



FY 17-18 Adopted Budget
City of Clinton, NC

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**City of Clinton
North Carolina**

For the Fiscal Year Beginning

July 1, 2016

Christopher P. Merrill

Executive Director

FY2017-2018 Adopted Budget

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The purpose of the *Budget Guide* is to introduce readers to the budget process and assist readers in understanding the information in the budget document. The budget serves as an operations guide, financial plan, communications device, policy document, and a resource for information about the City of Clinton. The *Budget Guide* will briefly describe the sections contained within the budget document while explaining how to read charts and graphs and interpret numbers.

The Budget Document

The City of Clinton's FY17-18 Budget consists of nine major sections: Budget Message and Ordinance, Community and Organizational Profile, Financial Summaries, General Fund, Water and Sewer Fund, Other Funds, Capital Improvement Plan, Supplemental Information, and Strategic Plan.

Budget Message & Ordinance

The Budget Message is a letter from the City Manager to City Council that provides an overview of the upcoming fiscal year budget and how it fits with City Council's priorities. The message includes issues facing the development of the budget, significant budgetary items and trends, and the budgetary effect on short and long-term plans. This section also contains the FY17-18 Budget Ordinance, which is the statute legally adopted by the City Council to set the spending limits for the upcoming budget period (July 1 to June 30), and the approved Fee Schedule.

Community & Organizational Profile

This section of the document highlights general information about the Clinton community including historical, geographical, demographic, and economic features. Within the organizational profile, the reader will find information about the city's governmental structure and the financial policies and management systems that guide the budget process.

Financial Summaries

The Financial Summaries provide a summary of revenues, expenditures, fund balance, and debt obligation for the City's funds. Information provided in both numerical and narrative format easily helps the reader determine how much money each fund is spending and generating.

Funds & Line Items

The fund is an independent fiscal and accounting entity. Funds make it easier to keep track of accounts that operate similar types of activity and share the same set of accounting records. The City of Clinton operates two major funds, the General Fund and the Water and Sewer Fund and several non-major governmental funds.

General Fund. The General Fund accounts for most city operations such as general government and public safety. The reader will find information on each department including a description of the department's purpose, prior year accomplishments, coming year initiatives and projects, budget highlights, budget trends, personnel counts, and performance measures.

Water & Sewer Fund. The Water and Sewer Fund is an enterprise fund, which means it operates like a business. Customers pay fees for water consumption and sewer usage to cover the cost of water distribution and wastewater treatment. This fund includes four divisions containing information similar to the department sections in the General Fund.

Other Funds. The City's other funds include a Community Development Fund, a Downtown Tax District Fund, a Cemetery Fund, and a Fire Department Special Fund. Each fund accounts for revenues and expenditures associated with a special function or area.

The budget for each fund consists of individual line items that represent specific expenditures and revenues. Examples of line item expenditures include salaries, insurance, maintenance and repair, supplies, and capital outlay. Examples of line item revenues include property tax revenues, sales tax revenues, grants, and fees. Line items are the most detailed way to list budgeted expenditure and revenue information.

Capital Improvement Plan

The Clinton Capital Improvement Plan (CIP) represents a multiyear forecast of the city's capital needs. The CIP not only identifies capital projects but also the financing required for the projects and their impact on the operating budget. The CIP includes project impact analysis and a description of each project.

Supplemental Information

This section contains other financial information about the City of Clinton, the Pay and Classification Schedule and Personnel Listing, and a glossary of terms used throughout the document.

Strategic Plan

Last year's FY16-17 Budget document was the first to include the City's Strategic Plan. The plan represents the City's intent to align its short- and long-term goals with objectives, tasks, and budget allocations. This section includes objectives, tasks, and performance indicators for each city department.

How to Read the Budget Document

The budget document contains an abundance of diverse and valuable information. With all the information and numbers, wading through the document and deciphering what everything means can be difficult for any reader. This section is meant to assist the reader's understanding of presented data and show how the reader can connect the data with other supporting information.

Sections of the budget are identified in the top right corner of each page. These headings identify the subject, fund, department, or division being discussed and assist the reader in locating the information for which they are looking. Within each section, bold and underlined headings identify

major topics related to that section. Under these headings, the reader may find written information as well as information presented in table or chart form. The document highlights other important terms and categories by identifying them in bold or italic.

Under the General Fund and Water and Sewer Fund, the reader will find the individual departments and divisions sections. This document places an emphasis on the City’s departments and divisions because these sections represent the operational plans for those responsible for directly providing services to citizens.

Interpreting Tables & Charts

The budget document uses tables and charts to summarize information through numbers. The tables and charts allow readers to easily compare funds and departments as well as identify trends. Most sections contain tables and charts like the ones below. The diagrams identify the major characteristics of each table and chart and explain what information the reader can find.

Department Revenue & Expenditure Summary Tables

Prior year actual budget data from audit

Current year budget with amendments

This is what the City expects it will actually spend

Proposed budget for the upcoming year

Total City Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$5,428,950	\$5,647,000	\$5,525,025	\$5,790,100	2.53%
Benefits	\$937,498	\$1,067,500	\$963,151	\$1,140,900	6.88%
Operating	\$4,246,995	\$4,888,100	\$4,547,559	\$4,901,500	0.27%
Capital	\$1,196,379	\$2,036,220	\$2,019,626	\$1,186,000	-41.75%
Debt Service	\$545,112	\$840,900	\$840,540	\$988,300	17.53%
Total	\$12,354,933	\$14,479,720	\$13,895,902	\$14,006,800	-3.27%

Change between current year & proposed budgets

Total City Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
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Total	\$12,354,933	\$14,479,720	\$13,895,902	\$14,006,800	-3.27%

Includes salaries & FICA costs

Includes employee insurance, 401k, & retirement costs

Includes all items not associated with personnel, benefits, or capital such as utilities, dues, phone, supplies, etc.

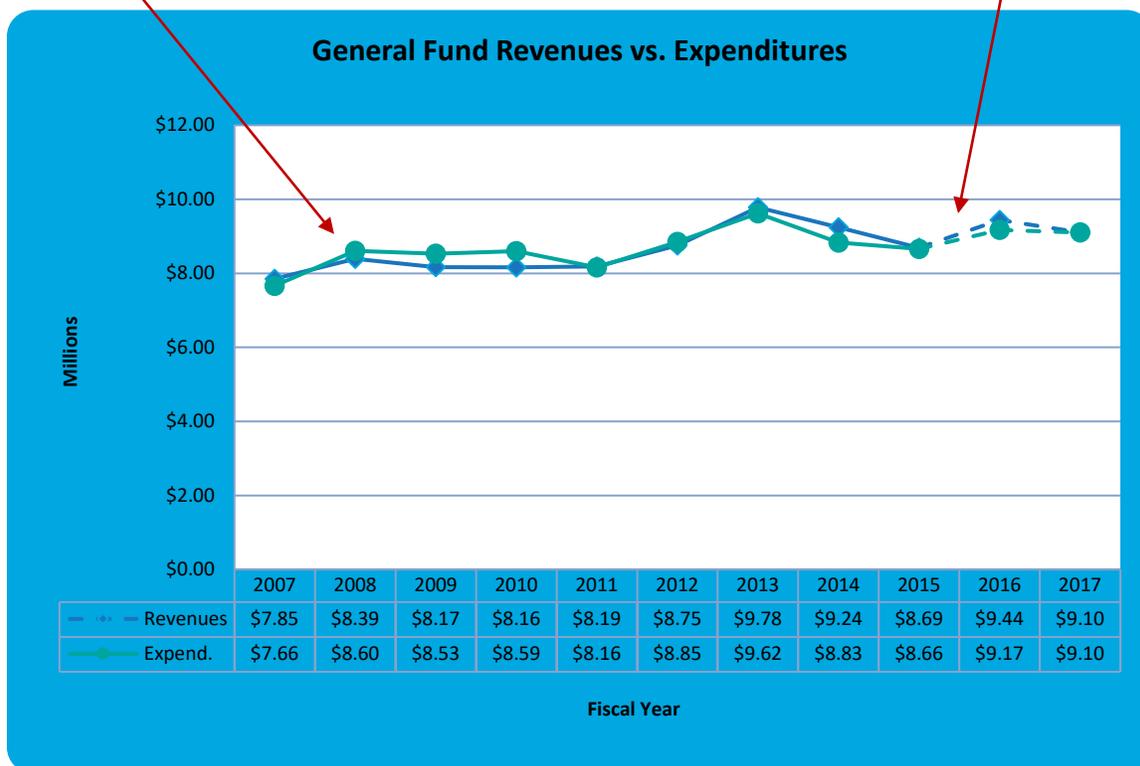
Includes capital items such as land, vehicles, equipment, etc.

Includes annual debt service payments of capital items

Fund Revenue & Expenditure Trend Charts

Data from past fiscal years to show historical trends

Dashed or faded lines/bars represent estimated or projected data



Strategic Plan

Introduced in FY16-17, the Strategic Plan represents the city’s attempt to provide a comprehensive strategic plan document to illustrate the alignment of city operations with City Council’s focus areas. During the first workshop every fiscal year, Clinton City Council reevaluates its focus areas and goals. For FY17-18, City Council remains committed to its existing strategic focus areas and goals. At times, City Council may choose to shift some focus to new areas of opportunity within the community for specific projects. Each department also reevaluates its mission, goals, and objectives annually to ensure alignment with Council’s goals and effectiveness of objectives. Linking goals and objectives from top to bottom in the organization will help city staff at all levels maintain proper focus on what citizens deem important. Specific objectives for each goal represent performance indicators that will hold departments accountable for efficient and effective use of public funds. Within each objective are specific tasks or strategies departments plan to implement to achieve their goals.

A table of performance indicators is included for each department and division in the strategic plan. The City hopes the performance indicators will assist the reader in identifying performance trends related to specific goals and objectives. The following illustration is an example of the performance indicator table found in the strategic plan.

Goal	Obj.	Indicator	Target	Result
1	1	# of changes to policies or programming as a result of peer community communication	n/a	5
1	2	% of fires contained to room or area of origin	75%	89%
1	2	# of civilian injuries related to fire	<10	5
1	2	# of civilian deaths related to fire	0	1
1	2	Average \$ value lost from fire per \$1,000 of property protected	<\$5	\$.756



April 13, 2017

The Honorable Luther D. Starling, Jr., Mayor
Members of City Council
Clinton, North Carolina

Dear Mayor Starling and Clinton City Council:

Pursuant to Section 159-11 of the North Carolina General Statutes, I am pleased to present the Recommended Budget for Fiscal Year 2017-2018 (FY17-18) for your review and consideration.

Planning for the FY17-18 Budget began in October 2016 with the first of five planning sessions and workshops. During these sessions, City Council and staff discussions centered on the city's ability to encourage growth and development, plan for long-range facility and equipment needs, and implement recommendations from the classification and compensation study while maintaining financial sustainability. City Council will find programs and projects addressing these efforts throughout the recommended budget.

In preparing the FY17-18 Budget, city staff has followed City Council's direction to develop a proactive budget that will maintain and balance current city programs and services with development of new programs that address City Council's six strategic focus areas. City Council's strategic focus areas serve as the foundation for all governmental activities for the upcoming fiscal year. The strategic focus areas and goals are:

Quality Job Growth

Maintain business-friendly processes and policies to support existing businesses and attract a variety of new businesses.

Welcoming Neighborhoods & Public Spaces

Ensure public safety and city cleanliness through community-focused public safety, code enforcement, planning policies, and quality maintenance of public spaces and facilities.

Affordable & Varied Housing Opportunities

Encourage housing of different types, densities, sizes, costs, and locations that meet the needs and preferences of an economically and socially diverse community.

Preserve existing housing supply and assure its continued quality and safety.

Sound & Sustainable Infrastructure

Construct and maintain efficient and accessible roadway, sidewalk, and greenway systems to extend internal and regional connectivity.

Provide high quality water and wastewater services while protecting natural resources and ensuring capacity for sustainable growth.

Enhanced Quality of Life

Advance the beauty, diversity, and well-being of Clinton by supporting the community’s ability to provide an array of educational, recreational, and cultural activities, events, and programs for residents and visitors of all ages, abilities, and interests.

Financial Sustainability

Support fiscal policies and controls that ensure the long-term financial health of the City and enable it to respond to unforeseen challenges and opportunities.

Promote responsible management and use of public resources to ensure efficient and effective delivery of quality services.

FY17-18 Budget Highlights

General Fund Expenditures	\$9,200,100
Water & Sewer Expenditures	\$4,911,100
Non-major Fund Expenditures	<u>\$119,200</u>
<i>Total Operating Budget</i>	<i>\$14,230,400</i>

Property Tax Rate \$0.40 per \$100 valuation, \$0.18 in Downtown Special District
These property tax rates remain unchanged from FY16-17

Garbage Collection Rates Residential- \$15.50 per month; Commercial- \$4.75 per cubic yard
Residential & commercial rates remain unchanged from FY16-17

Water Rates \$12.87 base rate, \$1.93 per 100 cubic ft. consumption
 Sewer Rates \$13.41 base rate, \$1.88 per 100 cubic ft. consumption
Water and sewer rates are 2% higher than FY16-17

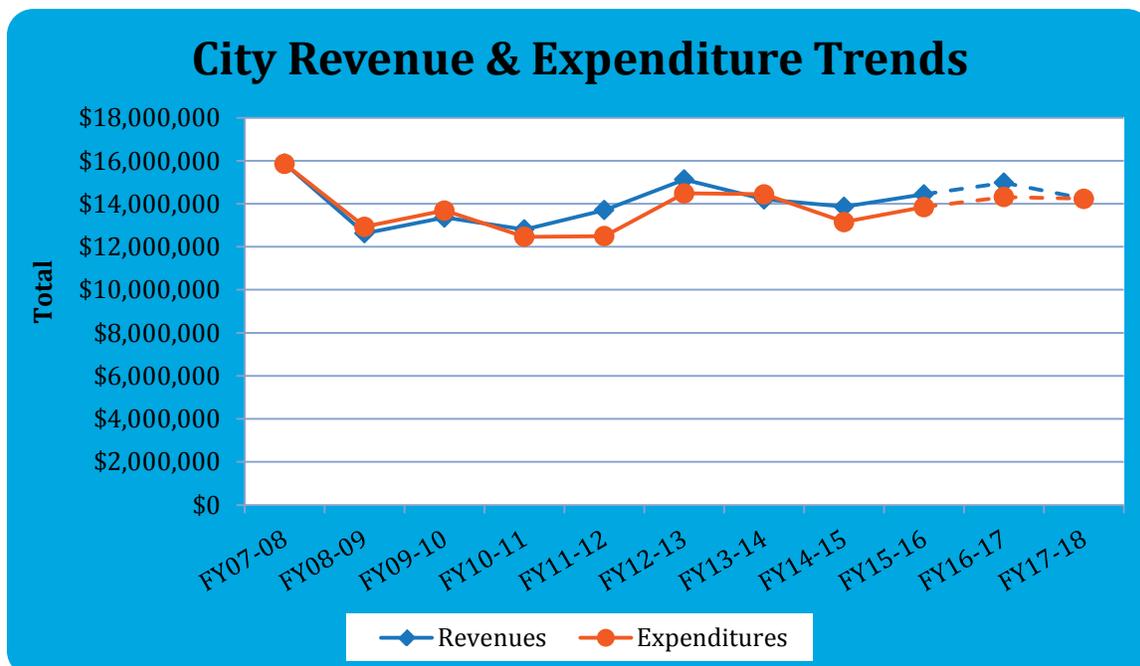
Accomplishments

Prior to presenting the FY17-18 Recommended Budget, I would like to take a moment to review some of our accomplishments for the 2016-2017 Fiscal Year.

Our commitment to service excellence and the resolve of our community was on full display as we weathered Hurricane Matthew and worked together to recover. City crews worked hard during and after the storm to keep people safe and help return things to normal. It was truly a moment to be proud of our team and community. The City's commitment to sound infrastructure was evident as we moved forward with expanding our water production capacity by one million gallons. The expansion should be complete by the end of 2017 and will support growth in the city. We completed the parking and drainage improvements at the old ACE Plaza in Downtown Clinton. Private contributions also enabled us to expand the project to create a more attractive public space. In the City's efforts to ensure varied and affordable housing options, we purchased two acres and created the Layton-Bunting Subdivision in partnership with a private builder to provide housing and spark neighborhood revitalization in District 5. There are many more accomplishments from the past twelve months, but this list provides a good sample of the types of projects and activities the City has undertaken to improve our community.

Recommended Budget

The FY17-18 Recommended Budget totals \$14,230,400 for all city operations, capital improvements, and debt service requirements. This is \$147,100 (1.02 percent) less than the FY16-17 Amended Budget as of April 1, 2017. The budget is balanced with no increase in the city's tax rate, no increase in the monthly garbage collection rate, a two percent increase in water and sewer fees, and no use of reserves.



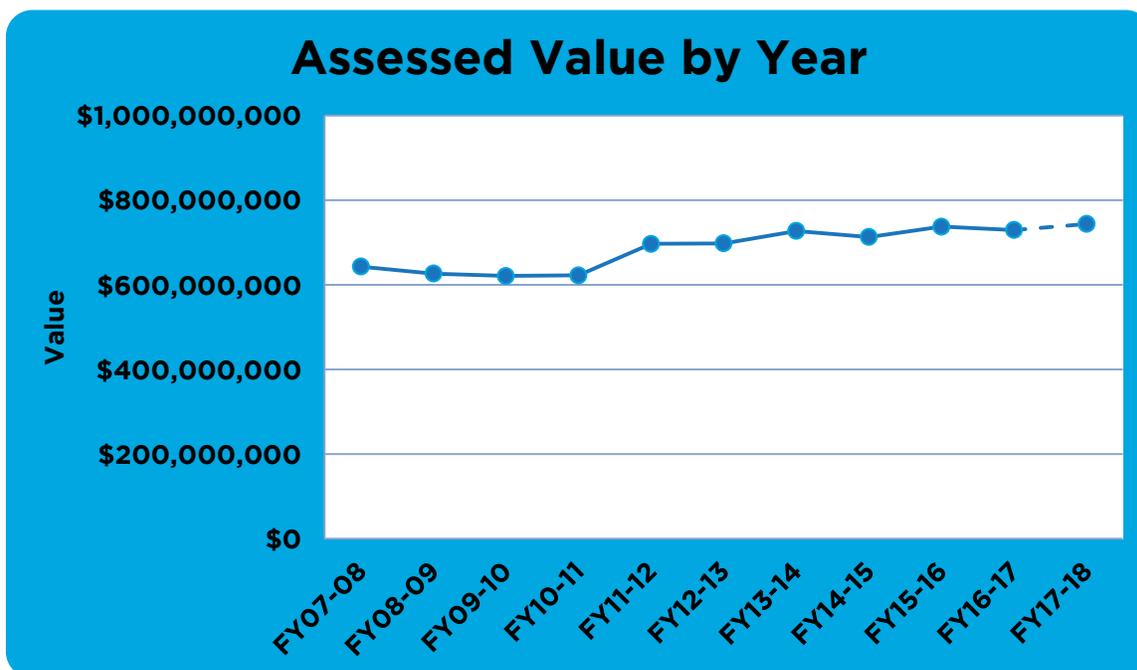
General Fund

The General Fund accounts for resources not required legally or by sound financial management to be accounted for in another fund. Typically, the General Fund includes services that cannot be operated as a business enterprise and rely on tax dollars as their primary source of revenue. The FY17-18 Recommended Budget for the General Fund totals \$9,200,100, which is 2.74 percent less than the FY16-17 Amended Budget of \$9,459,600 as of April 1, 2017.



General Fund Revenues

Prior to the past fiscal year, General Fund revenues decreased or remained flat due to the retraction of various revenue streams by state legislation and a sluggish economic recovery. The past year witnessed the strongest revenue growth for the city since before the recession. Although ad valorem tax revenue growth has been modest and other revenues have been relatively flat, sales and use tax revenue growth has been noteworthy. In 2015, the General Assembly passed legislation to redistribute sales tax revenues with an increase to rural counties, including Sampson County. Coupled with expansion of sales tax categories, the redistribution corresponded to approximately \$200,000. The sales tax growth should help General Fund revenues begin to stabilize. General Fund revenues for FY17-18 are \$9,200,100, down 2.74 percent from the FY16-17 Amended Budget. Ad valorem taxes represent the largest portion of city revenues at 32 percent and sales and use tax revenues represent 24 percent. Because property taxes are the largest revenue source for the city, slow growth within the corporate limits can create a relatively static tax base that poses challenges if expenditure growth outpaces new revenues. Fortunately, the NC-24 widening project is contributing to the local economy through sales tax, and it should spur other growth once complete.



Ad Valorem Tax: For FY17-18, the ad valorem tax base is an estimated \$744,096,500, which will generate \$2.93 million in property taxes with a tax rate of \$0.40 per \$100 valuation at a 98 percent collection rate. The tax rate is unchanged from FY16-17. This year's assessed value represents an increase of 1.1 percent.

Local Option Sales Tax: Sales tax represents the city's second largest revenue source at \$2.2 million (23.7 percent). The State of North Carolina collects the sales tax and distributes it to the local units. Sales tax revenues are distributed on a proportional population basis in Sampson County. The City of Clinton is the largest municipality in Sampson County and receives the second largest proportional share of sales tax revenues behind the County. Sales tax revenues have increased the past several years as the economy continues to recover and because of the State's expansion of sales tax to include some services. Sales tax revenues should increase further in FY17-18 with the State exposing more services to sales tax and the restructuring of the sales tax distribution in FY16-17. The distribution changes alone account for \$200,000 in sales tax revenue for the city. The overall effect is an increase of 3.6 percent in sales tax revenues over the FY16-17 Amended Budget.

Utility Sales Tax: Beginning in FY14-15, the sale of electricity and piped natural gas became subject to the general sales tax rate. The State distributes a portion of the tax proceeds to cities and towns. This revenue, part of unrestricted intergovernmental revenues, will generate \$944,100 for FY17-18.

Powell Bill Street Allocation: These funds represent redistribution by the State of a portion of the motor fuels tax. The use of these funds is restricted to maintaining, repairing, constructing, reconstructing, or widening any public street or thoroughfare within the city limits. Bridges, drainage improvements, curb and gutter and other necessary appurtenances are approved uses of these funds. The State uses a formula whereby local street miles represent one quarter of the distribution and population, the remaining 75 percent. These funds represent \$254,900 in the FY17-18 Budget.

Municipal Vehicle Tax: Since the early 1980's, the city has levied a municipal vehicle tax of \$5 as authorized by N.C.G.S. 20-97. The tax is a general-purpose tax that the city typically allocates toward

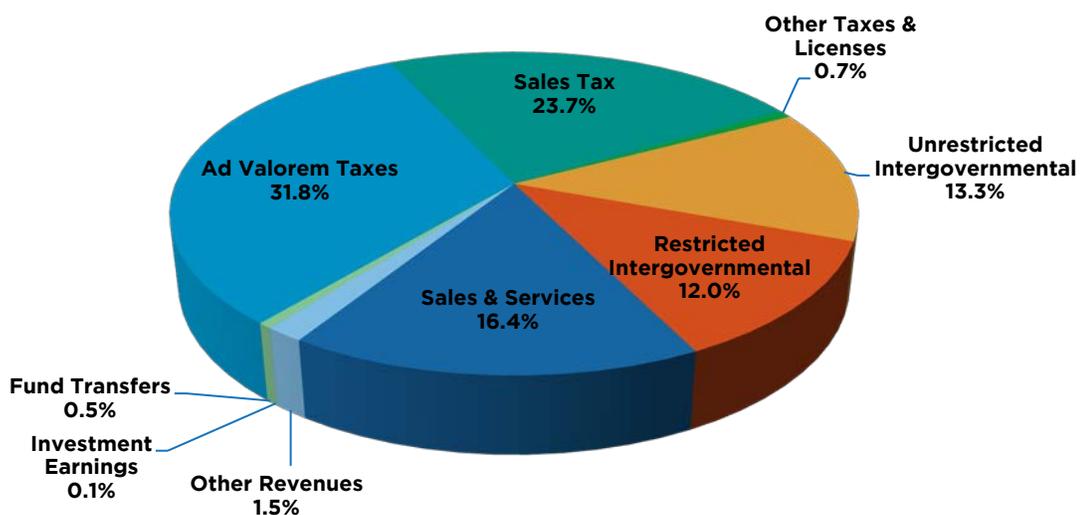
streets maintenance. The General Assembly has revised the law to allow a tax up to \$30, but with restrictions. The initial \$5 remains general purpose, but the law assigns another \$5 to public transit and the remaining \$20 to street resurfacing, repairs, and maintenance. Without a public transit system, the city can only increase the tax to \$25. In FY16-17, City Council increased the vehicle tax from \$5 to \$10. The tax will remain at \$10 in FY17-18 and generate \$62,000.

Residential and Commercial Solid Waste Fees: The city established solid waste fees in 1995 to offset the increasing cost of providing garbage and recycling collection to the residents and businesses of Clinton. The residential rate for FY17-18 will remain \$15.50 per month and generate \$600,000 in revenues. The commercial fees include collection of solid waste and rental of cardboard recycling containers. The commercial collection rates will remain at \$4.75 per cubic yard and \$30.00 monthly per cardboard container. All commercial solid waste fees represent \$748,000 in FY17-18.

Fire Tax Collections: The Clinton Fire Department provides fire protection services in the Clinton Rural Fire District, which extends beyond the city limits. The residents in this district pay a fire tax at a rate established by the Sampson County Commissioners, and the County collects the taxes on behalf of the city. The current fire district tax rate is \$0.10 per \$100.00 of property valuation. About one-third of the Clinton Fire Department’s calls for service are outside the city limits. The fire district tax represents \$482,000 for the Fire Department in the FY17-18 Budget, including \$9,000 from the rural district reserve to cover a third of the cost for a light tower replacement.

County Planning Contribution: The City of Clinton and Sampson County continue to operate a joint planning department, which has proven beneficial in providing additional professional staff for both agencies. The City manages the Clinton-Sampson Planning Department, and the city and county share the costs. Sampson County’s contribution for FY17-18 is \$180,200.

General Fund Revenues by Source FY17-18

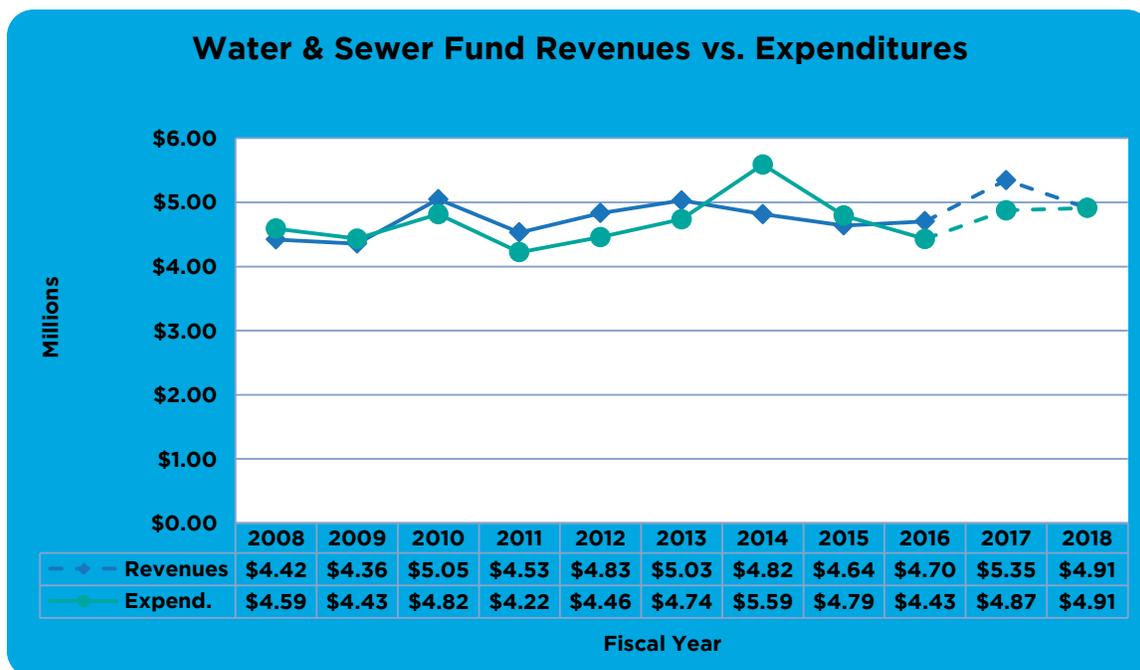


Water and Sewer Enterprise Fund

The Water and Sewer Fund comprises all revenues and expenditures that result from the city’s water and sewer utility operations. Customer charges and fees generate enough revenue to support the fund completely. The FY17-18 Recommended Budget for the Water and Sewer Fund totals \$4,911,100 a 2.61 percent increase from the FY16-17 Amended Budget of \$4,786,400 as of April 1, 2017.

Water and Sewer Fund Revenues

The city expects water and sewer charges to provide \$4,276,600 in revenues for FY17-18. These revenues, along with revenues from tap fees, fire line fees, and the sale of water to Sampson County, will fund all expenditures for the Water and Sewer Fund. The budget includes a recommendation to increase water and sewer rates by two (2) percent to adjust for inflation and ensure adequate funding for future capital projects. The change would increase the water base rates from \$12.62 to \$12.87 and sewer base rates from \$13.15 to \$13.41. The water consumption rates would increase from \$1.89 to \$1.93 per 100 cubic feet, and the sewer consumption rate would increase from \$1.84 to \$1.88 per 100 cubic feet for FY17-18. Water and sewer rates are double for customers outside the city limits.



It is important to note that the rate increases for water and sewer are nominal and should have a minimal effect on the average user. For example, an average family of four or five that uses 6,000 gallons (800 cubic feet) a month will see an increase of \$1.03 on their monthly water and sewer bill. Additionally, when comparing Clinton to other utility systems around the state, the city’s rates are consistently in the lowest quartile while still providing adequate cost recovery and providing for future capital needs. It is important for the city to continue to evaluate rates annually to ensure the

financial sustainability of the water and sewer utilities, which play a crucial role in Clinton's economic viability.

Community Development Fund

The Community Development Fund accounts for payments received under the former Community Development Revolving Loan Programs and other funds allocated by City Council for community development activities. The loan programs no longer exist, and the city uses the remaining funds for various neighborhood improvement projects and affordable housing efforts. For FY17-18, the Community Development Fund has a budget of \$500. Although the budget is minimal, the fund contains \$45,000 in reserves for when the City Council considers another project.

Cemetery Fund

The Cemetery Fund accounts for payments received for the purchase of cemetery plots in the Sandhill and Springvale Cemeteries. The FY17-18 Recommended Budget for the Cemetery Fund totals \$45,000, which is equivalent to the FY16-17 Amended Budget as of April 1, 2017. The city increased cemetery fees for consecutive years in 2013 and 2014 in an attempt to bring fees in line with other municipal cemeteries. For FY17-18, the rates remain unchanged at \$600 per grave plot for city residents and non-residents. Fees for the columbaria at each cemetery are \$450 per niche. The fees cover a portion of cemetery operating costs, which include mowing, landscaping, and administrative services. Springvale and Sandhill Cemeteries each have 10-12 years of remaining capacity. The city has cemetery reserves for the expansion of cemetery grounds. In the next few years, the city will need to identify acceptable sites to expand the cemetery and will need to evaluate the fee structure in order to maintain the financial viability of cemetery services.

Downtown Special Tax District Fund

The Downtown Special Tax District Fund accounts for funds received from the Downtown Special Tax District. The city established the Special Tax District in 1978 to fund special projects in the downtown area. The current special tax rate remains unchanged at \$0.18 per \$100 valuation. The FY17-18 Recommended Budget for the Downtown Special Tax District Fund totals \$72,700, which is 13.96 percent less than the FY16-17 Amended Budget of \$84,500 as of April 1, 2017. The year-over-year decrease reflects the city's use of reserves during FY16-17 to further enhance the city's façade grant program and complete new parking signs with a grant match as part of the city's branding and marketing initiative.

Fire Department Special Fund

The Fire Department Special Fund accounts for funds received by the Clinton Fire Department through donations. The local Firemen's Relief Fund uses these funds to assist in the purchase of equipment and supplies not funded in the General Fund. The FY17-18 Recommended Budget for the Fire Department Special Fund totals \$1,000.

Organization Review

The most significant element in the FY17-18 Recommended Budget is the implementation of recommendations from the City's classification and compensation study. The City last conducted a classification and compensation study from 2009-2011. The City phased the study over three years with labor and trades positions evaluated in 2009, public safety in 2010, and professional and support positions in 2011. The labor and trades positions received the greatest number of changes in order to bring the classification structure in line with the market. All other positions received nominal to no adjustments based on the market at the time. From 2010-2012 the City did not provide market or merit pay increases outside the aforementioned study. Since 2013, the City has provided increases based on a hybrid market and merit system. The City recognized that its existing pay structure was not competitive with other employers and that internal equity issues still existed because of compression. These concerns were especially evident in public safety positions.

The purpose of the study was to ensure the City's ability to recruit and retain quality team members by addressing our competitiveness within the market and by addressing internal equity concerns such as compression. In establishing a baseline for our compensation matrix to be competitive, the study revealed that the City's current structure was on average 8.31 percent below the market when evaluating the minimum rate for each position. Public safety positions skew the average upward as the market indicates the minimum for those positions is below market by an average of 11.8 percent (12.1 percent for Police). The average variance of all other position minimum rates is 7.06 percent.

Ideally, the City would be able to address market competitiveness as well as compression for all positions. The cost estimate to implement such a plan fully, however, was not feasible. After discussions with and direction from City Council, city staff prepared an implementation plan to phase the study's recommendation for market adjustments over two years. Additionally, the plan includes a second adjustment over the same two years based on tenure within each employee's current position to help address compression. Because of the clear discrepancy in the City's public safety compensation and the market, adjustments to public safety positions will occur during year one (FY17-18) along with a few other necessary position changes in Public Works. All other positions will receive adjustments based on the study in year two (FY18-19). To keep from falling further behind the market, however, the City will apply an annual increase based on the City's performance pay system indicated below to employees not included in the year-one implementation. The cost only to implement the new pay structure and tenure adjustment is \$253,600 for FY17-18 including taxes and benefits. This entire amount is in the General Fund. The estimated cost for FY18-19 would be \$208,200 with \$133,500 of the cost in the General Fund and \$74,700 in the Water and Sewer Fund.

The implementation plan also includes adjustments to part-time positions to equate part-time hourly rates with their fulltime equivalents. The estimated cost of this change is \$45,000 for part-time firefighters and \$28,000 for all other departments combined.

Core Values

An organization-wide effort that included City Council and every employee led to the defining of the City's core values in 2013. The values listed below provide guidance to team members on how they should interact with one another and the public as we serve our community.

Honesty/Integrity: We understand that in order to maintain the public's trust we must hold ourselves accountable to the highest standards of ethical conduct, honesty, and fairness.

Respect: We value all citizens and team members, treating everyone with dignity, courtesy, and professionalism.

Equality: We have a responsibility to treat all citizens and team members fairly and with respect.

Diversity: We strive to be representative, open-minded, and flexible as we recognize and respect the diverse ideas, expressions, traditions, and experiences of our community and team members.

Balance: We recognize the various interests in our community and organization and believe we can achieve stability with realistic expectations regarding service levels, resources, costs, and benefits.

Competency: Our commitment to high-level service begins with a knowledgeable, skilled, and dependable team capable of meeting the community's needs.

Teamwork: We are committed to working with our citizens and team members in an environment where we are supportive of each other's efforts, loyal to one another, and communicate openly.

Service Excellence: We take pride in our community and the services we provide, always doing our best to meet the needs of our residents, businesses, and visitors with care and professionalism.

Personnel

Employer Retirement Contribution: The North Carolina Local Government Retirement System has notified local governments that the Annual Contribution Rate (ACR) will increase in FY17-18. The employer contribution is 7.59 percent for regular employees and 8.25 percent for law enforcement officers. Local government employees currently contribute six (6) percent of their salary.

Employee Performance Evaluation and Compensation: The City's performance evaluation and compensation system is structured around the City's core values and the establishment of clear performance goals and objectives for each employee. Compensation under the system is a hybrid of market and merit-based adjustments. The City Manager publishes a performance pay schedule by July 15 for the coming fiscal year. Otherwise, the schedule published in the City of Clinton Compensation Program becomes the basis for performance pay. The City will use a market adjustment of 1.5 percent and the following performance pay schedule for FY17-18. All positions will be eligible for the merit increase schedule, but public safety positions will receive a market

adjustment based on the classification and compensation study. The estimated cost for FY17-18 is \$30,400 in the General Fund not including the public safety market adjustments and \$14,200 in the Water and Sewer Fund.

FY17-18 Performance Pay Schedule

Fails to Achieve Expectations	Market Adjustment
Needs Improvement	Market Adjustment
Achieves Expectations	Market Adjustment plus 0.5%
Exceeds Expectations	Market Adjustment plus 1.0%
Outstanding	Market Adjustment plus 1.5%

401(k) Contribution Suspension: The City suspended 401(k) contributions for non-law enforcement employees in 2010 to fund the retirement system ACR increases. North Carolina General Statutes mandate 401(k) contributions for sworn law enforcement at five (5) percent, a cost of \$62,400 in the FY17-18 Budget. The City will continue to suspend non-LEO 401(k) contributions in FY17-18.

Retiree Medical Insurance: Employees hired prior to July 1, 2010, and who retire with the city with at least 20 years of service, are eligible for the employee medical insurance benefit until they qualify for the Federal Medicare Insurance Program. The elimination of this benefit will gradually reduce the City of Clinton's retiree medical insurance liability as specified in GASB Statements 43 and 45. The FY17-18 Budget includes \$96,900 to cover Retiree Medical Insurance.

Police Special Separation Allowance: North Carolina General Statutes 143-166.41 and 143-166.42 provide for special compensation to retired law enforcement officers meeting specified criteria. The statutes require the City to compensate the officer until they reach age 62. The Special Separation Allowance budget in FY17-18 is \$79,100.

Additional Position(s): The FY17-18 Recommended Budget includes additional positions based on the recommendations of the classification and compensation study. The additional positions do not equate to increases in personnel. The following list includes the recommended new positions.

- Change detective sergeant position to detective lieutenant position in the Police Department
- Create corporal position (4) within patrol squads in the Police Department
- Identify detective (4) as a separate position from police officer in the Police Department
- Identify firefighter-driver (6) as a separate position from firefighter in the Fire Department
- Create sanitation supervisor position in Sanitation Division
- Create streets supervisor position in Streets Division

Position Elimination(s): By restructuring the Street and the Sanitation Divisions to add division supervisors, the City is able to forego filling the vacant Public Works Manager position. This will save the city \$65,219 in FY17-18.

Capital Outlay Highlights

Due to upcoming transition on City Council and at the City Manager position, City Council made the decision to postpone most of the large capital projects in the General Fund during the CIP budget workshop on March 21. The purpose of this decision was to allow the incoming City Council Members and City Manager to evaluate the large projects and determine if the projects are still priorities.

Vehicles and Equipment: The recommended budget includes the following vehicles and equipment that are mostly part of a rotation program to replace aging vehicles and equipment. City staff prudently evaluates every vehicle purchase to ensure the city purchases the appropriate vehicles for each department. Where appropriate, the city attempts to downsize or consolidate vehicles to increase cost-effectiveness.

Police Vehicles x3 (Police)	One-ton Truck (PW: Utility Lines)
One-ton Truck (PW: Streets)	Excavator (PW: Utility Lines)
Front Loader (PW: Streets)	Pick-up Truck (PW: Water)

Street Resurfacing: The FY17-18 Budget includes \$225,000 for street resurfacing. That amount is the same as FY16-17. (*Sound & Sustainable Infrastructure*)

Royal Lane Park Renovations Phase 1: In FY15-16, the city received a PARTF grant for \$250,000 (50 percent) toward the initial phase of renovations at Royal Lane Park. This project would include the first elements from the Royal Lane Park Master Plan and include consolidation and upgrades for a central playground, a quarter-mile trail, expansion of the multi-purpose field, and a new track. Bids for the project came in significantly over budget and staff re-bid the project after revising the plans. The seconds bids were still over budget but City Council chose to proceed and asked to add additional paving for the new parking area. The resulting costs are \$224,000 over the original budget. The city will be covering the additional expenditures with a combination of adjustments to the FY16-17 Recreation budget, use of fund balance, and additional allocations in the FY17-18 Budget. The project will be substantially complete during FY17-18. (*Welcoming Neighborhoods & Public Spaces, Enhanced Quality of Life*)

Water Plant and Well Site Expansion: In FY16-17, the city completed the drilling of new wells for the water production expansion project and began construction of the transmission lines and expansion of the water plant. The city initially delayed the transmission lines and plant work when bids came in at nearly \$3 million over the estimated project cost. Revisions to the plans including a reduction in capacity from 1.5 million gallons per day (MGD) to 1 MGD reduced the cost to \$6.2 million, which was still \$1.4 million more than the original budget. The city received a small grant from USDA and allocated funding from capital reserves to help offset the additional costs. The transmission lines will be complete during the summer of 2017 and the water plant addition should be complete in early

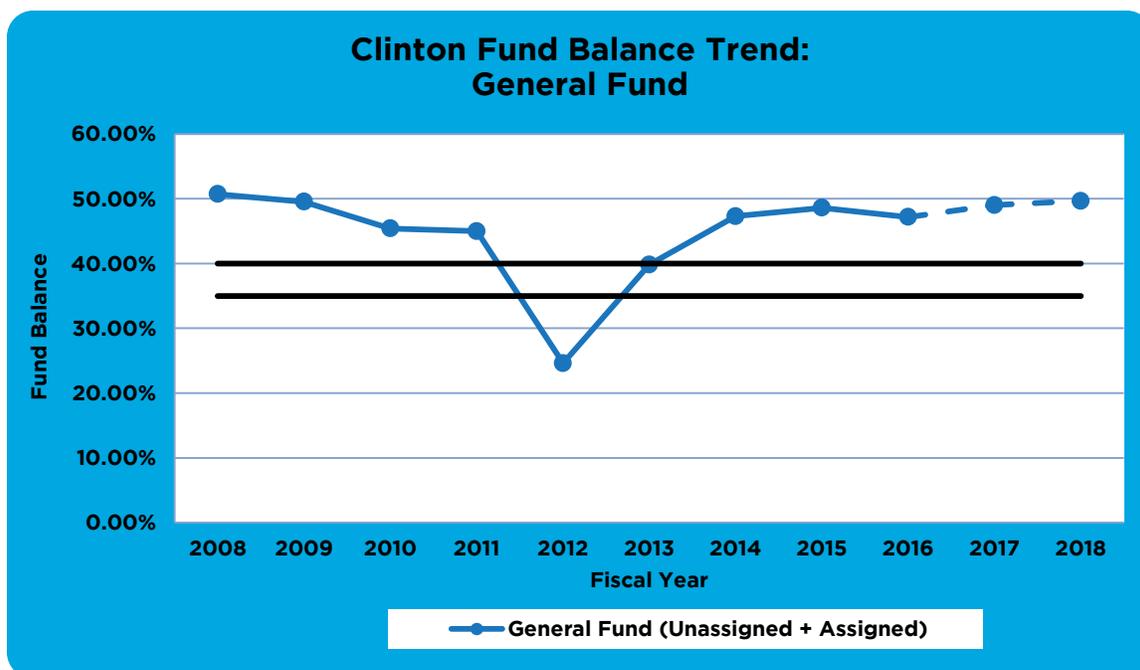
2018. The CIP accounts for the project closing in FY17-18 in order to prepare for debt service beginning the following year. Funding for the project will come from a USDA loan. *(Sound & Sustainable Infrastructure)*

Utility Lines Replacement and Rehabilitation: New to the CIP in FY16-17 was the inclusion of a utility lines replacement and rehabilitation program. The city generally has funded such projects every year and now intends to formalize a plan to ensure adequate funding for water and sewer line replacement projects. The FY17-18 Recommended Budget again includes \$200,000 for this program. *(Sound & Sustainable Infrastructure)*

More detail regarding FY17-18 capital projects and other city expenditures is located in the Capital Improvement Program and departmental sections of the budget document.

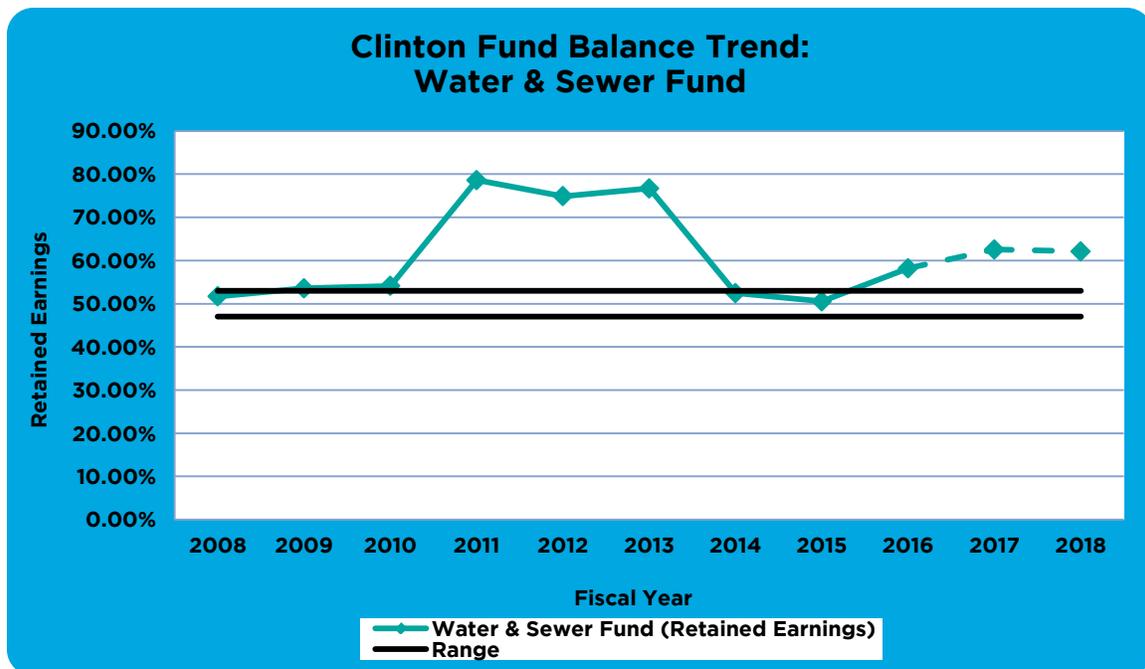
Fund Balance

The North Carolina Local Government Commission recommends that local governments maintain a minimum unassigned fund balance of no less than eight (8) percent of expenditures. The City of Clinton has adopted a formal fund balance policy establishing a goal of maintaining a fund balance for the General Fund between 35 and 40 percent of expenditures. Any funds in excess of the 40 percent may be assigned for capital purchases. The City of Clinton's estimated non-committed or non-restricted fund balance as of June 30, 2017 is \$4,568,127 or 49.01 percent of expenditures. The recommended budget does not include use of fund balance for FY17-18. The city's fund balance currently is healthy, and the city does not use reserves for operating costs and carefully evaluates the use of fund balance for unanticipated opportunities and capital expenses.



Retained Earnings

The North Carolina Local Government Commission does not have a specific recommendation regarding how much fund balance or retained earnings a local government enterprise operation should maintain. The City of Clinton, however, has adopted a formal retained earnings policy establishing a goal of maintaining reserves between 47 and 53 percent of expenditures within the Water and Sewer Fund. Any funds in excess of the 53 percent will be committed and transferred to a capital reserve fund. The City of Clinton's estimated retained earnings as of June 30, 2017 are \$3,049,361 or 62.56 percent of expenditures. The FY17-18 Recommended Budget does not include use of retained earnings.



Forecast

Economic growth is occurring modestly in Clinton. The city is experiencing residential and commercial growth while receiving consideration for industrial prospects. The recent completion of a 72-unit apartment complex and permit approvals for more than two dozen single-family and duplex units represents more than three times as many housing units the city added between the 2000 and 2010 Censuses. The construction associated with the NC-24 widening project is driving increases in retail, dining, and lodging activity. Once complete, NCDOT projects 30,000 vehicles a day on the road, and it should reduce the travel time to the Fayetteville Metro Area (380,000 population) by half, to 30 minutes. Businesses are already planning new commercial development to coincide with NC-24 completion in late 2018.

While agriculture is the key driver of our local economy, other existing sectors are primed for growth, and new industries are inquiring about Clinton and Sampson County. New or relocated businesses

nearly occupy all previously vacant industrial buildings and there are fewer vacant buildings in downtown. The metalworking sector has a strong presence in Clinton, and the recently formed partnership between two worldwide leaders in aluminum production that purchased an existing facility in Clinton in 2015 is increasing production. The most promising sign of economic recovery and future prosperity is the growth and expansion of several local industries.

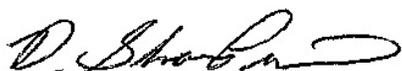
Growth will be important for Clinton if we want to continue to improve our community and provide an exceptional quality of life. Until recently, our tax base had experienced little to no growth, including a downward trend until revaluation in 2011. As we begin to experience increases in our tax base and sales tax revenues due to an improving economy and growth, opportunities will exist that we cannot take advantage of if we sit idly by. We must be willing to make investments in infrastructure and quality of life projects if we expect to achieve our ultimate vision for Clinton. A quote by Miguel de Cervantes embodies the city's efforts; Cervantes wrote, "Diligence is the mother of good fortune, and idleness, its opposite, never led to good intention's goal." To plan for and capture economic growth, we will follow the outline presented in City Council's strategic focus areas and goals. The budget and capital improvement plan include projects and initiatives that align with City Council's goals and are intended to provide the basic services that will attract new jobs, support business and industry, and provide housing opportunities to help Clinton grow and prosper.

In summary, the Recommended Budget is a balanced budget in accordance with state statutes, and it attempts to address the priorities set by City Council for the 2017-2018 Fiscal Year. The budget is fiscally sound, and although it does not fund all the requests made by departments or external agencies, it does address the top priority needs of the city and will allow us to maintain a high level of service for Clinton citizens.

I wish to extend my sincere appreciation to the Finance Department, specifically Finance Director Kristin Stafford, and other city team members who helped to prepare this budget.

I recommend this proposed budget for Fiscal Year 2017-2018 to the Clinton City Council.

Respectfully submitted,



D. Shawn Purvis
City Manager



June 20, 2017

The Honorable Luther D. Starling, Jr., Mayor
 Members of City Council
 Clinton, North Carolina

Dear Mayor Starling and Clinton City Council:

The FY17-18 proposed budget was submitted to you on April 18, 2017 with the revenue and expenditure estimates at that point in time. Since this date we have received final ad valorem tax estimates and final expenditure numbers. This letter will note the changes from the Budget Message written on April 13, 2017.

- Revised total recommended FY1 7-18 amount

General Fund Expenditures	\$9,324,400
Water & Sewer Expenditures	\$4,911,700
Non-major Fund Expenditures	<u>119,200</u>
<i>Total Operating Budget</i>	<i>\$14,355,300</i>

- For FY17-18, the ad valorem tax base is an estimated \$771,000,000, which will generate \$3.02 million in property taxes. This year's valuation represents a 5% increase.
- In FY16-17, City Council increased the vehicle tax from \$5 to \$10. The tax will increase to \$15 in FY1 7-18 and generate \$90,000.
- The City will use a market adjustment of 1.5 percent for all positions at July 1, 2017 and the following performance pay schedule for FY1 7-18. The cost for the market adjustment issued at the beginning of the fiscal year is \$36,700 for the General Fund and \$23,200 for the Water and Sewer Fund. Below is the revised performance pay plan for all positions.

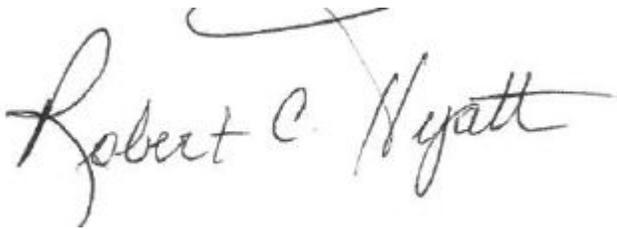
FY17-18 Performance Pay Schedule

Fails to Achieve Expectations	0%
Needs Improvement	0%
Achieves Expectations	0.5%
Exceeds Expectations	1.0%
Outstanding	1.5%

- The original proposed budget includes a 5% increase in the medical insurance benefit. The increase included in the final recommended FY17-18 budget is 15%. This represents a total cost of \$702,100 in the General Fund and \$227,700 in the Water and Sewer Fund.

I recommend the approval of the proposed budget ordinance for Fiscal Year 2017-2018 to the Clinton City Council.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert C. Hyatt". The signature is written in a cursive style with a prominent flourish at the end.

Robert Hyatt
Interim City Manager

FISCAL YEAR 2017-2018 BUDGET ORDINANCE**City of Clinton, NC**

Be It Ordained by the City Council of the City of Clinton, NC, that the following anticipated fund revenues and expenditures, fees and charges schedules, with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the city government and its activities for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018:

Section 1. General Fund**Anticipated Revenues:**

Prior Year Taxes	\$45,000
Current Year Taxes	\$2,751,000
Fire Tax Collections	\$482,000
Vehicle Taxes	\$265,000
Rental Vehicle Tax	\$17,000
City School Police Officer	\$109,500
HUD Officers	\$44,500
Insurance Revenue	\$10,000
Payment In Lieu Of Taxes	\$6,500
Collection Fee	-\$66,200
Lot Cleaning	\$10,000
Demolition Reimbursement	\$10,000
Tax Penalties & Interest	\$12,000
Auto License	\$90,000
Privilege License	\$100
Admin. Fee For Intin. Merchants	\$200
Precious Metal Fees	\$500
Utility Tax Video Program	\$41,200
Interest Earned	\$13,000
Miscellaneous Revenue	\$20,000
Rent- Fontana St.	\$48,000
Rent-Cell tower	\$34,000
Sale of Property	\$10,000
Utility Tax Electric	\$791,700
Utility Tax Piped Gas	\$16,500
Utility Tax Telecomm	\$94,700
Beer & Wine	\$41,400
Powell Bill	\$254,900
Local Gov't 1% Sales Tax(39)	\$645,100
Local Gov't 1/2% Sales Tax(40)	\$503,700
Local Gov't 1/2% Sales Tax(42)	\$324,000

Local Gov't 1/2% Sales Tax(44)	\$703,100
ABC Revenues	\$227,600
ABC Revenue-Police	\$10,000
Taxi Permits/Finger Prints	\$700
Court Fees	\$1,000
Parking Violations	\$500
Sampson Co Contribution	\$182,000
State Bldg. Fire Protection	\$5,100
Firemen's Relief Tax	\$0
False Alarm	\$3,000
Rescue Tech. Revenue/County	\$12,000
Fire Dept. Accident Response	\$12,000
Fire Inspection Fees	\$20,000
Sign/Zoning Permits	\$9,000
Cemetery Markers	\$4,000
Tipping Fee For Dumpsters	\$712,000
Cardboard Container Fees	\$36,000
Garbage Collection	\$600,000
Solid Waste Disposal Tax	\$6,100
Recreation Donations	\$8,000
Rental Fees	\$7,500
Recreation Misc.	\$2,000
Pool Admissions	\$9,000
Concession Fees	\$500
Sponsorship Fees	\$8,000
Sports Registration Fees	\$33,000
Refund On Sales Tax	\$7,000
Sale of Recyclables	\$35,000
Trans From Cemetery	\$45,000
Total General Fund Revenues	\$9,324,400

Anticipated Expenditures:

Governing Body	\$110,300
Administration	\$215,100
Elections	\$4,500
Finance	\$230,800
Planning & Zoning	\$350,100
Police	\$2,448,300
Fire	\$1,632,900
Street	\$1,165,600
Garage	\$227,500
Sanitation	\$1,007,500
Recreation	\$946,300

Grounds Maintenance	\$251,400
Non-Departmental	\$734,100
Total Expenditures	\$9,324,400

Section 2. Water and Sewer Fund

Anticipated Revenues:

Interest Earned	\$10,000
Miscellaneous Revenue	\$10,000
Return Check Charge	\$1,000
From Sales Tax	\$7,500
Bulk Water/County	\$190,000
Pre-Treatment	\$1,000
Sewer Surcharge	\$300,000
Water & Sewer Charges	\$4,277,200
Water & Sewer Tap Fees	\$25,000
Fireline Fees	\$50,000
Service Fees	\$35,000
Sale of Surplus Property	\$5,000
Total Water & Sewer Fund Revenues	\$4,911,700

Anticipated Expenditures:

Non-Departmental	\$781,800
Utility Line Maintenance	\$1,327,100
Wastewater Treatment	\$1,768,300
Water Production	\$714,000
Utilities Administration	\$320,500
Total Expenditures	\$4,911,700

Section 3. Community Development

Anticipated Revenues:

Interest Earned	\$500
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Total CD Revenues	\$500
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Anticipated Expenditures:

Miscellaneous	\$500
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Total Expenditures	\$500
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Section 4. Cemetery

Anticipated Revenues:

Sale of Lots	\$44,000
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Interest Earned	\$1,000
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Total Cemetery Revenues	\$45,000
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Anticipated Expenditures:

Transfer to GF for Operations	\$45,000
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Total Expenditures	\$45,000
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Section 5. Downtown Special Tax District

Anticipated Revenues:

Current Taxes	\$47,500
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Prior Year Taxes	\$3,000
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Penalty & Interest	\$200
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Vehicle Taxes	\$1,600
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Collection Fees	-\$1,100
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Craft Fair Fees	\$12,000
Holiday Events	\$5,000
Leased Parking	\$2,000
City Market Fees	\$100
Interest Earned	\$400
Miscellaneous	\$1,000
Fundraising Revenue	\$1,000
Total Downtown District Revenues	\$72,700

Anticipated Expenditures:

Professional Services	\$1,000
Travel & Education	\$3,000
Utilities	\$4,000
Craft Fair	\$8,000
Advertising	\$13,000
Supplies & Materials	\$4,000
Contract Services	\$1,500
Dues & Subscriptions	\$500
Miscellaneous	\$500
Downtown Facade Grant Program	\$9,000
Downtown Incentive Program	\$0
Downtown Mural Grant Program	\$1,000
Fundraising Expenditures	\$500
Projects	\$10,700
Contingency	\$1,000
Special Events	\$15,000
Total Expenditures	\$72,700

Section 6. Fire Department Special Fund

Anticipated Revenues:

Miscellaneous	\$500
Special Fees	\$500
Total Fire Special Revenues	\$1,000

Anticipated Expenditures:

Miscellaneous	\$1,000
Total Expenditures	\$1,000

Section 7. Fee Schedule

There is hereby established for Fiscal Year 2017-2018 various fees, charges, rates, as contained in Clinton Fee Schedule.

Section 8. City Wide Tax Rate Established.

There is hereby levied, for Fiscal Year 2017-2018, an Ad Valorem tax rate of forty cents (\$.40) per one hundred dollars (\$100) assessed valuation of property listed as of January 1, 2017, for the purpose of raising the revenue included in the current Ad Valorem taxes as set forth in Section 1 of this Ordinance, and in order to finance the foregoing applicable appropriations. This property tax is the same rate as compared to the current FY2016-2017. This rate will provide approximately \$3,023,800 in property tax revenues based on an expected collection rate of 97.9%. The Ad Valorem tax base is estimated to be \$771,000,000. The Ad Valorem Tax is the tax paid on real property and personal property, including property of public service companies allocated by the Ad Valorem Tax Division of the State Department of Revenue.

Section 9. Special Downtown Tax District Rate Established.

There is hereby levied, for Fiscal Year 2017-2018, a tax at the rate of eighteen cents (\$.18) per one hundred dollars (\$100.00) assessed valuation of property listed for taxes as of January 1, 2017, located within the Special Downtown Tax District for the raising of revenue for said Special District. This special tax rate is the same rate as the current FY2016-2017. This rate of tax is based on an estimated total revaluation of property for the purpose of taxation of \$31,025,000 and an estimated collection rate of 97.9%.

Section 10. The adoption of this budget ordinance reaffirms all other taxes, penalties, licenses, fines, fees, charges, and rates heretofore adopted and not repealed as of this date.

Section 11. Special Authorization.

1. The budget officer shall be authorized to reallocate department appropriations among the various objects of expenditure as s/he believes necessary without recourse to the Board.
2. The budget officer shall be authorized to hire personnel in positions authorized by the Board and set the compensation in accordance with the Pay Classification Plan.
3. The budget officer may award merit increases to deserving employees as s/he deems appropriate after consultation with appropriate supervisors subject to the limitations set forth in the personnel policy of the city and appropriations.

Section 12. Utilization of Budget Ordinance.

1. This ordinance shall be the basis of the financial plan for the Clinton municipal government during the FY2017-2018. The budget officer shall administer the budget and s/he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.
2. The finance department shall establish and maintain all records, which are in consonance with this budget ordinance, and the appropriate Statutes of the State of North Carolina.

Section 13. Copies of this budget ordinance shall be furnished to the Clerk to the City Council, and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

City of Clinton Fee & Rates Schedule

Fiscal Year 2017-2018

All fees are subject to change by City Council
Changes from prior year indicated in blue

Utilities, Garbage & Recycling

Water & Wastewater Rates*

Water	Inside City Limits	Outside City Limits
Base Rate (0-300 cu. ft.)	\$12.87	\$25.74
Consumption Rate	\$1.93 per 100 cu. ft.	\$3.86 per 100 cu. ft.
Wastewater		
Base Rate	\$13.41	\$26.82
Consumption Rate	\$1.88 per 100 cu. ft.	\$3.76 per 100 cu. ft.
Flat Rate Sewer	\$22.23	\$44.46

**Water and wastewater use is metered in cubic feet: 1 cubic foot = 7.48 gallons.*

A customer utility deposit of \$125 is required on all rental accounts. A 10% late fee will be applied to bills paid after due date (12th) and a \$30 cutoff penalty will be applied to all accounts cutoff as a result of non-payment. A \$25 fee will be assessed on all returned checks.

Fireline Rates (Monthly Fee)

Size	Inside City Limits	Outside City Limits
2" Fireline	\$11.90	\$23.80
4" Fireline	\$35.70	\$71.40
6" Fireline	\$60.00	\$120.00
8" Fireline	\$77.35	\$154.70
10" Fireline	\$109.15	\$218.30
12" Fireline	\$151.75	\$303.50

Tapping Fees (per Connection)[†]

Size	Inside City Limits	Outside City Limits
¾" Tap & Set	\$795	\$1,590
¾" Meter Set	\$133	\$266
1" Tap & Set	\$975	\$1,950
1" Meter Set	\$225	\$450
2" Tap & Set	\$3,315	\$6,630
2" Meter Set	\$1,643	\$3,286
4" Sewer Tap	\$720	\$1,440
6" Sewer Tap	\$1,120	\$2,240

†Larger connections will be billed at actual cost of materials, labor, and equipment. Deposits are required with the balance upon completion. Deposits are 50% of tap cost as proposed by the Public Works & Utilities Department.

Miscellaneous Utility Fees

	Inside City Limits	Outside City Limits
Hydrant Meter Deposit	\$900	\$1,800
Hydrant Meter Deposit (¾"-1")	\$250	\$500
Hydrant Flow Test	\$150	\$300
Meter Tampering Fee	\$100	\$200

Garbage & Recycling Collection Rates & Tipping Fees

Service	Rate	Notes
Residential Garbage	\$15.50 per month	Weekly collection
Residential Curb-side Recycling	n/a	Bi-weekly collection
Commercial Garbage	\$4.75 per container cubic yd.	Fee based on pickup frequency
Special Payload Collections	\$40 per item	As called
Container	Fee	Notes
Rollout Garbage Containers	\$82 each	Residential purchase
Rollout Recycling Containers	n/a	1 Free to residents
Wheeled Dumpster	\$45 per month	Includes one collection, \$40 ea. additional collection up to 3
Cardboard Container	\$30 per month	

Administrative/City Hall

Service	Fee
Auditorium Rental	Up to 5 hours: \$50 More than 5 hours: \$100 \$100 refundable deposit required
Copies	\$.25 per page
Document Certification	\$3.00
Filing Fees	Mayoral: \$10 Council: \$5
Notary	\$5.00 per signature
Sunshine List	\$10 per year
First Time Taxi/ Taxi Renewal	\$60/\$20

Cemeteries

Springvale & Sandhill Cemeteries Rates & Fees

Service	Rate/Fee
Grave Plot	\$600
Mausoleum	\$805
Columbarium	\$450
Recording of Deed	\$50
Corner Marker	\$45

Finance

Service	Fee
False Alarm Response (per year)	First 3: no charge Second 3: \$50 each \$100 per additional incident
Leased Parking	\$15 per month
Off-street Parking	\$120 per year
Returned Check Fee	\$25

Fire Department

Fire Inspection Fees

Initial Inspection**	Fee
0-50,000 sq. ft.	\$25
50,001-100,000 sq. ft.	\$50
100,001-150,000 sq. ft.	\$100
150,001-200,000 sq. ft.	\$150
>200,000 sq. ft.	\$200

Service	Fee
Follow-Up	No charge
1 st Re-Inspection	\$45
2 nd Re-Inspection	\$65
3 rd Re-Inspection	\$85
Continual Noncompliance	\$100/day

***Initial inspection fees are based on the square footage of the building. The type of use determines the frequency of inspections at 1-, 2-, or 3-year intervals. For more information regarding the required fire inspection frequency, please contact the Clinton Fire Department at 910-299-4902.*

Operating Permit Fees

Operation Type	Fee
Amusement Buildings	\$30
Carnivals & Fairs	\$50
Combustible Dust Operations	\$30
Covered Mall Buildings	\$30
Exhibits & Trade Shows	\$50
Explosives	\$250
Fumigation	\$50
Liquid/ Gas Fueled Vehicles Assembly	\$50
Pyrotechnic/Special Effects	\$250
Spraying or Dipping	\$30
Temporary Membrane Structures	\$50

Special Construction Permits

Construction Type	Fee
Automatic Fire Extinguishment System	\$100
Battery System	\$50
Compressed Gas	\$50
Cryogenic Fluids	\$50
Fire Alarm & Detection Systems	\$100
Fire Pumps & Related Equipment	\$200
Flammable & Combustible Liquids	\$50
Hazardous Materials	\$100
Industrial Ovens	\$50
Private Fire Hydrants	\$50
Spraying or Dipping	\$50
Standpipe System	\$50
Temporary Structures Seating >299	\$25

Plan Reviews

Construction Type	Fee
New Commercial Construction	\$.02/sq. ft. (\$25 min)
Change of Use/Addition/Renovation	\$.01/sq. ft. (\$25 min)

Motor Vehicle & Haz-Mat Response

Service Response	Fee (per incident)
Motor Vehicle Accident- Level 1	\$475
Motor Vehicle Accident- Level 2	\$605
Motor Vehicle Accident- Level 3	\$1,800
Haz-Mat Response	\$700

Level 1 incidents require assessment of hazardous materials and scene stabilization and may include use of sorbents.

Level 2 incidents involve vehicle fires and require scene safety, fire suppression, breathing apparatuses, multiple tools, and structure protection.

Level 3 incidents include Level 1 & 2 services as well as extrications that involve the use of heavy rescue tools.

Haz-mat services include engine response, first responder assignment, perimeter establishment, evacuations, set-up, and command.

Planning & Development

Zoning Fees

Permit	Fee
New Residential Permit	\$50
New Commercial Permit	\$75
Addition, Accessory Building, Deck, etc. Permit	\$25
Moving Mobile Home onto Mobile Home Park Lot	\$30
Zoning Map	\$50
Rezoning Application	\$200

Conditional Use & Other Fees

Service	Fee
Board of Adjustment Filing Fee	\$200
Conditional Use Permit Application	\$200
Lot Mowing (each additional hour)	\$150 minimum (\$50)
Ordinance Copies	\$10
Sign Permit	\$1.00 per square foot
Subdivision Application	\$5.00 per lot or \$75 min. (whichever is greater)

City Market Rates

Service	Fee
Non-profit Organizations	\$100 min. (4 hrs.), \$25 each additional hour \$75 security deposit required
Individuals/Private Groups	\$150 min. (4 hrs.), \$25 each additional hour \$100 security deposit required
Facility Guard Fee	\$11 per hour

Police Department

Service	Fee
Reports	\$.25 per page (walk-in) \$2.00 per page (mailed)
Fingerprints	\$10
Filing False Report	\$154

Recreation & Parks

Youth Athletics Fees (Ages 17 & Under)†

Activity	City Resident	Non-Resident
Baseball, Basketball, Soccer, Softball, & Volleyball	\$15 per first child per sport \$10 each additional child	\$35 per first child per sport \$20 each additional child
Football*	\$15 per child	\$35 per child
Late Registration- Additional \$5 per child		

**Replacement fees apply to any football equipment lost or not returned at the end of the season. Replacements for damaged equipment are at no cost with the return of the damaged equipment.*

Youth Football Equipment Replacement Fees

Equipment	Fee
Helmet	\$80.00
Chinstrap	\$3.50
Jersey	\$38.00
Shoulder Pad Hardware	\$1.00 per piece
Pants	\$18.00
Helmet Pads	\$3.50
Helmet Decals	\$5.50
Shoulder Pads	\$50.00
Shoulder Pad Straps	\$3.50 each
Pants Pads	\$15.00

Adult Athletics Fees (Ages 18 & Over)†

Activity	City Resident	Non-Resident
Soccer & Softball	\$500 per team	
Basketball (League)	\$350 per team	
Basketball (Open Play)	\$3/day, \$20/month, \$55/season	\$30/month, \$75/season
Volleyball	\$75 per team	

†Athletics refunds must be requested before the first game has been played and a receipt must be presented for a refund check to be issued. Once play has begun, we will issue credit toward another sport. That credit is good for one year from the date of issuance. Reduced additional child fees apply only for registrations for the same sport, during the same season for children residing in the same household. Further fee reduction or waivers are available to qualified families. Contact the Clinton Recreation Department at 910-299-4906 for more information.



Royal Lane Pool Fees

Activity	Children & Seniors (55 & Over)	Adults (16 & Over)
Daily Admission	\$2.00	\$3.00
Group Rates (15 or more)	\$1.50 per person	\$2.50 per person
Season Pass (City Residents Only)	\$75 per person	\$125 per person

Non-Swimmers supervising children in the pool may have entry fee waived at staff discretion.

Swimming Instruction and Class Fees

Activity	City Resident	Non-Resident	Notes
Swimming Lessons	\$30 per session	\$40 per session	Classes are limited to 10 students per class. Sessions are one week, Monday through Friday for 45 minutes
Water Acclimation Instruction	\$5 per person	\$10 per person	Includes 25 minutes of personal instruction given based on the participant's needs
Getting to Know H2O	\$2 per person/day	\$4 per person	Includes general water safety information, first aid procedures, breath control under water, using a flotation device & more. New topic each day, 8 separate 1- hour sessions
Fitness Swim/ Stroke Refinement	\$40 per session	\$50 per session	3-week long session. Students are allowed to come to public swim free of charge during their 3 weeks of classes. Class meets on Monday, Wednesday, and Friday for 45 minutes per day



Bellamy Center Program Fees

Activity	City Resident	Non-Resident	Seniors (55 & Over)
Craft & Miscellaneous Classes	\$1 per class	\$2 per class	\$0.50 per person per session
Fitness Classes	\$1 per week	\$2 per week	\$0.50 per person per session

Facility Rental Fees**

Facility	City Resident	Non-Resident	Notes
Picnic Shelters	\$20 1 st hour \$10 each additional hr.	\$25 1 st hour \$15 each additional hr.	8-hour maximum, end at dark when parks close
Park Open Space	\$15 per hour	\$30 per hour	8-hour maximum, end at dark when parks close
Royal Lane Pool	\$130 per hour	\$230 per hour	4-hour maximum, fee includes 2 lifeguards, end at dark when parks close
Baseball/Softball Fields (no lines)	\$15 per hour	\$30 per hour	Field marking- \$35 Lights- \$25 per hour
Multipurpose/Football (no lines)	\$25 per hour	\$50 per hour	Field marking- \$35 Lights- \$45 per hour
Soccer Fields (no lines or goals)	\$15 per hour	\$30 per hour	Field marking- \$35 Lights- \$45 per hour Goals- \$20 per hour
Bellamy & Sampson Rec. Centers & Gyms	\$75 per hour	\$112.50 per hour	8-hour maximum
Shuffleboard Courts	\$5 per hour	\$10 per hour	8-hour maximum, end at dark when parks close
Royal Lane Track	\$25 per hour	\$50 per hour	Lights- \$45 per hour
Royal Lane Amphitheater	\$50 per hour	\$100 per hour	8-hour maximum, end at dark when parks close

****Rental fees guarantee reservation, cleanup prior to reservation, and staff to provide access. Half of fees are due as security deposit upon reservation. There is an additional \$50 charge for rentals on Sundays. No holiday rentals. Recreation Center, gym, and field rentals must end by 10 pm. After-hours rentals (after 5 pm) and rentals with more than 100 people require a staff member to be present (in addition to lifeguards at pool). Staffing fee is \$20 per hour. If a police presence is requested or recommended by the Recreation Director, the fee is \$20 per hour per officer (1 officer per 100 people). Fundraising activities and for-profit events are prohibited except for sports tournaments approved by the Recreation Director. For sports groups wishing to use fields for an extended period, please refer to the long-term use fee chart below. A separate tournament fee schedule is listed below.**

Long-term Facility Rental & Tournament Fees

Facility	Long-term Rental [†]	Tournaments**	Notes
Baseball/Softball Fields	\$50 per field per week	\$150 per field per day	Lights- \$25 per hour
Gym (after hours)	\$75 per week (\$125 per week)	\$750 per gym per day	
Bellamy Multipurpose Room	\$35 per week	n/a	
Multipurpose/Football Field	\$75 per week	\$250 per day	Lights- \$45 per hour
Park Open Space	\$25 per week	n/a	
Soccer Fields (Large/ Middle)	\$50 per field per week	\$250 per field per day	Lights- \$45 per hour
Soccer Fields (Small)	\$30 per field per week	\$150 per field per day	Lights- \$45 per hour
Royal Lane Track	\$50 per week	n/a	Lights- \$45 per hour

†Long-term rentals are based on maximum facility usage of 6 hours per week for up to 3 months and do not include field markings. Rates may vary for partner programs or agencies. These terms are outlined in the contract or memorandum of agreement between the Clinton Recreation Department and the program/agency. If a police presence is requested or recommended by the Recreation Director, the fee is \$20 per hour per officer (1 officer per 100 people).

***Tournament fees guarantee cleanup & initial field markings each day prior to reservation and staff on duty to provide gate and restroom access. Half of fees are due as security deposit upon reservation. A \$50 cleanup fee will be assessed for each time the gym & restrooms are not restored to good condition after use. If a police presence is requested or recommended by the Recreation Director, the fee is \$20 per hour per officer (1 officer per 100 people).*

Equipment Fees

Equipment	Fee (Due upon Reservation)	Notes
Portable Stage	\$100 per day	
Public Address System	\$75 per day	\$30 per additional microphone
Sports Bag	\$30 per day	Contains horseshoes, volleyball & net, soccer ball, softball & bat
Portable Volleyball	\$60 per day	
Bleachers	\$50 per day	

Concessions Fees (Vendors with Carts Only)

Activity	Fee
Special Event/Tournament	\$50 per event
Non-event Times	\$25 per week

All recreation debit & credit card payments require a convenience fee of \$1.95 or 2.5% (whichever is greater).

History of Clinton

Clinton, the county seat of Sampson County, is the largest and oldest city in the county. The first European settlers to come to the Sampson County area were Scotch-Irish immigrants from North Ireland around 1740. One of the many Scotch-Irish drawn to the area in search of rich farmland and flowing rivers was John Sampson. Sampson was Duplin County's first Register of Deeds. He served as a Lt. Colonel, and then a Lt. General in the county's militia and was later the first mayor of Wilmington, North Carolina. In April of 1784, the North Carolina General Assembly established Sampson County from land taken from neighboring Duplin County.

Immigrating to North Carolina with John Sampson was his fifteen-year-old stepson, Richard Clinton. Like his stepfather, Richard Clinton soon distinguished himself in governmental and military service, serving as Duplin County Register of Deeds for ten years, and then in the Provincial Congress held at Hillsborough. In 1776, Richard Clinton organized a company of militia minutemen from upper Duplin and led them as captain in the defense of Wilmington against the British. He was later appointed Colonel of Cavalry and Brigadier General of the Fayetteville District. Upon the establishment of the state government of North Carolina by the Halifax Constitution of 1776, Richard Clinton served as one of the first members of the House of Commons, representing Duplin County. Clinton continued as a representative of Duplin County until the creation of Sampson County in 1784. Clinton secured the passage of the act creating the new county, and proposed the name "Sampson" in honor of John Sampson, his stepfather and benefactor. By 1790, the town of Clinton Courthouse was established as the county seat.

If not for a financial panic in 1819, Clinton could still be Clinton Courthouse. The town moved to drop the "Courthouse" after an earlier incorporated town of Clinton in old Rowan County (now Davie) folded in 1822. The Town of Clinton was incorporated in 1822. In 1852, the General Assembly passed several acts to improve regulation of towns, including Clinton. As part of the "Act for the Better Regulation of the Town of Clinton in the County of Sampson," the General Assembly appointed five commissioners: James Moseley, Isaac Boykin, Dr. Henry Bizzel, John Beaman, and Alfred Johnson. The corporate limits of the town extended a half mile each way from the courthouse. The first records of an election were in February 1852 and the first tax rate was \$0.50 per \$100 valuation of real property. In July 1953, the town officially changed its name to the City of Clinton.

Geography

Clinton is located in the center of Sampson County in North Carolina's fertile Coastal Plain Region. The city is approximately 7.75 square miles (4,960 acres). Within easy commuting distance of Fayetteville and Fort Bragg, Raleigh and Research Triangle, and Wilmington and the NC beaches, Clinton residents can take advantage of many cultural, economic, and recreational offerings while still enjoying life in a smaller community.



Demographics

The 2010 U.S. Census population estimate for Clinton was 8,639. The small increase in population represents a .5 percent increase from 2000. The city's population constitutes 13.6 percent of the Sampson County population. Approximately 50,000 people live within 15 miles of the city. Clinton is proud to be a diverse city. The demographic breakdown of Clinton according to the 2010 census is 49 percent white, 41 percent African-American, 6 percent Hispanic, 1 percent American Indian, 1 percent Asian, and 2 percent other. The median age of the Clinton population is 42.1. The average household size is 2.45 with a median household income of \$31,997. The 2016 population estimate from the U.S. Census Bureau is 8,674.

Housing

As of the 2010 Census, Clinton had 3,711 housing units. Of the 3,392 housing units reported as occupied, approximately 51 percent are owner occupied and 49 percent are renter occupied. Owner-occupied households accounted for 3,951 people (46 percent) of the city's population and renter-occupied housing units accounted for 3,753 people (43 percent) of the city's population in 2010. Seventy-three percent (73%) of the city's housing units are pre-1980 construction. Only 5.6 percent of housing units have been built since 2000, less than the 10.2 percent of housing units constructed before 1939. More than 65 percent of homes are valued less than \$150,000 with a median home value of \$120,100. The median gross rent for renter-occupied units is \$513.

Local Economy

Clinton is ideally located to serve the special needs of a variety of industries. Each industry benefits from the availability of a diverse and skilled labor force, exceptionally reasonable tax rates, excellent utilities, and easy access to East Coast markets. Sampson Southeast Business Center is a 76-acre industrial park in Clinton designed to accommodate future industrial development. Major industries already in the Clinton area include Brooks Brothers, Cintas, DuBose Strapping, Rheinfelden-Americas, Sampson-Bladen Oil Company, Steel Technologies, Smithfield Foods, and Schindler Escalators.

Agriculture plays a major role in the local economy and Clinton functions as a regional agricultural center. In September 2005, *Farm Futures Magazine* rated Sampson County as the "Best Place to Farm in the United States." Among the crops grown locally are tobacco, corn, cotton, wheat, and soybeans. Fresh vegetables such as squash, asparagus, cucumbers, peppers, sweet potatoes, and melons also contribute to the area's farm income, which has now reached \$1.2 billion annually in cash receipts. Over the past two decades, the area has become a major center for the production of chickens, hogs, and turkeys.

Several major highways including US 421, US 701, NC 24 and NC 403 serve Clinton. Interstate 95 is less than 30 miles west of Clinton and Interstate 40 is less than 8 miles east of Clinton. The Clinton-Sampson County airport can serve corporate jets and turbine aircraft. Commercial airline service is available at nearby airports in Fayetteville, Raleigh, and Wilmington. Clinton Railroad Service and

CSX provide rail service to the area, while seaports at Wilmington and Morehead City can be reached quickly.

Clinton's role as the economic and cultural hub for Sampson County and the region helps maintain a stable economy. As of April 2017, Sampson County's unemployment rate was 4.5 percent, which is down .7 percent from April 2016. A strong agriculture base along with regional healthcare facilities bode well for Clinton's growth and stable economy. Additionally, NCDOT has continued the expansion of NC-24, which will prove beneficial to Clinton with even quicker access to Fayetteville and Fort Bragg.

