

PROPOSED AGENDA
COUNCIL MEETING

June 7, 2011

7:00 PM

CALL TO ORDER – Mayor Sammy Phillips

PLEDGE OF ALLEGIANCE

INVOCATION

ADOPTION OF AGENDA AND CONSENT ITEMS

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PUBLIC COMMENT

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City Council

Mayor

City Attorney

City Manager

COUNCIL MINUTES

SPECIAL WORKSHOP MEETING

May 3, 2011

A special workshop meeting of the City Council of the City of Jacksonville was held Tuesday, May 3, 2011 beginning at 5:00 PM in Council Chambers of the Jacksonville City Hall. Present were: Mayor Sammy Phillips, presiding; and Council Members: Jerry A. Bittner, Fannie K. Coleman, Randy Thomas, Bob Warden and Jerome Willingham. Mayor Pro-Tem Michael Lazzara was unable to attend. Also present were: Richard Woodruff, City Manager; Ron Massey, Assistant City Manager; Gayle Maides, Interim Finance Director; Glenn Hargett, Communications and Community Affairs Director; Mike Yaniero, Police Chief; Rick McIntyre, Fire Chief; Tim Chesnutt, Recreation and Parks Director; Earl Bunting, ITS Director; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Bill Ratliff, Human Resources Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. *An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 5:00 PM.

ADOPTION OF AGENDA

A motion was made by Councilman Bittner, seconded by Councilman Willingham, and unanimously approved to adopt the agenda as presented.

TRANSIT SYSTEM DEVELOPMENT UPDATE

Mr. Massey introduced to Council Jeff Crouchley who was hired as the Transit Manager in December. Mr. Crouchley came to the City from NCDOT where for the past 10 years he worked in the Public Transportation Division. Mr. Crouchley introduced Bethany Whitaker from the firm Nelson\Nygard Consulting Associates who were retained to prepare a five year transit study. Using the PowerPoint presentation attached to the official minutes as Exhibit A, Ms. Whitaker presented the Transit System Development Plan update. She reviewed the study objectives and methods, preliminary findings, implications for Jacksonville Transit and next steps.

Mr. Woodruff asked if this type of study was required for Federal funding. Ms. Whitaker

stated that both the Federal and State governments had certain requirements, but the goal of this study was to implement a better transit system, increase ridership and become more efficient.

2012 BUDGET REVIEW (Continued)

Mr. Woodruff stated that a packet would be given to Council by Friday with follow-up on items from yesterday's workshop. If Council would like line items details, they would be provided. Councilman Bittner stated that the beauty of this budget was its succinctness, but it was difficult to look at and determine performance. Mayor Phillips stated he liked the comments provided for the increases and decreases. He didn't feel going through the budget line for line was necessary, but Council should ask for line item details in areas where they wanted further information.

Mr. Woodruff reviewed the Budget Workshop schedule and told the public that the Public Hearing scheduled for May 17 was not the adoption Public Hearing, but for citizen comments on City services or what they felt the City should focus on.

Using the PowerPoint presentation attached as Exhibit A, Mr. Woodruff noted that the Recreation and Parks Department generated a lot of their own revenue. The fee schedule was revised last year, but would remain the same this year. The summer programs, after school programs and school vacation programs were extremely beneficial relative to assisting with child care throughout the community.

Tim Chesnutt, Recreation and Parks Director, stated that last year they came to Council with a restructuring of the fees for the facilities rental program. Currently they were 32 rentals ahead of this time last year, so the new fee structure had not had a negative impact on the rentals. No program fees went up, so the increased revenue was due to increased use. Mayor Phillips asked about the proposed cost for the Recreation Program Assistant positions listed under department issues since they appeared to be the same, but at substantially different costs. Mr. Chesnutt stated the positions were the same total cost, but because of the efficiencies it was different.

In reviewing Planning Administration, Reggie Goodson, Planning and Development Services Director, stated the budget decreased by 11% because one of the Planner positions was removed. Under department issues, the proposed cost for the electronic plan submittal has also decreased and would be discussed at a later workshop.

In reviewing Planning Transportation, Mr. Woodruff stated that a large part of the department was funded through grants. The department was operated through a contracted service agreement in the past and he felt that by now having two full time employees, the citizens were getting significantly better service. In regard to the comment that developer fees were expected to fund 100% of the expenditures associated with Traffic Impact Analyses (TIA), Mr. Woodruff noted that the development industry asked the City to look at allowing additional consultants to prepare the TIA. The number has expanded from two to eight and the cost has come down. In the past, the City funded part of the TIA, but now the state would not be contributing. Because the cost has come down to the portion the industry used to pay, staff proposed that the development industry bear the total cost.

Mr. Woodruff stated that Building Inspections was a department that was mainly self funding and reviewed the comments noted in the budget. Councilman Bittner asked if there was any solution to the department issue on the mobile computer signal except for contractors to dial option "0". Mr. Woodruff stated the comment listed was not a budget issue and was being worked on internally.

Code Enforcement was a service the City provided that was mainly complaint driven. They have been working on the gentleman or non-citation approach where they are asking citizens to take care of the matter. When it doesn't work well, the citizen was sent a citation. Mr. Woodruff stated that the \$30,000 increase was to demolish structures in accordance with City Ordinances when CDBG money was not available.

In reviewing Community Development, Mr. Woodruff stated it was funded by the HUD program. The number shown for revenue was a guess as the final number has not been received by the Federal government. Staff knew there would be a reduction of Federal funds which was reflected in the number. Lillie Gray, CD Administrator, stated they received word that there would be an additional cut in the Grant, so the amount received would be less than the \$672,326 indicated.

Mayor Phillips asked about the 66% decrease in line item 3 of expenses and wanted to know what had increased it significantly last year. Ms. Gray stated she didn't have the detail and would get him that information.

Councilman Bittner asked if entitlements from previous years had been spent. Mr. Woodruff stated not completely. Out of each of the past years budgets, there were funds

remaining to complete the implementation of those programs that were not included in the current budget figures. Councilman Bittner asked if there had been any change in the expenditure level in terms of its purpose. Mr. Woodruff said there had been no change.

Mr. Woodruff stated that when reviewing Public Services, funding changed from ad valorem taxes and sales taxes to the water/sewer fund. Because there was approximately \$20 million in the fund, staff was not recommending a rate increase at this time.

In reviewing the Public Services Administration budget, it was noted that the funds indicated in Capital Outlay were not for a project, but were a reserve in case of an unexpected need. Councilman Thomas asked about the overhead allocation expenditure. Gayle Maides, Interim Finance Director, stated that was where the other departments including the Mayor and Council allocated a portion of their expenses to the Enterprise Fund.

Mayor Phillips recessed the meeting for a break at 6:03 PM. Mayor Phillips reconvened the meeting at 6:22 PM.

In reviewing the Engineering Department, Mr. Woodruff stated that the bulk of engineering work done was related to services to other departments and they were funded by those departments. There was an increase in salary due to the additional employee that Council authorized and that person was being paid for by the various projects they supervised.

In reviewing Facilities Maintenance, Mr. Woodruff noted they were responsible for the maintenance of the 170 + buildings owned by the City. The department had been internalized instead of going outside for electricians or plumbers. Under department issues, there were building revitalization issues that were not included in the budget that would need to be addressed. Mr. Woodruff stated they were looking at adding a transportation component so they could utilize the two janitorial staff at City Hall at other locations. This was an efficiency concept and would not add cost.

In the Streets Division, Mr. Woodruff stated that unfortunately because of the Census number this year, the Powell Bill funds were being reduced by \$200,000 for FY12. On the other hand, Streets also received money from Stormwater revenue for the maintenance of drainage structures and the allocation increased. In reviewing Capital Improvement Projects, Mr. Woodruff stated that this year they were pushing forward with Street Reclamation to try to get many of the local streets resurfaced. The list of streets would be shared with Council with an explanation on why those particular streets were chosen.

Councilman Thomas asked what caused the jump in the debt service. Johnny Stiltner, Streets Superintendent, stated that part of the increase was the purchase of a new street sweeper. Ms. Maides stated that three SRF loans were budgeted to be paid back. Mr. Woodruff stated that would be verified and reported back to Council.

In reviewing the Water & Sewer Non-Departmental, Mr. Woodruff asked about the negative salaries and Ms. Maides stated that they anticipated the salary savings in the Water & Sewer Fund. They were budgeted here and distributed later when they knew which departments were not fully staffed.

Mr. Woodruff stated there was a substantial increase in the Utilities Maintenance budget because of the Capital Projects. He pointed out that the City was participating with ONWASA on the Piney Green Road Sewer Infrastructure Improvements project. The replacement of the SCADA system for the Wastewater Lift Stations was also in the budget and was currently under design. When the system comes on line, there would be a need to have a person capable of operating the system and keeping it up to date.

Councilman Bittner stated that it would be helpful in future budgets to have line extenders to follow across to the figures.

Mr. Woodruff told Council that Staff was there to help them understand the budget and to drop by if they had any questions. They tried to simplify the budget but hoped that it wasn't simplified to the point that important detail was left out.

ADJOURNMENT

A motion was made by Councilman Warden, seconded by Councilman Thomas, and unanimously adopted to adjourn the meeting at 6:47 PM.

Jacksonville City Council



Special Workshop Meeting
May 3, 2011



Transit Report
Report Prepared by Consultant

**Jacksonville Transit
Transit System Development Plan
City Council Workshop**





May 3, 2011

Presentation Overview

Transit System Development Plan (TSDP)

- Study Objectives and Methods
- Data Analysis and Preliminary Findings
- Implications for Jacksonville Transit
- Next Steps



Jacksonville Transit TDP

Study Objectives and Methods

- Review Existing Service
 - Ridership
 - Service Productivity Measures
- Understand Jacksonville's growth and development patterns
- Coordinate with Existing Studies
- Identify Service Needs and Gaps
- Develop a Plan for Service Improvements
 - 5-year Planning Period

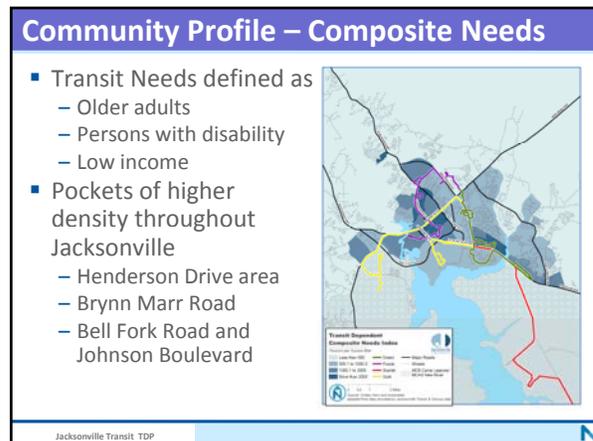
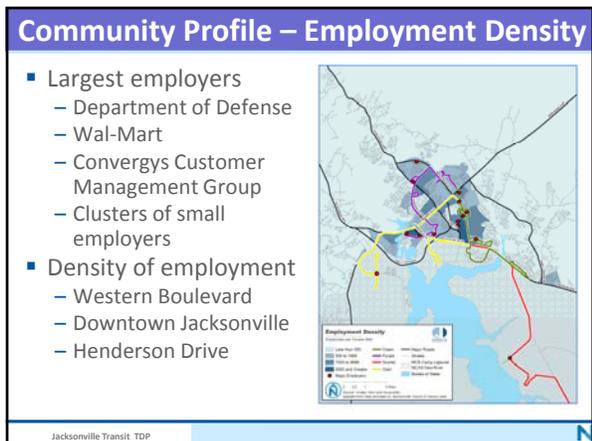
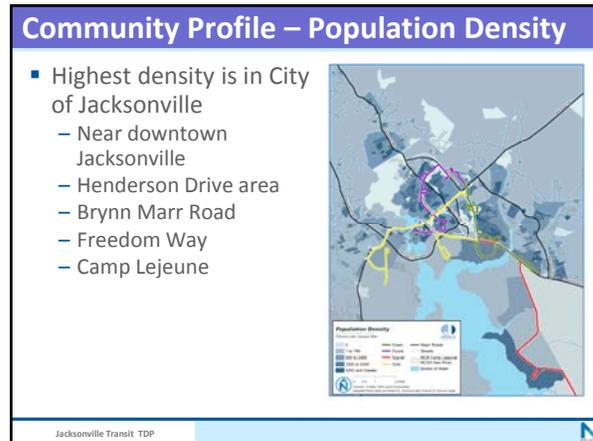
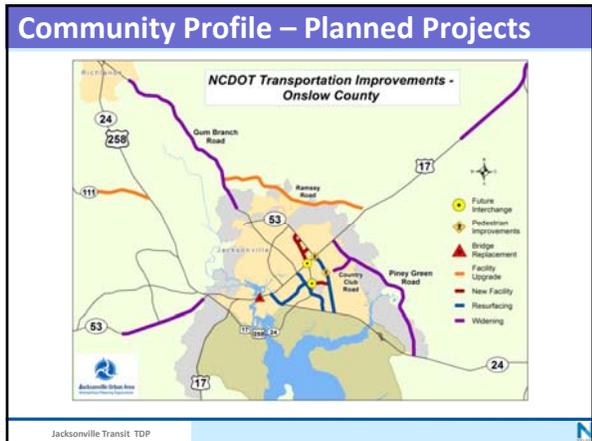
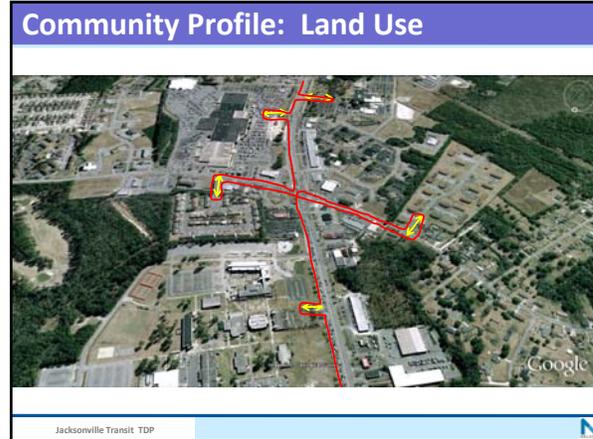
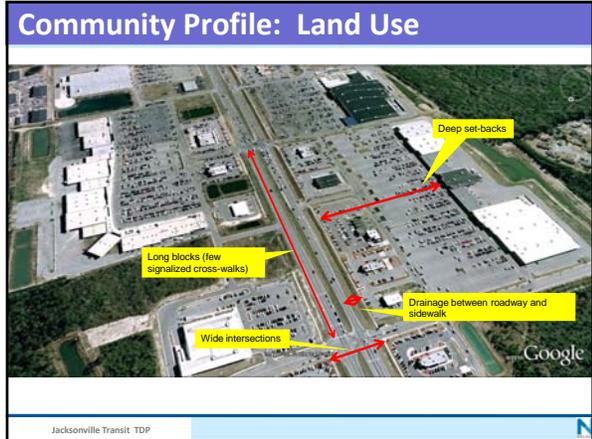
Jacksonville Transit TDP

Jacksonville Transit – Current Network



- Two Local Fixed-Routes
 - Purple and Green Routes
 - Daily Operations
- Express Services
 - Gold and Scarlet Routes
 - Operate on Friday nights, Saturday and Sunday

Jacksonville Transit TDP



Stakeholder and Employer Interviews

- Appreciation for transit services, but not fully embraced
- Low level of information generally
- Major Employer Shifts
 - Wide Variation for Retail, Hospitals and Education
 - Many Shifts outside of “Traditional Hours”
 - 7 am – 10 pm
 - Major Employers Shift Times
 - 8 am – 8 pm (Convergys)
 - 9 am – 3 pm (Jacksonville Mall)
 - 8 am – 5 pm (County employees)

Jacksonville Transit TDP



Passenger Survey

- Existing riders gave service high marks
- Areas for improvement
 - Longer service hours
 - Especially in evening
 - Less wait time between buses
 - More frequent service
 - Serve Yopp Road area
- About 50% of all riders are regular transit riders
 - Local fixed-routes
- 25% were first-time riders
 - Express service

Jacksonville Transit TDP



Community Survey

- Administered On-line
 - 316 Completed to Date
 - Survey Still Open – Findings are Preliminary
- Primarily Choice Riders
 - 88% had access to an automobile
- Most (87%) had Never Used Jacksonville Transit
 - But 22% have bus stop near their home
- Potential service improvements (choice riders)
 - Park and ride Service to Camp Lejuene
 - Commuter Service to Wilmington
 - Increase Service Frequency and Span
 - Increase Awareness/Better Marketing

Jacksonville Transit TDP



Jacksonville Transit – Current Network

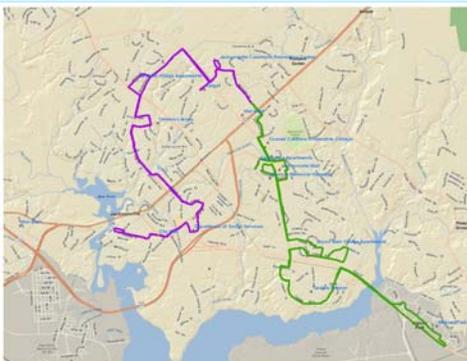


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Jacksonville Transit TDP



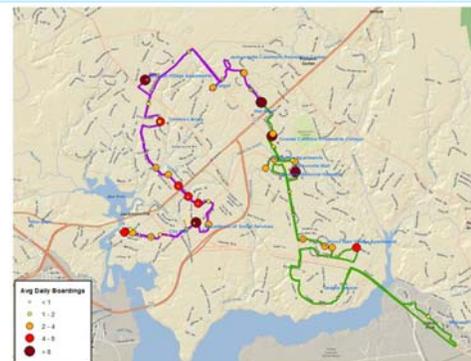
Jacksonville Transit – Local Services



Jacksonville Transit TDP



Jacksonville Transit – Local Services



Jacksonville Transit TDP



Performance Measures

- Local Fixed-Route Service
 - 192 riders per day and 6.7 riders per hour
 - Subsidy per passenger \$7.02
- Express Service
 - 74 – 197 riders per day
 - Subsidy per passenger is \$6.50
- Hourly Cost of Service is \$54.75
- Solid performance for a small transit service
 - State of Vermont sets “Acceptable” Cost per Ridership as
 - \$7.20 for urban system
 - \$11.96 for small town

Jacksonville Transit TDP



Service Analysis - Opportunities

- Existing Service
 - Productivity within expectations
 - Express routes highly productive
- Opportunities
 - Local service has low ridership in Camp Lejeune
 - Serves most important neighborhoods but there are opportunities for improvement
 - Increase service levels
 - Frequency of Service
 - Hours of Operation
 - Service Area

Jacksonville Transit TDP



Transit Service Design Principles

- Service should be as simple and straight-forward as possible
 - Easy to remember and use
- Key design principles
 - Alignments should be as direct as possible.
 - Operate on major roads
 - Place stops near major landmarks
 - Minimize route variations and deviations.
 - Stop at major destinations
 - Schedule around times that are easy to remember
- Each principle involves trade-off between service goals

Jacksonville Transit TDP



Next Steps

- Develop Draft Service Plan
 - Continue to work with Jacksonville Transit Staff
 - Steering Committee
 - Public Outreach and Involvement
- Presentation to Council in July
- Recommendations will Include:
 - Service Improvements
 - Capital Needs
 - Funding
 - Marketing and Fare Structures
- Recommended Improvements Expected to be Phased in over 5-Year Planning Period

Jacksonville Transit TDP



Thank You

Bethany Whitaker, Principal
Nelson\Nygaard Consulting Associates
bwhitaker@nelsonnygaard.com



Budget Review

Resumption

Schedule

Mon, May 2,	Budget Workshop	5-8PM
Tues, May3	Budget Workshop	5-7PM
Mon, May 16	Budget Workshop	5-8PM
Tues, May 17	Budget Public Hearing	7PM
May & June	Additional Workshops as Desired	
No later than June 30	Budget Adoption	



Recreation & Parks Department

Offer exceptional leisure opportunities that contribute to continuous improvement in individual health & wellness, a sense of community, environmental stewardship, and economic development.



Recreation & Parks Department

Revenues	Amended FY11	Proposed FY12
Taxes & Other General Fund Revenue		
Fees	467,039	509,847
Grants		
Debt Proceeds		
Totals	4,844,430	5,961,662



Recreation & Parks Department

Expenditures	Amended FY11	Proposed FY12
Operations		
Grants		
Capital Improvement Projects		
Northeast Creek Park Phase I		298,350
Jack Amyette Recreation Center		300,000
Jacksonville Commons Phase III		135,000
Richard Ray All-American Park Phase II		36,250
Playground Surfaces		65,000
Wooten Park		111,500
CIP Total		946,100
Totals	4,844,430	5,961,662



Recreation & Parks Department

Staffing	Amended FY11	Proposed FY12
Full Time	38	38
Part Time	2	2
Seasonal	30	30
Totals	70	70



Recreation & Parks Department Issues

- Request: Permanent Part Time Athletics Position
- Request: Convert Recreation Assistants to Permanent Part Time
 - For Carolina Forest
 - Teen after school programs



Planning Administration

Protect the public, health, safety and welfare as well as improve the quality of life for all Citizens.



Planning Administration

Revenues	Amended FY11	Proposed FY12
Taxes & Other General Fund Revenue		
Overhead Allocations		
Water Sewer, Solid Waste, Stormwater		
Fees		
Totals	758,885	669,280
Expenditures	758,885	669,280



Planning Transportation

Protect the public, health, safety and welfare as well as improve the quality of life for all Citizens.



Planning Transportation

Revenues	Amended FY11	Proposed FY12
Taxes & Other General Fund Revenue		
Onslow Matching Grant		
Other Grants		
Fees		
Totals	572,638	532,603
Expenditures	572,638	532,603



Planning Transportation Comments

- MPO Division Created FY11
- Developer Fees fund all cost of Traffic Impact Analysis
- Most funds come from 80/20 federal program



Planning Transportation

Staffing	Amended FY11	Proposed FY12
Full Time	2.1	2.1
Totals	2.1	2.1



Building Inspections

Provide for sound and structural safe buildings and fire protection consistent with building practices and State Building Code.



Building Inspections

Revenues	Amended FY11	Proposed FY12
Taxes & Other General Fund Revenue	+ 42,611	+ 110,410
Inspection Fees		
Totals	975,055	995,090
Expenditures	975,055	995,090



Building Inspections Comments

- Division self supporting from Fees
- Increase in overtime due to increase commercial construction



Building Inspections

Staffing	Amended FY11	Proposed FY12
Full Time	11	11
Totals	11	11



Code Enforcement

Protect the public, health, safety and welfare as well as improve the quality of life for all Citizens.



Code Enforcement

Revenues	Amended FY11	Proposed FY12
Taxes & Other General Fund Revenue		
Nuisance Abatement Fees		
Totals	328,879	368,807
Expenditures	328,879	368,807



Code Enforcement Comments

- Increase: \$30,000 for **building demolition**



Code Enforcement

Staffing	Amended FY11	Proposed FY12
Full Time	3.8	3.8
Totals	3.8	3.8



Community Development

Protect the public, health, safety and welfare as well as improve the quality of life for all Citizens.



Community Development

Revenues	Amended FY11	Proposed FY12
Grants: Entitlements		
Grants: Other		
Totals		672,326
Expenditures	761,948	672,326



Community Development Comments

- **Unknown: Final Grant Amounts**



Community Development

Staffing	Amended FY11	Proposed FY12
Full Time	3.2	3.2
Totals	3.2	3.2





Public Services Administration

Provide leadership, oversight, fiscal responsibility & strategic planning for Public Services Divisions.



Public Services Administration

Revenues	Amended FY11	Proposed FY12
Taxes and Other General Fund Revenue		
Water Sewer Revenue		
Totals	1,596,458	1,820,254
Expenditures	1,596,458	1,820,254



Administration: General Fund

Revenues	Amended FY11	Proposed FY12
Taxes and Other General Fund Revenue		
Totals	60,883	61,203
Expenditures	60,883	61,203



Administration: W/S Fund

Revenues	Amended FY11	Proposed FY12
Water Sewer Revenue		
Totals	1,535,575	1,679,051
Expenditures	1,535,575	1,679,051



Engineering

Provide technical knowledge and assistance to ensure successful projects.



Engineering

Revenues	Amended FY11	Proposed FY12
Taxes and Other General Fund Revenue		
Water Sewer Revenue		
Overhead Allocations		
Fees		
Totals	1,546,424	1,444,863
Expenditures	1,546,424	1,444,863



Engineering

Staffing	Amended FY11	Proposed FY12
Full Time	15.6	15.6
Totals	15.6	15.6



Facilities Maintenance

Coordinates, integrates and provides proactive repair, renovation and life cycle management; provide custodial services.



Facilities Maintenance

Revenues	Amended FY11	Proposed FY12
Taxes and Other General Fund Revenue		
Overhead Allocations		
Fees & Charges for Services		
Totals	1,075,619	1,030,261
Expenditures	1,075,619	1,030,261



Facilities Maintenance

Staffing	Amended FY11	Proposed FY12
Full Time	12	12
Totals	12	12



Facilities Maintenance: Public Services

Revenues	Amended FY11	Proposed FY12
Taxes and Other General Fund Revenue		
Overhead Allocations		
Grant		
Totals	818,720	781,052
Expenditures	818,720	781,052



Facilities Maintenance: Public Services

Staffing	Amended FY11	Proposed FY12
Full Time	10	10
Totals	10	10



Facilities Maintenance: Public Services Issues

- **Building Revitalization: 150,000**
 - City Hall
 - Fire Station #4
 - Public Services Complex
 - Fire Station #3
 - Commons Gym



Facilities Maintenance: Public Services Issues

- **Building Revitalization: 150,000**
 - Land Application Plant
 - Northeast Creek Park
 - Sturgeon City Lab
 - Kerr Street Recreation Center



Facilities Maintenance: City Hall

Revenues	Amended FY11	Proposed FY12
Charges for Services		
Totals	256,899	249,209
Expenditures	256,899	249,209



Facilities Maintenance: Public Services

Staffing	Amended FY11	Proposed FY12
Full Time	10	10
Totals	10	10



Streets Division

Maintain roadways in a safe and reliable condition and to maintain stormwater drainage system.



Streets Division

Revenues	Amended FY11	Proposed FY12
Taxes & Other General Fund Revenue		
Stormwater Revenue		
Powell Bill		
Overhead Allocations		
Grants		
Totals	4,999,183	5,991,816



Streets Division

Expenditures	Amended FY11	Proposed FY12
Operations	4,410,338	5,087,552
Capital Improvement Projects		
Sidewalk Installations		118,000
Street Reclamation		779,000
New Bridge Streetscape		127,000
Gateway Median Improvements		50,000
Hargett St Pedestrian Improvements		171,000
CIP Total		348,000
Totals	4,999,183	5,991,816

Streets Division Comments

- **Powell Bill:** Reduction due to Estimated State Population Change



Streets Division

Staffing	Amended FY11	Proposed FY12
Full Time	43	43
Part Time	2	1
Seasonal	0	1
Totals	45	45



Water & Sewer Non Departmental

Captures payments to ONWASA, Inventory, Unanticipated Expenses and Debt Service.



W&S Non Departmental

Revenues	Amended FY11	Proposed FY12
Water & Sewer Revenue		
Totals	957,122	956,869
Expenditures	957,122	956,869



Utilities Maintenance

Inspect, operate and maintain water and sewer utility collection and distribution systems.



Utilities Maintenance

Revenues	Amended FY11	Proposed FY12
Water & Sewer Revenue		
Debt Proceeds		
Totals	4,026,904	10,926,727



Utilities Maintenance

Expenditures	Amended FY11	Proposed FY12
Operations	4,410,338	5,087,552
Capital Improvement Projects		6,887,880
Totals	4,026,904	10,926,727

Utilities Maintenance

Staffing	Amended FY11	Proposed FY12
Full Time	25	25
Totals	25	25



Utilities Maintenance Issues

- Request:
 - Inflow & Infiltration Maintenance worker
 - Inflow & Infiltration Technician



COUNCIL MINUTES

REGULAR MEETING

May 3, 2011

A Regular Meeting of the City Council of the City of Jacksonville was held Tuesday, May 3, 2011 beginning at 7:00 PM in the Council Chambers of City Hall. Present were: Mayor Sammy Phillips presiding; and Council Members: Jerry Bittner, Fannie K. Coleman, Randy Thomas, Bob Warden and Jerome Willingham. Mayor Pro-Tem Michael Lazzara was unable to attend. Also present were: Richard Woodruff, City Manager; Ronald Massey, Assistant City Manager, Gayle Maides, Interim Finance Director; Glenn Hargett, Communications and Community Affairs Director; Mike Yaniero, Police Chief; Rick McIntyre, Fire Chief; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. *An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Councilman Randy Thomas led the Pledge of Allegiance.

INVOCATION

Mr. John Carter pronounced the invocation.

ADOPTION OF AGENDA AND CONSENT ITEMS

A motion was made by Councilman Bittner, seconded by Councilman Willingham, and unanimously approved to adopt the agenda as amended to add Presentation A – Jacksonville Onslow Economic Development and the Committee of 100 and Item #5 – Parade, Picket or Demonstration Permit – Appeal to Picket in Public Right of Way.

ADOPTION OF MINUTES

A motion was made by Councilman Bittner, seconded by Council Member Coleman, and unanimously adopted to approve the minutes of a Special Workshop Meeting held April 19, 2011 as presented, and the minutes of the Regular Meeting held April 19, 2011 as presented.

PRESENTATIONS

PROCLAMATION – BETTER HEARING AND SPEECH MONTH

Mayor Phillips read a Proclamation naming May as Better Hearing and Speech Month in the City of Jacksonville. Following the reading of the Proclamation, Cynthia Mitchell, Hard of Hearing Services Specialist, and Pamela Poretti, Regional Center Manager, from the North Carolina Division of Services for the Deaf and the Hard of Hearing, Wilmington Regional Center, accepted the Proclamation. Ms. Mitchell thanked the Mayor for this important recognition.

PROCLAMATION – LETTER CARRIER’S FOOD DRIVE DAY

Mayor Phillips read a Proclamation naming May 14, 2011 as National Association of Letter Carriers Food Drive Day in the City of Jacksonville. Following the reading of the Proclamation, Christina Scaglione, Director of Finance and Administration of the United Way of Onslow County, and Bob Atherton, US Postal Service, accepted the Proclamation. Mr. Atherton thanked the Mayor and encouraged everyone to assist by placing their donated food items near their mailboxes on May 14 to be picked up by their letter carriers.

PROCLAMATION – SMALL BUSINESS APPRECIATION WEEK

Mayor Phillips read a Proclamation naming the week of May 9 through May 13 as Small Business Appreciation Week in the City of Jacksonville. Following the reading of the Proclamation, Mona Padrick, President of the Jacksonville-Onslow Chamber of Commerce, thanked the Mayor and invited the public to attend the Small Business Recognition Breakfast on May 12 at the Onslow Memorial Hospital and to review the Chamber’s website for other activities going on that week recognizing small businesses.

PROCLAMATION – NATIONAL TOURISM WEEK

Mayor Phillips read a Proclamation proclaiming the week of May 7 through May 14 as Jacksonville Tourism Week in the City of Jacksonville. Following the reading of the Proclamation, Mona Padrick, President of the Jacksonville-Onslow Chamber of Commerce, thanked the Mayor and stated tourism was big business in Onslow County. The website onslowntourism.com listed all the activities that would be going on for the week.

PRESENTATION OF SERVICE SIDEARM – DAVID TEETER

Mayor Phillips reviewed the past law enforcement service of Captain David Teeter in recognition of his 30 years of service with the Jacksonville Police Department and thanked him

for his integrity and desire to serve. He then presented Captain Teeter with a retirement clock from the City and with his Captain's badge and service firearm pursuant to City Administrative Policy 29. Police Chief Yaniero thanked Captain Teeter for his leadership and for all the work he did in gaining the flagship agency accreditation for the department. Captain Teeter stated it was an honor and a privilege to have served the community. Mayor Phillips also recognized Captain Teeter's wife, Joyce.

YARD AND BUSINESS OF THE MONTH BEAUTIFICATION AWARDS

Mayor Phillips recognized Joe and Susie Henderson for receiving the Residential Yard of the Month Award and Tim Jackson of Jackson's Nursery & Landscape for receiving the Business Yard of the Month Award. Mr. and Mrs. Henderson and Mr. Jackson were unable to attend to accept their awards.

REPORT TO COUNCIL – MAYOR'S COMMITTEE FOR PERSONS WITH DISABILITIES

Joseph Traumer, Chairman of the Mayor's Committee for Persons with Disabilities, reported to Council the annual activities, accomplishments and goals of the Committee. Council Member Fannie K. Coleman is the Council Liaison to the Committee.

JACKSONVILLE ONSLOW ECONOMIC DEVELOPMENT AND THE COMMITTEE OF 100

Jim Reichardt, Director of Economic Development, provided an update on what the Jacksonville Onslow Economic Development and the Committee of 100 has been doing during the past year. He reviewed their mission, marketing goals and strategy. From their original business plan they have been focusing on three main initiatives: business recruitment, retention and expansion of existing businesses, and new product development. Mr. Reichardt introduced Budda Howard, Chariman-Elect to the Committee of 100 which was a group of about 85 business leaders from the area. He also introduced Sheila Pierce, Deputy Director, who brought to the group her many years of expertise and credibility within the real estate community. Mr. Reichardt stated that the growth on the base has been a huge catalyst in bringing new development to the area. An information packet was provided to the Mayor and Council Members.

PUBLIC HEARINGS

REZONING FROM R-7 TO RA-20 – 100 MARSHALL CHAPEL ROAD

Ms. Mary Sertell, Senior Planner, stated that Future Homes/K Miller Investments had submitted a request to rezone one parcel totaling 1.344 acres from Residential 7 (R-7) to Residential Agricultural 20 (RA-20). The subject site was located at 100 Marshall Chapel Road, at the corner of Marshall Chapel and Piney Green Roads. The property was within the Extraterritorial Jurisdiction (ETJ).

Mayor Phillips recessed the regular meeting at 7:51 PM in order convene the Public Hearing.

With no one desiring to speak, Mayor Phillips closed the Public Hearing at 7:52 PM and reconvened the regular meeting.

A motion was made by Councilman Warden, seconded by Councilman Bittner, and unanimously adopted to approve the rezoning request based on Findings of Fact A, B, C, and D being found in the affirmative and that the rezoning advances the public interest.

Ordinance 2011-34, Bk. 10, Pg. 395

PUBLIC COMMENT

Kevin O'Connor, 210 Newport Dr, stated he had obtained a list of similar sized communities in North Carolina from the NC League of Municipalities. He called those communities to find out how many fire stations they had. Many had five fire stations and Mr. O'Connor wanted to know why Jacksonville was behind the curve since this was first addressed back in 2007. He felt the City was too far behind in building a fifth fire station and it was constantly being put on the back burner which directly affects the call volume.

NEW BUSINESS

CONSENT ITEMS

RESOLUTION OF ACCEPTANCE – SANDY RUN NEIGHBORHOOD PLAN

Pursuant to City Council's adoption of a Resolution establishing a Neighborhood Planning Program on May 5, 2009, staff and the residents and property owners of the Country Club/ Sandy Run Neighborhood had created Jacksonville's first neighborhood plan, the Country Club/Sandy Run Neighborhood Plan. The Plan identified neighborhood needs and concerns and recommended strategies for meeting those needs. City Council voted to accept the Plan at their

Workshop session on April 5, 2011. For purposes of seeking future grants, it would be beneficial to have an official Resolution on file that indicated Council's acceptance of the Plan.

Council adopted the Resolution accepting the Country Club/Sandy Run Neighborhood Plan.

Resolution 2011-18, Bk. 6, Pg. 394

RESOLUTION FOR DESIGNATION OF AGENT FOR APPLICATIONS OF
FEDERAL/STATE ASSISTANCE

A Resolution for Designation of Applicant's Agent was required by the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to disaster assistance regarding the April 16, 2011 tornadoes.

Council adopted the Resolution for Designation of Applicant's Agent pertaining to disaster assistance for the April 16, 2011 tornadoes.

Resolution 2011-19, Bk. 6, Pg. 395

NON-CONSENT ITEMS

APPOINTMENTS TO THE JACKSONVILLE-ONSLOW SPORTS COMMISSION
INCORPORATED BOARD OF DIRECTORS

The bylaws of the Jacksonville-Onslow Sports Commission Incorporated created by the City of Jacksonville called on the City Council to appoint one-half of the membership of the Board of Directors from recommendations made by the Board of Directors. The Board had adopted bylaws that created staggered three-year terms and a three term limit for membership. The bylaws also codified requirements of federal law for service on a nonprofit board.

The Jacksonville-Onslow Sports Commission Board of Directors recommended that Mike Carter be appointed to Seat "A" and Carol McIntyre be appointed to Seat "B" as the Class of 2014.

A motion was made by Councilman Warden, seconded by Councilman Thomas, and unanimously adopted to appoint Mike Carter to Seat "A" and Carol McIntyre to Seat "B" as the Class of 2014.

PARADE, PICKET OR DEMONSTRATION PERMIT – APPEAL TO PICKET IN
PUBLIC RIGHT OF WAY – 250 MEMORIAL DRIVE

Police Chief Yaniero reviewed the process that was followed when parade, picket or demonstration permits were received and discussions that they had with the requester. Many times revisions were made to the original request because of public safety concerns.

In this case, the request to picket in a public right of way was initially granted at a particular location. When the department received a call that the picketers were not at the location where the permit allowed, an officer went out and the picketers moved. They came to the department the next day to request an alternate location. Chief Yaniero reviewed location alternatives and offered an Alternative Permit under City Code Section 23-66. He also reviewed the department concerns for the picketers newly requested site.

Dr. Bartolo Spano appealed the City's decision to deny his Parade, Picket or Demonstration Permit request to stand in the unpaved sections of Memorial Drive while conducting a public assembly and demonstration.

Councilman Warden asked if this was the first year they picketed in this area. Chief Yaniero stated that people have been picketing there for several years, and he has worked with other groups in the past.

Dr. Spano stated they had originally agreed to the particular site on the sidewalk across from the facility, but there was no reference on the original permit that stated they had to stay on a paved sidewalk. They felt that the dirt walkway was a sidewalk according to Article 4, and they had no problems with traffic while they were standing in that area. Their purpose was to present their message and it would not be visible if they were limited to the alternative site.

Mr. Woodruff pointed out to Council that the building could be accessed off Memorial Drive on both sides. Both access points were entrance/exits. He discussed the arc and curbing on the road curve and why one area was safer than another to stand. He also stated that the speed limit recently changed from 35 MPH to 25 MPH because of a request from the medical community to reduce the speed limit in that area.

Dr. Spano stated that the entrance where they were standing on the dirt sidewalk was where the majority of the traffic entered the clinic, so it gave them the best exposure.

Mayor Phillips stated that Council did not want to deny 1st Amendment Rights, but did have to look at public safety. Mr. Carter stated that the Jacksonville City Code was adopted from the International Municipal Lawyers Association "best practices" sample code, and that the Chief had the right under our Code to deny and find another acceptable location when public safety was a concern.

A motion was made by Councilman Bittner and seconded by Councilman Warden to deny the appeal on public safety concerns and that evidence indicated the police department had attempted to provide alternative locations in consideration of the safety issues.

Councilman Willingham stated that part of the problem was that the building faced away from Memorial Drive so there was no way to picket in front of the building. He understood the safety concerns and felt the options provided were viable.

