



Town of Clayton
Town Council Work Session Minutes
Monday, February 5, 2024 at 2:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:

Mayor Jody McLeod
Council Member Andria Archer
Mayor Pro Tem Michael Sims
Council Member Gretchen Williams
Council Member Ruth Anderson

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Greg Tart, Police Chief
Nathanael Shelton, Communications Officer
Patrick Pierce, Economic Development Director
Conrad Olmedo, Planning Director
Sam Johnson-Phillips, Deputy Town Clerk
David Ranes, Fire Chief

Council Absent:

Council Member Porter Casey

1 CALL TO ORDER

Mayor McLeod called the meeting to order at 2:11 p.m.

2 INTRODUCTIONS AND SPECIAL PRESENTATIONS

3 RIDE-A-LONG

- a) 2:00 - 3:45 p.m.
 - Town Ride Along
 - Council will Travel Throughout the Town Touring Developments and Projects

Council rode through the Town touring different developments and projects.

4 COUNCIL DISCUSSION

- a) 3:45 - 5:00 p.m.
 - FY25 CP Updates

Presenter: Chris Gallant, Project Manager

Mr. Gallant shared a presentation to Council. This presentation has been included in these minutes.

5 ADJOURNMENT



FY 2025 Capital Improvements Program Update

Town Council Work Session

February 5th, 2024

Christopher Gallant - Engineering Project Manager

FY 2025 Capital Improvement Program Update



Capital Projects Prioritization - General Overview



CIP Program - Annual Process, Priority Points & Top 10 Project Staff Ranked Projects



Water & Sewer Utility – Initiatives and Projects



Electrical Utility – Initiatives and Projects



Discussion and Questions



Capital Project Prioritization

General Overview

ClaytonNC.org



CIP vs CPP

Capital Improvement Plan (CIP)

- Improvement
- Specific Initiative
- Defined Costs and Timeline
- Completion Milestone

Capital Programs Plan (CPP)

- Ongoing Initiative
- Reoccurring Costs Each FY
- Repair and Rehab (R&R)



CPP Examples

General Fund	W/S Utility	Electric Utility
Vehicle Replacement	Vehicle Replacement	Vehicle Replacement
Heavy Vehicle and Equipment Replacement	Heavy Equip Replacement	Heavy Equip Replacement
Road Rehabilitation	Capacity purchase	New Development Install
Street Sign Replacement	Water System R&R	Transformer R&R
Monument/Wayfinding	Sewer System R&R	Line and Pole R&R
Facility Building Maintenance	Pump Station R&R	Substation R&R
Fire Apparatus Replacement	WRF R&R	Streetlights
ADA Transition		
Stormwater MS4 O&M		
Sidewalk Maintenance		
Greenway Maintenance		
Playground/Equipment		
Strategic Land Acquisitions		
Turf and Lights		
IT Hardware		



CIP General Fund MCDA Decision Criteria



REGULATORY
COMPLIANCE



FINANCIAL EFFICIENCY
AND RISK REDUCTION



ECONOMIC
DEVELOPMENT/IMPACT



ENVIRONMENT/
SUSTAINABILITY



HEALTH AND SAFETY



QUALITY OF
LIFE/LEVEL OF SERVICE



CIP General Fund MCDA Score Weighting

Weightings	Percent of Overall Score
Regulatory Compliance	22
Financial Efficiency and Risk Reduction	12
Economic Development/Impact	12
Environmental/Sustainability	12
Health and Safety	24
Quality of Life	18

