



January 5, 2016, CITY COUNCIL MEETING

The City Council of the City of Clinton, North Carolina, met in regular session at 7:00 PM on January 5, 2016, in the City Hall Auditorium. Mayor Starling presided. Councilmembers Strickland, Turlington, Becton, Stefanovich, and Mayor Pro Tem Harris were present.

Also present was City Attorney Tim Howard, Howard and Bradshaw, PLLC.

Also present were City Manager Shawn Purvis; Police Chief Jay Tilley; City Clerk Elaine F. Hunt; Planning Director Mary Rose; Public Works Engineer Russell Byrd; Finance Director Kristin Stafford; Fire Chief Scott Phillips; Recreation Director Jonathan Allen; Public Works Director Jeff Vreugdenhil; and Human Resource Director Lisa Carter.

Also present were David Wall, of the Parks and Recreation Department; Captain Donald Edwards and Belinda Parker, of the Police Department; Stacey Ray and Randy Parker, of the Public Works Department; Joy Culbreth and Clark Strickland, of the Fire Department; Linda Harrington, of the Finance Department; and Ashley Blackmon, former employee of the Finance Department

Melvin Henderson, of the Sampson Weekly; and Chris Berendt, of the Sampson Independent, were also present.

Mayor Starling called the meeting to order. He called upon Councilmember Stefanovich to give the invocation.

CITY COUNCIL

Upon a motion made by Councilmember Strickland, seconded by Councilmember Becton, the minutes of the December 1, 2015, regular, and December 1, 2015, closed session city council meeting were unanimously approved, subject to the following correction: action taken following the closed session is that City Council will give City Manager Purvis an increase in his annual salary and expend funds so that he might attend the Senior Executive Institute at the University of Virginia Weldon Cooper Center for Public Service in July 2016.

RECOGNITION – 2015 EMPLOYEE OF THE YEAR

City Manager Purvis briefed the group on this recognition. He stated that this is the third year of the "Employee of the Year" program. He stated that nominations come from the peers. He told of the process stating that upon the Employee Committee narrowing the selections to five, an external committee makes the final selection. Mr. Purvis stated that there were four (4) nominees for this year. He further announced the names of the external committee: Patty Cherry, Susie Bauman, and Lenzie Grice. Ms. Cherry and Mr. Grice were in the audience.

City Manager Purvis introduced the four finalists to the group: Belinda Parker, Police Department; Stacey Ray, Public Works Department; Joy Culbreth, Fire Department; and Ashley Blackmon, formerly of the Finance Department. Mr. Purvis praised all employees for the excellent job that they do.

Belinda Parker was announced as the "2015 Employee of the Year." Mayor Starling and City Manager Purvis presented a monetary award and a plaque to Mrs. Belinda Parker.

Mr. Purvis stated that a larger plaque will hang in City Hall and a picture of Mrs. Parker will be placed on the plaque. Monetary awards were also presented to Ms. Ray, Mrs. Culbreth, and Ms. Blackmon.

Mayor Starling thanked the finalists and "Employee of the Year," for the excellent job that they perform for the City of Clinton.

PRESENTATION – GOVERNMENT FINANCE OFFICERS ASSOCIATION – BUDGET AWARD

City Manager Purvis announced that this is the City of Clinton's sixth consecutive year of receiving the Government Finance Officers Association of the United States and Canada Distinguished Budget Presentation Award for its budget. He stated that this award represents a significant achievement by the entity. He further stated that for budgets beginning in 2014, 1,491 participants have received the Award. City Manager Purvis stated that in order to receive the Award, entities have to satisfy nationally recognized guidelines for effective budget presentation focusing on a policy document, a financial plan, an operations guide, and a communications device. Mr. Purvis stated that our strategic planning workshop(s) helps to achieve this recognition.

City Manager Purvis asked Finance Director Kristin Stafford to come forth and Mayor Starling presented to her the Distinguished Budget Presentation Award.

