Hamlet City Council Regular Monthly Meeting
201 Main Street, Hamlet, NC 28345
Tuesday, June 14, 2011
7:00 pm

Minutes

Present:

Mayor	Jeff Smart
Mayor Pro-Tem	Pat Preslar
Council Member	Bill Bayless
Council Member	Tony Clewis
Council Member	Abbie Covington
Council Member	Diane Honeycutt

Staff Present:

City Manager	Marchell David
City Attorney	Steve Futrell
City Clerk	Tammy Kirkley
Finance Officer	Jill Dickens
Police Chief	John Haywood
Fire Chief	David Knight
Zoning Officer	Gail Strickland
Public Works	Billy Stubbs
WTP Superintendent	Robert Brown

Others Present: Terri Lemons; Anna Glover; Kelli Easterling- RCDJ; Chad Guinn; Johnathon Buie; Chelsea Samuel; Donald Quick; Russell Pait

Call to Order. Mayor Smart called the meeting to order.

Invocation. Reverend Scott Conner of Calvary Baptist Church offered the invocation.

Adoption of Agenda. Motions made by Council Members Preslar and Clewis to adopt the agenda as presented. All were in favor.

Approval of Minutes. Council Members Bayless and Covington motioned to adopt the May 10 Regular meeting minutes and the May 25 Budget meeting minutes. All were in favor.

Comments from Attendees. Terri Lemons presented council to give an update on Discovery Kids. The Levine Foundation in Charlotte has issued a $1,000,000 match grant for the program. Discovery Kids received information from the county that they will support the project as well. They will be stretching out to surrounding contiguous counties for support also. The mayor thanked Terri Lemons for the update.

Donald Quick presented council. He said in the middle of May he received information from the city manager, which was not what he wanted. He complained that he didn't receive what he asked for but he did request to honor their policy and rules to stop charging him for sewer and give him a refund.

Russell Pait thanked the sanitation department for picking up yard debris in a timely manner. As far as Mr. Quick, he said he wants to make sure council understands why Mr. Quick is so upset and he feels like previous council did him wrong.

Public Hearing #1. Sticker Program Policy. Mayor Smart explained the proposed Sticker Program and noted the various advertising efforts put forth to inform the public of the matter. The mayor opened the public hearing and welcomed any concerns and comments. Mr. Clewis inquired about disposing of televisions and computer monitors and Mr. Stubbs confirmed that he spoke with county staff and they have assured him that they will accept it. Mr. Preslar stated that city employees are not to pick up the items to personally recycle them and the manager confirmed that it will be handled internally. The public hearing was then closed. Mr. Bayless and Mrs. Covington made the motion to adopt the sticker program guidelines as presented. The motion was unanimously approved and will go into effect in 30 days.

Manager's 2011/2012 FY Budget Message. The proposed Budget for FY 2011-2012, the budget balances at $7,522,760 with the following provisions: Ad Valorem Property tax rate of $.66 tax per $100; adequate capital reserve funding and realistic revenue estimates; fund balance 40% that exceeds the NC Local Government Commissioners mandated 8%; processes for a sufficient and safe supply of clean drinking water; responsible and efficient wastewater treatment operations; commitment to safety and the preservation of life and property; preservation of quality of life expenditures; 3% pay increase for all f-t employees.

Revenues and Expenditures. General Fund (Revenues) - $4,428,010 (Expenditures) $4,428,010; Powell Bill (Revenues) $243,750, (Expenditures) $243,750; Enterprise Fund (Revenues) 2,851,000, (Expenditures) 2,851,000. The communications tower lease will provide a new revenue item; there are no increases in fees or taxes to Hamlet residents. Staff will continue to research funds for Discovery Kids; the new gym, and other projects.

The mayor thanked the manager for her hard work and efforts towards a budget.

