

JANUARY 25, 2016

A City Council workshop was held at the Public Safety Department at 3:00 PM with Mayor Bob McLean presiding with Councilmembers Byrd, Cook, Jenkins, Kuykendall, Scarborough, and Young. The City Manager was present. Local news media present was Vic MacDonald from the Clinton Chronicle.

INVOCATION	The invocation was given by Councilmember Gary Kuykendall.
PLEDGE ALLEGIANCE	Mayor McLean asked Council and the audience to stand and recite the Pledge of Allegiance.
BUDGET OVERVIEW	Mayor McLean recognized Mr. Stovall, City Manager. Mr. Stovall stated that before he got started with his presentation he wanted to thank the City employees for their efforts to prepare for the recent winter storm. Mr. Stovall stated that the City did not experience any power outages during the storm. Mr. Stovall stated that City staff hoped to achieve when putting the proposed budget together was an annual operating budget that provides desired services at the lowest possible cost and a three year achievable Strategic Plan to outline desired outcomes and policy direction from Council. Mr. Stovall stated that several components go into preparing the budget such as resources, existing plans and requirements, and Council's goals and priorities. Mr. Stovall stated that citizens have already completed their part of the budget process by completing the National Citizen Survey and in June citizens can voice their opinions at the Public Hearing held in June in regards to the proposed budget. Mr. Stovall that the Council's role begins in January by reviewing the previous Strategic Plan and then reviewing and approving the proposed budget by June. Mr. Stovall stated that City staff would develop and complete the proposed budget for Council's review. Mr. Stovall stated that the resources funding the General Fund Revenues are 32% from contributions and transfers, 12% from taxes, 11% from licensees and inspections, 14% from intergovernmental, and 14% from sales and services. Mr. Stovall stated that the public's perception of the General Fund is Public Safety which is the priority budget in the General Fund. Mr. Stovall stated that the other budgets paid from the General Fund is Inspections and Planning, Finance, Street and Sanitation, and Parks. Mr. Stovall stated that the transfer from the Utility Fund supplements the General Fund and helps offset the cost of operating the General Fund. Mr. Stovall stated that the Utility Fund is the largest with a current operating cost of \$21,152,008. Mr. Stovall stated that 77% of the Utility Fund budget comes from Electric Revenues, 11% comes from
GENERAL FUND REVENUES	
UTILITY FUND REVENUES	

**STRATEGIC
INITIATIVES**

Water Revenues, 10% is Sewer Revenues, and Penalties and Miscellaneous Revenues make up 2% of the Utility Fund. Mr. Stovall stated that in 2008 Council identified four Strategic Initiatives which are Exceptional Infrastructure, Grow the Economy, Achieve Fiscal Stability, and Promote Community Development. Mr. Stovall stated that last year Council added another initiative is provide a First Class City of our Citizens. Mr. Stovall stated that City staff would ask Council to look at the current priorities to make sure they are still relevant and decide whether to add new priorities. Mr. Stovall stated that without quality infrastructure the quality of life and potential for economic growth both suffer. Mr. Stovall stated that the primary objective for infrastructure the current fiscal year is to form a Road Task Force to pursue additional State and local funding for road maintenance, repair and construction.

INFRASTRUCTURE

Mr. Stovall stated that City staff had an independent engineering study of the roads completed and a request to the CTC was submitted but the City has not received any word from the committee regarding the request. Mr. Stovall stated that the City would complete a long range plan for improving and maintaining the Sewer System with the long term goal of satisfactorily meeting the requirements for the SC DHEC imposed Sewer Consent Order. Mr. Stovall stated that the City has submitted the Corrective Action Plan to SC DHEC. Mr. Stovall stated that the City would implement a comprehensive Meter Testing Program to ensure that all meters are functioning within acceptable tolerance and all billing is as accurate as possible. Mr. Stovall stated that the City has conducted the annual meter testing for the Electric Department and Water Department. Mr. Stovall stated that the fiscal year 2015-16 is the third year of a three-year implantation of new metering systems and the work would continue through the fiscal year 2016-17 in order to implement the Utility Billing Operation, improve customer services, and reduce operational costs associated with meter reading. Mr. Stovall stated that the project is proceeding on schedule. Mr. Stovall stated that the City in partnership with PMPA will expand the Demand side Management Program in order to assist customers in reducing utility costs which reduces the City's energy costs related to annual demand pricing and the City would test a Prepay Metering System in 2016. Mr. Stovall stated that the advantage to a Prepay Program is the citizen would not have to pay any deposit fees. Mr. Stovall stated that the City has implemented the DSM Program but the Prepay Metering Program test has yet started. Mr. Stovall stated that the City would complete the construction of West Corporate Center Drive in the fiscal year 2016. Mr. Stovall stated that the project should be completed before the end of the current fiscal year. Mr. Stovall stated that during the fiscal year 2016 the City would begin to develop new Community Recreational Facilities, conduct planning for the continued

