



AGENDA

**MEETING OF MAYOR AND CITY COUNCIL
CITY OF CLINTON
MONDAY, JANUARY 7, 2013
P.S. BAILEY CITY COUNCIL CHAMBERS
M. S. BAILEY MUNICIPAL CENTER
211 NORTH BROAD STREET
6:00 P.M.**

- A. Meeting called to order by Mayor Randall
- B. Invocation
- C. Approval of Minutes - December 7, 2012
December 7, Strategic Planning Workshop
- D. Mayor to Recognize Citizens Registered to Address City Council
- E. City Manager's Reports and Recommendations:
 - 1. City Council to consider the following **RESOLUTIONS**:
 - (a) January as **BIRTH DEFECT PREVENTION MONTH** in the City of Clinton (Page 3)
 - (b) January as **BLOOD DONOR MONTH** in the City of Clinton (Page 4)
 - 2. City Council to **PRESENT** the following **AWARDS AND RECOGNITION**: (Page 5)
 - (a) Spirit of Christmas Awards
 - (b) Clinton Christmas Parade Awards
 - 3. City Council to consider a **PRESENTATION** from the Will Lou Gray Opportunity School located in West Columbia, South Carolina
 - 4. City Council to consider a **RESOLUTION** endorsing the **MUNICIPAL ASSOCIATION OF SOUTH CAROLINA 2013 AGENDA** (Page 8)
 - 5. City Council to consider a **RESOLUTION ADOPTING THE 2013 CITY COUNCIL SAFETY POLICY STATEMENT FOR THE CITY OF CLINTON** (Page 12)
 - 6. City Council to consider **SECOND READING** of **AN ORDINANCE AUTHORIZING THE CHARGING OF TRANSACTION FEES ASSOCIATED WITH THE USE OF CREDIT AND DEBIT CARDS** (Page 15)



7. City Council to consider **PROCUREMENT** of the following goods and services:

(a) A **PATROL VEHICLE (SEDAN)** for use by the Department of Public Safety (Page 20)

8. City Council to consider **AUTHORIZING** a **BUDGET ADJUSTMENT** for the funding and creation of an **FTE POSITION** in the **DEPARTMENT OF ADMINISTRATIVE SERVICES** (Page 26)

F. EXECUTIVE SESSION

1. Personnel Matters related to:

- (a) The position of Director, Department of Public Safety
- (b) Expected vacancies on Boards and Commissions

2. Economic Development Matters related to:

- (a) The construction of multifamily housing in the City of Clinton

3. Contractual Matter related to:

- (a) The acquisition of additional property for public parks in the Lydia Mill Community

G. City Attorney's Reports and Recommendations

H. Mayor's Reports and Recommendations

I. Council Members Reports and Recommendations

J. Adjournment

AGENDA

MEETING OF CLINTON CITY COUNCIL



**MONDAY, JANUARY 7, 2013
6:00 P.M.**

**P. S. BAILEY CITY COUNCIL CHAMBERS
M. S. BAILEY MUNICIPAL CENTER**



CLINTON
South Carolina

MINUTES

DECEMBER 7, 2012

The regular Council meeting was held at 1:00 PM at the M.S. Municipal Bailey Center with Mayor Randy Randall presiding with Councilmembers Cook, Dowdle, Byrd, McGee, Jenkins, and McLean. The City Manager was present. News media present were Larry Franklin from the Clinton Chronicle, Randy Stephens from WLBG, Daniel Lauer from the Laurens Advertiser, and Rachel Ham from GoClinton.com. Notice to all local news media was mailed and emailed on November 30, 2012.

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| INVOCATION | The invocation was given by Mayor Randy Randall. |
| MINUTES | Mayor Randall asked Council to approve the minutes from November 5. Motion was made by Councilmember Jenkins to approve the November 5, 2012 minutes and seconded by Councilmember McGee. The vote was unanimous. |
| CITY MANAGER'S REPORT PROCLAMATIONS ARBOR DAY DRUNK & DRUGGED PREVENTION MONTH | Mayor Randall recognized Mr. Stovall, City Manager. Mr. Stovall stated that the first item on the agenda is the approval of Proclamations proclaiming December 7, 2012 as Arbor Day in the City of Clinton and December as Drunk and Drugged Driving Prevention month in the City of Clinton. Councilmember Byrd made a motion to approve the Proclamations and seconded by Councilmember Cook. The vote was unanimous. |
| UPSTATE ALLIANCE | Mr. Stovall recognized Mr. Clay Andrews, Director of Investments and Public Relations for the Upstate Alliance. Mr. Andrews stated that he is before Council to introduce himself. Mr. Andrews stated that the Upstate Alliance currently has a good working relationship with the City of Clinton. Mr. Andrews stated that Upstate Alliance is doing all it can to bring new business to the Upstate and he appreciates the City of Clinton's support. |
| PRESENTATION AUDIT FY 2011-12 | Mr. Stovall recognized Ms. Toni McKinley to present the City's annual audit for the fiscal year 2011-12. Mr. Stovall stated that each year the City has an independent audit of the City's financial records and also prepare the CARF. Ms. McKinley stated that the audit has been gone over in detail with the Finance Committee and she would go over the highlights with Council. Ms. McKinley stated that the Table of Contents contains the Certificate of Achievement, the City's submittal letter, and the organizational chart. Ms. McKinley stated that the audit also contains a Financial Section, a Statistical Section, and the Auditor's Report, which gives the City a clean report. Ms. McKinley stated that the Financial Report presents a Balance Sheet and an Income Statement for the Governmental activities and the business activities, which are the Utility System. Ms. McKinley stated that the Governmental activities are shown as a full accrual accounting and a modified accrual accounting. Ms. McKinley stated that the net assets already invested are \$9,163,286. Ms. McKinley stated that the Economic Development Corporation is also listed on the Statement of Assets because they are a part of the City of Clinton. Ms. McKinley stated that the City's unrestricted net assets are \$1,987,049. Ms. McKinley stated that the Income Statement shows all of the expenses of the City. Ms. McKinley stated the Income Statement presents the total expenses and also the expenses by activity. Ms. McKinley stated that the total expenses for the fiscal year were \$21,000,000. Ms. McKinley stated that the report also shows certain revenues matched to certain activities. |

Ms. McKinley stated that some of the revenues could be matched to certain activities such as \$700,768 in revenues could be matched to business licenses and General Revenues could be matched to all of the activities of the City. Ms. McKinley stated that the Change in Net Assets for the Governmental Fund is a positive of \$654,000 and a positive of \$1.2 million in the Utility System. Ms. McKinley stated that the total Change in Net Assets is \$1.9 million. Ms. McKinley stated that this figure is a good increase for the fiscal year. Ms. McKinley stated that the Balance Sheet for the Governmental System is on a Modified Accrual basis. Ms. McKinley stated that this report only shows current liabilities. Ms. McKinley stated that the Fund Balance is \$2.2 million. Ms. McKinley stated that the \$2.2 million is committed whether by State or Council and the City has a shortfall of \$512,000. Ms. McKinley stated that the shortfall indicates that the City could have cash flow problems. Ms. McKinley stated that the Income Statement for the General Fund shows total revenues of \$4,177,626. Ms. McKinley stated that Net Change in the Fund Balance shows a positive amount of \$568,164 for the General Fund. Ms. McKinley stated that the Balance Sheet for the Utility System shows a working capital amount of \$9 million, which shows that the City could meet its short term obligations. Ms. McKinley stated that the Utility System's unrestricted net assets are \$2.1 million. Ms. McKinley stated that the Income Statement for the Utility System show total revenues of \$18.9 million and operating income of \$3,334,326. Ms. McKinley stated that this shows the City is charging an adequate amount to meet the operating expenses. Ms. McKinley stated that the Non-Operating income mainly deals with interest earned and how well the City manages investing funds. Ms. McKinley stated that the City has increased their Fund Balance on the General Fund and decreased the equity on the Utility system. Ms. McKinley stated that the Cash Flow Statement for the Utility System shows where the cash came from and where it went. Ms. McKinley stated that the statement reconciles the cash at the beginning of the year to the end of the year. Ms. McKinley stated that cash received from customers were \$19 million and cash paid out for services was \$13 million and cash paid to employees were \$1.4 million. Ms. McKinley stated that the statements show an improvement cash wise as well as profit. Ms. McKinley stated that the City has to work on building reserves. Mayor Randall thanked Ms. McKinley for the audit. Mr. Stovall stated that he wanted to thank Renee Morrow, Finance Director and her staff for their work on the audit. Motion was made by Councilmember McGee to accept the audit FY 2011-12 and seconded by Councilmember Dowdle. The vote was unanimous.

**SECOND READING
ORDINANCE
BLUE LAWS**

Mr. Stovall stated that the next item on the agenda is the second reading of an Ordinance to temporarily suspend the application of Sunday sales prohibitions within the corporate limits of the City of Clinton. Mr. Stovall stated that Council approved the first reading at the November Council meeting. Councilmember McGee asked if Council could approve the Ordinance every year instead of every six months. Mr. Stovall stated that State law only permits the City of Clinton to suspend the Law every six months. Motion was made by Councilmember McLean to approve the second reading of an Ordinance suspending the Blue Laws and seconded by Councilmember Byrd. The vote was unanimous.

**SECOND READING
ORDINANCE
PURCHASE
PROPERTY
HWY 56**

Mr. Stovall stated that the next item on the agenda is the second reading of an Ordinance authorizing the purchase of property located at the intersection of Highway 56 and the Frontage Road for a price not to exceed \$2,000. Mr. Stovall stated that the purchase of the property is part of the project to widen the Frontage Road.

Mr. Stovall stated that the City would acquire the right of way in order to expand the Frontage Road to make it more accessible to trucks. Councilmember McGee asked if the adjoining property could be brought into the City limits. Mr. Stovall stated that the option has been made available to the property owners of the adjoining property but they have declined. Motion was made by Councilmember Dowdle to approve the second reading of an Ordinance to purchase property at the intersection of Highway 56 and the Frontage Road for a price not to exceed \$2,000 and seconded by Councilmember Jenkins. The vote was unanimous.

**SECOND READING
ORDINANCE
PROPERTY
Hwy 56**

Mr. Stovall stated that the next item on the agenda is a second reading of an Ordinance authorizing the acquisition of property located at the intersection of Highway 56 and the Frontage Road. Mr. Stovall stated that the right of way on the south side of the road would be procured from Clinton Hospitality in exchange for the location of an access point into the hotel property. Councilmember McGee asked if the City would name the Frontage Road. Mr. Stovall stated that the matter would be coming before the Planning Commission at their January meeting and a formal request would be brought before Council. Motion was made by Councilmember Dowdle to approve the second reading of an Ordinance to acquire property from Clinton Hospitality for an access point into the Frontage Road and seconded by Councilmember McGee. The vote was unanimous.

**SECOND READING
ORDINANCE
BUSINESS LICENSE
INSURANCE CO**

Mr. Stovall stated that the next item on the agenda is the second reading of an Ordinance amending the Business License Ordinance provisions for insurance companies. Mr. Stovall stated that this Ordinance would bring the City's Business License Ordinance in regulation with Federal Law. Mr. Stovall stated that Council asked City staff to create a Business License Ordinance that met NAICS standards. Mr. Stovall stated that City staff did not complete the Business License Ordinance but NAICS requires reclassifications of certain businesses. Mr. Stovall stated that City staff needs time to make sure the new classifications are fair and revenue neutral so that the new Business License Ordinance would not create a burden on any business. Mr. Stovall stated that City staff would bring the new Business License Ordinance to Council in January. Councilmember Cook made a motion to approve the second reading of the Business License Ordinance amending the provisions for insurance companies and seconded by Councilmember McGee. The vote was unanimous.

**RESOLUTION
POST-ISSUANCE
TAX COMPLIANCE
POLICIES**

Mr. Stovall stated that the next item on the agenda is a Resolution approving post-issuance tax compliance policies and procedures for the City of Clinton. Mr. Stovall stated that in November Council approved the issuance of a tax exempt bond as part of the refinancing of the bonds. Mr. Stovall stated that Pope Zeigler, City's bond attorney, brought to the City's attention the need to upgrade the policies for tax exempt bonds in order to be compliant with the IRS regulations. Mr. Stovall stated that the new tax compliance policy include general recordkeeping associated with bonds, compliance with investment rules, management of expenditures and assets, and violations of policy procedure. Councilmember Dowdle asked if the changes would be permanent or have to be updated every year. Mr. Stovall stated that the changes are permanent until the IRS makes changes in their regulations. Motion was made by Councilmember Dowdle to approve the Resolution concerning tax compliance policies and seconded by Councilmember Jenkins. The vote was unanimous.

