

Special Meeting of the Town Council

03/20/17

6:00 pm

Clubhouse at Jamestown Park & Golf Course

Council Members Present: Mayor Volz, Council Members Straughn, Nixon, Ragsdale, Montgomery

Staff Present: Kathryn Billings, John Crowe, Ross Sanderlin, Judy Gallman, Matthew Johnson, Paul Blanchard, Martha Wolfe, Katie McBride

Visitors Present: Rebecca Mann Rayborn, Carol Brooks

1. Call to Order- Mayor Volz called meeting to order.

Billings started the discussion on the preliminary budget by stating that Gallman and all the department heads had been working diligently on the CIP and the preliminary budget for the year. She gave background information on factors that may have an effect on the budget. She also noted that the Town may want to reconsider the amount of money given to nonprofits over the next year. The Town has several properties and upcoming projects that may need to be a higher priority.

2. Discussion of Capital Improvement Plan (CIP) - Kathryn Billings began the presentation of the CIP for the fiscal year (FY) 2017/2018. She noted that staff could answer specific questions about the projects as they arise. She spoke about the CIP for the General Fund first. The projects had been divided into the categories of must do, should do, and could do. The expenses within the FY 2017/2018 are listed as well as projected costs for the next five years. The ‘must do’ projects have already been budgeted for FY 2017/2018. The ‘should do’ and ‘could do’ projects are something that the Town may consider for the coming years.

<u>Must Do Projects</u>	<u>Cost FY 2017/2018</u>
• East Fork Rd. Pedestrian Bridge & Connectors	\$1,200,000
• CEI for E. Fork & E. Main Sidewalk Projects	\$150,000
• Lydia Sidewalk- Main St. Existing o YorkLeigh Dr.	\$850,000
• Sidewalk- Oakdale Rd. (Phase 2 & 3)	\$225,000
• New Golf Maintenance Building/ Vehicle Wash Facility	\$40,000
• Sidewalk- Penny Rd. (Main St.- HP Greenway)	-----
• New Leaf Truck	\$180,000
• New Sanitation Truck	\$200,000

Council Members and staff discussed the funding sources for the projects and their intended start dates.

There were several projects within the 'should do' section. Three of those projects were considered to be higher priorities for the Town.

<u>Should Do Projects</u>	<u>Cost FY 2017/2018</u>
• Tee Complex Construction	\$230,000
• Replace Drainage System at Golf Course	\$45,000
• Pave Cart Paths	\$25,000

Billings explained that these projects would be completed over a series of years, but the Town should get started on them. They will take a lot of work and coordination.

There were several items on the 'could do' projects list. These projects were not currently the highest priority for the town, but may need to be taken into consideration for the future. Billings noted that the baseball field would require a significant amount of maintenance in the coming years. She stated that the Town may want to consider updating or changing the field and equipment. The Town will be investing a large amount of money into the field and might want to consider some alternative recreational uses.

The Council Members and staff discussed potential changes and the requirements that have to be met to implement those changes

Blanchard also noted that one of the 'could do' projects was the storm drainage system in Forestdale East. He stated that he wanted to be sure to fix the drainage system beneath the surface before the roads were repaved.

Council Members and staff discussed the General Fund CIP for FY 2017/2018.

Billings then presented the CIP for the Water/Sewer Fund. The projects for this fund were also broken into 'must do', 'should do', and 'could do' sections. She stated that the Town had to pay for any improvements made to the Eastside Treatment Plant. The Town owns a portion of the plant and is required to pay those expenses. Jamestown also must maintain their own water and sewer systems. Those expenses fall into the 'must do' category.

<u>Must Do Projects</u>	<u>Cost FY 2017/2018</u>
• Jamestown's portion of Eastside Improvements	
○ Odor Control Project	\$22,000
○ Incinerator Rehab	\$47,500
○ Incinerator Emissions Improvements (EPA Required)	\$40,000
○ Incinerator Rehab hauling	\$72,000
• Riverdale Forcemain Repairs	\$100,350
• Riverdale Pump Station Expansion	-----
• Riverdale Pump Station Upgrade	-----
• Sewer System Repairs/Improvements	\$240,000
• Water System Improvements	\$485,000

Blanchard explained the details surrounding the capital improvement projects. He noted that some were placed on the list because of camera footage that indicated a problem and others were having recurring issues. He noted that sewer systems were always aging because of wear and tear. He also stated that some of the water lines currently being used were put into place in 1948. Those water lines would need to be replaced. He explained some of the changing rules and regulations that would impact the timeline for the water and sewer projects.

