

Jody L. McLeod
MAYOR

Bruce Thompson
TOWN ATTORNEY

Steve Biggs
TOWN MANAGER



Bob Satterfield
R.S. "Butch" Lawter, Jr.
Art Holder
Jason Thompson
COUNCIL MEMBERS

Michael Grannis
MAYOR PRO TEM

TOWN COUNCIL MEETING

APRIL 02, 2012

AGENDA

MAYOR AND TOWN COUNCIL

**MAYOR JODY L. MCLEOD
MAYOR PRO TEM MICHAEL GRANNIS
COUNCILMAN BOB SATTERFIELD**

**COUNCILMAN ART HOLDER
COUNCILMAN R.S. "BUTCH" LAWTER, JR.
COUNCILMAN JASON THOMPSON**

TOWN STAFF

**STEVE BIGGS, TOWN MANAGER
SHERRY L. SCOGGINS, TOWN CLERK
BRUCE THOMPSON II, TOWN ATTORNEY**

AGENDA
THE REGULAR MEETING OF THE CLAYTON TOWN COUNCIL

MONDAY, APRIL 02, 2012
7:30 PM

THE CLAYTON CENTER
COUNCIL CHAMBERS

1. CALL TO ORDER

Pledge of Allegiance
Invocation – Mayor Jody L. McLeod

2. ADJUSTMENT OF THE AGENDA

3. CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

- a. Draft minutes from the Thursday, March 22, 2012, Council retreat.
- b. Proclaiming April as Sexual Assault Awareness Month.
- c. Town Square Concert series.
- d. Façade grant reimbursement request.
- e. Utility deposit updates.
- f. Resolution supporting Town of Clayton / Caterpillar NC Rural Center Grant Assistance.

4. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Recognition of Jon Huber, Electric Department.

5. PUBLIC HEARINGS

- a. Public hearing for planned development district PDD 2012-03 for Riverwood Place Senior Living Center located on Pritchard Road.
- b. Evidentiary hearing for planned development district PDD 2012-05 for East Village of Clayton located on East Front Street between Old NC HWY 42 East and Center Street.
- c. Evidentiary hearing for planned development district PDD 2012-07 for Riverwood Ranch and located on Pritchard Road across from the Athletic Club Subdivision.
- d. Public hearing for text amendment updates and/or revisions to the Unified Development Code, Chapter 155 of the Town Code of Ordinances:
 - Manufactured Home Foundation Screening; 155.302 (G)
 - Article 2, Chapter 155
 - Article 3, Chapter 155
- e. Public hearing for zoning map amendment.

6. **OLD BUSINESS**
 - a. Bid opening for spring 2012 street project.
 - b. Update on John Street sewer project.

7. **NEW BUSINESS**
 - a. FY 11-12 contract to audit accounts.

8. **STAFF REPORTS**
 - a. Town Manager
 - b. Town Attorney
 - c. Town Clerk
 - Calendar of Events
 - d. Other Staff

9. **OTHER BUSINESS**
 - a. Informal Discussion & Public Comment.
 - b. Council Comments.

10. **ADJOURNMENT**

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3a

Meeting Date: 4/02/12

TITLE: DRAFT MINUTES FROM THE THURSDAY, MARCH 22, 2012,
COUNCIL RETREAT.

DESCRIPTION: Attached.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

4-02-12

Approval.

Draft minutes from
3/22/2012.

**MINUTES – COUNCIL RETREAT
CLAYTON TOWN COUNCIL
MARCH 22, 2012**

The Clayton Town Council held a Council Retreat on Thursday, March 22, 2012, at 3:30 PM at the Johnston County Development Workforce Center, 135 Bestwood Drive, Clayton.

PRESENT: Mayor Jody L. McLeod, Mayor Pro Tem Michael Grannis, Councilman Bob Satterfield, Councilman R.S. “Butch” Lawter, Councilman Art Holder, and Councilman Jason Thompson.

ALSO PRESENT: Steve Biggs, Town Manager; Nancy Medlin, Deputy Town Manager; Sherry Scoggins, Town Clerk; Kemp Ward, KW Communications; and Jim Godfrey, Clayton Chamber of Commerce Executive Director.

Mr. Sumek referred to the “Strategic Planning for the Town of Clayton” beginning on page 27 and “Action Outlines 2012” simultaneously to discuss the goals; both documents herewith attached.

All Council members discussed Goal 1: Grow the Local Economy.

All Council members discussed Goal 2: Financially Responsible Town Government Providing Quality Service.

All Council members discussed the long-term technology solution related to “cloud” technology. All Council members were amendable to be included in the first group for the conversion and for using i-Pads to receive agendas.

All Council members discussed Goal 3: Manage Growth Producing Quality Developments.

All Council members discussed Goal 4: Expand Leisure Opportunities.

Town Manager Biggs stated the Clayton Center is a utilized asset. He stated the Clayton Center, elected officials and he receive requests from the non-profits for the “free” use of the Clayton Center. He stated there is a reduced rate for the non-profits in using the Clayton Center and he requested a consistent message for the use of the Clayton Center be shared with the non-profits.

All Council members discussed East Clayton Park – Phase II.

Town Manager Steve Biggs stated a report on the playground proposal would come back to the Council for review.

All Council members discussed Goal 5: Beautify the Town of Clayton and Expand Arts Community.

All Council members discussed Goal 6: Think Downtown.