**COMMUNITY
DEVELOPMENT**

ECONOMIC GROWTH

development of the Martha Dendy Community Facility, complete a Feasibility Study for planning a new Library Facility, and improve the appearance of the central Business District through the Streetscape Program. Mr. Stovall stated that the recreation plans for the Tennis Facility and the Softball Facility have been completed. Mr. Stovall stated that the Martha Dendy Community Center development design is underway and the first of two visioning sessions is completed. Mr. Stovall stated that the Library Study funding was removed from the budget and the Streetscape Phase IV engineering is complete and the bids would go out in the spring. Mr. Stovall stated that the City would complete an Economic Development Strategic Planning effort in 2015 and implement the plan through 2019. Mr. Stovall stated that the Strategic Plan is completed. Mr. Stovall stated that product development efforts at CCC3, CCC2, and 126 CP is in various stages of development. Mr. Stovall stated that the City would implement a Main Street Clinton Program based on the nationally successful National Trust model to improve community vibrancy and improve the business climate in downtown Clinton. Mr. Stovall stated that the project was placed on hold due to electric rate concerns. Mr. Stovall stated that this project is identified as a priority in the Strategic Plan approved by a unanimous vote of City Council therefore it will be included in the next budget for consideration. Mr. Stovall stated that the City must stabilize property values and improve the image of the City by properly dealing with abandoned properties and code violations. Mr. Stovall stated that this would be accomplished by using several strategies such as reevaluate the Code Enforcement Ordinance and revise as needed to provide better tools to neighborhoods for protecting property values, develop an incentive package using existing State and Federal resources to encourage redevelopment of dilapidated and abandoned properties first and demolition second, invest in neighborhood improvements that have a proven track record such as Streetscape, support statewide efforts to develop tools to clear blight, and conduct a City wide blight inventory. Mr. Stovall stated that while the City has made progress in Streetscaping and supporting statewide Blight Legislation this department was without a director for the majority of the year. Mr. Stovall stated that the City hopes that these Code Enforcement reforms would be considered important enough by City Council to be a part of the next budget. Mr. Stovall stated that successful cities willingly put themselves through processes which require a thoughtful review of operating practices, policies, and long held assumptions by staff. Mr. Stovall stated that beginning in the fiscal year 2015 and continuing over the next four years the City of Clinton will work towards becoming a high performance and efficient organization in the eyes of the regulatory agencies, citizens, and the reviewing boards by completing these projects which are obtain SC Law Enforcement Association Accreditation as a Law

CUSTOMER SERVICE

**FINANCIAL
STABILITY**

Enforcement Agency, benchmarking service provision and public perceptions through participation in the National Citizen Survey Program, develop a new three-year Strategic Plan with public input, reduce the ISO rating for the Fire Department from ISO 4 to ISO 3 rating, and achieve American Public Works Association Accreditation as an accredited Public Works and Public Utility organization. Mr. Stovall stated that the ISO rating is important because the rating determines what citizens and businesses pay for insurance coverage. Mr. Stovall stated that Public Safety is in the process of inviting the ISO Inspectors in to look at the City's ISO rating in order to determine if the City's rating would go from a four to a three. Mr. Stovall stated that if the City moves from an ISO 3 to an ISO 2 then the City would have to look at add more staff to the Fire Department and capital expenditures in the Water System. Mr. Stovall stated that quality customer service must be a cornerstone of the City's operations and the City proposes to improve customer service based on data gathered during the 2014 Customer Service Satisfaction Survey by conducting a thorough policy and procedure review by making adjustments where needed, implementing the survey results based on the Courtesy, Professionalism, Respect Program, and exploring the feasibility of creating a one stop service center and combining all customer service functions under one working unit. Mr. Stovall stated that the one stop offerings have been expanded and several policies were adapted including extension sand fee for termination. Mr. Stovall stated that 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 requires fiscal soundness and growing our revenue sources. Mr. Stovall stated that the City would adhere to sound business practices which obtain true value for 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 Utility and General Fund reserve account balances have increased, a Utility Stabilization Fund was crafted, and a revolving Capital Replacement Program fund was implemented. Mr. Stovall stated that the implementation of the MUNIS system would require a significant commitment from several departments and staff. Mr. Stovall stated that during the previous two fiscal years the City has implemented the General Ledger and the Payroll portions of the new system. Mr. Stovall stated that the City would complete the Utility Billing component during the upcoming fiscal year. Mr. Stovall stated that General Ledger, Human Resources, Payroll, and Procurement have been implemented.