A vote was taken on the motion and was unanimously approved to deny the appeal.

PUBLIC COMMENT

There was no one present desiring to speak at this public comment section.

REPORTS

Councilman Willingham congratulated Team 6 of the Navy Seals for accomplishing an amazing mission and also thanked the larger team and executive leadership.

Councilman Bittner stated he previously spoke during a budget session about having performance data supplement the budget, but felt it could be postponed for action upon next year's budget.

Councilman Bittner commented on the report on the "race" to build the most fire stations. He would be interested in seeing which municipalities had the most full time paid fire fighters. Fire fighters put out fires and not fire stations.

Councilman Thomas reported on the recent formation of a citizens group in response to the April 16 tornadoes. The group, Operation Be 4, hoped to lend their efforts to help the victims return to their life the way it was before. They had an event planned for June 4. Anyone who wanted to lend a hand was invited. They met every Thursday at 5:30 PM at the Brewed Awakenings Coffee Shop.

Mr. Woodruff stated that the Redistricting Committee had met five times over the last two weeks and they met again today to adopt the criteria that would be used to consider redistricting. Their goal was to bring to Council a redistricting plan at the Council meeting on May 17 for Public Hearing and formal adoption. They would then be able to submit the material to the Justice Department and the November election would be held on time assuming the plan was approved.

Mr. Woodruff stated that there were two more budget workshops scheduled for May 16 and May 17 with additional sessions after that. In response to Mr. O'Connor's comments, the

City Council and work program for the coming year had acknowledged that a vast majority, approximately 65%, of the fire calls received were actually EMS calls. The staff was charged with bringing back a report that stated how the City should most efficiently and economically address those issues. They were currently working on that report which would have a direct impact on where fire stations would be built.

ADJOURNMENT

A motion was made by Councilman Bittner, seconded by Councilman Willingham, and unanimously adopted to adjourn the meeting at 8:29 PM.

COUNCIL MINUTES

BUDGET WORKSHOP MEETING

May 16, 2011

A budget workshop meeting of the City Council of the City of Jacksonville was held Monday, May 16, 2011 beginning at 5:00 PM in Meeting Rooms A & B of the Jacksonville City Hall. Present were: Mayor Sammy Phillips, presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Jerry A. Bittner, Fannie K. Coleman, Randy Thomas, and Bob Warden. Councilman Jerome Willingham was absent. Also present were: Richard Woodruff, City Manager; Ron Massey, Assistant City Manager; Gayle Maides, Interim Finance Director; Glenn Hargett, Communications and Community Affairs Director; Mike Yaniero, Police Chief; Rick McIntyre, Fire Chief; Tim Chesnutt, Recreation and Parks Director; Earl Bunting, ITS Director; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Bill Ratliff, Human Resources Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. *An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 5:00 PM.

ADOPTION OF AGENDA

A motion was made by Councilman Warden, seconded by Council Member Coleman, and unanimously approved to adopt the agenda as presented.

2012 BUDGET

Mr. Woodruff referenced the follow up notes document that was prepared in response to the May 2 and May 3 budget meetings, a copy of which is herein attached as Exhibit A. Using the PowerPoint presentation attached to the official minutes as Exhibit B, Mr. Woodruff and related staff reviewed the following departmental budgets:

Water and Sewer Service: Important information included that the rate model implemented in the late nineties had held true on revenue projections and no rate increase was recommended for the coming year. One reason was because there was currently significant fund balance and there was no reason not to start tapping into that fund balance.

A discussion was held on the payment schedule for the water and sewer bonds. Mrs. Maides stated that bond payments were anticipated and would not affect the reported fund

balance. Mr. Woodruff also referenced Note 15 from Exhibit A and reviewed the five year history of water and sewer unrestricted new asset which translated to fund balance, currently a little over \$20 million. He said that over the next several years, a significant amount for line improvements and lift station improvements could come from this fund without the need for a rate increase over the next several years.

Following review and discussions, Councilman Bittner asked for the current water and sewer impact fees and Mayor Phillips asked about the status of the debt service payments on the original land application site that used to be itemized on the utility bills. Mr. Woodruff indicated that staff would provide this information back to Council.

Additionally, Dr. Woodruff discussed the Forestry Management Plan for the Land Application site that staff hoped to present to Council in the next 30 days or so. Mayor Phillips asked if the budget included the recommendations by the forestry management consultants. Dr. Woodruff said no, mainly because they didn't have the final recommendations when the budget was prepared; however, many of the recommendations were expected to be inexpensive actions. He said the consultants planned to present their recommendations to Council at their June 7 meeting.

Sanitation: Mr. Woodruff reviewed the highlights of the Sanitation budget and pointed out that this service was currently provided by a general fund subsidy of \$2.66 million. Also, in terms of the Waste Management contract, he reminded Council that the fees shown did not include the 1.4 cents rate increase that the company had asked Council to consider. The City Attorney reported that the request from Waste Management for the previous year's rate increase, which was denied by Council, could not be considered per the contract. Mr. Sparks pointed out that while the staffing level indicated 41 employees, there were actually only 37 hired and working due to automation and efficiencies.

Mayor Pro-Tem Lazzara initiated a discussion regarding the philosophy behind having fund balance support the service versus user rates. Councilman Bittner said it could be that it was deemed a service the City provided as a free and quality service as part of the tax paid. Also, there was concern that a user based service fee could result in illegal dumping. Following considerable discussion, Mr. Woodruff stressed that service fees were not being recommended as part of the budget but over the next year staff would be bringing back studies for Council in terms of additional mechanization and efficiencies.

Water Quality: Mr. Woodruff reviewed the revenue source (Stormwater fee), expenditures, and debt service. He pointed out that a number of employees from Streets were now being charged to this division, to more accurately reflect the work they were doing in terms of water quality, such as cleaning drains. Staff reviewed the major drainage projects coming up, in particular the Parkwood project, which was expected to be disruptive to the neighborhood. The contractor was going to complete small sections at a time, which was hoped to lessen the impact.

Mayor Phillips commented that it was important to make sure that the contractor returned the residents property to as close to pre-project condition as soon as they were able. He asked about the neighborhood awareness campaign. Mr. Woodruff explained that staff had gone out and met with the homeowners where the deepest digs would occur. Also, independent videos were to be taken of the properties before any construction began.

Mr. Woodruff also reported that over the next year, staff would be looking at a five year stormwater plan and also studying the concept of taking over individual storage lagoons on private property and charging a fee for managing those, as well as looking at concepts for regional or community wide storage facilities.

Mr. Carter reported on a prior discussion regarding the State exempting themselves from paying a stormwater fee for impervious surfaces. He had researched the idea of an exemption for the City and had learned that the City's permit required them to be rate payers, so an exemption was not possible

RECESS/RECONVENE

Mayor Phillips recess the meeting for short break at 6:02 PM. Mayor Phillips reconvened the meeting at 6:19 PM.

ITS: Mr. Woodruff reminded Council that each department contributed to ITS for their portion of the support and equipment provided. He reviewed the overall budget which had stayed generally the same as the previous year. Regarding a discussion on the ever changing nature of technology, Mr. Bunting reported that they had set up a five year life cycle program and also had started to lease more equipment at zero interest. Funds had been set aside the last four to five years in anticipation of having to replace the AS400 in the coming year.

A discussion was held on the capabilities of the AS400. Councilman Warden asked if a new AS400 was to be purchased. Mr. Bunting said they planned to purchase or lease two of them.

Video Media: Mr. Woodruff reviewed revenues and expenditures, and pointed out that the County and ONWASA contributed to this budget in order to pay for their use of video media services. He also referenced the major spike in cost during the year was due to the budget amendment approved by Council to replace a major piece of equipment (graphics generator) that had failed. Mr. Hargett briefly presented on the activities of the division and added that the County and ONWASA had been notified that the rates for these services would be going up this year.

Health Benefits: Mr. Ratliff stated that currently the health benefit plan was running over budget by about \$275,000 for two significant reasons: 1) Claims were running higher than anticipated; and 2) about 50 additional persons were added to the plan as a result of health reform law, which allowed adding dependents up to age 26. In 2011, health reform also required that married dependents up to age 26 could be added to the plan. For retirees, last year the City began a plan to increase premiums toward an eventual goal of retirees paying 100% of their cost; therefore, there would be adjustment upwards in their premiums. Last year, retirees accounted for 10% of the medical costs. There were 27 retirees in total on the plan. Mr. Ratliff announced that the good news was that Blue Cross/Blue Shield had notified them that there would be no increase in health insurance for next year and no change in our schedule of benefits. Mr. Woodruff stated that a 6% increase had been built into the budget for an increase but if it was found not to be needed, that amount could possibly be folded back into the general fund. Mr. Ratliff also reported that it appeared that their workers compensation renewal would decrease as well.

Mayor Phillips asked about the Wellness Program. Mr. Ratliff said it was working well and they were working on meshing with the BCBS Blue Points program. In terms of participation, he reported approximately 35-40% participated. Mayor Phillips suggested more promotion of the program in terms of employees maintaining and attaining better health.

DEPARTMENT ISSUES

Mr. Woodruff stated that departmental issues as listed in the budget would be reviewed for Council information. These were items requested by departments that were currently not funded in the budget. Staff did not expect decisions about any of these issues at this meeting. Senior management was continuing to work on finding ways to reduce the budget as originally submitted and would be bringing back a series of additional budget modifications.

Community Programs: Funding for Intern Program: Mr. Hargett explained that this program would allow for a small stipend to be paid to interns. The program was designed to work on providing exposure to operations within the City that we often have difficulty filling. Mr. Woodruff said this was not a shadowing program but one in which the intern would be given productive tasks to complete. He said that specific protocol would be written for the program before any funds were spent.

Mayor Pro-Tem Lazzara expressed support in terms of past discussions Council had regarding the difficulty in filling engineering and other available positions.

Human Resources: Mr. Ratliff asked that the Interview Manager Software be removed as it was erroneously entered as an issue. He discussed the Online Benefit Enrollment Application program. This program would allow employees to enroll in City benefit programs from any computer. This would reduce staff involvement, as well as paper and storage required. It was also a more accurate way to enroll.

Mayor Phillips asked if BCBS didn't already provide this. Mr. Ratliff said that BCBS did have an on-line enrollment system but this program would be for all City benefits including voluntary products such as life, dental, disability, 401k, etc. In response to a question by Councilman Warden, Mr. Ratliff said that yes, all of the current paper applications would also be converted to digital. Mr. Woodruff pointed out that the \$19,335 was an annual fee so this would not be a one-time purchase but a recurring expense.

Considerable discussion was held and Mr. Woodruff stated that staff would gather and provide more information on the current open enrollment and orientation processes as well as more information on the proposed online service.

Fleet Maintenance – Small Engine Mechanic – Mr. Richards stated that this position was requested in order to service and repair the small engine equipment for the City. This would relieve the pressure on the regular mechanic who was paid at a higher rate so that position could concentrate on larger repair projects such as police cars.

Discussion was held on the various types of small engine equipment the position would be working on. Mr. Richards said in addition to mowers, there were some gators, ATV's, sand spreaders, utility vehicles, trailers, etc.

Councilman Bittner asked if it would be worthwhile to contract these types of repairs out to a local business. Mr. Woodruff said staff could check into that alternative. Mr. Richards said

he would prefer for Fleet Maintenance personnel to repair City equipment so they could track the history of the equipment.

A discussion was held about repairing fire department equipment and Mayor Phillips asked if this position were approved, would the requested Fire Equipment Technician still be needed. Mr. Richards said the Fire Equipment Technician would still be needed because it fixed fire apparatus, which required technical skills they did not have in Fleet Maintenance.

Mr. Woodruff said if Council was interested, staff could set up a tour for them to view the various equipment owned and maintained by the City.

Police: The Police Department was requesting a PSO (Police Service Officer), two Telecommunicators, and five Police Officers and Equipment. Using Exhibit B, Chief Yaniero provided a detailed report on the increase in calls for service and total time responding to calls for service. He explained that in regards to the PSO position, there was an open Captain position due to Captain Teeter's retirement. They would like to have Captain Teeter return in this PSO position to work on training and accreditation and to mentor the young lieutenants who were working towards the Captain position. This position would not increase the budget as the cost would be absorbed by the existing budget, but it would increase the total number of authorized positions.

Mayor Pro-Tem Lazzara asked what happened when the Captain slot was eventually filled. Chief Yaniero said the PSO position would be eliminated.

Telecommunicators: Chief Yaniero provided benchmarking information and current calls for service as well as explained the need for the additional two positions as shown in Exhibit B. He said it was important to note that there was high stress and turnover in the position. He pointed out that it takes about 3 to 6 months to train a Telecommunicator. Adding additional positions, especially during peak times, would increase efficiency and effectiveness and reduce some of the stress current Telecommunicators were experiencing. Chief Yaniero pointed out that several years ago in anticipation of the growth, they had added the equipment to support more positions.

Mr. Woodruff reported that future areas of study included determining the number of calls coming into E-911 that were non emergency and ways to handle those calls.

Five Police Officers: Using Exhibit B, Chief Yaniero reviewed benefits of proactive policing and the demands on the department created by continued growth of the City. In addition, cities of similar size such as Greenville and Rocky Mount averaged approximately 2.5

officers per 1,000 in population while Jacksonville averaged about 2 officers per 1,000 in population (Base population not included.)

In response to discussions, Chief Yaniero reported that there was an opportunity to apply for additional officers through the COPS Grant; however, the deadline was May 25, so if they were interested they would need to get approval and apply within the next week or so.

Council discussed the continued growth in the City as well as service to those living on the fringe of the City. The Chief discussed traffic concerns as more and more people drove into the City to work or through the City to other areas. He said there had been substantial increases in traffic counts especially on Western Blvd, Hwy 17 and Hwy 24, even with the opening of the 17 Bypass.

A motion was made by Councilman Bittner and seconded by Mayor Pro-Tem Lazzara to authorize submitting a COPS Grant Application for five police officers, which if approved would be brought back for consideration of acceptance and consideration of authorizing the positions.

Following a discussion, the motion was approved unanimously.

RECESS/RECONVENE

Mayor Phillips recessed the meeting at 7:31 PM for a short break. Mayor Phillips reconvened the meeting at 7:39 PM.

Fire Department: Fire Equipment Technician (Part time to Full Time) – As shown in Exhibit B, Chief McIntyre outlined the need to move this position from part time to full time. He also reviewed the types of equipment this position maintained as well as the technical certifications that were required for the position. He said that during last year's budget they had agreed to try to cover this using overtime; however, they were spending \$15,000 in overtime and not getting the job completed as needed.

Councilman Bittner asked if the \$15,000 in overtime went to a single individual. Chief McIntyre said no. Councilman Bittner further asked if any of the work was small engine repair and if so, could it be consolidated with the small engine repair position if it was eventually approved. The Chief responded that a few of the pieces were items such as a chain saw, but not many were gas powered engines.

Mr. Woodruff asked if the position was increased to full time, then no overtime would be needed. Deputy Chief Lee said that there were situations when multiple pieces could break down at the same time, but he felt that one person, full time, would be able to have a bigger impact.

Following discussion, Mr. Woodruff stated that 1) the position was a non-suppression employee at a lower pay grade; and 2) that management pledged to Council the Department would not run overtime unless it was a non suppression employee.

Discussions were held on the required certifications and Mr. Woodruff said staff would provide Council with more information on the specific certifications and costs to obtain those.

Council would continue the review and discussions on Department Issues at their next budget workshop scheduled for the following afternoon, Tuesday, May 17, 2011.

ADJOURNMENT

A motion was made by Councilman Bittner, seconded by Council Member Coleman, and unanimously adopted to adjourn the meeting at 7:49 PM.

Exhibit "A"

**FY/12 PROPOSED BUDGET
May 16 and 17 Workshop Follow-Up**

INTRODUCTION: As a follow up to the budget workshops on May 16 and 17, listed below is information on various items Council requested.

Note 1 – General Request-Provide the City assessed value by land-use category.

Response: The following was extracted from the Onslow County GIS information:

Per Cent of Assessed Value by Land Use

	Parcels	%
Dwelling parcels	11,851	48%
Apartment parcels	77	4%
Commercial parcels	1,912	43%
Industrial parcels	7	0%
Vacant parcels	1,353	4%
Exempt parcels	5	0%
Other parcels	275	0%
No data	7	0%
Total Assessed Value		100%

The total assessed value for the real property of the City (land and buildings) is valued at \$2,880,326,495.

Note 2 – General Request-Provide sales-tax distribution formula - County/City distribution.

Response: The County elects, under special legislative authority, to distribute the sales tax on a formula that is based 40% on population and 60% on ad valorem tax. That is 40% of the sales tax received in the County is distributed to the County and the municipalities based on the ratio of the entity's population compared to the total of the populations of each entity. The other 60% of the sales tax received in the County is allocated on the basis of the entity's ad valorem tax (property tax) levy compared to the total tax levied by all entities. For FY 12, it is projected that the City will receive \$11,361,625 through this distribution formula.

Note 3 - Page 13 Requested Positions - Clarification needed. (Attached)

Response: The FY 12 budget book inadvertently contained the original department requests which were given to the management. This totaled 18 new positions. The management eliminated 4 of those requests. The correct number of requested positions to be considered as department issues is 14 fulltime, 2.9 part time and 0.84 seasonal. A revised sheet is attached.

Note 4 - Page 33 thru 36 Transit - Explain revenue AARA Grants (\$453,000) (Attached)

Response: For FY 11, Transit applied for an AARA grant of \$453,000. This is currently shown as a revenue and as an expenditure for FY 11. The grant was not approved. The FY 12 showed this as (\$453,000) as a method of "cleaning the budget". We have removed this from the FY 12 budget and will process an amendment to our current FY 11 budget to delete this from both the revenue and expenditures for Transit. A corrected section is attached.

Note 5 - Page 55 Metering - How many of our meters are currently read through the automated reading system and why are other meters not read that way.

Response: As of February of 2011, the City had 17,109 meters and all except one were AMR (automated meter readers) meters. Of those meters 97% were successfully read electronically in April. The one meter that has not been changed out is downtown and we are waiting for the construction to be completed to see what the final use of this building will be.

Note 6 - Page 59 Fleet Maintenance - Provide data regarding gasoline/diesel cost increases for FY/11.

Response: AS of the end of April, the City had purchased 175,543 gallons of unleaded and 100,584 gallons of diesel during FY 11. The City buys fuel in truck load size, 8000 gallons, per purchase.

	Unleaded	Bio-Diesel
Purchase 07/01/10	\$1.97	\$2.16
Purchase 04/29/11	\$3.27	\$3.366
Budget FY11	\$2.50	\$2.75
Budget FY12	\$2.80	\$3.05

Due to the current price of fuel, we are analyzing the need to increase the budget for FY12.

Note 7 - Page 68 Police Department - Comment 1 further explain \$61,000 increase regarding wages.

Response: For FY 11, the Police Department health insurance expense did increase significantly (\$178,000) based on the fact that they have more participants in FY11 than were originally budgeted. The Department will likely exceed the currently budgeted amount for FY11. Additionally, we budgeted to allow for even more new enrollees for FY12. Even so, we believe that this increase can be reduced after further investigation. The regular salaries did decrease by \$134,000 and the retirement increased by \$24,000. With all these adjustments, the Police Salary item will increase \$61,000+- for FY 12.

Note 8 - Page 72 Fire Department - Departmental issue of positions requested versus page 13 summary of positions requested.

Response: There were several position listed on page 13 that were contemplated early on in the budget process, but that did not make it to the final proposed budget. A replacement page 13 has been provided. The original Fire Department budget request did include a request for an additional administrative position. This was withdrawn after initial budget discussions.

Note 9 – General request- Expenditure of Fund Balance- Provide Council with a copy of the adopted policy on the use of fund balance.

Response: The following is taken from the FY 11 budget book:

A fund balance represents a fund's total assets (what it owns) minus its liabilities (what it owes). Fund Balance is divided into two primary categories: **reserved**, which is the amount that is required by law to be spent for a specific use (for example, grants or Federal funds), and **unreserved**, which is the amount that is available to fund the following year's budget. Since a

large portion of revenue is received in the latter part of the calendar year when property taxes are paid, the amount that is unreserved must be sufficient to fund several months of operations to avoid cash flow problems at the beginning of the year. It should also be sufficient to pay for expenses due to emergencies such as hurricanes or other unforeseen events. Having an adequate unreserved fund balance decreases the City's need for short-term borrowing and is an indication of the City's financial health. For unreserved fund balance, the City Council has set a goal of 20% of the total fund balance.

Unreserved fund balance is further divided into **designated** and **undesignated** portions. Designated fund balance is that portion of the unreserved fund balance that represents the City Council's intended future use of resources and is restricted to a specific use, such as for Council Initiatives or the repayment of debt. The undesignated fund balance is the total unreserved minus the designated fund balance.

The City Council has set an Undesignated Fund Balance goal of 10% of the next year's budgeted expenditures less operating transfers. State Law [G.S. 159-13(b)(16)] restricts appropriation of fund balance for the subsequent year's budget to an amount not to exceed the sum of cash and investments minus the sum of liabilities, encumbrances and deferred revenues arising from cash receipts as those amounts stand at the close of the fiscal year preceding the budget year.

Note 10 - Page 94 Community Development - Provide the status of the entitlement year budget for the last four years.

Response:

CD0801 2009 budget was closed.

CD0901 2010 budget is now closed.

CD1001 2011 budget is still active and has funds encumbered.

CD1101 This the budget for FY2012.

HUD regulations mandate that you cannot have more than 150% of your current entitlements unspent at one time.

Note 11 - Page 95 Community Development - Better explain the change in adopted FY/11 versus amended FY/11 budgets for each expenditure line.

Response: Community Development has the ability to spend revenue from more than one Grant at a time. However, from the City budget standpoint, they have only one budget open at a time. Therefore, when money is spent in 2011 but comes from the grant for 2010, the budget must be amended. Likewise, all money spent must meet one of the national goals of HUD. At the start of the year, the CD staff projects where money will be spent. During the year, experience and participation levels determine the actual "place" the money is spent. Also, the "standard labels" in the budget do not accurately show how CD grant money is spent. Comparing the adopted FY 11 budget to the amended FY 11 budget, show the following:

- Line 1. Salaries and Benefits increased from \$229,564 to \$292,714. This increase is due to the closure of one year's grant that caused an unusual payroll allotment for the budget year. For FY 12, the salary and benefits have returned to \$231,553.

- Line 2. Insurance etc. decreased from \$40,219 to \$22,243. This decrease was due to moving more revenues to fund demos and rehabs in line 3.
- Line 3. Utilities, Maintenance, Etc increased from \$130,000 to \$216,952. This increase was due to a larger than originally projected number of demos and small business loans, thereby needed more funds than originally programmed.
- Line 4. Non-capital equipment etc. decreased from \$362,165 to \$230,039. This is the line that funds housing rehabs and affordable housing construction. Again, the reduction was due to lack of projected activity in these areas.

Total budget did not change.

Note 12 - Page 127 Streets Department - Line 6 Explain debt service change which increased from FY/11 at \$227,044 to proposed FY/12 at \$896,324.

Response: This is due to a change in the placement of the funds for debt payment between Streets and Storm water. Please see page 162, Storm water, line 7 which shows a generally corresponding decrease in the amount of debt service paid by Storm water.

Note 13 - General Question - Council approved a wage increase for the employees for FY/11. What was the cost by fund for FY 11 and the carry over cost for FY 12?

Response: For FY 11, the Council approved 1.5% wage increase for the full year for all eligible employees. Also, the Council approved an additional 1.5% effective January 1, 2011 to be dispersed to all eligible employees at the same flat dollar amount. The total cost of these 2 adjustments by fund is shown below:

General Fund	\$385,215
Water/Sewer Fund	\$ 80,957
Solid Waste Fund	\$ 37,118
Stormwater Fund	\$ 11,794
Internal Service	\$ 32,774
Grants	\$ 16,214
 FY11 total	 \$570,073

FY 12 Impact: All increases approved for FY11 must be budgeted for a full year for FY12. Therefore, the impact on the FY12 budget is \$858,958. The impact by fund is shown below:

<u>Fund</u>	<u>FY11</u>	<u>FY 12</u>
General	\$385,215	\$ 579,012
Water/Sewer	\$ 80,957	\$ 123,467
Solid Waste	\$ 37,118	\$ 58,118
Stormwater	\$ 17,794	\$ 27,394
SVC*	\$ 32,774	\$ 47,552
Grants	\$ 16,214	\$ 23,414
 Total all funds	 \$570,073	 \$858,958

SVC is the internal service fund.

Note 14 - General Question - For FY/12, please show the budgeted amounts for wages and benefits by fund.

Response:

	FY 2012 Proposed Salaries and Benefits							Totals
	General Fund	Water/Sewer	Solid Waste	Stormwater	Int Svc	Grants	Sep Allow	
Total Salaries	16,013,041	3,083,388	1,181,843	771,496	1,327,008	745,069	183,659	23,305,504
FICA	1,261,896	242,782	97,019	61,976	101,884	57,767	16,341	1,839,665
Health Insurance	2,201,791	490,188	254,880	146,555	167,634	103,418		3,364,466
Worker's compensation	513,742	98,695	75,048	47,618	18,202	20,741		774,046
Life Insurance	29,031	5,759	2,480	1,935	2,356	1,794		43,355
Dental Insurance	112,900	24,576	13,120	7,653	8,626	5,324		172,199
NC Retirement	1,126,928	220,877	88,268	56,379	92,360	52,483		1,637,295
457 Employer Match	254,908	61,080	15,000	14,000	25,300	16,712		387,000
401k Contribution non-law	215,543	63,472	25,364	16,369	26,541	9,611		356,900
401k Supplemental Police	260,962					11,882		272,844
Fireman's Pension	3,000							3,000
Car Allowance	20,400							20,400
Clothing Allowance	28,000							28,000
Internet Allowance					4,800			4,800
Moving Expense	15,000							15,000
Ttl Salaries & Benefits	22,057,142	4,290,817	1,753,022	1,123,981	1,774,711	1,024,801	200,000	32,224,474
	47%	16 %	30%	33%	N/A	N/A	N/A	

Note 15 - Page 147 Water & Sewer Services - Provide a five-year historical review of the fund balance in the Water and Sewer fund.

Response:

5 Year Fund Balance Comparison for Water/Sewer Fund
 Appropriated Fund Balance Budget vs. Actual

	Adopted Budget	Amount Spent	Additions to Net Assets	Unrestricted Net Assets	Total Net Assets	
2007	4,725,700	0	(1,301,795)	3,269,555	51,244,974	
2008	1,422,940	0	(1,480,951)	(392,099)	52,725,925	
2009	2,740,906	0	(5,461,785)	(11,629,041)	58,187,710	
2010	2,114,794	0	(7,083,137)	20,322,976	65,270,847	
2011	(884,753)	0	(11,574,684)		76,845,531	Projected
2012	2,002,641					Proposed

Note that the Total Net Assets in an Enterprise Fund includes the fixed assets net of depreciation and related debt.

Note 16 - General Request - List all CIP items and prioritized those items by funding source. (Attached)

Note 17 - General Request - Revenues - How much revenue is generated from each cent of property tax for the general fund.

Response: One Cent of property tax produces \$331,948 which is the legal limit we can fund assuming a collection rate of 96.08%.

Note 18 - General Request - Provide a list of all major equipment proposed in the FY/12 budget. (Attached)

Note 3

**POSITIONS REQUESTED FOR FY 2011-2012
(FULL & PART TIME POSITIONS)**

		<u>Full-Time</u>	<u>Part-Time</u>	<u>Seasonal</u>
Police				
Public Safety	Police Officer	5		0.46
	Telecommunicator I	2		
Fire				
Administrative	Fire Equipment Tech	1		(Status change SE to FT)*
Recreation and Parks				
Athletics	Recreation Specialist		0.75	(Status change SE to RP)*
Centers	Rec Program Assistant		0.75	(Status change SE to RP)*
	Rec Program Assistant		0.75	
Utilities Maintenance				
	Maintenance Worker I	1		
	I & I Technician	1		
	Instrumentation Specialist, (SCADA)	1		
Wastewater Treatment				
	Plant Operator I	1		
	Equipment Operator	1		
Fleet				
	Small Engine Mechanic	1		
Media/Cable				
	Media Specialist		0.63	
	Media Specialist			0.38
TOTAL POSTIONS REQUESTED		14	2.9	0.84

* FT = Full time employee

* RP = Regular Part time employee with benefits

* SE = Seasonal employee with no benefits

**TRANSIT
FY 2011-2012 PROPOSED BUDGET**

FUNDING SOURCES:

	ACTUAL FY10	ADOPTED FY11	AMEND BGT FY11	FY 2012 PROPOSED	% CHANGE
General Fund Revenue	200,568	301,453	301,453	286,224	-5.1%
Charges For Service:					
Fares	115,932	119,520	119,520	100,284	-16.1%
Subtotal Charges For Service:	115,932	119,520	119,520	100,284	-16.1%
Grants:					
NCDOT SMAP	143,886	209,895	239,079	242,818	1.6%
FTA Section 5307	363,286	1,177,754	1,177,754	1,125,941	-4.4%
ARRA	526,078	453,000	-	-	
Total Grants Requested:	1,033,250	1,840,649	1,416,833	1,368,759	-3.4%
Miscellaneous	6,257	-	40	-	-100.0%
TOTAL FUNDING SOURCES	1,356,007	2,261,622	1,837,846	1,755,267	-4.5%

Note 4

	ACTUAL FY10	ADOPTED FY11	AMEND BGT FY11	FY 2012 PROPOSED*	% CHANGE
	51,688	174,278	174,278	126,230	-27.6%
	184,214	315,536	278,576	297,887	6.9%
	511,096	528,752	516,760	556,400	7.7%
	2,734	1,750	1,750	1,750	0.0%
	568,881	1,241,306	866,482	773,000	-10.8%
	37,394	-	-	-	
Total Operations Expenditures:	1,356,007	2,261,622	1,837,846	1,755,267	-4.5%

EXPENDITURES:

Operations:

- 1) Salaries and benefits
- 2) Insurance, Contracts, Training, Fleet Chrgs, Supplies
- 3) Utilities, Maint, Prof Svcs, ITS/Video Media Charges
- 4) Non-Capital Equipment, Technology and Software
- 5) Capital Outlay
- 6) Other Financing Uses

Total Operations Expenditures:

CAPITAL IMPROVEMENTS PROJECTS:

- 1) Multimodal Transportation Center - TR1202 (\$5,016,000)

Total Capital Improvement Projects Expenditures:**

CAPITAL PROJECTS:

- 1) City Transportation Project - TR0602 (\$1,216,752)
- 2) 2009 Transportation Project - TR0802 (\$2,716,908)
- 3) 2010 Transportation Project - TR1001 (\$1,716,264)
- 4) Transit Project-ARRA Fund - TR1002 (\$1,527,492)
- 5) 2011 Transit Project - TR1101 (\$1,821,162)
- 6) 2012 Transit Project - TR1201 (\$1,755,267)

Total Capital Projects Expenditures:

TOTAL EXPENDITURES	1,356,007	2,261,622	1,837,846	1,755,267	-4.5%
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*FY2012 proposed expenditures do not include the cost of the requests identified in the Department Issues category.

**Includes cash funding and debt service payments for the fiscal year.

Note 16

City of Jacksonville

City Manager's Office



Memorandum

To: Mayor & City Council
From: Richard L. Woodruff, City Manager
Date: May 4, 2011
Re: FY 12 Capital Improvement Program -- Management Priority

As part of the budget process, City Council has received the proposed Capital Improvement Plan for FY 12 through FY 16. During the discussions of the proposed CIP, Council asked the senior management to prioritize the CIP items especially those proposed for funding by the General Fund.

Each year, the proposed CIP is prepared to identify major projects proposed for each of the operational departments of City Government and are divided by funding source. These include:

- General Fund
- Water and Sewer Fund
- Storm Water Fund
- Powell Bill, grants and others

As requested by the Mayor and Council, the Senior Management proposes the following priority of the CIP projects for each fund:

FY 12 CIP General Fund

Priority	Capital Project	Cost
1	Police/Fire Facility	\$12,638,892
2	Radio System Upgrade	\$2,000,000
3	I.T.S.	\$7,477,777
4	Jack Amyette Park	\$300,000
5	NE Creek Park Phase I	\$70,000
6	Wooten Park	\$111,500
7	Playground Surfaces	\$65,000
8	New Bridge Streetscape	\$127,000
9	Fire Station #2	\$1,401,000
10	Gateways Mediums	\$50,000
11	Jacksonville Commons Phase II	\$315,973
12	Firing Range Improvements	\$258,897
13	Richard Ray Park Phase II	\$36,250
14	Fleet Complex Phase II	\$1,005,000
15	Fire Station #5 Site	\$240,000
	Additional Projects	
A	Bridge Area Land Purchase	\$1,300,000
B	Downtown Parking Lot	\$500,000 est.

FY 12 CIP

Priority	Capital Project	Cost	Funding Source
Powell Bill			
1	FY 12 Streets	\$779,000	Powell Bill
2	NCDOT Pedestrian Improvements	\$1,079,711	NCDOT/Powell Bill
3	Hargett St. Pedestrian Improvement	\$171,000	Powell Bill
4	FY 12 Sidewalks	\$118,000	Powell Bill
5	Gateway Medians	\$50,000	NCDOT
Stormwater			
1	Parkwood Area Stormwater Project	\$269,000	Bond/Stormwater
2	Downtown Central Stormwater Phase I	\$70,000	Stormwater
3	Brynn Marr Stormwater Project	\$299,000	Loan/Stormwater
4	Country Club/Sandy Run Stormwater Project	\$160,300	Loan/Stormwater
5	Chaney Creek Bioremediation Phase II	\$20,000	Grant/Stormwater
Grants			
1	NC 24 Lejeune Boulevard Trail	\$638,900	Grant/Reserve
2	Sturgeon City Phase IV	\$200,000	Grant/Reserve
3	Carolina Forest Park	\$659,965	Grant/Reserve

Sewer Fund

Priority	Capital Project	Cost
1	SCADA for Wastewater Lift Stations	\$944,000
2	Henderson Lift Station Upgrade	\$1,515,000
3	SW Regional Lift Station	\$1,145,000
4	Piney Green Rd Sewer Infrastructure Improvements	\$1,309,350
5	Parkwood Regional Lift Station and Forcemain	\$618,000
6	Memorial Lift Station Replacement	\$119,000
7	Canterbury Lift Station Replacement	\$57,000
8	Warlick & Koonce Cir Sewer Replacement	\$490,000
9	College Street Sewer Replacement	\$119,000
10	WW Collection Sys Imp – Main Outfall F1	\$332,000

FY 12 CIP
Water Fund

Priority	Capital Project	Cost
1	Piney Green/Hwy 17 Water Service Area	\$290,000
2	Zack Circle/Hargett St Water Line Replacement	\$862,000

We look forward further discussions regarding the CIP.

Note 18

	Capital Outlay	Net Impact on the Budget
FINANCE		
HTE P/I MODIFICATION FOR SALES TAX	9,200	9,200
Total Capital Requested	<u>9,200</u>	<u>9,200</u>
POLICE		
REPLACE (6) DODGE CHARGERS	139,086	40,932
REPLACE (3) FULL SIZE SUV'S	101,988	30,009
INSTALLATION AND MARKING OF NEW VEHICLES	20,000	20,000
(NEW) AVL RECOMMENDATION SOFTWARE	12,000	3,531
(NEW) IAPRO WITH BLUE TEAM SOFTWARE	16,000	4,708
Total Capital Requested	<u>289,074</u>	<u>99,180</u>
FIRE		
REPLACE ROOF ON FIRE STATION #3	48,248	48,248
REPLACE THERMAL IMAGING CAMERA	12,000	3,531
REPLACE SQUAD 1	426,006	79,392
REPLACE SQUAD 5	154,506	28,795
EQUIPMENT TO OUTFIT TRUCK	6,500	6,500
MEDICAL BAG AND SUPPLIES	425	425
REPL 150 HP 4-STROKE MOTOR - BOAT 1	15,000	2,796
EQUIP TO OUTFIT FIRE ENGINE 1 DUE AUG 2011	52,825	52,825
(NEW) FULL SIZE CREW CAB TRUCK	35,026	6,528
(NEW) ICE MACHINE	5,500	5,500
ENTRY DOOR ACCESS TO FIRE STATION #3	7,000	7,000
DIGITAL VEHICLE REPEATER	10,000	10,000
Total Capital Requested	<u>773,036</u>	<u>251,540</u>
FACILITIES MAINTENANCE		
HD 9X18 FT TANDEM AXLE UTILITY TRAILER	2,787	2,787
Total Capital Requested	<u>2,787</u>	<u>2,787</u>
STREETS		
DUAL WHEEL, 4X4 CREW CAB PICK UP TRUCK #706	35,026	6,528
ASPHALT DISTRIBUTOR-TRAILER MOUNTED 150 GAL	9,791	1,825
Total Capital Requested	<u>44,817</u>	<u>8,353</u>
RECREATION & PARKS		
REPLACEMENT GOALS FOR GYM (6)	40,000	7,454
REPLACEMENT TREADMILLS (2)	16,000	2,982
3/4 TON CREW CAB REPLACEMENT FOR VEH #906	30,906	
FLAT BED 1 TON DUMP TRUCK- VEH #910	37,086	6,912
60" Z-TRACK-REPLACEMENT FOR MOWER #938	9,500	1,770
1 TON FLAT BED TRUCK (USED)	37,086	6,912
3/4 TON CREW CAB TRUCK (USED)	30,906	5,760
72" REEL MOWER	23,500	4,380
BUNKER & FIELD RAKE	11,500	2,143
Total Capital Requested	<u>236,484</u>	<u>38,313</u>
Total Capital Requested-General fund	<u>1,355,398</u>	<u>409,373</u>
PUBLIC UTILITIES ADMINISTRATION		
REPLACE VEHICLE #580	21,121	3,937
Total Capital Requested	<u>21,121</u>	<u>3,937</u>
PUBLIC UTILITIES ENGINEERING		
REPLACE VEHICLE #569	19,576	3,937
INFOWATER SUITE 7.0	17,000	5,002
Total Capital Requested	<u>36,576</u>	<u>8,939</u>

	Outlay	on the Budget
WATER SUPPLY		
REPLACE TRUCK #854	26,786	4,992
Total Capital Requested	<u>26,786</u>	<u>4,992</u>
METERING		
REPLACE PICK UP TRUCK #870	29,876	5,568
FC 300 HANDHELD METER READER	5,600	5,600
Total Capital Requested	<u>35,476</u>	<u>11,168</u>
LINES MAINTENANCE		
REPLACEMENT VEHICLE #800 3/4 TON CAB TRUCK	28,846	5,376
REPLACEMENT VEHICLE #824 3/4 TON CAB TRUCK	29,876	5,568
REPLACEMENT VEHICLE #810 JCB BACKHOE	85,000	15,841
NEW F450 FLATBED DUAL WHEEL TRUCK	42,236	7,871
NEW MINI EXCAVATOR AND TRANSPORT TRAILER	48,000	8,946
NEW SINGLE AXLE DUMP TRUCK	85,496	15,933
(2) 8" SEWER BYPASS PUMPS AND PIPING	150,000	150,000
Total Capital Requested	<u>469,454</u>	<u>209,535</u>
WASTE WATER		
REPLACEMENT FOR #163	22,326	3,884
REPLACEMENT FOR #169	12,500	2,330
LARGE SCALE PIPE REPAIR EQUIPMENT	45,000	8,386
Total Capital Requested	<u>79,826</u>	<u>14,600</u>
Total Capital Requested-Water/Sewer fund	<u>669,239</u>	<u>253,171</u>
SOLID WASTE		
AUTOMATED REFUSE COLLECTION VEH	241,006	44,915
KNUCKLEBOOM/GRAPPLE VEHICLE	126,006	23,483
Total Capital Requested-Solid Waste	<u>367,012</u>	<u>68,398</u>
WATER QUALITY		
EQUIPMENT FOR CWSRF FUNDED PROJECTS	10,000	10,000
Total Capital Requested	<u>10,000</u>	<u>10,000</u>
DRAINAGE		
PRESSURE WASHER SYSTEM FOR #764	4,000	4,000
STREET SWEEPER #702	172,006	32,056
PICK UP TRUCK #719	21,636	4,032
Total Capital Requested	<u>197,642</u>	<u>40,088</u>
Total Capital Requested-Stormwater	<u>207,642</u>	<u>50,088</u>
ITS DEPARTMENT		
NETWORK LIFECYCLE	100,000	29,426
LIFECYCLE SERVERS	20,000	-
Total Capital Requested-ITS	<u>120,000</u>	<u>29,426</u>
VIDEO MEDIA SERVICES		
COMPIX MEDIA (Lower Thirds Machine)	20,000	5,885
Total Capital Requested-Video Media	<u>20,000</u>	<u>5,885</u>
GRAND TOTAL ALL FUNDS		
Total Capital Requested	<u>2,372,279</u>	<u>747,943</u>

Note: Does not include project or grant related capital items.