Councilman Satterfield stated the church adjacent to the Town Hall is seeking to purchase two lots at Church and Horne. He stated he was approached to inquire if the Town would be interested in assisting with the demolition of the structures.

Mr. Sumek requested the Council refer to “Section 9 Action Agenda 2012” pages 4, 5, 6, and 7. He requested the Council select the Top priorities.

Council selected the following Top priorities:

- Grifols project
- Hospital development: inpatient beds
- Communications program development
- Employee compensation and retention
- Customer service policy
- Wastewater treatment: nitrogen
- Sam’s Branch Greenway project
- Library strategic plan; Inter-local agreement with Johnston County Library; and Johnston County Library Board representation

Mr. Sumek requested the Council refer to “Section 9 Action Agenda 2012” pages 4, 5, 6, and 7. He requested the Council select the High priorities.

Council selected the following High priorities:

- Targeted business attraction strategy
- Scenic HWY infrastructure plan
- Wastewater transmission line to Raleigh
- Neuse River Business Park small area plan
- River property (Brownfield) program design
- Public art / artist in residence

Mr. Sumek requested the Council refer to “Section 9 Action Agenda 2012” pages 4, 5, 6, and 7. He requested the Council select the Moderate priorities.

Council selected the following Moderate priorities:

- Employee wellness program
- Clayton Center strategic plan
- Artists workshop and studio
- Use plan for Annex building
- Clayton Center / Horne Church parking lot

Mr. Sumek requested the Council refer to “Section 9 Action Agenda 2012” page 9. He requested the Council select the Top priorities for the Management Agenda.

Council selected the following Top priorities for the Management Agenda:

- Web page for Economic Development
- Long-term technology solution
- Operational fuel efficiency recommendations
- Street condition assessment

Mr. Sumek stated the remaining “Management Agenda 2012 Items” become High priorities:

- Small business and building owner checklist / education
- Financial plan with five year projections
- Collection practices and procedures
- Host a statewide conference (every other year)

With there being no further discussion at the Council Retreat, the Council Retreat was adjourned at 7:00 PM.

Duly adopted by the Town Council this ____ day of ____ 2012 while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3b

Meeting Date: 4/2/12

TITLE: PROCLAIMING APRIL AS SEXUAL ASSAULT AWARENESS MONTH.

DESCRIPTION: Public awareness.

At the March 19, 2012, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Introduction(s).	Proclamation.
4-02-12	Approval.	Proclamation.

TOWN OF CLAYTON
PROCLAIMING APRIL 2012 AS SEXUAL ASSAULT AWARENESS MONTH

WHEREAS, 174 registered sex offenders are living in Johnston County and 14,443 registered sex offenders are living in the state of North Carolina (North Carolina Department of Justice, 2012); and

WHEREAS, in Johnston County from 2009 to 2010 there were 53 forcible rapes involving a weapon reported (State Bureau of Investigation, 2010); and

WHEREAS, according to the FBI 2010 Uniform Crime Report, 84,767 sexual assaults were reported in the US in 2010; and

WHEREAS, 1 out of every 8 adult women or 393,000 adult women in North Carolina have been the victim of forcible rape at some point in her lifetime (Kilpatrick, D. G. & Ruggiero, K.J., Rape in NC: A report to the state, 2003); and

WHEREAS, fewer than half of all rapes and sexual assaults in the US are reported to police (U.S. Department of Justice, 2001); and

WHEREAS, 16% of victims of forcible assaults, and 8% of incapacitated victims, sought help from a crisis, health, or victims' center after they were sexually assaulted (Kilpatrick, D. G. et al., "Drug-facilitated, incapacitated, and forcible rape: A national study," 2007); and

NOW THEREFORE, the honorable Mayor and Town Council of the Town of Clayton do hereby proclaim the month of April 2012 as "Sexual Assault Awareness Month." Furthermore, the Mayor and Town Council encourage all citizens to speak out against sexual assault and support the local community's efforts to provide services to victims and survivors of Sexual Assault.

DULY PROCLAIMED this 2nd day of April 2012, while in regular session.

Jody L. McLeod
Mayor

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3c

Meeting Date: 4/02/12

TITLE: TOWN SQUARE CONCERT SERIES.

DESCRIPTION: The Downtown Development Association, hereafter DDA, respectfully requests the use of the Town Square and the temporary road closure of Fayetteville Street between Main Street and Second Street for the following Town Square Concert dates from 5 PM to 10 PM:

- Thursday, May 17 – MikeMixEr (Zydeco/High Energy)
- Thursday, June 21 – Castaways (Beach)
- Thursday, July 19 – All My Rowdy Friends (country/Hank Jr tribute)
- Thursday, August 16 – Suicide Blonde (80's cover)
- Saturday, September 15 – Nantucket (rock)

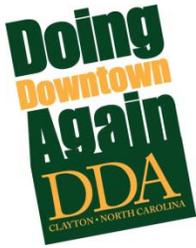
In addition to the use of the Town Square, the DDA requests permission to close the Town Square parking lot at 7 AM on the dates of the concerts and it will be reopened when Fayetteville Street is reopened.

At the March 19, 2012, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Think Downtown

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Memorandum & Site Layout.
4-02-12	Approval.	Memorandum & Site Layout.



Clayton Downtown Development Association, Inc.

