

**AGENDA
REGULAR MEETING
CITY COUNCIL, CITY OF ASHEBORO
THURSDAY, FEBRUARY 6, 2014, 7:00 PM**

1. Call to order.
2. Silent prayer and pledge of allegiance.
3. Appearance and recognition of guests and citizens.
4. Recognition of Mr. Keith M. Seabolt, Fire Department Captain (Retired), for his years of dedicated service to the City of Asheboro.
5. Presentation of the city's fiscal year-end audit report by Mr. Steve Hackett, CPA, of Maxton McDowell, CPA.
6. The annual report from Ms. Bonnie Renfro, President of the Randolph County Economic Development Corporation.
7. Consent agenda:
 - (a) Approval of the minutes of the city council's regular meeting on January 9, 2014.
 - (b) Acknowledgement of the receipt of the semi-annual report on the disposal of surplus city-owned personal property valued under the \$5,000.00 threshold.
 - (c) Acknowledgement of the receipt of the Asheboro ABC Board's minutes of its meeting on December 2, 2013.
8. Appearance of Mr. Deneal McNair with East Side Improvement Association.
9. Public comment period.
10. Revision of the City of Asheboro Personnel Policies and Procedures Manual:
 - (a) Presentation of proposed amendments by Human Resources Director Myers Johnson.
 - (b) Consideration of a resolution concurring with the proposed amendments.

11. Departmental annual reports:
 - (a) Annual report from Chief Building Inspector Randy Purvis
 - (b) Annual report from Code Enforcement Officer Ed Brown
12. Report from Finance Director Debbie Reaves on the most recent Fire Fighter's Relief Fund Trustees Meeting.
13. Upcoming events:
 - A special city council meeting will be held on Thursday, February 20, 2014, at 5:30PM, in the council chambers.
 - A planning retreat will be held by the Randolph County Economic Development Corporation on Tuesday, February 25, 2014, from 9:00am to 1:00 pm at the Randolph Community College Foundation Center.
14. Items not on the agenda.
15. Adjournment.

CITY OF ASHEBORO
Comparative Balance Sheets - Governmental Funds
June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>	
<u>Assets</u>			
Cash & Investments	5,900,925	6,328,674	-6.76%
Restricted Cash	2,502,143	2,222,698	12.57%
Taxes Receivable - Net	239,661	296,720	-19.23%
Accounts Receivable	84,754	94,636	-10.44%
Due From Other Governments	2,089,948	2,341,715	-10.75%
Due From Component Unit	-	-	
Due From Other Funds	350,000	350,300	-0.09%
Other	1,187,600	620,500	91.39%
Inventories	509,119	507,493	0.32%
Total Assets	<u>12,864,150</u>	<u>12,762,736</u>	<u>0.79%</u>
<u>Liabilities & Fund Equity</u>			
Accounts Payable & Accrued Liabilities	539,932	353,475	52.75%
Due to Other Funds	350,000	350,000	0.00%
Other	16,000	10,000	60.00%
Payable From Restricted Assets	209,238	-	#DIV/0!
Unearned Revenues	723,348	629,701	14.87%
Deferred Revenues	-	451,856	-100.00%
Total Liabilities	<u>1,838,518</u>	<u>1,795,032</u>	<u>2.42%</u>
<u>Deferred Inflows of Resources</u>	<u>990,262</u>	<u>-</u>	<u>#DIV/0!</u>
Fund Balance:			
Nonspendable:			
Long-term Receivables	350,000	350,000	
Inventories	509,119	507,493	
Restricted:			
Streets	861,955	966,610	
Stabilization by State Statute	2,650,073	2,902,016	
Capital Projects	1,064,949	896,088	
Committed:			
Capital Projects	-	8,298	
Economic & Physical Development	454,650	202,383	
Assigned:			
Subsequent Year's Expenditures	-	-	
Unassigned	<u>4,144,624</u>	<u>5,134,816</u>	
Total Fund Balance	<u>10,035,370</u>	<u>10,967,704</u>	
Total Liabilities and Fund Equity	<u>12,864,150</u>	<u>12,762,736</u>	

CITY OF ASHEBORO
Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>	
<u>Revenues</u>			
Ad Valorem Taxes	12,276,415	12,270,703	0.05%
Other Taxes and Licenses	340,369	332,284	2.43%
Intergovernmental Revenues:	8,014,704	7,951,037	0.80%
Permits and Fees	162,991	185,476	-12.12%
Sales and Services	1,311,794	1,423,719	-7.86%
Investment Earnings	15,031	23,500	-36.04%
Miscellaneous	709,474	845,771	-16.12%
Total revenues	<u>22,830,778</u>	<u>23,032,490</u>	<u>-0.88%</u>
 <u>Expenditures</u>			
General Government	3,755,674	2,972,245	26.36%
Public Safety	11,327,871	10,473,547	8.16%
Transportation	3,243,380	3,318,995	-2.28%
Environmental Protection	2,383,417	2,232,722	6.75%
Cultural and Recreational	3,319,294	3,170,744	4.69%
Economic and Physical Development	992,352	839,680	18.18%
Debt Service	579,096	400,824	44.48%
Capital Outlay	1,642,806	168,216	876.61%
	<u>27,243,890</u>	<u>23,576,973</u>	<u>15.55%</u>
Revenues Over (Under) Expenditures	<u>(4,413,112)</u>	<u>(544,483)</u>	<u>710.51%</u>
 <u>Other Financing Sources (Uses)</u>			
Transfers From Other Funds	969,713	794,550	
Transfers to Other Funds	(169,713)	(16,667)	
Sale of Assets	336,533	37,091	
Installment Purchase Obligations	<u>2,344,245</u>	<u>138,494</u>	
Net Change in Fund Balances	<u>(932,334)</u>	<u>408,985</u>	
Fund Balance Beg. Of Year	<u>10,967,704</u>	<u>10,558,719</u>	
Fund Balance End of Year	<u><u>10,035,370</u></u>	<u><u>10,967,704</u></u>	

CITY OF ASHEBORO

Statement of Revenues, Expenditures, and Changes in Net Position/Net Assets - Water & Sewer Func
For the Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012</u>	
<u>Revenues</u>			
Water Sales	6,568,338	6,317,779	3.97%
Sewer Charges	5,025,537	4,805,510	4.58%
Water and Sewer Taps	49,450	75,864	-34.82%
Sampling and Monitoring Fees	29,240	32,373	-9.68%
Surcharges	206,111	197,345	4.44%
Septic Tank Discharge	21,970	52,130	-57.86%
Other Operating Revenues	452,363	396,679	14.04%
Total revenues	<u>12,353,009</u>	<u>11,877,680</u>	<u>4.00%</u>
<u>Expenditures</u>			
Billing and Collections	424,960	387,200	9.75%
Water Meter Operations	726,545	805,944	-9.85%
Water Supply Treatment	2,050,431	1,916,953	6.96%
Wastewater Treatment	2,317,310	2,028,383	14.24%
Water Maintenance	925,525	1,061,005	-12.77%
Wastewater Maintenance	1,135,398	1,274,511	-10.92%
Technical Services	176,237	166,769	5.68%
Systems Maintenance	1,081,079	1,021,318	5.85%
Water Quality	515,153	515,841	-0.13%
Depreciation	1,766,824	1,724,718	2.44%
	<u>11,119,462</u>	<u>10,902,642</u>	<u>1.99%</u>
Operating Income	<u>1,233,547</u>	<u>975,038</u>	<u>26.51%</u>
Nonoperating Revenues (Expenses):			
Investment Earnings	10,090	13,271	
Interest and Other Charges	(259,331)	(312,547)	
Other Nonoperating Revenues	142,282	199,501	
Amortization of Bond Issue Costs	-	(10,652)	
Gain on Disposal of Assets	(393,968)	(23,367)	
Transfers From Other Funds	-	-	
Transfers to Other Funds	(800,000)	(777,883)	
Capital Contributions	2,364,158	577,292	
Change in Net Position/ Assets	<u>2,296,778</u>	<u>640,653</u>	<u>258.51%</u>
Net Assets Beg. Of Year	49,730,001	49,089,348	
Restatement	(20,245)		
Total Net Assets - End of Year	<u><u>52,006,534</u></u>	<u><u>49,730,001</u></u>	

**REGULAR MEETING
ASHEBORO CITY COUNCIL
CITY COUNCIL CHAMBER, MUNICIPAL BUILDING
THURSDAY, JANUARY 9, 2014
7:00 p.m.**

This being the time and place for a regular meeting of the Asheboro City Council, a meeting was held with the following officials and staff members present:

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

- John N. Ogburn, III, City Manager
- James R. Briles, Jr., Master Police Officer
- Holly H. Doerr, CMC, NCCMC, City Clerk/Paralegal
- Michael L. Leonard, P.E., City Engineer
- Ralph W. Norton, Chief of Police
- Trevor L. Nuttall, Community Development Director
- Deborah P. Reaves, Finance Director
- Jeffrey C. Sugg, City Attorney

1. Call to order.

A quorum thus being present, Mayor Smith called the meeting to order for the transaction of business, and business was transacted as follows.

2. Silent prayer and pledge of allegiance.

After a moment of silence was observed in order to allow for prayer or meditation, Mayor Smith asked everyone to stand and repeat the pledge of allegiance.

3. Recognition of Det. James R. Briles, Jr. as the Asheboro Police Department’s Officer of the Year for 2013.

Chief Norton explained the process of selecting the Asheboro Police Department’s Officer of the Year in that officers are nominated by the supervisors in each individual unit based on his/her merit and service throughout the year. The command staff reviews the nominations and votes for one officer.

Chief Norton recognized Detective James R. Briles, Jr. as the Asheboro Police Department’s Officer of the Year for 2013. Detective Briles currently serves in the Criminal Investigation Division. Furthermore, Chief Norton described Detective Briles as hardworking and has been very instrumental in closing some of the department’s cases.

Mayor Smith congratulated Detective Briles on his achievement.

4. Consent agenda:

Upon motion by Ms. Carter and seconded by Mr. Burks, Council voted unanimously to approve the following consent agenda items.

