

Introduced by: Councilwoman Sheila Grady

Date: June 23, 2020

**ORDINANCE MAKING APPROPRIATIONS TO THE GENERAL FUND
FISCAL YEAR BEGINNING JULY 1, 2020**

BE IT ORDAINED:

SECTION I: That the following appropriations are hereby made to the General Fund and that the following revenues are anticipated to be available during the fiscal year to meet these appropriations and hereby levies ad Valorem tax at the rate of .24 cents per 100 dollars valuation of property listed for taxes as of January 1, 2020.

APPROPRIATIONS

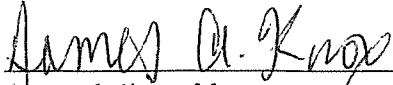
Administration	207,190
Police	214,584
Parks & Recreation	39,103
Total Appropriations	<u>460,877</u>

REVENUES

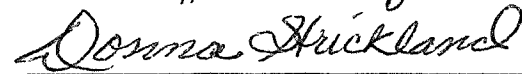
Ad Valorem Tax	107,400
DMV Taxes	11,000
Sales & Use Tax	212,349
Local Sales Tax Reimbursement	2,300
Other Tax Collected	26,753
Appropriated Fund Balance	98,575
Miscellaneous Revenue	2,500
Total Revenues	<u>460,877</u>

SECTION II: That appropriations herein authorized shall have the amount of outstanding purchase orders as of June 30, 2020 added to each appropriation as it appears in order to account for the payment against the fiscal year in which it is paid.

Adopted this 23rd day of June 2020.


James A. Knox, Mayor


Sheila Grady, Finance Liaison


Donna Strickland, City Clerk/ Finance Officer



Introduced by: Councilwoman Sheila Grady

Date: June 23, 2020

**Ordinance Making Appropriations to the Powell Bill Fund
Fiscal Year Beginning July 1, 2020**

BE IT ORDAINED:

SECTION I: That the following appropriations are hereby made to the Powell Bill Fund and that the following revenues are anticipated to be available during the fiscal year to meet these appropriations.

APPROPRIATIONS

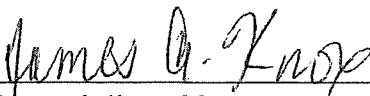
Miscellaneous	336
Roads	20,000
Operations & Maintenance	5,000
Total Appropriations	25,336


REVENUES

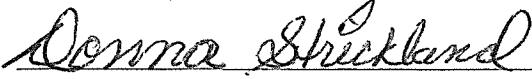
NC Department of Transportation	24,961
Miscellaneous	375
Total Revenues	25,336

SECTION II: That appropriations herein authorized shall have the amount of outstanding purchase orders as of June 30, 2020 added to each appropriation as it appears in order to account for the payment against the fiscal year in which it is paid.

Adopted this 23rd day of June 2020.


James A. Knox, Mayor


Sheila Grady, Finance Liaison


Donna Strickland, City Clerk/ Finance Officer



Introduced by: Councilwoman Sheila Grady

Date: June 23, 2020

Ordinance establishing A Park & Recreation Capital Reserve Fund

BE IT ORDAINED:

SECTION I: The Park & Recreation Capital Reserve Fund is established.

SECTION II: The City of Northwest as part of the budget process will allocate funds each year to the Park & Recreation Capital Reserve Fund in the amount of \$5,000.

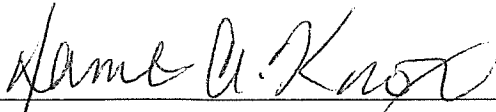
SECTION III: At any given time and with a majority vote the funds and process can be halted or reallocated.

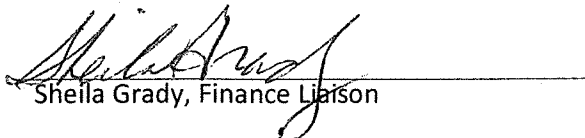
SECTION IV: The following amounts are allocated to the Park & Recreation Capital Reserve Fund.

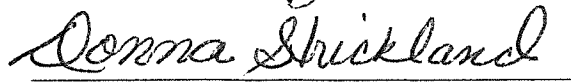
APPROPRIATIONS

Prior Years - Fund Balance	5,000
2020-2021 Recommended Fund Balance Allocation	5,000
Total	<u>10,000</u>

Adopted this 23rd day of June 2020.


James A. Knox, Mayor


Sheila Grady, Finance Liaison


Donna Strickland, City Clerk/ Finance Officer



Introduced by: Councilwoman Sheila Grady

Date: June 23, 2020

Ordinance establishing A Vehicle Capital Reserve Fund

BE IT ORDAINED:

SECTION I: The Vehicle Capital Reserve Fund is established.

SECTION II: The City of Northwest as part of the budget process will allocate funds each year to the Vehicle Capital Reserve Fund in the amount of \$5,000.