Vision 2012: Downtown is the social and cultural hub of Clayton

North Carolina Main Street Community

Richard Rairigh
President

Debbie Romano
Secretary/
Co-Vice Chair
Promotion

Betsy Grannis
Vice Chair
Organization

Rob Baker
Vice Chair
Economic
Restructuring

Debie
Austermuehle
Co-Vice Chair
Promotion

Jessica Creech

Janice Hardison

Leslie Hubbard

Margaret Lee

Michael Sims

Donna Steele

Ex Officio

Michael Grannis,
Town Council

Bruce Naegelen,
Downtown
Development
Coordinator

David DeYoung,
Planning Director

Steve Biggs,
Town Manager

TO: Town Council
FROM: Debbie Romano, Chair, Concert Series Committee
DATE: March 1, 2012
SUBJECT: Road Closure Request – 2012 Town Square Concert Series

The Town Square Concert Series is a program of the DDA's Promotion Committee, which is co-chaired Jessica Creech and Janice Hardison. The Town of Clayton and the Clayton Downtown Development Association are sponsoring a series of concerts at the Town Square on the following dates:

May 17 MikeMixEr (*Zydeco/High Energy*)
June 21 Castaways (*Beach*)
July 19 All My Rowdy Friends (*country/Hank Jr Tribute*)
August 16 Suicide Blonde (*80's covers*)
September 15 Nantucket* (*rock*)

All concerts except September 15 are the Third Thursday of the month. The concerts will begin at 7:00 PM – and end at around 9:00 PM.

The purpose of the event is to promote downtown Clayton and the use of the Town Square as public space.

Residents of Clayton are encouraged to bring lawn chairs and blankets for this "free" public concert. There are several local vendors to provide light refreshments and food. The Clayton Downtown Development Association, Inc. will once again serve beer and wine. Volunteers will assist with crowd control, information and general assistance. There will be 3-4 portable comfort stations situated within the area.

REQUEST: We would like permission to close the Town Square Parking Lot at 7:00 AM and to close Fayetteville Street between Second and Main streets at 5:00 PM with the streets and parking lot being reopened at 10:00 PM.

We continue to work with Public Works, Police, Fire and EMS to provide a safe area for the public. Promotional and informational signage and banners will be erected to promote the event and direct attendees.

Thank you.

