

1 **MOVED BY Councilwoman Johnson to accept the fireworks contract as amended**, seconded by
2 Mayor Hice. (*copy attached*) Town Attorney Vaughan stated that he should review all Town
3 contracts before they are signed. **MOTION APPROVED, 4-0.**

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5 **Personnel Policy Revisions**

6 Mayor Pro Tem Smith reviewed the salary range sheet she had prepared for consideration at the May
7 13, 2008 Town Council meeting. (*copy attached*) Town Attorney Vaughan noted that this is a policy
8 issue and the Town Council can do what it wants. Discussion followed about the duties of the
9 proposed Administrative Assistant position, and Mr. Vaughan advised that this be a sworn Assistant
10 Clerk who could take minutes of meetings if needed. There was discussion of the appropriate
11 beginning rates for each position and the need to attract and keep good people through an adequate
12 salary. Councilman Wyrick made a motion regarding the starting salary rate which he later withdrew.

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14 **MOVED BY Councilman Wyrick to accept the salary ranges as submitted by Mayor Pro Tem**
15 **Smith and name the new position “Assistant Clerk,”** seconded by Mayor Pro Tem Smith.
16 **APPROVED, 4-0.**

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18 Councilman Wyrick asked if the position should be readvertised, and Town Attorney Vaughan advised
19 to make it clear what the Town Council wanted to do.

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21 **MOVED BY Mayor Hice to interview the four current applicants and to readvertise the position**
22 **if none of them was found to be suitable**, seconded by Mayor Pro Tem Smith. Councilman Wyrick
23 stated he preferred to readvertise the position first and get the process right this time. Councilwoman
24 Johnson said the Town Council should proceed with the current process. **MOTION APPROVED, 3-**
25 **1.** (*Yes – Hice, Johnson, and Smith; No – Wyrick*)

26
27 **Budget Work Session**

28 Kim Payne reviewed the budget workbook as submitted and noted he had added in \$100,000 projected
29 from this year’s fund balance. He also increased personnel costs to account for the fulltime assistant
30 that the Town Council approved at the last meeting.

31
32 Mr. Payne began with the simple items first and highlighted the budget requests from the Town’s
33 Boards. Councilman Wyrick suggested that the costs for newspaper notices and printing be combined
34 into one general item instead of breaking them out in each of the Board’s budgets to make it easier to
35 track the costs. Mr. Payne suggested approving the amounts for specific items and then deciding later
36 where those items would be located in the budget. Discussion followed on the appropriate placement
37 and responsibility for the survey for the Municipal Complex Plan, the Fire Department Lunch and
38 Volunteer Appreciation, and Movers and Shakers. There was discussion about the need to add
39 additional money for building maintenance such as waxing and stripping of floors and the frequency of
40 cleaning.

41
42 Councilman Wyrick suggested moving all the money from the Soccer Improvement Account to the
43 field maintenance line. It was understood that large purchases such as a golf cart, wells, and gates by
44 the soccer program would have to be discussed and approved by the Recreation Board.

45
46 Councilman Wyrick asked to add \$5,000 to the budget for the Pleasant Garden Community Center,
47 earmarked for a particular project. Mayor Hice asked if the financial policy regarding CBOs was
48 being followed with this request and that she would really have to think about this allocation after the

1 \$75,000 that was given to the Community Center last year. She noted the need to clarify the policy for
2 CBO requests.

3
4 There was discussion on a variety of items such as picnic shelter reservations and policies and the
5 Town Council taking responsibility for the volunteer appreciation event and who should be invited to
6 that event. Allocations were moved in various line items to keep the budget in balance as some items
7 were added, changed or eliminated.

8
9 Councilman Wyrick stated that he would like for the fund balance allocation to be moved into the
10 capital reserve fund once that amount is known. Mayor Pro Tem Smith noted that the Jordan Lake
11 rules are hanging over the Town and there may be a need to have money accessible to cover those
12 costs.

13
14 Councilman Wyrick said the Town Council would be justified in reducing the ad valorem tax rate to
15 2.5-cents based on these operating costs and reiterated his desire to combine the newspaper ads,
16 printing, meeting expenses, postage and legal costs from the Boards into one line item. He stated he
17 would like to move the Private Money Account for soccer into the General Fund to eliminate the
18 confusion about it and have the money readily available to cover additional field maintenance and
19 supplies. Mayor Pro Tem Smith said she wanted to see a true breakdown of the costs to run the soccer
20 program in order to justify the registration fee that is being charged. Mayor Hice noted that costs for
21 staff time and mowing are not reflected in the soccer allocations, and the program is not truly breaking
22 even. Councilman Wyrick responded that since this is a town program, there is no need to separate
23 those costs.

24
25 After the entire document had been reviewed, Mr. Payne asked what the next step should be. He will
26 rework the budget proposal to reflect the changes and adjustments that were made and get it to
27 councilmembers. The Town Council discussed scheduling a meeting to allow the public to make
28 suggestions for the budget and considering those, presenting the formal budget proposal, holding a
29 public hearing ten days after that presentation, and adopting the budget at a separate meeting. It was
30 agreed to schedule a meeting to receive public input on Tuesday, May 27 at 5:00pm prior to the
31 Recreation Board meeting.

32
33 There was discussion about the CIP (Capital Improvements Program) and whether the fund balance in
34 the capital reserve account should be allocated for specific projects or remain undesignated.

35
36 **Staff Comment**

37 none

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39 **Adjournment**

40 **MOVED by Mayor Hice to adjourn, seconded by Councilwoman Johnson APPROVED, 4-0**

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42 The meeting was adjourned at 10:15pm.

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44 _____
45 Clerk

44 _____
45 Date

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47 _____
48 Mayor