Ten Largest Tax Payers by Assessed Valuation as of June 30, 2016

Tax Payer	Assessed Value	Percent of Total Assessed Value
Smithfield Clinton Plant, Smithfield Farmland, Smithfield Packing Co. Inc.	\$89,704,794	12.77%
DuBose Industries, Dubose Strapping, DuBose National Energy Service	\$18,492,833	2.69%
Schindler Corporation	\$13,405,194	1.91%
Wal-Mart Stores, Inc.	\$8,868,528	1.26%
Liberty Healthcare/Liberty Home Care	\$8,529,454	1.24%
Duke Energy Progress Inc.	\$8,356,642	1.19%
Faircloth Family Properties	\$7,723,110	1.10%
Lowe's Home Center Inc.	\$6,171,432	0.88%
Sampson Crossing LP	\$5,938,472	0.85%
MHC Trucking	\$3,464,923	0.49%
Total	\$170,655,382	24.29%
<i>Total Assessed Value</i>	<i>\$702,435,405</i>	

Ten Largest Employers for Sampson County as of 4th Quarter 2016

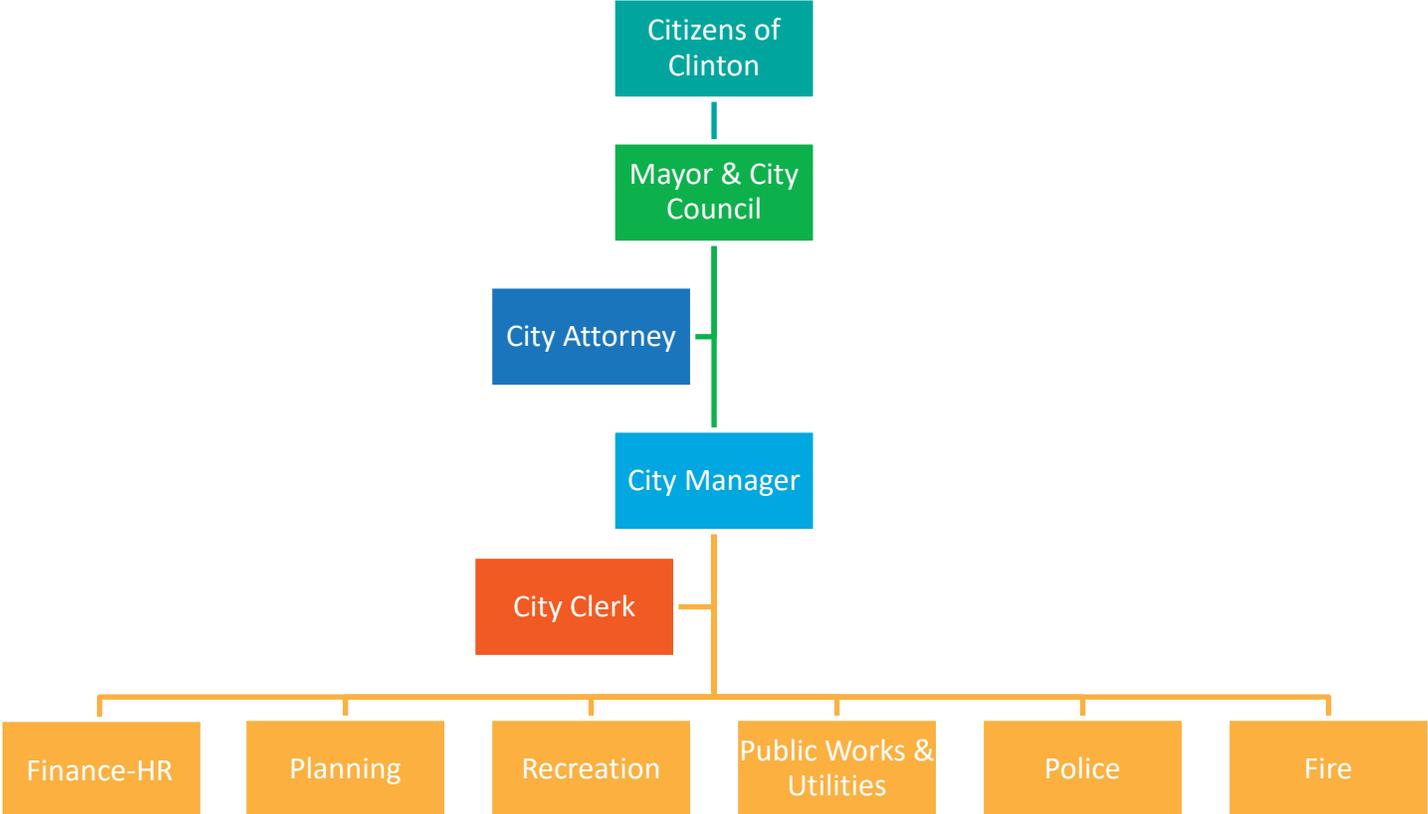
Company Name	Industry	Employment Range
Smithfield Foods, Inc.	Manufacturing	1,000+
Sampson County Schools	Education & Health Services	1,000+
Prestage Farms, Inc.	Natural Resources & Mining	500-999
Hog Slat Co., Inc.	Manufacturing	500-999
County of Sampson	Public Administration	500-999
Sampson Regional Medical Center	Education & Health Services	500-999
Clinton City Schools	Education & Health Services	500-999
Wal-Mart Associates Inc.	Trade, Transportation, & Utilities	250-499
NC Department of Public Safety	Public Administration	250-499
Sampson Community College	Education & Health Services	250-499

Source: NC Commerce, Labor and Economic Analysis Division

Government

The City operates under a council-manager form of government, whereby the Mayor and City Council address the legislative needs of the city with five city council members representing residents within distinct districts. The Mayor is elected every two years and each Councilmember serves four-year terms. The mayor is the presiding officer of the Council. A mayor pro tem is selected from the five council members. The mayor pro tem serves as mayor in the absence or incapacity of the Mayor. Through this arrangement, the City Council sets and directs policy regarding the operations of city government. Clinton's elections are non-partisan and elections are held in odd numbered years. City Council appoints a City Manager to implement its policies and administer the overall city organization. Clinton is a full service city and provides essential public services including fire and police protection, recreation, public works, and water and sewer.

City of Clinton Organizational Chart



City Council Priorities

The City Council annually reviews and defines strategic priorities for the City. The Council's decisions ultimately affect the resource allocations for City projects and services approved with the annual budget ordinance. City Council begins reviewing strategic priorities and financial conditions with city staff each fall. The purpose of these workshops is to ensure a clear direction for the budget process as the CIP begins development in December.

In preparation for the FY17-18 budget, City Council reviewed strategic goals to ensure alignment between priorities and the city's financial standing. The strategic goals drive the budget process. Introduced in FY13-14, the core values correspond with the city's adopted performance evaluation plan. With the strategic focus areas and core values, city departments are able to ensure their missions, goals, and objectives serve a common purpose for the City.

Vision Statement

A city of beauty and opportunity whose leadership is dedicated to providing its diverse citizenry a quality of life unsurpassed in the region.

Mission Statement

To be a city rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure and opportunities for future generations.

Strategic Focus Areas & Goals

- **Quality Job Growth**

Maintain business-friendly processes and policies to support existing businesses and attract a variety of new businesses.

- **Welcoming Neighborhoods & Public Spaces**

Ensure public safety and city cleanliness through community-focused public safety, code enforcement, planning policies, and quality maintenance of public spaces and facilities.

- **Affordable & Varied Housing Opportunities**

Encourage housing of different types, densities, sizes, costs, and locations that meet the needs and preferences of an economically and socially diverse community.

Preserve existing housing supply and assure its continued quality and safety.

- **Sound & Sustainable Infrastructure**

Construct and maintain efficient and accessible roadway, sidewalk, and greenway systems to extend internal and regional connectivity.

Provide high quality water and wastewater services while protecting natural resources and ensuring capacity for sustainable growth.

- **Enhanced Quality of Life**

Advance the beauty, diversity, and well-being of Clinton by supporting the community's ability to provide an array of educational, recreational, and cultural activities, events, and programs for residents and visitors of all ages, abilities, and interests.

- **Financial Sustainability**

Support fiscal policies and controls that ensure the long-term financial health of the City and enable it to respond to unforeseen challenges and opportunities.

Promote responsible management and use of public resources to ensure efficient and effective delivery of quality services.



Core Values

- **Honesty/Integrity**

We understand that in order to maintain the public's trust we must hold ourselves accountable to the highest standards of ethical conduct, honesty, and fairness.

- **Respect**

We value all citizens and team members, treating everyone with dignity, courtesy, and professionalism.

- **Equality**

We have a responsibility to treat all citizens and team members fairly and with respect.

- **Diversity**

We strive to be representative, open-minded, and flexible as we recognize and respect the diverse ideas, expressions, traditions, and experiences of our community and team members.

- **Balance**

We recognize the various interests in our community and organization and believe we can achieve stability with realistic expectations regarding service levels, resources, costs, and benefits.

- **Competency**

Our commitment to high-level service begins with a knowledgeable, skilled, and dependable team capable of meeting the community's needs.

- **Teamwork**

We are committed to working with our citizens and team members in an environment where we are supportive of each other's efforts, loyal to one another, and communicate openly.

- **Service Excellence**

We take pride in our community and the services we provide, always doing our best to meet the needs of our residents, businesses, and visitors with care and professionalism.

The following policies are general in nature and set forth basic guidance for sound fiscal management decisions for the City of Clinton. The City's financial policies are founded on responsible fiscal and budgetary principles and they follow a framework established by the North Carolina Local Government Budget and Fiscal Control Act (LGBFCA).

Accounting Policy

The City maintains an accounting system in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The City's accounting system displays details relating to the City's assets, liabilities, equities, revenues, and expenditures. The system shows appropriations and estimated revenues as established in the budget ordinance and each project ordinance as originally adopted and subsequently amended. An annual audit will be performed by an independent certified public accounting firm, which will issue an official opinion on the annual financial statements, with a management letter explaining recommended improvements, if required. *Prescribed by NC Local Government Budget and Fiscal Control Act*

Budget Amendment Policy

During the fiscal year, the budget must be amended to reflect changes to the original adopted budget ordinance. City Council can amend the budget ordinance at any time after its adoption pursuant to North Carolina General Statute (N.C.G.S) 159-15 as long as the ordinance, as amended, continues to satisfy the requirements of N.C.G.S. 159-8 and 159-13. N.C.G.S. 159-8 requires budgets to be balanced and N.C.G.S. 159-13 describes the form, adoption, limitations, tax levy, and filing of the budget ordinance. Budget amendments cannot increase or decrease the tax levy or alter a taxpayer's liability unless the City is ordered to do so by the courts or an authorized State agency. The Finance Director prepares budget amendments to present to the City Council for their approval. Budget amendments must be made prior to obligating funds in excess of adopted budget appropriations. Total increases in appropriations should equal total increases in revenues if new revenues are involved. In all situations, a brief description of the circumstances surrounding the amendment will be included on the face of the amendment or in the minutes where the amendment was approved. *Prescribed by NC Local Government Budget and Fiscal Control Act*

Capital Improvement Policy

The City will review and update annually a five-year Capital Improvement Plan (CIP), which details each capital project, estimated costs, project descriptions, and anticipated funding sources. Only the current year schedule, when adopted by City Council, becomes part of the operating budget. Future forecasts in the CIP serve the city by helping plan for capital repairs, replacements, and acquisitions, which aids in financial planning to ensure the city's fiscal health and credit. City staff will analyze each proposed project carefully before it is incorporated in CIP. *Adopted with initial CIP June 2009*

Cash Management & Investment Policy

This policy serves as a reference for the handling of all financial transactions in accordance with federal, North Carolina, and other legal requirements, including provisions of the North Carolina General Statutes, specifically The Local Government Budget and Fiscal Control Act. The policy provides guidance for cash receipts, mobilization, investments, disbursements, and monitoring.

Investment earnings are the interest collected on the City's idle cash. The criteria for selecting an investment includes that the maturity of the investment should coincide with the needs of the City to meet short term and long-term obligations and the rate of interest should be at least equivalent to the average rate of return available in the market place, while ensuring safety and liquidity. The City only invests idle cash in accordance with N.C.G.S. 159-30. Typical investments for the City include CDs and interest bearing accounts. *Adopted May 2013*

Debt Policy

In accordance with N.C.G.S. 159-55, the City's bounded indebtedness will not exceed eight (8) percent of the assessed valuation of the taxable property of the City. The term of any City debt issue shall not exceed the useful life of the asset for which the debt is issued. A financial analysis will accompany the CIP to illustrate the City's capacity to repay debt and identify the effects on financial indicators. The City will seek to maintain financial indicators within an acceptable level as compared to peer cities and will strive to maintain a net debt service ratio close to ten (10) percent. To reduce the amount debt incurred, the City will attempt to use pay-as-go financing when possible, particularly for capital assets with costs less than \$75,000. *Adopted with initial CIP June 2009*

Fund Balance Policy

It is necessary for the City to maintain undesignated available fund balance reserves and retained earnings to provide appropriate cash flow for operation of city services, to address emergencies and unexpected opportunities, to increase the potential for investment income, and to enhance the city's credit rating to provide the city the ability to borrow at the lowest possible interest rate.

General Fund. The NC Local Government Commission (LGC) is charged with overseeing the fiscal health of cities and counties and recommends a minimum undesignated available fund balance reserve of no less than eight percent (8%) of expenditures. All revenue in excess of expenditures realized at the end of any given fiscal year will be credited to unassigned fund balance to achieve an accepted level between 35 and 40 percent. The City will adjust this range as appropriate based upon recommendation from the LGC and the current financial outlook. Once the forty percent (40%) mark is realized, all revenue in excess of expenditures realized at the end of any given fiscal year may be assigned as capital reserves.

Water & Sewer Fund. All revenue in excess of expenditures realized at the end of any given fiscal year will be credited to unassigned retained earnings to achieve an accepted level between 47 and 53 percent. The City will adjust this range as appropriate based upon recommendation from the LGC

and the current financial outlook. Once the 53 percent mark is realized, all revenue in excess of expenditures realized at the end of any given fiscal year will be transferred to a capital reserve fund.

The City Manager is charged to annually monitor and report to City Council during the preparation of the annual operating budget regarding the status of available fund balance/retained earnings and compliance with the stated acceptable ranges. *Adopted July 2008, Revised June 2013*

Operating Budget Policies

Pursuant to North Carolina General Statutes 159-11, the City will adopt a balanced budget. The North Carolina Local Government Budget and Fiscal Control Act defines a balanced budget as the sum of estimated net revenues and appropriated fund balance in each fund is equal to appropriations in that fund.

The City operates under an annual budget ordinance adopted in accordance with the LGBFCA. The budget ordinance is the legal basis of the budgetary accounting system and the standard by which proposed expenditures are measured. All annual appropriations lapse at the fiscal year-end. City Council must approve and adopt any revisions to the original budget ordinance, which is recorded in the City minutes. Project ordinances are adopted for Governmental Capital Project Funds and the Water & Sewer Capital Project Funds. Project ordinances are ongoing until the project has been completed and closed. *Prescribed by NC Local Government Budget and Fiscal Control Act*

Purchasing Policy

Purchases approved by the Department Head for one thousand dollars (\$1,000.00) or more require a Purchase Order. 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. *Adopted January 2010, Revised January 2016*

Revenue Policy

The Finance Director prepares conservative revenue estimates based on revenues reasonably expected to be realized in the upcoming budget year, including amounts to be realized from collections of taxes levied in prior fiscal years. Major estimated revenue sources include ad valorem taxes, privilege licenses, sales taxes (Article 39, 40, 42 and 44) including the hold harmless provision received from the State as a result of repealed reimbursements, ABC distribution, beer and wine taxes, utility franchise taxes, Powell Bill distribution, and sales and services including tipping fees and garbage fees. With each budget, the City Council adopts a fees schedule that the Finance Department reviews annually to determine appropriate fees related to the cost of providing services. *Adopted N/A*

Reporting Entity

The City of Clinton is a municipal corporation that is governed by an elected mayor and a five-member council. As required by generally accepted accounting principles, these financial statements present all funds and account groups that are controlled by or are financially dependent upon the City.

Basis of Presentation

The accounts of the City are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts comprised of assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Fund accounting segregates funds according to their intended purpose and it is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Governmental Funds

Governmental funds account for the City's governmental functions. The City of Clinton's governmental funds include:

General Fund. The General Fund is the largest and most important governmental fund. It is the primary operating fund of the city. Any transaction that cannot be accounted for in another fund is recorded in the General Fund. The primary revenue sources are ad valorem taxes, state-collected revenues, and various other taxes and licenses. The primary expenditures are for general government, public safety, and public works services.

Special Revenue Funds. Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. The City's special revenue funds include the Community Development Fund, Cemetery Fund, Downtown Tax District Fund, and the Fire Department Special Fund.

Capital Project Funds. Various Capital Project funds are used to account for financial resources to be used for non-major acquisitions or construction.

Proprietary Funds

Proprietary funds account for the City's business-like activities. There are two types of proprietary funds- enterprise funds and internal service funds. Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Internal service funds are similar to enterprise funds except they account for services performed by one department for another. The City has one enterprise fund:

Water & Sewer Fund. This fund is used to account for the City's water and sewer operations. The major revenue sources in this fund are water and sewer user charges.

Fiduciary Funds

Fiduciary funds account for resources the City holds in trust for individuals or other governments. The City does not maintain any fiduciary funds.

Basis of Accounting & Budgeting

In accordance with the North Carolina Budget and Fiscal Control Act, the budget is developed and adopted under the modified accrual basis of accounting, whereby revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the associated liability is incurred. During the fiscal year, budgets are maintained using the modified accrual basis. At fiscal year end, the City's Audited Financial Statements are prepared using Generally Accepted Accounting Principles, or GAAP. All governmental funds are reported using the modified accrual basis of accounting. Although the annual financial statements report all proprietary funds using the full accrual basis of accounting, whereby revenues are recognized when earned and expenses recognized in the period incurred, for simplicity, the budget document reports all propriety funds' prior year actuals using the modified accrual method.

Fund Type	Fund Category	Class	Basis of Accounting	Budgetary Accounting
General Fund	Governmental	Major	Modified Accrual	Modified Accrual
Special Revenue Fund	Governmental	Non-major	Modified Accrual	Modified Accrual
Capital Projects	Governmental	Non-major	Modified Accrual	Modified Accrual
Enterprise Fund	Proprietary	Major	Full Accrual	Modified Accrual

The City considers all revenues available if they are collected within 90 days after year-end, except for property taxes. Those revenues susceptible to accrual include investments, sales tax, and grants-in-aids earned. On a budgetary basis, revenues are recorded by source of revenue and expenditures are recorded by department, function, or project. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds and at the fund level for multi-year funds. Revenue sources include ad valorem taxes (property taxes), sales taxes, other taxes and licenses, restricted and unrestricted intergovernmental revenues, sales and services, investment earnings, other revenues, utility fees and charges, fund transfers, and fund balance appropriated. Expenditure functions are primarily budgeted at the departmental level but are grouped into five primary categories- general government, public safety, public works, public utilities, and non-departmental.

Department/Division	Fund Type	Function
Mayor & City Council	General Fund	General Government
Administration	General Fund	General Government
Finance-Human Resources	General Fund	General Government
Fire	General Fund	Public Safety
Garage	General Fund	Transportation
Grounds & Cemetery Maint.	General Fund	General Government
Planning & Development	General Fund	Economic & Physical Development
Police	General Fund	Public Safety
Recreation & Parks	General Fund	Cultural & Recreation
Sanitation	General Fund	Environmental Protection
Streets	General Fund	Transportation
Utility Administration	Enterprise Fund	Public Utilities
Utility Line Maintenance	Enterprise Fund	Public Utilities
Wastewater Treatment	Enterprise Fund	Public Utilities
Water Production	Enterprise Fund	Public Utilities
Community Development	Special Revenue Fund	Economic & Physical Development
Cemetery Fund	Special Revenue Fund	General Government
Downtown Special Tax	Special Revenue Fund	Economic & Physical Development
Fire Dept. Special	Special Revenue Fund	Public Safety

Budgetary Data

The City Council adopts the budget as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund, Special Revenues Funds, and the Water & Sewer Fund. All annual appropriations lapse at the fiscal year-end. Project ordinances are adopted for the Capital Project Funds and the Enterprise Capital Projects Funds. Expenditures may not legally exceed appropriations at the department level for all annually budgeted funds. The City Manager is authorized by the Council to transfer appropriations within a fund up to \$2,500. Budget amendments are required for any revisions that alter total expenditures of any fund or that change functional appropriations by more than \$2,500. All amendments must be approved by City Council. If necessary, City Council must adopt an interim budget that covers the period from July 1 until the annual budget ordinance can be adopted.

Budget Calendar

North Carolina General Statutes 159-10 through 159-13 set forth requirements for a budget calendar to denote specific days on which certain steps of the budget process are to be performed. The City's complete budget calendar can be viewed under the *Budget Calendar* section of the budget document.

N.C.G.S. prescribed dates:

N.C.G.S. 159-10

Before April 30 of each fiscal year (or an earlier date fixed by the budget officer), each department head shall transmit to the budget officer the budget requests and revenue estimates for his department for the budget year.

N.C.G.S. 159-11 (b)

The budget, together with a budget message, shall be submitted to the governing board no later than June 1.

N.C.G.S. 159-1 (a)

Not earlier than 10 days after the day the budget is presented to the board and not later than July 1, the governing board shall adopt a budget ordinance making appropriations and levying taxes for the budget year in such sums as the board may consider sufficient and proper, whether greater or less than the sums recommended in the budget.

FY 2017-2018 CIP and Budget Schedule

Budget Preparation Steps	Date
Strategic planning workshop with City Council	Tuesday, October 18, 2016
Departments begin meeting internally to develop CIP project requests	Monday, November 28, 2016
Departments submit CIP project requests to Finance & Administration	Friday, January 6, 2017
Administration & Finance review CIP project requests. Department Directors meet with City Manager & Finance staff to discuss CIP project requests	Monday, January 9 – 13, 2017
Strategic planning and goal confirmation workshop with City Council	Tuesday, January 24, 2017
City Manager & Finance staff rank CIP project requests & establish a priority list	Thursday, January 26, 2017
CIP project impact & financial analysis is completed to prepare for operating budget	Friday, January 27, 2017 – Friday, February 10, 2017
Budget packages delivered to departments	Friday, February 17, 2017
CIP workshop with City Council	Tuesday, March 21, 2017
Departments submit budget request	Friday, March 31, 2017
City Manager & Finance staff review budget requests & prepare recommendations	Monday, April 3, 2017 – Friday, April 28, 2017
Budget workshop with City Council	Tuesday, April 18, 2017
Submit CIP & preliminary FY17-18 budget to City Council	Friday, May 5, 2017
Budget workshop with City Council	Tuesday, May 16, 2017
Submit recommended FY17-18 budget to City Council for review	Tuesday, May 30, 2017
City Council holds public hearing regarding proposed FY17-18 budget	Tuesday, June 6, 2017
City Council adopts FY17-18 Budget	Tuesday, June 20, 2017
Fiscal Year 2017-2018 begins	Saturday, July 1, 2017

The importance of the budget cannot be overstated. The budget document outlines policy direction, guides management decisions, and provides citizens with an understanding of how the City uses public money, establishing accountability. The City operates under an annual budget ordinance adopted by the City Council in accordance with the provisions of N.C.G.S. 159, also known as the Local Government Budget and Fiscal Control Act (LGBFCA). The City Council must adopt a balanced budget by July 1. Five phases shape the budget process: 1) goal setting and direction, 2) preparation and requests, 3) adoption, 4) implementation, and 5) summary of transactions.

Goal Setting & Direction

Because the budget is such an important tool, it is important that clear goals and direction be established before actual preparation begins. In the fall of each year, City Council and city staff meet to evaluate Council's existing goals and directives and to discuss any needed changes to those goals. By establishing clear goal and directives, City Council provides city staff with direction in setting priorities that help guide budget formulation. Additionally, City Council and staff meet in another workshop setting in the spring as department heads are submitting their requests. The purpose of this meeting is to review the goals and directives and to address other priorities that may have arisen in the months since the initial fall workshop.

Preparation & Requests

Preparation for the City budget begins in December with planning for the Capital Improvement Plan (CIP). Department heads meet with their staff to determine the capital needs within each division. Department heads are responsible for completing the appropriate CIP project forms and submitting their requests by the middle of January. Once CIP requests are made, the City Manager and Finance Department work to develop revenue and expenditure projections to estimate the CIP effects on the city's operating budget and financial condition. The Finance Director meets with the City Manager to prioritize the projects and determine when and how to finance them within the CIP. In mid-February, city staff presents the CIP to City Council at a workshop to receive feedback and further direction in developing the final CIP.

On March 1, the Finance Director provides each department head with a budget packet containing their current operating budget and instructions. Department heads are responsible for estimating departmental expenditures and submitting their requests and proposed departmental budgets by April 1. The Finance Department develops revenue estimates and meets with the City Manager to begin determining department allocations. Allocations are based on City Council priorities and maintaining core services. Once the City Manager, in conjunction with the Finance Director, develops a balanced budget, it is presented to City Council at a budget workshop in May to receive feedback and direction. After the workshop, the City Manager makes the necessary revisions and submits the budget to City Council for a public hearing the first week in June to receive citizen input. Final revisions are then made and the City Council approves the budget at a special meeting in mid- to late-June.

Adoption

In late June, City Council officially adopts the budget by approving a budget ordinance. The budget ordinance establishes the spending limits for each department in the upcoming fiscal year. The adopted budget document is a guide that provides City Council and management staff with a mechanism for evaluating budgetary and organizational performance.

Implementation

Once the budget is adopted, departments have the ability to submit requisitions and obtain purchase orders from the Finance Department. The purchase orders represent the specific amount of money each department is spending for a specific item or service to perform city services. The implementation phase may also include budget transfers and budget amendments throughout the fiscal year. Changes in revenues and expenditures can occur that require the budget to be amended or funds to be transferred between accounts to adjust to the changes. Transfers and amendments allow City Council and the management staff to be proactive in addressing changes in the economy or taking advantage of unforeseen opportunities. Budget transfers and amendments must adhere to the balanced budget requirements and impose no additional tax levy liability on citizens.

Budget Transfers & Amendments

A budget transfer occurs when allocated resources within the departmental budget are transferred from one line item revenue or expenditure to another line item. A department head may request a transfer or the Finance Director may notice the need for a transfer and make a recommendation to the City Manager for the transfer. If the City Manager approves the transfer, he will notify City Council.

A budget amendment typically involves larger sums of money being transferred between accounts or departments or is needed to address needs for increases in resources. The Finance Director prepares budget amendments and submits them to City Council for approval.

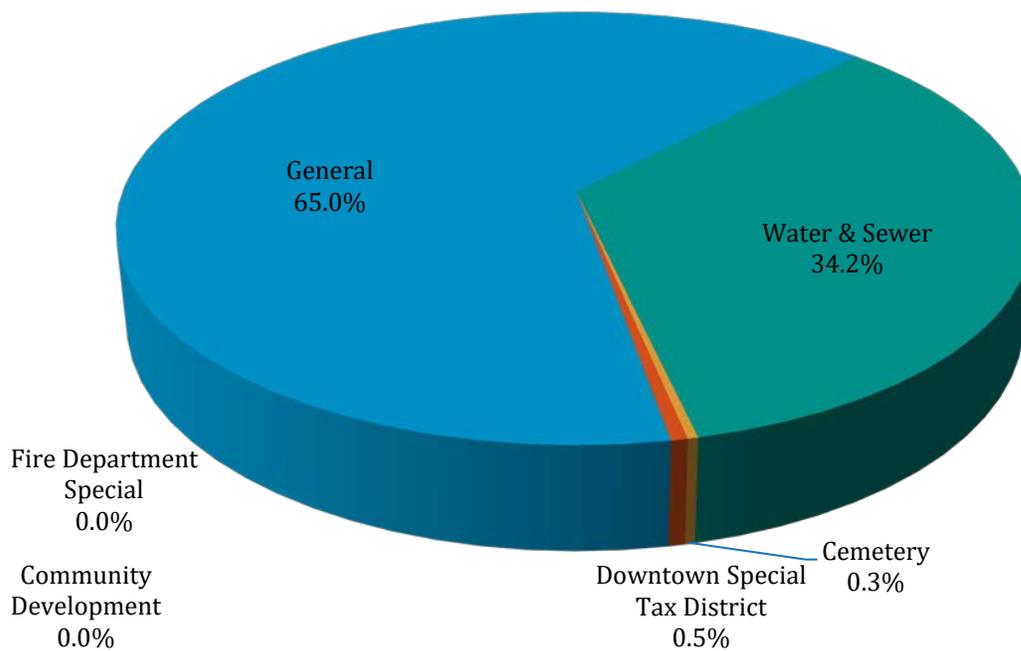
Summary of Transactions

The final phase of the budget process involves reporting on all financial transactions throughout the fiscal year and performing a financial audit. The Finance Director prepares monthly reports throughout the fiscal year so that City Council and management can monitor the city's expenditures and revenues. At the end of the year, the Finance Director is responsible for generating an end-of-year report that details the city's expenditures and revenues for each fund. This is done with the help of an independent auditor who annually reviews the city's finances in order to certify that the final reports materially represent the city's financial condition. The Annual Financial Information Report (AFIR) must be submitted to the NC Department of State Treasurer by November 1, of the following fiscal year. Current and past annual reports are available for citizen review at City Hall or online at the City of Clinton website and through the NC Department of State Treasurer website.

City Revenues

City Revenues by Fund					
Fund	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$9,533,797	\$9,459,600	\$9,503,601	\$9,324,400	-1.43%
Water & Sewer	\$4,703,749	\$4,786,400	\$5,346,384	\$4,911,700	2.62%
Community Development	\$82,654	\$1,000	\$250	\$500	-50.00%
Cemetery	\$38,147	\$45,000	\$42,800	\$45,000	0.00%
Downtown Special Tax District	\$83,051	\$84,500	\$87,936	\$72,700	-13.96%
Fire Department Special	\$500	\$1,000	\$750	\$1,000	0.00%
Total	\$14,441,898	\$14,377,500	\$14,981,721	\$14,355,300	-0.15%

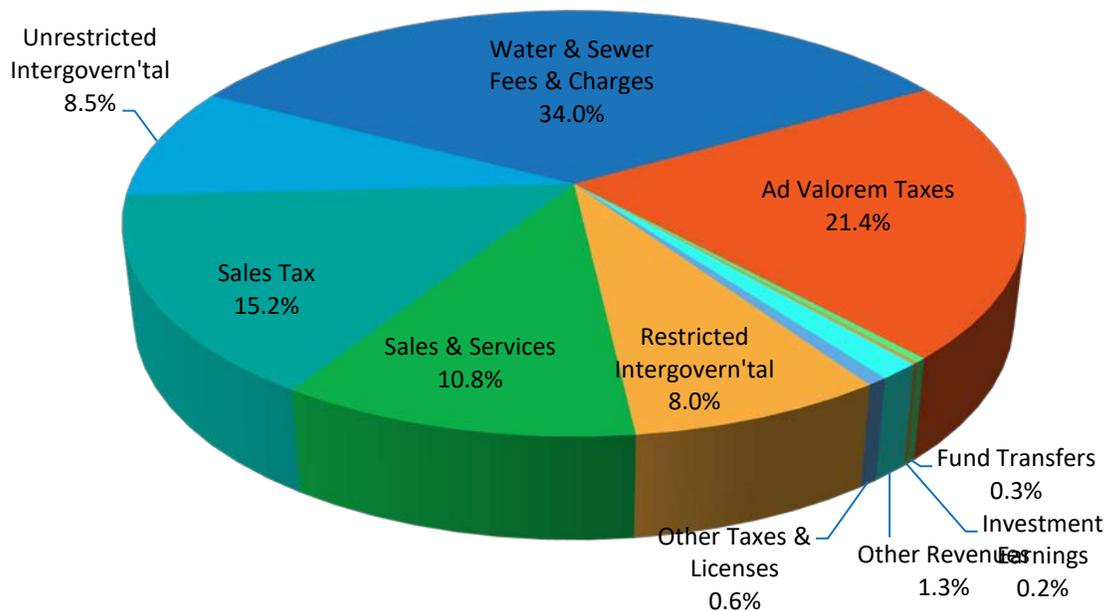
City Revenues by Fund FY17-18



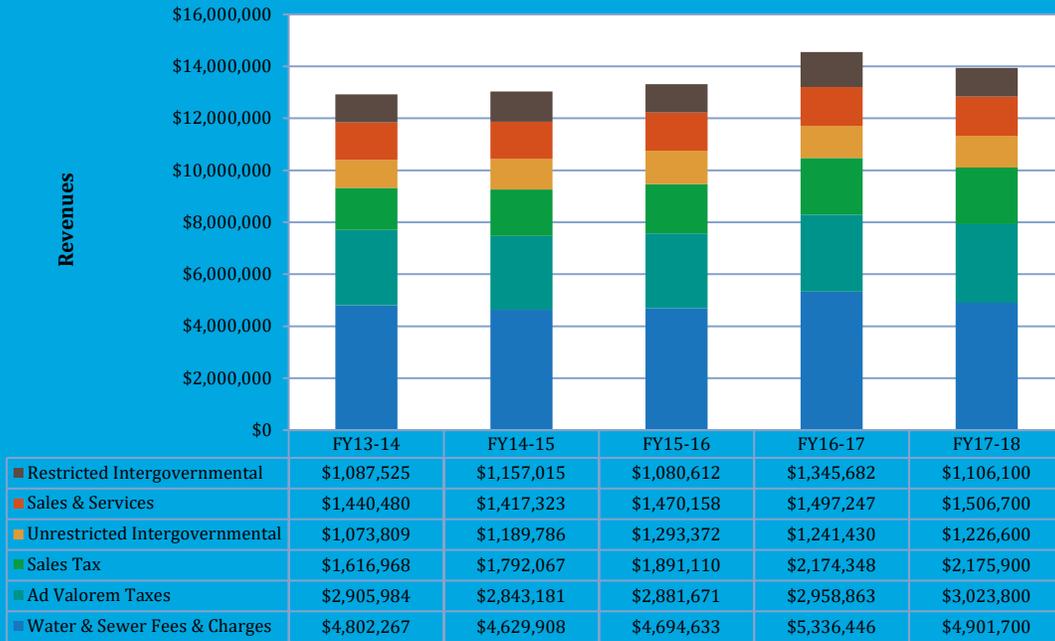
Total City Revenues by Source

Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Ad Valorem Taxes	\$2,935,642	\$2,951,300	\$3,011,948	\$3,075,000	4.19%
Fund Balance Appropriated	\$0	\$370,700	\$13,100	\$0	100.00%
Fund Transfers	\$114,948	\$45,000	\$42,000	\$45,000	0.00%
Investment Earnings	\$23,328	\$24,000	\$26,128	\$24,900	3.75%
Other Revenues	\$907,407	\$185,300	\$604,120	\$183,100	-1.19%
Other Taxes & Licenses	\$32,935	\$63,700	\$49,495	\$90,800	42.54%
Restricted					
Intergovernmental	\$1,080,612	\$1,122,000	\$1,345,682	\$1,106,100	-1.42%
Sales & Services	\$1,507,208	\$1,559,000	\$1,538,247	\$1,550,700	-0.53%
Sales Tax	\$1,891,110	\$2,101,000	\$2,174,348	\$2,175,900	3.56%
Unrestricted					
Intergovernmental	\$1,293,372	\$1,202,800	\$1,241,430	\$1,226,600	1.98%
Water & Sewer Fees & Charges	\$4,655,336	\$4,752,700	\$4,935,223	\$4,877,200	2.62%
Total	\$14,441,898	\$14,377,500	\$14,981,721	\$14,355,300	-0.15%

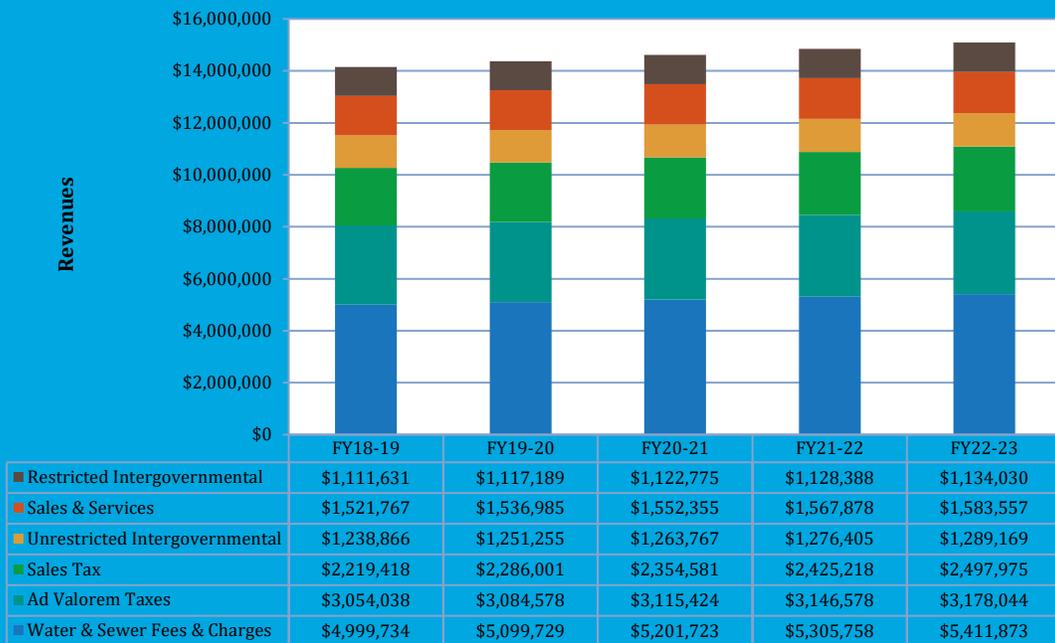
City Revenues by Source FY17-18



Major City Revenues by Source: Multiyear Comparison



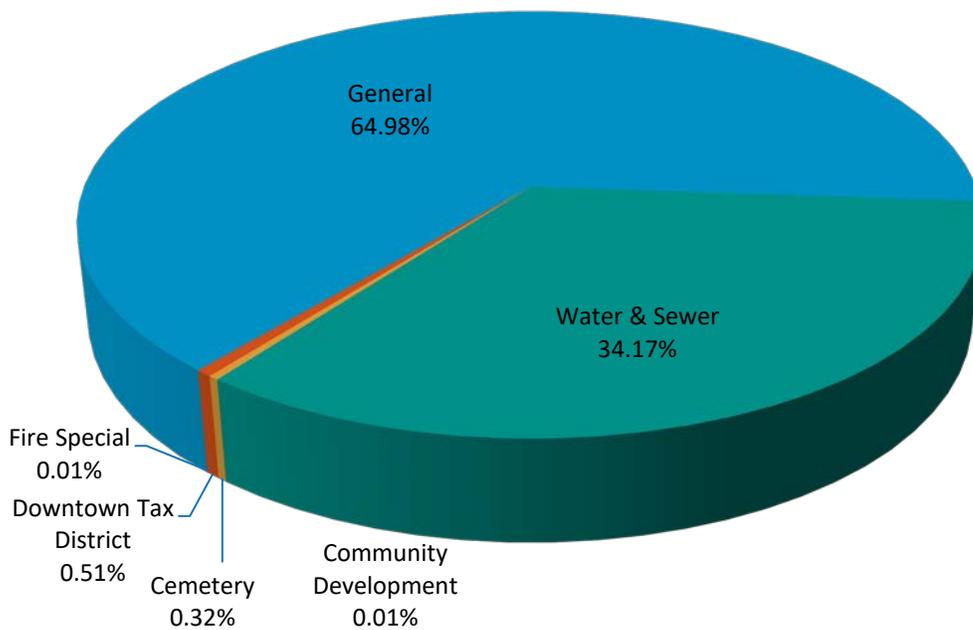
Major City Revenues by Source Projections



City Expenditures

City Expenditures by Fund					
Fund	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$9,294,962	\$9,459,600	\$9,321,220	\$9,324,400	-1.43%
Water & Sewer	\$4,429,165	\$4,786,400	\$4,874,652	\$4,911,700	2.62%
Community Development	\$5	\$1,000	\$0	\$500	-50.00%
Cemetery	\$33,000	\$45,000	\$42,000	\$45,000	0.00%
Downtown Special Tax District	\$88,263	\$84,500	\$78,373	\$72,700	-13.96%
Fire Department Special	\$246	\$1,000	\$750	\$1,000	0.00%
Total	\$13,845,641	\$14,377,500	\$14,316,995	\$14,355,300	-0.15%

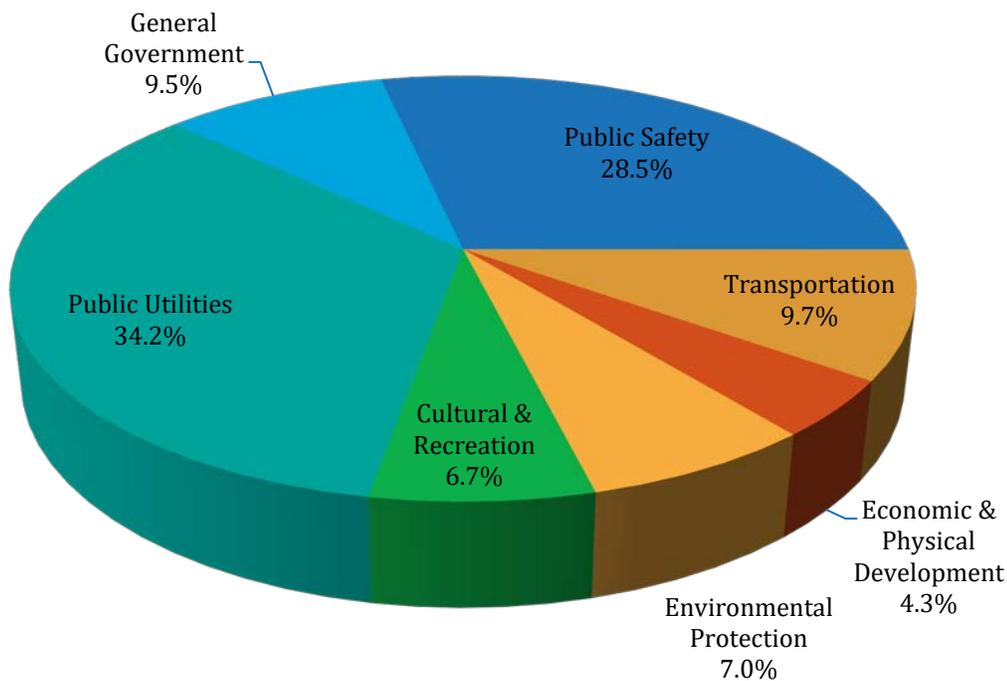
City Expenditures by Fund



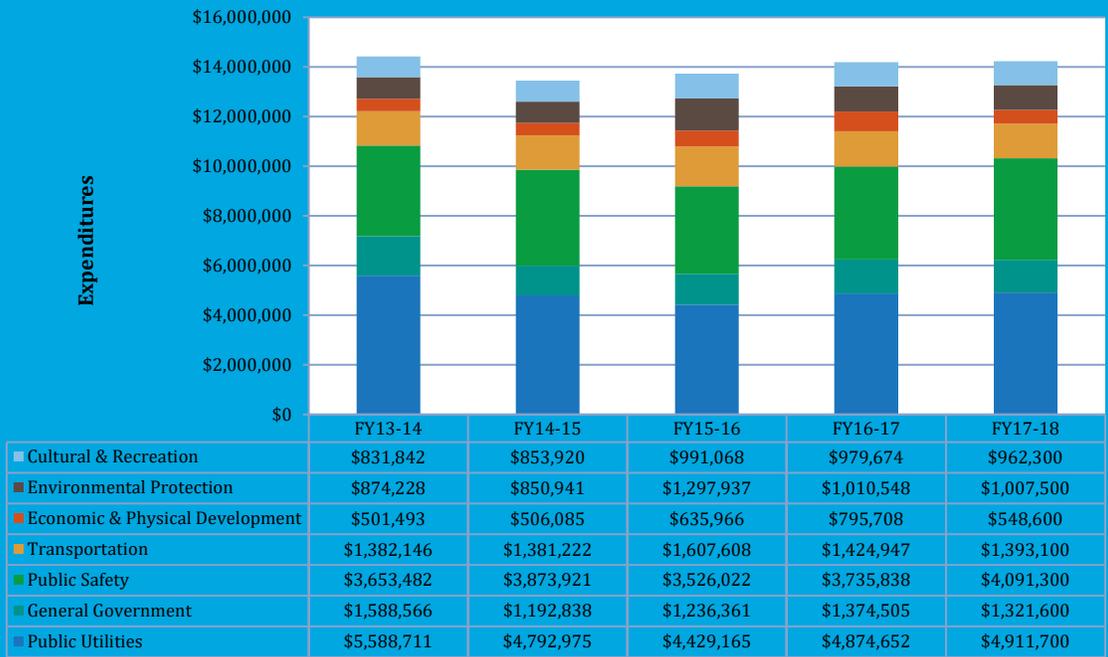
Total City Expenditures by Function

Function	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Public Utilities	\$4,429,165	\$4,786,400	\$4,874,652	\$4,911,700	2.62%
General Government	\$1,269,361	\$1,419,200	\$1,416,505	\$1,366,600	-3.71%
Public Safety	\$3,526,268	\$3,777,400	\$3,736,588	\$4,092,300	8.34%
Transportation	\$1,607,608	\$1,576,100	\$1,424,947	\$1,393,100	-11.61%
Economic & Physical Development	\$724,234	\$898,300	\$874,081	\$621,800	-30.78%
Environmental Protection	\$1,297,937	\$884,600	\$1,010,548	\$1,007,500	13.89%
Cultural & Recreation	\$991,068	\$1,035,500	\$979,674	\$962,300	-7.07%
Total	\$13,845,641	\$14,377,500	\$14,316,995	\$14,355,300	-0.15%

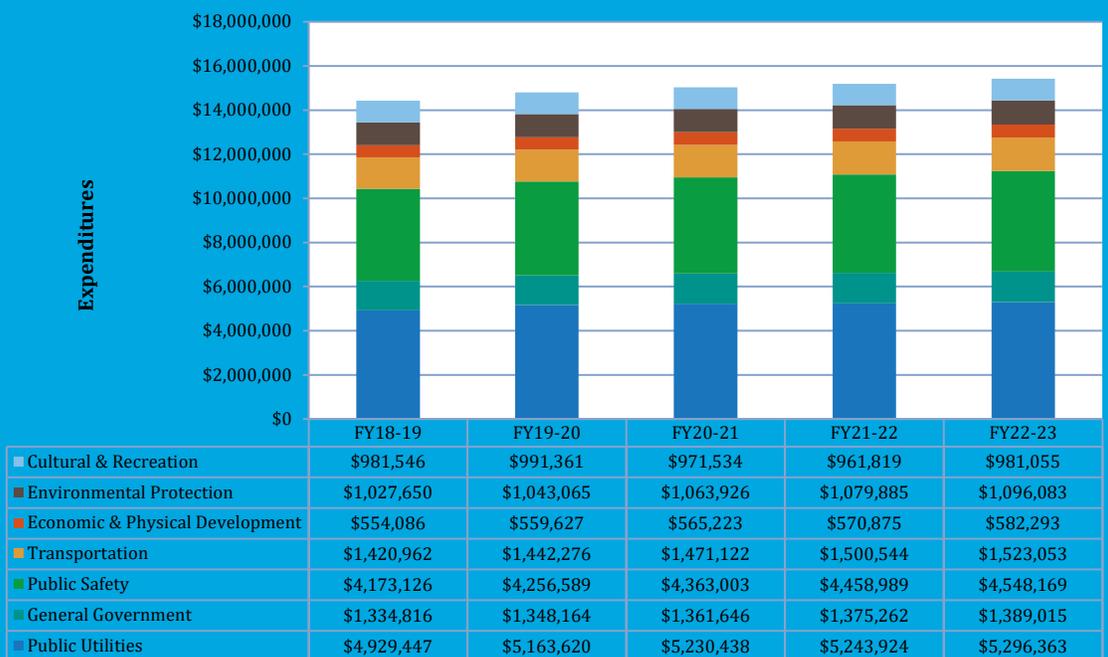
City Expenditures by Function FY17-18



City Expenditures by Function: Multiyear Comparison

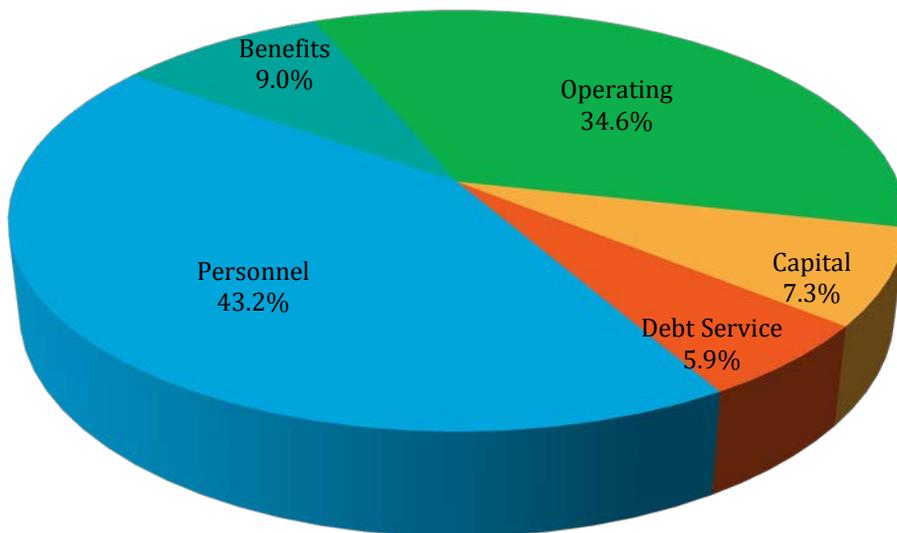


City Expenditures by Function Projections

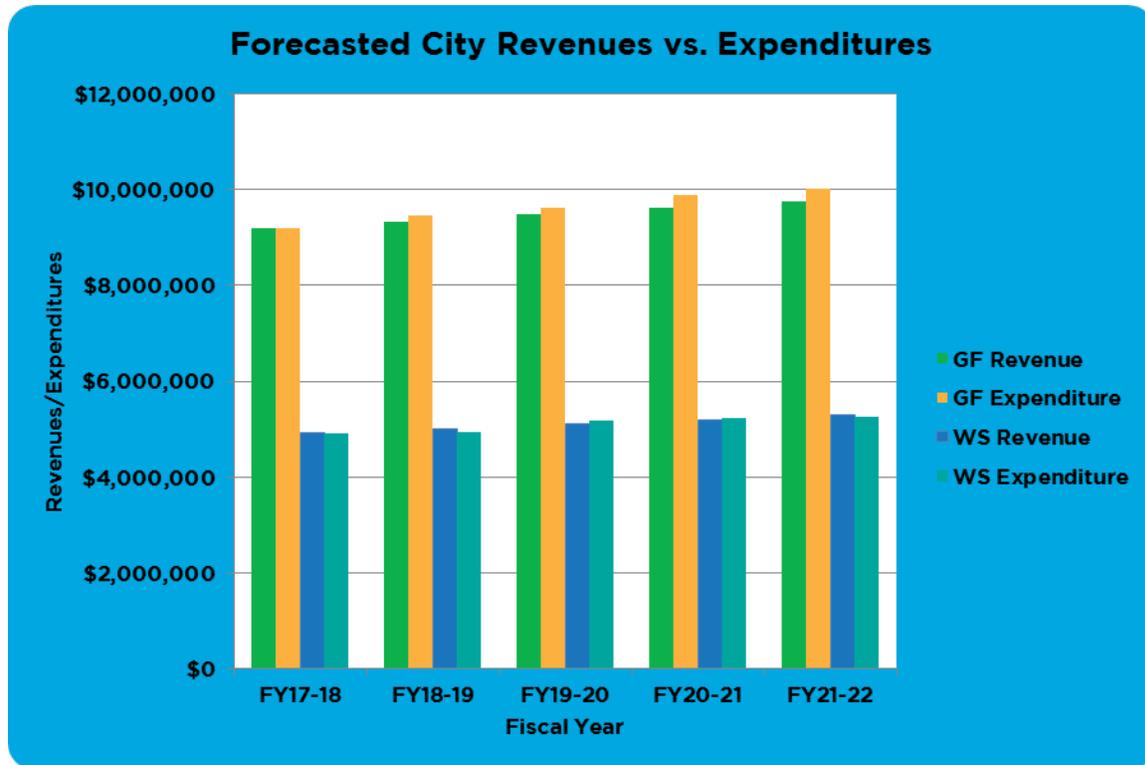
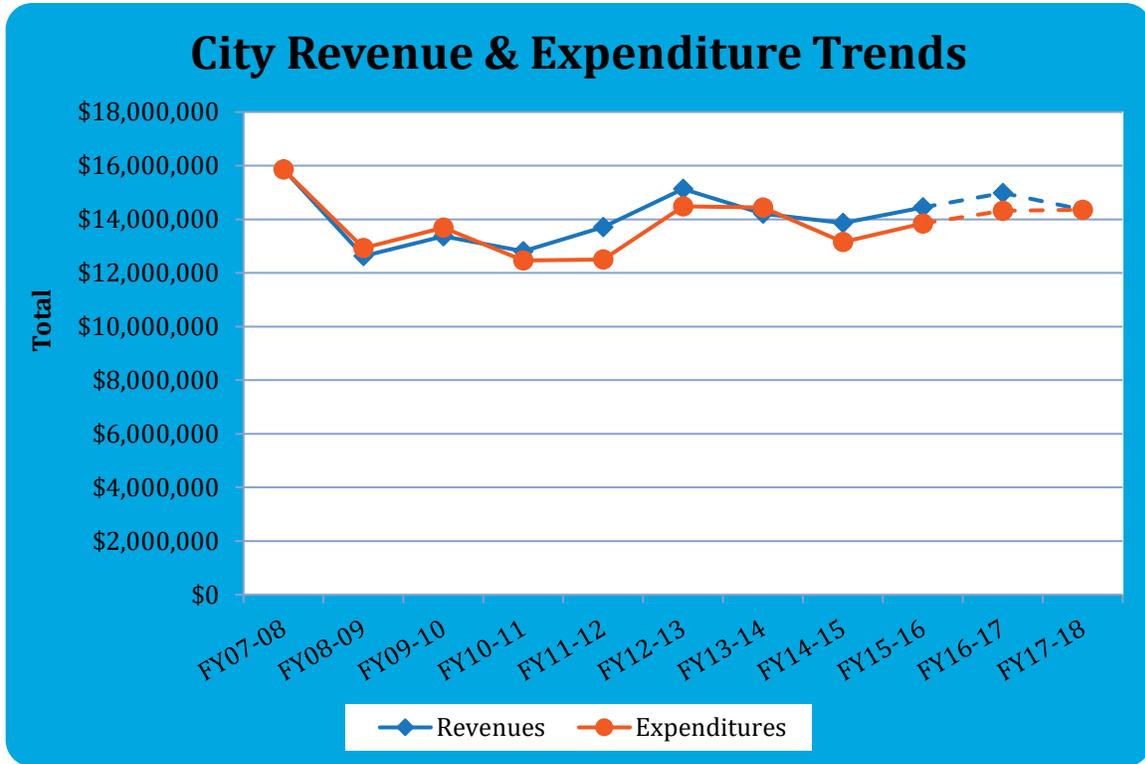


Total City Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$5,597,054	\$5,790,100	\$5,692,754	\$6,195,300	7.00%
Benefits	\$971,751	\$1,140,900	\$1,041,263	\$1,290,300	13.09%
Operating	\$4,449,246	\$4,890,600	\$4,490,429	\$4,973,800	1.70%
Capital	\$1,982,503	\$1,692,600	\$2,229,348	\$1,054,800	-37.68%
Debt Service	\$845,087	\$863,300	\$863,201	\$841,100	-2.57%
Total	\$13,845,641	\$14,377,500	\$14,316,995	\$14,355,300	-0.15%

Total City Expenditures by Type FY17-18



Revenues vs. Expenditures



Combined Statement of Revenues and Expenditures

Revenue	FY 15-16 Actual	FY 16-17 Estimate	FY 17-18 Budget
Ad Valorem Taxes	\$ 2,881,671	\$ 2,958,863	\$ 3,023,800
Investment Earnings	21,700	\$ 23,778	23,000
Other Revenues	812,455	180,696	136,500
Other Taxes & Licenses	32,935	49,495	90,800
Restricted Intergovernmental	1,080,612	1,345,682	1,106,100
Sales & Services	1,470,158	1,497,247	1,506,700
Sales Tax	1,891,110	2,174,348	2,175,900
Unrestricted Intergovernmental	1,293,372	1,241,430	1,226,600
Water & Sewer Fees & Charges	4,694,633	4,990,996	4,901,700
Total Revenues	14,441,898	14,636,271	14,355,300
Expenditure	FY 15-16 Actual	FY 16-17 Estimate	FY 17-18 Budget
Public Utilities	4,429,165	4,874,652	4,911,700
General Government	1,269,361	1,416,505	1,366,600
Public Safety	3,526,268	3,736,588	4,092,300
Transportation	1,607,608	1,424,947	1,393,100
Economic & Physical Development	724,234	874,081	621,800
Environmental Protection	1,297,937	1,010,548	1,007,500
Cultural & Recreation	991,068	979,674	962,300
Total Expenditures	13,845,641	14,316,995	14,355,300
Excess of Revenues Over/(Under) Expenditures	596,257	319,277	0
Other Financing Sources			
Transfers In	58,900	42,000	45,000
Transfers Out			
Debt Proceeds		345,450	
Appropriated Fund Balance			
Total Other Financing Sources	58,900	387,450	45,000
Net Change in Fund Balance	655,157	706,727	45,000
Fund Balance Beginning		655,157	1,361,884
Fund Balance Ending	\$ 655,157	\$ 1,361,884	\$ 1,406,884

Ad Valorem Taxes

Ad valorem taxes are based on a \$0.40 tax rate per \$100 of assessed valuation (estimated at \$3.02 million with a 97.8 percent collection rate in the General Fund). The State recently implemented a new vehicle tax and tag program that has increased collection rates of vehicle taxes from the mid-80s percent range to 99 percent. Sampson County underwent revaluation in January 2011, in which the city experienced a 12 percent increase in property values over the county's last revaluation in 2003. The city continues to experience minimal growth as the economy recovers, leading to a slight increase projection for ad valorem revenues. Recent assessed valuation growth equates to about five (5) percent.

Local Option Sales Tax

The North Carolina League of Municipalities (NCLM) expects statewide growth in local sales tax to show an increase of 4.75 percent for FY16-17 and to increase 4.25 percent for FY17-18. The City projected an increase in sales of 2.0 percent from FY16-17 to FY17-18, which is a conservative estimate based on NCLM statewide projections. Sales tax revenue estimates for FY17-18 represent a 3.56 percent increase over budget revenue estimates for FY16-17.

Other Taxes & Licenses

Automobile licenses have been around \$30,000 consistently for several years. Beginning July 1, 2016, cities are allowed to charge up to \$25 for the municipal vehicle tax through North Carolina General Statute 20-97 (b1). Municipalities would be able to use this additional tax for street purposes. The City of Clinton has included an additional \$5 vehicle tax in the FY17-18 budget. This will make the total tax \$15. The total tax revenue expected should be approximately \$90,000.

Unrestricted Intergovernmental

Clinton receives utility sales taxes, video programming revenues, and beer and wine taxes from the State. As of FY14-15, the general sales tax rate was applied to the sale of electricity and natural gas, and a percentage of the proceeds were to be returned to the cities and towns. The utility sales taxes include proceeds from state taxes on electric, gas, and telephone companies. Reports from the NCLM indicate that revenues from the electric sales tax will increase while telecommunications tax and piped gas tax revenues will decrease. Collectively, the FY17-18 budget includes revenue estimates for utility sales taxes to decrease by 3.8 percent from the FY16-17 revenue estimates.

Video programming revenue is generated from sales tax on video programming, direct-to-home satellite service, and telecommunications. For FY17-18, the City estimates \$41,200 in CATV revenues, corresponding to the expected statewide decrease in video programming revenues.

The Beer and Wine Tax includes an excise tax on beer and wine that is distributed based on a per capita basis. Distributions for FY16-17 were on target with statewide original projections. The NCLM projects a 1.0 percent increase for FY17-18 as reflected in the budget.

Restricted Governmental

The NCLM reports that gas tax revenues for FY16-17 Powell Bill allocations were about the same from FY15-16. Total Powell Bill allocations for FY17-18 are expected to realize no change. Seventy-five (75) percent of the Powell Bill distribution is calculated based on municipal populations. The projected per capita allocation for the FY17-18 Powell Bill distribution is \$19.74. The remaining 25 percent of the distribution is allocated based on the number of city-maintained street system miles in each municipality. The projected value of the mileage-based allocation for the FY17-18 Powell Bill distribution is \$1,613 per street mile. Using these values, the City estimates its FY17-18 Powell Bill allocation to be \$254,900,

Contributions from other agencies, including Sampson County, Clinton City Schools, and the Eastern Regional Housing Authority are determined by established contracts or agreements. Sampson County provides revenues for planning services and special rescue services by the Clinton Fire Department outside the city limits. Other county contributions remain consistent. Revenues from the other agencies are for resource officers on respective campuses. These revenues will increase slightly with employee salary increases, increases in health insurance rates, and an increase in retirement contribution rates.

As part of the agreement to provide Sampson County with planning and zoning services, Sampson County provides funds for half the Planning Department budget. The department's budget has slightly increased over the past several years. The County's contribution for planning services for FY17-18 will be \$175,050.

Fire tax collections represent revenues collected from residents within the Clinton Fire District who do not live within the City's corporate limits. The city expects a \$482,000 in this line item for FY17-18. There is a 1.63 percent decrease compared to the FY16-17 budget due to requesting \$9,000 in addition to ad valorem estimates for assistance with the light tower purchase. The fire tax rate is \$.10 per \$100 assessed valuation within the Clinton fire tax district. One-third of the City's responses are outside the city limits.

The Solid Waste Disposal Tax is levied by the State on municipal solid waste and construction and demolition debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside the state. Cities receive 18.75 percent on a per capita basis for solid waste management programs and services. FY16-17 revenues increased 7.0 percent compared to FY15-16. The NCLM projects revenues for FY17-18 to increase by 4.5 percent.

Sales & Services

Sales and services fees primarily consist of revenues from residential and commercial garbage collection and recreation participation and facility user fees. Collection fees are unchanged for FY17-18. The City has added new commercial and cardboard customers. Residential garbage collection accounts for \$600,000 in the FY17-18 budget and commercial collection and cardboard container rentals account for \$748,000.

Other Revenues

Other revenues represent miscellaneous revenues such as court fees, parking fines, or false alarm fines that do not easily fit into other categories. These revenue estimates are based on past trends.

Investment Earnings

Low interest rates have resulted in significant decreases in City revenues from investment earnings over the past few years. A slow slight increase in interest rates suggests some economic recovery. The estimate for FY17-18 in the General Fund is \$13,000, which is a slight increase from FY16-17. The estimate for the Water and Sewer Fund for FY17-18 is \$10,000. The lack of interest rates capable of producing a significant yield has led to conservative investment earnings estimates. Significant investment revenues will not be available until the national economy has rebounded considerably from the recession and rates begin to rise.

Water & Sewer Charges

The City estimates revenues of approximately \$4.9 million from water and sewer charges in FY17-18, a 2.62 percent increase over budgeted revenues for FY16-17. The City is raising water and sewer rates by 2 percent to adjust for inflation and prepare for upcoming capital projects. The extra revenue is accounted for in a transfer to the NC 24 Utilities Relocation Project.

Fund Transfers

Fund transfers consist of revenues resulting from transfers from other funds. Total fund transfers in FY17-18 are \$45,000 to the General Fund from the Cemetery Fund for cemetery maintenance.

Fund Balances

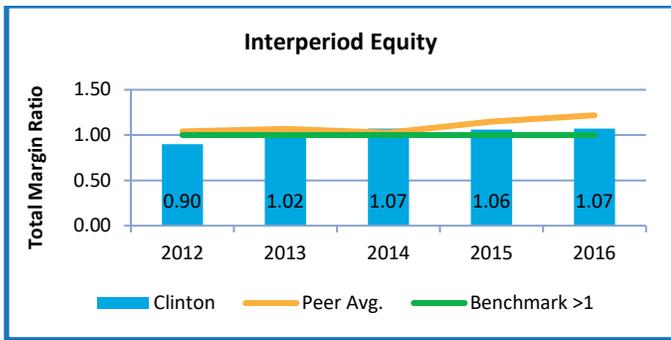
The City does not plan to appropriate fund balance or retained earnings for any fund in the FY17-18 budget.

Clinton's strong financial condition is the result of conservative fiscal policies coupled with strong budgetary management. Even during the recession, the City maintained a fund balance percentage above many of its peer cities. In addition, the City has only appropriated fund balance reserves to cover capital project costs. The city's financial condition has earned it credit ratings of A+ from Standard & Poor's Corporation, A3 with Moody's Investors Service Inc., and an 82 from the North Carolina Municipal Council. These ratings represent strong financial standing and are among the highest for municipalities of similar size.

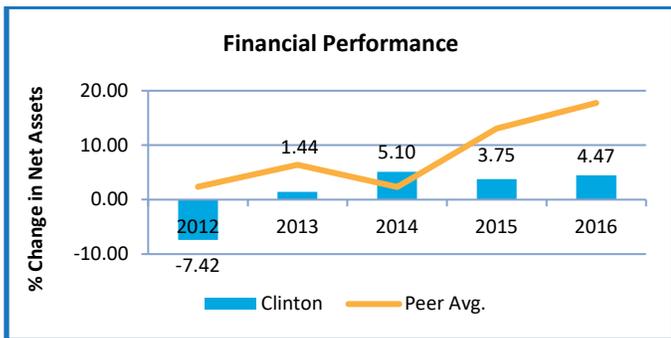
Several financial dimensions and indicators, such as service obligation, dependency, financing obligation, solvency, and leverage illustrate the city's financial condition. This section presents the city's financial condition in terms of these indicators and in comparison with peer cities to illustrate Clinton's financial strength. The peer group in these analyses includes five (5) municipalities that share similar characteristics to Clinton in terms of population, geography, assessed value, services provided, and annual operating budget. The data in these analyses are collected from the Local Government Commission (LGC) and, therefore, do not include debt that does not require LGC approval.

For the charts below, blue borders identify resource flow indicators and red borders identify resource stock indicators. The analyses examine governmental activities, the General Fund, and the Water and Sewer Fund.

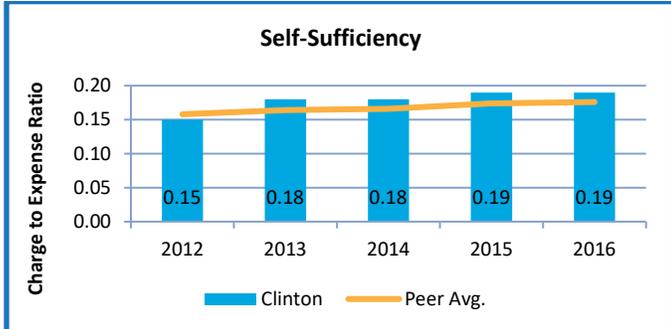
Financial Condition Analysis of Governmental Activities



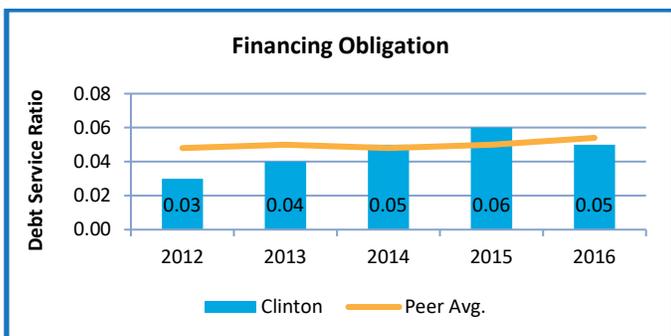
Interperiod equity measures whether or not a local government lived within its financial means. The total margin ratio (total financial resources divided by total financial obligations) is used to analyze this dimension of resource flow. A ratio of one or higher indicates resources met or exceeded obligation.



Financial performance shows how much a government's financial position improved or deteriorated because of resource flow. The percent change in net assets is calculated as the change in net assets divided by net assets, beginning. A positive percent change indicates an improved financial position.

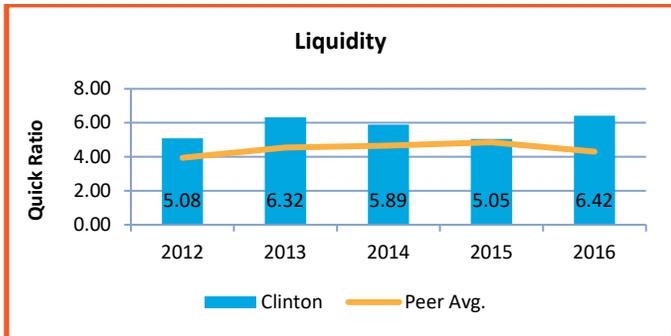


Self-sufficiency addresses the extent to which charges for services covered total expenses. The charge-to-expense ratio is calculated as charges for services divided by total expenses. A ratio of one or higher indicates that service charges cover expenses.

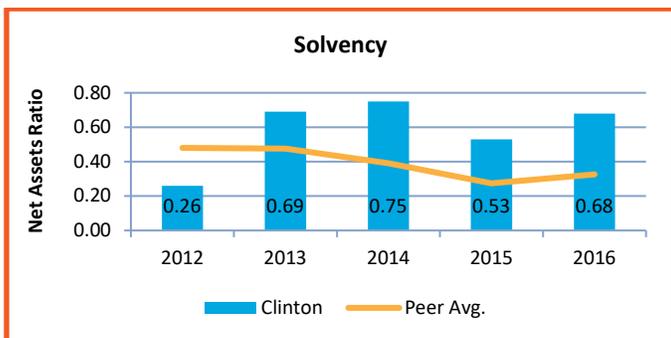


Financing obligation looks at service flexibility by determining the amount of total expenses committed to annual debt service. The debt service ratio is calculated as annual debt service divided by total expenses. A high ratio may restrict the availability of services as resources are committed to debt service.

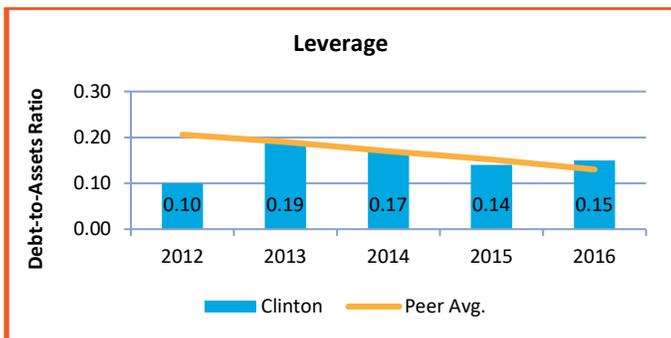
Governmental Activities Continued



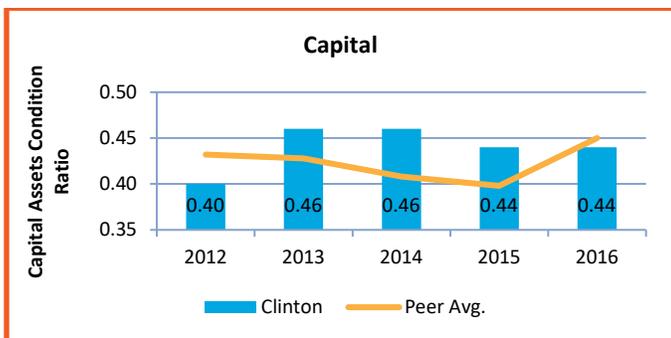
Liquidity measures a government's ability to meet its short-term obligations. The quick ratio (cash & investments divided by current liabilities) is used to analyze this dimension of resource stock. A high ratio indicates the ability to meet short-term obligations.



Solvency measures a government's ability to meet long-term obligations. The net assets ratio is calculated as unrestricted net assets divided by total liabilities. A high ratio indicates the ability to meet long-term obligations.

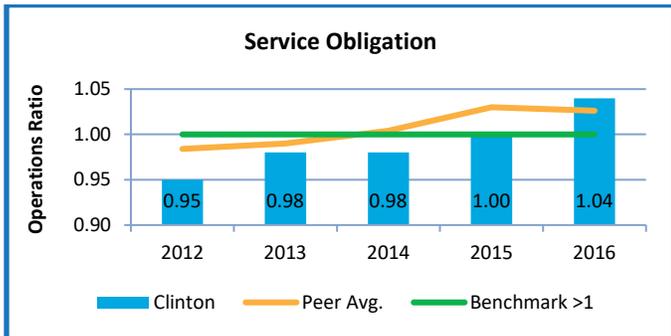


Leverage measures the extent to which total assets are financed with long-term debt. The debt-to-assets ratio is calculated as long-term debt divided by total assets. A high ratio may indicate too much reliance on debt for financing assets.

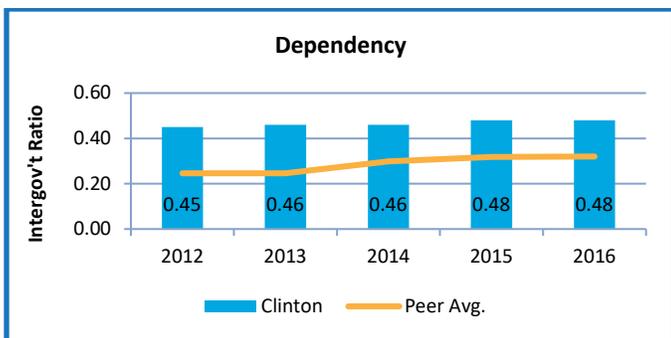


Capital is the condition of capital assets as defined by their remaining useful life. The capital assets condition ratio is calculated as accumulated depreciation divided by capital assets being depreciated. This result is then subtracted from one. Higher ratios indicate adequate investment in capital needs.

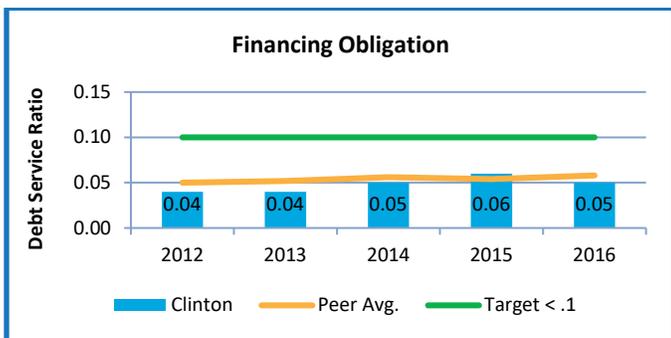
Financial Condition Analysis of the General Fund



Service obligation measures whether or not a government's annual revenues were sufficient to pay for annual operations. The operations ratio is calculated as total revenues divided by total expenditures (plus transfers to debt service fund). A ratio of one or higher indicates revenues are sufficient to cover expenditures.

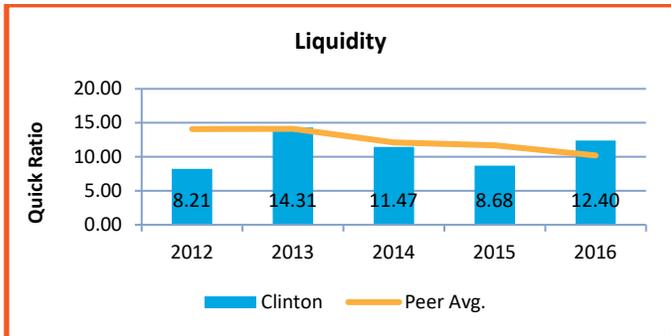


Dependency measures the extent to which a government relies on other governments for resources. The intergovernmental ratio is calculated as total intergovernmental revenue divided by total revenue. Higher ratios may indicate a heavy reliance on other governments for revenues.

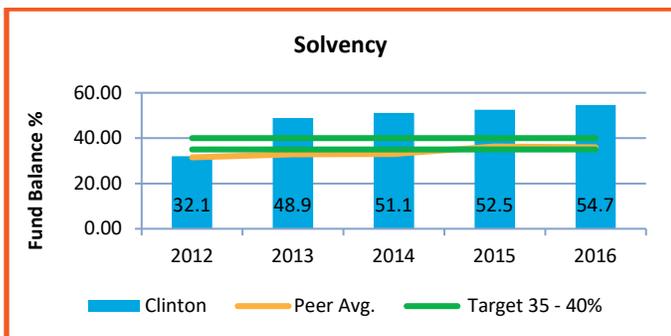


Financing obligation addresses service flexibility or the amount of expenditures committed to annual debt service. The debt service ratio is calculated as debt service divided by total expenditures (plus transfers to debt service fund). A high debt service ratio may reduce the ability to provide other services as resources are committed to debt.

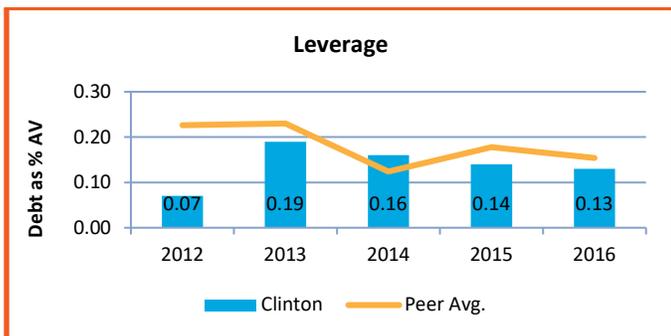
General Fund Continued



Liquidity measures a government's ability to meet its short-term obligations. The quick ratio is calculated as cash & investments divided by current liabilities. A high ratio indicates ability to meet short-term obligations.

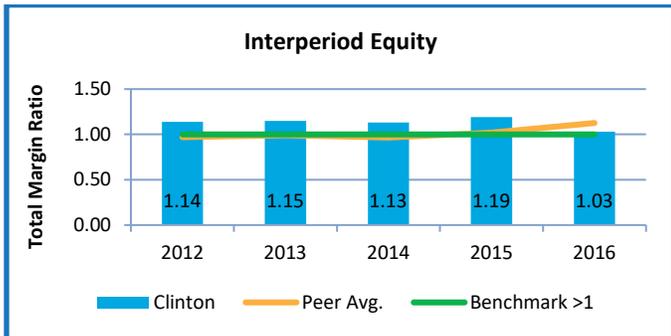


Solvency measures a government's ability to meet long-term obligations. Fund balance as a percentage of expenditures is calculated as available fund balance divided by expenditures plus transfers out. A high percentage indicates ability to meet long-term obligations. For further discussion on fund balance, refer to the fund balance section of the budget.

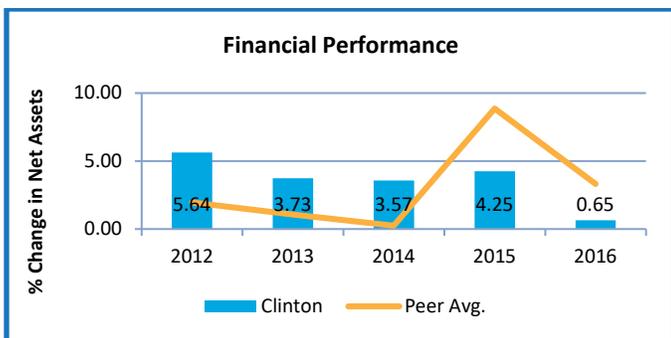


Leverage measures the extent to which a government relies on tax-supported debt. The ratio of debt as a percentage of assessed value is calculated as tax-supported, long-term debt divided by assessed value. A high ratio may indicate over reliance on debt.

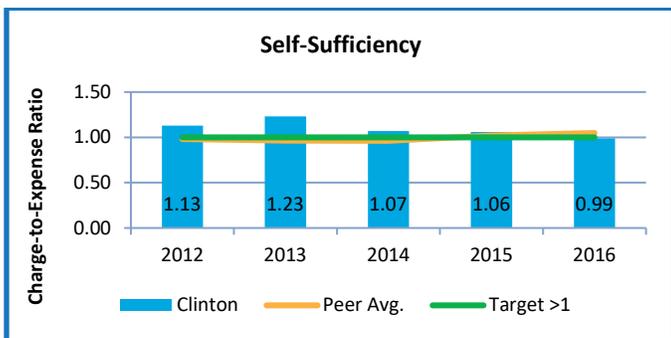
Financial Condition Analysis of the Water & Sewer Fund



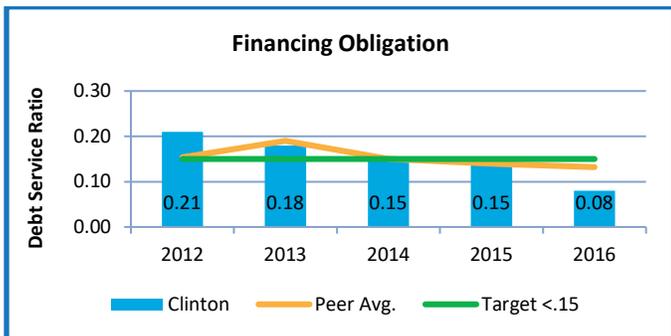
Interperiod equity measures whether or not a local government lived within its financial means. The total margin ratio (total financial resources divided by total financial obligations) is used to analyze this dimension of resource flow. A ratio of one or higher indicates resources met or exceeded obligation.



Financial performance shows how much a government's financial position improved or deteriorated because of resource flow. The percent change in net assets is calculated as the change in net assets divided by net assets, beginning. A positive percent change indicates an improved financial position.

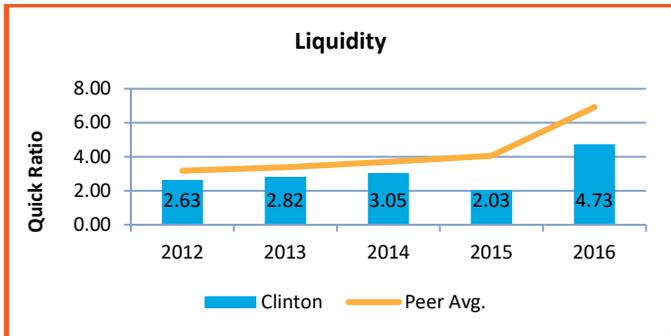


Self-sufficiency addresses the extent to which charges for services covered total expenses. The charge-to-expense ratio is calculated as charges for services divided by total expenses. A ratio of one or higher indicates that service charges cover expenses.

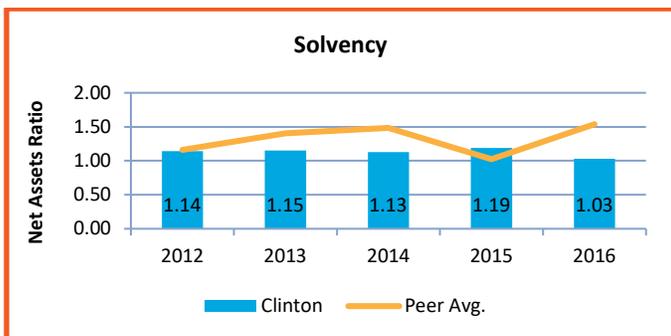


Financing obligation looks at service flexibility by determining the amount of total expenses committed to annual debt service. The debt service ratio is calculated as annual debt service divided by total expenses. A high ratio may restrict the availability of services as resources are committed to debt service.

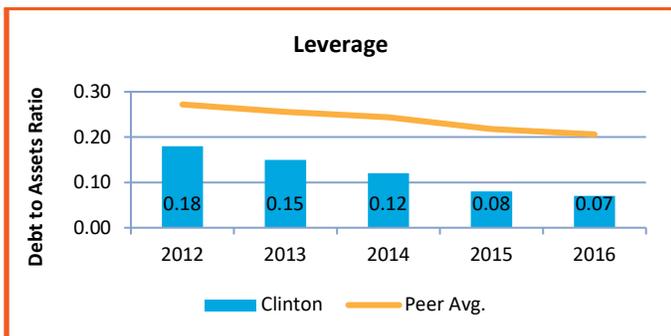
Water and Sewer Fund Continued



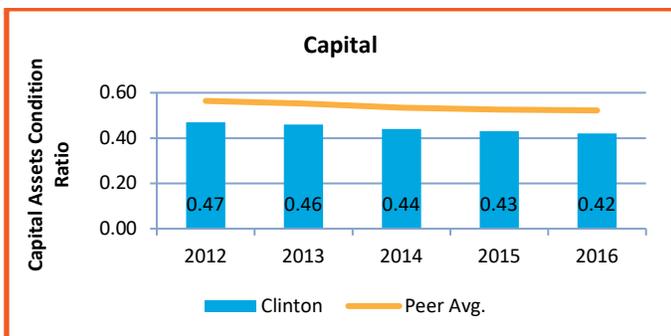
Liquidity measures a government's ability to meet its short-term obligations. The quick ratio (cash & investments divided by current liabilities) is used to analyze this dimension of resource stock. A high ratio indicates the ability to meet short-term obligations.



Solvency measures a government's ability to meet long-term obligations. The net assets ratio is calculated as unrestricted net assets divided by total liabilities. A high ratio indicates the ability to meet long-term obligations.



Leverage measures the extent to which total assets are financed with long-term debt. The debt-to-assets ratio is calculated as long-term debt divided by total assets. A high ratio may indicate too much reliance on debt for financing assets.



