



City of Trinity
CITY COUNCIL MEETING

December 09, 2024 at 6:00 PM

Trinity City Hall Annex

AGENDA

NCGS § 143-318.17 Disruption of official meetings

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

(1919, c. 655, s 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. s. 14 (c).)

Action may be taken on agenda items and other issues discussed during the meeting

1. **Call to Order; Welcome Guests and Visitors**
2. **Pledge of Allegiance**
3. **Invocation** (*Rev, Morris Little, Pastor of Trinity Baptist Church*)
4. **Review, amend if needed, and approve Proposed Regular Agenda**
5. **Public Comment Period**
6. **Consent Agenda Items**
 - a. **Approval of Regular Meeting Minutes of November 18, 2024**
 - b. **Finance Director's City of Trinity Financial Statements** (*Finance Director Crystal Postell*)
7. **Recognition of Outgoing Council Members**
 - a. **Councilman Jack Carico**
 - b. **Mayor Pro Tem Bob Hicks**
 - c. **Councilman Tommy Johnson**
8. **Swearing in of the New Council Members by Judge Taylor Browne**

- a. **Councilman Barry Allison**
- b. **Councilwoman Debbie Jacky**
- c. **Councilman Paul Welborn**

9. Approval of the New Council Agenda

10. Consent Agenda Items

- a. **Approval of City Council and Planning & Zoning Board Meeting Schedule for 2025**
- b. **Approval of the Holiday Schedule for 2025**
- c. **Approval of the Jacob Carroll Pick Up Schedule for 2025**

11. Action Agenda

- a. **Election of Mayor Pro Tem** (*Mayor Richard McNabb*)
- b. **Planning and Zoning Board Appointment**
- c. **Fiscal Year 2025 - 2026 Detailed Budget Preparation Calendar** (*Finance Director Crystal Postell*)
- d. **Approval of Steering Committee for the Recreation Master Plan** (*Planner Jay Dale*)

12. Mayor, Council and City Manager Updates

13. Adjournment



City of Trinity
CITY COUNCIL MEETING

November 18, 2024
Trinity City Hall Annex

MINUTES

PRESENT

Mayor Richard McNabb
Mayor Pro Tem Bob Hicks
Councilman Tommy Johnson
Councilman Robbie Walker
Councilman Ed Lohr

ABSENT

Councilman Jack Carico

OTHERS PRESENT

City Manager Stevie Cox
City Clerk Darien Comer
Finance Director Crystal Postell
Planning Director Jill Wood
Attorney Bob Wilhoit
Randolph County Sheriff Sgt. Clarkston Cox

Mayor McNabb called the meeting to order at 6:30 PM.

Mayor McNabb led the Pledge of Allegiance and gave the invocation.

Review, amend if needed, and approve Proposed Regular Agenda

Mayor Pro Tem Hicks made a motion to approve the agenda as presented. The motion was seconded by Councilman Johnson and passed unanimously.

Public Comment Period

None

Consent Agenda Items

- a. Approval of Regular Meeting Minutes of October 15, 2024

b. Finance Director's City of Trinity Financial Statements (*Finance Director Crystal Postell*)

Mayor Pro Tem Hicks made a motion to approve the Consent Agenda as presented. The motion was seconded by Councilman Walker and passed unanimously.

Action Agenda

Overcharged and Undercharged Utility Customer Procedure (*Finance Director Crystal Postell*)

Finance Director Crystal Postell presented a procedure for both overcharged and undercharged customer accounts. This procedure will assist in the City maintaining accurate and effective utility billing accounts. City staff has completed the utility audit and there has been an overcharge due to a North Carolina General Statute revision which has affected a total of 69 customers since 2021. It is highly important for the City to maintain accurate reporting for both our residents and the financial health of the City of Trinity. Due to the overcharging of customers' accounts, we have established a guideline for the issuance of Refunds and Collections of payments.

Overcharged Accounts

If a customer has been overcharged, the Finance Department will refund the excess amount without interest to the customer by crediting the customer's account. If the time of the overcharging can be determined, the Finance Department shall credit the customer account for that entire interval which would be up to three years (36 months).

If the overcharged customer owes a past due balance for services, the Finance Department shall deduct that past due balance from the any refund or credit due to the customer. If the customer has a past due balance on another active account, then their refund shall be applied to that account without notice.

