



November 4, 2015, CITY COUNCIL MEETING

The City Council of the City of Clinton, North Carolina, met in regular session at 7:00 PM on November 4, 2015, in the City Hall Auditorium. Mayor Starling presided. Councilmembers Strickland, Turlington, Becton, and Mayor Pro Tem Harris were present.

Councilmember Stefanovich was absent.

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; Recreation Director Jonathan Allen; Public Works Engineer Russell Byrd; Public Works Director Jeff Vreugdenhil; Finance Director Kristin Stafford; Fire Chief Scott Phillips; Human Resource Director Lisa Carter; and Budget Analyst Lyden Williams.

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 Ms. Tamar Foster to give the invocation.

CITY COUNCIL

Upon a motion made by Councilmember Becton, seconded by Councilmember Strickland, the minutes of the October 6, 2015, regular and October 20, 2015, special city council meetings, were approved unanimously.

PROCLAMATION – NATIONAL AMERICAN INDIAN HERITAGE MONTH

Mayor Starling presented the following proclamation to Ms. Betty Lou Griffin, Chairperson, Native American Heritage, Richard Clinton Chapter National Society Daughters of the American Revolution:

NATIONAL AMERICAN INDIAN HERITAGE MONTH

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.

NOW, THEREFORE, I, LUTHER D. STARLING, JR., MAYOR OF THE CITY OF CLINTON, NORTH CAROLINA, on behalf of the City of Clinton City Council, do hereby proclaim November as the National American Indian Heritage Month, in the City of Clinton, and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities.

Ms. Griffin stated that five (5) of the eight (8) towns/municipalities in the County of Sampson have adopted the above proclamation and the remaining three (3) have the proclamation on their agendas. She stated that the approval of this proclamation will help to show Native Americans how much we appreciate them and their contributions to America.

PUBLIC HEARING -- OATHS

Oaths were not necessary at the November 4, 2015, city council meeting.

P & Z – ALONG SYCAMORE STREET – CENTURYLINK

Mayor opened a public hearing on a request by CenturyLink to rezone approximately one acre located along Sycamore Street from R-8 Residential to CB Central Business District.

Planning Director Mary Rose explained the request and gave the staff and Planning and Zoning Board's recommendation to approve the request upon the findings of fact and zoning consistency statement. She stated that Sheila Anderson signed the application as the applicant and Russell Simmons signed the application as the owner/representative of the property. She stated that the property is bordered to the north and east by CB-Central Business District and the properties adjacent to the south and west are zoned R-8 Residential. Ms. Rose stated that currently, the property is used as parking for the CenturyLink office located at 115 Fayetteville Street; however, the applicant is proposing to construct a storage building on an existing concrete pad.

No one else wished to be heard, and the hearing was closed.

Upon a motion made by Councilmember Strickland, seconded by Councilmember Becton, the following amendment #2015.11.01 to the Zoning Ordinance was unanimously adopted:

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City of Clinton Planning Board does hereby find and determine that the recommendation of ordinance amendment RZ-10-15-1 is consistent with the goals and objectives of the 2035 Clinton Comprehensive Plan and other long range planning documents. In Section 7 D. Non Residential Strategies of the 2035 Clinton Comprehensive Plan, off-street parking in the rear of properties zoned CB-Central Business is encouraged; and

WHEREAS, upon the recommendation of the Planning and Zoning Board and after public hearing and due notice thereof as required by law, the City Council of the City of Clinton, NC, does enact as follows: The Zoning Ordinance of the City of Clinton be and the same is hereby amended as follows: That approximately one acre located along Sycamore Street is hereby rezoned from R-8 Residential to CB Central Business District.

