

**Town of Sunset Beach
Town Council
2017/2018 Budget Workshops**

MINUTES

April 26, 2017

Members Present: Mayor Robert Forrester, Mayor Pro-Tem Carol Scott, Councilman Peter Larkin, Councilman Mark Benton, Councilman John Corbett and Councilman Rich Cerrato

Members absent: None

Attorney & Staff Present: Susan Parker, Town Administrator; Bonita Bray, Finance Director; Kevin Dempsey, Fire Chief; Richard Childres, Deputy Fire Chief; Dustin Graham, Public Works Director; Ken Klamar, Police Chief; Joe Smith, Assistant Police Chief; Cindi Stephenson, Public Works Department Administrative Assistant; and Lisa Anglin, Town Clerk

Mayor Forrester called the Workshop to order.

Bonnie Bray, Finance Director, gave a brief overview of the proposed 2017/2018 Budget totaling \$5,572,100 including transfers and \$5,591,500 excluding transfers. Bray advised that the proposed budget includes a Performance Based Merit increase for each Staff member of up to 3%. Bray along with each Department Head presented their individual proposed budgets to the Council and requested the specific capital outlay items listed below:

Police Department

Requested Capital Outlay Costs: \$72,000

Replacement of two (2) patrol vehicles totaling \$72,000. The justification for the replacements are as follows:

- A. 2008 Ford Crown Victoria
100,130 miles
2015/2016 Maintenance and Repair totaled \$2,890.02
NADA Value = \$2,600
- B. 2011 Ford Crown Victoria Police Interceptor
81,592 miles
2015/2016 Maintenance and Repair totaled \$2,818.16
NADA Value = \$4,050

Fire Department

Requested Capital Outlay Costs: \$114,300

- A. Breathing Air Compressor \$24,100
- B. Replacement of 41 Portable Radios @ 10 per year for \$58,250 per year for the next four (4) years
- C. 2008 Chevrolet Tahoe
75,824 miles
Repair Costs mounting, severe corrosion and drivetrain damage during 2014 accident.

Fire Department (Cont.)

Chief Dempsey advised that the Tahoe is being replaced with a pickup truck as recommended since turnout gear fumes have now been deemed hazardous and should not be stored in the habitable space of the vehicles.

Accommodations Tax – Beach Patrol

Requested Capital Outlay Costs: \$70,000

Dempsey advised that the donation of the two (2) jet skis allowed Staff to determine that in most instances the jet ski proved to be a better fit than the boat. However, the donated jet skis are dated and costly to keep in service, \$7,500 has been spent in this fiscal year for maintenance and repairs. Dempsey is requesting to replace the two (2) jet skis with a 2017 Jet Ski totaling \$12,000.

Dempsey advised that a UTV was purchased in 2015 to downgrade the size of the vehicles being driven on the strand. The UTV has proven itself reliable and appropriate for the Beach Patrol operation. The unit allows Staff to transport an injured person and has storage for all the needed supplies. The unit will replace a 2010 Honda ATV with significant rust damage. 2017 UTV totals \$13,000

Replacement of 2006 Chevrolet 2500 Pickup with a 2017 Chevrolet 2500 Pickup to be used for towing of the boat and jet ski.

Planning and Inspections Department

Requested Capital Outlay Costs: \$30,000

Replacement of Building Inspector Vehicle:

2007 Ford F150

90,000 miles

2015/2016 Maintenance and Repair totaled \$7,039

NADA Value = \$7,075

Administration

Lisa Anglin, Town Clerk requested software to streamline the agenda and packet contents process, and a Records Management System totaling \$57,200.

Finance

Requested Capital Outlay Costs: \$60,000

Replacement of obsolete financial software.

MAYOR PRO-TEM SCOTT MADE A MOTION TO RECESS THE BUDGET WORKSHOP UNTIL 9:00 AM ON APRIL 29, 2017. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

April 29, 2017

Members Present: Mayor Robert Forrester, Mayor Pro-Tem Carol Scott, Councilman Peter Larkin, Councilman Mark Benton, Councilman John Corbett and Councilman Rich Cerrato

Members absent: None

Attorney & Staff Present: Susan Parker, Town Administrator; Bonita Bray, Finance Director; Dustin Graham, Public Works Director; and Lisa Anglin, Town Clerk

Mayor Forrester reconvened the Workshop.

Proposed Revenues

The Council reviewed the proposed Revenue totaling \$5,972,100 including an Accommodations Tax Fund transfer of \$380,600. Bonnie Bray, Finance Director, advised that the proposed tax rate is \$.16 per \$100 of valuation. No revisions were proposed for the Fee Schedule.

