

DRAFT
Special Budget Workshop
April 4, 2012
Grandover Resort & Conference Center
5:30 pm

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Montgomery, Nixon-Roney and Thomas (Council Member Walls absent due to family illness)

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

Visitors Present: Kevin Bottomley, Ragsdale YMCA; Joyce Volz and Carol Brooks of the Jamestown News.

Mayor Volz called the Budget Work Session to order. The Town Manager asked if the Council had any items they would like to talk about or have included in the proposed budget. Mayor Volz mentioned a proposed memorial park being developed. The Park is located on land that is situated between Forsyth & Guilford County. Several Towns and service groups have already committed to participating in the memorial park. The Mayor stated he is personally going to contact veterans in the Jamestown area to form a fundraising campaign to raise funds for donating to this memorial park. The Mayor suggested to the Council that the Town may want to put some funds in the upcoming budget for the park project. He suggested \$5,000.00.

The Town Manager presented a preliminary balanced budget that does not tap into the General Fund reserve. Smith began with the water-sewer revenues. The preliminary budget proposes a 3% rate increase in the water & sewer rates for in and out-of town rates. The City of High Point notified the Town that they are increasing the rate for water the Town purchases from High Point by 6% for water and 8% for sewer. The Piedmont Water Authority is increasing its water rate by 4.5%. The Town purchases water from High Point and the Piedmont Water Authority. The Council discussed the rate increase of 3% versus increasing the rate the full 6%.

Council discussed projects in the water/sewer fund which are coming up:

- Adams Farm Outfall relining
- Extending water line at Vickery Chapel Rd.
- Water extension Guilford College Rd. area

The Town previously set up the Water/Sewer Capital Reserve Fund to plan for the Town's future capital water/sewer projects:

Capital Outlay – Water Projects

- Water main replacement Potter Drive
- Vickery Chapel Waterline extension

Capital Outlay Sewer Projects

-Adams Farm Outfall relining

Included in proposed budget is purchase of a new service truck. The old service trucks are either sold or given to the Jamestown Park Dept. for their use.

The new water meters & transmitters have arrived. The software is expected to arrive by the middle of this month. Beginning October 1, 2012 the Town will start monthly utility billing. Residents can also pay their utility bill on-line or have their bills emailed.

Water/Sewer CIP summary sheet was distributed. Council was also given a project detail sheet which included:

- Adams Farm Rehabilitation Project
- Vickery Chapel Water line
- Potter Main Water line
- Purchase new service truck
- Eastside Improvement Jamestown's portion of maintenance facility
- Research, planning, design & survey of Harvey Rd. property to study upgrade of the buildings & facilities (old treatment plant)

The Gannaway water line replacement project has been pushed out a year due to the recent approval of a new development. The Town will wait to see what the developer is required to construct.

The Robbins water line upgrade is approved in the current budget. The project has started.

Water/Sewer Fund and General Fund reflect a proposed 1.5% COLA to all employees. The CPI Index average is 2.9% - 3% for this quarter. Merit increase proposed is 0-2% based on the employee evaluation. For the Water/Sewer budget this represents a .2% of the budget and represents .7% of the General Fund budget. This is the same as budgeted last year.

Gallman said it is anticipated a 1-2% drop in property tax valuation from Guilford County tax re-evaluations. There is no tax rate increase proposed in this 2012-2013 budget. The revenue neutral tax rate is €.39 ½. The Town had a drop in property tax valuation due to the purchase of the former James Plantation site by GTCC. The sales tax projections from the State show a slight increase this year.

General Fund Revenue:

- *Enhancement Project Fund – (state grants) NCDOT –potential sidewalk extension to connect from Ragsdale High School cross Vickery Chapel Rd. on High Point Rd. to Yorkleigh (through Town's entrance park)
- *Enhancement Project Fund - Finish sidewalk project on Oakdale Rd. and Main St. from the Dr. Shubal Coffin House (yellow house) to the Railroad tracks on Oakdale Rd.

*The Town would submit the project, once accepted by the State, the Town would have to hire a consultant to oversee the project. The Town would submit invoices for reimbursement. No proposed rate increases in the \$7.00 a month solid waste fee. However, if the Town did go with curbside recycling utilizing carts we would have to increase the fee to \$12.00 a month.

