



**City of Trinity**  
**CITY COUNCIL MEETING**

April 13, 2026 at 6:30 PM

Trinity City Hall Annex

**AGENDA**

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**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 and Invocation**
3. **Review, amend if needed, and approve Proposed Regular Agenda**
4. **Recognitions and Presentations**
  - a. **Proclamation Recognizing National Travel and Tourism Week** (*Mayor Richard McNabb*)
5. **Public Comment Period**
6. **Consent Agenda Items**
  - a. Approval of Regular Meeting Minutes from March 9, 2026
7. **Finance and Budget Items**
  - a. **Monthly Financial Report** (*Finance Director Crystal Postell*)
8. **Action Items**
  - a. **Approve Professional Services Agreement with Strategic Government Affairs (SGA)** (*City Manager Michael Burroughs*)

- b. Approve FY2025-2026 Budget Amendment for Agreement with SGA** (*City Manager Michael Burroughs*)
- c. Amend Capital Project Ordinance for High Point Force Main** (*City Manager Michael Burroughs*)
- d. Align City of Trinity's Animal Control Ordinance with North Carolina General Statutes** (*City Manager Michael Burroughs*)
- e. Approve Amendment to Personnel Policy** (*City Manager Michael Burroughs*)
- f. Appointment of Park Steering Committee Members** (*Mayor Richard McNabb*)

**9. City Manager and Staff Reports**

- a. Power Point Presentation** (*City Manager Michael Burroughs*)
  - Bob Howard (*6821 NC HWY 62*)
  - Susan White Hutto (*4582 Colonial Cir*)
  - Lori Bass (*4451 Regina St*)
  - Joe Gray (*4349 Montana*)
  - Fairview Church Rd Speed
  - City of Thomasville Meeting

**10. Budget Workshop #2**

**11. Upcoming Events**

- a. City Haul - 4/30, 5/1 & 5/2**

**12. Adjournment**



**PROCLAMATION | National Travel and Tourism Week | May 3–9, 2026**

**WHEREAS**, the week of May 3–9, 2026, marks the 43rd annual National Travel and Tourism Week, established by Congress in 1983 to celebrate the travel industry’s role in fueling our nation’s economy, community soul, and quality of life; and

**WHEREAS**, travel is a cornerstone of the North Carolina economy, and right here in the **Heart of North Carolina**, Randolph County continues to be a premier destination for visitors seeking world-class attractions, rich heritage, and natural beauty; and

**WHEREAS**, the tourism industry in Randolph County is a vital economic engine, with visitor spending reaching approximately **\$199.9 million** annually, representing a **5.4% increase** over previous reporting years; and

**WHEREAS**, this robust visitor activity generates significant tax revenue, providing a "tax relief" for every household in the county and allowing for the funding of essential public services including public safety, infrastructure, and education; and

**WHEREAS**, tourism supports the livelihoods of thousands of our residents, fostering a diverse workforce across the lodging, dining, retail, and transportation sectors, and empowering small businesses that are the backbone of our community; and

**WHEREAS**, beyond the numbers, tourism enhances the vibrancy of Randolph County, preserving our unique cultural identity—from the potters of Seagrove to the wildlife of the North Carolina Zoo—and ensuring that our county remains a place where people want to live, work, and play; and

**WHEREAS**, as we look toward the future, the Randolph County Tourism Development Authority continues to champion the "Travel Forward" spirit, ensuring that our destination remains competitive, sustainable, and welcoming to all;

**NOW, THEREFORE**, I, Richard McNabb, Mayor of the City of Trinity do hereby proclaim **May 3–9, 2026**, as

**NATIONAL TRAVEL AND TOURISM WEEK**

in Randolph County, and I urge the citizens of our community and the members of this board to join me in recognizing the critical importance of this industry and celebrating the professionals who make Randolph County a world-class destination.