Exhibit "B"

Jacksonville City Council



**Special Workshop Meeting
May 16, 2011**



Budget Review
Resumption

Schedule

Mon, May 2,	Budget Workshop	5-8PM
Tues, May3	Budget Workshop	5-7PM
Mon, May 16	Budget Workshop	5-8PM
Tues, May 17	Budget Public Hearing	7PM
May & June	Additional Workshops as Desired	
No later than June 30	Budget Adoption	



Utilities Maintenance

Inspect, operate and maintain water and sewer utility collection and distribution systems.



Water & Sewer Services

Operate drinking water system as well as the operation and maintenance of the Land Treatment Site.



Water & Sewer Services

Revenues	Amended FY11	Proposed FY12
Water & Sewer Revenue		
Fees		
Property Lease		
Debt Proceeds		
Totals	15,494,389	16,462,927



Water & Sewer Services

Expenditures	Amended FY11	Proposed FY12
Operations	15,494,389	16,362,927
Capital Improvement Projects		100,000
Totals	15,494,389	16,462,927

Water & Sewer Services Comments

- **Rates:** Reflect implementation in 1998
- **Sludge** Removal Services: Increase by \$300,000
- Increase: \$45,000 for **Large Pipe Repair** equipment
- Projected: **Electrical** for **Water Plant:** \$250,000



Wastewater Treatment Issues

- Requested **Posi-track vehicle with Hydraulic Mowing Deck**
- Requested: **Plant Operator I**
- Requested: **Equipment Operator I**



Water & Sewer Services

Staffing	Amended FY11	Proposed FY12
Full Time	29	29
Part Time	1	1
Totals	30	30



Sanitation

Responsible for refuse, yard waste, recycling and special pickups for about 12,000 residential households and to monitor 800 commercial collections.



Sanitation

Revenues	Amended FY11	Proposed FY12
State Solid Waste Disposal Tax		
Fees		
Debt Proceeds		
Appropriated Fund Balance		
Totals	5,939,228	5,864,643



Sanitation

Expenditures	Amended FY11	Proposed FY12
Operations		
Totals	5,939,228	5,864,643

Sanitation Comment

Funding: FY11 Relied on Fund Balance, FY12 will require General Fund



Sanitation Issues

- In House study of automated collection for yard waste



Sanitation

Staffing	Amended FY11	Proposed FY12
Full Time	41	41
Totals	30	30





Water Quality

Responsible for implementing control measures mandated by the US EPA as part of the NPDES stormwater program.



Water Quality

Revenues	Amended FY11	Proposed FY12
Stormwater Revenue		
Debt Proceeds		
Totals	1,553,346	1,184,068



Water Quality

Expenditures	Amended FY11	Proposed FY12
Operations		
Capital Improvement Project		
Downtown Central Stormwater		
Totals	1,553,346	1,184,068



Information Technology Services

Serves as consultant in the management and use of information technology.



Information Technology Services

Revenues	Amended FY11	Proposed FY12
Charges to other funds		
Debt Proceeds		
Totals	3,049,775	2,972,916



Information Technology Services

Expenditures	Amended FY11	Proposed FY12
Operations		
Capital Improvement Project		
AS400 Life Cycle		
Totals	3,049,775	2,972,916



Information Technology Services Comments

This is an Internal Service Fund
Some department specific contracts now reflected in those budgets



Information Technology Services Issue

- Cisco Call Center Upgrade



Video Media Services

Provides corporate & specialized services through the web, social media, print and the Jacksonville-Onslow Government Television Channel



Video Media Services

Revenues	Amended FY11	Proposed FY12
Charges to other funds		
Charges to other Governments	59,600	64,000
Totals	856,882	548,525



Video Media Services

Expenditures	Amended FY11	Proposed FY12
Operations		
Equipment maintenance, placements		
Totals	856,882	548,525



Video Media Services Comments

- This is an Internal Service Fund
- Design services have significantly increased
- Charges for government services to increase slightly
- Additional funding included for utility inserts, additional printed materials
- Anticipate 289 events during FY12



Video Media Services Issue

- Part Time Help for on demand services



Health Benefits

City's Benefits Programs: Health & Dental Insurance, Life Insurance, Vacation, Sick Leave, Holidays and other benefit related special events.



Health Benefits

Revenues	Amended FY11	Proposed FY12
General Fund & Water Sewer Revenue		
City Contributions		
Employee Contributions		
Totals	4,511,771	5,011,956



Video Media Services

Expenditures	Amended FY11	Proposed FY12
Operations		
Totals	4,511,771	5,011,956



Health Benefits Comments

- Effective July 1, 2010 new hires no longer eligible for retiree health insurance coverage
- Employees now share higher percentage of higher benefits



Health Benefit Issue

- Anticipate 6% increase



Department Issues

Discussion

Community Programs

Funding for Intern Program	15,000
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Human Resources

Online Benefit Enrollment Application	19,335
Interview Manager Software	2,725



Fleet Maintenance

Small Engine Mechanic	42,033
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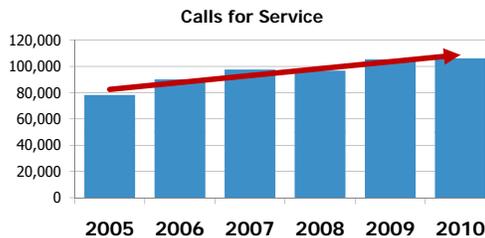


Police

Five police officers & equipment	409,825
Police Service Officer	30,551
Two Telecommunicators	80,648



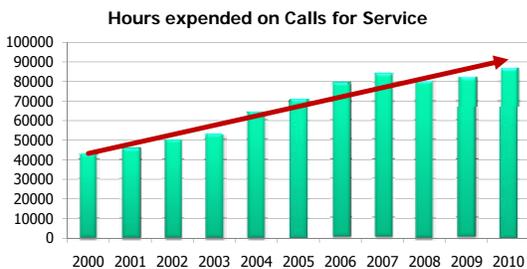
Police Department Issues



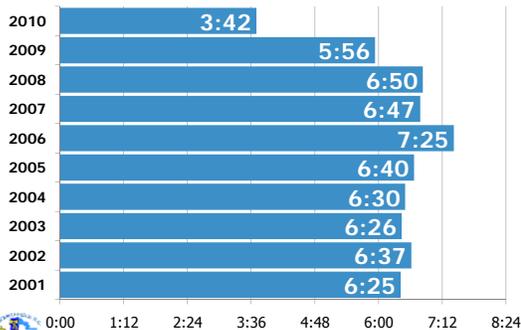
- Growth
- 26 % increase Calls for Service in the past 5 years



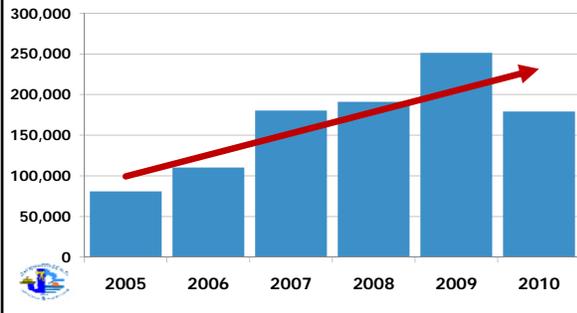
Total Hours Handling Calls



Priority One Response Times



Communication Division Total Calls



Benchmarking with other Cities

City or Town	Population	FTE	All Calls	Total E-911 Calls	Total Dispatches
*Jacksonville	81,873	14	179,130	64,376	110,159
Asheville	75,948	22	205,942	32,139	111,199
Burlington	47,692	14	157,638	23,375	82,297
Cary	122,333	20	235,845	41,516	127,396
Concord	68,249	21	157,014	31,074	101,130
High Point	95,638	30	244,102	86,853	157,480
*Onslow	95,127	21	243,476	60,423	83,702

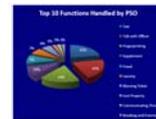
* Data from 2010. Other data from 2006-07 UNC School of Government benchmarking project



- Project included 12 sites in 2006-2007
- Average number of calls per telecommunicator is 10,246
- Based upon this estimate, the City of Jacksonville should have 17.48 Telecommunicators



Call Reduction Strategies



Differential Police Response

DIFFERENTIAL POLICE RESPONSE (DPR)
TYPE OF INCIDENT / TIME OF OCCURRENCE

	PERSONAL INJURY				PROPERTY DAMAGE / LOSS				OTHER				WARRANTS
	PERSONAL INJURY	PROPERTY DAMAGE / LOSS	PERSONAL INJURY	PROPERTY DAMAGE / LOSS	PERSONAL INJURY	PROPERTY DAMAGE / LOSS	OTHER MINOR CRIME	OTHER MAJOR NON-CRIME	PERSONAL INJURY	PROPERTY DAMAGE / LOSS	OTHER MINOR CRIME	OTHER MAJOR NON-CRIME	
IMMEDIATE	+	+	+	+	+	+	+	+	+	+	+	+	+
EXPEDITE	+	+	+	+	+	+	+	+	+	+	+	+	+
ROUTINE	+	+	+	+	+	+	+	+	+	+	+	+	+
ON-SERVICE	+	+	+	+	+	+	+	+	+	+	+	+	+
DESK TELEPHONE REPORTING UNIT	+	+	+	+	+	+	+	+	+	+	+	+	+
INTERNET REPORTING	+	+	+	+	+	+	+	+	+	+	+	+	+



Reactive Policing vs. Proactive Policing



Why be proactive

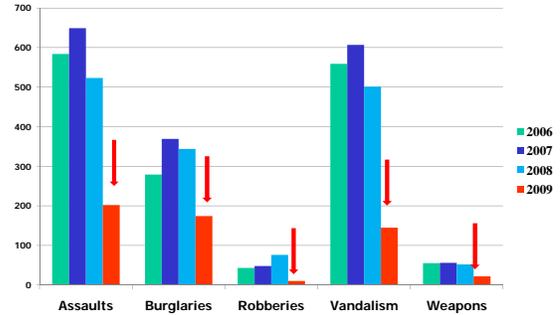
- Crime prevention is proactive.



- Law enforcement's ability to *prevent* crimes relies in part on their ability to *predict* crime.



Weed and Seed Crime Statistics 2006-2009



Implementing Proactive Policing strategies gives us the opportunity to:

- Identify Problems
- Analyze Problems
- Develop long-term solutions to problems
- Evaluate progress and adjust as necessary



Growth = Challenges

Increased call volumes

- Population/annexation increases have escalated citizen calls for police service
- Police presence can become reactive and not preventative
- Strain upon existing resources
- Quality of service impacts
- Difficult to focus upon specific crimes
- Reduction in time for investigations
- Less time for community policing efforts



Fire

Fire Equipment Technician Full Time 20,085



Currently, 1.25 people are Responsible for:

- Maintenance of 2,500 pieces of equipment (to regulatory and operational standards)
- Readiness of emergency equipment /availability
- Monthly work orders - average 175 outstanding orders (20 pages)



Training/Certifications Needed Include:

- Breathing Apparatus maintenance
- Fire Extinguisher maintenance
- Fire Hose & Appliance repair
- Radio maintenance & testing



Training/Certifications Needed Include:

- Breathing Air testing & Compressor maintenance
- Life Safety equipment maintenance
- Powered & hydraulic equipment maintenance
- Instrumentation maintenance/repair



Cost Breakdown

Proposed	Current	Difference
Sal= \$29,222	Sal=\$ 8,230	
Ben=\$14,093	OT=\$15,000	
\$43,315	- \$23,230	= \$20,085



Benefits of position reclassification

- Reduced outstanding work orders
- Regulatory/operational readiness
- Reduced equipment downtime



COUNCIL MINUTES

SPECIAL WORKSHOP MEETING

May 17, 2011

A special workshop meeting of the City Council of the City of Jacksonville was held Tuesday, May 17, 2011 beginning at 5:00 PM in Meeting Rooms A & B of the Jacksonville City Hall. Present were: Mayor Sammy Phillips, presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Jerry A. Bittner, Fannie K. Coleman, Randy Thomas, and Bob Warden. Councilman Jerome Willingham was absent. Also present were: Richard Woodruff, City Manager; Ron Massey, Assistant City Manager; Gayle Maides, Interim Finance Director; Glenn Hargett, Communications and Community Affairs Director; Mike Yaniero, Police Chief; Rick McIntyre, Fire Chief; Tim Chesnutt, Recreation and Parks Director; Earl Bunting, ITS Director; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Bill Ratliff, Human Resources Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. *An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 5:00 PM.

ADOPTION OF AGENDA

A motion was made by Mayor Pro-Tem Lazzara, seconded by Council Member Coleman, and unanimously approved to adopt the agenda as presented.

2012 BUDGET DISCUSSIONS - Continued

DEPARTMENT ISSUES

Recreation - Using the PowerPoint presentation attached to the official minutes as Exhibit A, Mr. Chesnutt, Recreation Director explained the three personnel requests as follows: The Permanent Part Time Position in Athletics would have no financial consequence because it would be entirely offset by overtime and temporary dollars. The other two positions were for the After School Program. The Permanent Part-Time Recreation Program Assistant for Carolina Forest Elementary and the same for the Middle School After School Program cost would be partially offset by reallocating some temp employee funds.

Following discussion regarding the duties of the position and the Before and After-School Programs, Mayor Pro-Tem Lazzara asked if participants were charged for this service.

Mr. Chesnutt said there was a minimal fee of \$15 a month, which did not cover the cost. He pointed out that there would be no additional revenue created by changing from temporary employees to City staff; however, the consistency of service and efficiency would increase.

Councilman Bittner asked if benefits were included in the cost. Mr. Chesnutt said yes and it was explained that permanent part-time employees qualified for benefits at 25 hours per week and these positions were 30 hours per week.

Mr. Woodruff suggested that staff could provide the current costs to support the program as well as current fees for the participants in the event Council would like to contemplate a change to help offset the cost of the employee change.

Planning Administration: Mr. Ryan King brought with him a very large set of plans for Council information as to the size of such of plans. Using the PowerPoint attached to the official minutes, he reviewed the Divisions request for an Electronic Plan Submittal. He said this program would affect every department that assisted with plan review, such as building inspections, public services, police and fire. The program would also be more efficient, environmentally friendly, increase customer service, and save money for the customers. Due to promotional discounts, the originally submitted cost of \$180,000 had decreased to \$150,000. This amount included the first year's annual recurring maintenance and support fee of \$15,900.

Mayor Pro-Tem asked if any project that required a plan to be submitted could be done electronically using this program. Mr. King said yes, and added that included planning as well as for building permits. Discussions were held on the current submittal practices and amount of paper submitted through initial submission and revised submissions as well as current storage practices and issues.

Mr. Woodruff said that during the year staff had met with the building industry to obtain feedback and this program was one of their suggestions for improvements. He said since savings would be passed on to private industry with this initiative, staff could bring back some fee proposals to show how they might begin to recoup some of this cost.

In response to additional questions, Mr. Bunting said that the cost included installation and training for staff as well as some developers and the annual maintenance fee included automatic updates and technical support.

Building Inspections: The division did not have any Department Issues; however, Mr. Danny Bryan updated Council on the staffing losses since 2007 and the Division's work to hire and retrain. In addition, the issues related to mobile computer signal strength were reviewed and

Mr. Bryan said that recent updates and antennas had improved reception. He specifically wanted Council to know that the programs and electronic opportunities were being used.

Facilities Maintenance: The Division had requested \$150,000 for Building Revitalization. Mr. Sirois said these funds would be over and above their daily operations maintenance funds. He reviewed the inspection he completed after coming on Board in 2009 on all City Buildings. They identified approximately 800 work requests for issues that needed to be corrected. Council had provided some funds in the past to allow them to begin the process of accomplishing some of those repairs. During repairs, additional areas of concern were identified. The division was responsible for maintenance of over 200 buildings and related structures, including scoreboards, well houses, fences, Skate Park, etc.

Mr. Woodruff added that staff with downtime had also pitched in to assist with maintenance such as the Parks and Recreation mowing staff painting the interior of the Jack Amyette Center on rainy days. They had also utilized some contracting to assist.

Mayor Pro-Tem Lazzara asked if this type of request should more appropriately fit into a CIP item, considering Council's previously approved philosophy that good maintenance of their buildings actually cost the taxpayers less in the long term.

Mr. Woodruff agreed that significant jobs, such as roof repairs could be a CIP item if it triggered the CIP threshold of \$30,000 or more.

Considerable discussion was held. Councilman Bittner did not agree it was necessarily a CIP item as it seemed to be for additional maintenance of existing facilities. Mayor Pro-Tem Lazzara suggested a tab in the CIP titled Repair and Maintenance. Mayor Phillips said he agreed in part, and felt that departments should perhaps set these up on a schedule in their budgets. Councilman Bittner felt it was the Maintenance Department's mission to inspect and schedule regular maintenance rather than a department.

Mr. Woodruff reiterated that this was a request for additional funds and if not approved, or approved to a lesser degree, regular maintenance funds were already allocated and maintenance would still be carried out. He said that staff would take a look at where the funds should be budgeted and whether it should be a CIP.

Utilities Maintenance: There were three budget requests: Instrumentation Specialist, Inflow and Infiltration (I&I) Maintenance Worker, and I&I Technician. Mr. Woodruff stated the Instrumentation Specialist was the technical position needed for the implementation and operation of the SCADA system.

Following review of the position, Councilman Bittner asked why this position would not be under ITS. Mr. Sparks and Mr. Bunting said that had been discussed. The positions' work was technical; however, it was unique to the Water and Wastewater system. Mr. Bunting said having the employee funded in Water and Wastewater, but reporting under ITS, would give them the opportunity to train other persons to back this person up and to have on call. Ms. Wynn Ray reviewed the I&I positions and the current I&I issues. She said that approximately 30% of the entire flow going to Land Application was I&I related.

Following discussions on the current I&I workload and the plan of work for the proposed employees, as well as questions regarding past slip lining results, Mr. Woodruff suggested that staff provide a follow up report on this information.

Council decided to move on to the CAMA discussion and return to budget discussions later in the meeting, time permitting.

CAMA MASTER PLAN

Mr. Carter reviewed the legal issues as follows: The City has used zoning as the primary land use tool, which was allowed by State Statute. The Statutes do not require a Growth Management Plan; however, Council elected to have one. The State required communities within the Coastal Area Management Act, of which Jacksonville was one, to have a CAMA Plan; however, in the past the Plan did not have to be very specific. Recent changes now required the CAMA Plan to have the same level of detail as in a Growth Management Plan. Because of this, the staff was recommending doing away with the current Growth Management Plan and letting the CAMA Plan be used for that purpose. Zoning matters would then be reviewed in comparison to the CAMA Plan for conflicts, and zoning changes could be approved or denied by Council. Every six months or once a year, staff would prepare CAMA Plan amendments for Council approval and then move forward to bring those to the CAMA Board for approval. Mr. Carter said whether or not the Board approved them, would not affect the zonings approved by Council as those would be effective immediately.

Using the PowerPoint attached, Ms. Mary Sartell provided a detailed overview of the CAMA Plan and process. She distributed maps and a description of the various land uses and reviewed those with Council. Following her report, Mr. Woodruff added that in the last three months the Senior Management had met with the Development Services staff and looked at each piece of property in detail.

Councilman Bittner asked how the Conservation areas were determined in terms of whether it was by survey. Ms. Sartell stated that the areas were wetlands or areas of environmental concern. Mr. King added that the locations were from databases prepared by Planning Works, who had used the technology at their disposal to determine the areas.

Councilman Bittner clarified that there was some information indicating the areas as wetlands, but had not been surveyed so as to totally delineate it as such. Mr. Woodruff stated that was correct.

Mayor Pro-Tem Lazzara asked for details as to what qualified as Regional Commercial versus Neighborhood Commercial. He pointed out one side of Yopp Road was delineated as Regional Commercial, with some Neighborhood Commercial on the other side and also pointed out the same issues along US Hwy 17. Ms. Sartell reviewed the differences mainly that Regional Commercial would provide activities such as service, retail, and wholesale on a much larger scale than Neighborhood Commercial would.

Councilman Bittner pointed out an area in the northwest area of the Commons off Western that was denoted as Regional Commercial abutting an area denoted as High Density and Moderate Density Residential. Following review, Mr. Woodruff apologized and said that designation was in error; it should actually be denoted in the mixed use category. He said staff would do more proofing of the map before the final was presented.

Mayor Pro-Tem Lazzara felt the area on Yopp Road on the opposite side of the Tractor Farm Supply would qualify as Regional Commercial rather than Neighborhood Commercial. He suggested they look closely at the commercial corridors.

Mr. Goodson pointed out that Council had appointed a CAMA task force to review it and the Plan had been presented to them and they had signed off on it.

Ms. Sartell stated that staff would be brining the Plan and Map to a Public Hearing later in the summer for Council consideration.

2012 BUDGET DISCUSSIONS - DEPARTMENT ISSUES Continued

Wastewater Treatment: Mr. Woodruff briefly reviewed the following requests: Posi-Track vehicle and Hydraulic Mowing Deck, Part Time to Full Time Plant Operator I and a Part Time Equipment Operator I. The first two items were mowing equipment to help better manage the Land Application Site and the personnel was to assist with better management of the Land Application Site forest.

Following a review of the costs, Councilman Bittner asked about the financing over five years of the mowing deck, the total cost of which was approximately \$15,000. Ms. Maides stated the Deck was broken out to show Council the two pieces of equipment, but it was all part of the purchase of the Posi-track vehicle. Mr. Woodruff said staff would look at that and bring it back.

Sanitation: Waste Management Fee Increase – This was reviewed previously with Council that Waste Management had requested a 1.4 % increase that was not currently in the budget.

Water Quality: Mr. Woodruff noted that as mentioned before, staff would be bringing Council a study relative to taking over private Stormwater Ponds for a fee.

Video Media Services: As shown in Exhibit A, Mr. Hargett reviewed the workload of the current staff and the significant increase in meetings and events. He also pointed out that they were seeing more and more events taking place on weekends and at nights. He reviewed in detail the request for the Hourly/on Assignment Media Specialist and the Part-Time with Benefits Media Specialist. The positions would help with all of the video media services including the more than 148 publications, design services, Web and social media, etc.

Councilman Bittner asked of the total budget, what percentage was recovered through fees for services provided to others. Following discussion, Mr. Hargett said about 10-12%.

Health Insurance: Mr. Woodruff reported that there would be no increase this year so they would be able to adjust the budget accordingly.

ITS Call Center: Mr. Hargett stated this would be a software upgrade as previously mentioned to have a call center to track citizen calls and make sure they got out to departments for actions. This would allow the advancement to a 311 number for non emergency calls.

Mr. Woodruff added that they would like to set up a workshop on this to provide more details and information.

Budget Schedule: The next budget workshop was scheduled for Monday, June 6, 2011 at 5 PM in Meeting Rooms A&B.

ADJOURNMENT

A motion was made by Councilman Bittner, seconded by Mayor Pro-Tem Lazzara, and unanimously adopted to adjourn the meeting at 6:34 PM.

Exhibit "A"

Jacksonville City Council



Special Workshop Meeting
May 17, 2011

Agenda

1. Resumption of Budget
2. CAMA Presentation



Budget Review
Resumption

Recreation & Parks

Permanent Part-Time position for Athletics	
Recreation Program Assistant to Permanent Part-Time from agency staffing for Carolina Forest School	17,445
Same for Teen After School and Teen Special Events staffer	7,289



Planning - Administration

Electronic Plan Submittal	180,000
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SUNGARD PUBLIC SECTOR

ePlan Review

Development and Building Plans would be:

- Submitted
- Reviewed
- Annotated
- Re-reviewed
- Approved

ELECTRONICALLY

PROPRIETARY INFORMATION

SUNGARD PUBLIC SECTOR

Benefits of ePlan

- Environmentally Friendly
- Improved Communication
- Online Access to Approved Files
 - Fire
 - Police
 - Others

PROPRIETARY INFORMATION

SUNGARD PUBLIC SECTOR

Benefits of ePlan

- Reduce Counter time
- Increased productivity
- Storage Space for plans reduced, creating new available building space
- Accepts multiple formats
- Efficient – Overlay/compare drawings

PROPRIETARY INFORMATION

SUNGARD PUBLIC SECTOR

Benefits of ePlan

Lower Cost for Developer

- ePlan submission will lower developer's cost for plan submittal
 - Administrative Staff Time
 - Paper - \$1 to \$6 per sheet
 - Ink
 - Equipment
 - Delivery or Postage
- Even with an e-Plan fee to cover cost of technology

PROPRIETARY INFORMATION

SUNGARD PUBLIC SECTOR

FY 12 Council Goal #8

“Be an innovative government that embraces technology and utilizes effective, efficient and economically sound strategies to serve our citizens and to accomplish outstanding service delivery”

PROPRIETARY INFORMATION

SUNGARD PUBLIC SECTOR

ePlan

- Sungard Product (H.T.E.)
- Promotional Discount – Now \$135,000
- Total Annual Reoccurring Fees – \$15,900

PROPRIETARY INFORMATION

Facilities Maintenance

Building Revitalization	150,000
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Utilities Maintenance

Instrumentation Specialist	50,565
Inflow & Infiltration Maintenance Worker	35,330
Inflow & Infiltration Technician	50,565



Wastewater Treatment

Posi-track vehicle	16,478
Davco Hydraulic Mowing Deck	2,796
Plant Operator I	44,025
Equipment Operator I	12,590



Sanitation

Waste Management Fee Increase	8,614
-------------------------------	-------



Water Quality

Stormwater Fee Increase	
-------------------------	--



Information Technology Services

Cisco Call Center Upgrade	
---------------------------	--

	60,000
--	--------



Video Media Services

Media Specialist PT with Benefits	37,829
Media Specialist	16,657



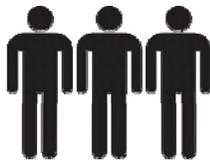
Significant Increase in Productions



Significant Increase in Meetings



Currently



2 People Dedicated to Video
 1 Person Dedicated to Print, Web, Social Media
 All – Help when needed



Proposal

Add help for night, weekend & special activities



Many More

Communications



City of Jacksonville Redistricting

Many More

Communications



Full Service



Proposal

Hourly services instead of three contracted services





CAMA Plan Update

CAMA

Land Use Plan

- What it is
- Why we need it
- Process
- How it works



CAMA

What is it?

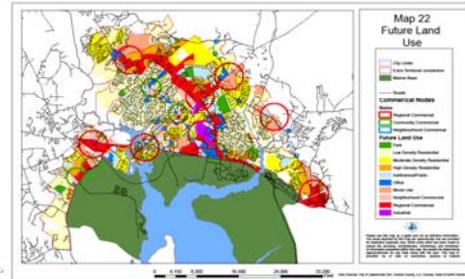
- Plan** Population, economic assessments, projections, analysis, growth policies
- Maps** Future Land Use Map
Areas of Environmental Concern (AEC)



CAMA

What is it?

Policy for growth



CAMA

Why do we need it?

The Coastal Area Management Act (CAMA) requires each of the 20 coastal counties to have a local land-use plan in accordance with guidelines established by the Coastal Resources Commission.

The CRC's guidelines provide a common format for each plan and a set of issues that must be considered during the planning process

Each land-use plan includes local policies that address growth issues



CAMA

Process

- 1999 First CAMA Plan- extremely basic
- 2007 First comprehensive plan: GME- map is flawed
- 2008 Begin work on CAMA- required by State
- 2009 Work with Council appointed steering committee, consultant, and State
- 2009 Council review, State comments
- 2011 Municipal approval: Garner feedback from Workshop and formal approval with public hearing
- Summer 2011 CRC approval



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 Summer 2011	CRC approval

CAMA How does it work?

Growth Management Techniques Before CAMA Adoption

- 2011 Draft CAMA Plan
- Adopted small area or corridor plans
- Zoning Ordinance & Map
- 1999 CAMA Plan
- 2007 Growth Management Plan
-Future Land Use Map



CAMA How does it work?

- Updates and replaces Growth Management Element and Plan



CAMA How does it work?

Growth Management Techniques After CAMA Adoption

- 2011 CAMA Plan
- Adopted small area or corridor plans
- Zoning Ordinance & Map



CAMA How does it work?

Future Land Use Map

- Policy
- Idea for the future
20-30 years
- 30,000 ft
- Can be amended

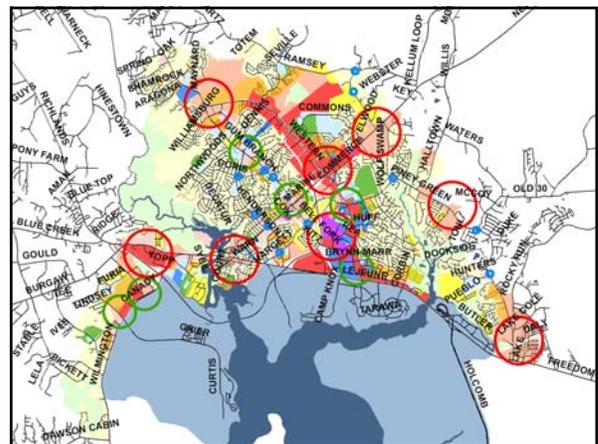
Zoning Map

- Regulation
- What you can do now
- 3 ft
- Can be amended



CAMA How does it work?

GME Plan Land Uses	CAMA Plan Land Uses
LDR- 2DU/ ACRE	C- Conservation
MDR- 6DU/ ACRE	LDR- 1-6DU/ ACRE
HDR- 6DU/ ACRE	MDR- 7-15DU/ ACRE
P/I- Public/ Institutional	HDR- 16+DU/ ACRE
NC- Neighborhood Commercial	P/I- Public/ Institutional
RC- Regional Commercial	NC- Neighborhood Commercial
IND- Industrial	MX- Mixed Use
	RC- Regional Commercial
	IND- Industrial



CAMA How does it work?

Guides policy, decisions, and development

Map will be updated once a year based on:

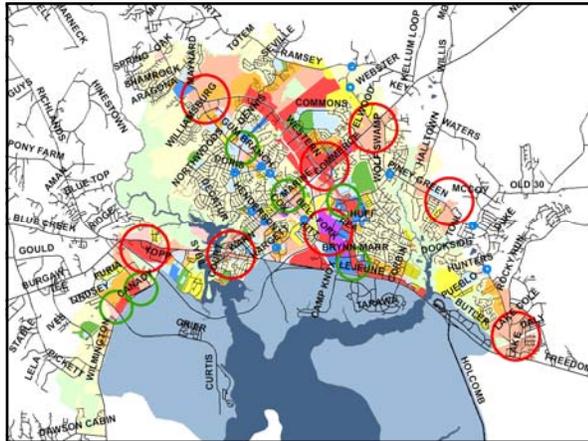
- Rezoning
- Changes in development trends
- Changes in demographics

1. Council approves changes
2. CRC certifies changes



CAMA Next Steps

- Questions
- Review Map & Plan, Provide comments, questions to staff
- Staff will bring Plan & Map to public hearing in June or July



COUNCIL MINUTES

REGULAR MEETING

May 17, 2011

A Regular Meeting of the City Council of the City of Jacksonville was held Tuesday, May 17, 2011 beginning at 7:00 PM in the Council Chambers of City Hall. Present were: Mayor Sammy Phillips presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Jerry Bittner, Fannie K. Coleman, Randy Thomas, and Bob Warden. Councilman Jerome Willingham was unable to attend. Also present were: Richard Woodruff, City Manager; Ronald Massey, Assistant City Manager, Gayle Maides, Interim Finance Director; Glenn Hargett, Communications and Community Affairs Director; Mike Yaniero, Police Chief; Rick McIntyre, Fire Chief; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. *An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 7:00 PM.

RECOGNITION

Mayor Phillips recognized his mother, Patty Phillips, who was celebrating her 83rd birthday.

PLEDGE OF ALLEGIANCE

Councilman Thomas led the Pledge of Allegiance.

INVOCATION

Mr. John Carter pronounced the invocation.

ADOPTION OF AGENDA AND CONSENT ITEMS

A motion was made by Councilman Bittner, seconded by Mayor Pro-Tem Lazzara, and unanimously approved to adopt the agenda as amended to remove Consent Agenda Item #9 – Cost Recovery Agreement and Amendment of North Marine Town Center (NMTC) Development Agreement with Bailey and Associates, Inc. – North Marine Town Center Water & Sewer Infrastructure and also remove Non-Consent Agenda Item #11 – Community Development Advisory Committee Re-Appointments/Appointment.

ADOPTION OF MINUTES

A motion was made by Councilman Thomas, seconded by Council Member Coleman, and unanimously adopted to approve the minutes of a Budget Workshop Meeting held May 2, 2011 as presented.

PRESENTATIONS

PROCLAMATION – WATER CONSERVATION MONTH

Mayor Phillips read a Proclamation naming the month of May as Water Conservation Month in the City of Jacksonville. Following the reading of the Proclamation, Mr. Grant Sparks, Public Services Director, accepted the Proclamation. Mr. Sparks reminded citizens to come into City Hall and pick up the free water conservation kits.

MAYOR’S COMMITTEE FOR PERSONS WITH DISABILITIES: ANNUAL
POSTER, POETRY AND ESSAY CONTEST AWARDS

The Mayor’s Committee for Persons with Disabilities held their annual Poster, Poetry, and Essay Contest in the Onslow County and Camp Lejeune Dependent Schools to help promote “Disabilities Awareness Week.” The theme for this year was “We’re More Alike than Different.” Council Member Fannie K. Coleman, Council Liaison to the Mayor’s Committee, and Joe Traumer, Mayor’s Committee Chairperson, assisted the Mayor with presenting the awards. There were 24 winners from grades K through 12 and all winners received a Certificate and Cash Award as follows: First Place, \$25 and Second Place, \$15. The winning entries were scheduled to be on display in the lobby of City Hall May 17th – May 27th and in Center court of the Jacksonville Mall from May 28th – May 31st.

RECOGNITION OF JACOB WYMAN, BOY SCOUT TROOP 87

Mayor Phillips recognized Jacob Wyman, Boy Scout Troop 87 from Gum Branch, who was in attendance in order to complete requirements for his Citizenship in the Community Badge.

PUBLIC HEARINGS

FISCAL YEAR 2011/2012 BUDGET

Mr. Richard Woodruff, City Manager, stated that the General Statutes required City Council to conduct a Public Hearing to receive public comment on the proposed budget prior to budget adoption. A copy of the proposed budget was delivered to the Jacksonville City Council on April 28, 2011. The proposed budget had been available for public inspection in the City

Clerk's Office since April 28, 2011, and at the Onslow County Library since April 29, 2011. On May 4, 2011, the proposed budget was also placed on the City's website for public review. The Public Hearing and Public Notice of Budget Availability had been duly advertised in the Jacksonville Daily News.

Mr. Woodruff provided a detailed overview of the proposed budget as outlined in the PowerPoint Presentation herein attached to these minutes as Exhibit A. Changes in the assumptions since the budget was initially delivered to Council more than a month ago included that there would be no increase in health insurance premiums for employees or the City. Currently no new employees or wage adjustments were included in the budget as these were matters Council would address prior to budget adoption. These decisions were not in front of Council at this time. As shown in Exhibit A, there was no increase in the property tax rate proposed this year. Mr. Woodruff reviewed the monetary effect of the current tax rate on the majority of homeowners in the City and provided an overview of the services provided to citizens in return for their investment. Depending upon Council direction, budget adoption was currently proposed for the Council's June 21, 2011 Regular Meeting.

Mayor Phillips recessed the regular meeting at 7:44 PM in order convene the Public Hearing.

Mr. Woodruff read into the record, a statement from Mr. Phil Lane, a copy of which is herein attached to these minutes as Exhibit B. Mr. Lane was unable to attend the meeting due to the illness of a family member.

With no one else desiring to speak, Mayor Phillips closed the Public Hearing at 7:48 PM and reconvened the regular meeting.

RESOLUTION ADOPTING REVISED DISTRICT MAPS FOR DISTRICT ELECTIONS AND AUTHORIZING THE SUBMISSION TO THE US DEPARTMENT OF JUSTICE FOR PRECLEARANCE

The City Council formed and instructed a Redistricting Committee to evaluate the current election districts for the City and to provide the City Council with a recommendation for bringing the wards into alignment and ensuring that the new plan would comply with provisions of the Voting Rights Act and subsequent court cases. The Committee held public input sessions in each of the wards as well as an interactive live session at City Hall where input was sought via Facebook, Twitter, email, phone and in person. From the sessions, public input was documented and used to form a set of criteria that the committee adopted before seeking adjustment of the

ward maps. With three different plans to evaluate, the committee gave significant deliberation during a live broadcast of their meeting to the three proposals and eventually voted unanimously to recommend a single proposal to the Council for adoption.

Mr. Glenn Hargett, Communications and Community Affairs Director, provided the following review: The Jacksonville Redistricting Committee was formed by Council to allow citizen input in the requirement that the City's wards be adjusted after the Census and to bring to Council a recommended plan for action. They have done that with openness, enthusiasm, noteworthy debate and a desire to serve. From our discussions many months ago, we anticipated that the new Census would demonstrate a need for redistricting. This committee had to deal with a significant reduction in base population, a diverse community where there are fewer neighborhoods that are primarily minority and Census blocks that divided neighborhoods in illogical ways. However, the committee overcame these challenges and is now presenting a plan to you that will accomplish what is needed for approval and for the protection of one-person, one-vote within Jacksonville.

Mayor Phillips recessed the meeting at 7:50 PM in order to convene the Public Hearing.

