

MAY 10, 2011, CITY COUNCIL MINUTES SPECIAL MEETING PLANNING SESSION

The City Council of the City of Clinton, North Carolina, met in a special planning meeting at 6:00 PM on May 10, 2011 in the City Hall Training Room. The meeting began with a meal for all. Mayor Starling presided. Councilmembers Strickland, Turlington, Stefanovich, Becton, and Mayor Pro Tem Harris were present.

Also present were City Manager Connet; Assistant City Manager – Finance Director Shawn Purvis; Police Chief Mike Brim; Fire Chief Todd Solice; Human Resource Manager Lisa Carter; Public Works Director Jeff Vreugdenhil; Planning and Zoning Director Mary Rose; Deputy Fire Chief Jamie Beasley; Water Production Supervisor Travis Anderson; Sanitation Worker Michael Brooks; Sanitation Equipment Operator Charlen Parker; Eddie Staley, of Withers & Ravenel; and Recreation Director Judi Nicholson.

Chris Berendt, of the Sampson Independent, was also present.

City Clerk Elaine F. Hunt came late, due to the Clinton-Sampson Leadership Program 2010-2011 graduation dinner. She was a participant and graduate of this class.

FIRE DEPARTMENT

Deputy Fire Chief Jamie Beasley spoke regarding the Fire Department. Deputy Beasley stated the following departmental proposals:

Part I.

- Conversion to a full-time department
- Hire five additional full-time firefighters
- Have three full-time 24 hour shifts with three firefighters and one company officer
- Promote or hire training officer
- Promote one firefighter to company officer for third shift
- Maintain current certification requirements for full-time positions
- Raise continuing education hours for full-time personnel to 240 hrs per year
- Maintain a roster of 13 part-time firefighters. These 13 part-time firefighters will supplement the full-time staff and fill in when needed during such times as: vacation, holidays, etc.

Part II.

Create and hire training officer position that will:

- Work administrative schedule
- Work with management to assess training needs
- Maintains and tracks training records

- Develops, coordinates, and delivers training to the department and city
- Responds to emergency calls
- Cover sick leave, vacation time and other unexpected leave

Part III.

Maintain roster of 13 part-time firefighters:

- Lower certification requirements
- Set pay grades to correspond with certifications employee holds or obtains
- Maintain 120 continuing education hours per year
- Paid per call for major incidents, structure fires and callbacks
- Can be used to cover sick leave and vacation time

Cost associated with the above proposal is as follows:

- Accomplish with existing budget
- Eliminate office secretary position
- Applied for FEMA safer grant to offset cost for first three years

<u>Cost</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Total</u>
Current	\$485,158	\$228,220	\$713,378
Proposal	\$646,350	\$ 42,795	\$689,145

Discussion centered on departmental issues which included:

- Increased call volume
- Response times
- Staffing issues
- Scheduling conflicts
- Turnover/repetitive costs
- Increased training/requirements
- Service levels
- Overtime costs with part-time firefighters

It was stated that the Fire Department struggles to fill the night shift schedule and maintain a minimum staffing of four firefighters per shift, especially on weekends, holidays, and in summer months. In the past, when unable to meet the minimum of four firefighters, the department has been forced to fill that vacancy with a full-time firefighter.

It was stated that within the Fire Department there is a 35% turnover, due to, the inability to fulfill requirements. Fire calls have increased by 32 calls in 2011 as compared to 2010.

Deputy Fire Chief stated that they would recommend this proposal taking effect on October 15, 2011.

PUBLIC WORKS

Mr. Eddie Staley, Withers & Ravenel spoke regarding a Solid Waste Collection/311 System. It was stated that this 311 System provides real time and dashboard information with the use of smart phones, notebooks, and web service features. According to Public Works Director Vreugdenhil, this system will result in savings in fuel and employees' hours.

Mr. Vreugdenhil talked about a current program within the Public Works Department: Commercial water meter testing. He stated that there are approximately [172] 2" or larger meters. He stated that 61 meters were tested; 22 of the meters were repaired and 39 meters tested ok. The amount of money involved has been \$18,000 in testing and repairs. Mr. Vreugdenhil stated that efficiency generates revenue and productivity.

Public Works Director Vreugdenhil stated that Waste Industries franchise agreement does not allow them to pick up in the City of Clinton. Therefore, he stated that the city makes 3 trips to the landfill on a good day for leaf removal. He further stated that the old Hamilton Beach building will be used as a site for delivery and composting. He suggested changing the leaf season from October 15 until January 15 until perhaps, May 1.

Vreugdenhil asked Council to consider purchasing a knuckle boom which would bring about tremendous savings for the city.

Regarding recycling, Vreugdenhil stated that 52 trips a year are made to Pratt Industries with our truck equaling 40 miles round trip each time. Vreugdenhil recommended a new plan for curbside recycling with a start up cost as follows:

- 3,000 containers @ \$40.00 each -- \$120,000 cart fees
- Cart grant -- \$75,000
- City Investment -- \$45,000
- \$5,000 for public education
- One time city investment = \$50,000

Our existing recycling program for convenience sites is an annual cost of \$46,280 less revenue; curbside bi-weekly collections is an annual revenue of \$23,500 less cost.

Mayor Starling asked the cost of the 311 System. Vreugdenhil stated it would be \$100 per device + Withers and Ravenel fee per month, a one time set up of \$5,000 + buy equipment. He stated to obtain an accurate address database for Sampson County it would cost approximately \$15,000.

REVENUES

Assistant City Manager Shawn Purvis presented a PowerPoint to City Council. He stated that there is almost an 8% increase over last year's budget. Councilmember Stefanovich asked if this increase includes all departments' requests and Purvis stated it did not. Purvis stated that the proposed classification study is approximately \$54,000 and the 2% cost of living increase is \$83,000. He further stated that 75% of the overall cost is personnel.

Questions were asked regarding the PowerPoint slides as it relates to the budget such as: playground equipment, PARTF grant, building maintenance position, police vehicles purchase request, expenditures associated with the Land Use Plan,

City Manager Connet recommended leaving the tax rate at \$.41 per \$100 and not increasing any other rates. He stated that health insurance will remain as is and workmen's compensation has decreased approximately \$50,000.

Mayor Starling had concerns regarding inconsistencies and the inability to determine what certain amounts on the PowerPoint represented. He felt insufficient information was provided.

Councilmember Stefanovich stated that more and better services are being given to the citizens; however, no more money is being collected.

Councilmember Turlington felt that the money saving proposals should be considered such as the knuckle boom.

Councilmember Becton was concerned about future employment for every employee.

City Manager Connet asked City Council what exactly they request he and the others bring to them on next Tuesday, May 17, 2011 at 7:00 PM. City Council agreed that they would like to see several scenarios such as: a scenario with a tax rate of \$.38, \$.39, \$.40, \$.41, and a revenue neutral scenario, etc.

Mayor and City Council directed Fire Chief Solice and Deputy Fire Chief Beasley to discuss with their personnel tonight's proposal so that they would not learn about the discussion from the Sampson Independent.

Being no further discussion, Councilmember Becton made a motion to continue the meeting until Tuesday, May 17, 2011 at 7:00 PM, seconded by Councilmember Strickland, and unanimously passed.

Elaine F. Hunt, MMC, City Clerk

Lew Starling, Mayor

Adjourned: 9:10 PM