**RESOLUTION
PERSONNEL MANUAL**

Mr. Stovall stated that the next item on the agenda is a Resolution by City Council to adopt a revised personnel manual. Mr. Stovall stated that due to changes to the HR Law and the need to clarify or institute additional policies City staff has updated the current personnel manual. Mr. Stovall stated that the proposed personnel manual brings current policies compliant with Human Resource law and places a greater emphasis on social media, communications, and technological use in the workplace. Mr. Stovall stated that Council has before them the changes that have been made to the current personnel manual. Councilmember Jenkins asked if an employee retires or resigns does that employee get paid their comp time. Mr. Stovall stated that an employee does get paid for comp time because that is time the employee worked. Councilmember Jenkins asked if the City could require the employee to use the comp time before they leave employment. Mr. Stovall stated that the City does not always know when an employee would resign or retire. Mr. Stovall stated that the new personnel manual requires an employee to use their comp time before using sick leave or vacation time. Mr. Stovall stated that employees would not be able to carry any comp time over 80 hours and the City would pay the employee for any time over 80 hours. Councilmember McGee stated that cell phone use in City vehicles while driving is prohibited and Mr. Stovall stated yes. Mr. Stovall stated that the employee could use a cell phone in case of an emergency. Councilmember Jenkins asked how an employee gets paid their insurance upon retiring. Mr. Stovall stated that if an employee has twenty-five years of service then they would receive their health benefit until they turn 65 years old. Mr. Stovall stated that the health benefit is an unfunded liability but the City's auditors and financial advisor state the City's unfunded liability is extremely low. Mr. Stovall stated that once the retired employee reaches the age of 65 then the City would only provide up to \$85 toward a supplemental insurance. Councilmember Jenkins asked when would the new policy be effective and Mr. Stovall stated January 1, 2013. Motion was made by Councilmember Byrd to approve the Resolution adopting a revised personnel manual and seconded by Councilmember Dowdle. The vote was unanimous.

**PROCUREMENT
VEHICLES**

Mr. Stovall stated that the next item on the agenda is the approval of the purchase of a truck for the Administrative Services, division of Utility Billing, a truck of the Electric Department, and a truck for the Water and Sewer Department. Mr. Stovall stated that the City solicited bids for a truck for the Utility Billing Department with the lowest bid from Cooper Motor Company for \$16,719. Mr. Stovall stated that Cooper Motor Company had the same bid price as the State contract after the \$300 local business credit was applied to their bid. Mr. Stovall stated that the City solicited bids for a truck for the Electric Department with the lowest bid from Vaden for \$25,483. Mr. Stovall stated that the third vehicle is for the Water & Sewer Department. Mr. Stovall stated that the City solicited bids with the lowest bid from Cooper Motor Company for \$36,804. Mr. Stovall stated that Cooper Motor Company bid was lower than the State contract after the \$300 local business credit was applied. Mr. Stovall stated that all three purchases would be paid from the 2012 bonds. Councilmember McLean stated that he would like to commend City staff for soliciting bids for these vehicles. Motion was made by Councilmember Cook to approve the bids for three vehicles and seconded by Councilmember Jenkins. The vote was unanimous.

**PROCUREMENT
SOFTWARE SERVICES**

Mr. Stovall stated that the next item under procurement is a contract to provide consulting services for the procurement of software for Utility Billing, General Ledger, and other systems. Mr. Stovall stated that the purpose of the contract is to hire a consulting firm to evaluate software for the City of Clinton. Mr. Stovall stated that the City recommends a contract with VC3 to assist the City in finding a new software provider. Mr. Stovall stated that the cost of the contract would be \$7,227.36 and the funds for this contract would come from the 2011 Utility bond. Motion was made by Councilmember McGee to approve the contract with VC3 for \$7,227.36 for finding a new software provider and seconded by Councilmember Dowdle. The vote was unanimous.

**FIRST READING
ORDINANCE
CREDIT CARD FEES**

Mr. Stovall stated that the next item on the agenda is the first reading of an Ordinance authorizing the charging of transaction fees associated with the use of credit and debit cards. Mr. Stovall stated that the City currently uses a company called Evalon to process all credit card transactions for Utility Billing payments. Mr. Stovall stated that SC.GOV offers the same service at a savings of \$22,000 per year. Mr. Stovall stated that the City processes approximately \$800,000 in credit card payments and the City uses Evalon to process the credit card transactions. Mr. Stovall stated that Evalon charges the City 3% per transaction. Mr. Stovall stated that in 2011 the City paid Evalon \$22,716.38 in fees. Mr. Stovall stated that by changing vendors the City's transaction fees would go from 3% per transaction to 1.7% and the City would charge \$1.00 for the convenience of paying their bill by credit card. Mr. Stovall stated that the advantages of using SC.GOV is the cost savings to the City, on line bill paying, acceptance of Discover and American Express, future expansion of the credit card services to include to Court payments and facility rental fees, and improved customer service support. Mr. Stovall stated that customers could avoid these fees by paying by cash, check, or bank draft. Councilmember McGee stated that debit or credit card payments go directly into the City's account after the payment is processed and Mr. Stovall agreed. Mr. Stovall stated that the City prefers customers to use the bank draft process but the City would like to offer various ways to make payments. Mayor Randall stated that the City does offer various ways to make payments. Councilmember Dowdle asked the percentage of customers that pay by debit or credit card and Mr. Stovall stated that one out of every nineteen customers pays by debit or credit card. Council-member Cook asked if the transaction fee would be added to the following bill and Mr. Stovall stated that the customer would pay the fee when the transaction occurs. Councilmember Jenkins asked why the City was waiting until March to implement the fees. Mr. Stovall stated that since the City is creating a fee an Ordinance is required and the City would also like some time to notify the public about the new fees. Councilmember McLean stated that the new service saves the City money and also gives customers another option to paying their bills. Motion was made by Councilmember McLean to approve the first reading of an Ordinance charging fees to credit and debit card transactions and seconded by Councilmember Cook. The vote was unanimous.

**RESOLUTION
THORNWELL
GILLIAM CENTER**

Mr. Stovall stated that the last item on the agenda is a Resolution authorizing the City Manager to enter into a memorandum of agreement with Thornwell for the use of the Gilliam Center for performing arts. Mr. Stovall stated that Council has a vision of promoting community development and one of those ways is performing arts.

Mr. Stovall stated that the City has looked at options on how to promote performing arts such as building an art center, which would cost between \$3.5 million and \$10 million. Mr. Stovall stated that it would be advantageous for the City to form a partnership with Thornwell for the Gilliam Center located at Thornwell. Mr. Stovall stated that the facility would seat at least 200 and the facility features ADA restrooms, lobby space, and a sound booth. Mr. Stovall stated that the partnership would include: 1. Both parties working together for the benefit of Thornwell, the City of Clinton, and the Clinton community. 2. The City would install appropriate utility meters and cover the costs of all utilities associated with the operation of the Gilliam Center. 3. The City would cover maintenance cost that are \$5,000 or less and will negotiate any cost over \$5,000 with Thornwell. 4. Thornwell and the City would share revenue generated by ticket sales. 5. Custodial services would be required for each event and would be the responsibility of the entity using the Gilliam Center. 6. The City and Thornwell will name each other as an additional insured by means of endorsement to be covered in their respective liability insurance policies. 7. Any group using the Gilliam Center would be required to provide liability insurance. 8. The City of Clinton would provide for handicapped parking and access at the front of the Gilliam Center. 9. Thornwell children and staff would receive tickets at no charge as space is available. 10. Thornwell will retain full access to the facility for Thornwell sponsored events. 11. The Gilliam Center will keep its current name. Councilmember McLean asked who would be responsible for this operation and Mr. Stovall stated Stephen Taylor, Economic Development Director. Councilmember McGee asked if a fee would be charged to organizations for using the Center and Mr. Stovall stated yes. Mr. Stovall stated that the City wants the facility to be used and be as self-sufficient as possible. Councilmember McLean expressed concern about Thornwell receiving free tickets. Mr. Stovall stated that Thornwell wishes to use any vacant seats for their children and staff. Motion was made by Councilmember McLean to approve the Resolution authoring the City Manager to enter into an agreement with Thornwell for the use of The Gilliam Center for performing arts and seconded by Councilmember Dowdle. The vote was unanimous.

EXECUTIVE SESSION

Motion was made by Councilmember Dowdle to go into executive session to discuss one personnel matter relating to the management of the warehousing operation at the Department of Public Works, one personnel matter relating to the position of Director, Department of Public Safety, the position of Human Resources Manager, and one personnel matter relating to expected vacancies on Boards and Commissions, and one economic development matter relating to the construction of multifamily housing in Clinton and return to open session on the call of the chair and seconded by Councilmember Byrd. The vote was unanimous.

OPEN SESSION

Mayor Randall declared Council back in open session. Mayor Randall stated that four personnel matters and one economic development matter were discussed and no action was taken.

MAYOR'S REPORT

Mayor Randall thanked everyone who worked on the Tree Lighting Ceremony and the Christmas parade. Mayor Randall stated that several events are going on such as Festival of Trees at Bailey Manor, Celebrate Christmas at the Clinton Museum, and the Department of Public Safety's Christmas dinner is tonight.

Mayor Randall stated that Presbyterian Home is hosting a reception on Tuesday, December 11 from 4:00 PM to 6:00 PM. Mayor Randall stated that the City's Christmas dinner is Tuesday, December 11 starting at 6:00 PM.

**COUNCILMEMBER
REPORT**

Councilmember Jenkins thanked everyone who participated in the Christmas parade.

Councilmember McLean thanked City staff on their recent work on restructuring the City's bonds, frugal vehicle purchases, and the credit card fees.

ADJOURNED

With there being no further business before Council Mayor Randall adjourned the meeting.

CITY CLERK

MAYOR

DECEMBER 7, 2012

A strategic planning session was held at the M.S. Bailey Municipal Center at 2:00 PM with Mayor Randy Randall presiding with Councilmembers Cook, Dowdle, Byrd, Jenkins, McGee, and McLean. The City Manager was present. News media present were Larry Franklin from the Clinton Chronicle, Daniel Lauer from the Laurens Advertiser, and Rachel Ham from GoClinton.com.

OVERVIEW Mayor Randall recognized Mr. Stovall, City Manager. Mr. Stovall stated that the purpose of the strategic planning session is to review Department progress, discuss the AMR/AMI project, look at the City's financial challenges, discuss procurement practices, and discuss Council's strategic goals. Mr. Stovall stated that the changes the Administrative Department implemented was refunding City bonds, changed insurance providers, and made or implemented other recommendations designed to save the City over \$600,000 over five years. Mr. Stovall stated that the City partnered with the University of South Carolina to create and implement a program that provides 96 hours of supervisory training to all supervisory level employees. Mr. Stovall stated that the Administrative Department restructured the City into four departments and implemented new management strategies to support the departments. Mr. Stovall stated that the City's reported injuries have been reduced. Mr. Stovall stated that the IT Department has installed a new Utility Billing network, will manage the new software RFQ process, and continues to develop a project plan for meter change outs. Mr. Stovall stated that the Finance Department is building the reserve funds and current reserves are as follows: Depreciation account - \$106,000, Utility Fund Reserve account - \$341,000, and General Fund Reserve account - \$271,000. Mr. Stovall stated that these are not the numbers the City wishes to have in reserves but need to have funds which support the City for 90 days in the reserves. Mr. Stovall stated that each year City staff is given goals to work toward each year. Mr. Stovall stated that last year City staff concentrated on finance, technology and training for supervisors. Mr. Stovall stated that this year City staff has six focus areas. Mr. Stovall stated that the first focus area is finance in that the City continues to stabilize their financial position, improve cash management and procurement policies, and exploring additional revenues solutions. Mr. Stovall stated that another focus area is customer service. Mr. Stovall stated that the City would like to implement quality control surveys, Customer Center Action program, and continue to provide customer service training. Mr. Stovall stated that technology is a focus area especially cyber security. Mr. Stovall stated that he has asked each department to present a strategic plan for the next five years. Mr. Stovall stated that the fifth focus area is organizational positioning. Mr. Stovall stated that the City would focus on positioning Clinton for economic development growth, creating a consistent image of all of the City's departments, and improving the public perception of the City. Mr. Stovall stated that the sixth focus area is City employees.