FY 2016-2017 PROPOSED BUDGET CALENDAR

City Manager Purvis stated that previously, City Council received a proposed 2016-2017 Budget Calendar for consideration of adoption. He stated that the dates can be changed and

because of prior commitments of some, the January 21, 2016, Strategic Planning and Goal Confirmation Workshop needs to be changed. He stated that the budget calendar helps staff prepare the necessary projections and proposals for the next budget year. He stated that all dates will meet those prescribed in the Local Government Budget and Fiscal Control Act which include four workshops. City Manager Purvis recommended approval of the proposed FY2016-2017 Budget Calendar subject to changing the Thursday, January 21, 2016, Strategic Planning and Goal Confirmation Workshop to Tuesday, January 26, 2016.

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Turlington, the following revised FY2016-2017 Budget Calendar passed unanimously:

**City of Clinton
Fiscal Year 2016-2017 Preparation
Proposed Budget Calendar**

Tuesday, October 20, 2015	Strategic planning workshop with City Council
Monday, November 30, 2015	Departments begin meeting internally to develop CIP project requests
Friday, January 8, 2016	Departments submit CIP project requests to Finance & Administration
Monday, January 11-15, 2016	Administration & Finance review CIP project requests. Department Heads meet with City Manager & Finance staff to discuss CIP project requests
Tuesday, January 26, 2016	Strategic planning and goal confirmation workshop with City Council
Tuesday, January 26, 2016	City Manager & Finance staff rank CIP project requests & establish a priority list
Wednesday, January 27-February 12, 2016	CIP project impact & financial analysis is completed to prepare for operating budget

Friday, February 19, 2016	Budget packages delivered to departments
Thursday, February 25, 2016	CIP workshop with City Council
Friday, April 1, 2016	Departments submit budget request
Monday, April 4 – Friday, April 29, 2016	City Manager & Finance staff review budget requests & prepare recommendations
Tuesday, April 19, 2016	Budget workshop with City Council
Friday, May 6, 2016	Submit CIP & preliminary FY16-17 budget to City Council
Tuesday, May 17, 2016	Budget workshop with City Council
Tuesday, May 31, 2016	Submit proposed FY16-17 budget to City Council for review
Tuesday, June 7, 2016	City Council holds public hearing regarding proposed FY16-17 budget
Tuesday, June 21, 2016	City Council adopts FY16-17 Budget
Friday, July 1, 2016	Fiscal Year 2016-2017 begins

FIRE DEPARTMENT -- FIRE INSPECTION SERVICES

Fire Chief Scott Phillips stated that several months ago, the City received a letter from the County regarding proposed changes in fire inspections. He stated that a few options were presented to City Council to consider including the county continuing to provide service or the City bringing the service in house. Chief Phillips further stated that at the December 1, 2015, city council meeting, City Council passed unanimously to proceed with developing a fire inspections program so that the City might perform its own services.

Chief Phillips stated that the city needs qualified personnel to assist in the development and administering of an effective inspections program. He requested that City Council approves the creation of a fire inspector position—Fire Inspector III-- to initially be part-time. Chief Phillips stated that a job description has been prepared.

City Manager Purvis stated that the estimated cost for this position of \$20,000 to \$25,000 is already included in the current budget.

Mayor Starling noted that for many years, the County has provided this service. It was further noted that the County will be responsible for billing.

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Strickland, it passed unanimously to create a fire inspector position—Fire Inspector III—to initially be part-time.

WWTP – RECLASSIFICATION – ENVIRONMENTAL PROGRAM MANAGER POSITION

City Manager Purvis stated that with additions to the city's infrastructure and further projects on the horizon, new personnel and responsibilities have developed. He stated to address these responsibilities and ensure service excellence, the Environmental Program Manager position assumed most of the workload and additional supervisory control. He further stated that the proposed reclassification takes into account the position's new duties and addresses internal and external equity matters. Mr. Purvis stated that the Environmental Program Manager will coordinate the Keep Clinton Beautiful Project.