OLD BUSINESS

Budget Analyst Lyden Williams stated that the City submits requests for proposals for copier/scanning services every five years. He stated that finance staff has received proposals from the following five companies and these proposals include lease and purchase options:

<u>Company</u>	<u>Lease Cost Per Month</u>	<u>Service Agreement</u>	<u>5-Year Lease Cost</u>	<u>5-Year Purchase Cost</u>
Cavin	\$ 999	\$754	\$105,180	\$91,238
COECO	\$ 873	\$649	\$ 91,320	\$76,035
CopyPro	\$ 793	\$667	\$ 87,600	\$79,857
System	\$ 949	\$683	\$ 97,920	\$76,140
Xerox	\$1,357	\$714	\$123,660	N/A

Also, he stated that the lease and purchase options have service agreements. He stated that COECO is the low bidder for a purchase agreement; however, CopyPro is the low bidder for a lease agreement. He concluded by stating that approximately 80% of

municipalities and local governments choose to lease and the pros of leasing outweigh the pros of purchasing.

Upon a motion made by Councilmember Turlington, seconded by Councilmember Becton, it passed unanimously to enter into a service agreement and lease contract for five years with CopyPro.

STREET AND PARKING LOT CLOSINGS -- CHRISTMAS IN THE CITY

Planning and Zoning Director Rose appeared before City Council to request the streets and parking lots closings for "Christmas in the City," on December 3, 2015. She stated that this event is sponsored by the Clinton Main Street Program and held in partnership with the Sampson Arts Council, Sampson Convention and Visitors Bureau, Clinton-Sampson Chamber of Commerce, Sampson County History Museum, and Clinton Kiwanis. She asked that Council would approve the closing of Main Street from Wall Street to Lisbon Street, Vance Street from Sampson Street to Wall Street, the parking lot at the west end of the Sampson County Courthouse, and the City Market parking lot from 3:00 PM to 9:30 PM on Thursday, December 3, 2015.

She stated that she, downtown retailers, and restaurant owners have discussed and are all in agreement of the closings.

Ms. Rose asked that Section 4-7 Animals on Streets and Sidewalks be suspended specifically for this event by special permit from City Manager Purvis on this date also from 4:00 PM until 9:30 PM in order to accommodate the horse drawn carriage rides as in the past.

Upon a motion made by Councilmember Strickland, seconded by Mayor Pro Tem Harris, and unanimously passed, approval was given for the temporary closing of Main Street from Wall Street to Lisbon Street, Vance Street from Sampson Street to Wall Street, the parking lot at the west end of the Sampson County Courthouse, and the City Market parking lot from 3:00 PM to 9:30 PM on Thursday, December 3, 2015, in addition to, suspending Section 4-7 Animals on Streets and Sidewalks specifically for this event by special permit from City Manager Purvis from 4:00 PM until 9:30 PM in order to accommodate the horse drawn carriage rides as in the past.

REVISED TRAVEL POLICY

Upon a motion made by Councilmember Becton, seconded by Councilmember Turlington, the following policy was unanimously adopted:

City of Clinton



Travel Policy

Adopted April 2012
Revised November 2015

City of Clinton
Travel Policy
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Article I

General Provisions

1. Introduction

In striving to provide the best service possible, the City promotes continued education and training for all its employees. The City invests time and resources annually to provide employees with proper education and training. Employees can gain some of this education through on-the-job-training, but other educational and training opportunities require schooling and travel away from Clinton. Continuing to provide educational opportunities is in the best interest of city employees and citizens. Additionally, there are times when official City business requires travel outside of Sampson County. This travel is important as City Officials and employees perform their job responsibilities and further their career development. With travel a necessity, the City must strive to provide superior services while maintaining integrity and fiscal responsibility.

2. Purpose

The purpose of this policy is to provide guidelines for per diem, transportation, and subsistence allowances for city employees when traveling in association with job responsibilities. The policy serves as a reference for travel regulations, payment and/or reimbursement for travel expenses, and employee conduct.

3. Scope

This policy applies to all City Officials and employees. This policy defines “City Official” as any elected official or member of a board or committee appointed by Clinton City Council or City Manager. All decisions made by the City Manager with respect to work-related travel and the enforcement of this policy are final.

4. Objectives

The City’s objectives by implementing this policy are the following:

- To ensure employee integrity and public trustworthiness when traveling.
- To provide consistent standards in travel expenses
- To prevent excessive travel costs.

