

Special Budget Workshop
April 22, 2014

Jamestown Park Clubhouse
6:00 pm

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Thomas, Montgomery, and Nixon-Roney
(Council Member Ragsdale absent)

Staff Present: Chuck Smith, Judy Gallman, Paul Blanchard, Matthew Johnson and Martha Wolfe

Visitors: Carol Brooks of the Jamestown News

1. Call to Order – Mayor Volz called the meeting to order.
2. Mayor Volz turned the meeting over to the Town Manager. Smith stated the workshop tonight is for budget planning. He presented a draft budget. At the May 20th, 2014 meeting the proposed budget, budget message and review of CIP Program will be presented. The Public Hearing will be set for the June meeting.

The Council discussed the grant process. The Town received 4 grant requests. Per the Town’s non-profit organization funding policy, there is a \$100,000.00 maximum cap. Smith presented the following:

<u>Organization</u>	<u>Grant Requested</u>	<u>Preliminary Grant Budgeted</u>
JYL	\$12,000.00	\$5,000.00
Ragsdale YMCA	\$100,000.00	\$30,000.00
Jamestown Library	\$60,000.00	\$60,000.00
Historic Jamestown Society	\$8,500.00	\$5,000.00

Council discussed the grants and the non-profit agencies. All are worthy organizations. All Council agreed to the \$60,000.00 funding for the Jamestown Library. The Town owns the Library and we need to maintain the building. After discussion, the Council agreed to the preliminary grant as presented.

Smith presented the preliminary CIP Projects.

“Must Do”

GENERAL FUND – TOP 3

- Dillon Rd. Pedestrian Bridge
- New Garbage Truck
- Front end loader tractor for the Golf Course

Johnson presented the sidewalk projects that are listed as:

“Should Do”

- Oakdale Rd. – second phase Hillstone to Moore Street done with enhancement funds NCDOT

- E. Fork Rd. – Pedestrian Bridge & sidewalk. There is a possibility of a grant with the state paying the Town's matching 20%. Most of the planning has been done for this project. (1.2 million)
- Lydia Trail – The design has not been done. (approx. cost \$670,000.00.) Johnson talked with Bicycle & Pedestrian Division of NCDOT. There may be potential for more funding.
- Clubhouse/Renovations Project. Smith reported the staff had a good meeting with LGC. \$800,000.00 has been budgeted. Council discussed the fees for the architect. Smith said the fee would be a negotiated percent of the construction cost. The fee would include the architect being the on-site inspector. Smith said if the Town secured a loan for the clubhouse renovation, depending upon the interest rate: 15 year - \$77,000.00 a year payments 20 year - \$63,000.00 a year payments. Smith said the first year payment would be about equal to the .02 currently putting into Capital Reserve Fund. The idea would be to show that .02 as repayment on our loan. Council agreed the Clubhouse has failing infrastructure and work is needed on the facility. Gallman stated the LGC looks at public support for a project. Smith said the Clubhouse Project was introduced to the Parks & Recreation Committee. There were pleased with the design. LGC really liked the idea of creating a community center/space.
- Council discussed the PARTF grant which the Town applied for to renovate greens, tee boxes, baseball fields, disc golf. The town would have to pay up front for the project and get reimbursed 50%.

Gallman stated the budget is set up presently using NO capital reserves. This budget does use a fund balance of approximately \$94,000.00.

WATER/SEWER FUND

- Sewer System Repair & Improvements – areas targeted Forestdale North & Adams Farm
- Adams Farm Flow Meter – want to install a permanent flow meter to be sure the town is being billed properly.
- Odor Control Project – had to budget each year. Jamestown owns approximately 8% of the plant and we have to pay our share at Eastside Improvements on-going expense.
- Public Services Facility demolition is budgeted. The Town's Public Services crew has done some of the demolition. We would like to keep moving the Public Services Facility forward. LGC really liked the idea of the Public Service Facility and Clubhouse Renovation projects done together. Next step with LGC is to fill out the application, research banks, and figure estimate costs. Then submit application to the LGC. This should be a 3 – 4 months process. LGC states it must be necessary and expedient. 1.2 million estimated cost of project.
- Grandover water/sewer \$675,000.00 budgeted. This estimate is worst case scenario for extending the water/sewer into Grandover area. We have a good lead on design for the sewer system. Still discussing options for the water connection with Greensboro.
- CIP does not show any water system improvements this year. Requesting engineering update water model report. Verify we do not need the Forestdale East water tank.