Mr. Stovall stated that he wanted to make sure employees have a safe working environment, work toward a positive work atmosphere, and improve employees perception of the City.

PUBLIC WORKS Mr. Stovall recognized Mr. Reddeck, Public Works Director. Mr. Reddeck thanked Council for their support of Public Works. Mr. Reddeck stated that Public Works Administration hosted a Public Power week and a Drinking Water week in which

ADMINISTRATION the public was invited to visit the Public Works facility. Mr. Reddeck stated that his staff has the expertise to handle any situation and very few outside contractors are used by Public Works. Mr. Reddeck stated that Public Works has very little employee turnover. Mr. Reddeck stated that the Sewer Division has

SEWER DEPT installed a new sewer pump on Horseshoe Lane and continues preventative maintenance on the sewer lines. Mr. Reddeck stated that the Sewer Department started using chemical treatment for right of way maintenance. Mr. Reddeck stated that the Sewer Department would implement the City's FATS Ordinance in regards to the disposal of grease. Mr. Reddeck stated that his staff is working

STORM WATER on developing a Storm Water Utility fund. Mr. Reddeck stated that the City's storm drains need to be upgraded. Mr. Reddeck stated that his staff is continuing

WATER DEPT to change out water meters in the Water Department and that the Water Department continues to replace galvanized water mains. Mr. Reddeck stated that the Water Department has replaced 1500 feet of water lines on Pine Street, Poplar Street, and Spruce Street in the College View area. Mr. Reddeck stated that the water tanks have been painted and are being serviced. Mr. Reddeck stated that the Lydia Mill upgrade was successful and the Lydia Mill

FILTER PLANT area has the best water distribution lines in the State. Mr. Reddeck stated that a future project for the Filter Plant is the Duncan Creek Reservoir. Mr. Reddeck stated that the Filter Plant needs to replace old fire hydrants. Mr. Reddeck stated that replacing a fire hydrant would cost the City about \$3,000. Mr.

ELECTRIC DEPT Reddeck stated that the Electric Division has been working on the Whitten Center conversion and that project is nearly finished. Mr. Reddeck stated that the Electric Department is working on right of way clearing but the Electric

STREET DEPT Department has only two employees dedicated to right of way clearing. Mr. Reddeck stated that the Street Department's crew makes 600 stops per week picking up trash and debris. Mr. Reddeck stated that the Street Department continues to maintain the streets by mowing and edging. Mr. Reddeck stated that the City is providing more service in Parks & Recreation because of an additional employee. Mr. Reddeck stated that the City uses this employee to maintain the parks throughout the City. Mr. Reddeck stated that City staff has discussed making the Sanitation a stand alone utility and not be supplemented by existing utilities. Mr. Reddeck invited Council to visit the Public Works facility. Mr. Reddeck stated that he wanted to stress the need to improve the City's infrastructure. Councilmember Dowdle stated that the City could not do without a water supply.

Councilmember McGee stated that it was time to form a committee to look at the Duncan Creek Reservoir issue and research Federal funding to upgrade the reservoir. Mr. Reddeck stated that the City has done some engineering work on the Duncan Creek Reservoir. Mr. Reddeck stated that it is more cost effective to have a pumping station in the creek. Councilmember McGee stated that beaver control would probably increase the water flow in Duncan Creek.

- ADMINISTRATIVE SERVICES** Mr. Stovall recognized Mr. Meadors, Administrative Services Director. Mr. Meadors stated that when he stepped into the position he wanted to move forward with the goals set by Mr. Stovall for this department. Mr. Meadors stated that Utility Billing has moved into the new customer service area. Mr.
- UTILITY BILLING** Meadors stated that Melissa Bundrick was promoted to the Customer Service Supervisor and Kevin Hawkins was promoted to Utility Billing Coordinator. Mr. Meadors stated that the staff in Utility Billing also attends classes for customer service, supervisory training, and APPA training. Mr. Meadors stated that while the Lydia Mill area received new water lines the Utility Billing Department installed remote read water and electric meters. Mr. Meadors stated that the Utility Billing Department would implement changing out all water and electric meters to remote read within the next year. Mr. Meadors stated that the new technology would allow Utility Billing to disconnect electric meters from the office, allow customers to access a Pay As You Go Program for their utility bills, and allow the Utility Billing staff to help customers with questions and issues more effectively. Mr. Meadors stated that another program the Utility Billing Department is looking into is a Customer Assistance Program, which allows the City to help customers that are in need to pay their utility bill. Mr. Meadors stated that he would revise current policies in the Utility Billing Department such as extensions on utility payments and disconnection policy for nonpayment. Mr.
- MUNICIPAL COURT** Meadors stated that he is still learning the procedures for Municipal Court. Mr. Meadors stated that staff training in this department is up to date but he would look into upgrading court security. Mr. Meadors stated that Maintenance and
- FLEET DEPT** Fleet Department employs one fulltime employee and utilizes a trustee. Mr. Meadors stated that the Fleet Department does a good job on servicing the City's vehicles so they can be put back in service. Mr. Meadors stated that a goal for next year is to purchase some diagnostic equipment so that the City would not have to outsource work. Mr. Meadors stated that the procurement process is going very well and the City has outsourced some water and sewer inventory. Mr. Meadors stated the one goal for procurement is to continue to look for ways to improve warehousing.
- PROCUREMENT**
- PUBLIC SAFETY** Mr. Stovall recognized Ms. Roberts, Public Safety Interim Director. Ms. Roberts stated that the Public Safety Department has successes this year and some challenges for the upcoming year.

POLICE DIVISION Ms. Roberts stated that the Police Division responded to 13,700 calls and over 2700 arrests, which include criminal, traffic and drug arrests. Ms. Roberts stated that the Police Division has created a new partnership with Presbyterian College's Pharmacy School and the Drug Enforcement Administration for a Prescription Drug Take Back Program. Ms. Roberts stated that the program gives citizens the opportunity to turn in unused prescription drugs. Ms. Roberts stated that the Police Division continued their partnership with the YMCA and School District 56 for a Christmas program that distributes gifts to needy children. Ms. Roberts stated that the Police Division is part of a coalition sponsored by Gateway Counseling Center to focus on DUI patrols in the City of Clinton and Laurens County. Ms. Roberts stated that the Police Division and the Fire Division have completed over 8900 hours of training. Ms. Roberts stated that some challenges for the Police Division is replacing equipment and vehicles. Ms. Roberts stated that the Public Safety Department's turnover rate has been at 50%. Ms. Roberts stated that working in a Public Safety Department is a calling and it has been difficult recruiting the right personnel for the job. Ms. Roberts stated that one goal for the Police Division is to update the Police Policy Manual.

FIRE DIVISION Ms. Roberts stated that personnel in the Fire Division answered 746 calls. Councilmember McGee asked if that was total calls and Ms. Roberts stated that 207 of the calls were inside the City and 247 calls were in the County. Ms. Roberts stated that the Fire Division completed 362 pre fire plan inspections and 73 fire inspections. Councilmember McGee asked if the City was doing fire inspections in the County and Ms. Roberts stated that the City is doing fire inspections in the City's Fire District. Councilmember McGee stated that the County has two full-time Fire Inspectors. Ms. Roberts stated that she would look into the matter and Councilmember McGee stated that would save Public Safety money and man hours. Ms. Roberts stated that the Fire Division purchased radio equipment for the fire trucks and the Fire Division completed the annual fire hydrant flow testing. Ms. Roberts stated that the Fire Division also has outdated equipment that would need replacing. Ms. Roberts stated that a challenge in the Fire Division is scheduling training because of the limited manpower. Ms. Roberts stated that a goal for the Public Safety Department is 100% of personnel trained to Fire Fighter level 1. Ms. Roberts stated that Public Safety would establish a Capital Plan for replacing equipment and improve the current ISO rating. Ms. Roberts stated that her staff is young but they are dedicated to their job. Councilmember Dowdle asked how many vacancies did Public Safety have and Ms. Roberts stated three vacancies in the Police Division. Councilmember McGee asked if Public Safety went to any job fairs and Ms. Roberts stated no. Councilmember McLean stated that if someone ran a business with a 50% turnover rate then it would difficult to operate. Councilmember McLean asked if the turnover rate was due to pay or if personnel do not want to cross train. Ms. Roberts stated that the turnover problem is a combination of both issues.

Ms. Roberts stated that many times after the City's personnel receive the necessary training for both divisions the employee would leave for a higher paying job. Councilmember Dowdle asked what is the average age in the Public Safety Department and Ms. Roberts stated about 28 years old. Councilmember McGee stated that an employee in the Police Division or the Fire Division does not necessarily move between the two divisions often and there is not a day to day swap between the divisions and Ms. Roberts agreed. Mr. Stovall stated that in order to move employees between divisions on a daily basis then the City would have to create another fire shift. Ms. Roberts stated that only personnel trained as a Firefighter Engineer could switch divisions. Councilmember Cook asked if Public Safety were receiving the necessary personnel to fire calls. Ms. Roberts stated that response varies and at times Public Safety relies on part-time Volunteer Firefighters. Councilmember Cook asked if Ms. Roberts were concerned about the safety of the personnel because of the shortage and what is required of the personnel. Ms. Roberts stated that safety is always an issue especially with new personnel. Ms. Roberts stated that it takes about two years for personnel to receive the proper training in order to feel comfortable in their job.

COMMUNITY ECONOMIC DEVELOPMENT Mr. Stovall recognized Mr. Stephen Taylor, Community & Economic Development Director. Mr. Taylor stated that the City has progressed with site development at Corporate Park III. Mr. Taylor stated that a new sewer infrastructure upgrade would enhance the site. Mr. Taylor stated that his department is looking at developing a customer friendly website. Mr. Taylor stated that he hopes to have the new website ready in 2013. Mr. Taylor stated that another successful project is the highway 308 corridor improvement. Mr. Taylor stated that the City partnered with Homes of Hope to construct new single family housing. Mr. Taylor stated that five projects have requested information on Clinton since his arrival. Mr. Taylor stated that the City needs to develop corporate sites in order to be competitive. Mr. Taylor stated that a consultant spoke with City staff about site development and the importance of having a site. Mr. Taylor stated that in 2012 the City of Clinton was submitted twenty-two times to prospects but nine times the Clinton could not be considered because of no site and eighteen times because of no building. Mr. Taylor stated that another challenge for 2013 is communications in that citizens and customers need better access to information such as zoning and building permits, business licenses, and economic development opportunities. Mr. Taylor stated that some goals for 2013 are clear property at Corporate Park III, develop the frontage road, develop a business incubator plan, and complete phase III of the Streetscape project. Councilmember McGee stated that the City has enough timber in the Corporate Park III to use as funds for landscape. Mr. Taylor stated that the timber could be used for that purpose but it would not pay for all of the landscaping.

Mr. Stovall stated that he wanted to thank the four Directors for their presentations. Mr. Stovall stated that he has given each Director challenges throughout the year and each Director has stepped up to the challenge.

**AMR/AMI
PROJECT**

Mr. Stovall stated that in 2011 Council approved funding to upgrade the City's water and electric meters to AMR/AMI compatibility. Mr. Stovall stated that the purpose of the project is to reduce operational costs associated with man hours, improve customer service, new technology, and better data capture of the management of the Utility Billing System. Mr. Stovall stated that the project would include the conversion of 4,886 water meters to AMR/AMI compatible meters and the conversion of 4,846 electric meters to 75% AMR compatible and 25% AMI. Mr. Stovall stated that the AMI meter is placed around several meters and would read those meters and send the information back to the Utility Billing office. Mr. Stovall stated that the City would replace the 2" water meters with new meters and replace all electric demand meters. Mr. Stovall stated that the project would also include a public information component and full data entry and data verification for all 9,000 meters. Mr. Stovall stated that Utility Billing reads two routes of water and electric meters per day for fifteen days every month. Mr. Stovall stated that once the City converts the water and electric meters the Utility Billing would be able to read all of the meters within one day. Mr. Stovall stated that the City has broken the project up in three phases with the water meter conversion being Phase I. Mr. Stovall stated that from January

**PHASE I
WATER METERS**

2013 to April 2013 the City would train and prepare personnel and prepare marketing and communication items. Mr. Stovall stated that from April 1, 2013 to June 1, 2013 the City would run a Water Meter Pilot and change water meters on four routes over a sixty day period. Mr. Stovall stated that during the pilot City staff would test assumptions regarding personnel, change out pace, and data entry, and test communications plans. Mr. Stovall stated that Public Works day ends at 3:00 PM and their staff and Utility Billing would change out the water meters. Mr. Stovall stated that these employees would be paid overtime and a meter bonus for each meter change out. Mr. Stovall stated that the personnel would also work some Saturdays. Mr. Stovall stated that the City could provide better customer service and City staff could change out a meter for a cost of \$12 to \$15 per meter. Mr. Stovall stated that a contractor would charge between \$25 and \$30 per meter. Mr. Stovall stated that City personnel could answer any questions a citizen may have about the change out. Mr. Stovall stated that in June 2013 City staff would take thirty days and evaluate the pilot. Mr. Stovall stated that from July 1, 2013 to January 1, 2015 the City would proceed to change out all of the water meters. Mr. Stovall stated that City staff would change the water meters at a rate of two routes per month. Mr. Stovall stated that there would be situations where personnel would run into difficulties while changing the water meters.