Undercharged Accounts

If a customer has been undercharged, the Finance Department shall collect over the same amount of time as the undercharged. The Finance Department shall limit the collection period to three years (36 months). If the undercharged account cannot be determined, the Finance Department will estimate the amount due. The estimate shall be determined at the sole discretion of the Finance Director. No penalties or interest will be applied to the undercharged billing adjustment.

Refund Method

The method of refund shall be issued in the form of a refund check or credit on the account by the customer, but only if at the time of the refund, the account is current and active. If the account is current and active, then the City of Trinity shall issue a refund in the form of a refund check.

Councilman Johnson made a motion to approve the Procedure for undercharged and overcharged utility customers. The motion was seconded by Mayor Pro Tem Hicks and passed unanimously.

Mayor, Council and City Manager Updates

City Manager Stevie Cox reminded Council that photos would be taken at the December Council meeting. There will be board training for the new Board Members on the project updates in December prior to the Council meeting.

Councilman Tommy Johnson congratulated Debbie Jacky as she will be the newly elected At Large Representative and wished her the best. He thanked the City Manager; and said he enjoyed working with him. Mr. Johnson, also, thanked City Attorney Bob Wilhoit and City Staff for all being very professional and representing the City very well.

Adjournment

Councilman Walker made a motion to adjourn. The motion was seconded by Councilman Johnson and passed unanimously.

Attest:

Richard McNabb, Mayor

Darien P. Comer, City Clerk



Memorandum

TO: Mayor and City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager

DATE: December 5, 2024

REF: City of Trinity- Monthly Financial Position Review

Summary:

The Finance Department presents the City’s Monthly Financial Position for November 2024.

Background:

The Finance Department will ensure the fiscal integrity of the City by exercising due diligence and control over the City's assets and resources while providing timely and accurate reporting under the guidelines of the Generally Accepted Accounting Principles (GAAP) and city regulations.

Recommendation:

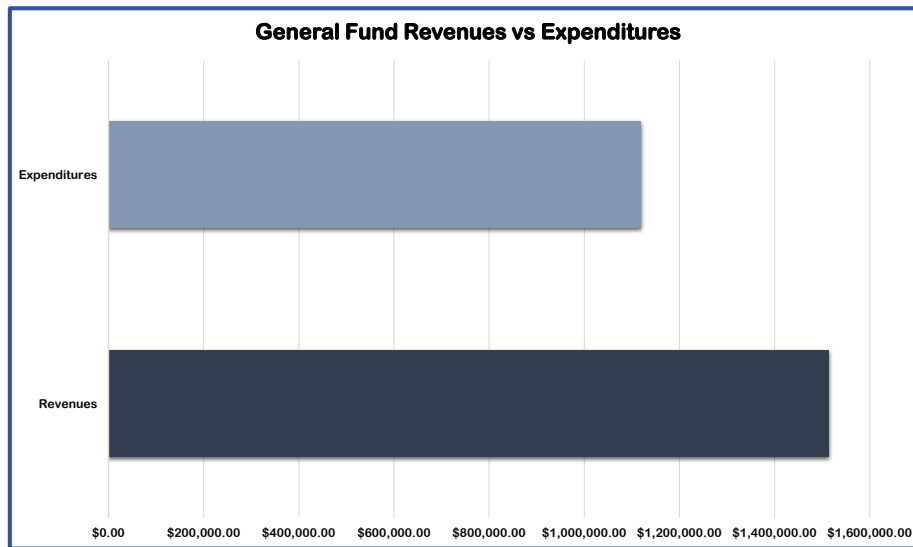
Staff recommends that the City Council approve the presentation of the City’s current financial position for both the General and Sewer Fund.

Attachment:

Budget verses Actual Statements for both General and Sewer Fund

**General Fund
Budget vs Actual Statement
Ending on November 31, 2024**

	<u>Budget</u>	<u>Actual</u>
REVENUES		
Powell Bill	\$ 195,360.00	\$ 105,538.32
Ad Valorem/ Vehicle Tax	\$ 1,066,100.00	\$ 694,675.83
Sales and Use Tax	\$ 1,675,084.00	\$ 482,619.21
Solid Waste	\$ 490,000.00	\$ 170,575.60
Other Taxes	\$ 288,200.00	\$ -
Investment Earnings	\$ 52,500.00	\$ 28,048.43
Other Revenues	\$ 874,771.00	\$ 32,885.30
	\$ 4,642,015.00	\$ 1,514,342.69
EXPENDITURES		
Governing Board	\$ 67,900.00	\$ 28,293.06
Administration	\$ 471,656.00	\$ 184,972.00
Finance	\$ 319,543.00	\$ 114,768.28
Planning/Zoning	\$ 427,774.00	\$ 189,404.32
Public Buildings	\$ 285,415.00	\$ 33,329.09
Animal Control	\$ 31,000.00	\$ 7,588.83
Public Safety	\$ 827,840.00	\$ 130,232.42
Powell Bill	\$ 120,400.00	\$ 22,471.15
Street	\$ 192,200.00	\$ 78,849.60
Stormwater	\$ 401,562.00	\$ 95,191.26
Sanitation	\$ 582,700.00	\$ 183,896.41
Economic Development	\$ 26,200.00	\$ 11,175.00
General Fund Transfers-Sale Tax W/S	\$ 821,775.00	\$ -
General Fund Transfers-City Hall Reserve		\$ -
Special Appropriation/Allocations	\$ 66,050.00	\$ 33,050.00
	\$ 4,642,015.00	\$ 1,118,857.17
		\$ 395,485.52

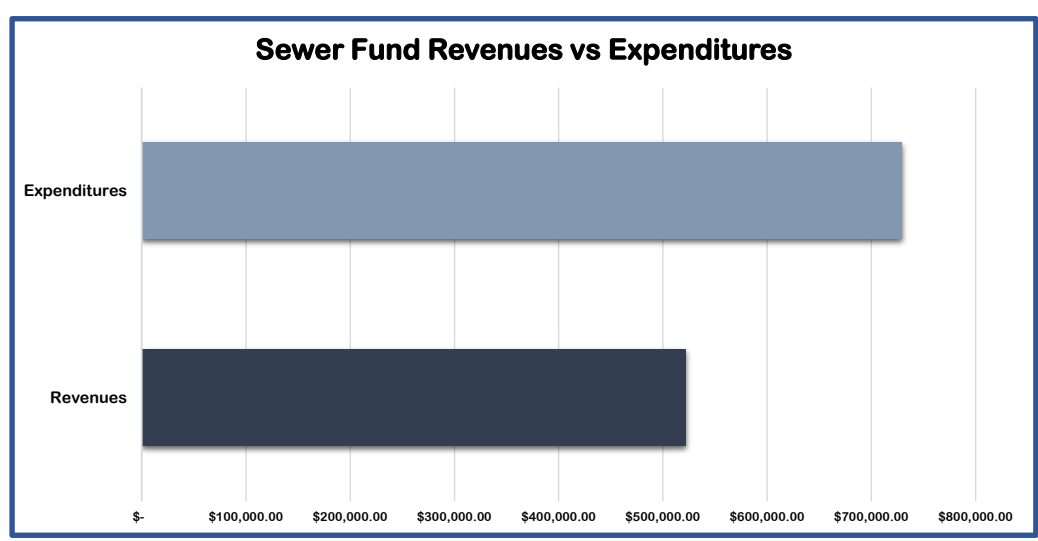


Note: The City of Trinity has collected about 33% of it's projected budgeted revenues. However, the City operational departments have expensed about 24% of our total projected annual budgets. Currently, the City of Trinity has an estimated surplus of \$395,485.52



**Sewer Fund
Budget vs Actual Statement
Ending on November 30, 2024**

REVENUES	<u>Budget</u>	<u>Actual</u>
Sewer Billing	\$ 1,880,280.00	\$ 522,296.85
Sewer Tap Fees	\$ 37,500.00	\$ 350.00
Investment Earnings	\$ 21,600.00	\$ (5,550.00)
Transfer In- Sewer Capacity	\$ 75,000.00	\$ 8,876.57
Transfer In- General Fund	\$ 88,760.00	\$ -
G.O. Bonds Debt Service Transfer In	\$ 733,015.00	\$ -
Other Revenues	\$ 156,196.00	\$ (3,880.60)
	<u>\$ 2,992,351.00</u>	<u>\$ 522,092.82</u>
EXPENDITURES		
Sewer	\$ 2,992,351.00	\$ 729,012.82
	<u>\$ 2,992,351.00</u>	<u>\$ 729,012.82</u>
Surplus / (Deficit)		<u>\$ (206,920.00)</u>



Note: The City of Trinity has collected about 17% of it's projected budgeted revenues. However, the City operational departments have only expensed about 24% of their total projected annual budgets. Currently, the City of Trinity has an estimated deficit of \$206,920.00 within the Sewer Fund. However, the City has not utilized the revenues from our Transfers In for our General Obligations Bonds. Also, the City of Trinity had to issue a refund for sewer tap fees paid in last fiscal year in the sum of \$6,300.



