

Special Council Work Shop
Capital Improvement Plan
March 7, 2011
10:00am-2:00pm
Ragsdale Civic Center

Minutes and General Account

Council Members Present: Mayor Volz, Council Members Nixon-Roney, Thomas, Gray and Ragsdale

Staff Present: Chuck Smith, Judy Gallman, Matthew Johnson, Paul Blanchard, Jay Gardner, Michael Hutcheon, and Martha Wolfe

Presenter: Jack Vogt, NC School of Government

Visitors: Deloris Dewey, Veronica Ashburn, Chris Mattern, Pat Mattern, Jim Mooney, Ralph Proscia, Tom Tervo, Charles Dowdy, Beverly Foster, Jim Rayborn, Buddy Mann, Lenise Willis of the Jamestown News, Jan & Carl Galloni

Mayor Volz introduced Jack Vogt to the Council and the attending public. Mr. Vogt then gave an overview of Capital Planning, Budgeting and Finance. He stated that a Capital Improvement Plan is usually a 5 – 6 year plan which is updated annually. The threshold for items to be included in the Town CIP is \$5,000.00 and the project is greater than one year. The CIP may be dealt with during the annual budget process or dealt with separately. The Town Council is required to adopt the CIP by Resolution.

Vogt stated that Master Planning is required first, and then define CIP projects. CIP projects must be prioritized by the urgency and need by the Departments Heads and the Town Council. Authorization of projects and appropriation of funds for them occurs in stages:

- Approval of project in concept
- Approval of project design
- Approval of financing
- Approval of project budget
- Approval of contract

The larger the project the more stages there are.

Judy Gallman, Finance Officer, then gave a brief background on Jamestown's CIP which is still being developed. She stated that staff is looking to the Town Council to prioritize our projects. While the Department Heads have prioritized their projects, the Town Council must prioritize and fund these projects. The Town Council should consider projects as **MUST DO, SHOULD DO** or **MAY DO**.

A general discussion occurred regarding financing sources, forecasting, grants, general fund balances, bonds and debt.

The Council reviewed the Town of Jamestown CIP for the Water/Sewer Fund and the General Fund. Gallman explained that each Dept. Head submitted prioritized projects for their departments. Per Gallman, the missing piece to this plan is the funding sources. We hope to get this program in place and approved so that we can look at the long range needs of the Town.

Smith stated the CIP has been developed by the Heads of each department. We are now looking to the Town Council to prioritize these projects. The projects must be looked at as a town wide priority and not just by departments. We will also be asking the Council to approve funding sources. Smith stated the funding sources can affect the priority of the project.

Johnson said he included the Wrenn Miller project in the CIP. He stated we would like to apply for a PARTF grant to develop this Park. However, the Council will have to approve this as a CIP project authorizing that the Town will fund the matching grant.

Vogt stated if a project is \$500,000.00 or less and less than a 5 year project, State approval is not required.

Vogt discussed different funding sources available. Once you have money in a Capital Reserve Fund it must be used for Capital purposes.

The Council discussed debt and debt ratio. The Finance Officer stated the Town uses installment funding for most of the Town's needs.

The workshop ending at 2:00 pm.