**PHASE II
ELECTRIC
METERS**

Mr. Stovall stated that personnel would mark these meters and the next day during working hours the water crew would change these problem water meters out. Councilmember McGee asked if the City would install back flow preventers along with the new water meters. Mr. Reddeck stated that the current commercial water meter boxes have a built in check valve but residential customers are not required to have a check valve unless it is an irrigation meter. Mr. Stovall stated that Phase II of the project is to change out the electric meters. Mr. Stovall stated that starting January 1, 2013 through April 1, 2013 the City would train and prepare personnel and prepare marketing and communication items. Mr. Stovall stated that from April 1, to September 1, 2013 the City in partnership with PMPA would implement a Tantulus Meter Pilot Program. Mr. Stovall stated that the City would implement a tantulus AMI system in various parts of the City to test the system. Mr. Stovall stated that the test areas would include apartment complexes, high risk turnover areas, and also low risk turnover areas. Mr. Stovall stated that the AMI meters are tantulus meters which talk with other meters and also allows the City to cut off the meters from a computer in the Utility Billing Department. Mr. Stovall stated that PMPA would be putting financial resources in the software and computers in the Tantulus Pilot Program because PMPA is looking to offer this program to other cities. Mr. Stovall stated that from April 1, 2013 to September 1, 2013 the City would install the AMR meters in areas where a partial tantulus roll out would occur. Mr. Stovall stated that September 1, 2013 the City would evaluate the electric meter phase and make any necessary adjustments. Mr. Stovall stated that from January 1, 2014 to July 1, 2015 the City would change out all remaining electric meters and coordinate routes when possible with the water routes being addressed during the month. Mr. Stovall stated that Phase III is changing out the large electric and water meters. Mr. Stovall stated that January 1, 2013 through February 1, 2013 the City would train and prepare personnel and prepare marketing and communication items. Mr. Stovall stated that from February 1, 2013 to February 1, 2015 the City would change out the large electric meters to a tantulus compliant unit. Mr. Stovall stated that the City would target 1.5 meters per week for 24 months. Mr. Stovall stated that the large electric meters would be changed out by the Electric Department during working hours. Mr. Stovall stated that from February 1, 2013 to February 1, 2016 the City would change out the large water meters at a rate of 2 meters per month for 36 months. Mr. Stovall stated that the large water meters would be changed out by the Water Department as time permits during working hours. Mr. Stovall stated that the City anticipates the AMR/AMI project would be complete in 2016 for a cost of \$1,889,582. Mr. Stovall stated that the City wishes to keep the public informed on the project and are taking measures to do so. Mr. Stovall stated that the City would set up an information center at the M.S. Bailey Municipal Center.

**PHASE III
LARGE
METERS**

Mr. Stovall stated that the City would also set up a customer notification system that includes notifying the customer with a postcard or bill stuffer 30 days prior to the change out, notify the customer with a door hanger the week of the change out, and follow up with 10% of customers to see if they are satisfied with the service. Mr. Stovall stated that the City would create a project specific website that provides information about the project and create project specific handouts. Mr. Stovall stated that a challenge for the project would be A type electric meters. Mr. Stovall stated that A type electric meters are old and would not be compatible to the new electric meters. Mr. Stovall stated that these residents would have to upgrade in order to accept the new electric meters. Mr. Stovall stated that an electrician would place a device on the house to accept the new electric meters and the resident would have six months to upgrade the meter base. Mr. Stovall stated that there are some customers who would struggle with hiring an electrician and upgrading their electric meter base. Mr. Stovall stated that the City would hire the electrician to install the meter base converter for those customers who meet the Federal LMI standard and the resident would still have the six months to upgrade their meter base. Mr. Stovall stated that even with the communications program some citizens would not be aware of the change out. Mr. Stovall stated that the City would like to manage the project so that the change outs would coincide with the Utility Billing Department's billing cycle. Mr. Stovall stated that the City believes their personnel could accomplish the project but there is some concern on how many personnel would sign up for the project. Mr. Stovall stated the City would look at this issue once the pilot program is finished. Mayor Randall thanked Mr. Stovall and the City staff for getting the AMI/AMR project started. Councilmember McGee asked how much money does the City lose because of old meters and Mr. Stovall stated approximately 380,000 per year. Mayor Randall stated that the savings the City would see with the new water and electric meters could be used to address other issues in the City such as sidewalks and drainage.

**FINANCIAL
CHALLENGES**

Mr. Stovall stated that he wanted to discuss some financial challenges the City would be facing over the next five years. Mr. Stovall stated that the first challenge is roads and sidewalks. Mr. Stovall stated that in 2001 the City did a sidewalk repair study and found that it would cost \$3 million to make the necessary repairs. Mr. Stovall stated that if the cost was adjusted for inflation then the City could expect to pay \$3.8 million for sidewalk and road repairs for 81 miles of streets. Mr. Stovall stated that the City has not paved a road in ten years. Mr. Stovall stated that the next financial challenge is the Water and Sewer System. Mr. Stovall stated that the City's Water and Sewer System is aging. Mr. Stovall stated that some significant upgrades would be the Clinton Mill area, which would cost about \$2 million and the south side of Clinton, which would cost about \$400,000. Mr. Stovall stated that sewer infrastructure is suffering due to age, FOG impact, and limited personnel time to perform preventive maintenance.

**ROAD
SIDEWALK
REPAIR**

**WATER
SEWER
SYSTEM**

Mr. Stovall stated that it cost \$1.5 million to change out Lydia Mill's water and sewer system and the City does very little work on the new lines. Mr. Stovall stated that if the City improves the Water and Sewer Systems then the City would reduce the cost associated with the maintenance of the system. Mr. Stovall stated that regulatory action on sewer systems is becoming more common which often means a significant financial hardship placed on a city. Mr. Stovall stated that the next challenge is the City's fleet. Mr. Stovall stated that the City's vehicles are aging and are becoming more difficult to maintain. Mr. Stovall stated that the City is averaging 81 equipment repairs per month and the City's repair rate has increased by 24% in just 36 months. Mr. Stovall stated that 75% of the Public Safety Department's vehicles have over 100,000 miles. Mr. Stovall stated that currently nine patrol cars exceed the expected operational life of a patrol car by being older than seven years. Mr. Stovall stated that in the Fire Division three pumpers are more than fifteen years old, two trucks being more than twenty years old, and one truck being twenty-seven years old. Mr. Stovall stated that the City would have to replace the trucks within the next three years. Mr. Stovall stated that the City would need to invest funds in rehab and replace facilities. Mr. Stovall stated that the Public Safety building is forty-eight years old and the Department of Public Works facility is thirty-eight years old. Mr. Stovall stated that the last financial challenge is declining revenues and rising costs. Mr. Stovall stated that the City's property tax revenue has been in a decline since 2003. Mr. Stovall stated that in 2003 the City received about \$700,000 in property tax revenue and currently the City receives approximately \$500,000. Mr. Stovall stated that the buying power of the property tax revenue has also been in decline and the General Fund System has absorbed the reduction in revenue and the purchase power of the revenue.

**FINANCIAL
SOLUTIONS**

Mr. Stovall stated that the first solution to the City's financial challenges is examine the Local Option Sales Tax funding formulas and scenarios. Mr. Stovall stated that LOST generates approximately \$600,000 in revenue and the State currently allows cities to retain up to 21% of these funds to support General Fund operations. Mr. Stovall stated that by exercising the option of retaining 21% of the LOST funds the City would receive \$174,000 in additional revenue. Mr. Stovall stated that the City could earmark these funds to support the Public Safety's equipment replacement. Mr. Stovall stated that another option is capital project bonding and debt millage. Mr. Stovall stated that in order to alleviate the pressure of capital projects on the budget the City could issue a capital projects bond with associated millage to cover the capital projects. Mr. Stovall stated that many municipalities use this method to relieve budget pressures, maintain critical services, and manage cash flow. Mr. Stovall stated that if the City uses this strategy then an additional \$106,870 could be made available for non-capital operations in the General Fund and an additional \$360,044 could be available for the Utility System. Mr. Stovall stated that another solution is converting over to a sanitation service that is self-sufficient.

Mr. Stovall stated that this would eliminate a tax subsidy to this operation and free up approximately \$290,000 per year to support a road resurfacing program. Mr. Stovall stated that a sanitation self-sufficient program would require significant community input and would result in service reduction in order to bring the costs in line with the revenues for a sanitation service. Councilmember McLean asked how a self-sufficient Sanitation Department would work. Mr. Stovall stated that currently citizens pay \$11 per month for sanitation services, which breaks down to citizens paying \$2.75 per week for debris pickup, garbage pickup, and to sweep the streets. Mr. Stovall stated that it cost the City twice as much to provide the services. Councilmember McLean asked if the City could raise the sanitation rate. Mr. Stovall stated that the City would have to increase the rate to about \$20 per month and that would be a burden on citizens. Mr. Stovall stated that the City could invest in technology to reduce man hours service reduction, and increase the sanitation rate. Councilmember McGee stated that City could stop picking up certain materials to help reduce the costs. Mr. Stovall stated that the City faces many financial challenges but Council should hold discussion about potential solutions.

PROCUREMENT Mr. Stovall stated that the City's current procurement policy requires all purchases must go through the purchasing agent, and all purchases over \$100 must have a purchase order. Mr. Stovall stated that a formal written bid is required for items over \$5,000 in the General Fund and \$10,000 in the Utility System. Mr. Stovall stated that Council must approve all capital purchases and any purchase that exceeds the budgeted amount. Mr. Stovall stated that some of the challenges is some requirements were put in place before modern on line procurement was common and the Procurement Ordinance does not take into account the opportunity to utilize State procurement as a viable option. Mr. Stovall stated that there are different requirements per fund and per project type and the Ordinance does not have any clear language regarding State procurement. Mr. Stovall stated that the Procurement Ordinance does not address purchases made with bond funds. Mr. Stovall stated that the current Ordinance creates a communication gap and a bottleneck in purchasing. Mr. Stovall stated that the current Procurement Ordinance prevents Department Heads and senior staff from making necessary purchases in order to run their departments. Mr. Stovall stated that the proposed changes to the Procurement Ordinance is to add language that specifically addresses bond funds and puts bond funds under the purview of the Ordinance. Mr. Stovall stated that the language regarding a vendor's business license and utility accounts being in good standing. Mr. Stovall stated another change is to a subsection on State purchasing that authorizes the City to utilize State purchasing and State contracts and authorizes the City to include an applicable State contract price as a valid bid. Mr. Stovall stated that the General Fund purchases and the Utility Fund purchases would be uniform across the board.

Mr. Stovall stated that a proposed change is to create standards for the lowest qualified bidder, best value bidder, and sole source procurement. Mr. Stovall stated that the proposed plan would also create levels of authority to give the Department Heads the tools to manage their budgets effectively. Mr. Stovall stated that purchases between \$1,500 and \$2,500 must have three bids either verbal or written. Mr. Stovall stated that purchases from \$1,500 to \$10,000 could be made with the approval of the Department Head, Purchasing Agent, or the Finance Director. Mr. Stovall stated that purchases between \$2,500 and \$5,000 must have three written bids. Mr. Stovall stated that any purchase of \$10,000 or over must be approved by Council as per current Ordinance.