Proposed Capital Improvement Plan

The Council reviewed the proposed Capital Improvement Plan and the items not currently in the proposed 2017/2018 budget including Fire Station 1 roof replacement - \$500,000; and the Stormwater Drainage items - vacuum truck, camera system, street sweeper - \$575,000.

Bray along with Public Works Director Dustin Graham presented the proposed budgets to the Council and requested the specific capital outlay items listed below:

Streets and Powell Bill Fund

Requested Capital Outlay Costs: \$80,000

Graham advised that the proposed dump truck will be purchased with funds from the Street and the Powell Bill budgets.

2017 Ford F750

57,841 miles

Severe corrosion in the bed of the truck

Brake system obsolete

Maintenance and Repair totaled \$6,600

NADA Value = \$0

The Council questioned the proposed paving of the Colony easement and why the Town maintains the easement. Staff will research.

Public Buildings

Graham advised that the Facility maintenance and repair line item includes inspections department renovations, Town Hall interior and exterior painting and repaving/stripping the parking lot.

Mosquito Control

Requested Capital Outlay Costs: \$8,500

Replacement of the obsolete 2001 mosquito sprayer.

Accommodations Tax

The Council questioned the need for the Big Belly Monitoring Software. Graham advised that the software continuously monitors the capacity levels of the trash and recycling containers and alerts Staff when they need to be emptied or serviced.

Bray advised that the \$10,000 in the Tourism funding – Outside line item is earmarked for the Summer Concert Series and the Ingram Planetarium. The Council briefly discussed not funding the Concert Series but reached a consensus to leave it in the budget at this time.

Town Council, Sanitation, Environmental Protection, Sunset at Sunset, and Beach Erosion Funds

These Budgets were reviewed with no amendments made.

MAYOR PRO-TEM SCOTT MADE A MOTION TO RECESS THE BUDGET WORKSHOP UNTIL 9:00 AM ON MAY 4, 2017. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

May 4, 2017

Members Present: Mayor Robert Forrester, Mayor Pro-Tem Carol Scott, Councilman Peter Larkin, Councilman Mark Benton, Councilman John Corbett and Councilman Rich Cerrato

Members absent: None

Attorney & Staff Present: Susan Parker, Town Administrator; Bonita Bray, Finance Director; Kevin Dempsey, Fire Chief; Richard Childres, Deputy Fire Chief; Dustin Graham, Public Works Director; Ken Klamar, Police Chief; Joe Smith, Assistant Police Chief; Cindi Stephenson, Public Works Department Administrative Assistant; and Lisa Anglin, Town Clerk

Mayor Forrester reconvened the Workshop.

Mayor Forrester advised that the goal of today’s Workshop is to reach a consensus for a recommended budget that can proceed to the Public Hearing scheduled for Monday, June 5, 2017 at 7:00 pm.

Bonnie Bray, Finance Director, distributed the revised 2017/2018 proposed budget totaling \$5,982,600 including transfers and \$5,591,500 excluding transfers and gave a brief overview of the amendments made during the prior Workshops.

Police Department

The Council reviewed the proposed Police Department budget requesting replacement of two (2) vehicles. The Council requested a 5-year Asset Replacement schedule be developed for inclusion on the Capital Improvements Plan. The Council reached an approval consensus.

Fire Department

The Council reviewed the proposed Fire Department budget requesting replacement of one (1) vehicle, a Breathing Air Compressor and 10 portable radios. The Council requested a 5-year Asset Replacement schedule be developed for inclusion on the Capital Improvements Plan. The Council reached an approval consensus.

Planning and Inspections Department

The Council discussed the vacant GIS position. Susan Parker, Town Administrator, advised that the GIS position is being converted to a Stormwater Manager/Field Technician position to administer the plan once adopted. The Council reviewed the proposed Planning and Inspections Department budget requesting replacement of one (1) vehicle. The Council reached an approval consensus.

Public Works Department

Streets

The Council reviewed the proposed Streets budget requesting replacement of one (1) vehicle with half of the costs in the Streets budget and the other half in the Powell Bill Fund budget. The Council reached an approval consensus.

Public Buildings

The Council reviewed the proposed Public Buildings budget requesting Town Hall renovations, painting and paving. The Council reached an agreement to add \$50,000 for engineering of the roof replacement for Fire Station 1 to the 2017/2018 Budget. The Council reached an approval consensus.

