

**MINUTES
BREVARD CITY COUNCIL
February 28, 2014 – 9:00 AM**

Council Member Orientation Work Session

The City Council of the City of Brevard met on Friday, February 28, 2014, at 9:00 a.m. in the Council Chambers of City Hall. The scheduled work session is for the purpose to provide Council members information to become more familiar with City departments and services.

The following were present: Council Members Charlie Landreth, Maurice Jones, Wes Dickson and Ann Hollingsworth.

Absent: Mayor Jimmy Harris and Mayor Pro Tem Mac Morrow

Staff: City Manager Joe Moore, Assistant to City Manager LeAnn McCraw, Human Resources Director Christine Caldwell and HR Specialist Jill Murray, Public Service Director David Lutz and staff members Administrative Service Mgr. Letha Cox, Admin. Assistant June Stewart, Supervisor Ben Robinson, Supervisor Wesley Shook, Supervisor Anthony Coward and Fleet Maintenance Supervisor Jimmy Bullock, Building & Grounds Director Lynn Goldsmith and staff member Alex Marquez, Planning Director Josh Freeman, Fire Chief Craig Budzinski, Assistant Fire Chief Bradley Elmore, Fire Dept. Captain Adam Hughey, Police Chief Phil Harris, City Engineer and Utility Director Jay Johnston, PE, ORC Wastewater Treatment Plant Supervisor Emory Owen and ORC Water Treatment Plant Supervisor Dennis Richardson, and City Clerk Desiree Perry.

Press: None

Welcome – City Manager Joe Moore welcomed those present and explained the workshop session is for the purpose to provide Council members, especially newly elected Council members, this orientation work session to become more familiar with City departments and services. Meeting is open to the public.

Quorum – City Clerk certified a quorum present.

Agenda – Mr. Landreth moved, seconded by Mr. Dickson, the Agenda be adopted as presented. Motion carried unanimously.

Introduction – Mr. Moore provided an introductory presentation that included goals; origin and role of cities and counties in North Carolina; services provided by City Government; and Council-Manager form of government. A copy of the information provided is on file with the agenda materials.

Departmental Presentations

Representatives from City departments presented to Council an overview of the role and services of the department. A copy of the information provided from the departments is on file with the agenda materials.

City Clerk's Office

Role Play – Fire Chief Budzinski, Assistant Fire Chief Elmore and Fire Captain Hughey presented a role play describing the three different ways a citizen may request an item be placed upon a City Council Agenda.

City Clerk Desiree Perry provided Council with a packet of information that included: Contact Information; 2014 Council Meeting and Holiday Schedule; City Council Code of Ethics; City Council Rules of Procedure; Advisory Boards and Committees (schedule of meetings, rosters, and application form); and, Privilege License form and FY 2013-14 Schedule of Fees.

Human Resources Office

HR Director Christine Caldwell described and provided information on the five core areas: 1. Workforce Planning & Employment; 2. Wellness and Risk Management; 3. Development and Training; 4. Organizational Rewards; and, 5. Employee and Labor Relations.

Public Services Department

Director David Lutz explained there are six Divisions within the Public Services Department, and provided descriptions of the services and responsibilities of each Division. Divisions: 1. Administration; 2. Vehicle Maintenance Division; 3. Streets Division; 4. Sanitation Division; 5. Water Distribution Division; and, 6. Sewer Collections.

Planning Department – Code Enforcement Process

Director Josh Freeman provided information on the different Code Enforcement categories (ie. Building Code, Flood Damage Prevention, Health & Sanitation, Zoning, Minimum Housing Code, and, Support to Public Services) and described typical code enforcement processes.

Building and Grounds Department

Director Lynn Goldsmith and staff member Alex Marquez presented a video of the multiple properties and responsibilities of the department along with a handout that further described the department structure and responsibilities.

Department Facility Tours

Following the presentations, Council members, along with the City Manager, City Clerk and a few other City staff members, were provided a tour of the City Finance Department, Police Department, Fire Department and Wastewater Treatment Plant.

Finance Department

Director Jim Fatland and staff members Shirley Hutchins, Terri Morgan and Rose Baltezare offered a walk-through of the Finance Department while describing the various services they provide to citizens and to other City departments.

Police Department

Chief Harris, Deputy Chief Shawn Miller and Lt. Danny Britt provided a tour of the Police Department facilities, including the evidence room and interview room, department vehicles and equipment, and, provided handout including an organizational chart, schedule, and statistical data.

LUNCH – Fire Department staff prepared and served lunch.

Fire Department

Chief Budzinski and Assistant Chief Elmore provided a tour of the Fire Department facility, vehicles, equipment, and described training and experience requirements needed for a fire fighter to advance in leadership. Presented a map showing the geographic boundary areas served by the Fire Department.

Wastewater Treatment Plant

Using a 15-passenger van, Council Members, Mr. Moore, Mr. Johnston, Ms. Murray, Mr. Owen and Ms. Perry traveled together to the City Wastewater Treatment Plant.

Mr. Owen and Mr. Johnston provided a tour of the facility while describing the processes involved and required by law to treat waste water prior to discharging into the river. They explained the plant was not designed to handle industrial waste like is being received from the Oskar Blue's brewery. As a result, the City has failed to keep within the State allowed Permit limits seven out of the past twelve months. This is largely due to the fact that, unlike other micro-breweries, Oskar Blues does not pre-treat all of their waste prior to sending into the City's sewer system; OB has significantly

increased the amount of BOD and TSS than previously received at the plant. Staff is working hard to make adjustments to the City's system in order to treat the waste and stay within the State limits; however, it continues to prove to be difficult.

Due to lack of time, the scheduled tours of Cathey's Creek Water Treatment Plant, Burrell Mountain Reservoir and visit Wayfinding sites were not held. Council members and staff were transported back to City Hall.

Adjourn - There being no further business, Mr. Jones moved, seconded by Mr. Dixon, the work session be adjourned. Motion carried unanimously. Work session adjourned at 3:56 p.m.

s/_____
Desiree D. Perry
City Clerk

Minutes Approved: April 21, 2014