Town of Clayton
Town Council Work Session Minutes
Monday, January 5, 2026 at 3:00 PM
Council Chambers, Town Hall
111 E. Second Street

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Town Council meeting and do not represent a verbatim transcript. A complete video recording of this meeting is available for public access on the Town of Clayton's official YouTube channel: https://www.youtube.com/user/TownofClaytonNC.

Council Present:
Mayor Jody McLeod
Mayor Pro Tem Andria Archer
Council Member Ruth Anderson
Council Member Porter Casey
Council Member Amanda Underwood
Council Member Gretchen Williams

Council Absent:

Staff Present:
Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Heidi Holland, Town Clerk
Dolores Gill, Chief of Staff and Strategic Initiatives
Lee Barbee, Deputy Town Manager
David Ranes, Fire Chief
Nathanael Shelton, Communication Director
Michelle Snyder, Assistant to the Town Manager
Todd Riddick, Parks and Recreation Director

1. CALL TO ORDER

Mayor McLeod called the meeting to order at 3:06 p.m.

2. ADJUSTMENT OF THE AGENDA

a. **POTENTIAL ACTION:** Adopt or Adjust the Agenda

3. STAFF INTRODUCTIONS AND RECOGNITIONS

a. 3:00 - 3:05 p.m.
Todd Riddick, Parks and Recreation Director
Presenter:
Dolores Gill, Chief of Staff and Strategic Initiatives

Ms. Gill introduced Mr. Riddick, who has accepted the position as Parks and Recreation Director. After an intensive and competitive process, he rose to the top over the 115 applications that were submitted for this position. Mr. Riddick comes to the Town with a Bachelors and Masters in Parks and Recreation and has over 24 years of experience. Mr. Riddick stated he appreciated everyone's faith in him and hoped to do big things.

4. ITEMS FOR DISCUSSION

a. 3:05 - 3:30 p.m.
Mid-Year Budget Review
Presenter:
Todd Melton, Budget Manager

Mr. Cappola stated this is the fourth year the mid-year budget review has been instituted. Adding this to our budget process give us an opportunity to check in where we are at on the revenue and expenditure side of the house and make any necessary changes.

Mr. Melton stated this was his second experience with the mid-year budget review and saw market improvements from last year. The purpose of this review is to sit with all department heads and evaluate the health of their budgets. This year was the first chance to measure the success of the base budgeting process, there were no major requested changes. All department heads were provided the opportunity to share how they felt about their budgets and request any changes. He stated Laney Taylor, who is with the Town from the Lead for North Carolina as a fellow, helped to develop specific questions for every department as well as an Excel report that showed their budget at every line item and where they are with spending for the year. They were asked to provide a projection on where they felt they would be at the end of the year at line item level. There were just a few requests for any changes in the budget.

All departments were tracking well with their spending for the year. The budget office is developing a Budget 101 training video as well as other tools staff could use that would be beneficial.

Three action items that came out of this review were to add 1 full-time employee for the Clayton Fitness Center, add 1 full-time employee for a Business Analyst position to help manage the ERP (Enterprise Resource Planning) planning/implementation process, and to fill the vacant Asset Management position. In order to make those adjustments, funds would be re-allocated from General Government to Parks for the Clayton Fitness Center position and re-allocated from IT for the Asset Management position.

Mr. Cappola stated from a financial standpoint, we are in good standing. Our estimates for revenues are holding pretty well. Sales tax is tracking a little higher but hope for that to maintain through the end of the fiscal year. Regarding the State Health Plan changes, that was deferred a year. We would not see that impact this immediate year, but would have to plan for that half million dollars next year; Mr. Melton is already working that into the base budget for next fiscal year.

5. BREAK

a. 3:30 - 3:35 p.m.

6. ITEMS FOR DISCUSSION

a. 3:35 - 4:00
State of IT: An Update of Successes
Presenter:
John Mack, Chief Information Officer

Mr. Cappola stated he felt this was a good time to provide an update. He stated when Mayor Pro Tem Archer and Council Member Casey were first elected, staff was initially kicking off a conversion of what was a fully hosted environment to standing up our own internal IT department as well as all the infrastructure necessary.