5. Definitions

A. Duty Station is the location at which the employee spends the majority of his or her working hours. For an employee in travel status, the duty station should be the point where traveling begins the majority of the time (home or office). The

designation of an employee's home as the duty station can be approved by the Department Director and/or the City Manager.

- B. Registration Fees** are reimbursable at the actual amount as shown by a valid receipt or invoice. The city official or employee may receive reimbursement or the department can pay the fee. These fees are part of the "travel and education" line item. The department must require itemization and documentation of expenses.
- C. Reimbursements** are paid by the City in response to a filed request, which a city official or employee must file for approval and payment within ten (10) business days after the travel period ends for which the reimbursement is being requested. "Travel period" is the days which the travel occurred.
- D. Requesting Party** is the person(s) who will receive reimbursement for travel costs incurred while conducting City business or receiving continuing education.
- E. Transportation expenses** include personal automobile, taxi, bus, train, airplane, motor pool charges, auto rentals, tolls, and parking fees. In order to be eligible for reimbursement, employees, city officials, board members, or other eligible travelers must incur all travel expenses while conducting official City business.
- F. Travel** is going to and from the normal job location to a site located outside Sampson County to conduct City business. The requesting party can receive a travel advance or a reimbursement for actual costs incurred, subject to the limitations established in this policy.
 - 1. **In-State travel** is travel within North Carolina but outside of Sampson County. Department Directors are responsible for approving travel within their department. If the department director is requesting travel, the City Manager will provide approval.
 - 2. **Out-of-State travel** status begins when the employee leaves the State and remains in effect until the employee returns to the State. The City Manager must approve out-of-state travel requests by employees and department directors. This policy does not permit use of city-owned vehicles out-of-state.
 - 3. **Short Distance Travel** is travel within a 75-mile radius of the employee's normal job location not involving lodging and does not require written approval. The employee, however, should notify their Department Director or City Manager of their travel plans, and should receive a verbal approval of the plans. Failure to notify the Department Director or City Manager of the travel plans will result in the requesting party receiving no reimbursement for travel costs.

4. **Travel advances** are all traveling expenses paid to the appropriate party in advance of the travel period. Travel advances are only available for travel periods longer than one (1) day and will only cover costs associated with registration fees, non-automobile travel, lodging, and meals. Travel advances occur at the discretion of the Department Director, City Manager, or Finance Director. The Finance office will provide an advance no later than five (5) working days prior to the date travel will commence. The amount of the travel advance may not exceed the estimated travel cost. Excess travel advances are subject to reimbursement standards in this policy. Finance will not issue a travel advance unless the City Manager and Finance Director have approved it.
5. **Travel Allowance** is a monthly travel allowance to an employee, which require City Council approval. A requesting party receiving a travel allowance may not request additional reimbursement for any cost incurred while traveling within a 75-mile radius of the requesting party's normal job location. This travel allowance is classified as a “nonaccountable plan” (justification not required); therefore, the travel allowance will be subject to State and federal income tax withholdings, social security withholding, and social security employer's matching contributions.

Article II

General Travel

1. Travel Authorization

A travel request must describe the purpose of the proposed trip, the amount of requested funds, the period away from the city, and must have the approval of the Department Director, Finance Director, and City Manager. Department Directors should attempt to include all travel and education cost estimates in their annual budgets. The City Manager or Department Director may rescind the travel authorization at any time.

2. Transportation

A. City-Owned Vehicles: Whenever possible, city officials and employees should use city fleet vehicles for travel. While traveling in a city-owned vehicle, all city officials and employees are subject to the Clinton Vehicle Use and Driving Records Policy. General rules for travel in city-owned vehicles include:

- City vehicles are not for out-of-state travel use.
- City officials and/or employees attending the same event should arrange for

carpools whenever possible.

- Individuals other than city officials or employees may not accompany a city official or employee in city-owned vehicles unless they have a business interest in the purpose of the trip and their presence relates to city business. This is for liability purposes only.
- City officials and employees may take a city-owned vehicle home the night before travel begins if they are required to leave before 7:00 am.
- City-owned vehicles are not for personal errands except for de minimis amount of personal use, such as driving the vehicle to and from dinner.