Public Hearing #2. Budget FY 2011-2012. Mayor Smart opened the floor and welcomed comments. No one presented council and the hearing was closed. A motion was made to adopt the budget as presented by Council Member Covington and Mayor Pro-Tem/Council Member Preslar. Diane Honeycutt inquired how the city is going to treat the Discovery Place request and the manager stated that the request will be reevaluated after the revenues come in during the fall. The vote passed unanimously by council to adopt the FY 2011/2012 Budget.

Adoption of the FY 2011/2012 Budget Ordinance. Councilman Bayless made a motion to officially adopt the presented Budget Ordinance for FY 2011/2012, Council Member Covington made the second. All were in favor to adopt the FY 2011/2012 Budget Ordinance.

Consideration of 4th Quarter Budget Amendments and Close-Out of Capital Projects. Bill Bayless asked about the fire fees from the county and the fees per structure were discussed. The manager stated that the city went on last year's actuals and the payment from the county is not as much and we are expecting a loss. The manager noted the amount that we are behind as of June 3rd as compared to last year. The list of proposed budget amendments for the fourth quarter of FY 2010-2011 were discussed and they will allow staff to close out the fiscal year in compliance with the Local Government Budget & Fiscal Control Act. General Fund Revenues – Total increase is $149,348; Total Decrease $59,855 and the Net Increase is $89,493. General Fund Expenditures: Total increase $145,783; Total decrease $128,001 and Net increase $17,782; Total net change $71,711 *** This net increase in General Fund revenues of $71,711 will be reflected in a decrease in fund balance appropriation at the close of the fiscal year. Enterprise Fund Revenues – Total increase $8,950, Total decrease $6,300, Net increase $2,650. Enterprise Fund Expenditures – Total increase $99,100, Total decrease $99,100, Net change $0. Total net change $2,650 – the net increase in revenues of $2,650 will be reflected in an increase to the contribution to capital reserve as the fiscal year is closed out. (A copy of the Budget Amendments are attached as part of the minutes) A motion was made to approve the budget adjustments for the fourth quarter as they were presented by Bill Bayless and Pat Preslar. The motion passed unanimously. Within the same section are the Capital Projects' Close-Outs. The manager explained that the auditors are trying to clean up the records and books and said that Capital Project 67 for the Sewer Rehab project and Capital Project 68 is the Energy Efficiency Grant that is to make all buildings energy efficient. Capital Project 65 is the Depot Project: Amendment and Capital Project 69 Water Lake Dam: Reclassification. Council and staff continued to discuss the close out of the capital projects. (A copy of the Close-outs, Amendments and Reclassifications are attached as part of the minutes) A motion was made by Council Members Preslar and Clewis to approve the presented close-outs of capital projects. The vote passed unanimously.

Resolution with BB&T Approving Financing Terms for New Vehicles. The resolution is a requirement with BB&T for the three new vehicles mentioned earlier in the budget. Councilman Covington and Bayless motioned to approve the financing terms as noted in the resolution for the three new vehicles. All were in favor of the resolution by BB&T.

Public Information 2011 Fire Works Display. Fire Chief David Knight reported that the fireworks display will be shot from the Fairgrounds on Monday, July 4th and will begin around dusk dark and welcomed the public. Viewing locations were also reported by the chief. The chief reported that they will block off parking to the Lions Club and stables – 350-400 ft. clearance for shooting the fireworks. The mayor announced that council approved extra entertainment and activities to take place on Main Street this year and that the Depot will be open for tours. The local band, Ponder Blue will provide live music entertainment. There will be family activities and vendors selling food during the afternoon hours. Mayor Smart said this is a good investment for the families and the citizens to have a good day.

Mayoral Appointment to the Richmond County Library System. Nina Winstead's term will expire on June 30, 2011, and the Library System has recommended Ms. Winstead to serve another term and she has agreed to same. Mayor Smart appointed Ms. Winstead to serve another 3 year term to the Richmond County Library System board and he thanked Ms. Winstead.