Capital is the condition of capital assets as defined by their remaining useful life. The capital assets condition ratio is calculated as accumulated depreciation divided by capital assets being depreciated. This result is then subtracted from one. Higher ratios indicate adequate investment in capital needs.

Fund balance is the difference between the assets and liabilities in a fund. Fund balance acts as a reserve or “rainy day” fund for unanticipated incidents or opportunities. Revenues and expenditures in the budget are estimates for the current fiscal year. Often, revenues and expenditures do not exactly offset each other at the end of the fiscal year. If revenues exceed expenditures, the result is a surplus of money added to the fund balance. If expenditures exceed revenues, the result is a deficit and money is withdrawn from the fund balance to balance the budget.

The North Carolina Local Government Commission (LGC) recommends units of government retain an amount of unreserved fund balance in the General Fund of at least eight (8) percent of appropriations of the fund. Clinton City Council has adopted a policy recommending the City maintain a fund balance between 35 and 40 percent for the General Fund and 47 and 53 percent for the Water and Sewer Fund.

Purpose of Fund Balance

Fund Balance is available to help balance the City’s budget in the event expenditures exceed revenues. A strong fund balance helps the City achieve a solid bond rating but also helps the City in other ways, including:

- paying for unexpected expenses or to make up for revenue shortfalls,
- balancing the budget without increasing taxes or rates,
- responding to emergencies,
- taking advantage of unexpected opportunities, and
- paying for capital projects or needs without needing to borrow money.

Issues Concerning Fund Balance

An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the City to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these reasons fund balance should be managed effectively to ensure it is not regularly used to offset operating deficits. While a strong fund balance provides the City with flexibility and financial security, excessive fund balance also can be an indicator that taxes or fees are too high or that the City may not be spending money adequately to respond to the needs of citizens or the organization.

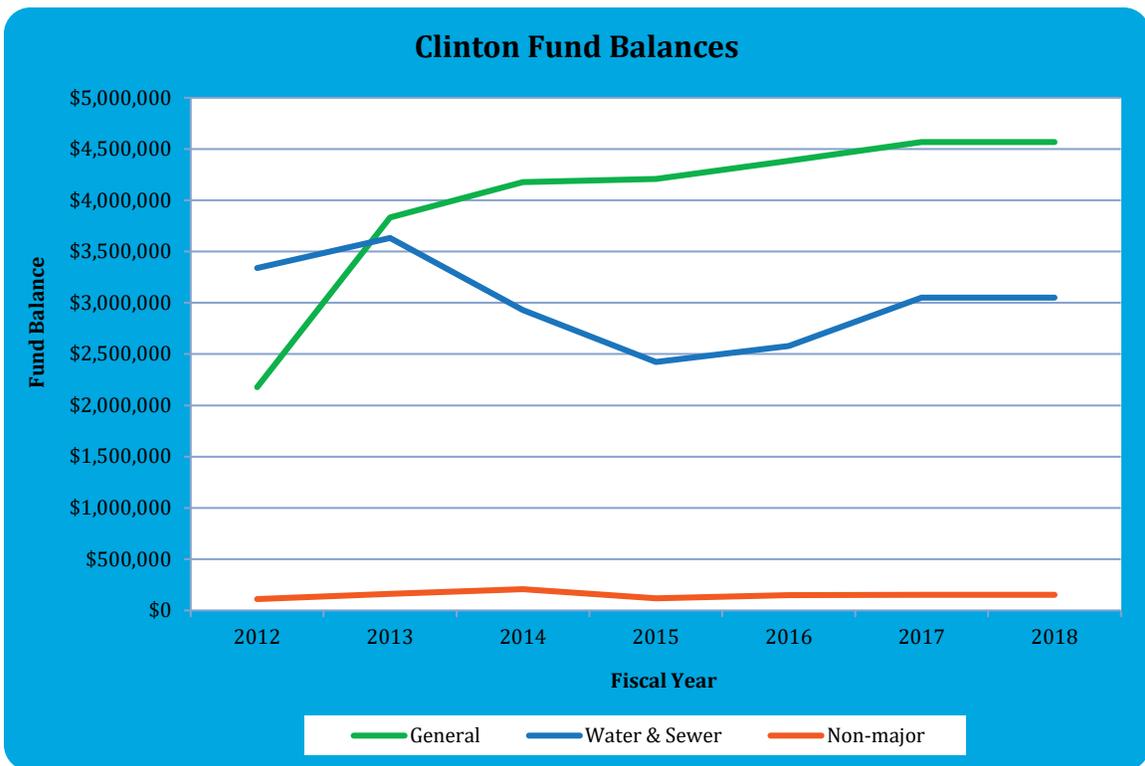
Amount of Fund Balance

The LGC recommends a minimum fund balance of eight (8) percent but most local governments carry a higher percentage. Good benchmarks for the appropriate amount of fund balance include ensuring enough revenue to avoid cash flow problems, typically about four to six (4-6) months of operating expenses, and the average fund balance percentage within a peer group. The average fund balance for North Carolina municipalities in Clinton’s population range, not operating an electric system, is 73.47 percent. This group is designated by the LGC as municipalities with populations between 2,500 and 9,999. This percentage is skewed toward a higher value because smaller municipalities often

carry higher fund balances percentages because they have smaller budgets. Clinton's policy for the General Fund is to maintain a fund balance of 35 to 40 percent, which is equivalent to five (5) months of operating expenses. There are no general guidelines for fund balance levels in enterprise funds, such as the Water and Sewer Fund. The City has adopted a 47 to 53 percent (6 months equivalent) goal for the Water and Sewer Fund. The chart below includes unassigned and assigned fund balance for the General Fund and Non-major Funds and all retained earnings for the Water and Sewer Fund.

The budget discusses the city's use of fund balance for FY17-18 in the revenues sections for each fund.

Clinton Fund Balance							
Fund	2012	2013	2014	2015	2016	2017	2018
General	\$2,177,459	\$3,832,487	\$4,176,527	\$4,209,054	\$4,385,746	\$4,568,127	\$4,568,127
<i>% Change</i>	-40.68%	76.01%	8.98%	0.78%	4.20%	4.16%	0.00%
Fund Balance							
<i>%</i>	24.60%	39.84%	47.29%	48.61%	47.18%	49.01%	48.99%
<i>Months Equiv.</i>	2.95	4.78	5.67	5.83	5.66	5.88	5.88
Water & Sewer	\$3,339,917	\$3,632,530	\$2,930,675	\$2,422,945	\$2,577,629	\$3,049,361	\$3,049,361
<i>% Change</i>	0.60%	8.76%	-19.32%	-17.32%	6.38%	18.30%	0.00%
Fund Balance							
<i>%</i>	74.90%	76.70%	52.44%	50.55%	58.20%	62.56%	62.08%
<i>Months Equiv.</i>	8.99	9.20	6.29	6.07	6.98	7.51	7.45
Non-major	\$110,594	\$160,069	\$206,991	\$116,545	\$149,250	\$151,809	\$151,809
<i>% Change</i>	29.35%	44.74%	29.31%	-43.70%	28.06%	1.71%	0.00%
Fund Balance							
<i>%</i>	138.58%	200.56%	112.12%	49.67%	122.83%	125.33%	127.36%
<i>Months Equiv.</i>	16.63	24.07	13.45	5.96	14.74	15.04	15.28



The City may choose to take on debt through financing to pay for major projects or large equipment. Issuing debt to pay for major projects and equipment allows the City to reduce its immediate burden to pay for large capital projects. This allows the cost to be spread out over time and shares the financing burden among the taxpayers who receive the most benefit from the project. North Carolina General Statute 159-55 limits local government debt to a maximum of eight (8) percent of the unit's taxable assessed valuation, which is \$49,908,700 for Clinton as of July 2016.

Types of Debt Financing

The following is a common list of financing options used by local governments in North Carolina to issue debt.

General Obligation Bonds

General Obligation (GO) bonds require voter approval because the debt is secured by the taxing power of the local government. When a local government issues GO bonds they promise to pay back the loan by using all revenue available at its disposal, including its ability to raise taxes. GO bonds in North Carolina require approval of the North Carolina Local Government Commission (LGC). GO bonds typically have the lowest interest rates and twenty-year terms. The City will not consider GO bonds for any project unless the cost exceeds \$2 million.

Revenue Bonds

Revenue bonds are secured and repaid from specific revenues and can only be used to finance revenue-producing projects. Revenues earned from these projects repay the bond. These revenues are most often the net earnings from enterprise or self-supporting utilities. Revenue bonds are commonly used to finance water and sewer capital improvements. The LGC requires an independent, nationally recognized consulting firm to conduct a feasibility study and that revenues from the project be 20 percent greater than total debt service costs and operating expenses of the projects. The city will not consider revenue bonds for utility projects unless the cost exceeds \$3 million.

Installment Purchase Agreements

Installment purchase (IP) (or lease-purchase) financing can be either short-term or long-term. IP agreements allow local governments to borrow money at a lower rate than conventional loans because lenders do not have to pay taxes on the interest portion of the payments it receives. This type of financing is typically used for items such as equipment and vehicles. For large IP agreements, the LGC must approve the debt. Installment purchasing presents the best option for most of the city's current capital needs.

Certificates of Participation

Certificates of Participation (COPs) operate similar to revenue bonds and typically have higher interest rates than GO bonds because the debt is secured by funds resulting from project being financed and cannot be secured by the "full faith and credit" of the government. The local

government uses revenue to pay off debt on a capital project. Unlike revenue bonds, however, local governments can use the revenue from the entire unit to pay off the debt and are not limited to using revenue only produced by the financed project. COPs are typically financed for ten- to twenty-year terms. This type of financing should be considered for a revenue-generating project.

Tax Increment Financing Bonds

Tax Increment Financing (TIF) bonds are high risk for investors because the debt is secured on anticipated increases in property value. A TIF project begins by designating an area as a TIF district and determining a base property value. The base valuation is set for a specific number of years, during which time public and private investments should improve the property. The increase in value over the base valuation is the increment. Local governments continue to accrue taxes levied on the base valuation for normal operations. Additional taxes levied on the increment are for the repayment of debt service or other qualifying needs associated with the TIF. At the end of the specified time, all debt associated with the TIF is amortized and all tax revenues can be used at the discretion of the local government. A successful TIF project is dependent upon an increase in the property value of the designated district. The inherent risk in TIF is the assumption that property values will increase enough to repay the associated debt. TIF bonds can be financed for up to thirty years.

Clinton's Debt Obligation

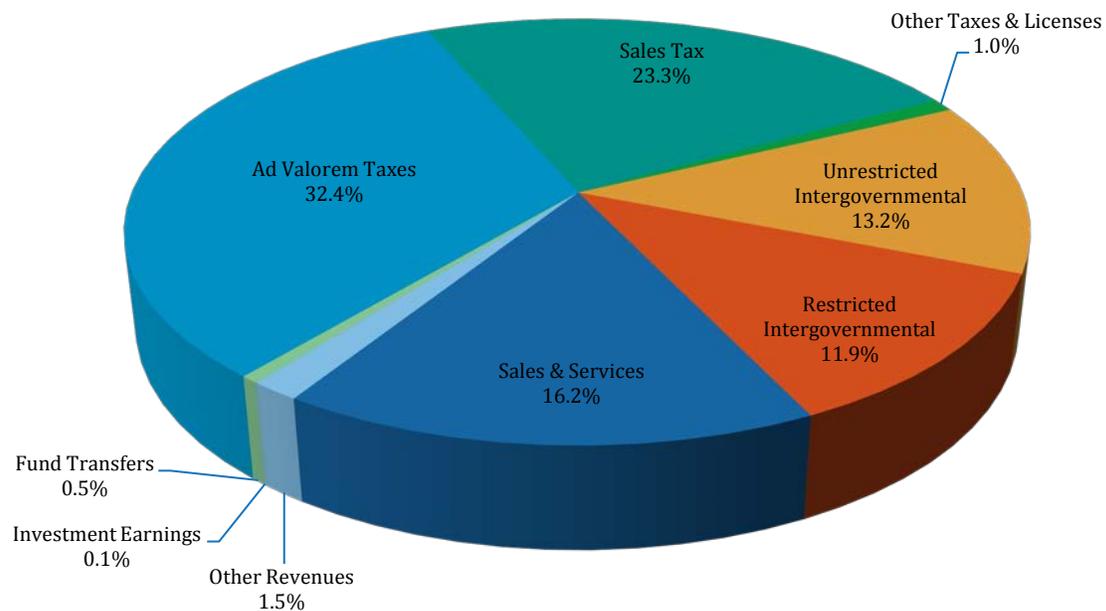
As of June 30, 2017, the City's debt obligation is \$5,758,351. Approximately \$2.5 million is in the General Fund and \$3.2 million in the Water & Sewer Fund. All of the City's General Fund debt is financed through installment purchase agreements. The City intends to issue \$200,000 in the General Fund in FY17-18 for a front loader and \$100,000 in the Water and Sewer Fund for a partial payment of an excavator. Ninety (90) percent of debt in the Water and Sewer Fund is financed through state revolving loans.

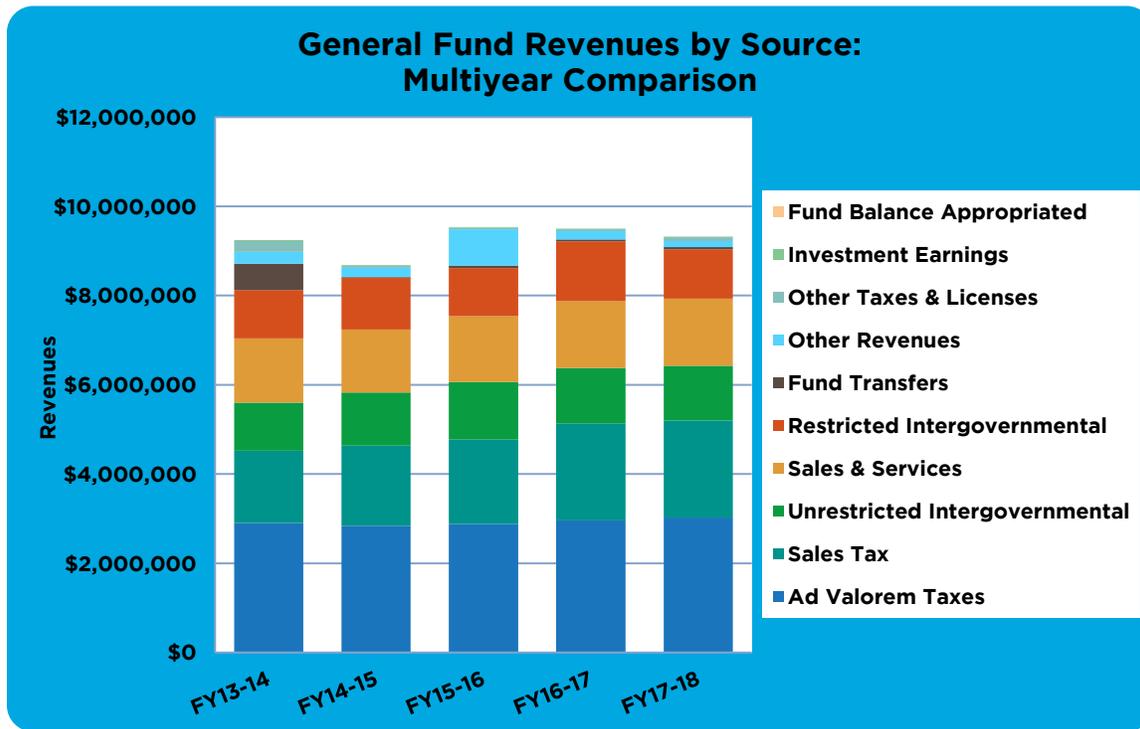
Clinton Debt Obligation									
General Fund									
Issue Year	Project / Equipment	Finance Type	\$ Issued	Term	Rate	Calendar Year Retired	FY17-18 Principal	FY17-18 Interest	FY17-18 Debt Service
2010	City Hall Renovation 2 Mack Garbage Trucks	Install. Purch.	\$500,000	10	3.39%	2020	\$50,000	\$6,780	\$56,780
2015	Case Tractor w/mower	Install. Purch.	\$482,820	4	1.55%	2019	\$120,705	\$5,613	\$126,318
2015	Sutphen Fire Truck	Install. Purch.	\$129,000	3	1.66%	2018	\$42,996	\$1,439	\$44,435
2013	Downtown Ph. 1 & 2	Install. Purch.	\$635,000	10	2.27%	2022	\$62,661	\$9,034	\$71,695
2013	Refinance	Install. Purch.	\$893,066	12	2.19%	2024	\$70,631	\$13,366	\$83,997
2013	Downtown Phase 3	Install. Purch.	\$1,000,000	20	3.50%	2033	\$40,095	\$30,276	\$70,371
			\$3,639,886						\$453,596
Water & Sewer Fund									
Issue Year	Project / Equipment	Finance Type	\$ Issued	Term	Rate	Calendar Year Retired	FY17-18 Principal	FY17-18 Interest	FY17-18 Debt Service
2017	Sewer Vac Truck	Install. Purch.	\$345,400	10	1.72%	2020	\$84,154	\$5,941	\$90,095
2007	Industrial Sewer Capacity II	State Revolving Loan	\$2,525,098	15	2.10%	2024	\$168,335	\$24,745	\$193,080
2009	Industrial Sewer Capacity III	State Revolving Loan	\$242,152	20	2.10%	2030	\$11,507	\$3,141	\$14,648
2010	ARRA Clear Well	Install. Purch.	\$152,016	20	0.00%	2030	\$7,143	\$0	\$7,143
2015	Southwood Elevated Tank	State Revolving Loan	\$1,669,694	20	0.00%	2035	\$82,317	\$0	\$82,317
			\$4,934,360						\$387,282
Total			\$8,574,246						\$840,878

Revenues by Source

General Fund Revenues by Source					
Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Ad Valorem Taxes	\$2,881,671	\$2,896,500	\$2,958,863	\$3,023,800	4.39%
Sales Tax	\$1,891,110	\$2,101,000	\$2,174,348	\$2,175,900	3.56%
Other Taxes & Licenses	\$32,935	\$63,700	\$49,495	\$90,800	42.54%
Unrestricted Intergovernmental	\$1,293,372	\$1,202,800	\$1,241,430	\$1,226,600	1.98%
Restricted Intergovernmental	\$1,080,612	\$1,122,000	\$1,345,682	\$1,106,100	-1.42%
Sales & Services	\$1,470,158	\$1,515,000	\$1,497,247	\$1,506,700	-0.55%
Other Revenues	\$812,455	\$144,000	\$180,696	\$136,500	-5.21%
Investment Earnings	\$12,584	\$12,000	\$13,840	\$13,000	8.33%
Fund Transfers	\$58,900	\$45,000	\$42,000	\$45,000	0.00%
Fund Balance Appropriated	\$0	\$357,600	\$0	\$0	-100.00%
Total	\$9,533,797	\$9,459,600	\$9,503,601	\$9,324,400	-1.43%

General Fund Revenues by Source FY17-18





Source Descriptions

Ad Valorem Taxes

Ad valorem taxes are taxes paid on real and personal property located within the Clinton city limits. Taxes for real and personal property are levied based upon the preceding January 1 valuations of the property and the tax rate established by City Council. Sampson County revalues real and personal property every eight years, with the most recent occurring in 2011. The City contracts with the Sampson County Tax Department to levy and collect ad valorem taxes. The City’s average collection is 97.8 percent. Ad valorem taxes typically comprise approximately one-third of all General Fund revenues with an estimated \$3.02 million in FY17-18 at a tax rate of \$.40.

Sales Tax

The State of North Carolina collects local option sales tax on behalf of Sampson County. The local option sales tax rate of \$0.0225 consists of four separate taxes authorized by North Carolina General Statutes: Article 39 at \$0.01, Article 40 at \$0.005, Article 42 at \$0.005 and Article 44 at \$0.005. In October of 2008, the State eliminated the per capita portion of the Article 44 sales tax and replaced it with a “hold harmless” reimbursement. This local government sales and use tax is applied to sales made in the county and is allocated among the county and municipalities within the county on a per capita basis. In the past, sales tax revenues have represented the General Fund’s second largest revenue source and the same holds true for FY17-18 at \$2.1 million.

Other Taxes

Automobile and privilege licenses comprise “other taxes and licenses” category. The automobile licenses revenue is from fees paid by Clinton citizens on their vehicle tags. These fees generate \$30,000 to \$35,000 a year. Beginning July 1, 2016, cities are allowed to charge up to \$25 for the municipal vehicle tax through North Carolina General Statute 20-97 (b1). Municipalities would be able to use this additional tax for street purposes. The City of Clinton has included an additional \$5 vehicle tax in the FY17-18 budget. This makes the total vehicle tax \$15 per registered vehicle. The total tax revenue expected will be about \$90,000.

Unrestricted Intergovernmental

The largest portion of unrestricted intergovernmental revenues consists of Utility Sales Taxes (CATV, electric, gas, and telecommunications), ABC revenues, and the Beer and Wine Tax. CATV sales taxes are applied to the gross receipts of cable service and direct-to-home satellite service retailers on the video programming provided to subscribers in the state. Utility sales taxes represent the largest amount of unrestricted intergovernmental revenues at \$944,100. The tax is based on gross receipts of the sales of utility companies within the City’s corporate limits. ABC revenues come directly from the Clinton ABC Board and represent 80 percent of ABC profits. Unrestricted ABC revenues represent \$227,600 in the FY17-18 budget. The State levies a beer and wine tax on the sale of malt beverages, fortified wine, and unfortified wine. The State annually distributes a percentage of the tax on the sales of these beverages generated within the City’s corporate limits. Beer and wine tax revenues are \$41,000 in the FY17-18 budget.

Restricted Governmental

Restricted intergovernmental revenues include Powell Bill funds and other federal, state, or local government funds or grants that are restricted for a specific purpose. Powell Bill revenue is the annual appropriation from the State Highway Fund for the proceeds from a one and three-fourth ($1\frac{3}{4}$) cents tax on each gallon of motor fuel sold within the state. The State calculates the annual Powell Bill distribution based on population and the number of road miles maintained by the City. Fire tax collections represent revenues collected from residents within the Clinton Fire District who do not live within the city’s corporate limits. The tax rate is \$.10 as set by the County Commissioners. The City receives annual revenues from the Clinton City School system to cover the costs associated with providing resource officers on school campuses. Sampson County contracts with the City to provide planning services for the county and provides funds for half the department’s costs. The City expects to receive \$1.1 million in restricted intergovernmental revenues in FY17-18.

Sales & Services

Sales and services fees primarily consist of revenues from residential and commercial garbage collection and recreation participation and facility user fees. Residential garbage collection accounts for \$600,000 in the FY17-18 budget and commercial collection and cardboard container rentals

account for \$712,000. The residential garbage and recycling collection rate for FY17-18 is \$15.50. Recreation participation and facility user fees represent \$60,000 in the FY17-18 budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT). Investment earnings are down significantly since the decline in the economy in 2008. Investment earnings account for \$13,000 in the FY17-18 budget.

Fund Transfers

Fund transfers consist of revenues resulting from transfers from other funds. A transfer of \$45,000 from the Cemetery Fund is for equipment and maintenance directly related to upkeep of the city's cemeteries. Transfers represent \$45,000 in the FY17-18 budget.

Other Revenues

Other revenues represent miscellaneous revenues such as court fees, parking fines, or false alarm fines that do not easily fit into other categories. These revenues account for \$136,500 in the FY17-18 budget.

Revenues by Line Item

General Fund Revenues

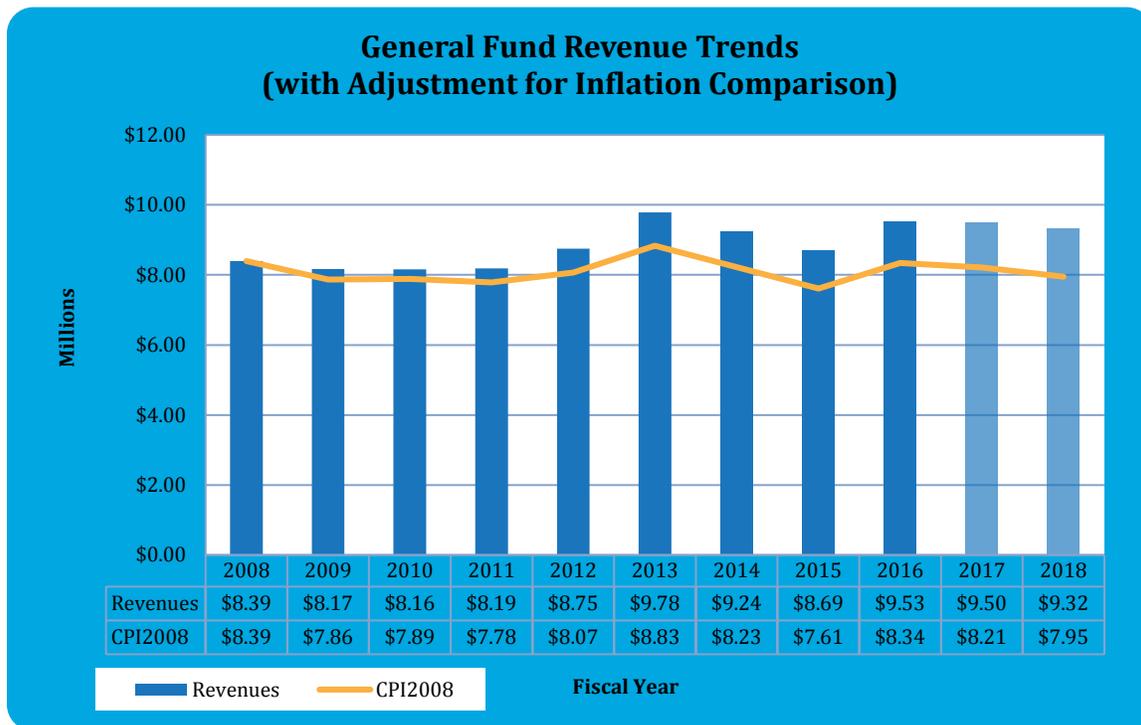
Line Item Description	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Prior Year Taxes	\$65,402	\$56,500	\$33,735	\$45,000	-20.35%
Current Year Taxes	\$2,580,849	\$2,602,000	\$2,698,677	\$2,751,000	5.73%
Fire Tax Collections	\$460,000	\$490,000	\$490,000	\$482,000	-1.63%
Vehicle Taxes	\$269,962	\$265,000	\$264,290	\$265,000	0.00%
Rental Vehicle Tax	\$13,122	\$16,000	\$18,841	\$17,000	6.25%
City School Police Officer	\$105,389	\$108,900	\$105,251	\$109,500	0.55%
HUD Officers	\$44,065	\$44,500	\$45,188	\$44,500	0.00%
Community College/Police Officer	\$0	\$0	\$0	\$0	#DIV/0!
FEMA Revenue	\$0	\$0	\$195,755	\$0	#DIV/0!
Insurance Revenue	\$13,420	\$10,000	\$25,000	\$10,000	0.00%
Payment In Lieu Of Taxes	\$20,442	\$6,600	\$5,548	\$6,500	-1.52%
Tax Discounts	\$0	\$0	\$0	\$0	#DIV/0!
Collection Fee	(\$63,678)	(\$63,000)	(\$66,229)	(\$66,200)	5.08%
Lot Cleaning Demolition	\$5,573	\$10,000	\$11,114	\$10,000	0.00%
Reimbursement	\$7,699	\$10,000	\$7,500	\$10,000	0.00%
Tax Penalties & Interest	\$16,014	\$20,000	\$9,549	\$12,000	-40.00%
Auto License	\$31,526	\$62,000	\$48,092	\$90,000	45.16%
Privilege License	\$880	\$1,000	\$700	\$100	-90.00%
Admin. Fee For Intin Merchants	\$128	\$200	\$303	\$200	0.00%
Precious Metal Fees	\$401	\$500	\$400	\$500	0.00%
Utility Sales Tax Video Program	\$40,683	\$39,800	\$41,161	\$41,200	3.52%
Interest Earned	\$12,584	\$12,000	\$13,840	\$13,000	8.33%
Miscellaneous Revenue	\$15,993	\$22,000	\$42,800	\$20,000	-9.09%
Rent- Fontana St.	\$48,000	\$48,000	\$48,000	\$48,000	0.00%
Rent-Cell tower	\$33,178	\$33,000	\$34,011	\$34,000	3.03%
Sale of Property	\$25,513	\$15,000	\$20,089	\$10,000	-33.33%
Utility Sales Tax Electric	\$779,806	\$818,000	\$780,000	\$791,700	-3.22%
Utility Sales Tax Piped Gas	\$30,134	\$31,300	\$17,972	\$16,500	-47.28%
Utility Sales Tax Telecomm	\$95,773	\$95,000	\$99,652	\$94,700	-0.32%

General Fund Revenues (continued)

Line Item Description	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percentage Change
Beer & Wine	\$38,328	\$41,000	\$41,000	\$41,400	0.98%
Powell Bill	\$259,926	\$258,000	\$254,911	\$254,900	-1.20%
Local Gov't 1% Sales Tax(39)	\$600,188	\$653,000	\$643,387	\$645,100	-1.21%
Local Gov't 1/2% Sales Tax(40)	\$478,714	\$582,000	\$502,668	\$503,700	-13.45%
Local Gov't 1/2% Sales Tax(42)	\$302,346	\$354,000	\$323,116	\$324,000	-8.47%
Local Gov't 1/2% Sales Tax(44)	\$509,862	\$512,000	\$705,177	\$703,100	37.32%
ABC Revenues	\$278,400	\$165,000	\$250,000	\$227,600	37.94%
ABC Revenue-Police	\$10,110	\$10,000	\$8,000	\$10,000	0.00%
NC Dept. Of Health	\$0	\$0	\$0	\$0	#DIV/0!
Taxi Permits/Finger Prints	\$771	\$700	\$641	\$700	0%
Court Fees	\$1,360	\$1,000	\$1,196	\$1,000	0.00%
Parking Violations	\$280	\$500	\$600	\$500	0.00%
Sampson Co Contribution	\$178,400	\$174,500	\$174,500	\$182,000	4.30%
Animal Ordinance Violation	\$0	\$0	\$0	\$0	#DIV/0!
State Bldg. Fire Protection	\$5,075	\$5,100	\$5,053	\$5,100	0.00%
Firemen's Relief Tax	\$0	\$13,500	\$0	\$0	-100.00%
False Alarm Rescue Tech.	\$2,900	\$10,000	\$3,000	\$3,000	-70.00%
Revenue/County Fire Dept. Accident Response	\$12,000	\$12,000	\$12,000	\$12,000	0.00%
Fire Inspection Fees	\$13,581	\$17,000	\$9,973	\$12,000	-29.41%
Fire Dept. Grants	0	40000	\$25,000	\$20,000	-50.00%
Fire Dept. Grants	\$0	\$0	\$0	\$0	#DIV/0!
Sign/Zoning Permits	\$8,961	\$8,500	\$7,943	\$9,000	5.88%
Cemetery Markers	\$4,275	\$3,500	\$4,180	\$4,000	14.29%
Tipping Fee For Dumpsters	\$716,334	\$708,800	\$699,155	\$712,000	0.45%
Cardboard Container Fees	\$36,149	\$36,000	\$34,880	\$36,000	0.00%
Garbage Collection	\$587,129	\$590,000	\$604,669	\$600,000	1.69%
Recycling Grant	\$0	\$0	\$0	\$0	#DIV/0!
Solid Waste Disposal Tax	\$5,647	\$5,500	\$5,915	\$6,100	10.91%
Recreation Donations	\$4,237	\$2,500	\$4,000	\$8,000	220.00%
Rental Fees	\$7,635	\$7,000	\$6,500	\$7,500	7.14%
Recreation Misc.	\$5,754	\$2,000	\$2,000	\$2,000	0.00%
Pool Admissions	\$6,698	\$8,500	\$9,381	\$9,000	5.88%

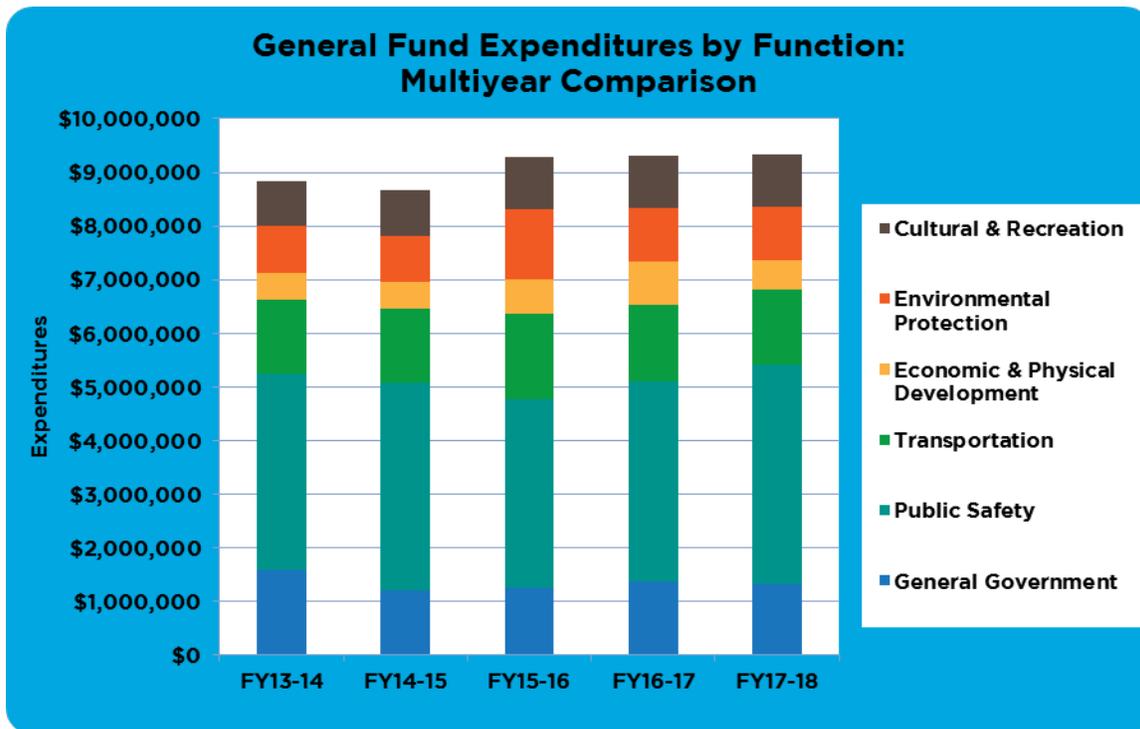
General Fund Revenues (continued)					
Line Item Description	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percentage Change
Concession Fees	\$916	\$500	\$200	\$500	0.00%
Sponsorship Fees	\$9,753	\$7,000	\$7,500	\$8,000	14.29%
Sports Registration Fees	\$32,226	\$37,500	\$33,000	\$33,000	-12.00%
Day camp	\$0	\$0	\$0	\$0	#DIV/0!
Refund On Sales Tax	\$9,806	\$6,100	\$6,097	\$7,000	14.75%
Sale of Service & Materials	\$0	\$0	\$0	\$0	#DIV/0!
Sale of Recyclables	\$32,458	\$30,000	\$35,611	\$35,000	16.67%
NCDOT Reimbursement	\$0	\$0	\$27,800	\$0	#DIV/0!
Relay for Life	\$0	\$0	\$0	\$0	#DIV/0!
Trans From airport reserve	\$50,000	\$0	\$0	\$0	#DIV/0!
Trans From Cemetery	\$33,000	\$45,000	\$42,000	\$45,000	0.00%
Trans From Community Development	\$25,900	\$0	\$0	\$0	#DIV/0!
Loan Proceeds	\$611,820	\$0	\$0	\$0	#DIV/0!
Police Grant	\$0	\$0	\$21,310	\$0	#DIV/0!
Fund Balance Appropriated	\$0	\$357,600	\$0	\$0	-100.00%
Total	\$9,533,797	\$9,459,600	\$9,503,601	\$9,324,400	-1.43%

Revenue Trends

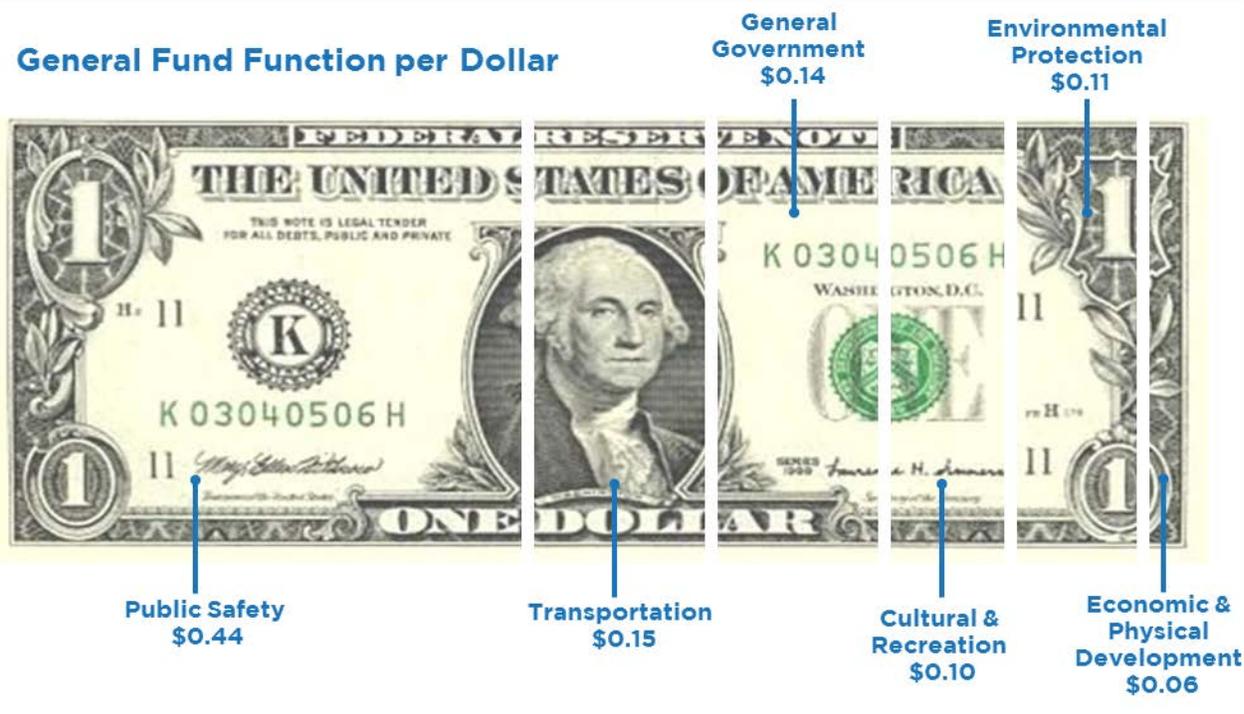


Expenditures by Function

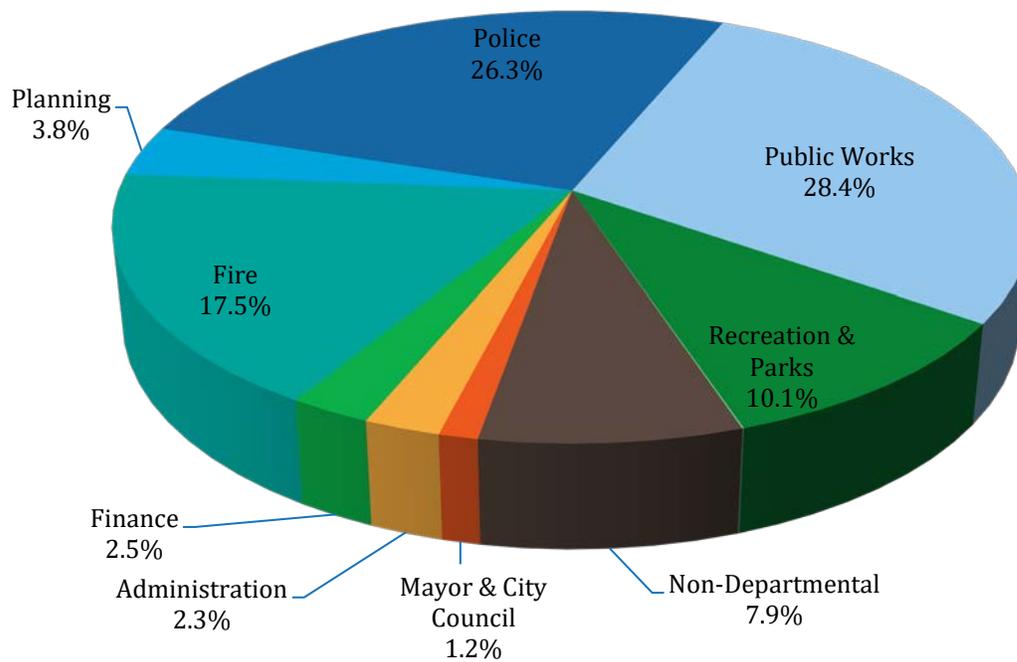
General Fund Expenditures by Function					
Function	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General Government	\$1,236,361	\$1,374,200	\$1,374,505	\$1,321,600	-3.83%
Public Safety	\$3,526,022	\$3,776,400	\$3,735,838	\$4,091,300	8.34%
Transportation	\$1,607,608	\$1,576,100	\$1,424,947	\$1,393,100	-11.61%
Economic & Physical Development	\$635,966	\$812,800	\$795,708	\$548,600	-32.50%
Environmental Protection	\$1,297,937	\$884,600	\$1,010,548	\$1,007,500	13.89%
Cultural & Recreation	\$991,068	\$1,035,500	\$979,674	\$962,300	-7.07%
Total	\$9,294,962	\$9,459,600	\$9,321,220	\$9,324,400	-1.43%



General Fund Function per Dollar



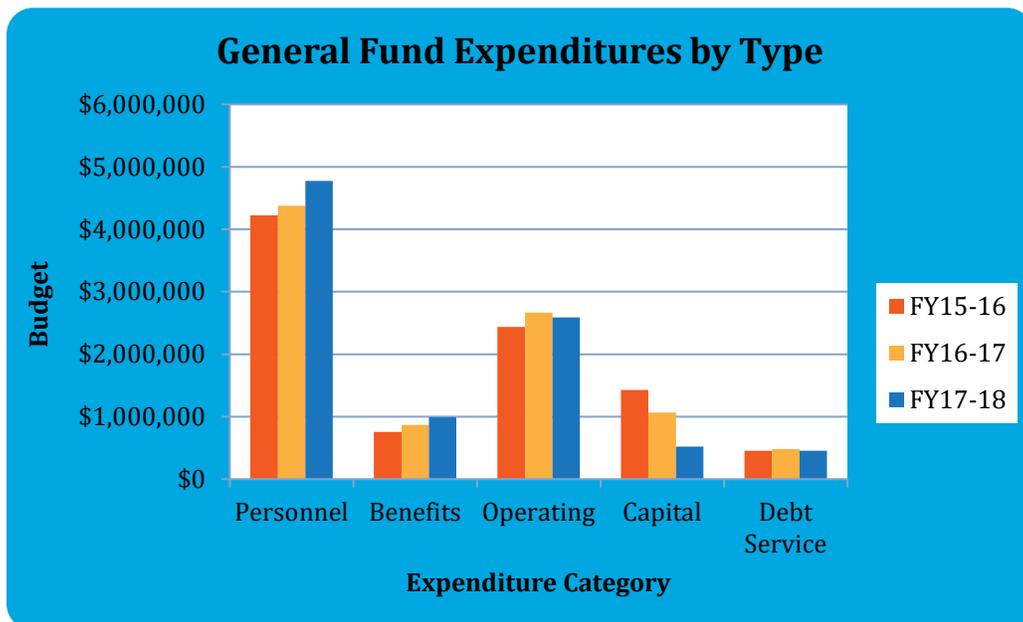
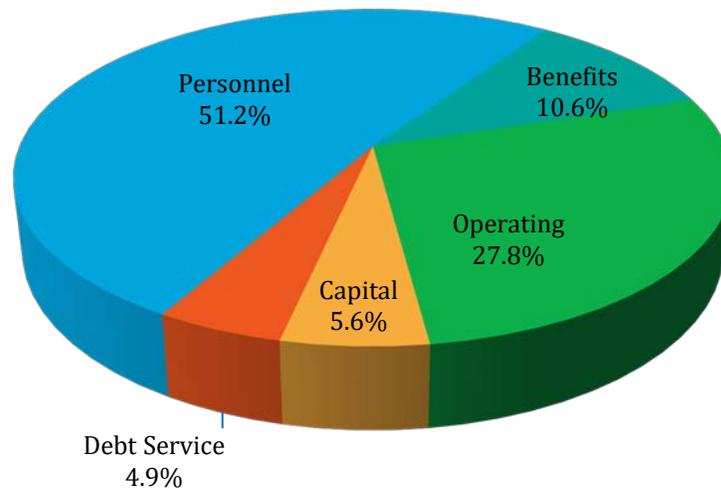
GF Expenditures by Department FY17-18



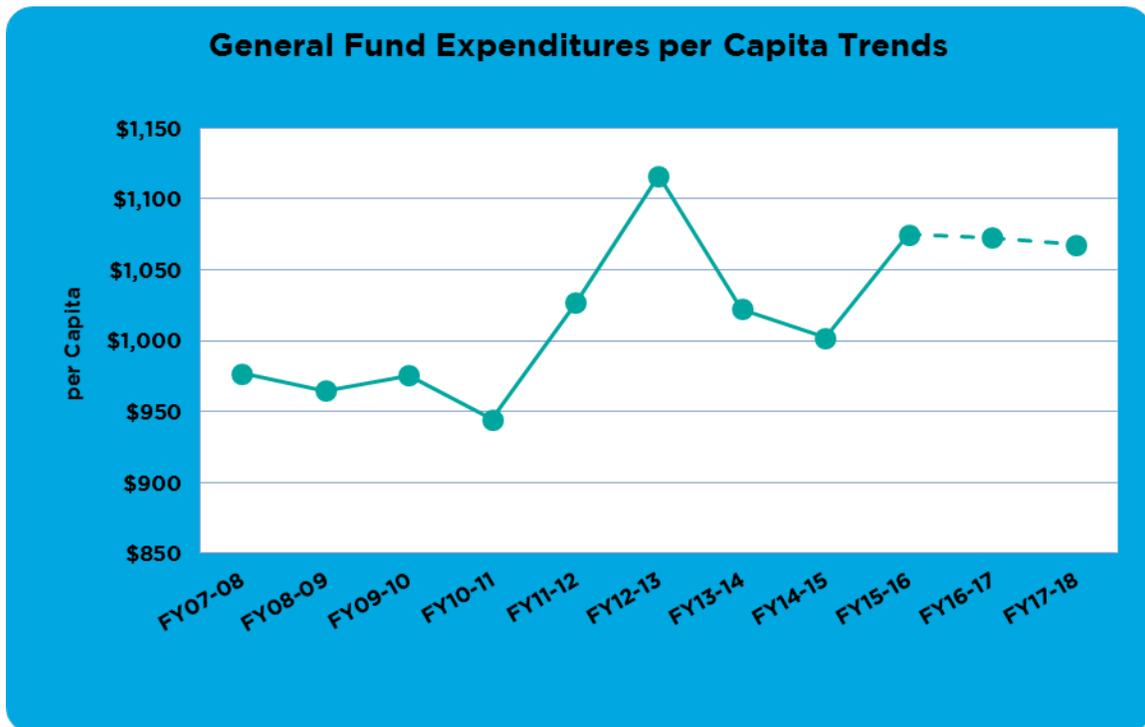
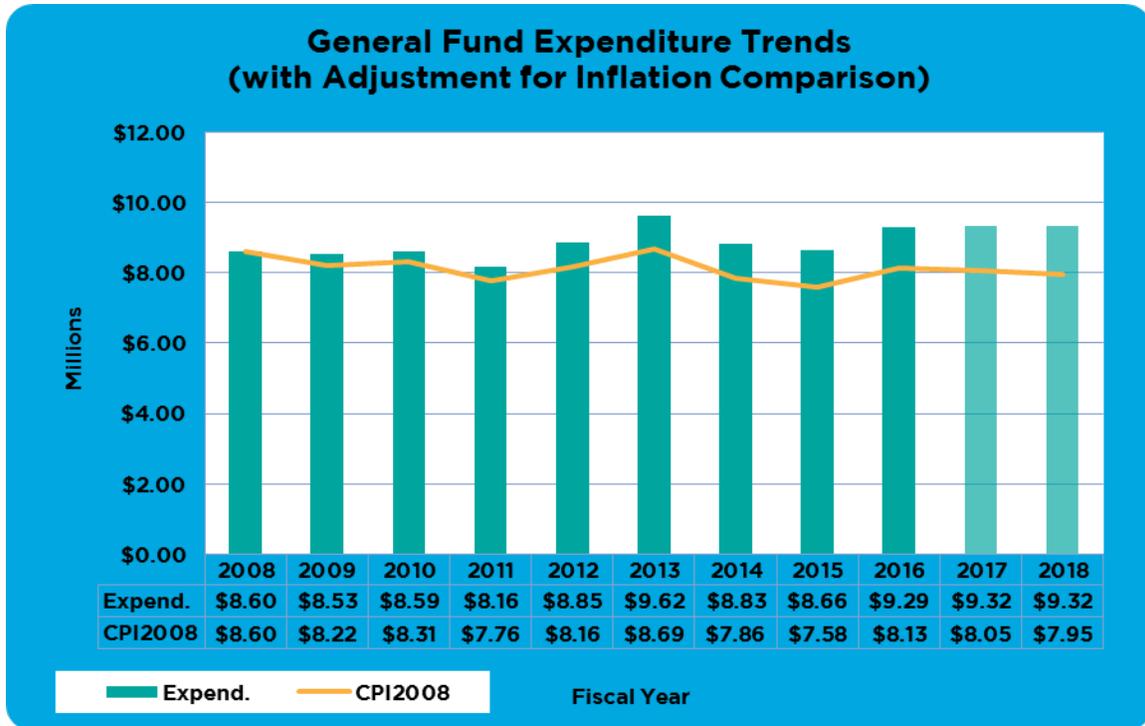
Expenditures by Type

General Fund Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$4,224,656	\$4,376,600	\$4,343,864	\$4,776,000	9.13%
Benefits	\$753,251	\$869,200	\$815,294	\$987,500	13.61%
Operating	\$2,435,888	\$2,664,100	\$2,547,561	\$2,587,600	-2.87%
Capital	\$1,426,915	\$1,067,100	\$1,132,000	\$519,500	-51.32%
Debt Service	\$454,252	\$482,600	\$482,501	\$453,800	-5.97%
Total	\$9,294,962	\$9,459,600	\$9,321,220	\$9,324,400	-1.43%

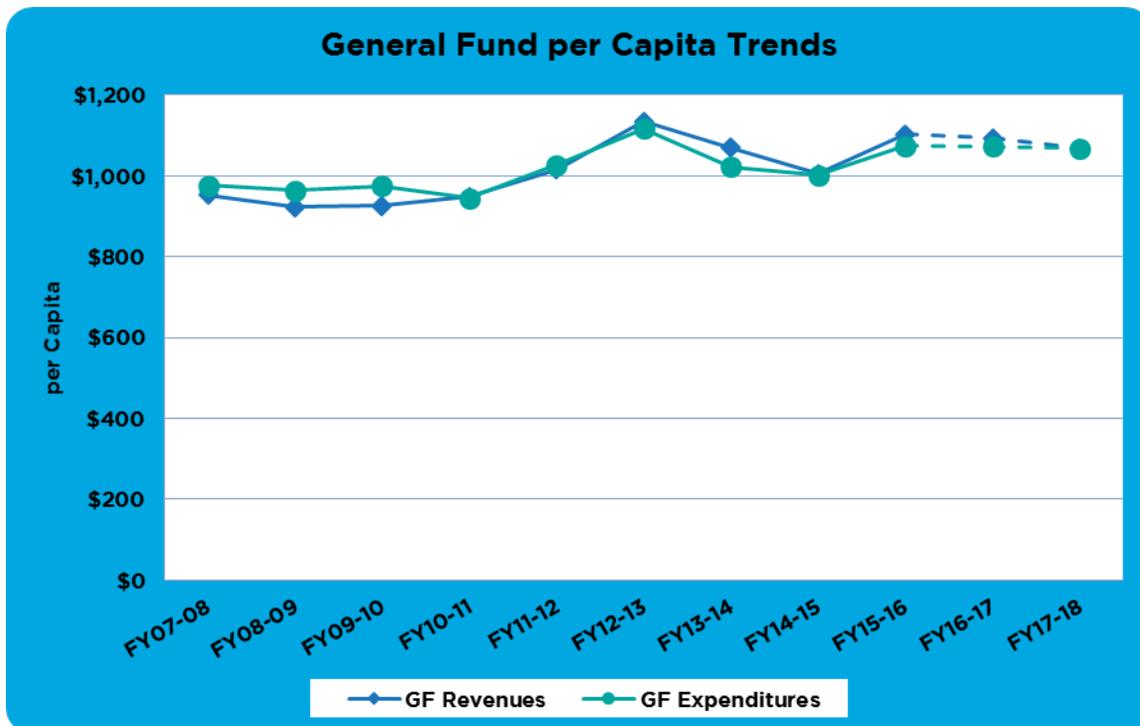
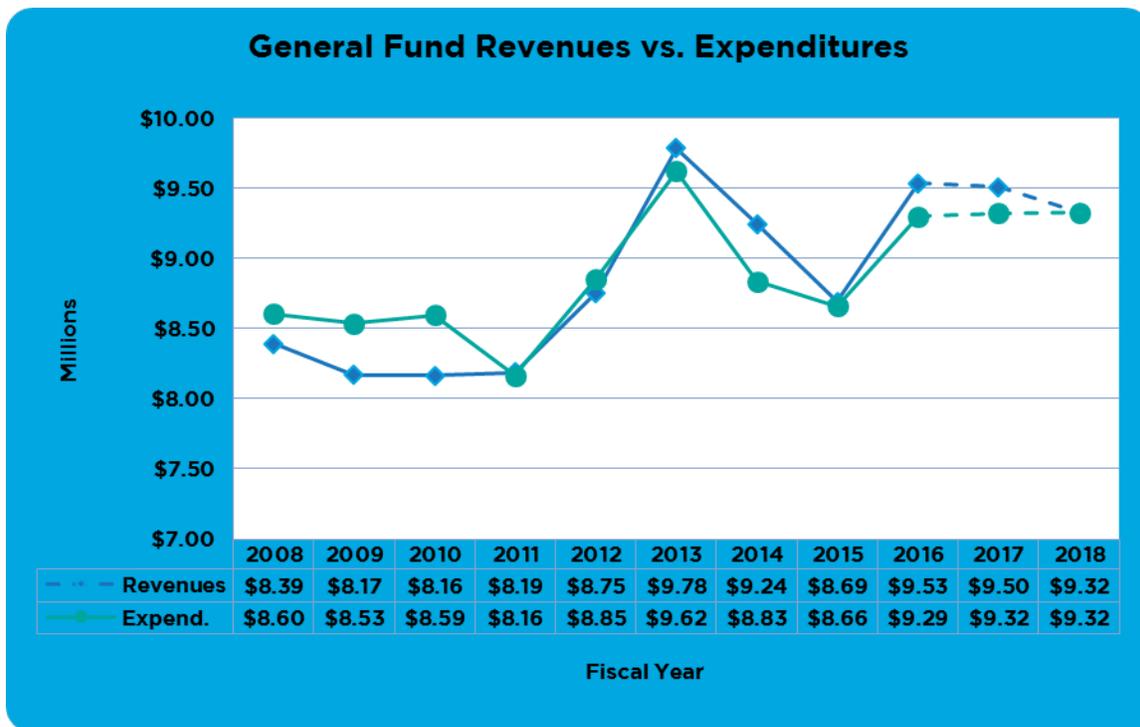
**General Fund Expenditures by Type
FY17-18**



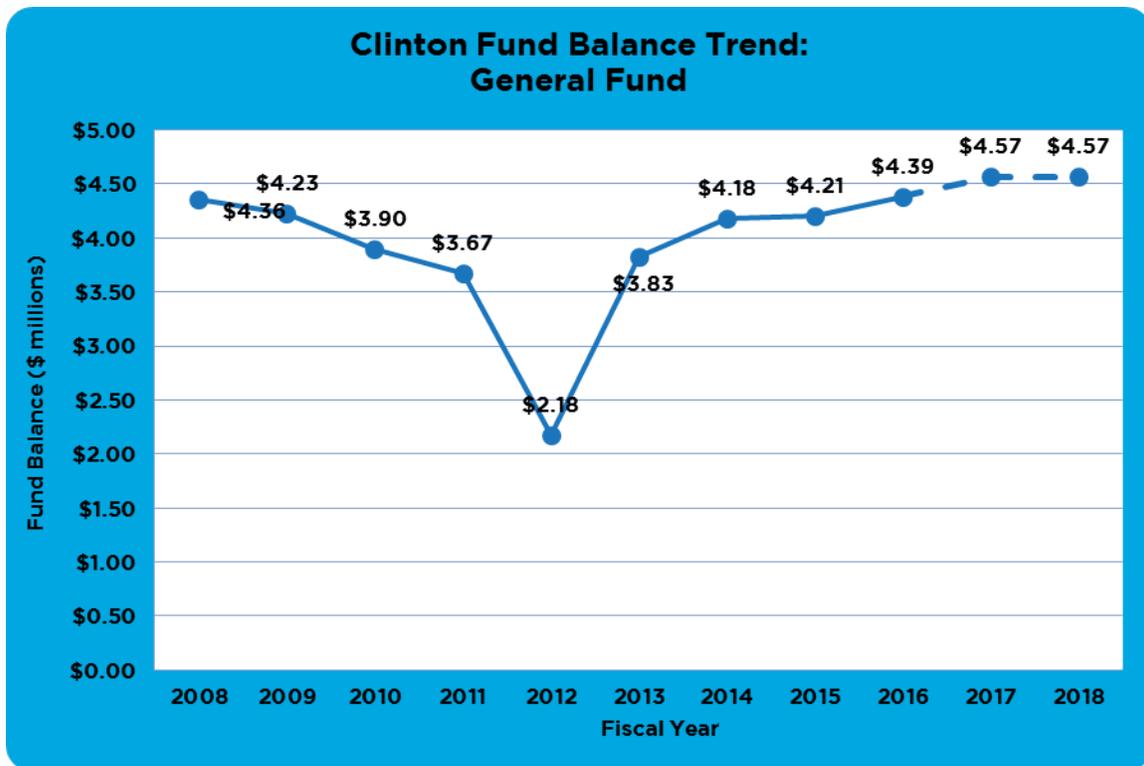
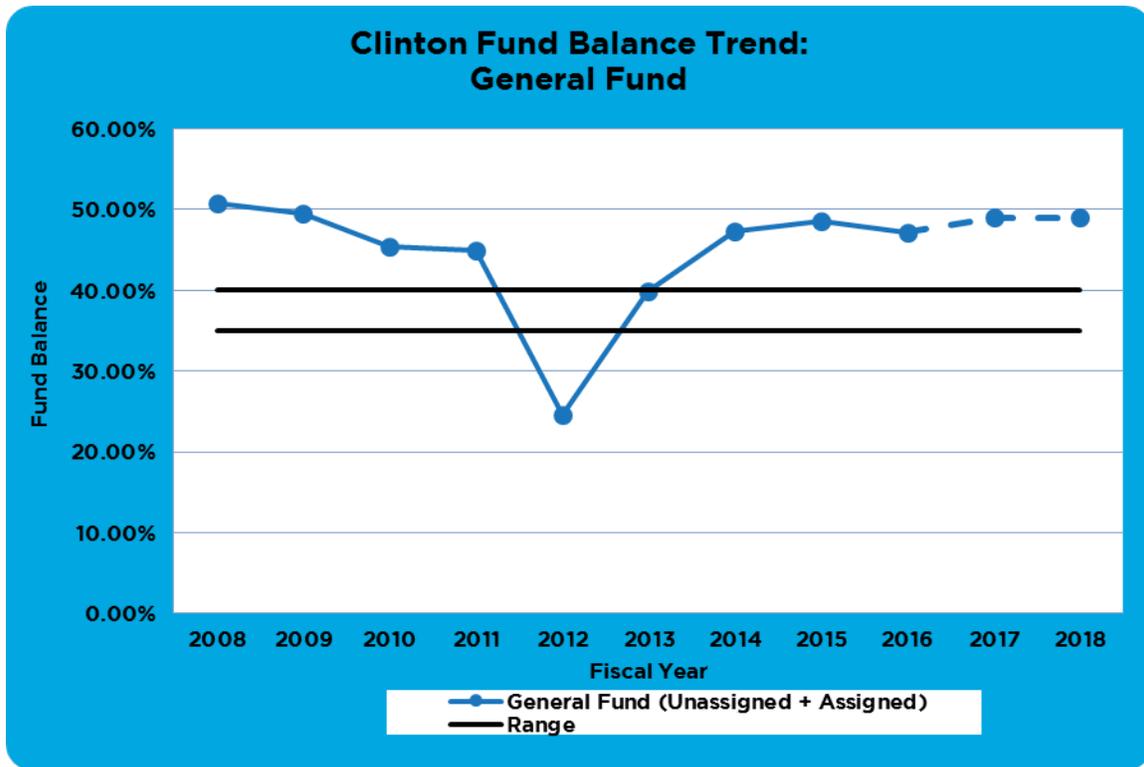
Expenditure Trends



Revenues vs. Expenditures



Fund Balance



Mission

To be a city rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure and opportunities for future generations.

Description

The City Council is the legislative board of city government and includes a mayor and five council members. Citizens elect the Mayor at large to serve a two-year term. Council members each represent electoral districts and serve four-year terms. Clinton's elections are non-partisan and elections occur in odd numbered years. The Mayor is the presiding officer of the Council. The Council selects a mayor pro tem from the five council members to serve as mayor in the absence or incapacity of the mayor. Through this arrangement, the City Council sets and directs policy regarding the operations of city government. The Mayor's office is located at City Hall, 221 Lisbon St., Clinton, NC. City Council meetings are held the first Tuesday of every month in the City Hall auditorium. For more information about the Mayor and City Council, please contact the City Manager at 910-592-1961 or rhyatt@cityofclintonnc.us.



**Mayor
Mr. Lew Starling**



**Mayor Pro-Tem
Rev. Marcus Becton
District 3**



**Councilman
Mr. Steve Stefanovich
District 1**



**Councilman
Mr. Neal Strickland
District 2**



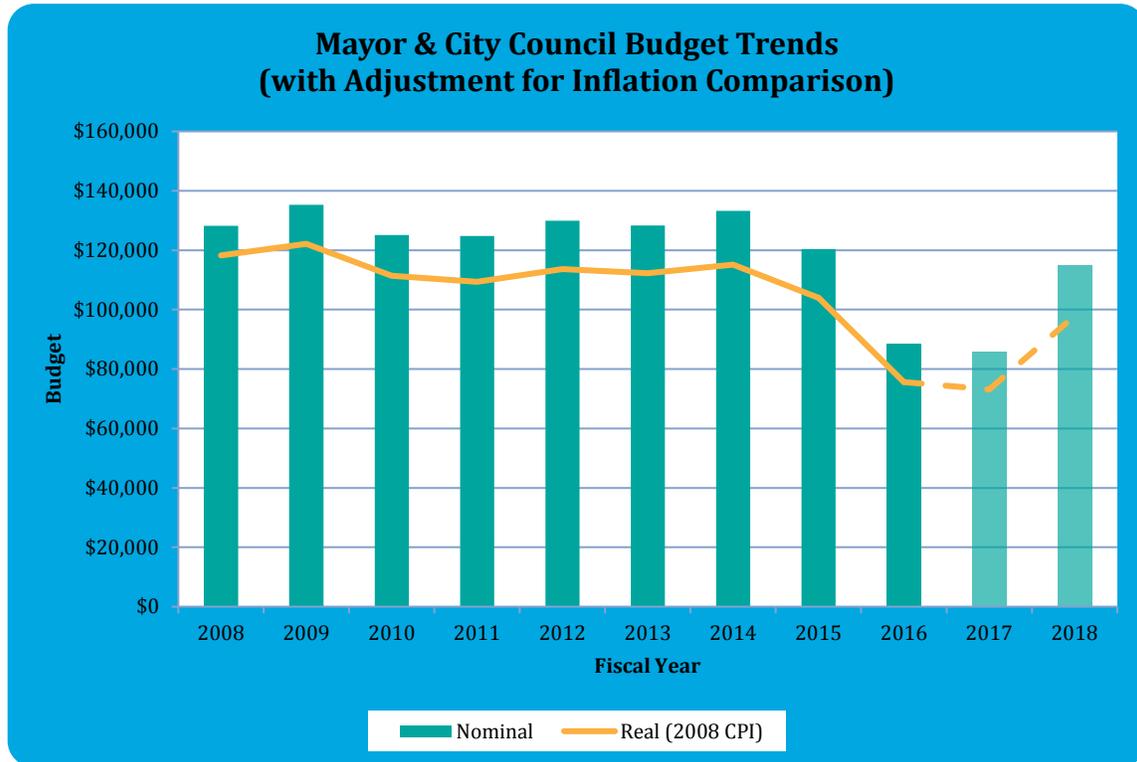
**Councilwoman
Ms. Jean Turlington
District 4**



**Councilman
Mr. Darue Bryant
District 5**

FY2017-2018 Budget Highlights

The Mayor and City Council FY17-18 budget reflects a 21.74 percent increase from FY16-17. At \$110,300, the budget accounts for 1.18 percent of the General Fund budget and is equivalent to \$.014 on the tax rate. The City plans to spend \$12.62 per capita for the governing board in FY17-18. The increase is due to the city manager position search firm fees.



Budget Summary

Expenditures by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$30,791	\$31,300	\$30,387	\$31,800	1.60%
Benefits	\$22,565	\$23,700	\$22,163	\$33,500	41.35%
Operating	\$35,324	\$35,600	\$33,243	\$45,000	26.40%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$88,680	\$90,600	\$85,793	\$110,300	21.74%

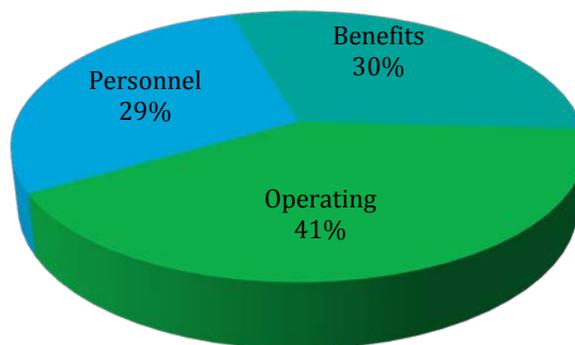
Revenues by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$88,680	\$90,600	\$85,793	\$110,300	21.74%
Total	\$88,680	\$90,600	\$85,793	\$110,300	21.74%

Personnel

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	-	-	-	-	0.00%
Part-time	6.00	6.00	6.00	6.00	0.00%
Total	6.00	6.00	6.00	6.00	0.00%

**Mayor & Council
Expenditures by Type**



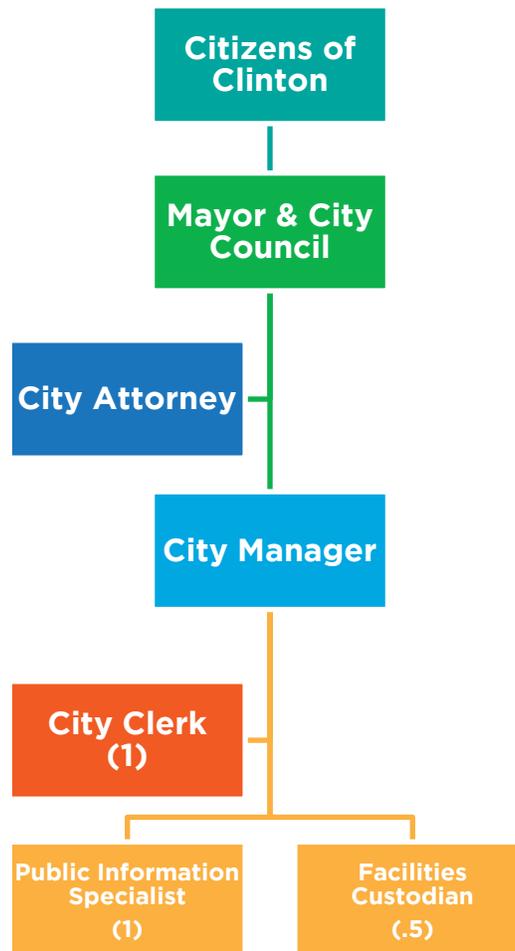
Expenditures by Line Item

Mayor & City Council Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$28,782	\$29,000	\$28,513	\$29,500	1.72%
Professional Services	\$0	\$1,000	\$0	\$10,400	940.00%
FICA	\$2,009	\$2,300	\$1,873	\$2,300	0.00%
Group Insurance	\$20,774	\$21,600	\$20,268	\$31,200	44.44%
Retirement	\$1,791	\$2,100	\$1,895	\$2,300	9.52%
Travel & Education	\$1,616	\$1,400	\$889	\$1,200	-14.29%
Auto Allowance	\$9,380	\$9,400	\$9,380	\$9,400	0.00%
Advertising	\$2,944	\$2,000	\$1,924	\$2,000	0.00%
Dues & Subscription	\$15,541	\$15,700	\$15,346	\$16,000	1.91%
Workman's Comp	\$72	\$100	\$71	\$100	0.00%
Citizen Newsletter	\$1,978	\$2,000	\$1,780	\$2,000	0.00%
Miscellaneous	\$3,793	\$4,000	\$3,853	\$3,900	-2.50%
Total	\$88,680	\$90,600	\$85,793	\$110,300	21.74%

Mission

To advocate for the best interests of the community by implementing the policies and objectives of the Mayor and City Council with leadership that encourages the City to achieve the highest standards of fairness, efficiency, effectiveness, and ethics while ensuring public awareness and understanding.

Administration Organization Chart



Description

The administrative office of the City of Clinton consists of the City Manager, City Clerk, and administrative support staff. The City Council appoints the City Manager as the chief executive officer of the city to oversee city organization and operations. The City Manager coordinates the work of department heads and other employees to help ensure efficient delivery of services. The City Clerk also serves as the City's risk manager and coordinates the City's Health and Safety Program. Clinton Administration offices are located at City Hall, 221 Lisbon St., Clinton, NC. For more information about City Administration, please contact the City Manager or City Clerk at 910-592-1961 or rhyatt@cityofclintonnc.us.

FY2016-2017 Accomplishments

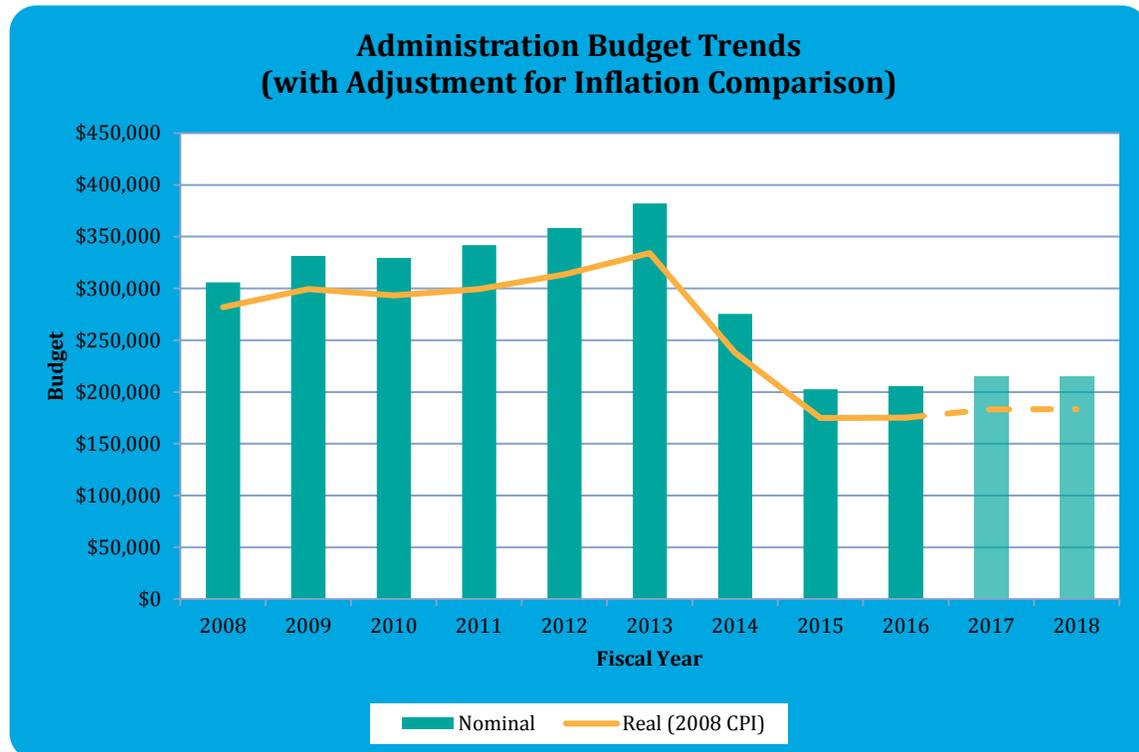
- Received special recognition from NC Department of Labor for no lost days to injury in nine city departments/divisions
- Continued partnership with School Of Government Development Finance Initiative for economic and community development
- Created the Layton-Bunting Subdivision in partnership with a private builder
- Obtained Public Sector Manager of Environmental Safety & Health (100 hours) certification
- Nominated as President of NC Association of Municipal Clerks

FY2017-2018 Action Items & Initiatives

- Reduce workers comp claims from prior year
- Continue electronic indexing of minutes and resolutions
- Develop household survey to gauge citizen awareness
- Increase safety training for all departments
- Explore all opportunities to improve efficiency of organization (data analysis)
- Implement citizen satisfaction survey for performance measurement
- Explore new economic development opportunities and practices
- Implement new community development initiative for affordable housing
- Continue partnership with Habitat for Humanity for affordable housing program
- Continue district meetings as an outreach program within the city
- Market Fontana Street industrial property for economic development

FY2017-2018 Budget Highlights

The FY17-18 administration budget reflects a decrease of 3.84 percent. At \$215,100, the administration budget accounts for 2.31 percent of the General Fund budget and is equivalent to \$.028 on the tax rate. The City plans to spend \$24.61 per capita for administration in FY17-18. The FY17-18 administration budget does not include any capital items.



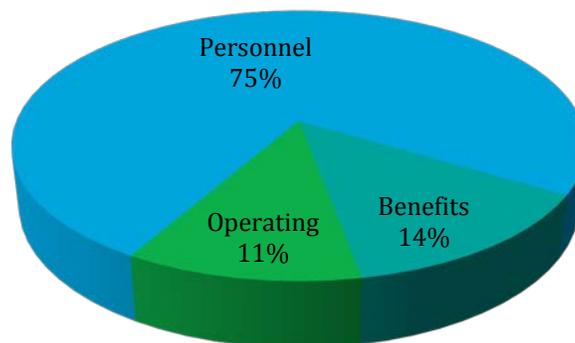
Budget Summary

Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$149,543	\$168,800	\$166,659	\$161,900	-4.09%
Benefits	\$24,939	\$27,000	\$25,997	\$29,000	7.41%
Operating	\$31,059	\$27,900	\$22,358	\$24,200	-13.26%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$205,541	\$223,700	\$215,015	\$215,100	-3.84%

Revenues by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$110,541	\$223,700	\$215,015	\$215,100	-3.84%
Enterprise	\$95,000				#DIV/0!
Total	\$205,541	\$223,700	\$215,015	\$215,100	-3.84%

Personnel					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	5.00	3.00	3.00	3.00	0.00%
Part-time	-	1.00	1.00	1.00	0.00%
Total	5.00	4.00	4.00	4.00	0.00%

**Administration
Expenditures by Type**



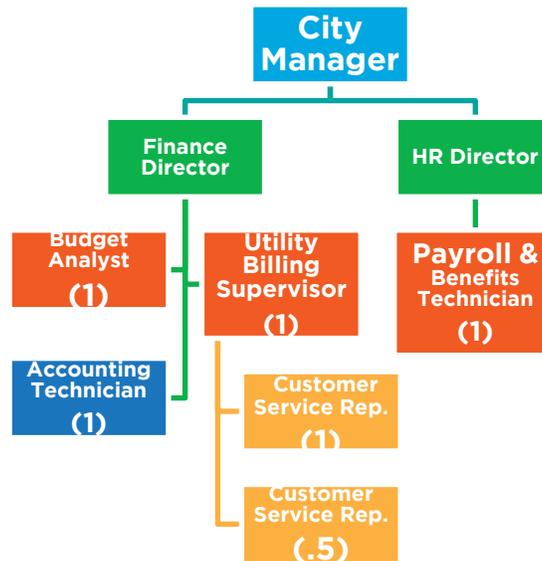
Expenditures by Line Item

Administration Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$124,890	\$137,400	\$140,305	\$135,700	-1.24%
Temporary Salaries	\$13,863	\$19,400	\$14,210	\$14,700	-24.23%
Professional Services	\$0	\$1,500	\$0	\$1,000	-33.33%
FICA	\$10,790	\$12,000	\$12,144	\$11,500	-4.17%
Group Insurance	\$14,886	\$16,000	\$14,737	\$18,700	16.88%
Dental Insurance	\$856	\$900	\$451	\$0	-100.00%
Retirement	\$9,197	\$10,100	\$10,810	\$10,300	1.98%
Telephone	\$2,721	\$2,800	\$2,435	\$2,300	-17.86%
Printing & Office Supplies	\$4,919	\$5,300	\$3,959	\$4,500	-15.09%
Travel & Education	\$5,396	\$9,000	\$8,852	\$7,600	-15.56%
Maint. & Repairs/Equipment	\$65	\$300	\$50	\$300	0.00%
Advertising	\$0	\$0	\$0	\$0	#DIV/0!
City Code Update	\$2,923	\$2,000	\$1,556	\$2,000	0.00%
Departmental Supplies	\$1,981	\$2,500	\$2,000	\$2,500	0.00%
Uniforms	\$153	\$200	\$0	\$200	0.00%
Contract Services	\$8,998	\$0	\$0	\$0	#DIV/0!
Dues & Subscription	\$1,893	\$2,000	\$1,910	\$1,900	-5.00%
Workman's Comp	\$1,202	\$1,300	\$817	\$900	-30.77%
Insurance	\$667	\$700	\$680	\$700	0.00%
Miscellaneous	\$141	\$300	\$100	\$300	0.00%
Capital Outlay/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$205,541	\$223,700	\$215,015	\$215,100	-3.84%

Mission

To preserve and maintain the financial stability of the city with integrity, quality service, and leadership while supporting the city with timely, clear information and a strong workforce.

Finance-HR Organization Chart



Description

The Human Resources Department provides comprehensive program support to operating units through a centralized program of personnel administrators, which includes management of the Affirmative Action/EEO program, classification and compensation systems, benefits programs, medical services, recruitment and selection, and employee relations. In conjunction with employee committees, the department provides a range of employee relations activities including employee recognition and awards, outgoing communications programs, and individual assistance for employees experiencing problems on the job. For more information about the Human Resources Department, please contact the Human Resources Director at 910-299-4903 or lac1@cityofclintonnc.us.

The Finance Department provides management of city funds, investments, and debt portfolios. This department performs the city's daily accounting operations and reporting, which includes accounts payable and receivable and collections for fees and services. Finance also assists the City Manager in the preparation and monitoring of the city's annual operations budget and capital budget. The Finance Officer is responsible for the Finance Department, which includes the accounting, payroll, and billing and collections staff. The Finance Department is located at City Hall, 221 Lisbon St., Clinton, NC. For more information about the Finance Department, please contact the Finance Officer at 910-299-4901 or kstafford@cityofclintonnc.us.

FY 2016-2017 Accomplishments

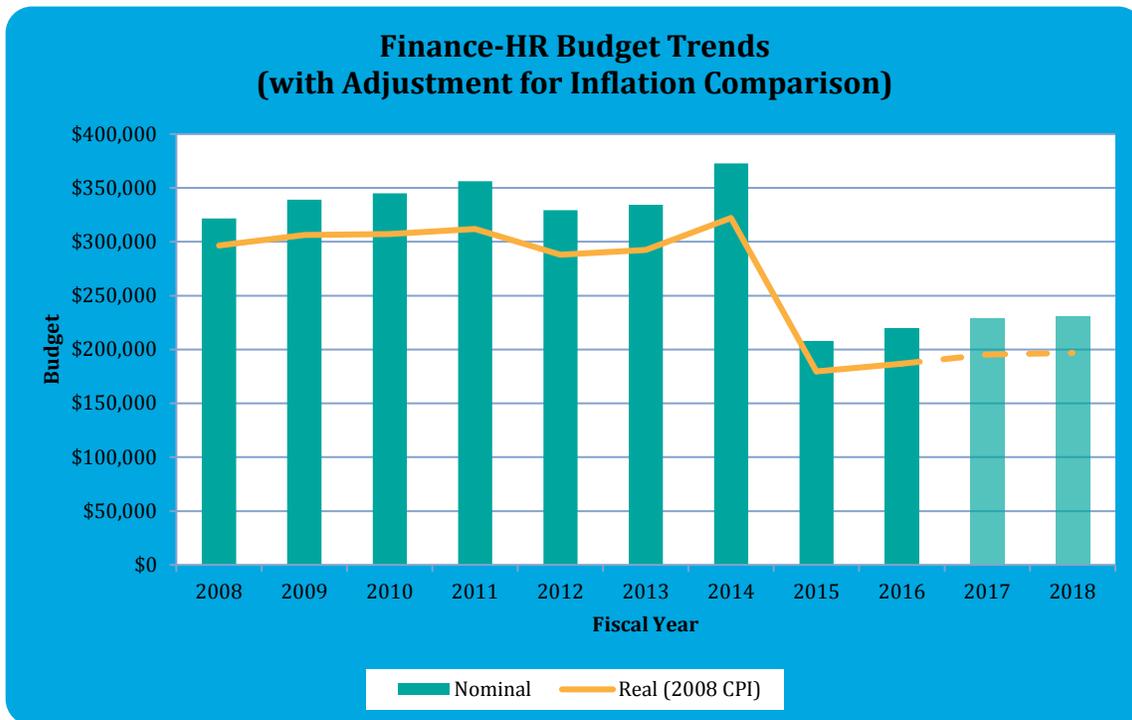
- Completed FY 16 financial statement audit with an unmodified opinion
- Exceeded fund balance and retained earning goals
- Achieved North Carolina Certified Local Government Finance Officer Designation
- Completed job classification and pay compensation study
- Developed & implemented Recreation Department certification program
- Implemented new ID Badge software
- Implemented new automated Time Clock and Attendance program
- Hosted Healthy Lifestyle Kickoff-Health Assessment Events
- Engaged in employee team challenges: Steppin Up & Steppin Out Walking Challenge and Biggest Loser Weight Loss Challenge
- Hosted a variety of lunch & learn sessions on health & wellness
- Hosted 9th annual City Employee's Benefit Workshop
- Hosted 7th annual City Employee's Appreciation Luncheon
- Hosted NC Retirement Workshop
- Implemented several additional employee benefits: Allstate Insurance, My Ideal Doctor, Lincoln Financial Life Insurance and Legal Shield

FY 2017-2018 Action Items & Initiatives

- Receive GFOA Budget Presentation Award
- Generate CAFR for GFOA award
- Evaluate current performance measures and strategic plan
- Achieve fund balance and retained earnings goal
- Coordinate city-wide Finance-HR workshop
- Complete FY 17 financial statement audit with an unmodified opinion
- Develop grant management policy
- Develop contract management policy
- Develop revenue manual
- Revise capital asset program
- Evaluate city-wide performance measures
- Generate spend analysis
- Complete all reconciliations by the 10th of each month
- Develop internal purchasing service survey
- Implement Applicant Tracking software
- Complete the development of the remaining department certification programs
- Update the Personnel Policy
- Update the New Supervisor's Orientation Program
- Create an Employee's Benefits Booklet & Benefit Information Card
- Create a City employee cost analysis
- Incorporate a City employee flexible benefit plan for vision
- Conduct a quarterly workshop for City employees on financial wellness
- Coordinate with Risk Manager to develop mini-workshop sessions on employee safety
- Create new City employee satisfaction/participation survey

FY2017-2018 Budget Highlights

The Finance and HR Department FY17-18 budget represents a 1.45 percent increase compared to the FY16-17 amended budget. At \$230,800, the Finance-HR budget accounts for 2.48 percent of the General Fund budget and is equivalent to \$.03 on the tax rate. The City plans to spend \$26.41 per capita for Finance and Human Resources in FY17-18. The FY17-18 finance budget includes no capital.