Mr. Mack shared his department's accomplishments.

- Fully migrated everything off of VC3 into our own internal infrastructure, everything but our SIP trunk. The plan was to migrate that off into a different service but VC3 was less expensive.
- All of theTown's wireless infrastructure was upgraded, including downtown.

- Strategic planning application, Viva Goals, was implemented but then had to migrate to ClearGov (ClearPlans).
- Town-wide Intune deployment for mobile device management was implemented allowing IT to manage all Town mobile devices.
- Cloud based SIEM (Security Information and Event Management) called SMI Force was implemented. The Town went through a couple audits, one with the National Guard and one with the League of Municipalities. Feedback provided was the Town had no security and information and event management solution in place. This software is reporting a lot of user-based issues, so staff is able to get ahead of some future problems we may face.
- Microsoft licensing was migrated to a new vendor allowing us to have a new license in minutes.
- Upgraded Windows Defender licensing implementation to be notified more of security incidents occurring.
- Setup network connectivity at Sam's Branch, just waiting for the contractor to finish cabling the infrastructure. Internet is already setup as well as the Wi-Fi infrastructure working, just not where it needs to be permanently.
- IT Master Plan draft has been completed and submitted to the Executive Team for their review.
- Added three new team members to the team (Server and Application Administrator Zach Sides, IT Support Specialist Phillip Yang, and GIS Analyst Megan Palmer).
- VPN connectivity was converted to a SAML MFA VPN to leverage current Microsoft 365 authentication to bolster VPN security.
- Assisted with the temporary Library relocation and network connectivity and technology setup.
- Completed 2165 service requests of varying degrees of difficulty.
- Satisfied 102 new Equipment/Software requests.
- Developed a Position Equipment Matrix. Every position was captured and staff could enter the required equipment per position for the equipment needed. It calculates the cost of that position annually.
- Implemented crash reporting software eCrash for the Police Department. It has been loaded on all PD endpoints.

Shared were Current Projects:

- Part of the project management for the ERP RFP project.
- In the process of Development Services and GIS process improvements.
- Position Equipment Matrix update after position and title changes.
- Town-wide conference room standardization project. All technology in the Town Hall conference rooms would eventually be consistent throughout the building.
- eCrash RMS interface. Staff is developing an interface to send all crash data to our RMS application for PD. Currently, all crash reports are separate from the RMS system. This would allow all records to be in that records management system.
- Installed Nextivity Wi-Fi devices in 9 police cars so far.
- Working on new Town facility technology planning to make sure there is connectivity to any new facility. We are currently using CityWorks for our asset management. A working group was created to work on implementing some process improvements for the way work orders are submitted and assets are added. In the near future, we would have outgrown CityWork and would need to go to a cloud-based solution.
- Updating Active Directory with new title and department information.

Future Projects:

- ERP Implementation.
- New Town facility technology implementation.
- Town Conference room technology implementation.
- Continue to work towards Zero-trust network implementation.
- New Asset management application, or cloud transition.
- Library renovation technology move.
- Scada (Supervisory Control and Data Acquisition) modernization.
- DLP (Data Loss Prevention) implementation.
- Domain migration to .gov.
- Full network penetration test with the Army National Guard.

7. RECESS/ADJOURN

a. 4:15 - 4:45 p.m.
Clyde Sinclair Parks Playground Ribbon Cutting

8. ADJOURNMENT

a. Adjourn

With nothing further, the meeting was adjourned at 3:45 p.m.

Motion To Adjourn

Result:	**Passed 5-0**
Mover:	Ruth Anderson
Seconder:	Andria Archer
Yes:	Andria Archer, Ruth Anderson, Porter Casey, Amanda Underwood, Gretchen Williams
No:	None
Absent:	

Duly Adopted by the Town Council on Monday, February 16, 2026 while in regular session.

Jody L. McLeod
Mayor

Attest:

Heidi L. Holland

Heidi L. Holland, MMC, MCCMC
Town Clerk

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CLAYTON, N.C.