Other Business

Departmental Reports

John Haywood reported that his department is up to date as far as staffing is concerned. He explained the promotion process within the HPD and noted currently he has one detective spot open.

City Manager's Report. Marchell David reported that the city will host the Annual Meet Me at the Lake on Saturday, June 25, 2011, and will meet at 7:00 a.m. Crews will be working around the Lake on Hwy 74, around the walking trail on Boyd Lake Road and up Hamlet Avenue. The manager invited and encouraged the public to participate in the community event. She also reported that city offices will be closed on Monday, July 4, 2011, in observance of Independence Day and said everyone is looking forward to the activities on Main Street on the fourth.

Mrs. David reported that the city has some employment positions available and that we will be accepting applications through July 1st for the sanitation department and one part-time janitor's position.

Council's Comments

The Mayor welcomed Diane Honeycutt back. Ms. Honeycutt reported that she is glad to be back and she thanked everyone.

Tony Clewis reiterated the 4th of July festivities planned on Main Street this year.

Bill Bayless also welcomed back Diane Honeycutt.

Abbie Covington too welcomed back Diane Honeycutt. She said she appreciates city staff for all they do. She commended staff for containing the city's costs.

Pat Preslar said a number of areas are looking better concerning beautification in town and asked that the city continue to address the issues. He echoed council's comments regarding the upcoming 4th of July activities in Hamlet.

Mayor's Comments

Mayor Smart thanked everyone for their hard work and diligence on the budget and for being financially responsible. He said the city is continuing to support the employees while being able to provide maximum benefits, which he is proud of. The mayor said this is a solid budget and the city is getting things done. He also noted that he is proud that there are no tax or fee increases in the budget.

The manager reported that street repairs and resurfacing activities are underway in the South Hamlet Community and Bridges Street will reopen as soon as possible.

Adjournment of Meeting
Council Members Covington and Bayless made the motion to adjourn the meeting at approximately 8:02 a.m. All were in favor.

Respectfully submitted,

Tammy Kirkley, City Clerk

City of Hamlet

All-America City

MEMORANDUM

TO: Mayor Jeff Smart & Hamlet City Council

FROM: Marchell Adams David, City Manager
Jill Dickens, Finance Director

DATE: June 14, 2011

SUBJ: Fourth Quarter/End of Fiscal Year Budget Amendments

The following is a list of proposed budget amendments for the fourth quarter of FY 2010-2011. These amendments will allow staff to close out the fiscal year in compliance with the Local Government Budget & Fiscal Control Act.

General Fund Revenues:

Taxes Ad Valorem 2009	Increase	12,680	Revenues Collected
Taxes Ad Valorem 2008	Increase	4,150	Revenues Collected
Taxes Ad Valorem 2007	Increase	$ 987	Revenues Collected
2010 Ad Valorem Taxes	Increase	35,200	Revenues Collected
Art. 44 – Add. ½ sales Tax	Increase	78,000	Revenues Collected
ABC Net Revenues	Increase	3,038	Revenues Collected
Police Seizures	Increase	7,625	Revenues Collected
Depot Rental	Increase	5,855	Revenues Collected
Fire Inspections	Increase	175	Revenues Collected
Zoning Permits	Increase	240	Revenues Collected
Senior Center Revenues	Increase	300	Revenues Collected
Ensure Program	Increase	690	Revenues Collected
Solid Waste Disposal Tax	Increase	408	Revenues Collected
Vehicle Tax thru Rich. Co.	Decrease	25,000	Vehicle purchases down
Fire Protection Charges	Decrease	15,000	Revenues less than projections
Cablevision Franchise Fee	Decrease	6,000	Restructuring of fee schedule-PEG
Sale of Fixed Assets	Decrease	8,125	Sales below revenue estimates
Interest on Investments	Decrease	2,000	Interest below projections
Football Revenue	Decrease	1,430	Registration/Sponsorships down

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Taxes all prior Years	Decrease	2,300	Revenues below budgeted amts.