Billings noted that there were also three items on the 'should do' list.

<u>Should Do Projects</u>	<u>Cost FY 2017/2018</u>
Vehicle Replacement (Public Services)	\$32,000
Mini Excavator	\$64,000
Backhoe	-----

Council Members and staff discussed the details of the CIP for the Water/Sewer Fund. Gallman encouraged the Council Members to contact her if they had any questions about the CIP FY 2017/2018.

3. Discussion of Preliminary Budget for Fiscal Year 2017/2018

Billings began the presentation of the preliminary budget FY 2017/2018. Council Member Straughn asked what the potential was to provide employees with salary increases. Billings responded that a 2.5% cost of living increase would be provided. She also stated that a 0-2.5% increase in salary had been budgeted for employees based on merit. The merit increase would be based on evaluations. Billings noted that evaluations would be completed a month earlier than usual in order to have more concrete numbers before the budget would be presented again in May.

Billings started the discussion on the revenue of the General Fund. She stated that the Town's current ad valorem tax rate was 0.455% and that staff recommended that it remain the same. She also noted the revenue potential for the new franchise cell tower fees. However, the Town had not finalized negotiations with Verizon regarding the specifics of the tower.

Gallman reminded everyone that the numbers included within the revenue section were subject to change before the final budget was completed. They were currently based on early projections and would become more solid towards the end of April.

Sanderlin explained the techniques he used to project the revenue produced by the Golf Course.

Council Members and staff discussed the details of the General Fund Revenues.

Billings began the presentation of the General Fund Expenditures. She noted that the Town may invest in new software for recording/transcribing minutes. She also highlighted the expenses related to the upcoming election year. She stated that the Town had also budgeted for the training of new employees and potential Council Members.

The grant money given to multiple nonprofits was discussed. Billings noted that the Town does have a responsibility for the Jamestown Public Library because it owns the facility. However, a large amount of money has been given to other nonprofits and the Town may want to shift its

priorities away from them. Specifically, the Town had been generous to the YMCA during its early years of operation. Jamestown may not be able to continue to allocate as much money to the YMCA in the future. Council Members and staff discussed the amount of money given in grants to nonprofits.

Billings presented the administrative expenditures. She noted the money that had been budgeted for staff conference fees and education. She also stated that the Piedmont Triad Regional Council would be evaluating the duties and responsibilities of the positions held by Town employees. The salary associated with the position would adjust according to their findings and the salaries of similar positions in neighboring municipalities. Council Member Straughn asked if the merit salary could be increased to a maximum of 3% instead of 2.5%. The Council discussed the idea of increasing the possible merit raises to 3%. Gallman stated that there was room in the budget to allow for this change. She also noted that the position study was important in order to prevent employees from leaving Jamestown to work for neighboring municipalities.

Billings noted the costs associated with the initial drug testing and background checks of new employees. The Town also randomly tests employees for substance abuse throughout their employment. She stated that it was not a large fee, but it was something that the Town does for every employee.

Billings stated that the Planning Director's salary had previously been split between the Water/Sewer Fund and Administration. Gallman changed this and listed the entire salary beneath Administration. This would allow for more clarity on the expense.

She noted a change in fire inspection fees. Guilford County has agreed to rent the Fire Department Facility for the same amount of money the Town has been spending on fire inspection fees.

Council Members and staff also discussed the possibility of Animal Control giving an annual report to Council. Council Member Straughn stated that he would like to know more information on how they are budgeting the money received from their contract with the Town.

Billings also noted money budgeted for a new garbage truck and some special events throughout the year.

She also highlighted the expenses for the Jamestown Park & Golf Course. There was money budgeted for items required for the daily operation of the course and improved facilities. The Town would also like to improve the Park's website.

Council Members and staff continued to discuss the preliminary details of the expenditure budget report for FY 2017/2018.

Billings presented details on the Water/Sewer Fund. The majority of the revenue is produced by utility billing. The largest expenditure comes from paying the salaries of employees. Town Council Members discussed the details of the Water/Sewer Fund revenues and expenditures.

Billings reiterated that the numbers that were presented were not final. She said that the Budget was still in its very early, preliminary stages. She encouraged Council Members to read over the budget more thoroughly and contact Town staff if they had any questions. She thanked the Town staff for their great communication with Gallman and for playing such important roles in the budgeting process.

Employee appreciation events were discussed by Town Staff and Council Members.

Council Member Nixon made a motion to adjourn. Council Member Straughn made a second to the motion. The motion passed by unanimous vote.