Council discussed equipment for the Parks Department.

Judy Gallman reviewed the 2014-2015 preliminary budget. She highlighted the following:

- The new tag & taxes program has changed the process for collection of the property taxes. You pay vehicle personal property tax when you get your tags. Guilford County gets taxes from DMV and returns the Town's portion. The real & personal property tax for next year is similar to the current year.
- State grant for sidewalk project
- Includes Guilford County population based grant of \$11,541.00 to the Jamestown Library. The additional amount must be approved every year. Please contact commissioners to fund the Jamestown Library.

- Golf Course revenue projects similar to current year. Discussion of sponsorship funds.
- Budgeted \$150,000.00 to purchase a new garbage truck.
- \$93,813.00 from Fund Balance Appropriations to balance budget

Governing Body Expense –

- Other contracting services – Codification of the General Ordinance proposal of \$10,000.00.
- Council discussed a stipend for the Council Members or getting paid a fee per meeting. Gallman stated she would prefer issuing a stipend. Council Members would receive a W2 at the end of the year.
- Council Member Nixon-Roney suggested researching electronic I-pads for agendas, packets and email. This would save on paper.
- No tax increase proposed for this year's budget – current tax rate is €.445 per \$100.00 valuation of taxable property.
- Planning Department is similar to current year.
- Buildings & Grounds budgeted funds for exterior repairs to Town Hall
- Public Safety – proposed Sheriff's contract decreased a little, do to not purchasing a vehicle
- Fire Dept. – PSFD proposed to increase the Fire District Tax Rate – This means about a \$44,000.00 tax increase to the Town. Council Member Montgomery stated the Council discussed during last year's budget to pass through increase in safety contracts as a safety tax. We have no control over the increase in the public safety contracts. Safety is a # 1 concern to all citizens. We will see this trend continue to increase on public safety contracts. Mayor Volz recommended that we stay with this established policy to pass through the public safety increase to keep the Town whole. Gallman stated that a one cent tax increase would be sufficient to cover the Public Safety increase. This is based on property tax value, so it's basically a pass through from the Fire District through the Town to the citizens. Council agreed to propose a one cent tax increase to match the increase in the Fire District Tax rate.
- Street maintenance - \$15,000.00 budgeted for new sign posts
- New garbage truck budgeted \$150,000.00
- Salaries in Sanitation Dept. increase due to hiring of 2 Full time employees instead of 1 full time and 1 temporary
- Salaries up slightly in Recreation line due to moving an employee from golf course to the Recreation Dept.
- In the Recreation & Golf Course Departments looking at replacing garbage cans & benches at Jamestown Park over the next 4 – 5 years.
- Pro Shop – putting together a retail plan and scale back on purchase of apparel.
- Water-Sewer Fund Revenue – Propose a 3% rate increase for water/sewer for both in and out of town rates. There has not been a rate increase for 2 years. City of High Point proposing a 3% rate increase and Randleman proposing a 7% increase in water rate. Town's increase is modest.
- Gallman proposes to use about \$400,000.00 from Net Assets Appropriated due to Capital Projects.
- Purchase a vehicle in water-sewer department
- The PTRWA settlement is budgeted to be paid out of operating budget
- Fees – No new fees or adjustments in General Fund. Water/sewer 3% increase. Meter box fee \$50.00 plus cost of damage to meter box.

Council Member Nixon-Roney made a motion to adjourn. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote. The meeting ended at 8:53 pm.