B. Private Vehicles: City officials and employees may use their private vehicle under the following circumstances:

- Approval by Department Director and/or City Manager,
- A city-owned vehicle is unavailable,
- Out-of-state travel is necessary,
- A companion is accompanying a city official or employee beyond the short distance travel mileage, and/or
- The requesting party needs a specially equipped vehicle.

1. Reimbursement: When city officials or employees use their private vehicle for travel, they are eligible for reimbursement for the items below.

- Mileage at the prevailing IRS allowable rate
- Reasonable parking fees, tolls, and expenses of a similar nature, when appropriate to the travel, are reimbursable with presentation of receipts

If there are any personal use miles on the trip, those miles do not count toward the total amount of miles. A de minimis amount of personal use, such as driving the vehicle to and from dinner, is permissible. Only mileage for the shortest usually traveled route plus mileage related to official business is reimbursable. A map indicating the mileage between the duty station and destination should accompany the requesting party's travel reimbursement form.

2. Car Pooling: City officials and/or employees attending the same event should arrange for carpools whenever possible. In the event of carpooling to an event, only one reimbursement for mileage will occur.

3. Vehicle Allowances: Some city officials and employees may receive a vehicle allowance. This allowance is to compensate for travel within Sampson County; therefore, city officials and employees receiving this allowance are to use their personal vehicles for travel within Sampson County without added reimbursement for mileage and parking. Granted vehicle allowances are solely

at the discretion of and in the amount set by the City Manager and City Council.

C. Common Carrier Travel: When travel by means other than automobile is necessary the following guidelines apply:

- Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt.
- Common carrier travel is permissible when the duration of the trip is greater than six (6) hours or under circumstances approved by the City Manager.
- Common carrier arrangements should be for the lowest fares available under the travel circumstances and time requirements. The requesting party should obtain quotes from at least three (3) carriers if multiple carriers exist, and provide documentation that they are using the lowest fare available.
- Travelers should be flexible as to time of day, carrier selection, and routing to obtain the lowest possible fare. City travelers, however, do not need to depart before 7:00 am or arrive after 9:00 pm under normal circumstances.
- Penalties and charges resulting from the cancellation of reservations shall be the City's obligation if cancellation or change of the city official or employee's approved travel is at the direction of and for the convenience of the City. If the cancellation or change is for the personal benefit of the city official or employee, it shall be the city official or employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the city official or employee's immediate family, or other critical circumstances beyond the control of the employee as approved by the City Manager, the City will pay the penalties and charges.
- Reimbursement of expense for airport parking is limited to ninety-six (96) hours. Airport parking expenses in excess of ninety-six (96) hours are reimbursable if the Department Director has given advance approval.

D. Other Transportation: In the event a city official or employee requires another mode of transportation, the following guidelines apply:

1. **Rental vehicles:** Rental vehicles are available for reimbursement only as a last resort. A receipt is necessary for reimbursement. The City Manager must approve rental vehicle use in advance of travel.
2. **Airport limousines/shuttles:** Airport shuttle fees are only reimbursable for one round trip.
3. **Buses:** Bus fares are only reimbursable for one round trip bus fare.

4. **Taxis:** Taxi fares are only reimbursable when limousine/shuttle service is not available and/or rental vehicles are not a cost effective means of transportation. The City Manager must approve use of taxis in advance of travel.

3. Meals

A. Meal Allowance: Total per diem allowance for meals is limited to the total actual expenses incurred during the day or part of day applicable and is limited in total to the daily or individual meal allowances set out below. Meals consumed by employees as part official city business will receive an advance or reimbursement based upon the per diem allowance as established or revised annually by the United States Government (GSA). Per Diem allowance rates include tips, vending machines, and snacks.