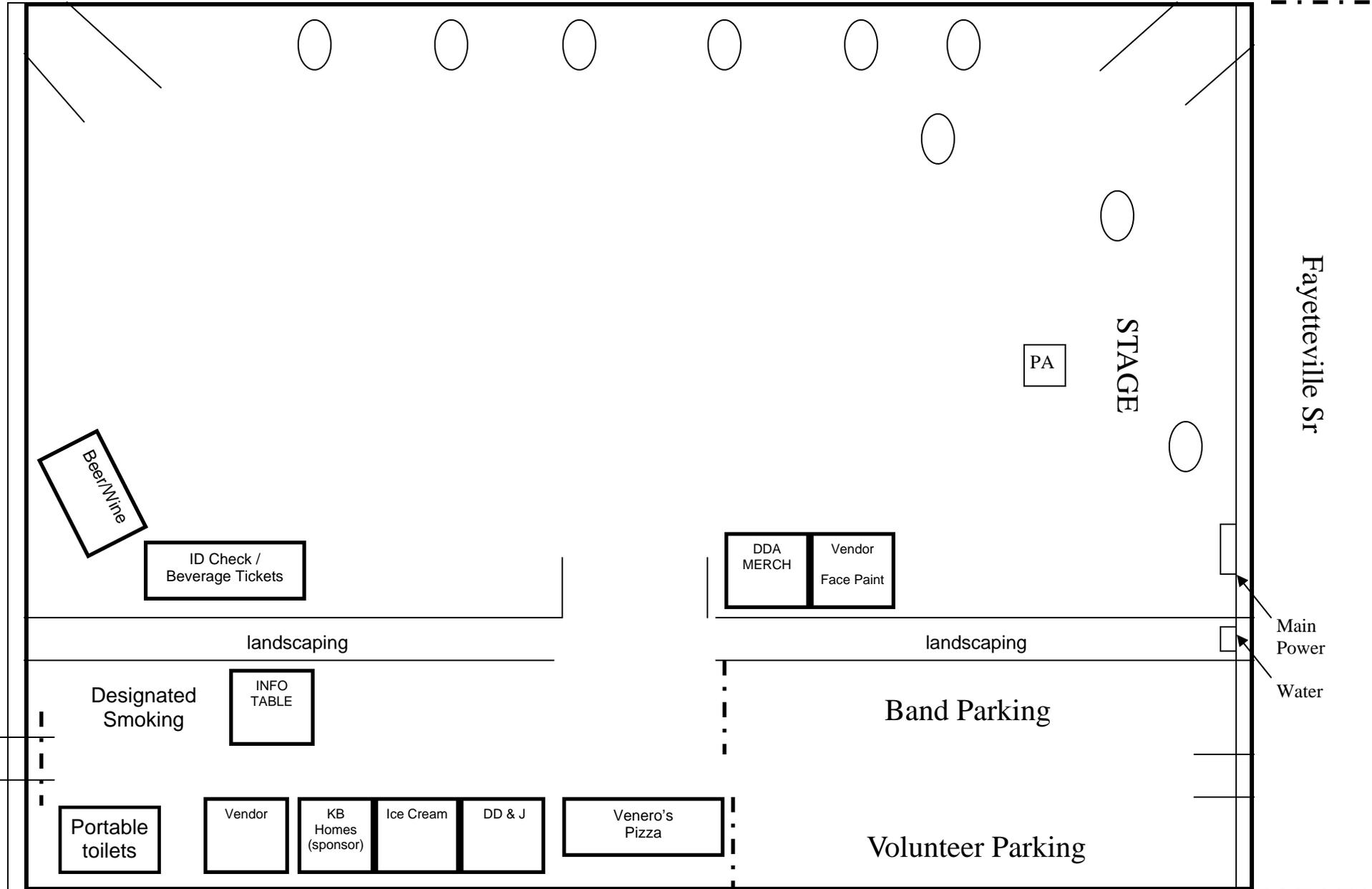
2012

Town Square Concert Series
Plot Plan V.3 - 3/1/2012

West Main Street

O'Neil Street

Fayetteville Sr



East Second Street

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3d

Meeting Date: 4/02/12

TITLE: FAÇADE GRANT REIMBURSEMENT REQUEST.

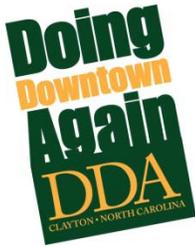
DESCRIPTION: Provide an update on the Façade Grant Reimbursement program and request to temporarily increase of the reimbursement rate from 50% to 75% for the remainder of FY 2011-2012.

At the March 19, 2012, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Think Downtown.

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Memorandum & History.
4-02-12	Approval.	Memorandum & History.



Clayton Downtown Development Association, Inc.

Vision 2012: Downtown is the social and cultural hub of Clayton

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Donna Steele

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Michael Grannis,
Town Council

Bruce Naegelen,
Downtown
Development
Coordinator

David DeYoung,
Planning Director

Steve Biggs,
Town Manager

TO: Town Council Members, Mayor Jody McLeod

FROM: Bruce Naegelen, Downtown Development Coordinator

CC: Margaret Lee, Chair, Design Committee
Richard Rairigh, Chair, Downtown Development Association
Steve Biggs, Town Manager

DATE: March 6, 2012

SUBJECT: Request Temporary Increase of Downtown Façade Grant Reimbursement
[Request Tabled on 9/19/2011]

Background

The Downtown Façade Improvement Grant was initiated in FY07/08. The program provides a 50% reimbursement of eligible expenses in façade improvements for commercial buildings in the downtown district.

Thirteen (13) façade projects have been completed. A total of \$29,335 in public funds has been invested in the program spurring private investment of \$241,700 in façade and other associated improvements. The program has returned \$8.24 in private investment for every \$1.00 invested by the Town of Clayton.

Consideration

Projects that are being targeted include new awnings, windows, paint, signage and some repairs. Several major projects have been discussed with property owners, but even with a 50% shared cost there is hesitancy to invest funds right now because of the uncertainty of the economy. If the private share was reduced, there might be greater incentive to achieve our desired results.

Conclusion

In an effort to achieve the façade improvements desired to improve the appearance in downtown Clayton we are requesting that the reimbursement formula in the Downtown Façade Improvement Grant Program rate be temporarily increased from 50% to 75%.

The change would take effect upon approval from Town Council for at least FY11/12. The formula and economic situation will be reviewed at the end of the fiscal year to determine a continuation or return to the current formula.

FAÇADE IMPROVEMENT GRANT HISTORY

Total Private Investment: \$	241,700.58	Public Invest: \$	29,334.93	Aggregate ROI:	\$8.24
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FY2010-11

Earmarked: \$10,000

Address	Building/Business Name	Owner	File #	Project Invest	Grant Amount	Project	Completed
312 E Main Street	Main Street Seafood/The Loft	Larry Kristoff	FIG FY2011-01	\$ 8,636.65	\$ 4,225.83	Exterior Improvements	x

TOTAL	\$ 8,636.65	\$ 4,225.83
ROI	\$2.04	Earmark Balance \$5,774.17

FY2009-10

Earmarked: \$15,000

Address	Building/Business Name	Owner	File #	Project Invest	Grant Amount	Project	Completed
126 E Main Street	former "Little Shop"	Doris V Parker	FIG FY2010-01	\$ 25,000.00	\$ 5,000.00	Exterior Improvements	x
424 E Main Street	Old Town Supply	Doris V Parker	FIG FY2010-02	\$ 3,877.82	\$ 1,938.91	Exterior Improvements	x
427 E Main Street	former "Clayton Supply Co."	Joyce L Canady	FIG FY2010-03	\$ 12,021.85	\$ 5,000.00	Exterior Improvements	x