## **CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: 04/13/2026

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / [cpostell@trinity-nc.gov](mailto:cpostell@trinity-nc.gov)

### **AGENDA ITEM TITLE**

March 2026 Financial Review

### **SUMMARY**

The Finance Department remains committed to safeguarding the fiscal integrity of the City of Trinity through diligent oversight and responsible management of municipal assets and resources. We continue to uphold the standards set forth by Generally Accepted Accounting Principles (GAAP) and City regulations to ensure transparency, accountability, and financial stewardship.

In accordance with these principles, the Finance Department is pleased to present the City's monthly financial statements for March 2026. These statements provide a comprehensive overview of the City's financial position and operational performance, enabling informed decision-making and long-term planning.

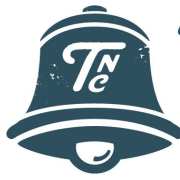
### **RECOMMENDED ACTION**

No recommendation needed

### **ATTACHMENTS**

Budget vs Actual Statements for General Fund and Sewer Fund

Investment Portfolio Review

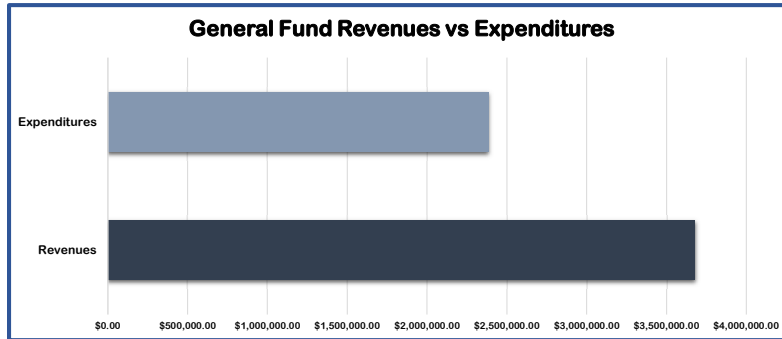


# TRINITY

NORTH CAROLINA

## General Fund Budget vs Actual Statement Ending on March 31, 2026

	Budget	Actual	Variances	
<b>REVENUES</b>				
Powell Bill	\$ 210,450.00	\$ 206,539.79	\$ (3,910.21)	98%
Ad Valorem/ Vehicle Tax	\$ 1,117,205.00	\$ 1,017,375.94	\$ (99,829.06)	91%
Sales and Use Tax	\$ 2,021,200.00	\$ 1,680,175.35	\$ (341,024.65)	83%
Solid Waste	\$ 514,800.00	\$ 417,272.74	\$ (97,527.26)	81%
Other Taxes	\$ 331,100.00	\$ 150,568.20	\$ (180,531.80)	45%
Investment Earnings	\$ 230,400.00	\$ 175,774.25	\$ (54,625.75)	76%
Other Revenues	\$ 41,685.00	\$ 29,509.43	\$ (12,175.57)	71%
	<b>\$ 4,466,840.00</b>	<b>\$ 3,677,215.70</b>	<b>\$ (789,624.30)</b>	<b>82%</b>
<b>EXPENDITURES</b>				
Administration	\$ 64,900.00	\$ 32,424.65	\$ 32,475.35	50%
Finance	\$ 465,236.00	\$ 321,005.20	\$ 144,230.80	69%
Planning/Zoning	\$ 389,615.00	\$ 257,631.50	\$ 131,983.50	66%
Public Buildings	\$ 447,220.00	\$ 214,648.29	\$ 232,571.71	48%
Animal Control	\$ 65,550.00	\$ 95,125.73	\$ (29,575.73)	145%
Public Safety	\$ 35,990.00	\$ 26,992.30	\$ 8,997.70	75%
Powell Bill	\$ 853,875.00	\$ 350,101.84	\$ 503,773.16	41%
Street	\$ 310,500.00	\$ 273,295.82	\$ 37,204.18	88%
Stormwater	\$ 204,500.00	\$ 138,073.01	\$ 66,426.99	68%
Sanitation	\$ 289,620.00	\$ 151,192.45	\$ 138,427.55	52%
Economic Development	\$ 593,700.00	\$ 450,246.47	\$ 143,453.53	76%
General Fund Transfers-Sale Tax W/S	\$ 28,600.00	\$ 20,848.72	\$ 7,751.28	73%
Special Appropriation/Allocations	\$ 618,588.00	\$ -	\$ 618,588.00	0%
	\$ 98,946.00	\$ 53,316.00	\$ 45,630.00	54%
	<b>\$ 4,466,840.00</b>	<b>\$ 2,384,901.98</b>	<b>\$ 2,081,938.02</b>	<b>53%</b>
<b>Surplus / (Deficit)</b>		<b>\$ 1,292,313.72</b>		

