



Town of Clayton
Town Council Work Session Agenda
Monday, July 20, 2026 at 3:00 PM
Council Chambers, Town Hall
111 E. Second Street

The Public may view the Live Council Meeting on the Town's YouTube Channel:
<https://www.youtube.com/TownofClaytonNC>

No Weapons Allowed Inside Council Chambers.

1. CALL TO ORDER

- a. Call To Order

2. ADJUSTMENT OF THE AGENDA

- a. Adopt or Adjust the Agenda

POTENTIAL ACTION: Adoption of Agenda

3. STAFF INTRODUCTIONS AND RECOGNITIONS

- a. 3:00 - 3:10 p.m.
Joseph D'Agostino, Contracts & Procurement Analyst
Presenter:
Shaun Mizell, Procurement, Contracts, and MWBE Manager
- b. Planning Department:
Abi Napier, Planning Intern
Lauren Staudenmaier, Senior Planner
Leigh Sullivan, Zoning and Code Enforcement Officer
Presenters:
Haley Downey, Assistant Planning Director
- c. Meredith Mumford, Deputy Town Clerk
Presenter:
Heidi Holland, Town Clerk
- d. Carlo Scott, Instrumentation Control/Pump Technician
Presenter:
David White, Water Reclamation Superintendent

4. ITEMS FOR DISCUSSION

- a. 3:10-3:40 p.m.
Parks and Recreation Property Use Study
Presenters:
Sara Burroughs, SAGE Consulting and Todd Riddick, Parks and Recreation Director
- b. 3:40-4:00 p.m.
Community Service Policy
Presenter:
Kenya Walls, Human Resources Director

5. BREAK

- a. 4:00-4:05 p.m.

6. ITEMS FOR DISCUSSION

- a. 4:05-5:00 p.m.
Renovation Concepts - Clayton Wellness & Activity Center
Presenter:
Christopher Gallant, Capital Program Manager

7. ADJOURNMENT

- a. Adjourn
POTENTIAL ACTION: Motion To Adjourn



Town Council Work Session Agenda Cover Sheet

Meeting Date

July 20, 2026

Agenda Location

ITEMS FOR DISCUSSION

Item Title

3:10-3:40 p.m.

Parks and Recreation Property Use Study

Presenters:

Sara Burroughs, SAGE Consulting and Todd Riddick, Parks and Recreation Director

Presenter(s)**Suggested Action****Strategic Priorities Alignment**

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary**Funding Source****Corresponding Documentation**

None

Submitted By: Meredith Mumford, Deputy Town Clerk

Reviewed By:

Meredith Mumford, Clerk's Office
Todd Riddick, Parks and Recreation
Dolores Gill, Administration
Rich Cappola, Administration
Heidi Holland, Legislative

Created -



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ITEMS FOR DISCUSSION

Item Title

3:40-4:00 p.m.

Community Service Policy

Presenter(s)

Kenya Walls, Human Resources Director

Suggested Action

POTENTIAL ACTION: Informational Only

Strategic Priorities Alignment

POTENTIAL ACTION: Informational Only

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary**Community Service Leave Policy**

Why Are We Introducing This Policy?

The Town of Clayton believes serving our community extends beyond the workplace. Community Service Leave encourages employees to volunteer while strengthening partnerships with local organizations, schools, and nonprofits.

Draft Policy Highlights

- Up to 12 hours of paid Community Service Leave annually.
- Available for approved volunteer activities with eligible nonprofit, educational, charitable, and governmental organizations.

- Includes volunteering in public or private schools.
- Department Director approval and verification of participation are required through documentation.
- Leave hours are paid but do not count toward overtime calculations.

Why It Matters

- ✓ Supports employee engagement
- ✓ Strengthens community partnerships
- ✓ Encourages volunteerism
- ✓ Enhances recruitment and retention
- ✓ Reflects the Town's commitment to public service

Funding Source

Corresponding Documentation

1. Community Service Hours Policy

Submitted By: Meredith Mumford, Deputy Town Clerk

Reviewed By:

Meredith Mumford, Clerk's Office
 Kenya Walls, Human Resources
 Dolores Gill, Administration
 Rich Cappola, Administration
 Heidi Holland, Legislative

Created -

	TOWN OF CLAYTON POLICY	
	Department: Human Resources	Effective: Select a Date
Policy Title: Community Service Hours Policy Version # Click or tap here to enter text.		Supersedes: New
		Prepared By: Kenya Walls Human Resources Director
Approved By: Town Council ☐ or Town Manager ☐ Date: April 13, 2026		

Purpose:

The purpose of this policy is to encourage and support employee involvement in community service activities by providing paid leave to participate in volunteer efforts that benefit the community.