**COMMUNITY
DEVELOPMENT**

Mr. Stovall stated that the City is working to complete Work Orders, Utility Billing and Zip. Mr. Stovall stated that the MUNIS system has made Procurement and Payroll more efficient. Mr. Stovall stated that the mission statement to Promote Community Development is improving the quality of life for Clinton residents is a top priority. From recreation to improving Code Enforcement initiatives, our citizens will be proud to live in Clinton. Mr. Stovall stated that the policy initiatives include develop a first rate recreation facility to be used by our citizens as well as recruit sports tourism, recruit a movie theater and a performance arts facility to Clinton, revise and reuse the Martha Dendy Facility, continue the downtown Streetscape Plan, implement the community Greenway Master Plan, continue to improve the perception of the City, enhance communication between the City and the residents, remove dilapidated structures throughout the City, and pursue collaboration with Laurens County to improve library services. Mr. Stovall stated that projects included in the proposed budget go along with policy initiatives set forth by Council. Mr. Stovall stated that a tennis facility and a softball facility have been designed and the City would move forward with the projects. Mr. Stovall stated that unfortunately Clinton is not large enough to recruit a movie theater. Mr. Stovall stated that the City would implement Streetscape IV this spring and the City would implement a walking trail at Sterlite. Mr. Stovall stated that the Public Safety Department has made several changes in the last few years which include new cars, uniforms, and new procedure standards. Mr. Stovall stated that the outreach programs the Public Safety performed in 2015 reached approximately 5000 Clinton citizens. Mr. Stovall stated that the City improved communication with citizens by implementing a strong social media presence thanks to the work by Mary Wallace Riley, Special Projects Director. Mr. Stovall stated that the City has removed fourteen dilapidated structures this year. Mr. Stovall stated that the next priority is to Provide a First Class City of our residents. Mr. Stovall stated that the mission statement for this priority is the City will promote programs, projects, and initiatives that are designed for the strategic planning of City services, that are inclusive and diverse and serve all of our citizens, that allow us to benchmark ourselves against other communities, and that ultimately result in a culture of constant improvement that is responsive to the needs of the resident, citizen, taxpayer, and the utility rate payer/owner. Mr. Stovall stated that the policy initiatives are to improve public communication through a variety of means that improves public perception of the City, educates the citizen, and provides for open and transparent communication between the government and the populace, actively pursue accreditation in several areas to ensure we are providing a high level of service which include Public Works, Electric Distribution, Law Enforcement, and Fire Fighting services, and improve

**PROVIDE
FIRST CLASS CITY**

**EXCEPTIONAL
INFRASTRUCTURE**

customer service through a variety of means including tracking and issue response measures with clear goals that include response times and communications standards for all operations. Mr. Stovall stated that the City has a RP3 Diamond Status rating that only one other Utility has in South Carolina. Mr. Stovall stated that the City is currently promoting an APP that allows the citizen to post a problem or question and the APP makes sure that concern goes to the right department. Mr. Stovall stated that the next priority is Exceptional Infrastructure and the mission statement is the City's core mission is the delivery of exceptional services to our citizens. Our infrastructure is one of the primary backbones of our delivery system and we will continually make prudent investments to grow and maintain all infrastructures to support our delivery of services. The City will expect our core services to be of the highest quality.

The City will expect our services to our customers to be focused, timely, and cost effective. Mr. Stovall stated that the policy initiatives are to improve and further develop the City's raw water sources, develop a city-wide Storm Water Plan, implement and build out city-wide technology, improve and maintain all City infrastructure, and repair, reconstruct, and maintain City streets and sidewalks. Mr. Stovall stated that the City did not have a long term solution for raw water but the City does have unused capacity at the Filter Plant that could be used. Mr. Stovall stated that the City has replaced 750 feet of sidewalk this year and the City has replaced all of the water lines in Lydia Mill. Mr. Stovall stated that the sewer line replacements would take several years to accomplish. Mr.

GROW THE ECONOMY

Stovall stated that the next priority is Grow the Economy and the mission statement is the City will promote economic growth and diversification in our local economy through effective policies and programs. The City will provide leadership to encourage economic development and redevelopment while actively collaborating with our community partners to produce economic benefit to all citizens. Mr. Stovall stated that the policy initiatives are pursue the recruitment of industry and businesses leading to job creation, complete the construction of the frontage road, develop a Workforce Training Plan through partnership with the Laurens County Chamber of Commerce, develop a Tourism Plan, recruit and foster the development of all types of housing, market the City, maintain the City's partnerships, annex economically strategic properties, recruit and maintain north-side commercial development, and pursue the development of a business incubator. Mr. Stovall stated that the City has developed Corporate Park III and the City has completed a Master Plan for the I-26 Commerce Park. Mr. Stovall stated that the city has received a grant to construct a pad at exit 54 and a pad on the Frontage Road. Mr. Stovall stated that since 2008 Highland Park Apartments, Fairview Apartments, Clinton Green Apartments and new homes on North Adair Street, five habitat houses, four houses on Highway 308 and two houses

**DEVELOP & MAINTAIN
REVENUE SOURCES**

on Elizabeth Street have been constructed. Mr. Stovall stated that the City may need a more focused marketing strategy. Mr. Stovall stated that the City retained a company to help with retail recruitment on the north-side of Clinton but the City has not been successful. Mr. Stovall stated that pursuing a business incubator has not moved forward and Council needs to look at this initiative to determine if the City should pursue this project. Mr. Stovall stated that the next priority is to Develop and Maintain a Sustainable Revenue Sources. Mr. Stovall stated that the mission statement is 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 requires fiscal soundness and growing our revenue sources. The City will adhere to sound business practices which obtain true value for 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 policy initiatives are continue to improve and increase revenue, to include the creation, funding, and maintenance of a Reserve Fund, continue the aggressive pursuit of grants, and implement a collection strategy that reduces delinquent debt owed to the City by 35% to 50%. Mr. Stovall stated that the City does apply for grants but the grant applications are competitive and it is hard to receive a grant.