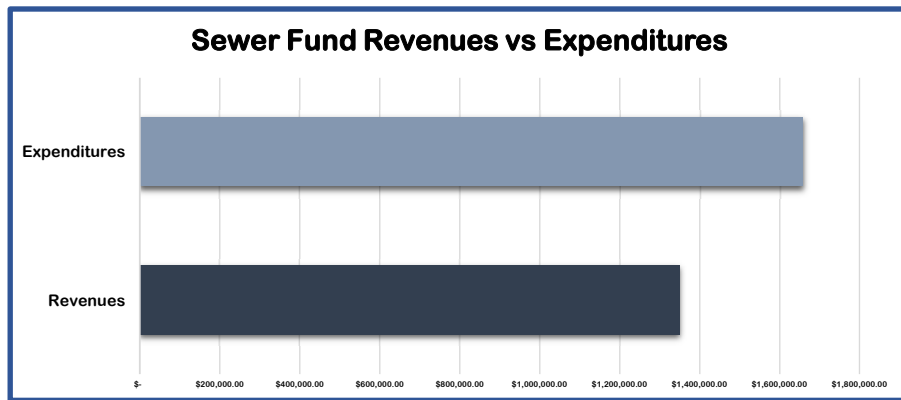


*Note: The City of Trinity has collected approximately 82% of its projected budgeted revenues to date. In comparison, operational departments have expended about 53% of their total projected annual budgets. At present, this reflects an estimated surplus of \$1,292,313.72*