Council discussed the Town's grant to the Library and the grant from Guilford County to the Library. The Town's grant is designated that \$25,000.00 goes toward maintenance of the building. The Town Manager said the 5 year agreement from Guilford County to the Library is \$13,000.00. However, Per Council Member Thomas all the paper work has been filed and mailed to the County requesting the additional grant money for the Library. (approximately \$42,000.00)

Gibson Park – Per Smith, we have not received any information regarding the Town's contract with Guilford County for the operation agreement of Gibson Park. The Town receives 10% for administration management fee.

Smith stated the projected rents for JYL are shown in line item #3837 of the Revenue Budget Report for fiscal year 2012-2013. Council Member Thomas asked if we could approve a special rate for certain groups. The Town Manager did not recommend this. Council Member Thomas feels there is more we could do for JYL in the form of reduced rates or free rentals. He feels JYL is a worthy organization.

Mayor Volz said we need to budget for the golf course maintenance as well.

Per Council Member Montgomery, JYL did not fill out the grant application properly and the deadline has passed. Smith said at the next Council meeting, he will provide to the Council the rates that JYL and others pay for field rentals. Smith talked to JYL about sponsorship/advertising partnerships at the fields but JYL was not interested.

Included in budget:

- \$20,000.00 for demolition of 103 Pearce Drive
- Ipad for Council \$4,000.00 – Council Member Nixon-Roney has an Ipad delete one - \$400.00
- Library grant \$60,000.00
- Jamestown Historic Society requested \$20,000.00 of that \$5,000.00 for bath renovations, \$15,000.00 wages of PT position (proposed in the preliminary budget \$17,500.00)
- YMCA grant requested is \$120,000.00 (proposed in the preliminary budget is \$75,000.00)
- JYL submitted incomplete application with no dollar amount

Council talked about possibly granting less to the Historic Society and splitting the remaining amount between the YMCA & the Library. Possibly grant \$5,000.00 to the Historic Society.

Council asked the Manager to speak with the Historic Society about the grant amount requested.

The Town Manager suggested for future grant applications, the Council think about specifying a certain amount of the tax rate be designated for grants. Then that amount of monies is all that is available for grants that year (Ex: .03€ on the tax rate = \$110,000.-\$120,000). Or if there is strong enough support from Jamestown citizens, Council could consider a tax increase to fund these grants.

Mayor Volz said beside the Library grant, we need to start a program to put money into an account for the CIP for the golf course. We need to start putting something aside. The Mayor stated to possibly remix the numbers for the grants to budget some funds for the Golf Course.

The Council discussed the Revitalize Downtown Jamestown Plan. Possibly draft the plan in the first year and implement it in the second year. A Façade Grant Program for property owners was discussed. Smith said a privilege license could help fund this, or a ½ -1 cent tax increase. This funding would be kept in place for several years. The CIP program is funded by the one cent tax increase which equals approximately \$40,000.00. The plan would include community branding, marketing and strategic planning for the community. The consultant's fee would be approximately \$40,000.00. (one cent tax increase)

Regarding the privilege license tax – details to be determined. The report will be given at the April 2012 meeting. Revenues unknown at this point.

Council discussed the tax rate and was generally not in favor of increasing taxes. Smith stated at this point, the fire district tax will not increase this year or next, but may after that. Per Smith grant funding is becoming increasingly harder to do. Council discussed grants and how to distribute. They talked about funding for the Library, JYL, Golf Course and YMCA.

Council discussed the Pro Shop and sale of merchandise. Discussed possibly reducing merchandise budget and allocating those funds toward Golf Course CIP. (Ex: \$5000.00.)

Included in the preliminary budget:

- Increased legal fees
- iPads discussed, and the process for assembling Council packets. Paperless verses current paper packet to adjust the proposed budget item for ipads. Council Members omitted this line item – deleted \$4000.00 for Ipads

Administration Expense

- Sheriff contract going up with purchasing 2 new cars
- Street maintenance expense remains at \$10,000.00 for new signs & posts.
- Golf Course & Pro Shop Departments have been separated in the upcoming budget
- Discussion to do away with either the merit or the COLA for employees. Discussed bump up merit pay or increase COLA percentage but not do both. Smith stated the

- COLA does increase the base salary which keeps the salary plan current. Other discussions do away with COLA and increase merit from 0-4% for those deserving.

General Capital Reserves Expenditures:

- Next Council meeting will present a budget amendment to transfer \$36,000.00 for Wrenn Miller Park to CIP.
- Proposing to budget \$64,000.00 from Capital Reserves. By doing work in-house saved the Town substantial amount of money. The Parks & Rec. Dept. & Public Services Dept. did the work on clearing the lot

Adjourned at 10:00 pm.