm - 4:00 pm

**The Opioid Challenge General Session with NC Attorney General, Josh Stein**

4:00 pm - 5:00 pm

**Business Meeting**

5:00 pm - 6:00 pm

**President's Reception (registration required)**

6:00 pm - 8:30 pm

**NCLM Dinner with Entertainment (registration required)**

8:30 pm - 9:30 pm

**NCLM Dessert Social & DJ**



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Joseph Vindigni

**Department:** Fire

**Date Submitted:** 07-24-2018

**Presenter:** Joseph Vindigni

**Date of Council Meeting to consider this item:**

**Nature of Item:** Presentation Only

**Summary of Information/Request:**

**Item # 14b**

In an effort to keep City Council and City management informed about the Fire Department the Fire Chief has created a statistical report that will be published every quarter. The intention is to build off the first quarter and show data on call volume for both EMS and fire, automatic aid given & received, reliability/availability, as well as fire inspections data. In the future we will add even further information such as smoke alarm & car seat installations as well as public education and prevention activities.

**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:**

N/A

**Attachments:**

Fire Department Bi-Annual 2018 - Fire Chief Report



# Hendersonville Fire

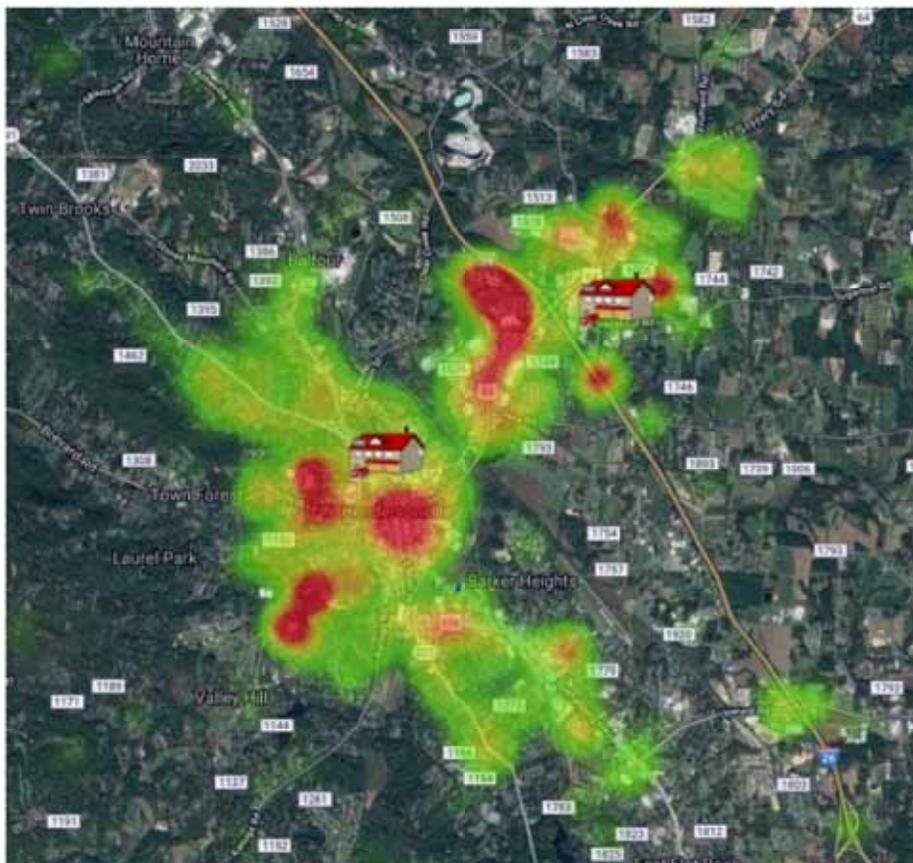
Fire Chief  
Biannual Report  
Jan-June 2018

