



Settled 1752
JAMESTOWN
NORTH CAROLINA

Town of Jamestown
Budget Workshop
March 2, 2019
8:00 a.m.
Jamestown Park & Golf Course
Agenda

- A. Discussion of the Capital Improvement Plan (Departmental Discussions with Town Council)
- B. 2019/2020 Budget Discussion
- C. Fund Balance and Non-Profit Discussion
- D. Wrap Up 2019/2020
- E. Adjournment

*A light breakfast will be served.

* 30 minute break at 9:30 a.m.



TOWN OF JAMESTOWN

Budget Work Session

March 2, 2019 (8:00am)

A work session is a rare opportunity for the Council to work at its “plan” and to achieve a new standard of performance and satisfaction. Though the purposes for sessions vary, the main point is to use this opportunity to accomplish something that can't be done through routine meetings. An annual work session can be of many forms such as: Visioning Session, Budget Sessions, Leadership Sessions, etc. and last for many days.

The primary focus is to establish new goals and direction for the upcoming fiscal year and identify means by which they can be accomplished. Often goals set by this Council can lead to certain levels of funding. As you know, funding is one of the finite resources available to the Town, such goals and objectives should be prioritized.

8:00 am -9:30 am

A. Discussion of the Capital Improvements Plan

The Capital Improvements Plan (CIP) is a five-year plan identifying the Town's capital outlay and improvement needs. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds \$5,000 and the estimated useful life is greater than 5 years.

Through the budget process there will a number of projects, policies, programs and/or purchases that will not be funded. This is of course due to the fact the Town has limited resources that prevent the funding of all items within one fiscal year. It is still important that each of these items be discussed regardless of the lack of available funding. Even though an item may not be funded for this upcoming year, it can be placed on the CIP and a plan for funding can begin.

Each Department will give a short overview of one or two projects that are a must do. Attached you will find a ***draft*** of the Five Year CIP for the Town. This is not an

inclusive list, and attention must be given to projects or purchases by the Town as a whole. I would request that Council consider giving staff feedback on prioritizing our Projects/Purchases during our work session.

1. Department Discussions
 - a. Administration
 - b. Public Services
 - c. Planning
 - d. Golf Course/Recreation
2. Questions and directions from Council to staff.

9:30 am – 10:00 am *BREAK*

10:00 am – 11:00 am

B. 2019-2020 Budget Discussions

The budget process is the methodology through which tax funds are administered. The budget process is concerned with the allocation of available resources (people, money and equipment) among alternative and competing activities and work programs. It also represents the decisions made with respect to:

- (a) The quality and quantity of activities, work programs and improvements to be undertaken; and
- (b) The financing of these activities, work programs and improvements. The budget therefore is more than a financial document. It represents the process through which policy is made and put into effect. It should also be remembered that planning, coordination and control are the objectives of budgeting.

The Town Council, in reviewing the budget, has an opportunity to judge the adequacy of the proposed objectives, activities and programs and to establish the level of service to be rendered during the next fiscal year. The Council can also compare the need for services. The adoption of the budget is one of the most important aspects relating to policy-making decisions undertaken by the Council. As such, it is the responsibility of all persons involved in the budget preparation process to provide the most meaningful and accurate information.

In reference to the Budget, all departments will be submitting their budgets to the Finance Director on February 22nd. We will take this time at our work session to discuss upcoming issues that will or could affect the financial

status or levels of service offered by the Town and have discussions with our department heads.

1. Finance Director Judy Gallman will give a Quick Overview of the 2019/20 Budgets submitted by Department Heads and the variables that may affect our upcoming budget.
2. Questions and directions from Council to staff.

11:00 am – 11:15 am

C. Fund Balance and Non Profits Discussion

Judy Gallman and Kenny Cole will give a brief discussion on the Town's Fund Balance and Non Profit Policy

11:15 am – 11:30 am

D. Wrap Up Discussion

It can be of great benefit to identify other objectives that Council members or other participates would like to see accomplished for the upcoming year. This process should lead to clearer direction setting for Management and Staff.