**DEPARTMENT
REPORTS**

Mr. Stovall stated that the citizens of Clinton elect the Mayor and Council who in turn hires the City Magistrates, the City Manager and the City Attorney.

Mr. Stovall stated that he oversees five departments which include the Office of the City Manager, the Department of Public Safety, the Department of Public Works, the Department of Administrative Services, and the Department of Community and Economic Development. Mr. Stovall stated that the Office of the City Manager includes Finance, Human Resource, Information Technology, Risk Management, Special Projects, and Economic Development. Mr. Stovall stated that the Department of Public Safety includes Police, Animal Control, Fire, Emergency Management, and Communications. Mr. Stovall stated that the Department of Public Works includes Electric Distribution, Water Distribution, Storm Sewer, Water Filtration, Sewer Collection, Parks Maintenance, Streets Maintenance, and Sanitation. Mr. Stovall stated that the Department of Administrative Services handles Utility Billing, Vehicle Maintenance, Procurement, and the Municipal Court. Mr. Stovall stated that the Department of Community & Economic Development handles Community Development, Code Enforcement, Inspections & Planning, and the Museum.

**ADMINISTRATIVE
SERVICES**

UTILITY BILLING

Mr. Stovall recognized Mr. Meadors, Administrative Services Director. Mr. Meadors stated that the first department he would discuss is the Utility Billing Department. Mr. Meadors stated that one accomplishment this year is the implementation of Tyler Cashiering. Mr. Meadors stated that Tyler Cashiering allows the Utility Billing Department to take payments for other services as well as utility payments. Mr. Meadors enables Customer Service to scan a utility bill and bring up the customer's account and utility record. Mr. Meadors stated that Utility Billing is making efforts to increase the collections of unpaid utility bills and this year the City has collected \$61,273 in unpaid utility bill payments. Mr. Meadors stated that personnel in Utility Billing strive to make sure the utility bills go out in a timely fashion and are correct. Mr. Meadors stated that under the new MUNIS system the City would be able to email the utility bills to a customer. Mr. Meadors stated that the Utility Billing Department is working toward a one stop shop department which would enable Customer Service to take a payment for a utility bill, permit, or rent a facility. Mr. Meadors stated that one of the goals for the upcoming year is the Utility Billing software conversion. Mr. Meadors stated that the City hopes to go live with the system by April. Mr. Meadors stated that the Utility Billing Department is also undergoing a credit card conversion to a new company. Mr. Meadors stated that the Utility Billing Department will complete the Meter Change Out Program this year. Mr. Meadors stated that the City is partnering with Unite Ministries to implement the Round Up Program but the City is just in the early stages of this program. Mr. Meadors stated that he is working on a program to give Customer Service the training they need but logistics is a problem since Customer Service does not have any down time and must train either before 8:00 AM or after 5:00 PM. Mr. Meadors stated that the Pre-Pay Program allows customers to pay on their utility bill when they have the funds. Mr. Meadors stated that the City continues to make sure that the Court personnel receives the State required training and the City has also cross trains personnel to work at the Municipal Court. Mr. Meadors stated that a challenge for Municipal Court is safety in that general public and prisoners enter from the same door. Mr. Meadors stated that the room in which Court is held is not set up to handle a Courtroom setting. Mr. Stovall stated that the room was Court is held was designed to handle Court and Council meeting in 1969. Mr. Stovall stated that currently the Judges and Court personnel must cross a public hallway to enter the Court room.

MUNICIPAL COURT

PROCUREMENT

Mr. Stovall stated that the current Court room does not meet the needs for a Municipal Court and this issue should be addressed. Mr. Meadors stated that the Procurement has been converted to the MUNIS software which has streamlined the Procurement process. Mr. Meadors stated that the goals for Procurement are to purchase the best quality of

**FLEET
MAINTENANCE**

materials for the City and be able to have the materials and equipment on hand for City personnel. Mr. Meadors stated that the City strives to provide quality maintenance on the City's vehicles and equipment. Mr. Meadors stated that Fleet Maintenance maintains approximately one hundred pieces of equipment with one Mechanic and a Trustee. Mr. Meadors stated that the new Work Order System would allow departments to schedule their maintenance and the City would be able to track the maintenance cost of the piece of equipment or vehicle. Mr. Meadors stated that some significant challenges in Administrative Services is adequate staffing, training, and providing better customer service to citizens. Mr. Meadors stated that the City purchased 1000 Tantalus meters that have an automatic disconnect which allows Utility Billing to disconnect a service from the office. Mr. Meadors stated that Utility Billing is currently working on installing technology that allows the City to read the electric meters and water meters from the office. Mr. Meadors stated that the City has also started the Demand Side Management Program and would have that up and running in the upcoming year.