Scope: All full-time employees are eligible for Community Service Leave. LGERS Part-time employees may be eligible on a prorated basis, as determined by Town Management.

Policy:

The Town supports employee engagement in civic and charitable activities. Eligible employees are granted up to Eight (8) hours of paid Community Service Leave per calendar year to participate in approved volunteer activities.

Organizational Rules:

1. Approved Activities

A. Community Service (Volunteer Activities)

Activities must be performed on an unpaid, volunteer basis and may include service with:

- Nonprofit organizations designated as 501(c)(3) agencies
- Human services organizations that are licensed, accredited, or otherwise recognized to provide services to the public
- Disaster relief efforts coordinated through the American Red Cross or other officially recognized emergency response organizations, when supporting community recovery efforts
- Charitable, educational, or governmental organizations that provide direct benefit to the community

B. Educational & School-Related Volunteer Activities

Commented [KW1]: Not sure of the number of hours so I just used 1 hour per month.

Employees may also use Community Service Leave to participate in non-compensated volunteer activities that support educational programs or youth development in public or private school settings. Examples of approved activities include:

- Volunteering in classrooms or school programs.
- Assisting with school-sponsored events or educational activities.
- Serving as a chaperone or volunteer for field trips or other student activities.
- Participating in other approved volunteer opportunities that support schools or students.

Attendance at parent-teacher conferences, awards presentations, classroom visits, school performances, or other activities related to an employee's own child is governed by the Town's **Leave for Parental Involvement in Schools Policy** and is not covered under Community Service Leave.

2. Leave Usage Guidelines

- Employees may use up to 12 hours per calendar year of paid Community Service Leave.
- Leave must be taken in increments of no less than one (1) hour.
- Community Service Leave has no cash value and will not be paid out upon separation of employment.
- Unused Community Service Leave will not carry over and is forfeited at the end of the calendar year ("use it or lose it").

3. Approval Process

- Employees must submit a request for Community Service Leave in advance to their supervisor.
- Requests should include the date, time, organization, and nature of the volunteer activity.
- Approval is subject to operational needs and staffing considerations.

4. Documentation

Employee should provide verification of participation to payroll, such as:

- A confirmation email or letter from the organization
- A brief summary of the activity performed
 - Time code usage will not be approved without verification of participation

5. Time Tracking

Employees using Community Service Leave must accurately record their leave in the Town's timekeeping system. All approved Community Service Leave hours must be coded as Community Service Leave in Neogov. Employees are responsible for ensuring leave is submitted accurately and approved by their supervisor in accordance with established timekeeping procedures.

Hours recorded as Community Service Leave are paid but not considered hours worked for the purpose of calculating overtime under the Fair Labor Standards Act (FLSA) or Town Policy.

6. Restrictions

Community Service Leave may not be used for:

- Activities that result in compensation or personal financial gain
- Religious activities that are primarily doctrinal or proselytizing in nature (unless part of a broader community service effort)
- Political campaigns, advocacy, or lobbying efforts

7. Coordination with Other Leave

Community Service Leave is separate from other types of leave and may not be substituted for vacation, sick leave, or other paid time off.

DRAFT



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ITEMS FOR DISCUSSION

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4:05-5:00 p.m.

Renovation Concepts - Clayton Wellness & Activity Center

Presenter(s)

Christopher Gallant, Capital Program Manager

Suggested Action

POTENTIAL ACTION: Informational Only

Strategic Priorities Alignment

POTENTIAL ACTION: Informational Only

Public Hearing: No

If Approved, Will Document Require Recordation? No

Summary**Funding Source****Corresponding Documentation**

None

Submitted By: Meredith Mumford, Deputy Town Clerk

Reviewed By:

Meredith Mumford, Clerk's Office

Kinsey Holton, Engineering - CIP

Jonathan Ham, Engineering - CIP

Rich Cappola, Administration

Heidi Holland, Legislative

Created -