

**CITY OF GRAHAM
SPECIAL SESSION
THURSDAY, MARCH 15, 2018
8:00 A.M.**

The City Council of the City of Graham met in special session at 8:30 a.m. on Thursday, March 15, 2018, in the Conference Room of the Municipal Building located at 201 South Main Street.

Council Members Present:

Mayor Jerry Peterman
Mayor Pro Tem Lee Kimrey
Council Member Chip Turner
Council Member Griffin McClure
Council Member Melody Wiggins

Also Present:

Frankie Maness, City Manager
Aaron Holland, Assistant City Manager
Darcy Sperry, City Clerk
Jeff Prichard, Police Chief
John Andrews, Fire Chief
Tonya Mann, Utilities Director
Burke Robertson, Public Works Director
Brian Faucette, Recreation & Parks Director
Sandra King, Finance Officer

Mayor Jerry Peterman called the meeting to order and presided at 8:03 a.m.

Fiscal Year 2017-2018 Budget Status and Project Updates

City Manager Frankie Maness briefly explained that the purpose of the meeting was to provide information about major topics that will affect the upcoming budget cycle. Mr. Maness presented an overall update on the status of the Fiscal Year 2017-2018 Budget and various projects underway. He stated that generally speaking, our budget numbers are progressing as expected, adding that ad valorem tax on property, sales tax collection revenues and the Water & Sewer Fund numbers look to be in line with what was projected.

Budget Considerations for 2018-2019

Mr. Maness advised that the real property tax base increase is at 1.7%, but stated that number can fluctuate up or down. He stated that the Consumer Price Index (CPI) is at 2.1%. He advised that parties continue to work toward an operations agreement with the new animal shelter. Mr. Maness added that the City's health insurance continues to be the City's largest monthly expense and he anticipates that we will see another increase in rates in the upcoming budget. He expressed concern about the City's employee succession plan and stated that Council can expect to see concurrent salaries in budgets to come. Mr. Maness addressed the City's aging infrastructure, capital improvements and capitalizing on the City's downtown momentum.

Discussion of 2018-2022 Capital Improvement Plan

Assistant City Manager Aaron Holland explained the purpose of the Capital Improvement Plan (CIP) is to identify, prioritize and schedule for the procurement of capital infrastructure, facilities and equipment over a multiyear period. He added that capital planning is an important management tool that strengthens the linkages between community infrastructure needs and the financial capacity of the City.

Mr. Holland spoke of several projects done throughout this budget year and those areas that still need attention throughout the City. Council Members and staff briefly discussed the proposed 2019-2023 Capital Improvement Plan Summary draft.

Discussion of 2017-2018 Budget with Department Heads

Mr. Holland spoke on behalf of the Information Technology Department, highlighting a new sound system for the Council Chambers and Wi-Fi in the downtown area as part of the CIP.

Police Chief Jeff Prichard informed Council Members that some of what he is asking for in the upcoming budget, have been asked for in previous years. He is requesting new flooring for the Police Department, four new police vehicles, upgrades at the Police Department's gun range, taser replacement, training room upgrades and an increase in personnel in the upcoming fiscal year. Chief Prichard advised that some shifts are working with the bare minimum number of officers and he is concerned for officer safety. He also spoke of the possibility of adding a drone to his department.

Fire Chief John Andrews spoke of his request for three additional fire personnel, a new fire engine, fire station renovations, air packs (SCBA), new brush truck, rescue tool (Jaws of Life) and new turnout gear in the upcoming budget. Chief Andrews advised that three additional fire personnel would allow him to have three shifts of three people.

Mr. Holland spoke on behalf of the Inspections and Planning & Zoning Departments. He stated that the Planning Department is requesting a downtown small area plan while the Inspections Department is requesting a new 4x4 suv in the upcoming budget.

Public Works Director Burke Robertson identified the Marshall, Travora, Pomeroy Storm Drain Project, a new 4x4 truck, Truby Drive repair design, a new suv, pedestrian sidewalks, street resurfacing, a new brine sprayer, improvements to the Elm Street and Maple Street municipal parking lots, generator repair and a new tandem dump truck as the Streets & Highways Department requests in the upcoming budget. He stated he is requesting a new automated garbage truck on behalf of the Sanitation Department. Mr. Robertson also spoke of the current growth of the City and the need for more personnel in order to continue to service all residents efficiently. Mr. Robertson briefly spoke about our cemeteries and the various options the City is looking into with regards to burials.

Recreation and Parks Director Brian Faucette addressed the need for a mountain/hiking trail at the Graham Regional Park (GRP), a key card door lock system at the Recreation Center, Alamance Arts electrical projects, Arts Council kitchen upgrade, a 14 passenger mini bus, a dog park, a Recreation Department master plan and GRP water line in the upcoming budget. Mr. Faucette identified a site master plan and a new lake patrol boat as needs for the Graham-Mebane Lake. When speaking on behalf of the Athletic Facilities Department, Mr. Faucette stated his upcoming budget requests include a Kabuto zero turn mower, renovations to the Oakley Street Park, South Graham Park restroom renovations, a Micro Rain MR 43 Traveler water reel and scoreboards for field three at Cooke Park and Goley Street Park.

Utilities Director Tonya Mann identified the Water & Sewer Distribution Department's need for the Ardmore Street line renewal, a new dump truck and a trailer jet sewer cleaner as requests in the upcoming budget.

She advised that the Maintenance & Lift Stations Department will be asking for renovations to the Pyrtle Drive lift station. Ms. Mann informed Council that requests for the Water Treatment Plant will include a new lake mixer and replacement of switch gear and the pump house.

She stated she is requesting a 50% recirculation pump, a new roof for the chlorine building, a new roof for the digester building, a new operator's truck, a primary scum pump, seal water pumps, a sludge mixer pump, a sterilmatic sterilizer and a vacuum pump at the Wastewater Treatment Plant.

Following a brief discussion about the various items presented, Council Member Chip Turner made a motion to adjourn at 12:33 p.m., seconded by Council Member Melody Wiggins. All voted in favor of the motion.

Darcy Sperry, City Clerk