

**NOTICE OF A SPECIAL MEETING OF THE
ASHEBORO CITY COUNCIL**

May 13-14, 2010

Notice of a special meeting of the City Council of the City of Asheboro, North Carolina is hereby given. This meeting will begin at 8:30 a.m. on Thursday, May 13, 2010, in a meeting room at the Hampton Inn, 1137 E. Dixie Drive, Asheboro, North Carolina 27203. The meeting, which is designed to be a planning retreat, will continue until approximately 4:30 p.m. on May 13, 2010, when it will be recessed for the day. The planning retreat will then resume in the same meeting facility on Friday, May 14, 2010, when the meeting is called back to order at 8:30 a.m. This special meeting of the Asheboro City Council is scheduled for adjournment at 11:00 a.m. on May 14, 2010.

This special meeting is open to the public. During the meeting, the mayor and council members will discuss and possibly act on the following topics:

1. Consideration of the minutes of the special meeting of the Asheboro City Council that was held on April 27, 2010;
2. Consideration of a resolution delegating to the city's chief fire inspector or his/her designee the authority to issue permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits in connection with the conduct of concerts or public exhibitions;
3. A review and update from city staff members on the status of the city's capital needs and projects;
4. An update on the status of the Buxton company's research to identify which national retailers (from over 5,000 in the company's database) are the best fit for the trade area in which the City of Asheboro is located;
5. The presentation of the annual budget for fiscal year 2010-2011; and
6. Review and discussion of potential employee evaluation form(s) that could be adopted by the Asheboro City Council.

All officers of the city and all other interested persons are hereby given notice of the special meeting described above. This notice is issued on the 10th day of May, 2010, in accordance with the laws and ordinances of the State of North Carolina and the City of Asheboro.

s/ David H. Smith
David H. Smith, Mayor
City of Asheboro, North Carolina

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**SPECIAL MEETING
ASHEBORO CITY COUNCIL
HAMPTON INN, ASHEBORO, NORTH CAROLINA
Thursday, May 13, 2010
Friday, May 14, 2010
8:30 a.m.**

This being the time and place for a special meeting of the City Council, a meeting was held with the following officials and members present during the course of this special meeting that was held for the purpose of conducting a planning retreat:

- David H. Smith) – Mayor Presiding
- Talmadge S. Baker)
Clark R. Bell)
Edward J. Burks)
Linda H. Carter) – Council Members Present
Stuart B. Fountain)
Michael W. Hunter)
Walker B. Moffitt)

John N. Ogburn, III, City Manager
Dumont Bunker, P.E., City Engineer
D. Mark Dawalt, Water/Sewer Maintenance Superintendent
Holly H. Doerr, City Clerk/Senior Legal Assistant
Casandra M. Fletcher, Marketing Specialist

David Hutchins, Street Superintendent
Robert H. Kivett, Public Works Director
T. Myers Johnson, Human Resources Director
R. Reynolds Neely, Jr., Planning Director
Deborah P. Reaves, Finance Director
Terry Reeder, Fleet Maintenance Superintendent
Michael D. Rhoney, Water Resources Director
James W. Smith, II, Fire Chief
A. Todd Stout, Information Technologist
Jonathan M. Sermon, Recreation Services Superintendent
Jeffrey C. Sugg, City Attorney
Larry R. Trotter, Chief Building Inspector
Felix L. Ward, Cultural and Recreation Services Director
Rickey D. Wilson, Chief of Police

1. Welcome and call to order.

Mayor Smith called the meeting to order for the transaction of business, and business was transacted as follows.

2. Consideration of the minutes of the special meeting of the Asheboro City Council that was held on April 27, 2010.

Upon motion by Mr. Burks and seconded by Mr. Baker, Council voted unanimously to approve the minutes of the special meeting of the Asheboro City Council that was held on April 27, 2010. Council Members Baker, Bell, Burks, Carter, Hunter, and Moffitt voted in favor of the motion. Dr. Fountain was not present for this vote and did not constitute a part of the quorum for this meeting at the time of the vote.

3. Consideration of a resolution delegating to the city's chief fire inspector or his/her designee the authority to issue permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits in connection with the conduct of concerts or public exhibitions.

Mr. Ogburn presented and recommended adoption of the above-referenced resolution.

Upon motion by Mr. Bell and seconded by Mr. Burks, Council voted unanimously to adopt the following resolution by reference. Council Members Baker, Bell, Burks, Carter, Hunter, and Moffitt voted in favor of the motion. Dr. Fountain was not present for this vote and did not constitute a part of the quorum for this meeting at the time of the vote.