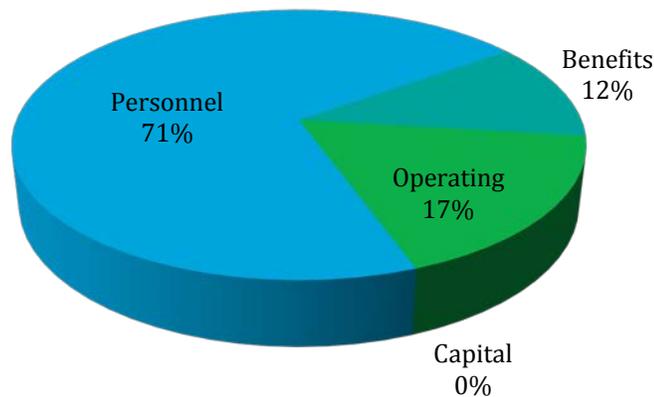
Budget Summary

Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$149,309	\$156,700	\$159,348	\$163,200	4.15%
Benefits	\$22,544	\$24,200	\$27,654	\$27,100	11.98%
Operating	\$47,285	\$46,600	\$42,134	\$40,500	-13.09%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$219,138	\$227,500	\$229,135	\$230,800	1.45%

Revenues by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$69,138	\$227,500	\$229,135	\$230,800	1.45%
Enterprise	\$150,000			\$0	#DIV/0!
Total	\$219,138	\$227,500	\$229,135	\$230,800	1.45%

Personnel					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	6.50	5.00	5.00	5.00	0.00%
Part-time	-	-	-	-	0.00%
Total	6.50	5.00	5.00	5.00	0.00%

Finance Expenditures by Type



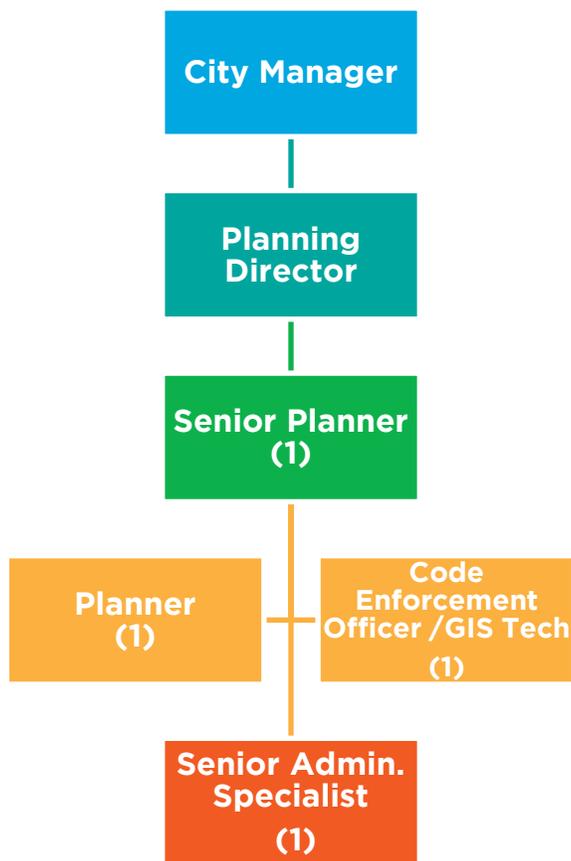
Expenditures by Line Item

Finance-HR Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$139,614	\$145,600	\$148,541	\$147,800	1.51%
Temporary Salaries	\$0	\$0	\$0	\$3,800	#DIV/0!
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$9,695	\$11,100	\$10,807	\$11,600	4.50%
Group Insurance	\$14,422	\$13,500	\$16,751	\$15,600	15.56%
Retirement	\$8,122	\$10,700	\$10,903	\$11,500	7.48%
Telephone	\$2,241	\$2,500	\$1,979	\$2,000	-20.00%
Printing & Office Supplies	\$3,510	\$4,000	\$3,708	\$4,000	0.00%
Travel & Education	\$3,990	\$3,500	\$3,655	\$3,000	-14.29%
Maint. & Repairs/Equipment	\$1,035	\$1,500	\$650	\$1,000	-33.33%
Departmental Supplies	\$4,025	\$5,000	\$3,194	\$3,500	-30.00%
Contract Services	\$30,960	\$28,000	\$26,837	\$25,000	-10.71%
Dues & Subscription	\$583	\$1,000	\$1,150	\$1,000	0.00%
Bond	\$529	\$600	\$495	\$500	-16.67%
Workman's Comp	\$412	\$500	\$466	\$500	0.00%
Total	\$219,138	\$227,500	\$229,135	\$230,800	1.45%

Mission

To enhance the quality of life for the diverse citizenry of Clinton by promoting quality development and redevelopment with use of sound planning principles, land use regulation, historic preservation, permitting, and code enforcement in a customer focused manner that is consistent and fair to all citizens.

Planning Organization Chart



Description

The Clinton-Sampson Planning Department is dedicated to serving the citizens of Clinton through planning, development, and zoning practices. The Planning Department offers staff support to the Planning and Zoning Board, Clinton Historic Preservation Commission and Clinton Main Street Program. The department includes the Planning Director, Senior Planner, Planner, Code Enforcement Officer, and administrative support staff. The Planning Department is located at 227 Lisbon St., Clinton, NC. For more information about the Planning Department, please contact the department at 910-299-4904 or mmr@cityofclintonnc.us.

FY2016-2017 Accomplishments

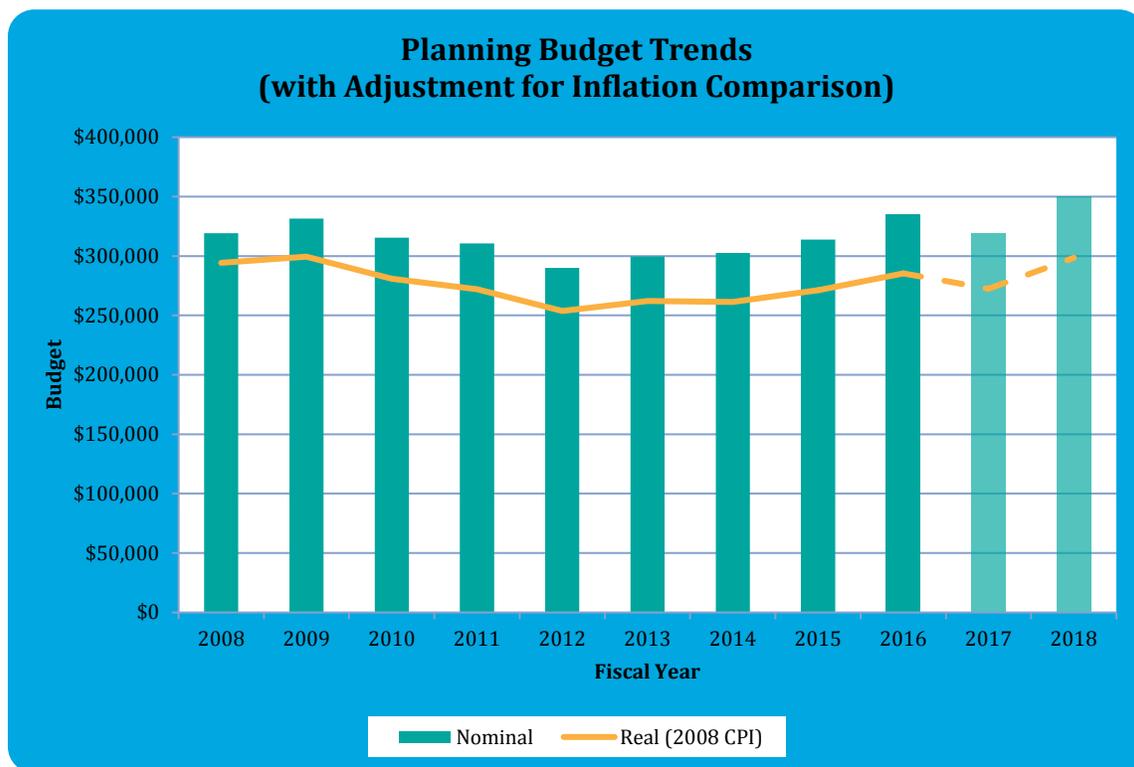
- Developed of Sampson County Land Use Plan
- Achieved National Accreditation for Clinton Main Street Program for the 3rd year
- Completed of ACE Plaza Parking Lot Renovation Project
- Organized 30th Annual Court Square Street Fair and 23rd Annual Court Square Barbecue Cook-off
- Organized annual Halloween on the Square
- Organized 6th Annual Christmas in the City
- Partnered with Clinton Main Street Promotion Committee to create a first Thursday “Mill Around Late” event for Downtown Clinton
- Organized monthly Partner’s Lunch with CVB Director, Sampson County History Museum Director, Clinton-Sampson Chamber of Commerce Director, SCC Small Business Center Director and Sampson Arts Council Director
- Partnered with Sampson High School Alumni Association to hold the first “Importance of Place Workshop” at the old Sampson High School
- Partnered with SCC Small Business Center, Clinton-Sampson Chamber of Commerce, Clinton Main Street Program and Western Sampson Commerce Group to hold first Small Business Saturday promotion in Sampson County
- Partnered with Clinton Main Street Promotion Committee to continue Downtown Clinton Billboard Program and provide billboard opportunity for the Sampson County History Museum
- Partnered with Clinton Main Street Promotion Committee to complete and distribute Downtown Clinton rack cards by way of CVB rack card program
- Partnered with the Clinton Main Street Program Design Committee, Sampson County Convention and Visitors Bureau and Sampson Arts Council to hang a second barn quilt in Downtown Clinton
- Partnered with the Clinton Main Street Program Design Committee to complete first phase of Downtown Recycle Art Walk (DRAW)
- Awarded State funds in the amount of \$94,340 to accomplish textured crosswalks and striping on the courthouse square as well as other bench, and table additions to Downtown Clinton
- Developed first annual Clinton Main Street Program Awards Program
- Awarded Wayfinding Grant in the amount of \$11,250 from NC Division of Public Health, Community and Clinical Connections for Prevention and Health to accomplish the addition of 2 primary trailblazers and 12 Downtown parking lot identification signs

FY2017-2018 Action Items & Initiatives

- Continue Clinton Wayfinding system and brand implementation
- Implement Online Permitting for Clinton and Sampson County Development Services
- Continue development of Sampson County Land Use Plan
- Continue 2012 Pedestrian and 2015 Bicycle Plan implementation
- Continue Clinton 2035 Plan implementation
- Develop City of Clinton Public Art and Beautification Program and Committee
- Continue work with Clinton Main Street Committees to achieve FY17-18 work plan goals
- Expand Clinton Main Street Program partnerships
- Continue to improve Clinton Community Rating System score

FY2017-2018 Budget Highlights

The FY17-18 Planning budget is 4.45 percent more than FY16-17. At \$350,100, the Planning budget accounts for 3.75 percent of the General Fund budget and is equivalent to \$.045 on the tax rate. The City plans to spend \$40.057 per capita on Planning in FY17-18. There are no capital allocations for FY17-18. Half of the Planning Department budget is paid for by Sampson County.



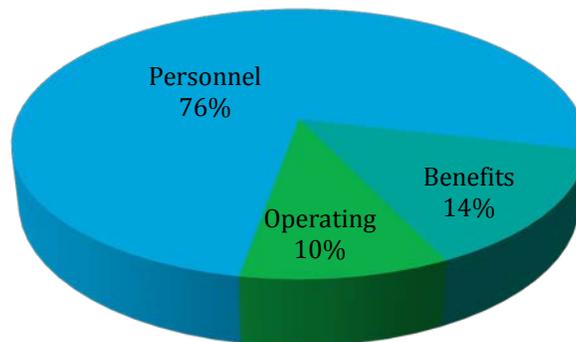
Budget Summary

Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$238,176	\$257,000	\$246,316	\$265,500	3.31%
Benefits	\$38,994	\$44,500	\$42,775	\$49,900	12.13%
Operating	\$35,563	\$33,700	\$30,509	\$34,700	2.97%
Capital	\$21,980	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$334,713	\$335,200	\$319,600	\$350,100	4.45%

Revenues by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$334,713	\$335,200	\$319,600	\$350,100	4.45%
Total	\$334,713	\$335,200	\$319,600	\$350,100	4.45%

Personnel					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	5.00	5.00	5.00	5.00	0.00%
Part-time	-	-	-	-	0.00%
Total	5.00	5.00	5.00	5.00	0.00%

Planning Expenditures by Type



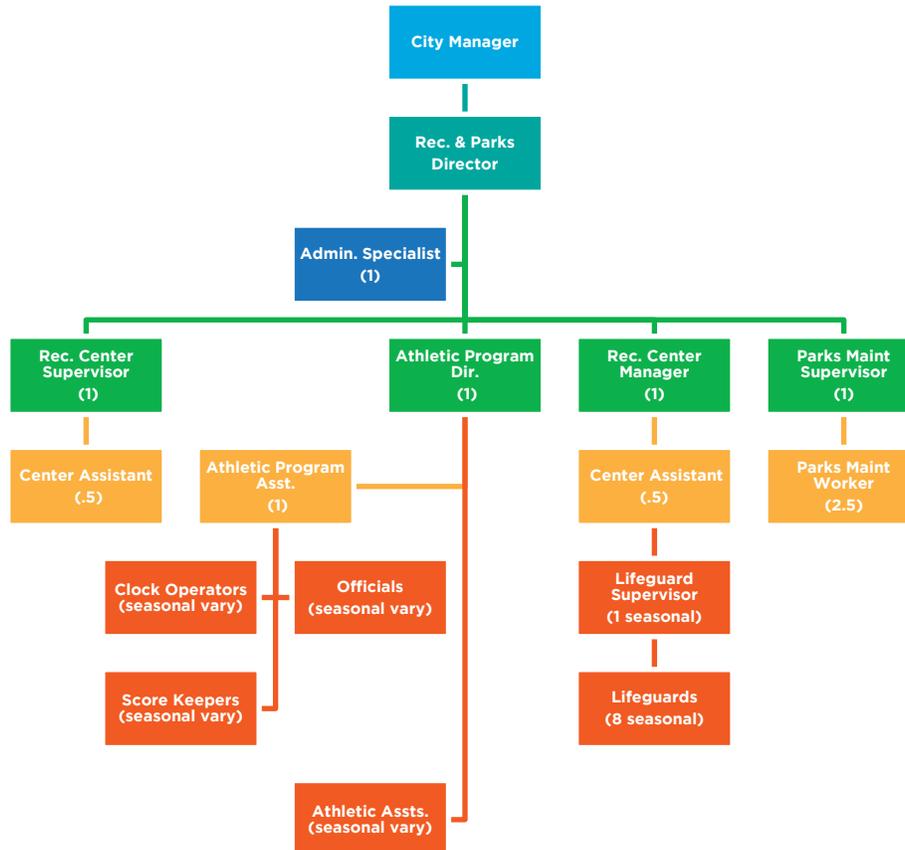
Expenditures by Line Item

Planning Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$222,950	\$238,700	\$230,580	\$246,600	3.31%
Temporary Salaries	\$0	\$0	\$0	\$0	#DIV/0!
Professional Services	\$646	\$1,000	\$612	\$1,000	0.00%
FICA	\$15,226	\$18,300	\$15,737	\$18,900	3.28%
Group Insurance	\$24,170	\$27,000	\$26,209	\$31,200	15.56%
Retirement	\$14,824	\$17,500	\$16,566	\$18,700	6.86%
Telephone	\$2,462	\$2,100	\$2,200	\$2,100	0.00%
Printing & Office Supplies	\$5,068	\$5,000	\$3,619	\$4,500	-10.00%
Travel & Education	\$2,902	\$4,500	\$4,450	\$3,500	-22.22%
Board Expense	\$3,022	\$3,000	\$2,815	\$3,000	0.00%
Maint. & Repairs/Building	\$1,046	\$1,000	\$500	\$1,000	0.00%
Maint. & Repairs/Auto	\$112	\$200	\$250	\$300	50.00%
Advertising	\$5,255	\$3,800	\$3,425	\$3,800	0.00%
Fuel	\$361	\$500	\$447	\$600	20.00%
Departmental Supplies	\$2,309	\$2,000	\$1,000	\$3,200	60.00%
Contract Services	\$8,837	\$7,500	\$8,258	\$8,600	14.67%
Dues & Subscription	\$875	\$700	\$670	\$700	0.00%
Workman's Comp	\$2,468	\$2,100	\$1,818	\$1,900	-9.52%
Insurance/Auto	\$200	\$300	\$445	\$500	66.67%
Capital Outlay/Equipment	\$21,980	\$0	\$0	\$0	#DIV/0!
Total	\$334,713	\$335,200	\$319,600	\$350,100	4.45%

Mission

Clinton Recreation and Parks is dedicated to providing facilities and programs that respond to the changing needs of our community through preservation of open spaces and quality of life for future generations in a clean, safe, and inclusive environment.

Recreation & Parks Organization Chart



Description

The Clinton Recreation and Parks Department provides a variety of services to the citizens of Clinton and Sampson County. Recreation and Parks provides youth sports programs such as baseball, football, soccer, volleyball, softball, and basketball as well as adult sports including softball and basketball. A variety of programs and activities are available to help keep senior citizens active and healthy. Special events such as the July 4 celebration, annual Easter egg hunt, and Relay for Life 5K, help bring the community together. The department maintains four (4) parks, including the 79-acre Royal Lane Park, two activity centers with gymnasiums, and a municipal pool. The Recreation and Parks Director manages the department, which includes center and program supervisors and staff, three fulltime maintenance employees, administrative support staff, and various seasonal positions. The Recreation and Parks Department is located at 119 Leisure Ln., Clinton, NC. For more information about recreational programs or park facilities, please contact the department at 910-299-4906 or jallen@cityofclintonnc.us.

FY 2016-2017 Accomplishments

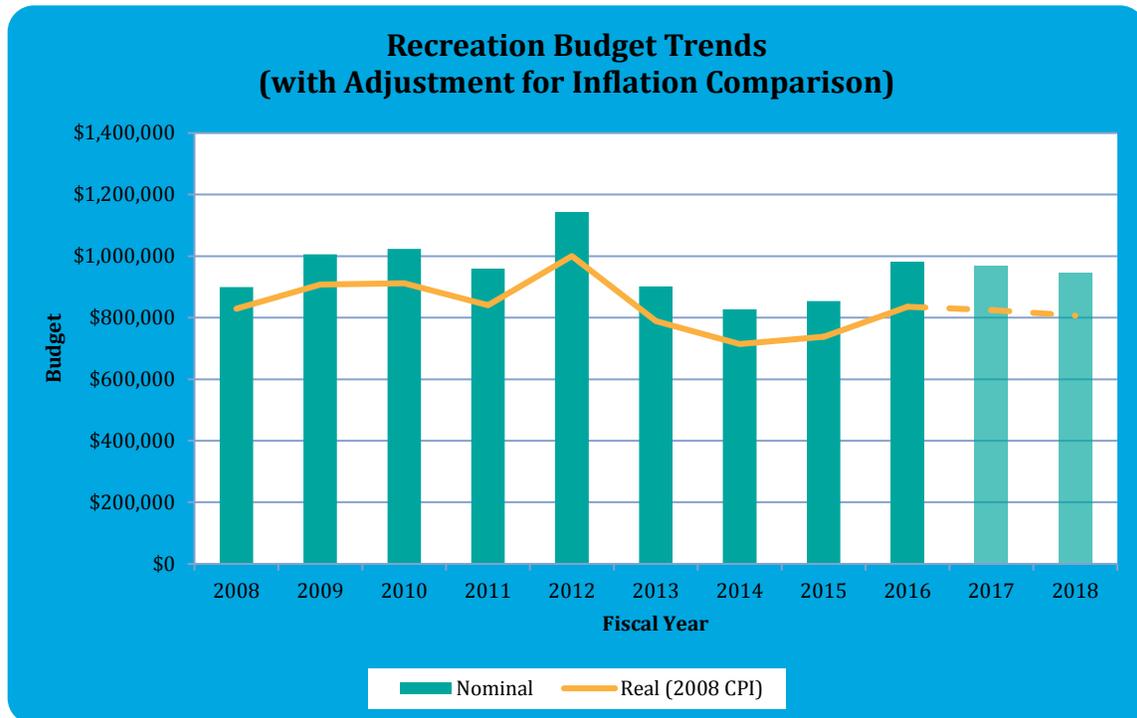
- Began Implementation of Royal Lane Park Phase 1A
- Expanded Outdoor Basketball Court at Newkirk Park
- Installed Outdoor Basketball Court at Royal Lane Park
- Partnered with the Sampson County Arts Council to conduct Easter Egg Hunt
- Hosted a combined Mother/Son & Father Son Dance at the Bellamy Center
- Hosted Mid-Carolina Senior Games horseshoes and shuffleboard at Royal Lane Park
- Partnered with Cooperative Extension, 4-H, Sampson County Arts Council, Clinton Main Street Program, and the Clinton Planning Department to provide Halloween on the Square event
- Conducted the Children's Christmas Toy Program at the Sampson Center
- Implemented instructional basketball program for ages 5-9 through partnership with the Clinton High School Varsity Boys and Girls Basketball teams
- Sanctioned youth baseball with Dixie, Inc.
- Offered Fruity Bingo program
- Installed New A/C unit in hallway/restroom at Sampson Center
- Installed New Athletic Storage Building at Royal Lane Park
- Attended a Certified Playground Safety Inspection (CPSI) Course to learn more about playground safety/installation
- Attended a Certified Pool Operator Course
- Attended year one of two year program for Director's School

FY2017-2018 Action Items & Initiatives

- Complete implementation of Royal Lane Park Phase 1A
- Implement new athletic activities for citizens
- Implement signage for marketing department programs and events
- Partner with schools and businesses to advertise department programs and events
- Implement program guides for the department to better market classes, events, and athletics
- Implement naming rights for Royal Lane Park Master Plan
- Expand the number of baseball/softball tournaments at Royal Lane Park

FY2017-2018 Budget Highlights

The FY17-18 Recreation and Parks budget reflects a 7.63 percent decrease from FY16-17. This decrease is primarily due to a reduction in capital costs. At \$946,300, the Recreation budget accounts for 10.15 percent of the General Fund budget and is equivalent to \$.12 on the tax rate. The City plans to spend \$108.27 per capita for Recreation in FY17-18. The FY17-18 budget includes \$11,500 in capital expenditures for recreation. This includes a scoreboard replacement for field 4.



Budget Summary

Expenditures by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$429,997	\$501,700	\$459,579	\$531,300	5.90%
Benefits	\$61,357	\$72,900	\$69,632	\$82,000	12.48%
Operating	\$317,538	\$343,900	\$332,463	\$321,500	-6.51%
Capital	\$171,176	\$106,000	\$106,000	\$11,500	-89.15%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$980,068	\$1,024,500	\$967,674	\$946,300	-7.63%

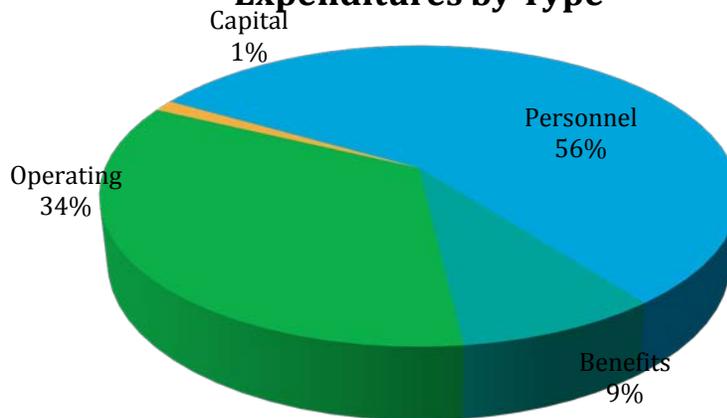
Revenues by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$980,068	\$1,024,500	\$967,674	\$946,300	-7.63%
Total	\$980,068	\$1,024,500	\$967,674	\$946,300	-7.63%

Personnel

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	10.00	9.00	9.00	9.00	0.00%
Part-time	8.00	6.00	6.00	6.00	0.00%
Total	18.00	15.00	15.00	15.00	0.00%

**Recreation and Parks
Expenditures by Type**



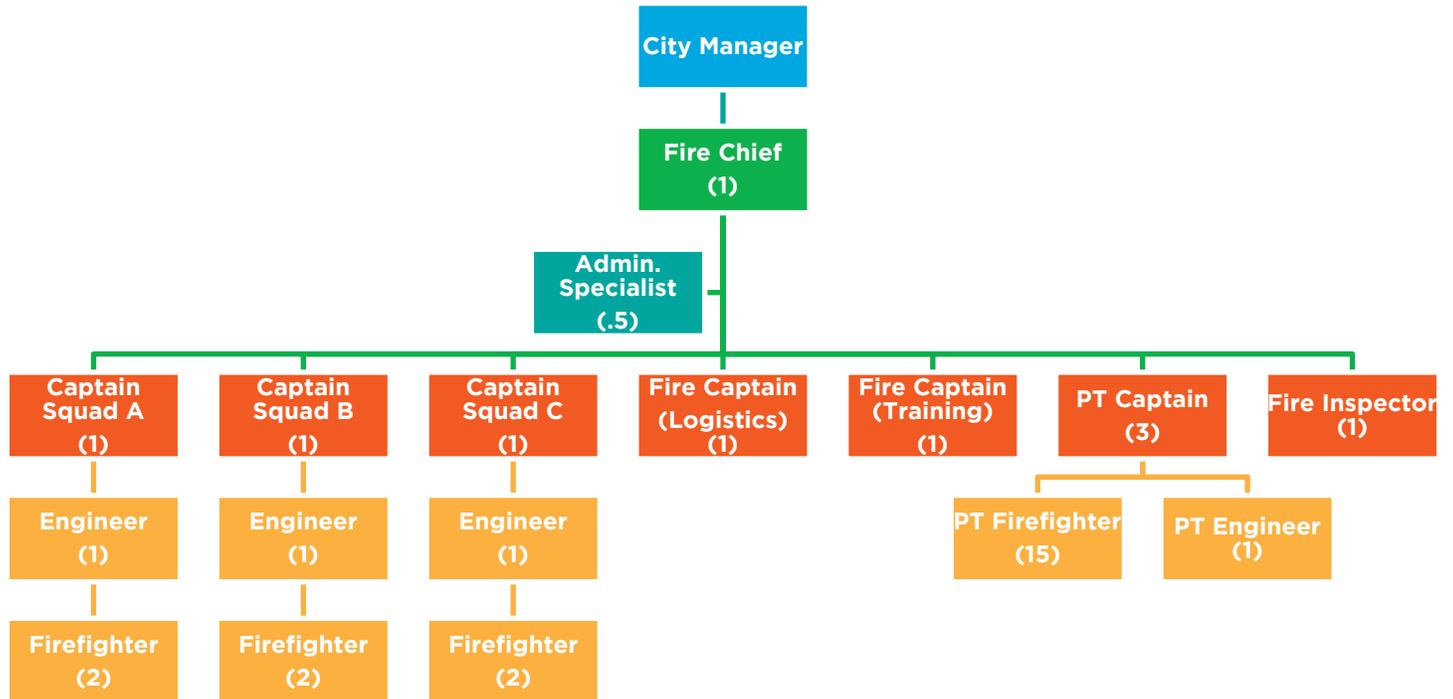
Expenditures by Line Item

Recreation & Parks Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$312,258	\$331,000	\$324,172	\$339,400	2.54%
Salaries/Part-Time	\$88,616	\$135,000	\$104,480	\$154,100	14.15%
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$29,123	\$35,700	\$30,927	\$37,800	5.88%
Group Insurance	\$38,152	\$48,600	\$43,239	\$56,200	15.64%
Retirement	\$23,205	\$24,300	\$26,393	\$25,800	6.17%
Telephone	\$6,522	\$7,500	\$5,579	\$6,500	-13.33%
Printing & Office Supplies	\$12,189	\$15,000	\$14,000	\$17,000	13.33%
Utilities	\$69,138	\$68,000	\$81,419	\$70,000	2.94%
Utilities- Fields	\$17,093	\$17,500	\$11,051	\$15,000	-14.29%
Travel & Education	\$3,468	\$9,400	\$6,500	\$6,500	-30.85%
Maint. & Repairs/Building	\$28,320	\$15,000	\$23,000	\$11,000	-26.67%
Maint. & Repairs/Equipment	\$20,188	\$15,000	\$16,500	\$15,000	0.00%
Pool Supplies & Maint.	\$22,669	\$26,500	\$15,000	\$21,000	-20.75%
Maint. & Repairs/Fields	\$21,336	\$26,000	\$26,500	\$22,000	-15.38%
Maint. & Repairs/Auto	\$1,546	\$3,000	\$2,000	\$2,500	-16.67%
Advertising	\$3,482	\$5,000	\$5,000	\$6,000	20.00%
Fuel	\$4,277	\$6,000	\$6,439	\$6,000	0.00%
Departmental Supplies	\$12,595	\$18,000	\$14,000	\$17,000	-5.56%
Athletic Supplies	\$25,597	\$32,000	\$28,000	\$27,500	-14.06%
Bellamy Center Supplies	\$6,679	\$9,000	\$5,600	\$6,400	-28.89%
Sampson Center Programs	\$483	\$1,500	\$1,000	\$1,000	-33.33%
Children's Toy Program	\$1,188	\$1,500	\$1,000	\$1,200	-20.00%
Uniforms	\$7,359	\$6,600	\$2,671	\$6,000	-9.09%
Team Uniforms	\$16,651	\$21,000	\$14,715	\$20,000	-4.76%
Contract Services	\$20,210	\$20,500	\$32,000	\$22,100	7.80%
Officials	\$0	\$1,000	\$0	\$0	-100.00%
Dues & Subscription	\$700	\$8,000	\$1,000	\$1,000	-87.50%
Workman's Comp	\$7,137	\$1,200	\$9,500	\$9,900	725.00%
Insurance/Auto	\$1,098	\$7,200	\$928	\$1,000	-86.11%
Insurance/Building	\$6,861	\$2,500	\$7,063	\$7,400	196.00%
Miscellaneous	\$752	\$106,000	\$2,000	\$2,500	-97.64%
Capital Outlay/Improvements	\$72,091	\$0	\$0	\$0	#DIV/0!
Capital Outlay/Equipment	\$99,085	\$106,000	\$106,000	\$11,500	-89.15%
Total	\$980,068	\$1,024,500	\$967,674	\$946,300	-7.63%

Mission

To protect life and property through effective fire suppression, fire prevention, and public education.

Fire Organization Chart



Description

The Clinton Fire Department provides fire and rescue services for the City of Clinton and Sampson County. The ISO rating in the city is 5 for commercial, and 6 for residential. The Clinton Fire Department is a certified heavy rescue provider with the North Carolina Association of Rescue and Emergency Medical Services (EMS), as well as trench rescue, confined space rescue, rope rescue, and structural collapse rescue provider. The Fire Chief directs the Fire Department with the assistance of four (4) fulltime and three (3) part-time captains. The department includes an additional ten (10) fulltime firefighters and 21 part-time firefighters. The Fire Department main office is located at 222 Wall St., Clinton, NC. For more information about the Fire Department, please contact the department at 910-299-4902 or sphillips@cityofclintonnc.us.

FY 2016-2017 Accomplishments

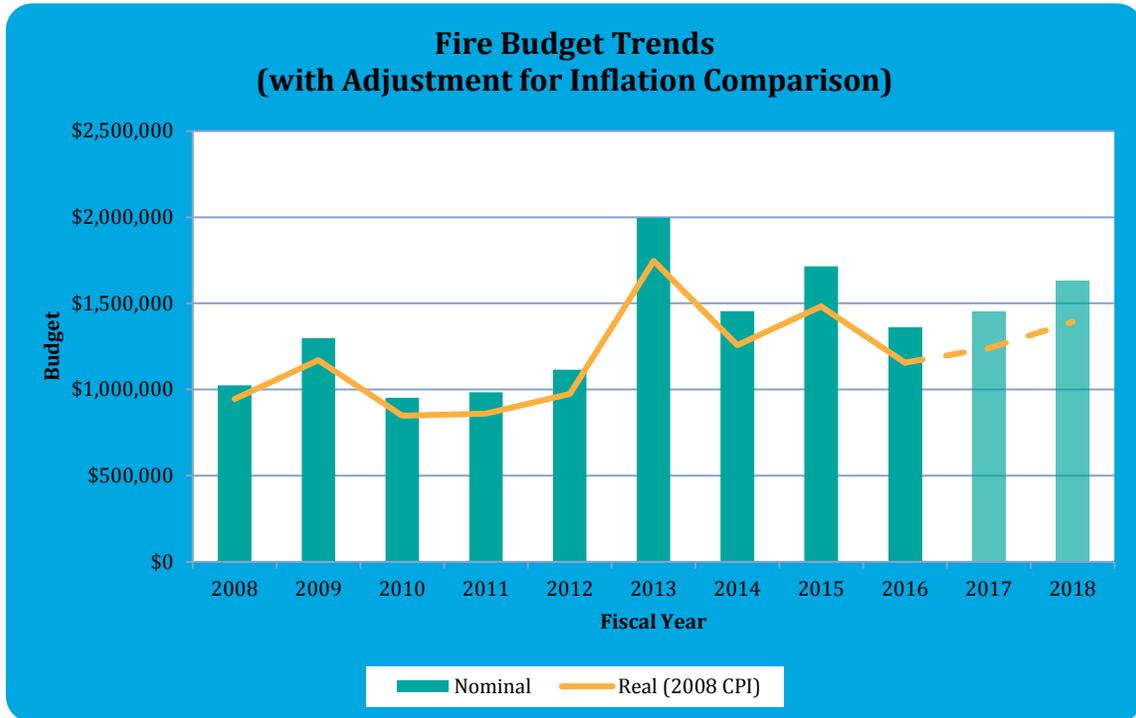
- Completed our rating and maintained a 5 in the City
- Responded to 792 calls for service
- Responded to 52 structure fires
- Provided and installed 21 smoke detectors at no cost to residents
- Provided fire safety education to over 3,000 students
- Implemented the Inspection Program with over 300 inspections completed
- Completed 300 preplans

FY2017-2018 Action Items & Initiatives

- Continue pre-incident surveys
- Continue our project with School System for the firefighter program
- Continue our relationships with Community partners and outreach programs
- Continue to review fire department structure
- Continue to develop a long range plan for the department

FY2017-2018 Budget Highlights

The Clinton Fire Department budget reflects a 12.25 percent increase for FY17-18. At \$1,632,900 the Fire budget accounts for 17.51 percent of the General Fund budget and is equivalent to \$.21 on the tax rate. The City plans to spend \$186.83 per capita for Fire in FY17-18. Capital items include a light tower for engine 2151. The major increase is a result of the implementation of the classification and compensation study completed in FY16-17 for public safety personnel.



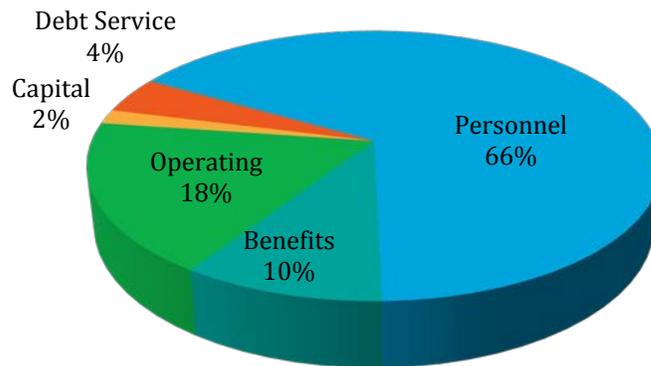
Budget Summary

Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$929,157	\$928,200	\$981,867	\$1,082,400	16.61%
Benefits	\$127,458	\$144,300	\$135,643	\$157,100	8.87%
Operating	\$227,886	\$293,500	\$256,455	\$293,700	0.07%
Capital	\$0	\$17,000	\$8,395	\$28,000	64.71%
Debt Service	\$71,694	\$71,700	\$71,695	\$71,700	0.00%
Total	\$1,356,195	\$1,454,700	\$1,454,055	\$1,632,900	12.25%

Revenues by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$1,356,195	\$1,454,700	\$1,454,055	\$1,632,900	12.25%
Special Dept.	\$0	\$0	\$0	\$0	0.00%
Total	\$1,356,195	\$1,454,700	\$1,454,055	\$1,632,900	12.25%

Personnel					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	11.00	14.00	12.00	15.00	7.14%
Part-time	18.00	18.00	17.00	22.00	22.22%
Total	29.00	32.00	29.00	37.00	15.63%

Fire Expenditures by Type



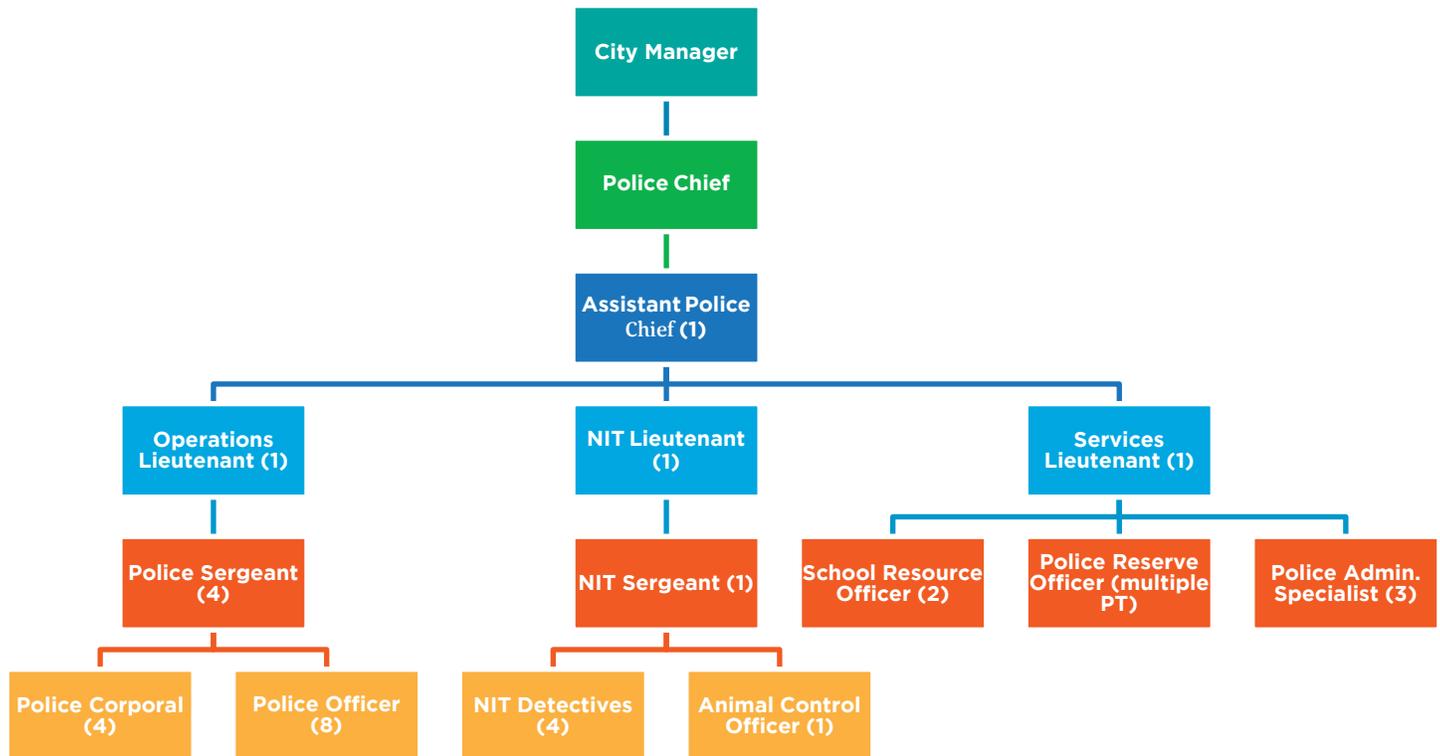
Expenditures by Line Item

Fire Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$609,286	\$587,100	\$636,471	\$667,800	13.75%
Part-Time Workers	\$257,589	\$275,100	\$279,289	\$337,600	22.72%
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$62,282	\$66,000	\$66,106	\$77,000	16.67%
Group Insurance	\$70,911	\$81,000	\$71,353	\$93,600	15.56%
Retirement	\$56,547	\$63,300	\$64,290	\$63,500	0.32%
Transfer To Fireman Fund	\$13,230	\$13,500	\$0	\$0	-100.00%
Telephone	\$4,740	\$5,500	\$4,832	\$5,500	0.00%
Printing & Office Supplies	\$4,578	\$4,000	\$3,000	\$5,000	25.00%
Utilities	\$17,814	\$18,000	\$16,071	\$18,000	0.00%
Travel & Education	\$4,744	\$6,600	\$2,500	\$13,000	96.97%
Fire & Life Safety	\$2,536	\$6,000	\$1,000	\$5,000	-16.67%
Maint. & Repairs/Building	\$21,256	\$9,000	\$9,000	\$12,000	33.33%
Maint. & Repairs/Equipment	\$7,538	\$13,000	\$12,500	\$17,000	30.77%
Maint. & Repairs/Auto	\$11,405	\$19,000	\$26,000	\$24,000	26.32%
Advertising	\$1,917	\$2,000	\$2,000	\$2,000	0.00%
Fuel	\$10,981	\$15,000	\$10,567	\$12,000	-20.00%
Departmental Supplies	\$7,902	\$9,000	\$7,500	\$20,000	122.22%
Tools & Equipment	\$12,082	\$43,400	\$48,500	\$32,000	-26.27%
Haz-Mat Supplies	\$625	\$1,500	\$1,500	\$2,000	33.33%
Uniforms	\$25,157	\$20,000	\$20,755	\$25,000	25.00%
Turn-Out Equipment	\$661	\$12,000	\$11,500	\$18,000	50.00%
Contract Services	\$30,454	\$36,900	\$32,000	\$32,000	-13.28%
Dues & Subscription	\$3,502	\$3,500	\$3,000	\$3,500	0.00%
Workman's Comp	\$24,214	\$31,000	\$24,100	\$25,000	-19.35%
Insurance/Auto	\$12,395	\$13,000	\$9,287	\$9,800	-24.62%
Insurance/Building	\$9,171	\$9,600	\$9,844	\$10,400	8.33%
Miscellaneous	\$984	\$2,000	\$1,000	\$2,500	25.00%
Capital Outlay/Equipment	\$0	\$17,000	\$8,395	\$28,000	64.71%
Debt Service Principle	\$59,910	\$61,300	\$61,270	\$62,700	2.28%
Debt Service Interest	\$11,784	\$10,400	\$10,425	\$9,000	-13.46%
Total	\$1,356,195	\$1,454,700	\$1,454,055	\$1,632,900	12.25%

Mission

To enhance the quality of life the community by building partnerships that will help provide a safe, secure community through proactive and impartial enforcement of the laws of North Carolina and the United States Constitution.

Police Organization Chart



Description

The Clinton Police Department is a full service law enforcement agency and is recognized by CALEA. The department is responsible for the enforcement of all local and state laws and the investigation of any crimes within the city limits of Clinton, North Carolina. The Police Chief directs the department with one captain and two lieutenants who oversee the administrative and operational divisions. The department consists of 28 full-time sworn police officers, three (3) civilian support staff members, one (1) animal control officer (non-sworn), and reserve officers. The Police Department is located at 222 Lisbon St., Clinton, NC. For more information about the Police Department, please contact the department at 910-592-3105 or dedwards@cityofclintonnc.us.

FY2016-2017 Accomplishments

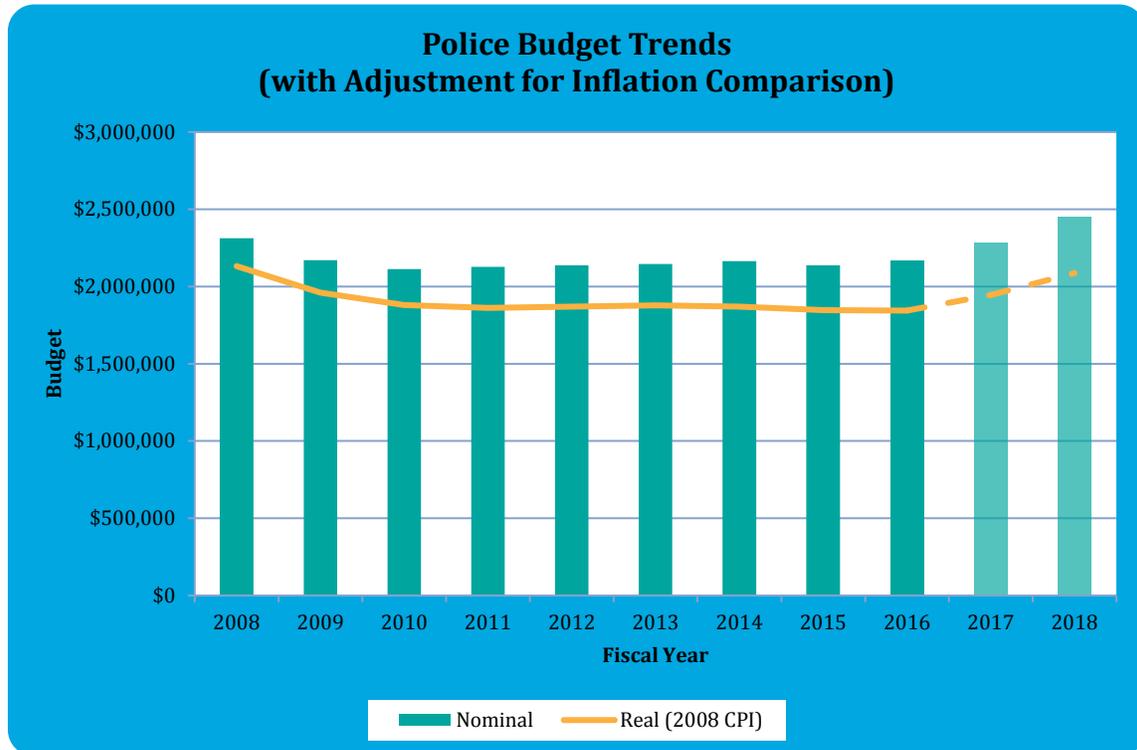
- Secured grant to help replace one third of the departments hand held radios
- Started the Body Worn Camera and In Car Video camera integration with vehicle replacement program
- Held the 4rd annual Latino Community Meeting, partnering with the Juntos Club at Clinton High School
- Expanded TIP411 to include social media to enhance communications with citizens wishing to report crime and quality of life issues
- Published publicly an annual report on Internal Affairs issues like bias base traffic stops, use of force, & citizen complaints to enhance the Department's transparency
- Upgraded the software used to track administrative investigations involving citizen complaints and use of force
- Increased the storage area for the existing evidence room
- Obtained national re-accreditation with CALEA
- Trained 46% of agency in Crisis Intervention Techniques
- Partnered with local mental health organization to develop mobile crisis teams dealing with persons with mental impairments or persons in crisis
- Provided management level training to first line supervisors
- Hosted a college intern from Simple Gifts program for 6 weeks
- Opened substation at Dogwood Circle
- Secured grant for bicycle helmets to promote bicycle safety for the youth

FY2017-2018 Action Items & Initiatives

- Continue replacement program for hand held police radios to complete by 2019
- Continue integration of the Body Worn Cameras and the In-Car Cameras
- Complete Citizen satisfaction survey
- Partner with local churches to host Police Summer Camp
- Partner with community groups to sponsor National Night Out.
- Work with HR to implement recommendations of MAPS to improve retention and recruitment
- Seek opportunities to partner with community groups and other organizations to utilize the Dogwood Circle substation to address neighborhood concerns and help improve the quality of life for the community.
- Reorganize property and evidence storage for more efficient property management system
- Obtain software and training to enhance crime analysis programs to improve police operations and services
- Continue to participate in Governor's Highway Safety Program and traffic related safety campaigns to increase public awareness and reduce collisions
- Continue training department personnel in Crisis Intervention Techniques that focuses on de-escalation skills for persons with mental impairments or persons in crisis

FY2017-2018 Budget Highlights

The Police Department budget is 5.92 percent more in FY17-18. At \$2,448,300, the Police budget accounts for 26.26 percent of the General Fund budget and is equivalent to \$.318 on the tax rate. The City plans to spend \$280.13 per capita for Police in FY17-18. Capital expenditures in the FY17-18 Police budget represent three (3) police vehicles as part of the department’s annual replacement program. The increase is due to implementation of the classification and compensation study completed in FY16-17 for public safety personnel.



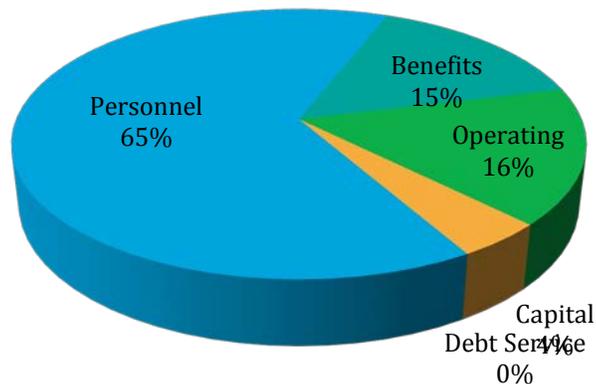
Budget Summary

		Expenditures by Type				
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change	
Personnel	\$1,361,979	\$1,394,700	\$1,402,575	\$1,574,500	12.89%	
Benefits	\$276,103	\$322,700	\$302,543	\$372,200	15.34%	
Operating	\$380,161	\$433,800	\$391,039	\$397,600	-8.34%	
Capital	\$119,870	\$135,000	\$160,287	\$104,000	-22.96%	
Debt Service	\$25,289	\$25,300	\$25,289	\$0	0.00%	
Total	\$2,163,402	\$2,311,500	\$2,281,733	\$2,448,300	5.92%	

		Revenues by Type				
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change	
General	\$2,163,402	\$2,311,500	\$2,281,733	\$2,448,300	5.92%	
Total	\$2,163,402	\$2,311,500	\$2,281,733	\$2,448,300	5.92%	

		Personnel				
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change	
Full-time	34.00	33.00	32.00	32.00	-3.03%	
Part-time	2.00	-	-	-	0.00%	
Total	36.00	33.00	32.00	32.00	-3.03%	

Police Expenditures by Type



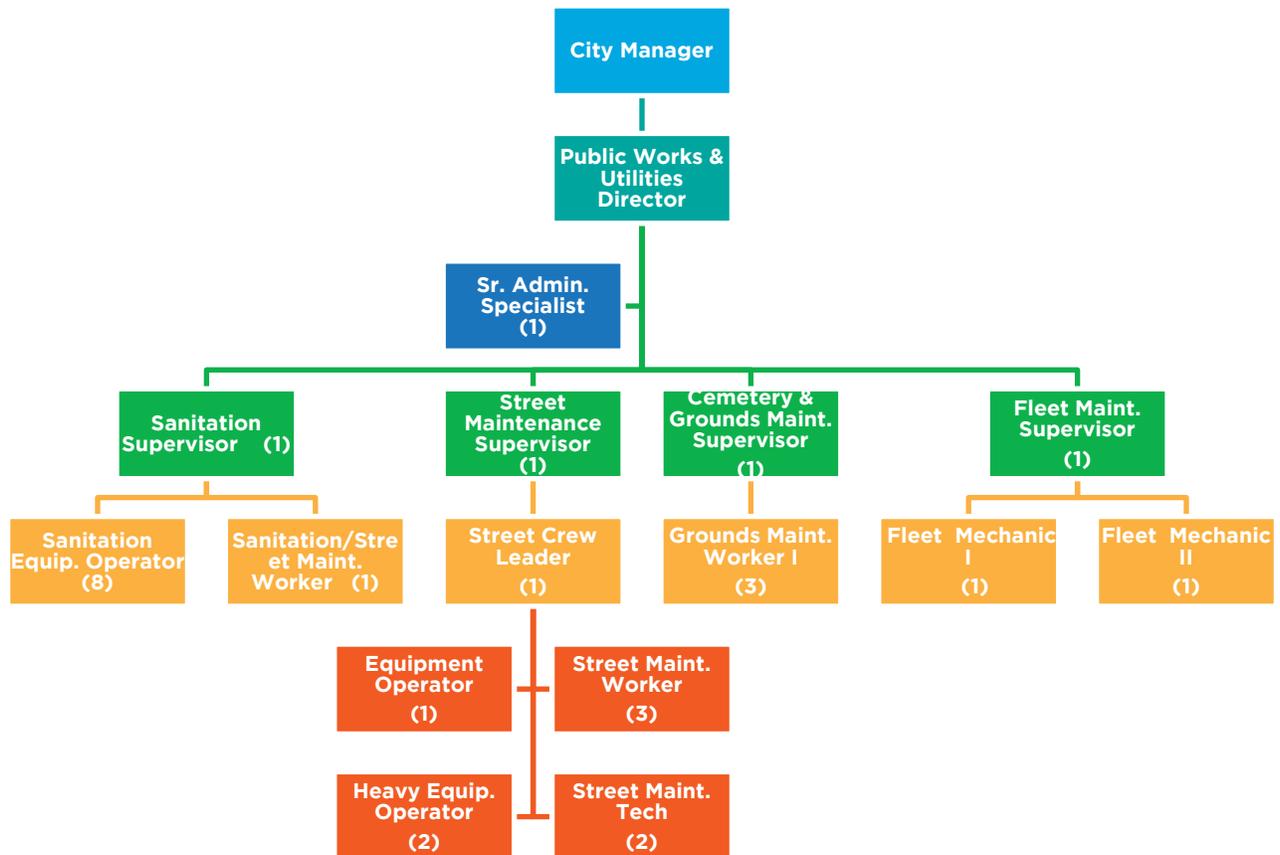
Expenditures by Line Item

Police Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$1,071,780	\$1,097,800	\$1,122,530	\$1,257,000	14.50%
Salaries/Hud Officers	\$31,060	\$32,000	\$34,576	\$40,900	27.81%
School Officers	\$81,535	\$80,400	\$64,866	\$85,600	6.47%
Separation Allowance Salaries	\$85,369	\$85,400	\$85,368	\$79,100	-7.38%
Professional Services	\$8,231	\$11,000	\$11,000	\$7,500	-31.82%
FICA	\$92,235	\$99,100	\$95,235	\$111,900	12.92%
Group Insurance	\$144,419	\$172,800	\$155,601	\$199,700	15.57%
Retirement	\$82,780	\$96,000	\$96,261	\$110,100	14.69%
401(K)	\$48,904	\$53,900	\$50,681	\$62,400	15.77%
Telephone	\$20,014	\$20,000	\$19,925	\$20,000	0.00%
Printing & Office Supplies	\$5,189	\$24,000	\$10,000	\$10,000	-58.33%
Utilities	\$12,087	\$12,000	\$11,179	\$12,500	4.17%
Travel & Education	\$12,672	\$20,000	\$18,000	\$10,000	-50.00%
Maint. & Repairs/Building	\$33,807	\$11,000	\$7,000	\$32,000	190.91%
Maint. & Repairs/Equipment	\$12,876	\$12,000	\$7,000	\$7,000	-41.67%
Maint. & Repairs/Auto	\$33,861	\$45,000	\$30,000	\$35,000	-22.22%
Equipment Rental	\$0	\$500	\$250	\$500	0.00%
Advertising	\$1,448	\$1,000	\$4,000	\$1,500	50.00%
Fuel	\$48,028	\$70,000	\$44,188	\$55,000	-21.43%
Departmental Supplies	\$85,406	\$75,400	\$86,595	\$70,000	-7.16%
Uniforms	\$19,900	\$25,500	\$30,820	\$25,000	-1.96%
Contract Services	\$24,320	\$37,500	\$45,142	\$39,500	5.33%
Dues & Subscription	\$3,299	\$1,600	\$1,500	\$1,500	-6.25%
CALEA Accreditation Fees	\$4,065	\$4,100	\$4,595	\$4,600	12.20%
Workman's Comp	\$29,692	\$31,200	\$30,000	\$31,500	0.96%
Insurance/Auto	\$10,944	\$14,000	\$11,396	\$12,000	-14.29%
Insurance/Building	\$3,753	\$4,000	\$3,752	\$5,000	25.00%
Insurance/Public Liability	\$8,900	\$10,000	\$12,197	\$13,500	35.00%
Miscellaneous	\$1,106	\$1,000	\$1,000	\$1,000	0.00%
K-9	\$563	\$3,000	\$1,500	\$3,000	0.00%
Capital Outlay/Equipment	\$119,870	\$135,000	\$160,287	\$104,000	-22.96%
Debt Service Principal	\$22,100	\$24,200	\$24,165	\$0	-100.00%
Debt Service Interest	\$3,189	\$1,100	\$1,124	\$0	-100.00%
Total	\$2,163,402	\$2,311,500	\$2,281,733	\$2,448,300	5.92%

The Public Works and Utilities Department provides many essential services for citizens, including refuse collection (both residential and commercial), buildings and grounds maintenance, street and sidewalk construction and maintenance, environmental services, fleet maintenance, cemetery management and maintenance, and pest control. Other important services the department provides are ensuring safe drinking water to the public and the treatment of wastewater. Public Works and Utilities consist of seven divisions: City Garage, Grounds & Cemetery Maintenance, Sanitation, Streets, Utility Line Maintenance, Wastewater Treatment, and Water Production. The four (4) Public Works divisions (City Garage, Grounds & Cemetery Maintenance, Sanitation, and Streets) are funded through the General Fund and the three (3) Public Utilities divisions are funded through the Water and Sewer Fund. Each Public Works and Utilities division has a mission statement but also collectively share a mission statement:

To provide the highest quality of customer service to residents, businesses, and visitors through professional, friendly, efficient, effective, and sustainable delivery of design, construction, maintenance, and operation of City infrastructure and facilities in order to protect the health, safety, and welfare of our community and to be good stewards of our environment and natural and fiscal resources.

Public Works Organization Chart



Mission

To provide safe, reliable, quality vehicle and equipment fleet maintenance and service, while allowing all City departments to operate without undo interruption.

Description

The City Garage ensures the maintenance and repair of over 200 units of equipment and vehicles owned and operated by the City of Clinton. This includes maintenance, repair, and vehicle inspection certification. In addition, the staff assists with the repair of operational equipment located at our water pollution control facility, sanitary sewer lift stations, and well sites. The Garage Supervisor and two mechanics operate the garage. The City Garage is located at 200 John St., Clinton, NC. For more information about the City Garage, please contact the Garage Supervisor at 910-299-4905 or rnaylor@cityofclintonnc.us.

FY2016-2017 Accomplishments

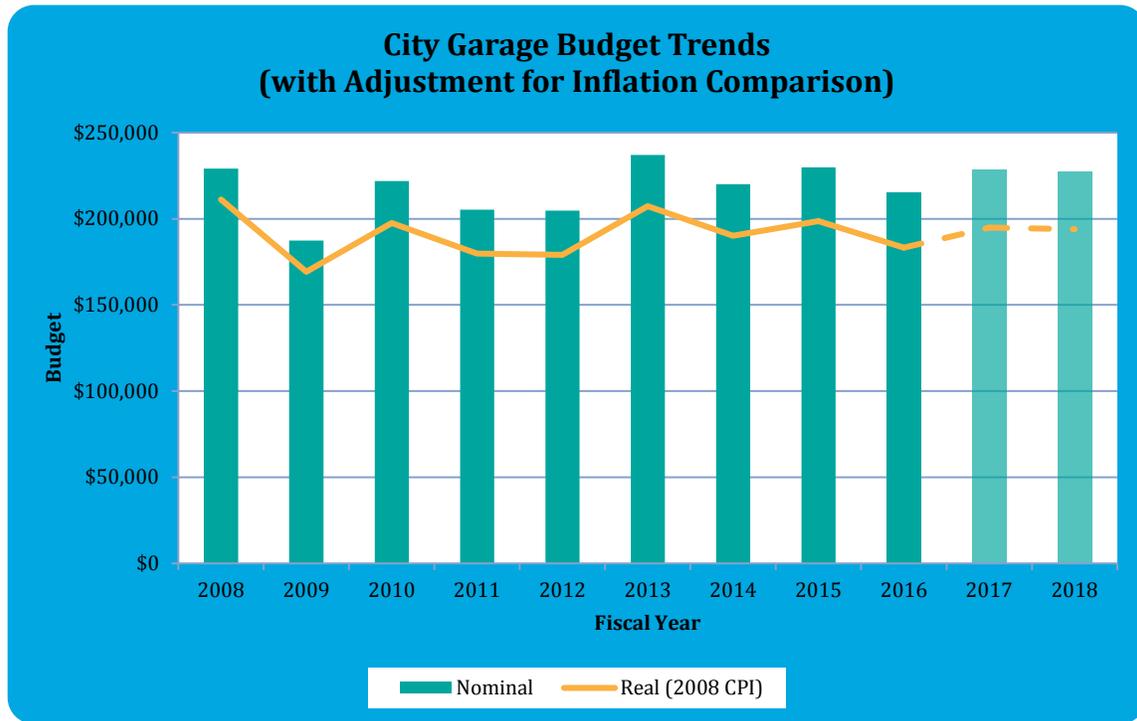
- Continued review and update of tool and equipment inventory
- Continued implementation of vehicle repair and maintenance tracking system
- Continued on time oil changes and vehicle inspections
- Continued repair of cardboard and trash dumpsters
- Rebuilt rear suspensions in Sanitation Trucks SN 43 & 44 in house (\$10,000 savings)
- Remodeled E-Recycle trailer
- Modified sign trailer to accommodate safety cones
- Modified water truck to water grass and wash roadways
- Fabricated manhole covers and storm grates

FY2017-2018 Action Items & Initiatives

- Continue review and update of tool and equipment inventory
- Continue implementation of vehicle repair and maintenance tracking system
- Continue to perform all vehicle inspections and oil changes on time
- Update, increase, and document training for vehicle operation and maintenance
- Develop checklists operation and maintenance
- Perform overhaul of excavator trailer and truck
- Rebuild blower housing on leaf machine

FY2017-2018 Budget Highlights

The City Garage budget for FY17-18 reflects a 0.48 percent decrease. At \$227,500, the Garage budget accounts for 2.44 percent of the General Fund budget and is equivalent to \$.03 on the tax rate. The City plans to spend \$26.03 per capita for Garage operations in FY17-18. The Garage budget does not include any capital expenses.



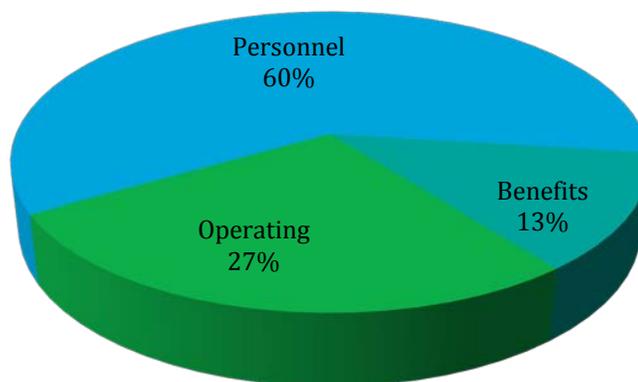
Budget Summary

Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$131,403	\$136,000	\$135,534	\$137,200	0.88%
Benefits	\$23,789	\$25,500	\$25,487	\$28,400	11.37%
Operating	\$59,765	\$67,100	\$67,586	\$61,900	-7.75%
Capital	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$214,957	\$228,600	\$228,607	\$227,500	-0.48%

Revenues by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$214,957	\$228,600	\$228,607	\$227,500	-0.48%
Total	\$214,957	\$228,600	\$228,607	\$227,500	-0.48%

Personnel					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	3.00	3.00	3.00	3.00	0.00%
Part-time	-	-	-	-	0.00%
Total	3.00	3.00	3.00	3.00	0.00%

**Public Works: City Garage
Expenditures by Type**



Expenditures by Line Item

City Garage Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$122,447	\$126,300	\$126,269	\$127,400	0.87%
FICA	\$8,956	\$9,700	\$9,265	\$9,800	1.03%
Group Insurance	\$15,581	\$16,200	\$16,219	\$18,700	15.43%
Retirement	\$8,208	\$9,300	\$9,268	\$9,700	4.30%
Telephone	\$3,686	\$2,500	\$2,824	\$3,500	40.00%
Printing & Office Supplies	\$1,523	\$1,500	\$0	\$1,500	0.00%
Utilities	\$14,122	\$15,000	\$12,639	\$15,000	0.00%
Travel & Education	\$653	\$2,000	\$1,532	\$2,000	0.00%
PW Complex Maint.	\$16,427	\$20,000	\$25,000	\$15,000	-25.00%
Maint. & Repairs/Equipment	\$2,620	\$3,000	\$4,500	\$3,000	0.00%
Maint. & Repairs/Auto	\$1,377	\$1,500	\$1,500	\$1,500	0.00%
Advertising	\$0	\$500	\$0	\$300	-40.00%
Fuel	\$1,090	\$1,600	\$1,500	\$1,600	0.00%
Departmental Supplies	\$3,334	\$5,000	\$4,500	\$4,500	-10.00%
Small Tools	\$3,111	\$3,000	\$2,800	\$3,000	0.00%
Uniforms	\$3,512	\$2,500	\$2,353	\$2,500	0.00%
Safety Supplies	\$827	\$1,000	\$500	\$1,000	0.00%
Contract Services	\$0	\$0	\$470	\$0	#DIV/0!
Workman's Comp	\$3,728	\$4,000	\$3,500	\$3,300	-17.50%
Insurance/Auto	\$159	\$200	\$157	\$200	0.00%
Insurance/Building	\$3,373	\$3,600	\$3,611	\$3,800	5.56%
Miscellaneous	\$223	\$200	\$200	\$200	0.00%
Total	\$214,957	\$228,600	\$228,607	\$227,500	-0.48%

Mission

To provide quality services, consistent with responsible fiscal and environmental stewardship, to support the landscape maintenance and landscape construction needs of the City and its citizens. To provide professional care and maintenance of cemetery grounds and open spaces to preserve a peaceful and dignified memorial.

Description

The Cemetery and Grounds Maintenance Division is responsible for operations and maintenance of the city's cemeteries (Springvale and Sandhill), the grounds upkeep of city buildings, and pest control throughout the city. The division consists of the Grounds Superintendent and three grounds workers. Grounds and Cemetery Maintenance is located at 200 John St., Clinton, NC. For more information about cemeteries, grounds maintenance, or mosquito control, please contact the Grounds Superintendent at 910-299-4905 or bdraughon@cityofclintonnc.us.

FY2016-2017 Accomplishments

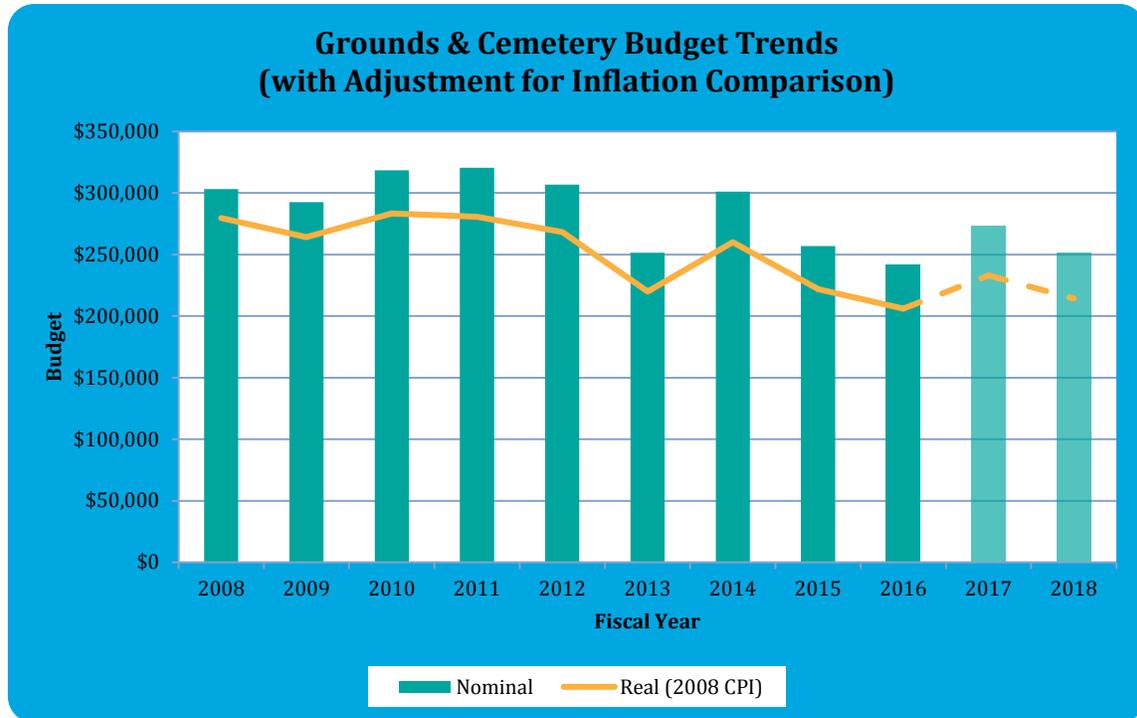
- Removed more than 30 mowing obstructions in cemeteries
- Maintained all grave sites without use of herbicide
- Reduced general cemetery related complaints
- Provided mosquito control city-wide weekly in season utilizing Mobile 311 documentation
- Trained staff and developed shop to conduct in-house maintenance and repair of equipment
- Installed all corner markers within one week of purchase
- Continued use of inmate labor program through local DOC
- Installed tree park at Springvale Cemetery
- Assisted Streets Division with airport fence-line cleanup
- Assisted Streets Division with Willow Road Pedestrian Park

FY2017-2018 Action Items & Initiatives

- Reduce mowing cycles to once every ten days
- Implement safety & accident free program
- Implement standards for contracted labor in cemeteries related to internments
- Seek turf and ornamental pesticide license for all grounds staff
- Develop open spaces for public use
- Maintain cemeteries with minimum damages to personal property
- Implement trial growth regulators for lawn maintenance
- Meet quarterly with cemetery advisory board
- Provide mosquito control weekly city wide once per week July through September
- Purchase equipment to move dirt for repair to sinking graves
- Develop strategy to improve consistency in grass growth rate
- Assist in final Dog Park installation

FY2017-2018 Budget Highlights

The FY17-18 Grounds and Cemetery budget reflects a 19.65 percent decrease from FY16-17. At \$251,400, the Grounds and Cemetery budget accounts for 2.7 percent of the General Fund budget and is equivalent to \$.033 on the tax rate. The City plans to spend \$38.76 per capita for Grounds and Cemetery maintenance in FY17-18. The Grounds budget includes capital improvements in re-surfacing cemetery roads (\$15,000). The decrease in the overall budget is due to a reduction in capital for FY17-18.



Budget Summary

Expenditures by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$119,777	\$127,500	\$103,591	\$126,400	-0.86%
Benefits	\$25,142	\$30,300	\$21,636	\$34,000	12.21%
Operating	\$78,654	\$88,100	\$83,679	\$76,000	-13.73%
Capital	\$18,184	\$67,000	\$64,500	\$15,000	-77.61%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$241,757	\$312,900	\$273,405	\$251,400	-19.65%

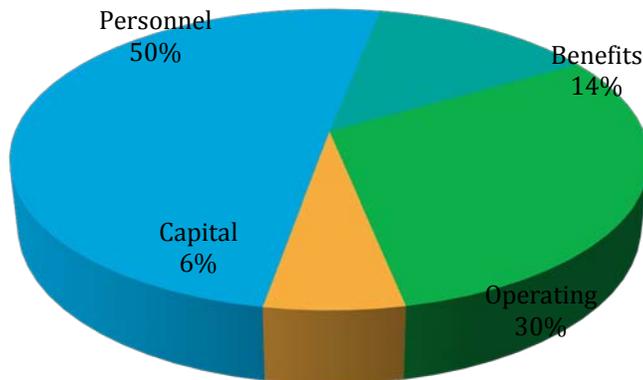
Revenues by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$216,757	\$252,900	\$229,805	\$206,400	-18.39%
Cemetery	\$25,000	\$60,000	\$43,600	\$45,000	-25.00%
Total	\$241,757	\$312,900	\$273,405	\$251,400	-19.65%

Personnel

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	4.00	4.00	4.00	4.00	0.00%
Part-time	-	-	-	-	0.00%
Total	4.00	4.00	4.00	4.00	0.00%

**Public Works: Grounds Maintenance
Expenditures by Type**



Expenditures by Line Item

Grounds Maintenance Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$112,095	\$118,400	\$96,864	\$117,400	-0.84%
Temporary Salaries	\$0	\$0	\$0	\$0	#DIV/0!
Professional Services	\$5,301	\$5,000	\$8,107	\$5,000	0.00%
FICA	\$7,682	\$9,100	\$6,726	\$9,000	-1.10%
Group Insurance	\$19,576	\$21,600	\$16,219	\$25,000	15.74%
Retirement	\$5,566	\$8,700	\$5,417	\$9,000	3.45%
Telephone	\$1,071	\$1,000	\$1,012	\$1,000	0.00%
Printing & Office Supplies	\$387	\$500	\$115	\$400	-20.00%
Utilities	\$150	\$500	\$151	\$300	-40.00%
Travel & Education	\$30	\$1,000	\$100	\$1,000	0.00%
Maint. & Repairs/Equipment	\$6,484	\$10,000	\$7,500	\$10,000	0.00%
Maint. & Repairs/Auto	\$2,929	\$2,500	\$2,500	\$2,500	0.00%
Advertising	\$0	\$1,000	\$200	\$500	-50.00%
Fuel	\$7,658	\$11,000	\$7,451	\$8,500	-22.73%
Departmental Supplies	\$21,177	\$25,000	\$20,000	\$20,000	-20.00%
Special Tools	\$2,780	\$3,000	\$2,000	\$2,500	-16.67%
Uniforms	\$2,668	\$2,500	\$2,107	\$2,500	0.00%
Safety Supplies	\$1,564	\$1,500	\$1,600	\$1,500	0.00%
Contract Services	\$16,687	\$10,000	\$25,000	\$15,000	50.00%
Workman's Comp	\$7,022	\$10,000	\$2,000	\$1,900	-81.00%
Insurance/Auto	\$1,202	\$1,300	\$1,064	\$1,100	-15.38%
Miscellaneous	\$300	\$300	\$300	\$300	0.00%
Capital Outlay Improvement	\$0	\$55,000	\$54,500	\$15,000	-72.73%
Capital Outlay/Equipment	\$18,184	\$12,000	\$10,000	\$0	-100.00%
Cemetery Markers	\$1,244	\$2,000	\$2,473	\$2,000	0.00%
Total	\$241,757	\$312,900	\$273,405	\$251,400	-19.65%

Mission

To provide efficient, reliable, and safe refuse and recycle collection systems/operations to all residents, businesses, and industries within our area of operation in a timely manner while being sound stewards of our environment, following all federal, state and local laws and guidelines.

Description

The Sanitation Division is responsible for residential and commercial refuse and recycling collection and disposal throughout the city. Sanitation crews also pick-up yard waste and maintain the city's recycling drop-off sites. The Sanitation Supervisor oversees a crew consisting of six equipment operators and two utility workers. The Sanitation Division is located at 200 John St., Clinton, NC. For more information about garbage and recycling collection, please contact the Public Works Department at 910-299-4905 or sray@cityofclintonnc.us.

FY2016-2017 Accomplishments

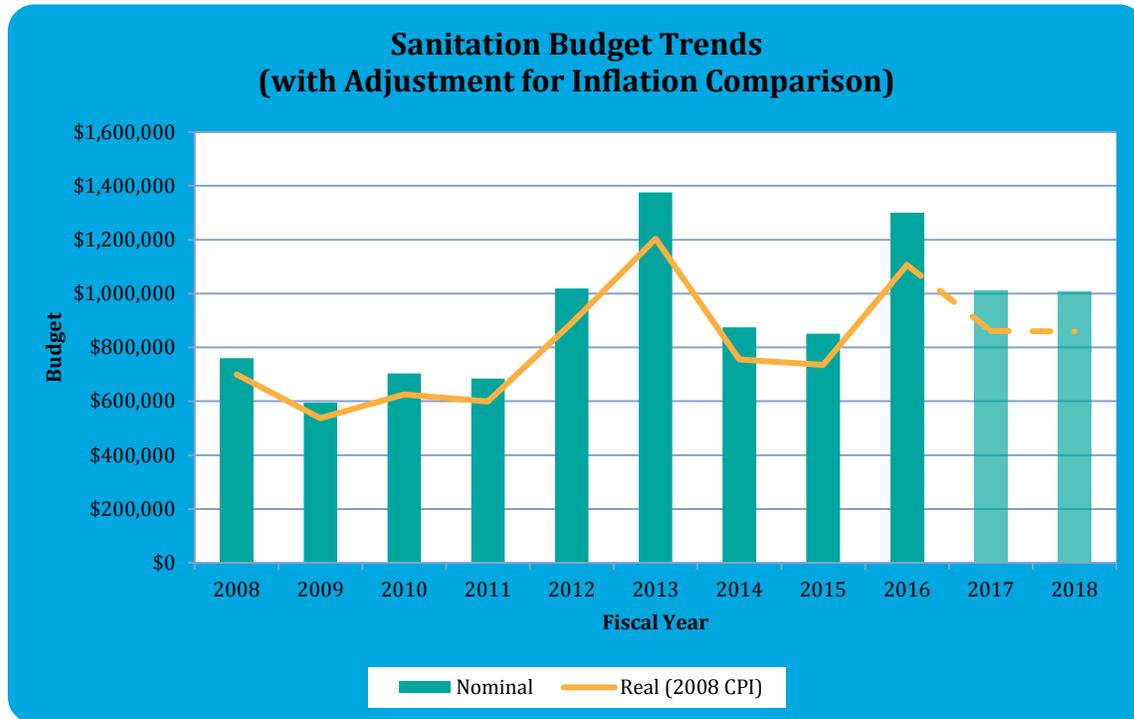
- Maintained 390 commercial waste customers
- Maintained 97 commercial cardboard recycling containers collecting 325 tons of cardboard
- Operated bi-weekly curbside recycle program of 3,000 accounts, collecting 458 tons
- Maintained public schools recycling program
- Maintained single stream and electronics recycling convenience site
- Conducted two city-wide cleanup weeks with 54 tons collected
- Increased public education for curbside recycling
- Maintained weekly loose-leaf collection year round on collection day
- Separated 850 tons of loose leaves from landfill green waste
- Completed audit of residential handicap/elderly exemptions for household garbage collection
- Maintained 100 percent sanitation staff CDL license
- Collected 3,740 tons of commercial solid waste
- Collected 3,888 tons of residential solid waste
- Collected 3,650 tons of residential green waste
- Collected 34.1 tons of electronics recycling
- Collected 432 tons of cardboard recycling
- Collected 440 tons of recyclable material

FY2017-2018 Action Items & Initiatives

- Continue development of plan to compost leaves
- Continue development for standard operating procedures
- Continue Household Hazardous Waste Collection Day
- Evaluate possible multi-family unit recycling initiative
- Evaluate RFID technology for collection vehicles
- Evaluate potential fuel savings
- Evaluate incentives for commercial garbage collections

FY2017-2018 Budget Highlights

The Sanitation FY17-18 budget is up 13.89 percent from FY16-17. At \$1,007,500, the Sanitation budget accounts for 10.8 percent of the General Fund budget and is equivalent to \$.13 on the tax rate. The City plans to spend \$115.28 per capita for sanitation collection in FY17-18. The Sanitation budget increase is due to the implementation of the classification and compensation study recommendation to create a Sanitation Supervisor position and fill from within the current workforce.



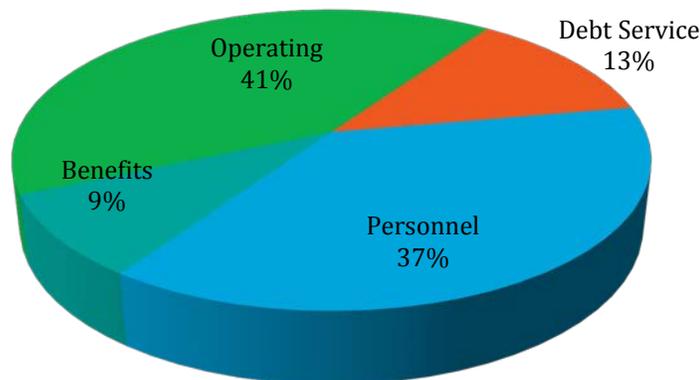
Budget Summary

Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$268,043	\$278,400	\$349,107	\$376,900	35.38%
Benefits	\$43,732	\$62,200	\$70,520	\$89,000	43.09%
Operating	\$397,227	\$415,800	\$462,712	\$415,300	-0.12%
Capital	\$484,820	\$0	\$0	\$0	#DIV/0!
Debt Service	\$104,115	\$128,200	\$128,209	\$126,300	0.00%
Total	\$1,297,937	\$884,600	\$1,010,548	\$1,007,500	13.89%

Revenues by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$1,297,937	\$884,600	\$1,010,548	\$1,007,500	13.89%
Total	\$1,297,937	\$884,600	\$1,010,548	\$1,007,500	13.89%

Personnel					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	8.00	8.00	8.00	9.00	12.50%
Part-time	-	-	-	-	0.00%
Total	8.00	8.00	8.00	9.00	12.50%

**Public Works: Sanitation
Expenditures by Type**



Expenditures by Line Item

Line Item	Sanitation Expenditures			FY 17-18 Budget	Percent Change
	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate		
Salaries	\$250,109	\$258,600	\$325,543	\$350,100	35.38%
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$17,934	\$19,800	\$23,564	\$26,800	35.35%
Group Insurance	\$27,566	\$43,200	\$47,025	\$62,400	44.44%
Retirement	\$16,166	\$19,000	\$23,495	\$26,600	40.00%
Telephone	\$1,250	\$2,000	\$1,587	\$1,700	-15.00%
Printing & Office Supplies	\$3,703	\$5,000	\$5,201	\$5,000	0.00%
Travel & Education	\$284	\$2,000	\$1,000	\$1,500	-25.00%
Maint. & Repairs/Equipment	\$4,708	\$6,000	\$8,481	\$5,000	-16.67%
Recycling Containers	\$0	\$0	\$0	\$0	#DIV/0!
Residential Containers	\$2,059	\$3,000	\$3,000	\$3,000	0.00%
Maint. & Repairs/Comm. Containers	\$1,814	\$4,000	\$3,329	\$4,000	0.00%
Maint. & Repairs/Auto	\$70,017	\$47,500	\$45,000	\$50,000	5.26%
Advertising	\$2,825	\$1,500	\$1,000	\$1,500	0.00%
Fuel	\$32,628	\$63,700	\$60,949	\$55,000	-13.66%
Departmental Supplies	\$3,555	\$4,500	\$3,500	\$3,600	-20.00%
Uniforms	\$3,120	\$3,600	\$4,197	\$4,000	11.11%
Safety Supplies	\$2,217	\$3,000	\$1,500	\$2,000	-33.33%
Contract Services	\$51,608	\$50,000	\$96,000	\$55,000	10.00%
Landfill Tipping Fees	\$199,413	\$200,000	\$209,166	\$205,000	2.50%
Workman's Comp	\$9,938	\$11,000	\$11,000	\$11,000	0.00%
Insurance/Auto	\$7,179	\$8,500	\$7,101	\$7,500	-11.76%
Miscellaneous	\$909	\$500	\$700	\$500	0.00%
Capital Outlay/Equipment	\$484,820	\$0	\$0	\$0	#DIV/0!
Debt Service Principle	\$102,487	\$120,700	\$120,705	\$120,700	0.00%
Debt Service Interest	\$1,628	\$7,500	\$7,504	\$5,600	-25.33%
Total	\$1,297,937	\$884,600	\$1,010,548	\$1,007,500	13.89%

Mission

Maintain and develop streets, right-of-ways (public and sewer), sidewalks, paths, and trails for traveling public both vehicular and pedestrian with an emphasis on aesthetics, quality, and safety, while upholding all federal, state, and local laws/standards.