City Manager Purvis informed City Council that he, along with Lisa Carter and Jeff Vreugdenhil reviewed this reclassification. The reclassification results in a 2.5% salary increase. Mr. Purvis recommended approval of this reclassification.

Upon a motion made by Councilmember Turlington, seconded by Councilmember Strickland, it passed unanimously to reclassify the Environmental Program Manager position.

PURCHASING POLICY & PROCEDURE MANUAL

Finance Director Kristin Stafford presented the revised Purchasing Policy & Procedure Manual to City Council. She stated that the existing manual was last revised in 2010 and this revised manual includes:

1. Purchases approved by the Department Head for one thousand dollars (\$1,000.00) or less will not require a Purchase Order.
2. Any purchase expected to be five thousand dollars (\$5,000.00) or more, will not only require a Purchase Order, but will require the City Manager's approval by signature on the Purchase Order.
3. During natural disasters, the limit of one thousand dollars (\$1,000.00) will be waived on all purchases. Every effort should be made to contact the Purchasing Manager prior to making sizable purchases.

Mrs. Stafford stated that within the manual in accordance with N.C. G.S. 143-133.3, there is an additional requirement – E Verify Requirements. She stated that it will be the responsibility of the contractor to ensure self-compliance, as well as the compliance of any subcontractors.

City Manager Purvis recommended approval of the revised Purchasing Policy & Procedure Manual.

Upon a motion made by Councilmember Becton, seconded by Councilmember Turlington, the revised Purchasing Policy and Procedure Manual was approved unanimously.

ORDINANCE—BUDGET

Finance Director Kristin Stafford briefed City Council regarding these amendments. She stated these budget amendments are for property purchase on Southwest Boulevard, roof repairs, to keep the general ledger balanced in various line items and to reflect expenditures more accurately. She stated that there is an increase in the General Fund of \$218,900, of which loan proceeds offset \$129,000. Reserves account for the \$89,900 difference for roof repairs and the purchase of the SW Boulevard property that Council approved in spring 2014.

City Manager Purvis recommended approval of these amendments.

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Becton, the following amendment #2016.01.01 was unanimously adopted:

**Budget Ordinance Amendment
Fiscal Year 2015-2016 Budget**

#2016.01.01

BE IT ORDAINED by the City Council of the City of Clinton, NC, that the following amendment be made to the Annual Budget Ordinance for the fiscal year ending June 30, 2016, amended on October 6, 2015, is hereby amended as follows:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>	<u>Total</u>
10-5600-7400	Capital Outlay	\$138,400		
10-6200-1602	Maint/repair fields		\$ 7,500	
10-6200-7400	Capital Outlay	7,500		
10-6400-7400	Capital Outlay	6,200		

10-6600-5404	General Liability		5,600
10-6600-5900	Employee Relations	6,300	
10-6600-7300	Capital Outlay-Improvement	19,100	
10-6600-7405	Capital Outlay-Prop. Acquis.	69,500	
10-6600-8000	Contingency		15,000

TOTAL EXPENDITURES	\$247,000	\$28,100	\$218,900
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Section 2. The revenues are to be changed as follows:

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>	<u>Total</u>
10-3920-0000	Loan Proceeds	\$129,000		
10-3990-0000	Fund Bal Appropri.	89,900		
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	TOTAL REVENUES	\$218,900	\$0	\$218,900

Section 3. To amend the Water & Sewer Fund, the expenditures are to be changed as follows:

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>	<u>Total</u>
30-6600-7300	Non-depart. Improv.	\$10,300		
30-6600-8000	Contingency		\$10,300	
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	TOTAL EXPENDITURES	\$10,300	\$10,300	\$0

Section 4. To amend the Community Development Fund, the expenditures are to be changed as follows:

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>	<u>Total</u>
52-4970-7901	Transfer to capital project	\$55,000		
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	TOTAL EXPENDITURES	\$55,000	\$0	\$55,000

Section 5. The revenues are to be changed as follows:

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>	<u>Total</u>
52-3990-0000	Fund Bal Appropri.	\$55,000		
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TOTAL REVENUES	\$55,000	\$0	\$55,000
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Section 6. To amend the Downtown Special District Fund, the expenditures are to be changed as follows:

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>	<u>Total</u>
71-6910-2500	Craft fair		\$7,100	
71-6910-2600	Advertising		1,000	
71-6910-3300	Supplies		500	
71-6910-6901	Downtown Incent. Prog.	\$1,200		
71-6910-7200	Fundraising Expend.	2,500		
71-6910-8100	Special Events	6,100		
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	TOTAL EXPENDITURES	\$9,800	\$8,600	\$1,200

Section 7. The revenues are to be changed as follows:

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>	<u>Total</u>
71-3360-0000	Fundraising Rev.	\$1,200		
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	TOTAL REVENUES	\$1,200	\$0	\$1,200

Section 8. Copies of this budget amendment shall be furnished to the City Clerk, City Manager, and Finance Director for their direction.

APPOINTMENTS

Upon a motion made by Mayor Pro Tem Harris, seconded by Councilmember Strickland, the following individuals were unanimously reappointed to the All-America City Committee for a two-year term ending January 2018:

- a. Jeff Shipp; Gloria Edwards; Dee Bryant; Pat Denton; Sherry Matthews; Susie Bauman; Elaine F. Hunt; Stan Roberts; Marcus Becton; Susan Bristow; Rev. Willie Bowden; Patty Cherry; Nettie Pernell; Betty Fortner; and Victor Fryar

Upon a motion made by Councilmember Strickland, seconded by Councilmember Becton, it passed unanimously to reappoint Donald Summerlin, District 2, to the Planning and Zoning Board for a five-year term ending January 2021.

Appointments for the Board of Adjustment for a term of three years were continued until the February 2, 2016, city council meeting. Currently, John Naylor, District 2; Glenn Clark; and Chad Brewer are members; however, they request to be removed from this Board.

Notifications of appointments were given for:

- a. Cemetery Advisory Board – 3 yr. term – Whit Tart and Timothy Butler
- b. Planning and Zoning Board – 5 yr. term – Hugh N. Carr, ETJ

City Council will be requested to make appointments for these two boards at the February 2, 2016, city council meeting.

REPORTS

The code enforcement, fire, and personnel reports were acknowledged.

STAFF REPORTS

Lisa Carter, Human Resource Director spoke regarding a healthy lifestyle program that has recently been implemented within the City of Clinton. She introduced the Wellness Committee members who were also present: Belinda Parker, Clark Strickland, Linda Harrington, David Wall, Russell Byrd, and herself, Lisa A. Carter. She stated that this is a volunteer committee. Ms. Carter recognized Bobby Spell stating that his insurance company, along with many others, are assisting the city in this endeavor.

Ms. Carter stated that the City of Clinton had its first assessment in September 2015. Also, she stated that there has been a luncheon promoting this program and she invited City Council to participate in the kick-off on Thursday, January 14, 2016, at the Bellamy Center. Ms. Carter stated that lunch will be provided. She concluded her report by presenting a fit kit to the members of City Council.

Mayor and City Council thanked the Wellness Committee for their gifts.

CITY MANAGER REPORTS

City Manager Purvis stated that City Council has received his monthly report and he stands ready to address any concerns.

He announced that the 2016 district meetings will begin later this year. He stated that we decided to have the meetings in March and April, rather than February and March because of the weather. Mr. Purvis stated that a copy of the schedule was presented to City Council in their agenda packet.

CONTINUATION

Upon a motion made by Councilmember Stefanovich, seconded by Councilmember Turlington, it passed unanimously to continue the meeting until Tuesday, January 26, 2016, at 6:00 PM in the City Hall Training Room for a strategic planning and goal confirmation workshop. This meeting adjourned at 7:25 PM.

Elaine F. Hunt, City Clerk, MMC, NCCMC

Lew Starling, Mayor