## Hendersonville Fire Department Statistics – January – June 2018

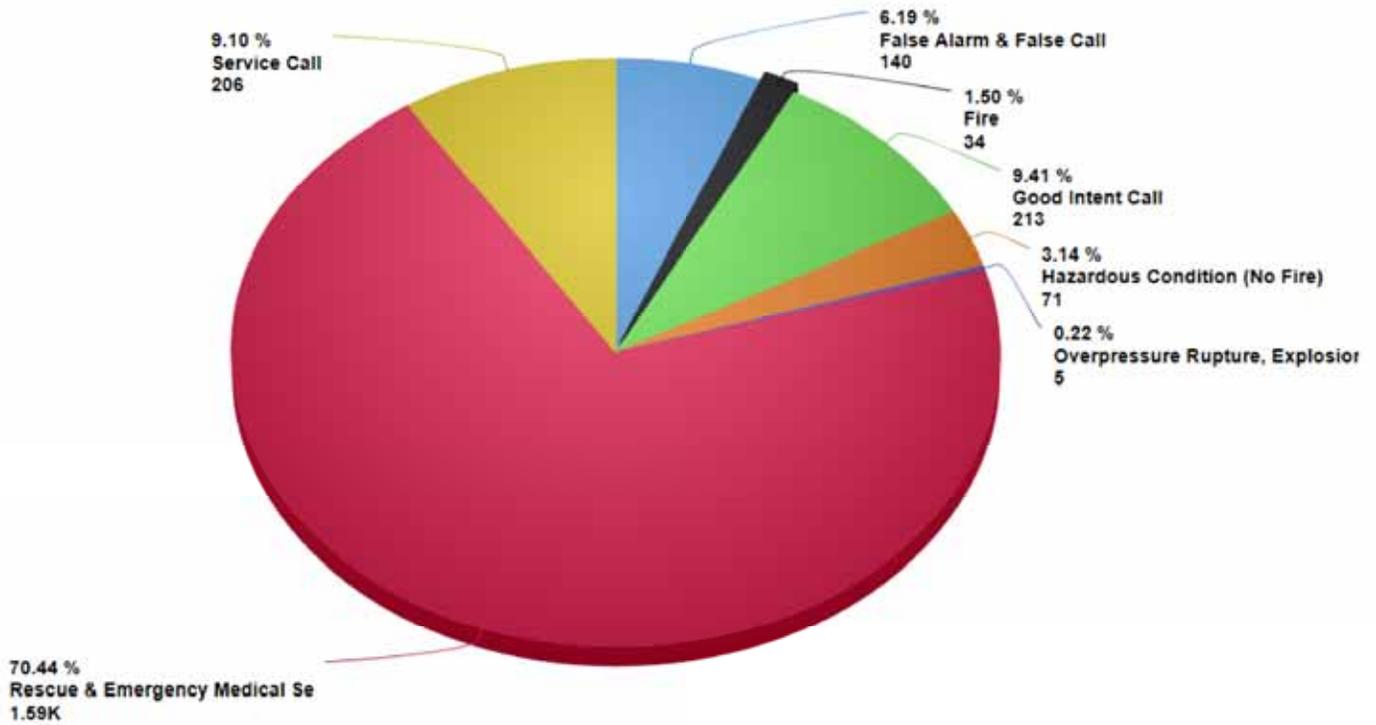
### Operations Division

2018	Total Calls	Rescue/EMS	Fire	Automatic Aid Given	Automatic Aid Received	Overlapping Calls
January	495	327	168	13	12	215
February	338	247	91	7	11	107
March	343	247	96	9	13	106
April	327	240	87	7	8	98
May	376	251	125	15	14	141
June	383	281	102	21	7	122
<b>TOTAL</b>	<b>2262</b>	<b>1593</b>	<b>669</b>	<b>72</b>	<b>65</b>	<b>789</b>