- **Per Diem rates will be updated annually as per the GSA established rates for in and/or out of state travel. Each city official traveling will select the state and zip code of the travel event.** <http://www.gsa.gov/portal/category/100120>

(Please attach this to each travel advance request and reimbursement request)

1. **Breakfast:** On the originating date of any travel, the City will not allow breakfast expenditure reimbursement unless travel from the duty station has to begin before 6:00 am.
2. **Lunch:** On the originating date of any travel, the City will not allow lunch expenditure reimbursement unless the event does not offer lunch and travel from the duty station has to begin before 11:00 am or concludes after 2:00 pm.
3. **Dinner:** On the return date of any travel, the City will not allow dinner expenditure reimbursement unless return travel to the duty station concludes after 8:00 pm.

B. Reimbursable Expense: Single day event meals are reimbursable at the actual cost of the meal, not to exceed the level specified above. For reimbursement the requesting party must provide an itemized receipt with individual(s) name(s) and the justification for lunch printed on the back of the receipt. The requesting party is not to use city funds for any meal that is included in the registration or program fee. A copy of the conference or program agenda should accompany all travel requests.

Advance Allowance: City officials and employees are eligible for advance meal allowances for travel periods occurring over multiple days. In order to receive the

cash allowance, the requesting party should complete a travel request form and notify the Finance Department of the departure date. The requesting party should turn in the travel request form no later than ten (10) business days in advance of the travel date. The requesting party is not to use city funds for any meal that is included in the registration or program fee. A copy of the conference or program agenda should accompany all travel requests.

4. Lodging

A. Authorization: City officials and employees must receive approval from City Council, the City Manager, and/or the appropriate Department Director when a travel period requires lodging. If the trip requires the employee to begin travel before 6:00 am in order to arrive at the destination on the opening day of the school, conference, etc., the employee is eligible to make reservations for the prior evening with advance approval. The travel must involve a destination located at least 75 miles from the assigned duty station to be eligible for lodging.

B. Reservations: City officials and employees attending schools and conferences are responsible for their own lodging reservations and should try to reserve hotel rooms that are available at block rates. If block rates are not available, the official or employee should make reservations with the most convenient hotel to the event. Likewise, the city official or employee is responsible for cancelling any reservations if necessary. City officials and employees should make every attempt to arrange for accommodations at the most cost effective location while considering safety and convenience to the school or conference.

C. Payment: Lodging necessary to accommodate overnight travel is reimbursable or eligible for payment with an advance check. The requesting part may secure reservations with the city credit card if approved by the Finance Director.

D. Amenities: Amenities not included in the hotel rate are the responsibility of the city official or employee. These include personal phone calls, extracurricular activities, movie rentals, dry-cleaning, room service, etc.

E. Other Expenses:

1. Business calls while at the hotel are covered expenses, i.e. calling City Hall.
2. Baggage handling tips for porters at terminals and hotels are not reimbursable.

5. Other Costs

A. Telephone: The City will not reimburse employees for personal phone calls except in an emergency.

B. Gas: Each city vehicle has an assigned gas card, which is in the vehicle at all

times. Drivers can use the card at any gas station accepting credit cards and are only to use the card for gas for that assigned vehicle. If the requesting party drives a personal vehicle, fuel costs are part of the per mile IRS rate.

- C. Alcohol:** No purchases of alcohol are allowable at any time with funds distributed by the City nor will the City reimburse employees for alcohol purchases.
- D. Miscellaneous:** Should unexpected expenses occur during travel, the city official or employee may submit a written request for reimbursement to the Department Director and/or City Manager for approval. All receipts must accompany the request.

6. Travel Companions

- A. Employees with Disabilities:** Payment of travel and subsistence expenses for attendants for physically challenged city officials or employees while traveling on city business may be subject to reimbursement to the same extent as other individuals covered by this policy if the Department Director and/or City Manager grants prior approval.
- B. Non-employee Companions:** Spouses, family members, or other guests may travel with city officials or employees to seminars, meetings, and other gatherings at their own expense.
 1. Payment and/or reimbursements to the City for non-employee companions should occur in advance of travel.
 2. At functions where attendance by a spouse or companion is appropriate, such as banquets held in conjunction with conferences, the City will reimburse the actual costs of the individual attending with the city official or employee, exclusive of travel expenses.
 3. If a non-employee companion is traveling with an employee, the employee should use a personal vehicle and the City will provide reimbursement at the prevailing IRS rate, however; subject to Article II, General Travel, # 2 Transportation, B Private Vehicle. The city official or employee understands that while the City's insurance covers them while on official business, the employee's companion nor personal vehicle are subject to the City's coverage.