Committee Chairman Robert Sandy provided the following review of the work of the Committee and the proposed districting plan: Our Committee wanted openness and transparency for the Redistricting Process. Every one of our meetings has been televised, streamed to the web, recorded and available for playback. To ensure an opportunity for everyone, the Committee wanted a public input session in every ward, and we have done that. We held the last public input session in Council Chambers, broadcasting live via the web and the Jacksonville-Onslow Government Channel. We sought questions and comments from Facebook, Twitter, email, by phone, and from those in attendance. We also sought input from the City's webpage where significant information was posted on the process, and from a specially created Facebook page, which also contained information about the redistricting process. The committee has been involved and has exercised significant deliberation. During our last session, we interacted with the computer program that helps devise the new districts. We experimented with moving the lines, considered options, and deliberated the consequences of those moves. Redistricting is required when a county falls under the Voting Rights Act, and for North Carolina, any jurisdiction like Jacksonville, is required under State law to evaluate our districts. The redistricting after a Census follows a concept of "one person, one vote" which the US Supreme

Court held in a series of findings in the 60's. State statutes follow this with a requirement that the same number of persons as nearly as possible should be in each district. The courts held that imbalanced districts could give voters different ratios of power and that the districts should be as nearly equal as possible. After each Census, the City is compelled to review the population of the wards and to determine if the deviation from the ideal ward size is significant. Such a review was undertaken when the redistricting data was released from the US Census Bureau. With the Census population set at 70,145, and since we have four wards, the ideal size was determined to be 17,536. With our growth, and the significant reduction in the Census count aboard the bases because of the way the Census counted deployed troops, the Jacksonville wards were found to be significantly out of alignment from the ideal ward size. There is a review created by the courts called the ten percent rule which holds if the deviation of the largest and smallest wards are more than ten percent when added together, then redistricting is required. In the case of Jacksonville, the deviation for each of the wards was greater than ten percent when the 2010 Census data was applied to the current wards. It was obvious that redistricting was required for Jacksonville. For creation of the wards, everyone counts, all 70,145 persons identified in the Census.

The Committee began with an organizational session during which a thorough evaluation of the law, court cases and other matters related to redistricting was presented. Staff, including the City Attorney, helped us understand the concepts of what would be needed to win approval of the US Justice Department for your revised ward district election plan.

Committee Vice Chairman Ernie Wright provided the following report on public input sessions, public educational materials and retrogression: The Redistricting Committee held sessions at the Northwoods Recreation Center for Ward Three, at the Bell Fork Elementary School for Ward 4, at Jacksonville Commons Recreation Center for Ward Two and at Kerr Street Recreation Center for Ward 1, in that order. During the sessions, input was received from a variety of residents and interested parties. Public input was documented with recordings of the sessions and via paper input received both at the sessions and subsequently through other means. A wealth of public input was received during the sessions. During the evening, public input session held here at City Hall, the event was broadcast live and input was solicited via Facebook, Twitter, email and from those in attendance. Past issues presented at other public input sessions was discussed and debated by the committee and those in attendance. The event was recorded and played back on the Jacksonville-Onslow Government Television Channel several times.

Staff prepared informational material that was printed, posted to the City's website and at a newly created City Redistricting Facebook page. During the public input sessions, comments were also sought about the criteria that should be used to create new plans for the wards. Members of the Redistricting Committee made presentations at the sessions and engaged with the public about what should be considered when the districts were being realigned. A key issue that the Committee wanted to ensure was advanced was that of Retrogression. This is a review factor by the US Justice Department that holds that no action can be taken to lessen the chance of a minority to be elected. In our case, two wards are historically minority-majority and from which minority candidates have been successfully and repeatedly elected. Therefore, no action can be taken to diminish that opportunity to be elected. During the public input sessions and in written public input forms, there was much support for ensuring that the concept of retrogression was advanced. The minority-majority ward system has served the City of Jacksonville well.

Committee member Tiffany Choice spoke about the development and adoption of criteria for realignment of the Wards. The committee was provided written documentation of the public input sessions at the third meeting when we deliberated criteria for the realignment process. After spirited debate, the committee unanimously adopted a set of criteria that would be used for the development of plans for compliance. The committee instructed staff to prepare three plans for consideration. Here are the key concepts contained within the criteria:

1. That each district shall contain as nearly as possible the same population within a specified percentage below the 'ten percent rule.' Your committee wanted for the districts to be equal, but nearly equal as possible while complying with the standards.
2. That the plan shall satisfy the non-retrogressive standard of Section Five of the Voting Rights Act.
3. That the plan shall not subordinate traditional directing criteria to race beyond the extent necessary to avoid Section Two Liability. Your committee did not consider race as a factor in building any wards other than 1 and 4.
4. That the plan shall attempt to keep together neighborhoods, areas of common interests and use notable geographical boundaries where possible. This effort was significantly debated by the committee before and after we reviewed plans. In the end, we had to divide some neighborhoods, but we believe this has been done without compromising the character and strength of the neighborhood.
5. That the plan shall attempt to avoid dividing Census blocks. Again, this was a driving criteria, but Census blocks had to be divided. As a note about Census blocks, there are more than 2200 in Jacksonville. A significant number of them are without population, some as small as a traffic island. Some Census blocks are huge and some span different neighborhoods. As we will demonstrate, in many cases, dividing the blocks was

necessary to preserve a neighborhood, strengthen voting within a neighborhood or to create links for our wards to span together different geographies.

6. That the plan recognizes the incumbents were selected by the voters as their representatives, and that the plan will seek to avoid contests between incumbents. This criterion would only be followed after all other criteria had been satisfied. This was not a significant problem for the plan we selected.
7. That the plan account for growth of the City and allow reasonable expansion of the wards to accommodate growth with a concern that the wards will be able to grow proportionally. More about this later as the Committee has a recommendation for the Council about future growth of the City.
8. That the plan keeps current wards and compositions known to the people of Jacksonville as nearly as possible, and that divisions be logical and easily understood. The Committee wanted a plan that looked like the current plan and that did not follow some invisible line. We have selected to follow the path of a future new road into the base and we've used creeks and other natural boundaries where possible.

The Committee carefully considered these criteria and unanimously adopted them for the development of the districting plans.

Committee Member Margaret Brown provided a report on how the Plans were developed after the Criteria was approved by the Committee as follows: **Minority Wards** - The system to construct the minority wards depends on the concept that persons aboard the bases are less likely to vote in municipal elections. Therefore, the creation of the minority wards seeks to aggregate minority intensive areas off base while the balance of the ward's population is spread on base. Inclusion of too many non-Black intensive areas dilutes the ability of Black voters to elect the candidates of their choice. Staff presented various items to the Committee that were used in the development of the plans provided to the Committee. Among them were items that had been requested by the Committee and others were used based on the criteria or from guidance from the UNC School of Government. **Precinct Lines** – While not an adopted criteria, some members of the Committee were concerned about the impact on candidates having wards span voting districts. In that the voting districts or Precincts are created by the Board of Elections, and are not created to be equal divisions of the City and can change at any time during the decade that the voting plan of the City of Jacksonville will be in place. Voting districts were created for the convenience of all elections, not just municipal elections thus creating a plan that depended on the voting districts would be unwise. Maps of the precincts and how they are aligned were presented to the Committee. It was noted that the Board of Elections group all registered voters aboard the bases into one precinct. Given that the bases have nearly one and a half times the number of the desired population of an ideal ward, any alignment that would use

the precinct in which the base was located would be out of alignment. **Minority Intensive Census Blocks** – In that two districts must be created to provide a near majority of minority voters, staff developed maps that displayed the number of blocks where Black residents composed 35% or more of that Census block. The area covered by these blocks was less than in 2000, and minority majority areas were more difficult to find during the 2010 review of Census blocks than in 2000 and 1990. **Historical Black Voter Turnout** – The addresses of Black voters in the 2005, 2007 and 2009 municipal elections were compiled from voter records at the Onslow Board of Elections. The 2005 election also featured a school bond referendum and the 2009 election was the first election for the City where voters participated in the staggered system and where certain voters could vote in the race for one minority ward and one majority ward and everyone could vote for the two at large seats. The list was geocoded to maps and the plans depended heavily on reviewing areas where minority voters were aggregated. While some were in the Census blocks with 35% or more Black residents, many were not. In creating the map, efforts were to include areas where it was likely Black voters lived.

Committee member Bob Warlick spoke about some of the challenges in creating the proposed plan as follows: As indicated, the number of minority intensive areas within the City has decreased during the last decade. The number of Census blocks – the lowest unit of enumeration for the Census Bureau – more than doubled within the City with the 2010 Census compared to the 2000 Census. The blocks with minority intensive areas did increase but not at the same rate as the doubling of the number of blocks. Census blocks with 35% or more Black residents increased from 100 to 116, but the area covered by the blocks was significantly less, and more dispersed than in 2000. Overall, Blacks were less populous in Jacksonville for the 2010 Census than were found in the 2000 Census. The Black only population dropped from 24% to 20% in the 2010 Census. In that the off base Black population is a key aggregate in the formula to devise the minority wards. Note that the off base Black population increased from 2000 for the 2010 Census, but in relation to the other growth of the City, the percentage of Black population off base, decreased from 30% to 26%. In 1980, Jacksonville was designated as the most racially diverse Metropolitan Statistical Area in the United States. The demonstration of diversity of residents continues to increase and the difficulty in locating Minority Intensive Blocks has increased. Three plans were presented to the Committee May 9, 2011. During the session, the differences in each plan were discussed. The Committee had significant, spirited

and thorough discussion on the different plans. Maps of historical Black voter turnout, precincts, Census blocks with 35% or more Black residents and markers representing the residences of incumbents were provided to the Committee in large and hand-sized formats. The Committee was informed about the need to split Census Blocks, which was not preferred, but which was done in the plan created after the 2000 Census. In this case, Census Blocks with disparate populations were divided along known racial lines, or were divided to create bridges for areas of the ward. Committee members reviewed each split block and did not object to the division of the blocks. The Committee also reviewed the division of some neighborhoods and agreed that the divisions were not only necessary for the plan to work, but were logical divisions of sub-units of the neighborhood. A spirited conversation ensued about the various options. During the session, the committee reassigned blocks to different wards using a redistricting computer program that was in the room. Committee members were able to see real-time changes in the statistics of the wards including the potential effect on Black voters as they made their changes. After a significant review, the Committee unanimously elected to approve Plan "A" as presented agreeing that the plan was the best option available to meet the criteria adopted by the Committee. And now the redistricting plan.

The current City ward map was displayed along with the proposed ward map and a detailed review of the substantial changes were presented as follows:

- Bell Fork Road is used as a dividing line between Ward 1 and 4. Census blocks created this dividing line and it will work effectively as there are only a few residences on Bell Fork Road. Residents on the Southwest side are now in Ward 1 where before they were in ward 4, the same as the North East side which remains in Ward 4.
- In the downtown area, the majority white shoreline areas were removed from Ward 1 and assigned to Ward 3.
- In Georgetown and US 17 south areas, used all of Broadhurst Road for Ward 1.
- All of the New River Air Station is now in Ward 1 instead of Ward 3
- Aboard Camp Lejeune, the border between Wards 1 and 4 shifts to that which will be created by the new entrance road, and south of Brewster, to Stone Street up to Main Service Road with areas to the west of these borders being in Ward 1, areas to the east being in Ward 4
- For Ward 4, more of Brynn Marr, south of power line to Pine Valley Road was added to the Ward. They had been in Ward 2.
- Other than the changes indicated for Ward 1, there were no other major changes.
- For Ward 2, Henderson Drive south and East of Mill Creek is no longer the dividing line between Wards 2 and 3; that now moves to Gum Branch Road. All of Gum Branch south and east is in Ward 3 from Henderson South.

- Henderson Drive extension, from Gum Branch to Western, continues as the dividing line between two and three.

The key concept is that all the majority Black areas have remained in Wards 1 and 4, and majority white areas, where possible, have been removed from these wards. In that the base was the principal area where a reduction in population occurred, larger areas of the base had to be assigned to Wards 1 and 4. No portion of Ward three has any portion of the base, and Ward two has part of the base housing split from the main part of the base. Shifts in population to mainly Ward three caused a shift in the area between the two wards around the Zack Circle and streets that connect to Marine Boulevard between Henderson and Gum Branch and the Houston Heights area.

Vice Chairman Ernie Wright discussed the effects of the plan. While the committee was concerned that they were not able to achieve a mathematical majority for Wards 1 and 4 of minority voters, we believe we are able to demonstrate that the Wards 1 and 4 will provide significant advantage to minorities. Ward 1 has an off base Black percentage of 48.3 while Ward 4 has an off base Black percentage of 44.8. This is for the total count of persons. As previously indicated, we are compelled to balance the Wards based on one person, one vote concepts that include all persons. The count is of all people with the minority intensive areas of off base supplemented by a population on base that is unlikely to vote in municipal elections.

The mathematical advantage for Wards 1 and 4 achieved in the past for minority voters is achieved when the voting patterns of Jacksonville are evaluated.

Since 1993, the average number of votes cast in Ward 1 elections has been 255. For Ward 4, 162 votes were the average. This then becomes the universe of votes to be considered in determining an advantage to electing candidates desired by the minority community. The clear case for this construction of the wards comes from actual votes. In reviewing elections from 2003, the average turnout for Black voters is clearly higher than the majority for Wards 1 and 4. Even in 2009, when no Ward 4 candidate was on the ballot, 55% of the voters in Ward 4 were Black. In Ward 1, where there was no other candidate on the ballot, 66% of the turnout was Black. Note in 2007 when there were contested terms for Wards 1 and 4, the voter turnout was 77% for Ward 1 and 64% for Ward 4. In 2009, the first election with the implementation of the staggered terms of the Mayor and Council. The minority vote continued to be majority of the

voters in Wards 1 and 4. This occurred without the contest for Ward 4 being on the ballot since it was the first 'off election' for the new four year terms.

These historical numbers are extremely important because the map we've presented maintain the same areas in Ward 1 and 4 with a few minor exceptions designed to increase the minority count in order to overcome the changes in demographics. This plan draws together the areas where there are likely Black voters and as one of the criteria adopted called for, also closely resembles the plan the citizens have come to know. To protect the plan for the next decade, the committee has recommendations for how to deal with growth.

Chairman Robert Sandy stated that the Committee was concerned about future growth of the City and how future annexations were to be assigned to Wards. It was agreed that future annexations should not be assigned to Wards 1 and 4 as any future expansion off base would likely dilute Black voters within the wards. Therefore, the Committee agreed to a guide that would be created from the extension of Henderson Drive as a dividing line between areas that would be assigned to Wards Two or Three. Areas to the West of the line would be assigned to Ward Three, and areas east of the line would be assigned to Ward Two. The City has an adopted Corridor plan that details the planned extension of Henderson Drive to Ramsey Road. The plan presented this evening, including the recommendation for dealing with growth in the future, was unanimously adopted by the full Committee.

This is the best plan that we could devise given the current state of the City and the Census numbers and blocks that we had to work with. In closing, Chairman Sandy thanked the committee for their service and recognized the support and hard work of City staff also.

Mr. George E. Mainor, expressed support for the Resolution. He said he has witnessed the City's growth since the first time he was a candidate for office back in 1983 and he felt the plan was good for the people of Jacksonville and he supported it going forward.

Mayor Phillips thanked the Committee members and staff for their diligence and commitment to this project which was an important one as it ensured and preserved the right of each citizen to have an equal voice in their government.

With no one else desiring to speak, Mayor Phillips closed the Public Hearing at 8:22 PM and reconvened the regular meeting.

A motion was made by Council Member Coleman and seconded by Councilman Thomas, and unanimously approved to adopt the Resolution and new Ward District Plan and authorize filing with the appropriate authorities.

Resolution #2011-20, Bk. 6, Pg. 396

PUBLIC COMMENT

There was no one present desiring to speak at this public comment section.

NEW BUSINESS

CONSENT ITEMS

CITY/COUNTY PARTNERSHIP – ONSLOW COUNTY MANUFACTURED HOME
DEMOLITION ASSISTANCE PROGRAM

Onslow County had a contract with the North Carolina Division of Pollution Prevention and Environmental Assistance to demolish 25 abandoned manufactured homes in the unincorporated areas of Onslow County and to receive reimbursements for a majority of the costs associated with demolition. The County had been advised by the State that the program could be made available to the corporate limits of the five municipalities. However, a formal agreement with the County was needed in order to include the City in the next application cycle.

Council approved allowing Onslow County to include the City of Jacksonville as a partner and directed staff to work with the County to develop an MOU to accomplish the same which will be returned to Council for final review and approval.

BUDGET AMENDMENT – TORNADO DEBRIS REMOVAL

On April 16, 2011, a tornado swept through the City of Jacksonville's Northeast Creek Park. The tornado caused damage to many trees and left debris throughout the park. This amendment was needed to provide funds to contract out the debris removal and cleanup of the park. Since this tornado had been a presidentially declared disaster for Onslow County, the City was seeking reimbursement for the debris removal contracts costs through FEMA and the State. FEMA would provide 75% reimbursement with the State providing the remaining 25%.

Council approved the budget amendment as presented.

Ordinance #2011-35, Bk. 10, Pg. 396

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION MUNICIPAL
AGREEMENT

The North Carolina Department of Transportation (NCDOT) had prepared for City Council's consideration a Municipal Agreement for the black powder coating for the signal poles

proposed for the Huff Drive Extension and Jacksonville Parkway projects. The work would be done in conjunction with the Department's TIP Projects No. U-4007 A and U-4007 B. NCDOT had agreed to perform said work subject to reimbursement by the City of Jacksonville.

Council authorized the City Manager or his representative to execute the Municipal Agreements for the additional work in conjunction with the Department's TIP Projects No. U-4007 A and U-4007 B and approved the budget amendment.

Ordinance #2011-36, Bk. 10, Pg. 397

RESOLUTION IN SUPPORT OF RENAMING NC DEPARTMENT OF
TRANSPORTATION PROJECT

NC Department of Transportation, Division 3, had requested a Resolution of Support from Council for the City of Jacksonville's request to rename two NC Department of Transportation Projects U-4007 A, White Street Extension and U-4007 B, Western Parkway. The City of Jacksonville requested that the names be changed from Western Parkway to Jacksonville Parkway and from White Street Extension to West Huff Drive in order to avoid confusion for motorists and in emergency response situations.

Council adopted the Resolution of Support as presented.

Resolution #2011-21, Bk. 6, Pg. 398

AUTHORIZATION TO CONDEMN FINANCIAL GUARANTEES

As directed by Council, staff requested authorization to process condemnation of the expiring financial guarantees held by the City if the developer was unable or unwilling to provide renewed financial guarantees: Carriage Run, Section IV-B at Carolina Forest; Southpointe Section II-A at Carolina Forest; The Gables and Yopp Road Relocation. It was also recommended that Mayor and Council allow staff, if necessary, to extend the Surety Agreements and Warranties for up to one year.

Council authorized staff to process condemnation of the financial guarantee if the developer is unwilling or unable to provide proper surety and to extend the Surety Agreement.

TAX RELEASES, REFUNDS, WRITE-OFFS

The County/City Tax Collector and the City's Finance Director recommended releases, refunds, and write-offs of property taxes respectively \$33,293.49, \$353,347.98, and \$43.32 (\$386,684.79). The detail list of these tax releases and refunds was available in the Finance Office for review.

Council approved the tax releases, refunds and write-offs.

NON-CONSENT ITEMS

2011 COPS – SECURE OUR SCHOOLS GRANT APPLICATIONS

Chief Mike Yaniero, Jacksonville Police Department, stated that the Police Department was seeking authorization to submit an application for the 2011 COPS – Secure Our Schools Grant. The Police Department had worked in partnership with staff from Onslow County Schools to prepare and submit the proposal for the grant. The Secure Schools Partnership Grant would provide upgrades for security equipment at City middle schools and high schools.

Mr. Steve Myers, representing Onslow County Schools, stated that funds received would be applied to the following capital outlay needs within City schools: Upgrade of security and surveillance systems, add standard radios for the campus communications, and manage key systems so as to have better control of the facilities.

Chief Yaniero said that this request was to apply for the grant. If awarded, they would bring it back to Council to consider an Interlocal Agreement and acceptance of the grant.

Following a brief discussion, a motion as made by Mayor Pro-Tem Lazzara, seconded by Councilman Bittner, and unanimously adopted to authorize staff to submit the application.

WATER & SEWER ADVISORY BOARD APPOINTMENTS

In compliance with City Code 2-149, the appointment of (1) one member of the Water and Sewer Advisory Board had expired due to continued absences from regularly scheduled meetings. There were four Talent Bank Applications on file in the City Clerk's Office. These applicants had been contacted and wished to serve. Councilman Randy Thomas was the Council Liaison to the Water and Sewer Advisory Board.

Councilman Thomas nominated Robert Seavey for appointment to an existing three (3) year term expiring June 30, 2012.

A motion was made by Councilman Bittner, seconded by Mayor Pro-Tem Lazzara, and unanimously adopted to close nominations and to appoint Mr. Seavey by acclamation.

WATER & SEWER ADVISORY BOARD-SHADOW MEMBER APPOINTMENT

As authorized by City Code which provides that the Council Liaison to the Committee may make Shadow member appointments, Councilman Thomas appointed Diana Veshaw as a shadow Member to the Water and Sewer Advisory Board.

PUBLIC COMMENT

There was no one present desiring to speak at this public comment section.

REPORTS

FREEDOM FOUNTAIN

Councilman Bittner announced that the Civic Affairs Committee was working hard and moving forward with fundraising efforts for the Freedom Fountain.

ONWASA UPDATE

Councilman Bittner announced that Billy Joe Farmer, former Deputy Public Services Director, had been appointed to serve as the new Executive Director for ONWASA. The next ONWASA meeting was scheduled for Thursday, May 19, 2011.

TORNADO VICTIMS FUNDRAISER

Councilman Thomas reported on the citizen's operation fundraiser for the April 16 tornado victims. Plans included BBQ dinners all day on Friday, June 3 plus a BBQ and live music event on Saturday, June 4, at the National Guard Armory. There were opportunities for sponsorships and First Citizen Bank had offered to take donations for this endeavor at their main branch on Western Blvd.

JUNE MEETINGS

Mr. Woodruff reminded Council that the next budget workshop was scheduled for Monday, June 6 at 5 PM, regular workshop Tuesday June 7 at 5 PM and regular meeting Tuesday, June 7 at 7 PM.

MEMORIAL DAY SCHEDULE

Mr. Woodruff reported that the City service schedule was altered due to the Memorial Day Observance on Monday, May 30, 2011 and City Offices would be closed.

PUBLIC PRIVATE PARTNERSHIP

Mr. Woodruff reported that in terms of downtown revitalization and the public private partnership authorized by Council, three of the houses authorized were now under construction. In addition, there was a contract pending on one of those homes.

ADJOURNMENT

A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Thomas, and unanimously adopted to adjourn the meeting at 8:37 PM.

Exhibit "A"

Jacksonville City Council



May 17, 2011

Legislative Public Hearing
Fiscal Year 2011-2012 Budget

Agenda Item #1



Schedule

Mon, May 2,	Budget Workshop	5-8PM
Tues, May3	Budget Workshop	5-7PM
Mon, May 16	Budget Workshop	5-8PM
Tues, May 17	Budget Workshop	5-6:30PM
Tues, May 17	Budget Public Hearing	7PM
May & June	Additional Workshops as Desired	
No later than June 30	Budget Adoption	



Overall Comments

- **Assumption:** State not to put its financial burden on the **backs of local government**
- **Tax sharing:** Census based, **hope** for better
 - **Powell Bill Funds:** Reduced by \$200,000
- **Health Insurance:** 6% Increase Budgeted
 - Hope for better
- **Solid Waste Fund:** General Fund \$2Million



Overall Comments

- **New Employees:** Not in budget
 - Council Decision
- **Wage Adjustment:** Not in budget
 - Council Decision
- **No tax increase proposed**



Fund Balance History

Year	Adopted Budget	Amount Spent	Fund Bal Changes	Closing Balance
2007	4.0 Million	- 0 -	+ 110,550	14.7 Million
2008	2.5 Million	- 0 -	+ 476,029	15.2 Million
2009	4.9 Million	- 0 -	+ 737,122	15.9 Million
2010	3.5 Million	- 0 -	+ 1,668,506	17.6 Million
2011	2.4 Million	- 0 -	+ 870,602	18.5 Million*
2012	4.7 Million			**

* Projected
** 2012 Figures are proposed at this time



General Fund FY12

Revenue	Amended FY11	Proposed FY12
Property Tax	18.4 Million	18.8 Million
Sales Tax	11.6 Million	11.3 Million
Other Taxes & Licenses	1.8 Million	.9 Million
Appropriated Fund Balance	3.1 Million	4.7 Million
Total	45.2 Million	46.8 Million
Expenditures	45.2 Million	46.8 Million



Water/Sewer Fund FY12

Revenue	Amended FY11	Proposed FY12
Total	25.5 Million	27.6 Million
Expenditures		
Total	25.5 Million	27.6 Million



Solid Waste Fund FY12

Revenue	Amended FY11	Proposed FY12
Total	5.9 Million	5.8 Million
Expenditures		
Total	5.9 Million	5.8 Million



Stormwater Fund FY12

Revenue	Amended FY11	Proposed FY12
Total	3.0 Million	3.4 Million
Expenditures		
Total	3.0 Million	3.4 Million



Where Does Property Tax Go?



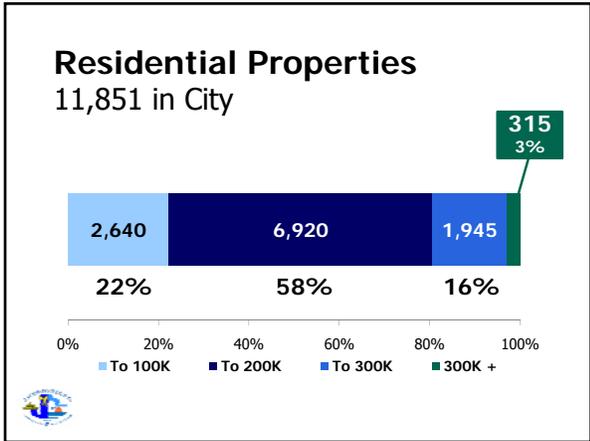
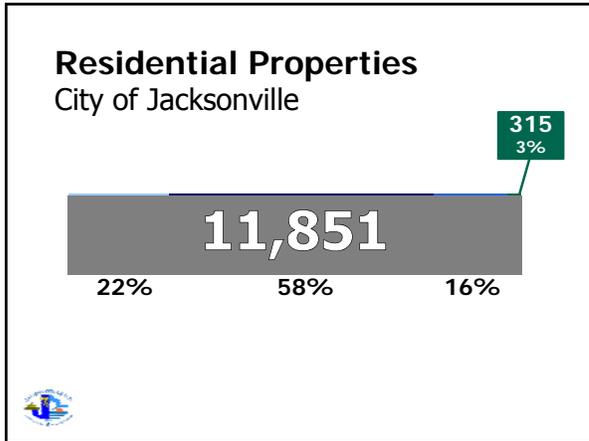
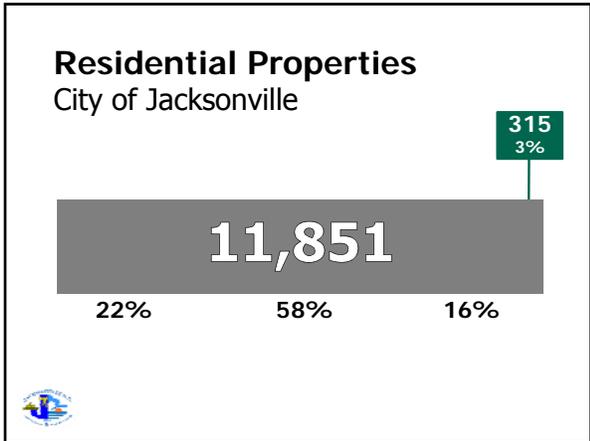
Proposed Positions

Amended FY10	Amended FY11			Proposed FY12		
	Full Time	Part Time	Seasonal	Full Time	Part Time	Seasonal
Total	543	9	49	543	9	49

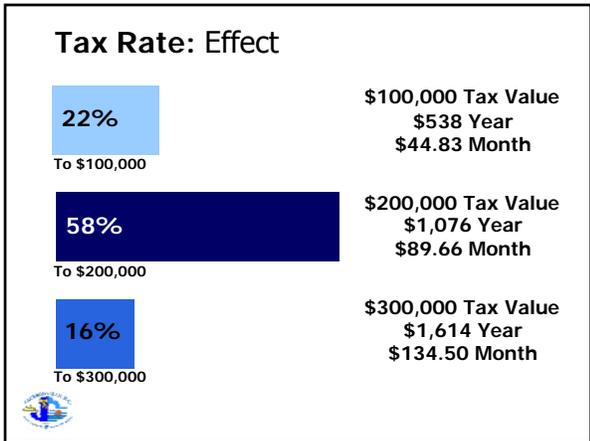
Requested Positions

Requested FY12		
Full Time	Part Time	Seasonal
18	2.9	.84





Tax Rate 53.8 Cents



What Do You Get?

- Police: 3.35 Minutes Average Response Time
- Fire: Less than 7 Minutes Response for 89.4% of calls
- Jacksonville-Onslow Government Television

What Do You Get?

- Sanitation:
 - Garbage collection once-a-week
 - Yard waste collection once-a-week
 - Recycling at curb once-a-week
- General Government services
 - Planning
 - Administration



What Do You Get?

- Streets
 - Clean, Neat, Serviceable
 - Curb and Gutter
- Environmental Responsible City
 - Restoration and Protection
- Mosquito Control: More intensive



What Do You Get?

- Code Enforcement
 - Reacting to Citizen requests
- Recreation & Parks
 - Programs
 - Parks
 - Athletics
 - Quality of Life



What Do You Get?



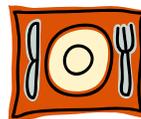
Basic Cable & Internet



\$82 a Month



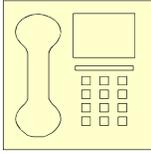
Eating Out



Once per week for Two
\$20 a Week
\$1,040 a Year



Wireline Phone



\$40 a Month



Cell Phone



\$50 a Month
\$600 a Year



The Movies



Evening Adult \$9.75
2 People = \$19.50
Once a month = \$234 Year

Priceless



Tax Yield



=

\$331,948



Schedule

Mon, May 2,	Budget Workshop	5-8PM
Tues, May3	Budget Workshop	5- 7PM
Mon, May 16	Budget Workshop	5-8PM
Tues, May 17	Budget Workshop	5-6:30PM
Tues, May 17	Budget Public Hearing	7PM
May & June	Additional Workshops as Desired	
No later than June 30	Budget Adoption	



May 16, 2011

Mr. Mayor, Council, Dr. Woodruff,

For the second year, I am unable to attend the budget hearing. Last year I was doing the census and this year I have to be with my wife during her recovery.

I do hope, however, that you will allow my thoughts to be read.

Since the current recession began the private sector (you know, the one that actually produces) has lost 8.5 million jobs, while the least productive sector, the government, has added over 250,000 positions.

Now with the current proposed "budget" Jacksonville wants to join in by hiring more employees.

Businesses are asking their current employees to do more with less, some pay cuts are also being made. Benefits are being ~~started~~ slashed to allow companies to survive this period.

City department heads, meanwhile, ask for new positions, 18 requested for this budget year. As always JPD leads the pack with the fire department not far behind. In the past these departments alone require more money than is collected for the entire

2)

City's ad valorem tax. That's right only two departments.

If a business hopes to survive the recession (which supposedly ended in July 2009) further cuts in wages, benefits, waste and wants must be made. Government could and should take a lesson from industry and do the same. Learn a new word - CUT in my dictionary there are 71 definitions of the word cut - none of which said hire, add to or increase. I feel like the current proposed budget with a \$1,585,439 increase (3.5%) regardless of having no tax rate increase is uncalled for at this time. Let's take another look at what we can and should CUT to help the taxpayers, those folks that didn't get a pay increase, social security increase, etc and who face a never ending rise in food and gasoline costs. When things get good again, and they will, then we can do some of the things the proposed budget wants to fund now.

Thank you,

Phillip B. Lane
Phillip B. LANE



City Council Presentation

Presentation Item: A Date: 5/7/2011
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Subject: Retirement Recognition – Paul Jarman

Department: Public Services

Prepared by: Grant Sparks, Public Services Director

Presentation Description

Paul Jarman has retired from the Public Services Department-Sanitation Division after 22 years of service. He will be recognized by the City for 22 years of service with the Sanitation Division.

Action

Present Paul Jarman's retirement recognition.

Attachments:

Biography of Paul Jarman.



Presentation Information

Presentation Item: A

Presentation of Retirement Recognition – Paul Jarman

Biography – Paul Jarman

Paul Jarman

Wife: Martha

Children: Nicolas, Brittney

Paul Jarman was hired with the City of Jacksonville on July 6, 1988, as a Sanitation Worker and has worked in that capacity for the Division for 22 years. He started work at a time when there was no such thing as automated collection or even curbside collection. Residential crews collected garbage from the backyard and they did so by carrying a large barrel on their shoulders from household to household.

In remembering his service to the City, Paul has always been a dedicated employee who thoroughly enjoyed his job and the fact that he knew every street location in Jacksonville. He was always willing to go the extra yard for a customer and always had an eye for looking out for his co-workers. For 22 years, Paul has successfully navigated the hard challenges and responsibilities of his job and life. We will miss his knowledge, guidance and common sense coolness that is Paul Jarman.

We wish Paul well in his retirement. We know that Paul is an amateur vocalist who sings with a local band and this we know will keep him very busy. He goes into retirement with his wife Martha, son Nicolas and daughter Brittney and we are sure his loved ones will keep Paul busy and active in his next career.



City Council Presentation

Presentation Item:	B
Date:	6/7/2011

Subject: Recognition of Adopt-a-Street Program Participants

Department: Public Services Department/Streets Division

Prepared by: Johnny Stiltner, Streets Superintendent

Presentation Description

Adopt-a-Street is one of the City's newest Clean and Green efforts. The goal is to involve our citizens in a volunteer effort of cleaning our City streets. Streets Division has taken an active part in establishing an avenue for our citizens to be directly involved.

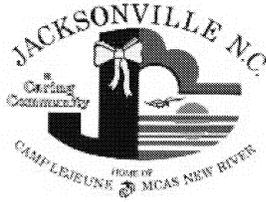
The Adopt-a-Street was initiated in March 2011 and has two active organizations. Boy Scout Troop 197 and The Forbidden Chapter Car, Bike, and Truck Club.

Action

Present Certificate of Recognitions to Boy Scout Troop 197 and The Forbidden Chapter Car, Bike, and Truck Club for their volunteer service.

Attachments:

None



Presentation Information

Presentation Item: B

Representatives attending for Boy Scout Troop 197 will be Mr. George Parker and Jeanette Hall. Some of the Boy Scouts will be in attendance. They have chosen Yopp Road as their adopted street. Their first cleaning for Yopp Road was on May 1, 2011

Mr. Gregory Cephas will be the Forbidden Chapter Club representative and they chose Liberty Drive as their adopted street. Their first cleaning was on May 21, 2011.

Adopt-a-Street is a program that has been established to have citizen involvement in volunteer work efforts to clean our City streets. This is an offer to any organization or business that may desire to help with this Clean and Green effort. We will make every effort to improve our overall appearance and have cleaner streets with an active Adopt-a-Street Program.



City Council Presentation

Presentation	
Item:	C
Date:	6/7/2011

Subject: Yard and Business of the Month Beautification Awards

Department: Recreation and Parks

Prepared by: Michael Liquori, Recreation and Parks

Presentation Description

Charles and Lea Efrid residing at 306 Woodland Drive and Craig Wagner of United Way of Onslow County 8 Ruth Street, have been recommended to receive the Yard of the Month award from the Beautification and Appearance Commission for outstanding personal and business property appearance.

Councilman Bob Warden is the Council appointed Liaison to the Beautification and Appearance Commission.

Charles and Lea Efrid will be present to accept the award.

Craig Wagner will be present to accept the award.

Action

Present residential Yard of the Month Award to Charles and Lea Efrid.

Present Business Yard of the Month Award to Craig Wagner of United Way of Onslow County.

Attachments:

None



City Council Presentation

Presentation Item:	D
Date:	6/7/2011

Subject: Proclamation – National Wrestling Hall of Fame Induction

Department: Recreation and Parks Department

Prepared by: Tim Chesnutt, Recreation and Parks Director

Presentation Description

Homer Spring, a member of the Recreation and Parks Advisory Commission since 1998, has been selected by a national board to receive the prestigious “Lifetime Service to Wrestling” award. As part of this honor, Homer will be inducted into the North Carolina Chapter of the National Wrestling Hall of Fame. They will be recognizing Homer for his years of commitment to the sport of wrestling as a coach, as an official, and as a positive contributor to the development of our student athletes. His induction ceremony will be on Sunday, May 15, 2011 in Chapel Hill.

Homer began his coaching career in 1974 as an assistant coach at White Oak High School. From there he moved to Dixon High School, first as an assistant, then as the Head Coach, where he stayed until 2002. Since 1988, Homer has also worked as an official. He continues to officiate today. In total, Homer has dedicated more than 35 years of service to the sport of wrestling.

The City of Jacksonville is proud to recognize Homer Spring as an inductee to the National Wrestling Hall of Fame.

Homer Spring will be present to accept the award.

Action

Recognize Homer spring to receive the Proclamation.

Attachments:

A Proclamation

City of Jacksonville
North Carolina
Proclamation

Whereas, Homer Spring began his coaching career in 1974 as a volunteer assistant wrestling coach at White Oak High School. He became the assistant coach for Dixon High School when they established their wrestling team in 1984; and

WHEREAS, Mr. Spring coached the Bulldogs from 1988 to 2002 winning state dual team titles in 1990, 1992 and 1994 and captured the state individual tournament in 1993; and

WHEREAS, even though he is no longer coaching, Mr. Spring is still active in wrestling and has been officiating matches since 1988. He has officiated the state championships four times; and

WHEREAS, Mr. Spring has dedicated more than 35 years of service to the sport of wrestling and can say that he has wrestled in states, coached in states, and refereed at states; and

WHEREAS, Mr. Spring is a former City Council member and has been a member of the Recreation and Parks Commission and the Planning Board since 1998. He also works with the Jacksonville CAMA Land Use Plan Interest Group and served on the Jacksonville 2010 Redistricting Committee; and

WHEREAS, on May 15, 2011, in recognition of his years of commitment to the sport of wrestling as a coach, as an official and as a positive role model to student-athletes, the North Carolina Chapter of the National Wrestling Hall of Fame bestowed upon Mr. Homer Spring the prestigious “Lifetime Service to Wrestling” Award;

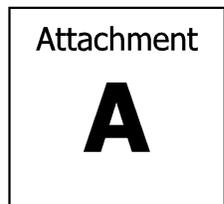
NOW THEREFORE, I, Sammy Phillips, Mayor of the City of Jacksonville, along with all of the members of the Jacksonville City Council, do hereby proudly proclaim June 7, 2011 as

“HOMER SPRING DAY”

in the City of Jacksonville in appreciation of his outstanding achievements and dedication towards the sport of wrestling and for his service to our community and its citizens.

Mayor

Attest: _____
City Clerk





City Council Presentation

Presentation Item:	E
Date:	6/7/2011

Subject: Mayor's Committee for Persons with Disabilities Award

Department: Mayor's Office

Prepared by: Carmen K. Miracle, City Clerk

Presentation Description

The Mayor's Committee for Persons with Disabilities provides awards in recognition of individuals, businesses and groups for outstanding work or performance, volunteerism, or accessibility improvements that assist persons with disabilities.

Brookwood Baptist Church ChildCare was recommended to the Mayor's Committee for Persons with Disabilities to receive an award in the category of Support Groups.

