

The Randleman Board of Aldermen held the Budget Retreat Meeting on the above date with the following members present:

Gary Betts)	Mayor
Renee Bryant)	Mayor Pro-Tempore
Melissa Blalock)	Alderwoman
Nancy Henderson)	
Greg Patton)	Interim City Manager
Bob Wilhoit)	Absent - Excused

Meeting Called to Order

Mayor Betts called the April 25, 2023, Budget Retreat Meeting to order.

Budget Presentation:

Finance Director, Elizabeth Sechriest, gave a brief introduction to the 2023-2024 Budget Retreat.

Mrs. Sechriest began with Fiscal Year 2024 Budget Goals listed below:

- * Continue to Deliver a High Level of Service to the Citizens of Randleman
- * To Operate a Solvent Water/Sewer System
- * Provide Staff with a Wage Increase that Seeks to Combat Inflation
- * Recruitment & Retention Incentive Plan – To be Added to the City of Randleman’s Personnel Policy
- * Fund Necessary Capital Projects

Mrs. Sechriest listed Budget Drivers that include bigger items that the Department Heads requested in their budgets:

- * PARTF Grant Match
- * Police Vehicles
- * Fire – Station Maintenance, Security System, Generator, ADA Compliant
- * Library – Smart Board, Interior Painting
- * Parks & Recreation – Community Center Parking Lot Repave, Elliptical/Treadmill, Lawnmower, Firestone Renovation
- * Public Works – Rear Loader (Sanitation), SUEZ (to be considered)
- * WWTP – Tank Coating, Timken Pump Rehab., Clear Digester #3 & Repair Sup Line, Portable Bypass Pump Hook-Up Installation

Mrs. Sechriest listed the approximate costs for these items in the packets.

Finance Director, Elizabeth Sechriest, added a new package for the Board's review that included payroll recruitment and retention incentives.

Included in the package was a sign-on bonus incentive listed below:

A sign-on bonus of \$3,000.00 would be paid in three installments:

- * Upon Employment: \$1,000.00
- * One- Year Anniversary of Employment: \$1,000.00
- * Second-Year Anniversary of Employment: \$1,000.00

Also included was a longevity pay incentive listed below:

After completing five years of service, city employees become eligible to receive a longevity payment. This payment is based on the percentage of the employees base annual salary and is to be paid at the beginning of the budget season in July. The maximum longevity payment under this schedule for employees shall not exceed four thousand dollars (\$4,000.00).

Education Incentive:

- Associate's Degree – 2% pay increase in salary above starting pay when hired or 2% increase in salary if obtained while employed
- Bachelor's Degree – 2% pay increase in salary above starting pay when hired or 2% increase in salary if obtained while employed
- Master's Degree – 2% pay increase in salary above starting pay when hired or 2% increase in salary if obtained while employed

** The degree would have to be in the field of their current position with the city **

Lateral Entry Incentive:

1% salary increase above starting pay for every year of experience in the EXACT field of work, not to exceed a maximum of 10% based on 10 years of the EXACT field of work.

Professional Certification Program Incentive:

THIS IS DEPARTMENT SPECIFIC

- Example #1: Public Works would be able to provide incentives to their employees of a specific amount if they meet certain certificate requirements or number of certificates not required by their job.
- Example #2: \$500.00 one-time bonus for obtaining Intermediate Law Enforcement Certificate = 8 years creditable experience, 32 points = 640 hours of training, 1-point

equals to 20 hours of classroom training, does not include B.L.E.T. or yearly mandated in-service training.

Increase of Vacation Leave Based on Tenure Incentive:

- Retention of current employees
- Increase of vacation based on tenure
- Sell back hours
- Chart below shows breakdown of vacation per years of service, hours earned per week, year, max number to carry forward, possible amount of hours an employee could sell back
- To be paid out last check of calendar year

Vacation Incentive

Years of Service	Bi-Weekly Hours Earned	Hours Earned Per Year	Maximum Accumulation in Hours	Hours to Sell
0-9	3.7	96	240	48
10-13	4.62	120	288	60
14-17	5.54	144	336	72
18-21	6.46	168	384	84
22+	7.38	192	432	96

Finance Director Sechriest noted that there are additional positions available and needed:

- Human Resource Director / Risk Manager: \$50,000.00 - \$75,000.00

A job description was included in the Budget Retreat Packets for the Board’s review.

The City of Randleman’s utility rates will have to be increased. The N.C. Rural Water Association conducted a Water/Sewer Study for Randleman. In the Board’s packets the study was attached for the Board’s review. The summary of the analysis was that sewer should increase by 1.5% and water should increase to 8.9%. Waste Management has not announced a rate increase at this time. The N.C. Rural Water Association’s (NCRWA) study was included in the Board’s packets for their review.

Finance Director Sechriest provided a list of the City of Randleman’s Debt Service for the Board’s review and is listed below:

Debt Financing Ending on June 30, 2024	Principal	Interest	Total	Years Remaining
Leaf Truck	\$25,678.93	\$2,600.74	\$28,279.67	4.2
Tanker Truck	\$43,031.12	\$3,331.96	\$46,363.08	4
Downtown Improvement Phase 2	\$97,500.00	\$1,341.45	\$98,841.45	1

BB&T: New Market Waterline	\$17,332.00	\$6,689.37	\$24,021.37	10
NC DEQ – DWI Clean Water	\$43,528.00	\$9,576.00	\$53,104.00	11
Piedmont Triad Water Authority	\$93,464.00	\$10,648.00	\$104,112.00	5
CWSRfF-2	\$23,400.00		\$23,400.00	14
SRF – WWTP Blowers	\$43,528.00	\$9,576.00	\$53,104.00	10
Fire Squad Truck	\$34,083.52	\$2,751.87	\$36,835.39	3.5
Side-Loading Refuse Truck	\$65,336.00	\$11,919.48	\$77,255.48	4.2
Principal	\$486,881.57	\$58,434.87	\$545,316.44	

Mrs. Sechriest reviewed the Economic Forecast for Inflation:

- Inflation since January 1, 2023 is at 14.3%
- State and Local Revenues do have inflation elasticity (Sales Tax)
- Randolph County has seen a 23% increase in Retail Sales (December 2021 – December 2022)
- Inflation will impact City purchasing power

Finance Director Sechriest reviewed the current Sales Tax information:

- Sales Tax collections continue to increase in Fiscal Year 2023
- Sales Tax collections are up 19% from Fiscal Year 2022
- In Fiscal Year 2023 we expect to surpass our budgeted amount of \$1,219,750.00
- Randleman’s tax base from Randolph County will increase from \$460,442,859.00 in Fiscal Year 2022 to \$597,932,357.00
- Randleman’s tax rate for Fiscal Year 2023 is .63

The Departments Heads all presented their independent budgets to the Mayor and the Board.

Mrs. Sechriest concluded the Budget Retreat by explaining that the City of Randleman is financially capable of meeting the requests of the departments and staff and thanked the Mayor and Board for their consideration, attention and time.

Adjourn

Aldерwoman Blalock made a motion to close the Budget Retreat, seconded by Aldерwoman Henderson and unanimously approved.

Gary B. Betts, Mayor

Connie M. Cross, City Clerk, CMC, NCCMC