

MINUTES
BOARD OF ALDERMEN
SPECIAL BUDGET MEETING
APRIL 11, 2019

Mayor Blair called the Special Budget Meeting to order at 2:00 p.m. in the Town Hall Conference Room.

Attendance: Mayor William J. Blair III, Mayor Pro Tem Darryl Mills, Alderman Ken Dull, Alderman Elizabeth King, and Alderman Henry E. Miller III; together with Town Manager Timothy W. Owens and Town Clerk Sylvia J. Holleman. Department Heads Present: Ocean Rescue Director Dave Baker, Police Chief Daniel House, Information Technology Manager Raquel Ivins, Parks Maintenance Supervisor Evan Morigerato, Fire Chief Glen Rogers, Recreation Program Supervisor Katie Ryan, Public Works Director Bill Squires, Finance Director Erica Walters, Human Resources Officer Sara Wilson, and Planning and Parks Director Tony Wilson.

BUDGET OVERVIEW BY THE TOWN MANAGER

Mr. Owens led the Budget Overview with the following highlights:

Governing Body

- Mayor Blair expressed the need to turn the turtle monitoring over to the Room Occupancy Tax (ROT). Mr. Owens said he would talk with Lisa Wurtzbacher.

General Administration

- Mayor Blair said Pay and Classification was out.
- Mayor Blair referenced Insurance and Bonds through the League and said, "Are we getting the benefit of higher deductibles and lower premiums. We need a lot of effort in alternatives. Can we put these on an agenda and look at them before they are renewed? Some of them don't make sense with regard to value and rate per building."

Information Technology

- Maintenance and Repair is up significantly over last year because the Fire Department has more software for the mobile and tablet-based things they do now. Chief Rogers said the improvements towards accreditation were coming all at once.
- Five-year replacement schedule for PCs. Most are kept at least to the end of their warranty.
- Camera for Banks Channel was taken out. That will be done manually.

Public Works Administration

- Public Works Director Bill Squires gave a presentation regarding the need for departmental re-organization. Highlights included:
 - Need Succession Plan.
 - 5% pay increase after five years. The next pay grade after ten years.
 - Mechanics will be called Technicians.
 - Facilities and Streets Managers both at 14. Hire new position – can save money on temps and overtime. Could also let us keep bathrooms open year-round.
 - Sanitation: bring drivers to 12 and hire new person at 11.
 - Water & Sewer: just some title changes.
 - \$94,000 without benefits.

Public Works – Fleet Maintenance

- Insurance and Bonds up by 5%. We renew July 1. We will talk with some private companies.

Public Works – Building Maintenance

- Mayor Blair asked where we were with the Town Hall Project. Mr. Owens said, “We did the drawings for Town Hall. The Board wanted to see the Parks and Rec building and this building. The next process is for architectural plans.
- Mr. Squires said, “Public Works Administration building had windows, siding and roof damage not covered by insurance. We can put something away for that.

Police Department

- Mr. Owens said, “What you have is Option Two with their pay plan.” Mayor Pro Tem Mills said, “We talked about a retention concept. How is it different from Option Two?” Mr. Owens replied, “It is short about \$40,000 but I would not change those figures.” Chief House said, “We need some direction on the restructuring part. I’d like to do sooner rather than later before the summer season.” There was Board consensus to do subject to adoption of the budget.

Fire Department – Emergency Preparedness

- No big changes.

Fire Department

- Aerial Pumper down to \$100,000.
- Putting money in CIP for fire and rescue boat.
- Mayor Blair expressed the need to look at a temp policy holistically. He said, “They are not eligible for merit. We as a town need to decide how to move forward.” Alderman Miller said it made more sense to raise minimum pay for temps. Chief Rogers said, “I would like to see ranges that account for experience; then you would have incentive.” Mayor Blair said, “I think we should scratch COLA out of this. It needs to make sense. It needs to have a purpose.” Alderman Dull expressed the need for a policy that defines temps.
- Mayor Blair asked what we would do with the old squad vehicle. Chief Rogers replied, “We will change to a tactical command vehicle and do away with that one.”

Fire Department – Ocean Rescue

- Mayor Blair said, “I think you need to get out of the COLA business.” Ocean Rescue Director Dave Baker said, “I agree. I recommend if Town employees get a raise, give temps a raise as well. We want to stay competitive.” Mr. Owens said he would rather do an amount like fifteen cents. Mayor Blair said, “We need to look at folks and the number of years. I would put it back on Mr. Owens to figure that out and make sure we are good with ROT.”

Public Works – Streets

- Has a new employee – will save in Parks and Rec maintenance.
- Paving projects – Jasmine Court and Jasmine Place will start soon.
- Will do storm drains from Cypress to Myrtle Court.

Note: Due to a scheduling conflict, Alderman Miller left the meeting at 3:40 p.m.

Parking Management

- Mayor Blair asked if we pay Lanier based on gross or net. Mr. Owens said it was based on gross.
- Mayor Blair asked who manages Lanier's expenses. Finance Director Erica Walters said, "They do. They ask for a purchase order for anything over \$500."

Public Works – Sanitation

- \$50,000 in CIP for loadpacker.
- Mayor Blair said, "You were going to put an old chassis on the body?" Mr. Squires replied, "Rats got in there. We will get rid of two on gov.deals."

Water and Sewer – Water

- Mayor Blair asked when we would cut on CFPWA water. Mr. Squires replied, "I talked to McKim and Creed. They are trying to get prices. We have applied for permits. We ordered the altitude valve. We hope to have it on by mid-May."
- Mayor Pro Tem Mills asked about the water main replacement on Birmingham and Stone Streets. Mr. Squires said, "The permits have been applied for."

Water and Sewer – Sewer

- We can leave the Sewer Jetter in for another year.
- Will keep LS#4 in the budget.

Water and Sewer – Storm Water

- Mr. Squires said, "Duck bills were installed about ten years ago. We scraped and cleaned." Mr. Owens asked if the Board wanted staff to get a quote to expand the capacity. Mayor Pro Tem Mills replied, "Go ahead and get a quote."

Planning and Inspections

- Taking Planner Tech to Planner I.
- Over projections with three months to go.

Parks and Recreation – Programs

- Under last year.
- No After School Program until 2020.

Parks and Recreation – Parks Maintenance

- Keeping \$20,000 in Capital Outlay for the softball field.
- Contracted Services: 7690 will go away if we hire a new person.

Mr. Owens said he would reconfigure the budget with the changes. He noted that the Board could have a special insurance meeting before the Board meeting in May.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE SPECIAL BUDGET MEETING WAS ADJOURNED AT 4:14 P.M.

Respectfully submitted,

Sylvia J. Holleman
Town Clerk