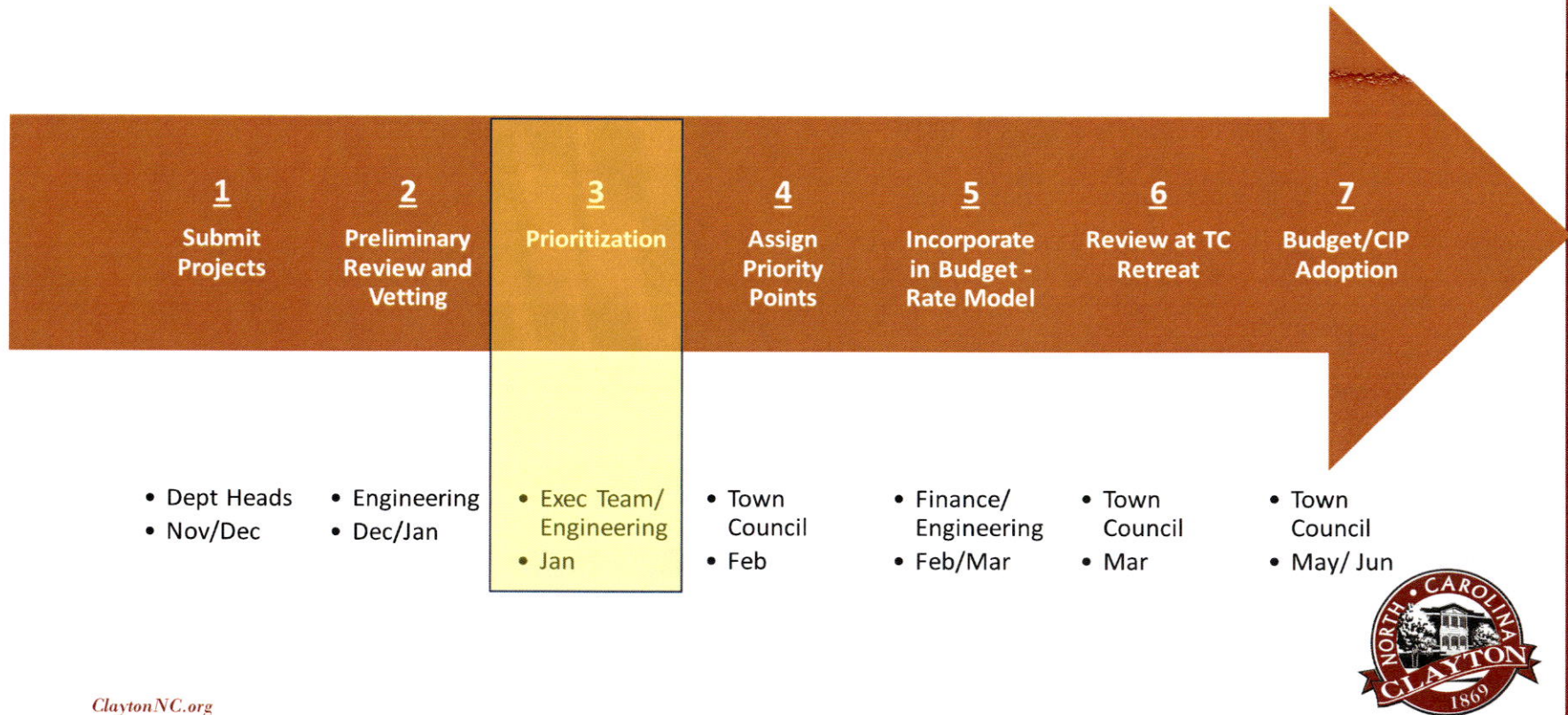


CIP Program

Annual Process, Priority Points &
Top 10 Project Staff Ranked Projects



Annual Process – Completed to Date



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Staff Scoring & Top 10 Staff Ranked Projects

Project	Regulatory Compliance	Financial Efficiency and Risk Reduction	Economic Development /Impact	Environmental/Sustainability	Health and Safety	Quality of Life/Level of Service	Staff Weighted Score	Staff Rank
Northside Public Safety Complex	5	3	2	2	5	5	404	1
Southwest Public Safety Complex	5	3	2	2	5	5	404	1
Public Safety Training Facility	3	2	1	1	5	3	288	3
Southern Connector - Cobblestone/LCC Cut Through	3	2	1	1	4	1	228	4
Operations Warehouse	3	5	0	2	0	4	222	4
Shotwell Intersection Improvements	2	2	1	1	3	3	218	6
Main St Improvement Project	0	1	4	2	3	3	210	7
Operations Facility	2	3	0	2	2	3	206	8
Southern Connector - Central Spine to Dairy Rr	3	2	1	1	3	1	204	9
Library Renovation Project	0	1	1	1	2	5	174	10
Library Facility at Copper District	0	1	1	1	2	5	174	10