- (a) The minutes of the City Council’s regular meeting on December 5, 2013.**
- (b) A resolution awarding a service side arm to a retiring Asheboro police officer.**

01 RES 1-14

**RESOLUTION AWARDING A SERVICE SIDE ARM TO A RETIRING OFFICER
OF THE ASHEBORO POLICE DEPARTMENT**

WHEREAS, effective March 1, 2014, Master Police Sergeant Franklin Dale VonCannon will begin his retirement from employment with the Asheboro Police Department after rendering honorable and invaluable service to the City of Asheboro and its citizens since the date of his initial employment with the Asheboro Police Department on June 12, 1985; and

WHEREAS, pursuant to and in accordance with Section 20-187.2 of the North Carolina General Statutes, the Asheboro City Council wishes to recognize and honor Sergeant VonCannon for his exemplary service to the city by awarding to him, at a minimal monetary cost, the service side arm issued to him at the time of his retirement;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Asheboro that, effective March 1, 2014, in consideration of the combination of Sergeant VonCannon's dedicated service to the City of Asheboro and the payment to the City of Asheboro of one dollar (\$1.00), Franklin Dale VonCannon is to be awarded, upon a determination by the Chief of Police that Mr. VonCannon is not ineligible to own, possess, or receive a firearm under the provisions of federal or North Carolina law, ownership of his city-issued service side arm (a Glock 23 Generation 4 with serial no. SFS921 and three magazines).

This Resolution was adopted by the Asheboro City Council in open session during a regular meeting that was held on the 9th day of January, 2014.

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

ATTEST:

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

- (c) **A resolution authorizing the sale of surplus city-owned personal property by electronic auction.**

02 RES 1-14

ASHEBORO CITY COUNCIL RESOLUTION

Resolution Authorizing an Electronic Auction of Personal Property

WHEREAS, Section 160A-270(c) of the North Carolina General Statutes authorizes the City Council of the City of Asheboro to "conduct auctions of real or personal property electronically by authorizing the establishment of an electronic auction procedure or by authorizing the use of existing private or public electronic auction services;" and

WHEREAS, GovDeals, Inc. is an online auction service provider that has extensive experience with the disposal of surplus government property; and

WHEREAS, pursuant to Asheboro City Council Resolution No. 54 RES 12-13, the city manager has executed an Online Auction Memo of Understanding with GovDeals, Inc., and the City of Asheboro is now a client of this online auction site; and

WHEREAS, the city manager, in consultation with the city's various division/department heads, has identified various items of city-owned personal property that are no longer needed by the city and are eligible for disposal by means of an electronic auction; and

WHEREAS, the above-referenced items of personal property that have been identified as ready for disposal as surplus property are listed within the attached EXHIBIT 1 that is hereby incorporated into this Resolution by reference as if copied fully herein; and

WHEREAS, the City Council concurs with the city staff's recommendation to dispose of the personal property listed in EXHIBIT 1 by means of the online auction service provided by GovDeals, Inc.;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Asheboro as follows:

Section 1. The items of city-owned personal property listed in EXHIBIT 1 are no longer needed by the City of Asheboro and are hereby declared to be surplus property (these items of surplus personal property shall be hereinafter collectively referred to as the "Surplus Property"); and

18. 2001 Dodge Dakota Truck (VIN 1B7GL22X61S308078)
19. 2006 Ford Crown Victoria (VIN 2FAHP71W16X157787)
20. 2007 Ford Crown Victoria (VIN 2FAHP71W77X130661)
21. 15-Person Capacity Surplus Military Inflatable Lifeboat (Mark 5 Mod II) (NSN # 1940-00-204-389)
22. Quantity of Two Office Desks
23. Metrotech Model 220 Transistorized Metal Locator (Serial No. 32712)
24. Metrotech Model 220 Transistorized Metal Locator (Serial No. 38930)
25. Metrotech Model 220 Transistorized Metal Locator (Serial No. 38934)
26. Metrotech Model 220 Transistorized Metal Locator (Serial No. 32728)
27. Model BS62Y Wacker Packer (Serial No. 714002142)
28. Model BS62Y Wacker Packer (Serial No. 654502646)
29. Model BS62Y Wacker Packer (Serial No. 654501716)
30. Model BS60Y Wacker Packer (Serial No. 677911242)
31. RST Technical Services Model 31-1000 Auger Snake (Serial No. N1B-10149, R3A-10252)
32. RST Technical Services Model 10-1220 Phillips Magnavox Pipeline Video Monitor (Serial No. S5A10008, P7A10022)
33. Redmax Weedeater (GZ30N) (Serial No. G7.30N1 4100/418)
34. Desk Chair
35. Desk Phone (Serial No. 202263-MDE-21S)
36. Hewlett Packard Model 4050N Laser Jet Printer (Serial No. USBCO87327)
37. Hewlett Packard Model CP1215 Color Laser Jet (Serial No. CNAC85W05S)
38. IBM PC Network Translator Unit Model 5178 (Serial No. AN064K5178)
39. IBM Typewriter (Serial No. 14300000299691)
40. Dell PC and Monitor Model E198FPf, DCSM (Serial No. 7M3VJ91, DP/N OG422H)
41. Dell PC and Monitor Model E198FPf, DCSM (Serial No. CN-OG422H-72872)
42. Dell Monitor E198FPf, DCSM (Serial No. CN-G422H-72872)
43. Dell PC Monitor E198FPf (Serial No. CN-OCNO78-72872-85K-2V72)
44. Dell PC Monitor E178FPb (Serial No. CN-ORY974-74261-7BF-6NG2)
45. Dell PC Monitor (Serial No. CN-OCN078-72872-85B-0J8L)
46. Dell PC Tower Optiplex GX270 DHM (Serial No. 190R 751)
47. Dell PC Tower DCSM (Serial No. 95WJBB1)
48. Dell PC Tower Optiplex GX240 DHM (Serial No. 5286S21)
49. Dell PC Tower Optiplex GX240 DCSM (Serial No. BRG9Z91)
50. Dell PC Tower Precision 330 WCP (Serial No. GNZ0T01)
51. Dell Latitude Lap Top C840 PP01X (Serial No. P/N 3J578 A01)
52. Dell Latitude Lap Top C840 PPX (Serial No. P/N 72MUF A01)
53. Minolta Floor Model Copier CS PRO Model EP 2030 (S/N 31729418, 6GDN0C1)
54. Office Cubical Panels (One 4' X 6'8" Panel; Two 3' X 6'8" Panels; and One 2'6" X 6'8" Panel)

EXHIBIT 2

City of Asheboro Asheboro, North Carolina

Online Sales - Terms and Conditions

All bidders and other participants of this service agree they have read and fully understand these terms and agree to be bound thereby.

Guaranty Waiver. All assets are offered for sale "**AS IS, WHERE IS.**" City of Asheboro (**Seller**) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.

Description Warranty. **Seller** warrants to the Buyer the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If **Seller** confirms the property does not conform to the description, **Seller** will keep the property and refund any money paid. The liability of the **Seller** shall not exceed the actual purchase price of the property. Please note upon removal of the property, **all sales are final.**

Personal and property risk. Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the seller and **GovDeals** from liability therefore.

Inspection. Most assets offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the asset description. See special instructions on each asset page for inspection details.

Consideration of Bid. **Seller** reserves the right to reject any and all bids and to withdraw from sale any of the assets listed.

Buyer's Certificate. Successful bidders will receive a Buyer's Certificate by email from **GovDeals**.

Buyers Premium. If a Buyers Premium is shown on the auction page bidder box, then that amount (expressed as a percentage of the final selling price) will be added to the final selling price of all items in addition to any taxes imposed.

Payment. Payment in full is due not later than **5 business days** from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website. Acceptable forms of payment are:

- PayPal
- Wire Transfer
- Visa
- MasterCard
- American Express
- Discover

PayPal and Credit Card purchases are limited to below \$5,000.00. If the winning bid plus applicable taxes, if any indicated, and the buyer's premium, equals more than \$4,999.99, PayPal and Credit Cards may not be used. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days.

Removal. All assets must be removed within **ten (10) business days** from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will **Seller** assume responsibility for packing, loading or shipping. See instructions on each asset page for removal details. A daily storage fee of \$10.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.

Vehicle Titles. **Seller** will issue a title or certificate upon receipt of payment. Titles may be subject to restrictions as indicated in the asset description on the website.

Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, **Seller** may exercise such rights and may pursue such remedies as are provided by law. **Seller reserves the right to reclaim and resell all items not removed by the specified removal date.**

Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and Conditions are displayed at the top of each page of each asset listed on [GovDeals](#). Special Instructions appearing on the asset page will override certain sections of the terms and conditions.

State/Local Sales and/or Use Tax. Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting seller or the appropriate tax office, completing any forms and paying any taxes that may be imposed.

Sales to Employees. Employees of the **Seller** may NOT bid on the property listed for auction.

5. **Zoning Case RZ-13-15: An application filed by H.R. Gallimore, who was acting as an agent for property owner Nancy Jordan, to rezone property located east of Mountain Road, south of Springdale Lane, and west of Lincoln Avenue from CURA6 (Conditional Use High Density Residential) to RA6 (High Density Residential).**

The above-referenced case was continued, at the request of the applicant's agent, from the council's regular meeting in December 2013. No further action is requested at this time. During the January 2014 meeting, Mayor Smith announced, that prior to the beginning of the current meeting, the applicant, by and through her agent, withdrew the re-zoning application.

6. **Public comment period.**

Mayor Smith opened the floor for comments from the public.

Ms. Rosemarie Poeppelman of 1203 Mountain Road, Asheboro, presented comments and concerns about quality of life issues in her neighborhood such as high speed traffic, loitering, and the abandonment of certain vehicles at a church located across the street from her residence. Additionally, Ms. Poeppelman inquired about setting up a community watch group within her neighborhood in order to address these concerns. Chief Norton provided Ms. Poeppelman with

some information in order to begin a community watch group and provided his contact information for follow-up questions.

There being no further comments from the public, Mayor Smith closed the public comments period.

7. Boards, Commission, and Authority Appointments:

(a) Reappointment of Council Member Eddie Burks to a 2-year term from January 1, 2014, to January 1, 2016, on the Asheboro Board of the North Carolina Firefighters Relief Fund.

Mr. Ogburn reported that city staff recommends the reappointment of Council Member Eddie Burks to a 2-year term from January 1, 2014 to January 1, 2016 on the local board of trustees for the North Carolina Firefighters Relief Fund.