**Sewer Fund  
Budget vs Actual Statement  
Ending on March 31, 2026**

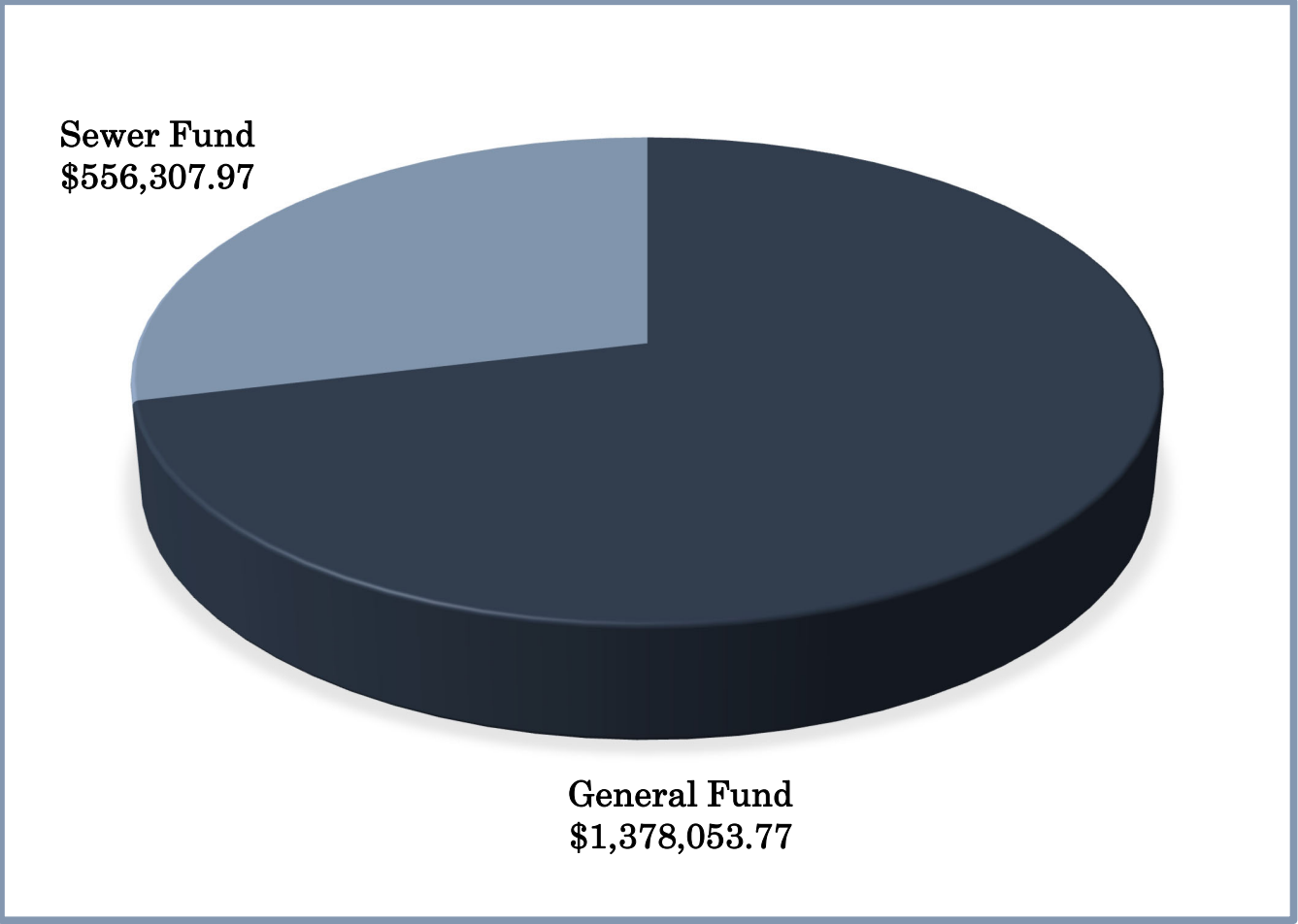
		<u>Budget</u>	<u>Actual</u>	<u>Variances</u>	
<b>REVENUES</b>					
	Sewer Billing	\$ 1,756,800.00	\$ 1,333,936.85	\$ (422,863.15)	76%
	Sewer Tap Fees	\$ 3,750.00	\$ 225.00	\$ (3,525.00)	6%
	Investment Earnings	\$ 18,000.00	\$ 16,025.63	\$ (1,974.37)	89%
	Transfer In- Sewer Capacity	\$ 375,000.00	\$ -	\$ (375,000.00)	0%
	G.O. Bonds Debt Service Transfer In	\$ 618,558.00	\$ -	\$ (618,558.00)	0%
	Other Revenues	\$ 259,900.00	\$ -	\$ (259,900.00)	0%
		<b>\$ 3,032,008.00</b>	<b>\$ 1,350,187.48</b>	<b>\$ (1,681,820.52)</b>	<b>45%</b>
<b>EXPENDITURES</b>					
	Sewer	\$ 3,032,008.00	\$ 1,657,340.04	\$ 1,374,667.96	55%
		<b>\$ 3,032,008.00</b>	<b>\$ 1,657,340.04</b>	<b>\$ 1,374,667.96</b>	<b>55%</b>
	<b>Surplus / (Deficit)</b>		<b>\$ (307,152.56)</b>		



*Note: The City of Trinity has collected approximately 45% of its projected budgeted revenues to date. Operational departments have expended about 55% of their total projected annual budgets. At present, the City reflects an estimated deficit of **\$307,152.56** within the Sewer Fund. Please keep in mind, all transfer-ins will be recorded at year end, if needed.*

# NCCMT Investment Portfolio Market Value

as of  
March 31, 2026



Sewer Fund	
Principal Balance	\$ 551,417.75
Investment Earnings	\$ 4,890.22
Grand Total	<u>\$ 556,307.97</u>

General Fund	
Principal Balance	\$ 1,365,940.01
Investment Earnings	\$ 12,113.76
Grand Total	<u>\$ 1,378,053.77</u>