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RESOLUTION AUTHORIZING THE CITY'S CHIEF FIRE INSPECTOR TO ISSUE PERMITS FOR THE USE OF PYROTECHNICS AT CONCERTS OR PUBLIC EXHIBITIONS HELD WITHIN THE CITY OF ASHEBORO

WHEREAS, Section 14-413(a1) of the North Carolina General Statutes enables a board of county commissioners to authorize the governing board of a city located within the county to issue permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits of the municipality in connection with concerts or public exhibitions; and

WHEREAS, on May 3, 2010, the Randolph County Board of Commissioners adopted a resolution authorizing the Asheboro City Council to issue permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits of the City of Asheboro in connection with concerts or public exhibitions; and

WHEREAS, properly credentialed fire inspectors who are qualified to enforce the North Carolina Fire Prevention Code must, by law, conduct inspections of fireworks displays and determine that the display is in compliance with the applicable codes and standards before a permit for such a display can be issued; and

WHEREAS, properly credentialed fire inspectors are already employed by the city and are supervised by the chief fire inspector, who currently serves as the city's fire marshal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Asheboro that the Chief Fire Inspector for the City of Asheboro, or his/her designee, is hereby authorized to issue, pursuant to and in compliance with the provisions of Article 54 of Chapter 14 of the North Carolina General Statutes, permits for pyrotechnics to be exhibited, used, or discharged within the corporate limits of the City of Asheboro in connection with the conduct of concerts or public exhibitions; and

BE IT FURTHER RESOLVED that this authorization shall remain in effect until withdrawn by means of the Asheboro City Council adopting a subsequent resolution withdrawing this delegation of authority.

s/ David H. Smith
David H. Smith, Mayor

ATTEST:

s/ Holly H. Doerr
Holly H. Doerr, City Clerk

4. A review and update from city staff members on the status of the city's capital needs and projects.

(a) Public Works Division

Mr. Robert H. Kivett, the city's Public Works Director, utilized a power point presentation to highlight the future needs of the public works division. During his presentation, Mr. Kivett emphasized that the city must continue to invest in new technologies in order to maintain a high level of service for citizens. Mr. Kivett expressed that the purchase and implementation of the Mobile 311 system has been an asset to the public works division. Approximately 11,000 gallons of gas has been saved with the use of this technology.

Mr. Kivett highlighted that the city should focus on a variety of areas within each department of the public works division. For example, certain equipment needs to be replaced in the Sanitation Department, while training programs for mechanics should be a main focus in the Fleet Maintenance Department. Like the Sanitation Department, the Street Department and Water/Sewer Maintenance Department are also in need of new equipment, while the possibility of expanding the personnel within the departments should also be considered.

[A copy of the power point presentation utilized by Mr. Kivett is on file in the City Clerk's office.]

(b) Fire Department

Chief Smith informed the Council that the city did not receive a grant in order to build a new fire station. However, through federal grants the fire department was able to expand by adding six (6) new firefighter positions. Although the city will not be able to build a third fire station, a sixth bedroom will be added to Fire Station Number Two (2) in furtherance of the department's goal to have approximately six (6) firefighters at said station in order to serve North Asheboro's heavy and large apartment complex area.

Additionally, Chief Smith highlighted that the recent addition of personnel is positioning the department to be able to staff a third fire station when it comes on line. Continuing efforts are to be devoted to finding a suitable location and funding for the city's third fire station.

(c) Police Department

Chief Wilson noted that the department is in need of a new building within the next five (5) years along with expanding its personnel. Additionally, Chief Wilson expressed the need for new vehicles. Chief Wilson hopes to eventually have all black and white patrol vehicles and to reduce some of the maintenance costs associated with an older fleet.

(d) Water Resources

Mr. Michael Rhoney, the city's Water Resources Director, utilized a power point presentation to update the Council on the department's current projects. Mr. Rhoney highlighted that the generator at the waste water treatment plant is complete along with the installation of lift station numbers 23, 24, and 25.

Additionally, Mr. Rhoney informed the Council that the city's water treatment plant would need to be updated within the next 3 to 5 years in order to comply with the Environmental Protection Agency's evolving standards.

(e) Tot Hill Farm Area

Mr. Dumont Bunker, City Engineer, presented the cost summary for improvements to the sewer pump station and sewer force main for the Airport/Tot Hill Farm Area. This project would help with certain problems within the Tot Hill Farm Area while providing sewer service at the airport. The total cost of the project is approximately \$1,732,006. Mr. Bunker highlighted that the plans

are complete and have been reviewed by state agents. The city is to receive bids in June, while construction is scheduled to begin in July of 2010.

5. An update on the status of the Buxton Company's research to identify which national retailers (from over 5,000 in the company's database) are the best fit for the trade area in which the City of Asheboro is located.

Ms. Casey Fletcher, the city's Marketing Specialist, updated the Council on the status of the Buxton Company's research. Ms. Fletcher reported that the retail site assessment has been completed, and the Buxton Company chose the B.B. Walker building as the trade area for further study.

Additionally, Ms. Fletcher presented data from the Buxton Company depicting the retail match lists for the Asheboro area and asked each Council Member to choose approximately 20 potential retailers for the trade area. A list of the potential retailers, as chosen by the Council Members, is on file in the City Clerk's office.