PUBLIC WORKS

**STREET
SANITATION
PARKS**

Mr. Stovall recognized Mr. Satterfield, Director of Public Works. Mr. Satterfield stated that many projects the City takes on goes through his department in some form. Mr. Satterfield stated that he wanted to discuss the Public Works accomplishments, goals and obstacles for each department. Mr. Satterfield stated that the Streets and Sanitation Department maintain garbage pick-ups averaging 2,411 stops per week and curbside pick-ups averaging 560 stops per week for a total of 2,971 pick-ups per week. Mr. Satterfield stated that the accomplishments in these departments were implemented a new Sanitation and curb-side pick up routes to gain operational efficiencies, purchased a new Street Sweeper with herbicide system, completed the 2015 Sidewalk Replacement Project, and renovated the Lydia Mill Park with a sidewalk border and replaced sand with playground mulch. Mr. Satterfield thanked Ms. Riley for her work on getting the word out about the new sanitation routes to the public. Mr. Satterfield stated that City personnel partnered with the concrete vendor in regards to the sidewalk replacement. Mr. Satterfield stated that by helping the concrete vendor it reduced the cost of the sidewalk repair and the City was able to stretch their funds for sidewalk repair. Mr. Satterfield thanked Ms. Riley for overseeing the PARD Grant that enabled the City to make the necessary changes to the Lydia Mill Park. Mr. Satterfield stated that the goals for the Street and Sanitation Departments are to provide for annual replacement of worn playground equipment, complete a business model for recycling cardboard and plastics, become fully staffed and reduce turn-over in the Street and Sanitation Departments, and replace 750 linear feet of

ELECTRIC DEPT

sidewalk. Mr. Satterfield stated that the obstacles these departments face is employee turn-over and replacing Heavy Equipment Operators, funding deficits for park Maintenance, vandalism of park equipment, and the lack of competitive pay with surrounding employers. Mr. Satterfield stated that it is not easy to recruit or train a Heavy Equipment Operator and the City needs to be competitive so Public works could retain these employees. Mr. Satterfield stated that the accomplishments for the Electric Department are successfully obtained the RP3 National Designation at the Diamond Level, planned and executed an LED Lighting Fixture Program, designed and rebuilt the Christmas decorations, design and constructed the Martha Dendy basketball court, completed the Maple Street Tree Beautification Project, and the Frontage Road tie-line. Mr. Satterfield stated that the Electric Department did research on the cost and which type of LED lights would be best suited for the area. Mr. Satterfield stated that the tie-line on the Frontage Road allows the City to operate the City from either substation. Mr. Satterfield stated that the goals for the Electric Department are to continue the installation of automatic sectionalizers to increase reliability, complete electric meter change out to improve reading efficiencies and reduce losses, begin to reconductoring of a 4Kv system to a 25Kv system at Thornwell, and to manage a well maintained Electric System to allow crews to help neighboring systems in need. Mr. Satterfield stated that installing sectionalizers would help reduce outages because if there is a problem on the line the sectionalizers would cut the power off and on at the section that is having problems and the whole line is not cut off. Mr. Satterfield stated that the obstacles facing the Electric Department are competing with Community a relations activity which removes electric personnel from Distribution maintenance, minimal personnel to accomplish improvements and react to outages, and employee retirements. Mr. Satterfield stated that within two years the Electric Department would lose personnel to retirement and to staff reallocation. Mr. Satterfield stated that in order to continue with a high level of service the Electric Department would need to hire two trainees because it would take three to five years to train personnel to an A-Class status. Mr. Satterfield stated that the accomplishments for the Water Distribution are completed the first Unidirectional Flushing Program, found and corrected the flow issues with the 10" raw water line, installed new water mains on Friendship Drive, Prather Circle, and North Holland Street, eliminated 6" main on Highway 76 paralleling the railroad, and effectively managed flood at the Enoree River Pump Stating. Mr. Satterfield stated that by using the Unidirectional Flushing Program the Water personnel was able to flush all of the water lines in Clinton in two weeks. Mr. Satterfield stated that during the heavy rains personnel devised a plan to secure the Enoree River Pump so that in case of a flood the pump would