TOTAL	\$ 40,899.67	\$ 11,938.91
ROI	\$3.43	Earmark Balance \$3,061.09

FY2008-09

Earmarked: \$20,000

Address	Building/Business Name	Owner	File #	Project Invest	Grant Amount	Project	Completed
104 N Fayetteville Street	HTR Commercial	104 N Fayetteville LLC	FIG FY2009-01	\$ 175,437.00	\$ 5,000.00	Interior & Exterior	x
104 W Main Street	Home Revision LLC	104 N Fayetteville LLC	FIG FY2009-02	\$ 10,571.87	\$ 5,000.00	Exterior Improvements	x
236 E Main Street	Main Street Jewelers	Ed & Debie	FIG FY2009-03	\$ 1,910.00	\$ 955.00	Awning	x
131 E First Street	Eye of the Eagle Art	Sabra Light	FIG FY2009-04	\$ 2,668.29	\$ 1,334.15	Sign & landscape	x
226 E Main Street	Lucky Chicken	Esther Ortiz	FIG FY2009-05	\$ 2,033.75	\$ 1,016.87	Sign & Awning	x
333-335 E Main Street	Jewelry by Vincent Edward Jones	Jesse & Lyn Austin	FIG FY2009-06	\$ 3,030.00	\$ 1,515.00	Paint & Awning	x
219 E Main Street	Mulberry on Main Italian	Jerry Gubitosi	FIG FY2009-07	\$ 1,150.00	\$ 575.00	Awning	x
323-327 E Main Street	Awards/Beddingfields/et al	Baker/Rasor/Belvin	FIG FY2009-08	\$ -	\$ -	Pole-Support Canopy	n/a

TOTAL	\$ 196,800.91	\$ 15,396.02
ROI	\$12.78	Earmark Balance \$4,603.98

FY2007-08

Address	Building/Business Name	Owner	File #	Project Amount	Grant Amount	Project	Completed
436 E Main Street	Cider House Studio	Holley Carpenter	FIG FY2008-01	\$ 4,000.00	\$ 2,000.00	Exterior Improvements	x

TOTAL	\$ 4,000.00	\$ 2,000.00
ROI	\$2.00	

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3e

Meeting Date: 4/02/12

TITLE: UTILITY DEPOSIT UPDATES.

DESCRIPTION: Attached.

At the March 19, 2012, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Financially Responsible Town Government Providing Quality Service

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Memorandum.
4-02-12	Approval.	Memorandum & Spreadsheets (2).

Utility Deposits

- To avoid posting a deposit a customer can provide proof of their social security number and provide a Statement of Account History from their current utility provider demonstrating good payment history with no late payments, no returned checks, no returned drafts and no disconnects for nonpayment within the immediate preceding 12 months.
- Participating Deposit:** To qualify for the Participating Deposit, a new customer must provide proof of their social security number and sign up for bank draft and budget bill when they establish service. Their deposit, collected prior to establishing utilities, is as follows:

Electric	\$150
Water	\$50
Sewer	\$50
Irrigation (if applicable)	\$50

Total **\$250 - \$300**

After 6-months of successful bank drafts, the customer's deposit will be applied to their account. If after 6 month of service the deposit cannot be credited to the customer's account due to unsuccessful bank drafts, the account will be subject to review on the Budget Bill anniversary date.

- Non-Participating Deposit:** To qualify for a Non-Participating Deposit, a customer must provide proof of their social security number and may decline participation in the bank draft and budget bill programs. A higher deposit will apply to the customer's account and will be collected prior to establishment of service. In addition, a premium deposit will be added to the customer's bill over the next 12 months.

Electric	\$300
Water	\$50
Sewer	\$50
Irrigation (if applicable)	\$50

\$400 - \$450 collected at time of account creation

Premium - billed over 12 month period

Electric	\$100
Water	\$10
Sewer	\$10
Irrigation (if applicable)	\$10

Additional \$10/month for 1-year

The deposit shall be refunded, net of any outstanding bill, only at the time of account closing.

High Risk Deposit: Customers who choose not to provide proof of their social security numbers are classified as high risk and are subject to a higher deposit:

Electric	\$800
Water	\$120
Sewer	\$120
Irrigation`	\$120

Participation in budget billing or bank draft will not have any impact on deposit levels for customers in the high risk category. The deposit shall be refunded, net of any outstanding bill, only at the time of account closing.

At any time, based on payment history, disconnects for nonpayment, and returned checks, customers may be required to pay a higher deposit.

Duly adopted this 2nd day of April 2012, while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sherry L. Scoggins, MMC
Town Clerk

**Deposit Comparison
Other Municipalities/Towns**

Town/Municipality	Residential	Non Residential	Comments
Selma	Electric - \$300 Water - \$50 Sewer - \$50 Statements of account history not accepted.	All non-residential pay a \$500 deposit Statements of account history not accepted.	Prepaid metering program being phased in. Prepay customers pay a \$50 deposit instead of \$300. Any existing customer who switches to prepay has \$250 of their deposit credited to their account.
Benson	Calculates deposit based on past 12 month history at the property. Maximum deposit \$300	Calculates deposit based on past 12 month history at the property. Maximum deposit \$500	
Smithfield	Electric - \$200 - \$400 Water - \$50 - \$100 *amount determined by running credit check Statements of account history not accepted.	Average 12 month history at the property and multiplies by 2. No maximum. Statements of account history not accepted.	
Apex	Electric & Water - \$200 Water only - \$50 In house credit checks done. Statements of account history not accepted.	Average 12 month history at the property and multiplies by 2. Statement of account history is accepted. Allows 2 late fees in a 12 month period.	
Wake Forest	To avoid deposit, must provide 2 letters of credit, a co-signer, or qualify thru in house credit check. Electric - \$200	Average 12 month usage at the property and multiplies by 2. Will accept statement of account history in lieu of deposit.	
New Bern	Average 2 months usage at the property. In house credit check done. Statement of account history accepted.	1.Average 12 months usage at the property 2.Surety bond up to \$10k 3.Statement of account history	
Greenville	Electric - \$100 Water - \$50 In house credit check done. If they do not qualify, deposit determined by average of last 12 months of service at the property.	Average 12 months usage at the property.	

