

**CITY OF GRAHAM  
SPECIAL SESSION  
MONDAY, MARCH 7, 2016  
12:00 P.M.**

The City Council of the City of Graham met in special session at 12:00 p.m. on Monday, March 7, 2016, in the Council Chambers of the Municipal Building located at 201 South Main Street.

**Council Members Present:**

Mayor Jerry Peterman  
Mayor Pro Tem Jimmy Linens  
Council Member Griffin McClure  
Council Member Chip Turner  
Council Member Lee Kimrey

**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  
Terry Worth, Public Works Director  
Melody Wiggins, Recreation & Parks Director  
Sandra King, Finance Officer

Mayor Jerry Peterman called the meeting to order and presided at 12:13 p.m. Mayor Pro Tem Jimmy Linens gave the invocation.

Council Members engaged in lunch with the City Hall staff.

**Fiscal Year 2015-2016 Budget Status and Project Updates**

City Manager Frankie Maness briefly discussed the purpose of the meeting – which 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 FY 2015-2016 Budget and various projects underway. He stated that generally speaking, our Budget numbers are progressing as expected. In addition, he advised that he has recently received the results from the City's Position Classification and Pay Study. He stated that in comparison to those cities and towns included in the Piedmont Triad labor market, overall Graham is at 94% of the actual average pay for the market. He recommends progression to mid-point which will bring Graham's salaries up to 97% of the actual average market.

Mr. Maness indicated that tax collection revenues are at, if not, a little above where we were last year at the same time. He added that sales tax revenue is slightly exceeding expectations and the City received what was expected from the Powell Bill. He stated that the Water & Sewer Fund numbers look to be in line with what was projected, despite several unexpected expenditures caused by broken equipment. Mr. Maness also informed Council Members that the City's Wellness Program, once again, achieved one hundred (100) percent employee participation as of December 31, 2015, leading to a five (5) percent credit in the City's insurance premium. Mr. Maness advised that we are starting to see some revenue from Project Swordfish and Project Quarter and stated that he has more optimism going into this budget year more so than previous years.

### **Discussion of 2017-2021 Capital Improvement Plan**

Assistant City Manager Aaron Holland explained the purpose of the Capital Improvement Plan (CIP) is to forecast and match projected revenues and major capital needs over a period of time. 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 areas that need attention throughout the City. He alerted Council Members to the fact that there are many costs that are State and Federally mandated and have to be paid. Mr. Maness mentioned that our old (CIP) expired last year. Council Members and Staff discussed the proposed 2017-2021 Capital Improvement Plan Summary draft. Mr. Maness advised Council that more information will be provided later in the Budget process as the two processes will run concurrent.

### **Discussion of 2016-2017 Budget with Department Heads**

Recreation and Parks Director Melody Wiggins addressed the need for renovations, door lock system and phone system upgrade for the Recreation Center and the need for new vehicles for Recreation, Graham-Mebane Lake and Athletic Facilities. In addition, she spoke about the new park and the Parks and Recreation Trust Fund (PARTF).

Police Chief Jeff Prichard highlighted the need for an additional four (4) officers, renovations to the Police Department, body cameras and three (3) new police vehicles in the upcoming FY.

Mr. Maness spoke on behalf of the Information Technology (IT) Department. He explained that we are trying to get our computers on a four (4) year replacement program, the exception being Police laptops. Mr. Holland added that a lot of the requests from IT are for backup for systems we are currently using. Mr. Maness also advised that City Hall's roof needs replaced.

Public Works Director Terry Worth identified street resurfacing and automated garbage truck replacement as his Department's biggest needs. He indicated that we are currently averaging two (2) miles of paving per year – while we should be completing four (4) miles per year. He also spoke of the need for a new storage shed, renovations to the South Park restrooms and various projects around the City. Council and Staff also discussed the condition of our current Christmas lights.

Fire Chief John Andrews advised Council that renovations to the existing fire station, a new brush truck, a new fire engine and a new vehicle for the Fire Inspector are his priorities. As in previous years, he also suggested that we seriously start the planning process for a new fire substation that will help to better serve Graham as it grows.

Utilities Director Tonya Mann discussed the need for chemical root treatment, cured in place sewer pipe lining, Staley Street sewer main relocation, new vehicle and upgrade to the phone system. She spoke of the need to replace media filters and mixers at the Graham-Mebane Water Plant.

Council Member Griffin McClure brought up the idea of looking at rebranding the City, citing the City's shortage of young professionals. Mayor Peterman stated that he feels we need to accentuate what we already have...a city designed for living.

With no further discussion, Council Member Chip Turner made a motion to adjourn at 4:51 p.m., seconded by Council Member Lee Kimrey. All voted in favor of the motion.