### Call Volume Heat Map

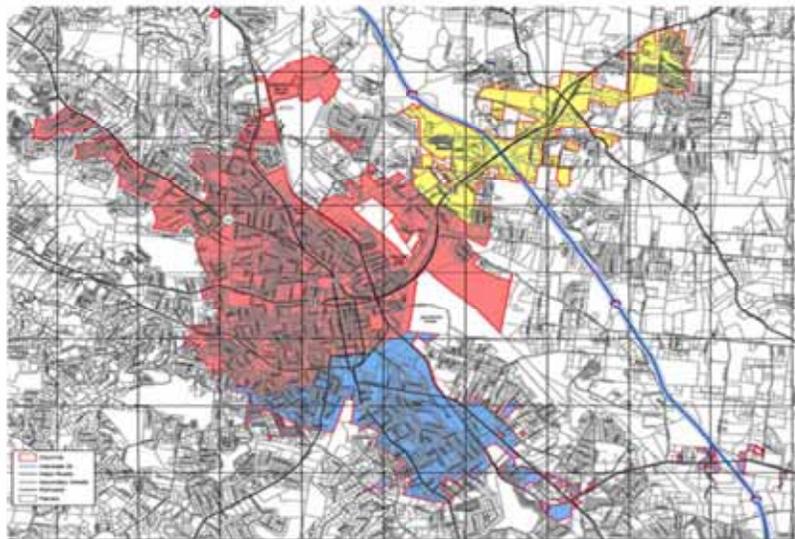


**Incident Types - January – June 2018**



**District Breakdown  
January – March 2018**

**District 1 – Red – 1072 Calls**    **District 2 – Yellow – 712 Calls**    **District 3 – Blue – 399 Calls**  
**Outside City – 79 Calls**



**Station 1 – 1613 Calls**

**Station 2 – 802 Calls**

**E-1 responded to 1153 Calls    L-1 responded to 429 Calls    E-2 responded to 703 Calls**

### District 3 – Response Time & NFPA Compliance Study

We conducted a time study based on actual incidents that occurred in 2017 and 2018 to various addresses in district 3’s response area to further validate the need for a third fire station as well as additional resources. Based on *NFPA 1710 - Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments* the minimum standard states:

- 80 Seconds turnout time fire and special operations response and 60 seconds for turnout time for EMS response
- 4 Minutes or less travel time for the arrival of the first engine company
- 8 Minutes or less for the arrival of a full alarm assignment
- Performance objectives should be met 90% of the time

#### Apparatus Compliance Percentage per Zone for Date Range

Start Date: 01/01/2018 | End Date: 06/30/2018 | Compliance Time: 00:06:00

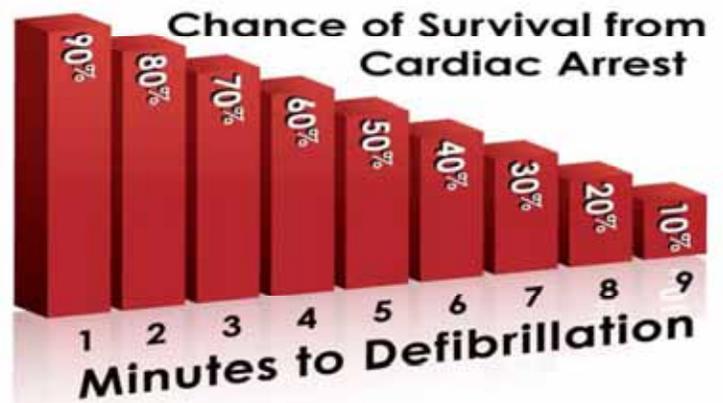
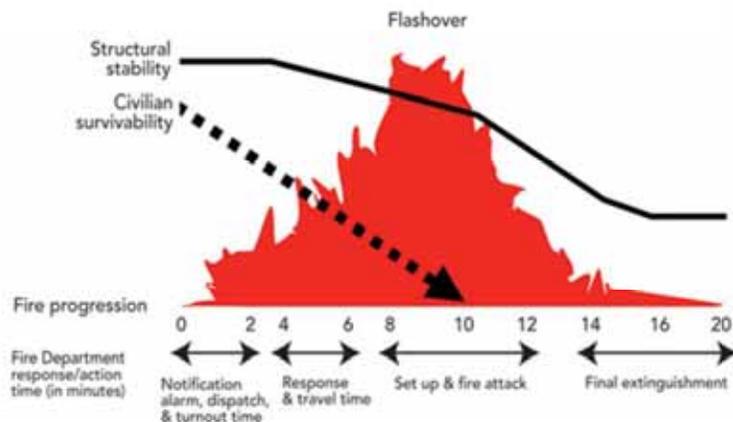


ZONES	# RESPONSES		% COMPLIANT
	COMPLIANT	NOT COMPLIANT	
District 1 - District 1	404	781	34.09%
District 2 - District 2	204	560	26.70%
District 3 - District 3	62	365	14.52%
Outside of City - Outside of City	8	47	14.55%
<b>TOTAL:</b>	<b>678</b>	<b>1753</b>	<b>27.89%</b>

Based on the data above the Hendersonville Fire Department (first unit) arrived on-scene within six minutes only 27.89% of the time. This is far below the standard and industry best practice.

