

**MINUTES
BREVARD CITY COUNCIL
Special Called Meeting
January 6, 2012 – 9:00 AM**

Council Member Orientation Workshop

The City Council of the City of Brevard met in special session on Friday, January 6, 2012 at 9:00 a.m. in the Council Chambers of City Hall with Mayor Jimmy Harris presiding.

The following were present: Mayor Jimmy Harris, Mayor Pro Tem Mac Morrow, Council Members Rodney Locks, Charlie Landreth, Maurice Jones, Wes Dickson and City Attorney Michael Pratt.

Staff: City Manager Joe Moore, Fire Chief Craig Budzinski, Financial Advisor Jim Fatland, Planning Dir. Josh Freeman, Bldg & Grounds Dir. Lynn Goldsmith, Police Chief Phil Harris, Bldg & Grounds Alex Marquez, HR Dir. LeAnn McCraw, Waste Water Plant Operator Emory Owen, and City Clerk Desiree Perry.

Press: None

Others: Transylvania County Commissioner Larry Chapman

Welcome - Mayor Harris called the workshop to order, welcomed those present and explained the workshop session is for the purpose to provide newly elected Council members an orientation to become more familiar with City departments and services. The workshop is open to the public. He explained he will not be able to attend the entire workshop and that upon his departure Mayor Pro Tem Morrow will preside.

Agenda – Mr. Morrow moved, seconded by Mr. Landreth, Council accept the meeting Agenda as presented. Motion passed unanimously.

Introduction – Mr. Moore provided an introduction and overview of both City and County services to citizens, Council manager form of government, and the origin and evolution of government services in North Carolina. A copy of the power point slides and information shared are on file with the agenda materials.

Departmental Presentations

Representatives from City departments provided an overview of the role and services of the department, followed by on-site tours of the Fire Department, Police Department, Public Services Department, Water Plant and Wastewater Treatment Plant. A copy of the department handouts are on file with the agenda materials.

Building and Grounds Department – L. Goldsmith and A. Marquez presented a video of the multiple properties and responsibilities of the department along with a handout further describing the department structure and responsibilities.

10:30 AM - Mayor Harris left the workshop; Mayor Pro Tem Morrow began presiding.

Human Resource Department – L. McCraw provided a handout including information on payroll, benefits, wellness program, recruitment, training, safety, workers comp, liability and risk management, policies and procedures, City pool, and personnel/finance responsibilities.

City Clerk – D. Perry provided a handout including information on the various City records the office maintains, listing of City advisory boards and committees, privilege licensing, and Brevard Code of Ordinances codification process. Also provided to Council members was a copy of the adopted Code of Ethics, Rules of Procedure, and FY 2011-12 Schedule of Fees.

Finance Department – J. Fatland provided a handout including a Sales Tax Report-FY 12 compared to FY-11, and recommended Council consider adopting financial policies for:

- Revenue
- Operating Budget
- Capital Improvement and Equipment Replacement
- Debt
- Fund Balance

11:30 AM – A light lunch was provided. During lunch M. Pratt and J. Freeman, made their presentations.

City Attorney – M. Pratt provided a handout including information on legislative and quasi-judicial hearings.

Planning Department – J. Freeman presented power-point slides describing the department roles and responsibilities, processes, board and committees they work with, and described the connect between policies adopted by Council that support adopted Plans and Ordinances.

At 12:45 p.m. the Council Chambers portion of the workshop was completed. Council members, Manager, Clerk, Planning Director and Fire Chief proceeded to the Fire Department.

On-Site Department Presentations

Fire Department (12:47 p.m.) – Chief Budzinski provided a handout including number of Fire Department personnel, NCRRS rating requirements, presented a map showing the areas within the City and County the Fire Department provides fire protection and assistance. A tour of the department included firefighters demonstrating features of the ladder and pumper trucks.

Workshop was running later than anticipated. Mayor Pro Tem Morrow was called away to work around 1:30 p.m. and plans to rejoin the on-site tours at the Water Plant or Wastewater Plant.

Police Department (1:48 p.m.) – Chief Harris provided a tour of the department while sharing their various responsibilities.

Van transportation was provided for Council members Locks, Landers, Dixon and Jones, Manager, Clerk and Planning Director.

Public Services Department (2:15 p.m.) – D. Lutz introduced the Public Services department staff, provided a handout describing the major departmental functions, contact information, an asset summary report, and then provided a tour of the facility.

Water Plant (2:45 p.m.) – B. Egerton provided a tour of the facility while describing the process of gathering the water and the various checks and processes to insure high water quality is provided throughout the City.

At 3:00 p.m. Council members Landreth and Jones needed to leave. Assistant Planning Director Brad Burton transported them back to City Hall.

At 3:35 p.m. Council member Locks was delivered home; Council member Dixon, Manager, Clerk and Planning Director continued to the Wastewater Plant and joined Mayor Pro Tem Morrow who was already on-site.

Wastewater Treatment Plant (3:56 p.m.) – E. Owen introduced staff, provided a handout including the Wastewater Treatment Plant System Performance Annual Report and a diagram of the wastewater treatment process, followed by a tour of the facilities.

Adjourn - There being no further workshop business or tours, Council member Dixon, Manager, Clerk and Planning Director were transported back to City Hall. Workshop adjourned at 5:00 p.m.

Jimmy Harris, Mayor

Mac Morrow, Mayor Pro Tem

Desiree D. Perry
City Clerk

Minutes Approved: February 20, 2012