Councilmember McLean asked if the State contract should always be considered as a bid and Mr. Stovall stated yes. Councilmember McLean stated that City could change the language to include a State bid and two other bids and Mr. Stovall agreed. Councilmember McGee asked what if the Department Head lets some vendors know other bids and Mr. Stovall stated that the Department Head would be removed from his position. Mr. Stovall stated that the policy on local procurement states it is the intent of the City of Clinton to support local merchants, professionals, vendors, and suppliers whenever practical and when deemed to be in the best interest of the City. Mr. Stovall stated that when pricing or bidding for purchases local vendors shall be allowed a ten percent margin but not to exceed \$200. Mr. Stovall stated that a margin of \$300 shall be allowed for purchases of vehicles and equipment exceeding \$10,000 in cost. Mr. Stovall stated that other cities provide an incentive based on the value of the purchase up to \$15,000, tiers of local support depending on the proximity of the business within that city, and some cities allow vendors 2% up to \$2,500.

Councilmember McLean stated that cities that are flushed with cash could not be fairly compared to Clinton which has financial challenges. Mr. Stovall stated that City staff would like to change the local procurement code. Mr. Stovall stated that a local vendor needs to be defined as having a principle place of business within the corporate limits of the City and having held a business license in good standing for three years. Mr. Stovall stated that City staff recommends implementing a percentage of 2% of the cost and cap the potential benefit at the existing level of \$300. Mayor Randall stated that the City should support local businesses and Councilmember McLean stated that local businesses should support the City by giving the City the best price. Councilmember McGee stated that it is time the City tightened their belts. Councilmember Cook stated he would like to see some statistical information from the last three years on what the City has purchased locally verses outside the corporate limits. Councilmember Cook stated that Council needs to look at how much the City has spent under the current Ordinance. Councilmember Cook stated that he would also like to see a listing of the City's current vehicle list and the age of the vehicle. Councilmember McGee stated that five years ago the City leased four or five Police vehicles. Councilmember McGee asked if these vehicles were still on the road and Mr. Stovall stated yes.

Mr. Stovall stated that it took five years to pay the lease and the cars are now six years old. Councilmember Jenkins asked the time frame for making changes to the Procurement Ordinance. Mr. Stovall stated that he wished to move forward and have a new Ordinance by spring. Councilmember McLean stated that it is a good idea for the Departments to be responsible for their budgets but Council needs to give them the guidelines. Mr. Stovall stated that in 2008 City Council

COUNCIL POLICY INITIATIVES laid out a four point plan for Clinton. Mr. Stovall stated that the four areas are exceptional infrastructure, grow the economy, develop and maintain sustainable revenue sources, and promote community development. Mr. Stovall stated that Council's vision for exceptional infrastructure is the delivery of

EXCEPTIONAL INFRASTRUCTURE services to the citizens. Mr. Stovall stated that infrastructure is one of the backbones of our delivery system and we will continue to make prudent investments to grow and maintain all infrastructure. Mr. Stovall stated that one goal for exceptional infrastructure is to improve and further develop the City's raw water resources. Mr. Stovall stated that the City has a plan to improve raw water resources but it is impacted by a long range County goal to develop a facility on Lake Greenwood. Mr. Stovall stated that the City is interested in the new Lake Greenwood facility because Laurens County Water Sewer Commission is the City's largest water customer. Mr. Stovall stated that if LCWSC reduced their water consumption that decision would impact how much raw water the City would need and also impact the City's revenues. Mr. Stovall stated that the City has secured the services of a consultant to conduct a rate study and provide financial guidelines regarding this process. Mr. Stovall stated that the second goal is to develop a City wide Storm Water Plan. Mr. Stovall stated that the City has a partnership with SCRWA but their funding has fallen through. Mr. Stovall stated that the City was not included in the latest round of storm water requirements so additional time is available to determine the potential impact of a Storm Water Utility Program. Mr. Stovall stated that another goal is to implement and build out City wide technology. Mr. Stovall stated that the City would address River SCDA problems, test Wi-Fi in our facilities, have discussions with organizations regarding how to make better use of the City's fiber resources, replace servers, and ipads for personnel in the field. Mr. Stovall stated that the fourth goal is to improve and maintain City infrastructure. Mr. Stovall stated that the water line work on Musgrove Street, Pine Street, and Lydia Mill has been completed and the Clinton Mill project is underway. Mr. Stovall stated that the City has spent \$2 million in State and Federal funding over the last four years for the Water Line System. Mr. Stovall stated that the last goal is to repair and reconstruct City streets and sidewalks. Mr. Stovall stated that it would cost approximately \$3.8 million to repair the roads and sidewalks. Mr. Stovall stated that the next vision is to grow the economy. Mr. Stovall stated that the City would promote economic growth and diversification of our local economy through effective policies and programs.

GROW THE ECONOMY

**DEVELOP &
MAINTAIN
SUSTAINABLE
REVENUE
SOURCE**

Mr. Stovall stated that the City would provide leadership to encourage economic development and redevelopment while actively collaborating with our community partners to produce economic benefits to all citizens. Mr. Stovall stated that one goal is to aggressively pursue the recruitment of industry and work with LCDC, UA, and SCDOC. Mr. Stovall stated that a goal is to complete the construction on I-26 Frontage Road. Mr. Stovall stated that another goal is to develop a workforce training plan through partnership with the Laurens County Chamber of Commerce. Mr. Stovall stated some other goals are to develop a tourism plan, recruit and foster the development of housing, and to market Clinton. Mr. Stovall stated that the City would maintain partnerships with Thornwell, Presbyterian College, LCCC, and LCDC. Mr. Stovall stated that the City would annex economically strategic properties and recruit and maintain north side commercial development. Mr. Stovall stated that the City would pursue the development of a business incubator. Mr. Stovall stated that the third vision is to develop and maintain sustainable revenue sources. Mr. Stovall stated that this vision includes the ability of Clinton to finance quality services, meet the demands of improving and growing our infrastructure, and provide a high quality of life for the community. Mr. Stovall stated that the City would adhere to sound business practices which obtain true value dollars spent, diversify our revenue sources through identification of innovative revenue strategies, and implement financial policies which protect City resources. Mr. Stovall stated that the goals for this vision are to continue to improve and increase revenue to include creation, funding, and maintenance of a reserve fund. Mr. Stovall stated that the City has created reserve funds and has also reduced the City's debt by refunding bonds. Mr. Stovall stated that a goal is to continue the aggressive pursuit of grants. Mr. Stovall stated that the City has received grants from CDBG for \$1 million this year and this will help water line rehabilitation and other projects. Mr. Stovall stated that another goal is to implement a collections strategy that reduces delinquent debt owed to the City by 35% to 50%. Mr. Stovall stated that the City continues to work with Debt Setoff and Transworld on debt collection. Mayor Randall asked if the City would be in line to receive any DOT grants. Mr. Stovall stated that the requirements for those grants have changed and he does not know if the City would be eligible. Councilmember McGee stated that the citizens of Clinton pay a \$10 fee on vehicles to Laurens County and could the City recoup those funds. Mr. Stovall stated that if the \$10 is a County fee then no the City would not be entitled to the funds. Mr. Stovall stated that the fourth vision is to promote community development. Mr. Stovall stated that this vision includes improving the quality of life for Clinton residents as a top priority such as recreation and code enforcement efforts. Mr. Stovall stated goals for this vision is to develop a first rate recreation facility, recruit a movie theater and performing arts in Clinton, revive and reuse the Martha Dendy facility, and to continue the downtown Streetscape project. Mr. Stovall stated that the City would promote the Greenway master Plan. Mr. Stovall stated that the City has not been able to secure funding for this project.

**PROMOTE
COMMUNITY
DEVELOPMENT**

Mr. Stovall stated that the City would like to improve citizen's perception of the City with a strong commitment to transparency and customer service. Mr. Stovall stated that the City has removed 31 structures that were dilapidated. Mr. Stovall stated that the City is still looking at ways to build a new library. Mayor Randall thanked City staff for a comprehensive presentation. Councilmember McGee stated that when he makes decisions concerning the City he takes in to consideration how this decision would affect taxpayers as well as the City. Councilmember McLean stated that the City's buying power has been reduced as well as our citizens.

ADJOURN

With there no further business before Council Mayor Randall adjourned the meeting.

CITY CLERK

MAYOR



CLINTON
South Carolina

BACKGROUND INFORMATION



City of Clinton, South Carolina City Council Staff Report

Report Type: Action Item - City Council Meeting,
January 7, 2013

Title: Proclamations for January 7, 2013

From: Dianne Wyatt, Administrative Assistant

Department: Administration

Division: Administration

Recommendation:

Staff recommends that City Council:

1. Review and approve a resolution proclaiming:
 - a. January as Birth Defect Prevention Month in the City of Clinton
 - b. January as Blood Donor Month in the City of Clinton

Executive Summary:

The City endorses January as Birth Defect Prevention Month as a time to raise awareness of birth defects and promote healthy pregnancies. This annual campaign is promoted by the National Birth Defects Prevention Network (NBDPN) at the Centers for Disease Control and Prevention (CDC). The NBDPN is a network of birth defects programs and individuals working at the local, state, and national levels in birth defects surveillance, research, and prevention.

The City endorses January as Blood Donor Month to pay tribute to the nearly 11 million people who give blood each year and encourage others to start the New Year off by giving the gift of life.

Background:

Birth Defect Prevention Month

The National Birth Defects Prevention Network (NBDPN) was founded in 1997. It is a Volunteer organization whose members are involved in birth defects surveillance, prevention and research. It was created with help from the Centers for Disease Control and Prevention to establish and maintain a national network of state and population-based programs for birth defects surveillance and research.



City of Clinton, South Carolina City Council Staff Report

Blood Donor Month

The American Association of Blood Banks (Now AABB) was organized in 1947 to support and encourage continued blood research, promote exchange of scientific information and develop standards of practice for blood banks. By 1948, the American National Red Cross began operating a full-scale blood program to collect and distribute blood to patients in need.

Since 1970 January has been declared National Blood Donor Month, and with good reason. Above all other times of the year, it's the month that presents the most challenges in recruiting people to give blood. This January is no exception with the local Red Cross in urgent need for more donors.

Discussion:

No Report.

Financial Impact:

There is no fiscal impact on the city regarding this issue.

Policy Impact:

No policy impact or precedent is set by this action.

Timeline:

Not Applicable

Attachments:

The following resolution is attached for your consideration:

- A Resolution to Proclaim January as Birth Defects Prevention in the City of Clinton.
- A Resolution to Proclaim January as Blood Donor Month in the City of Clinton.

Prepared By: Dianne Wyatt, Administrative Assistant

Approved By: Frank Stovall, City Manager

City Manager Approval:

A handwritten signature in blue ink that reads "Frank N. Stovall".

Frank N. Stovall, City Manager



**CITY OF CLINTON
STATE OF SOUTH CAROLINA
RESOLUTION**

**A RESOLUTION DECLARING JANUARY AS BIRTH DEFECT PREVENTION MONTH IN THE
CITY OF CLINTON**

- WHEREAS,** Birth defects can occur in any family, regardless of race, health history, economic status or education; and
- WHEREAS,** Birth defects affect one in every 33 babies and are a leading cause of death—causing one in every five deaths in children under one year of age; and
- WHEREAS,** Nearly 40,000 infants are born with congenital heart defects in the U.S. each year; and
- WHEREAS,** Early identification of a child with a birth defect coupled with early intervention services typically improves the child’s quality of life and may even save his or her life; and
- WHEREAS,** The chance for all types of birth defects, and especially of multiple birth defects, is increased when mother has diabetes type 1 or type 2; and
- WHEREAS,** The prevalence of diabetes in women of childbearing age has doubled in the last decade, affecting 1.3 million nationwide and babies born to women with diabetes, especially women with poor diabetes control, are at greater risk of having a birth defect; and
- WHEREAS,** The good health and well-being of the people of the City of Clinton are enhanced by the support of a national effort to educate about and prevent birth defects; and
- WHEREAS,** To decrease the number of babies born with birth defects in South Carolina and across the country, the month of January is dedicated each year to raising awareness about birth defects and strategies for their prevention. Preventive strategies include taking a multivitamin with folic acid to prevent serious defects of the brain and spinal cord, maintaining optimal glucose levels prior to pregnancy and reaching a healthy weight to improve health outcomes; and
- WHEREAS,** The City of Clinton joins with the March of Dimes and the National Birth Defects Prevention Network, as well as many dedicated volunteers, health care professionals, and parent groups by participating in this promotion.

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CLINTON ASSEMBLED does hereby declare the month of January as Birth Defects Prevention Month and urges that all women of reproductive age take a multivitamin with 400 micrograms of folic acid every day, be physically active, eat a healthy diet, maintain healthy blood glucose levels, pursue effective methods to attain an ideal weight, and seek appropriate medical care to ensure a healthy pregnancy.