Upon motion by Mr. Bell and seconded by Ms. Carter, Council voted unanimously to appoint Council Member Burks to a 2-year term from January 1, 2014 to January 1, 2016 on the said local board of trustees.

(b) Reappointment of Mr. James Lindsey to the Asheboro Planning Board for a 5-year term.

Mr. Ogburn reported that city staff and the Asheboro Planning Board recommend the reappointment of Mr. James Lindsey to the Asheboro Planning Board for a 5-year term. Mr. Lindsey resides within the city limits and currently serves on the Planning Board.

Upon motion by Mr. Baker and seconded by Mr. Burks, Council voted unanimously to reappoint Mr. James Lindsey to the Asheboro Planning Board for a 5-year term.

(c) Receipt of a report concerning applications submitted for a vacant seat on the Asheboro Planning Board.

(i) Review of applications.

Mr. Ogburn utilized a visual presentation and presented the following two candidates who submitted applications for the vacant seat that provides representation for the extraterritorial planning jurisdiction on the Asheboro Planning Board:

1. Thomas Rush
2. Joanne Hamilton

(ii) Authorization to forward submitted applications to the Randolph County Board of Commissioners along with a recommendation for appointment to the Asheboro Planning Board as a representative from the city's extraterritorial planning jurisdiction.

While both of these candidates are highly qualified, the vacant seat is designated specifically for a representative who resides within the City of Asheboro's extraterritorial jurisdiction (ETJ). Mr. Rush is the only candidate that resides in the ETJ. Consequently, city staff requests authorization to transmit the submitted applications to the Randolph County Board of Commissioners with the recommendation that Mr. Thomas Rush should be appointed to the Asheboro Planning Board as the ETJ representative.

Upon motion by Mr. Moffitt and seconded by Mr. Swiers, Council unanimously authorized city staff to transmit the submitted applications to the Randolph County Board of Commissioners with the recommendation that Mr. Thomas Rush serve as an ETJ representative on the Asheboro Planning Board.

A copy of the visual presentation utilized by Mr. Ogburn is on file in the City Clerk's office.

8. Receive recommendation of Finance Director for the purchase of a new truck for the water plant.

Ms. Reaves reported that the fiscal year budget for 2013-2014 included an appropriation for the purchase of a new truck for the water plant. Requests for bids were sent to all the local dealers in December 2013. Three bids that were received on December 27, 2013 did not meet specifications as required. City staff requests the authorization to purchase the truck off state contract for approximately \$27,200.

After some discussion and upon motion by Mr. Bell and seconded by Ms. Carter, Council voted unanimously to authorize city staff to purchase the said truck off of state contract for approximately \$27,200.

9. Discussion of potential economic development initiatives.

Mr. Ogburn utilized a visual presentation in order to give the Council an overview of potential economic development projects that are compatible with the city's capital improvement plan, land use plan and strategic plan. Mr. Ogburn specifically noted that the projects were not ranked or presented in any particular order.

The first potential project, referred to as the Pineview Street Industrial Area, is the former site of the Goodyear operations. This odd-shaped parcel, divided by a driveway, is approximately 130 acres of land with the former industrial facility located on site and approximately 35 acres of undeveloped land.

During his presentation, Mr. Ogburn highlighted that if the existing industrial facility, along with approximately 95 acres of land was purchased, then the remaining parcel which has rail access could be made attractive by extending the drive to connect to an existing street, Commerce Place, which is on the backside of the property. The estimated cost of this project is approximately \$380,224.00.

The second potential project, which is referred to as New Century Industrial Park, is estimated at approximately \$531,018.50. This project would involve extending New Century Drive to Veterans Loop Road by 1,500 feet and installing 800 feet of water and sewer lines. The road extension would open up approximately four (4) industrial building lots with easy access to nearby Interstate 73/74.

The third potential project discussed was referred to as the Heath Dairy Road Industrial Development. This project would involve building a 2,800 foot road to a 200-acre site on the west side of I-73/74 off of Pineview Street along with installing water and sewer lines and a pump station to serve the parcel. The estimated cost for this project is approximately \$2,463,438.30.

Mr. Ogburn emphasized to the Council that these were only potential projects and that they would be discussed in greater detail during the Council's Special Meeting which is scheduled for Thursday, January 30, 2014 at 5:30 in the Council Chamber. A copy of the visual presentation utilized by Mr. Ogburn is on file in the City Clerk's office.

10. Notice of a special city council meeting that is to be held on Thursday, January 30, 2014, at 5:00 p.m. in the Council Chamber.

11. Upcoming events:

- **Chamber of Commerce Annual Meeting on Friday, January 17, 2014 at 6:30 p.m. at Pinewood Country Club.**

There being no further business, the meeting was adjourned at 8:04 p.m.

Holly H. Doerr, CMC, NCCMC, City Clerk

David H. Smith, Mayor

**City of Asheboro
Finance Office**

To: John Ogburn, City Manager
 From: Debbie Reaves, Finance Director
 Date: 1/31/14
 Re: SALE OF CITY PROPERTY under \$5,000 Threshold

As per Section 30.07 of the City Code of Ordinances for the City of Asheboro, the below City assets have been sold and subsequently need to be reported to the City Council. This list includes all assets under the \$5,000 threshold that were sold / disposed of July 1, 2013 through December 31, 2013. The original documentation supporting each of these transactions is in the Finance Office and is available to review at anytime.

<u>Date</u>	<u>Description</u>	<u>Purchaser</u>	<u>Amount</u>
7/31/13	Large tank formerly used by wtp / wwtp	Cranford Iron & Metal	1224.00
8/20/13	70 lbs Aluminum	Ricky Asbill	36.40
9/19/13	3 used wooden pallets	Kelly Shaw	1.00
10/16/13	15 used wood rails & 20 used wood posts	Mark Wardlaw	1.00
10/23/13	Wood from 1 oak tree & 1 pine tree	Jimmy Cagle	11.00
10/16/13	106 lbs stainless, 76 lbs #1 copper, 3627 lbs red brass	Hayes Iron & Metal Inc	8,518.09
10/25/13	1280 lbs tin	Cranford Iron & Metal	115.20
10/25/13	580 lbs painted aluminum & 3040 lbs cast iron w/ steel	Cranford Iron & Metal	520.80
10/30/13	1 used wood cabinet	James Henley	5.00
10/30/13	10 sheets used plywood	Debbie Reaves	\$10.00
10/30/14	44 grabber arms- scrap metal	Asheboro Recycling Center	57.60
10/16/13	Scrap metal parts in storage in fleet maintenance	Asheboro Recycling Center	1,861.74
11/11/13	1 small radio (police)	Hayes iron & metal	55.00
11/11/13	1 large radio (police)	Hayes Iron & Metal	114.00
11/27/13	32 lbs stainless, 170 lbs #1 copper, 1163 lbs red brass, 111 lbs Prep., 10 lbs Cast Alum, 43 lbs yellow brass, 11 lbs Irony Brass	Hayes Iron & Metal	3,277.18
12/12/13	1 table tennis table	James Henley	10.00
		Total	\$15,818.01

Notes:

Minutes of the meeting of the Asheboro Alcoholic Beverage Control Board held on December 2, 2013

The Asheboro ABC Board met on December 2, 2013, at 5:30 PM, in the Board office, 700 South Fayetteville Street, Asheboro, NC.

Present were Chair Brooke Schmidly and Board Member Steve Knight and General Manager Rodney Johnson (GM). A quorum being present, the Chair called the meeting to order for the transaction of business and business transacted as follows:

The Chair inquired as to any known conflict of interest, appearance of a conflict of interest, or objections concerning agenda items before the Board; after the Chair and both Board members voiced having no conflict, and there being no objection, the agenda was adopted.

The Board reviewed and there being no objection, approved and signed the Minutes from the November 4, 2013, regular meeting.

Steve Knight and the GM reviewed Board finances and reported all finances remain consistent.

The Board heard reports from the General Manager concerning the following issues:

1. The ABC Commission has an internet link available for on-line webinar ethics training. The GM will send the link to each Board Member.
2. The Change-Fund Report ending November 30, 2013, was reviewed with nothing remarkable noted.
3. Asheboro ABC sales statistics comparing:
 - November 2013 sales with the previous month indicate:
 - An overall +17.3% change (all sales and tax collections)
 - November 2013 sales with sales from the same month last year indicate:
 - Retail Sales +7.6%
 - Mixed Beverage Sales: -4.4%
 - Sales Tax Collections: +7.6%
 - Overall Collections: +6.3%
 - November 2013 bottle sales with bottle sales from the same month last year indicate:
 - Retail Bottle Sales: +10.6%
 - Mixed Beverage Bottle Sales: -4.8%
 - Overall Bottle Sales: +9.5%

Charts reflecting sales histories were handed out to Board members for review and discussion.

The next regular Asheboro ABC Board meeting will be held Monday, January 6, 2014.

There being no further business, the meeting was adjourned.

Prepared by Rodney Johnson, GM, and Approved by the Board 1-6-14

A handwritten signature in black ink, appearing to be "RJ", with "GM" written below it. The signature is enclosed in a circular scribble.A handwritten signature in black ink, reading "J. Brent Schmidt".A handwritten signature in black ink, reading "Stephen R Knight".A handwritten signature in black ink, reading "Robert E Johnson".