1st Quarter of Calendar Year 2026



Asset Class: Cash Management

**Yield** as of 04/06/2026

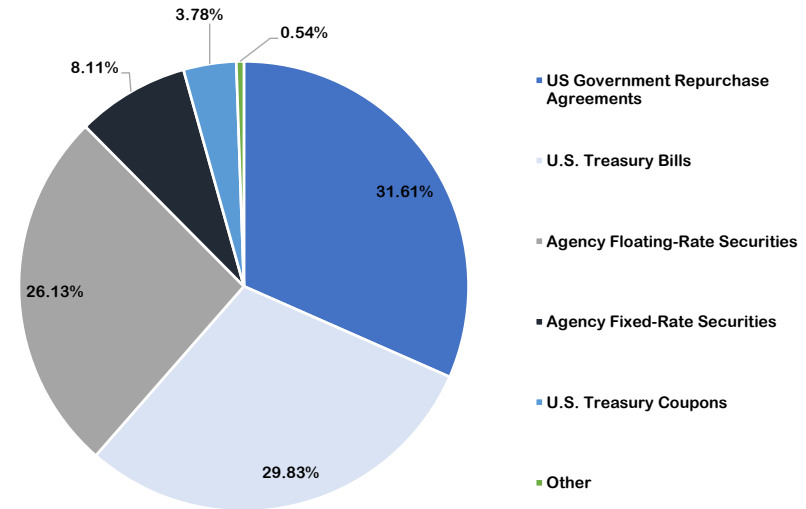
1 Day	7 Day	30 Day
3.56%	3.56%	3.56%

**Top Instruments** As of 02/28/2026

US Government Repurchase Agreements	31.61%
U.S. Treasury Bills	29.83%
Agency Floating-Rate Securities	26.13%
Agency Fixed-Rate Securities	8.11%
U.S. Treasury Coupons	3.78%
Other	0.54%

NCCMT Portfolio Rating

Moody's: AAAmf  
S&P: AAAM



The fund holds the highest possible credit quality ratings from both Moody's and S&P Global Ratings, with ratings of AAA-mf and AAAM, respectively. While the ratings differ slightly, both designations indicate that the fund is considered extremely low risk and has a very strong ability to preserve principal and maintain liquidity. These ratings are specifically assigned to money market funds and reflect rigorous evaluation of the underlying investments, diversification, and overall stability. In practical terms, both ratings signal that the fund is among the safest available cash management options, designed to protect capital while providing competitive yields.