Description

The Public Works Streets Division is responsible for maintaining the city's 49 miles of roads and assists in maintaining several miles of NCDOT roads. Street maintenance includes all sign maintenance and repair, repair work from utility cuts, annual resurfacing, drainage clearance, storm debris removal, removal of overhanging tree limbs that could pose a hazard to large vehicles or obstruct vision, sweeping, and concrete repair of sidewalks and driveways on city right-of-way. The Street Supervisor supervises the Streets Division, which includes two crew leaders, five utility workers, and three equipment operators. The Streets Division is located at 200 John St., Clinton, NC. For more information about streets, please contact the Public Works Department at 910-299-4905 or sray@cityofclintonnc.us.

FY2016-2017 Accomplishments

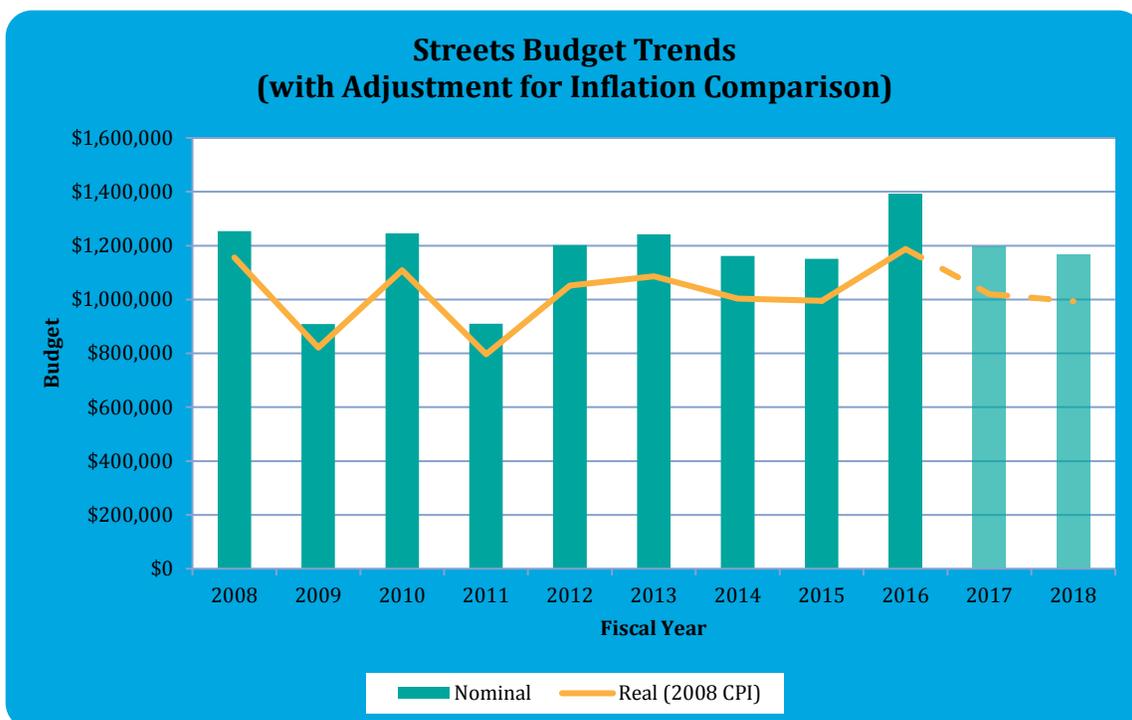
- Completed 1.6 miles of street resurfacing, and 5.97 miles of street crack sealing
- Initiated study for pavement asset management system (Micro Paver- Mobile 311)
- Completed 10 percent of street signage update to Federal Highway Administration standards
- Replaced 1,778 linear feet of sidewalk installation and repair
- Used 51 tons of asphalt hot mix to repair potholes and street root intrusion (11,000 sq. ft.)
- Maintained street right of way, drainage and sewer utility easements
- Maintained all storm drainage without flooding instances on private property
- Maintained an average of 30 hours of street and parking lot sweeping per week
- Audited entire street light inventory for accuracy in billing and outages resulting in \$20,000 refund and reducing monthly cost by over \$2,000
- Assisted Grounds Maintenance with vegetation and tree removal on Airport perimeter fence.

FY2017-2018 Action Items & Initiatives

- Continue annual resurfacing program
- Continue annual sidewalk repair and replacement program
- Continue reflectivity traffic sign replacement program
- Implement Pavement Management System
- Increase street cleaning efforts
- Initiate electronic pavement management system
- Perform storm drain improvements on Sunset, Carolina, Beaverdam, and Woodrow Street
- Audit street light outages quarterly
- Complete street light conversion to LED
- Continue implementation of pavement asset management system
- Continue maintenance of street right of way, drainage and sewer utility easements

FY2017-2018 Budget Highlights

The Streets Division budget for FY17-18 reflects a decrease of 13.5 percent. At \$1,165,600, the Streets budget accounts for 14.80 percent of the General Fund budget and is equivalent to \$.15 on the tax rate. The City plans to spend \$133.36 per capita for Streets operations in FY17-18. Powell Bill revenues of \$254,900 and municipal vehicle tax of \$90,000 will be used toward the City’s street resurfacing program, sidewalks, and storm drainage. Street paving continues to be a high priority for City Council in FY17-18 to maintain the city’s infrastructure and appearance. The Streets budget includes \$58,000 in capital outlay for a sweeper attachment and a 1 ton truck.

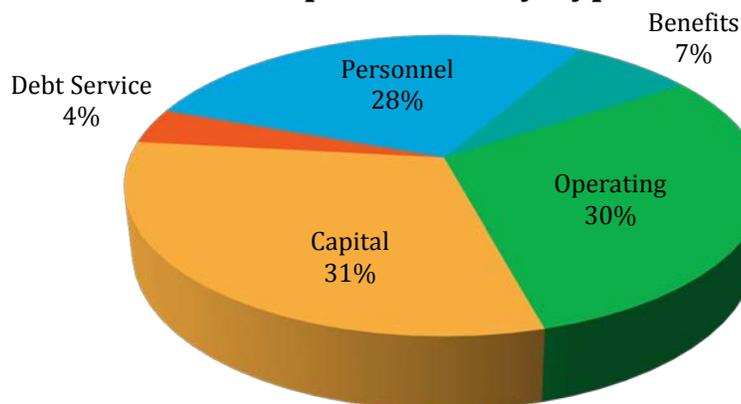


Budget Summary

Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$416,481	\$396,300	\$308,902	\$324,900	-18.02%
Benefits	\$86,628	\$91,900	\$71,245	\$85,300	-7.18%
Operating	\$428,573	\$414,800	\$348,059	\$349,900	-15.65%
Capital	\$422,352	\$400,000	\$423,699	\$361,000	-9.75%
Debt Service	\$38,617	\$44,500	\$44,435	\$44,500	0.00%
Total	\$1,392,651	\$1,347,500	\$1,196,340	\$1,165,600	-13.50%

Revenues by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
General	\$1,132,725	\$1,089,500	\$941,429	\$910,700	-16.41%
Powell Bill	\$259,926	\$258,000	\$254,911	\$254,900	-1.20%
Total	\$1,392,651	\$1,347,500	\$1,196,340	\$1,165,600	-13.50%

Personnel					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	12.00	12.00	12.00	11.00	-8.33%
Part-time	-	-	-	-	0.00%
Total	12.00	12.00	12.00	11.00	-8.33%

**Public Works: Streets
Expenditures by Type**

Expenditures by Line Item

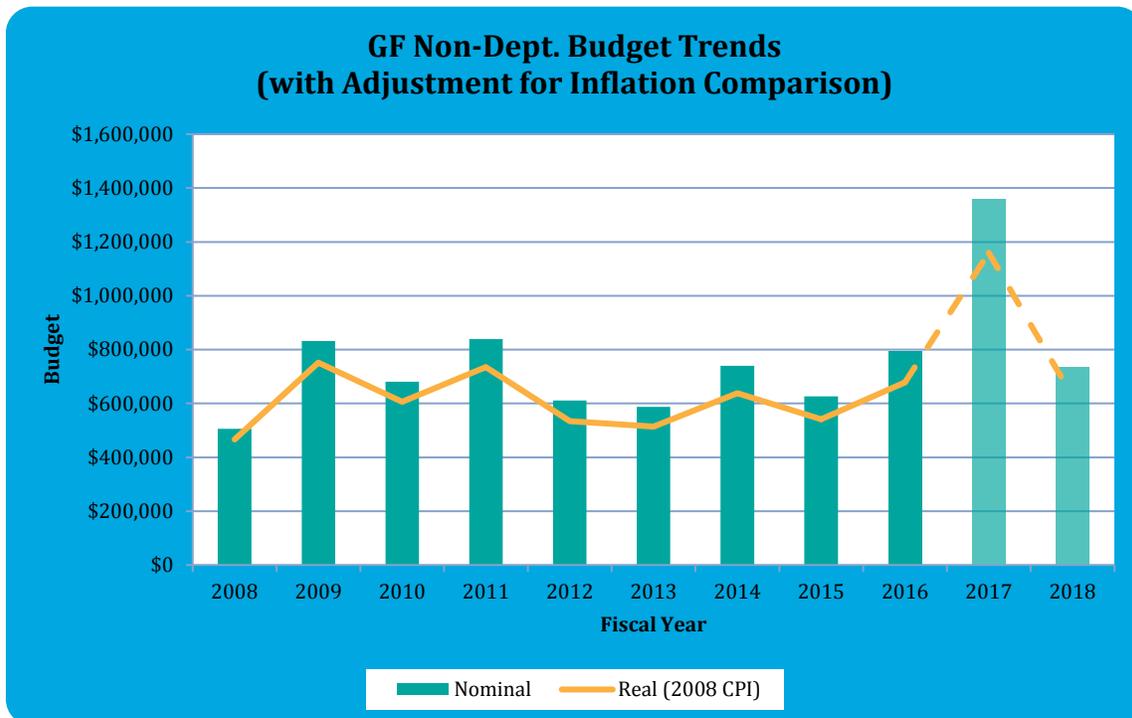
Line Item	Streets Expenditures				
	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$387,613	\$368,100	\$287,511	\$301,800	-18.01%
FICA	\$28,868	\$28,200	\$21,392	\$23,100	-18.09%
Group Insurance	\$60,363	\$64,800	\$50,268	\$62,400	-3.70%
Retirement	\$26,265	\$27,100	\$20,977	\$22,900	-15.50%
Telephone	\$455	\$600	\$420	\$600	0.00%
Travel & Education	\$3,395	\$3,000	\$1,000	\$3,000	0.00%
Maint. & Repairs/Equipment	\$45,143	\$22,000	\$22,000	\$22,000	0.00%
Maint. & Repairs/Auto	\$18,452	\$16,000	\$17,000	\$16,000	0.00%
Advertising	\$518	\$1,500	\$0	\$1,500	0.00%
Fuel	\$24,168	\$25,000	\$19,061	\$18,000	-28.00%
Sandclay & Base Material	\$2,095	\$5,000	\$2,000	\$5,000	0.00%
Asphalt & Concrete	\$14,415	\$15,000	\$14,000	\$15,000	0.00%
Street Maint./Supplies	\$4,694	\$5,000	\$4,800	\$5,000	0.00%
Signs/Signals/Paint	\$6,135	\$6,000	\$6,100	\$6,000	0.00%
Special Tools	\$3,849	\$5,000	\$5,500	\$5,000	0.00%
Uniforms	\$8,533	\$5,500	\$5,887	\$5,500	0.00%
Safety Supplies	\$2,336	\$4,500	\$2,500	\$4,000	-11.11%
Contract Services	\$23,525	\$20,000	\$19,500	\$20,000	0.00%
Street Lighting Contract	\$234,332	\$260,000	\$208,064	\$204,000	-21.54%
Workman's Comp	\$28,184	\$16,000	\$15,500	\$14,400	-10.00%
Insurance/Auto	\$7,793	\$4,200	\$4,227	\$4,400	4.76%
Miscellaneous	\$551	\$500	\$500	\$500	0.00%
Capital Outlay/Paving	\$232,860	\$225,000	\$225,000	\$225,000	0.00%
Storm Drainage	\$0	\$25,000	\$25,000	\$25,000	0.00%
Sidewalks	\$0	\$25,000	\$25,000	\$53,000	112.00%
Capital Outlay/Improvements	\$12,512	\$0	\$27,800	\$0	#DIV/0!
Capital Outlay/Equipment	\$176,980	\$125,000	\$120,899	\$58,000	-53.60%
Debt Service Principle	\$37,968	\$42,300	\$42,294	\$43,000	1.65%
Debt Service Interest	\$649	\$2,200	\$2,141	\$1,500	-31.82%
Total	\$1,392,651	\$1,347,500	\$1,196,340	\$1,165,600	-13.50%

Description

The General Fund Non-departmental portion of the budget captures expenditures in the General Fund not easily assigned to a specific department or division. Expenditures include personnel costs that cover all departments, economic development, contributions to other agencies, city hall maintenance, and debt service attributed to the entire General Fund.

FY2017-2018 Budget Highlights

The largest expenditure in the FY17-18 Non-departmental budget is the \$211,300 combined debt service of the USDA loan, City Hall loan, and debt service line items. The debt service principal and interest line items account for the refinancing of the first two downtown revitalization projects. Originally financed through three USDA loans, the refinancing consolidated the loans, reduced the terms by six years, reduced the annual payments by \$5,000, and saved the city \$200,000 in interest. Retiree medical insurance accounts for \$87,400, a decrease of 4.9 percent from last fiscal year due to retirees coming off of the plan. The City pays medical insurance premiums for all retirees with 20 or more years of service with the city until age 65. As of July 1, 2010, the City no longer continues this practice in an attempt to reduce the city's long-term liabilities. There is a transfer of \$150,000 to the Phase 1A PARTF Recreation project. The General Fund Non-departmental budget is 27.91 percent less than the FY16-17 amended budget. At \$734,100, the Non-departmental budget accounts for 7.87 percent of the General Fund budget and is equivalent to \$.095 on the tax rate.



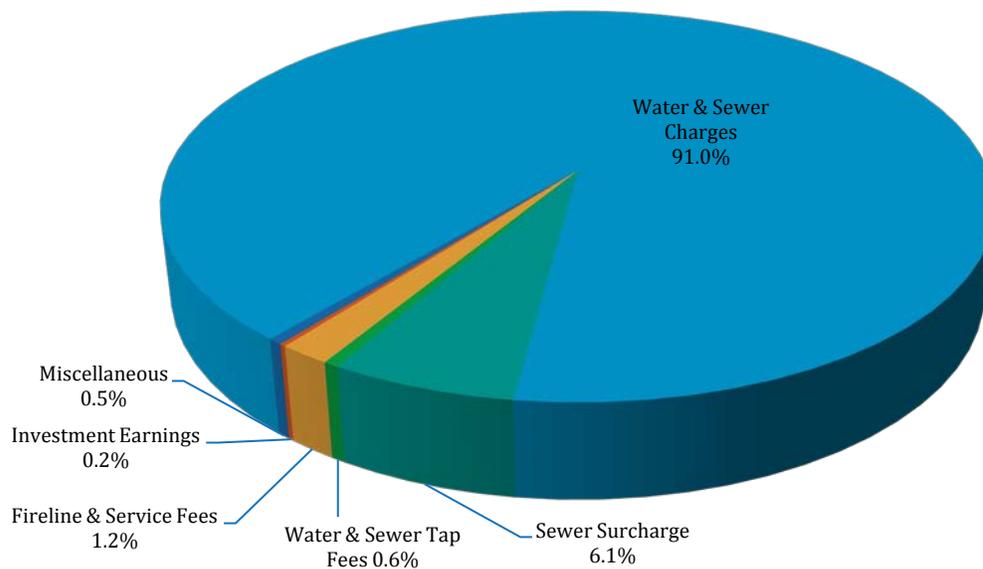
Expenditures by Line Item

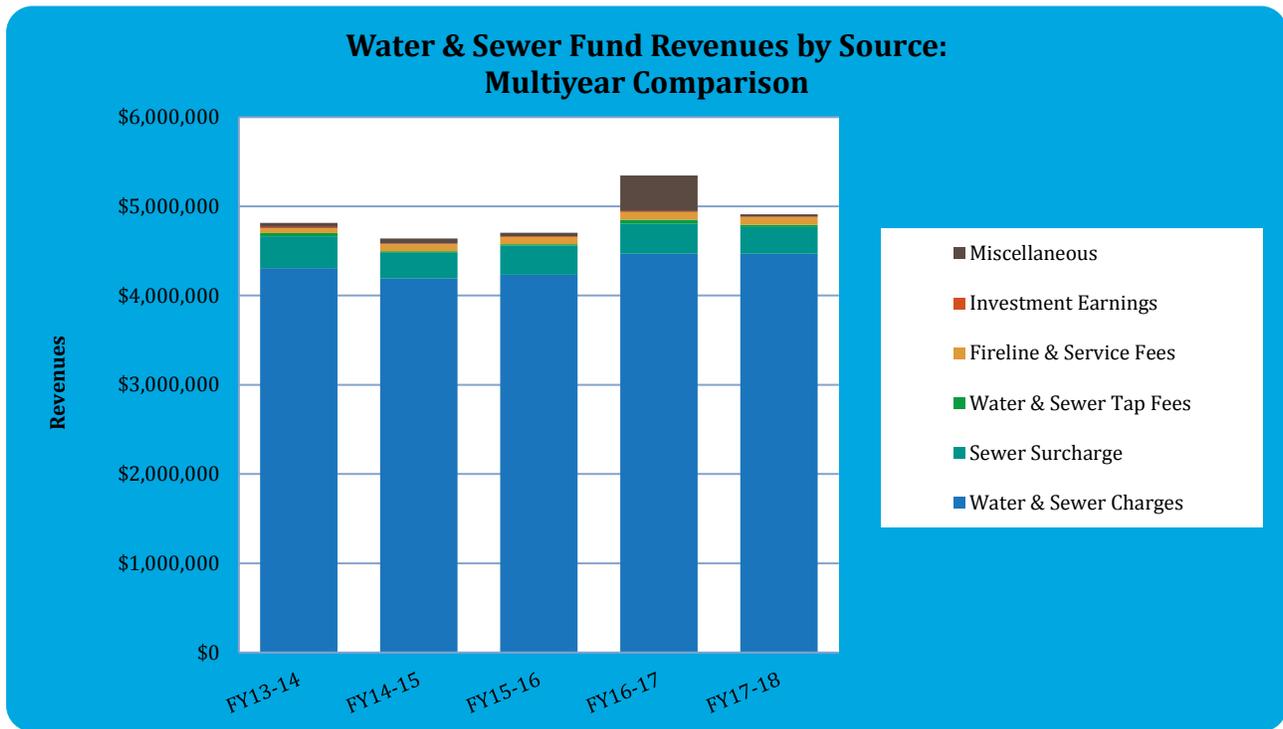
General Fund Non-Departmental Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Rescue Squad Expense	\$0	\$200	\$50	\$100	-50.00%
Overpayment On Taxes	\$1,906	\$1,000	\$1,940	\$1,500	50.00%
Sampson Co. payment in lieu of tax	\$13,794	\$0	\$11,100	\$0	#DIV/0!
Professional Service	\$38,478	\$30,000	\$50,685	\$42,000	40.00%
Employee Medical Insurance Reimb.	\$6,925	\$0	\$0	\$0	#DIV/0!
Retiree Medical Insurance	\$76,604	\$91,900	\$88,860	\$87,400	-4.90%
Employee Wellness	\$7,220	\$8,500	\$5,704	\$7,000	-17.65%
Ameriflex	\$450	\$500	\$450	\$500	0.00%
Contributions/Other Agency	\$11,000	\$11,000	\$12,000	\$16,000	45.45%
Postage	\$5,257	\$4,500	\$4,500	\$4,800	6.67%
Utilities	\$12,537	\$10,500	\$10,500	\$12,000	14.29%
Maint. City Hall & Graham House	\$9,016	\$10,000	\$14,000	\$10,000	0.00%
Reverse 911/Connect CTY	\$5,983	\$6,000	\$5,983	\$6,000	0.00%
Advertising	\$828	\$1,000	\$3,500	\$1,000	0.00%
Out Of State Sales Tax	\$3,449	\$5,000	\$5,500	\$5,000	0.00%
Contract Service	\$4,285	\$1,700	\$3,000	\$2,000	17.65%
Blanket Bonds	\$501	\$600	\$539	\$600	0.00%
Insurance/Building	\$13,183	\$13,900	\$14,227	\$15,000	7.91%
General Liability	\$29,122	\$30,500	\$30,375	\$31,900	4.59%
Unemployment Insurance	\$394	\$0	\$0	\$0	#DIV/0!
Safety Committee/OSHA	\$1,248	\$7,500	\$2,500	\$5,000	-33.33%
Misc./Non-Departmental	\$20,557	\$20,000	\$15,000	\$15,000	-25.00%
Employee Relations	\$24,811	\$36,000	\$35,500	\$25,000	-30.56%
Housing Demolitions	\$6,425	\$10,000	\$0	\$10,000	0.00%
Lot Maintenance	\$9,526	\$10,000	\$8,500	\$10,000	0.00%
Hamilton Beach Property	\$1,677	\$1,000	\$900	\$1,000	0.00%
Economic Development	\$10,010	\$10,000	\$10,010	\$10,000	0.00%
Incentive Program	\$27,350	\$12,000	\$12,000	\$24,000	100.00%
Transfer to PARTF Grant	\$50,000	\$100,000	\$100,000	\$150,000	50.00%
Capital Outlay Improvements	\$19,102	\$0	\$27,100	\$0	#DIV/0!
Capital Outlay/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
City Hall Loan Payment	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
City Hall Loan Interest	\$10,170	\$8,500	\$8,475	\$6,800	-20.00%
Capital Outlay/Property Acquisition	\$69,431	\$50,900	\$50,819	\$0	-100.00%
Xfer to Capital Project	\$100,000	\$291,200	\$291,200	\$0	-100.00%
Contingency	\$0	\$30,000	\$30,000	\$30,000	0.00%
Debt Service Principal	\$67,636	\$69,100	\$69,118	\$70,700	2.32%
Debt Service Interest	\$16,361	\$14,900	\$14,880	\$13,400	-10.07%
USDA Debt Service Principal	\$70,370	\$38,699	\$38,699	\$40,100	3.62%
USDA Debt Service Interest	\$0	\$31,701	\$31,701	\$30,300	-4.42%
Total	\$795,606	\$1,018,300	\$1,059,315	\$734,100	-27.91%

Revenues by Source

Water & Sewer Fund Revenues by Source					
Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Water & Sewer Charges	\$4,234,245	\$4,382,700	\$4,467,240	\$4,467,200	1.93%
Sewer Surcharge	\$328,560	\$275,000	\$336,692	\$300,000	9.09%
Water & Sewer Tap Fees	\$13,331	\$20,000	\$45,507	\$25,000	25.00%
Fireline & Service Fees	\$79,200	\$75,000	\$85,784	\$85,000	13.33%
Investment Earnings	\$9,116	\$10,000	\$9,938	\$10,000	0.00%
Miscellaneous	\$39,297	\$23,700	\$401,224	\$24,500	3.38%
Retained Earnings Appropriated	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$4,703,749	\$4,786,400	\$5,346,384	\$4,911,700	2.62%

**Water & Sewer Fund Revenues by Source
FY17-18**





Source Descriptions

Water and Sewer Charges

Water and sewer charges account for 91 percent of Water and Sewer Fund revenues. Water consumption and sewer usage by citizens and other customers generate these revenues. The City has a base rate for the first 300 cubic feet (1 cubic foot equals 7.48 gallons) of water. An additional consumption rate is charged for every 100 cubic feet over 300. Sewer charges include a base rate and a usage rate for every 100 cubic feet. A 2 percent rate increase in FY17-18 will allow the City to set aside funds for upcoming capital projects. Water and sewer charges, including bulk rate fees, account for \$4.4 million in the FY17-18 Water and Sewer Fund budget.

Sewer Surcharge

The City collects a sewer surcharge from several large industries that, because of their large sewer discharge, require additional treatment at the wastewater facility. The industries pay the charges based on the pounds of pollutants in excess of the normal amount found in wastewater. Sewer surcharges account for \$300,000 in the FY17-18 Water and Sewer Fund budget.

Water and Sewer Tap Fees

New customers establishing connection to the City’s system generate water and sewer tap fees revenues. These revenues cover the cost of new meters and the labor required to set the meters and make the connection. Water and sewer tap fees account for \$25,000 in the FY17-18 Water and Sewer Fund budget.

Fireline and Service Fees

Fireline fees cover costs associated with fire suppression systems such as sprinkler systems. The City does not connect sprinkler systems to meters and fireline fees are assessed to cover water lost during the use or testing of the sprinkler systems. Fireline and service fees account for \$85,000 in the FY17-18 Water and Sewer Fund budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and a BB&T interest bearing account. Investment earnings account for \$10,000 in the FY17-18 Water and Sewer Fund budget.

Miscellaneous

Miscellaneous revenues in the Water and Sewer Fund include revenues from, surplus sales of equipment, grants, and other sources. Miscellaneous revenues account for \$24,500 in FY17-18.

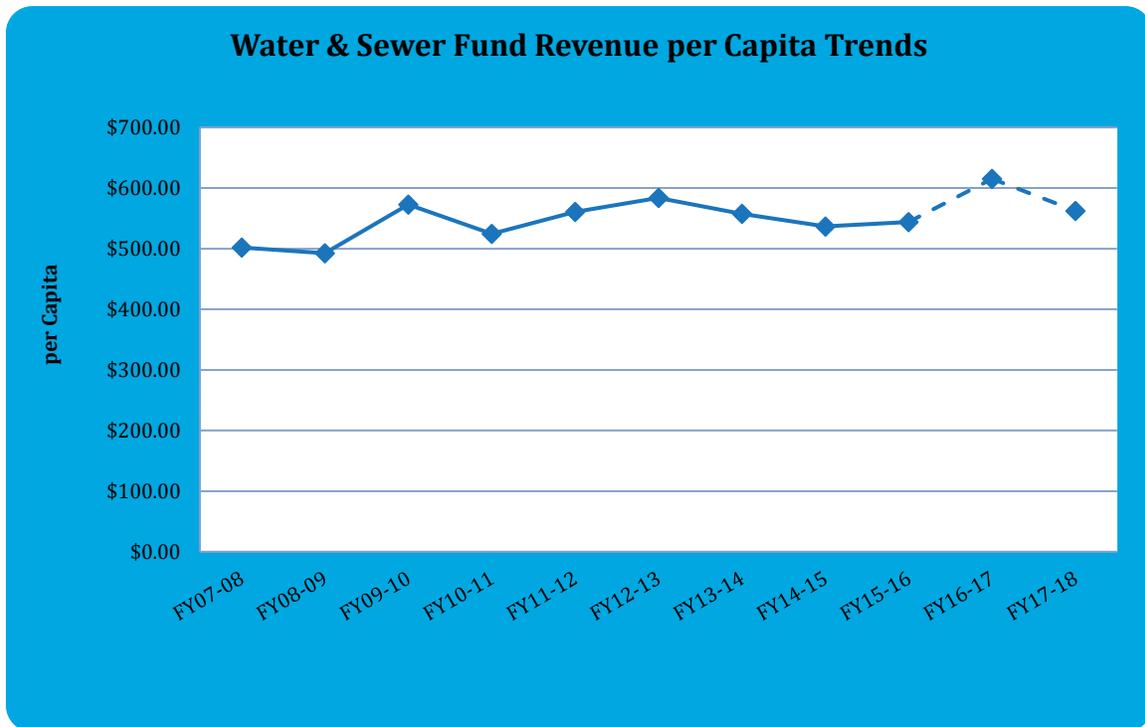
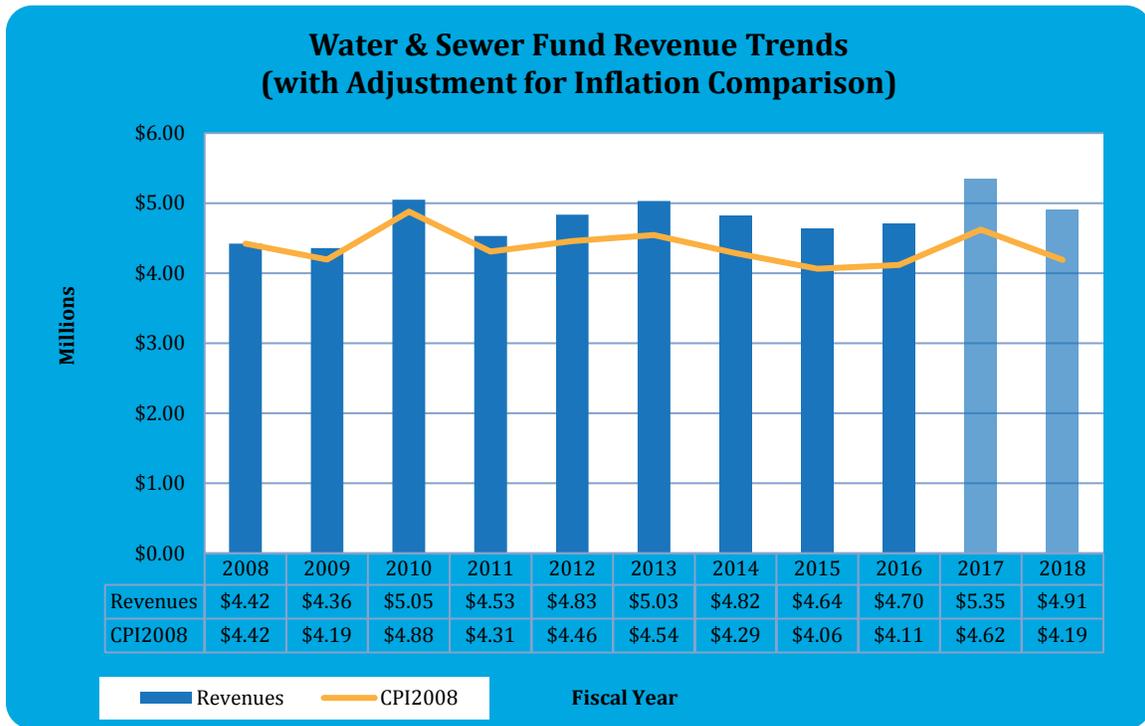
Retained Earnings Appropriated

Allocations from retained earnings represent use of reserve funds. The City typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There are no retained earnings appropriations for the FY17-18 Water and Sewer Fund budget.

Revenues by Line Item

Water & Sewer Fund Revenues					
Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Insurance	\$6,694	\$0	\$0	\$0	#DIV/0!
FEMA Revenue	\$0	\$0	\$0	\$0	#DIV/0!
Interest Earned	\$9,116	\$10,000	\$9,938	\$10,000	0.00%
Miscellaneous Revenue	\$16,685	\$10,000	\$21,435	\$10,000	0.00%
Return Check Charge	\$1,169	\$1,000	\$1,500	\$1,000	0.00%
From Sales Tax	\$8,564	\$10,000	\$3,966	\$7,500	-25.00%
Lift Station Revenue	\$0	\$0	\$4,950	\$0	#DIV/0!
Bulk Water/County	\$182,966	\$190,000	\$216,880	\$190,000	0.00%
Pre-Treatment	\$850	\$1,200	\$1,000	\$1,000	-16.67%
Sewer Surcharge	\$328,560	\$275,000	\$336,692	\$300,000	9.09%
Water & Sewer Charges	\$4,051,279	\$4,192,700	\$4,250,360	\$4,277,200	2.02%
Cash Adjustment	(\$28)	\$0	(\$50)	\$0	#DIV/0!
Water & Sewer Tap Fees	\$13,331	\$20,000	\$45,507	\$25,000	25.00%
Fireline Fees	\$51,746	\$45,000	\$49,864	\$50,000	11.11%
Service Fees	\$27,454	\$30,000	\$35,920	\$35,000	16.67%
Sale of Surplus Property	\$5,363	\$1,500	\$22,973	\$5,000	233.33%
Loan Proceeds	\$0	\$0	\$345,450	\$0	#DIV/0!
Fund Balance Appropriated	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$4,703,749	\$4,786,400	\$5,346,384	\$4,911,700	2.62%

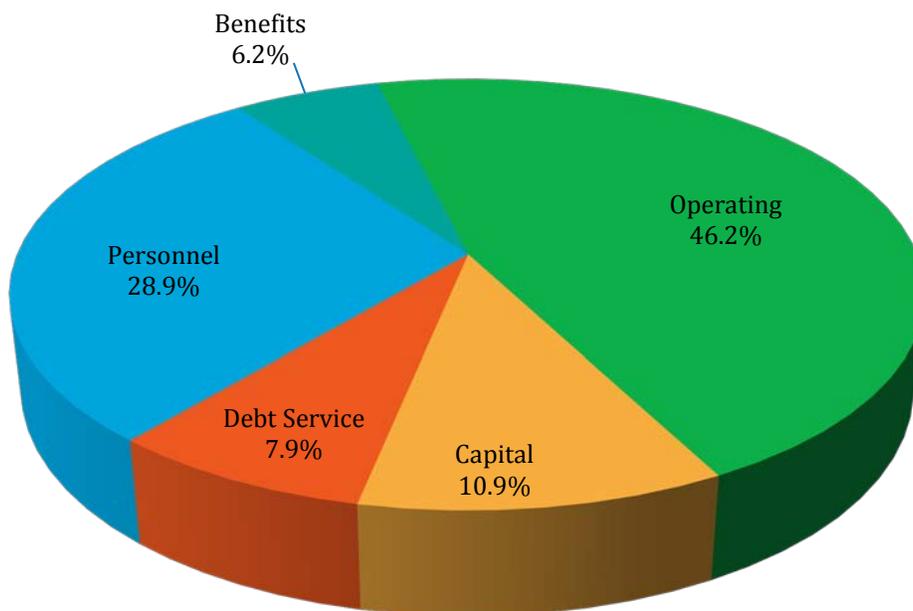
Revenue Trends

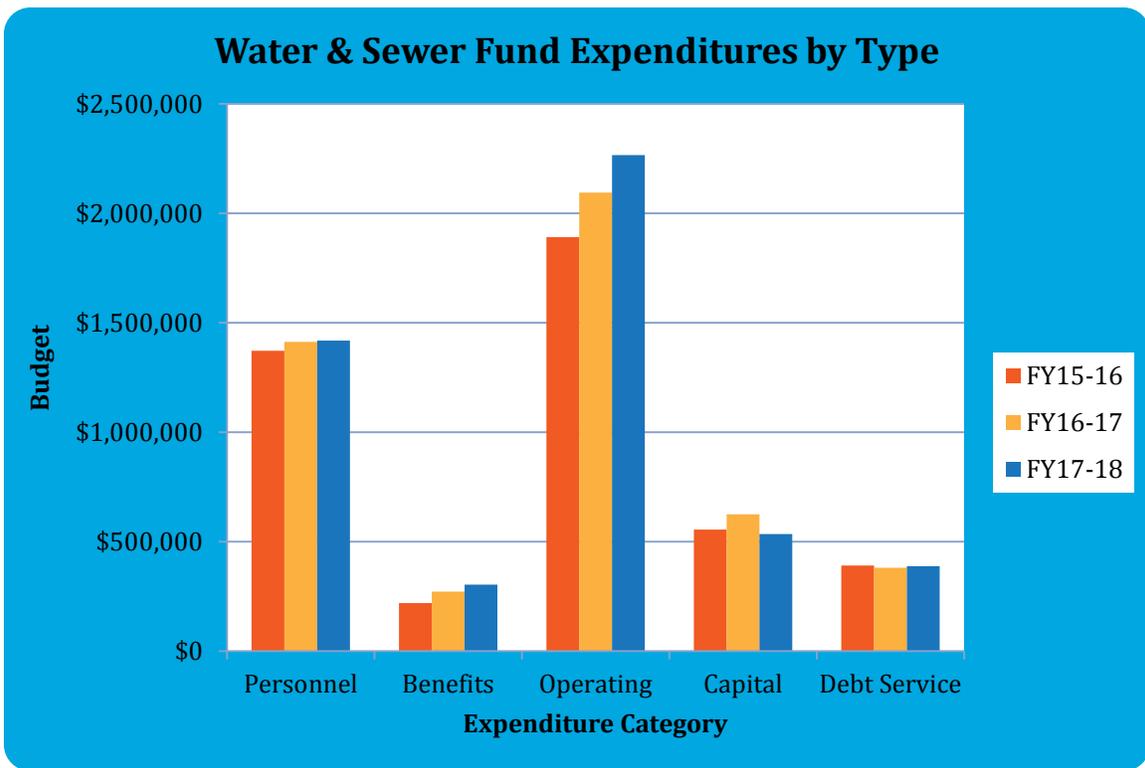


Expenditures by Type

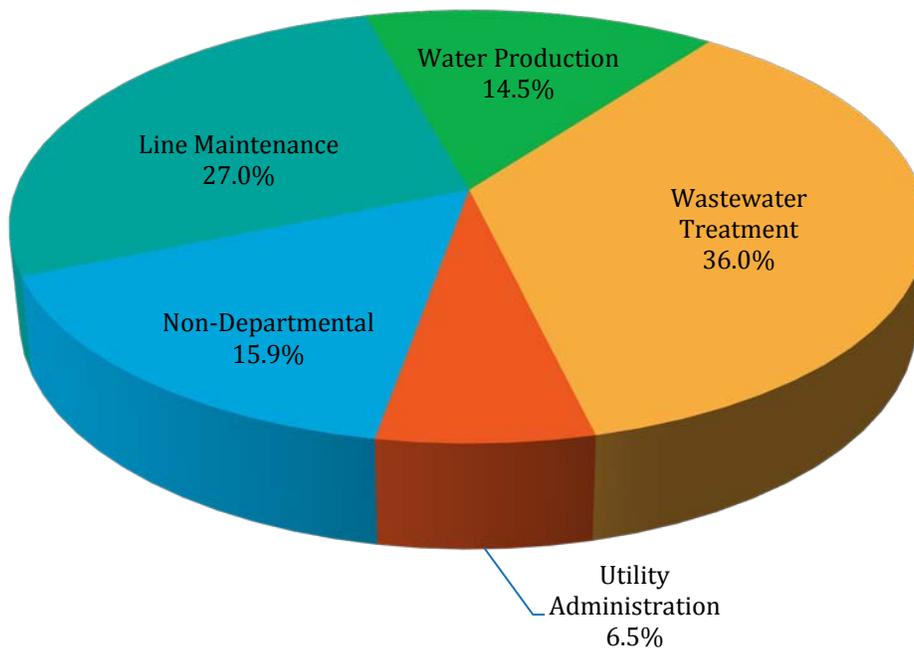
Water & Sewer Fund Expenditures by Type					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$1,372,398	\$1,413,500	\$1,348,890	\$1,419,300	0.41%
Benefits	\$218,500	\$271,700	\$225,969	\$302,800	11.45%
Operating	\$1,891,844	\$2,095,000	\$1,821,746	\$2,267,000	8.21%
Capital	\$555,588	\$625,500	\$1,097,348	\$535,300	-14.42%
Debt Service	\$390,835	\$380,700	\$380,700	\$387,300	1.73%
Total	\$4,429,165	\$4,786,400	\$4,874,652	\$4,911,700	2.62%

Water & Sewer Fund Expenditures by Type FY17-18

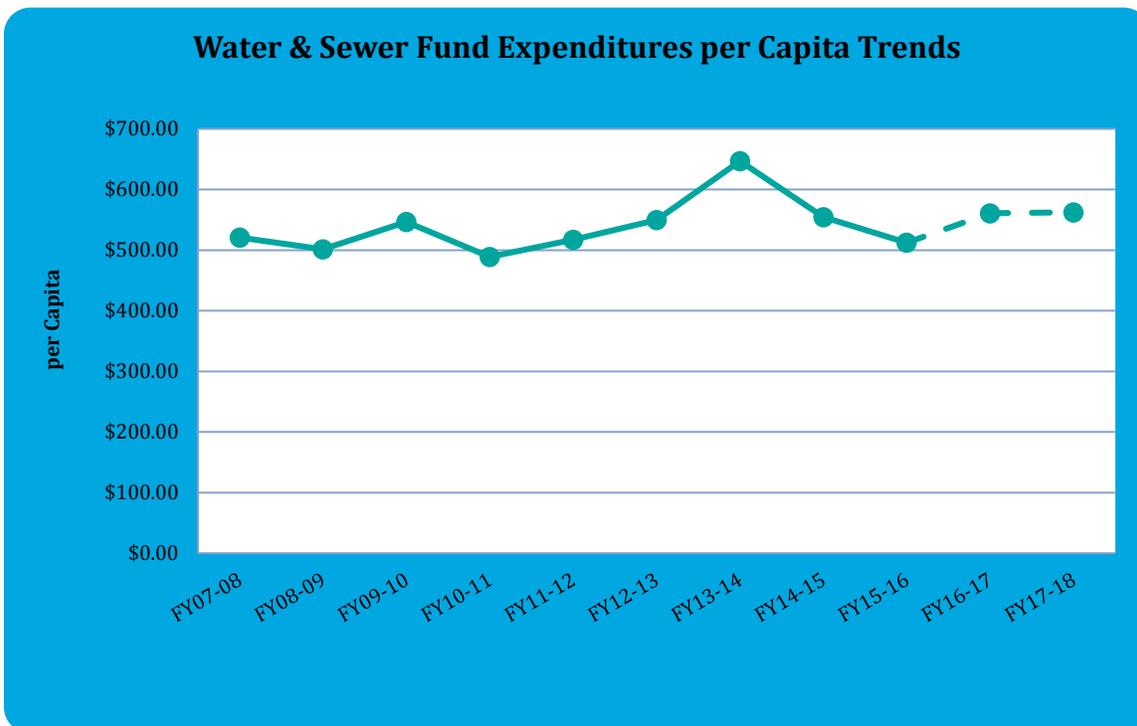
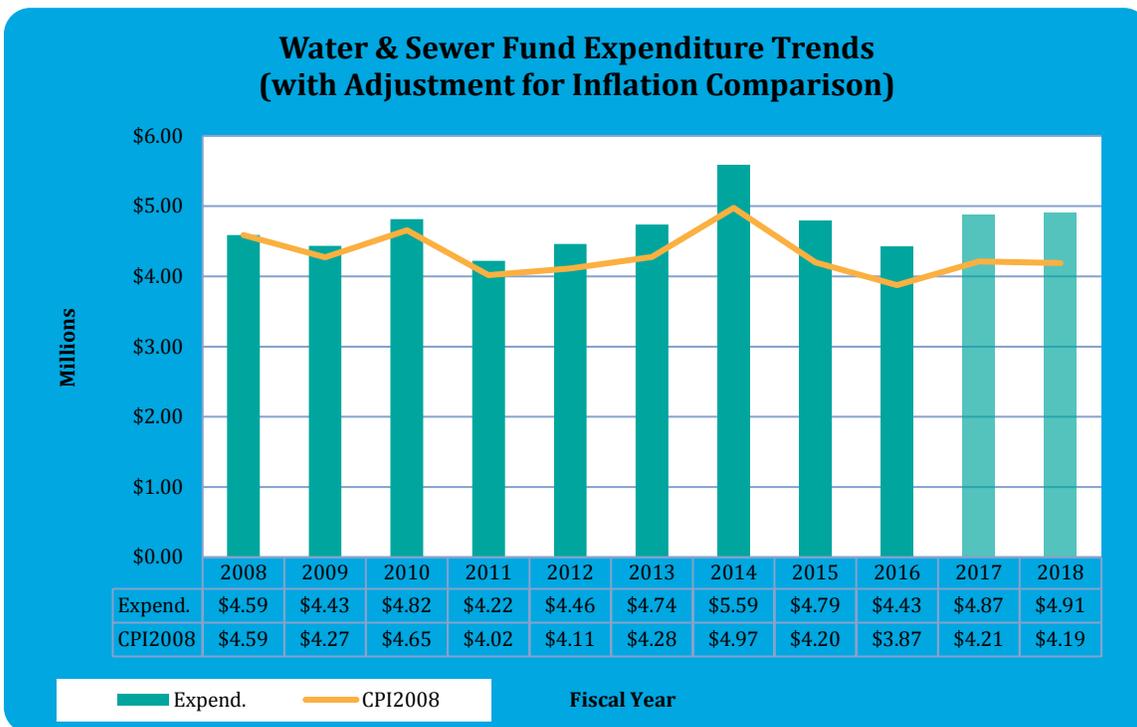




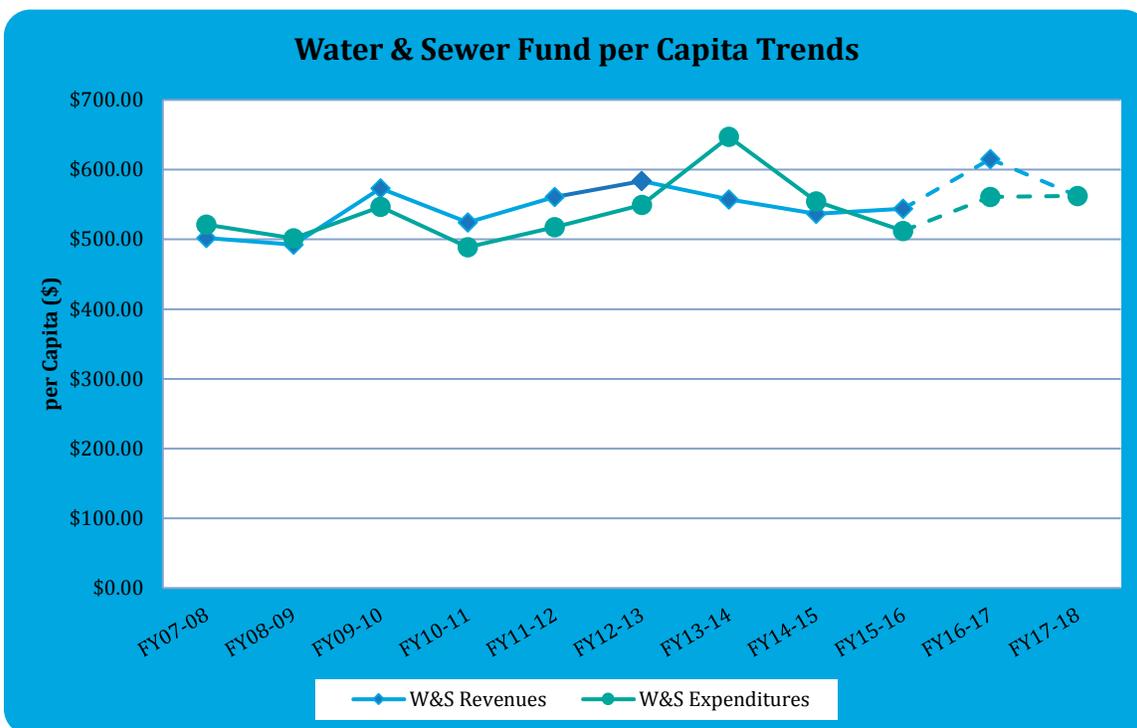
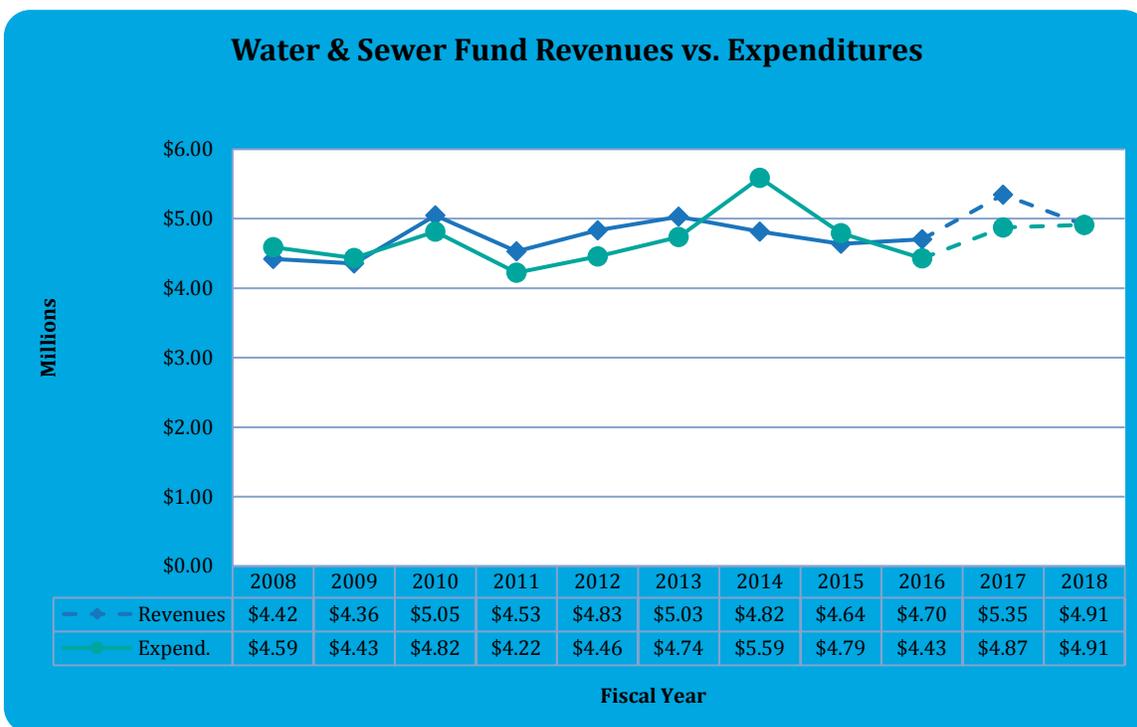
W&S Expenditures by Department FY17-18



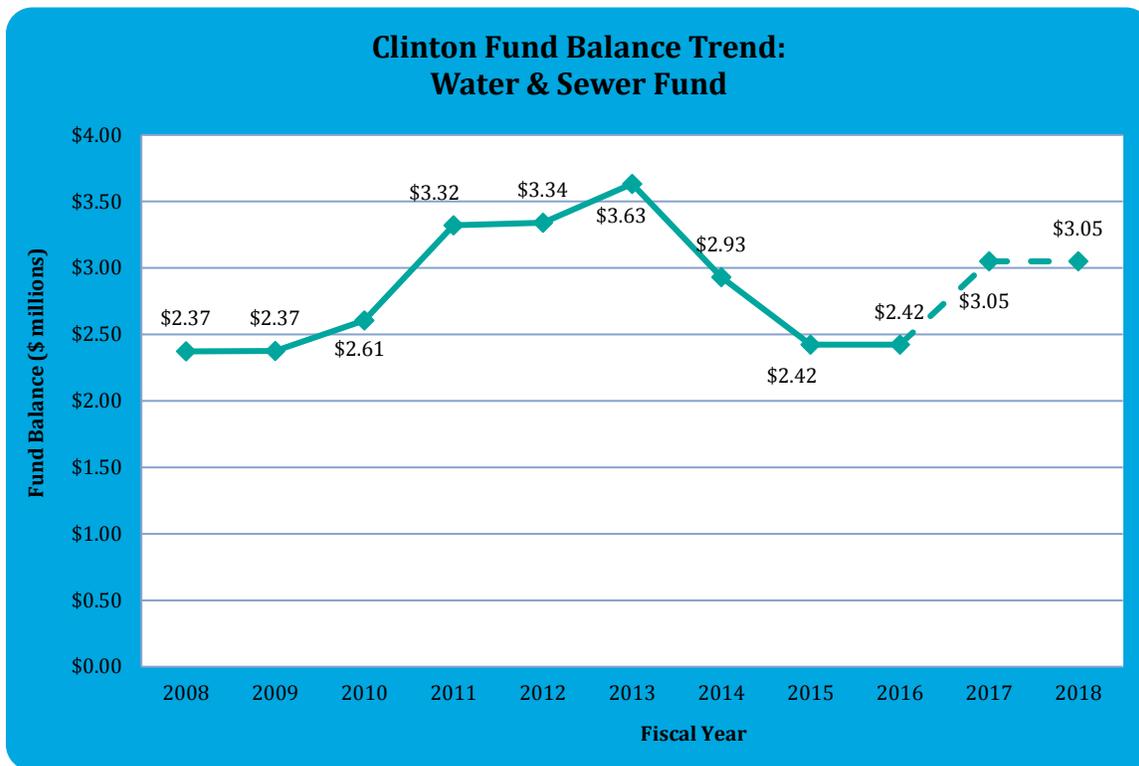
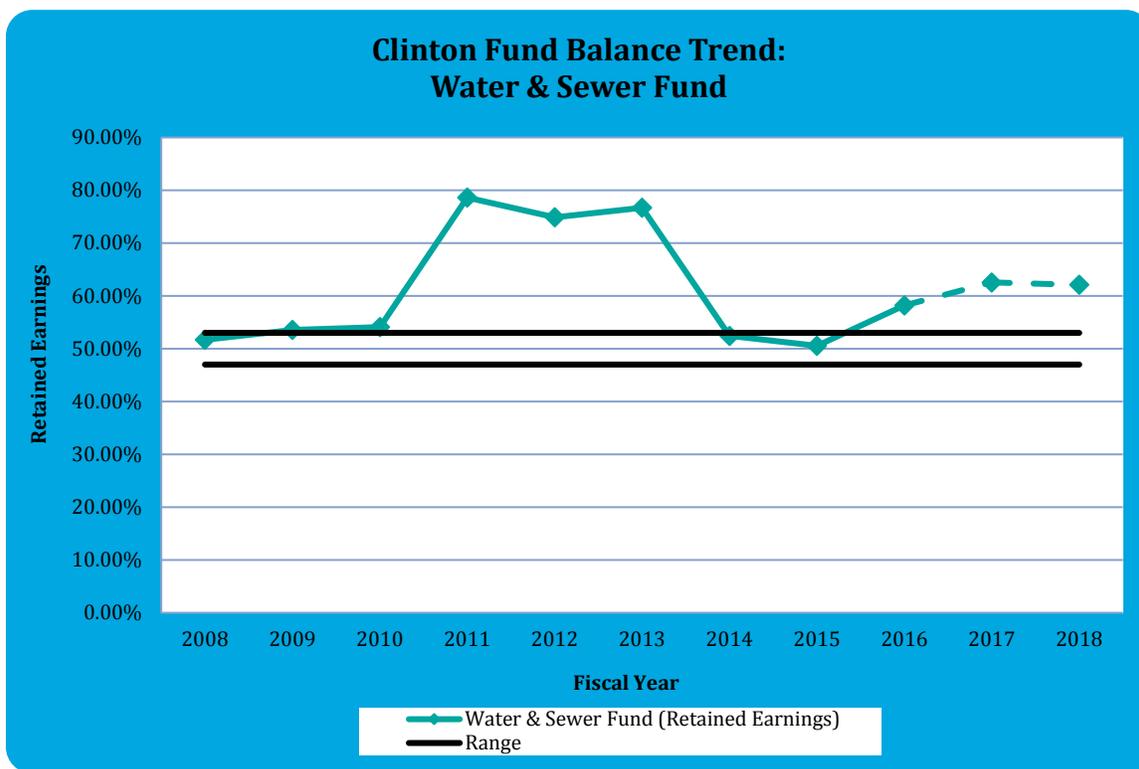
Expenditure Trends



Revenues vs. Expenditures



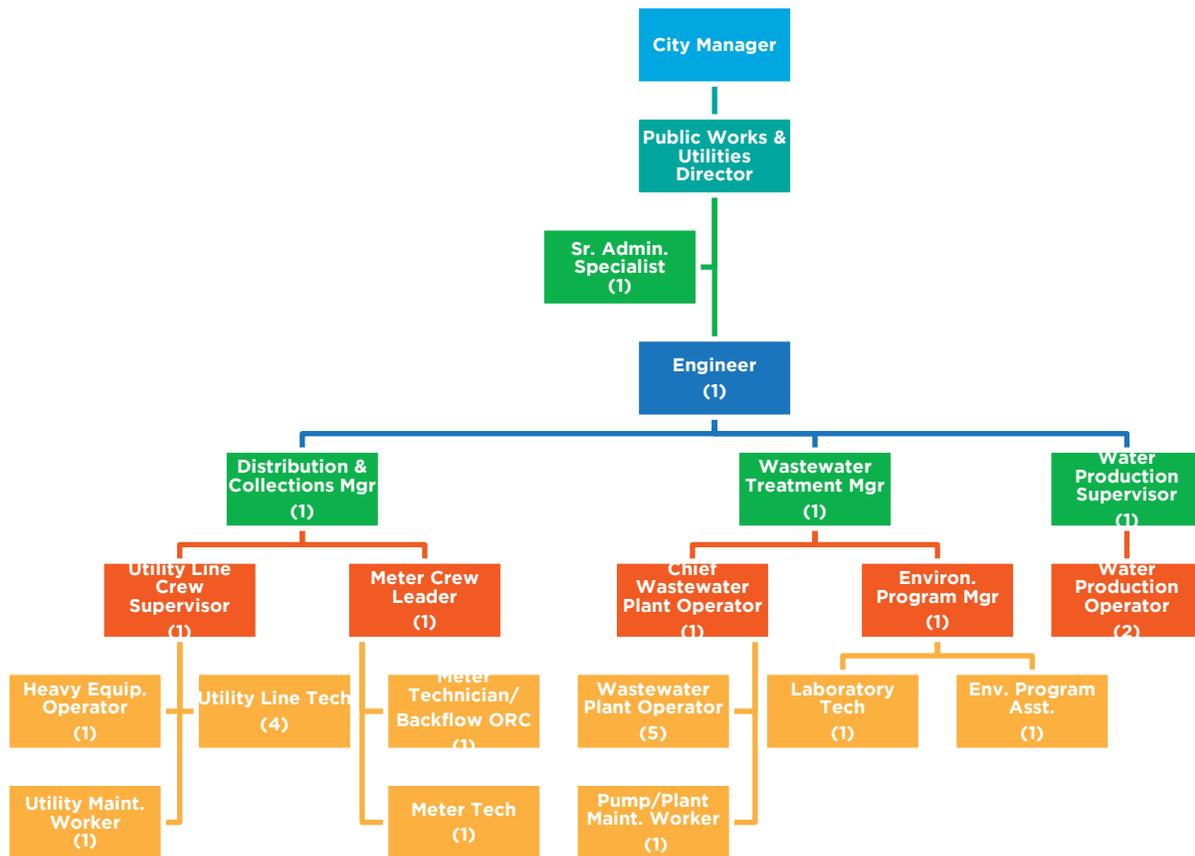
Fund Balance



The Water and Sewer Fund funds three utilities divisions- Utility Line Maintenance, Wastewater Treatment, and Water Production. Additionally, the Finance Billing & Collections division and a Non-departmental budget are funded from the Water and Sewer Fund. Each Public Works and Utilities division has a mission statement but also collectively share a mission statement:

To provide the highest quality of customer service to residents, businesses, and visitors through professional, friendly, efficient, effective, and sustainable delivery of design, construction, maintenance, and operation of City infrastructure and facilities in order to protect the health, safety, and welfare of our community and to be good stewards of our environment and natural and fiscal resources.

Public Utilities Organization Chart



Mission

To safely provide quality potable water and sanitary sewer service and maintenance, meeting or exceeding all federal, state, and local laws and regulations while providing outstanding customer service. To maintain and improve on existing infrastructure, and to strategically promote sustainable growth.

Description

The Utility Line Maintenance division is responsible for the supervision, maintenance, integrity, and repair of approximately 87 miles of sanitary sewer mains, 82 miles of water transmission mains, 3,990 water connections, and 3,250 sewer connections. The division's daily routine involves fixing water leaks, clearing blocked sewer lines, making new connections to the system, hydrant flushing and pressure testing, and the supervision of roadway utility cuts. Division operations are 24 hours a day and 7 days a week. The Distribution & Collection Systems Manager supervises the division, which includes a line maintenance crew of seven and a meter crew of three. Utility Line Maintenance is located at 200 John St., Clinton, NC. For more information about the division and its functions, please contact the Distribution and Collections Manager at 910-299-4905 or cmmedlin@cityofclintonnc.us.

FY2016-2017 Accomplishments

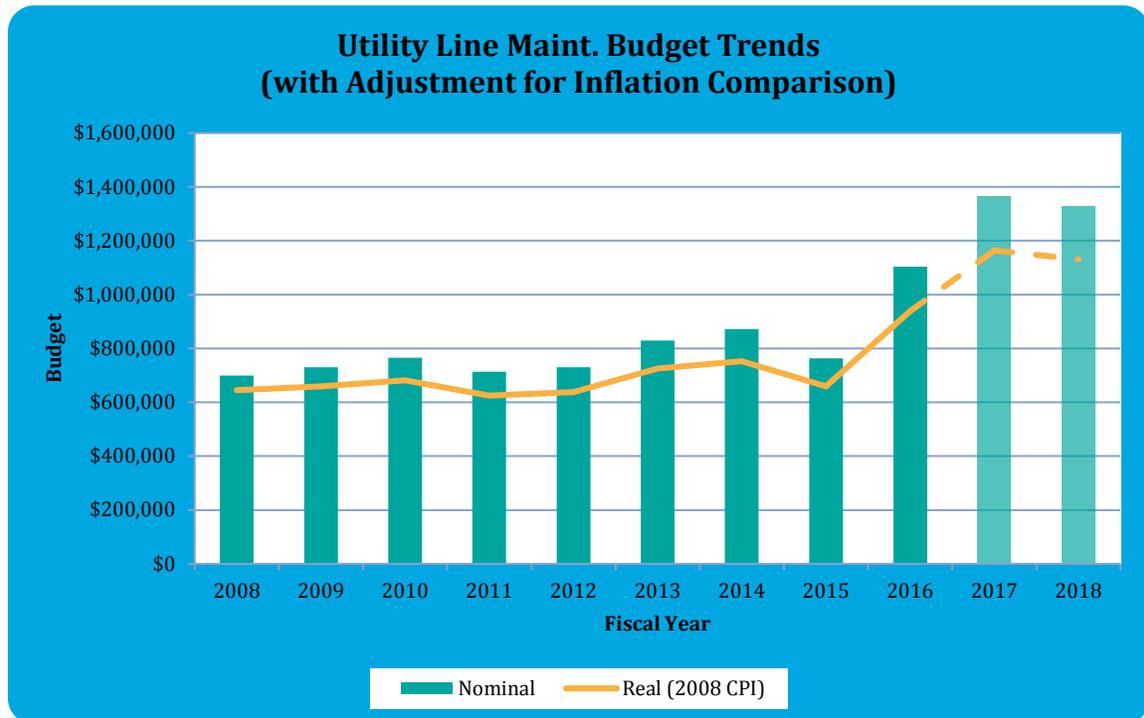
- Maintained and updated city Connect GIS system for locating all valves and manholes
- Maintained all city fire hydrants with quarterly inspections
- Exceeded sewer line flushing requirement by 13.5 percent, cleaning 64,267 feet of sewer
- Replaced 110 water meters
- Continued pipe replacement program (600 feet of galvanized line with PVC- Beaverdam Dr.)
- Installed 18 new sewer clean outs and 14 new water taps and sewer taps
- Responded to 229 calls for water/sewer related issues
- Provided 1,195 locates for NC 811
- Passed annual DENR collection system inspection with no violations
- Completed Insertion Valve project for NC 24 Industrial Park project
- Completed water and sewer extension to Harpers Glen Apartments
- Completed slip line of sewer outfall at Sandhill Cemetery
- Completed water line replacement on NC 24 utility relocation project
- Passed NASSCO Certification Course
- Completed design and NCDOT agreements for utility relocation for Beamon St. Bridge project
- Completed plan review and began construction for Water Plant Expansion transmission mains

FY2017-2018 Action Items & Initiatives

- Continue replacement program for galvanized substandard waterlines
- Continue fire hydrant inspection and maintenance program
- Continue Manhole Replacement Program
- Continue updates and maintenance of Mobile 311 for discovered utility features
- Continue daily coordination with NCDOT and contractor regarding NC-24 project
- Complete sewer repairs/ rehab on NC 24
- Expand utilization of Vacuum truck
- Complete utility relocation for Beamon Street Bridge replacement project
- Remove City installed Backflow Preventers
- Repair or replace sewer lines (Butler Dr., Woodland Dr., Johnson St, Fisher Dr. etc.)
- Replace manhole ring and covers (US.701 Johnson St., Williams St. Fisher Dr. etc.)
- Install water main loop from Village at Sunset to Greenwood Drive.
- Install water flush device at Fox Lake and Village at Sunset

FY2017-2018 Budget Highlights

The Utility Line Maintenance budget is up 17.3 percent for FY17-18. At \$1,327,100, the Utility Lines budget accounts for 27.02 percent of the Water and Sewer Fund budget. The City plans to spend \$151.84 per capita for Utility Line Maintenance in FY17-18. The FY17-18 Utility Lines budget includes \$340,000 in capital for a 1-ton truck, utility line rehab program, and an excavator that will be ½ financed with debt payments beginning in FY18-19.



Budget Summary

Expenditures by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$573,221	\$569,600	\$522,253	\$570,000	0.07%
Benefits	\$90,302	\$109,100	\$89,322	\$121,300	11.18%
Operating	\$362,012	\$382,700	\$338,128	\$405,700	6.01%
Capital	\$75,408	\$70,000	\$415,447	\$140,000	100.00%
Debt Service	\$0	\$0	\$0	\$90,100	0.00%
Total	\$1,100,943	\$1,131,400	\$1,365,150	\$1,327,100	17.30%

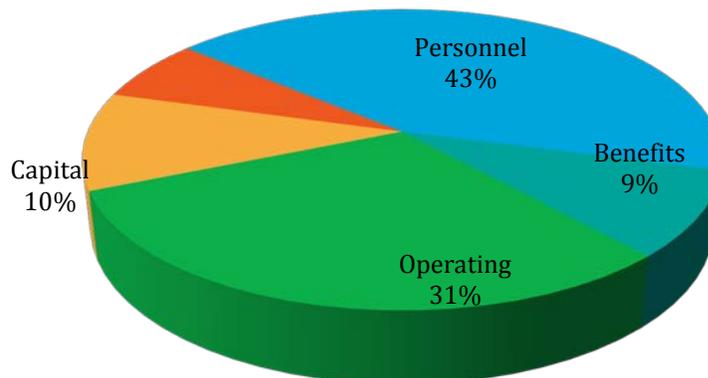
Revenues by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Enterprise	\$1,100,943	\$1,131,400	\$1,365,150	\$1,327,100	17.30%
Total	\$1,100,943	\$1,131,400	\$1,365,150	\$1,327,100	17.30%

Personnel

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	12.00	12.00	12.00	13.00	8.33%
Part-time	-	-	-	-	0.00%
Total	12.00	12.00	12.00	13.00	8.33%

Public Works: Utility Line Maintenance Expenditures by Type



Expenditures by Line Item

Utility Line Maintenance Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$531,794	\$529,100	\$486,927	\$529,500	0.08%
Temporary Salaries	\$2,258	\$0	\$0	\$0	#DIV/0!
Professional Services	\$10,730	\$26,500	\$26,000	\$25,000	-5.66%
FICA	\$39,169	\$40,500	\$35,326	\$40,500	0.00%
Group Insurance	\$57,928	\$70,200	\$54,053	\$81,100	15.53%
Retirement	\$32,374	\$38,900	\$35,269	\$40,200	3.34%
Telephone	\$4,433	\$4,500	\$5,461	\$4,500	0.00%
Travel & Education	\$2,502	\$4,500	\$4,000	\$4,500	0.00%
Maint. & Repairs/Equipment	\$5,015	\$7,500	\$7,000	\$7,500	0.00%
Maint. & Repairs/Auto	\$9,469	\$10,000	\$9,500	\$10,000	0.00%
Maint & Repair Hydrant	\$9,178	\$10,000	\$6,000	\$10,000	0.00%
Lift Station Installation	\$0	\$0	\$8,900	\$0	#DIV/0!
Maint & Repair Lift Station	\$12,249	\$20,000	\$9,000	\$10,000	-50.00%
Advertising	\$191	\$1,500	\$1,000	\$1,500	0.00%
Fuel	\$10,805	\$18,000	\$14,467	\$18,000	0.00%
Departmental Supplies	\$4,311	\$4,000	\$3,500	\$4,000	0.00%
Equipment & Tools	\$2,506	\$5,000	\$6,000	\$5,000	0.00%
Cement & Concrete	\$6,896	\$7,500	\$7,000	\$7,500	0.00%
Serv. Pipe & Meter Box	\$51,058	\$45,000	\$61,347	\$45,000	0.00%
Special Tools	\$1,452	\$5,000	\$5,000	\$5,000	0.00%
Uniforms	\$7,054	\$6,500	\$7,221	\$6,500	0.00%
Safety Supplies	\$2,362	\$5,000	\$2,500	\$3,500	-30.00%
Contract Services	\$29,812	\$20,000	\$38,764	\$20,000	0.00%
Maint./Repair Lines	\$176,284	\$161,000	\$100,000	\$200,000	24.22%
Dues & Subscription	\$2,213	\$3,000	\$500	\$3,000	0.00%
Workman's Comp	\$8,216	\$10,500	\$8,300	\$8,500	-19.05%
Insurance/Auto	\$2,764	\$4,000	\$4,000	\$3,000	-25.00%
Insurance/Building	\$1,562	\$1,700	\$1,668	\$1,700	0.00%
Miscellaneous	\$950	\$2,000	\$1,000	\$2,000	0.00%
Capital Outlay/Improvements	\$0	\$30,000	\$30,000	\$0	-100.00%
Capital Outlay/Equipment	\$75,408	\$40,000	\$385,447	\$140,000	250.00%
Debt Service Principle	\$0	\$0	\$0	\$84,200	#DIV/0!
Debt Service Interest	\$0	\$0	\$0	\$5,900	#DIV/0!
Total	\$1,100,943	\$1,131,400	\$1,365,150	\$1,327,100	17.30%

Mission

To provide safe, sanitary and compliant treatment of wastewater for our citizens, businesses, and industries in order to protect public and environmental health. To ensure environmental resources are preserved for our citizens and in order to foster the economic viability of our community.

Description

The City of Clinton owns and operates the Larkins Water Pollution Control Facility, which is permitted for an average daily flow of five (5) million gallons. A state certified operator staffs the facility 24 hours a day and 7 days a week. Certified lab staff routinely conducts approximately 95 analytical tests to monitor the ongoing biological process, upstream and downstream sampling, and the NC Division of Water Quality influent and effluent limit parameters. Overall operations include operation of a state certified lab, land application of bio-solids, an industrial pretreatment program, domestic sampling and analysis, and up and down stream monitoring. The Plant Superintendent oversees a crew consisting of a crew leader, five plant operators, and one utility worker. The Environmental Programs Manager and a lab technician operate the state certified lab. The Larkins Water Pollution Control Facility is located at 123 Mill Branch Rd., Clinton, NC. For more information about the wastewater treatment process or the plant, please contact the Plant Superintendent at 910-299-4908 or wpcf@cityofclintonnc.us.

FY2016-2017 Accomplishments

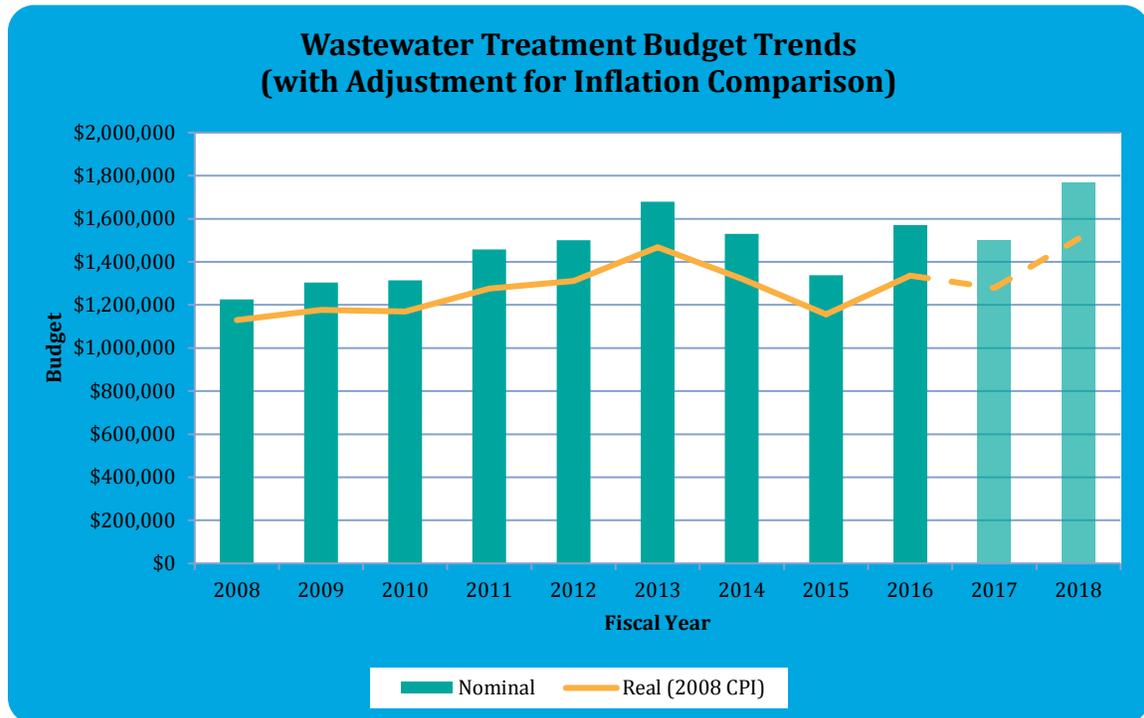
- Treated ~ 1011 million gallons of wastewater
- Installation of SCADA (data acquisition system) for jet aeration blowers
- Refurbished/rebuilt 2 Jet Aeration Basin pumps/2 lift station pumps
- Acquired and installed lime tower pump
- Acquired and installed new stormwater pump
- Repaired/refurbished mudwell pump at Filter Building
- Replace controller for one lift station
- Acquired trash pump to remove large volumes of water in emergency situations
- Cleaned chlorine contact chamber and post aeration basin
- Maintained odor control system
- Refurbished/rebuilt Jet Aeration Basin blower number 4
- Completed additional data summaries provided in assistance with plant upgrade
- Completed data summaries for engineers to complete wastewater rate study
- Maintained and repaired as necessary, the City's 14 major lift stations
- Passed the lift station portion on the annual Collection Systems inspection conducted by the state
- Removed old maintenance building
- Paint outside of the electrical building and the intermediate building
- Completed laboratory inspection by the state health department (for potable water testing)
- Maintained 100% compliance for Land Application program with state and EPA
- Maintained 100% compliance during WWTP inspection by state regional office
- Maintained 100% compliance with Pretreatment Program inspection by state regional office and annual reporting
- Maintained flood control dike compliance with Army Corps of Engineers.
- Completed annual laboratory proficiency testing with 100% passing rate
- Maintained certification for nine pollutant parameters
- Recognized as a Laboratory of Excellence for achieving 100% acceptable data in proficiency testing
- Transitioned to new general permit for Water Treatment Plant lagoon
- Created new sampling and testing schedule
- Incorporated new permit into eDMR reporting
- Completed annual compliance inspections of plant cranes
- Completed 5 year renewal package for Wastewater Treatment Plant NPDES discharge permit
- Completed 5 year Industrial Waste Survey as required for Pretreatment compliance
- Maintained existing certifications
- Completed Grade I WW coursework
- Completed NC State Lab of Public Health, Chemistry Statistical Process Control course
- Obtained Grade I WW certification
- Completed NC State Lab of Public Health, Bacterial Testing of Drinking Water course
- Completed Public Sector MESH Training
- Obtained Grade III Collections Systems Operator certification
- Continued work on Keep America Beautiful program. First event held at Alive After Five, August 2016.
- Repealed and replaced Backflow Cross-Connection Prevention ordinance
- Completed informational brochure on backflow prevention devices.

FY2017-2018 Action Items & Initiatives

- Repair the two pumps which move treated sludge to the sludge loading station and on to the land application trucks.
- Purchase 2 additional JAB impellers
- Maintain compliance for all programs: Laboratory, Land Application, NPDES, Pretreatment, Potable Water, Dike (Army Corps of Engineers), Stormwater, Collections Systems (lift stations)
- Conduct at a minimum 2 events for Keep Clinton Beautiful Campaign
- Obtain full certification
- Obtain remote terminal units for the WWTP influent (bar screen and grit chamber) data and controls.
- Complete wastewater audit
- Evaluate surcharge rates
- Complete all required proficiency testing to maintain lab certification status
- Complete plant upgrade proposal
- Install SCADA for lime tower at WWTP
- Paving and patching of WWTP roads
- Rebuild of four (4) Jet Aeration Basin pumps
- Rewiring of Return Sludge Building
- Refurbish Primary Clarifier A scum baffle
- Acquire and install replacement influent or effluent auto-sampler
- Complete training in Pretreatment software

FY2017-2018 Budget Highlights

The FY17-18 Wastewater Treatment budget reflects a 7.7 percent increase. At \$1,768,300, the Wastewater Treatment budget accounts for 36 percent of the Water and Sewer Fund budget. The City plans to spend \$202.32 per capita for Wastewater Treatment in FY17-18. The capital improvement budget in Wastewater of \$85,000 includes trash pumps and plant road paving.



Budget Summary

Expenditures by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$453,680	\$461,900	\$467,493	\$470,500	1.86%
Benefits	\$79,375	\$91,200	\$87,385	\$101,800	11.62%
Operating	\$896,034	\$1,003,800	\$860,050	\$1,111,000	10.68%
Capital	\$138,180	\$85,000	\$85,401	\$85,000	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$1,567,269	\$1,641,900	\$1,500,329	\$1,768,300	7.70%

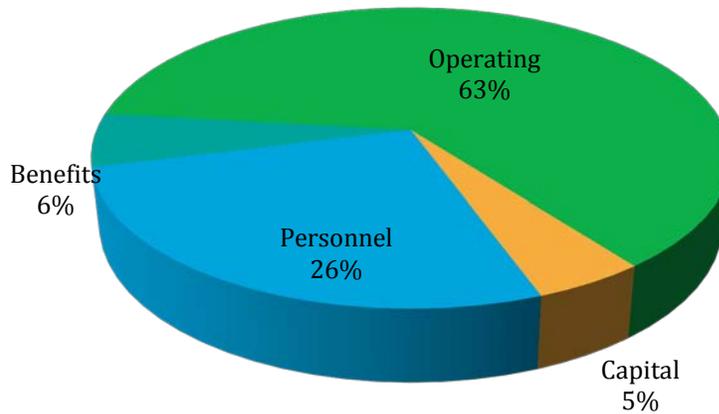
Revenues by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Enterprise	\$1,567,269	\$1,641,900	\$1,500,329	\$1,768,300	7.70%
Total	\$1,567,269	\$1,641,900	\$1,500,329	\$1,768,300	7.70%

Personnel

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	10.00	10.00	10.00	11.00	10.00%
Part-time	-	-	-	-	0.00%
Total	10.00	10.00	10.00	11.00	10.00%

**Public Works: Wastewater Treatment
Expenditures by Type**



Expenditures by Line Item

Wastewater Treatment Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$423,365	\$429,000	\$435,716	\$437,000	1.86%
Professional Services	\$0	\$30,000	\$22,979	\$20,000	-33.33%
FICA	\$30,315	\$32,900	\$31,777	\$33,500	1.82%
Group Insurance	\$52,335	\$60,100	\$55,403	\$68,600	14.14%
Retirement	\$27,040	\$31,100	\$31,981	\$33,200	6.75%
Telephone	\$5,918	\$4,700	\$4,812	\$4,500	-4.26%
Utilities	\$294,435	\$290,000	\$248,541	\$250,000	-13.79%
Travel & Education	\$3,474	\$4,000	\$2,000	\$4,000	0.00%
Maint. & Repairs/Building	\$31,734	\$22,000	\$10,000	\$22,400	1.82%
Maint. & Repairs/Equipment	\$123,929	\$165,000	\$146,800	\$181,500	10.00%
Maint. & Repairs/Drying Beds	\$14,422	\$24,000	\$9,500	\$18,000	-25.00%
Maint. & Repairs/Auto	\$1,516	\$1,500	\$2,000	\$1,500	0.00%
Advertising	\$3,666	\$2,500	\$2,500	\$3,500	40.00%
Fuel	\$2,865	\$6,000	\$8,309	\$6,000	0.00%
Special Sludge Disposal	\$165,150	\$176,200	\$134,325	\$300,000	70.26%
Departmental Supplies	\$10,192	\$9,000	\$13,500	\$10,000	11.11%
Lab Chem. & Equipment	\$26,122	\$34,900	\$32,100	\$35,000	0.29%
Waste Treatment Chemicals	\$62,153	\$80,000	\$67,832	\$80,000	0.00%
Sludge Site Compliance	\$6,520	\$15,000	\$5,000	\$15,000	0.00%
Equipment & Tools	\$3,868	\$3,200	\$3,000	\$3,200	0.00%
Uniforms	\$6,896	\$5,000	\$5,580	\$5,000	0.00%
Safety Supplies	\$3,790	\$3,000	\$2,500	\$3,000	0.00%
Contract Services	\$55,526	\$50,000	\$59,500	\$66,000	32.00%
Dues & Subscription	\$352	\$1,600	\$500	\$1,500	-6.25%
Plant Certifications	\$21,483	\$21,000	\$21,500	\$21,000	0.00%
Workman's Comp	\$9,224	\$9,700	\$10,500	\$10,800	11.34%
Insurance/Auto	\$341	\$500	\$336	\$400	-20.00%
Insurance/Building	\$42,141	\$44,500	\$45,936	\$48,200	8.31%
Miscellaneous	\$317	\$500	\$500	\$500	0.00%
Capital Outlay/Improvements	\$117,680	\$40,000	\$45,401	\$85,000	112.50%
Capital Outlay/Equipment	\$20,500	\$45,000	\$40,000	\$0	-100.00%
Total	\$1,567,269	\$1,641,900	\$1,500,329	\$1,768,300	7.70%

Mission

To produce safe, quality, compliant potable water for our citizens and customers, reliably and in a cost effective manner while adhering to all state and federal regulations. To identify supply needs in order to support economic sustainability and future growth, while striving to conserve one of our vital natural resources for future generations.