ASHEBORO CITY COUNCIL RESOLUTION

A Resolution Expressing the City Council's Concurrence with the Revision of the City of Asheboro Personnel Policies and Procedures Manual

WHEREAS, the City of Asheboro Personnel Policies and Procedures Manual (hereinafter referred to as the "Manual") was originally promulgated by the city manager and approved by resolution of the Asheboro City Council on March 4, 2004; and

WHEREAS, the city manager periodically receives recommendations from the human resources director and/or the personnel committee as to improvements that can be made to the city's uniform system of personnel administration; and

WHEREAS, since the date of the most recent revision of the Manual that went into effect on March 15, 2013, the human resources director and the personnel committee have recommended to the city manager that certain improvements be made to the following Articles within the Manual: Article I (Unified Personnel System), Article II (Position Classification Plan), Article III (Recruitment and Employment), Article IV (Payroll Administration), Article VI (Benefits), Article X (Disciplinary Actions), and Article XI (Grievance Procedure); and

WHEREAS, the city manager has agreed with these recommendations and has, with the assistance of the human resources director, promulgated corresponding revisions of the Manual; and

WHEREAS, the proposed amendments/revisions that are attached to this Resolution as EXHIBITS 1, 2, 3, 4, 5, 6, and 7 are hereby incorporated into this Resolution by reference as if copied fully herein; and

WHEREAS, the City Council has concluded that the city manager's decision to revise the Manual is consistent with the City Council's adopted mission statement "to provide the citizens of Asheboro with excellence in leadership, fiscal management, and municipal services and to create meaningful and appropriate opportunities for citizen participation to improve the quality of life for all;"

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Asheboro that it concurs with the city manager's most recent revision of the City of Asheboro Personnel Policies and Procedures Manual to reflect the policy changes specified in the attached exhibits; and

BE IT FURTHER RESOLVED that the effective date for the revisions found in EXHIBITS 1, 2, 3, 4, 6, and 7 shall be March 1, 2014, and the effective date for EXHIBIT 5 shall be April 15, 2014.

This Resolution was adopted by the Asheboro City Council in open session during a regular meeting held on the 6th day of February, 2014.

David H. Smith, Mayor

ATTEST:

Holly H. Doerr, CMC, NCCMC, City Clerk

EXHIBT 1

[ARTICLE I. UNIFIED PERSONNEL SYSTEM]

Section 6. Equal Employment Opportunity

It is the policy of the city to foster, maintain, and promote equal employment opportunity. The city shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, non job-related disability, genetic information, national origin, or political affiliation. Discrimination because of past, present, or future military service will not be tolerated and is expressly prohibited in the areas of initial employment, retention in employment, promotion, or the benefits of employment.

Section 9. Implementation of Policies

All personnel, supervisory and line personnel alike, are hereby charged with the responsibility of continually reviewing the personnel policies found in this manual and ensuring that conduct and practices in the workplace conform with the city's policies. Workplace practices or customs are to be constantly reviewed in order to make sure that a divergence does not develop between the workplace practices and the city's written policies. Without limiting the importance of other policies, specific attention is to be given to ensuring that safety policies and guidelines are properly observed, workplace violence is prevented, and equal employment opportunity based on reasonable job-related job requirements is actively advocated and practiced to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, non-job related disability, genetic information, national origin, ~~or~~ political affiliation, or military service.

EXHIBIT 2

[ARTICLE II. POSITION CLASSIFICATION PLAN]

Section 3. “Part-Time Employees” Defined

“Part-time employees” are those who are in positions for which an average work week consists of less than 40 hours and the employee receives no benefits. If a part-time employee should occasionally work over 40 hours in a single week they would be paid according to Fair Labor Standard Act (FLSA) requirements. Notwithstanding any provision found within Article II of this Manual, the definitions found in Article VI, Section 3 of this Manual pertaining to part-time employees shall be controlling for the limited purpose of interpreting and implementing the group health and hospitalization insurance benefits described in the said Article VI, Section 3.

Section 4. “Seasonal Recreational Employees” Defined

“Seasonal Recreational employees” are those who are employed in a recreational establishment in an interim position for less than six (6) full months in any one calendar year. As a matter of standard practice, the city will not maintain an employee in a position of employment that is classified as seasonal recreational for a period of time in excess of four (4) consecutive calendar months during a calendar year. Seasonal employees are exempt from Fair Labor Standards Act overtime requirements and this policy’s Article V Section 3, Employment of Relatives requirement. Notwithstanding any provision found within Article II of this Manual, the definitions found in Article VI, Section 3 of this Manual pertaining to seasonal employees shall be controlling for the limited purpose of interpreting and implementing the group health and hospitalization insurance benefits described in the said Article VI, Section 3.

EXHIBIT 3

[ARTICLE III. RECRUITMENT AND EMPLOYMENT]

Section 1. Recruitment and Employment Application Procedures

At the time of an employment vacancy, members of the human resources department, in consultation with the department head, will determine to what extent, if any, the vacancy should be advertised. All vacancy announcements distributed throughout the community will specify qualifying requirements and the pay range of the positions to be filled. Employment advertisement shall contain assurances of Equal Employment Opportunity and shall comply with Federal and State Statutes regarding discrimination in employment matters.

Upon inquiry, each individual interested in employment with the city shall be informed of all current job openings. In order to be considered for employment with the city, an individual must submit a written application on the form prescribed by the human resources department. Any such form shall provide notice that North Carolina law, subject to certain exceptions for individuals who are seeking or hold any certifications issued by the North Carolina Criminal Justice Education and Training Standards Commission, allows applicants to not refer to any arrest, charge, or conviction that has been expunged. An applicant need not, in answer to any question concerning any arrest or criminal charge that has not resulted in a conviction, include a reference to or information concerning charges or convictions that have been expunged. An application shall not be denied solely because of the applicant's refusal or failure to disclose information concerning any arrest, criminal charge, or criminal conviction of the applicant that has been expunged.

In order to ensure that an accurate background check can be completed in the event a conditional offer of employment is extended to an individual, applicants for employment with the city shall, upon request, provide information that can be used to confirm the identity of the applicant along with written consent to conduct a background check, including without limitation a check of the applicant's criminal history record information. The requested information may include, but is not limited to, the applicant's full name, documents such as a birth certificate or driver's license, and/or a completed applicant fingerprint card.

Properly submitted applications shall be kept in an active file for six (6) months.

Qualified persons currently employed by the city shall receive first consideration for filling those vacancies that represent promotional opportunities.

Persons dismissed by the city for unsatisfactory performance of duties or improper personal conduct may not be rehired.

Section 3. Conditional Offer of Employment

When a department head notifies the human resources department of the selection of an applicant as the candidate initially identified as best suited for an open position of employment, the human resources department will contact the selected applicant and extend a written conditional offer of employment. This written conditional offer of employment will advise the selected candidate that the granting of employment with the city is contingent upon the successful completion of a pre-employment drug screen, physical, and background check that includes a criminal history record check, verification of information contained within the individual's application materials, and, if the position sought by the applicant requires the ability to operate a motor vehicle, a review of the applicant's driving history. In addition to the items listed in the immediately preceding sentence, this offer of employment may also be conditioned on the completion, to the satisfaction of the city, of any other examinations, tests, or reviews that are mandated by the applicable federal, state, and local laws, ordinances, and administrative regulations for the occupation/job sought by the applicant.

When an inquiry of criminal history record information indicates that an individual has one or more pending criminal charges and/or has been convicted of or accepted responsibility for one or more felonious or misdemeanor criminal offenses, such information will not serve as an automatic disqualifier that mandates the withdrawal of a conditional offer of employment. Any pending criminal charge(s) and/or past criminal conduct will be subjected to an individualized review of the entirety of the available information before a decision is made as to whether to withdraw a conditional offer of employment. At a minimum, this review will take into account the type of crime(s) of which the individual has been charged or was convicted/accepted responsibility, the frequency of violations and/or any pattern of offenses, the time that has elapsed since the date(s) of any conviction(s)/disposition(s), the applicant's age at the time of any conviction(s)/disposition(s), and the impact, if any, of the past criminal conduct or pending charges of criminal conduct on the ability of the applicant to perform the essential job functions of the position for which he or she has applied in a manner consistent with the maintenance of the public trust and confidence that is essential to the city's effective delivery of municipal services.

With regard to the pre-employment drug screen and the physical examination, a health care provider performing a medical examination shall be instructed to not report family medical history. The relevant inquiry in this employment-related medical exam is not what the candidate's health may be in the future, but rather what the candidate's present ability is to perform the essential functions of the job. If the selected candidate tests positive for drugs and/or is found to be unable to perform an essential function of the job for which the individual has been selected, the conditional offer of employment will be withdrawn.

Applicants for employment who refuse to comply with or are unable to fully satisfy the conditions attached to a conditional offer of employment, including without limitation fully cooperating with and completing the mandated physical exam and drug screening, are automatically disqualified from final appointment to the position for which they have applied.

Tests required or administered by the city shall be those measuring the skills actually required to perform the essential functions of the job for which an individual has applied.

EXHIBIT 4

[ARTICLE IV. PAYROLL ADMINISTRATION]

Section 9. Overtime and Special Duty Assignment

- (A) The city abides by all applicable sections of the Fair Labor Standards Act, the Fair Labor Standards Amendments of 1986, and all subsequent amendments. On the basis of time sheets or time cards submitted by the employees, the city will properly record all applicable overtime accrued for each covered employee.
- (B) With the exception of subsection (J), this overtime and special duty assignment policy is applicable only to employees of the City of Asheboro who are non-exempt under the Fair Labor Standards Act.
- (C) Employees are expected to work during all assigned periods exclusive of breaks or mealtimes. Employees are not to perform work during any time that they are not scheduled to work unless they receive approval from their immediate supervisor, except in cases of emergency. An emergency exists if a condition arises that could reasonably result in injury or harm to a person, damage to property, or that requires the immediate attention of the employee. Employees who work excess hours because of an emergency shall advise their immediate supervisor of the unscheduled work as soon as practical following completion of the work.
- (D) It is the policy of the city, in agreement with its employees, that employees receive compensatory time-off at a rate of one-and-one-half (1-½) hours for each hour of overtime worked. Except for law enforcement officers and firefighters, non-exempt employees receive compensatory time-off at the rate of one-and-one-half (1-½) hours for every hour worked over forty (40) hours in a seven-day workweek. Non-exempt law enforcement officers are entitled to this overtime rate only for hours worked in excess of one hundred seventy-one (171) hours in a twenty-eight-day cycle, and firefighters are entitled to this overtime rate only for hours worked in excess of two hundred four (204) hours in a twenty-seven-day cycle.
- (E) In situations where a non-exempt employee performs work that fails to qualify as overtime work because the employee will not actually work over forty (40) hours during the seven-day workweek, or for law enforcement officers and firefighters the threshold amount set for overtime work during the prescribed twenty-eight-day or twenty-seven-day cycle will not be satisfied, such an employee may accrue, as a bonus, one-and-one-half (1-½) hours of compensatory time-off for every hour worked in furtherance of the assigned task if the work is designated and explained as a special duty assignment by the employee's division director or department head on the employee's time sheet or time card. Alternatively, a non-exempt employee may receive, as a bonus, a monetary payment rather than compensatory time-off for work on an assigned task if such work, along with the request for the payment of a bonus, is designated and explained as a

special duty assignment by the employee's division director or department head on the employee's time sheet or time card. Such a bonus monetary payment shall be one-and-one-half (1-½) times the employee's regular rate of pay for each hour worked as a special duty assignment.