**WATER
DISTRIBUTION**

**SEWER
COLLECTION**

not be damaged. Mr. Satterfield stated that this plan of action saved the City from having a pump out of service for about a month. Mr. Satterfield stated that the goals for the Water Distribution Department are replace a minimum of ten water hydrants to improve firefighting capabilities, design a 12" water line under Highway 76 and the railroad track to boost flow to the Clinton Mill area, complete tie-ins to address low hydrant flow areas, update the Water Distribution model for the City, and construct Skyland Drive Water Line Project. Mr. Satterfield stated that the obstacles facing the Water distribution Department are competing financial resources to make needed improvements to the Water Distribution System and employee experience and DHEC required certification to perform work. Mr. Satterfield stated that not does the City have to employ certified personnel in the Water Filtration Department and the Electric Department but the personnel in the Water Distribution have to be certified as well. Mr. Satterfield stated that the Water Distribution System has one employee who is certified and that is the supervisor. Mr. Satterfield stated that the Water Distribution supervisor would also be retiring within two years and this makes getting personnel certified critical. Mr. Satterfield stated that the accomplishments for the Sewer Collection Department are purchased ATV equipment to begin the Sanitary Sewer Evaluation Survey, submitted the Capacity Management, Operations, and Maintenance Program and the Corrective Action Plan to SC DHEC, and successfully hired additional employee with wastewater collection experience. Mr. Satterfield stated that the City has not heard from SC DHEC regarding the CMON and the Corrective Action Plan. Mr. Satterfield stated that Sewer Collection personnel must also have to be certified in order to work and maintain the system. Mr. Satterfield stated that the goals for the Sewer Collection Department are complete the Sanitary Sewer Evaluation Survey for miller's Fork Basin, rehabilitate 75 manholes to reduce the Sewer I&I, and formulate policy incentives to encourage the repair/replacement of defective sewer services. Mr. Satterfield stated that the obstacles for the Sewer Collection Department are minimal certified employees, financial resources to begin repairs and meet SC DHEC expectations, access proper equipment, and reclamation of Sewer Collection right-of-ways. Mr. Satterfield stated that Sewer Department has scheduled 75 manholes to rehabilitate. Councilmember Scarborough stated that would help with reducing the Sewer I&I. Mayor McLean asked the cost to rehabilitate one manhole and Mr. Satterfield stated between \$300 and \$500. Councilmember Young asked what would be done to help homeowners repair their sewer lines. Mr. Satterfield stated that the City would have to develop a policy to encourage citizens to replace or repair their sewer lines. Mr. Satterfield stated that the two ways sewer I&I get into the sewer lines is through manholes and sewer services. Mr. Satterfield

WATER FILTER PLANT

stated that the Sewer Department has done some smoke testing and the City's primary source of sewer I&I may be the sewer services. Mr. Satterfield stated that the sewer services with problems would be about 50 to 75 years old. Mr. Satterfield stated that the City would have to look at the pay scale in order to attract and retain qualified personnel in the Water and Sewer Departments. Mr. Satterfield stated that the accomplishments in the Water Filter Plant are obtained Area Wide Optimization Performance Award, became fully staffed with certified operators, installed 2 of 3 Soft Starts at the Enoree River Pumping Station, earned a rating of satisfactory on the Sanitary Survey conducted by SC DHEC, completed the Potassium Permanganate Bench Testing Project, and produced CCR in house realizing \$5,000 savings. Mr. Satterfield stated that Mr. Taylor, Filter Plant Operator, has passed all four tests and along with his education SC DHEC has given him his A Class License. Mr. Satterfield stated that a Soft Start starts the Water Pump motors slowly and prevents the motors from being started too quickly. Mr. Satterfield stated that the Filter Plant is looking at using the Potassium Permanganate because this chemical is not as harsh on the pipes and the chemical is less expense that the current chemical used by the Filter Plant. Mr. Satterfield stated that the goals for the Filter Plant are Preliminary Engineering Report for the Wet lab renovation, receive permitting from SC DHEC to initiate a pilot test using Potassium Permanganate as our primary disinfectant, clean and paint the Water Plant interior to provide for a more attractive appearance, begin annual replacement of worn valve and miscellaneous equipment, and rework the Weir's in all three basins. Mr. Satterfield stated that the City has to upgrade the Filter Plant lab because it is getting hard to pass SC DHEC inspections. Mr. Satterfield stated that obstacles facing the Filter Plant are financial resources to complete repairs. Councilmember Young asked when the last time the interior of the Filter Plant was painted was and no one knew of a date. Councilmember Young wanted to know why the City had not painted the Filter Plant or made some of these repairs.

**PUBLIC WORKS
ADMINISTRATION**

Councilmember Young stated that by prioritizing projects and working on maintaining the departments would save the City money. Mr. Satterfield stated that Public Works Administrative Department accomplishments are hosted the second annual Red Devil Ribeye Legislative Luncheon, made ready for the Tyler Munis software WorkOrder System to go live by cleaning and producing an asset list, and purchased equipment for the Right-of-Way reclamation. Mr. Satterfield stated that he wanted to thank Ms. Wickham, Administrative Assistant and Ms. Morrow, Finance Director, on their work in getting the asset list ready for the Work Order System. Mr. Satterfield stated that the goals for the Administrative Department are staff the Right-of-Way crew to begin cutting and maintenance projects and staff a GIS Mapping/Information position to

maintain assets and comply with regulatory requirements. Mr. Satterfield stated that this position is critical in that the City needs to store and map physical location of lines as well as information about each line. Mr. Satterfield stated that Public Works needs a GIS system in order to store the information about the lines for SC DHEC as well as for personnel. Mr. Satterfield stated that the obstacles for the Administrative Department are little or no supply for GIS Mapping talent and funding.