Council Member Fannie K. Coleman is the Council appointed Liaison to the Mayor's Committee for Persons with Disabilities.

Bonnie Harris, Child Care Director, will be present to accept the award.

Action

Present Mayor's Committee for Persons with Disabilities Award

Attachments:

None



Presentation Information

Presentation Item:	E
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Mayor's Committee for Persons with Disabilities Monthly Award

In January 2010, a collaborative effort began to identify a venue for an Autism Awareness Forum to be held in April for families in Onslow County and the surrounding communities. Bonnie Harris, Child Care Director at Brookwood Baptist Church, was contacted to discuss utilizing church facilities for the Autism event. Not only was Bonnie open to the Forum taking place at the church, she offered the service of her staff to provide free child care to families in attendance.

On April 9 2011, the second annual Autism Awareness Forum took place. Once, again Brookwood Baptist Church hosted the event and Bonnie Harris and her team stepped up to provide free child care for families at the Forum. Approximately 12 children received care at this year's event and the majority of those children were on the Autism Spectrum.

Brookwood Baptist Child Care is licensed by the state of North Carolina and the staff are trained and equipped to provide quality care in a quality environment. They achieved a five star quality rating, currently the highest star rating available from the Division of Child Development in March 2011. Going one step further, Brookwood child care staff is trained to work with children with Autism and do a fantastic job supporting and accommodating those children. This was a great comfort to the families who utilized the care. Many of these families might have otherwise not been able to attend the Forum but child care afforded them an opportunity to learn about resources and gain new information. One mother stated that she was so happy not only to have child care but that the caregivers knew how to work with her son. Another mom said that the caregivers did a great job and everything was better than she could have imagined.

Brookwood Baptist Child Care is being nominated for the Mayor's Committee for Persons with Disabilities monthly award in the Support Group category. Bonnie Harris and the child care staff deserve this award for their willingness to accommodate and support families who have children with special needs not only at the Autism Forum but each day in the child care classrooms.



City Council Presentation

Presentation Item:	F
Date:	6/7/2011

Subject: Report to Council – B.O.L.D. of Jacksonville, Inc

Department: Mayor's Office

Prepared by: Carmen K. Miracle, City Clerk

Presentation Description

Bettering Our Local Downtown (B.O.L.D. of Jacksonville Inc.) requested an opportunity to provided the City Council with an update on BOLD activities including upcoming events, new projects, and goals for Fiscal Year 2012

Action

Recognize Carmen Spicer, Co-Executive Director and President of B.O.L.D. Of Jacksonville, Inc to provide the report.

Attachments:

None



Request for City Council Action

Agenda Item:	1
Date:	6/7/2011

Subject: Public Hearing - Rezoning from CU-TCA to CU-O&I – 2145 Country Club Road

Department: Planning & Development Services

Presented by: Mary Sertell, Senior Planner

Presentation: Yes

Issue Statement

Fred and Anne Beacham have submitted a request to rezone one parcel totaling 7.59 acres from Conditional Use Townhomes, Condominiums, and Apartments (CU-TCA) to Conditional Use Office and Institutional (CU-O&I). The subject site is located at 2145 Country Club Road, across from Independence Drive.

Financial Impact

None

Action Needed

Conduct a Public Hearing

Consideration of the Proposed Rezoning

Recommendation

Staff recommends approval of the rezoning request based on the Findings of Facts A, C, and D being found in the affirmative and that the rezoning advances the public interest. Finding of Fact B is in the negative; however, the rezoning does advance the public interest because it is applicable to several of the goals and policies established in the Growth Management Plan including Growth Management Element Goal 1, 2, 6, 11 and 12.

Approved: City Manager City Attorney

Attachments:

- A Rezoning Worksheet
- B Proposed Ordinance
- C Draft Planning Board Minutes- May 9, 2011
- D Section 55, TCA of the Zoning Ordinance
- E Section 61, O&I of the Zoning Ordinance
- F Existing Zoning Map
- G Site Survey
- H Existing GME FLU Map
- I Proposed Zoning Map



Staff Report

Public Hearing - Rezoning from CU-TCA to CU-O&I – 2145 Country Club Road

Introduction

Fred and Anne Beacham have submitted a request to rezone one parcel totaling 7.59 acres from Conditional Use Townhomes, Condominiums, and Apartments (CU-TCA) to Conditional Use Office and Institutional (CU-O&I). The subject site is located at 2145 Country Club Road, across from Independence Drive and within the City limits. The applicant has requested that “no driveway shall be placed within 500 feet of the intersection of Pine Valley Road and Country Club Road” as a condition of the rezoning.

Procedural History

- On September 5, 2001, the subject property was rezoned to CU-TCA with the following conditions:
 - That the development will not exceed a density of 10 units per acre.
 - No direct driveway access to Country Club Road is permitted for any residential development.
 - A buffer meeting the Type A Buffer, shall be placed on the Country Club Road side of any buildings or parking areas
 - All buildings shall be placed a minimum of fifty feet from the future right-of-way of Country Club Road
 - Exterior lighting shall be positioned so as not to impede the flow of traffic along Country Club Road or adversely impact adjacent properties.
 - All refuse containment areas shall be adequately screened so as not to be visible from Country Club Road.
 - The uses for the CU-TCA shall be limited to:
Accessory Uses, Apartments, Condominiums, Duplexes, Sewerage Lift Stations and Water Wells, Home Occupations, Non-Commercial Recreational Facilities Accessory to Residential Uses, Townhouses, Dwellings, Single Family, and Temporary Real Estate/Construction Offices.
- On March 15, 2011, the applicant submitted a formal request to rezone the property.
- On May 9, 2011 the Planning Board recommended approval of the rezoning request.
- On June 7, 2011 City Council will conduct a public hearing and consider the rezoning request.

Stakeholders

- Fred and Anne Beacham – Property owner
- Parker and Associates Inc. – Applicant’s agent who submitted the rezoning request.
- Surrounding property owners – In accordance with General Statutes, property owners within 100 feet of the area proposed for rezoning were notified via first class mail. In addition, a courtesy notification was sent out informing these same owners about the Planning Board meeting.

Traffic Assessment

The Institute of Transportation Engineers (ITE) Trip Generation Report (Eighth Edition) was used to determine the traffic volume data for the proposed site. Table 1 demonstrates the difference in the estimated traffic volumes for the CU-TCA and O&I zoning districts. Table 2 indicates the roadway conditions for Country Club Road which is a two-lane roadway at this location with a 60-foot right-of-way.

Table 1: Estimated Traffic Volumes	CU-TCA	CU-O&I	Difference
Average weekday 2-way Volume	530	3261	2731
AM peak Hour Total (7-9 AM)	43	0	-43
PM Peak Hour Total (4 – 6 PM)	50	245	195
Saturday 2-Way Volume	718	0	-718

Table 2: Roadway Conditions for Country Club Road	Vehicles per Day
2008 Traffic Count	19,000

Based on the ITE Trip Generation Report most offices do not open before 9:00 AM and are closed on the weekends thus no vehicles are traveling to or from. According to the ITE Trip Generation Report Office and Institutional uses generate more PM and overall weekday trips than a Townhome, Condominium or Apartment use. Most of these trips are taken at different times than the surrounding residential uses adjacent to the subject parcel. Additionally, a traffic signal is located at the intersection of Pine Valley Road and Country Club Road which can mitigate traffic flow. When a development proposal is submitted a Traffic Impact Analysis (TIA) may be required to determine the impact of a potential development.

The Jacksonville Thoroughfare Plan recommends that Country Club Road be improved to a five-lane facility with a 100-foot future right-of-way. Currently, NCDOT has a Transportation Improvement Plan (TIP) Project to widen Country Club Road to three lanes starting North of Office Park Drive to Piney Green Road. The project was started in June 2010 and is scheduled to be completed November 2011.

Given the high traffic levels on Country Club Road driveways in close proximity to the intersection of Country Club Road and Pine Valley Drive are not advisable. However a condition of the rezoning of this property restricts any driveways being placed within 500 feet of the intersection.

Based on the estimated traffic volumes and existing and proposed mitigation efforts, staff believes that the proposed rezoning will not adversely impact Country Club Road due to improvements on the road and alternate peak times.

Zoning Assessment

The parcel proposed for rezoning is located at 2145 Country Club Road, across from Independence Drive. The Ashley Park apartments and Heritage Square subdivision are located across Country Club Road. The subject parcel is currently vacant, zoned CU-TCA, and it is bordered to the North and East by the Jacksonville Country Club's golf course, zoned R-7. To the West of the property is an undeveloped parcel owned by Coastal Carolina Community College, zoned R-7, and to the South by a mix of residential uses, zoned RM-6, R-7, TCA and CU-TCA.

The Townhouses, Condominiums and Apartments zoning district is intended to be the primary zone for high density residential developments. This zone also permits certain public, semi-public, and institutional uses considered to be desirable or compatible in close proximity to residential uses.

The Office and Institutional District is intended primarily for offices; traditional institutional uses, both public and private; public assembly, religious and certain cultural and recreational activities; and group housing. The district is normally small and often situated between business and residential areas.

Merits of Rezoning

In determining the merits of the rezoning request the City Council should consider the following: 1) is the proposal consistent with an adopted land use plan, 2) does the rezoning advance the public interest, and 3) is the rezoning reasonable.

The following Findings of Fact must be applied to the proposal in determining the reasonableness of the rezoning:

- A.** *The size of the tract- The larger the area proposed for rezoning the more likely it is to be reasonable. An individual lot that is within a large zoning district is more suspect than creating a new zoning district involving multiple parcels and owners.*

The area proposed for rezoning comprises one parcel totaling 7.59 acres. The proposed rezoning area is adjacent to parcels which range in size from approximately .08 acres to almost 150 acres. The size of the subject parcel does not appear have bearing on the parcels' zoning district or greatly impact the adjacent properties.

Given that the size of the parcel is within the range of sizes of adjacent parcels those which surround it, staff believes that the request is reasonable.

- B.** *Compatibility with an existing comprehensive plan- An action that is inconsistent with the plan may indicate special treatment that is contrary to the public interest.*

The Growth Management Element (GME) identifies the subject parcel as Regional Commercial (RC) in its Future Land Use (FLU) Map.

RC is primarily intended for services, large-scale retails and wholesaling activities that serve the local community and region.

The GME Future Land Use designations of properties to the South are Low, Moderate and High Density Residential and Public/Institutional to the West. To the North and East of the subject property, the designated land use is Regional Commercial.

Evaluation

Staff has reviewed the adopted Growth Management Element and has determined that the rezoning is applicable to several of the goals and policies established in the Plan. They are summarized as follows:

- Maintain a sustainable mix of land uses in and around the City through effective, coordinated growth management. (GME Goal 1)
- Promote land use compatibility. (GME Goal 2)
- Protect critical neighborhood (local business) commercial and regional (highway) commercial corridors and gateways to encourage land use compatibility and improve corridor function and appearance. (GME Goal 6)
- Develop a more diversified local economy to provide a stable economic base and greater employment opportunities for all segments of local population. (GME Goal 11)
- Promote development activities that generate sufficient fiscal resources in order to provide high quality public services to all residents while retaining relatively low tax rates. (GME Goal 12)

While the FLU designation is not consistent with the proposed land use, the rezoning request is consistent with the abovementioned goals of the GME. Staff suggests amending the FLU Map in the future to ensure that the proposed land use is consistent with the Map.

- C.** *The impact of the zoning decision on the landowner, the immediate neighbors, and the surrounding community- An action that is of great benefit to the owner and only a mild inconvenience for the neighbors may be reasonable, while a zoning decision that significantly harms the neighbors while only modestly benefiting the owner would be unreasonable.*

Rezoning the subject property would create a property with non-residential zoning abutting residential zoning; however, some of the residential property has nonresidential uses. The property to the North and East is owned by the Country Club and used as a golf course. The property to the West is owned by Coastal Carolina College and is currently vacant. Driveway access is restricted by a condition on the proposed rezoning not to be within 500 feet of the intersection of Country Club Road and Pine Valley Drive. This will minimize the impact on the

surrounding properties by directing vehicles to use the traffic signal. Country Club Road is a collector street with commercial development, office and institutional uses serve as a transitional land use between residential and commercial uses. The adjacent residential are apartments and small lot single family which fits well with Office and Institutional as a transitional area to commercial. Additionally the site is located within 225 feet of other parcels zoned Office and Institutional.

Staff believes that request is reasonable given the surrounding uses and the site's location and close proximity to other Office and Institutional zoning.

- D.** *The relationship between the newly allowed uses and the previously allowed uses- The greater the difference in allowed use, the more likely the rezoning will be found unreasonable.*

Section 55 (TCA) and Section 61 (O&I) of the Zoning Ordinance can be found in Attachments C and D.

The TCA zoning district is designed for primarily residential development with limited commercial uses allowed. The O&I district allows for commercial activity. The O&I district is generally located or has access to streets with heavier traffic volumes such as collectors and thoroughfares This location often acts as a buffer or transition between residential land uses and intense commercial land uses or commercial nodes. Given that the proposed O&I district will have a moderately more intense land use than its current R-7 designation; staff believes the request to be reasonable.

Public Hearing Notification

In accordance with the North Carolina General Statutes, all property owners within 100 feet of the subject parcels were notified of the proposed rezoning. In addition, Public Hearing Notifications were posted in the Jacksonville Daily News advertising the public hearing of the rezoning. A courtesy notification was sent out informing these same owners about the Planning Board meeting.

Options

Approve the Rezoning as requested by the Applicant (**RECOMMENDED**).

- Pros: The rezoning request will create a designation that will allow Office and Institutional land uses that are in character with the surrounding land uses. The surrounding uses consist of a golf course, apartments and small lot single family residences. Other Office and Institutional uses are in close proximity to the site. The proposed rezoning would serve as a transitional area between the commercial and residential land uses on Country Club Road. The proposed change, as designated by the applicant, is expected to have a limited impact on surrounding properties and the roadways. The traffic patterns would be at alternate times in comparison to the current traffic generated. The traffic signal at Pine Valley Road and Country Club Road will direct traffic flow. Additionally, the widening proposed

by NCDOT will mitigate traffic generated. The rezoning also advances several goals of the GME.

- Cons: The rezoning request allows for a moderate change in land use. Current zoning is targeted for residential use, such as townhomes. The proposed land use is for Office and Institutional uses such as offices – business, professional and public. The rezoning is not consistent with the FLU map in the GME. Additionally there is undeveloped land zoned R-7 to the East which has the potential to create conflicting uses.

Deny the Rezoning Request.

- Pros: Denial of the rezoning request would ensure that zoning in the area would remain consistent and compatible with existing land uses.
- Cons: Denial of the rezoning request will not allow the property owner to use the property in a desired manner because the existing zoning is restricted to primarily residential uses.

Defer Consideration of the Rezoning Request – Provide staff with direction on the specific information the Board would like to receive.

- Pros: Would allow the property owner, staff and/or adjacent property owners to try and work out any concerns raised, if any.
- Cons: None.

*Any rezoning application, other than those initiated by Council or City Staff, which is denied by City Council may not be resubmitted within 12 months of the City Council decision unless the application is determined to be substantially changed under the procedures set forth in Section 136 of the City of Jacksonville Zoning Ordinance.

Legal Descriptions of Proposed Rezoning Boundaries

Fred E. and Anne Beacham

Tracts on Country Club Road, NCSR 1403

Jacksonville Township, Onslow County, NC

A certain tract of land on the North side of NCSR 1403, Country Club Road, variable Right-of-Way at the intersection with Pine Valley Road, 80 foot Right-of-Way and being more particularly described as follows:

Commencing at an existing PK nail at the centerline intersection of Country Club Road and Pine Valley Road; thence and leaving said centerline, North 24 degrees 52 minutes 54 seconds West, 31.85 feet to a set PK nail on the Northern Right-of-Way Line of Country Club Road, and the centerline of a 60 foot ingress/egress access and utility easement and being the true point of beginning; thence from said point of beginning and with said Right-of-Way Line, South 73 degrees 58 minutes 56 seconds West, 44.95 feet to a set iron stake; thence South 75 degrees 31 minutes 47 seconds West, 49.20 feet to a set iron stake; thence South 77 degrees 03 minutes 24 seconds West, 49.52 feet to a set iron stake; thence South 77 degrees 59 minutes 37 seconds West, 23.63 feet to a set iron stake; thence South 79 degrees 06 minutes 07 seconds West, 25.85 feet to a set iron stake; thence South 79 degrees 04 minutes 45 seconds West, 99.98 feet to a set iron stake; thence South 79 degrees 05 minutes 49 seconds West, 50.01 feet to a set iron stake; thence South 79 degrees 04 minutes 49 seconds West, 84.78 feet to a set iron stake; thence South 78 degrees 56 minutes 34 seconds West, 11.06 feet to a set iron stake; thence South 79 degrees 23 minutes 43 seconds West, 4.16 feet to a set iron stake; thence South 79 degrees 05 minutes 29 seconds West, 50.26 feet to a set iron stake; thence South 78 degrees 35 minutes 01 seconds West, 46.26 feet to a set iron stake; thence South 78 degrees 04 minutes 11 seconds West, 4.12 feet to a set iron stake; thence South 77 degrees 51 minutes 52 seconds West, 50.84 feet to a set iron stake; thence South 76 degrees 13 minutes 52 seconds West, 64.46 feet to a set iron stake; thence South 75 degrees 06 minutes 20 seconds West, 101.31 feet to a set iron stake; thence South 72 degrees 27 minutes 27 seconds West, 101.33 feet to a set iron stake; thence South 70 degrees 01 minutes 59 seconds West, 100.45 feet to a set iron stake; thence South 69 degrees 00 minutes 27 seconds West, 100.76 feet to a set iron stake; thence South 67 degrees 31 minutes 51 seconds West, 102.13 feet to a set iron stake; thence South 65 degrees 59 minutes 52 seconds West, 23.06 feet to an existing iron stake; thence leaving said Right-of-Way Line, North 21 degrees 03 minutes 32 seconds West, 178.45 feet to an existing iron stake; thence North 57 degrees 33 minutes 42 seconds East, 214.86 feet to a set iron stake; thence North 55 degrees 54 minutes 12 seconds East, 48.54 feet to a point; thence North 50 degrees 35 minutes 02 seconds East, 45.92 feet to a point; thence North 63 degrees 04 minutes 20 seconds East, 29.68 feet to a point; thence North 67 degrees 56 minutes 44 seconds East, 40.98 feet to a point; thence North 64 degrees 05 minutes 59 seconds East, 58.74 feet to a point; thence North 59 degrees 53 minutes 38 seconds East, 44.37 feet to a point; thence North 49 degrees 36 minutes 40 seconds East, 46.41 feet to a point; thence North 55 degrees 39 minutes 37 seconds East, 58.69 feet to a point; thence North 65 degrees 20 minutes 47 seconds East, 21.09 feet to a point; thence South 37 degrees 36 minutes 26 seconds East, 9.52 feet to an existing iron stake; thence South 35 degrees 48 minutes 54 seconds East, 52.70 feet to an existing iron stake; thence South 65 degrees 04 minutes 12 seconds East, 60.79 feet to an existing iron

stake; thence North 62 degrees 07 minutes 39 seconds East, 37.51 feet to an existing iron stake; thence North 23 degrees 16 minutes 53 seconds East, 31.05 feet to an existing iron stake; thence North 07 degrees 21 minutes 45 seconds West, 58.76 feet to an existing iron stake; thence North 07 degrees 05 minutes 06 seconds West, 9.22 feet to a point; thence North 73 degrees 42 minutes 06 seconds East, 22.27 feet to a point; thence North 72 degrees 37 minutes 54 seconds East, 43.82 feet to a point; thence North 73 degrees 43 minutes 40 seconds East, 60.83 feet to a point; thence North 67 degrees 11 minutes 16 seconds East, 55.20 feet to a point; thence North 59 degrees 01 minutes 23 seconds East, 51.37 feet to a point; thence North 61 degrees 18 minutes 15 seconds East, 161.99 feet to a set PK nail, centerline of a 60 foot ingress/egress access and utility easement; thence with the centerline of said easement, South 28 degrees 41 minutes 17 seconds East, 424.70 feet to the point and place of beginning.

The described rezoning tract contains 7.59 acres, more or less, and being referenced to that property as recorded in Deed Book 3250 Page 462, and Map Book 58 Page 22. All courses are referenced to North per Map Book 58 Page 22. This description being prepared by Parker & Associates, Inc. from recorded information and not by an actual survey and is for rezoning purposes only.

THIS DOCUMENT ORIGINALLY ISSUED AND SEALED
BY EDWIN N. FOLEY, P.L.S., L-2884 on
12/1/2010. THIS MEDIA SHALL NOT BE
CONSIDERED A CERTIFIED DOCUMENT.

Edwin N. Foley, P.L.S., L-2884

ENF/avk

c2.LandDesc.TractOnCountryClubRdNCSR1403_Rezoning.12.1.10 (ElectronicSeal)

WORKSHEET FOR REZONING REQUESTS

Applicant: Future Homes/ K Miller Investments
 Property Location: 100 Marshall Chapel Road
 Tax Map and Parcel ID: 332k-24 & 332k-25
 Existing zoning designation: Residential 7 (R-7)
 Proposed zoning designation: Residential Agricultural 20 (RA-20)
 Proposed Conditions: None

REASONABLENESS FINDINGS OF FACT:

A. Size of the tract- The overall size of the tract of land proposed for rezoning is reasonable when compared to the size of the zoning district in which the subject property is located.	Yes	No
B. Compatibility with a comprehensive plan- The proposed rezoning is consistent with any comprehensive plan, small area plan or elements thereof.	Yes	No
C. Impact- The impact to the adjacent property owners and the surrounding community is reasonable, and the benefits of the rezoning outweigh any potential inconvenience or harm to the community.	Yes	No
D. Comparison of uses- The allowed uses within the proposed zoning district are similar or comparable to uses permitted as currently zoned.	Yes	No

GRANTING THE REZONING REQUEST

Motion to grant the rezoning upon finding that the rezoning is reasonable considering one or more of the above findings of fact A-D being found in the affirmative and that the rezoning advances the public interest.

DENYING THE REZONING REQUEST

Motion to deny the rezoning upon finding that the proposed rezoning does not advance the public interest and is unreasonable due to the following:

- A. The size of the tract
- B. Incompatibility with the comprehensive plan
- C. Impact to surrounding community and immediate neighbors
- D. Proposed uses are dissimilar to those currently permitted

Attachment

A

ORDINANCE (2011-)

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

BE IT ORDAINED by the City Council of the City of Jacksonville, North Carolina, that the Official Zoning Map for the City of Jacksonville and its Extraterritorial Jurisdiction, an element of the City of Jacksonville Zoning Ordinance, is hereby amended to reflect the rezoning of the subject parcel to Conditional Use Office and Institutional (CU-O&I) as shown on the below map (Tax map and parcel id #351-9.1) and as described in the attached legal description.



This ordinance shall be in full force and effective upon its adoption. Adopted by the Jacksonville City Council in regular session on this 7th day of June 2011.

Sammy Phillips, Mayor

ATTEST:

Carmen K. Miracle, City Clerk

Attachment

B



Draft Planning Board Minutes – May 9, 2011

Agenda Item:	1
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Rezoning from CU-TCA to CU-O&I – 2145 Country Club Road

Fred and Anne Beacham have submitted a request to rezone one parcel totaling 7.59 acres from Conditional Use Townhomes, Condominiums, and Apartments (CU-TCA) to Conditional Use Office and Institutional (CU-O&I). The subject site is located at 2145 Country Club Road, across from Independence Drive and within the City limits. The applicant has requested that "no driveway shall be placed within 500 feet of the intersection of Pine Valley Road and Country Club Road" as a condition of the rezoning.

The parcel proposed for rezoning is located at 2145 Country Club Road, across from Independence Drive. The Ashley Park apartments and Heritage Square subdivision are located across County Club Road. The subject parcel is currently vacant, zoned CU-TCA, and it is bordered to the North and East by the Jacksonville Country Club's golf course, zoned R-7. To the West of the property is an undeveloped parcel owned by Coastal Carolina Community College, zoned R-7, and to the South by a mix of residential uses, zoned RM-6, R-7, TCA and CU-TCA.

The Townhouses, Condominiums and Apartments zoning district is intended to be the primary zone for high density residential developments. This zone also permits certain public, semi-public, and institutional uses considered to be desirable or compatible in close proximity to residential uses.

The Office and Institutional District is intended primarily for offices; traditional institutional uses, both public and private; public assembly, religious and certain cultural and recreational activities; and group housing. The district is normally small and often situated between business and residential areas.

In accordance with the North Carolina General Statutes, all property owners within 100 feet of the subject parcels will be notified of the proposed rezoning. In addition, Public Hearing Notifications will be posted in the Jacksonville Daily News advertising the public hearing of the rezoning. A courtesy notification was sent out informing these same owners about the Planning Board meeting. Staff is recommending approval of the rezoning request.

Chuck Quinn moved to approve the rezoning request as presented. Thomasine Moore seconded the motion.

Ms. Joos asked what the density for townhomes would be. Ms. Barman stated that this is being rezoned to Office & Institutional which would allow for libraries, medical offices and things of that nature. Mr. Williams asked if plans for road lanes will be three. Ms. Barman stated that is on the plan from DOT. Mr. Keyes expressed his concern regarding the entrance and exit off of

Attachment C

the property. Ms. Barman stated that one of the conditions for the rezoning is that there will be no driveway within 500 feet of the intersection of Pine Valley Road and Country Club Road. Mr. Goodson stated that if this development triggers a TIA, then roadway improvements may be required. But at this time, we do not know the size of the building. Mr. Spring stated that with the O&I zone, would that not cause fewer trips than the TCA zone. Mr. Goodson said that it could.

The motion to approve the rezoning request as presented was approved by the Board Members present. The motion was voted for by Vice Chairperson Sandra Wyrick, Alfred Keyes, Thomasine Moore, Chuck Quinn, Homer Spring, and Danny Williams and against by Pauline Joos.

Section 55. Townhouses, Condominiums, and Apartments (TCA) Zone

- A. **Purpose.** This zone is established and intended to be the primary zone for high density residential developments such as townhouses, condominiums, and apartments. This zone also permits certain public, semi-public, and institutional uses considered to be desirable or compatible in close proximity to residential uses.

- B. **Arrangement and Dimensional Requirements.** The following requirements relating to the bulk, area, and arrangement of buildings and lots shall apply to all permitted and special uses in this district.
 - 1. **Site Plan Approval.** Site plans shall be submitted for all uses permitted by right or special exception in this district (see Site Plans Section).

 - 2. **Standards.** The following criteria shall be employed in the review of site plans for uses in this district.
 - a. All buildings shall have good access to (but need not abut) a public street.

 - b. Any private streets shall be adequately designed to allow access by public service and public safety equipment.

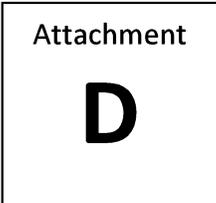
 - c. Maximum building height shall be 56 feet.

 - d. The distance between buildings shall be at least 10 feet for buildings under 36 feet in height and shall increase one foot for each foot of building height over 35 feet.

 - e. Building setbacks from front and rear lot boundaries and from all boundaries abutting public streets, private streets or drives, and parking lots shall be at least 10 feet. Building setbacks from interior side lot boundaries shall be at least 5 feet. Building setbacks from collector streets shall be at least 20 feet and setbacks from larger thoroughfares shall be at least 25 feet. Setbacks from streets shall be measured from the right-of-way.
(Amended 11/6/84)

 - f. The maximum lot coverage of all buildings shall not exceed 45%.

 - g. There are no specific yard area requirements for each unit, but the site plan for residential uses must



make adequate provisions for personal or common open space and/or recreation facilities equal to approximately 1200 square feet per unit.

- h. Townhouse buildings may not contain more than 6 dwelling units.
- i. No development shall exceed a total density of 16 units per acre unless approved with a Special Use Permit. In no case shall a development exceed 25 units per acre. *(Amended 5/7/08)*
- j. A 40 foot perimeter buffer is required on the overall project site, parallel to all property lines for those developments that exceed 16 dwelling units per acre. *(Amended 5/7/08)*
- k. A 20 foot perimeter buffer is required on the overall project site, parallel to all property lines for those developments that are 16 dwelling units per acre or less. *(Amended 5/7/08)*

C. **Covenants.** In any development proposing common areas, jointly-used structures, or private streets, restrictive and protective covenants which provide for party wall rights, harmony of external design, continuing maintenance of building exteriors, grounds, or other general use improvements, and similar matters, shall be submitted to and approved by the City Planning Department. Condominium developments must submit evidence of compliance with the Unit Ownership Act.

(Amended 4/5/83)

D. **Permitted Uses:**

Accessory uses, customary

Apartments

Assembly buildings and lodges

Churches*

(Amended 1/4/11)

Condominiums

Community Docking Facility (Minor)

(Amended 6/5/07)

Duplexes

Family Care Homes

(Amended 7/17/07)

Governmental uses and operations such as fire stations, maintenance or operations facilities, and similar governmental facilities

(Amended 4/20/10)

Home occupations

Libraries*

(Amended 1/4/11)

Local governmental facilities such as parks, wells, lift stations, fire stations, and similar uses

Non-commercial recreational facilities accessory to residential uses

Public and private utilities stations

Rest homes, homes for the elderly*	<i>(Amended 1/4/11)</i>
Schools, public*	<i>(Amended 1/4/11)</i>
Telecommunications Antenna, Collocation on Existing Tower	<i>(Amended 10/6/09)</i>
Telecommunications Antenna, Placement on Existing Building	<i>(Amended 10/6/09)</i>
Telecommunications Tower, Stealth	<i>(Amended 10/6/09)</i>
Townhouses	
Utility, Minor	<i>(Amended 4/20/10)</i>

E. **Special Uses**

Any use or combination of uses which involves a building or combination of buildings that equals or exceeds 25,000 square feet on any lot or combination of lots under single ownership, use or management.	<i>(Amended 4/13/99)</i>
Clubs, Lodges, Civic Organizations operating on a non-profit basis	<i>(Amended 5/20/97)</i>
Community Docking Facility (Major)	<i>(Amended 6/5/07)</i>
Dwellings, single family	
Group Homes	<i>(Amended 7/17/07)</i>
Family Childcare Homes	<i>(Amended 3/16/04)</i>
Kindergartens and day care centers*	<i>(Amended 1/4/11)</i>
Rescue and ambulance emergency services	
School, private*	<i>(Amended 1/4/11)</i>
Telecommunications Tower, Freestanding	<i>(Amended 10/6/09)</i>
Temporary convalescent housing	
Temporary real estate/construction offices	
Temporary refreshment stands	

* Will require special use permit if located in the Flight Path Overlay District. Special use for day care center and nurseries is only required if more than 30 children, assembly halls and coliseums if more than 150 seats, hotels and motels if more than 3 stories, retail establishments or department and variety stores if more than 500,000 square feet. *(Amended 1/4/11)*

Section 61. Office and Institutional (O&I) Zone (Amended 11/4/09)

The Office and Institutional District is intended primarily for offices; traditional institutional uses, both public and private; public assembly, religious and certain cultural and recreational activities; and group housing. The district is normally small and often situated between business and residential areas. (Amended 2/19/91)

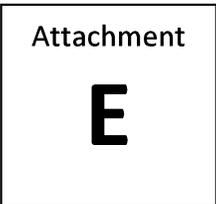
A. **Area and Setback Requirements.** (Amended 2/19/91)

I. **Building site area.** The minimum building site for each primary structure shall be 1 lot or parcel of land 5,000 square feet in area. Such parcels shall have an average width of at least 50 feet. Where a lot or parcel of land has an area of less than the above required minimum area and was on record as of its incorporation into the City, such lot may be occupied by 1 primary structure; provided, however, that the minimum side yard and right-of-way requirements set out in this section are conformed to; provided, further, that multiple units shall, in addition to the above area requirements, increase the minimum building site area as follows:

- a. Units not in excess of two (duplex), an additional 4,000 square feet.
- b. Units not in excess of three (triplex), an additional 7,000 square feet.
- c. Units not in excess of four (quadruplex), an additional 10,000 square feet.

All lots shall comply with the applicable Areas of Environmental Concern (AEC) Standards, as amended, in accordance with the State Guidelines for AEC's (15 NCAC 7H) pursuant to the Coastal Area Management Act of 1974.

2. **Right-of-way setback.** No primary or accessory structure shall be placed within 25 feet of any right-of-way of any public or private street except along major and minor thoroughfares where the right-of-way setback is 50 feet. An existing building that intrudes into the required setback may expand, but additional structures shall not be placed in any required setback. (Amended 7/7/98)



3. **Setbacks, Side and Rear.**

- a. **Interior Lots.** Each interior lot shall have a side yard not less than 6 feet wide. No primary structure shall be built within 10 feet of the rear property line. No accessory building shall be built or place within 5 feet of any side or rear yard property line.
- b. **Corner/Double Frontage Lots.** The primary structure shall be setback 8 feet from all property lines other than the right-of-way property lines. No accessory structure shall be built or placed within 5 feet of any property line, which is not a right-of-way property line.

4. **Lawn Required.** A minimum of 15 feet of lawn is required parallel to the street extending from the back line of the sidewalk towards the structure or 20 feet from the edge of pavement or curbing where there are no sidewalks. This area shall not be used for any type of parking, but shall be maintained as a planting strip for lawn or shrubbery, with the exception of a driveway(s) for the property.

B **Driveway Limitations**

- 1. Two driveways entering the same street from a single lot shall be permitted only if the minimum distance between the closest edges of the driveways equals or exceeds 50 feet.
- 2. Three driveways entering the same street from a single lot shall be permitted only if the minimum distance between the closest edges of the driveways equals or exceeds 150 feet.
- 3. Four or more driveways entering the same street from a single lot shall be prohibited.
- 4. In no case may the total width of all driveways exceed 50% of the total property frontage.
- 5. No driveway (nearest edge) shall be located within 10 feet of a side lot property line except in the case of a shared driveway (single curb cut/access point) utilized by two or more lots.
- 6. No driveway (nearest edge) shall be located within 50 feet of an intersection except in the case where no other lot access to a public street or City approved private road is available. *(Amended 9/8/87)*

C. **Permitted Uses:**

Accessory uses
 Art galleries
 Assembly halls, coliseums
 Banks
 Barber shops, beauty shops
 Boardinghouses
 Bulletin boards, public, non-commercial
 Catering (food preparation, only) *(Amended 10/22/02)*
 Churches* *(Amended 1/4/11)*
 Clinics
 Clubs, lodges, other civic organizations, operating on a non-profit basis
 Colleges, universities* *(Amended 1/4/11)*
 Day care centers, nurseries* *(Amended 1/4/11)*
 Family Care Homes *(Amended 7/17/07)*
 Family Childcare Homes *(Amended 3/16/04)*
 Florist
 Funeral homes, mortuaries
 Garages, private
 Governmental uses and operations such fire stations, maintenance and
 operations facilities, and similar governmental facilities
 Greenhouses or horticultural gardens, non-commercial
 Home occupations
 Hospitals* *(Amended 1/4/11)*
 Institutions, charitable
 Library, public
 Museums, public* *(Amended 1/4/11)*
 Nurseries, non-commercial
 Nursing homes* *(Amended 1/4/11)*
 Offices - business, professional, public
 Office machine repair *(Amended 10/22/02)*
 Parking garages, private
 Parking lot, private
 Parking lot, public
 Parks, playgrounds, private
 Parks, playgrounds, public
 Pets, not objectionable because of odor, noise, health hazard
 Pharmacies, laboratories, optical shops
 Poultry, non-commercial
 Public utilities substations, storage, service yards
 Recreation centers, public
 Rest homes* *(Amended 1/4/11)*
 Schools, private, with same curriculum as public schools* *(Amended 1/4/11)*
 Schools, public* *(Amended 1/4/11)*
 Studios of art, drama, music, photography, similar activities
 Telecommunications Antenna, Collocation on Existing Tower *(Amended 10/6/09)*

Telecommunications Antenna, Placement on Existing Building *(Amended 10/6/09)*
Telecommunications Tower, Stealth *(Amended 10/6/09)*
Utility, Minor *(Amended 4/20/10)*

Special Uses

Any use or combination of uses which involves a building or combination of buildings that equals or exceeds 25,000 square feet on any lot or combination of lots under single ownership, use or management.

(Amended 4/13/99)

Apartments

Dwellings, multiple

Dwellings, single

Group Homes

(Amended 7/17/07)

Highrise apartments

Homeless shelter/mission

Hotels/motels

(Amended 11/4/09)

Retail Establishment - Antique and Collectible Dealer

(Amended 5/20/97)

Telecommunications Tower, Freestanding

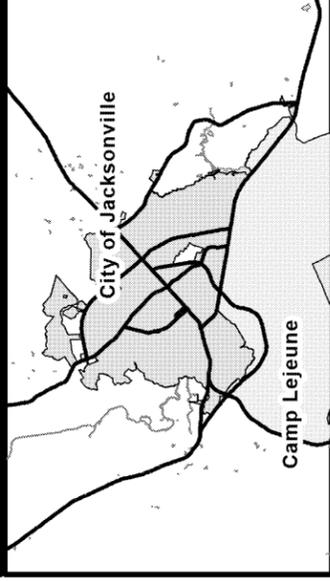
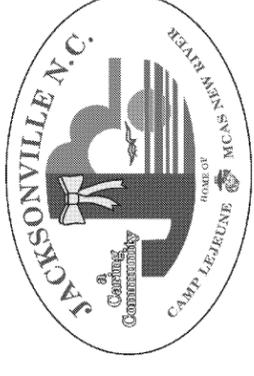
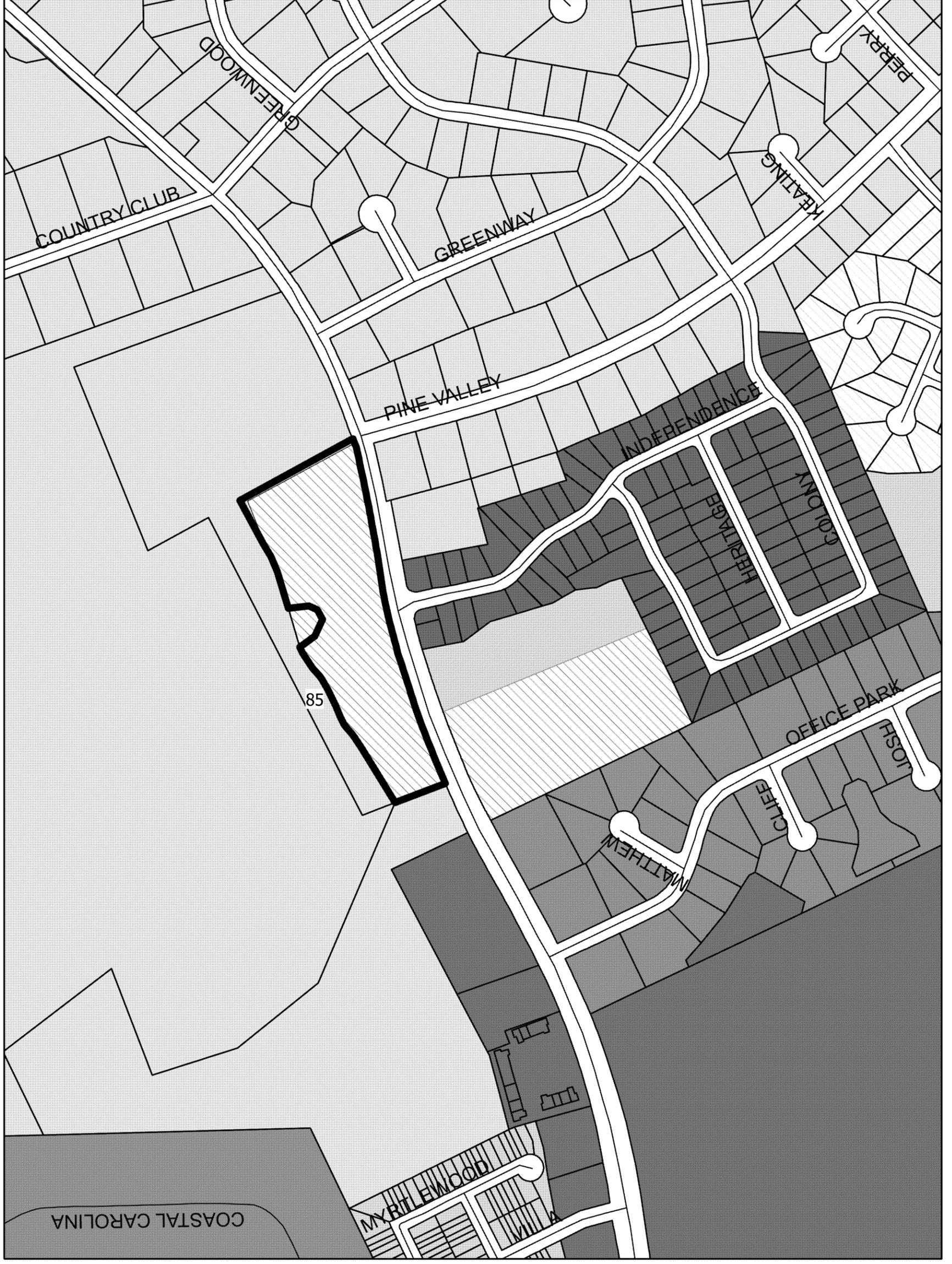
(Amended 10/6/09)

Temporary refreshment stands

*Will require special use permit if located in the Flight Path Overlay District. Special use for day care center and nurseries is only required if more than 30 children, assembly halls and coliseums if more than 150 seats, hotels and motels if more than 3 stories, retail establishments or department and variety stores if more than 500,000 square feet.