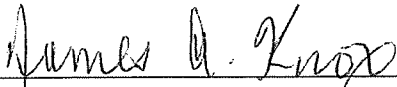
SECTION III: At any given time and with a majority vote the funds and process can be halted or reallocated.

SECTION IV: The following amounts are allocated to the Vehicle Capital Reserve Fund.

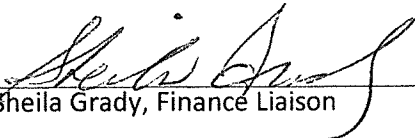
APPROPRIATIONS

Prior Years - Fund Balance	5,000
2020-2021 Recommended Fund Balance Allocation	5,000
Total	10,000

Adopted this 23rd day of June 2020.



James A. Knox, Mayor



Sheila Grady, Finance Liaison



Donna Strickland, City Clerk/ Finance Officer



Introduced by: Councilwoman Sheila Grady

Date: June 23, 2020

**Ordinance Establishing Budget Authorization
Fiscal Year Beginning July 1, 2020**

BE IT ORDAINED:


SECTION I: The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- A. He/she may transfer amounts between line item expenditures within a department without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- B. He/she may transfer amounts up to \$3,000 between departments, including contingency appropriations, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Governing Board.
- C. He/she may NOT transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

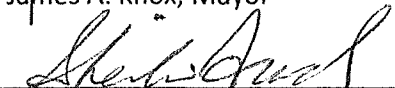
SECTION II: The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Governing Board. Any advances that extend beyond 60 days must be approved by the Governing Board.

SECTION III. Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

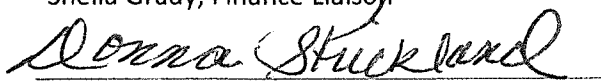
Adopted this 23rd day of June 2020.



James A. Knox, Mayor



Sheila Grady, Finance Liaison



Donna Strickland, City Clerk/ Finance Officer



Introduced by: Councilwoman Sheila Grady

Date: June 23, 2020

Ordinance establishing A Parking Lot Pavement Capital Reserve Fund

BE IT ORDAINED:

SECTION I: The Parking Lot Capital Reserve Fund is established.

SECTION II: The City of Northwest as part of the budget process will allocate funds each year to the Parking Lot Pavement Capital Reserve Fund in the amount of \$5,000.

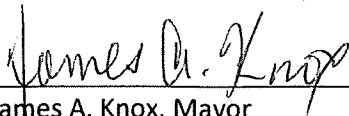
SECTION III: At any given time and with a majority vote the funds and process can be halted or reallocated.

SECTION IV: The following amounts are allocated to the Parking Lot Capital Reserve Fund.

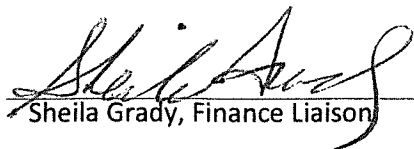
APPROPRIATIONS

Prior Years - Fund Balance	5,000
2020-2021 Fund Balance Allocation	5,000
Total	<u>10,000</u>

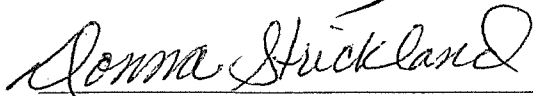
Adopted this 23rd day of June 2020.



James A. Knox, Mayor



Sheila Grady, Finance Liaison



Donna Strickland, City Clerk/ Finance Officer



NORTHWEST CITY COUNCIL
REGULAR COUNCIL MEETING
TUESDAY, JUNE 23, 2020
7:00 PM

ASSEMBLY

The Northwest City Council held their regular meeting on Tuesday, June 23, 2020 at 7:00 PM at Northwest City Hall Park outside shelter, adjacent to 4889 Vernon Road. Council meeting was held outside due to the Pandemic.

Present were James Knox, Mayor; Councilmen: Charles Carroll, Haywood Miller, Aaron Perkins, Michael Troy and Councilwoman Sheila Grady.

Also present was: Donna Strickland City Clerk/Finance Officer

CALL TO ORDER & INVOCATION

Mayor Knox called the meeting to order.

Councilman Haywood Miller gave the invocation.

DISCUSSION & ACTION ITEMS:

A. Public Hearing – FY 2020-2021 Budget

- General Fund
- Powell Bill Fund
- Park & Recreation Capital Reserve Fund
- Parking Lot Paving Capital Reserve Fund
- Vehicle Capital Reserve Fund
- Budget Authorization Ordinance

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to open the FY 2020-2021 Public Hearing for General Fund, Powell Bill Fund, Park & Recreation Capital Reserve Fund, Parking Lot Paving Capital Reserve Fund, Vehicle Capital Reserve Fund and the Budget Authorization Ordinance at 7:23 PM. The **MOTION CARRIED UNANIMOUSLY.**

Mayor James Knox asked for public comment. No public present.

Mayor James Knox asked for public comment. No public present.

Mayor James Knox asked for public comment. No public present.