- (F) When a non-exempt employee is called back to work outside regularly scheduled working hours, the employee's division director or department head is to evaluate the totality of the circumstances and make a determination as to which of the following options will be utilized:
 - (a) The call-back event can be designated as a special duty assignment, including using the rate for calculating bonus compensation described above in subsection (E), with a guarantee that the employee will receive, under this option, credit for no less than two (2) hours of special duty assignment work, or
 - (b) The call-back event can be integrated into flexible, alternative scheduling of the employee's work time during the workweek or the twenty-eight-day/twenty-seven-day cycle in which the call-back event occurred.
- (G) Non-exempt law enforcement officers, firefighters, and employees engaged in seasonal activities may accrue not more than four hundred eighty (480) hours of compensatory time-off. All other non-exempt employees may accrue not more than two hundred forty (240) hours of compensatory time-off. When the thresholds specified in this subsection are reached, the non-exempt employee will receive a monetary payment of one-and-one-half (1-½) times the employee's regular rate of pay for each hour in excess of the limits specified in this subsection.
- (H) Employees wishing to use accrued compensatory time-off must make a written request to their immediate supervisor. Use of such time will be allowed within a reasonable period following the request as long as the use does not unduly disrupt the operations of the city. Additionally, in order to reduce the amount of accrued compensatory time-off, an employee who has not asked to use accrued compensatory time-off may, nonetheless, be required by his or her supervisor to use that accrued time at the convenience of the city.
- (I) Accrued compensatory time-off will be paid upon termination of employment and shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is higher.
- (J) Subject to the conditions specified in this subsection, an exempt employee may be granted bonus compensatory time-off or pay to the same extent that such a bonus would be granted to a non-exempt employee for work designated and approved as special duty assignment work by the management official with approval authority for the exempt employee's time sheet or time card. The receipt of bonus compensatory time-off or pay by an exempt employee is subject to the following conditions:

- (a) The amount of compensatory time-off or pay shall be calculated on an hour-for-hour basis, not at the rate used for non-exempt employees of one-and-one-half (1-½) hour for each hour of special duty assignment.
- (b) As with non-exempt employees, exempt employees wishing to use accrued compensatory time-off must make a written request to their immediate supervisor. Use of such time will be allowed within a reasonable period following the request as long as the use does not unduly disrupt the operations of the city. Additionally, in order to reduce the amount of accrued compensatory time-off, an employee who has not asked to use accrued compensatory time-off may, nonetheless, be required by his or her supervisor to use that accrued time at the convenience of the city.
- (c) Exempt employees who have been allowed to accumulate compensatory time-off, rather than receiving contemporaneous payment for special duty assignment work, will not be paid for any portion of the accumulated compensatory time-off until the exempt employee terminates his or her employment with the city. The cap on the amount of approved compensatory time-off that may be accrued by an employee is wholly inapplicable to an exempt employee.
- (d) **In the event an exempt employee separating from employment with the city is to receive a payment for some or all of the accumulated compensatory time-off, such terminal pay is to be calculated at the employee's final regular rate of pay on the basis of the maximum amount of compensatory time-off that the employee would have been allowed to accumulate if he or she had been a non-exempt employee.** The terminal pay cannot include, and exempt employees are expressly prohibited from receiving, any payment that is based on compensatory time-off hours accumulated in excess of the number of hours that could have been accumulated by a non-exempt employee. The maximum number of hours that can be accumulated by the typical forty-hour exempt employee is two hundred forty (240) hours. An exempt employee in the police department or the fire department who qualifies for the Section 7k exemption can accumulate up to four hundred eighty (480) hours. When an exempt employee terminates his or her employment with the city, the balance of any accumulated compensatory time-off that has not been used by the employee prior to the separation from employment or included in the employee's terminal pay in strict accordance with the limits set within this subsection shall be deemed to be forfeited by the employee.

EXHIBIT 5

[ARTICLE VI. BENEFITS]

Section 3. Group Health and Hospitalization Insurance

(A) For the limited and sole purpose of interpreting and implementing the group health and hospitalization insurance benefits described in this section of Article VI, the following definitions and rules of interpretation shall be applicable exclusively to Article VI, Section 3 of the City of Asheboro Personnel Policies and Procedures Manual (hereinafter referred to as the “Manual”):

(1) The term “Part-Time Employee (Extended Hours)” means an employee who is reasonably expected by the city to average working twenty-six (26) or more hours per week.

(2) The term “Part-Time Employee (Variable/Seasonal Hours)” means an employee who is reasonably expected by the city to average working less than twenty-six (26) or more hours per week during the designated measurement period. This term includes an employee for whom, based on the facts and circumstances known at the time of the employee’s hire date, the relevant division/department head has made the determination that, even though the employee is expected to average working more than twenty-six (26) or more hours per week for a limited duration of time, it cannot be determined that the employee is reasonably expected to work, on average, at least twenty-six (26) or more hours per week over the course of the designated measurement period.

(3) Aside from elected officials, when evaluating an employee’s eligibility for group health and hospitalization insurance benefits, all employees shall be categorized as either a full-time, part-time (extended hours), or part-time (variable/seasonal hours) employee.

(4) The term “Part-Time Employee (Variable/Seasonal Hours)” shall include the “Seasonal Recreational Employees” described in Article II, Section 4 of the Manual.

(5) In contrast to the above-stated definitions, the term “Full-Time Employee” shall have the same meaning as stated for the term in Article II, Section 2 of the Manual.

- (6) The term “Ongoing Employee” shall mean any city employee, exclusive of elected officials, who has been employed by the city for at least one (1) complete Standard Measurement Period.
- (7) The term “Standard Measurement Period” means the 12-month period of time extending from April the 15th of a calendar year to April the 14th of the following calendar year.
- (8) The term “Administrative Period for an Ongoing Employee” means the 76-day period of time extending from April the 15th of a calendar year to June the 30th of the same calendar year.
- (9) The term “Stability Period for an Ongoing Employee” means a 12-month period of time extending from July the 1st of a calendar year to June the 30th of the following calendar year. This Stability Period for an Ongoing Employee matches the city’s fiscal year and the plan year for the city’s group health and hospitalization insurance.
- (10) The term “Initial Measurement Period for a New Employee” means a 12-month period of time that is measured from the new employee’s hire date.
- (11) The term “Administrative Period for a New Employee” means the period of time utilized by the city to perform the calculations and administrative tasks needed to determine if a new employee is eligible, on the basis of the hours worked during the above-referenced initial measurement period, for coverage under the city’s group health and hospitalization insurance. This time period shall extend from the end of the Initial Measurement Period for a New Employee to the end of the first full calendar month immediately following the end of the said initial measurement period.
- (12) The term “Corresponding Stability Period” means the 12-month period of time that immediately follows the Administrative Period for a New Employee.
- (B) All full time employees and elected officials Any Full-Time Employee, Part-Time Employee (Extended Hours), and elected official will be provided group health and hospitalization and life insurance at no cost. This group insurance shall be made available to employees' dependents on a participating basis. Eligibility for group health and hospitalization insurance will be effective the first day of the month following one full month of employment or the taking of office.
- (C) Part-Time Employee (Variable/Seasonal Hours) will not be eligible for any group health and hospitalization insurance benefits unless, after utilizing the following evaluation periods and methodologies, the employee is found to have worked an average of twenty-six (26) or more hours per week during the relevant measurement period. If a Part-Time Employee (Variable/Seasonal Hours) is found to have worked an average of twenty-six (26) or more hours per week during the relevant measurement period, such an employee

will be eligible, during the entire duration of the stability period that follows the relevant measurement period, for the same group health and hospitalization insurance benefits provided to a Full-Time Employee or a Part-Time Employee (Extended Hours). The ongoing evaluations of a Part-Time Employee (Variable/Seasonal Hours) in terms of eligibility for group health and hospitalization insurance benefits will be conducted as follows:

(1) In the case of an Ongoing Employee who is not already eligible for the group health and hospitalization insurance benefit as a Full-Time Employee or a Part-Time Employee (Extended Hours), the city shall use the above-defined Standard Measurement Period as a look-back period prior to the beginning of the city's next plan year and associated open enrollment period in order to determine if any employee not currently eligible for the group health and hospitalization insurance benefit is now eligible for the benefit because of working an average of twenty-six (26) or more hours per week during the Standard Measurement Period. During the Administrative Period for Ongoing Employees, which runs from April the 15th to June the 30th of each year and overlaps with the open enrollment period for insurance, each Part-Time Employee (Variable/Seasonal Hours) will be evaluated in order to determine if the employee worked an average of twenty-six (26) or more hours per week over the course of the immediately preceding Standard Measurement Period. If the employee did average working twenty-six (26) or more hours per week during this look-back period, the unreduced group health and hospitalization insurance benefit will be offered to the employee for the entirety of the ensuing plan year (July 1 to June 30) that matches the 12-month Stability Period for an Ongoing Employee. The group health and hospitalization insurance benefit will not be offered to employees who did not average working twenty-six (26) or more hours per week during the prior measurement or look-back period.