(Amended 1/4/11)

Existing Zoning- 2145 Country Club Road

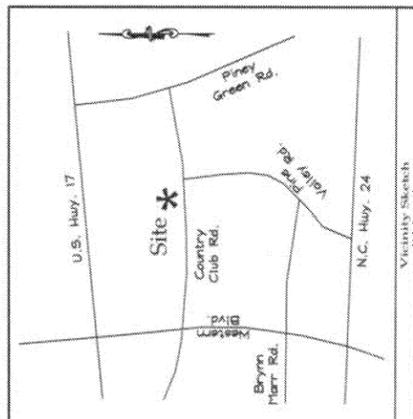
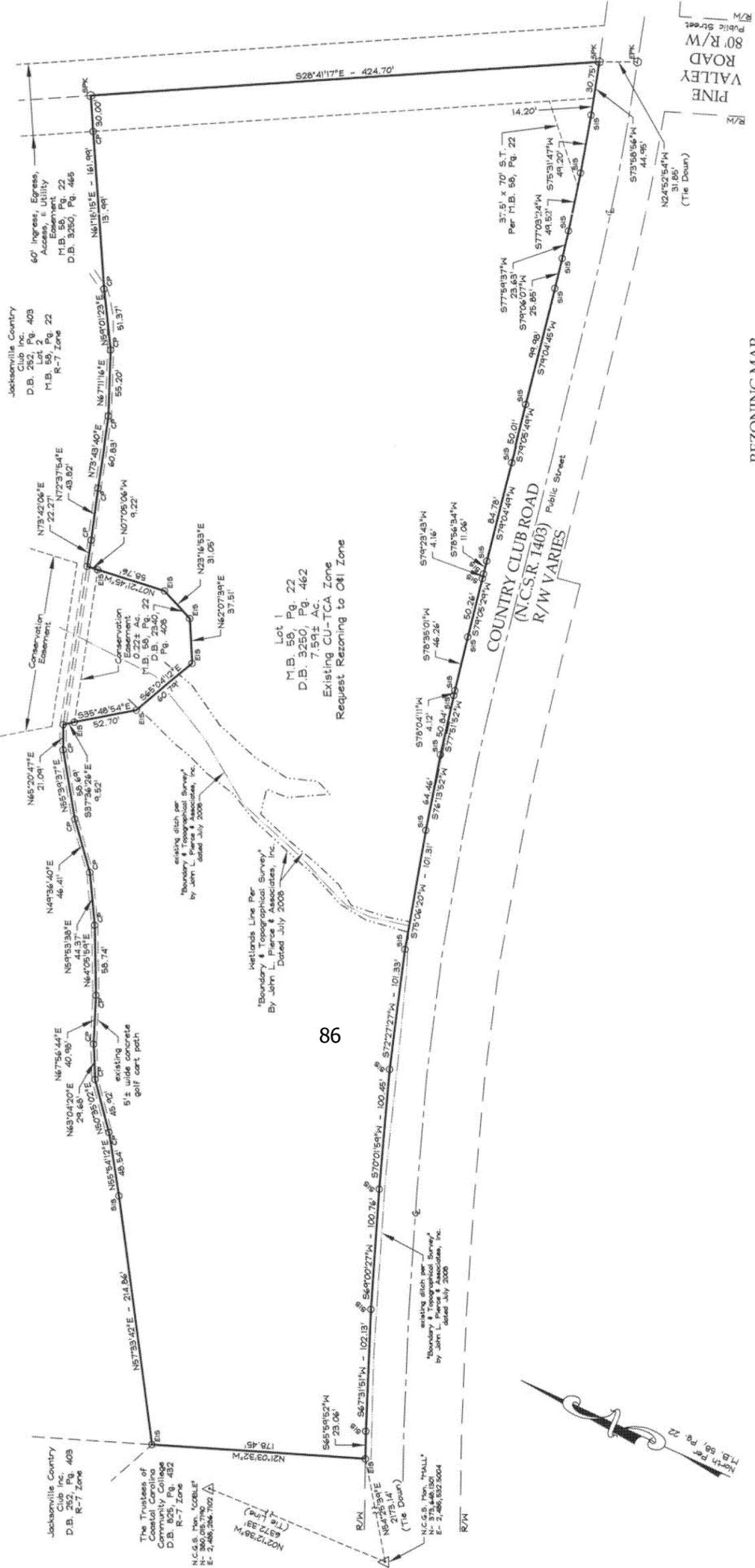


Legend
 Subject Parcel
 <all other values>

Zoning Districts

B-1	B-2	CBD	CU-B	CU-B-1	CU-B-2	CU-NB	CU-O&I	CU-RA-20	CU-TCA	IND	MIR	NB	O&I	OMU	R-7	R-O	RA-20	RD-3	RD-5	RM-5	RM-6	RS-10	RS-12	RS-5	RS-6	RS-7	TCA	WATER
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Attachment
F



- Legend:**
- Ac. = Acres
 - ℄ = Centerline
 - CP = Computed Point
 - D.B. = Deed Book
 - EIS = Existing Iron Stake
 - EPK = Existing PK Nail
 - M.B. = Map Book
 - Pg. = Page
 - R/W = Right of Way
 - SIS = Set Iron Stake
 - SPK = Set PK Nail
 - S.T. = Sight Triangle

This map was prepared from recorded (M.B. 58, Pg. 22) information and not by an actual survey by Parker & Associates, Inc.



Edwin M. Parker
12/11/10

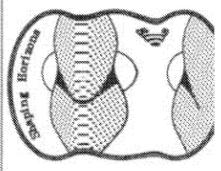
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PAGE: 42278
FILE NAME: 54 Ac. Rezoning DWG
JOB NO.: 100901-0004

REZONING MAP

Location: **7.59± TRACT ON COUNTRY CLUB ROAD**
N.C.S.R. 1403

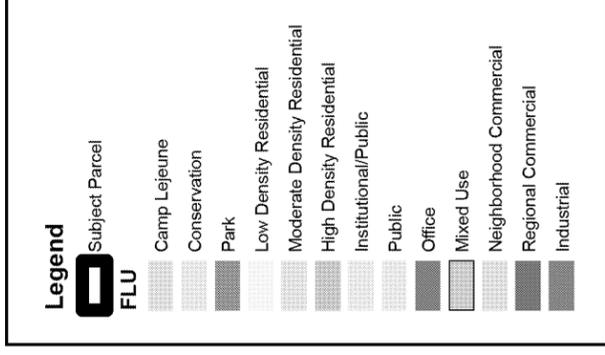
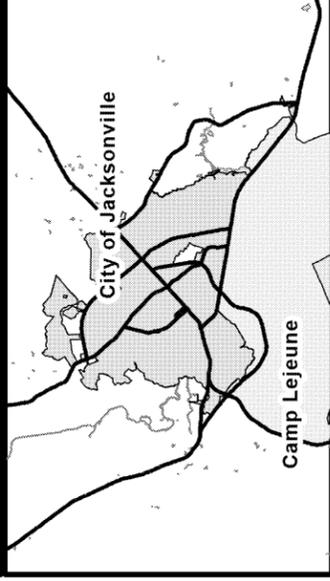
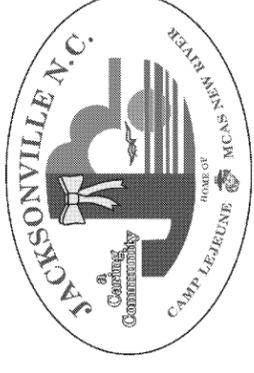
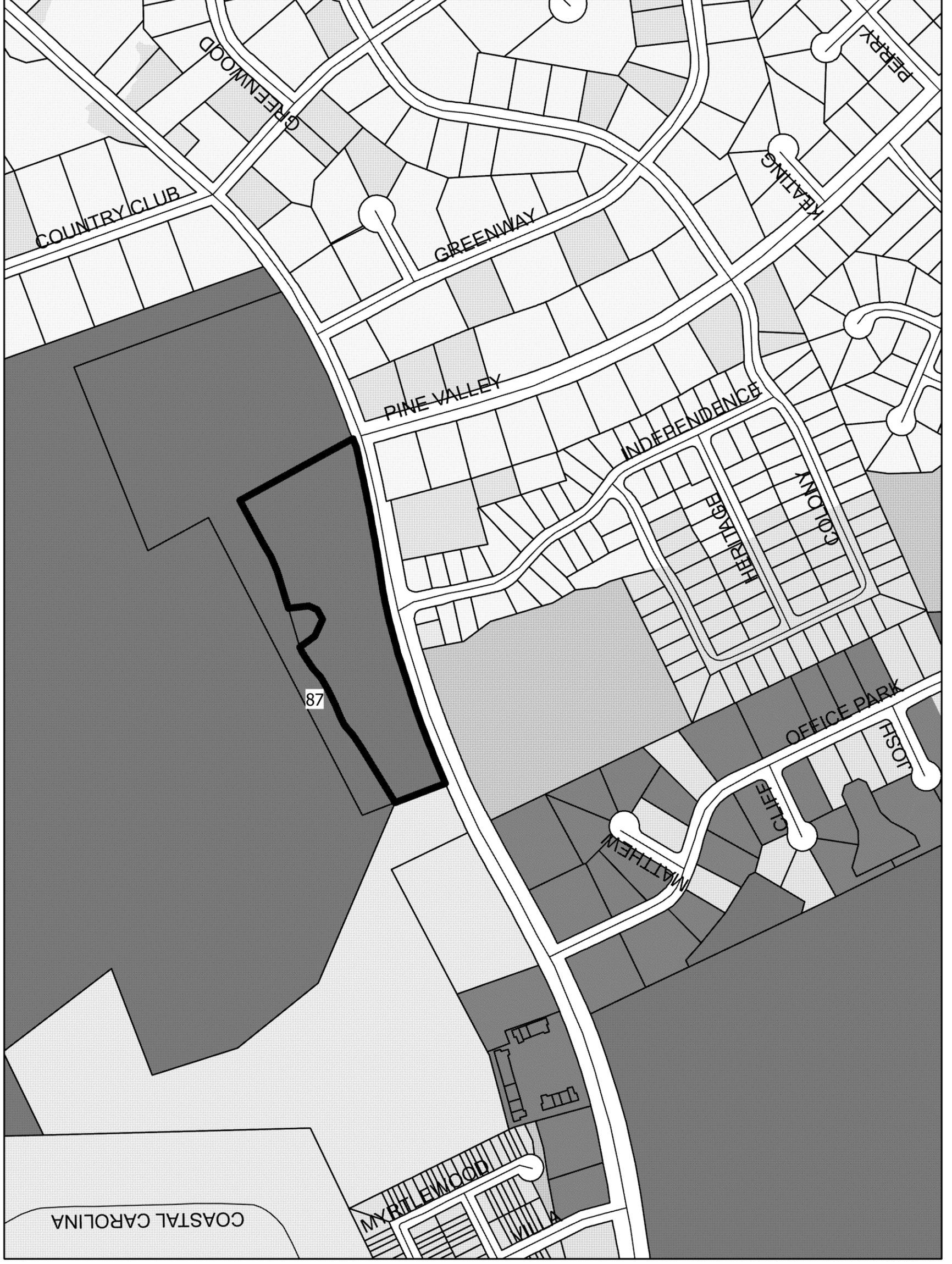
Owner: **Fred E. & Anne Beacham**
176 Strawberry Lane
Jacksonville, North Carolina 28540
(910) 455-0064

DATE: 12/06/10 GRAPHIC SCALE: 1"=60'
SCALE: 1"=60'



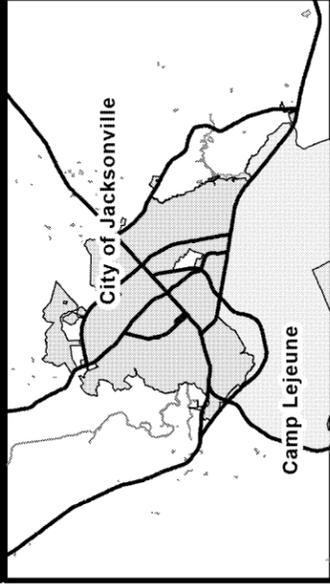
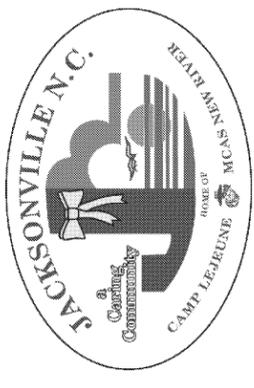
Parker & Associates, Inc.
Consulting Engineers - Land Surveyors - Land Planners
P.O. Box 976 - 28541-0976
300 New Bridge Street - 28541
Jacksonville, North Carolina 28540
Phone (910) 455-2414 - Fax (910) 455-3441
Firm License Number: 00010

Existing Future Landuse- 2145 Country Club Road



Attachment
H

Proposed Zoning - 2145 Country Club Road



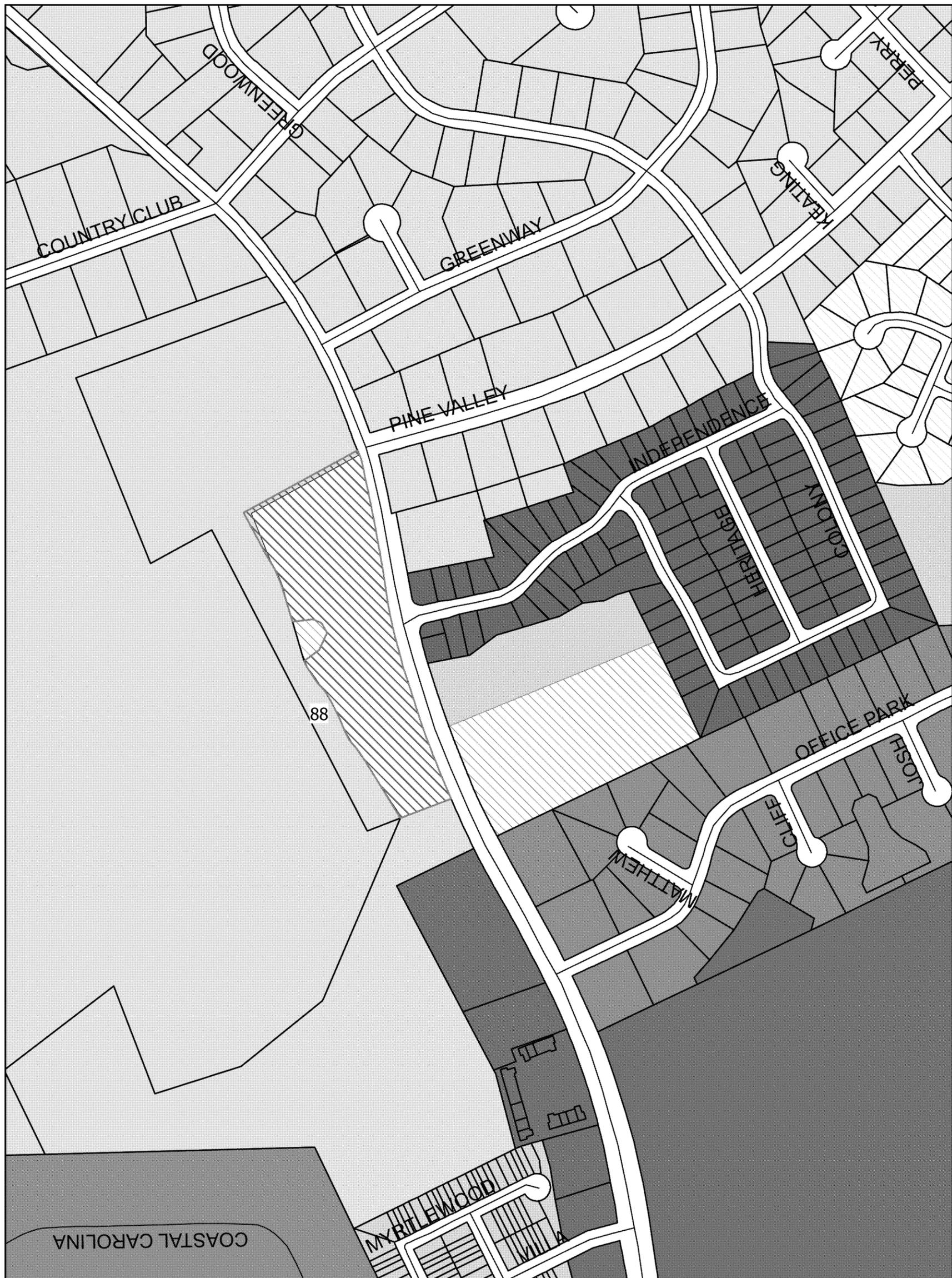
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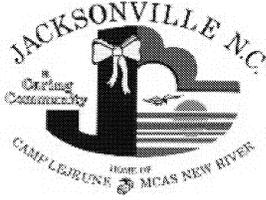
- Subject Parcel
- <all other values>

Zoning Districts

- B-1
- B-2
- CBD
- CU-B
- CU-B-1
- CU-B-2
- CU-NB
- CU-O&I
- CU-RA-20
- CU-TCA
- IND
- MR
- NB
- O&I
- OMU
- R-7
- R-O
- RA-20
- RD-3
- RD-5
- RM-5
- RM-6
- RS-10
- RS-12
- RS-5
- RS-6
- RS-7
- TCA
- WATER

Attachment





Request for City Council Action

Agenda Item:	2
Date:	6/7/2011

Subject: Public Hearing - Extraterritorial Jurisdiction (ETJ) Boundary Amendment
- Murrill Hill, Crooked Creek and Piney Green Roads

Department: Planning & Development Services

Presented by: Mary Sertell, Senior Planner

Presentation Yes

Issue Statement

The City of Jacksonville has initiated a request to amend its ETJ boundary. The requested boundary changes are located on Murrill Hill Road, Crooked Creek Road, and Piney Green Road. If approved, the request will result in an amendment to the boundary of the City's official zoning map.

Financial Impact

None

Action Needed

Conduct a Public Hearing

Consideration of the Proposed ETJ Amendment

Recommendation

Staff recommends approval of the ETJ boundary amendment and associated amendment to the official zoning map.

Approved: City Manager City Attorney

Attachments:

- A Proposed Ordinance
- B Draft Planning Board Minutes- May 9, 2011
- C Section 142 of the Zoning Ordinance
- D Existing ETJ Boundary Map
- E Proposed ETJ Boundary Map
- F Jacksonville ETJ Amendment (Insets)



Staff Report

Extraterritorial Jurisdiction (ETJ) Boundary Amendment - Murrill Hill, Crooked Creek and Piney Green Roads

Introduction

The City of Jacksonville has initiated a request to amend its ETJ boundary. Staff has identified several areas on Murrill Hill, Crooked Creek, and Piney Green Roads where the ETJ boundary bisects properties which results in split zoning between the City and the County. This is usually avoided by following identifiable features such as rivers, roads and railways, as recommended by state law. Based on the research it appears that this was a result of switching from hand drawn maps (1990) to Geographic Information Systems (GIS) or computer mapping that has a higher accuracy.

Approval of the amendment would eliminate split zoning between the City and County, reduce confusion for property owners and will allow the property to be developed using one set of development standards.

Procedural History

- In October 1990, the City of Jacksonville extended the ETJ southwest to reflect the annexation of parts of the Camp Lejeune, New River Air Station, Camp Johnson, Camp Geiger, Francis Park and Georgetown.
- On March 11, 2011, the City of Jacksonville submitted a formal request to amend the ETJ boundary to its current state.
- On May 9, 2011 the Planning Board recommended approval of the request.
- On June 7, 2011 City Council will conduct a public hearing and consider the request.

Stakeholders

- City of Jacksonville – Applicant
- Onslow County – Proposed zoning administrator of the subject properties
- James and Amanda Silance, Double R Farms Service, John Koenig, Roy & Norma Laird, Matthew & Danielle Cheslock, Robert & Rose James, Richard Lowenstein, Centerview Baptist Church of Jacksonville – Property owners
- Surrounding property owners – In accordance with General Statutes, property owners within 100 feet of the area proposed for change were notified via first class mail. In addition, a courtesy notification was sent out informing these same owners about the Planning Board meeting.

Zoning Assessment

The parcels proposed for removal from the ETJ are located on Murrill Hill Road, Crooked Creek Road, and Piney Green Road. If approved, the parcels will no longer have municipal zoning, but instead have zoning implemented by Onslow County. The changes to the zoning districts are listed in the table below:

Existing Jacksonville Zoning	Future Onslow Zoning	Onslow Zoning Description
Residential/ Agriculture 20 (RA-20)	Rural Agricultural (RA)	To maintain a rural development pattern with a mixture of housing types, agricultural and business uses.
Neighborhood Business (NB)	Highway Business (HB)	Allows development of large-scale retail and service businesses. Residential uses are permitted.
Residential Single Family 12 (RS-12)	Residential 15 (R-15)	To maintain stick-built single-family housing communities
Residential 7	Residential 15 (R-15)	To maintain stick-built single-family housing communities

In addition, the portions of the parcels which will be removed from City zoning are a small percentage of their overall parcel sizes. As such, it is expected that the proposed change will have a very limited impact on the property owners and adjoining.

Public Hearing Notification

In accordance with the North Carolina General Statutes, all property owners within 100 feet of the subject parcels have been notified of the proposed public hearing. In addition, Public Hearing Notifications has been posted in the Jacksonville Daily News advertising the public hearing. A courtesy notification was sent out informing these same owners about the Planning Board meeting.

Options

Approve the ETJ Amendment as requested by City staff (**RECOMMENDED**).

- Pros: The request will remove portions of some properties from the ETJ Boundary. This will eliminate confusion over zoning jurisdiction for the subject properties. Further, the proposed zoning for the areas being removed are quite similar to the existing municipal districts and should have little to no impact on the surrounding community.

- Cons: None.

Deny the ETJ Amendment Request.

- Pros: Denial of the request would ensure that zoning in the area would remain consistent.
- Cons: The ability to eliminate jurisdictional confusion for the subject properties will be lost.

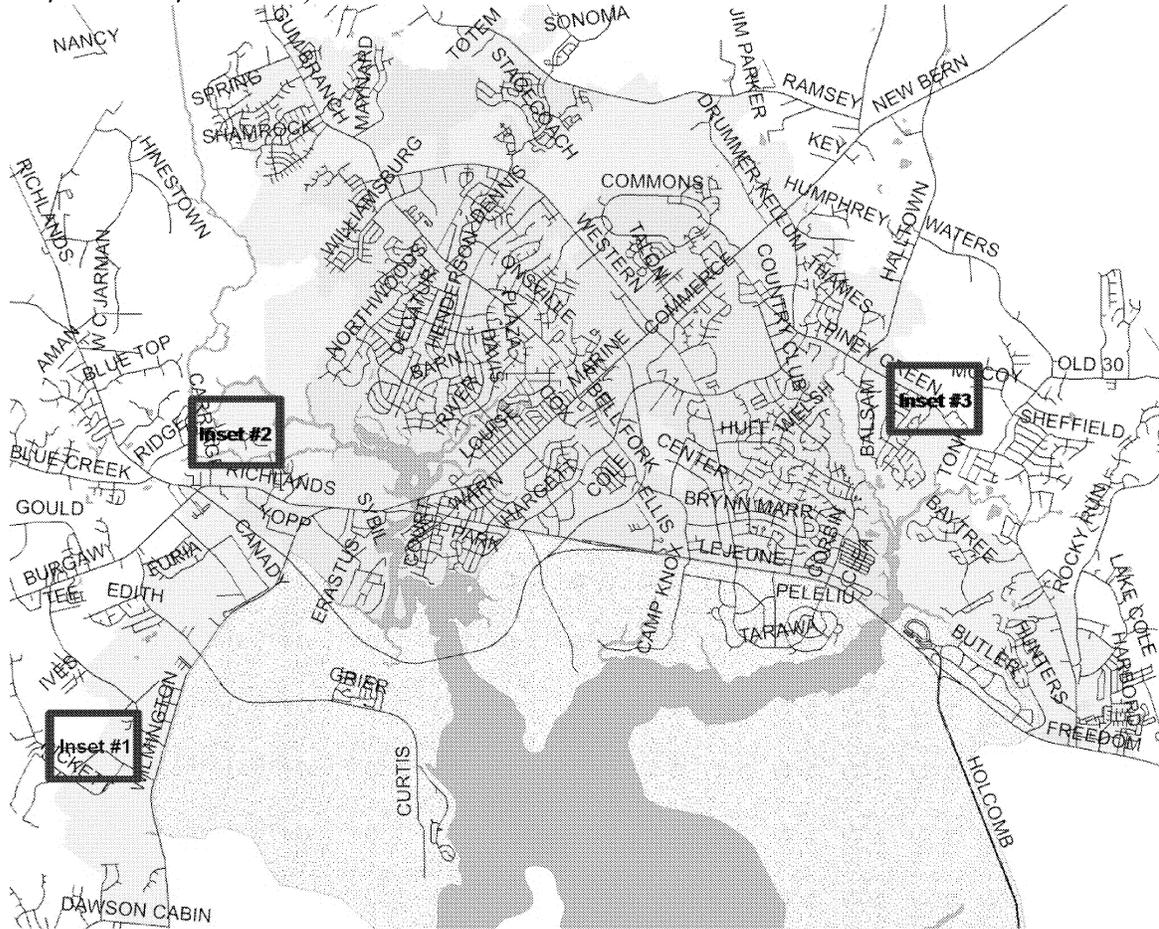
Defer Consideration of the ETJ Amendment request – Provide staff with direction on the specific information the Board would like to receive.

- Pros: Would allow staff to try and work out any concerns raised, if any.
- Cons: None.

ORDINANCE (2011-)

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

BE IT ORDAINED by the City Council of the City of Jacksonville, North Carolina, that the Official Zoning Map for the City of Jacksonville and its Extraterritorial Jurisdiction, an element of the City of Jacksonville Zoning Ordinance, is hereby amended to reflect the change as shown on the below map (Tax map and parcel ids #325-88, 325-88.7, 1106-5, 1106-2, 1106-21, 1106-3, 1106-4.1, 1106-4, 331G-58, 331G-34, 331G-59).

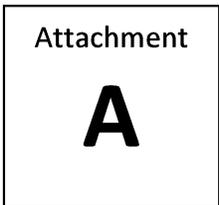


This ordinance shall be in full force and effective upon its adoption. Adopted by the Jacksonville City Council in regular session on this 7th day of June 2011.

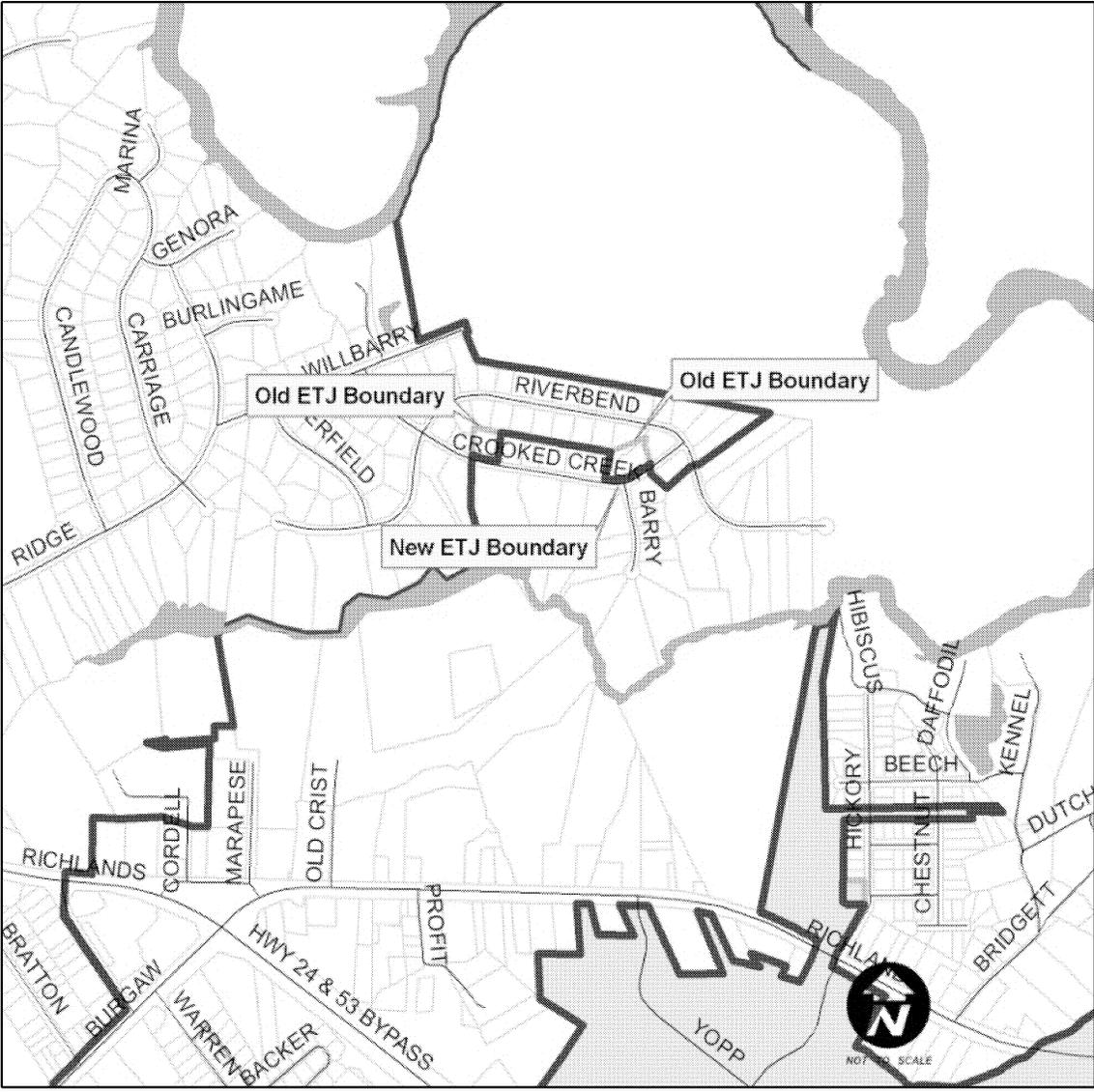
Sammy Phillips, Mayor

ATTEST:

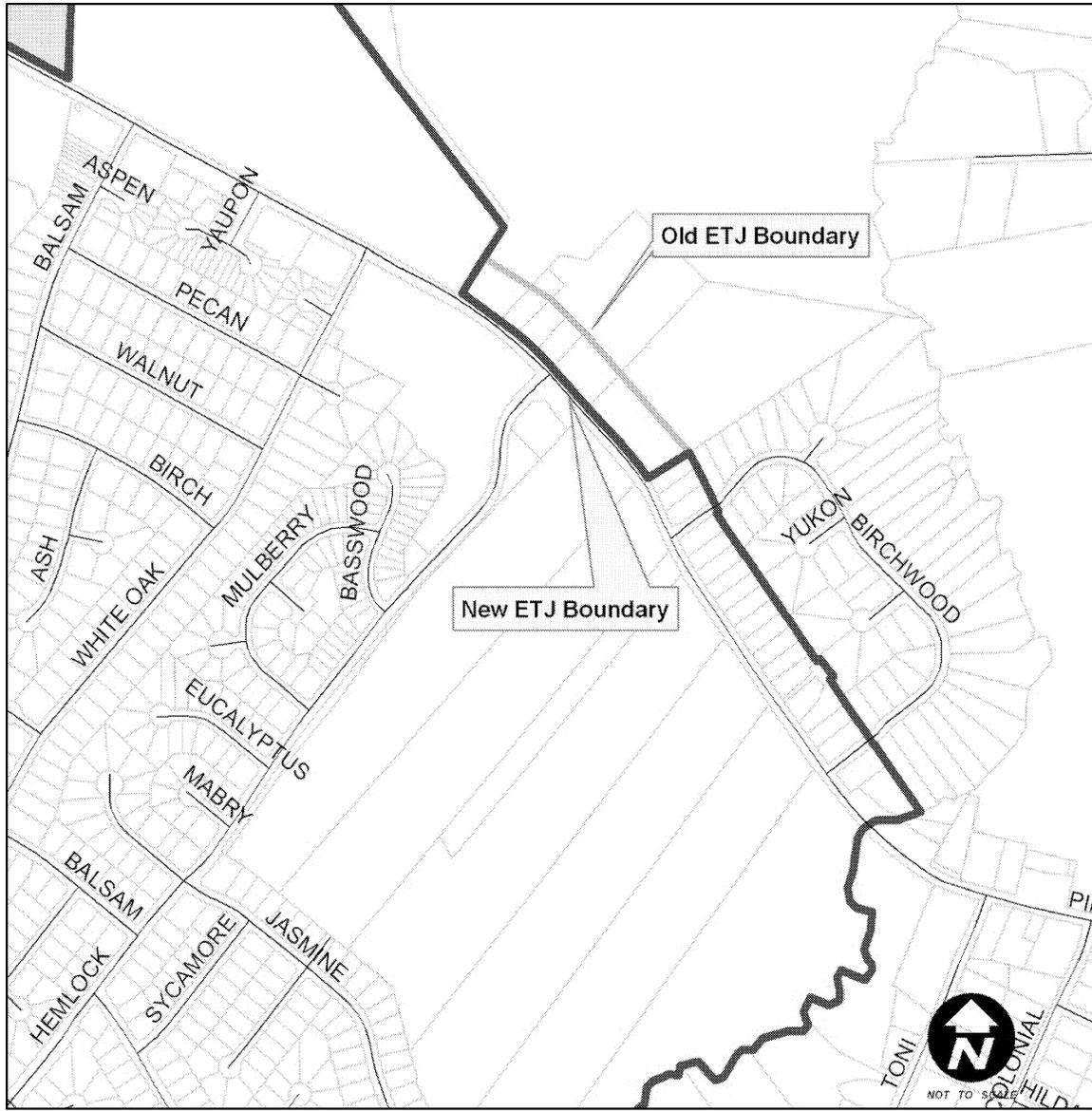
Carmen Miracle, City Clerk



ETJ Boundary Amendment, Crooked Creek Area, Inset #2



ETJ Boundary Amendment, Piney Green Area, Inset #3





Draft Planning Board Minutes – May 9, 2011

Agenda Item:	2
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Extraterritorial Jurisdiction (ETJ) Boundary Amendment - Murrill Hill, Crooked Creek and Piney Green Roads

The City of Jacksonville has initiated a request to amend its ETJ boundary. Staff has identified several areas on Murrill Hill, Crooked Creek, and Piney Green Roads where the ETJ boundary bisects properties which results in split zoning between the City and the County. This is usually avoided by following identifiable features such as rivers, roads and railways, as recommended by state law. Based on the research it appears that this was a result of switching from hand drawn maps (1990) to Geographic Information Systems (GIS) or computer mapping that has a higher accuracy.

Approval of the amendment would eliminate split zoning between the City and County, reduce confusion for property owners and will allow the property to be developed using one set of development standards. The parcels proposed for removal from the ETJ are located on Murrill Hill Road, Crooked Creek Road, and Piney Green Road. If approved, the parcels will no longer have municipal zoning, but instead have zoning implemented by Onslow County. In addition, the portions of the parcels which will be removed from City zoning are a small percentage of their overall parcel sizes. As such, it is expected that the proposed change will have a very limited impact on the property owners and adjoiners.

There are a few other areas that we identified because we did look across the board of our ETJ that we would like the board to consider eliminating these areas as proposed.

In accordance with the North Carolina General Statutes, all property owners within 100 feet of the subject parcels will be notified of the proposed public hearing. In addition, Public Hearing Notifications will be posted in the Jacksonville Daily News advertising the public hearing. A courtesy notification was sent out informing these same owners about the Planning Board meeting. Staff is recommending approval of the ETJ boundary amendment.

Mr. Spring asked if there was a way to codify this so that this will not happen again. Mr. King stated that there is less likely to be a mistake using the computerized mapping system. Once this is done, using the computer mapping system should keep us from having this same problem.

Chuck Quinn moved to approve the ETJ boundary amendment and associated amendment to the official zoning map to include the portion of the parcel shown on the Piney Green slide. Vice Chairperson Sandra Wyrick seconded the motion.

The motion to approve the ETJ boundary amendment and associated amendment to the official zoning map to include the portion of the parcel shown on the Piney Green slide was unanimously approved by the Board Members present.

Section 142. Extension of Zoning Regulations Beyond Corporate Limits.

The present regulations providing for the zoning of the City are hereby adopted and approved as the zoning regulations for the territory beyond the corporate limits of the City for a distance of one (1) mile in all directions to the same extent and with the same effect as such regulations now apply to the territory within the corporate limits of the City and the revised map accompanying the recommended zoning regulations shall be and is hereby made a part thereof and is approved and adopted in the same manner as if attached hereto, such map being included herein by reference as if fully set out herein.

Attachment
B

Onslow County Zoning Ordinance

704.1 RA Rural Agriculture

The purpose of this district is to maintain a rural development pattern where low density single-family, multi-family, modular, on frame modular and manufactured homes are intermingled with agricultural uses. This district is also designed to protect rural areas from the intrusion of non-agricultural land uses that could create a nuisance, detract from the quality of life, and/or present a danger to the natural environment.

