



# CITY COUNCIL WORK SESSION MINUTES

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## SPECIAL WORK SESSION Pelham City Hall – Council Chambers August 9, 2023 – 4:00 p.m.

### MINUTES

Proper notice of a special called Pelham City Council Work Session was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Members of the Pelham City Council met August 9, 2023 at 4:00 p.m. The special called work session was held at Pelham City Hall in the Council Chambers and was open to the public.

### Call to Order

The special work session was called to order by Council President Mercer at 4:05 p.m.

### Record of Attendance

The following elected officials were present:

Council President Maurice Mercer  
Councilmember David Coram  
Councilmember Rick Wash  
Councilmember Chad Leverett  
Councilmember Mildred Lanier-Reed  
Mayor Gary Waters

Media Present: None

Others Present: City department heads and city employees.

### New Business

1. FY2024 Department Budget Review
  - a. Communications and Branding

Communications Manager Ainsley Allison presented the proposed FY2024 Communications and Branding budget to the city council for review and consideration. Mrs. Allison stated the FY2024 budget request is less than FY2023. She highlighted specific areas and major changes in the Communications and Branding budget. She provided an overview of the duties and responsibilities of the department. City Manager

Gretchen DiFante reviewed the vision of the Communications & Branding Department. The city council discussed a centralized versus decentralized communications department and the needs of the city.

The special work session was recessed by Council President Mercer at 5:04 p.m.

Council President Mercer called the special work session back to order at 5:36 p.m.

b. Public Works Department

Director of Development Services & Public Works Andre` Bittas (DSPW) presented the proposed FY2024 Public Works Department budget to the city council for review and consideration. He stated DSPW is requesting an additional building inspector primarily because of the Green Park South settlement. He mentioned brush truck operations have been outsourced and the city staff performing these duties have been assigned to storm water management and drainage issues. Mr. Bittas discussed the operational portion of the budget, including additional customer service training. The Federal Railroad Administration (FRA) grant was discussed, and the funding required for the project. Mr. Bittas stated the need to review and update ordinances to make sure they meet the needs of the city. Other topics discussed included right-of-way maintenance, gateway improvements, vehicle replacement, and traffic management.

c. Water Department

Director of Development Services & Public Works Andre` Bittas presented the proposed FY2024 Water Department budget to the city council for review and consideration. Mr. Bittas said there are no requests for additional employees. He stated with the completion of the radio read water meter installation, two-meter readers will be reassigned to other duties. He said water loss reduction and PVC replacement are major projects which will continue in FY2024. Mr. Bittas reviewed the proposed operational expenditures in FY2024. He said the Water Department is projecting a budget surplus in FY2024 of approximately \$1 million.

d. Sewer Department

Director of Development Services & Public Works Andre` Bittas presented the proposed FY2024 Sewer Department budget to the city council for review and consideration. Mr. Bittas said there are no requests for additional employees. He stated the sewer collection rehabilitation plan will continue in FY2024. Mr. Bittas stated with the recently purchased equipment the Sewer Department will be able to handle more projects in-house reducing the cost of hiring contractors. Mr. Bittas reviewed the proposed operational expenditures in FY2024. He said the overall budget requests are reduced from \$3.7 million to \$3 million. Mr. Bittas said the Sewer Department is projecting a budget surplus in FY2024. He updated the city council on the Sewer Department's efforts to reduce infiltration of ground water into the sewer collection system. He said at the end of FY2024 he expects to have a Water/Sewer fund balance of approximately \$7.4 million.

e. Capital Projects

Director of Development Services & Public Works Andre` Bittas presented the proposed FY2024 Capital Projects budget to the city council for review and consideration. He said these are the same projects City Manager DiFante presented to the city council several weeks ago. Projects discussed included Ballantrae Golf Club's cart path and bunker replacement, the Pelham Civic Complex & Ice Arena's chiller, traffic signal and intersection upgrades, gateway improvements, resurfacing, American with Disabilities Act (ADA) sidewalk compliance, drainage improvements, the grant match for the design phase for the Highway 52 widening project, maintenance contracts for city facilities, Amphitheater Road crosswalks, an additional

parking lot at the Pelham Civic Complex & Ice Arena, Phase 3 and 4 of the Pelham Greenways Trail System, Library parking lot and curb cut to support a proposed retail development in the area, Pelham Racquet Club renovations and the Racquet Club Corners highway intersection improvements. City Manager DiFante stated several of the capital projects funding has already been committed.

City Manager DiFante stated, as presented, the FY2024 General Fund budget deficit is approximately \$4 million.

Mr. Bittas stated the Water Department projects include SCADA upgrades, pump house improvements, water shop and office renovations, Ballantrae Water Tank maintenance, additional water tank maintenance, and the ongoing PVC replacement project. Mr. Bittas said all projects are scheduled to be funded in-house.

Mr. Bittas stated the Sewer Department projects include SCADA upgrades, sewer plant repairs to the clarifier, aerators, gates, filters, and ultraviolet system. He said additional projects will include video inspection of sewer lines, ongoing lift station maintenance and rehabilitation.

Mr. Bittas said there are 104 projects the city is actively working on. He updated the city council on the following projects:

- a. Phase 3 of the Inflow and Infiltration (I&I) Program is continuing in FY2023. Phase 4 is scheduled for FY2024 and Phase 5 in FY2025.
  - b. PVC Replacement: Year 3 - \$3.4 million in FY2024.
2. Review City Council FY2024 Budget Meeting Schedule
- a. August 10, 2023, 4:00 p.m.  
Parks & Recreation, Racquet Club, Pelham Civic Complex & Ice Arena, Mayor, City Council

Old Business – None

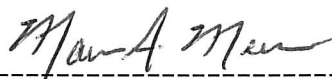
#### Adjournment

A motion to adjourn the special work session was made by Councilmember Coram and seconded by Councilmember Leverett. The motion passed unanimously by voice vote of those members present, and the special work session was adjourned at 8:15 p.m.

Respectfully submitted this 9th day of August 2023.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