(2) A supplemental measurement or look-back period will be utilized for a newly hired Part-Time Employee (Variable/Seasonal Hours) in order to ensure that an otherwise eligible employee does not go too long without coverage if he or she is otherwise eligible for the group health and hospitalization insurance benefit and has not been evaluated under the Standard Measurement Period after twelve (12) months of beginning work because of the date on which the employee was hired. When such an employee is initially hired, he or she will not be eligible for the group health and hospitalization insurance benefit. The city will apply, on the employee's hire date, a 12-month Initial Measurement Period for a New Employee as a look-back period for a new employee whose status is unclear in terms of the number of hours that will be worked per week over the course of the adopted measurement period. At the conclusion of the initial 12-month measurement period, the city will utilize the Administrative Period for a New Employee in order to evaluate whether an average of twenty-six (26) or more hours per week were worked by the new employee over the course of the immediately preceding Initial Measurement Period for a New Employee. If the employee did average working twenty-six (26) or more hours per week during

this initial look-back period, the unreduced group health and hospitalization insurance benefit will be offered to the employee for the entirety of the following 12-month Corresponding Stability Period. The group health and hospitalization insurance benefit will not be offered to employees who did not average working twenty-six (26) or more hours per week during the prior measurement or look-back period. As a matter of clarification, the following illustration and a separate interpretative provision are offered:

(a) Example of the Application of the Preceding Measurement, Administrative, and Stability Periods to a New Employee: If an employee is hired on May 15, 2014, the Initial Measurement Period for a New Employee will run from May 15, 2014, to May 14, 2015. In this case, the Administrative Period for a New Employee would run from May 15, 2015, to June 30, 2015, and the Corresponding Stability Period would run from July 1, 2015, to June 30, 2016.

(b) In the example above, any subsequent coverage would be determined on the basis of the provisions established earlier in this Section for the evaluation of an Ongoing Employee. As soon as the new employee has worked long enough to be evaluated on the basis of the Standard Measurement Period, regardless of whether the employee is still within the previously calculated Corresponding Stability Period, a determination shall be made by utilizing the Standard Measurement Period, Administrative Period for an Ongoing Employee, and the Stability Period for an Ongoing Employee as to whether the employee is eligible for the group health and hospitalization insurance benefit under these criteria. Any such supplemental evaluation shall operate to the advantage of an employee and shall not serve to reduce an employee's eligibility for the group health and hospitalization insurance benefit under a previously calculated stability period.

(D) Other insurance programs which will serve the needs of the employees of the city may be offered through payroll deductions.

(E) Information concerning the cost and benefits of the insurance program shall be available to all employees through the Human Resources Department. Booklets explaining the program will be available to all employees.

EXHIBIT 6

[ARTICLE X. DISCIPLINARY ACTIONS]

Section 4. Procedure

When deemed appropriate by the management team, progressive formal discipline is to be administered and recorded in an employee's personnel jacket as follows:

(1) Written Warnings(s)

Documented discussion of specific work-related concerns indicating corrective measures to be followed. The receipt of a written warning must be acknowledged in writing by the employee. If the employee refuses to properly acknowledge the receipt of a written warning, the supervisor issuing the written warning shall note the employee's refusal on the employee disciplinary report and have an additional supervisor sign the disciplinary report as a witness to the fact that the employee refused to sign the disciplinary report.

(2) Written Warning with Condition(s) of Continued Employment

If an employee continues to perform his or her duties in an unsatisfactory manner after the receipt of a written warning about deficiencies in the employees' work performance, or if the employee engages in improper personal conduct that involves a mitigating factor or a combination of mitigating factors deemed by the management team to warrant disciplinary action short of dismissal, the employee may be issued a written warning that contains conditions with which the employee must comply in order to maintain his or her employment with the city. These conditions of employment may include, but are not limited to, performance standards that are designed to establish a defined goal for the employee to attain in order to demonstrate that substantive progress has been made toward the employee working and conducting himself or herself in a manner that meets the expectations of the City of Asheboro. The performance standards established as part of a specific written warning may remain in effect for up to six (6) calendar months after the employee's receipt of the written warning. The receipt of a written warning must be acknowledged in writing by the employee. If the employee refuses to properly acknowledge the receipt of a written warning, the supervisor issuing the written warning shall note the employee's refusal on the employee disciplinary report and have an additional supervisor sign the disciplinary report as a witness to the fact that the employee refused to sign the disciplinary report.

Dismissal from employment or the issuance of a written warning with conditions of continued employment as a consequence of improper personal conduct does not require prior warning, documented or otherwise.

(3) Pre-Dismissal Hearing

The supervisor recommending dismissal shall discuss the preliminary recommendation with the Human Resources Department. The supervisor shall schedule and conduct a pre-dismissal conference with the employee. In the conference, the supervisor shall give the employee written notice of the recommendation for dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal, to refute information supporting the recommended dismissal action and to offer information or arguments to support his/her position. During this pre-dismissal hearing with the division/department head, no outside parties, specifically including without limitation private legal counsel, may participate in this process that is limited to the city's employee and the employee's supervisor(s). In the event the decision is made to proceed with the dismissal from employment, the employee may have legal counsel appear on his or her behalf during the post-dismissal appeal proceedings that are conducted by the human resources director and the city manager.

(4) Suspension

If the behavioral infraction is extremely serious to the city, fellow employees, or the public, supervisors may suspend an employee without warning.

Section 6. Rights of Appeal

In the cases of a suspension, demotion, or dismissal that has been entered by a division/department head, a regular employee has appeal rights. The appeal procedure shall be governed by Article XI of the City of Asheboro Personnel Policies and Procedures Manual. The first level of appeal from a decision by a division director/department head to suspend, demote, or dismiss an employee will be to the human resources director in accordance with the procedures prescribed by Article XI, Section (C) of this Manual. If an appeal is made from the decision of the human resources director, such an appeal is to be made to the city manager in accordance with Article XI, Section (D) of this Manual subsection (B) below. In the case of the suspension, demotion, or dismissal of a regular employee holding the rank of department head or higher, the city manager will specify the appeal procedure that will be available to the employee at the same time the city manager designates the employee who will conduct, on behalf of the manager, the administrative investigation of the circumstances leading to the need to evaluate whether a suspension, demotion, or dismissal is warranted. Otherwise, the appeals process will be conducted as follows:

In the case of the suspension, demotion, or dismissal of a regular employee holding the rank of department head or higher, the city manager will specify the appeal procedure that will be available to the employee in the event of an adverse personnel action at the same time the city manager designates the employee who will conduct, on behalf of the manager, the administrative investigation of the circumstances leading to the need to evaluate whether a suspension, demotion, or dismissal is warranted.

A. Appeal from a Division/Department Head to the Human Resources Director

A regular employee may appeal his or her suspension, demotion, or dismissal to the human resources director. Any such appeal must be in writing, and the written notice of appeal must be received by the human resources director within twenty (20) workdays following the entry of the personnel action that is under appeal. The human resources director shall review the written reports utilized by the division/department head to take the personnel action under appeal, and the human resources director may request additional information and documentation prior to the hearing that will be scheduled in order to consider the appeal.

The Human resources director shall notify all concerned of a time and date for the post-personnel action appeal hearing that will take place as soon as possible, but not later than twenty-five (25) workdays after the date of the personnel action under review. During the hearing, the human resources director may receive new information, written or oral, from the division/department head and/or employee so long as the information/documentation is germane to the issue(s) under review. In deciding the issue on appeal, the human resources director may confirm or modify the recommendation of the division/department head and enter such order as the human resources director may deem appropriate. The human resources director's written decision shall be entered and forwarded to the division/department head and the employee within thirty (30) workdays of the personnel action from which an appeal has been made.

Either the division/department head or the employee may appeal the human resources director's decision to the city manager. If an appeal is properly filed, the human resources director will forward his written decision as well as all of the documents that he considered during the appeal process to the city manager for further review.

B. Appeal from the Human Resources Director's Decision to the City Manager

An appeal from the decision of the human resources director pertaining to a regular employee's suspension, demotion, or dismissal must be submitted in writing to the city manager. Any such written notice of appeal must be received by the city manager within thirty-five (35) workdays of the entry of the personnel action under appeal. The city manager will review all of the documentation considered by the human resources director, and the manager may request additional information and documentation prior to the hearing that will be held to consider the appeal.

The city manager will notify all concerned of a time and date for the appeal hearing that will take place as soon as possible, but not later than forty (40) workdays after the entry of the personnel action under appeal. At the hearing, the city manager may receive new information, written or oral, from the parties to the appeal so long as the information/documentation is germane to the issue(s) under review. In deciding the issue on appeal, the city manager may confirm or modify the decision entered by the human resources director and will enter such order as the manager deems appropriate. The decision entered by the city manager shall be final.

The city manager's written decision will be entered and forwarded to the human resources director, the division/department head, and the employee within forty-five (45) workdays after

the personnel action from which an appeal has been made. Any deviation from the above policy and procedure shall be subject to the approval of the city manager.

Section 7. Administrative Guidelines

(A) Unsatisfactory Performance of Duties

This category covers all types of performance-related inadequacies. This policy does not require that the progressive warnings address the same type of unsatisfactory performance, but it does require that all warnings be related to job performance. Unsatisfactory performance of duties may include, but is not limited to:

- (1) ~~Inefficient~~ **Inefficiency** or incompetence in performing duties;
- (2) Negligence in performance of duties;
- (3) Physical or mental incapability for performing duties;
- (4) Careless or improper use of city property;
- (5) Failure to maintain satisfactory and harmonious working relationships with fellow employees and the public;
- (6) Habitual pattern of failure to report for duty at the assigned time and place;
- (7) Absence without approved leave;
- (8) Habitual and improper use of sick leave privileges;
- (9) Failure to obtain or maintain current license or certificate required as a condition for performing the job; **and**
- (10) Failure to wear and use appropriate safety equipment or otherwise to abide by safety rules and policies.