RESOLVED this _____ 7th day of _____ January _____, 2013.

Randy Randall, Mayor

ATTEST:

Tammy Templeton, City Clerk



**CITY OF CLINTON
STATE OF SOUTH CAROLINA
RESOLUTION**

**A RESOLUTION PROCLAIMING THE MONTH OF JANUARY AS
BLOOD DONOR MONTH IN THE CITY OF CLINTON**

- WHEREAS,** Since 1970, January has been known as National Blood Donor Month, a time when blood organizations like the American Red Cross pay tribute to the nearly 11 million people who give blood each year, and encourage others to start the New Year off right by coming to give the gift of life; and
- WHEREAS,** Blood Donors are the foundation for providing safe blood products and meeting the medical needs of patients nationwide, and their donation is the difference between life and death in most instances; and
- WHEREAS,** Donating blood is safe, simple and gives volunteers an opportunity to become quiet heroes in their community and across the country by saving lives with each donation; and
- WHEREAS,** Donating blood is a selfless act of saving lives and the ultimate random act of kindness. All citizens should recognize the gift of life that is shared through blood donations and strive to donate as often as possible and encourage others to do likewise;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CLINTON ASSEMBLED does hereby proclaim the month of January 2013 as Blood Donor Month in the City of Clinton, and that by issuing this proclamation the City Council of the City of Clinton encourages residents to consider donating blood to give the gift of life to those in need.

RESOLVED this _____ 7th _____ day of _____ January _____, 2013.

Randy Randall, Mayor

ATTEST:

Tammy Templeton, City Clerk



City of Clinton, South Carolina
City Council Staff Report

Report Type: Action Item - Regular Council Meeting,
January 7, 2013

Title: 2012 Christmas Awards

From: Dianne Wyatt, Administrative Assistant

Department: Administration

Division: Administration

Recommendation:

Staff recommends that City Council:

1. City Council recognize the following Christmas Award Winners:
 - a. 2012 Christmas Parade Winners
 - b. 2012 Spirit of Christmas Decorating Award Winners

Executive Summary:

2012 Christmas Parade Winners

The City sponsors the annual City of Clinton Christmas Parade the first Saturday in December. All entries are judged and overall winners are chosen. First, second and third place overall entries are recognized at the January City Council meeting.

2012 Spirit of Christmas Decorating Award Winners

The City recognizes the Spirit of Christmas Decorating Award winners. During the third week in December, judges travel the City and select Christmas decorating award winners. This year the City will recognize six residential award winners and one business award winner. Residential winners receive a \$25.00 credit on their utility bill and the business will receive a \$50.00 credit on their utility bill.



City of Clinton, South Carolina City Council Staff Report

Background:

2012 Christmas Parade Winners

Each year overall parade entry winners are selected and recognized by City Council at the January City Council Meeting. The following winners will be recognized this year:

- 1st Place: Presbyterian College Habitat for Humanity Chapter - Habitat Playhouse
- 2nd Place: Laurens County Gymnastics and Learning Center - Toyland
- 3rd Place: Thornwell Home for Children - Float
- City of Clinton Entry - New Fire Truck with Cheerleaders

2012 Spirit of Christmas Decorating Award Winners

Since 1998, the City of Clinton has recognized citizens in Clinton that have decorated their homes and shared their "Spirit of Christmas" with the community. Each year City Council recognized four residential winners and a business winner at the January Council meeting and gave a credit on their utility bills. Due to the increased decorating efforts in the Clinton community this year, City Council agreed to increase the number of residential winners to six and one business winner. Judging was done on December 17, 18 and 19 and there were many beautiful decorations this year, making the decision hard for the judges. The following winners were selected:

RESIDENTIAL WINNERS

- Christopher Gregory and Family - 110 Milling Street
- Bobby Bingham and Family - 214 Magnolia Street
- Melisa Padgett and Family - 308 Davis Street
- Bobby Gosnell and Family - 307 Gordon Street
- Mr. & Mrs. Jimmy Heaton - 401 Caldwell Street
- Joel Leckie and Family - 200 Spruce Street

Each winner will receive a \$25.00 credit on their utility bill.



City of Clinton, South Carolina City Council Staff Report

BUSINESS WINNER

Edward Jones - Pitts Street

The business winner will receive a \$50.00 credit on their utility bill.

Discussion:

No Report.

Financial Impact:

There is no fiscal impact on the city regarding this issue. Funding for these awards was included in the 2012-2013 city budget.

Policy Impact:

No policy impact or precedent is set by this action.

Timeline:

Not Applicable

Attachments:

None

Prepared By: Dianne Wyatt, Administrative Assistant

Approved By: Frank Stovall, City Manager

City Manager Approval:

A handwritten signature in blue ink that reads "Frank N. Stovall". The signature is written in a cursive style and is positioned above a horizontal blue line.

Frank N. Stovall, City Manager



City of Clinton, South Carolina City Council Staff Report

Report Type: Action Item – Council Meeting

Title: 2013 MASC Agenda

From: Frank Stovall, City Manager

Department: Office of the City Manager

Division: Administration

Recommendation:

Staff recommends that City Council:

- Approve a resolution endorsing the 2013 MASC Agenda

Executive Summary:

Formed in 1939, the Municipal Association of South Carolina represents and serves the state's 270 incorporated municipalities. The Association is dedicated to the principle of its founding members: to offer the services, programs and tools that will give municipal officials the knowledge, experience and tools for enabling the most efficient and effective operation of their municipalities in the complex world of municipal government.¹ Each year, the Association sets a list of legislative priorities that are critical issues which impact the operation of local governments, like Clinton, and their ability to provide quality services to their citizens.

Background:

Cities and towns are focused on creating places and delivering services that support a healthy local economy and offer a positive quality of life.

The 2013 legislative priorities identify three major challenges cities and towns of all sizes face and offer immediate legislative solutions to meet these challenges.

Dilapidated structures

Challenge: Dilapidated structures are unsafe and create a dangerous environment often thwarting economic development opportunities for surrounding areas. These properties also diminish surrounding property values and create a financial and economic drain on community resources.

¹ "Municipal Association of SC". <http://www.masc.sc/about/Pages/default.aspx>. Accessed on December 31, 2012.



City of Clinton, South Carolina City Council Staff Report

Solution: Support legislation that gives SC cities and towns more flexibility in rehabilitating or removing dilapidated structures. Give cities and towns an option that invites partnerships with the private sector and nonprofits to remedy these problems.

Dependable revenue sources

Challenge: Residents and business owners in cities and towns expect services and infrastructure that support a healthy local economy, provide safe neighborhoods and business districts, and offer a positive quality of life. To meet these expectations, local leaders need dependable revenue sources to invest in police and fire protection, utility infrastructure, downtown and neighborhood revitalization, public spaces and recreation.

Solution: Ensure all revenue collected by the state on behalf of local governments is returned to cities and towns through the statutorily funded Local Government Fund. Cities and towns depend on the Local Government Fund as a stable revenue source to provide services, infrastructure, and programs that residents and business owners demand.

Quality Transportation and Infrastructure Maintenance

Challenge: Residents and business owners expect cities and towns to provide transportation systems that meet the demands of the community and ensure roads are safe and well maintained.

Solution: Bring together local and state elected leaders and experts to develop long-term and stable funding sources for roads, bridges and infrastructure maintenance, improvements and expansion.

Discussion:

No Discussion.

Financial Impact:

There is no financial impact associated with this ordinance

Policy Impact:

There is no policy impact.

Timeline:

Enacted upon approval



City of Clinton, South Carolina

City Council Staff Report

Attachments:

- Resolution

Prepared By: Frank Stovall, City Manager

Approved By: Frank Stovall, City Manager

City Manager Approval:

A handwritten signature in blue ink that reads "Frank N. Stovall". The signature is written in a cursive style and is positioned above a horizontal blue line.

Frank N. Stovall, City Manager



**CITY OF CLINTON
STATE OF SOUTH CAROLINA
PROCLAMATION**

**A PROCLAMATION BY THE CITY COUNCIL OF THE CITY OF CLINTON, SOUTH CAROLINA, ADOPTING THE
MUNICIPAL ASSOCIATION LEGISLATIVE AGENDA FOR 2013**

- WHEREAS,** cities and towns in South Carolina are the government closest to the people providing the core services residents and businesses demand for a high quality of life; and
- WHEREAS,** residents and businesses want their local city and town councils to have the flexibility to make decisions that are best for their communities while also being held accountable by their residents to spend wisely and govern locally; and
- WHEREAS,** cities and towns support increasing the economic strength of the state to enable job creation for residents and encourage business development and success; and
- WHEREAS,** the Municipal Association Board of Directors approved the 2013 legislative priorities that supports local elected leaders making decisions based on local needs and priorities; and
- WHEREAS,** the three legislative priorities are based around creating places and delivering services that support a healthy local economy and offer a positive quality of life; and
- WHEREAS,** finding solutions to dilapidated structures, securing a dependable revenue source and providing quality transportation and infrastructure maintenance are the three major legislative issues that local elected leaders determined can have the greatest impact on their hometowns; and
- WHEREAS,** the priorities focus on fiscal stability, economic development and infrastructure that are important to cities and towns of all sizes and in all parts of the state; and
- WHEREAS,** the City of Clinton fully supports the legislative priorities set forth by cities and towns to govern locally for residents;

BE IT THEREFORE RESOLVED that the City Council of the City of Clinton affirms on this day, **January 7, 2013**, its support for the Municipal Association's 2013 legislative priorities to encourage local decision making by the local elected officials that govern the State's 270 cities and towns.

Done and ratified this 7th day of January, 2013.

Randy Randall, Mayor

ATTEST:

Tammy Templeton, City Clerk



City of Clinton, South Carolina

City Council Staff Report

Report Type: Action Item – Council Meeting

Title: 2013 City Council Safety Policy Statement

From: Frank Stovall, City Manager

Department: Office of the City Manager

Division: Risk Management and Human Resources

Recommendation:

Staff recommends that City Council:

- Approve a resolution creating a policy statement regarding safety for the 2013 calendar year.

Executive Summary:

Workplace safety and the safety of city employees is a critical component of city operations. Each year, the City Council affirms their commitment to workplace safety through the approval of a policy statement related to workplace safety.

Background:

The City of Clinton is committed to furnishing each of its employees a place of employment that is free from recognized hazards that may be causing or are likely to cause death, serious physical harm, or a health-related illness to its employees. The City of Clinton promotes and is firmly committed to the safety and good health of all employees and to minimize the risk of injury, death, and exposure to health-related illnesses by taking a proactive role in safety awareness, accident prevention, and preservation of all the environmental elements through a comprehensive risk and safety management program.

Each employee will be held accountable for his/her own actions and conduct concerning the occupational safety and health standards, regulations, and policies established and issued by all applicable agencies and the City of Clinton which apply to that individual employee and his/her assigned position.

Employee knowledge of and compliance with the risk and safety program and policies of the City of Clinton and all regulating agencies is not optional. It is a requirement and condition of employment.



City of Clinton, South Carolina

City Council Staff Report

Discussion:

No Discussion.

Financial Impact:

There is no financial impact associated with this resolution.

Policy Impact:

There is no policy impact.

Timeline:

Enacted upon approval

Attachments:

- Resolution

Prepared By: Frank Stovall, City Manager

Approved By: Frank Stovall, City Manager

City Manager Approval:

A handwritten signature in blue ink that reads "Frank N. Stovall". The signature is written in a cursive style and is positioned above a horizontal blue line.

Frank N. Stovall, City Manager



**CITY OF CLINTON
STATE OF SOUTH CAROLINA
RESOLUTION**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CLINTON, SOUTH CAROLINA, ADOPTING THE 2013
CITY COUNCIL SAFETY POLICY STATEMENT FOR THE CITY OF CLINTON**

WHEREAS, The City of Clinton is committed to furnishing each of its employees a place of employment that is free from recognized hazards that may be causing or are likely to cause death, serious physical harm, or a health-related illness to its employees; and

WHEREAS, The City of Clinton promotes and is firmly committed to the safety and good health of all employees and to minimize the risk of injury, death, and exposure to health-related illnesses by taking a proactive role in safety awareness, accident prevention, and preservation of all the environmental elements through a comprehensive risk and safety management program; and

WHEREAS, it is the desire of the City of Clinton to annually affirm its policy regarding safety.