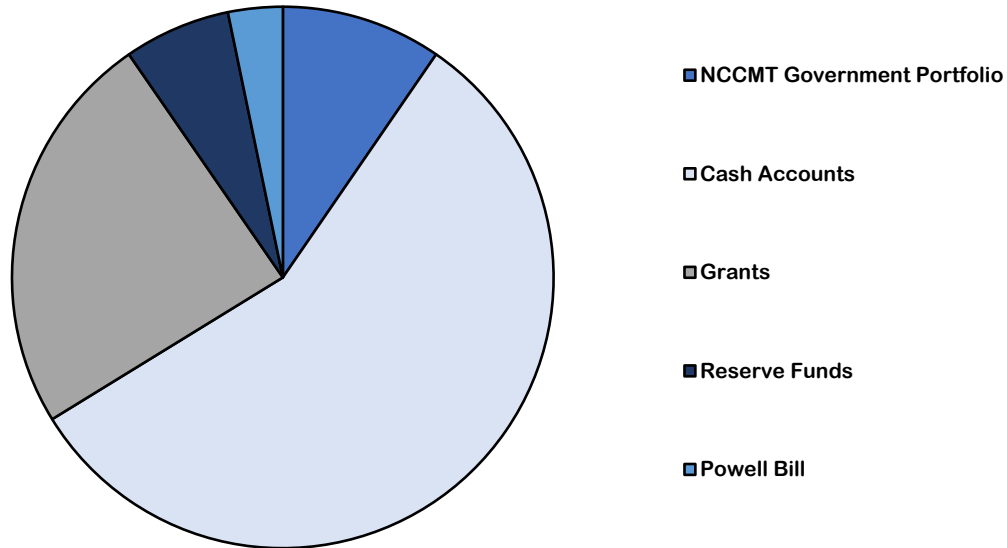


# TRINITY

## NORTH CAROLINA

### Portfolio Reporting Summary By Type Tuesday, March 31, 2026

Security Type	Number of Accounts	Par Value	Market Value	Percentage of Portfolio	Average YTM	Average Days to Maturity
NCCMT Government Portfolio	2	\$ 1,934,361.74	\$ 1,934,361.74	9.59%	3.56%	1
Cash Accounts Regular	6	\$ 11,419,552.94	\$ 11,419,552.94	56.62%	1.57%	0
Grants	2	\$ 4,874,324.66	\$ 4,874,324.66	24.17%	0.04%	0
Reserve Funds	2	\$ 1,281,710.49	\$ 1,281,710.49	6.36%	1.95%	0
Powell Bill	1	\$ 657,250.62	\$ 657,250.62	3.25%	0.05%	0



Note: Average Yield to Maturity (YTM) refers to the total return anticipated on a security if it is held until its maturity date. However, the accounts referenced do not have fixed maturity dates. There are ten (10) interest-bearing accounts with an average yield of 1.43% or higher. These accounts collectively total \$18,905,454.12, representing approximately 94% of all accounts.

COUNTY OF RANDOLPH

THIS AGREEMENT is made and entered into on April 13, 2026, by and between Strategic Government Affairs, Inc., a Commonwealth of Virginia corporation ('Consultant'), and the City of Trinity, a North Carolina municipal corporation ('City').

RECITALS

WHEREAS, the Consultant shall provide strategic government affairs services, including but not limited to lobbying, policy advocacy, and legislative monitoring, as requested by the City.

Section 1. Term: The term of this Agreement shall commence on April 13, 2026 and continue on a monthly basis until either party provides 30 days' written notice of termination.

Section 2. Compensation: City shall pay Consultant \$4,000 per month, due on the first of each month. Payment shall be made within 15 days of receipt of an invoice.

Section 3. Responsibilities of the Parties: Consultant shall perform all services in a professional and timely manner. City shall provide Consultant with access to relevant information and personnel as needed.

Section 4. Termination: Either party may terminate this Agreement with 30 days' written notice. Upon termination, City shall pay for all services rendered up to the termination date.

Section 5. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

Section 6. Entire Agreement: This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements.

IN WITNESS WHEREOF, the City and the Contractor have caused this contract to be executed under seal by their respective duly authorized agents or officers

City of Trinity:

Strategic Government Affairs, Inc.:

\_\_\_\_\_

\_\_\_\_\_

Richard McNabb  
Mayor

ATTEST:

This agreement has been pre-audited in the manner required by the Local Government Budget and Control Act.

\_\_\_\_\_, Finance Director



## **CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: 04/08/2026

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / [cpostell@trinity-nc.gov](mailto:cpostell@trinity-nc.gov)

### **AGENDA ITEM TITLE**

Budget Ordinance 26 – 07: Amendment to the General Fund Annual Budget to Cover the Cost of the Strategic Government Affairs, LLC Agreement.

### **SUMMARY**

During the City Council Planning Retreat, Council and staff discussed the use of Strategic Government Affairs (SGA), LLC to secure federal funding for critical infrastructure priorities. The funding would be used for the City of Trinity’s sewer-expansion project. SGA supports the City’s plan to pursue \$10 million through the Environmental Protection Agency’s State and Tribal Assistance Grants (STAG) account within the Interior Appropriations bill. The City of Trinity agrees to a one-year professional services agreement at the rate of \$4,000 per month.

The Finance Department has completed a budget ordinance to cover three (3) months of payments to satisfy the fiscal year ending June 30, 2026. If City Council chooses to move forward with more aid from SGA, then we could add it to our upcoming budget.