TOPIC	OLD POLICY	NEW POLICY	COMMENTS
Deposits – residential	Electric \$150 Water/Sewer \$50	Participating Deposit <ul style="list-style-type: none"> • Electric \$150 • Water \$50 • Sewer \$50 • Irrigation \$50 Non-Participating Deposit <ul style="list-style-type: none"> • Electric \$300 + \$10/month* • Water \$50 + \$10/month* • Sewer \$50 + \$10/ month* • Irrigation \$50 + \$10/month* High Risk Deposit <ul style="list-style-type: none"> • Electric \$800 • Water \$120 • Sewer \$120 • Irrigation \$120 	Under the old deposit structure, the Town had significant vulnerability related to bad debt. Additionally, deposits were “one size fits all.” We did not have a deposit structure for water only, sewer only or irrigation customers. Under the proposed structure, the Town reduces its exposure to bad debt and rewards customers for participation in bank draft and budget bill. In addition we have added deposits for all services. *Additional deposit of \$120 is charged at \$10/month.
	a. Pay cash deposit OR b. Provide a Statement of Account History OR c. Get a co-signer	a. Pay a cash deposit OR b. Provide a Statement of Account History	We have eliminated the ability of a customer to have a co-signer for their deposit as well as strengthened the accepted items on the Statement of Account History.
Deposits – non residential	Electric \$150 Water \$50	2x average utility bill for similar business.	Under the old policy, the Town in many cases did not collect a sufficient deposit therefore leaving us more vulnerable to bad debt.
	a. Pay cash deposit OR b. Supply a Surety Bond OR c. Provide a Statement of Account History	Requiring all non-residential customers’s to pay cash deposit.	We eliminated the option of providing a Surety bond or a certificate of deposit which are very difficult to track. Also, we have eliminated the State of Account History as a deposit option for non-residential customers.

<p>Deposit refunds – residential</p>	<p>Credited to the customer’s account after 12 months of utility service with 2 or fewer late payments or at time the account is closed.</p>	<p>Participating Deposit refunded after 6 months of successful bank draft.</p> <p>Non-Participating Deposit refunded, net any outstanding bill, only at the time of account closing.</p> <p>High Risk Deposit refunded, net any outstanding bill, only at the time of account closing.</p>	<p>Under the old policy, the Town has significant bad debt exposure. Many customers’ refunds are applied to their account and in many cases, the account became delinquent. In changing the policy, we are seeking to limit the bad debt exposure.</p>
<p>Deposit refunds – non residential</p>	<p>Credited to the customer’s account after 12 months of utility service with 2 or fewer late payments or at time the account is closed.</p>	<p>All non-residential customers will have their deposit applied only at the time of account closing, net any outstanding balance owed.</p>	<p>Under the old policy, the Town had significant bad debt exposure. In changing the policy, we are seeking to limit our bad debt exposure.</p>
<p>Time extensions</p>	<p>No maximum length time for request.</p> <p>Can have 12 extensions per year.</p>	<p>Must be requested before cut off occurs.</p> <p>Maximum length allowed is 10 days past cut off day.</p> <p>Maximum extensions per year - 2</p>	<p>Under the old policy, customers could request an extension each month. With the new policy, we continue to limit the Town’s exposure to bad debt.</p>

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 3f

Meeting Date: 4/02/12

**TITLE: RESOLUTION SUPPORTING TOWN OF CLAYTON / CATERPILLAR
NC RURAL CENTER GRANT ASSISTANCE.**

DESCRIPTION: Attached.

At the March 19, 2012, Council meeting, it was the consensus of the Council to place this item on the consent agenda.

RELATED GOAL: Grow the Local Economy

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Resolution.
4-02-12	Approval.	Resolution.

**TOWN OF CLAYTON TOWN COUNCIL
Economic Infrastructure Grants Program
Project Bee Infrastructure Improvements Project Resolution**

WHEREAS, the North Carolina Rural Economic Development Center, Inc. (Rural Center) has authorized the awarding of grants from appropriated funds to aid eligible units of government in financing the cost of infrastructure activities needed to create jobs; and

WHEREAS, the Town of Clayton needs assistance in assisting Caterpillar in the financing of infrastructure project that may qualify for Rural Center funding; and

WHEREAS, the Town of Clayton intends to request Category B grant assistance for the Project Bee Infrastructure Improvements project from the Economic Infrastructure Grants Program;

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF CLAYTON:

That the Town of Clayton will provide the required 5% local match and through Caterpillar will arrange financing for all remaining costs of the project if approved for a grant.

That Jody McLeod, Mayor and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Clayton with the Rural Center for a grant to assist in the above-named infrastructure project.

That Jody McLeod, Mayor, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Clayton with the NCREDC (Rural Center) for a grant to assist in the above named infrastructure project.

That Steve Biggs, Manager, and successors so titled, is hereby authorized and directed to furnish such information as the Rural Center may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

That the Town of Clayton has substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Duly adopted this 2nd day of April 2012, while in regular session.

Attest:

Jody L. McLeod,
Mayor

Sherry L. Scoggins, MMC
Town Clerk

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 4a

Meeting Date: 4/02/12

TITLE: RECOGNITION OF JON HUBER, ELECTRIC DEPARTMENT.