BE IT THEREFORE RESOLVED that the City Council of the City of Clinton affirms on this day, **January 7, 2013**, the following statement as the City of Clinton's official policy statement regarding safety in the workplace:

The City of Clinton is committed to furnishing each of its employees a place of employment that is free from recognized hazards that may be causing or are likely to cause death, serious physical harm, or a health-related illness to its employees. The City of Clinton promotes and is firmly committed to the safety and good health of all employees and to minimize the risk of injury, death, and exposure to health-related illnesses by taking a proactive role in safety awareness, accident prevention, and preservation of all the environmental elements through a comprehensive risk and safety management program.

Each employee will be held accountable for his/her own actions and conduct concerning the occupational safety and health standards, regulations, and policies established and issued by all applicable agencies and the City of Clinton which apply to that individual employee and his/her assigned position.

Employee knowledge of and compliance with the risk and safety program and policies of the City of Clinton and all regulating agencies is not optional. It is a requirement and condition of employment.

Done and ratified this 7th day of January, 2013.

Randy Randall, Mayor

ATTEST:

Tammy Templeton, City Clerk



City of Clinton, South Carolina City Council Staff Report

Report Type: Regular Council Meeting, January 7, 2013

Title: Action Item – Approval of Credit Card Processing

From: Director of Administrative Services, Joey Meadors

Department: Administration & Community Services

Division: Utility Billing and Municipal Court

This recommendation comes to council from the City Manager's Fiscal Task Force. This working group is charged with reviewing the city's business practices and determine low impact ways to reduce costs and enhance service delivery. It is made up of representatives from all four city departments, as well as the finance director and the city manager.

Recommendation:

CMFTF recommends that City Council:

1. Authorize the City Manager to change credit card processing from Evalon to SC.Gov and to pass on the processing charge of \$1.00 per transaction fee and the percentage based merchant fee to the customer.

Executive Summary:

The City of Clinton currently utilizes Evalon to process all credit card transactions for utility bill payment. SC.Gov offers this same service at a savings to the City. Cancelling our contract with Evalon and allowing SC.GOV to take over our credit card processing will allow the City of Clinton to reduce costs associated with credit card processing by 100% each year. This results in a financial savings of \$22,000 per year.

First reading regarding this issue was held on December 7, 2012.

Background:

During calendar year 2011, Customer Service Representatives processed in excess of \$793,000.00 in credit card payments. The City uses a third party, Evalon, to process the credit card transactions. The fee to process these transactions is known as a merchant fee and equals an average of 3% of the transaction. During 2011 this transaction fee amounted to \$22,716.38.



City of Clinton, South Carolina

City Council Staff Report

Several area local governments, including Lexington and Greenville, have switched to SC.GOV to handle credit card processing for their organizations. SC.GOV charges a merchant fee of 1.7% plus a fee of \$1.00 per credit card transaction.

Switching to SC.GOV will reduce the merchant processing fee paid annual from 3% to 1.7%, resulting in an anticipated annual savings of \$5,619. The staff are proposing that the 1.7% merchant fee be charged back to the customer. In addition, City staff propose that the portal fee of \$1.00 be charged to the customer for the convenience of paying their bill using a credit card, debit card, or online.

Discussion:

Benefits

There are several benefits to switching the credit card processing to SC.GOV:

- 1.) Reduced merchant fees resulting in a cost savings
- 2.) On-line bill paying
- 3.) Acceptance of Discover and American Express
- 4.) Future expansion to include accepting credit card and debit cards in court operations and for facility rental.
- 5.) Improved over the phone customer support since additional personnel can be allowed to process payments.

Analysis

| Month | No. of Transactions | Amount | Evalon | SC.GOV | | |
|--------------|---------------------|----------------------|---------------------|---------------------|--------------------|---------------------|
| | | | Merchant Fee | Merchant Fee | Conv. Fee | Total |
| Dec-11 | 343 | \$ 62,759.62 | 1869.16 | \$ 1,066.91 | \$ 343.00 | \$ 1,409.91 |
| Nov-11 | 259 | \$ 65,126.18 | 1821.32 | \$ 1,107.15 | \$ 259.00 | \$ 1,366.15 |
| Oct-11 | 313 | \$ 79,578.57 | 2249.63 | \$ 1,352.84 | \$ 313.00 | \$ 1,665.84 |
| Sep-11 | 348 | \$ 92,326.24 | 2517.76 | \$ 1,569.55 | \$ 348.00 | \$ 1,917.55 |
| Aug-11 | 336 | \$ 84,279.95 | 2370.3 | \$ 1,432.76 | \$ 336.00 | \$ 1,768.76 |
| Jul-11 | 274 | \$ 65,658.11 | 1856.77 | \$ 1,116.19 | \$ 274.00 | \$ 1,390.19 |
| Jun-11 | 285 | \$ 59,031.78 | 1666.29 | \$ 1,003.54 | \$ 285.00 | \$ 1,288.54 |
| May-11 | 262 | \$ 49,696.34 | 1622.96 | \$ 844.84 | \$ 262.00 | \$ 1,106.84 |
| Apr-11 | 288 | \$ 54,236.65 | 1555.85 | \$ 922.02 | \$ 288.00 | \$ 1,210.02 |
| Mar-11 | 301 | \$ 60,522.27 | 1736.99 | \$ 1,028.88 | \$ 301.00 | \$ 1,329.88 |
| Feb-11 | 325 | \$ 67,095.30 | 1925.64 | \$ 1,140.62 | \$ 325.00 | \$ 1,465.62 |
| Jan-11 | 275 | \$ 53,091.05 | 1523.71 | \$ 902.55 | \$ 275.00 | \$ 1,177.55 |
| Total | 3609 | \$ 793,402.06 | \$ 22,716.38 | \$ 13,487.84 | \$ 3,609.00 | \$ 17,096.84 |

| | |
|----------------------------|----------------------|
| Total Transactions | \$ 3,609.00 |
| Total Revenue | \$ 793,402.06 |
| Total Merchant Fees | \$ 22,716.38 |



City of Clinton, South Carolina City Council Staff Report

Customer Impact

Passing these fees on to the customers is not a recommendation that city personnel take lightly. Ultimately, it is our goal to keep the impact of government on the pocket books of our citizens to a minimum. However, in this case, some customers who are utilizing the convenience of credit and debit cards to pay their bills are creating an additional burden on the system that all of our customers must bear.

The financial impact to the customer who chooses to pay by credit or debit card either in the office or online will be the total bill, plus 1.7% of the bill which is the merchant fee, plus a \$1.00 convenience fee.

Examples:

| Utility Bill | Merchant Fee | Convenience Fee | Total Bill |
|---------------------|---------------------|------------------------|-------------------|
| \$125.00 | \$ 2.13 | \$ 1.00 | \$128.13 |
| \$150.00 | \$ 2.55 | \$ 1.00 | \$153.55 |
| \$200.00 | \$ 3.40 | \$ 1.00 | \$204.40 |

These charges will only apply to customers who pay by credit card or debit card in the MS BMC, at the Public Safety Facility, or online. Customers who pay with cash, check, money order, or bank draft would not be impacted. Because the city offers many convenient ways to pay that can avoid the merchant fee and convenience fee, city personnel believe that it is fair to pass these costs on to the customer.

Financial Impact:

Reduce operating costs by \$22,000 per year while increasing the opportunities for people to pay their utility bill

Policy Impact:

This is clearly a charge for service.

Timeline:

If approved by ordinance, then it would be effective March 1, 2013. We would like to offer a 60 day period in which customers who normally pay with credit or debit cards can have their merchant and convenience charges waived if they sign up for bank draft of their utility bill. Bank



City of Clinton, South Carolina

City Council Staff Report

draft is the preferred method for cost recovery and we would like to utilize this change as an opportunity to introduce our customers to this easy pay feature.

Attachments:

Ordinance

Prepared By: Joey Meadors, Director of Administrative Services

Approved By: Frank Stovall, City Manager

City Manager Approval:

A handwritten signature in blue ink that reads "Frank N. Stovall". The signature is written in a cursive style and is positioned above a horizontal blue line.

Frank N. Stovall, City Manager



**CITY OF CLINTON
STATE OF SOUTH CAROLINA
ORDINANCE**

**AN ORDINANCE AUTHORIZING THE CHARGING OF TRANSACTION FEES ASSOCIATED WITH THE USE OF
CREDIT AND DEBIT CARDS**

- WHEREAS,** the City of Clinton, South Carolina, is a municipal and political subdivision of the State of South Carolina; and
- WHEREAS,** the City Council of the City of Clinton, South Carolina, is the duly elected governing body of the City; and
- WHEREAS,** the City Council finds that for the convenience of the citizens of Clinton and to promote the timely payment of accounts including utility accounts the City should implement a program to accept credit card payments on accounts due; and
- WHEREAS,** the City will incur certain fees for the use of credit cards; and
- WHEREAS,** the City Council of Clinton, South Carolina desires to establish said charges for the use of credit cards as set forth hereinafter.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLINTON ASSEMBLED

SECTION 1. That the City Council of the City of Clinton authorizes the City Manager to implement a program to accept credit card payments on accounts due, including utility accounts due, and further authorizes the City Manager to enter into such agreements as are necessary, including signing a contract with SC.GOV to process the city's credit card payments, to accomplish the implementation.

SECTION 2. That the City of Clinton shall charge customers a fee for the use of credit and debit cards as follows:

A transaction fee of 1.7% of the total transaction plus \$1.00 for all credit and debit card transactions.

SECTION 3. This ordinance shall take effect on March 1, 2013.

APPROVED this 7th day of January, 2013.

Randy Randall, Mayor

ATTEST:

Tammy Templeton, City Clerk

First Reading: December 7, 2012
Second Reading: January 7, 2013



City of Clinton, South Carolina

City Council Staff Report

Report Type: Regular Council Meeting, January 7, 2013

Title: Action Item – Police Sedan Purchase

From: Director of Administrative Services, Joey Meadors

Department: Public Safety

Division: Public Safety

Recommendation:

Staff recommends that City Council:

- Authorize the purchase of one (1) police package / equipped sedan

Executive Summary:

The City is requesting authorization to purchase a marked patrol car for the Department of Public Safety

Background:

The City of Clinton budgeted funds to replace one (1) marked uniform patrol sedan in the Department of Public Safety during the current FY. These funds will replace one (1) vehicle that is currently inoperable.

Discussion:

Criteria For Review & Recommendation:

The City of Clinton announced, in its bid package, that it would use the following criteria to evaluate proposals and make a recommendation to city council:

The City of Clinton will use a committee to evaluate each proposal for quality, value, delivery and price based on the needs of the City of Clinton's Public Safety Department. The intent of the city is to purchase the best police car to meet needs of the city within the funds allotted for this purchase.

The committee will evaluate all proposals based on several criteria, including but not limited to:

1. *Quality, value, delivery, and price.*
2. *Vehicle's performance on evaluation tests as conducted by police and law enforcement organizations. These tests analyze vehicle performance, ease of maintenance, serviceability, ergonomics and other factors. For the purpose of the evaluation of these proposals, the city will use performance data from the following two law enforcement vehicle test programs:*



City of Clinton, South Carolina

City Council Staff Report

- a. *Michigan State Police Annual Law Enforcement Vehicle Test Program*
- b. *Los Angeles County Sherriff's Department Annual Police Vehicle Test and Evaluation Program*
3. *Cost of ownership and operational cost information gathered from reputable vehicle testing and evaluation organizations including Consumer Labs, NADA, and Edmunds.*
4. *Other data as available including fuel mileage as reported by the manufacturer and suitability of vehicle for its intended purpose as a marked uniform patrol sedan.*

The committee will evaluate all proposals and recommend a vehicle make and model as well as a vendor to the City Manager. The City Manager will review the recommendation and present a recommendation to the City Council. The City Council has the authority to accept or reject a bid and will make the final decision on the purchase of the vehicle.