704.5 R-15 Residential District

The purpose of this district is to stabilize established and planned single-family residential neighborhoods by providing a place for medium density stick-built and modular homes.

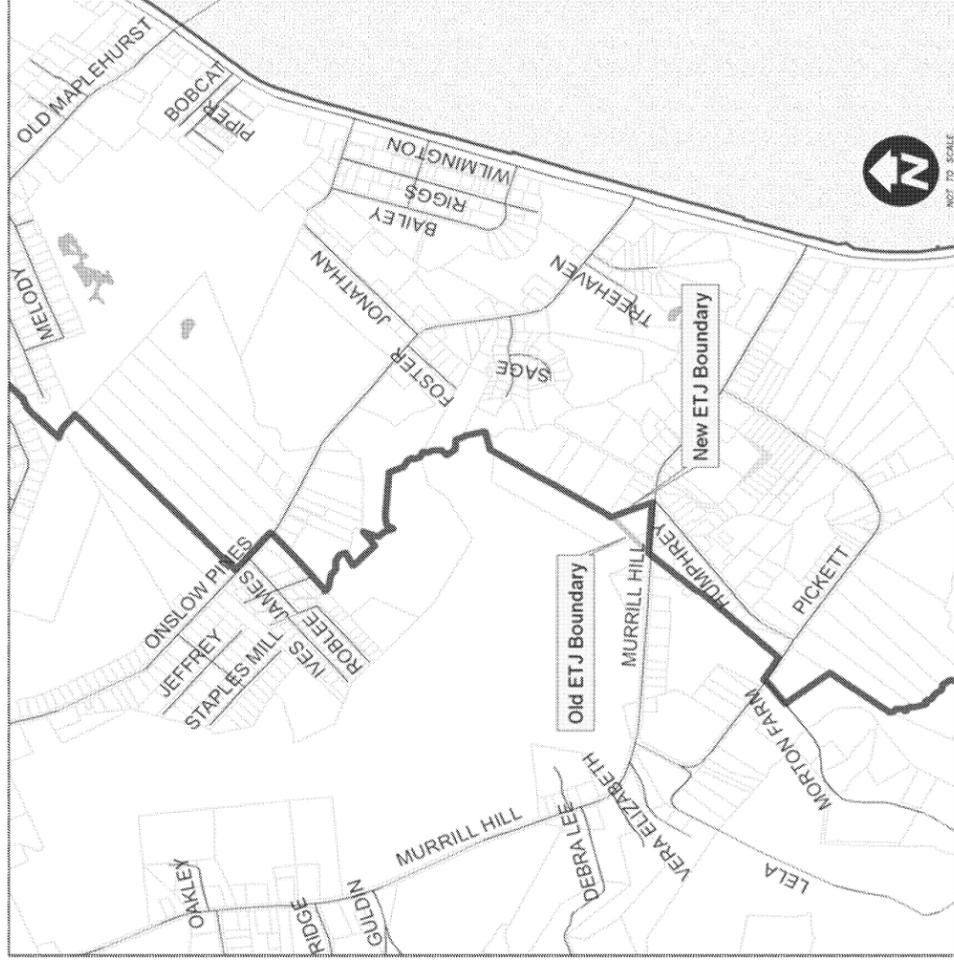
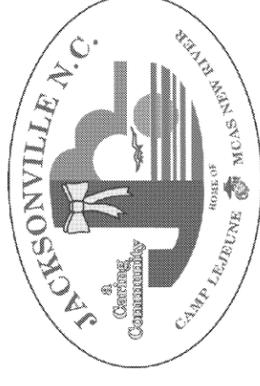
704.9 HB Highway Business

The purpose of this district is to accommodate the development of retail, service and related businesses abutting major roadways throughout the county that cater to the traveling public.

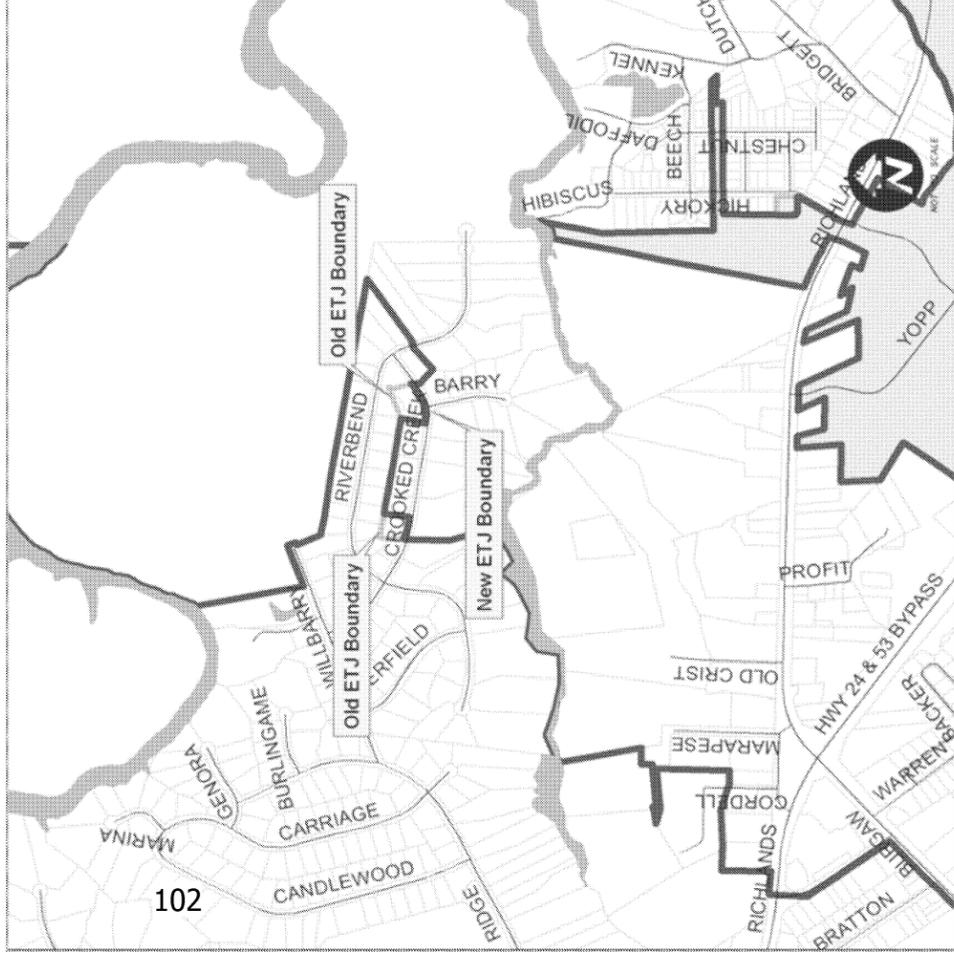
Attachment

C

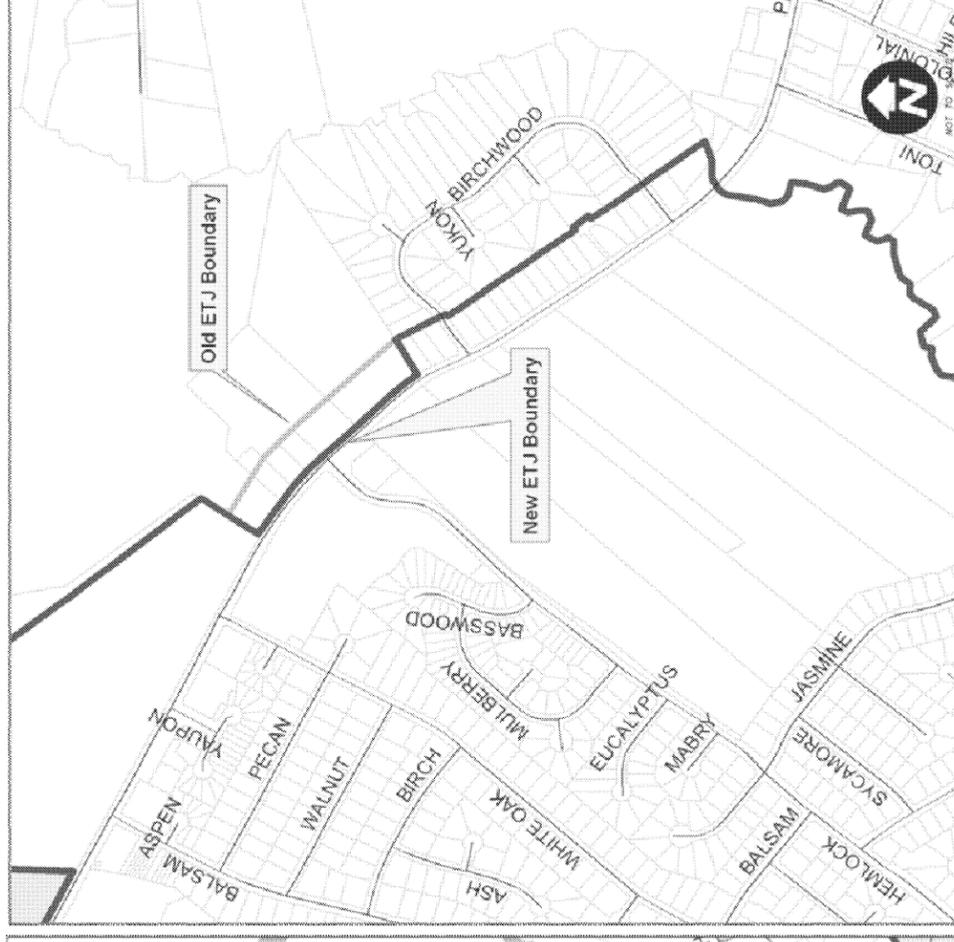
Jacksonville ETJ Amendment



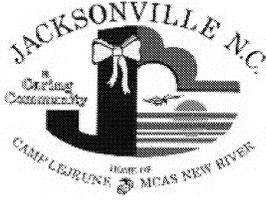
Inset #1



Inset #2



Inset #3



Request for City Council Action

Consent Agenda Item: **3**
Date: 6/7/2011

Subject: Acceptance of Public Improvements: The Gables and Southpointe Section II at Carolina Forest

Department: Public Services/Engineering

Presented by: Tom Anderson

Presentation: No

Issue Statement

The Engineering Division staff has personally observed the work performed, approved the construction and filed inspection reports recommending the acceptance of public improvements at The Gables. The improvements include: 12" water main and sidewalks fronting Gum Branch Road. If approved, these improvements will be covered by a warranty that will expire 18 months from this date.

Also, the Engineering Division Staff has personally observed the work performed, approved the construction and filed inspection reports recommending the acceptance of public improvements at Southpointe Section II at Carolina Forest. The improvements include: water, sewer, roads, storm drainage and sidewalks. If approved, these improvements with the exception of sidewalks will be covered by a warranty that will expire 18 months from this date. In accordance with City policy sidewalks are not a warranted item.

Financial Impact

The financial impact has not been assessed at this time.

Action Needed

To accept public improvements of The Gables and Southpointe Section II at Carolina Forest.

Recommendation

Staff recommends that the Mayor and City Council accept for City maintenance the public improvements in The Gables and Southpointe Section II at Carolina Forest.

Approved: City Manager City Attorney

Attachments:

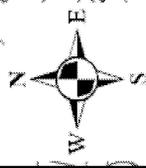
A Location Maps

The Gables



Attachment
A

SITE LOCATION -





Request for City Council Action

**Consent
Agenda
Item: 4
Date: 6/7/2011**

Subject: Tax Releases, Refunds, and Write-Offs and Accompanying Budget Amendment

Department: Finance

Presented by: Gayle Maides, Assistant Finance Director

Presentation: No

Issue Statement

The County/City Tax Collector and the City's Finance Director recommend releases, refunds, and write-offs of property taxes as attached. The detail list of these tax releases and refunds (that is, the listing by property name, amount, reason, etc.) is available in the Finance Office for review.

Financial Impact

The tax releases, refunds, and write-offs as recommended by the City/County Tax Collector total, respectively, \$17,638.92, \$450,872.90, and \$33.60 (\$468,545.42).

The total estimated property tax refunds are approximately \$1,054,500 for FY 2011. This amount includes property tax refunds due to a federal jurisdiction error and estimated property tax refunds through June 30th. The attached budget amendment appropriates revenue received in excess of budgeted amounts of \$672,699 and General Fund Balance of \$367,301 to cover the \$1,040,000 increase in the estimated total.

Action Needed

Review the tax releases, refunds and write-offs.

Recommendation

Staff recommends Council approve the tax releases, refunds and write-offs and the accompanying budget amendment.

Approved: City Manager City Attorney

Attachments:

- A Tax Releases, Refunds, and Write-offs
- B Budget Amendment



Staff Report

**Consent
Agenda
Item: 4**

Tax Releases, Refunds, and Write-Offs

Introduction

The Tax Releases, Refunds and Write-Offs as recommended by the City/County Tax Collector total, respectively, \$17,638.92, \$450,872.90, and \$33.60 (\$468,545.42).

Most of the Releases and Refunds are due to:

- 1) Clerical and/or addition errors on the Onslow County Abstracts,
- 2) Double charges for the same property,
- 3) Property erroneously listed as in this City,
- 4) Senior citizens exemptions,
- 5) Military non-resident.

Write-offs are due to:

- 1) A bill that is \$3.00 or less
- 2) An over or underpayment of \$1.00 or less.

Other releases and refunds just have notations indicating that interest only is being released and there will be no corresponding reference explanation. The County's computer system automatically accrues interest on the first day of the month. There will be times when the County received payment on the day before or even on the same day that the account has accrued the interest. The County will adjust their accounts to remove the interest that was automatically charged in lieu of having accounts with balances usually less than \$1.00.

The listing of proposed releases, refunds and write-offs as submitted by the Tax Collector, are in conformity with the law. Based upon this information as provided, which is believed to be true and accurate, I recommend your approval of these tax releases, refunds, and write-offs.

TAX RELEASE SUMMARY

APRIL 2011

YEAR	CODE	TAX RATE	PRINCIPAL	LATE LIST	TOTAL	TAX VALUE
2010	101-0000-111-0000	0.005380	14,747.63	28.93	14,776.56	2,741,195.17
2009	101-0000-111-1000	0.006260	1,830.81	8.01	1,838.82	292,461.66
2008	101-0000-111-1000	0.006260	209.91	6.83	216.74	33,531.95
2007	101-0000-111-1000	0.006260	440.65	2.43	443.08	70,391.37
2006	101-0000-111-1000	0.005316	22.96	2.30	25.26	4,319.04
2005	101-0000-111-1000	0.005900	28.31	2.83	31.14	4,798.31
2004	101-0000-111-1000	0.005900	29.81	2.98	32.79	5,052.54
2003	101-0000-111-1000	0.005900	142.92	3.31	146.23	24,223.73
2002	101-0000-111-1000	0.005900	34.86	3.48	38.34	5,908.47
2001	101-0000-111-1000	0.005900	38.74	3.88	42.62	6,566.10
2000	101-0000-111-1000	0.005900	43.04	4.30	47.34	7,294.92
TOTAL			17,569.64	69.28	17,638.92	3,195,743.26
					'00-09	2,862.36
					2010	14,776.56

TAX REFUND SUMMARY

APRIL 2011

YEAR	CODE	TAX RATE	PRINCIPAL	LATE LIST	INT.	TOTAL REFUND	TAX VALUE
2010	101-0000-311-0000	0.005380	34,163.17	2,074.57	82.92	36,320.66	6,350,031.60
2009	101-5000-412-2000	0.006260	193,670.75	283.90	23.86	193,978.51	30,937,819.49
2008	101-5000-412-2000	0.006260	13,276.34	115.64	8.69	13,400.67	2,120,821.09
2007	101-5000-412-2000	0.006260	7,885.76	94.44	1.24	7,981.44	1,259,706.07
2006	101-5000-412-2000	0.005316	4,033.81	-	2.76	4,036.57	683,696.61
2005	101-5000-412-2000	0.005900	-	-	-	-	-
2004	101-5000-412-2000	0.005900	-	-	-	-	-
2003	101-5000-412-2000	0.005900	-	-	-	-	-
2002	101-5000-412-2000	0.005900	-	-	-	-	-
2001	101-5000-412-2000	0.005900	-	-	-	-	-
2000	101-5000-412-2000	0.005900	-	-	-	-	-
2006-2010	101-5000-412-2000		180,198.76	14,735.78	220.51	195,155.05	
TOTAL			433,228.59	17,304.33	339.98	450,872.90	41,352,074.85

TAX WRITE-OFF SUMMARY

APRIL 2011

YEAR	CODE	TAX RATE	PRINCIPAL	LATE LIST	TOTAL	TAX VALUE
2010	101-0000-111-0000	0.005380	32.75	-	32.75	6,087.36
2009	101-0000-111-1000	0.006260	0.85	-	0.85	135.78
2008	101-0000-111-1000	0.006260	-	-	-	-
2007	101-0000-111-1000	0.006260	-	-	-	-
2006	101-0000-111-1000	0.005316	-	-	-	-
2005	101-0000-111-1000	0.005900	-	-	-	-
2004	101-0000-111-1000	0.005900	-	-	-	-
2003	101-0000-111-1000	0.005900	-	-	-	-
2002	101-0000-111-1000	0.005900	-	-	-	-
2001	101-0000-111-1000	0.005900	-	-	-	-
2000	101-0000-111-1000	0.005900	-	-	-	-

TOTAL			33.60	-	33.60	6,223.14
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'2000-2009	0.85
2010	32.75

ORDINANCE (2011-)

AN ORDINANCE AMENDING THE FISCAL YEAR 2011 BUDGET

BE IT ORDAINED by the City Council of the City of Jacksonville, North Carolina that the following amendment to the Fiscal Year 2011 General Fund are hereby enacted:

GENERAL FUND

REVENUES	BUDGET	CHANGE	TOTAL
AD VALOREM/PRIOR YEAR	300,000	187,862	487,862
AD VALOREM PENALTIES	32,000	17,187	49,187
AD VALOREM INTEREST	60,000	36,355	96,355
CATV FRANCHISE TAX	57,000	41,887	98,887
GROSS RECEIPTS/SHORT TERM LEASE	115,000	57,340	172,340
BEER & WINE TAX	347,000	12,696	359,696
STATE OWNED BLDG FIRE PROTECTION	1,800	749	2,549
FEMA HURRICANE EARL	-	10,473	10,473
DEA TASK FORCE	5,000	10,969	15,969
JUVENILE TRANSPORTATION	200	150	350
INSPECTION FEES	995,000	77,366	1,072,366
EROSION CONTROL	10,000	850	10,850
PLANNING DEVELOPMENT REVIEW FEES	55,000	7,745	62,745
FIRE PROTECTION PERMIT	20,000	9,554	29,554
XEROX COPY AND MAP SALES	200	181	381
CREDIT REPORTS	5,200	1,937	7,137
BOJANGLES LEASE	40,636	44,694	85,330
ANNEX/ST CLOSING PETITION	1,500	1,000	2,500
WRECKER ROTATION	7,500	1,250	8,750
INTEREST	70,096	31,438	101,534
POLICE COURT FEES	57,500	11,804	69,304
MISCELLANEOUS SALES	20	31	51
GAIN/LOSS INSURANCE CLAIM	-	88,835	88,835
MISCELLANEOUS FIRE DEPARTMENT	500	2,389	2,889
FIRE PROTECTION PERMIT	-	400	400
FALSE ALARM FEES - FD	-	475	475
MISCELLANEOUS RECEIVABLE PENALTY - UTILITY	-	584	584
PRECIOUS METAL DEALERS	-	1,300	1,300
MAYORS COMMITTEE	2,000	130	2,130
POLICE DEPARTMENT BRASS CASINGS	-	1,489	1,489
POLICE/WALMART	-	3,047	3,047
REFUNDS/ICMA	-	2,184	2,184
PROCUREMENT CARD REBATE	-	8,348	8,348
APPROPRIATED FUND BALANCE	2,718,829	367,301	3,086,130

	TOTAL ADJUSTMENTS		1,040,000	
	TOTAL FUND REVENUES	44,055,957	1,040,000	45,095,957
EXPENDITURES		BUDGET	CHANGE	TOTAL
PROPERTY TAX REFUNDS		14,500	1,040,000	1,054,500
	TOTAL ADJUSTMENTS		1,040,000	
	TOTAL FUND EXPENDITURES	44,055,957	1,040,000	45,095,957

To appropriate \$367,301 of General Fund fund balance and \$672,699 in revenues received in excess of budget to cover property tax refunds through June 30th and property tax refunds due to federal jurisdiction error.

This ordinance shall be effective upon its adoption.

ADOPTED by the Jacksonville City Council in regular session this 7th day of June 2011.

ATTEST:

Sammy Phillips, Mayor

Carmen K. Miracle, City Clerk



Request for City Council Action

**Consent
Agenda
Item:** **5**
Date: 6/7/2011

Subject: Asset Management Program – Utility Services

Department: Public Services – Engineering Division

Presented by: Deanna Young, Engineering Operations Coordinator

Presentation: No

Issue Statement

About a year ago, staff began researching the concept of Asset Management for the City's seven elevated water tanks. This concept provides for one company to be responsible for the maintenance, repair, and cleaning of a water tank over an extended length of time at a fixed price. By entering into this type of contractual obligation, it allows the City to anticipate a smaller fixed operating expense over a longer period of time rather than spending a large amount in one year when major maintenance is done and provides maintenance on a regularly scheduled basis.

The City is interested in entering into contract with Utility Services Company, Inc. for three elevated water tanks: Northwoods, Ellis Boulevard, and the Commons Tanks. Each of these contracts include a detailed maintenance schedule for both interior and exterior cleanings and yearly inspections with major maintenance work scheduled to take place in the first year for Northwoods and Ellis Boulevard.

Financial Impact

Appropriate \$1,020,000 of Water Sewer Retained Earnings to the Engineering Department's operating budget to cover the annual cost of the contracts between the City and Utility Services Company, Inc and the reserve for the Buyout option..

Action Needed

Approve the Budget Ordinance and to authorize the City Manager to execute the proposed asset management contracts for three water tanks.

Recommendation

Staff recommends that Council move to approve the Budget Ordinance and to authorize the City Manager to execute the contracts with Utility Services Company, Inc. covering asset management of the Northwoods, Ellis and Commons Tanks.

Approved: City Manager City Attorney

Attachments:

- A Budget Ordinance
- B Proposed Contract – Northwoods (will be provided separately prior to the meeting)



Staff Report

Consent
Agenda
Item:

5

Asset Management Program – Utility Services

Introduction

The City has seven elevated water tanks located throughout the City. In the past, the City's maintenance program has resulted in limited regular inspections; a time-lag in completing needed repairs, a lack of specialized, trained staff; and concerns for the safety of City personnel. Once funds were budgeted for a tank's inspection and repair, staff would typically contract with a firm to perform all required maintenance and then paint the exterior and interior of the tank. This would be performed on a tank by tank basis and would be completed as time allowed, given other project demands.

About a year ago, staff began looking into a better way of managing one of our most visible assets - Water Tanks by researching the concept of Asset Management. This concept allows one company to be responsible for the maintenance, repair, and cleaning of an elevated water tank over an extended length of time at a fixed price. By entering into this type of contract, it would allow the City to anticipate a smaller fixed annual operating expense over a longer period of time rather than spending a large amount in one year when major maintenance is done and provides maintenance on a regularly scheduled basis. In other words, it would help spread the cost more equally over the life of the contract.

The Company would be responsible for asset management would provide regular and systematic inspection and maintenance of the tanks; perpetual tank protection; perform future renovations; and ensure added security measures. With an Asset Management Program, the vendor assumes all liability for the care and maintenance of the water tank. This concept is recommended by the American Water Works Association (AWWA).

After soliciting proposals, staff selected Utility Services Company, Inc. (USC). This company has an intimate knowledge of our tanks and has worked with the City over the last 26 years. With an on-staff engineering team, USC has the knowledge and expertise to assist the City in ensuring that the structural integrity of the water tanks is not comprised and can address any concerns as they arise. When entering into a long term contract such as this, it is important to know the company. USC has serves water utilities across the United States and has over 198 customers in North Carolina and manages over 582 water tanks in North Carolina alone.

The City is interested in proceeding forward by entering into three contracts with USC to begin an active maintenance program on each of the following tanks: Northwoods, Ellis Boulevard, and the Commons Tank. Each of these contracts set forth a detailed maintenance schedule for both interior and exterior cleanings and yearly inspections with

major maintenance work scheduled to take place in the first year for Northwoods and Ellis Boulevard. Even though major work will be performed in the first year, the contract provides the City with the option of paying Annual Maintenance Fees rather than paying a lump sum for services rendered. This smaller amount allows the City to predict the expenditures for budgeting purposes on an annual basis.

The term for each contract is twenty years. Over the first ten years, the City will be paying down the actual cost of the initial renovation plus the annual management fee for that year through an Annual Maintenance Fee. At the end of tenth year, the last year's payment will be equivalent to the Annual Maintenance Fee because the initial renovation cost has been paid over the previous nine years. Since there will be no requirement for major maintenance during the next ten years, the Annual Maintenance Fee is significantly lower for the last half of the contract. At the end of the twenty year contract period, a new contract can be negotiated by both parties.

Financial Analysis:

Under North Carolina General Statute, incurring an obligation such as a multi-year contract requires that a municipality budget for such obligation. However, the City typically includes a Non-appropriation clause which allows the City to terminate the contract if a future Council does not set aside funds for that contract. In this instance, USC will be performing major maintenance work in the first year. Therefore, if a future Council decides not to continue with an Asset Management Concept, the contract can be terminated, but the City would have to pay USC the difference between the actual cost of services rendered and the sum of yearly maintenance fees paid to the date that the contract is terminated (hereinafter referred to as "Buyout"). As a result, the City intends to set aside funds in a reserve expenditure account for the first ten years of the contract.

This amendment seeks to appropriate a total of \$1,020,000 of Water Sewer Retained Earnings to the Engineering Department. Of that total, \$870,000 is designated to cover the Buyout option. This fee will remain in a reserve encumbrance in the event a future Council elects to terminate the contracts with USC.

The additional \$150,000 will cover the annual maintenance fee for the first year for all three water tanks. Moving forward, \$150,000 will be budgeted yearly within the Engineering Department's operating budget to pay the annual maintenance fee per the contract.

Procedural History

- November 16, 2010 – Presented Concept of Asset Management during Council workshop
- December 16, 2010 – Management Report Item presented to Council additional information

Stakeholders

- Citizens of Jacksonville

- City Staff

Options

Option#1: Approve the Budget Ordinance and authorize the City Manager to execute the contracts for the Northwoods, Ellis and Commons Tanks with Utility Services Company, Inc. **(RECOMMENDED)**

Pros: The City can begin an active maintenance program of maintaining three of the seven elevated water tanks.

Cons: Additional encumbrances are required in order to comply with NCGS to ensure that if the Contract is terminated by a future Council, the City will have the means to pay for services rendered.

Option#2: Disapprove the Budget Ordinance.

Pros: The City will continue maintaining the elevated water tanks. However, additional resources to include personnel time and specialized training would be required on a yearly basis to ensure a more effective maintenance program.

Cons: Due to the current conditions of the tanks, staff would need to evaluate two of the seven tanks this year for maintenance and painting which would require an appropriation of approximately \$700,000 to be expensed in one year.

ORDINANCE (2011-)

AN ORDINANCE AMENDING THE FISCAL YEAR 2011 BUDGET

BE IT ORDAINED by the City Council of the City of Jacksonville, North Carolina that the following amendment to the Fiscal Year 2011 Water Sewer Fund is hereby enacted:

WATER SEWER FUND

<u>REVENUES</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>TOTAL</u>
APPROPRIATED RETAINED EARNINGS	940,383	1,020,000	1,960,383
TOTAL ADJUSTMENTS		1,020,000	
TOTAL FUND EXPENDITURES	25,539,257	1,020,000	26,559,257

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>TOTAL</u>
ENGINEERING	1,172,966	1,020,000	2,192,966
TOTAL ADJUSTMENTS		1,020,000	
TOTAL FUND EXPENDITURES	25,539,257	1,020,000	26,559,257

To appropriate \$1,020,00 of Water Sewer Retained Earnings to the Engineering Department to cover the contract between the City and Utility Services. This contract entails the maintenance of three water tanks within city limits. The three tanks covered in the contract are the Northwoods, Ellis Boulevard, and the Commons tanks.

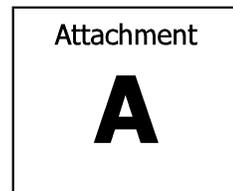
This ordinance shall be effective upon its adoption.

ADOPTED by the Jacksonville City Council in regular session this 7th day of June 2011.

ATTEST:

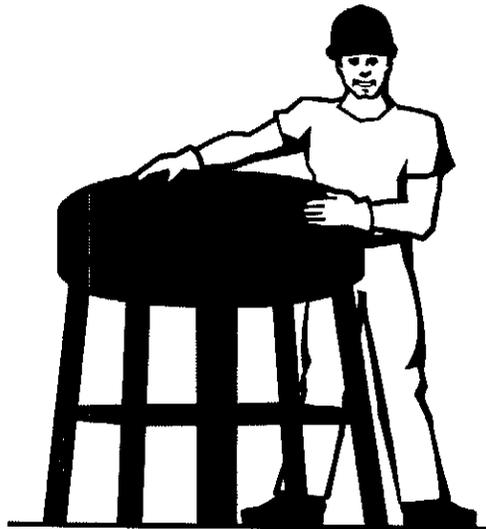
Carmen K. Miracle, City Clerk

Sammy Phillips, Mayor



Utility Service Co., Inc.

Water Tank Maintenance Contract



**Owner: City of Jacksonville
Jacksonville, North Carolina**

Tank Size/Name: 500,000 Gallon Elevated – Northwoods Tank

Location: 904 Sioux Drive

Date Prepared: May 31, 2011



535 Courtney Hodges Blvd.
P.O. Box 1350
Perry, Georgia 31069
tel: 478-987-0303 800-223-3695
fax: 478-987-2991
www.utiltiyservice.com

WATER TANK MAINTENANCE CONTRACT

This Contract entered into by and between the **City of Jacksonville, whose business address is PO Box 128, Jacksonville, North Carolina 28541** (hereinafter referred to as "the Owner") and **Utility Service Co., Inc., whose business address is Post Office Box 1350, 535 Courtney Hodges Boulevard, Perry, Georgia 31069** (hereinafter referred to as "the Company").

Therefore, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Owner and the Company, the parties agree as follows:

The Owner agrees to engage the Company to provide the professional service needed to maintain its **500,000** gallon water storage tank located at **904 Sioux Drive, Jacksonville, North Carolina 28541** (hereinafter "tank").

1. Company's Responsibilities. This Contract outlines the Company's responsibility for the care and maintenance of the above described water storage tank. Care and maintenance include the following:

- A. The Company will annually inspect and service the tank. The tank and tower will be thoroughly inspected to ensure that the structure is in a sound, watertight condition.
- B. Every 2 years, beginning with the first washout/inspection, the tank will be completely drained and cleaned to remove all mud, silt, and other accumulations that might be harmful to the tank or its contents. After cleaning is completed, the interior will be thoroughly inspected and disinfected prior to returning the tank to service; however, the Owner is responsible for draining and filling the tank and conducting any required testing of the water. If the first test fails, the Company will be responsible for the cost incurred with each subsequent test until it passes. A written report will be mailed to the Owner after each inspection.
- C. The Company shall furnish engineering and inspection services needed to maintain and repair the tank and tower during the term of this Contract. The repairs include but are not limited to: steel parts, expansion joints, water level indicators, sway rod adjustments, and manhole covers/gaskets.
- D. The Company will clean and repaint the interior and/or exterior of the tank at such time as complete repainting is needed. The need for interior painting is to be determined by the thickness of the existing liner and its protective condition in accordance with the paint manufacturer's recommendation for that system. When interior repainting is needed, procedures as outlined in A.W.W.A.-D102 specifications for cleaning and coating of potable water tanks will be followed. Only material approved for use in potable water tanks will be used on any interior surface area. The need for exterior painting is to be determined by the appearance and protective condition of the existing paint in accordance with the paint manufacturer's recommendation for that system. At the time the exterior requires repainting, the Company agrees: (1) to select a coating system which best suits

the site conditions, environment, and general location of the tank, and (2) to paint the tank with a paint color that is approved by the Owner. If the paint color chosen will require an additional coat of paint, the parties will mutually agree to a reasonable fee for the additional labor and materials before the tank is repainted. When painting is needed, all products and procedures will be equal to, or exceed the requirements of **North Carolina Department of Environment and Natural Resources**, the American Water Works Association, and the Society for Protective Coatings as to surface preparation and coating materials.

- E. A lock will be installed on the roof hatch of the tank.
- F. The Company will provide emergency services within 48 hours, when needed, to perform all repairs covered under this Contract. Reasonable travel time of 48 hours must be allowed for the repair unit to reach the tank site. For purposes of this Contract, "emergency services" shall mean a service required by an urgent situation or occurrence that happens unexpectedly and demands a quick response in order to continue to utilize the water storage tank for its intended purpose. The parties agree that offensive graffiti shall be treated as an emergency repair, and non-offensive graffiti shall be removed within one month of notice.
- G. The Company will furnish pressure relief valves, if requested by the Owner, so that the Owner can install the valves in its water system while the tank is being serviced.
- H. At its own expense, the Company shall procure and maintain the following insurance policies as well as furnish certificates of insurance to Owner upon written request:
 - i. Commercial General Liability Insurance: During the life of this contract, the Company shall procure and maintain Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000.00 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.
 - ii. Commercial Automobile Liability Insurance: During the life of this contract, the Company shall procure and maintain Commercial Automobile Liability Insurance with limits of liability not less than \$1,000,000.00 combined single limit for each accident. Coverage shall include any auto.
 - iii. Workers Compensation: During the life of this contract, the Company shall procure and maintain Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with statutory limits.
 - iv. Additional Insured: The Owner shall be named as an additional insured on the General Liability policy.

2. Contract Price/Annual Fees. The tank shall receive an exterior renovation, interior renovation and repairs prior to the end of Contract Year 1. See Schedule A "Lead Abatement Specification for the Initial Scope of Work". The annual fees for Contract Years 1 through 10 shall be \$43,899.00 per Contract Year. The annual fees for Contracts Years 11 through 20 shall be \$18,062.00 per Contract Year. The annual cost of service after Year 20 is to be negotiated by the Owner and the Company. All applicable taxes are the responsibility of the Owner and are in addition to the stated costs and fees in this Contract. A "Contract Year" shall be defined as each consecutive 12-month period following the first day of the month in which the Contract is executed by the Owner and each subsequent 12-month period thereafter during the time the Contract is in effect. For example, if a contract was signed by an Owner on April 17, 2007, Contract Year 1 for that contract would be April 1, 2007 to March 31, 2008, and Contract Year 2 for that contract would be April 1, 2008 to March 31, 2009 and so on.

3. Payment Terms. The annual fee for **Contract Year 1**, plus all applicable taxes, shall be due and payable upon completion of the exterior renovation and/or interior renovation. Each subsequent annual fee, plus all applicable taxes, shall be due and payable on the first day of each Contract Year; however, beginning in **Contract Year 2**, the annual fee can be paid either monthly, quarterly, semiannually, or annually. Owner shall circle the preferred billing frequency. If the Owner does not choose a preferred billing frequency, the Owner will be billed quarterly. (Note: Due to the length of time that it takes to perform the initial renovation project, it is possible that two (2) annual fees could fall within one budget year for the Owner). Furthermore, if the Owner elects to terminate this Contract prior to remitting the first **ten (10)** annual fees, then the balance for work completed shall be due and payable within thirty (30) days of the Company's receipt of the Owner's Notice to Terminate.

4. Structure of Tank. The Company is accepting this tank under program based upon its existing structure and components. *Any modifications to the tank, including antenna installations, shall be reviewed and recommended by Utility Service Co., Inc., prior to installation and then no increase to the annual fee will be warranted.*

5. Environmental, Health, Safety, or Labor Requirements. The Owner hereby agrees that future mandated environmental, health, safety, or labor requirements as well as changes in site conditions at the tank site which cause an increase in the cost of tank maintenance will be just cause for modification of this Contract. Said modification of this Contract will reasonably reflect the increased cost of the service with a newly negotiated annual fee.

6. Excluded Items: This Contract does NOT include the cost for and/or liability on the part of the Company for: (1) containment of the tank at anytime during the term of the Contract, except for the initial renovation project conducted in Contract Year 1; (2) disposal of any hazardous waste materials, except for the initial renovation project conducted in Contract Year 1; (3) resolution of operational problems or structural damage due to cold weather; (4) repair of structural damage due to antenna installations or other attachments for which the tank was not originally designed; (5) resolution of operational problems or repair of structural damage or site damage caused by physical conditions below the surface of the ground; (6) negligent acts of Owner's employees, agents or contractors; (7) damages, whether foreseen or unforeseen, caused by the Owner's use of pressure relief valves; (8) repairs to the foundation of the tank; or (9) other conditions which are beyond the Owner's and Company's control, including, but not limited to: acts of God and acts of terrorism. Acts of terrorism include, but are not limited to, any damage to the tank or tank site which results from unauthorized entry of any kind to the tank site or tank; (10) payment of prevailing wages at anytime throughout the duration of this contract.

7. Termination. The Owner shall have the right to continue this Contract for an indefinite period of time providing payment of the annual fees is in accordance with the terms herein. This Contract is subject to termination by the Owner only if written notice of intent to terminate is received by the Company ninety (90) days prior to the first day of the upcoming Contract Year. Notice of Termination is to be delivered by registered mail to Utility Service Co., Inc., Attn: Customer Service, P.O. Box 1350, Perry, Georgia 31069.

8. Assignment. The Owner or the Company may not assign or otherwise transfer all or any of its interest under this Contract without the prior written consent of the other. If the Company or the Owner agrees to the assignment, the Company or the Owner shall remain responsible under this Contract, until its assignee assumes in full and in writing all of the obligations of the Company or the Owner under this Contract.

9. Indemnification. **THE COMPANY AGREES TO INDEMNIFY THE OWNER AND HOLD THE OWNER HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE COMPANY OR ITS SUBCONTRACTORS, AGENTS, OR EMPLOYEES. THE INDEMNIFICATION PROVIDED IN THIS PARAGRAPH DOES NOT**

AFFECT THE COMPANY'S LIMITATIONS OF LIABILITY SET FORTH IN OTHER PARAGRAPHS OF THIS CONTRACT.

10. Assignment of Receivables. The Company reserves the right to assign any outstanding receivables from this Contract to its Bank or other Lending Institutions as collateral for any loans or lines of credit.

11. Miscellaneous Items. No modifications, amendments, or alterations of this Contract may be made except in writing signed by all the parties to this Contract. No failure or delay on the part of any party hereto in exercising any power or right hereunder shall operate as a waiver thereof. The parties expressly warrant that the individuals who sign below are authorized to bind them.

12. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings, and agreement relating to the subject matter hereof, whether oral or written.

13. Visual Inspection Disclaimer. This Contract is based upon a visual inspection of the Tank. The Owner and the Company hereby acknowledge and agree that a visual inspection is intended to assess the condition of the Tank for all patent defects. If latent defects are identified once the tank has been drained for repairs, the Owner agrees and acknowledges that the Company shall not be responsible to repair the latent defects unless the Owner and the Company renegotiate the annual fees. The definition of a "latent defect" shall be any defect of the Tank which is not easily discovered (e.g., corrosion of the floor plates, damage to the roof of the tank which is not clearly visible during the visual inspection, etc.).