DESCRIPTION: Introduction(s).

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:

Action:

Info. Provided:

4-02-12

Recognition.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5a

Meeting Date: 4/02/12

TITLE: PUBLIC HEARING FOR PLANNED DEVELOPMENT DISTRICT PDD 2012-03 FOR RIVERWOOD PLACE SENIOR LIVING CENTER LOCATED ON PRITCHARD ROAD.

DESCRIPTION: The applicant is seeking rezoning from B-3 Highway Business to planned development district mixed use to allow a 60 unit senior apartment facility for residents 55 and older on a 4.31 acre parcel of land. Due to the small size of the parcel, the site plan is functioning as the master plan.

At its February 27, 2012, Planning Board meeting, the Planning Board recommended approval with the conditions presented by staff and added the condition a sidewalk connection shall be installed from the proposed sidewalk on the west side of the building to Collinsworth Drive with adequate lighting for use at night. Additionally, the Planning Board approved the site plan (SP 2012-04) contingent upon Council approval of the planned development district request.

The Town Council held a public hearing on May 2, 2011, for planned development district PDD-MU 2011-05. The request was approved by Council; however, the applicant did not return executed documents to the Town Clerk for recordation.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Application, Neighborhood Meeting minutes, staff report, Waste water allocation Request, map, and master Plan.
4-02-12	Public hearing.	Procedures, Application, Neighborhood meeting Minutes, staff report, Wastewater allocation Request, map & master plan.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5b

Meeting Date: 4/02/12

TITLE: EVIDENTIARY HEARING FOR PLANNED DEVELOPMENT DISTRICT PDD 2012-05 FOR EAST VILLAGE OF CLAYTON LOCATED ON EAST FRONT STREET BETWEEN OLD NC HWY 42 EAST AND CENTER STREET.

DESCRIPTION: The applicant is requesting approval for planned development district request PDD-R 2012-05 and modification to the subdivision plan. The modification increases the size of the PDD and changes the proposed mix of uses (adding apartments), phasing lines, and lot configuration.

At its February 27, 2012, Planning Board meeting, the Planning Board unanimously recommended of the planned development district and subdivision plan as presented with the conditions recommended by staff.

HISTORY for East Village of Clayton:

- Hearing for PDD-R on March 3, 2008; DB 3539, Pg 176-182; and
- Hearing for subdivision approval of SUB 06-04 held on July 17, 2006; and
- Hearing for subdivision approval of SUB 05-02 held on May 2, 2005.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Application, Neighborhood Meeting minutes, staff report, Waste water allocation Request, map, and master Plan.
4-02-12	Evidentiary Hearing.	Procedures, application, Neighborhood meeting Minutes, staff report, waste Water allocation request, Map, master plan and Preliminary subdivision plan, And motion form.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5c

Meeting Date: 4/02/12

TITLE: EVIDENTIARY HEARING FOR PLANNED DEVELOPMENT DISTRICT PDD 2012-07 FOR RIVERWOOD RANCH, LOCATED ON PRITCHARD RD ACROSS FROM THE ATHLETIC CLUB SUBDIVISION.

DESCRIPTION: The applicant is requesting approval for a planned development district PDD-MU modification to the master plan and modification to the subdivision plan. The modification changes the proposed mix of uses, adding senior housing and additional commercial outparcels, phasing lines and lot configuration.

At its February 27, 2012, Planning Board meeting, the Planning Board unanimously recommended of the planned development district and subdivision plan as presented with the conditions recommended by staff.

The Town Council held a public hearing on October 8, 2008, for planned development district PDD-MU 2008-01; Deed Book 3635, pages 949-954.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Application, Neighborhood Meeting minutes, staff report, Waste water allocation Request, map, and master Plan.
4-02-12	Evidentiary Hearing.	Procedures, application, Neighborhood meeting Minutes, staff report, Wastewater allocation Request, map, master plan And preliminary subdivision Plan, and motion form.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5d

Meeting Date: 4/02/12

TITLE: PUBLIC HEARING FOR TEXT AMENDMENT UPDATES AND/OR REVISIONS TO THE UNIFIED DEVELOPMENT CODE, CHAPTER 155 OF THE TOWN CODE OF ORDINANCES:

- **MANUFACTURED HOME FOUNDATION SCREENING; 155.302 (G);**
- **ARTICLE 2, CHAPTER 155**
- **ARTICLE 3, CHAPTER 155**

DESCRIPTION: Attached.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Ordinance Amendments (3).
4-02-12	Public Hearing.	Ordinance Amendments (3).

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 5e

Meeting Date: 4/02/12

TITLE: PUBLIC HEARING FOR ZONING MAP AMENDMENT.

DESCRIPTION: Attached are the Official Town of Clayton Map adopted June 19, 2006, and Official Town of Clayton Overlay District Zoning Map.

RELATED GOAL: Manage Growth Producing Quality Developments

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Zoning map & Zoning overlay Map.
4-02-12	Public Hearing.	Zoning map, zoning overlay Map with TOD I & TOD II, & Zoning overlay map with one TOD (3 sheets).

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 6a

Meeting Date: 4/02/12

TITLE: BID OPENING FOR SPRING 2012 STREET PROJECT.

DESCRIPTION: Attached.