Vehicle Scoring Based on Criteria

The figures below are a summary of the vehicles as scored. This winning vehicle based on these criteria was the Dodge Charger.

| Analysis | Maximum Points: 35 | | | | | |
|-----------------------|--------------------|-----------|---------------|-----------|---------------|-----------|
| | Chevy. Caprice | | Dodge Charger | | Ford PI Sedan | |
| | Rank | Points | Rank | Points | Rank | Points |
| C1: Q/V/Price | 3 | 4 | 2 | 8 | 1 | 9 |
| C2: Third Party Eval. | 2 | 9.5 | 1 | 10 | 3 | 8.5 |
| C3: Op Cost | 2 | 3.5 | 1 | 4 | 3 | 3 |
| C4: Other Factors | 3 | 2 | 1 | 8 | 2 | 6.5 |
| Total | 2.5 | 19 | 1.25 | 30 | 2.25 | 27 |

Bid Process

The bid process was conducted in accordance with the City of Clinton procurement ordinance. Seven bids were received and scored based on price and the above mentioned evaluation criteria.

| Vendor | Location | Vehicle Type | Price | Score | State Contract | Price Rank | Eval Rank |
|---------------------|---------------------|--------------|-------------|-------|----------------|------------|-----------|
| Cooper Motors | Clinton, SC | Dodge | \$24,539.00 | 30 | No | 3 | 1 |
| Cooper Motors | Clinton, SC | Dodge | \$25,517.00 | DQ | No | 5 | DQ |
| Firmin Ford | Laurens, SC | Ford | \$23,443.00 | 27 | No | 1 | 3 |
| Whiteside Chevrolet | St. Clairsville, OH | Chverolet | \$29,520.00 | DQ | No | 7 | DQ |
| Butler Chrysler | Beaufort, SC | Dodge | \$24,890.00 | 30 | Yes | 4 | 2 |
| Love Chevrolet | Columbia, SC | Chevrolet | \$27,034.00 | DQ | Yes | 6 | DQ |
| Vic Bailey Ford | Spartanburg, SC | Ford | \$24,091.00 | 27 | Yes | 2 | 4 |

Financial Impact:

The city budgeted \$25,000 for this purchase in the FY 2012 -2013 operating budget.

Policy Impact:



City of Clinton, South Carolina

City Council Staff Report

There is no policy impact.

Timeline:

Order will be placed ten (10) days after approval from City Council.

Attachments:

- Bid Tabulations
- Bid Scoring / Vehicle Evaluations

Prepared By: Frank Stovall, City Manager

Approved By: Frank Stovall, City Manager

City Manager Approval:

A handwritten signature in blue ink that reads "Frank Stovall". The signature is written in a cursive style and is positioned above a horizontal blue line.

Frank N. Stovall, City Manager

| | |
|---|--------------------------|
| Criteria 1: Quality , Value, Delivery, and Price | Maximum Points: 9 |
|---|--------------------------|

| | <i>Chevy. Caprice</i> | | <i>Dodge Charger</i> | | <i>Ford PI Sedan</i> | |
|--------------|-----------------------|---------------|-----------------------|---------------|-----------------------|---------------|
| | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> |
| Delivery | 170-190 days | 0 | 45 - 60 days | 3 | 42-56 days | 3 |
| Q/V Score | Good Eval (3rd party) | 3 | Good Eval (3rd party) | 3 | Good Eval (3rd party) | 3 |
| Price | \$ 26,520.00 | 1 | \$ 24,239.00 | 2 | \$ 23,443.00 | 3 |
| Total | | 4 | | 8 | | 9 |

| | |
|--|---------------------------|
| Criteria 2: Vehicle Performance on Third Party Evaluation Tests | Maximum Points: 12 |
|--|---------------------------|

| | <i>Chevy. Caprice</i> | | <i>Dodge Charger</i> | | <i>Ford PI Sedan</i> | |
|------------------|-----------------------|---------------|----------------------|---------------|----------------------|---------------|
| | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> |
| Ergonomics | 217.14 Score | 3 | 223.18 Score | 4 | 201.62 Score | 2.5 |
| Braking | 125 feet 60 to 0 | 3 | 131 feet 60 to 0 | 2 | 128 feet 60 to 0 | 2.5 |
| Vehicle Dynamics | 97.8 Score | 3.5 | 99.5 Score | 4 | 97.5 Score | 3.5 |
| Total | | 9.5 | | 10 | | 8.5 |

| | |
|--|--------------------------|
| Criteria 3: Cost of Ownership / Operational Costs | Maximum Points: 5 |
|--|--------------------------|

| | <i>Chevy. Caprice</i> | | <i>Dodge Charger</i> | | <i>Ford PI Sedan</i> | |
|---------------------|-----------------------|---------------|----------------------|---------------|----------------------|---------------|
| | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> |
| CoA w/ depreciation | \$37,928 (est) | 3.5 | \$ 30,752 | 4 | \$ 41,734 | 3 |
| Total | | 3.5 | | 4 | | 3 |

| | |
|----------------------------------|--------------------------|
| Criteria 4: Other Factors | Maximum Points: 9 |
|----------------------------------|--------------------------|

| | <i>Chevy. Caprice</i> | | <i>Dodge Charger</i> | | <i>Ford PI Sedan</i> | |
|-----------------------------|-----------------------|---------------|----------------------|---------------|----------------------|---------------|
| | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> | <i>Notes</i> | <i>Points</i> |
| Fuel Mileage | 18 mpg city | 2 | 19 mpg city | 2.5 | 17 mpg city | 2 |
| Crash Test Rating | NA | 0 | 5 star NHTSA | 3 | 5 star NHTSA | 3 |
| Suitability (DPS Committee) | NA | 0 | 3 person test | 2.5 | 3 person test | 1.5 |
| Total | | 2 | | 8 | | 6.5 |

| | |
|-----------------|---------------------------|
| Analysis | Maximum Points: 35 |
|-----------------|---------------------------|

| | <i>Chevy. Caprice</i> | | <i>Dodge Charger</i> | | <i>Ford PI Sedan</i> | |
|-----------------------|-----------------------|---------------|----------------------|----------------|----------------------|----------------|
| | <i>Rank</i> | <i>Points</i> | <i>Rank</i> | <i>Points</i> | <i>Rank</i> | <i>Points</i> |
| C1: Q/V/Price | 3 | 4 | 2 | 8 | 1 | 9 |
| C2: Third Party Eval. | 2 | 9.5 | 1 | 10 | 3 | 8.5 |
| C3: Op Cost | 2 | 3.5 | 1 | 4 | 3 | 3 |
| C4: Other Factors | 3 | 2 | 1 | 8 | 2 | 6.5 |
| Total | | 2.5 19 | | 1.25 30 | | 2.25 27 |

Notes: Caprice was disqualified due to excess lead time as indicated in our bid package. Maximum lead time is 150 days.

POLICE SEDAN

Bid Analysis For:
Date:

Police Sedan
12/17/2012

Vendor Location
Bid Type Submitted
Notes

| | | | | |
|---------------------------------|---------------------------------|----------------------------|--|--|
| Cooper Motor Co. Clinton, SC | Cooper Motor Co. Clinton, SC | Firmin Ford Laurens, SC | Whiteside Chevrolet Saint Clairsville, OH | |
| Written | Written | Written | Written | |

| Item | Qty | Unit Cost | Total Cost | Unit Cost | Cost | Unit Cost | Cost | Unit Cost | Cost |
|-----------------------------------|-----|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Police Sedan | 1 | \$ 24,239.00 | \$ 24,239.00 | \$ 24,917.00 | \$ 24,917.00 | \$ 23,143.00 | \$ 23,143.00 | \$ 29,220.20 | \$ 29,220.20 |
| Local Vendor Credit | | | \$ (300.00) | | | | | | |
| Subtotal | | | | | | | | | |
| Tax | | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| | | | \$ - | | \$ - | | \$ - | | \$ - |
| Total Price Used For Award | | | \$ 24,239.00 | | \$ 25,217.00 | | \$ 23,443.00 | | \$ 29,520.20 |

| | | | | |
|-----------------------------|--------------|--------------|--------------|--------------|
| Total Purchase Price | \$ 24,539.00 | \$ 25,517.00 | \$ 23,443.00 | \$ 26,520.00 |
|-----------------------------|--------------|--------------|--------------|--------------|

| | | | | |
|-------|-------------------|-------------------|------------|-------------------|
| Notes | Dodge Charger V-6 | Dodge Charger V-8 | Ford Sedan | Chevrolet Caprice |
|-------|-------------------|-------------------|------------|-------------------|

| | |
|--------------------------|--|
| Recommmendations: | |
|--------------------------|--|

Bid Analysis For:

Police Sedan

Date:

12/17/2012

Vendor Location

| | | | | |
|--|-----------------------------------|------------------------------------|--|--|
| Butler Chrysler Dodge Jeep Beaufort, SC | Love Chevrolet Columbia, SC | Vic Bailey Ford Spartanburg, SC | | |
| Written State Contract Vendor | Internet State Contract Vendor | Internet State Contract Vendor | | |

Bid Type Submitted Notes

| Item | Qty | Unit Cost | Cost | Unit Cost | Cost | Unit Cost | Cost | | |
|-----------------------------------|----------|---------------|--------------|-------------------|--------------|-------------------|--------------|--|--|
| Police Sedan | 1 | \$ 24,390.60 | \$ 24,390.60 | \$ 26,734.00 | \$ 26,734.00 | \$ 23,791.00 | \$ 23,791.00 | | |
| | Delivery | | \$ 200.00 | | | | | | |
| Local Vendor Credit | | | | | | | | | |
| Subtotal | | | | | | | | | |
| Tax | | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | | |
| | | | \$ - | | \$ - | | \$ - | | |
| Total Price Used For Award | | | \$ 24,890.60 | | \$ 27,034.00 | | \$ 24,091.00 | | |
| Total Purchase Price | | | \$ 24,890.60 | | \$ 27,034.00 | | \$ 24,091.00 | | |
| 90-120 ARO | | | | | | | | | |
| Notes | | Dodge Charger | | Chevrolet Caprice | | Ford Police Sedan | | | |

Recommendaions:

| | |
|--|--|
| | |
|--|--|



City of Clinton, South Carolina
City Council Staff Report

Report Type: Regular Council Meeting, January 7, 2013

Title: Action Item – FTE Creation

From: Director of Administrative Services, Joey Meadors

Department: Administrative Services

Division: Administration

Recommendation:

Staff recommends that City Council:

- Authorize the creation of an FTE position to manage warehouse operations and provide field services support for the AMR / AMI project implementation.

Executive Summary:

The City Manager is requesting authorization to create a new FTE position that will be funded through the utility fund and through the recent 2011 utility revenue bond to provide support and oversight for two functional areas:

1. Warehousing and inventory
2. AMR / AMI Field Implementation

Background:

Prior to the 2012 department reorganization, the purchasing agent directly managed the warehouse operation as part of his daily duties. After the reorganization, the city contracted out the warehouse operation related to water and sewer and asked the department of public works to allow its crews to manage the warehouse operation jointly.

While this has worked over the short term, city staff have identified the following concerns with the current arrangement:

- 1.) DPW crews have to be called in from the field, requiring them to leave an active worksite, to unload delivery trucks and stock shelves.
- 2.) Personnel are not available to keep the inventory system updated.



City of Clinton, South Carolina City Council Staff Report

- 3.) Operational efficiency has been reduced because crews have to pull their own inventory items.
- 4.) The potential for theft, although no actual theft has occurred, has increased.

In addition, DPW and DAS staff realize that warehouse operations is not a full time position, but the needs and hours change weekly, and sometimes they change without much notice. There is also the need for a dedicated person to implement the electric meter (Residential) change out and to verify that all water meters are installed correctly and that the communications mesh system is working properly as part of the AMR / AMI project.

Department staff believe the solution is to create a single FTE position with two main job objectives funded from two sources.

Objective 1: Manage all warehouse operations including inventory, loading and unloading trucks, checking deliveries, stocking shelves, and gathering materials for upcoming jobs and work orders. This would be funded from the Utility Fund.

Objective 2: Perform quality control on all water meter change outs, verify data and readings in the billing systems, change out all electric meters, and coordinate the work of change out crews. This would be paid for from the 2011 Utility Revenue Bond which contained funds for this purpose.

The position would be part of the Department of Administrative Services with a total salary of \$14.42 an hour or slightly less than \$30,000 per year.

Discussion:

No Discussion.

Financial Impact:

The financial impact on the utility fund budget for FY 2012-2013 will be approximately \$10,500. For FY 2013 – 2014, the impact will be \$21,000. This includes the cost of salaries, fringe benefits, retirement, and health insurance.

Policy Impact:

There is no policy impact.

Timeline:

Position will be created and our target date for filling it is February 1, 2013.



City of Clinton, South Carolina

City Council Staff Report

Attachments:

- None

Prepared By: Frank Stovall, City Manager

Approved By: Frank Stovall, City Manager

City Manager Approval:

A handwritten signature in blue ink that reads "Frank N. Stovall". The signature is written in a cursive style and is positioned above a horizontal blue line.

Frank N. Stovall, City Manager