14. The RFP Response dated January 14, 2011 is hereby incorporated by reference as if fully set out.

This Contract signed this _____ day of _____, _____.

OWNER:

City of Jacksonville

By: _____

Title: _____

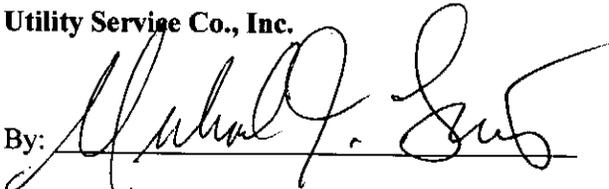
Print Name: _____

Witness _____

Seal:

COMPANY:

Utility Service Co., Inc.

By:  _____

Title: Senior Vice President

Print Name: Michael J. Lewis

Witness  _____

Seal:

CERTIFICATE OF CITY'S ATTORNEY

I, the undersigned, John T. Carter Jr., the duly authorized and acting legal representative of THE CITY OF JACKSONVILLE, NORTH CAROLINA, do hereby certify as follows:

I have examined the attached Contract for **Water Tank Asset Maintenance Contract** between the City of Jacksonville and **Utility Service Company, Inc.** and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legal binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Date

Signature

APPROVAL BY CITY FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Account Number: _____

Signature

Year 1 Payment: _____

Date

Schedule A
Initial Lead Abatement Specifications

1. **GENERAL**

1.1 The Contractor shall furnish all equipment, coating materials, tools, rigging, labor, insurance, taxes and any other requirements to prepare the surfaces and paint all surfaces defined in the Proposal.

1.2 It is the intent of the Owner's specification to prescribe first class workmanship, materials and procedures; however, it shall be the responsibility of the Contractor to provide first class workmanship at all times.

1.3 A pre-bid meeting will be scheduled before bids are due for the purpose of reviewing or clarifying the project in its entirety. The Owner, Contractors, and Owner's Representative shall be present at this meeting.

2. **INFORMATION TO BE FURNISHED BY THE BIDDER**

2.1 On the enclosed Proposal form, each bidder shall submit the man-hours required, crew size, working days required, quantity of each coating required and bid price for each project. Any applicable discounts, if all sites are awarded to a single bidder, must also be provided.

3. **QUALITY ASSURANCE:**

3.1 The Contractor shall hold a valid State Contractor's license, if required, for performing surface preparation and coating work and shall have three years practical experience and successful history in the application of specified products to surfaces of steel water tanks. Upon request, he shall substantiate this requirement by furnishing a list of reference job completions.

3.2 General: Quality assurance procedures and practices shall be utilized to monitor all phases of surface preparation, application and inspection throughout the duration of the project. Procedures or practices not specifically defined herein may be utilized provided they meet recognized and accepted professional standards and are approved by the Engineer.

3.3 Surface Preparation: Surface Preparation will be based upon comparison with: "Pictorial Surface Preparation Standards for Painting Steel Surfaces" – SSPC-Vis-1-89 Visual Standard for Abrasive Blast Cleaned Steel.

3.4 Application: No coating shall be applied: When the surrounding air temperature or the temperature of the surface to be coated is below manufacturers printed instructions; to wet or damp surfaces or in rain, snow, fog or mist; when the temperature is less than 5°F above the dew point; when it is expected the air temperature will drop below

recommended temperatures six hours after application of coating. Dew point shall be measured by use of an instrument such as a Sling Psychrometer in conjunction with US Department of Commerce Weather Bureau Psychometric Tables.

If above conditions are prevalent, coating shall be delayed or postponed until conditions are favorable. The day's coating shall be completed in time to permit the film sufficient drying time prior to damage by atmospheric conditions.

3.5 Inspection Devices: The Contractor shall furnish, until final acceptance of coating, inspection devices in good working condition for detection of holidays and measurement of dry-film thickness gauge and certified instrumentation to test accuracy of holiday detectors.

Dry-film thickness gauges and holiday detectors shall be made available for the Engineer's use at all times until final acceptance of application. Holiday detection devices shall be operated in the presence of the Engineer.

3.6 Include on label of container:

1. Manufacturer's name, product name, and number.
2. Type of paint and generic name.
3. Color name and number.
4. Storage and temperature limits.
5. Mixing and application instructions, including requirements for precautions which must be taken.
6. Drying or curing time.

4. SAFETY

4.1 In accordance with the requirements of the OSHA Regulations for Construction, the Contractor shall provide and require the use of personal protective and lifesaving equipment for all persons working in or about the project.

4.2 All pertinent local, state and federal safety regulations shall be adhered to rigidly. All safety precautions noted on the manufacturer's Product Data Sheet and Material Safety Data Sheet shall be observed.

4.3 Material Safety Data Sheets (MSDS) and Product Data Sheets for all paint, solvents and chemicals used, shall be available on the job site at all times.

4.4 No smoking will be permitted in water tanks.

4.5 Spray equipment must be grounded at all times during sandblasting and painting. Ground to scaffolding is not sufficient.

4.6 Head and face protection and respiratory devices: Applicable health and safety precautions required by appropriate regulatory agencies such as OSHA, ANSI, etc. shall be followed.

4.7 Ventilation shall be adequate to reduce the concentration of air contaminant to the degree that a hazard to the worker does not exist.

4.8 Whenever the occupational noise exposure exceeds the maximum allowable sound levels, the Contractor shall provide and require the use of approved ear protective devices. Noise levels cannot exceed OSHA or local regulations for other workers or residents.

4.9 All temporary ladders and scaffolding shall conform to the applicable requirements of the OSHA Regulations for Construction. They shall be erected where requested by the Owner's Representative to facilitate proper inspection and be moved by the Contractor to locations requested by the Owner's Representative.

4.10 The Contractor shall follow and strictly adhere to all applicable health and safety regulations and precautions as required by local, state, and federal regulatory agencies such for the surface preparation, removal, and waste disposal of all lead-based paint systems.

5. SURFACE PREPARATION

5.1 General

5.1.1 No coating work shall begin before the prepared surfaces or the manner of preparation, is inspected and no exceptions to the work are taken by the owner, or Owner's Representative.

5.1.2 All surfaces shall be prepared in accordance with the coating manufacturer's current Product Data Sheets which are generally outlined below.

5.2 Steel and Iron Surfaces

5.2.1 After abrasive blasting, dust and spent sand shall be removed from the surfaces by brushing or vacuum cleaning. The prime coat shall be applied as soon as possible after the blasting preparation is finished and always before the surface starts to rust. No abrasive blasted surface shall stand overnight before coating, exception being by Owner's verbal approval.

5.2.2 Only unused fresh sand, grit, or abrasive will be used.

5.2.3 All sharp edges and welds shall be ground smooth to a rounded contour and all weld spatter shall be removed after sandblasting.

6. LEAD PAINT REMOVAL REQUIREMENTS

6.1 The Contractor shall provide the Owner with their Deleading Compliance Program prior to starting any work on site. A copy of this program shall be kept on-site at all times. A copy of this program shall include the following:

6.1.1 Training requirements as required by federal, state, and local regulations.

Include training certificates.

6.1.2 Sketch of lead-based paint control areas and decontamination areas.

6.1.3 Personnel protective equipment; respiratory protection program and controls.

6.1.4 Engineering controls, containment structures, and safety measures.

6.1.5 Worker exposure assessment procedures.

6.1.6 Work practice controls.

6.1.7 Housekeeping.

6.1.8 Hygiene facilities and practice.

6.1.9 Medical surveillance program, including medical removal protection.

6.1.10 Sampling, testing, and analytical methods to include personal air sampling requirements of 29 CFR 1926.62.

6.1.11 Emergency Contingency Plan which includes procedures if a major breach of containment barriers occur. If a detection of unexpected lead levels occur on adjacent grounds. Spilling of lead debris bags or containers. Phone numbers for project manager, local fire, police, and medical personnel.

6.1.12 Hazardous Waste Management Plan which should include the following:

6.1.12.1 Identification or documentation of potential hazardous wastes associated with the project.

6.1.12.2 Estimated quantities of waste to be generated and disposed of.

6.1.12.3 Names and qualifications of each Contractor that will be transporting, storing, treating, and disposing of the wastes. The facility location, phone number, and name of a 24-hour point of contact shall be included. Copies of EPA, state, and local hazardous waste permits, and EPA identification numbers.

6.1.12.4 List of waste handling equipment to be used in performing the work to include cleaning, volume reduction, and transport equipment.

6.1.12.5 Spill prevention, containment, and clean-up contingency measures to be implemented.

6.1.12.6 Work plan and schedule for waste containment, removal, and disposal. Waste shall be cleaned up and containerized daily.

6.1.13 The Contractor will document that all workers, at least one supervisor/contractor and one inspector are certified and licensed by the State.

6.1.14 The Contractor's lead inspector must take initial samples and check final cleanup.

6.1.15 The Owner's Representative shall review the site-specific Deleading Compliance Program. It must meet all current federal, state and local regulations before project start-up. The Contractor's lead certified supervisor is responsible for implementing all portions of this program, which are applicable to the project. This compliance program will contain three separate elements: Worker Protection Plan, Environmental Compliance Plan and Waste Management Plan.

6.2 Collection and disposal of lead-contaminated surface preparation debris shall be in strict accordance with all federal and state regulation

6.3 Blast Cleaning Waste. If waste is to be recycled at Doe Run, no additives shall be used in the removal of existing coatings.

6.4 Blast Cleaning Additive. If waste is to be disposed of in a sanitary landfill, the Contractor shall be allowed to use Blastoxtm (or approved equal) manufactured by the TDJ Group, Inc., 760-K Industrial Drive, Cary, Illinois 60013, as an additive to be mixed with abrasive media to make the blasting residue acceptable for disposal in a sanitary landfill. Blastoxtm (or approved equal) shall be used in strict accordance with the manufacturer's recommendations. Contractor will be required to complete a Blastoxtm Project Registration Form and return to TDJ, forwarding a copy to Owner on all Blastoxtm projects. No work will proceed until form is completed and received. All testing and permit applications required to prove to appropriate regulatory agencies that blasting residue is safe for disposal in the sanitary landfill shall be borne by Contractor.

6.5 Containing Blasting Debris. The Contractor shall ensure that no detectable release of blasting debris escapes the containment. Contractor is responsible for contamination of rain water, water in basins, equipment, adjacent buildings, work sites, and parking lots. The ground surrounding the site shall be protected from all debris and other materials generated in the cleaning operations. All exterior blasting (except vacuum blasting) shall be enclosed. The enclosure shall be constructed of shrink-wrap or approved equal material. All materials shall be maintained free of tears, cuts or holes. All seams shall be in a manner that insures a seal, which does not allow openings in the containment. Dust collectors shall be used in conjunction with the forced airflow. The Contractor shall be responsible for all materials that are used and for the apparatus or enclosure used to contain debris. The enclosure shall be designed not to impose excessive loading on the structures and appurtenances and if damage would occur it is the responsibility of the Contractor to return owner's property to its original condition. The owner reserves the right to stop work or to require additional or different enclosure methods, if the Contractor's operations create a nuisance beyond the containment in the sole opinion of the Owner's Representative or any regulatory agency.

6.6 Storage of blasting Residue. Paint and cleaning debris shall be cleaned up daily and stored in leak proof, covered dumpsters lined with polyethylene sheets. Each dumpster used shall be labeled or marked clearly with the date the first waste is deposited in the dumpster and with the words "Hazardous Waste" (until determined to be non-hazardous), and this labeling shall be visible for inspection. Each dumpster cover shall be designed and installed to keep all rainwater from entering the dumpster or its contents.

6.7 Testing and Sampling.

6.7.1 The Contractor shall obtain the services of a certified testing laboratory to evaluate a composite representative sample of the debris. The composite sample shall consist of individual samples taken from all containers which are on the site at the time of the sampling and taken as instructed by the testing laboratory. These individual samples shall be blended together to comprise one composite sample. The composite sample shall be tested for lead and all other heavy metals.

6.7.2 Contractor is responsible for initial testing of the equipment before painting proceeds verifying if heavy metals exist and if so the amount of lead and all other heavy metals.

6.7.3 Chain of Custody records shall be maintained and immediately be forwarded to the Owner as required.

6.7.4 If the material is hazardous, the Contractor shall also forward the names of the hauler and treatment facility to the Owner.

6.7.5 Any additional testing required by hauler, treatment facility, or landfill shall be paid for by Contractor.

6.8 Hazardous Waste: To include, but not limited to the following:

6.8.1 If the tests reveal that the maximum concentration of lead exceeds 5 ppm, the waste shall be treated as a hazardous waste. The Contractor shall comply with all local, state and federal regulations as they pertain to hazardous waste.

6.8.2 The Contractor will then obtain a generator number for the Owner assigned by the State of North Carolina.

6.8.3 The Contractor shall arrange for hauling, treating and disposal of all hazardous waste.

6.8.4 The hauling and disposal shall be by a firm licensed by U.S. EPA and who shall also be responsible for providing the uniform hazardous waste manifest.

6.8.5 The Contractor shall decontaminate or dispose of all collection/ containment equipment in accordance with EPA Guidelines.

6.9 Non-Hazardous Solid Waste

6.9.1 If the waste is determined to be non-hazardous as verified by test results which have been reviewed by the Owner, it shall be hauled and disposed of at a facility which is licensed to accept non-hazardous solid waste. This waste will be handled as special waste. All regulations pertaining to special waste will apply.

6.9.2 Prior to disposal of any material, the Contractor shall submit the test results and the name and address of the proposed disposal facility to the Owner for approval.

6.9.3 The Contractor shall obtain and provide the Owner and Engineer with a receipt documenting disposal of waste material at the approved landfill.

6.10 Any fines imposed on the Owner by any regulatory agency as a result of the Contractor's noncompliance with environmental regulations shall be paid or reimbursed by the Contractor.

6.11 **Medical Surveillance.** The Contractor shall institute a medical surveillance program in complete accordance with OSHA Standard for Construction Industry, 20 CFR 1926.62, "Lead", or with more restrictive regulations. As part of the program, the Contractor shall make available biological monitoring in the form of blood sampling and analysis for lead. The Contractor shall furnish certification to the Owner to document its compliance with the medical surveillance program requirement. The costs of biological monitoring shall be paid for by the Contractor. If an employee refuses to submit to blood tests, that employee and the Contractor shall sign a waiver relinquishing all claims against the Owner and the Owner's Representative as a result of working on the existing lead-based coatings and shall submit the waiver to the Owner. The waiver shall indicate that the employee understands the risks the employee may be taking by not submitting to the blood tests and subsequently signing the waiver. The "Worker Blood Level Test Results Documentation Form" shall be executed and submitted by the Contractor.

7. APPLICATION

7.1 All coatings shall be mixed and applied in strict accordance with the manufacturer's instructions. Solvents for thinning or cleaning shall be the same manufacture as the coating.

7.2 Suitable industrial type vacuum cleaners shall be provided and used to remove all residual sand and dust from all surfaces after sandblasting and prior to coating. All coated surfaces shall be cleaned before subsequent coats are applied. Particular attention shall be given to removal of sand and dust from welds, lids and edges of structural shapes and other crevices where sand may be trapped.

7.3 Blasting and painting shall proceed only when the metal surface is free from dampness (precipitation and condensation). All blasted areas shall be primed within six hours after blasting, except that there shall remain unpainted a 6" x 12" border of blasted steel at the end of each work day, to prevent rusting and oxidation of cleaned surfaces. Exception of above only by Owner's written approval.

8. MATERIALS:

8.1 All materials specified herein shall be manufactured by the Tnemec Co., Inc. North Kansas City, Missouri, and are approved for use on this project.

8.2 Materials specified are those that have been evaluated for the specified service. Products of the Tnemec Co. are listed to provide a standard of quality. Equivalent

material of other manufacturers may be substituted on written approval of the owner only. Any requests for substitution shall include manufacturer's literature for each project listing the name, product number, generic type, descriptive information, solids by volume, recommended dry film thickness and certified test data showing results to equal the performance criteria of the products listed herein. In addition, a list of ten projects shall be submitted in which each product has been used and rendered satisfactory service.

All requests for product substitutions shall be made at least ten (10) days prior to the bid date of this project.

All material savings shall be passed on to the owner in the form of contractor dollar reduction.

Manufacturer's color charts shall be submitted to the owner at least 30 days prior to paint application. The contractor shall coordinate work so as to allow sufficient time for paint to be delivered to job site.

8.3 Coating systems shall carry appropriate approvals from NSF (National Sanitation Foundation) Standard 61 for Coatings and Linings. All coatings, both interior and exterior, shall meet all current U.S.E.P.A. Requirements for VOC (Volatile Organic Compounds) Compliance Level. All interior coatings shall be modified for low temperature applications down to 35°F to facilitate curing.

8.4 All materials shall be brought to job site in original sealed containers. They shall not be used until the engineer has inspected contents and obtained data from information on containers or label. Materials exceeding storage life recommended by the manufacturer shall be rejected.

8.5 All coatings shall be stored in enclosed structures to protect them from weather and excessive heat or cold. Flammable coatings must be stored to conform with City, County, State and Federal safety codes for flammable coating materials. At all times, coatings shall be protected from freezing.

8.6 Colors, where not specified, shall be as selected by the engineer/owner.

9. COATING SYSTEMS:

9.1 Previous coats of paint must be cured in accordance with the manufacturer's data sheet before application of succeeding coats. Each coat of paint shall be tinted to make it distinguishable from succeeding coats. Each coat of paint shall be inspected and approved by the Owner's Representative before application of succeeding coats; otherwise, no credit for coat applied will be given; and the work in question shall be re-coated.

9.2 The coatings listed are two-part systems, consisting of a base and catalyst. Mix as directed in the manufacturer's instruction to ensure complete chemical interaction and homogeneity. Pot life stated in manufacturer's product data sheets shall be strictly observed. Any material which thickens or excessively jells shall be discarded.

EXTERIOR COATING SYSTEM

Surface Preparation: SSPC-SP6 Commercial Blast Cleaning

1st Prime Coat: One full coat of Tnemec Series 90-97 zinc at 2.5 to 3.5 mils DFT.

1st Finish Coat: One full coat of Tnemec Series 66 epoxy at 2.0 to 3.0 mils DFT.

2nd Finish Coat: One full coat of Tnemec Series 740 urethane at 2.0 to 3.0 mils DFT.
(color per owner)

INTERIOR COATING SYSTEM

Primer Coat: One full coat of Tnemec Series 140 Pota-Pox (white) at 4.0 to 6.0 mils DFT.

Stripe Coat: Tnemec Series 140 applied to all weld seams by brush or roller at 2.0 to 3.0 mils DFT.

Finish Coat: One full coat of Tnemec Series 140 Pota-Pox (beige) at 4.0 to 6.0 mils DFT.

10. INSPECTION

10.1 At all times the Owner's and/or the Owner's Representative shall have access to the work in progress. Contractor shall assist, when requested, in the inspections. Tests will be made for surface condition and profile after blasting, wet film thickness, dry film thickness and pin holes. No pinholes will be allowed. The inspector will also check application practices. The Contractor shall re-paint all areas found defective and remove and replace any coatings placed using improper practices.

10.2 In addition to the tests for surface profile, wet film thickness, dry film thickness and pin holes, which will be made during the progress of the work, the Owner will check the coatings after completion of the application for compliance with these specifications. All defects shall be promptly corrected by Contractor.

10.3 Owner or Owner's Representative shall be kept informed by Contractor as to the progress of the work. If Contractor fails to notify the Owner or Owner's Representative of progressing work and the inspector has doubts of uninspected work, the Contractor will be responsible to take whatever measures necessary including but not limited to re-blasting and/or re-painting areas in question.

Key Areas of Owner or Owner's Representative Notification by Contractor:

- a) Profile of blast
- b) Prime coat film thickness
- c) Stripe coat application and film thickness
- d) Finish coat film thickness

10.4 Contractor to work between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday unless given verbal notification by Owner or Owner's Representative to do otherwise.

10.5 Owner or Owner's Representative shall be kept informed by Contractor as to progress of work and any delays due to weather or equipment failure.

11. CLEAN-UP

11.1 The Contractor is responsible for removing all sand and paint residue from the project.

11.2 Upon completion of job, all debris, cans, rags, etc., shall be removed from the site by Contractor.

11.3 Damage, if any, to buildings, fences, grounds (to include shrubs and trees), and roads shall be repaired and returned to their original condition.

12. WARRANTY

12.1 The Contractor shall warrant and guarantee that the materials and workmanship furnished under this contract shall be as specified and shall be free from defects for a period of two years from the date of final payment.

12.2 Within the guarantee period and upon notification of the Contractor by the Owner, the Contractor shall promptly make all needed adjustments, repairs, or replacements arising out of defects which, in the judgment of the Owner, and/or Owner's Consultant, become necessary during such period.

12.3 The costs of all materials, parts, labor, transportation, supervision, special tools and supplies required for replacement of parts, repair of parts, or correction of abnormalities shall be paid for by the Contractor, or by his surety under the terms of the Performance and Payment Bond.

12.4 The Contractor also extends the terms of this guarantee to cover repair work and all replacement parts furnished under the guarantee provisions for a period of two years from the date of completion thereof.

12.5 The coating will be inspected after one year and two years to assure that no coating failure has occurred. If any corrosion, bubbling, delaminating or other indications of failure are detected, the Contractor will repair all affected areas. Inspection and repair will be per AWWA D102, Section 9.

Schedule B
Second Cycle Paint Specifications

Exterior Overcoat

1. All exterior surfaces must be pressure washed with a minimum of 4,000 P.S.I. washer to remove any surface contamination.
2. All rusted areas must be Hand/Power tool cleaned per SSPC-SP2, SP3 cleaning methods.
3. All rusted or bare areas must be spot primed with a rust inhibitive metal primer.
4. One (1) full finish coat of a Tnemec compatible Series coating shall be applied to the complete exterior surfaces (100%) at the manufacturer's recommended thickness.

Interior Wet (2 coat)

1. The complete interior (100%) shall be abrasive blast cleaned to SSPC-SP No. 10 "Near White" finish.
2. After abrasive cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
3. A high build epoxy liner manufactured by the Tnemec Company shall be applied as follows:
 - a. **Primer Coat:** One [1] complete coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 3 to 5 mils.
 - b. **Strip Coat:** One additional coat of epoxy shall be applied by brush and roller to all weld seams.
 - c. **Finish Coat:** One [1] complete finish coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 4 to 6 mils.
 - d. **Contrasting Color:** Each coat of epoxy paint shall be of contrasting color.
4. After the liner has properly cured, the interior surfaces shall be disinfected per A.W.W.A. Spray Method No. 2 (200 PPM).
5. The spent abrasive media shall be tested per TCLP-(8) Heavy Metals as mandated by the State.
6. Once the tests results confirm the non-hazardous status of the wastes, the spent abrasive shall be disposed of properly.
7. The Tank shall be sealed and made ready for service.

Schedule C
Visual and Washout Description and Service to Be Provided

The services to be provided by the consultant shall include, but not be limited to, the following:

1. Inspect the vessel at least once within any twelve-month period to ensure that the structure is in a sound watertight condition and provide the city with a comprehensive report of inspection and proposed corrective actions (if any) within thirty (30) days from date of inspection. Complete corrective action shall be performed by the firm within a designated period of time dependent upon the action and weather conditions.
2. Completely pressure wash, utilizing a minimum pressure of 3,000 psi (washout) the vessel at least one time within any three-year period and remove all mud, silt, and other accumulations that might be harmful to the vessel or its contents. After washout is completed, thoroughly inspect and disinfect the vessel in accordance with A.W.W.A. standards utilizing disinfection spray method #2 and return the vessel to service.
3. Furnish any and all services, including inspection, engineering, and construction services, needed to ensure the vessel is in sound, watertight, in working order according to design specifications and in compliance with all State of North Carolina requirements, including but not limited to steel replacement, steel parts, foundation repair, expansion joints, water level indicators, sway rod adjustments, tank overflows, manhole covers, valves, gaskets, and other component parts of the vessel or vessel tower.
4. Clean and paint the interior and/or the exterior of the vessel at such times painting is needed. The need for interior painting shall be determined by the thickness of the existing liner and its protective condition. The need for exterior painting shall be determined by the appearance and protective condition of the existing paint.
5. Install anti-climb devices on the access ladder to each vessel to prevent unauthorized persons from climbing the vessel.
6. Install locks on the roof hatches and anti-climb devices to prevent unauthorized persons from entering the vessel.
7. Furnish pressure relief valves, if needed, to be installed in the City's water system so the city can pump direct and maintain water pressure while the vessel is being serviced.
8. Provide the city with a minimum advance notice of thirty (30) working days in advance of performing any services that will result in removing a vessel from service.
9. Provide short-term and long-term project management services to maintain the water storage asset. A perpetual warranty for all services shall be included.
10. While the tank is out of service for repainting work with the City's Fire Department to arrange a schedule when the Fire Department can have access to the tank in order to practice rescues. The Contractor will provide at least one 24 hour period for this purpose. This time period may be reduced if agreed to by the Fire Department.

CITY OF JACKSONVILLE
 Utility Service Full Service Asset Management Program
 Projected Schedule of Work and Fees

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
YEAR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
ELLIS BLVD TANK 500,000 ELEVATED (LEAD ABATEMENT)	Interior Renovation & Repairs	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Exterior Renovation	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service
	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062
NORTHWOODS TANK 500,000 ELEVATED (LEAD ABATEMENT)	Interior Renovation & Repairs	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Exterior Renovation	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service
	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062	\$ 18,062
COMMONS TANK 1,500,000 COMPOSITE	Visual Inspection, Emergency Service	Exterior Renovation	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Interior Renovation & Repairs	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service
	\$ 32,834	\$ 32,834	\$ 32,834	\$ 32,834	\$ 32,834	\$ 32,834	\$ 32,834	\$ 32,834	\$ 32,834	\$ 32,834
YEARLY TOTAL	\$ 68,958	\$ 68,958	\$ 68,958	\$ 68,958	\$ 68,958	\$ 68,958	\$ 68,958	\$ 68,958	\$ 68,958	\$ 68,958

Future exterior renovations shall be scheduled based on the needs identified during the annual inspections.
 As a general rule the exterior must be, at a minimum overcoated approximately every eight to ten years
 and the interiors renovated every ten to twelve years.

CITY OF JACKSONVILLE
Utility Service Full Service Asset Management Program
Projected Schedule of Work and Fees

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
YEAR	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
ELLIS BLVD TANK 500,000 ELEVATED (LEAD ABATEMENT)	Exterior & Interior Renovation & Repairs	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Exterior Renovation	Visual Inspection, Emergency Service
	\$ 43,994	\$ 43,994	\$ 43,994	\$ 43,994	\$ 43,994	\$ 43,994	\$ 43,994	\$ 43,994	\$ 43,994	\$ 43,994
NORTHWOODS TANK 500,000 ELEVATED (LEAD ABATEMENT)	Exterior & Interior Renovation & Repairs	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Exterior Renovation	Visual Inspection, Emergency Service
	\$ 43,899	\$ 43,899	\$ 43,899	\$ 43,899	\$ 43,899	\$ 43,899	\$ 43,899	\$ 43,899	\$ 43,899	\$ 43,899
COMMONS TANK 1,500,000 COMPOSITE	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Exterior Renovation & Repairs	Visual Inspection, Emergency Service	Interior Renovation & Repairs	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service	Visual Inspection, Emergency Service	Washout Inspection, Emergency Service
	\$ 38,996	\$ 38,996	\$ 38,996	\$ 38,996	\$ 38,996	\$ 38,996	\$ 38,996	\$ 38,996	\$ 38,996	\$ 38,996
YEARLY TOTAL	\$ 126,889	\$ 126,889	\$ 126,889	\$ 126,889	\$ 126,889	\$ 126,889	\$ 126,889	\$ 126,889	\$ 126,889	\$ 126,889

Future exterior renovations shall be scheduled based on the needs identified during the annual inspections.
As a general rule the exterior must be, at a minimum overcoated approximately every eight to ten years
and the interiors renovated every ten to twelve years.



Request for City Council Action

Agenda Item:	6
Date:	6/7/2011

Subject: Community Development Advisory Committee
Re-Appointments/Appointment

Department: Development Services

Presented by: Lillie R. Gray, Community Development Administrator

Presentation: Yes

Issue Statement

The terms of three (3) members of the Community Development Advisory Committee will expire on June 30, 2011. All three members have expressed a desire for re-appointment for additional three year terms.

There is also one (1) vacancy on the Community Development Advisory Committee for an existing three year term expiring June 30, 2012.

There are three (3) talent bank applications on file in the City Clerk's Office. These applicants have been contacted and wish to serve.

Councilman Jerome Willingham is the Council Liaison to the Community Development Advisory Committee.

Financial Impact

None

Action Needed

Seek nominations for appointments

Close nominations / Vote on appointments

Recommendation

Consider appointing/re-appointing three (3) members to the Community Development Advisory Committee for three (3) year terms expiring June 30, 2014 and appointing one (1) new member to an existing three (3) year term expiring June 30, 2012.

Approved: City Manager City Attorney

Attachments:

A Talent Bank Applications



Staff Report

Agenda Item: **6**

Community Development Advisory Committee Re-Appointments/Appointment

The Community Development Advisory Committee serves in an advisory capacity to City Council regarding the activities of the Community Development Block Grant program. This committee meets bi-monthly and provides feedback to the Community Development Division on the needs of the community with a primary focus on low and moderate income citizens.

Current Members Desiring Re-Appointment

Name	Attendance Last 12 Months
Maureen Bennett	5 of 6
Maxwell Gilliam	3 of 6
Finney Greggs	5 of 6

Applicants Desiring Appointment

Name	Current Service On City Board/Committee
Dianna D. Brown	None
Lydia Cross	None (former CDAC Member)
Lori Ready-James	Recreation and Parks Commission

**City of Jacksonville
Application for Appointment to Boards and Commissions**

I, the undersigned am interested in community service and I provide this information for use by the City Council in considering my qualifications for appointment to the following Boards/Commissions.

Effective October, 17, 2004: Except for active duty military personnel, appointees to the City of Jacksonville Boards and Commissions must be registered to vote within Onslow County.

(Please refer to the attached Boards and Commissions Summary Sheet for information and/or specific qualifications that may be required for appointment to a particular Board and for information regarding the City's Shadow Leadership Program.)

If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here:

List your Board/Commission Preferences in priority order below:

1. Community Development Advisory Committee 2. _____
3. _____ 4. _____

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here:

Name: Dianna D. Brown Spouse: _____

Home Address: 143 Chaney Ave. Apt C

Work Name and Address: M & W Land Improvement Inc. 1164 Kellum Loop Rd.

Home Telephone: 910-238-4775 Work Telephone: 910-238-4634

Fax: 910-238-4683 Email Address: lrdur.denise@yahoo.com

Are you registered to vote in Onslow County: YES NO

Do you reside within the Jacksonville City Limits? If Yes, for how long: _____

Do you reside within Onslow County? Or, is your place of employment within Onslow County?

Please describe your current and past Civic or Community Involvement:

While a student at Coastal I have volunteered at the USO for 16 months. Also did AmeriCorp work with Keep Onslow Beautiful.

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:

I am outgoing and enjoy helping people. My community is important to me. Making sure that we support and help each other. I am a good organizer and motivated.

Continued on Next Page

RECEIVED

DEC 23 2010

BY: *[Signature]*

TIME RECEIVED	REMOVED CSID	DURATION	PAGES	STATUS
December 8, 2010 11:27:32 AM GMT-05	2384683	92	2	Received
** INBOUND NOTIFICATION : FAX RECEIVED SUCCESSFULLY **				

Attachment

A

TIME RECEIVED May 23, 2011 10:15:12 AM GMT-04:00	REMOTE CSID 9104513766	DURATION 61	PAGES 2	STATUS Received
05/23/2011 10:05	9104513766	PUBLIC HEALTH DIRECT		PAGE 01/02

City of Jacksonville Application for Appointment to Boards and Commissions

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here:

List your Board/Commission Preferences in priority order below:

1. Community Develop Advisory Committee
2. Beautification & Appearance
3. recreation and Parks Commission
4. Onslow County Civic Affairs committee

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here:

Name: Lydia CROSS Spouse: _____

Home Address: 1032 ARLINGTON MEADOWS DR. Apt 15

Work Name and Address: _____

Home Telephone: 910-346-9774 Work Telephone: 910-451-4314

Fax: 910-451-3766 Email Address: lydia_cross@med.navy.mil

Are you registered to vote in Onslow County: YES NO

Do you reside within the Jacksonville City Limits? yes If Yes, for how long: 10 years

Do you reside within Onslow County? yes Or, is your place of employment within Onslow County? yes

Please describe your current and past Civic or Community Involvement:

previously on COAC Committee.

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:

N/A

Continued on Next Page

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.
- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

Ryden Cross
 Signature

5/23/11
 Date

Please return this form to:
 City Clerk's Office, City of Jacksonville
 815 New Bridge St. Jacksonville, NC 28540
 Phone: 910-938-5224, FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 5/23/11
 Home Address Verified as City Resident: Yes
 Employment Address is located within

City Limits or Orange County?

N/A

Date Verified as Orange County Registered Voter: 5/23/11
 Home Address Verified as County Resident:

Contact Notes:

[This section contains multiple horizontal lines for handwritten notes, which are mostly illegible due to heavy scanning artifacts and noise.]

City of Jacksonville Application for Appointment to Boards and Commissions

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here:

List your Board/Commission Preferences in priority order below:

- 1. Planning Board
- 2. Rec & Parks
- 3. Community Development
- 4. _____

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: _____

Name: Lori Ready-James Spouse: _____

Home Address: 228 Newport Dr Trville

Work Name and Address: Nordic Cold Storage 4300 Pleasantdale ATL GA

Home Telephone: 910 455-9915 Work Telephone: _____

Fax: _____ Email Address: LBRJ@EC.RR.COM

Are you registered to vote in Onslow County: YES NO

Do you reside within the Jacksonville City Limits? If Yes, for how long: 8 years

Do you reside within Onslow County? Or, is your place of employment within Onslow County? _____

Please describe your current and past Civic or Community Involvement:

Active Member in the Chamber of Commerce; Board member & Chairperson of the Government Affairs Committee. Served for the past 7 years on the Chamber. Active in the community

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:

Wish to be actively involved in the growth of the city. Born - Raised - Educated in Jacksonville. Want to see positive results for our community.

Continued on Next Page



Request for City Council Action

Agenda Item:	7
Date:	6/7/2011

Subject: Water & Sewer Advisory Board Re-Appointments/Appointments

Department: Public Services Department

Presented by: Grant Sparks

Presentation: No

Issue Statement

On June 30, 2011, the terms of four of the current Water and Sewer Advisory Board members will expire. As is the policy, the four members have been notified and asked if they wish to be re-appointed. All four have requested re-appointment by City Council.

There are no vacancies on the Water and Sewer Advisory Board.

Mr. Kahl was granted a leave of absence by the Board due to a change in his teaching schedule. His schedule has since returned to the original schedule.

There are three new (3) talent bank applications on file in the City Clerk's office.

Councilman Randy Thomas is the Council Liaison to the Water and Sewer Advisory Board.

Financial Impact

None

Action Needed

Consider re-appointments / appointment to Water and Sewer Advisory Board.

Recommendation

Re-appoint / appoint four (4) members to the Board for a three (3) year terms expiring June 30, 2014.

Approved: City Manager City Attorney

Attachments:

A Talent Bank Application



Staff Report

Water and Sewer Advisory Board Re-Appointments

Current Members Desiring Re-appointment

Name	Attendance Last 12 Months
Thomas Kahl	7/12*
James Turner	12/12
William Holland	10/12
Jill Ayuso	10/12

Applicants Desiring Appointment

Name	Current Service on City Board / Committee
Timothy Earley	None
Dianna Rashash	None
Mary Spencer	None

City of Jacksonville
Application for Appointment to Boards and Commissions

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: _____

List your Board/Commission Preferences in priority order below:

1. Water + Sewer
2. STORM WATER
3. PLANNING BOARD
4. CIVIL AFFAIRS COMMISSION

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here:

Name: Timothy Earley Spouse: _____

Home Address: 1010 VERNON DR JACKSONVILLE N.C.

Work Name and Address: EARLEY'S CONIT - COASTAL RETENTION COMMERCIAL

Home Telephone: 910-340-0995 Work Telephone: 910-455-7921

Fax: _____ Email Address: COASTAL RETENTION @ YAHOO.COM

Are you registered to vote in Onslow County: YES NO

Do you reside within the Jacksonville City Limits? YES If Yes, for how long: 19 YRS

LIVED IN THE CITY LIMITS MOST OF MY LIFE

Do you reside within Onslow County? Or, is your place of employment within Onslow County? YES

Please describe your current and past Civic or Community Involvement:

I HAVE BEEN INVOLVED IN MANY EDUCATIONAL FORUMS IN THE COMMUNITY, COMMUNITY OUTREACH IN THE NURSING HOMES, MENTOR IN THE AFTER SCHOOL WORK PROGRAM

Please describe your educational background:

~~GRADUATE~~ GRADUATE JACKSONVILLE HIGH, GRADUATE COURSE A UNC WILMINGTON FOR PLANNING + DESIGN

Continued on Next Page

City of Jacksonville
Application for Appointment to Boards and Commissions

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: _____

List your Board/Commission Preferences in priority order below:

1. Water + Sewer Adv. Board
2. _____
3. _____
4. CONV 14

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: _____

Name: Diana M.C. Rashash Spouse: _____
Home Address: 415 Brynn Marr Rd, Jacksonville NC 28546
Work Name and Address: NC Cooperative Extension, 4024 Richlands Hwy
Home Telephone: (910) 320-3025 Telephone: (910) 455-5873
Fax: _____ Email Address: diana-rashash@ncsu.edu

Are you registered to vote in Onslow County: YES NO

Do you reside within the Jacksonville City Limits? yes If Yes, for how long: since 1984

Do you reside within Onslow County? Y Or, is your place of employment within Onslow County? Y

Please describe your current and past Civic or Community Involvement:

City of Jville stormwater advisory committee
Habitat for Humanity
various fundraiser events (EMS, Fire Dept, Diabetes, Cancer)

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:

PhD Environmental Science + Engineering
15 yrs. area specialized agent - natural resources

Continued on Next Page

**City of Jacksonville
Application for Appointment to Boards and Commissions**

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: _____

List your Board/Commission Preferences in priority order below:

1. Water & Sewer Advisory Board
2. _____
3. _____
4. _____

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: _____

Name: Mary Watrett Spencer Spouse: Richard W. Spencer

Home Address: 169 Aldersgate Rd. Jacksonville NC 28546

Work Name and Address: n/a

Home Telephone: 910-238-2370 Work Telephone: n/a

Fax: _____ Email Address: spencermary2000@aol.com

Are you registered to vote in Onslow County: YES NO

Do you reside within the Jacksonville City Limits? If Yes, for how long: 3+ years 2007-2010
1993-1997 1979-1990

Do you reside within Onslow County? Or, is your place of employment within Onslow County?

Please describe your current and past Civic or Community Involvement:

Member of Jacksonville Board of Realtors 1982-90 1993-1998
Member Officers Women's Club MKGS New River 1982-1990
1993-1998

Please describe your educational background:

Graduated Bishop England High School Charleston SC 1970
80+ hours college credit earned in adulthood in the Community College
Systems of North Carolina & Florida Bible School and
California. Real Estate Training and Professional descriptions. Ongoing

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