Description

The City of Clinton provides approximately 2.20 million gallons of water each day to customers. Ten wells located primarily to the south and east of the city and five elevated storage tanks supply the city's water needs. The city's well site locations are a combination of six deep and four shallow wells. The water plant at Well Field East produces a supply of approximately 1.5 million gallons per day to the system. Water production is the responsibility of the Water Production Supervisor and two plant operators. The Water Production Plant is located at 900 Clive Jacobs Rd., Clinton, NC. For more information about the plant or the water production and treatment process, please contact the Water Production Supervisor at 910-299-9151 or anderson@cityofclintonnc.us.

FY2016-2017 Accomplishments

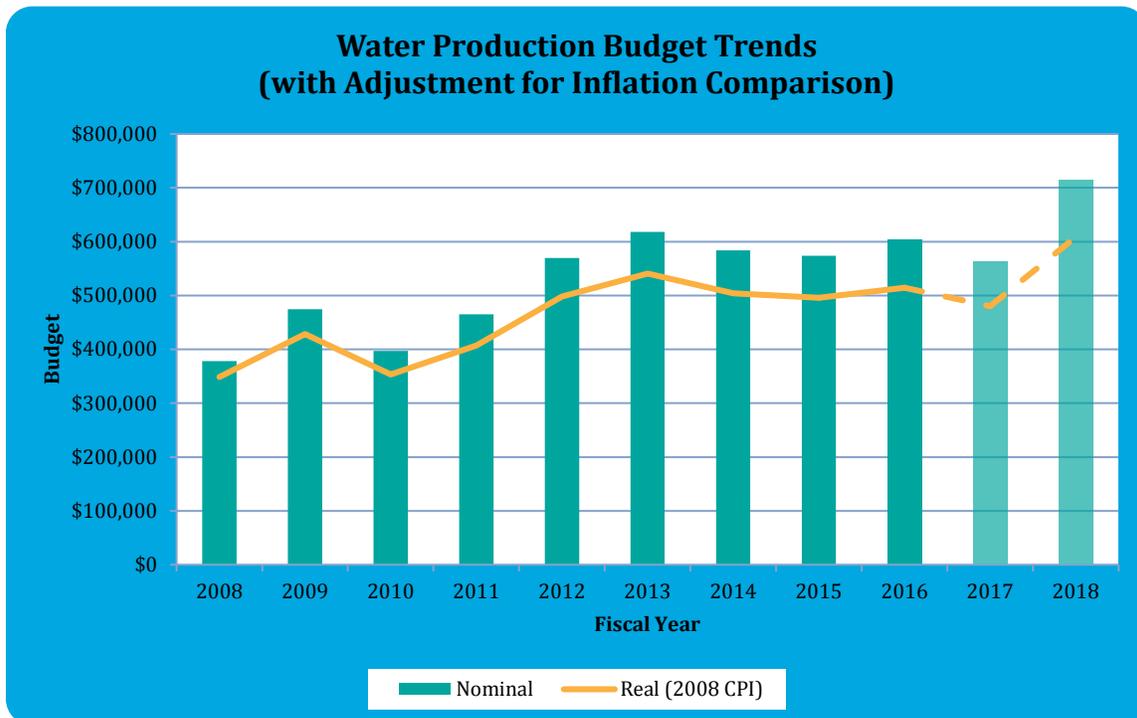
- Produced compliant potable water
- Installed new altitude valve at Northwest Blvd Tank
- Progressed with new well sites 25 and 28
- Continued meter testing
- Managed Water Production portion of Hwy 24 Utility Relocation Project
- Drilled and capped Well 30 at Southwood Dr. for future use
- Reconditioned Ground Storage Tank #1 and Northwest Blvd Tank
- Reconditioned Wells 12, 13, and 21S
- Added concrete apron to each Well Site & an onsite generator for hazard prevention
- Replaced existing fiberglass caustic tank and installed new Stainless steel tank
- Installed new Q-4 meters at Sampson Regional Medical Center
- Updated SOP for the Water Plant and well site operation
- Began Potable Water Well Head Protection Program
- Received NCAWWA A-Well Operator of the Year Award
- Completed C-Well certification classes

FY2017-2018 Action Items & Initiatives

- Complete Water Treatment Plant expansion, including transmission lines and well sites
- Upgrade SCADA system at Water Treatment Plant
- Continue management of Water Production portion of Hwy 24 Utility Relocation project
- Recondition Bunting St. Tank.
- Continue Meter Testing program
- Replace unrepairable commercial meters
- Calibrate new altitude valve at Northwest Blvd Tank
- Recondition Ground Storage Tank #2.
- Inspect Wells 18D, 18S, 22
- Continue site work at Southwood Drive elevated storage tank.

FY2017-2018 Budget Highlights

The Water Production budget will increase by 8.17 percent for FY17-18. This increase is due to the increased operating costs of the plant expansion. At \$714,000, the Water Production budget accounts for 14.54 percent of the Water and Sewer Fund budget. The City plans to spend \$81.69 per capita for Water Production in FY17-18. The water plant expansion project indicated on the CIP is a water project but operates under a capital project fund. The city is financing this project and the debt service payments are estimated to start in FY18-19. Capital items include \$25,000 for a pickup truck as part of the vehicle replacement program.



Budget Summary

Expenditures by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$123,034	\$133,600	\$115,457	\$132,300	-0.97%
Benefits	\$19,600	\$25,400	\$11,587	\$28,000	10.24%
Operating	\$460,785	\$501,100	\$436,142	\$528,700	5.51%
Capital	\$0	\$0	\$0	\$25,000	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$603,419	\$660,100	\$563,186	\$714,000	8.17%

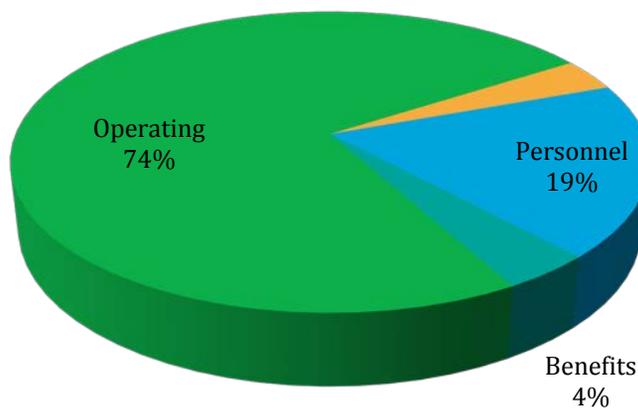
Revenues by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Enterprise	\$603,419	\$660,100	\$563,186	\$714,000	8.17%
Total	\$603,419	\$660,100	\$563,186	\$714,000	8.17%

Personnel

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	2.00	3.00	3.00	3.00	0.00%
Part-time	-	-	-	-	0.00%
Total	2.00	3.00	3.00	3.00	0.00%

**Public Works: Water Production
Expenditures by Type**



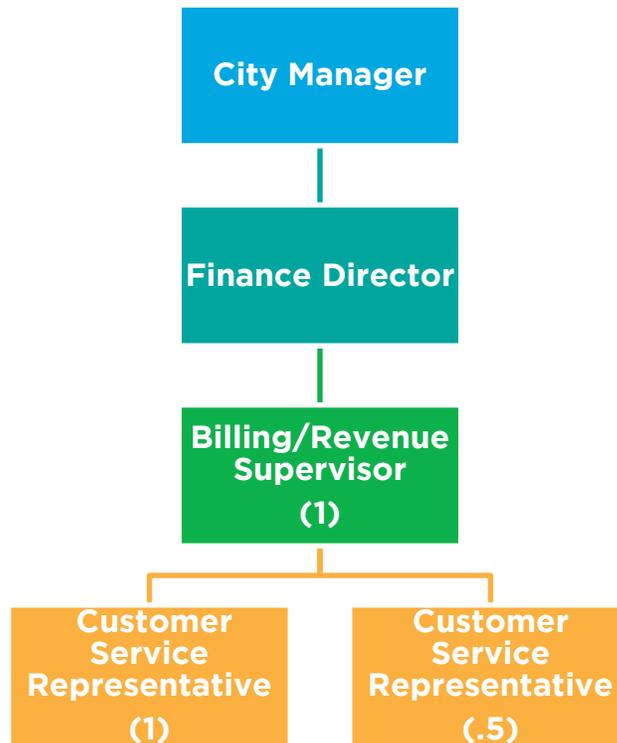
Expenditures by Line Item

Water Production Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$114,668	\$124,100	\$107,431	\$122,900	-0.97%
Professional Services	\$7,327	\$5,000	\$2,500	\$5,000	0.00%
FICA	\$8,366	\$9,500	\$8,026	\$9,400	-1.05%
Group Insurance	\$11,586	\$16,400	\$10,813	\$18,700	14.02%
Retirement	\$8,014	\$9,000	\$774	\$9,300	3.33%
Telephone	\$900	\$1,500	\$875	\$1,500	0.00%
Utilities	\$117,238	\$116,000	\$109,399	\$130,000	12.07%
Travel & Education	\$1,455	\$3,000	\$500	\$3,000	0.00%
Maint. & Repairs/Building	\$15,316	\$12,000	\$9,000	\$30,000	150.00%
Maint. & Repairs/Wells & Pumps	\$74,492	\$80,000	\$72,000	\$80,000	0.00%
Maintenance/Water Tanks	\$63,685	\$78,000	\$63,000	\$78,000	0.00%
Maint. & Repairs/Meters	\$27,806	\$25,000	\$24,000	\$25,000	0.00%
Maint. & Repairs/Auto	\$1,910	\$2,500	\$3,500	\$2,500	0.00%
Advertising	\$437	\$1,000	\$1,000	\$1,000	0.00%
Fuel	\$1,948	\$2,900	\$2,564	\$3,000	3.45%
Departmental Supplies	\$3,567	\$2,500	\$1,500	\$2,500	0.00%
Lab Chem. & Equipment	\$12,199	\$12,500	\$12,000	\$12,500	0.00%
Water Chemicals	\$95,990	\$90,000	\$93,415	\$95,000	5.56%
Water Analysis	\$8,104	\$22,000	\$10,000	\$15,000	-31.82%
Special Tools	\$639	\$1,000	\$1,000	\$1,000	0.00%
Uniforms	\$2,015	\$2,000	\$1,545	\$2,000	0.00%
Safety Supplies	\$445	\$900	\$600	\$900	0.00%
Contract Services	\$5,421	\$20,000	\$7,500	\$20,000	0.00%
Water Certifications	\$3,860	\$4,500	\$3,733	\$4,500	0.00%
Dues & Subscription	\$765	\$2,700	\$1,000	\$1,000	-62.96%
Workman's Comp	\$4,912	\$5,200	\$4,500	\$3,800	-26.92%
Insurance/Building	\$10,354	\$10,900	\$11,012	\$11,500	5.50%
Capital Outlay/Equipment	\$0	\$0	\$0	\$25,000	#DIV/0!
Total	\$603,419	\$660,100	\$563,186	\$714,000	8.17%

Mission

To preserve and maintain the financial stability of the city with integrity, quality service, and leadership while supporting the city with timely and clear information.

Finance-Utility Administration Organization Chart



Description

The Utility Administration Division is a division within the Finance Department that handles the billing and collecting of revenues for the City. The Finance Director is responsible for this division, which includes the Billing & Collections Supervisor and two Customer Service Representatives. The Utility Collections Department is located at City Hall, 221 Lisbon St., Clinton, NC. For more information about the Utility Collections Department, please contact the Finance Department at 910-299-4909 or kstafford@cityofclintonnc.us.

FY 2016-2017 Accomplishments

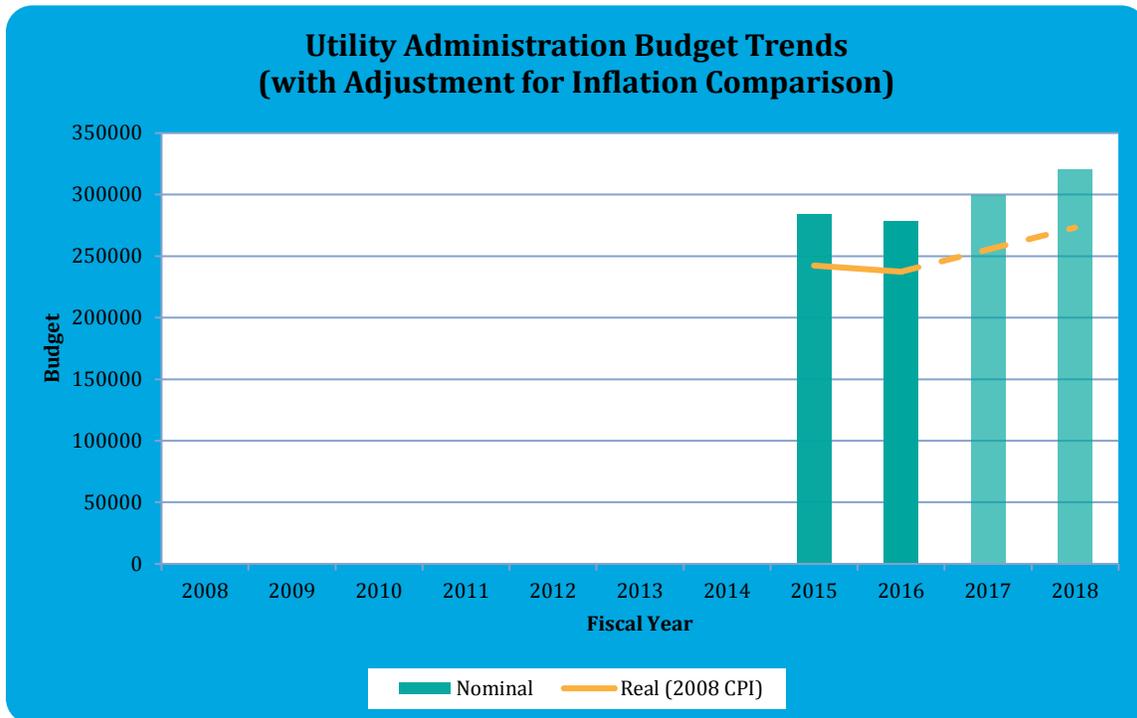
- Maintained over 4,000 water and sewer accounts
- Performed account audit
- Distributed customer service survey with a 2% increase in customer satisfaction

FY 2017-2018 Action Items & Initiatives

- Analyze utility billing and collections to determine how to improve processes
- Analyze customer service tactics to provide more effective customer service
- Analyze expenses for billing
- Increase awareness of filling pool adjustment process
- Increase electronic statement awareness
- Finalize customer service policy update
- Finalize cash balancing standard policy
- Generate customer service survey
- Audit utility accounts
- Reconcile all accounts receivable accounts by 10th of each month
- Provide customer service training for each staff member in collections
- Provide cross-training to all Finance-HR staff in customer inquiries/payment collection
- Increase payment options awareness
- Evaluate utility billing online account portal

FY2017-2018 Budget Highlights

At \$320,500, the Utility Administration budget accounts for 6.53 percent of the Water and Sewer Fund budget. The City plans to spend \$36.67 per capita for Utility Administration in FY17-18. The division budget also accounts for costs incurred under the General Fund but are associated with Water & Sewer Fund operations. The FY17-18 Utility Administration budget does not include any capital items.



Budget Summary

Expenditures by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Personnel	\$453,680	\$461,900	\$467,493	\$470,500	1.86%
Benefits	\$79,375	\$91,200	\$87,385	\$101,800	11.62%
Operating	\$896,034	\$1,003,800	\$860,050	\$1,111,000	10.68%
Capital	\$138,180	\$85,000	\$85,401	\$85,000	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$1,567,269	\$1,641,900	\$1,500,329	\$1,768,300	7.70%

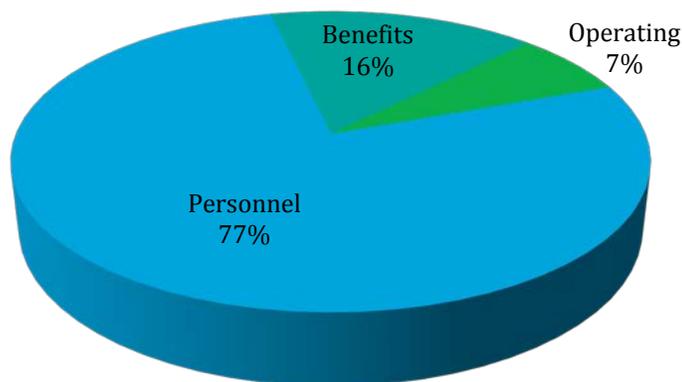
Revenues by Type

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Enterprise	\$0	\$0	\$0	\$320,500	0.00%
Total	\$0	\$0	\$0	\$320,500	0.00%

Personnel

Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Full-time	-	2.00	2.00	2.00	0.00%
Part-time	-	1.00	1.00	1.00	0.00%
Total	-	3.00	3.00	3.00	0.00%

**Finance: Utility Administration
Expenditures by Type**



Expenditures by Line Item

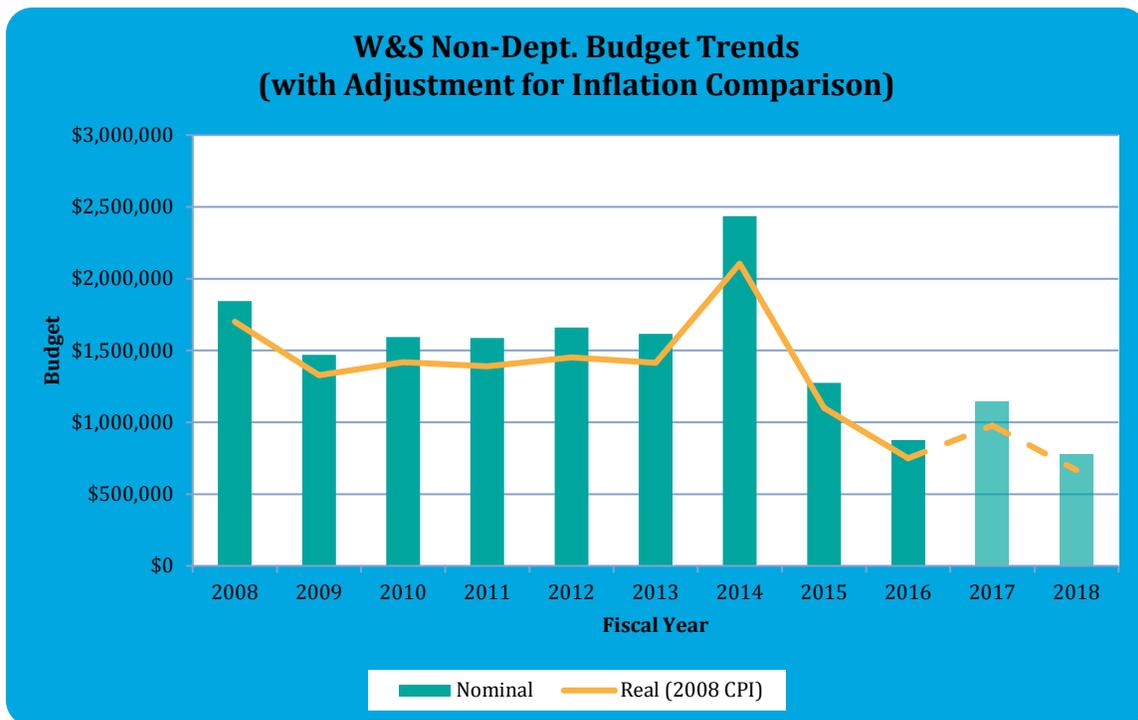
Utility Administration Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Salaries	\$198,444	\$221,100	\$218,677	\$214,000	-3.21%
Temporary Salaries	\$9,030	\$9,600	\$8,336	\$15,000	56.25%
Professional Services	\$445	\$500	\$0	\$500	0.00%
FICA	\$14,989	\$17,700	\$16,674	\$17,500	-1.13%
Group Insurance	\$14,003	\$29,700	\$21,763	\$34,300	15.49%
Retirement	\$15,152	\$16,300	\$15,461	\$17,400	6.75%
Printing & Office Supplies	\$749	\$1,500	\$0	\$1,000	-33.33%
Utilities	\$9,925	\$10,000	\$10,000	\$10,000	0.00%
Travel & Education	\$2,766	\$4,000	\$3,000	\$4,000	0.00%
Departmental Supplies	\$5,035	\$3,500	\$4,000	\$5,000	42.86%
Contract Services	\$7,482	\$2,000	\$500	\$1,000	-50.00%
Dues & Subscription	\$104	\$1,000	\$500	\$500	-50.00%
Workman's Comp	\$247	\$300	\$258	\$300	0.00%
Total	\$278,439	\$317,200	\$299,620	\$320,500	1.04%

Description

The Water and Sewer Non-departmental portion of the budget captures expenditures in the Water and Sewer Fund not easily assigned to a specific division. Expenditures include personnel costs that cover all divisions and debt service attributed to the entire Water and Sewer Fund.

FY2017-2018 Budget Highlights

At \$781,800, the Non-departmental budget accounts for 21.17 percent of the Water and Sewer Fund budget. Overall, there is a 24.52 percent decrease in the Water and Sewer Non-departmental budget due to a reduction in debt service payments and capital. The largest portion of Non-departmental expenditures in FY17-18 is debt service payments, which accounts for \$297,200 (38 percent) of the total allocation. Capital costs in the Non-departmental budget include a \$285,300 transfer to the NC 24 Expansion Utility Relocation project.



Expenditures by Line Item

Water & Sewer Fund Non-Departmental Expenditures					
Line Item	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Professional Services	\$11,049	\$15,000	\$5,344	\$10,000	-33.33%
Retiree's Medical Insurance	\$4,760	\$10,400	\$12,011	\$25,000	140.38%
Employee Wellness	\$1,567	\$3,200	\$2,000	\$4,000	25.00%
Ameriflex	\$450	\$500	\$450	\$500	0.00%
Telephone	\$11,870	\$12,000	\$11,493	\$10,000	-16.67%
Printing & Office Supplies	\$2,957	\$3,200	\$1,900	\$3,000	-6.25%
Utility Billing Maintenance	\$39,755	\$35,000	\$25,868	\$40,000	14.29%
Reverse 911/Connect CTY	\$5,983	\$6,000	\$5,983	\$6,000	0.00%
Advertising	\$1,055	\$1,500	\$1,500	\$2,000	33.33%
Postage	\$2,000	\$3,000	\$2,500	\$2,300	-23.33%
Contract Services	\$17,850	\$24,000	\$20,718	\$22,000	-8.33%
Public Liability	\$6,922	\$7,300	\$6,603	\$7,000	-4.11%
Unemployment Insurance	\$0	\$0	\$0	\$0	#DIV/0!
Safety Committee/OSHA	\$1,324	\$7,500	\$3,000	\$5,200	-30.67%
Misc. Expense	\$19,211	\$10,000	\$21,797	\$15,000	50.00%
Employee Relations	\$9,221	\$6,000	\$8,000	\$7,300	21.67%
Non-departmental improvements	\$10,286	\$0	\$0	\$0	#DIV/0!
Capital Outlay/Equipment	\$0	\$3,000	\$0	\$0	-100.00%
Contingency	\$0	\$40,000	\$40,000	\$40,000	0.00%
Principal Revolving Loan	\$347,306	\$347,300	\$347,300	\$269,300	-22.46%
Interest Revolving Loan	\$43,529	\$33,400	\$33,400	\$27,900	-16.47%
Interest Revenue Bonds	\$0	\$0	\$0	\$0	#DIV/0!
Xfer to Capital Project	\$342,000	\$347,500	\$347,500	\$285,300	-17.90%
Xfer to Capital Reserve Fund	\$0	\$120,000	\$249,000	\$0	-100.00%
Total	\$879,095	\$1,035,800	\$1,146,367	\$781,800	-24.52%

Description

The purpose of the Cemetery Fund is to account for funds related to the sale and maintenance of city owned cemeteries. The sale of cemetery lots and earned interest on investments account for the revenues received in the fund. A cemetery savings account receives any excess revenues over expenditures for future purchase of land for cemetery development.

Revenues

Cemetery Fund Revenues					
Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Sale of Lots	\$37,050	\$44,000	\$41,000	\$44,000	0.00%
Interest Earned	\$1,097	\$1,000	\$1,800	\$1,000	0.00%
From Savings	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$38,147	\$45,000	\$42,800	\$45,000	0.00%

Expenditures

Cemetery Fund Expenditures					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Transfer to GF for Operations	\$33,000	\$45,000	\$42,000	\$45,000	0.00%
Total	\$33,000	\$45,000	\$42,000	\$45,000	0.00%

Description

The Community Development Fund was established in June 2005. Loan repayments from the Housing Revolving Loan Program generate revenues for the fund. The purpose of the fund is to use the revenues from the revolving loan program for redevelopment activities. The decrease in FY17-18 is due to no budgeted community development projects.

Revenues

Community Development Fund Revenues					
Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Revolving Payments	\$0	\$500	\$0	\$0	-100.00%
Transfer from Affordable Housing	\$56,048	\$0	\$0	\$0	#DIV/0!
Interest Earned	\$206	\$500	\$250	\$500	0.00%
Miscellaneous Revenue	\$26,400	\$0	\$0	\$0	#DIV/0!
Fund Balance Approp.	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$82,654	\$1,000	\$250	\$500	-50.00%

Expenditures

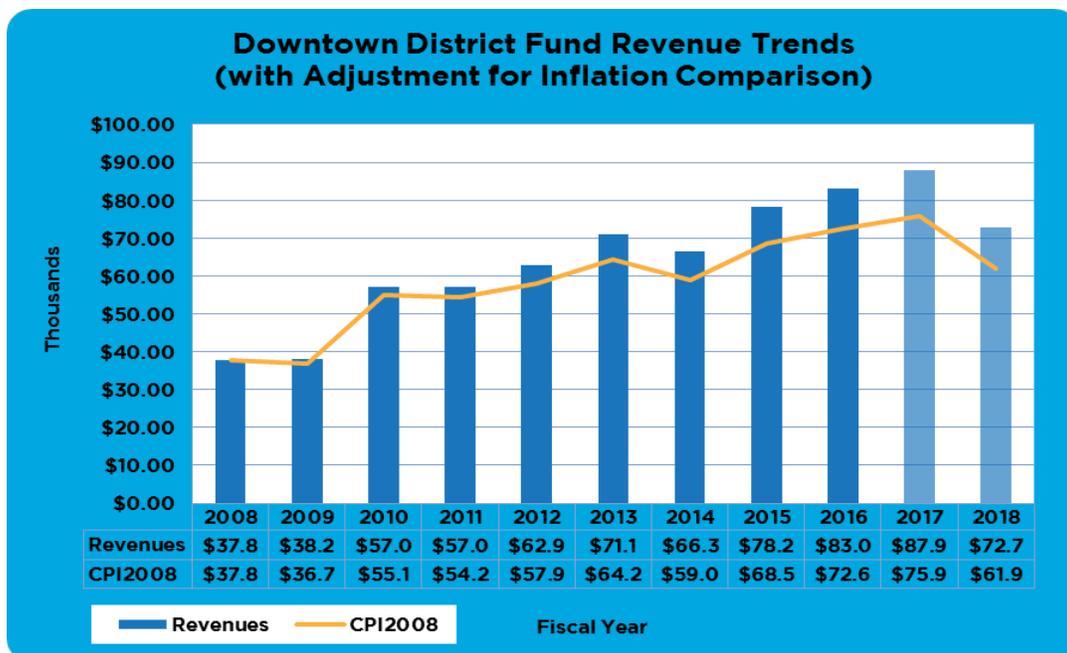
Community Development Fund Expenditures					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Legal Services	\$0	\$500	\$0	\$0	-100.00%
Transfer to General Fund	\$0	\$0	\$0	\$0	#DIV/0!
Transfer to capital project	\$0	\$0	\$0	\$0	#DIV/0!
Miscellaneous	\$5	\$500	\$0	\$500	0.00%
Total	\$5	\$1,000	\$0	\$500	-50.00%

Description

The Downtown Special Tax District was established in 1977 to promote growth and activity in the downtown district. Revenue received in the fund is from ad valorem taxes on real and personal property in the district. The City uses the revenues to host downtown events and support downtown revitalization projects.

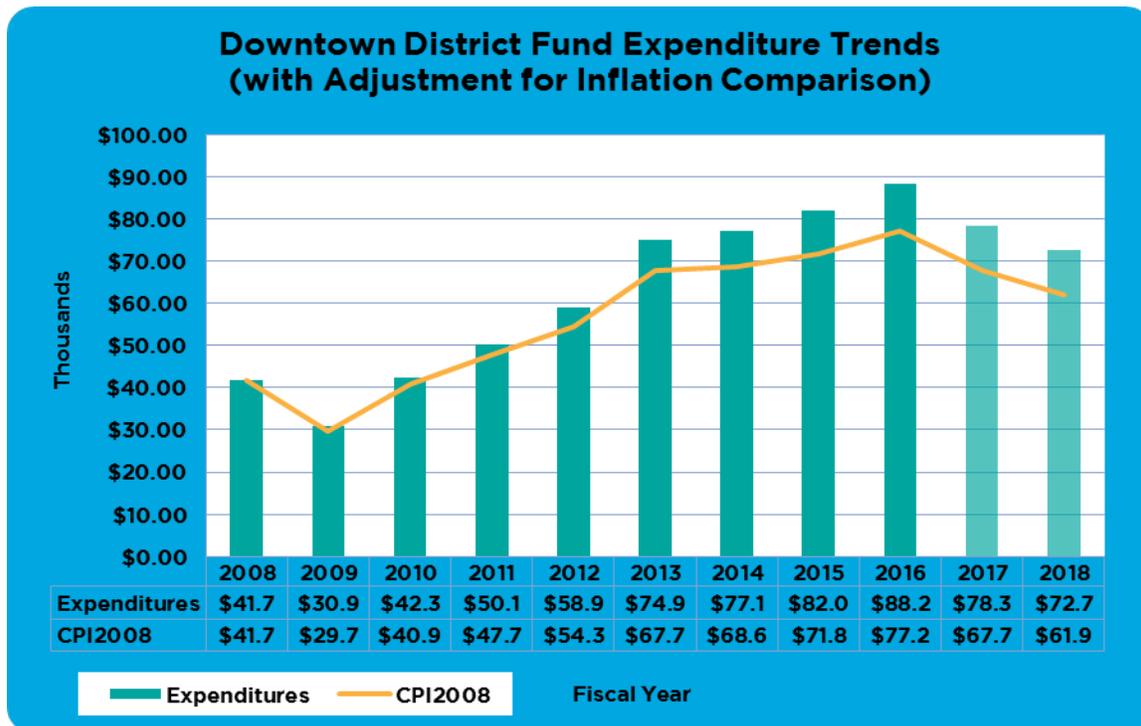
Revenues

Downtown Special Tax District Fund Revenues					
Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Current Taxes	\$51,752	\$52,300	\$51,336	\$47,500	-9.18%
Prior Year Taxes	\$1,626	\$2,000	\$1,000	\$3,000	50.00%
Penalty & Interest	\$313	\$300	\$164	\$200	-33.33%
Vehicle Taxes	\$1,355	\$1,300	\$1,650	\$1,600	23.08%
Collection Fees	(\$1,075)	(\$1,100)	(\$1,065)	(\$1,100)	0.00%
Craft Fair Fees	\$10,550	\$8,000	\$13,096	\$12,000	50.00%
Holiday Events	\$4,291	\$4,000	\$4,950	\$5,000	25.00%
Off Street Parking	\$1,590	\$900	\$1,950	\$2,000	122.22%
City Market Fees	\$0	\$200	\$100	\$100	-50.00%
Interest Earned	\$325	\$500	\$300	\$400	-20.00%
Miscellaneous	\$2,476	\$1,500	\$500	\$1,000	-33.33%
Fundraising Revenue	\$9,848	\$1,500	\$855	\$1,000	-33.33%
Fund Balance	\$0	\$13,100	\$13,100	\$0	-100.00%
Total	\$83,051	\$84,500	\$87,936	\$72,700	-13.96%



Expenditures

Downtown Special Tax District Fund Expenditures					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Professional Services	\$831	\$1,000	\$0	\$1,000	0.00%
Travel & Education	\$2,616	\$2,100	\$2,000	\$3,000	42.86%
Utilities	\$2,294	\$4,500	\$2,835	\$4,000	-11.11%
Craft Fair	\$6,858	\$8,000	\$5,674	\$8,000	0.00%
Advertising	\$12,992	\$12,000	\$12,352	\$13,000	8.33%
Supplies & Materials	\$1,374	\$4,000	\$4,000	\$4,000	0.00%
Contract Services	\$230	\$300	\$1,839	\$1,500	400.00%
Dues & Subscriptions	\$549	\$500	\$836	\$500	0.00%
Miscellaneous	\$1,840	\$500	\$500	\$500	0.00%
Facade Grant Program	\$18,173	\$9,500	\$5,000	\$9,000	-5.26%
Downtown Incentive Program	\$1,200	\$1,200	\$0	\$0	-100.00%
Downtown Mural Grant Program	\$0	\$1,000	\$0	\$1,000	0.00%
Fundraising Expenditures	\$3,568	\$3,500	\$500	\$500	-85.71%
Projects	\$15,102	\$20,600	\$23,326	\$10,700	-48.06%
Contingency	\$0	\$1,000	\$1,000	\$1,000	0.00%
Special Events	\$20,636	\$14,800	\$18,511	\$15,000	1.35%
Debt reserve	\$0	\$0	\$0	\$0	#DIV/0!
Xfer to Capital Project	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$88,263	\$84,500	\$78,373	\$72,700	-13.96%



Description

The Fire Department Special Fund accounts for the revenues and expenses that the Fire Department receives from donations and holding fund raising events.

Revenues

Fire Department Special Fund Revenues					
Source	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Miscellaneous	\$500	\$500	\$750	\$500	0.00%
Special Fees	-	\$500	-	\$500	0.00%
Total	\$500	\$1,000	\$750	\$1,000	0.00%

Expenditures

Fire Department Special Fund Expenditures					
Type	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Estimate	FY 17-18 Budget	Percent Change
Department Supplies	-	-	-	-	#DIV/0!
Miscellaneous	\$246	\$1,000	\$750	\$1,000	0.00%
Total	\$246	\$1,000	\$750	\$1,000	0.00%



April 11, 2017

Dear Mayor Starling and Members of City Council:

I am pleased to present the Recommended FY2017-2018 Capital Improvement Plan (CIP) for your review and consideration. The City's CIP represents a guide for maintenance and acquisition of capital assets. The CIP is an important management tool, as it evaluates the effects of capital costs on the city's operating budget and the city's financial standing in terms of debt burden and capacity. The entire CIP is not an adopted budget. Only the first year of the CIP (FY17-18) will become part of the city's annual budget once approved. The CIP is a dynamic planning tool, as it is evaluated annually and adjusted according to City Council's goals and financial considerations.

During the CIP budget workshop on March 21, City Council made the decision to postpone most of the large capital projects in the General Fund due to the pending transitions on City Council and the City Manager position. The purpose of this decision was to allow the incoming City Council Members and City Manager to evaluate the large projects and determine if the projects are still priorities. In response, the CIP includes these projects in future years and removes the potential financial impact on the operating budget over the next five years. City Council should keep in mind that the financial picture depicted in this CIP will change depending on the future prioritization of the postponed projects.

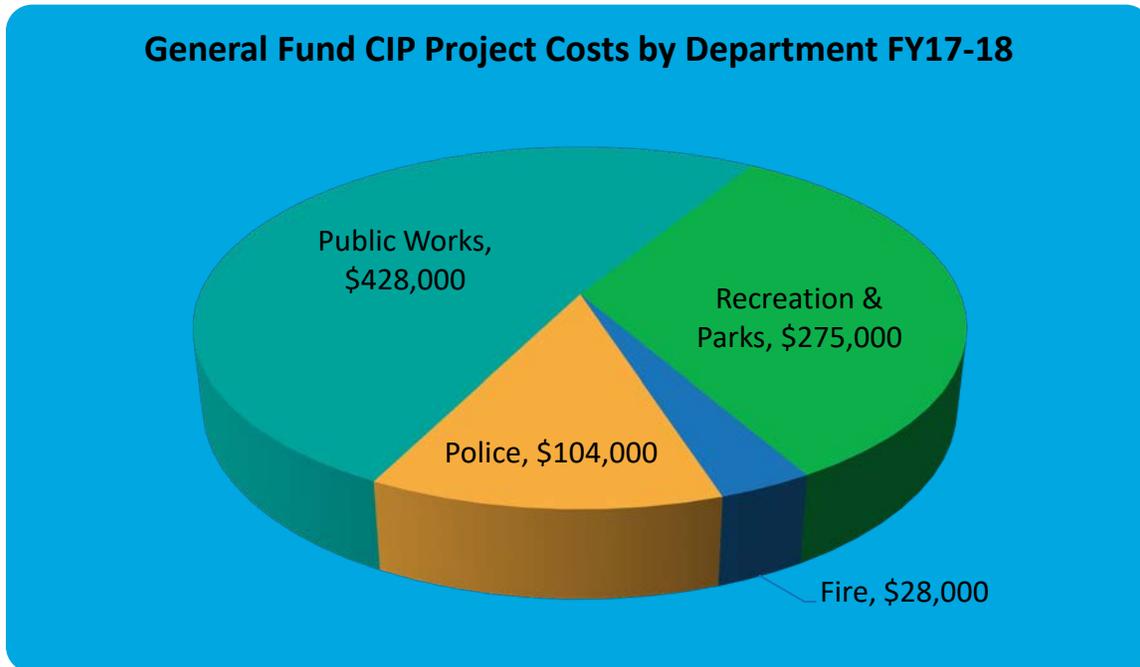
FY17-18 CIP Overview

The Recommended FY17-18 CIP includes 14 projects totaling \$7,579,000 for the General Fund and Water and Sewer Fund. Seven capital projects in the General Fund total \$835,000. Annual road resurfacing, a new front loader for Public Works, and continuing renovations at Royal Lane Park represent the greatest portion of the General Fund CIP, although grant funding will offset part of the cost for the park renovations. Vehicle purchases in the FY17-18 CIP total \$149,000. The annual police vehicle rotation accounts for \$104,000 of this total. Finance staff and department heads thoroughly evaluate vehicle purchases to ensure departments purchase the most efficient vehicle. By ensuring the right vehicle for a specific department or service, maintenance and fuel costs are kept to a minimum or reduced.

Water and sewer projects total \$6,744,000. The FY17-18 Water and Sewer CIP is significantly higher from the CIP staff presented last year. The city's water production expansion project will come to completion during FY17-18 and debt service payments will begin in FY18-19. The largest projects in the FY17-18 CIP include the expansion project (\$6.2 million), purchase of an excavator (\$200,000), and the utility line rehab program (\$200,000). City Council's decision to formalize the utility line

rehab program through inclusion in the CIP demonstrates City Council’s commitment to sound infrastructure.

The complete 5-year CIP represents projects totaling \$14.6 million for the General Fund and Water and Sewer Fund combined.



Financial Impact

Debt burden and capacity ratios remain within acceptable levels for FY17-18 for both funds. Our GF net debt service to expenditures is only 4.93 percent and our W&S percentage is 7.89. This indicates the city’s debt is a small percentage of its overall expenditures. Our GF debt per capita is higher than the average but remains considerably lower than our population group’s high value, as does our debt per assessed valuation. It is important to keep in mind that some municipalities in our group have smaller populations. Many of these municipalities do not carry debt nor implement large capital projects, which skews the average downward. The following table depicts the city’s GF ratios for FY17-18, alongside the ranges for our population group identified by the LGC.

General Fund Fiscal Indicators and Key Debt Ratios

	Clinton	LGC Low	LGC Avg.	LGC High
Net debt per capita	\$302	\$0	\$169	\$1,354
Net debt per assessed valuation	0.355%	0.008%	0.153%	0.601%
Net debt service to expenditures	4.93%	N/A	N/A	N/A

Balancing capital needs with services and other priorities can have a significant strain on city revenues. The potential impact on the tax rate is of concern when prioritizing capital projects and operating costs. The CIP provides a tax impact analysis. Revenues from fees and grants can help

diminish the potential impact on the tax rate. A strengthening economy and restructuring of sales tax by the General Assembly has increased sales tax revenues markedly for the city. The proposed FY17-18 CIP does not have a significant effect on the General Fund operating budget, but the CIP does indicate a more significant impact in future years due to more projects and cost inflation that accompanies a rebounding economy.

As a region heavily dependent on agricultural, the local economy traditionally trails behind state and national trends. We have begun to experience some positive effects from an improving economy, but the financial impact for the city is still modest beyond sales tax revenues. The existing conditions present the city with difficult decisions to make regarding balancing a budget to remain financially sound and responsive to citizen needs and concerns. Financial planning has revealed the need to push several projects to future years to accommodate operating budget needs. Additionally, upcoming changes in leadership may create new priorities for capital projects. Previous capital planning included the police department renovations to begin in FY17-18. The current CIP now includes the police department in future years following the small addition to the station in FY16-17. The possibility of a significant increase in the city's tax base does exist with several new industries looking to locate to the area and expected commercial growth from the NC 24 expansion. This growth, however, is at least two years away from fruition. Several projects including new road construction, greenway construction, and renovations at Royal Lane Park remain unfunded in the current CIP. Without the proposed industry or a significant increase in the city's assessed valuation growth rate, the city will have to consider postponing these projects and others indefinitely or consider a change in revenue generation, specifically property taxes. One option would be for City Council to consider issuing general obligation bonds for the projects, which would provide low interest financing and receive citizen approval for a tax rate increase if needed.

The proposed FY17-18 CIP addresses City Council's goals with projects focusing on welcoming neighborhoods and public spaces, sound and sustainable infrastructure, financial sustainability, quality job growth, and enhanced quality of life. Renovations at Royal Lane Park demonstrate the city's desire to create welcoming public spaces and improve quality of life in Clinton. The near doubling of the city's water production capacity is evidence of the city's commitment to sound infrastructure and economic growth.

Although capital projects can increase the city's debt burden, the projects may be able to offset some of their cost if aligned with City Council goals. Increasing the city's appeal with beautification projects, a focus on public safety, and sound infrastructure can improve the city's economic condition, which can result in an increased tax base and diversified revenue sources. Increases in assessed value and economic activity will generate more revenue and can decrease the city's debt to assessed valuation ratio. In this respect, capital projects in line with City Council goals can be viewed as investments in the city's economic viability and financial stability.

Financial Policies

Capital projects require substantial funding and support, and each year capital projects compete with other priorities in the annual budget process. In 2009, the City adopted fund balance policies for the General Fund and Water and Sewer Fund to establish baseline fund balances and support capital

projects. For both policies, fund balance in excess of the target percentage was assigned for potential capital use. The intent of the percentages selected at the time of adoption was to reserve a specific amount of cash for each fund. Annual changes in the budget and the city's changing needs, however, make it impractical to use a set percentage. For this reason in 2013, staff recommended and City Council adopted a policy establishing a range for each fund to assist with cash management and establishing continued reserves for capital projects. The General Fund policy provides for a fund balance range of 35 to 40 percent with reserves in excess of the range assigned for capital projects. The Water and Sewer Fund policy provides for a retained earnings percentage of 47 to 53 percent. Because of the number of large utility capital projects on the horizon, the policy designates retained earnings in excess of the 53 percent to a capital reserve for the Water and Sewer Fund. This will ensure the city is financially prepared for upcoming projects and upgrades by balancing new debt and pay-as-go financing.

In summary, the proposed FY17-18 CIP includes seven projects in the General Fund and seven in the Water and Sewer Fund. The capital projects address city needs while adhering to the City Council's mission and goals. If implemented, the CIP will provide the city with a plan to maintain and acquire capital assets to improve the city's efficiency and effectiveness as well as provide the foundation for future economic growth. The CIP addresses concerns related to debt management and the effects on the operating budget. Although it does not fund all requests made by departments, it does include priority needs of the city and is set to maintain a high level of service for Clinton citizens.

I wish to express my appreciation to the staff members who helped in preparing this capital improvement plan.

I recommend this proposed CIP for FY2017-2018 to City Council.

Respectfully submitted,



D. Shawn Purvis
City Manager

Introduction

The Clinton Capital Improvement Plan (CIP) represents a multiyear forecast of the city's capital needs. The CIP not only identifies capital projects but also the financing required for the projects and their impact on the operating budget. Capital projects differ from annual operating expenses in that they involve large dollar amounts, often require special financing, occur at irregular intervals, and involve development of assets expected to last several years.

The City of Clinton prepares a five-year CIP to function as a planning tool for capital improvements. Only the current year schedule, when adopted by City Council, becomes part of the operating budget. The CIP schedule beyond the current fiscal year is subject to adjustments upon annual review by city staff and Council. Future forecasts in the CIP serve the city by helping plan for capital repairs, replacements, and acquisitions, which aids in financial planning to ensure the city's fiscal health and credit.

Policies and Finance Strategies

The CIP helps the city manage capital expenditures to meet the following goals:

1. Eliminate hazards and risks to public health and safety
2. Promote economic development
3. Improve service effectiveness and efficiency
4. Maintain financial stability

To achieve these goals, the following policies and finance strategies guide city staff in CIP development:

- A capital project is a physical asset with an initial cost greater than \$10,000 and a projected useful life greater than 5 years or a non-recurring operating expenditure greater than \$10,000 directly related to service delivery. Capital assets may include infrastructure, buildings, vehicles, or information technology equipment and software. Planning and design costs associated with the request should be included in the projected costs when applicable.
- Similar projects costing less than \$10,000 should not be lumped together to form a single project greater than \$10,000. Such smaller projects should be included within the upcoming operating budget.
- The term of any city debt issue shall not exceed the useful life of the asset for which the debt is issued.
- The capital program will recognize the borrowing limitation of the city to maintain fiscal stability.

- The city will search for all possible outside funding sources for CIP projects to help offset city debt, including grants, private-partnerships, and intergovernmental agreements.
- A financial analysis will accompany the CIP to illustrate the city's capacity to repay debt and identify the effects on financial indicators.
- The city will seek to maintain financial indicators within an acceptable level as compared to peer cities.
- The city will attempt to use pay-as-go financing when possible, particularly for capital assets with costs less than \$75,000.

The following is a list of financing options for the City to consider when debt financing is required.

General Obligation Bonds. GO bonds require voter approval because the debt is secured by the taxing power of the local government. GO bonds typically have the lowest interest rates and twenty-year terms. The city typically will not consider GO bonds for any project unless the cost exceeds \$2 million.

Revenue Bonds. Revenue bonds are secured and repaid from specific revenues. These revenues are most often the net earnings from enterprise or self-supporting utilities. Revenue bonds are commonly used to finance water and sewer capital improvements. The city typically will not consider revenue bonds for utility projects unless the cost exceeds \$3 million.

Installment Purchase Agreements. IP financing can be either short-term or long-term. This type of financing is typically used for items such as equipment and vehicles. Installment purchasing presents the best option for most of the city's current capital needs.

Certificates of Participation. COPs typically have higher interest rates than GO bonds because the debt is secured by funds resulting from project being financed and not the "full faith and credit" of the government. COPs are typically financed for ten- to twenty-year terms. This type of financing should be considered for a revenue-generating project.

Tax Increment Financing Bonds. TIF bonds are high risk for investors because the debt is secured on anticipated increases in property value. TIF bonds can be financed for up to thirty years. They do not require voter approval despite their reliance on property or sales tax increases. TIF is complicated in North Carolina and requires approval from the Local Government Commission and consent from Sampson County.

Special Assessments. Special assessments are an option if citizens petition for a specific capital project. The government can issue debt to finance the project and the citizens agree to pay part of the project costs through taxes for a set number of years.

Assigned Capital Funds. Assigned capital funds represent money set aside each fiscal year for capital projects. The city's fund balance policy provides for capital funds by committing money for capital

projects from the city's fund balance in excess of the city's specified range. Committed capital funds are used typically for project contingency and smaller projects.

General Fund/Capital Outlay. This funding is similar to the capital reserve fund except it is money allocated out of the General Fund from the operating budget. There is no debt associated with this funding. This represents a majority of the city's pay-as-go financing.

Water and Sewer Fund. The water and sewer fund operates as an enterprise fund. Revenues generated by water and sewer operations are designated in the water and sewer fund for the water and sewer operating budget as well as water and sewer associated capital outlay. The city maintains a capital reserve fund for specified water and sewer projects. The city designates retained earnings above the city's specified range for the water and sewer capital reserve fund.

Miscellaneous. Other funding sources include grants or donations from private donors or state and federal government. These funding sources often have to be used for a specific project.

Planning Process and Calendar

City staff reviews the CIP annually as part of the regular budget process. Preparation for the CIP begins in December of the current fiscal year, at which time department heads meet with staff to review capital needs. At the same time, the City Manager and Finance staff meet to review Council goals, CIP policies, finance strategies, and ranking criteria. In mid-January, departments submit their CIP requests and meet with the City Manager and Finance staff to discuss the projects and estimated costs. Once department heads submit all CIP projects, the City Manager and Finance staff rank the projects using the following criteria and point scale.

- | | |
|---|-------------|
| 1. Addresses Public Safety | (20 points) |
| 2. Legally Mandated | (20 points) |
| 3. Achieves Council Goal | (15 points) |
| 4. Achieves Community Goal | (15 points) |
| 5. Availability of Outside Funds | (10 points) |
| 6. Increases Service Efficiency | (10 points) |
| 7. Promotes Economic Development | (10 points) |
| 8. Protects/Maintains City Assets and Financial Stability | (10 points) |
| 9. Receives Economic Payback in Less Than 5 Years | (10 points) |
| 10. Links with Other Projects | (10 points) |

The total points for each project merely represent a guideline and are not the determining factor for project funding. City Council must approve projects, which are subject to change based on shifts in Council priorities and the economy. Each project can receive all, half, or no points for each category.

City staff performs a financial analysis to estimate the impact of capital projects on the operating budget and the city's borrowing capacity and debt tolerance. The financial analysis helps determine which projects to fund in each year. Expected budget surpluses and deficits are considered when

calculating the financial impact of the CIP. City staff develops a preliminary CIP by mid-March to present to City Council at a CIP workshop to discuss changes and priorities. The final CIP is adjusted based on Council recommendations and presented to the Council for public approval as part of the annual budget document at the June Council Meeting.

FY 2017-2018 CIP and Budget Schedule

Budget Preparation Steps	Date
Strategic planning workshop with City Council	Tuesday, October 18, 2016
Departments begin meeting internally to develop CIP project requests	Monday, November 28, 2016
Departments submit CIP project requests to Finance & Administration	Friday, January 6, 2017
Administration & Finance review CIP project requests. Department Directors meet with City Manager & Finance staff to discuss CIP project requests	Monday, January 9 – 13, 2017
Strategic planning and goal confirmation workshop with City Council	Tuesday, January 24, 2017
City Manager & Finance staff rank CIP project requests & establish a priority list	Thursday, January 26, 2017
CIP project impact & financial analysis is completed to prepare for operating budget	Friday, January 27, 2017 – Friday, February 10, 2017
Budget packages delivered to departments	Friday, February 17, 2017
CIP workshop with City Council	Tuesday, March 21, 2017
Departments submit budget request	Friday, March 31, 2017
City Manager & Finance staff review budget requests & prepare recommendations	Monday, April 3, 2017 – Friday, April 28, 2017
Budget workshop with City Council	Tuesday, April 18, 2017
Submit CIP & preliminary FY17-18 budget to City Council	Friday, May 5, 2017
Budget workshop with City Council	Tuesday, May 16, 2017
Submit recommended FY17-18 budget to City Council for review	Tuesday, May 30, 2017
City Council holds public hearing regarding proposed FY17-18 budget	Tuesday, June 6, 2017
City Council adopts FY17-18 Budget	Tuesday, June 20, 2017
Fiscal Year 2017-2018 begins	Saturday, July 1, 2017

Description

The CIP consists of four sections:

CIP Summary. This section provides a summary of the capital improvement plan in table form. The summary presents the estimated capital costs for each department and the years in which the city expects to assume that debt. There is a summary for the general fund and water and sewer fund.

Individual Project Descriptions. This section explains each CIP project in further detail on the included tables. The tables include the benefits and effects of funding the project as well as the expected method of financing and its impact on the operating budget.

Financial Impact Analysis. City staff performs financial analyses to evaluate the impact of the CIP on the operating budget and the city's debt tolerance. These tables and charts present the potential effects of the CIP on the city's ability to maintain its current fiscal practices and its ability to borrow money while not compromising its strong financial status.

Unfunded Projects. This section provides a brief summary of projects submitted but not included in the current CIP. The summaries include a description of the project and details as to why it is not funded in the CIP.

CIP Summary

General Fund								
Department	Project	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future Years	Total Capital Cost
Admin, Finance, & Planning	Downtown Revitalization Phase IV Elizabeth St. Multi-use Path						\$ 1,200,000	\$ 1,200,000
							\$ 650,000	\$ 650,000
Department Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,850,000	\$ 1,850,000
Fire	FD Emergency Generator Replacement					\$ 67,000		\$ 67,000
	Fire Apparatus Replacement			\$ 400,000				\$ 400,000
	Fire Vehicle Replacement		\$ 30,000	\$ 30,000	\$ 70,000			\$ 130,000
	Wall Street Station Renovations						\$ 1,287,000	\$ 1,287,000
	Light Tower	\$ 28,000						\$ 28,000
Department Total		\$ 28,000	\$ 30,000	\$ 430,000	\$ 70,000	\$ 67,000	\$ 1,287,000	\$ 1,912,000
Police	Police Station Addition/Remodel						\$ 1,800,000	\$ 1,800,000
	Police Vehicle Replacement	\$ 104,000	\$ 139,100	\$ 107,200	\$ 110,500	\$ 143,300		\$ 604,100
Department Total		\$ 104,000	\$ 139,100	\$ 107,200	\$ 110,500	\$ 143,300	\$ 1,800,000	\$ 2,404,100
Public Works	Fleet Vehicle Replacement			\$ 50,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 120,000
	Grounds Cemetery Paving	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000			\$ 60,000
	Grounds Equipment Replacement		\$ 12,000		\$ 12,000		\$ 12,000	\$ 36,000
	Grounds Vehicle Replacement			\$ 25,000		\$ 35,000	\$ 25,000	\$ 85,000
	Sanitation Vehicle Replacement			\$ 480,000	\$ 125,000			\$ 605,000
	Street Pedestrian Plan Sidewalks		\$ 65,000					\$ 65,000
	Street Equipment Replacement	\$ 143,000	\$ 200,000		\$ 17,000			\$ 360,000
	Street Resurfacing	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,350,000
	Street Vehicle Replacement	\$ 45,000	\$ 55,000	\$ 95,000	\$ 180,000	\$ 55,000		\$ 430,000
Department Total		\$ 428,000	\$ 572,000	\$ 890,000	\$ 604,000	\$ 335,000	\$ 282,000	\$ 3,111,000
Recreation	Fisher Drive Park Playground				\$ 60,000			\$ 60,000
	Recreation Equipment Replacement			\$ 35,000	\$ 12,000	\$ 14,000		\$ 61,000
	Recreation Vehicle Replacement		\$ 25,000		\$ 25,000	\$ 25,000		\$ 75,000
	Royal Lane Park Press Box			\$ 40,000				\$ 40,000
	Royal Lane Park Renovations Ph 1	\$ 275,000						\$ 275,000
	Royal Lane Park Renovations Ph 2						\$ 1,200,000	\$ 1,200,000
	Sampson Center A/C		\$ 75,000					\$ 75,000
Department Total		\$ 275,000	\$ 100,000	\$ 75,000	\$ 97,000	\$ 39,000	\$ 1,200,000	\$ 1,786,000

Water and Sewer Fund								
Facility/Division	Project	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future Years	Total Capital Cost
Line Maintenance	NC 24 Expansion Utilities		\$ 2,297,000					\$ 2,297,000
	Utility Lines Equipment Replacement	\$ 200,000						\$ 200,000
	Utility Lines Rehab Program	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
	Utility Lines Vehicle Replacement	\$ 40,000	\$ 35,000	\$ 30,000			\$ 28,000	\$ 133,000
Division Total		\$ 440,000	\$ 2,532,000	\$ 230,000	\$ 200,000	\$ 200,000	\$ 228,000	\$ 3,830,000
Water Treatment	WTP and Well Expansion	\$ 6,194,000						\$ 6,194,000
	WTP Vehicle Replacement	\$ 25,000						\$ 25,000
Division Total		\$ 6,219,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,219,000
Waste Water Treatment	WWTP Paving	\$ 50,000	\$ 50,000					\$ 100,000
	WWTP Trash Pumps	\$ 35,000						\$ 35,000
	WWTP Vehicle Replacement					\$ 25,000		\$ 25,000
Division Total		\$ 85,000	\$ 50,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 160,000

	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future Years	Total Capital Costs
General Fund Total	\$ 835,000	\$ 809,200	\$ 1,505,500	\$ 910,100	\$ 584,300	\$ 6,419,000	\$ 11,063,100
Water & Sewer Fund Total	\$ 6,844,000	\$ 2,582,000	\$ 230,000	\$ 200,000	\$ 225,000	\$ 228,000	\$ 10,309,000
CIP Total	\$ 7,679,000	\$ 3,391,200	\$ 1,735,500	\$ 1,110,100	\$ 809,300	\$ 6,647,000	\$ 21,372,100

Capital Projects List

Project	Department	Estimated Cost	Outside Funds Available	City's Obligation	FY Funded	Potential Source(s) of Financing	Score
FD Emergency Generator Replacement	Fire	\$ 67,000	\$ -	\$ 67,000	21-22	GF	0.0
Fire Apparatus Replacement	Fire	\$ 400,000	\$ -	\$ 400,000	Program	CR,IP	0.0
Fire Station 2 Construction	Fire	\$ -	\$ -	\$ -	N/A	IP	0.0
Fire Vehicle Replacement	Fire	\$ 130,000	\$ -	\$ 130,000	Program	GF	0.0
Wall Street Station Renovations	Fire	\$ 1,287,000	\$ -	\$ 1,287,000	FY	GO,IP	0.0
Light Tower	Fire	\$ 28,000	\$ -	\$ 28,000	17-18	GF,IG	0.0
Downtown Revitalization Phase IV	Planning	\$ 1,200,000	\$ 200,000	\$ 1,000,000	FY	GR,IP,IG	0.0
Elizabeth St. Multi-use Path	Planning	\$ 650,000	\$ 200,000	\$ 450,000	FY	GR,IP,IG	0.0
Police Station Addition/Remodel	Police	\$ 1,800,000	\$ -	\$ 1,800,000	FY	GO,IP	0.0
Police Vehicle Replacement	Police	\$ 604,100	\$ -	\$ 604,100	Program	GF	0.0
Fleet Vehicle Replacement	PW-Garage	\$ 100,000	\$ -	\$ 100,000	Program	GF	0.0
Grounds Cemetery Paving	PW-Grounds	\$ 60,000	\$ -	\$ 60,000	17-18 to 20-21	GF	0.0
Grounds Equipment Replacement	PW-Grounds	\$ 36,000	\$ -	\$ 36,000	Program	GF	0.0
Grounds Vehicle Replacement	PW-Grounds	\$ 60,000	\$ -	\$ 60,000	Program	GF	0.0
Sanitation Vehicle Replacement	PW-Sanitation	\$ 605,000	\$ -	\$ 605,000	Program	IP	0.0
Stormwater GIS	PW-Streets	\$ -	\$ -	\$ -	N/A	GF	0.0
Street Pedestrian Plan Sidewalks	PW-Streets	\$ 65,000	\$ -	\$ 65,000	18-19	GF	0.0
Street Equipment Replacement	PW-Streets	\$ 360,000	\$ -	\$ 360,000	Program	GF,IP	0.0
Street Resurfacing	PW-Streets	\$ 1,125,000	\$ 1,125,000	\$ -	Program	IG	0.0
Street Vehicle Replacement	PW-Streets	\$ 430,000	\$ -	\$ 430,000	Program	GF	0.0
Sunset Ave. Parallel Road	PW-Streets	\$ -	\$ -	\$ -	N/A	IP,IG	0.0
Sunset Ave. Connector Road	PW-Streets	\$ -	\$ -	\$ -	N/A	IP,IG	0.0
Automated Meter Reading System	PW-Utility Lines	\$ -	\$ -	\$ -	N/A	IP,WS	0.0
Hwy 421 Industrial Park Pump Station	PW-Utility Lines	\$ -	\$ -	\$ -	N/A	IP,WS	0.0
NC 24 Expansion Utilities	PW-Utility Lines	\$ 2,297,000	\$ -	\$ 2,297,000	18-19	IP,WS,CR	0.0
NC 24 Industrial Park Utilities	PW-Utility Lines	\$ 3,566,800	\$ -	\$ 3,566,800	FY	IP,WS,GR	0.0
NC 24 New Road Utilities	PW-Utility Lines	\$ -	\$ -	\$ -	N/A	IP,WS	0.0
Utility Lines Equipment Replacement	PW-Utility Lines	\$ 200,000	\$ -	\$ 200,000	Program	WS	0.0
Utility Lines Rehab Program	PW-Utility Lines	\$ 1,000,000	\$ -	\$ 1,000,000	Program	WS	0.0
Utility Lines Vehicle Replacement	PW-Utility Lines	\$ 108,000	\$ -	\$ 108,000	Program	WS	0.0
WWTP Expansion	PW-Wastewater	\$ 5,000,000	\$ -	\$ 5,000,000	FY	PP,RB,GR	0.0
WWTP Paving	PW-Wastewater	\$ 100,000	\$ -	\$ 100,000	17-18,18-19	WS	0.0
WWTP Trash Pumps	PW-Wastewater	\$ 35,000	\$ -	\$ 35,000	17-18	WS	0.0
WWTP UV Disinfection System	PW-Wastewater	\$ -	\$ -	\$ -	N/A	WS	0.0
WWTP Vehicle Replacement	PW-Wastewater	\$ 25,000	\$ -	\$ 25,000	Program	WS	0.0
WTP and Well Expansion	PW-Water	\$ 6,194,000	\$ 200,000	\$ 5,994,000	17-18	RB,IP	0.0
WTP Vehicle Replacement	PW-Water	\$ 25,000	\$ -	\$ 25,000	Program	WS	0.0
Bellamy Center Addition	Recreation	\$ -	\$ -	\$ -	N/A	IP,GR	0.0
Fisher Drive Park Playground	Recreation	\$ 60,000	\$ -	\$ 60,000	20-21	GF,PP	0.0
Multipurpose Field Lighting	Recreation	\$ -	\$ -	\$ -	N/A	GF	0.0
Recreation Equipment Replacement	Recreation	\$ 61,000	\$ -	\$ 61,000	Program	GF	0.0
Recreation Vehicle Replacement	Recreation	\$ 75,000	\$ -	\$ 75,000	Program	GF	0.0
Royal Lane Park Press Box	Recreation	\$ 40,000	\$ -	\$ 40,000	19-20	GF,PP	0.0
Royal Lane Park Renovations Ph 1	Recreation	\$ 275,000	\$ 100,000	\$ 175,000	17-18	GF,GR	0.0
Royal Lane Park Renovations Ph 2	Recreation	\$ 1,200,000	\$ -	\$ 1,200,000	FY	GF,GO,GR,PP	0.0
Sampson Center A/C	Recreation	\$ 75,000	\$ -	\$ 75,000	18-19	GF	0.0

CR Capital Designated Funds
 GF General Fund Capital Outlay
 GO General Obligation Bond
 IG Intergovernmental Funds
 IP Installment Purchase
 PP Public-Private Partnership
 RB Revenue Bonds
 SA Special Assessment
 WS Water-Sewer Capital Outlay
 GR Grant

FY=Future Years
 Program=Varying \$ & Years

Not Funded

City of Clinton Capital Project Worksheet

Project Title: Downtown Revitalization Phase IV

Department: Planning & Public Works **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$1,200,000							\$1,200,000

Project Description

Expand downtown revitalization efforts to Lisbon St., Elizabeth St., and Wall St. to include streetscaping, widening of sidewalks, and placing utilities underground.

Project Justification and Impact on Strategic Plan

The city has completed three successful downtown projects and continues to see investment around the Courthouse Square. Extending the revitalization efforts down spurs (McKoy, Sampson, Sycamore, & Lisbon) and the secondary central business district roads (Elizabeth & Wall) will address the remaining blighted areas in downtown and potential generate new investment. Recent public investments in Downtown Clinton have experienced \$3 in private investment for every public dollar.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services						\$125,000	\$125,000
Land/ROW Acquisition							\$0
Construction						\$1,075,000	\$1,075,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$0	\$0	\$0	\$0	\$1,200,000	\$1,200,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Grant						\$200,000	\$200,000
Installment Purchase						\$1,000,000	\$1,000,000
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$0	\$0	\$1,200,000	\$1,200,000

City of Clinton Capital Project Worksheet

Project Title: Elizabeth St. Multiuse Path

Department: Planning & Public Works **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$650,000							\$650,000

Project Description

Construct multiuse path along Elizabeth St. to connect middle school and high school with residential areas, downtown, and Butler Avenue and Sunset Avenue Schools.

Project Justification and Impact on Strategic Plan

The Elizabeth St. multiuse path is rated as one of the top projects in the city's Comprehensive Pedestrian Plan. The path would run approximately 1.5 miles from Clinton High School to connect with Sunset Avenue sidewalk project at the intersection of Westover Rd. The multiuse path would establish a full connection between the west and east sides of the city currently divided by the US 421/701 by-pass.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials						\$1,000	\$1,000
Maintenance & Repair						\$2,000	\$2,000
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services						\$71,500	\$71,500
Land/ROW Acquisition						\$40,000	\$40,000
Construction						\$538,500	\$538,500
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$0	\$0	\$0	\$0	\$650,000	\$650,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Grant						\$100,000	\$100,000
Intergovernmental						\$100,000	\$100,000
Installment Purchase						\$450,000	\$450,000
							\$0
Total Project Financing	\$0	\$0	\$0	\$0	\$0	\$650,000	\$650,000

City of Clinton Capital Project Worksheet

Project Title: FD Emergency Generator Replacement

Department: Fire **Division:**

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$67,000						\$67,000	

Project Description

Installation of larger emergency generator at Wall St. Fire Station.

Project Justification and Impact on Strategic Plan

Wall Street station is the Emergency Operations Center for the City and back up for the County. The current generator is insufficient to support emergency center operations and normal fire department operations. This will be even more evident with completion of proposed plans to expand and renovate the station. The generator can be incorporated into the proposed renovations if they occur in the next few years.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair						\$250	\$250
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$250	\$250

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery					\$67,000		\$67,000
Total Capital Cost	\$0	\$0	\$0	\$0	\$67,000	\$0	\$67,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay					\$67,000		\$67,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$0	\$67,000	\$0	\$67,000

City of Clinton Capital Project Worksheet

Project Title: Fire Apparatus Replacement

Department: Fire **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$408,440				\$400,000			

Project Description

Rotation program for replacement of fire engines and tankers

Project Justification and Impact on Strategic Plan

Several of the city's fire engines are past their useful life or nearing the end of it. Two of the vehicles have required excessive maintenance and repair in comparison with other apparatuses. The city purchased a new truck in FY14-15 and the next truck in the rotation is due for replacement in FY19-20. The city anticipates financing the engine and has based projections on a 5-year financing at 3.5 percent. The city will sell the older engine to offset the cost for new equipment on the new engine. Sale of past engines has generated \$25,000 to \$35,000.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other			-\$25,000				-\$25,000
Total Operating Impact	\$0	\$0	-\$25,000	\$0	\$0	\$0	-\$25,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery			\$400,000				\$400,000
Total Capital Cost	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Installment Purchase				\$81,688	\$81,688	\$245,064	\$408,440
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$81,688	\$81,688	\$245,064	\$408,440

City of Clinton Capital Project Worksheet

Project Title: Fire Vehicle Replacement

Department: Fire **Division:**

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$125,000			\$30,000	\$25,000	\$45,000	\$25,000	

Project Description

Replacement program for fire vehicles (non-engines)

Project Justification and Impact on Strategic Plan

The command staff currently uses two Ford Crown Vics that are nearing the end of their useful life. SUVs such as a Ford Explorer would better serve as a command vehicles. The newer vehicles should require less maintenance but will use slightly more fuel. The chief's vehicle is scheduled for replacement in FY18-19 and the second command vehicle in FY19-20. FY20-21 includes a heavy-duty truck to replace the brush truck and FY20-21 is replacement of the department's pick-up truck used to haul trailers and supplies.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other		-\$2,000	-\$2,000	-\$6,000			-\$10,000
Total Operating Impact	\$0	-\$2,000	-\$2,000	-\$6,000	\$0	\$0	-\$10,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery		\$30,000	\$30,000	\$70,000			\$130,000
Total Capital Cost	\$0	\$30,000	\$30,000	\$70,000	\$0	\$0	\$130,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay		\$30,000	\$25,000	\$70,000			\$125,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$30,000	\$25,000	\$70,000	\$0	\$0	\$125,000

City of Clinton Capital Project Worksheet

Project Title: Wall St. Station Renovations

Department: Fire **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$2,038,471							\$1,287,000

Project Description

Additions and renovations to Wall St. fire station to adequately accommodate current staff and operations and plan for potential growth

Project Justification and Impact on Strategic Plan

The current fire station at on Wall Street is home to the Fire Department but it was not constructed as a fire station. Several building and NFPA code concerns exist due to the structure of the building and lack of rooms designed to be sleeping quarters or training rooms. The station is limited in growth capacity and could be laid out more efficiently to help response time and create training opportunities. The city has preliminary plans for a renovation and addition to the current structure. The financing would be for 20 years at an expected rate of 5%.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials						\$500	\$500
Maintenance & Repair						\$2,500	\$2,500
Other						\$500	\$500
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services						\$12,870	\$12,870
Land/ROW Acquisition							\$0
Construction						\$1,274,130	\$1,274,130
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$0	\$0	\$0	\$0	\$1,287,000	\$1,287,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Installment Purchase						\$2,038,471	\$2,038,471
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$0	\$0	\$2,038,471	\$2,038,471

City of Clinton Capital Project Worksheet

City of Clinton Capital Project Worksheet								
Project Title:		Light Tower						
Department:		Police			Division:			
Focus Area(s) Addressed		<input checked="" type="checkbox"/> Welcoming Neighborhoods <input type="checkbox"/> Sound Infrastructure <input checked="" type="checkbox"/> Quality of Life <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Financial Sustainability <input type="checkbox"/> Quality Job Growth					Score	
Strategic Plan Goal		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A						
Strategic Plan Objective		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> N/A						
Total Funds Requested (including interest)		Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$28,000			\$28,000					
Project Description								
Replacement program for light tower on 2151.								
Project Justification and Impact on Strategic Plan								
The current light tower on 2151 is non-operational. It has historically required excessive repair to no avail. Replacing the light tower would save on long-term maintenance and repair costs. The light tower is used on fire and accident scenes to increase visibility. It plays an important role in improving safety during scene operations.								
Operating Impact of Project, Positive or Negative								
Expenditure Line Item		FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits								\$0
Supplies and Materials								\$0
Maintenance & Repair								\$0
Other								\$0
Total Operating Impact		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Costs								
Activity		FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services								\$0
Land/ROW Acquisition								\$0
Construction								\$0
Equipment/Machinery		\$28,000						\$28,000
Total Capital Cost		\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
Financing Methods								
Funding Source(s)		FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
General Fund Capital Outlay		\$28,000						\$28,000
								\$0
								\$0
								\$0
Total Project Financing		\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000

City of Clinton Capital Project Worksheet

Project Title: Police Department Renovations

Department: Police **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$3,207,000							\$1,800,000

Project Description

Additions and renovations to police station to adequately accommodate current staff and operations and prepare for potential growth

Project Justification and Impact on Strategic Plan

The current police station is a former bank and, therefore, not appropriately designed to meet modern police operation needs. This has been noted in our CALEA recognition specifically regarding meeting standards for evidence and interrogations. Our evidence currently has to be stored and monitored at another location. The station does not have a functional sally-port. The roof has been patched multiple times, most recently to stop substantial leaking into the department IT-server room. The longer the project is delayed the more money we put into a building that does not meet our needs. In order to accommodate evidence storage, a 1,000 square ft. addition was constructed in FY16-17 that will later become the sally port when the full renovations are complete. The initial phase would be financed for 10 years at 3.5% and the remainder would be financed for 20 years at an estimated rate of 5%. Operating expenses such as utilities, maintenance, cleaning, etc. are expected to increase with the increased size but be more energy efficient.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair		\$500	\$500	\$3,000	\$3,000	\$3,000	\$10,000
Other							\$0
Total Operating Impact	\$0	\$500	\$500	\$3,000	\$3,000	\$3,000	\$10,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services						\$162,000	\$162,000
Land/ROW Acquisition							\$0
Construction						\$1,638,000	\$1,638,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$1,800,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Installment Purchase- 1		\$35,599	\$35,599	\$35,599	\$35,599	\$213,594	\$355,990
Installment Purchase- 2				\$142,551	\$142,551	\$2,565,908	\$2,851,010
							\$0
							\$0
Total Project Financing	\$0	\$35,599	\$35,599	\$178,150	\$178,150	\$2,779,502	\$3,207,000

City of Clinton Capital Project Worksheet

Project Title: Police Vehicle Rotation Program

Department: Police **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$604,100		\$104,000	\$139,100	\$107,200	\$110,500	\$143,300	

Project Description

Replace police vehicles, including marking and equipment, on a five year rotation (patrol)

Project Justification and Impact on Strategic Plan

Police vehicles accumulate wear and breakdown through normal use. A replacement program allows the police department to rotate through several new vehicles each year, ensuring all vehicles are functional and capable of performing properly. During the recession the city was only able to include two cars in the replacement rotation. The program calls for alternating years of three and four cars for the rotation. New operating cost are expected to be minimal as newer vehicles will require less maintenance and be more fuel efficient. The cost for each vehicle (approximately \$34k) includes purchase, markings, and camera and equipment. Each year's cost represents a 3% increase for budget planning purposes. Resale of the vehicles is expected to earn \$1,500 to \$2,000 per vehicle.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other	-\$6,000	-\$7,500	-\$6,000	-\$7,500	-\$8,000		-\$35,000
Total Operating Impact	-\$6,000	-\$7,500	-\$6,000	-\$7,500	-\$8,000	\$0	-\$35,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery	\$104,000	\$139,100	\$107,200	\$110,500	\$143,300		\$604,100
Total Capital Cost	\$104,000	\$139,100	\$107,200	\$110,500	\$143,300	\$0	\$604,100

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay	\$104,000	\$139,100	\$107,200	\$110,500	\$143,300		\$604,100
							\$0
							\$0
							\$0
Total Project Financing	\$104,000	\$139,100	\$107,200	\$110,500	\$143,300	\$0	\$604,100

City of Clinton Capital Project Worksheet

Project Title: Fleet and Garage Vehicle Replacement

Department: Public Works & Utilities **Division:** Garage

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	
				20.0

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$120,000				\$50,000	\$30,000	\$20,000	\$20,000

Project Description

Replacement of high-mileage vehicles as part of regularly scheduled program

Project Justification and Impact on Strategic Plan

Replacement for FY18-19 represents a 15 year old pool car. FY19-20 includes the garage's forklift that is nearly 30 years old and FY20-21 includes the garage service truck. The second pool car will be due replacement in FY21-22 at 10 years. Resale is expected to earn \$2k for the pool cars, \$4k for the forklift, and \$3k for the truck. No additional operating costs are anticipated with the new vehicles. Costs include vehicle, DMV fees, and striping/decals.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other		-\$2,000	-\$4,000	-\$3,000	-\$2,000		-\$11,000
Total Operating Impact	\$0	-\$2,000	-\$4,000	-\$3,000	-\$2,000	\$0	-\$11,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery		\$20,000	\$50,000	\$30,000	\$20,000		\$120,000
Total Capital Cost	\$0	\$20,000	\$50,000	\$30,000	\$20,000	\$0	\$120,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay		\$20,000	\$50,000	\$30,000	\$20,000		\$120,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$20,000	\$50,000	\$30,000	\$20,000	\$0	\$120,000

City of Clinton Capital Project Worksheet

Project Title: Grounds Cemetery Paving

Department: Public Works & Utilities **Division:** Grounds

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$60,000		\$15,000	\$15,000	\$15,000	\$15,000		

Project Description

Maintenance (crack sealing and resurfacing) of existing paved cemetery roads

Project Justification and Impact on Strategic Plan

Existing cemetery roads are in disrepair and have not been sealed or resurfaced in a number of years. Establishing a 5-year plan to crack seal and resurface will extend the life of the roads and improve the appearance and accessibility of the cemeteries.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction	\$15,000	\$15,000	\$15,000	\$15,000			\$60,000
Equipment/Machinery							\$0
Total Capital Cost	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$60,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay	\$15,000	\$15,000	\$15,000	\$15,000			\$60,000
							\$0
							\$0
							\$0
Total Project Financing	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$60,000

City of Clinton Capital Project Worksheet

Project Title: Grounds Equipment Replacement

Department: Public Works & Utilities **Division:** Grounds

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$36,000			\$12,000		\$12,000		\$12,000

Project Description

Replacement of ground maintenance equipment and mowers on a five-year rotation

Project Justification and Impact on Strategic Plan

The purpose of the mower rotation for mowers is to keep maintenance costs to a minimum, consistently having well-functioning mowers, and retain some resale value of mowers to offset the cost of the new mower. The program calls for a new mower in 2 of 3 years. Resale of the mowers is expected to earn \$500 to \$1k.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other		-\$500		-\$500		-\$500	-\$1,500
Total Operating Impact	\$0	-\$500	\$0	-\$500	\$0	-\$500	-\$1,500

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery		\$12,000		\$12,000		\$12,000	\$36,000
Total Capital Cost	\$0	\$12,000	\$0	\$12,000	\$0	\$12,000	\$36,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay		\$12,000		\$12,000		\$12,000	\$36,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$12,000	\$0	\$12,000	\$0	\$12,000	\$36,000

City of Clinton Capital Project Worksheet

Project Title: Grounds Vehicle Replacement

Department: Public Works & Utilities **Division:** Grounds

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$85,000				\$25,000		\$35,000	\$25,000

Project Description

Replacement of high-mileage vehicles as part of regularly scheduled program

Project Justification and Impact on Strategic Plan

Standard vehicle replacement. Replacement for FY18-19 will be the cargo van used for building maintenance and labor transport. It will be 20 years old at time of replacement. Resale is expected to earn \$1k. No additional operating costs are anticipated with the new vehicle. Other replacements scheduled are for grounds maintenance trucks.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other		-\$1,000		-\$1,500		-\$1,500	-\$4,000
Total Operating Impact	\$0	-\$1,000	\$0	-\$1,500	\$0	-\$1,500	-\$4,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery		\$25,000		\$35,000		\$25,000	\$85,000
Total Capital Cost	\$0	\$25,000	\$0	\$35,000	\$0	\$25,000	\$85,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay		\$25,000		\$35,000		\$25,000	\$85,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$25,000	\$0	\$35,000	\$0	\$25,000	\$85,000

City of Clinton Capital Project Worksheet

Project Title: Sanitation Vehicle Replacement

Department: Public Works & Utilities **Division:** Sanitation

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$617,303				\$480,000	\$125,000		

Project Description

Replacement of sanitation collection vehicles (2) every four years

Project Justification and Impact on Strategic Plan

Recent restructuring of service delivery and vehicle acquisitions has allowed the division to establish a 4-year vehicle replacement rotation that will ensure properly operating vehicles, backup trucks, and a consistent annual budget appropriation to cover debt service payments. The schedule would replace two trucks at a time, each truck would rotate through on a twelve-year schedule. The replacements for FY19-20 will be a front-load commercial garbage truck and a residential truck. The combined cost of \$480,000 will be financed for 4 years at an anticipated 3.5%. Newer, more efficient vehicles will not generate any additional operating costs. The resale of the trucks is expected to earn \$4k each. FY20-21 call for replacement of the older knuckle boom truck that will be 15 years old at the time of replacement. It would be financed for 4 years at 4%.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other			-\$8,000	-\$5,000			-\$13,000
Total Operating Impact	\$0	\$0	-\$8,000	-\$5,000	\$0	\$0	-\$13,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery			\$480,000	\$125,000			\$605,000
Total Capital Cost	\$0	\$0	\$480,000	\$125,000	\$0	\$0	\$605,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Installment Purchase- 1				\$122,636	\$122,636	\$244,208	\$489,480
Installment Purchase- 2					\$32,035	\$95,788	\$127,823
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$122,636	\$154,671	\$339,996	\$617,303

City of Clinton Capital Project Worksheet

Project Title: Pedestrian Plan Sidewalks

Department: Public Works & Utilities **Division:** Streets

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$65,000			\$65,000				

Project Description

Construct sidewalks as identified in Clinton Comprehensive Pedestrian Plan

Project Justification and Impact on Strategic Plan

Access and connectivity is an important goal for City Council. The city's pedestrian plan proposes sidewalk, multi-use, and greenway projects to help connect the entire city by means other than automobile. FY18-19 includes sidewalks along NC-24 to coincide with the widening project. This is our portion of the project per our contract with NCDOT.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction		\$65,000					\$65,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Gf Capital Outlay		\$65,000					\$65,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000

City of Clinton Capital Project Worksheet

Project Title: Street Equipment Replacement

Department: Public Works & Utilities **Division:** Streets

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$383,372		\$143,000	\$200,000		\$17,000		

Project Description

Replacement program for Street Division equipment

Project Justification and Impact on Strategic Plan

FY17-18 includes the replacement of a front loader. It will be financed at an estimate of 3% for 4 years. FY18-19 includes \$200k for a new street sweeper. It will replace a 2004 model and resale for an estimated \$2500. It will be financed for 4 years at an expected rate of 3%. FY19-20 includes a replacement leaf machine. Each piece of equipment will replace an existing piece of equipment and should not increase corresponding operating costs.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other	-\$3,000	-\$2,500					-\$5,500
Total Operating Impact	-\$3,000	-\$2,500	\$0	\$0	\$0	\$0	-\$5,500

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery	\$143,000	\$200,000	\$17,000				\$360,000
Total Capital Cost	\$143,000	\$200,000	\$17,000	\$0	\$0	\$0	\$360,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Installment Purchase		\$38,470	\$91,593	\$91,593	\$91,593	\$53,123	\$366,372
GF Capital Outlay			\$17,000				\$17,000
							\$0
							\$0
Total Project Financing	\$0	\$38,470	\$108,593	\$91,593	\$91,593	\$53,123	\$383,372

City of Clinton Capital Project Worksheet

Project Title: Street Resurfacing

Department: Public Works & Utilities **Division:** Streets

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$1,350,000		\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000

Project Description

Street paving based on paving schedule and need

Project Justification and Impact on Strategic Plan

The city resurfaces streets with Powell Bill funds based on a rotation schedule and needs. The city typically resurfaces 4-7 miles of streets. Staff is working to develop maintenance plan based on pavement condition in hopes of addressing more severe needs with repaving rather than resurfacing.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,350,000
Equipment/Machinery							\$0
Total Capital Cost	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,350,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Intergovernmental (Powell Bill)	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,350,000
							\$0
							\$0
							\$0
Total Project Financing	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,350,000

City of Clinton Capital Project Worksheet

Project Title: Street Vehicle Replacement

Department: Public Works & Utilities **Division:**

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$426,214		\$45,000	\$55,000	\$95,000	\$180,000	\$55,000	

Project Description

Rotation and replacement of Street Division vehicles

Project Justification and Impact on Strategic Plan

Street vehicles accumulate wear and breakdown through normal use that often includes hauling heavy loads. A replacement program allows for rotation of new vehicles each year, ensuring all vehicles are functional and capable of performing properly. New operating cost are expected to be minimal to none as newer vehicles will require less maintenance and be more fuel efficient. The cost for each vehicle includes purchase, markings, and title. Vehicles are expected to earn from \$1k to \$2,500 depending on the vehicle being replaced. FY17-18 is a 1-ton truck. FY18-19 includes a 1-ton truck and a pick-up. FY19-20 is a dump body 2-ton truck. FY20-21 includes bucket truck (\$120k), a crew cab truck and a 2-ton truck. The bucket truck will be financed for 4 years at 4%. FY21-22 is a 1-ton truck.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other	-\$2,000	-\$4,000	-\$2,000	-\$5,000	-\$3,000		-\$16,000
Total Operating Impact	-\$2,000	-\$4,000	-\$2,000	-\$5,000	-\$3,000	\$0	-\$16,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery	\$45,000	\$55,000	\$65,000	\$210,000	\$50,000		\$425,000
Total Capital Cost	\$45,000	\$55,000	\$65,000	\$210,000	\$50,000	\$0	\$425,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay	\$45,000	\$55,000	\$65,000	\$90,000	\$50,000		\$305,000
Installment Purchase					\$30,303	\$90,911	\$121,214
							\$0
							\$0
Total Project Financing	\$45,000	\$55,000	\$65,000	\$90,000	\$80,303	\$90,911	\$426,214

City of Clinton Capital Project Worksheet

Project Title: NC 24 Expansion Utilities

Department: Public Works & Utilities **Division:** Lines Maintenance

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$2,341,770			\$2,297,000				

Project Description

The water and sewer utilities in the existing ROW of NC 24 will have to be relocated outside the proposed ROW at the expense of the city

Project Justification and Impact on Strategic Plan

NCDOT requires cities with more than 5,000 in population to pay costs of relocation of utilities from NCDOT road widening projects. The city expects to use \$500k from reserves to pay down the amount to be financed. The remaining \$1,797,000 will be financed for 10 years at an estimated 4.5%.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction		\$2,297,000					\$2,297,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$2,297,000	\$0	\$0	\$0	\$0	\$2,297,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
W&S Capital Reserve		\$500,000					\$500,000
Installment Purchase			\$184,177	\$184,177	\$184,177	\$1,289,239	\$1,841,770
							\$0
							\$0
Total Project Financing	\$0	\$500,000	\$184,177	\$184,177	\$184,177	\$1,289,239	\$2,341,770

City of Clinton Capital Project Worksheet

Project Title: Pierce St. Expansion Utilities

Department: Public Works & Utilities **Division:** Lines Maintenance

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$500,000	\$500,000						

Project Description

Extend water and sewer lines along the Pierce Street extension

Project Justification and Impact on Strategic Plan

Part of the NC-24 project includes extending Pierce Street to connect to Westover. As the road is being constructed is a good time to install the utilities that will encourage growth along the new road. The city has already allocated money for this project that will be handled by NCDOT with an expected completion in 2018.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction		\$500,000					\$500,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
WS Capital Reserves		\$500,000					\$500,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000

City of Clinton Capital Project Worksheet

Project Title: Utility Lines Rehab Program

Department: Public Works & Utilities **Division:** Lines Maintenance

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$1,200,000		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

Project Description

Implement recurring program to assess water and sewer line inventory and plan rehabilitation and replacement

Project Justification and Impact on Strategic Plan

The city maintains nearly 160 miles of water and sewer lines, some of which are extremely old or not made of suitable materials. Dedicated funding to assessing the condition of existing lines and developing a rehabilitation and replacement program will save the city money with preventative repairs and maintenance and improve the system.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000
Equipment/Machinery							\$0
Total Capital Cost	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
WS Capital Outlay	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000
							\$0
							\$0
							\$0
Total Project Financing	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000

City of Clinton Capital Project Worksheet

Project Title: Utility Lines Vehicle Replacement

Department: Public Works & Utilities **Division:** Lines Maintenance

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	
				20.0

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$100,000		\$40,000	\$35,000	\$30,000			\$28,000

Project Description

Rotation and replacement of Utility Lines vehicles

Project Justification and Impact on Strategic Plan

Utilities vehicles accumulate wear and breakdown through normal use that often includes hauling heavy loads. A replacement program allows for rotation of new vehicles each year, ensuring all vehicles are functional and capable of performing properly. New operating cost are expected to be minimal to none as newer vehicles will require less maintenance and be more fuel efficient. The cost for each vehicle includes purchase, markings, and title. Vehicles are expected to earn from \$1k to \$2,500 depending on the vehicle being replaced. Year 1 is a 1-ton truck, Year 2 is a crew cab 4x4 truck, and Year 3 is a pickup truck.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other	-\$2,000	-\$1,500	-\$1,500				-\$5,000
Total Operating Impact	-\$2,000	-\$1,500	-\$1,500	\$0	\$0	\$0	-\$5,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery	\$40,000	\$35,000	\$30,000			\$28,000	\$133,000
Total Capital Cost	\$40,000	\$35,000	\$30,000	\$0	\$0	\$28,000	\$133,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
WS Capital Outlay	\$40,000	\$35,000	\$25,000				\$100,000
							\$0
							\$0
							\$0
Total Project Financing	\$40,000	\$35,000	\$25,000	\$0	\$0	\$0	\$100,000

City of Clinton Capital Project Worksheet

Project Title: WWTP Expansion

Department: Public Works & Utilities **Division:** Wastewater

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input checked="" type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$7,625,000	\$65,000			\$5,000,000			

Project Description

Expansion of wastewater treatment facility

Project Justification and Impact on Strategic Plan

Currently, the Wastewater Treatment Plant is a full pre-treatment plant. As part of this program when a plant becomes 80% loaded with solids the expansion process must begin within the next one or two years. The wastewater treatment plant is 90% loaded with solids and needs to begin the process of expanding. The plant needs to expand for regulatory reasons and to be able to accept potential industry. FY15-16 included \$65k to obtain a preliminary engineering report. The expansion will likely be finance with revenue bonds and estimates are for \$5 million over 20 years at 5%. The city hopes to receive grant funding and private support as the expansion will help support existing industry and job creation.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials				\$25,000	\$25,000		\$50,000
Maintenance & Repair				\$75,000	\$75,000		\$150,000
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$200,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services			\$475,000				\$475,000
Land/ROW Acquisition							\$0
Construction			\$3,275,000				\$3,275,000
Equipment/Machinery			\$1,250,000				\$1,250,000
Total Capital Cost	\$0	\$0	\$5,000,000	\$0	\$0	\$0	\$5,000,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Revenue Bonds				\$500,000		\$7,125,000	\$7,625,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$500,000	\$0	\$7,125,000	\$7,625,000

City of Clinton Capital Project Worksheet

Project Title: WWTP Paving

Department: Public Works & Utilities **Division:** Wastewater

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods <input type="checkbox"/> Sound Infrastructure <input type="checkbox"/> Quality of Life <input type="checkbox"/> Affordable Housing <input checked="" type="checkbox"/> Financial Sustainability <input type="checkbox"/> Quality Job Growth	Score
		20.0

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$100,000		\$50,000	\$50,000				

Project Description

Street paving portions of the roads within the wastewater treatment plant.