(B) Improper Personal Conduct

An employee who engages in a single act of improper personal conduct is subject to dismissal from employment with the City of Asheboro regardless of whether the employee has previously received a warning of any kind during his or her career with the city. The following list is illustrative, and is not an exhaustive or exclusive list, of the types of improper personal conduct that will lead to the termination of an individual's employment with the city:

- (1) Conduct unbecoming a city employee;
- (2) Conviction of a felony;

- (3) Committed a criminal act;
- (4) Misusing city funds;
- (5) Falsifying job information provided to the municipal corporation in order to secure one or more job assignments or position(s);
- (6) Engaging in any action that would in any way seriously disrupt or disturb the normal operations of the municipal corporation city;
- ~~(7)~~ Trespassing on the grounds or home of any official or employee for the purpose of harassing or forcing dialogue or discussion for the occupants;
- ~~(8)~~ (7) Willful acts that would endanger the lives or property of others;
- ~~(9)~~ (8) Willfully damaging city property;
- ~~(10)~~ (9) Possessing unauthorized weapons, alcoholic beverages, or illegal substances while on the job;
- ~~(11)~~ (10) Threats, pressure, or physical actions against others, specifically including without limitation uninvited and repeated contact, whether by means of communication devices or by means of physical visits to the grounds or home of the targeted individual, for the purpose of harassing an individual or forcing unwelcomed dialogue/discussion that is not subject to free speech protections afforded by the Constitutions of the United States and the State of North Carolina;
- ~~(12)~~ (11) Insubordination;
- ~~(13)~~ Reporting to work under the influence of alcohol or drugs, or partaking of such items on the job;
- ~~(14)~~ (12) Accepting gifts for “favors” or “influence;”
- ~~(15)~~ (13) Without proper authorization, disseminating or otherwise releasing in any manner information that is lawfully maintained by the city as confidential information;
- ~~(16)~~ (14) Unauthorized possession of the city’s or another employee’s property;
- ~~(17)~~ (15) Leaving the work area repeatedly for excessively long periods without proper authorization;
- ~~(18)~~ (16) Violation of the city’s policies prohibiting sexual harassment, unlawful discrimination, workplace violence, and/or substance abuse;

- ~~(19)~~ (17) Providing or maintaining false or improper records/documents;
- ~~(20)~~ (18) Sleeping during work time;
- ~~(21)~~ (19) Gambling during work time; and
- ~~(22)~~ (20) Providing an untruthful statement or statements during an administrative investigation conducted by the city and/or otherwise attempting to impede the ability of the city to conduct an accurate and complete administrative investigation.

(C) Written Warning(s)

During the period after written warnings have been issued for unsatisfactory performance of duties, management may choose to counsel with the employee concerning his/her employment status before a decision to demote or dismiss is made. Such counseling should involve a candid discussion about the actions that an employee must take in order to correct the unsatisfactory performance. As a part of this counseling, management may request the employee to take up to one (1) day's leave with pay to consider whether or not the employee wishes to continue his/her employment with the city. It should be stressed to the employee that a decision to continue employment with the city will require a commitment to improve performance, and that a lack of improvement will lead to dismissal. Management is expected to use its discretion to determine when this procedure would benefit the employee and the city.

(D) Suspension(s)

Investigatory or disciplinary suspension may be used by management in appropriate circumstances. The following general guidelines shall be utilized when deciding whether to place an employee on suspension:

- (1) If the infraction or behavior is extremely serious or injurious to the city, fellow employees, or the public, a supervisor may suspend an employee without warning. However, before any further formal disciplinary action such as demotion or dismissal is taken against an employee, the employee's division director/department head must consult with the human resources department.
- (2) An employee who has been suspended for either investigatory or disciplinary reasons may be placed on compulsory leave without pay.
- (3) Investigatory suspension with or without pay may be appropriate:
 - (a) To provide time to investigate, establish facts, and reach a decision concerning an employee's status in those cases where it is determined the employee should not continue to work pending a decision; and

- (b) When management elects to use investigatory suspension in order to avoid undue disruption of work or to protect the safety of persons or property.
 - (4) Investigatory suspension without pay shall not exceed thirty (30) calendar days.
 - (5) Investigatory suspension with pay will be at the request of the division director/department head and must be authorized by the city manager.
 - (6) An employee who has been suspended with or without pay must be furnished a letter with the specific reasons for his/her suspension and notice of right to appeal. A copy of the letter shall be forwarded to the human resources department in advance.
 - (7) Suspension with or without pay must be fully documented.
- (E) Review of Documentation
- (1) An employee who objects to material in his or her personnel jacket may place in the file a statement relating to the material the employee considers to be inaccurate or misleading. The employee may seek the removal of such material by filing a grievance and following the grievance procedures specified in Article XI of the City of Asheboro Personnel Policies and Procedures Manual.
 - (2) Probationary employees who have been subject to disciplinary action for improper personal conduct, and are ineligible for access to the city's grievance appeal procedures for regular employees, may submit to the human resources director a written request for an informal name-clearing proceeding that will be conducted by the human resources director. The human resources director must receive such a written request within thirty (30) business days of the date of receipt by the probationary employee of the problem causing documentation. In his or her request, the probationary employee must state the basis for his or her belief that the submitted documentation should be amended, supplemented, or removed.
 - (a) During the informal hearing of this matter, the human resources director shall review all pertinent written reports and may request additional information and documentation. Also, the human resources director may receive new evidence, written or oral, from the division director/department head and employee so long as the evidence is relevant to whether the problem causing documentation should be removed, amended, or supplemented. In deciding the question presented by the probationary employee, the human resources director may reject the probationary employee's contention or agree to amend, supplement, or remove the documentation previously placed in the employee's personnel jacket.

- (b) If an individual is dissatisfied with the decision rendered by the human resources director, the individual may appeal the human resources director's decision by submitting a written request to the city manager for an informal hearing before the city manager. Such a request must be received by the city manager within fifteen (15) business days of the date on which the individual received the human resource director's written decision.
- (c) The city manager shall review the entirety of the information previously reviewed by the human resources director during his or her consideration of the matter. Additionally, the city manager may receive new evidence, written or oral, from the division director/department head and employee so long as the evidence is relevant to whether the problem causing documentation should be removed, amended, or supplemented. When ruling on the appeal, the city manager may confirm or modify the decision of the human resources director. The decision rendered by the city manager shall be final. The city manager shall furnish written notice to the employee, the division director/department head, and the human resources director of his final ruling
- (d) This name-clearing opportunity is for the limited and sole purpose of providing an employee who has no other grievance or appeal rights with an opportunity to properly request the removal or mitigation of allegedly damaging information previously placed in a personnel jacket. The name-clearing process shall not afford probationary employees access to the city's appeal process in Section 6 of this Article or to the city's grievance procedure that is specified in Article XI. During the name clearing process, the previously suspended, demoted, or dismissed probationary employee does not have the right to appeal his or her suspension, demotion, or dismissal from employment and is expressly prohibited from raising such an appeal.

EXHIBIT 7

[ARTICLE XI. GRIEVANCE PROCEDURE]

The grievance procedure is designed to ~~insure an employee of fair, impartial and prompt consideration of~~ facilitate open and meaningful internal communications between employees and the different levels of management about a workplace problems or dissatisfactions without fear of reprisal on the part of the city's employees. ~~The procedure also encourages employees at all levels to express themselves regarding conditions of work. The grievance procedure is intended~~ The other intended benefits of this grievance procedure are to promote a better understanding of personnel policies, practices, and procedures; to instill confidence in employees that fair and impartial treatment will be received; and to develop in supervisors a continuing sense of responsibility for maintaining effective working relationships with subordinate employees.

All employees including supervisors and division/department heads, are expected to discuss their problems and misunderstandings with their superiors. Open two-way communication is a proven factor in reducing and resolving grievances. When utilizing this internal forum to better understand and hopefully satisfactorily resolve complaints/dissatisfactions, no outside parties, specifically including without limitation private legal counsel, may participate in this process that is limited to the city's employees and the various levels of the city's management team.

The grievance procedure established in this Article is not the appropriate forum for considering issues concerning an employee's suspension, demotion, or dismissal. An appeal from a suspension, demotion, or dismissal from employment shall be filed and will be heard in accordance with the provisions found in Article X, Section 6 of this Manual. All other types of work-related problems, dissatisfactions, and complaints shall be discussed by all parties in a positive and respectful manner in accordance with the following procedures:

~~When an employee feels the need to resolve a work related problem, dissatisfaction or complaint, the following procedure should be followed:~~

A. Informal Discussion with Immediate Supervisor

An employee who feels he/she has a grievance shall first discuss the problem with the immediate supervisor. The employee must inform the supervisor about the grievance as soon as possible, but not later than five (5) workdays following the incident or action that caused or revealed the problem. It is supervisory responsibility to encourage the subordinate to discuss the problem with the supervisor so as to promote understanding. Most misunderstandings should be clarified and resolved during this free exchange of viewpoints. If the employee still feels the grievance is not resolved, he/she may proceed to the next step of this procedure.

B. Appeal to Conference Meeting with Division Director/Department Head

An employee may request a hearing conference meeting with the division director/department head to appeal discuss an unresolved grievance. Such a request must be received by the division

director/department head in writing from the employee no later than ten (10) workdays following the event that caused or revealed the grievance.

The division director/department head shall promptly notify the human resources director, the employee and the employee's immediate supervisor of a date and time for the hearing conference meeting, which will be no later than fifteen (15) workdays after the problem causing event. The division director/department head will open the meeting with an informal discussion of the problem and will explore possible solutions with those in attendance. Every effort will be made during this discussion to resolve the grievance to the satisfaction of all concerned. However, if the grievance cannot be resolved through this discussion, the parties will together prepare a written report of all sides of the issue, including the recommendation of the division director/department head. This report shall be promptly submitted to the human resources director for further consideration through the next step.

C. Appeal to Conference Meeting with the Human Resources Director

An employee may request a conference meeting with the human resources director to discuss an unresolved grievance. Such a request, along with the written report that is to be submitted by the parties involved, must be received by the human resources director in writing no later than twenty (20) workdays following the event that caused or revealed the grievance. The human resources director shall review all written reports and may request additional information and documentation prior to the conference meeting.

The human resources director shall notify all concerned of a time and date to ~~conduct an appeals hearing to~~ hold a conference meeting that will take place as soon as possible, but not later than twenty-five (25) workdays after the problem causing event. ~~The Human Resources Director shall review all written reports and may request additional information and documentation.~~ At the hearing conference meeting, the human resources director may receive new evidence information, written or oral, from the division director/department head and/or employee, which is germane to the issue. In ~~deciding the issue on appeal~~ resolving the grievance, the human resources director may confirm or modify the recommendation of the division director/department head and recommend such order, as he or she may deem appropriate in the matter.

If the grievance cannot be resolved at this hearing particular conference meeting, the human resources director will prepare a written report of all sides of the issue, including the recommendation of the division director/department head and ~~his or her own~~ the human resources director's recommendation. This report shall be promptly submitted to the city manager for further consideration through the next step.

Notwithstanding any other provision in this section, in the event the grievance is filed by an employee in the Human Resources Department or by a division director/department head, the grievance will be heard directly by the city manager.