RELATED GOAL: Financially Responsible Town Government Providing Quality Service

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
3-19-12	Presentation.	Preliminary bid tabulation.
4-02-12	Discussion.	Certified bid tabulation.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 6b

Meeting Date: 4/12/12

TITLE: UPDATE ON JOHN STREET SEWER PROJECT.

DESCRIPTION: Continuation of discussion from the February 20, 2012, Council meeting.

RELATED GOAL: Administrative

ITEM SUMMARY:

<u>Date:</u>	<u>Action:</u>	<u>Info. Provided:</u>
2-20-12	Discussion.	PowerPoint presentation.
3-19-12	Discussion.	
4-02-12	Discussion.	Spreadsheet with four options.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 7a

Meeting Date: 04/02/12

TITLE: FY 11-12 CONTRACT TO AUDIT ACCOUNTS.

DESCRIPTION: Attached is the contract to audit accounts for the fiscal year 2011-2012 by Anderson Smith & Wike PLLC. The proposed amounts for the upcoming contract are year-end booking assistance at standard hourly rates; audit - \$21,000 to \$22,000, not to exceed \$22,000; and preparation of financial statements \$7,000 to \$8,000, not to exceed \$8,000.

Mr. Anderson performed the Town's audit for fiscal year 2010-2011 with year-end booking assistance at standard hourly rates; audit - \$20,750 to \$21,750, not to exceed \$21,750; and preparation of financial statements \$6,750 to \$7,750, not to exceed \$7,750.

Mr. Anderson performed the Town's audit for FY 2009-2010 with year-end booking assistance \$90 to \$125 per hour; audit - \$20,000 to \$21,000, not to exceed \$21,000; and preparation of financial statements \$6,500 to \$7,500, not to exceed \$7,500.

Mr. Anderson performed the Town's audit for FY 2008-2009 with year-end booking assistance \$90 to \$125 per hour; audit - \$19,500 to \$21,000, not to exceed \$21,000; and preparation of financial statements - \$5,500 to \$6,500, not to exceed \$6,500.

Mr. Anderson performed the Town's audit for FY 2007-2008 with year-end booking assistance cost \$90 to \$125 per hour; audit - \$21,500 to \$22,500, not to exceed \$22,500; and preparation of financial statements - \$8,000 to \$8,500, not to exceed \$8,500.

RELATED GOAL: Administrative

ITEM SUMMARY:

Date:
04-02-11

Action:
Approval.

Info. Provided:
Contract.

**TOWN OF CLAYTON
TOWN COUNCIL
AGENDA COVER SHEET**

Agenda Item: 8c

Meeting Date: 4/02/12

TITLE: TOWN CLERK

DESCRIPTION: Calendar of Events:

- Council Mtg – Monday, April 2, 2012 @ 7:30 PM
- Good Friday Holiday – Friday, April 6, 2012
- Clayton Farm & Community Market [Season Opens] – Saturday, April 14, 2012 at the Town Square from 9 AM to 12 noon
- Council Mtg – Monday, April 16, 2012 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, April 18, 2012 @ 6 PM
- Planning Board Mtg – Monday, April 23, 2012
- Johnston County Household Hazardous Waste Disposal Day – Saturday, April 28, 2012, from 8 AM to 1 PM at the Johnston County Livestock Arena – 502 County Home Road in Smithfield
- Heart Chase (American Heart Association Event) – April 28, 2012, at Horne Square and Town Square
- Council Mtg – Monday, May 7, 2012 @ 7:30 PM
- Clayton Chamber of Commerce 2012 Clayton Business & Community Expo – Tuesday, May 15, 2012, from 3 PM to 7 PM, at the Clayton Center
- Ethics Live Webinar for Elected Officials – Wednesday, May 16, 2012 from 10 AM to 12 Noon, Clayton Center
- Board of Adjustment Mtg – Wednesday, May 16, 2012 @ 6 PM
- Town Square Concert Series: MikeMixEr (Zydeco/High Energy) – Thursday, May 17, 2012, from 7 PM to 9 PM
- Council Mtg – Monday, May 21, 2012
- Memorial Day Holiday – Monday, May 28, 2012
- Planning Board Mtg – **TUESDAY**, May 29, 2012 @ 7 PM
- Millstock Arts & Musical Festival – Saturday, June 2, 2012, at Horne Square
- Council Mtg – Monday, June 4, 2012 @ 7:30 PM
- Town Hall Day – Wednesday, June 6, 2012
- Council Mtg – Monday, June 18, 2012 @ 7:30 PM
- Board of Adjustment Mtg – Wednesday, June 20, 2012 @ 6 PM
- Town Square Concert Series: Castaways (Beach) – Thursday, June 21, 2012, from 7 PM to 9 PM
- Planning Board Mtg – Monday, June 25, 2012 @ 7 PM
- Independence Day Holiday – Wednesday, July 4, 2012
- Town Square Concert Series: All My Rowdy Friends (country/Hank Jr tribute) – Thursday, July 19, 2012, from 7 PM to 9 PM
- Town Square Concert Series: Suicide Blonde (80's cover) – Thursday, August 16, 2012, from 7 PM to 9 PM
- Town Square Concert Series: Nantucket (rock) – Saturday, September 15, 2012, from 7 PM to 9 PM
- NCLM Annual Conference hosted in Charlotte – October 21-23, 2012

Date:
4-02-12

Action:
N/A.

Info. Provided:
Calendar of Events.