Project Justification and Impact on Strategic Plan

The wastewater treatment plant has a general cycle of maintenance on the roads that it has to maintain. Many of the roads throughout the wastewater treatment plant are in need of repair. Repairing the roads will assist in storm water concerns, provide reliable paths to treatment units, and will reduce wear and tear on wastewater vehicles.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction	\$50,000	\$50,000					\$100,000
Equipment/Machinery							\$0
Total Capital Cost	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
WS Capital Outlay	\$50,000	\$50,000					\$100,000
							\$0
							\$0
							\$0
Total Project Financing	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000

City of Clinton Capital Project Worksheet

Project Title:	WWTP Trash						
Department:	Public Works & Utilities			Division: Wastewater			
Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life		Score 20.0		
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth				
Strategic Plan Goal	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A	
Strategic Plan Objective	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A	
Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$35,000						\$25,000	

Project Description

Installation of a new trash pump for the wastewater treatment plant.

Project Justification and Impact on Strategic Plan

The new trash pump will serve as a replacement for a pump that is non-operational. This new trash pump is portable and will have a wider range of critical pumping applications. In case of power failure, this pump has the ability to run without a separate generator. This will provide assistance in maintaining compliant treatment in emergency situations.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery	\$35,000						\$35,000
Total Capital Cost	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
WS Capital Outlay	\$35,000						\$35,000
							\$0
							\$0
							\$0
Total Project Financing	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000

City of Clinton Capital Project Worksheet

Project Title: WWTP UV Disinfection System

Department: Public Works & Utilities **Division:** Wastewater

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input checked="" type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$915,000					\$600,000		

Project Description

Install ultraviolet disinfection system at WWTP to replace chlorine disinfection system

Project Justification and Impact on Strategic Plan

Currently, the WWTP utilizes chlorine at the end of the treatment process for disinfection. The use of chlorine poses several health and safety concerns for staff. The cost of chlorine for disinfection, while not requiring an initial large output of capital, is still relatively high. UV treatment does not require the same maintenance costs as chlorine treatment. Regulation of the disinfection process using chlorine, although semi-automated, is difficult to achieve, and may result in non-compliance with the City's NPDES permit. Current approved test methods for chlorine in wastewater have multiple interferences, and can easily result in a false positive on a chlorine test. The UV system would be included in the WWTP expansion and financed in the same package.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction						\$600,000	\$600,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$0	\$0	\$0	\$0	\$600,000	\$600,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Revenue Bonds						\$915,000	\$915,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$0	\$0	\$915,000	\$915,000

City of Clinton Capital Project Worksheet

Project Title: WWTP Vehicle Replacement

Department: Public Works & Utilities **Division:** Wastewater

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	20.0

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$25,000						\$25,000	

Project Description

Rotation and replacement of wastewater treatment plant vehicles

Project Justification and Impact on Strategic Plan

There are only a few vehicles at the wastewater plant but a replacement schedule is necessary to ensure all vehicles are functional and capable of performing properly. New operating cost are expected to be minimal to none as newer vehicles will require less maintenance and be more fuel efficient. The cost for each vehicle includes purchase, markings, and title. Vehicles are expected to earn \$1k from resale. Only basic pickup trucks are needed.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other					-\$1,000		-\$1,000
Total Operating Impact	\$0	\$0	\$0	\$0	-\$1,000	\$0	-\$1,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery					\$25,000		\$25,000
Total Capital Cost	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
WS Capital Outlay					\$25,000		\$25,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000

City of Clinton Capital Project Worksheet

Project Title: WTP and Well Expansion							
Department: Public Works & Utilities				Division: Water Production			
Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods <input checked="" type="checkbox"/> Sound Infrastructure <input type="checkbox"/> Quality of Life <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Financial Sustainability <input checked="" type="checkbox"/> Quality Job Growth						Score
							80.0
Strategic Plan Goal	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A						
Strategic Plan Objective	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> N/A						
Total Funds Requested (including interest)	Approp. ToDate	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$10,305,100		\$6,194,000					
Project Description							
Installation of six new wells, doubling size of water production plant, and loop water system							
Project Justification and Impact on Strategic Plan							
The city has almost reached its current water production capacity if the MOA for 1 mgd with local industry is included. Increasing the city's water capacity will provide room for economic growth as well as improve the system by looping the main line. USDA loan money is available. New revenues will help offset most of those costs. The wells have been permitted and transmission lines and plant construction will begin in 2016 and take 12 months to complete. The plant addition will be finance through USDA for 40 years at 2.75%.							
Operating Impact of Project, Positive or Negative							
Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits	\$50,000	\$52,500	\$55,125	\$58,000	\$60,900		\$276,525
Supplies and Materials	\$25,000	\$47,500	\$47,500	\$51,000	\$52,500		\$223,500
Maintenance & Repair	\$125,000	\$205,000	\$222,375	\$216,000	\$221,600		\$989,975
Other							\$0
Total Operating Impact	\$200,000	\$305,000	\$325,000	\$325,000	\$335,000	\$0	\$1,490,000
Project Costs							
Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services	\$612,643						\$612,643
Land/ROW Acquisition	\$90,000						\$90,000
Construction	\$5,487,857						\$5,487,857
Miscellaneous	\$151,000						\$151,000
Total Capital Cost	\$6,341,500	\$0	\$0	\$0	\$0	\$0	\$6,341,500
Financing Methods							
Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Installment Purchase		\$248,940	\$248,940	\$248,940	\$248,940	\$8,961,840	\$9,957,600
Grant	\$200,000						\$200,000
WS Capital	\$147,500						\$147,500
							\$0
Total Project Financing	\$347,500	\$248,940	\$248,940	\$248,940	\$248,940	\$8,961,840	\$10,305,100

City of Clinton Capital Project Worksheet

Project Title: WTP Vehicle Replacement

Department: Public Works & Utilities **Division:** Water Production

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	
				20.0

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$25,000		\$25,000					

Project Description

Rotation and replacement of water production plant vehicles

Project Justification and Impact on Strategic Plan

There are only two vehicles at the water plant but a replacement schedule is necessary to ensure all vehicles are functional and capable of performing properly. New operating cost are expected to be minimal to none as newer vehicles will require less maintenance and be more fuel efficient. The cost for each vehicle includes purchase, markings, and title. Vehicles are expected to earn \$1k from resale. Only basic pickup trucks are needed.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other	-\$2,000						-\$2,000
Total Operating Impact	-\$2,000	\$0	\$0	\$0	\$0	\$0	-\$2,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery	\$25,000						\$25,000
Total Capital Cost	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
WS Capital Outlay	\$25,000						\$25,000
							\$0
							\$0
							\$0
Total Project Financing	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

City of Clinton Capital Project Worksheet

Project Title: Fisher Drive Park Playground

Department: Recreation & Parks **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$60,000					\$60,000		

Project Description

Replacement playground structure at Fisher Drive Park

Project Justification and Impact on Strategic Plan

Fisher Drive Park is in need of playground structure replacement. There are no current structures at the park that meet standards. In order to better serve our citizens, we need to update the park with structures that meet current playground safety guidelines.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair	\$500	\$500	\$500	\$500	\$500		\$2,500
Other							\$0
Total Operating Impact	\$500	\$500	\$500	\$500	\$500	\$0	\$2,500

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction				\$60,000			\$60,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay				\$50,000			\$50,000
Grant				\$10,000			\$10,000
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000

City of Clinton Capital Project Worksheet

Project Title: Recreation Equipment Replacement

Department: Recreation & Parks **Division:**

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$61,000			\$35,000	\$12,000	\$14,000		

Project Description

Replacement of recreation equipment

Project Justification and Impact on Strategic Plan

Recreation equipment includes mowers, fields rakes, gators, tractors, and trailers. Mowers are scheduled to be replaced every three years. There are two mowers in the rotation meaning each lasts 6 years. FY18-19 includes a tractor, FY19-20 represents a zero-turn mower, and FY21-22 is a field rake. All equipment is in a replacement rotation and should not add operating costs. Small items may get \$500 from resale while tractors are estimated to earn \$1k.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other		-\$1,000	-\$500	-\$500			-\$2,000
Total Operating Impact	\$0	-\$1,000	-\$500	-\$500	\$0	\$0	-\$2,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery		\$35,000	\$12,000	\$14,000			\$61,000
Total Capital Cost	\$0	\$35,000	\$12,000	\$14,000	\$0	\$0	\$61,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay		\$35,000	\$12,000	\$14,000			\$61,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$35,000	\$12,000	\$14,000	\$0	\$0	\$61,000

City of Clinton Capital Project Worksheet

Project Title: Recreation Vehicle Replacement

Department: Recreation & Parks **Division:**

Focus Area(s) Addressed	<input type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$75,000			\$25,000	\$25,000		\$25,000	

Project Description

Rotation and replacement of recreation vehicles

Project Justification and Impact on Strategic Plan

Vehicles at recreation include the director/department car, three maintenance trucks, and athletic staff truck. A replacement schedule is necessary to ensure all vehicles are functional and capable of performing properly. New operating cost are expected to be minimal to none as newer vehicles will require less maintenance and be more fuel efficient. The cost for each vehicle includes purchase, markings, and title. Vehicles are expected to earn \$1k from resale. All vehicles in the current CIP are pickup trucks.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other		-\$1,000	-\$1,000		-\$1,000		-\$3,000
Total Operating Impact	\$0	-\$1,000	-\$1,000	\$0	-\$1,000	\$0	-\$3,000

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction							\$0
Equipment/Machinery		\$25,000	\$25,000		\$25,000		\$75,000
Total Capital Cost	\$0	\$25,000	\$25,000	\$0	\$25,000	\$0	\$75,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay		\$25,000	\$25,000		\$25,000		\$75,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$25,000	\$25,000	\$0	\$25,000	\$0	\$75,000

City of Clinton Capital Project Worksheet

City of Clinton Capital Project Worksheet								
Project Title:		Royal Lane Park Press Box						
Department:		Recreation & Parks			Division:			
Focus Area(s) Addressed		<input checked="" type="checkbox"/> Welcoming Neighborhoods <input type="checkbox"/> Sound Infrastructure <input checked="" type="checkbox"/> Quality of Life <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Financial Sustainability <input type="checkbox"/> Quality Job Growth					Score	
Strategic Plan Goal		<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A						
Strategic Plan Objective		<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A						
Total Funds Requested (including interest)		Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Years 2022+
\$40,000					\$40,000			
Project Description								
Press box at new multipurpose field at Royal Lane Park.								
Project Justification and Impact on Strategic Plan								
The multipurpose field will be renovated as part of the Royal Lane Park Phase 1A project. The current press box at Royal Lane park in is poor condition and will be torn down. The new press box will provide a secure location for storage and game facilitation. The press box will be done in a split face block style to match the new restroom building.								
Operating Impact of Project, Positive or Negative								
Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total	
Salaries & Benefits							\$0	
Supplies and Materials							\$0	
Maintenance & Repair	\$500	\$500					\$1,000	
Other							\$0	
Total Operating Impact	\$500	\$500	\$0	\$0	\$0	\$0	\$1,000	
Project Costs								
Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total	
Professional Services							\$0	
Land/ROW Acquisition							\$0	
Construction			\$40,000				\$40,000	
Equipment/Machinery							\$0	
Total Capital Cost	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000	
Financing Methods								
Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total	
GF Capital Outlay			\$40,000				\$40,000	
							\$0	
							\$0	
							\$0	
Total Project Financing	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000	

City of Clinton Capital Project Worksheet

Project Title: Royal Lane Park Renovations Phase 1

Department: Recreation & Parks **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$275,000	\$50,000	\$225,000					

Project Description

Renovations and realignment of amenities and facilities at Royal Lane Park: Phase 1 to includes playground, track refurbishment, trails, and parking

Project Justification and Impact on Strategic Plan

Royal Lane Park is 79 acres of sports fields, facilities, and other amenities. While the Bellamy Center and Gym are 25 years old, everything else is 35 years of age or older. The layout of the park is inefficient for use and upkeep. The city finalized a master plan for the park in FY12-13. Total renovations would include realignment of fields; renovation of tennis courts; additional basketball courts, soccer/football fields, and trails; and consolidation of playgrounds and picnic areas. Phase 1 includes playground upgrade and consolidation, a quarter-mile long trail, expansion of the multi-purpose field, track refurbishment, and parking realignments. The city received a PARTF grant in November 2015 to cover half the initial phase.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services	\$20,000						\$20,000
Land/ROW Acquisition							\$0
Construction	\$55,000						\$55,000
Equipment/Machinery	\$150,000						\$150,000
Total Capital Cost	\$225,000	\$0	\$0	\$0	\$0	\$0	\$225,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay	\$175,000						\$175,000
PARTF Grant	\$100,000						\$100,000
							\$0
							\$0
Total Project Financing	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000

City of Clinton Capital Project Worksheet

Project Title: Royal Lane Park Renovations Phase 2

Department: Recreation & Parks **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$1,583,894					\$1,200,000		

Project Description

Renovations and realignment of amenities and facilities at Royal Lane Park: Phase 2 to includes new soccer and multipurpose fields and trails

Project Justification and Impact on Strategic Plan

Royal Lane Park is 79 acres of sports fields, facilities, and other amenities. While the Bellamy Center and Gym are 25 years old, everything else is 35 years of age or older. The layout of the park is inefficient for use and upkeep. The city finalized a master plan for the park in FY12-13 and hopes to receive PARTF money to help offset project costs. The total renovations would include realignment of fields; renovation of tennis courts; additional basketball courts, soccer/football fields, and trails; and consolidation of playgrounds and picnic areas. The city may consider financing the entire project by offering a bond referendum. Phase 2 includes additional field space for soccer and football and a quarter-mile long trail.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services				\$130,000			\$130,000
Land/ROW Acquisition							\$0
Construction				\$1,070,000			\$1,070,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$0	\$0	\$1,200,000	\$0	\$0	\$1,200,000

Financing Methods

Funding Source(s)	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	Future	Total
Installment Purchasing						\$1,583,894	\$1,583,894
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$0	\$0	\$0	\$0	\$1,583,894	\$1,583,894

City of Clinton Capital Project Worksheet

Project Title: Sampson Center A/C

Department: Recreation & Parks **Division:**

Focus Area(s) Addressed	<input checked="" type="checkbox"/> Welcoming Neighborhoods	<input type="checkbox"/> Sound Infrastructure	<input checked="" type="checkbox"/> Quality of Life	Score
	<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Financial Sustainability	<input type="checkbox"/> Quality Job Growth	

Strategic Plan Goal 1 2 3 4 5 N/A

Strategic Plan Objective 1 2 3 4 5 N/A

Total Funds Requested (including interest)	Approp. To Date	Year 1 FY17-18	Year 2 FY18-19	Year 3 FY19-20	Year 4 FY20-21	Year 5 FY21-22	Future Years 2022+
\$75,000			\$75,000				

Project Description

Installation of a central A/C system in the Gym at the Sampson Center

Project Justification and Impact on Strategic Plan

The Sampson Center gym has never had air conditioning but the rec. room does. With an increasing number of children using the gym for summer programming and open play, Recreation staff want to ensure the safety of the children and adults playing in the gym.

Operating Impact of Project, Positive or Negative

Expenditure Line Item	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Salaries & Benefits							\$0
Supplies and Materials							\$0
Maintenance & Repair							\$0
Other							\$0
Total Operating Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Costs

Activity	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
Professional Services							\$0
Land/ROW Acquisition							\$0
Construction		\$75,000					\$75,000
Equipment/Machinery							\$0
Total Capital Cost	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000

Financing Methods

Funding Source(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Future	Total
GF Capital Outlay		\$75,000					\$75,000
							\$0
							\$0
							\$0
Total Project Financing	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000

Financial Impact Analysis

A key element of the CIP is the financial impact analysis that discusses the effects of capital spending on the city's operation costs, debt capacity, and other important debt ratios. It is important to understand how capital spending affects these indicators because the Local Government Commission (LGC) and bond rating agencies use them to evaluate the city's financial condition and to issue ratings. Clinton currently does not have a bond rating as the city retired all bond-related debt during FY12-13. The city's most recent credit rating was A+ with Standard & Poor's Corporation, A3 with Moody's Investors Service Inc., and 82 from the North Carolina Municipal Council. These ratings represented strong financial standing and were among the highest for municipalities of similar size.

Projections and Estimates

Proper financial planning requires projections and estimates for expenditures, revenues, and other financial indicators. Expenditure and revenue estimates require forecasts for changes in population, assessed property value, and other factors such as changes in the economy. These analyses use an inflation factor of 2.0 percent for growth in expenditures and recurring project costs. As the economy improves, this percentage may increase to reflect a more conservative estimate. Estimated growth in assessed property value is based on a .95 percent annual increase using a 5-year rolling average. For projects subject to financing in FY17-18, interest rates between three and four percent are accurate for estimates the City has already received. For future years, a quarter to a half percent has been added to the interest rate per year beginning in FY18-19. That rate may vary depending on the size of the project and length of term. Financing in this CIP is primarily installment financing.

Debt Ratios

The large costs associated with capital projects often require financing, which results in debt obligation for the City. The LGC and bond rating agencies assess the City's ability to incur and repay debt through various debt capacity ratios and indicators. The City uses peer cities designated by the LGC to compare debt ratios for benchmarks to assess debt capacity and ability to pay debt service. The LGC group that includes Clinton is the municipalities with populations of 5,000 to 10,000 people. When assessing the City's debt burden and capacity based on LGC debt ratio ranges, it is important to keep in mind that Clinton is at the upper level of the population group. Many municipalities at the low end of the population group may not implement large capital projects or do not issue debt. The ratios from these municipalities skew the average toward a lower value. Additionally, some debt such as financing a garbage truck does not require LGC approval and is not included in the LGC debt information. This also skews the numbers toward lower values. To be as accurate as possible, City staff has included all debt to calculate debt ratios for Clinton.

For net debt per capita and net debt per assessed valuation, the LGC indicates low, average, and high values based on the population group. The City's goal is to remain close to the average for each debt ratio. The impact summary table indicates the LGC values as well as the City's expected value resulting from CIP expenditures. LGC values are subject to change annually as municipalities adjust spending, address debt, and revise budgets.

Net debt per capita is widely used as a comparison between jurisdictions when assessing debt burden, however, it does not indicate debt capacity. This ratio divides the City's net debt by its permanent population. For FY17-18, Clinton's General Fund net debt per capita will be \$302, which is above the population group average of \$164. This value, however, is well below the population group high value of \$1,146.

Net debt per assessed valuation relates debt to the City's primary source of revenue. This is a measure of debt capacity as well as debt burden. This ratio divides the City's net debt by its total assessed value. Net debt per assessed valuation is an important indicator because it takes into account the City's largest revenue source and greatest means for repaying debt. Clinton's expected debt-to-assessed valuation ratio for FY17-18 is .355 percent, which will place the city between the average and the high mark for the population group. The city's modest growth rate contributes to this value, which is subject to change as planned industrial and commercial development actually occurs. With the postponement of most large projects in the CIP, the City's ratio will remain relatively stable around .300 percent. If City Council decides to reincorporate larger projects into the CIP, they will require more installment or lease purchase financing that will increase the ratio. The ratios should remain below the legal limit set forth by N.C. G.S. 159-55, which limits net debt to eight (8) percent or less of a local government's total property valuation. Clinton's legal debt limit, based on the July 1, 2016 audited valuation is \$58,999,280.

Debt service as a percentage of total expenditures measures annual debt service payments of non-self-supporting projects as a portion of the City's General Fund expenditures. Debt service payments can become a large portion of a city's budget and should be monitored to ensure acceptable levels. Too much debt service may indicate excessive debt and fiscal strain. Bond rating agencies consider a net debt service percentage between 15 and 20 percent to be high. A ratio below five (5) percent indicates capacity for significant new debt. The city will strive to maintain a net debt service ratio close to 10 percent or lower. For FY17-18, the General Fund debt service ratio is 4.93 percent and reaches a high of 6.00 percent in FY21-22. Without significant changes to the CIP, the debt service ratio will remain below 10 percent for the length of the current CIP. Keeping this ratio below 10 percent provides the City with opportunities to finance more projects and potentially decrease its annual operating budget by reducing large one-time payments into smaller annual debt service payments. As an enterprise fund, the Water and Sewer Fund has the capability of supporting a higher debt service percentage and seeks to remain below 20 percent. The City is able to accomplish this easily for the length of the current CIP but projects on the horizon will require substantial debt and affect the City's debt ratios. To offset potential debt and negative impacts to debt ratios, the City should explore additional revenue sources for each project, evaluate the existing rate structure for the fund, and increase funding of depreciation to establish reserves to pay down debt.

Debt service coverage ratio measures the City's ability to pay for debt service and day-to-day expenditures using operating revenues from service fees in the Water and Sewer Fund. A ratio of at least 1.0 indicates that revenues were sufficient to cover the utility's day-to-day expenditures and payments on principal and interest on existing long-term debt. The City prefers a debt service coverage ratio greater than 1.25 in order to reserve funds for future capital investments. Increasing rates to offset the increasing cost from expanding the water plant will help improve the ratio in future years as will an increase in the number of customer accounts.

Operating ratios, similar to debt service coverage, indicate whether operating revenues are sufficient to cover operations and capital for the Water and Sewer Fund. To prepare for future capital needs adequately, the City includes depreciation in its operating ratio calculation. The City has a goal to achieve and maintain a ratio of 1.2. The city's aging infrastructure and proposed capital projects will necessitate an evaluation of the utility's rate structure in order to achieve a ratio of 1.2.

Pay-as-go financing can help keep key debt ratios in acceptable range by eliminating new debt obligations and annual debt service payments. The proposed CIP indicates differences from year to year in pay-as-go financing over the five-year period. This is due to the significant costs associated with some larger projects such as a new police department. If debt ratios begin to approach unacceptable ranges, delaying projects or using pay-as-go financing should be considered to keep the City in good financial standing and reduce fiscal strain.

Other factors bond rating agencies consider when assessing a city's financial condition may include the community's wealth, tax base, sources of revenues, and the overall economy.

Summary of CIP Impact on General Fund Debt Ratios and Fiscal Indicators

Debt Obligations	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
GO Bond Debt	\$0	\$0	\$0	\$0	\$0	\$0
Installment Purchase & Lease Debt	\$2,916,690	\$2,640,469	\$2,453,381	\$2,910,078	\$2,727,562	\$2,221,749
<i>Total Net Debt Obligations</i>	<i>\$2,916,690</i>	<i>\$2,640,469</i>	<i>\$2,453,381</i>	<i>\$2,910,078</i>	<i>\$2,727,562</i>	<i>\$2,221,749</i>
Debt Service						
GO Bond Principal	\$0	\$0	\$0	\$0	\$0	\$0
GO Bond Interest	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total GO Bond Debt Service</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
IP & Lease Principal	\$406,221	\$387,088	\$423,303	\$432,516	\$505,813	\$529,343
IP & Lease Interest	\$76,250	\$66,507	\$61,255	\$57,696	\$78,581	\$71,770
<i>Total IP Debt Service</i>	<i>\$482,471</i>	<i>\$453,595</i>	<i>\$484,558</i>	<i>\$490,212</i>	<i>\$584,394</i>	<i>\$601,113</i>
Total GF Debt Service	\$482,471	\$453,595	\$484,558	\$490,212	\$584,394	\$601,113

General Fund Fiscal Indicators (no additional debt)	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Fund Balance	\$4,385,746	\$4,385,746	\$4,385,168	\$4,377,600	\$4,437,436	\$4,490,177
Fund Balance Percentage	48.18%	47.24%	46.62%	45.90%	46.24%	46.14%
Capital Designated Fund Balance	\$744,946	\$672,306	\$622,515	\$562,494	\$598,952	\$597,823
Revenue per capita	\$1,047	\$1,063	\$1,072	\$1,080	\$1,089	\$1,098
% Property Tax Revenue	31.82%	31.42%	31.30%	31.19%	31.07%	30.96%
Net debt per capita (0 < 164 < 1,146)	\$336	\$287	\$242	\$196	\$155	\$128
Net debt per assessed valuation (0.006 < 0.151 < .529)	0.400%	0.337%	0.283%	0.210%	0.165%	0.136%
Net debt service to expenditures (<10%)	5.30%	4.89%	4.78%	4.22%	2.89%	2.32%

General Fund Debt Ratios & Fiscal Indicators	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Fund Balance	\$4,385,746	\$4,385,746	\$4,267,152	\$4,134,180	\$3,868,976	\$3,604,350
Fund Balance Percentage	46.36%	47.67%	45.13%	43.02%	39.15%	35.95%
Impact on Capital Designated Funds	\$0	\$0	\$0	\$0	\$0	\$0
Impact on Operating Budget	\$0	\$0	\$0	\$0	\$0	\$0
Revenue per capita	\$1,089	\$1,053	\$1,064	\$1,074	\$1,085	\$1,095
% Property Tax Revenue	30.62%	31.70%	31.54%	31.37%	31.20%	31.03%
Net debt per capita (0 < 164 < 1,146)	\$336	\$302	\$280	\$330	\$308	\$249
Net debt per assessed valuation (0.006 < 0.151 < .529)	0.400%	0.355%	0.327%	0.352%	0.327%	0.264%
Net debt service to expenditures (<10%)	5.10%	4.93%	5.12%	5.10%	5.91%	6.00%
PAYGO percent	0.00%	84.43%	76.22%	41.42%	71.64%	100.00%

Summary of CIP Impact on Water & Sewer Fiscal Indicators

Debt Obligations	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
GO Bond Debt	\$0	\$0	\$0	\$0	\$0	\$0
Installment Purchase & Lease Debt	\$3,270,812	\$9,562,906	\$10,609,452	\$10,254,550	\$9,898,176	\$9,540,304
<i>Total Net Debt Obligations</i>	<i>\$3,270,812</i>	<i>\$9,562,906</i>	<i>\$10,609,452</i>	<i>\$10,254,550</i>	<i>\$9,898,176</i>	<i>\$9,540,304</i>
Debt Service						
GO Bond Principal	\$0	\$0	\$0	\$0	\$0	\$0
GO Bond Interest	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total GO Bond Debt Service</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
IP & Lease Principal	\$347,306	\$353,454	\$465,022	\$511,444	\$518,299	\$435,286
IP & Lease Interest	\$33,434	\$33,827	\$200,530	\$261,203	\$250,571	\$239,714
<i>Total IP Debt Service</i>	<i>\$380,740</i>	<i>\$387,281</i>	<i>\$665,552</i>	<i>\$772,647</i>	<i>\$768,870</i>	<i>\$675,000</i>
Total Debt Service	\$380,740	\$387,281	\$665,552	\$772,647	\$768,870	\$675,000

W&S Fund Fiscal Indicators (Current)	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Retained Earnings	\$2,268,356	\$2,268,356	\$2,275,678	\$2,288,353	\$2,306,412	\$2,419,983
Retained Earnings Percentage	47.39%	45.31%	44.67%	44.14%	43.71%	45.82%
Capital Designated Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0
Revenue per capita	\$551	\$573	\$581	\$589	\$597	\$606
Net debt per capita	\$376	\$374	\$332	\$290	\$249	\$207
Net debt service to expenditures (<20%)	7.95%	7.74%	7.53%	7.32%	7.12%	5.34%
Debt service coverage (>1.25)	2.21	1.88	1.90	1.92	1.95	2.60
Operating ratio including depreciation/amortization (>1.2)	1.11	1.00	1.00	1.00	1.00	1.02

W&S Fund Fiscal Indicators (Impact)	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Retained Earnings	\$2,577,629	\$2,577,629	\$2,653,304	\$2,588,668	\$2,552,954	\$2,601,409
Retained Earnings Percentage	53.85%	52.49%	53.83%	50.13%	48.81%	49.61%
Impact on Capital Designated Funds	\$0	\$0	\$0	\$0	\$0	\$0
Impact on W&S Fund Operating Budget	\$0	\$0	\$150,000	\$252,500	\$269,875	\$267,000
Revenue per capita	\$551	\$562	\$570	\$578	\$586	\$594
Net debt per capita	\$376	\$1,095	\$1,209	\$1,162	\$1,117	\$1,071
Net debt service to expenditures (<20%)	7.95%	7.89%	13.50%	14.96%	14.70%	12.87%
Debt service coverage (>1.25)	1.29	1.80	1.10	0.90	0.94	1.05
Operating ratio including depreciation/amortization (1.2)	1.11	1.18	1.08	1.03	1.03	1.05
PAYGO percent	0.00%	6.67%	45.78%	100.00%	100.00%	100.00%

Operating Budget Impact

Some capital projects have recurring costs that can affect the operating budget. It is important to consider these costs to ensure adequate funding for both the CIP and operating budgets.

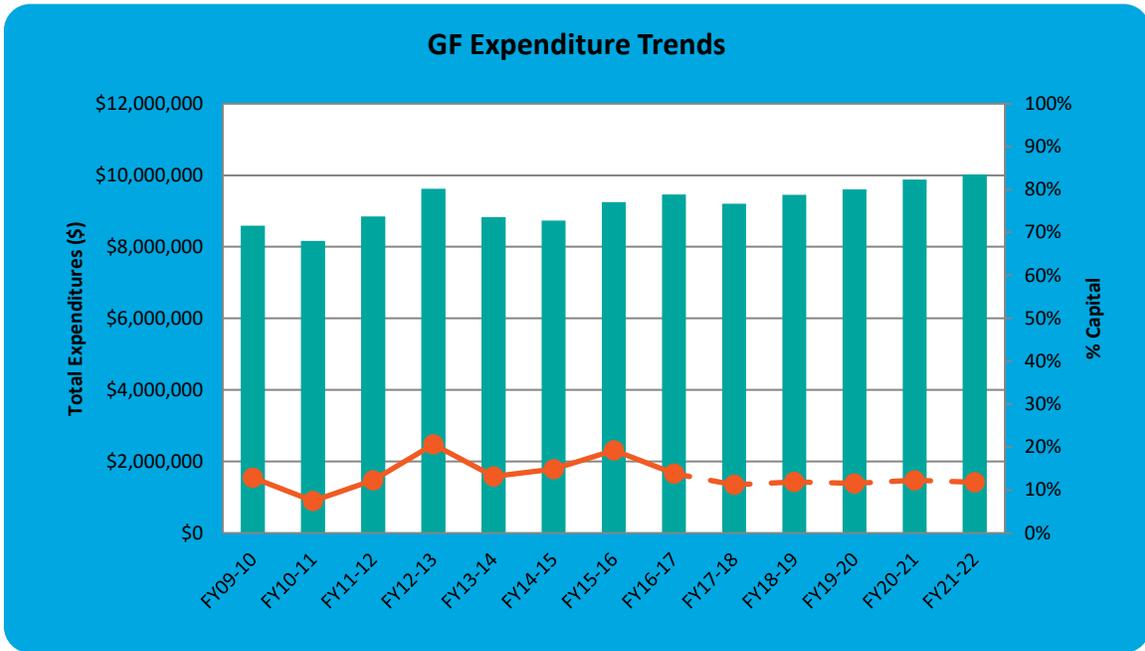
General Fund. Moving large capital projects that would add operating costs to future years removes potential impact in the current CIP. Additional costs due to an expansion of the police department in FY16-17 are included in the annual operating cost moving forward. City staff generally expects the “right-sizing” of city equipment and vehicles to generate efficiencies upon resale of the used stock.

Water & Sewer Fund. The CIP impact summary table for the water and sewer fund indicates a substantial impact on operating costs for all years of the CIP beyond FY18-19. This increase will eventually become the normal for the Water and Sewer Fund operating budget.

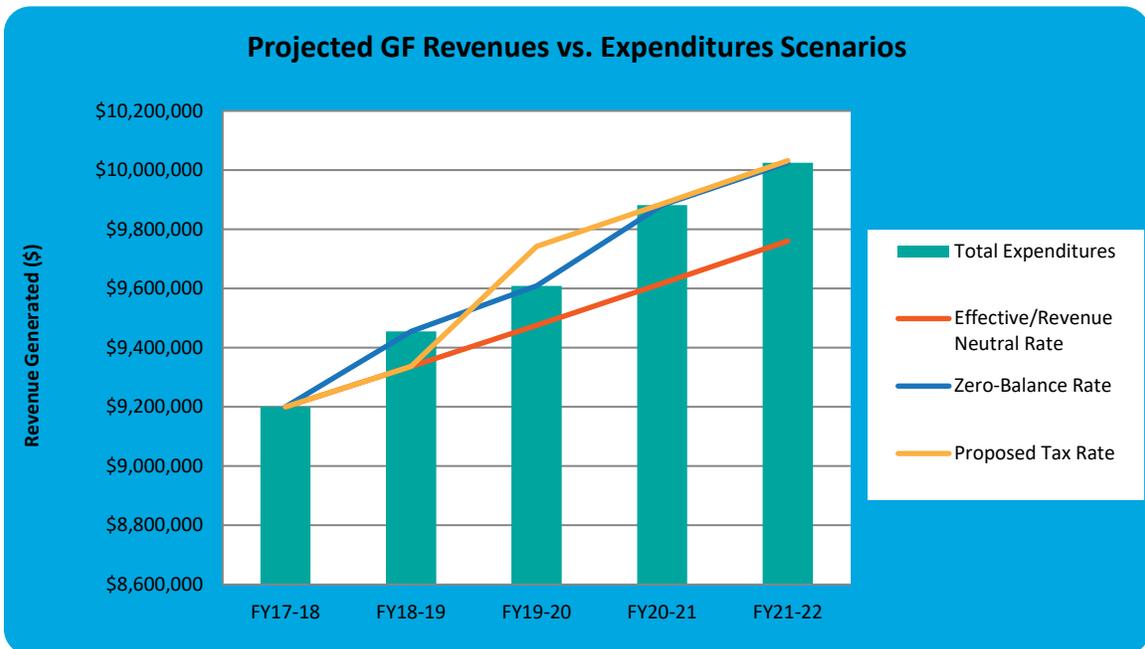
Tax Rate Analysis

A second part of assessing the CIP impact on the operating budget illustrates the effects in terms of the tax rate. The table and graphs below depict the potential tax rate needed to generate enough revenue to account for General Fund CIP project costs beyond the City’s typical capital and operating expenditures. This calculation is dependent on the City’s assessed value and the revenue generated by a penny. The formula does not take into account substantial increases or decreases in revenues from other sources such as sales tax or service fees. In addition, it does not address changes in operational needs for the City unless addressed in the CIP. For this analysis, the City’s capital expenditures do not include grant funding except required local contributions.

Between FY09-10 and FY16-17, the city’s average capital expenditures represented 14.3 percent of total General Fund expenditures. The percentage of capital expenditures peaked in FY12-13 at 20.7 percent. Capital projects in FY17-18 account for 11.2 percent of the General Fund budget. The proposed CIP is below the trend average at an 11.8 percent average over the next five years with FY20-21 being the highest at 12.3 percent.



If projections are accurate, CIP projects will begin to contribute to a funding gap in FY18-19 with a potential shortfall of \$118,594. Subsequent years also indicate a funding gap. These funding gaps represent potential policy decisions for City Council regarding the use of fund balance and setting of the tax rate. The funding gap is increasingly noticeable as of FY19-20 due to the combination of financing large capital projects and revaluation for Sampson County. The projections use a revenue-neutral tax rate beginning in FY19-20 that is approximately \$.035 less than the current \$.40 rate. The five-year tax rate assessment table indicates the change in tax rate needed to account for the potential funding gaps. Estimated expenditures and tax rate scenarios are depicted in the chart below. This does not account for any potential increases in other revenues sources or cuts in the operating budget that may offset the gap.



5-Year Tax Rate Assessment

Forecasted Expenditures (Including CIP Projects)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
Operating Budget	\$8,166,505	\$8,329,835	\$8,496,432	\$8,666,360	\$8,839,688
Capital Outlay	\$580,000	\$641,100	\$622,200	\$631,500	\$584,300
Debt Service	\$453,595	\$484,558	\$490,212	\$584,394	\$601,113
Transfers Out	\$0	\$0	\$0	\$0	\$0
<i>Total Expenditures</i>	<i>\$9,200,100</i>	<i>\$9,455,493</i>	<i>\$9,608,844</i>	<i>\$9,882,254</i>	<i>\$10,025,101</i>
Total Capital & Debt	\$1,033,595	\$1,125,658	\$1,112,412	\$1,215,894	\$1,185,413
Capital & Debt Expenditures %	11.23%	11.90%	11.58%	12.30%	11.82%
Forecasted Revenues					
Property Tax	\$2,916,858	\$2,944,488	\$2,972,380	\$3,000,536	\$3,028,959
Other Taxes, Fees, Charges	\$6,238,242	\$6,347,411	\$6,458,491	\$6,571,515	\$6,686,516
Transfers In	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
<i>Total Revenues</i>	<i>\$9,200,100</i>	<i>\$9,336,899</i>	<i>\$9,475,871</i>	<i>\$9,617,050</i>	<i>\$9,760,475</i>
Difference	\$0	(\$118,594)	(\$132,973)	(\$265,204)	(\$264,626)
Projected Fund Balance	\$4,385,746	\$4,267,152	\$4,134,180	\$3,868,976	\$3,604,350
Capital Impact on Fund Balance	\$0	(\$118,594)	(\$132,973)	(\$265,204)	(\$264,626)
Fund Balance Impact Percentage	47.67%	45.13%	43.02%	39.15%	35.95%
Assessed Property Value	\$729,700,000	\$744,096,459	\$751,144,942	\$826,259,436	\$834,086,212
\$.01 Property Tax Increase =	\$71,511	\$72,921	\$73,612	\$80,973	\$81,740
Tax Rate	\$0.400	\$0.400	\$0.367	\$0.367	\$0.367
Change in Tax Rate Needed for Difference	(\$0.000)	\$0.016	\$0.016	\$0.032	\$0.032
Zero-Balance Tax Rate	\$0.400	\$0.416	\$0.384	\$0.400	\$0.399
Projected Fund Balance with Tax Rate Adjustment	\$4,385,746	\$4,385,746	\$4,267,152	\$4,134,180	\$3,868,976
Projected Fund Balance % with tax Rate Adjustment	47.67%	46.38%	44.41%	41.83%	38.59%

Unfunded Projects

Automated Meter Reading System. The city currently performs manual meter readings over a ten-day period. The city recognizes a benefit in the manual readings as part of its identification process in its meter repair and replacement program. If the city decides to pursue an AMR system, staff will research the possibility of performance contracting for this service. This type of contracting would result in a self-financing project, and the debt accrued would be paid with the annual savings of switching to the new meter system. *\$1,500,000*

Bellamy Center Addition. An addition to the Bellamy Center would include a second gymnasium, additional program space, and relocation and centralization of recreation offices to the center. The gym and program space are needed based on current usage- the city partners with the schools system to provide needed gym space. The new baseball complex indicated on the Royal Lane Park master plan will require the relocation of the current recreation offices. The cost of the project and more immediate needs at the park limit the urgency of this project. *\$3,500,000*

Fire Station 2. The city's second fire station is dated, undersized, positioned in a floodway, and does not represent the ideal location based on the growth patterns of the city. The existing needs at the main fire station take precedence over the second station at this time. *\$1,500,000*

Industrial Park Pump Station. The pump station in the industrial park is only necessary if new industry locates to the park. The large cost makes this project cost-prohibitive unless an industry indicates intent to build and requires sewer. *\$1,025,000*

Multipurpose Field Lighting. New lighting of the multipurpose field would include metal poles with concrete bases and would increase the foot-candle count. The cost to install the new lights is cost prohibitive at this time. The city may incorporate this project with larger renovation projects still being discussed for Royal Lane Park. *\$175,000*

NC 24 Connector/Parallel Road & Utilities. The widening of NC 24 into Clinton will stimulate growth and increase traffic. The project includes the creation of a new intersection and secondary road to circle behind existing commercial development. The secondary road potentially could extend to connect two other roads parallel to NC 24, relieving traffic congestion and opening more land for development. With the NC 24 project completion not until 2018/19 and engineering designs still in flux, the engineering and design for the connector road has been delayed until NC 24 is complete, however, the city is installing utilities along the secondary road to decrease the future cost when extending the connector road becomes possible. Additionally a parallel road and utilities behind existing commercial properties would increase the amount of developable property. These plans are on hold as well. *\$2,500,000/\$1,000,000*

Stormwater GIS. Mapping all stormwater systems in the city and adding them to the city's GIS system will allow for better monitoring and maintenance planning. The cost of the project and more immediate needs limit the urgency of this project. *\$100,000*

Full-time equivalent (FTE) employees are the basis for personnel counts. Calculating FTE employees includes all permanent full-time and part-time budgeted positions, seasonal and temporary positions are not included. For most positions, one FTE equals 2080 hours per year per position based on a 40-hour workweek and 52 workweeks per year. Partial FTE counts occur if permanent part-time positions exist or a full-time position is vacant for a portion of the year.

Personnel Classification & Pay Schedule

Grade	Hiring Rate	Minimum	Mid-point	Maximum
5	\$19,925	\$20,922	\$24,907	\$29,888
6	\$20,922	\$21,968	\$26,153	\$31,383
7	\$21,968	\$23,066	\$27,460	\$32,952
8	\$23,066	\$24,219	\$28,833	\$34,599
9	\$24,219	\$25,430	\$30,274	\$36,329
10	\$25,430	\$26,702	\$31,788	\$38,145
11	\$26,702	\$28,037	\$33,378	\$40,053
12	\$28,037	\$29,439	\$35,047	\$42,056
13	\$29,439	\$30,911	\$36,799	\$44,159
14	\$30,911	\$32,457	\$38,639	\$46,367
15	\$32,457	\$34,080	\$40,572	\$48,686
16	\$34,080	\$35,784	\$42,600	\$51,120
17	\$35,784	\$37,573	\$44,730	\$53,676
18	\$37,573	\$39,452	\$46,967	\$56,360
19	\$39,452	\$41,425	\$49,315	\$59,178
20	\$41,425	\$43,496	\$51,782	\$62,138
21	\$43,496	\$45,671	\$54,370	\$65,244
22	\$45,671	\$47,955	\$57,089	\$68,507
23	\$47,955	\$50,353	\$59,944	\$71,933
24	\$50,353	\$52,871	\$62,942	\$75,530
25	\$52,871	\$55,515	\$66,089	\$79,307
26	\$55,515	\$58,291	\$69,394	\$83,273
27	\$58,291	\$61,206	\$72,864	\$87,437
28	\$61,206	\$64,266	\$76,508	\$91,809
29	\$64,266	\$67,479	\$80,333	\$96,399
30	\$67,479	\$70,853	\$84,349	\$101,219
31	\$70,853	\$74,396	\$88,567	\$106,280
32	\$74,396	\$78,116	\$92,995	\$111,594
33	\$78,116	\$82,022	\$97,645	\$117,174
34	\$82,022	\$86,123	\$102,528	\$123,033
35	\$86,123	\$90,429	\$107,654	\$129,185
36	\$90,429	\$94,950	\$113,037	\$135,644
37	\$94,950	\$99,698	\$118,688	\$142,425

FY 17-18 Personnel Classification & Pay Schedule for Study Implementation

Department: Police

Grade	Hiring Rate	Minimum	Mid-point	Maximum
10	\$29,971	\$31,470	\$37,464	\$44,957
13	\$34,696	\$36,431	\$43,370	\$52,044
15	\$38,253	\$40,166	\$47,817	\$57,380
17	\$42,174	\$44,283	\$52,718	\$63,261
19	\$46,497	\$48,822	\$58,122	\$69,746
22	\$53,826	\$56,517	\$67,283	\$80,739
26	\$65,426	\$68,697	\$81,783	\$98,139

Department: Fire

Grade	Hiring Rate	Minimum	Mid-point	Maximum
12	\$33,044	\$34,696	\$41,305	\$49,566
13	\$34,696	\$36,431	\$43,370	\$52,044
14	\$36,431	\$38,253	\$45,539	\$54,647
15	\$38,253	\$40,166	\$47,817	\$57,380
17	\$42,174	\$44,283	\$52,718	\$63,261
24	\$59,343	\$62,310	\$74,179	\$89,015

Department: Public Services

Grade	Hiring Rate	Minimum	Mid-point	Maximum
14	\$36,431	\$38,253	\$45,539	\$54,647

Department: Part-time Admin.

Grade	Hiring Rate	Minimum	Mid-point	Maximum
4	\$22,365	\$23,483	\$27,957	\$33,548

Department: Part-time Finance

Grade	Hiring Rate	Minimum	Mid-point	Maximum
9	\$28,544	\$29,971	\$35,680	\$42,816

Department: Part-time Recreation

Grade	Hiring Rate	Minimum	Mid-point	Maximum
10	\$29,971	\$31,470	\$37,464	\$44,957
9	\$28,544	\$29,971	\$35,680	\$42,816

Clinton Personnel Summary (FTE)																	
General Fund																	
Position General Government	Salary Grade	FY14-15 Actual			FY15-16 Budget			FY16-17 Budget			FY17-18 Budget			FY18-19 Proj.			
		FT	PT	FTE	FT	PT	FTE										
<i>Administration</i>																	
City Manager	n/a	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Asst. City Manager-Finance Dir.	31	0.0		0.0	0.0		0.0		0.0	0.0		0.0		0.0		0.0	
City Clerk/Risk Manager	23	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Public Information Specialist		0.0		0.0	0.0		0.0		0.0	0.0		0.0		0.0		0.0	
Senior Administrative Specialist	14	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Administrative Specialists	12	0.0		0.0	0.0		0.0		0.0	0.0		0.0		0.0		0.0	
Custodian	4	0.0	1.0	0.6	0.0	1.0	0.6	0.0	1.0	0.6	0.0	1.0	0.6	0.0	1.0	0.6	
	<i>Total</i>	<i>3.0</i>	<i>1.0</i>	<i>3.6</i>	<i>3.0</i>	<i>1.0</i>	<i>3.6</i>										
<i>Finance-HR</i>																	
Finance Director	25	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Human Resources Director	23	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Accounting Operations Manager	21	1.0		1.0	0.0		0.0		0.0	0.0		0.0		0.0		0.0	
Budget/Financial Analyst	19	0.0		0.0	1.0		0.7		1.0	1.0		1.0		1.0		1.0	
Supervisor / Billing & Collections	16	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		0.0	0.0
Payroll & Benefits Technician	16	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Accounting Technician	15	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Senior Customer Service Representative	14	1.0		1.0	1.0		1.0		1.0	1.0		0.0		0.0		1.0	
Customer Service Representative	11	0.0	1.0	0.5	0.0	1.0	0.5	0.0	1.0	0.5	1.0	1.0	1.5	0.0	1.0	0.5	
	<i>Total</i>	<i>7.0</i>	<i>1.0</i>	<i>7.5</i>	<i>7.0</i>	<i>1.0</i>	<i>7.2</i>	<i>7.0</i>	<i>1.0</i>	<i>7.5</i>	<i>7.0</i>	<i>1.0</i>	<i>7.5</i>	<i>6.0</i>	<i>1.0</i>	<i>6.5</i>	
<i>Planning</i>																	
Planning Director	27	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Senior Planner	22	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Planner	19	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Code Enf. Officer /GIS Technician	18	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Senior Administrative Specialist	14	0.0		0.0	1.0		0.7		1.0	1.0		1.0		1.0		1.0	
Administrative Specialist	12	1.0		1.0	0.0	1.0	0.2	0.0		0.0		0.0		0.0		0.0	
	<i>Total</i>	<i>5.0</i>	<i>0.0</i>	<i>5.0</i>	<i>5.0</i>	<i>1.0</i>	<i>4.9</i>	<i>5.0</i>	<i>0.0</i>	<i>5.0</i>	<i>5.0</i>	<i>0.0</i>	<i>5.0</i>	<i>5.0</i>	<i>0.0</i>	<i>5.0</i>	
<i>Recreation & Parks</i>																	
Recreation & Parks Director	25	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Recreation Center Manager	18	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		0.0	0.0
Athletic Program Director	17	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		0.0	0.0
Recreation Center Supervisor	16	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Parks Maintenance Supervisor	14	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Athletic Program Assistant	13	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Administrative Specialist	12	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
Parks Maintenance Worker	10	2.0	1.0	2.0	2.0	1.0	1.5	2.0	1.0	2.5	2.0	1.0	2.5	2.0	1.0	2.5	
Athletics/Program Assistant	n/a		5.0	2.5		5.0	2.5		5.0	2.5		5.0	2.5		5.0	2.5	
	<i>Total</i>	<i>9.0</i>	<i>6.0</i>	<i>11.5</i>	<i>9.0</i>	<i>6.0</i>	<i>11.0</i>	<i>9.0</i>	<i>6.0</i>	<i>12.0</i>	<i>9.0</i>	<i>6.0</i>	<i>12.0</i>	<i>7.0</i>	<i>6.0</i>	<i>10.0</i>	
General Government Total		24.0	8.0	27.6	24.0	9.0	26.7	24.0	8.0	28.1	24.0	8.0	28.1	21.0	8.0	25.1	

Position Public Safety	Salary Grade	FY14-15 Actual			FY15-16 Budget			FY16-17 Budget			FY17-18 Budget			FY18-19 Proj.			
		FT	PT	FTE	FT	PT	FTE										
<i>Fire</i>																	
Fire Chief	24	1.0		0.7	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Deputy Fire Chief		0.0		0.0	0.0		0.0		1.0		0.5		0.0		1.0		0.5
Fire Inspector	15	0.0		0.0	0.0		0.4		0.0	1.0	0.6		0.0	1.0	0.6		0.0
Fire Captain	17	3.0	3.0	4.5	3.0	3.0	4.5	3.0	3.0	4.5	3.0	3.0	4.5	3.0	3.0	4.5	3.0
Fire Captain- Training Officer	17	1.0		0.5	1.0		0.0		1.0		0.7		1.0		1.0		1.0
Fire Captain- Logistics	17	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Fire Lieutenant		0.0		0.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0
Fire Engineer	14	3.0		3.0	3.0		3.0		3.0		3.0		3.0		3.0		3.0
Firefighter/Driver	13	0.0		0.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0
Firefighter	12	6.0	21.0	13.5	6.0	24.0	14.5	6.0	20.0	14.5	6.0	18.0	14.5	6.0	18.0	14.5	6.0
<i>Total</i>		<i>15.0</i>	<i>24.0</i>	<i>23.2</i>	<i>15.0</i>	<i>27.0</i>	<i>24.4</i>	<i>16.0</i>	<i>24.0</i>	<i>25.8</i>	<i>15.0</i>	<i>22.0</i>	<i>25.6</i>	<i>16.0</i>	<i>22.0</i>	<i>26.1</i>	
<i>Police Administration</i>																	
Police Chief	26	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Assistant Police Chief	22	0.0		0.0	0.0		0.0		0.0		0.0		1.0		1.0		1.0
Police Captain	23	1.0		1.0	1.0		1.0		1.0		1.0		0.0		0.0		0.0
Police Lieutenant	19	2.0		2.0	2.0		2.0		2.0		2.0		3.0		3.0		3.0
Senior Administrative Specialist	14	3.0		3.0	3.0		3.0		3.0		3.0		3.0		3.0		0.0
Police Administrative Specialist	12	0.0		0.0	0.0		0.0		0.0		0.0		0.0		0.0		3.0
<i>Total</i>		<i>7.0</i>	<i>0.0</i>	<i>7.0</i>	<i>7.0</i>	<i>0.0</i>	<i>7.0</i>	<i>7.0</i>	<i>0.0</i>	<i>7.0</i>	<i>8.0</i>	<i>0.0</i>	<i>8.0</i>	<i>8.0</i>	<i>0.0</i>	<i>8.0</i>	
<i>Police Patrol</i>																	
Police Sergeant	17	4.0		4.0	4.0		4.0		4.0		4.0		3.0		3.0		3.0
Police Officer- Master	16	0.0		0.0	1.5		1.5		0.0		0.0		0.0		0.0		0.0
Police Officer- Senior	15	3.0		3.0	1.5		1.5		2.0		2.0		0.0		0.0		0.0
Police Corporal	15	0.0		0.0	0.0		0.0		0.0		0.0		3.0		3.0		3.0
Police Officer	13	9.0		8.0	9.0		7.0		10.0		10.0		10.0		10.0		10.0
<i>Total</i>		<i>16.0</i>	<i>0.0</i>	<i>15.0</i>	<i>16.0</i>	<i>0.0</i>	<i>14.0</i>	<i>16.0</i>	<i>0.0</i>	<i>16.0</i>	<i>16.0</i>	<i>0.0</i>	<i>16.0</i>	<i>16.0</i>	<i>0.0</i>	<i>16.0</i>	
<i>Police Neighborhood Improvement</i>																	
Police Sergeant	17	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Police Officer- Master		0.0		0.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0
Police Officer- Senior		0.0		0.0	0.5		0.5		0.0		0.0		0.0		0.0		0.0
Police Detectives*	15	0.0		0.0	0.0		0.0		0.0		0.0		4.0		4.0		4.0
Police Officer	13	5.0		5.0	4.5		4.5		5.0		5.0		0.0		0.0		0.0
Animal Control Officer	10	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
<i>Total</i>		<i>7.0</i>	<i>0.0</i>	<i>7.0</i>	<i>7.0</i>	<i>0.0</i>	<i>7.0</i>	<i>7.0</i>	<i>0.0</i>	<i>7.0</i>	<i>6.0</i>	<i>0.0</i>	<i>6.0</i>	<i>6.0</i>	<i>0.0</i>	<i>6.0</i>	
<i>Police School Resource</i>																	
Police Sergeant	17	0.0		0.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0
Police Officer- Master		2.0		1.7	1.0		1.0		1.0		1.0		0.0		0.0		0.0
Police Officer- Senior		0.0		0.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0
Police Officer	13	1.0		1.0	1.0		1.0		1.0		1.0		2.0		2.0		2.0
School Crossing Guard	n/a	0.0		0.0	0.0		0.0		0.0		0.0		0.0		0.0		0.0
<i>Total</i>		<i>3.0</i>	<i>0.0</i>	<i>2.7</i>	<i>2.0</i>	<i>0.0</i>	<i>2.0</i>	<i>2.0</i>	<i>0.0</i>	<i>2.0</i>	<i>2.0</i>	<i>0.0</i>	<i>2.0</i>	<i>2.0</i>	<i>0.0</i>	<i>2.0</i>	

													FY14-15 Actual			FY15-16 Budget			FY16-17 Budget			FY17-18 Budget			FY18-19 Proj.		
Position	Salary Grade	FY14-15 Actual			FY15-16 Budget			FY16-17 Budget			FY17-18 Budget			FY18-19 Proj.													
		FT	PT	FTE	FT	PT	FTE																				
<i>Police Detectives*</i>																											
Police Sergeant	17	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0											
Police Officer- Master		0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0											
Police Officer- Senior		0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0											
Police Officer	13	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0											
<i>Total</i>		<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>																				
<i>Police Total</i>		<i>33.0</i>	<i>0.0</i>	<i>31.7</i>	<i>32.0</i>	<i>0.0</i>	<i>30.0</i>	<i>32.0</i>	<i>0.0</i>	<i>32.0</i>	<i>32.0</i>	<i>0.0</i>	<i>32.0</i>	<i>0.0</i>	<i>32.0</i>												
Public Safety Total		48.0	24.0	54.9	47.0	27.0	54.4	48.0	24.0	57.8	47.0	22.0	57.6	48.0	22.0	58.1											
<i>Public Works</i>																											
<i>City Garage</i>																											
Fleet Maintenance Supervisor	18	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0											
Fleet Maintenance Mechanic II	15	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0											
Fleet Maintenance Mechanic I	13	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0											
<i>Total</i>		<i>3.0</i>	<i>0.0</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>	<i>3.0</i>																				
<i>Grounds & Cemetery</i>																											
Grounds Supervisor	16	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0											
Cemetery & Grounds Worker II	12	0.0		0.0	0.0		0.0	0.0		0.0	0.0		1.0	1.0		1.0											
Equipment Operator	10	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0	0.0		0.0											
Cemetery & Grounds Worker I	9	3.0		2.5	3.0		2.0	3.0		3.0	2.0		2.0	2.0		2.0											
<i>Total</i>		<i>4.0</i>	<i>0.0</i>	<i>3.5</i>	<i>4.0</i>	<i>0.0</i>	<i>3.0</i>	<i>4.0</i>	<i>0.0</i>	<i>4.0</i>	<i>4.0</i>	<i>0.0</i>	<i>4.0</i>	<i>4.0</i>	<i>0.0</i>	<i>4.0</i>											
<i>Sanitation</i>																											
Sanitation Supervisor	14	0.0		0.0	0.0		0.0	0.0		0.5	1.0		1.0	1.0		1.0											
Sanitation Equipment Operator	13	7.0		6.0	7.0		5.5	7.0		7.0	8.0		8.0	8.0		8.0											
Sanitation/Street Maintenance Worker	9	1.0		1.0	1.0		0.5	1.0		1.0	1.0		1.0	1.0		1.0											
<i>Total</i>		<i>8.0</i>	<i>0.0</i>	<i>7.0</i>	<i>8.0</i>	<i>0.0</i>	<i>6.0</i>	<i>8.0</i>	<i>0.0</i>	<i>8.5</i>	<i>10.0</i>	<i>0.0</i>	<i>10.0</i>	<i>10.0</i>	<i>0.0</i>	<i>10.0</i>											
<i>Streets</i>																											
Public Works Manager	21	1.0		1.0	1.0		0.9	0.0		0.0	0.0		0.0	0.0		0.0											
Streets Supervisor	14	0.0		0.0	0.0		0.0	0.0		0.5	1.0		1.0	1.0		1.0											
Senior Administrative Specialist	14	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0											
Street Crew Leader	14	2.0		2.0	2.0		2.0	2.0		1.5	1.0		1.0	1.0		1.0											
Heavy Equipment Operator	13	2.0		2.0	2.0		2.0	2.0		2.0	2.0		2.0	2.0		2.0											
Equipment Operator	10	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0	1.0		1.0											
Street Maintenance Technician	10	2.0		2.0	2.0		2.0	2.0		2.0	2.0		2.0	2.0		2.0											
Street Maintenance Worker	8	3.0		3.0	3.0		2.0	3.0		3.0	3.0		3.0	3.0		3.0											
<i>Total</i>		<i>12.0</i>	<i>0.0</i>	<i>12.0</i>	<i>12.0</i>	<i>0.0</i>	<i>10.9</i>	<i>11.0</i>	<i>0.0</i>	<i>11.0</i>	<i>11.0</i>	<i>0.0</i>	<i>11.0</i>	<i>11.0</i>	<i>0.0</i>	<i>11.0</i>											
Public Works Total		27.0	0.0	25.5	27.0	0.0	22.9	26.0	0.0	26.5	28.0	0.0	28.0	28.0	0.0	28.0											
Total General Fund		99.0	32.0	108.0	98.0	36.0	104.0	98.0	32.0	112.4	99.0	30.0	113.7	97.0	30.0	111.2											

Water & Sewer Fund																	
Position	Salary Grade	FY14-15 Actual			FY15-16 Budget			FY16-17 Budget			FY17-18 Budget			FY18-19 Proj.			
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE	
<i>Public Utilities</i>																	
<i>Line Maintenance</i>																	
Public Works & Utilities Director	28	1.0		1.0	1.0		1.0		1.0	1.0		1.0		1.0		1.0	
City Engineer	24	1.0		0.3	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Distribution & Collection Manager	21	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Utility Line Crew Leader	16	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Public Works& Utilities Meter Technician	12	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Heavy Equipment Operator	13	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Meter Technician/ORC Backup	12	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Meter Technician	11	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Utility Line Technician	11	4.0		4.0	4.0		4.0		4.0		4.0		5.0		5.0		5.0
Utility Maintenance Worker	8	1.0		1.0	1.0		0.5		1.0		1.0		0.0		0.0		0.0
<i>Total</i>		<i>13.0</i>	<i>0.0</i>	<i>12.3</i>	<i>13.0</i>	<i>0.0</i>	<i>12.5</i>		<i>13.0</i>	<i>0.0</i>	<i>13.0</i>		<i>13.0</i>	<i>0.0</i>	<i>13.0</i>		<i>13.0</i>
<i>Wastewater Treatment</i>																	
Wastewater Treatment Manager	23	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Environmental Program Coordinator	19	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Chief Wastewater Plant Operator	17	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Laboratory Technician	14	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Environmental Program Assistant	13	0.0		0.0	1.0		0.7		1.0		1.0		1.0		1.0		1.0
Wastewater Plant Operator	13	5.0		5.0	5.0		5.0		5.0		5.0		5.0		5.0		5.0
Pump/Plant Maintenance Worker	12	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
<i>Total</i>		<i>10.0</i>	<i>0.0</i>	<i>10.0</i>	<i>11.0</i>	<i>0.0</i>	<i>10.7</i>		<i>11.0</i>	<i>0.0</i>	<i>11.0</i>		<i>11.0</i>	<i>0.0</i>	<i>11.0</i>		<i>11.0</i>
<i>Water Production</i>																	
Water Production Supervisor	21	1.0		1.0	1.0		1.0		1.0		1.0		1.0		1.0		1.0
Water Production Operator	13	2.0		2.0	2.0		2.0		2.0		1.7		2.0		2.0		2.0
<i>Total</i>		<i>3.0</i>	<i>0.0</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>	<i>3.0</i>		<i>3.0</i>	<i>0.0</i>	<i>2.7</i>		<i>3.0</i>	<i>0.0</i>	<i>3.0</i>		<i>3.0</i>
Total Water & Sewer Fund		26.0	0.0	25.3	27.0	0.0	26.2		27.0	0.0	26.7		27.0	0.0	27.0		27.0
City Totals		125.0	32.0	133.3	125.0	36.0	130.2		125.0	32.0	139.1		126.0	30.0	140.7		124.0

Accrual Basis of Accounting (or Full Accrual): Accounting method for proprietary funds that recognizes revenues in the accounting period in which they are earned and become measurable. Expenses are recognized in the period incurred, if measurable.

Ad Valorem Tax: A tax levied in proportion to the value of property.

Amortization: Paying the principal amount of a debt issue through periodic payments. Amortization payments include interest and any payment on principal.

Appropriation: Authorization granted by City Council to obligate and expend resources for purposes specified in the budget document.

Assessed Valuation: The value of real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Assigned Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which are intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed.

Authorized Bond: Bonds that have been legally approved but may or may not have been sold.

Balanced Budget: Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Base Budget: Those resources necessary to meet an established and existing service level.

Basis of Accounting: Accounting method that determines when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recognized in accounts and reported in financial statements. The two bases of governmental accounting include accrual (or full accrual) and modified accrual.

Benchmarking: The process of identifying best practices of “best in class” performers that can be adopted or adapted to improve performance.

Bond: A written promise to pay a specific amount of money with interest within a specific time, usually long-term.

Bond Rating: A grade indicating a governmental unit’s investment qualities. Generally, the higher the bond rating, the less risk investors assume resulting in a more favorable interest rate and lower cost of financing capital projects for the governmental unit.

Budget: A plan for the coordination of resources and expenditures. The budget document outlines the City’s financial plan for a fiscal year indicating how the City intends to allocate resources to support goals, objectives, and desired service levels.

Budget Amendment: A legal procedure used by City staff and City Council to revise a budget appropriation.

Budget Calendar: The schedule of key dates that City departments follow in the preparation, adoption, and administration of the budget.

Budget Message: A written overview of the proposed budget from the City Manager to the Mayor and City Council and the public that discusses the major budget items, changes from the current and previous fiscal years, and the City's financial condition.

Budget Ordinance: The official enactment by City Council to establish legal authority for City officials to obligate and expend resources.

Budgetary Control: The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Assets: Tangible property that is not easily converted into cash and is usually held for a long period, such as property, machinery, vehicles, equipment, etc.

Capital Improvement Plan (CIP): A multi-year plan for the construction or acquisition of major capital items. The plan usually outlines spending needs, the financing source or sources expected, and the impact of the CIP on future annual operating budgets.

Capital Outlay: Expenditure expected to have a useful life greater than one year or a total value of \$10,000 or more resulting in the acquisition of or addition to a fixed asset.

Capital Project: A capital improvement that usually requires a major initial investment, and a significant and continuing financial commitment in the form of operating costs.

Capital Project Fund: A fund used to account for the acquisition and construction of major capital facilities.

Capital Reserve: An account used to indicate that a portion of a fund's balance is restricted for a specific capital purpose and is not available for general appropriation.

Cash Accounting: An accounting method where receipts are recorded during the period they are received, and the expenses in the period in which they are actually paid

Cash Management: The management of cash necessary to pay for governmental services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, and establishing and maintaining banking relationships.

Certificates of Participation (COPS): A security created as a part of a lease-purchase agreement. The lender, the holder of the certificate, owns a right to participate in periodic lease payments (interest and return of principal) as they are paid.

Committed Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be used only for the specific purposes determined by a formal action of the Mayor and City Council.

Community Development Block Grant (CDBG): An entitlement grant from the U.S. Department of Housing and Urban Development (HUD) to assist low and moderate-income persons of the City in targeted neighborhoods.

Comprehensive Annual Financial Report (CAFR): A complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service: The portion of the budget pertaining to payment of principal and interest requirements on outstanding debts.

Deficit: The amount by which expenditures exceed revenues during an accounting period.

Department: An organizational unit of the City responsible for overall management of a major governmental function.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and must be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to the reserve to replace the item at the end of its useful life.

Disbursement: Payment for goods and services in cash or by check.

Effectiveness Measure: A performance measure identifying outcome quality.

Efficiency Measure: A performance measure identifying inputs used per unit of output, or unit costs.

Encumbrance: A financial commitment of appropriated funds for services, contracts, or goods that have not yet been delivered by a specified time, usually the end of the fiscal year.

Enterprise Fund: A fund that accounts for a governmental activity supported primarily with user fees or charges and operated using business principles.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditures: The measurement focus of governmental fund accounting identifying financial resources expended.

Expenses: The measurement focus of proprietary fund accounting identifying costs expired. Expenses reflect the cost of goods or services used.

FICA: Social Security Tax paid by the City for each permanent and temporary employee.

Fiduciary Funds: Funds used to separate, control, and track financial resources in which the government oversees as a third party, or on behalf of, another public entity. The four fiduciary fund types include: 1) Agency Fund, 2) Pension Trust, 3) Expendable Trust, and 4) Non-Expendable Trust.

Fiscal Policy: The financial plan embracing the general goals and acceptable procedures for managing the City's financial resources.

Fiscal Year (FY): The time designating the beginning and the ending period for recording financial transactions. In North Carolina, a municipal government fiscal year begins July 1 and ends June 30.

Fixed Asset: A long-term tangible piece of property that is not expected to be consumed or converted into cash any sooner than at least one-year's time.

Fringe Benefits: A collection of various benefits provided by an employer, which are exempt from taxation as long as certain conditions are met.

Full Cost Accounting: Type of accounting concerned with accumulating both direct and indirect costs for financial reporting and decision-making purposes.

Full-time Equivalent (FTE): An FTE converts the hours worked by a position into a percentage of a full year's number of hours. Generally, one FTE equals 2080 hours per year per permanent position.

Function: A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a similar broad goal or major service such as public safety, environmental protection, cultural activities, etc.

Fund: A fiscal and accounting entity that has a self-balancing set of accounts recording cash and other financial resources, as well as related liabilities and residual equity. These are segregated to carry on specific activities or objectives in accordance with special regulations, restrictions, or limitations as established by State and Federal governments.

Fund Balance: The amount of assets in excess of the liabilities or appropriations for expenditures also known as surplus funds. North Carolina General Statutes require general fund balance reserves of at least 8% of General Fund expenditures at the end of the fiscal year.

GASB 34: The acronym used for Governmental Accounting Standards Board Statement #34: "Basic Financial Statements- Management's Discussion and Analysis – For State and Local Governments."

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices.

General Fund: A governmental fund used to account for financial resources of the City, except those required to be accounted for in another fund. Revenues to support the General Fund are derived from sources such as property tax, sales tax, franchise fees, and service fees. This fund usually includes most of the basic operation services, such as fire and police protection, finance, public works, general administration, planning, and recreation.

General Ledger: A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

General Obligation Bonds (GO Bonds): Bonds issued by a government that are backed by the full faith and credit of its taxing authority.

GFOA: The acronym used for Government Finance Officers Association of the United States and Canada.

Goal: A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Governmental Funds: Funds used to separate, control, and track financial resources of general government operations. The four governmental fund types include 1) General Fund, 2) Special Revenue Funds, 3) Capital Projects Funds, and 4) Debt Service Funds.

Grant: A contribution by a government or other organization to support a particular function.

Inter-fund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenues: Revenues from other governments (State, Federal or local) that can be in the form of grants, shared revenues, or entitlements.

Internal Service Fund: This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, on a cost reimbursement, or cost allocation, basis.

Inventory: A detailed listing of property currently held by the government.

Investment Earnings: Revenue earned on investments with a third party.

Lease/Installment-Purchase Financing: A method of purchasing equipment in which payments are spread over time. The purchased equipment serves as collateral.

Line Item: A budgetary account representing a specific object of expenditure.

Local Government Budget and Fiscal Control Act (LGBFCA): This act governs all financial activities of local governments within the State of North Carolina.

Local Government Commission (LGC): A division of the North Carolina Department of State Treasurer, the LGC is responsible for the approval, sale, and delivery of substantially all North Carolina local government bonds and notes as well as monitoring certain fiscal and accounting standards prescribed for units of local government by the Local Government Budget and Fiscal Control Act.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance.

Maturities: The dates on which the principal or stated values of investments or debt obligations become due and/or may be reclaimed.

Mission: A broad statement outlining a department's purpose for existing.

Modified Accrual Basis of Accounting: Accounting method for governmental funds that recognizes revenues in the accounting period in which they become available and measurable. Expenditures are recognized in the period the fund liability is incurred, if measurable, except for unmatured interest on (and principal of) general long-term debt, which should be recognized when due.

North Carolina General Assembly (NCGA): The legislative body of the State's government

North Carolina General Statutes (N.C.G.S.): Laws governing the State of North Carolina

Objective: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. An objective should imply a specific standard of performance for a given program.

Occupational Safety and Health Act (OSHA): Regulations passed by the US Department of Occupational Safety and Health Administration to assure safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the Act.

Operating Budget: A financial plan for the provision of direct services and support functions.

Operating Expenses: The portion of the budget pertaining to the daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as supplies, utilities, and materials.

Pay-As-You-Go (or Pay-Go): Financial policy of a government unit that finances capital outlays from current revenues rather than from borrowing.

Peer Group: Other municipalities with similar characteristics, such as population, services provided, and tax base used for comparison of financial condition and performance.

Performance-based Budget: A budget wherein expenditures, planning, and management decisions are based primarily upon measurable performance of activities.

Performance Indicator: A performance indicator is a measurement designed to determine whether a service objective has been met. It measures the effectiveness of achieving an objective.

Performance Measurement: The regular collection of quantifiable information regarding the results of service delivery.

Personal Property: Movable property classified within two categories; tangible and intangible. “Tangible” or touchable property includes items of visible and movable property not permanently affixed to real property. “Intangible” or non-touchable property includes stocks, bonds, notes, cash, bank deposits, accounts receivable, patents, trademarks, copyrights, and similar assets.

Personnel Services: Salaries and wages paid to employees for fulltime, part-time, and temporary work including overtime and similar compensation.

Policy: A definite course or method of action in light of given conditions to guide and determine present and future decisions.

Powell Bill Funds: Funding from state-shared gasoline taxes that are restricted for use on maintenance of local streets and roads.

Productivity Measure: A performance measure combining efficiency and effectiveness measures into a single factor.

Program: An organized set of related work activities that are directed toward accomplishing a common goal.

Property Taxes: Taxes levied on both real and personal property according to the property’s valuation and tax rate.

Proprietary Funds: Funds used to separate, control, and track financial resources of business-type activities carried out by a government. The two proprietary fund types include: 1) Enterprise Funds and 2) Internal Service Fund.

Real Property: Land, buildings, and items permanently affixed to land or buildings.

Reclassification: Change in a position title and/or the associated pay range based on changes in the job skills required for a given position.

Reserve: An account designated for a portion of the fund balance that is to be used for a specific purpose.

Resources: Assets that can be used to fund expenditures such as property taxes, user fees, beginning fund balance, or working capital.

Restricted Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be spent only for the specific purposes stipulated by statutes, external resource providers, or through enabling legislation.

Restricted Intergovernmental Revenues: Grants, entitlements, and shared revenues that are recorded in the appropriate fund and classified by both source and function for which the revenues are to be spent.

Retained Earnings: Amounts shown as retained earnings represent accumulated earnings of proprietary funds after all budgeted business expenses have been made.

Revaluation: The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value. By North Carolina law, a revaluation must be conducted at a minimum of every eight years.

Revenue: Funds the City receives as income including tax payments, fees from specific services, receipts from other governments, fines, grants, shared revenues, and interest income.

Revenue Bonds: Bonds issued by a government that are backed by a specific revenue source such as water and sewer fees.

Revenue-Neutral Rate: The tax rate that would generate the same amount of ad valorem revenues as before a revaluation while considering growth.

Special Assessment: A compulsory levy made against certain properties to defray part of the cost of a specific improvement or service, which are deemed primarily to benefit those properties.

Special Revenue Fund: A fund used to account for the revenues from specific sources that are to be used for legally specified expenditures.

Surplus: The amount by which revenues exceed expenditures.

Target-based Budget (TBB): A budget wherein departments receive a maximum dollar figure, or target, to provide services.

Tax Base: The assessed valuation of all taxable real and personal property within the City's corporate limits.

Tax Levy: The resultant product when the tax rate per one-hundred dollars valuation is multiplied by the total taxable valuation, or tax base.

Taxes: Compulsory charges levied by a government for financing services performed for the common benefit of the people. This term does not include specific charges made against particular

persons or property for current or permanent benefit, such as special assessments or to user charges for enterprise type services.

Unassigned Fund Balance/Retained Earnings: The portion of a fund's unspent monies, or reserves that are not restricted for a specific purpose and are available for general appropriation.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for expenditures.

User Fee/Charge: The payment for direct receipt of a service by the party benefiting from the service.

Workload Measure: A performance measure identifying how much or how many products or services were produced.

Zero-based Budget (ZBB): A budget wherein all expenses must be justified for each new period. Budgeting starts from a "zero base" and every function within an organization is analyzed for its needs and costs.

Common Budget Acronyms

CDBG	Community Development Block Grant
CIP	Capital Improvement Plan
COPS	Certificates of Participation
FTE	Fulltime Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
LGBFCA	Local Government Budget and Fiscal Control Act
LGC	Local Government Commission
NCGA	North Carolina General Assembly
NCGS	North Carolina General Statute
OSHA	Occupational Safety and Health Act
PM	Performance Measurement

Strategic Work Plan

Full Report



Clinton

The Perfect Place to Call Home



“To be a City rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure, and opportunities for future generations.”

Clinton City Council Mission Statement



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What is a Strategic Plan?

A Strategic Plan is a planning document that provides for the goals, objectives, and strategies for an organization. The Strategic Plan gives direction for the major initiatives that an organization plans to pursue and demonstrates the connection of those initiatives to the organization’s mission and purpose. Strategic Planning is used by organizations large and small, public and private to improve productivity, accountability, and transparency.



The first step in municipal strategic planning is the development of an organization-wide mission statement, as well as strategic focus areas from which program and policy priorities can be developed. The Clinton City Council developed these elements in 2013, and are listed later in this document. Staff used these elements when developing the department level strategic plans.