Memorandum

TO: Mayor and City Council

FROM: Darien Comer, City Clerk

CC: Stevie Cox, City Manager

DATE: December 2, 2024

REF: Council and Planning and Zoning Boards Meeting Dates, Holiday Schedules and Jacob Carroll Street Clean Up dates for 2025

Summary:

Approval of Council and Planning and Zoning Boards Meeting Dates, Holiday Schedules and Jacob Carroll Street Clean Up dates for 2025.

Background:

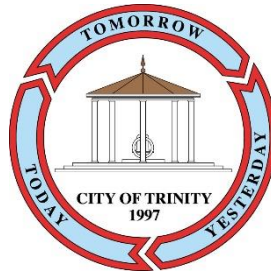
It is required that the City Council approve the Council and Planning Board Meeting date Schedule, Holiday Schedule and Jacob Carroll Street Clean Up dates for 2025. Attached are the proposed dates for each of those events.

Recommendation:

Staff recommends that the City Council approves the Council and Planning and Zoning Board Meeting Dates, Holiday Schedule and Jacob Carroll pick up dates for 2025.

Attachment:

City of Trinity Council and Planning and Zoning Board Meeting Dates, Holiday Schedule and Jacob Carroll Street Clean Up dates for 2025.



City of Trinity 2025 Schedule of Meetings

City Council Pre-Agenda and Regular Meetings are scheduled for the second Monday of every month at 6:00 PM at the Trinity City Hall Annex Building.

- January 13, 2025**
- February 10, 2025**
- March 10, 2025**
- April 14, 2025**
- May 12, 2025**
- June 9, 2025**

- July 14, 2025**
- August 11, 2025**
- September 8, 2025**
- October 15, 2025**
- November 10, 2025**
- December 8, 2025**

Planning and Zoning Board of Adjustment meetings are scheduled for the fourth Monday of every month at 6:00 PM at the Trinity City Hall Annex Building.

- January 27, 2025**
- February 24, 2025**
- March 24, 2025**
- April 28, 2025**
- May 27, 2025**
- June 23, 2025**

- July 28, 2025**
- August 25, 2025**
- September 22, 2025**
- October 27, 2025**
- November 24, 2025**
- December 15, 2025**

The Council adopted this meeting schedule on the 9th day of December 2024.

Richard McNabb, Mayor

Darien P. Comer, City Clerk



City of Trinity Holiday Schedule 2025

January 1, 2025	New Years Day observed (Wednesday)
January 20, 2025	Martin Luther King, Jr. Day (Monday)
April 18, 2025	Good Friday (Friday)
May 26, 2025	Memorial Day (Monday)
June 19, 2025	Juneteenth (Thursday)
July 4, 2025	Independence Day (Friday)
September 1, 2025	Labor Day (Monday)
October 13, 2025	Columbus Day (Monday)
November 11, 2025	Veterans Day (Tuesday)
November 26, 2025	Thanksgiving (1/2 day) close at noon (Wednesday)
November 27, 2025	Thanksgiving (Thursday)
November 28, 2025	Thanksgiving (Friday)
December 24, 2025	Christmas (Wednesday)
December 25, 2025	Christmas (Thursday)
December 26, 2025	Christmas (Friday)

The Council adopted this holiday schedule on the 9th day of December 2024.

Richard McNabb, Mayor

Darien P. Comer, City Clerk



Jacob Carroll Pickup Schedule

January – October 2025

Friday----- March 7, 2025

Friday----- May 16, 2025

Friday----- July 25, 2025

Friday----- October 3, 2025



Memorandum

TO: Mayor Richard McNabb and City Council

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager
Robert Wilhoit, City Attorney

DATE: December 5, 2024

REF: Fiscal Year 2025 – 2026 Detailed Budget Preparation Calendar

Summary:

It is important for the City of Trinity to have a detailed budget preparation schedule for the planning and events leading up to the completion of the Fiscal Year 2025 – 2026 Annual Budget. The detailed budget preparation schedule will assist the City Staff to complete department budget requests on or before April 30, 2025 (N.C.G.S. 159-10).