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FY2025 Updates to Note



Total of 44 Proposed Projects

Three New Projects for FY2025



Currently Multiple Master Plans
are Underway

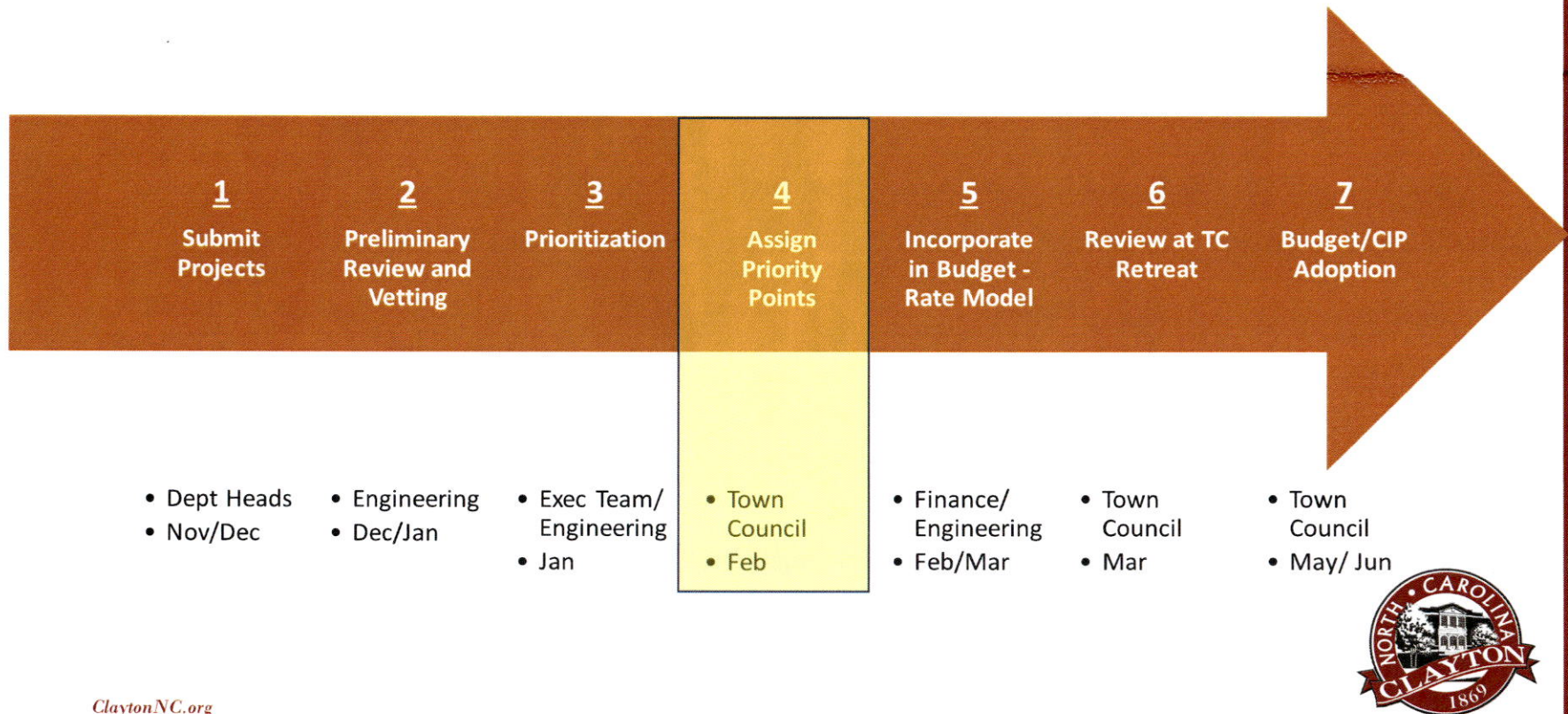
Parks & Recreation in Particular Will Have
Significant Updates for Next FY



Senior Center Project is not Included in the Prioritization List



Annual Process- TC Priority Points (Next Step)