Sanitation

The Council reviewed the proposed Sanitation budget. The Council reviewed a proposal to outsource Leaf and Limb to Brush Bandit for \$106,372. Graham advised that privatizing the Leaf and Limb program would allow the Public Works Department employees to keep current on the general day-to-day maintenance items that are presently deferred or not being addressed at all. The Council agreed to discuss in detail at a future Meeting, but made no changes to the current leaf and limb operation. The Council reached an approval consensus.

Environmental Protection

The Council discussed the Living Shoreline 50/50 Grant and the need for the project to be budgeted even if the Council later decides not to go through with the project. The Council reached an approval consensus.

The Council took a 5-minute recess.

Mosquito Control

The Council reviewed the proposed Mosquito Control budget requesting replacement of the sprayer. The Council reached an approval consensus.

Powell Bill Fund

The Council reviewed the proposed Powell Bill Fund budget requesting replacement of one (1) vehicle with half of the costs in the Powell Bill Fund budget and the other half in the Streets budget. The Council agreed to defer the Colony easement paving of \$72,000 from the Paving Schedule pending further review. The Council reached an approval consensus.

Beach Erosion Fund

The Council reviewed the proposed Beach Erosion Fund budget and reached an approval consensus.

Accommodation Tax Fund

The Council reviewed the proposed Accommodation Tax Fund budget requesting the purchase of one (1) surf chair, one (1) jet ski, one (1) UTV, the replacement of one (1) vehicle and the continuation of the Big Belly Monitoring Software. The Council reached an approval consensus.

Town Council

The Council reviewed the Town Council budget and reached an approval consensus.

Administration Department

The Council reviewed the proposed Administration Department budget requesting Meeting and Records Management software, and funding for a salary & benefits study. The Council reached an approval consensus.

Finance Department

The Council reviewed the proposed Finance Department budget requesting new financial software. The Council reached an approval consensus.

Sunset at Sunset

The Council reviewed the Sunset at Sunset budget and reached an approval consensus.

Salaries and Benefits

The Council discussed the performance based merit increase of up to 3% included in the proposed budget. No amendments were made.

The Council recessed for lunch at 11:45 am.

Mayor Forrester reconvened the Workshop at 12:30 pm.

Fee Schedule

Staff did not recommend any amendments to the current fee schedule. The Council reached an approval consensus.

Capital Improvement Plan

The Council reviewed the proposed 2018/2022 Capital Improvement Plan focusing on the 2018 Budgeted and Not Budgeted Items as follows:

Budgeted Items

The Council agreed to reduce the Street Paving from \$142,000 to \$70,000, due to the deferral of paving the Colony easement (Street) pending further ownership research. The Council agreed to include all of the other budgeted items listed in the 2018 budget.

Not Budgeted Items

Main Street Sidewalk

The Council agreed to budget \$500,000 in the 2018 budget by general fund appropriation.

Stormwater Drainage

The Council agreed to budget \$113,100 in the 2018 budget by general fund appropriation.

Stormwater Drainage Equipment – Vacuum Truck, Camera System, Street Sweeper
The Council agreed to budget \$575,000 in the 2018 budget by general fund appropriation.

COUNCILMAN LARKIN MADE A MOTION TO APPROVE THE 2018-2022 CAPITAL IMPROVEMENT PLAN. MAYOR FORRESTER CALLED FOR A VOTE. COUNCILMAN BENTON, COUNCILMAN LARKIN AND COUNCILMAN CORBETT VOTED YES. MAYOR PRO-TEM SCOTT AND COUNCILMAN CERRATO VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

Fire Fee Legislation and Personnel

The Council discussed the pending Fire Fee legislation at the State level that was proposed by the Brunswick County Commissioners to increase the fire fees by 25%.

Dempsey distributed information concerning the OSHA safety rules of 2-in/2-out on a fire scene that has now become a requirement. Dempsey described his current personnel limitations and requested funding for six (6) additional full-time positions totaling \$325,000. The Council reached a consensus to continue the personnel discussion after the Fire Fee legislation is decided.

MAYOR PRO-TEM SCOTT MADE A MOTION TO AUTHORIZE THE PROPOSED 2017/2018 BUDGET TO GO TO PUBLIC HEARING ON JUNE 5, 2017. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILMAN BENTON MADE A MOTION TO ADJOURN THE 2017/2018 BUDGET WORKSHOPS. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach

Robert Forrester, Mayor

Submitted by:

Lisa Anglin, Town Clerk

*The 17/18 Budget Workshop Minutes of April 26th, April 29th and May 4th were approved by the Town Council during the June 5, 2017 Meeting.