Article III

Travel Advance Request Procedures

1. Submitting Travel Advance Reports

Each city official or employee should complete a travel advance report if the meal allowance, lodging expense, and registration fee the person traveling wants to take these payments with them to the travel event. Please see the below checklist for items needed to process the request.

Checklist of items for travel advance payment request

- City travel advance request form
- Lodging confirmation with total amount (if accepts checks)
- Meal allowance from GSA website (Article II Section 3)
- Agenda for the travel event
- Registration information (if to be paid ahead of time)
- Turn report in to the Finance Department at least 10 days before the travel is set to begin

Article IV

Authorization for Reimbursement Procedures

1. Submitting Expense Reports

Each employee should complete in its entirety a travel expense report that is available from the Finance-HR Department within ten (10) business days of travel. The requesting party should attach receipts for expenses requiring them, and submit it to their Department Director. Finance will deduct prior advances from reimbursable costs. A requesting party submitting a falsified reimbursement form will be subject to disciplinary action. A department director approving a falsified reimbursement form that they know to be false will be subject to disciplinary action.

2. Approval & Processing of Reimbursement Requests

The requesting party should submit their reimbursement requests to their Department Director, who will then submit it to the Finance Director. The Finance Director will determine that the Department Director properly approved the reimbursement form, it is mathematically correct, and that requested reimbursements agree to submitted receipts and are within the limits set by this policy. If an error exists in the reimbursement request, Finance will inform the requesting party and correct the error before payment. Before Finance makes the reimbursement, the Finance Director will determine that an amount sufficient to pay the request is available for payment, or that there is a sufficient unexpended appropriation in the expenditure item. The Finance Director will immediately inform the Department Director and requesting party if the city cannot make the payment. Please see the below checklist of items that need to be turned in with each travel reimbursement request.

Checklist of items for reimbursement payment request

- City reimbursement form
- All meal receipts allowed according to the meal section of this policy (Article II Section 3)
- Lodging receipt if not paid in advance
- Registration receipt if not paid in advance
- Agenda for the travel event
- Driving map from duty station to travel event if used a personal vehicle
- Turn the items in to the Finance Department within 10 days of return from the travel event

3. Compensation of Travel Time

When an employee is away on official business or participating in authorized training courses or authorized professional conferences and meetings, he/she is officially at work. Non-exempt employees who are traveling to or from an event in order to conduct official City business will receive compensation for all time spent traveling to and from the event. The determination of hours worked for time spent in travel and training shall be in accordance with the provisions of the Fair Labor Standards Act.

4. Trip Cancellation

In the event a city official or employee cancels an approved trip for which the City has already incurred costs, the official or employee is responsible for obtaining refunds and for canceling hotel reservations to avoid unnecessary charges. If full refunds are not available, the official or employee must submit a letter of explanation to City Council or the City Manager requesting a waiver for the non-refunded amount. If the Council or Manager does not approve the request, the city official or employee is responsible for reimbursement to the city.

5. Violation of Policy

Anyone found in violation of this policy whether in part or in whole are responsible for reimbursement to the City of all funds advanced or previously reimbursed and are subject to Article IX of the Clinton Personnel Policy.

RESOLUTION APPROVING FINANCING TERMS – BB&T – TRACTOR WITH SIDE MOUNT MOWER – STREET DEPARTMENT

Finance Director Kristin Stafford asked City Council to adopt a resolution approving the financing terms for a 2015 Case Tractor with Side Mount Mower. Mrs. Stafford stated that the tractor is part of the City's CIP and is included in the FY2015-2016 Budget. She stated that the City solicited bids for the financing of the tractor and received bids from the following banking institutions: BB&T Governmental Finance, New Bridge Bank, and First Government Lease. She further stated that BB&T was the lowest bidder with an annual interest rate of 1.66% for three years.