### **RECOMMENDED ACTION**

Staff recommends that the Trinity City Council approves and adopts Budget Ordinance 26 – 07.

### **ATTACHMENTS**

Budget Ordinance 26 – 07



**AMENDMENT TO THE GENERAL FUND ANNUAL BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026,  
TO APPROPRIATE FUND BALANCE TO COVER THREE MONTHS OF STRATEGIC GOVERNMENT  
AFFAIRS, LLC TO SECURE FEDERAL FUNDING**

**ORDINANCE 26 – 07**

**BE IT ORDAINED** by the City Council of the City of Trinity, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026:

**Section 1.** To amend the General Fund, the appropriations are to be changed as follows:

	<b>Increase (Decrease)</b>
<b>General Government</b>	<b>\$ 12,000.00</b>
	<b>\$ 12,000.00</b>

**Section 2.** To amend the General Fund, the estimated revenues are to be changed as follows:

	<b>Increase (Decrease)</b>
<b>Appropriated Fund Balance</b>	<b>\$ 12,000.00</b>
	<b>\$ 12,000.00</b>

**Section 3.** Copies of this Budget Ordinance shall be furnished to the City Clerk and to the City Manager and Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Richard McNabb, Mayor

SEAL

\_\_\_\_\_  
Darien Comer, City Clerk



## CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: 04/13//2026

Department: Finance Department

Prepared By: Crystal Postell, Director of Finance

Contact Information: 336-431-2180 / [cpostell@trinity-nc.gov](mailto:cpostell@trinity-nc.gov)

### AGENDA ITEM TITLE

Project Ordinance 26 – 03: Align the Steeplegate Lift Station and Force Main Project Budget

### SUMMARY

The Finance Department has reviewed the budget for the Steeplegate Lift Station and Force Main Project and determined that project budget realignment is necessary. In January 2026, the City received notification from WithersRavenel that additional easements would need to be acquired to address unforeseen utility conflicts and North Carolina Department of Transportation stormwater piping issues.

To resolve these conflicts and support the required easement acquisitions, a budget transfer will be conducted from other expenditure line items within the project. This transfer will utilize available contingency funds as well as reallocations from other project expenditures to ensure the project can proceed without delay.

### BACKGROUND

#### *N.C.G.S. 159-13(b)(3) Contingency*

*A contingency appropriation shall not exceed five percent (5%) of the total of all other appropriations in the same fund, except there is no limit on contingency appropriations for public assistance programs required by Chapter 108A. Each expenditure to be charged against a contingency appropriation shall be authorized by resolution of the governing board, which resolution shall be deemed an amendment to the budget ordinance setting up an appropriation for the object of expenditure authorized. The governing board may authorize the budget officer to authorize expenditures from contingency appropriations subject to such limitations and procedures as it may prescribe. Any such expenditures shall be reported to the board at its next regular meeting and recorded in the minutes.*

**RECOMMENDED ACTION**

Staff recommends that the Trinity City Council approves and adopts Project Ordinance 26 – 03.

**ATTACHMENTS**

Project Ordinance 26 – 03



**AMENDMENT TO THE STEEPLEGATE LIFT STATION AND FORCE MAIN  
CAPITAL PROJECT ORDINANCE  
PROJECT ORDINANCE 26 – 03**

**BE IT ORDAINED** by the City Council of the City of Trinity, North Carolina that the following amendment be made to the capital project ordinance for the Steeplegate Lift Station and Force Main Project.

**Section 1.** The estimated amounts are to be changed as follows:

	<u>Increase (Decrease)</u>
Project Administration	\$ 356,740.00
Technical/Engineering	(73,000.00)
Construction	(183,740.00)
Contingency	(100,000.00)
	<u>\$ -</u>

**Section 2.** Copies of this Budget Ordinance shall be furnished to the City Clerk and to the City Manager and Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13<sup>th</sup> , day of April, 2026.

\_\_\_\_\_  
Richard McNabb, Mayor

SEAL

\_\_\_\_\_  
Darien Comer, City Clerk