D. Appeal to Conference Meeting with the City Manager

An employee may request a conference meeting with the city manager to discuss an unresolved grievance. Such a request, along with the written report submitted by the human resources director, must be received by the city manager in writing from the employee no later than thirty (30) workdays following the event that caused or revealed the grievance. The City Manager shall review all written reports and may request additional information and documentation prior to the conference meeting.

The city manager shall notify all concerned of a time and date to conduct an appeals hearing to the conference meeting that will take place as soon as possible, but not later than thirty (30) thirty-five (35) workdays after the problem causing event. At the hearing conference meeting, the city manager may receive new evidence information, written or oral, from the division director/department head and/or employee, which is germane to the issue. In deciding the issue on appeal resolving the grievance, the city manager may confirm or modify the decision of the human resources director and/or the division director/department head and enter such order as the manager may deem appropriate in the matter. The decision rendered by the city manager shall be final.

The city manager shall furnish written notice to the employee, the division director/department head, and the human resources director of his ruling final decision. This notice shall be made not later than thirty five (35) forty (40) workdays from the original date of the event that caused or revealed the problem. Any deviation from the above policy and procedure shall be subject to approval by the city manager.

**2013
CITY OF ASHEBORO
BUILDING INSPECTION DEPARTMENT
Annual Report**

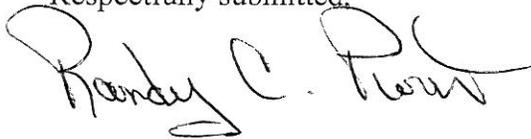
Mayor, Members of the City Council,

The number of new residential building permits issued in 2013 totaled nineteen (19). There were fourteen (14) single family permits, four (4) townhome permits and one (1) duplex permit issued. The total valuation for the new residential permits was \$2,375,000.

There were four (4) new commercial permits issued this year. The total valuation was \$1,516,000. The largest permit valuation was for the Premier Medical office and Carolina Pharmacy with a valuation of \$780,000.

We will continue to work closely with other departments within the city to make Asheboro a better place to work and live.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Randy C. Purvis". The signature is stylized with a large initial "R" and a long, sweeping underline.

Randy C. Purvis
Chief Building Inspector

TABLE OF CONTENTS

Department Staff	Page 3
Number of Permits Issued	Page 4
Building Permits Valuations	Page 5
Number of permits For Dwelling Structures With Number of Units	Page 6
Revenue Summary	Page 7
Permit Valuations In Past	Page 8
Commercial and Residential Information	Page 9
Number of Dwelling Units in Previous Years	Page 10

DEPARTMENT STAFF

Randy C. Purvis	-	Chief Building Inspector
Jimmy L. Cagle	-	Part-time Inspector (All Trades)
Tamela Garner	-	Permits Technician

**Number of Permits Issued
2013**

	Building Permits	Electrical Permits	Plumbing Permits	Heat/AC Permits	Mobile Home Permits	<u>Totals</u>
January	17	20	10	19	4	70
February	13	26	4	23	1	67
March	19	22	8	18	3	70
April	23	22	16	21	2	84
May	21	27	9	31	7	95
June	15	30	5	34	4	88
July	12	22	7	27	1	69
August	22	17	15	21	1	76
September	10	19	5	18	1	53
October	21	21	7	20	3	72
November	13	16	3	22	3	57
December	10	20	6	21	1	58
Total	196	262	95	275	31	859

Building Permit Valuations
2013

	New Construction	Additions & Alterations	Total Valuations
January	286,000	464,800	750,800
February	207,000	982,795	1,189,795
March	375,000	2,635,500	3,010,500
April	503,000	2,902,000	3,405,000
May	125,000	1,367,000	1,492,000
June	90,000	133,100	223,100
July	110,000	333,250	443,250
August	1,025,000	1,497,600	2,522,600
September	250,000	142,600	392,600
October		1,617,100	1,617,100
November	795,000	167,400	962,400
December	125,000	225,380	350,380
Totals	3,891,000	12,468,525	16,359,525

NUMBER OF PERMITS FOR DWELLING STRUCTURES

In addition, The Number of Dwelling Units

2013

	Single Family Permits	Townhouse Permits	Duplex Permits	Multi-family Permits	<u>Total Dwelling Units</u>
January	-	-	-	-	-
February	-	-	1	-	2
March	3	-	-	-	3
April	2	-	-	-	2
May	1	-	-	-	1
June	1	-	-	-	1
July	1	-	-	-	1
August	2	-	-	-	2
September	1	4	-	-	5
October	-	-	-	-	-
November	2	-	-	-	2
December	1	-	-	-	1
Total	14	4	1	-	20

2013
Revenue Summary

	<u>Building Permits</u>	<u>Electrical Permits</u>	<u>Plumbing Permits</u>	<u>Heating/AC Permits</u>	Total
January	2,848.00	460.00	635.00	590.00	4,533.00
February	4,174.50	820.00	155.00	910.00	6,059.50
March	8,029.00	650.00	330.00	400.00	9,409.00
April	7,707.00	660.00	640.00	990.00	9,997.00
May	4,806.00	860.00	870.00	1,825.00	8,361.00
June	1,320.00	860.00	210.00	970.00	3,360.00
July	2,238.00	580.00	290.00	890.00	3,998.00
August	6,970.50	440.00	475.00	555.00	8,440.50
September	2,013.00	620.00	185.00	955.00	3,773.00
October	4,688.00	550.00	475.00	645.00	6,358.00
November	4,192.50	440.00	90.00	540.00	5,262.50
December	1,281.90	800.00	210.00	565.00	2,856.90
Totals	50,268.40	7,740.00	4,565.00	9,835.00	72,408.40

PERMIT VALUATIONS
IN PAST YEARS

	New Building	Additions & Alterations	Totals
2003	\$ 19,911,205	\$6,231,812	\$26,143,017
2004	\$ 18,659,006	\$5,024,464	\$23,683,470
2005	\$ 21,902,500	\$8,452,609	\$30,355,109
2006	\$ 15,385,221	\$8,540,343	\$23,925,564
2007	\$ 37,198,200	\$6,678,835	\$43,877,035
2008	\$ 11,147,007	\$8,388,817	\$19,535,824
2009	\$ 7,337,825	\$4,427,274	\$11,765,099
2010	\$ 6,695,473	\$8,896,585	\$15,592,058
2011	\$ 7,838,516	\$52,341,180	\$60,179,696
2012	\$ 12,541,000	\$12,128,345	\$24,669,345
2013	\$ 3,891,000	\$12,468,525	\$16,359,525

COMMERCIAL AND RESIDENTIAL
Number and Value of Building Permits
(Mobile Homes Excluded)

Commercial

	<u>Number</u>	<u>Value</u>
2008	90	\$13,600,024
2009	97	\$ 4,997,669
2010	85	\$10,059,208
2011	79	\$54,695,802
2012	76	\$12,989,745
2013	82	\$13,307,130

Residential

2008	124	\$5,935,800
2009	97	\$6,767,430
2010	132	\$5,532,850
2011	86	\$5,483,894
2012	82	\$11,679,600
2013	85	\$3,052,395

Number of Dwelling Units in Previous Years
Single Family, Townhomes, Duplexes, and Multi-Family Units

2003	197
2004	123
2005	253
2006	131
2007	174
2008	88
2009	132
2010	106
2011	81
2012	144
2013	20



TO: John Ogburn, City Manager
FROM: Trevor L. Nuttall, Community Development Director 
DATE: 2-5-14
RE: Code Enforcement Report to City Council

Ed Brown, Code Enforcement Officer, will present an annual report to the City Council at its meeting tomorrow regarding 2013 code enforcement activity. The report will include data and graphics depicting the various enforcement actions completed or initiated last year. Summary data from the report is below:

Total Recorded Violations	326
• Zoning Violations	106
• Code of Asheboro Violations	220
Nuisance Hearings	32
Notice of Violations for Signs	68
		(Reflects 48 notices initiated by contracted enforcement)
Non-Permitted Signs Removed	900
		(Reflects 619 signs removed by contracted enforcement)
Minimum Housing Inspections	40
Dilapidated Structures Removed	24
Dilapidated Structures Cases In-Progress	21

Fire Fighter's Relief Fund Trustees Meeting January 29, 2014

In advance of the meeting, Tim Allred, Eddie Burks, Debbie Reaves and Roy Wright met to count ballots for the nomination of a new board member for the expiring term of Jim Owens.

61 members voted. 48 votes were for Jim Owens, 3 votes for Mike Walker, 2 votes for Max Hooker, 2 votes for Harvey Haddock, 1 vote for Pete Sulzer, 1 vote for Phil Skeen, 1 vote for John McGlohon, 1 vote for Jason Joines, 1 vote for Ben Hicks, 1 vote for Tommy Beane.

Present: Tim Allred, Jim Owens (phone), Roy Wright, Debbie Reaves, Eddie Burks

Meeting called to order at 9:40 am.

Considering the results of the above referenced vote, Jim Owens agreed to serve another 2 year term.

Tim Allred nominated Jim Owens to continue on as Chair of the board. Jim Owens was voted in as Chair for 1 year by unanimous vote.

Meeting was dismissed at 9:55 am

Respectfully submitted by Debbie Reaves, Secretary / Treasurer



Invitation to Randolph County EDC Planning Retreat

To: Economic Development Stakeholders and Leaders
From: Bonnie Renfro
Date: January 27, 2014
Subject: EDC Planning Retreat

You are invited to join the Randolph County EDC Board of Directors for our annual planning retreat on Tuesday, February 25, 2014. The meeting will last from 9:00 am to 1 pm and will include lunch. We will meet at the Randolph Community College Foundation Center. The street address is 629 Industrial Park Avenue in Asheboro.

Randolph County continues to be in an economic transition as our manufacturing based economy evolves. At the same time, we are seeing unprecedented change in our state and federal public policies that directly impacts our local economy and economic development program. All of this creates both opportunity and challenge for our people and our community. What type of economy do we want in 5 years and what actions are needed to get there?

Come and join the discussion at the annual EDC Planning Retreat. You are a direct stakeholder and your input is very important to this process.

Please let us know if you can attend no later than Thursday, February 20. Call 336.626.2233 or email lbennett@rcedc.com to confirm your attendance. Give us a call if you have any questions.