Total Increase	$149,348
Total Decrease	59,855
Net Increase	$ 89,493

General Fund Expenditures:

Administration Insurance	Increase	$ 14,800	Retiree Ins. Benefits Included
Public Bldgs. M&R Bldgs.	Increase	5,455	Front Street- Improvements
Police Sep. Allowance	Increase	3,800	Additional Officer Retired
Police M&R Equipment	Increase	2,000	Exceeds Budgeted Amounts
Police M&R Auto	Increase	5,000	Increased Repair Expenses
Police Fuel & Oil	Increase	3,700	Exceeds Budgeted Amounts
Police Capital Outlay	Increase	17,000	Replacement of wrecked vehicle
Fire M&R Autos & Trucks	Increase	13,500	Exceeds Budgeted Amounts
Streets & Hwys. Salaries	Increase	17,100	Employee Dept. Transfer
Streets & Hwys. FICA	Increase	1,150	Exceeds Budgeted Amounts
Streets & Hwys. Retirement	Increase	1,021	Exceeds Budgeted Amounts
Streets & Hwys. M&R Equip.	Increase	2,000	Increased Repair Costs
Streets & Hwys. M&R Auto/Trks.	Increase	1,000	Increased Repair Costs
Sanitation Salaries	Increase	31,905	Employee Dept. Transfer
Sanitation FICA	Increase	2,196	Exceeds Budgeted Amounts
Sanitation Retirement	Increase	1,128	Exceeds Budgeted Amounts
Non-Dept. Prof. Services	Increase	20,200	Bridges Street & Jack Breeden Park
Non-Dept. Seaboard Festival	Increase	2,828	Salary-workers (100% reimbursed)
Administration Travel	Decrease	2,000	Funds not expended
Administration Miscellaneous	Decrease	2,000	Funds not expended
Administration Prof. Services	Decrease	5,000	Expenditures below budgeted amt.
Depot Utilities	Decrease	5,456	Expenditures below budgeted amt.
Fire Salaries	Decrease	65,500	Positions not filled
Fire Utilities	Decrease	1,000	Expenditures below budgeted amt.
Fire M&R Bldgs. & Grounds	Decrease	1,000	Expenditures below budgeted amt.
Recreation Part-time Salaries	Decrease	3,000	Expenditures below budgeted amt.
Recreation Utilities	Decrease	8,424	Utility costs down
Soccer	Decrease	1,621	Expenditures below budgeted amt.
Horticulture Salaries	Decrease	25,000	Employee transfer

Horticulture Group Insurance	Decrease	3,000	Expenditures below budgeted amt.
Cemetery Supplies	Decrease	5,000	Expenditures below budgeted amt.
	Total Increase		**$145,783**
	Total Decrease		**128,001**
	Net Increase		**$ 17,782**
	Total Net Change		**$ 71,711*** **

***** This net increase in general fund revenues of $71,711 will be reflected in a decrease in the fund balance appropriation at the close of the fiscal year**

Enterprise Fund Revenues:

Misc. Rev. (E. R'ham Sewer)	Increase	2,700	Revenues exceed budgeted amt.
Reconnection Fees	Increase	1,900	Revenues exceed budgeted amt.
Water Connection Fees	Increase	3,900	Revenues exceed budgeted amt.
Service Fees	Increase	450	Additional revenue
Interest on Investments	Decrease	1,400	Revenues below projected amt.
Sewer Connection Fees	Decrease	2,900	Revenues below budgeted amt.
Sales of Fixed Assets	Decrease	2,000	Sales below budgeted amt.
	Total Increase		**$8,950**
	Total Decrease		**6,300**
	Net Increase		**$ 2,650**

Enterprise Fund Expenditures:

WTP Group Insurance	Increase	3,600	Exceeds budgeted amt.
Trans. Fuel & Oil	Increase	5,500	Exceeds budgeted amt.
Rehab Dams	Increase	90,000	Project Expenditures
Non-Dept. Ins. & Bonds	Decrease	17,000	Expenses below budgeted amt.
Non-Dept. Prof. Services	Decrease	10,000	Expenses below budgeted amt.
Non-Dept. Empl. Benefits	Decrease	250	Funds not expended

Admin. & Eng. Fuel & Oil	Decrease	500	Funds not expended
WTP M&R Bldgs & Grounds	Decrease	2,000	Funds not expended
WTP Miscellaneous	Decrease	1,700	Funds not expended
WTP Lab Services	Decrease	5,000	Funds not expended
WTP Supplies & Materials	Decrease	2,000	Funds not expended
WTP Capital Outlay	Decrease	48,650	Project below budgeted amt.
Trans. M&R Bldgs. & Grounds	Decrease	2,000	Funds not expended
WWTP M&R Bldgs. & Grounds	Decrease	2,000	Funds not expended
WWTP Fuel & Oil	Decrease	4,000	Funds not expended
WWTP-E. R'ham Sewer	Decrease	4,000	Funds not expended

Total Increase	**$99,100**
Total Decrease	**99,100**
Net Change	**- $0 -**
Total Net Change	**$ 2,650*** **

***** The net increase in revenues of $2,650 will be reflected in an increase to the contribution to capital reserve as the fiscal year is closed out.**

City of Hamlet

All-America City

MEMORANDUM

TO: Mayor Jeff Smart & Hamlet City Council

FROM: MAD Marchell Adams David, City Manager
JD Jill Dickens, Finance Director

DATE: June 14, 2011

SUBJ: Capital Projects (Close-out, Amend & Reclassification)

CP-67 Sewer Rehab: Close-Out

This project was amended to include the additional work that was needed when the utility line broke on Hamlet Avenue and additional resurfacing was required. This project has been completed and this will allow staff to remove it from the monthly financials.

67-397-1000	(R) Contribution from Enterprise	Increase	$22,610
67-840-5741	(E) Sewer Rehab	Increase	22,610
30-335-1000	(R) Miscellaneous Revenues	Increase	22,610
30-840-8935	(E) Contribution to CP 67	Increase	22,610

CP-68 Energy Efficiency Grant: Close Out

All work has been completed for this project. Energy efficient lighting components were installed in city buildings. The close-out documentation for the expenses has been forwarded to the State to comply with ARRA guidelines. Due to excellent pricing, staff was able to complete the project under budget and remaining funds can be used to acquire additional fixtures.

68-398-4080	(R) State Energy Office Grant	Increase	$1,100
68-500-2414	(E) Energy Efficiency Activities	Increase	829
68-500-2500	(E) Contribution to Gen. Fund	Increase	271
10-397-2500	(R) Contribution from CP 68	Increase	271
10-500-4330	(E) PB Supplies & Materials	Increase	271

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CP-65 Depot Project: - Amendment

While this is an ongoing capital project, amendments need to be made to two expenditure accounts to close out the last completed phase (Tornado Bldg.). This does not require additional funds from the City; instead it cleans up the records for the source(s) of income.

65-335-1030	(E) Credit for city match	Increase	$60,000
65-336-1000	(E) Contributions-Citizens/Clubs	Increase	60,000

CP -69 Water Lake Dam: Reclassification

This is a reclassification amendment due to the fact that when the original budget ordinance for the Water Lake Dam Capital Project was adopted in July 2010 it reflected that funds would be received from fund balance. Since that time, it has been determined that revenues will come from a grant sources (Clean Water Management Partners) and transfers from the enterprise fund. The following entries need to be approved to make this reclassification.

Fund Balance	Decrease	$1,025,791
Grant Revenues	Increase	500,000
Transfer from Enterprise Fund	Increase	525,791