Background:

According to the North Carolina General Statutes for Local Government Budget and Fiscal Control Act, the City of Trinity must adopt an annual balanced budget ordinance. The budget must cover the fiscal year starting on July 1, 2025, through June 30, 2026.

§ 159-8. Annual balanced budget ordinance.

(a) Each local government and public authority shall operate under an annual balanced budget ordinance adopted and administered in accordance with this Article. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget year. It is the intent of this Article that, except for moneys expended pursuant to a project ordinance or accounted for in an intragovernmental service fund or a trust and custodial fund excluded from the budget ordinance under G.S. 159-13(a), all moneys received and expended by a local government or public authority should be included in the budget ordinance. Therefore,

notwithstanding any other provision of law, no local government or public authority may expend any moneys, regardless of their source (including moneys derived from bond proceeds, federal, state, or private grants or loans, or special assessments), except in accordance with a budget ordinance or project ordinance adopted under this Article or through an intragovernmental service fund or trust and custodial fund properly excluded from the budget ordinance.

(b) The budget ordinance of a unit of local government shall cover a fiscal year beginning July 1 and ending June 30. The budget ordinance of a public authority shall cover a fiscal year beginning July 1 and ending June 30, except that the Local Government Commission, if it determines that a different fiscal year would facilitate the authority's financial operations, may enter an order permitting an authority to operate under a fiscal year other than from July 1 to June 30. If the Commission does permit an authority to operate under an altered fiscal year, the Commission's order shall also modify the budget calendar set forth in G.S. 159-10 through 159-13 so as to provide a new budget calendar for the altered fiscal year that will clearly enable the authority to comply with the intent of this Part. (1971, c. 780, s. 1; 1973, c. 474, s. 5; 1975, c. 514, s. 3; 1979, c. 402, s. 1; 1981, c. 685, s. 2; 2021-60, s. 3.1.)

The City of Trinity's annual balanced budget is adopted as required by the North Carolina General Statutes. All budgets are prepared using the modified accrual basis of accounting. The budget ordinance must be adopted by July 1st of the new fiscal year; otherwise, the governing board must adopt an interim budget that covers the period until the annual ordinance can be adopted.

Recommendation:

Staff recommends that the City Council approve and adopt the Fiscal Year 2025 – 2026 Detailed Budget Preparation Schedule.

Attachments:

Detailed Budget Preparation Schedule



Detailed Budget Preparation Schedule for Fiscal Year 2025 - 2026

Budget Calendar Adoption	December 9, 2025
Budget Preparation Documentation	January 24, 2025
Personnel Action Forms	
Capital Outlay Requests	
Department Requests	
Grants to Agencies Request	
CIP Review and Status Reports	
Vehicle and Equipment Assessment Review	
Trinity City Council Annual Retreat	February 4, 2025
Executive Leadership Meeting	February 14, 2025
Proposed Budget Reviewed by the City Manager	February 21, 2025
Trinity City Council Receives Budget “Draft”	February 28, 2025
Budget Revision Workshop on Proposed Annual Budget	
Workshop One	March 13, 2025
Workshop Two (<i>if needed</i>)	March 20, 2025
Workshop Three (<i>if needed</i>)	March 27, 2025
Publish Notice of Budget Hearing	April 18, 2025
Public Hearing on Proposed Annual Budget FY 2025 – 2026	May 12, 2025
Adoption of Annual Budget FY 2025 – 2026	June 9, 2025



Memorandum

TO: Mayor and City Council

FROM: Jay Dale, Planner

CC: Stevie Cox, City Manager
Robert Wilhoit, City Attorney

DATE: December 4, 2024

REF: Approval of Steering Committee for the Parks and Recreation Master Plan

Summary:

This is a request for approval of the Steering Committee Members for the Parks and Recreation Master Plan.

Background:

In May 2024, the Trinity City Council awarded Withers Ravenel the project of producing a new Parks and Recreation Master Plan, as well as a site-specific Park Plan. Furthermore, this included Withers Ravenel preparing a grant application for this project as well. As part of that process, it is necessary to appoint a Steering Committee. Staff has selected the following people to serve in that capacity and respectfully asks for the Council's approval. The potential members selected are as follows:

Mary Joan Pugh (NC Trails)
Dwayne Allen (Trinity High School Track Coach)
Eugenia Bynam
Tony Tyson (D R Horton Homes)
Robbie Smith (YMCA Archdale)

Recommendation:

Staff request that the City Council approve the recommended members for the Parks and Recreation Master Plan.