## Hendersonville Fire Department - District 3 Times

Address	Date	Incident type	Call Rcvd	Disp	En-Route	On-Scene	Total Response Time for 1st Unit On-Scene
700 Block Upward Rd	1/27/2018	Fire Alarm Activation	0:54:52	0:55:37	0:57:09	1:05:05	0:10:13
	10/8/2017	Motor Vehicle Accident	10:30:49	10:33:07	10:33:33	10:38:51	0:08:02
	6/4/2017	Medical Emergency	8:03:56	8:05:38	8:07:04	8:15:35	0:11:39
	4/21/2017	Medical Emergency	9:02:39	9:03:19	9:04:19	9:10:47	0:08:08
	1/28/2017	Medical Emergency	22:35:39	22:36:45	22:38:00	22:44:16	0:08:37
						<b>AVERAGE</b>	<b>0:09:20</b>
200 Block N. Highland Lake Rd	1/15/2018	Sprinkler Activation	11:27:46	11:28:25	11:30:15	11:36:49	0:09:03
	12/7/2017	Medical Emergency	21:35:01	21:36:24	21:37:41	21:43:34	0:08:33
	11/2/2017	Medical Emergency	0:18:33	0:21:44	0:23:17	0:28:50	0:10:17
	7/11/2017	Motor Vehicle Accident	14:51:39	14:54:12	14:55:04	15:02:04	0:10:25
	3/23/2017	Medical Emergency	20:36:17	20:38:49	20:39:30	20:45:37	0:09:20
						<b>AVERAGE</b>	<b>0:09:32</b>
1300 Block Old Spartanburg Rd	1/28/2018	Fire Alarm	14:26:39	14:29:31	14:30:42	14:36:57	0:10:18
	11/18/2017	Cooking Fire	17:48:19	17:50:13	17:50:30	17:56:08	0:07:49
	7/8/2017	Medical Emergency	22:45:42	22:47:52	22:49:49	22:55:06	0:09:24
	4/16/2017	Medical Emergency	19:46:58	19:49:04	19:50:23	19:55:26	0:08:28
	5/14/2017	Medical Emergency	3:42:45	3:45:33	3:48:03	3:53:40	0:10:55
						<b>AVERAGE</b>	<b>0:09:23</b>
1500 Block Greenville Hwy	2/6/2018	Medical Emergency	7:36:59	7:40:39	7:41:24	7:47:41	0:10:42
	1/23/2018	Medical Emergency	13:13:12	13:15:19	13:16:52	13:21:24	0:08:12
	1/21/2018	Medical Emergency	16:00:10	16:02:41	16:04:10	16:09:35	0:09:25
	5/14/2017	Medical Emergency	20:06:47	20:08:46	20:09:33	20:15:30	0:08:43
	12/27/2016	Medical Emergency	2:47:56	2:50:22	2:52:21	2:59:01	0:11:05
						<b>AVERAGE</b>	<b>0:09:37</b>
1500 Block Hebron Rd	1/31/2018	Medical Emergency	13:45:07	13:47:44	13:48:26	13:54:16	0:09:09
	1/9/2018	Fire Alarm	3:14:30	3:16:04	3:19:07	3:24:24	0:09:54
	11/29/2017	Medical Emergency	21:40:28	21:43:00	21:43:59	21:48:28	0:08:00
	8/19/2017	Medical Emergency	18:27:51	18:29:12	18:29:56	18:38:58	0:11:07
	1/25/2017	Medical Emergency	7:29:45	7:34:37	7:36:43	7:41:42	0:11:57
						<b>AVERAGE</b>	<b>0:10:01</b>



**Life Safety Division**

<b>2018</b>	<b>Total Inspections</b>	<b>Annual/Biennial</b>	<b>Re-Inspections</b>	<b>Plans Review</b>	<b>Sprinkler &amp; Fire Alarm</b>	<b>Consultations</b>	<b>Other</b>
<i>January</i>	341	197	60	5	1	18	60
<i>February</i>	362	169	95	9	2	21	66
<i>March</i>	344	201	52	14	2	13	62
<b>TOTAL</b>	<b>1047</b>	<b>567</b>	<b>207</b>	<b>28</b>	<b>5</b>	<b>52</b>	<b>188</b>

\* Other includes: Inspection Notices, ABC License, Non-Compliant Annual, Certified Letters, Final C/O, Hood and Duct, New Business, Occupancy Count, Complaint, Tent Inspections and Foster Home Inspections.