Priority Points & Top 10 Staff Ranked Projects

Project	Regulatory Compliance	Financial Efficiency and Risk Reduction	Economic Development /Impact	Environmental/Sustainability	Health and Safety	Quality of Life/Level of Service	Staff Weighted Score	Staff Rank	TC Priority Points	Total Weighted Score	Final Rank
Northside Public Safety Complex	5	3	2	2	5	5	404	1	?	TBD	TBD
Southwest Public Safety Complex	5	3	2	2	5	5	404	1	?	TBD	TBD
Public Safety Training Facility	3	2	1	1	5	3	288	3	?	TBD	TBD
Southern Connector - Cobblestone/LCC Cut Through	3	2	1	1	4	1	228	4	?	TBD	TBD
Operations Warehouse	3	5	0	2	0	4	222	4	?	TBD	TBD
Shotwell Intersection Improvements	2	2	1	1	3	3	218	6	?	TBD	TBD
Main St Improvement Project	0	1	4	2	3	3	210	7	?	TBD	TBD
Operations Facility	2	3	0	2	2	3	206	8	?	TBD	TBD
Southern Connector - Central Spine to Dairy Rr	3	2	1	1	3	1	204	9	?	TBD	TBD
Library Renovation Project	0	1	1	1	2	5	174	10	?	TBD	TBD
Library Facility at Copper District	0	1	1	1	2	5	174	10	?	TBD	TBD

Town Council Priority Points

Each TC members can submit up to 15 points

No more than 10 points to any one project

Points cumulative on top of staff prioritization

No weighting (100% of points added)



Submit Priority Points



Information Location - Current FY 2025 CIP Project List on SharePoint.

[CIP General Fund Projects - FY2025](#)



Access - Members of Council Will Receive an Email Link



Council Member Review - Email Scores to Christopher Gallant cgallant@townofclaytonnc.org by Friday February 16/2024



Final Version Issuance - Engineering to Compile for Town Council Retreat Review and Discussion



Water and Sewer Utility

Initiatives and Projects



Water and Sewer Utility Initiatives



Risk Based Recommendations on Projects (Consequence of Failure x Likelihood of Failure)



Water Distribution Master Plan in Progress



Collections System Master Plan in Progress



Water and Sewer Utility Projects

ID	Project	Amount (\$)
WS-20-36	Future Water Supply	\$ 175,000,000
WS-23-06	Sams Branch WRF Phase 2	\$ 130,000,000
WS-25-2	Lead and Copper Rules Revision	\$ 500,000
WS-22-03	Forest Hills Pump Station	\$ 5,000,000
WS-24-2	JMH Pump Station Relocation	\$ 5,000,000
WS-23-15	Walnut Creek Pump Station Gravity and Abandonment	\$ 5,000,000
WS-23-11	Little Creek Interceptor - NC42 to Shotwell	\$ 3,500,000
WS-20-26	Interconnect Water Meter Relocation	\$ 1,500,000
WS-23-08	Waterline Extension/Loop Shotwell Rd	\$ 750,000
WS-19-21	Operations Facility (30% W/S Fund)	\$ 15,000,000
WS-25-1	Hydrant Meter Program	\$ 500,000

SL 2023-134 Directed State funds – Further Financial Analysis warranted to determine optimized scenario



Electric Utilities

Initiatives and Projects



Electric Utility Initiatives



Risk based recommendations on Projects (Consequence of Failure x Likelihood of Failure)



Electric System Master Plan To Begin



Electric Utility Projects

ID	Project	Amount (\$)
2	Projected Capital UG New Res Development	\$32,200,000
13	South Substation Facility Upgrades	\$550,000
15	42 East Feeder Extension (Southeast Clayton)	\$500,000
10	Main St. OH to UG Conversion/Robertson to Smith	\$10,000,000
5	Operations Facility (30% Electric Fund)	\$7,000,000



Discussion and Questions

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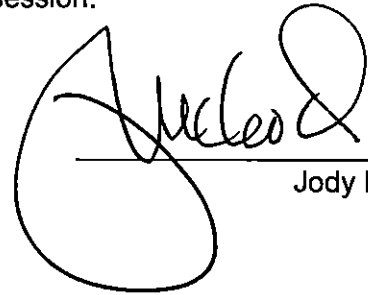


- a) With nothing further, the meeting was adjourned at 5:01 p.m.

Motion To Adjourn

RESULT:	CARRIED 4-0
MOVER:	Michael Sims
SECONDER:	Andria Archer
YES:	Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson
NO:	None
ABSENT:	Porter Casey

Duly adopted this the 19th day of February 2024 while in regular session.



Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland
Heidi L. Holland, CMC, NCCMC
Town Clerk