Ms. Fletcher will forward the list to the Buxton Company for a marketing analysis. The Buxton Company will contact the retailers, and a refined list of potential retailers for the area will be presented to the Council at a later date.

6. The presentation of the annual budget for fiscal year 2010-2011.

(a) Proposed fee changes for Recreation Services.

Mr. Jonathan Sermon, the city's Recreation Services Superintendant, presented some proposed fee changes for the Recreation Services Department. Mr. Sermon requested that the Council amend fees for the baseball and softball field rentals to reflect one field rental fee for city residents and non-city residents.

Along with the amendments for field rentals, Mr. Sermon requested that the Council consider amending the fees for the municipal golf course and picnic shelter rentals, by having one fee for both city residents and non-city residents. Mr. Sermon highlighted that the proposed fee amendments are in harmony with recreation fees for surrounding cities.

Additionally, Mr. Sermon proposed that the fees for youth sports should be increased. A copy of the proposed fees is on file in the City Clerk's office.

(b) Presentation of the annual budget for fiscal year 2010-2011.

Mr. Ogburn introduced the proposed annual budget for the city for fiscal year 2010-2011. The overall budget for the fiscal year 2010-2011 is balanced at \$35,580,370. The fund allocations are as follows:

General Fund:	\$23,191,927
Water and Sewer Fund:	<u>\$12,388,443</u>
Total:	\$35,580,370

The proposed budget reflects an appropriation of the fund balance of \$375,000 for the economic incentive payment to Malt-O-Meal. Approximately \$140,000 has been allocated for recycling cans needed to complete the implementation of the curbside recycling program throughout the city.

The recommended budget reflects no increase in the property tax rate. It remains at \$0.55 per \$100 valuation. Some fee increases for certain city services are included in this budget.

The recommended annual budget will be discussed again during the regular June meeting of the City Council that is scheduled for June 10, 2010. A public hearing on the budget will be held at 12:00 p.m. on June 24, 2010, and, afterward, the City Council will consider adopting the city's budget for fiscal year 2010-2011.

[A copy of the city's proposed annual budget for fiscal year 2010-2011 is on file in the City Clerk's office.]

Mayor Smith recessed the meeting at 2:30 p.m. after announcing that the meeting would reconvene at 8:30 a.m. on Friday, May 14, 2010 in the same meeting room at the Hampton Inn.

Friday, May 14, 2010

1. Mayor Smith reconvened the meeting at 8:30 a.m.

All City Council Members and the following city staff members were present: John N. Ogburn, III, City Manager; Holly H. Doerr, City Clerk/Senior Legal Assistant; Deborah P. Reaves, Finance Director; Jeffrey C. Sugg, City Attorney.

2. Review and discussion of potential employee evaluation form(s) that could be adopted by the Asheboro City Council.

Dr. Fountain and Ms. Carter, members of a subcommittee formed by Mayor Smith to develop a proposed document for the formal evaluation of the City Manager, presented a proposed employee evaluation form and evaluation procedure. After attending a training seminar in February of 2010, some of the Council Members felt that a formal employee evaluation procedure was needed for the city.

Throughout discussion, Council Members felt that employee evaluations should be implemented from the top down. After a procedure is in place for the city manager evaluation, other city employees will also be evaluated in the same manner. Dr. Fountain and Ms. Carter proposed that the City Council evaluate the City Manager's performance annually. With this evaluation, Council Members felt that the process would enhance communication between the Council and the City Manager as well as provide feedback from the elected city officials. Additionally, the evaluations would serve as a model to promote a higher level of performance by all employees through the use of a formal annual evaluation system.

During the discussion, the Council Members concluded that a preliminary evaluation should take place within a short time frame. At its regular June meeting, the City Council will consider a resolution that establishes a personnel evaluation committee (consisting of the Mayor and two (2) Council Members). By mid-June, evaluation forms will be sent to the Council Members for evaluation of the City Manager. These forms should be returned to City Hall by mid-July and the personnel evaluation committee will discuss the comments. The results of the evaluation will be delivered by mid-August.

[A copy of the proposed evaluation form and procedure is on file in the City Clerk's office.]

3. Discussion of the proposed budget.

Mayor Smith gave Council Members an opportunity to discuss and ask questions in regards to the proposed annual budget for fiscal year 2010-2011 that was previously presented during the session on Thursday, May 13, 2010. The Council Members did engage in an open discussion of their concerns and conceptual approaches to the budget, but no formal action was taken.

4. Upcoming events.

- Town Hall Day is scheduled for Wednesday, June 16, 2010.
- Public hearing on the proposed annual budget for fiscal year 2010-2011 is schedule for Thursday, June 24, 2010 at 12:00 p.m.

There being no further business, the meeting was adjourned at 10:27 a.m.

s/ Holly H. Doerr
Holly H. Doerr, City Clerk

s/ David H. Smith
David H. Smith, Mayor