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to close the FY 2020-2021 Public Hearing for General Fund, Powell Bill Fund, Park & Recreation Capital Reserve Fund, Parking Lot Paving Capital Reserve Fund, Vehicle Capital Reserve Fund and the Budget Authorization Ordinance at 7:33 PM. The **MOTION CARRIED UNANIMOUSLY.**

B. Adoption of Budget – FY 2020-2021 Budget

- General Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 General Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Powell Bill Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Powell Bill Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Park & Recreation Capital Reserve Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Parks & Recreation Capital Reserve Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Parking Lot Paving Capital Reserve Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Parking Lot Paving Capital Reserve Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Vehicle Capital Reserve Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Vehicle Capital Reserve Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Budget Authorization Ordinance

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Budget Authorization Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

C. CONTRACT AWARD – CLEAN AND SANITIZE CITY HALL

City Clerk, Donna Strickland stated that she had contacted four(4) companies to provide quotes for the sanitizing of City Hall.

1. Carolina Cleaning & Solutions

City Clerk, Donna Strickland stated that she made two contacts with the company one(1) being on June 15, 2020 and one on June 22, 2020. Carolina Cleaning & Solutions stated that their sanitizing cost begin at \$400. Carolina Cleaning & Solutions indicated that our sanitizing needs were too small, and they were overbooked with larger buildings.

2. C&J Cleaning Company, Inc.

Mrs. Strickland stated that contact was made with C&J Cleaning Company, Inc. and received the following bid:

- A complete clean and sanitize of City Hall including all offices - \$425.
- Sanitize & Shampoo council room chairs – \$280.

3. Thompson Industrial Services

No return call.

4. Service Master Clean

No return call.

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to contract with C&J Cleaning Company, Inc. to sanitize City Hall including all offices at a cost of \$425. Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to rescind the motion. The **MOTION CARRIED UNANIMOUSLY**.

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to contract with C&J Cleaning Company, Inc. to do a construction final clean of City Hall in the amount of \$425, shampoo 40 council room chairs in the amount of \$280 and pressure wash the outside of City Hall in the amount of \$225. The **MOTION CARRIED UNANIMOUSLY**.

D. UPDATE ON THE PURCHASE OF ACCOUNTING SOFTWARE – FMS

City Clerk, Donna Strickland stated that the software has been loaded onto the server. Mrs. Strickland stated that she has begun inputting the chart of accounts, vendors, and payroll information. Mrs. Strickland stated that she hopes to be using the software as early as August.

E. CENSUS

Mayor Knox stated that the City of Northwest needs people to fill out their census information. Mayor Knox stated that many of our distributions from the State are allocated by the City's population and on Saturday, July 11, 2020 from 10 AM to 2:00 PM as a way to encourage people to come and fill out their Census information the City will provide hot dogs and hamburgers. Mayor Knox stated that all Covid – 19 guidelines will be followed.

F. INTERNET AT THE CITY PARK

The City of Northwest has Free internet in the Park. Information Technology Disaster Resource Center, Inc. out of Fort Worth, Texas is the Company that is installing the hardware that is needed to furnish the wireless internet.

4. LIAISON REPORTS

- Administration

Councilman Miller

Councilman Haywood Miller stated that City Clerk, Donna Strickland will be mostly working at City Hall. Councilman Miller stated that as of right now City Hall is closed but will see people

by appointment. Councilman Miller stated that there may be some instances that the City Clerk will work from home.

- Annexation

Councilman Perkins

Nothing to report.

- Park

Mayor Knox

Mayor Knox stated that the municipal playground is still closed. Mayor Knox stated that he will be monitoring the park to make sure no one is in the playground area.

- Police

Councilman Carroll

Nothing to report.

- Roads

Councilman Troy

Councilman Michael Troy stated that soon the bushes will be cut back on the roads.

- Marketing

Councilman Perkins

Councilman Aaron Perkins stated that during the Census “cook out” for all those that submit their Census information they will receive one(1) “free” license tag, which has the City Seal on it. Councilman Perkins stated that before the Census event, tags were going to be sold for \$5. For those that want additional tags the cost will be \$5.

- Finance

Councilwoman Grady

Nothing additional.

Mayor Knox stated that there only needs to be one bathroom opened to the public inside City Hall. Mayor Knox stated that the City has a sign in sheet at City Hall and has a temperature machine to use on everyone that is at City Hall, including employees. Mayor Knox stated that we need to be safe.

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to have Councilman Michael Troy receive closed bids for the vehicles that no longer have value to the City. The **MOTION CARRIED UNANIMOUSLY.**

PUBLIC COMMENT

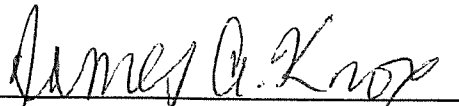
Mayor James Knox asked for public comment. No public present.

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Mayor James Knox asked for public comment. No public present.

ADJOURNMENT

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Aaron Perkins to adjourn the Council meeting at 8:38 PM. The **MOTION CARRIED UNANIMOUSLY.**



James A. Knox, Mayor



Donna Strickland, City Clerk