**OFFICE OF
MANAGER**

HR/RISK

Mr. Stovall stated that the accomplishments in the Human Resource/Risk Department are almost complete with the HR Munis implementation, streamlined hiring process to reduce onboard time to less than 30 days for 90% of employees, decrease in recordable injuries by 8% with claims payout of only \$6,279, exceed vehicle safety goal with only two recordable City vehicle accidents in 2015, and 100% successful defense of all Risk and HR lawsuits and all unemployment appeals. Mr. Stovall stated that the goals for Human Resource/Risk are update the Personnel handbook, implement Prox cards for ID with an eye toward integrated security, increase information awareness and internal communication, and develop an automated process for new employee's orientation. Mr. Stovall stated that by keeping accidents and injuries to a minimum the City's Workers Compensation's insurance premiums are reduced. Mr. Stovall thanked Mr. Entrek, HR/Risk Director, for his work to keep the Worker's Compensation insurance premiums down. Mr. Stovall stated

FINANCE

that the accomplishments in the Finance Department are implemented Munis payroll, proper accounting of the Fire Fees, created a Rate Stabilization Fund, ensured continued growth of City reserves, and continue to receive the GFOA CAFR Award and the GFOA Budget Award. Mr. Stovall stated that the City's goal for the General Fund Reserve Fund and the Utility Fund Reserve Fund is at least 90 days of operational funds. Mr. Stovall stated that the reserve funds are important because if the City borrows bonds then the lenders look to see how much the City has in reserve funds. Mr. Stovall stated that the other reserve funds are the Insurance Reserve Fund with a balance of \$73,000; Capital Equipment Replacement Fund with a balance of \$501,267; Utility Contingency Fund with a balance of \$201,480; and the Rate Stabilization Fund with a balance of \$662,275. Mr. Stovall stated that the purpose of the Insurance Fund Reserve is to offset insurance cost so the City can offer the benefit of paying an employee's insurance cost. Mr. Stovall stated that the Capital Equipment Replacement Fund is set up to offset the cost of purchasing vehicles or equipment. Mr. Stovall stated that each department that buys a vehicle or equipment must budget funds to be placed in this account for future purchases. Mr. Stovall stated that in the past the City would budget for items in hope of not having to purchase the item. Mr. Stovall stated that this tied up funds in each budget and

**SPECIAL
PROJECTS**

now the City reserves funds in the Utility Fund Contingency account for emergency purchases. Mr. Stovall stated that the Rate Stabilization Fund is to be used toward the PMPA bill. Mr. Stovall stated that the accomplishments for the Special Projects Department are coordinated ten public events and five tourism events, coordinated City wide projects such as NCS, City App implementation, Anti Litter campaign on Garbage Trucks, and communication the Sanitation Schedule, Water Consumer Confidence Report, morale/employee development, maintained the RP3, achieved the Tree City, emergency communications, and social media.

**ECONOMIC
DEVELOPMENT**

Mr. Stovall stated that the accomplishments of the Economic Development Department were completed Strategic plan, secured grants to support development of pads on the Frontage Road and 126CP, and timbered CCP3 and cleared a site for a facility. Mr. Stovall stated that challenges for the Economic Development Department are funding, economic factors, public perception, construct development ready facilities, develop new Economic Development website, improve retention efforts, and implement the plan. Mr. Stovall stated that the public perception of I-385 / I-26 is why cannot the City recruit businesses and industry to this location. Mr. Stovall stated that it is not about where two intersections come together but does the intersection have infrastructure and population to support the business or industry. Mr.

**INSPECTION/PLANNING
COMMUNITY DEV**

Mr. Stovall stated that in the Inspection & Planning and Community Department the accomplishments are certified Local Government status, large blight demolition at Martha Dendy Middle School, Piedmont Pad, and the library, and fourteen smaller structures demolished. Mr. Stovall stated that the challenges in this department are working with landlords on property conditions, the need to work with people vs immediate enforcement, continued demolition efforts, and strengthen Code Enforcement efforts. Mr. Stovall stated that some citizens need time to fix code enforcement violations because they do not have the funds but this citizen's neighbor may want the problem fixed immediately. Mr. Stovall stated if the City takes the citizen to court over the violations then the citizen pays a fine but still cannot fix the problem. Mr. Stovall stated that the City must find a way to offer cash incentives to help citizens correct code enforcement issues in a timely fashion.

PUBLIC SAFETY

Mr. Stovall recognized Robin Morse, Public Safety Director. Chief Morse stated that the accomplishments for the Public Safety Department are completed over 10,000 hours of training and responded to over 12,320 calls for service. Chief Morse stated that the service calls included 344 EMS, 96 fire, 97 automatic aid responses, 3,177 traffic stops, 427 wrecks, 4,975 incident reports completed, and 1,924 cases presented for prosecution. Chief Morse stated that half of the Public Safety's fire calls are medically related. Chief Morse stated that the Public Safety

Department participated in 120 community service programs which touched 5,600 people in the community, awarded third place in the State with the Children's Burn Fund can drive, and obtained medical equipment for most patrol vehicles. Chief Morse stated that the Public Safety Department successfully extricated an entrapped victim and provided proper stabilization which resulted in the person not being paralyzed, successfully provided lifesaving support to unconscious person who was not breathing at a high school football game, and successfully resuscitated a patient in full cardiac arrest at Ruby's Food Store. Chief Morse stated that Public Safety purchased new patrol vehicles, a Pumper Truck for the Fire Department, and was awarded a grant for the purchase of the Live Scan System. Chief Morse stated that the Live Scan system sends finger prints to SLED automatically. Chief Morse stated that some individual accomplishments in the Public Safety Department are Lt. Addison completed his Fire Marshall Certification and the Instructor Certification for 1152, Firefighter 1 and 2, and Emergency Vehicle Driver training. Chief Morse stated that PSO's Garrett, Marshall, and Metz completed the HAZMAT Technician Certification.