The second step in this process is the development of mission statements for all departments and large divisions within an organization. An ideal departmental mission statement will clearly state the purpose for the department’s existence, as well as contain keywords that inform its goals, objectives, and strategies. These ‘keywords’ are taken from Council focus areas and core values. Each department in the City had an existing mission statement, with some needing revision during this process to better represent the department’s purpose and goals.

The third step in strategic planning is the development of goals, objectives, and strategies for each department and division. Below is an example of a goal, objective, and strategy table from another municipality. Note how the department goal correlates with Council Focus Areas.

Goal: Provide safe, clean, attractive neighborhoods where citizens can work, live, and conduct business

Council Focus Area (s): Enhanced Quality of Life, Welcoming Neighborhoods & Public Spaces, Affordable & Varied Housing

Objective 1: Reduce the number of abandoned buildings, vehicles, and vacant lots

Strategies:

1. Continue to identify, inventory, and prioritize all vacant and abandoned buildings in need of immediate attention and continue remediation efforts
2. Identify, inventory, and prioritize removal of abandoned vehicles in targeted neighborhoods and continue remediation efforts.
3. Identify, inventory, and prioritize vacant lots in need of immediate attention.

What is a Strategic Plan? (cont.)

Goals, objectives, and strategies for the purpose of strategic planning are defined below:

- **Goals** - A one sentence statement of a desired result or state of affairs that guides much of the work of the unit during the strategic planning period. Goals should be wide in scope and be related to a specific aspect of the department's mission statement.
- **Objectives** - Specific directions, actions, or projects the department will pursue towards the realization of the relevant goal.
- **Strategies** - Specific actions or tasks to be completed to accomplish the objective. Often assigned to individuals or groups, with the results incorporated into performance evaluations.

The final step of a strategic planning process is the development of performance indicators which demonstrate to internal and external stakeholders the progress the organization is making in the realization of its goals. Each department will work with staff to create indicators that will help demonstrate its performance and progress in achieving its goals and objectives. There are three types of indicators which the City of Clinton will be measuring:

- **Outputs/Workloads** - Accounts for the total amount of something done (i.e. cases processed, miles of road paved, vehicles maintained, etc.).
- **Outcomes** - Gauges a departments progress toward an objective or goals (i.e. % of requisitions processed in 24 hours, % increase in athletic program participants, % reduction in vehicle maintenance turnaround time, etc.).
- **Efficiencies** - Combines inputs and outputs to determine the ratio of the cost or time to provide a particular service, with the outputs of that service (i.e. total cost to collect one ton of garbage, cost of event vs. total participants, etc.).

These measures will be developed over the coming months and be presented to Council for adoption, and reported on periodically.

City Council Focus Areas and Goals

“To be a City rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure, and opportunities for future generations.”

City of Council Mission Statement

Quality Job Growth

Maintain business-friendly processes and policies to support existing business and attract a variety of new businesses.

Financial Sustainability

Support fiscal policies and controls that ensure the long-term financial health of the City and enable it to respond to unforeseen challenges and opportunities.

Promote responsible management and use of public resources to ensure efficient and effective delivery of quality services.

Welcoming Neighborhoods & Public Spaces

Ensure public safety and city cleanliness through community-focused public safety, code enforcement, planning policies, and quality maintenance of public spaces and facilities.

Affordable & Varied Housing Opportunities

Encourage housing of different types, densities, sizes, costs, and locations that meet the needs and preferences of an economically and socially diverse community.

Preserve existing housing supply and assure its continued quality and safety.

Sound and Sustainable Infrastructure

Construct and maintain efficient and accessible roadway, sidewalk, and greenway systems to extend internal and regional connectivity.

Provide high quality water and wastewater services while protecting natural resources and ensuring capacity for sustainable growth.

Enhanced Quality of Life

Advance the beauty, diversity, and well-being of Clinton by supporting the community's ability to provide an array of educational, recreational, and cultural activities, events, and programs for residents and visitors of all ages, abilities, and interests.

City Council Focus Area Web

Note how each focus area directly supports other focus areas. This represents the important team aspect of our organization and how each department serves a vital role in our success.



Administration

The administrative office of the City of Clinton consists of the City Manager, City Clerk, and administrative support staff. The City Council appoints the City Manager as the chief executive officer of the city to oversee city organization and operations. The City Manager coordinates the work of department heads and other employees to help ensure efficient delivery of services. The City Clerk also serves as the City’s risk manager and coordinates the City’s Health and Safety Program.

Mission Statement

“To advocate for the best interests of the community by implementing the policies and objectives of the Mayor and City Council with leadership that encourages the City to achieve the highest standards of fairness, efficiency, effectiveness, and ethics while ensuring public awareness and understanding.”

Departmental Goals

- 1. Promote community prosperity through economic and community development activities.**
- 2. Advance citizen awareness and engagement.**
- 3. Promote safety, health, and quality of life for all citizens, visitors, and employees.**
- 4. Provide sound stewardship of all human, financial, and material resources of the City.**
- 5. Foster an empowering work environment that promotes respect, collaboration, participation, and creativity.**

Administration (cont.)

Administration Goal One

“Promote community prosperity through economic and community development activities”

Objective 1 - *Encourage growth and expansion of existing business and industry.*

- Strategy 1 - Work with School of Government to devise economic development strategy.
- Strategy 2 - Host focus groups with existing industries to discuss challenges and needs.
- Strategy 3 - Identify and obtain site control for potential industrial site(s), especially in industrial park.
- Strategy 4 - Provide necessary infrastructure to identified industrial sites for quicker development.
- Strategy 5 - Explore additional partnership and incentive programs to encourage development.

Objective 2 - *Increase number of locally owned businesses.*

- Strategy 1 - Partner with SCC Small Business Center to provide assistance programs.
- Strategy 2 - Perform market study to identify economic gaps and leakages.
- Strategy 3 - Support start-ups and entrepreneurs with incubator or office space partner programs.

Objective 3 - *Increase number of commercial and/or retail owned enterprises.*

- Strategy 1 - Perform market study to identify commercial leakages.
- Strategy 2 - Explore new zoning districts and business improvement districts to facilitate commercial (re) development.
- Strategy 3 - Provide necessary infrastructure to commercial redevelopment sites.

Objective 4 - *Maintain housing stock by decreasing City-initiated and voluntary demolition and by increasing rehabilitations.*

- Strategy 1 - Perform cost-benefit for rehabilitation vs. demolition for city-initiated demolitions.
- Strategy 2 - Develop housing rehab program through partnerships with community college and/or private contractors.

Objective 5 - *Increase single and multi-family housing options.*

- Strategy 1 - Work with Development Finance Initiative to redevelop vacant residential parcels.
- Strategy 2 - Expand Affordable Homeownership Program through private partnerships.
- Strategy 3 - Introduce or reduce zoning regulations to encourage residential infill.
- Strategy 4 - Introduce or reduce zoning regulations to facilitate multi-family development.

Administration (cont.)

Administration Goal Two

“Advance citizen awareness and engagement.”

Objective 1 - *Provide opportunities for citizen feedback and engagement with City Council and staff.*

Strategy 1 - Offer opportunities for feedback and engagement at annual district meetings, including one-on-one if needed.

Strategy 2 - Redesign City website with clear links to provide feedback to the city.

Strategy 3 - Develop smartphone app for the City to provide information and facilitate feedback

Strategy 4 - Provide more regular updates through social media and allow for citizen input.

Objective 2 - *Development community outreach opportunities to strengthen government-citizen relationships.*

Strategy 1 - Increase notice of district meetings to encourage citizen participation.

Strategy 2 - Continue annual Latino outreach meetings and include various departments.

Strategy 3 - Conduct department/service specific forums to solicit feedback and provide citizen education.

Objective 3 - *Ensure appropriate records maintenance and timely response to citizens' concerns and public records requests.*

Strategy 1 - Continue conversion of all retained files to electronic format.

Strategy 2 - Purchase more fire-rated file cabinets.

Strategy 3 - Create public records request form and make available online.

Strategy 4 - Increase transparency with more online records.

Objective 4 - *Provide regular updates and information about city events, projects, and programs.*

Strategy 1 - Increase PEG Channel content.

Strategy 2 - Redesign newsletter presentation and content.

Strategy 3 - Redesign website.

Strategy 4 - Increase social media updates and content.

Objective 5 - *Ensure citizens are aware of City's long-range planning efforts including strategic plan and comprehensive plans.*

Strategy 1 - Provide regular updates during long-range plan development through social media, press releases, website, and newsletter.

Strategy 2 - Provide easy access to long-range plans on website.

Strategy 3 - Ensure regular mention of plans at Council meetings and provide connection to business items being discussed.

Strategy 4 - Routinely highlight and link long-range plans on social media.

Administration (cont.)

Administration Goal Three

“Promote safety, health, and quality of life for all citizens, visitors, and employees.”

Objective 1 - *Review the City's insurance coverage and assess potential exposures in order to reduce hazards, risks, and operation costs.*

Strategy 1 - Annually review policy coverage schedule for consistency and reconciliation.

Strategy 2 - Review case history with provider to identify incidents and related preventative training opportunities.

Strategy 3 - Health & Safety Committee devise training based on assessed risks and incident history.

Objective 2 - *Administer OSHA compliant safety program that promotes workplace safety and reduces injuries.*

Strategy 1 - Develop department/division manuals for new employee training and review.

Strategy 2 - Begin program to place AED in all city facilities.

Strategy 3 - Apply for grant to assist in providing safety classes and materials or supplies.

Strategy 4 - Explore employee safety incentive program .

Objective 3 - *Increase health and safety training opportunities for employees..*

Strategy 1 - Health & Safety Committee devise training program to teach employees to identify risks.

Strategy 2 - Conduct annual safety training and classes for all employees.

Strategy 3 - Provide regular in-service training for new equipment and supplies.

Strategy 4 - Provide Health & Safety Committee members with OSHA certification training.

Objective 4 - *Review all vehicles accidents with the City's Accident Review Board to assess preventability and determine how to prevent future accidents.*

Strategy 1 - Annually review vehicle use policy with employees.

Strategy 2 - Provide and document additional training for employees found at fault in accident.

Strategy 3 - Increase police officer and firefighter driver training opportunities/hours.

Administration (cont.)

Administration Goal Four

“Provide sound stewardship of human, financial, and material resources of the City.”

Objective 1 - *Provide timely and accurate information to department for coordination and effective use of resources.*

Strategy 1 - Provide weekly email updates for Council and Departments regarding happenings in each department.

Strategy 2 - Ensure opportunity for inter-department coordination at management team meetings.

Strategy 3 - Visit with each department head at least once a week.

Strategy 4 - Provide Council with various staff reports at each Council meeting.

Objective 2 - *Ensure departments achieve established performance measures..*

Strategy 1 - Review department reports monthly to evaluate progress.

Strategy 2 - Discuss departmental performance measure as part of department head performance evaluation.

Objective 3 - *Ensure budget estimates and amendments are accurate.*

Strategy 1 - Review department budget reports with Finance staff monthly beginning in second quarter.

Strategy 2 - Monitor Federal and State legislative effects on revenue.

Administration (cont.)

Administration Goal Five

“Foster an empowering work environment that promotes respect, collaboration, participation, and creativity.”

Objective 1 - *Ensure residents, businesses, and visitors receive outstanding customer service from City employees.*

Strategy 1 - Conduct citizen/customer surveys to evaluate customer service delivery and receive feedback.

Strategy 2 - Implement customer friendly website portal for payments and applications.

Strategy 3 - Provide customer service training and education to employees.

Strategy 4 - Post core values in all departments to reiterate importance of interactions with citizens/customers and each other.

Objective 2 - *Ensure employees understand how their job supports the City's mission and goals.*

Strategy 1 - Post mission, goals, and values in each department.

Strategy 2 - Create awards program based on employee commitment to mission, goals, and values.

Strategy 3 - Produce annual report to employees based on each departments accomplishments.

Objective 3 - *Provide opportunities for employees to share and explore ideas to improve services.*

Strategy 1 - Conduct bimonthly mid-level managers meetings.

Strategy 2 - Conduct bimonthly employee relations committee meetings.

Strategy 3 - Provide suggestions box and incentive program for new ideas to improve services.

Objective 4 - *Review Provide opportunities for employees to express concerns and offer suggestions to improve cooperation and maintain and encouraging work environment.*

Strategy 1 - Have lunch monthly with frontline employees.

Strategy 2 - Conduct bimonthly employee relations committee meetings.

Strategy 3 - Increase leadership and management training department heads.

Performance Indicators for Administration

Goal	Obj.	Indicator	Target	FY17
1	1	Total number of new jobs created by exiting industry.	>1	
1	5	# of new residential units built during FY.	10	
1	5	% change in total residential units.	+2%	
1	5	% of new units considered multifamily.	50%	
2	1, 2	% of citizens satisfied that City provide opportunity for feedback.	80%	n/a
2	1, 2	% of citizen satisfied that City is responsive to feedback from citizens.	80%	n/a
2	1, 2	% change in total number of Facebook likes.	+5%	
2	1, 2	% change in attendance at annual district meetings.	+5%	
2	4	% of citizens satisfied with notification about events and programs.	80%	n/a
3	1	% change in City's insurance claims cost.	<10%	-
3	1	% change in City's insurance claim incidents.	<10%	
3	2	% change in total Workers Compensation incidents.	0%	
3	2	# of days lost per work related injury claim.	<10	
3	2	# of restricted work days per work related injury,.	<15	
3	2	% of employees who feel they have a safe work environment.	90%	
3	3	% of employees satisfied with safety training opportunities.	75%	
3	4	% change in employee at-fault vehicle accidents.	<5%	
4	1	% of Council members who feel they receive adequate information in a timely	100%	
4	1	% of employees satisfied with management communication.	75%	
5	2	% employees who feel they have clear expectations about job responsibilities.	75%	
5	2	% of employees who feel their job supports the City's mission.	80%	
5	3	% of employees who feel empowered to offer ideas to improve services.	66%	
5	4	% of employees reporting adequate opportunities to provide input.	75%	
5	4	% employee who feel management is responsive to their input.	75%	

Finance/Human Resources

The Finance Department provides management of city funds, investments, and debt portfolios. This department performs the city's daily accounting operations and reporting, which includes accounts payable and receivable and collections for fees and services. Finance also assists the City Manager in the preparation and monitoring of the city's annual operations budget and capital budget. The Finance Officer is responsible for the Finance Department, which includes the accounting, payroll, and billing and collections staff.

The Human Resources Department provides comprehensive program support to operating units through a centralized program of personnel administrators, which includes management of the Affirmative Action/EEO program, classified and compensation systems, benefits programs, medical services, recruitment and selection, and employee relations. In conjunction with employee committees, the department provides a range of employee relations activities including employee recognition and awards, outgoing communications programs, and individual assistance for employees experiencing problems on the job.

Mission Statement

“To preserve and maintain the financial sustainability of the City with integrity, quality service, and leadership while supporting the City with timely, clear information and a strong workforce.”

Departmental Goals

- 1. Provide financial services in an effective and efficient manner to internal and external stakeholders.**
- 2. Provide internal and external customers with innovative, prompt, and accurate service while maintaining financial strength.**
- 3. Create an environment that values employee retention and wellbeing by providing career development plans and wellness education opportunities to all employees.**
- 4. Commit to the principle of “Inclusive Excellence” by developing recruitment, selection, and benefit policies that ensure a diverse and competent workforce for the City of Clinton.**

Finance/HR (contd.)

Finance Goal One

“Provide financial services in an effective and efficient manner to internal and external stakeholders.”

Objective 1 - *Report the financial position of the City in an accurate, consistent, timely, and accurate manner.*

Strategy 1 - Report to City Council, each month, on revenues, expenditures, cash, and investments.

Strategy 2 - Complete financial statements and audit by October 31st.

Strategy 3 - Complete month end reconciliations by the 10th of each month.

Strategy 4 - Complete Annual Finance Information Report (AIFR) in a timely manner .

Objective 2 - *Provide increased transparency to external stakeholders.*

Strategy 1 - Increase helpful forms and information on the City website.

Objective 3 - *Provide payments to employees and vendors in a timely and accurate manner.*

Strategy 1 - Educate each City department on payment terms and process.

Strategy 2 - Educate vendors on payment terms and process.

Strategy 3 - Complete each accounts payable check run in a timely and accurate manner.

Strategy 4 - Complete each payroll process in a timely and accurate manner.

Objective 4 - *Provide efficient and effective procurement service to City operations.*

Strategy 1 - Employee practical and legal purchasing methods.

Strategy 2 - Encourage open competition and equal consideration for all vendors.

Strategy 3 - Process all purchase requisitions within 24 hours of departmental approval.

Strategy 4 - Develop and implement a stakeholder satisfaction survey.

Objective 5 - *Operate with best practice standards.*

Strategy 1 - Receive GFOA award in excellence in financial reporting.

Strategy 2 - Receive GFOA Budgeting Award.

Strategy 3 - Monitor local government finance trends and listservs to ensure best practices are implemented.

Finance/HR (contd.)

Finance Goal Two

“Provide internal and external customers with innovative, prompt, and accurate service while maintaining financial strength.”

Objective 1 - *Provide customers with ways to interact through technology.*

Strategy 1 - Evaluate number of total payments received through an automated process and strive to increase this number (online, lockbox, credit card, etc.).

Strategy 2 - Evaluate customer interaction methods (telephone, email, fax, chat service, etc.).

Strategy 3 - Educate customers on utility billing electronic statements.

Strategy 4 - Interface online payments with account information.

Objective 2 - *Provide effective customer service to internal and external customers.*

Strategy 1 - Reply to questions, inquiries, etc. within 24 hours.

Strategy 2 - Continuously evaluate accounts receivable accounts with discrepancies.

Strategy 3 - Provide customer service training to all Finance staff.

Strategy 4 - Continuously evaluate collections procedure and customer service policies and practices.

Objective 3 - *Assess and collect fees in an accurate and timely manner*

Strategy 1 - Ensure all rate changes are implemented on time.

Strategy 2 - Develop workflow system that maximized efficiency and effectiveness in payment collection.

Strategy 3 - Ensure all Finance staff understand and can complete collections processes and inquiries.

Performance Indicators for Finance

Goal	Obj.	Indicator	Target	FY17
1	1	City Bond Ratings	A+ (S&P)	No bonds
1	1	Fund balance as percentage of GF expenditures	35%-40%	49%
1	1	Retained earnings as percentage of WS expenses	47%-53%	62%
1	1	% of financial position reports issued on time	90%	85%
1	2	% of forms and financial statements placed on website	100%	90%
1	3	% of payroll runs completed with less than 5 discrepancies	100%	96%
1	3	% of accounts payable check runs with less than 5 discrepancies	100%	80%
1	3	Maintain % debt service as a percentage of total expenditures per policy	<10%	4%
1	3	% of procurements made with at least three quotes	95%	n/a
1	4	% of departments satisfied with financial services and responsiveness*	100%	n/a
1	4	% of purchase requisitions approved within 24 hrs of dept director approval	90%	85%
1	4	Maintain General Fund net debt per assessed valuation	<.552	.40
1	5	Maintain General Fund net debt per capita	<2,129	336
1	5	Received GFOA Budget Award	Yes	n/a
1	5	Received GFOA Award for Excellence in Financial Reporting	Yes	n/a
2	1	% of utility payments processed through external automated process	>45%	42%
2	2	% of customer requested meter re-checks completed within 24 hours	95%	n/a
2	2	% of customer requested meter re-checks resulting in adjustment	<5%	n/a
2	2	% of accounts subject to cutoff at least once during FY	<5%	2%
2	3	% of delinquent utility accounts collected with Debt Setoff Program	>15%	2.5%
2	3	% of registers reconciled by the 10th of each month	95%	80%
2	3	% of Finance Staff cross-trained in collections process	100%	60%

Finance/HR (contd.)

HR Goal One

“Create an environment that values employee retention and wellbeing by providing career development planning and wellness education opportunities to all employees .”

Objective 1 - *Develop strategies to enhance employee engagement and morale.*

Strategy 1 - Create employee satisfaction and suggestion survey.

Strategy 2 - Communicate findings of survey and modify policies and programs when appropriate.

Strategy 3 - Track improved performance evaluation trends and look to facilitate more ‘exceeds expectations.’

Strategy 4 - Continue to work with Employee Relations Committee to develop new ideas for employee engagement.

Objective 2 - *Facilitate employee participation in human resources program policy development.*

Strategy 1 - Develop job shadow program to encourage teamwork and understanding across departments.

Strategy 2 - Develop and improve certification pay program to encourage continuing education for employees.

Strategy 3 - Revise New Supervisor’s Orientation Program with updated information and materials.

Strategy 4 - Retrieve employee participation information from departments on attended workshops, conferences, seminars, training, etc.

Objective 3 - *Establish programs that encourage work-life balance and mental and physical well being.*

Strategy 1 - Conduct quarterly health assessments for all employees, with incentives to improve health.

Strategy 2 - Provide literature and periodic wellness seminars for interested employees, incentivize attendance.

Strategy 3 - Continue to provide discounted Wellness Center membership for employees.

Strategy 4 - Research mental wellbeing sessions and provide opportunities to employees that made need help.

Strategy 5 - Encourage employees to take earned vacation time to maintain critical work-life balance.

Objective 4 - *Provide career development opportunities to all employees, especially those employees interested in advancing their career with the City.*

Strategy 1 - Provide periodic career development sessions to interested employees.

Strategy 2 - Host employee lunch & learn meetings.

Strategy 3 - Encourage departments to promote from within whenever possible.

Strategy 4 - Continue to provide for longevity pay and explore other employee retention programs.

Finance/HR (contd.)

HR Goal Two

“Commit to the principle of “Inclusive Excellence” by developing recruitment, selection, and benefit policies that ensure a diverse and competent workforce for the City of Clinton .”

Objective 1 - *Develop employee recruitment toolkit.*

Strategy 1 - Coordinate with departments to network with other agencies to advertise

Strategy 2 - Develop recruitment package that highlights benefits of working for City of Clinton

Strategy 3 - Consult with recruitment agencies to help develop program.

Strategy 4 - Research screening processes to ensure competence of potential employees.

Objective 2 - *Ensure pay and benefits are competitive with peer organizations.*

Strategy 1 - Conduct periodic job classification and compensation studies.

Strategy 2 - Research peer organization policies to ensure competitiveness.

Strategy 3 - Adopt reasonable and fiscally responsible increases when possible.

Performance Indicators for HR

Goal	Obj.	Indicator	Target	FY17
1	1	% of employees completing satisfaction and engagement survey	80%	51%
1	1	% of employees receiving 'exceeds expectations' on performance evaluations	30%	30%
1	1	# of Employee Relations Committee meeting held	5	6
1	2	# of employees participating in job shadow and/or cross training program	10	0
1	2	% of employees receiving new professional certification in FY	8%	15%
1	2	% of employees participating in at least one professional training event	40%	43%
1	3	% of employees participating in health assessments	50%	48%
1	3	% of participating employees reporting overall improvement in health assessment period	75%	100%
1	3	% of employees taking at least 7 days of earned vacation a during FY	50%	63%
1	3	% of employees participating in City-sponsored wellness/fitness programs	35%	17%
1	4	# of lunch and learn opportunities held	4	5
1	4	% of new supervisor or professional positions filled by internal candidates	25%	8%
1	4	Fulltime position employee turnover rate	<25%	83%
1	4	# of employee taking advantage of college tuition program	2	1%
2	1	# of permanent positions advertised during FY	<12	25
2	1	Average # of applications received per job advertisement	15	n/a
2	1	# of applicants from outside Sampson County	30	19
2	2	% of employees participating in City-sponsored retirement savings program	100%	100%
2	2	% of employees participating in other fringe benefit program	85%	88%

Fire

The Clinton Fire Department provides fire and rescue services for the City of Clinton and Sampson County. The ISO rating in the city is 5 for commercial, and 6 for residential. The Clinton Fire Department is a certified heavy rescue provider with the North Carolina Association of Rescue and Emergency Medical Services (EMS), as well as trench rescue, confined space rescue, rope rescue, and structural collapse rescue provider. The Fire Chief directs the Fire Department with the assistance of four (4) fulltime and three (3) part-time captains. The department includes an additional ten (10) fulltime firefighters and 21 part-time firefighters.

Mission Statement

“To protect life and property through effective fire suppression, fire prevention, and public education.”

Departmental Goals

- 1. Work to become a dynamic organization that can meet the changing needs of the citizens of Clinton.**
- 2. Ensure that all departmental equipment, vehicles, and facilities are maintained in a manner to be safe and reliable for the protection of life and property.**
- 3. Establish policies and programs to engage and educate citizens on the importance of fire protection and prevention for their homes and businesses.**
- 4. Work to ensure fire department staff receive proactive and innovative education and fitness training to be able to better serve the citizens of Clinton.**

Fire (cont.)

Fire Goal One

“Work to become a dynamic organization that can meet the changing needs of the citizens of Clinton.”

Objective 1 - *Monitor trends throughout Fire Service to improve efficiency and effectiveness.*

Strategy 1 - Monitor various fire service publications for new and innovative service delivery methods.

Strategy 2 - Periodically contact peer community Fire Departments to discuss challenges and solutions.

Strategy 3 - Review established professional fire protection standards regularly and report to Council and management where City is deficient.

Objective 2 - *Measure performance of agency against peer communities to ensure a high level of service and achievement.*

Strategy 1 - Evaluate and compare established performance indicators versus those of peer communities to report on progress and departmental operations.

Strategy 2 - Develop plan to exceed performance of peer communities where financially feasible.

Objective 3 - *Ensure adequate staffing levels to meet needs of the organization.*

Strategy 1 - Evaluate current staffing level and make recommendations to management regarding need for increased staffing.

Strategy 2 - Work with budget staff to determine budgetary feasibility of new staff, and possible funding options.

Strategy 3 - Develop peer community Fire Department staffing level report to determine if staffing increase is warranted.

Fire (cont.)

Fire Goal Two

“Ensure that all departmental equipment, vehicles, and facilities are maintained in a manner to be safe and reliable for the protection of life and property.”

Objective 1 - *Develop and maintain Fire Department specific CIP and equipment rotation aimed at addressing short and long term needs.*

Strategy 1 - Create inventory of all department equipment and vehicles including age, condition, and replacement timetables.

Strategy 2 - Include replacement schedule in annual budget request.

Strategy 3 - Develop comprehensive maintenance plan for all equipment to ensure safety and reliability.

Strategy 4 - Ensure reserve equipment and apparatus are available and in a working condition for use when needed.

Objective 2 - *Explore possibility of relocation of existing stations, or construction of new stations to maximize fire service coverage to citizens of Clinton and Sampson County.*

Strategy 1 - Determine need for new station with fire protection and service deficiency report.

Strategy 2 - Solicit drawing and plans for potential new fire station to determine cost of construction.

Strategy 3 - Identify potential location for new station, and revenue impacts from construction from fire tax.

Strategy 4 - Work with budget staff to develop budgetary impact assessment.

Objective 3 - *Develop plan to renovate existing facilities to meet the needs of a modern Fire Department.*

Strategy 1 - Solicit drawings and plans for existing fire station renovations and improvements.

Strategy 2 - Determine morale and service delivery improvements to be expected from renovations.

Strategy 2 - Identify budgetary impact from projects with budget staff.

Fire (cont.)

Fire Goal Three

“Establish policies and programs to engage and educate citizens on the importance of fire protection and prevention for their homes and businesses.”

Objective 1 - *Work to improve and expand public education events and program.*

Strategy 1 - Meet with local civic organizations to provide information about the Fire Department and various services offered.

Strategy 2 - Ensure important information is released to local media outlets in a prompt manner.

Strategy 3 - Improve department website to become a more effective communication tool.

Strategy 4 - Partner with Police and other emergency service organizations for ‘Touch a Truck’ events.

Strategy 5 - Continue partnership with CCS system to speak with children about fire safety.

Objective 2 - *Increase public awareness of department activities.*

Strategy 1 - Maintain existing smoke detector program and attempt to expand knowledge and households receiving detectors.

Strategy 2 - Develop program for outreach to community daycares facilities.

Strategy 3 - Develop program that emphasizes fire education for seniors in the community.

Strategy 4 - Utilize social media to educate community about fire programs and emergencies.

Objective 3 - *Strive to lower ISO rating.*

Strategy 1 - Develop water shuttle plan for rural district.

Strategy 2 - Maintain proper hydrant testing and flow identification.

Strategy 3 - Provide back-up engine and equipment.

Strategy 4 - Ensure adequate staff response to each type of call.

Objective 4 - *Continue to update and maintain pre-incident surveys.*

Strategy 1 - Develop and distribute updated surveys to area businesses.

Strategy 2 - Add all information to Firehouse software.

Strategy 3 - Ensure all existing drawings and schematics are up to date.

Objective 5 - *Prepare for inspections and code enforcement (if necessary).*

Strategy 1 - Develop program and inspection schedule to meet needs of City.

Strategy 2 - Ensure businesses are aware of pending inspections, as well as the importance of inspections.

Strategy 3 - Ensure program emphasizes customer service and allows discretion in enforcement where appropriate.

Strategy 4 - Work with budget staff to ensure program revenues are maximized, and all expenses are accounted for in operating budget.

Fire (cont.)

Fire Goal Four

“Work to ensure fire department staff receive proactive and innovative training and fitness to be better able to serve the citizens of Clinton.”

Objective 1 - *Develop and maintain physical fitness program.*

Strategy 1 - Implement mandatory workout program for all staff.

Strategy 2 - Continue membership program with LeanBodz Gym.

Strategy 3 - Encourage staff to participate in free wellness education opportunities provide by City.

Strategy 4 - Continue annual physical program and track improvements in wellness anonymously.

Objective 2 - *Develop personnel education and training policy/program.*

Strategy 1 - Develop individual training programs/schedules for all full time staff.

Strategy 2 - Research educational opportunities to ensure a wide variety of opportunities are available.

Strategy 3 - Partner with other organizations to build relationships and teamwork.

Objective 3 - *Perform company-wide training drills*

Strategy 1 - Develop program to work with neighboring department to improve working relationships.

Performance Indicators for Fire

Goal	Obj.	Indicator	Target	FY17
1	1	# of changes to policies or programming as a result of peer communication		20
1	2	% of fires contained to room or area of origin	75%	80%
1	2	# of civilian injuries related to fire	<10	3
1	2	# of civilian deaths related to fire	0	2
1	2	Average \$ value lost from fire per \$1,000 of property protected	<\$5	\$7.013
1	2	% of calls involving threat to life or property responded to within 5 minutes	95%	57%
1	2	# of firefighter injuries	<5	0
1	2	\$ amount of damage caused by department while responding to call	<\$500	\$1,000
1	3	Average # of firefighters per shift	6	6
1	3	% reduction in overtime required vs. previous years	<5%	+15%
2	1	# of equipment/apparatus failures during FY	n/a	2
3	1	# of fire inspections completed during FY	n/a	300
3	1	# of public education events held (schools, senior centers, clubs, etc.)	n/a	27
3	2	# of smoke detectors installed during FY	n/a	43
3	4	% of occupancies in City with updated pre-plans and drawings	n/a	31%
3	5	% of required inspections completed during FY	100%	100%
3	5	% of full time firefighters with at least Level 1 Inspection certification	33%	7.0%
3	5	# of inspections requiring 3 or more follow ups	<5	0

Planning

The Clinton-Sampson Planning Department is dedicated to serving the citizens of Clinton through planning, development, and zoning practices. The Planning Department offers staff support to the Planning and Zoning Board and the Clinton Historic Preservation Commission. The department includes the Planning Director, two planners, a code enforcement officer, and administrative support staff.

Mission Statement

“To enhance the quality of life for the diverse citizenry of Clinton by promoting quality development and redevelopment with use of sound planning principles, land use regulation, historic preservation, permitting, and code enforcement in a customer focused manner that is consistent and fair to all citizens.”

Departmental Goals

- 1. Ensure the highest level of customer service in all areas of planning and community development including permitting, code enforcement, and historic preservation.**
- 2. Provide for safe, clean, and attractive neighborhoods where citizens can work, live, and conduct business.**
- 3. Implement the various long-range plans for the City including the Clinton 2035 Comprehensive Plan, Pedestrian Plan, Bicycle Plan, and Sampson County Transportation Plan.**
- 4. Facilitate the creation of a vibrant downtown with excellent opportunities for commercial and residential development, while emphasizing the importance of public space investment and improvement.**

Planning (cont.)

Planning Goal One

“Ensure the highest level of customer service in all areas of planning and community development including permitting, code enforcement, and historic preservation.”

Objective 1 - *Ensure citizens understand permitting process and requirements to avoid miscommunication and dissatisfaction.*

Strategy 1 - Review and update all permit applications to ensure all needed information is requested, and unnecessary information is not required.

Strategy 2 - Assist all citizens with completing applications to avoid miscommunication and ease process.

Strategy 3 - Coordinate with other departments to streamline permitting process. (building inspections, environmental health, public works, fire, etc.)

Strategy 4 - Create and publish Permitting Guide on City and County websites, include in at least one water bill per year, and distribute to various contractors and local home improvement stores.

Objective 2 - *Ensure code enforcement issues are addressed efficiently, effectively, and equitably.*

Strategy 1 - Document all code enforcement complaints from initiation to resolution.

Strategy 2 - Investigate complaints based on severity of issue and availability of time.

Strategy 3 - Prioritize proactive code enforcement based on feedback from citizens and elected boards.

Strategy 4 - Ensure notices of violation letters are mailed with 3 days of investigation and documented effectively.

Objective 3 - *Ensure property owners affected by Historic Preservation Guidelines understand purpose of regulations and requirements for approval.*

Strategy 1 - Develop and distribute informative mailer to be mailed to property owners affected by Historic Preservation Guidelines.

Strategy 2 - Assist applicants with applications to ensure proposed development meets with existing character of downtown and is likely to be approved.

Strategy 3 - Conduct trainings with HPC to ensure members understand their roles and responsibilities.

Strategy 4 - Develop promotional strategy for district.

Objective 4 - *Process all permit applications efficiently and with excellent customer service.*

Strategy 1 - Hold staff meeting after each application deadline to review applications for completeness and address concerns related to approvability.

Strategy 2 - Contact applicants regularly to update on process and any information they may need,

Strategy 3 - Document all correspondence with applicant and citizens requesting information about permit applications.

Strategy 4 - Ensure all permit documents are on website as fillable PDF's to allow easier completion.

Objective 5 - *Provide professional development opportunities to staff to ensure best practices in all areas of the Planning Department.*

Strategy 1 - Monitor various listservs for professional development opportunities.

Strategy 2 - Develop professional development plan for all staff.

Strategy 3 - Designate funds for professional development opportunities in annual department budget.

Planning (cont.)

Planning Goal Two

“Provide for safe, clean, attractive neighborhoods where citizens can work, live, and conduct businesses.”

Objective 1 - *Reduce number of vacant/dilapidated/unsafe structures in the City (i.e. buildings, signs, un-permitted additions, etc.)*

Strategy 1 - Inspect all districts quarterly for code and zoning violations.

Strategy 2 - Develop inventory of all abandoned/unsafe buildings and signs in City to prioritize abatement.

Strategy 3 - Ensure funds are available for the abatement of minimum housing, unsafe buildings, and abandoned signs during annual budget process.

Strategy 4 - Solicit guidance from City Council on abatement policy and prioritization.

Strategy 5 - Continue to provide City Council with monthly Code Report.

Objective 2 - *Reduce number of nuisance lots abated by City contractor to limit costs and promote accountability of property owners.*

Strategy 1 - Identify and document repeat nuisance lot offenders, particularly grass lots.

Strategy 2 - Encourage offenders to schedule grass mowing on their own, with emphasis on cost saving for the property owner.

Strategy 3 - Track improvements in this objective and include in Code Report.

Objective 3 - *Work with the Police Department to identify and remove abandoned/untagged vehicles.*

Strategy 1 - Document nuisance/abandoned vehicles in jurisdiction and forward to Police Department.

Strategy 2 - Track when vehicles are removed to be included in Code Report.

Objective 4 - *Ensure code issues, complaints, and resolutions are tracked and documented.*

Strategy 1 - Continue to utilize existing code complaint tracking form,

Strategy 2 - Include resulting data in Code Report.

Planning (cont.)

Planning Goal Three

“Implement the various long-range plans for the City including the Clinton 2035 Comprehensive Plan, Pedestrian Plan, Bicycle Plan, and Sampson County Transportation Plan.”

Objective 1 - *Continually review Clinton Land Development Ordinance for updates and alterations to reflect recommendations from Clinton 2035 Comprehensive Plan and other planning trends.*

Strategy 1 - Monitor Planning listserv for trends in professional planning.

Strategy 2 - Discuss proposed changes with developers and colleagues to ensure changes are pragmatic and effective.

Strategy 3 - Forward proposed Land Development Ordinance changes to Planning Board and City Council for review and adoption.

Strategy 4 - Update LDO to reflect approved changes.

Objective 2 - *Ensure property and business owners, as well as local developers, are aware of changes to Zoning and Subdivision Ordinances to facilitate new and innovative development.*

Strategy 1 - Ensure updated LDO is placed on City website.

Strategy 2 - Develop information packet with LDO changes to be distributed to local developers and business owners with emphasis on new development possibilities.

Strategy 3 - Participate in Latino Community Meetings with Clinton Police.

Objective 3 - *Research and track grant and other funding opportunities to assist with bike and pedestrian plan implementation.*

Strategy 1 - Contact NCDOT Division 3 staff quarterly to request any grant or other resource availability.

Strategy 2 - Staff will participate in Mid-Carolina Rural Technical Coordinating Committee to stay informed of project and funding opportunities.

Strategy 3 - Monitor Planning and Main Street listservs for funding availability.

Strategy 4 - Develop partnerships for funding opportunities.

Objective 4 - *Work with NCDOT to incorporate locally adopted plans into state funded projects.*

Strategy 1 - Monitor DOT repaving schedule to incorporate bike and pedestrian plan striping.

Planning (cont.)

Planning Goal Four

“Facilitate the creation of a vibrant Downtown with excellent opportunities for commercial and residential development, while emphasizing the importance of public space investment and improvements.”

Objective 1 - *Work with Downtown Design Committee to achieve it's objectives and strategies.*

Strategy 1 - Develop D.R.A.W. sub-committee with local artists, art teachers, and Sampson Arts Council.

Strategy 2 - Complete implementation of Wayfinding project.

Strategy 3 - Update Downtown Public Space Inventory annually.

Objective 2 - *Work with Downtown Promotion Committee to achieve it's objectives and strategies.*

Strategy 1 - Call upon businesses to sell Loyalty Cards.

Strategy 2 - Call upon businesses to sell 'Mill Around' T-Shirts.

Strategy 3 - Call upon businesses to sell Christmas Ornaments.

Strategy 4 - Track sales of all fundraising/promotional items.

Strategy 5 - Issue press releases for all fundraising items and events.

Objective 3 - *Work with Downtown Economic Restructuring Committee to achieve it's objectives and strategies.*

Strategy 1 - Prepare an outline for ER Committee Feasibility Study exercise and discuss assignment in preparing feasibility study for a downtown property.

Strategy 2 - Gather necessary data to formulate the site feasibility report and presentation.

Strategy 3 - Meet with property owner to review findings.

Strategy 4 - Discuss benefits of exercise and whether to call on another property owner.

Strategy 5 - Monitor use of Downtown Incentives and report to ER Committee quarterly.

Objective 4 - *Work with Downtown Organization Committee to achieve it's objectives and strategies.*

Strategy 1 - Meet quarterly with Organization Committee to discuss work plan progress.

Strategy 2 - Continue existing, and work to develop additional partnerships.

Strategy 3 - Develop Downtown Special Tax District Budget.

Performance Indicators for Planning

Goal	Obj.	Indicator	Target	FY17
1	1	# of retailers, contractors, and developers receiving Permitting Guides.		0
1	1	% of permit applications placed on website as fillable PDF's	25%	100%
1	3	# of cases heard and approved by Historic Preservation Commission during FY		17
1	3	Hours of training provided to HPC members during FY	2	2
1	4	# of City Zoning Compliance Permits issued during FY		65
1	4	# of Technical Review Committee meetings held during FY		2
1	5	Hours of professional development attended by staff during FY		126
2	1	# of identified vacant/dilapidated/unsafe structures and signs in City.		11
2	1	% of identified structures abated during FY	80%	40%
2	1	% of Code Reports completed on time for City Council meeting	100%	100%
2	2	# of individual lots abated by city contractor at least once during FY		91
2	2	% of lots abated by city contractor that were handled privately following city	70%	30%
3	1	# of text amendments to LDO during FY		11
3	3	Grant opportunities applied for during FY		1
4	1	# of façade improvements completed in FY		6
4	1	# of façade designs received from Main Street Center in FY		0
4	2	Total amount of money raised through fundraising efforts		\$5,035
4	2	# of visits to www.DowntownClinton.com website		2001
4	3	# of net businesses opened in downtown during FY		2
4	3	# of investments of more than \$10,000 during FY		3
4	3	# of new residential units developed downtown during FY		0
4	4	# of new volunteers recruited during FY		3
4	4	# of volunteer hours donated during FY		602

Police

The Clinton Police Department is a full service law enforcement agency and is recognized by CALEA. The department is responsible for the enforcement of all local and state laws and the investigation of any crimes within the city limits of Clinton, North Carolina. The Police Chief directs the department with one captain and two lieutenants who oversee the administrative and operational divisions. The department consists of 28 full-time sworn police officers, three (3) civilian support staff members, one (1) animal control officer (non-sworn), and reserve officers.

Mission Statement

“To enhance the quality of life in the community by building partnerships that will help provide a safe, secure community through proactive and impartial enforcement of the laws of North Carolina and the United States Constitution.”

Departmental Goals

- 1. Partner with the community to enhance quality of life and resolve neighborhood concerns.**
- 2. Establish a working environment that encourages teamwork, empowerment, communication, and professional development.**
- 3. Utilize resources efficiently and effectively in preventing and suppressing criminal activity.**
- 4. Foster a dynamic organization that utilizes leading edge technology and methods in enhancing community policing.**
- 5. Maintain the highest level of quality service, integrity, and professionalism.**

Police (cont.)

Police Goal One

“Partner with the community to enhance the quality of life and resolve neighborhood concerns.”

Objective 1 - *Maximize citizen satisfaction through community partnerships.*

Strategy 1 - Conduct biannual citizen survey to determine citizen concerns & citizen satisfaction.

Strategy 2 - Conduct ‘state of the neighborhood’ discussion. I.E. Community & District meetings

Strategy 3 - Conduct education programs for citizens with emphasis toward youth.

Objective 2 - *Maximize citizen commitment to partnering with police.*

Strategy 1 - Coordinate with new church to hold Latino community meetings.

Strategy 2 - Develop public service projects with school system and/or City Recreation Department.

Objective 3 - *Partner with other government agencies to address neighborhood concerns..*

Strategy 1 - Work with City Planning Department on expansion of police involvement on nuisance issues involving city code.

Strategy 2 - Establish liaison with housing project managers not under police contract to identify problems & solutions.

Police Goal Two

“Foster a dynamic organization that utilizes leading edge technology and methods in enhancing community policing.”

Objective 1 - *Increase the technical proficiency of all officers.*

Strategy 1 - Have an in-house trainer for all technologies used by CPD.

Strategy 2 - Establish periodic training for all equipment used by CDP.

Objective 2 - *Develop, maintain, and upgrade required technology.*

Strategy 1 - All uniform officers to be issued a body camera.

Strategy 2 - All marked patrol vehicles equipped with in-car cameras.

Strategy 3 - Expand downtown cameras from six to twelve.

Strategy 4 - Obtain crime analysis software.

Strategy 5 - Obtain radar trailer to assist with traffic enforcement.

Police (cont.)

Police Goal Three

“Establish a working environment that encourages teamwork, empowerment, communication, and professional development.”

Objective 1 - *Manage the organization change process.*

- Strategy 1 - Conduct yearly reviews of departmental policy along with mission, vision, & values statement.
- Strategy 2 - Conduct & publish annual analysis of use of force, citizens complaints, bias base enforcement, & other internal affairs figures.
- Strategy 3 - Form a committee of officers on enhancing training & recruitment.
- Strategy 4 - Review FTO & mentor program to ensure it covers organizational changes.
- Strategy 5 - Have all command staff receive advanced management training.

Objective 2 - *Enhance employee commitment.*

- Strategy 1 - Analyze reasons for turnover (exit interviews).
- Strategy 2 - Revise career development plan for sworn officers.
- Strategy 3 - Evaluate & provide a police facility upgrade plan.
- Strategy 4 - Provide employee assistance program.

Objective 3 - *Promote healthy lifestyles amongst department staff.*

- Strategy 1 - Implement physical assessment program for in-service personnel.
- Strategy 2 - Continue wellness center program.

Objective 4 - *Promote employee development and retention.*

- Strategy 1 - Supervisors meet with employees and identify training to enhance skills.
- Strategy 2 - Review department process for hiring and promotions annually.
- Strategy 3 - Create a career development plan for non-sworn employees.
- Strategy 4 - Conduct annual workload assessment.
- Strategy 5 - Promote educational opportunities for professional and personal employee development.

Police (cont.)

Police Goal Four

“Utilize resources efficiently and effectively in preventing and suppressing criminal activity.”

Objective 1 - *Develop strategies to meet community needs.*

- Strategy 1 - Report crime for city broken down by established zones.
- Strategy 2 - Establish gang/intelligence database.
- Strategy 3 - Create directed patrols to target ‘hot spots’ in city.
- Strategy 4 - Train civilian employee on crime analysis.
- Strategy 5 - Prepare monthly crime analysis to entire department.

Objective 2 - *Improve calls for service management.*

- Strategy 1 - Analyze number of calls handled by officers to determine manpower needs.
- Strategy 2 - Evaluate effectiveness of TIP411 & Crime Map.
- Strategy 3 - Expand the use of civilian employees taking police reports.

Objective 3 - *Reduce court time.*

- Strategy 1 - Conduct staff inspection on records & case management to determine improvements with prosecution reports.
- Strategy 2 - Meet regularly with judicial community about police interaction with the courts.
- Strategy 3 - Complete video plan (in-car/body cameras) to provide better evidence & reduce officers testifying.

Objective 4 - *Reduce youth crime.*

- Strategy 1 - Increase participation in Sampson Teen Court.
- Strategy 2 - SROs develop conflict resolution program for schools.
- Strategy 3 - Conduct review of juvenile enforcement and prevention programs.

Objective 5 - *Improve employee safety.*

- Strategy 1 - Continue participation in City’s safety committee.
- Strategy 2 - Expand roll call training on officer safety issues.
- Strategy 3 - Conduct biannual officer’s equipment inspection.

Police (cont.)

Police Goal Five

“Maintain highest level of quality of service, integrity, and professionalism.”

Objective 1 - *Define integrity as accountability and responsibility in day to day work and provide training.*

Strategy 1 - Continue department’s supervisory inspection program on various functions.

Strategy 2 - Re-accreditation with CALEA in 2017, obtain advance certification in 2020.

Strategy 3 - Upgraded internal affairs program to give officers a ‘web dashboard’ on administrative issues.

Strategy 4 - Conduct critical incident reviews on all high risk incidents.

Strategy 5 - Seek innovative training to enhance quality of service.

Performance Indicators for Police

Goal	Obj.	Indicator	Target	FY17
1	1	Citizens reporting satisfaction with Police Department on bi-annual survey	75%	n/a
1	1	# of community meetings/presentations	36	31
1	2	# of public service projects completed	6	7
1	3	# of nuisance vehicles corrected	35	15
1	N/A	# of UCR violent crimes in 2016	< 45	45
1	N/A	# of UCR property crimes in 2016	< 478	355
1	N/A	Violent crime clearance rate 2016	> 57%	67%
1	N/A	Property crime clearance rate 2016	> 23%	14%
1	N/A	# of collisions 2016	< 579	680
1	N/A	# of impaired driver collisions 2016	< 10	12
1	N/A	# of speed related collisions 2016	< 112	114
2	1	% of in-service sworn employee training hours exceed State Standard	75%	75%
2	2	% of uniform patrol officers with body cameras	100%	100%
2	2	# of days speed trailer strategically deployed	250	127
3	1	Conduct analysis on use of force, citizen complaints, bias base enforcement, & other IA functions	Publish	Published
3	1	# of events attended by recruitment committee	5	5
3	1	% of officers receive training evaluations	100%	100%
3	2	% of exit interviews conducted during FY	100%	100%
3	3	% of sworn employees pass fitness test	50%	n/a
3	4	% of department employees receiving 40 hours professional training in FY	100%	38%
3	4	Turnover rate for sworn positions	< 5%	11%
4	1	"Hot Spot" identified & receiving directed patrol	730	550
4	2	Average response time for calls for service	<10 minutes	9:50

Performance Indicators for Police

Goal	Obj.	Indicator	Target	FY17
4	2	# of incidents reported through TIP411	>7	42
4	2	# of calls for service	< 15,670	14,020
4	4	% reduction of incidents at schools with SRO assigned in 2015-2016	-25%	+53%
4	5	% of department equipment inspected for safety during year	100%	100%
5	2	Department accredited by CALEA	Accredita-	Achieved
5	5	Department staff have Crisis Intervention Training	25%	46%

Public Works & Utilities

The Public Works and Utilities Department provides many essential services for citizens, including refuse collection (both residential and commercial), buildings and grounds maintenance, street and sidewalk construction and maintenance, environmental services, fleet maintenance, cemetery management and maintenance, and pest control. One of the most important services the department provides is ensuring safe drinking water to the public and the treatment of wastewater. Public Works and Utilities consist of seven divisions: City Garage, Grounds & Cemetery Maintenance, Sanitation, Streets, Utility Line Maintenance, Wastewater Treatment, and Water Production. The four (4) Public Works divisions (City Garage, Grounds & Cemetery Maintenance, Sanitation, and Streets) are funded through the General Fund and the three (3) Public Utilities divisions are funded through the Water and Sewer Fund.

Mission Statement

“To provide the highest quality of customer service to residents, businesses, and visitors through professional, friendly, efficient, effective, and sustainable delivery of design, construction, maintenance, and operation of City infrastructure and facilities in order to protect the health, safety, and welfare of our community and to be good stewards of our environment, and natural and fiscal resources.”

Departmental Goals

- 1. To provide the resources to the divisions within Public Works and Utilities to support their adopted goals and objectives.**
- 2. Continually develop all Public Works staff to provide a better and more capable workforce that can better achieve the City’s mission.**
- 3. Develop additional and promote existing public outreach and education programs, including achievement of Keep America Beautiful status.**

Public Works & Utilities (cont.)

Public Works Goal One

“To provide the resources to Public Works Divisions in support of individual division goals, objectives, and strategies.”

Objective 1 - *Develop functional CIP for individual divisions.*

Strategy 1 - Conduct routine meetings with division heads to determine division needs.

Strategy 2 - Prioritize division needs and affect plans for greatest needs first.

Strategy 3 - On an as needed basis, enlist consultant, contractor, and staff for development of CIP's.

Objective 2 - *Manage policies in support of division objectives.*

Strategy 1 - Review existing policies annually.

Strategy 2 - Consult other municipality's policies for reference.

Strategy 3 - Revise existing policies as needed.

Strategy 4 - Seek Council support for policy revisions.

Public Works Goal Two

“Develop Public Works staff to ensure each have capacity to help achieve the City's overall mission statement.”

Objective 1 - *Develop and manager existing personnel in support of division objectives.*

Strategy 1 - Evaluate existing staffing for professional development.

Strategy 2 - Continue development of certification and training policy.

Strategy 3 - Advocate for training and development opportunities for existing staff.

Strategy 4 - Maintain and further develop existing internship program.

Public Works & Utilities (cont.)

Public Works Goal Three

“Strive to develop public outreach/education programs, including Keep America Beautiful designation.”

Objective 1 - *Further develop and manage existing public outreach programs.*

Strategy 1 - Evaluate existing public outreach programs such as FOG, Mosquito Management, Recycling, Backflow & Cross Connection Prevention.

Strategy 2 - Research other municipalities public outreach programs as well as state and EPA resources.

Strategy 3 - Support and provide training for staff to further develop these programs.

Strategy 4 - Explore additional avenues of public outreach with the City (e.g. Street Fair, AA5, etc.).

Strategy 5 - Affect changes as budget and means allow.

Objective 2 - *Adopt and manage additional public outreach programs within the City*

Strategy 1 - Provide needed support to Environmental Programs to attain affiliate status in Keep America Beautiful Program.

Strategy 2 - Investigate additional outreach programs which align with Council Focus Areas.

City Garage

The City Garage ensures the maintenance and repair of over 200 units of equipment and vehicles owned and operated by the City of Clinton. This includes maintenance, repair, and vehicle inspection certification. In addition, the staff assists with the repair of operational equipment located at our water pollution control facility, sanitary sewer lift stations, and well sites. The Garage Supervisor and two mechanics operate the garage.

Mission Statement

“To provide safe, reliable, quality vehicle and equipment fleet maintenance and service, while allowing all City departments to operate without undo interruption.”

Division Goals

- 1. Ensure division training policies and workflow systems allow for all City vehicles to be maintained and repaired in a timely and cost effective manner.**

City Garage (contd.)

City Garage Goal One

“Ensure division training policies and workflow systems allow for all City vehicles and equipment to be maintained and repaired in a timely and cost effective manner.”

Objective 1 - *Review and improve policies to maximize efficiency of vehicle and equipment maintenance and repair..*

Strategy 1 - Research other municipal garage policies for best practices to improve performance.

Strategy 2 - Track turnaround times for vehicle repairs to identify problem areas and improve.

Strategy 3 - Develop system that encourages departments to provide proactive maintenance for vehicles where appropriate to allow City Garage employees to focus more on large repairs or maintenance needs.

Strategy 4 - Attempt to provide all maintenance needs internally, only outsourcing repairs when necessary.

Objective 2 - *Inventory current equipment, vehicles, and large assets with aim to improve repair, planning, and budgeting efforts*

Strategy 1 - Develop comprehensive listing of all equipment, vehicles, and other items maintained by City Garage.

Strategy 2 - Update inventory weekly with work completed, turnaround times, observations or concerns.

Strategy 3 - Use inventory to report on any negative patterns or trends on certain types of equipment that could be mediated through better and more careful use.

Strategy 4 - Utilize inventory to also improve predictive budgeting for large purchases or needed repairs.

Objective 3 - *Work to ensure staff are trained and capable of completing majority of needed repairs without outsourcing.*

Strategy 1 - Continually seek to identify training opportunities and classes to improve skillset of staff.

Strategy 2 - Provide training and certification pay to incentivize training.

Strategy 3 - Identify needed tools and equipment to better provide repairs internally, balance cost of equipment with necessity.

Performance Indicators for Garage

Goal	Obj.	Indicator	Target	FY17
1	1	Average turnaround time for normal vehicle maintenance	< 8 hrs	4
1	1	% of vehicle and equipment needs outsourced (goal of decreasing over time)	< 5%	<1%
1	2	Total # of pieces of equipment, vehicles, etc. maintained by City Garage (from inventory)		261
1	3	Training hours completed by Garage staff during FY	12	40

Cemetery & Grounds Maintenance

The Cemetery and Grounds Maintenance Division is responsible for operations and maintenance of the city's cemeteries (Springvale and Sandhill), the grounds upkeep of city buildings, and pest control throughout the city. The division consists of the Grounds Superintendent and three grounds workers.

Mission Statement

“To provide quality services, consistent with responsible fiscal and environmental stewardship, to support the landscape maintenance and landscape construction needs of the City and its citizens. To provide professional care and maintenance of cemetery grounds and open spaces to preserve a peaceful and dignified memorial.”

Division Goals

- 1. Ensure employees are provided training opportunities to obtain pesticide, insecticide, and turf and ornamental certifications.**
- 2. Develop and maintain citizen advisory boards and create additional community outreach venues for the citizens.**
- 3. Identify opportunities for the improvement of existing and potential public spaces to enhance the beauty and desirability of the City.**

Cemetery & Grounds Maintenance (contd.)

Cemetery & Grounds Goal One

“Ensure employees are provided training opportunities to obtain pesticide, insecticide, and turf and ornamental certifications.”

- Objective 1 - Offer appropriate licensing courses to all Grounds employees.**
- Strategy 1 - Identify available courses and potential employees to attend.
- Strategy 2 - Encourage employees to find and sign up for classes on their own.
- Strategy 3 - Educate employees with regard to existing Certification and Training Policy.

Cemetery & Grounds Goal Two

“Develop and maintain citizen advisory boards and create additional community outreach venues for citizens.”

- Objective 1 - Develop additional community outreach tools.**
- Strategy 1 - Draft handout for citizens regarding cemetery policies and regulations.
- Strategy 2 - Utilize social media for educating citizens with regard to policies and regulations.

- Objective 2 - Develop and maintain existing community outreach items.**
- Strategy 1 - Enlarge citizens advisory board by three individuals.
- Strategy 2 - Include Mosquito Prevention brochure in water bills.

Cemetery & Grounds Goal Three

“Identify opportunities for the improvement of existing and potential public spaces the enhance the beauty of the City.”

- Objective 1 - Develop the cemetery walking trail and tree park by columbarium.**
- Strategy 1 - Plant beautifying trees.
- Strategy 2 - Reserve walking trail space.
- Strategy 3 - Maintain sewer easement corridor.

- Objective 2 - Develop CIP request for roadway maintenance in all cemeteries.**
- Strategy 1 - Inventory and assess conditions of roadways.
- Strategy 2 - Assess cost of repairs and maintenance of roadways.
- Strategy 3 - Prioritize roadways sections for maintenance need.

- Objective 2 - Evaluate tree replacement and installation schedule in urban forest areas.**
- Strategy 1 - Inventory urban forest area trees.
- Strategy 2 - Prioritize tree replacement needs.
- Strategy 3 - Implement adopted replacement plan.

Performance Indicators for Grounds

Goal	Obj.	Indicator	Target	FY17
1	1	# of certifications achieved by Grounds staff during FY	2	0
1	1	Hours of training attended by Grounds staff during FY	20	8
2	2	# of citizen advisory board meetings held	4	4
3	1	# of trees planted in FY	25	42
3	1	# of trees maintained in FY	300	300
3	1	# of trees removed in FY	< 25	15
3	1	% of walking trails maintained	100%	100%
3	2	# of linear miles of cemetery streets resurfaced during FY	1	100%
3	3	Acres of city property maintained during FY	180	180

Sanitation

The Sanitation Division is responsible for residential and commercial refuse and recycling collection and disposal throughout the city. Sanitation crews also pick-up yard waste and maintain the city's recycling drop-off sites. The Public Works Manager oversees a crew consisting of six equipment operators and two utility workers.

Mission Statement

“To provide efficient, reliable, and safe refuse and recycle collection systems/operations to all residents, businesses, and industries within our area of operation in a timely manner while being sound stewards of our environment, following all federal, state and local laws and guidelines.”

Division Goals

- 1. Utilize the latest technology to improve service and efficiency in the collection of solid waste.**
- 2. Establish an enforcement response plan for residential green waste volumes and illegal set-aside in violation of the City Ordinance.**

Sanitation (contd.)

Sanitation Goal One

“Utilize latest technology to improve service and efficiency in collection of solid waste and recycling.”

Objective 1 - Maintain and improve on Sonrai Information System for commercial solid waste accounts.

Strategy 1 - Install RFID tags on all solid waste trucks.

Strategy 2 - Maintain and upgrade/reinstall.

Strategy 3 - Educate employees with regard to existing Certification and Training Policy.

Strategy 4 - Develop CIP for RFID tagging of household solid waste collection.

Sanitation Goal Two

“Establish an Enforcement Response Plan for residential green waste volumes and illegal set-aside in violation of the City ordinance.”

Objective 1 - Establish enforcement response plan for residential green waste.

Strategy 1 - Review and revise existing ordinance with regard to residential green waste.

Strategy 2 - Consult with other municipalities for existing ordinance for reference.

Strategy 3 - Present options to City Council concerning threshold volumes of green waste per pick-up.

Strategy 4 - Draft, finalize, and obtain Council approval on ERP for enforcement and fine assessment.

Objective 2 - Establish enforcement response plan for illegal set-aside.

Strategy 1 - Review and revise existing ordinance with regard to illegal set-aside.

Strategy 2 - Consult with other municipalities for existing ordinances for reference.

Strategy 3 - Present options to City Council concerning illegal set-aside fines.

Strategy 4 - Draft, finalize, and obtain Council approval on ERP for enforcement and fine assessment.

Performance Indicators for Sanitation

Goal	Obj.	Indicator	Target	FY17
		# of tons of commercial solid waste collected in FY	3,800	3,840
		# of tons of residential solid waste collected in FY	4,000	3,888
		# of tons of green waste collected	3,600	3,650
		# of tons of recyclable material collected	500	440
		# of tons of e-recyclables collected	25	34.1
		# of tons of cardboard recycling collected	400	432
		Diversion rate (recycling as % of total– residential)	15%	11.3%
		# of tons collected during clean-up weeks	80	54
		% collections on time	100%	100%
		# of valid customer complaints regarding solid waste collection per 100 accounts	< 1	< 1

Streets

The Public Works Streets Division is responsible for maintaining the city’s 49 miles of roads and assists in maintaining several miles of NCDOT roads. Street maintenance includes all sign maintenance and repair, repair work from utility cuts, annual resurfacing, drainage clearance, storm debris removal, removal of overhanging tree limbs that could pose a hazard to large vehicles or obstruct vision, sweeping, and concrete repair of sidewalks and driveways on city right-of-way. The Public Works Manager supervises the Streets Division, which includes two crew leaders, five utility workers, and three equipment operators.

Mission Statement

“Maintain and develop streets, right-of-ways (public and sewer), sidewalks, paths, and trails for traveling public both vehicular and pedestrian with an emphasis on aesthetics, quality, and safety, while upholding all federal, state, and local laws/standards.”

Division Goals

1. Maintain and continue to develop a comprehensive and sustainable pavement management system.
2. Utilize GIS and other technologies to improve street maintenance inventory and prioritization policies.

Streets (contd.)

Streets Goal One

“Maintain and continue to develop a comprehensive and sustainable pavement management system.”

Objective 1 - Inventory and develop maintenance strategy program for City parking lot and conditions thereof.

- Strategy 1 - Consult GIS for square footage and locations.
- Strategy 2 - Inspect lots for conditions and prioritize based on severity of needed repairs.
- Strategy 3 - Develop City parking lot CIP.

Objective 2 - Inventory and develop maintenance strategy program for City streets.

- Strategy 1 - Review existing Powell Bill inventory.
- Strategy 2 - List past improvements chronologically.
- Strategy 3 - Forecast future needs and strategies to meet those needs.
- Strategy 4 - Solicit citizen input through online and in-person street issue reporting.

Objective 3 - Inventory and develop maintenance strategy for cemetery asphalt paving.

- Strategy 1 - Review existing inventory of cemetery asphalt paving.
- Strategy 2 - Develop 5-year maintenance plan for City Council consideration.
- Strategy 3 - Implement cemetery repaving into CIP.

Objective 4 - Inventory and develop maintenance strategy for City greenways and sidewalks.

- Strategy 1 - Review existing inventory of City sidewalks and greenways.
- Strategy 2 - Develop 5-year maintenance and construction plan for City Council consideration.
- Strategy 3 - Develop sidewalk and greenway CIP.

Streets Goal Two

“Utilize GIS and other technologies to improve street maintenance inventory and prioritization policies.”

Objective 1 - Incorporate pavement management system into existing remote database application.

- Strategy 1 - Identify costs for required professional services.
- Strategy 2 - Complete physical integration of pavement management system in Mobile 311.

Objective 2 - Incorporate recent resurfacing into existing remote database application.

- Strategy 1 - Review recent resurfacing not current logged, and input into system.
- Strategy 2 - Complete physical integration of resurfacing into Mobile 311.

Performance Indicators for Streets

Goal	Obj.	Indicator	Target	FY17
1	2	# of miles City streets maintained by the City during FY	49	50.3
1,2	2	# of miles resurfaced in City during FY	2	1.58
1	2,	# of potholes filled in during FY	100%	100%
1	1,2,3	# of tons of asphalt used during FY	> 100	51
1	4	# of linear feet of sidewalk installed or repaired during FY	1,000	1,778

Utility Lines Maintenance

The Utility Line Maintenance division is responsible for the supervision, maintenance, integrity, and repair of approximately 87 miles of sanitary sewer mains, 82 miles of water transmission mains, 3,990 water connections, and 3,250 sewer connections. The division's daily routine involves fixing water leaks, clearing blocked sewer lines, making new connections to the system, hydrant flushing and pressure testing, and the supervision of roadway utility cuts. Division operations are 24 hours a day and 7 days a week. The Distribution & Collection Systems Manager supervises the division, which includes a line maintenance crew of seven and a meter crew of three.

Mission Statement

“To safely provide quality potable water and sanitary sewer service and maintenance, meeting or exceeding all federal, state, and local laws and regulations while providing outstanding customer service.

To maintain and improve on existing infrastructure, and to strategically promote sustainable growth.”

Division Goals

- 1. Ensure all water and sewer infrastructure is in sound condition and establish programs and policies to allow for the replacement of obsolete or damaged lines in an effective and efficient manner.**
- 2. Work to establish and maintain effective working relationships with outside government agencies to ensure successful completion of large projects.**
- 3. Improve existing infrastructure to limit the size and severity of unavoidable critical water system failures (i.e. main breaks).**

Utility Lines (contd.)

Utility Lines Goal One

“Ensure all water and sewer infrastructure is in sound condition and establish programs and policies to allow for the replacement of obsolete or damaged lines in an effective and efficient manner.”

Objective 1 - Evaluate and strategically rehabilitate existing distribution and collection system infrastructure to meet or exceed state and federal law.

Strategy 1 - Assess vital sewer outfalls and major water trunk mains, and prioritize for rehabilitation based on condition and need.

Strategy 2 - Effect prioritized rehabilitation with existing funding.

Strategy 3 - Develop CIP for future water and sewer line replacements.

Objective 2 - Manage and install water valves to isolate system breaks and reduce customer outages and service disruptions.

Strategy 1 - Place valves in the new redundant water supply lines.

Strategy 2 - Place additional isolation valves in existing water supply lines.

Utility Lines Goal Two

“Work to establish and maintain effective working relationships with outside governmental agencies to ensure successful completion of large projects.”

Objective 1 - Maintain regular and effective communication with state agencies with regard to existing and future projects that could potentially impact City.

Strategy 1 - Successfully coordinate a joint venture with NCDOT, NCDENR, etc. to relocate all utilities along NC HWY 24.

Strategy 2 - Communicate all major traffic or service disruptions to affected parties.

Objective 2 - Negotiate and manage municipal cost share agreement for all projects.

Strategy 1 - Work with state agencies in the planning stages of future projects.

Strategy 2 - Coordinate monthly or regular meetings with state agencies and contractors to discuss and resolve construction issues.

Utility Lines (contd.)

Utility Lines Goal Three

“Improve existing infrastructure to limit the size and severity of unavoidable critical water system failures (i.e. main breaks).”

Objective 1 - Remove and/or replace all galvanized water lines within the City’s existing infrastructure.

Strategy 1 - Evaluate and identify lines for replacement.

Strategy 2 - Effect replacements based on existing budget and severity of need.

Objective 2 - Further develop digital mapping of all utility lines.

Strategy 1 - Require NC24 contractor to provide digital record of utility line locations

Strategy 2 - Relay information to Connect GIS and Mobile 311 for incorporation into existing mapping system.

Objective 3 - Seek standard uniform fire hydrant compliance for ISO standards.

Strategy 1 - Elevate or lower heights of substandard hydrants.

Strategy 2 - Remove obstructions from substandard hydrants.

Strategy 3 - Keep and maintain blue reflectors on all hydrants.

Strategy 4 - Maintain surface coating for all hydrants.

Performance Indicators for Utility Lines

Goal	Obj.	Indicator	Target	FY17
1	1	% of sewer lines inspected at least once a year	15%	13.5%
1	1	% of sewer lines cleaned at least once a year	15%	13.5%
1	1	# of sanitary overflows per 1000 customers	.25	.5
1	1	# of brown water complaints per 1000 customers	2	< 1
2	1	# of service disruption occurring without prior notice to affected property owners	2	0
2	1	Linear feet of utility lines relocated as part of NC24 project during FY	300	100
2	2	# of meetings held with outside agencies related to future projects and expansion needs	20	30
3	1	Linear feet of substandard distribution lines replaced	1,000	1,200
3	1	% reliability of 811 locates	100%	98%
3	2	% of new utility lines added to GIS system during FY	100%	100%
3	3	% of fire hydrants meeting ISO standards	75%	50%

Wastewater

The City of Clinton owns and operates the Larkins Water Pollution Control Facility, which is permitted for an average daily flow of five (5) million gallons. A state certified operator staffs the facility 24 hours a day and 7 days a week. Certified lab staff routinely conducts approximately 95 analytical tests to monitor the ongoing biological process, upstream and downstream sampling, and the NC Division of Water Quality influent and effluent limit parameters. Overall operations include operation of a state certified lab, land application of biosolids, an industrial pretreatment program, domestic sampling and analysis, and up and down stream monitoring. The Plant Superintendent oversees a crew consisting of a crew leader, five plant operators, and one utility worker. The Environmental Programs Manager and a lab technician operate the state certified lab.

Mission Statement

“To provide safe, sanitary and compliant treatment of wastewater for our citizens, businesses, and industries in order to protect public and environmental health. To ensure environmental resources are preserved for our citizens and in order to foster the economic viability of our community.”

Division Goals

- 1. Provide the resources and staff to complete major construction and repair projects and to ensure a safe, effective, and reliable wastewater treatment facility.**
- 2. Provide new and existing staff all necessary training and certifications to ensure compliance with state and federal regulations, and allow for a comprehensive community outreach and education plan.**

Wastewater (contd.)

Wastewater Goal One

“Provide new and existing staff all necessary training and certifications to ensure compliance with state and federal regulations, and allow for a comprehensive community outreach and education plan.”

Objective 1 - Complete rehabilitation of the second WWTP Primary Clarifier.

Strategy 1 - Determine scope of rehabilitation.

Strategy 2 - Obtain contractor quote for rehabilitation as required.

Strategy 3 - Coordinate treatment unit downtime with staff, local industries, and NCDENR.

Strategy 4 - Effect rehabilitation within established time frame.

Objective 2 - Successfully complete a WWTP expansion engineering plan, including provisions for nutrient removal.

Strategy 1 - Assess current capacity and needed expanded capacity based on current and known, or potential future domestic and industrial needs.

Strategy 2 - Assess current and known or potential future water quality standards and public health requirements.

Strategy 3 - Enlist engineering assistance for expansion design.

Strategy 4 - Provide all relevant data to engineers for completion of the engineering plan.

Objective 3 - Identify and hire new and replacement staff as needed in order to maintain compliance with current law and new water quality standards.

Strategy 1 - Conduct ongoing assessment of need for replacement and additional staff.

Strategy 2 - Identify and hire one Wastewater Operator to replace a retiring Operator.

Strategy 3 - Identify and hire one new Environmental Programs Assistant.

Objective 4 - Inventory and develop maintenance strategy program for City’s 14 lift stations and conditions thereof to avoid unexpected maintenance and down time.

Strategy 1 - Review existing inventory of life stations.

Strategy 2 - Develop maintenance plan for City Council consideration.

Strategy 3 - Develop lift station five year CIP.

Wastewater (contd.)

Wastewater Goal Two

“Provide new and existing staff all necessary training and certifications to ensure compliance with state and federal regulations, and allow for a comprehensive community outreach and education plan.”

Objective 1 - Identify state required education, training, and certification for WWTP staff.

Strategy 1 - Identify available courses and employee required to attend.

Strategy 2 - Ensure course opportunities are known to employees.

Strategy 3 - Schedule and fund training as well as exams and supply required reference material for testing.

Objective 2 - Offer appropriate additional certification course to staff.

Strategy 1 - Identify available courses for further employee development and those potential employees to attend.

Strategy 2 - Ensure course opportunities are known to employees.

Strategy 3 - Enlist engineering assistance for expansion design.

Strategy 4 - Schedule and fund training as well as exams and supply required reference material for testing.

Objective 3 - Expand on existing public outreach and adopt new programs and campaigns where needed.

Strategy 1 - Expand existing FOG Program outreach via social media, radio, staff presence at City Functions, etc.

Strategy 2 - Initiate KAB campaign, begin training, appoint committee, begin assessments.

Strategy 3 - Generate public support for the program.

Performance Indicators for Wastewater

Goal	Obj.	Indicator	Target	FY17
1	2	% of WWTP expansion completed during FY	15%	15%
2	1,2	Laboratory compliance passing rate	100%	100%
2	1,2	% Certification process complete for Keep America Beautiful	100%	80%
2	3	# KAB event held	2	2
		# of wastewater notices of violation	< 3	5
		% compliance of plant discharge	> 92%	95%
		Cost per 1,000 gallons of treated wastewater	< \$1.75	\$1.62

Water Production

The City of Clinton provides approximately 2.20 million gallons of water each day to customers. Ten wells located primarily to the south and east of the city and five elevated storage tanks supply the city's water needs. The city's well site locations are a combination of six deep and four shallow wells. The water plant at Well Field East produces a supply of approximately 1.5 million gallons per day to the system. Water production is the responsibility of the Water Production Supervisor and two plant operators.

Mission Statement

“To produce safe, quality, compliant potable water for our citizens and customers, reliably and in a cost effective manner while adhering to all state and federal regulations. To identify supply needs in order to support economic sustainability and future growth, while striving to conserve one of our vital natural resources for future generations.”

Division Goals

- 1. Successfully complete the Water Production expansion project to include: plant expansion, additional wells, redundant supply lines, and installation of isolation valves strategically throughout system.**
- 2. Development of a comprehensive back flow and cross-connection control database, enforcement response plan to ensure compliance with all state and federal regulations. Also develop system to disseminate information to affected customers.**

Water Production (contd.)

Water Production Goal One

“Successfully complete the Water Production expansion project to include: plant expansion, additional wells, redundant supply lines, and installation of isolation valves strategically throughout system.”

Objective 1 - Identify and test to confirm adequate water supply wells.

Strategy 1 - Acquire list of wells already tested and status thereof

Strategy 2 - Test additional sites as needed

Strategy 3 - Seek interagency approval of well sites

Objective 2 - Complete easement and well site acquisition necessary to complete final design.

Strategy 1 - Seek counsel from consultant for required easement negotiation

Strategy 2 - Obtain Council approval

Objective 3 - Finalize and acquire permits, bid documents, construction schedule, and budget.

Strategy 1 - Finalize applications, submit, and obtain all necessary permits

Strategy 2 - Prepare bid documents to include above mentioned permits

Strategy 3 - Revise cost estimate and construction schedule

Objective 4 - Complete construction of transmission mains, well sites, wells, and plant expansion.

Strategy 1 - Manage construction of mains, wells, and expansion

Strategy 2 - Maintain communication with engineers and contractor as well as City Council members regarding progress of the expansion

Water Production (contd.)

Water Production Goal Two

“Development of a comprehensive back flow and cross-connection control database, enforcement response plan to ensure compliance with all state and federal regulations. Also develop system to disseminate information to affected customers.”

Objective 1 - Review and update current polices and current and future regulatory requirements.

Strategy 1 - Attend regulatory update seminars when offered.

Strategy 2 - Conduct analysis of existing policy with respect to regulator requirements.

Strategy 3 - Solicit and evaluate similar policies from other municipalities for reference.

Strategy 4 - Update existing policy to reflect necessary requirements.

Objective 2 - Develop communication and record keeping protocol for customer updates and requirements.

Strategy 1 - Acquire software for management of record keeping.

Strategy 2 - Import and updates records of existing and new structures.

Strategy 3 - Include requirements for type, size of device, and time lines for installation.

Strategy 4 - Utilize software for notifications to customers with regard to updates and requirements.

Objective 3 - Develop comprehensive Enforcement Response Plan for the BF/CCP Program.

Strategy 1 - Determine necessary requirements for Objective 1.

Strategy 2 - Draft, finalize, and obtain City Council approval for response plan.

Strategy 3 - Provide enforcement information to customers.

Performance Indicators for Water

Goal	Obj.	Indicator	Target	FY17
1	1	# of water production notices of violation	0	0
1	1,2,3,4	% of water expansion project completed	50%	75%
		Cost per 1000 gallons of treated water	< \$1.25	\$1.03
		% of master water meters tested annually	33%	45%
		% of relative water loss	< 8%	4%
		# of existing wells or tanks rehabbed/cleaned	3	3

Recreation & Parks

The Clinton Recreation and Parks Department provides a variety of services to the citizens of Clinton and Sampson County. Recreation and Parks provides youth sports programs such as baseball, football, soccer, volleyball, softball, and basketball as well as adult sports including softball and basketball. A variety of programs and activities are available to help keep senior citizens active and healthy. Special events such as the July 4 celebration, annual Easter egg hunt, and Relay for Life 5K, help bring the community together. The department maintains four (4) parks, including the 79-acre Royal Lane Park, two activity centers with gymnasiums, and a municipal pool. The Recreation and Parks Director manages the department, which includes center and program supervisors and staff, three fulltime maintenance employees, administrative support staff, and various seasonal positions.

Mission Statement

“Clinton Recreation and Parks is dedicated to providing facilities and programs that respond to the changing needs of our community through preservation of open spaces and quality of life for future generations in a clean, safe, and inclusive environment.”

Departmental Goals

- 1. Provide for quality and safe recreation and parks facilities.**
- 2. Provide programming and recreation opportunities to meet the various needs and skills of the diverse citizenry of Clinton.**
- 3. Effectively market and promote departmental programs and offerings.**
- 4. Ensure all customers receive the highest level of service from staff and volunteers.**

Recreation & Parks (contd.)

Recreation & Parks Goal One

“Provide for quality and safe Recreation and Parks facilities.”

Objective 1 - *Increase safety of Bellamy Center.*

- Strategy 1 - Install new gym floor at Bellamy Center for safety and quality.
- Strategy 2 - Take up any copper wire underneath old flooring to ensure no trip hazards.
- Strategy 3 - Install in-ground volleyball standards for ease of play and safety of floor.
- Strategy 4 - Take out any electrical outlets located underneath floor.

Objective 2 - *Implement Phase 1A of Royal Lane Park Master Plan.*

- Strategy 1 - Apply for PARTF Grant to assist with funding.
- Strategy 2 - Work with the Park Authority to maximize chances of receiving funding.
- Strategy 3 - Work with civic groups and private donors to obtain playground donations.

Objective 3 - *Increase safety at Royal Lane Park and Pool.*

- Strategy 1 - Increase safety signage around the pool area.
- Strategy 2 - Enforce new safety signage directives.
- Strategy 3 - Ensure proper number of staff/lifeguards are at facility.
- Strategy 4 - Develop maintenance schedule/program for evaluating park equipment and facilities for safety.
- Strategy 5 - Solicit feedback from citizens on condition and problem areas of park.

Objective 4 - *Make Sampson Center and Park more inviting the citizens.*

- Strategy 1 - Develop cleaning strategy for Sampson Center and Park.
- Strategy 2 - Increase rule enforcement at the Center.
- Strategy 3 - Increase signage around facility so that citizens know and understand rules.
- Strategy 4 - Increase police presence at Sampson Center and Park to limit unsafe issues.

Objective 5 - *Increase safety and quality of Newkirk Park.*

- Strategy 1 - Develop cleaning program for Newkirk Park restrooms and picnic facilities.
- Strategy 2 - Request directed patrol from Clinton PD.
- Strategy 3 - Increase lighting throughout the park.

Recreation & Parks (contd.)

Recreation & Parks Goal Two

“Provide programming and recreation opportunities to meet the various needs and skills of the diverse citizenry of Clinton.”

Objective 1 - *Implement new athletic activities for citizens.*

Strategy 1 - Implement new family kickball/activity programs.

Strategy 2 - Implement new adult basketball league at the Sampson Center.

Strategy 3 - Explore additional athletic program possibilities.

Strategy 4 - Evaluate existing programs for need and possibility of discontinuance.

Objective 2 - *Implement new inclusive program options at Bellamy Center.*

Strategy 1 - Implement new special needs dance Bellamy Center to ensure total inclusion.

Strategy 2 - Explore additionally programming to allow inclusion of special needs groups.

Strategy 3 - Explore programming opportunities for individuals between the ages of 25 and 55.

Strategy 4 - Evaluate need for scholarship program for at-risk children

Objective 3 - *Increase flexibility and promote healthier lifestyles for citizens.*

Strategy 1 - Expand chair yoga classes to all adults.

Strategy 2 - Implement new adult basketball league at Sampson Center.

Strategy 3 - Partner with existing athletic organizations to utilize City facilities and staff to expand these program and add participants.

Objective 4 - *Provide opportunities for youth and seniors to learn from one another.*

Strategy 1 - Expand knitting class to youth so that they can learn the importance of knitting and sewing from seniors.

Recreation & Parks (contd.)

Recreation & Parks Goal Three

“Work to more effectively market and promote departmental programs and offerings.”

Objective 1 - *Implement more signage for registration and marketing of programs and events.*

Strategy 1 - Improve planning and implementation of signs in strategic locations to make public aware of athletic program options.

Strategy 2 - Work with schools to ensure students and parents are aware of registration time periods by distributing flyers, posters, and handout to children to give to parents.

Objective 2 - *Utilize publicity materials to market programs.*

Strategy 1 - Develop and market program guide to the public.

Strategy 2 - Utilize newspaper and other media outlets to advertise programs and facilities.

Objective 3 - *Utilize social media to market programs.*

Strategy 1 - Use Facebook to advertise programs, facilities, and registrations.

Strategy 2 - Utilize ‘Quickscores.com/Clinton’ to make everyone aware of registration and schedules.

Recreation & Parks Goal Four

“Ensure all customers receive the highest level of service from staff and volunteers.”

Objective 1 - *Recognize outstanding service from volunteers and staff.*

Strategy 1 - Have local newspapers publish “Weekly Insights” to recognize volunteers.

Strategy 2 - Develop “Coach of the Month/Year” program.

Objective 2 - *Utilize systematic tools to provide feedback to our department.*

Strategy 1 - Make improvement/fix picnic shelter #4 at Royal Lane Park based on feedback from citizens.

Strategy 2 - Provide an evaluation for parents/children to complete at end of each program.

Objective 3 - *Ensure staff and volunteers receive customer service and conflict resolution training.*

Strategy 1 - Implement a volunteer training program to enhance service quality.

Strategy 2 - Develop after-action survey for parents and children to evaluate coaches and staff.

Strategy 3 - Hold periodic training for staff on customer service, and how to pass along this training to volunteers.

Performance Indicators for Recreation

Goal	Obj.	Indicator	Target	FY17
1	2	% of Royal Lane Phase 1A completed during FY	25%	50%
1	N/A	# of visitors to Recreation Parks and Facilities during FY	n/a	n/a
2	1	# of total participants in athletic program offerings	1,300	1,103
2	1	# of total participants in non-athletic program offerings		24,620
2	1	# of new programs developed during FY	1	2
2	1	% of cost to provide programs recovered through fees	10%	7%
2	1	# of 'inclusive' programs offered	2	1
2	1	# of participants in inclusive programs	4	3
2	2	# of participants in following age groups (5-10, 11-17, 18-55, 55+)	1,600	1,500
3	1	% increase in program participants	2	0
3	1	# of flyers sent home with students	2,200	2,190
3	2	# of newspaper advertisements purchased during FY to market programs/events	4	3
3	3	New 'likes' on Recreation and Parks Facebook page	400	350