**Fire Prevention & Education (Jan- June)**

- Sent out Fire Prevention newsletter to various communities and HOA's throughout the City (Monthly)
- Met with School Resource Officers to discuss school safety at all City public schools
- Station Tour for Community Chapel of Hendersonville
- Met with the Oaks about the City of Hendersonville Smoke Alarm Program
- Fire Truck show and tell – Behind Hands On
- Performed annual fire prevention training for staff at First United Methodist Church
- Participated in a Career Fair at Hendersonville Elementary
- Station Tour at Fire Station 1 for the Boy Scouts
- Kindergarten Readiness Rally at Blue Ridge Mall
- Fire Extinguisher training at Grace Lutheran Church
- YMCA Healthy Kids Day at Patton Park
- Assisted Carolina Village staff with emergency drills for facility
- Customer Service Appreciation Day at United Community Bank
- Carolina Village Health Fair
- Career day at Blue Ridge Community College
- Taught CPR/AED training to Mountain Deli staff at Fire Station 2
- READS program at Blue Ridge Mall
- Health Department Safety Day
- Hendersonville Elementary School Field Day
- Smoke alarm canvass at the Oaks and CPR/AED training
- Pardee Hospital employee Extinguisher Training
- Fire Prevention training for Ushers at St. James Episcopal Church
- Fire Extinguisher training for ABC Dental Office at Beverly Hanks Center
- *Installed a total of 271 smoke alarms and changed 18 smoke alarm batteries*
- *Installed and/or checked 48 car seats at our fire stations*



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Tammie Drake

**Department:** Admin

**Date Submitted:** 07.20.18

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 08.02.18

**Nature of Item:** Presentation Only

## Summary of Information/Request:

Item # 14c

There are no appointments for consideration this month.

Report on Vacancies:

Board of Adjustment: vacant alternate position

Business Advisory Committee: 1 vacant position

Environmental Sustainability Board: 3 vacant positions for City residents, 1 vacant position for outside-City rep. We have no applications on file at this time.

Walk of Fame Steering Committee: 1 vacant position due to the resignation of Tom Orr. The City appoints 3 members to this Committee. We have no applications on file at this time.

Water/Sewer Advisory Committee: FYI: The Chamber of Commerce has appointed Blake Kehoe, Lassonde Pappas and Company, Inc. who is relocating.

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

## Suggested Motion:

N/A

## Attachments:

Board membership lists



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** Adam Murr

**Department:** Admin

**Date Submitted:** 07/25/2018

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 08/02/2018

**Nature of Item:** Presentation Only

## Summary of Information/Request:

**Item #** 14d

In accordance with State Statute 159-13 (b) (3) it is required that all expenditures resulting from a contingency appropriation budget adjustment be reported to the governing board at its next regular meeting and recorded in the minutes. Every month you will receive a staff report detailing the contingency appropriations made from the two months priors last Wednesday to the prior month's last Wednesday. For example for a December meeting you will receive a report of all contingencies appropriated from the last Wednesday in October to the last Wednesday in November. The following contingency appropriations were made:

- 1) Fund 10 | \$710 | Various Amendments for invoices and account overages in June (End of FY)
- 2) Fund 60 | \$25,195 | Various Amendments for invoices and account overages in June (End of FY)
- 3) Fund 20 | \$7,247 | Various Amendments for invoices and account overages in June (End of FY)

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

## Suggested Motion:

NA

Attachments:

NA



# CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**Submitted By:** John Connet

**Department:** Admin

**Date Submitted:** 7/23/2018

**Presenter:** John Connet

**Date of Council Meeting to consider this item:** 8/2/2018

**Nature of Item:** Council Action

## Summary of Information/Request:

**Item #** 16

I would like to hold a Closed Session in accordance NCGS 143-318.11(a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property.

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

## Suggested Motion:

I move that the City Council enter Closed Session in accordance with NCGS 143-318.11(a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property.

**Attachments:**

None at this time