Upon a motion made by Councilmember Turlington, seconded by Mayor Pro Tem Harris, the following resolution was unanimously adopted:

A RESOLUTION APPROVING FINANCING TERMS

WHEREAS, the City of Clinton ("City") has previously determined to undertake a project for the financing of a tractor and mower, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated October 23, 2015. The amount financed shall not exceed \$129,000.00, the annual interest

rate (in the absence of default or change in tax status) shall not exceed 1.66%, and the financing term shall not exceed thirty-six months from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

City Manager Purvis presented a Proposed Budget Calendar for Fiscal Year 2016-2017. He asked City Council to review and check his and her schedules regarding the proposed dates. He stated that the Proposed Budget Calendar is for informational purposes only and he will put this back on the January 2016 agenda for approval.

APPOINTMENTS

Notification of the following appointment/reappointment was given:

- a. J. C. Holliday Library Board - 2 year term -- Sherlene Devane

At the December 1, 2015, city council meeting, City Council will be asked to make its appointment/reappointment to the abovementioned board.

REPORTS

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

STAFF REPORTS

Planning and Zoning Director Mary Rose gave an update of the downtown festivities. She stated that "Halloween on the Square" was a big success with approximately 1,500 people in attendance.

Ms. Rose informed the group that the Promotion Committee currently is working on tee-shirts for Christmas in the City. She stated that the downtown merchants will be selling tee-shirts. Also, Ms. Rose informed everyone that a subcommittee has created an ornament. She displayed the ornament and recommended it as a great holiday gift.

Planning and Zoning Director Rose stated that Christmas in the City will take place on December 3, 2015 with a tree lighting at 5:30 PM. She read the schedule. Ms. Rose excitedly announced new partnerships—Kiwans and Sampson County. She stated that children will be able to purchase and wrap gifts on the first floor of the courthouse. She further stated that the following will also be present at Christmas in the City: Snowzilla, activities at the museum, carriage rides, hay rides, live music, and at the city market—a taste of Christmas with Ribeye's, Piggly Wiggly, Cowboys, and others. She concluded that for \$7 a ticket, families will be able to eat who did not have time to eat before coming out to this grand event.

Public Works' announcement of winners of the Art Contest was removed from the agenda.

Parks and Recreation Director Allen announced that the City of Clinton has received a PARTF Grant for Phase 1 renovations at Royal Lane Park in the amount of \$250,000. He stated that a new facelift will be coming soon. The project is designed to consolidate and enhance

the playgrounds, add additional walkways and parking, refurbish the track, and enhance the multipurpose field for football and soccer.

Mayor asked for a round of applause for this good news!

CITY MANAGER REPORTS

City Manager Purvis stated that his monthly report was given to City Council previously and he stands ready to address any concerns.

He stated that the third Latino Community meeting is scheduled for November 19th. He commended Chief Jay Tilley and the Clinton Police Department for the great job that they do in featuring these interactive informative meetings.

PUBLIC COMMENTS

Ms. Patricia Marable, 504 Royal Lane, appeared before City Council. She stated that she has resided at this location for approximately forty-two (42) years. She stated that there is no peace in the area presently. She complained about the heavy traffic coming from the apartments. Also, she stated that the rate of speed traveled was disturbing.

Mayor Starling questioned Chief Tilley of his knowledge regarding this matter. Chief Tilley stated that he was unaware of this traffic problem. Chief Tilley stated that he will do a survey. It was stated that the speed limit needs to be reduced.

ADJOURNMENT

Upon a motion made by Councilmember Becton, seconded by Councilmember Strickland, it passed unanimously to adjourn this meeting. Meeting adjourned at approximately 7:23 PM.

Elaine F. Hunt, City Clerk, MMC, NCCMC

Lew Starling, Mayor