Chief Morse stated that PSO Watkins completed the Instructor Certification for 1152 and Firefighter 1 and Sgt. Wicker completed the Defensive Tactics Certification. Chief Morse stated that it is important to have in house training instructors because the Fire Academy does not always have instructors available to teach the classes. Chief Morse stated that some of the upgrades to the Public Safety Department were painting the interior and exterior of the building, new windows throughout the department, upgraded the Fire Department day room, removed the old library building, and repaired the thermostat in the Fire Department. Chief Morse stated that some repairs needed to the Public Safety building are new carpet, repair Dispatch Office due to water damage, ceiling repairs and sewer leak repairs. Chief Morse stated that some repairs needed for the exterior of the Public Safety Building are repair the front sidewalk, mold on the building, replace the current air unit, and replace the current generator. Chief Morse stated that the generator is getting old and it is becoming hard to find parts. Mr. Stovall stated that if the Public Safety building loses power and the generator does not work then the City would not have any internal communication. Chief Morse stated that the Public safety's turnover rate is about 22% and most officers left the City for more money, a take home car, and the officer had one job either a Police Officer or a Fireman. Chief Morse stated that the average salary for a Police Officer in this region is \$36,710 and the City's PSO average salary is \$31,000. Chief Morse stated that studies show the turnover rate for a Police Officer is 51% in the first two years of service

and the turnover rate is 26% in three to five years of service. Chief Morse stated that in the first five years the turnover rate of a Police Officer is 77%. Mr. Stovall stated that the public is opposed to an Officer taking a car home and it has always been a debate. Mr. Stovall stated that the majority of agencies in the Upstate allow an Officer to take a car home and the City is losing Officers because the City does not offer this benefit. Mr. Stovall stated that Police Officers think being able to take a vehicle home is as important as the pay scale. Mr. Stovall stated that the City has lost personnel because the other agency allows the take home car even at a reduced pay. Mayor McLean stated that he would like to know if officers would rather have more money or a take home car. Mr. Stovall stated that the officer would probably tell the City they would prefer more money but allowing a take home car is cheaper for the taxpayer. Mayor McLean stated that an increase in pay would pay the bills but a take home car would not. Chief Morse stated that a take home car lasts longer with fewer maintenance issues and the City would get eight to ten years out of the car. Chief Morse stated that if the City increased the salary then the City would need fewer cars but would only get two to three years of use out of the cars. Mayor McLean asked if the Officer would be able to transport their families in the police vehicle and Chief Morse stated the City would create regulations for the take home car. Mayor McLean asked if Officers were taking the cars home and Mr. Stovall stated to some degree. Mayor McLean stated that he receives complaints about the take home cars. Mayor McLean stated that transporting family in the police car is a liability. Mr. Stovall stated that the current policy allows an Officer to transport their children to school on the way to work. Mayor McLean asked what would happen if an accident occurs with the child in the car and Mr. Entrekin stated that the City would be liable. Mr. Stovall stated that the same can be said if a prisoner or co-worker is injured in the vehicle. Mayor McLean stated that a job related incident is not the same as transporting family and an accident happens.

Mr. Stovall stated that the City's policy in regards to take home cars is not different from other agencies. Mr. Stovall stated that the City would continue to lose officers because the City does not offer the benefit and does not support an Officer's life style. Mayor McLean stated that this is not making it a difficult place to work. Mayor McLean asked how many Public Safety departments are in the State that includes a Fire Department. Chief Morse stated that the officer can make more money being a PSO but the officer can just be a Police Officer or just a Fireman. Chief Morse stated that the Public Safety Department has a record and evidence storage issue. Chief Morse stated that it is a challenge to keep their technology current and up to date. Chief Morse stated that Officers

now have body cameras but the City has to store that information. Councilmember Scarborough asked if the body camera automatically downloads to the hard drive and Chief More stated that the lap top in the vehicle would but not the body camera. Chief Morse stated that if Clinton grows toward the interstate the City would have to provide a substation in order to receive a good ISO rating. Chief Morse stated that the best place to build a substation would be on the Frontage Road. Mayor McLean asked if the truck at Clinton High be used as a substation and Chief Morse stated no. Fire Commander Shiftlet stated that the City does not have a building to put the fire truck in at the High School and to park the fire truck in a building is an ISO requirement. Commander Shiftlet stated that the fire trucks at the Public Safety building is 1.8 road miles from the interstate and in order to receive a low ISO rating the fire station at the Public Safety building would have to be 1.5 road miles away from the interstate. Mayor McLean stated that if new industry built at the interstate then they would pay a higher insurance rate because of the high ISO rating and Commander Shiftlet stated yes. Chief Morse stated that some goals for the Public Safety Department are improve pay, upgrade the building, keep technology current, substation, training, HAZMAT training and equipment, and audio visual in the Court Room.

ADJOURN

With there no further business before Council motion was made by Councilmember Scarborough to adjourn the Council workshop and seconded by Councilmember Jenkins. The vote was unanimous.

CITY CLERK

MAYOR