

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS SPECIAL MEETING
MONDAY, MAY 14, 2018, 6:00 P.M.
WILLIAM F. "BILL" LUTHER, JR. AND DORIS LUTHER MEETING ROOM**

Mayor Jackie Warner called special meeting of the Hope Mills Board of Commissioners to order on Monday, May 14, 2018 at 6:00 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Mike Mitchell, Commissioners Jessie Bellflowers, Pat Edwards, Meg Larson and Jerry Legge.

STAFF PRESENT

Town Manager Melissa Adams, Administrative Assistant/Acting Deputy Town Clerk Tiffany Gillstedt, Finance Director Drew Holland, Inspections Ray Reeves, Parks & Recreation Director Kenny Bullock, Public Works Director Hector Cruz, Deputy Public Works Director Don Sisko, Fire Chief Chuck Hodges, Police Chief Joel Acciardo, Stormwater Administrator Beth Brown, Development & Planning Administrator Chancer McLaughlin and Human Resources Director Laticia Black.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation and Pledge of Allegiance were led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Edwards and carried unanimously, to approve the agenda as presented.

Mayor Warner remarked her comments at the May 7, 2018 regular Board of Commissioners meeting regarding the budget were misconstrued. Mayor Warner commented our staff prepared a very straightforward budget that didn't require an item-by-item review by the Board.

2. PRESENTATIONS:

- a. Discussion of Manager's recommended proposed FY 2018-2019 Budget.

Town Manager Adams commented the purpose of the special meeting is to conduct a Budget Workshop on the proposed fiscal year 2018-2019 budget.

Finance Director Holland commented the current proposed budget is \$12,910,000.00 with no tax increases and no new debt. Finance Director Holland commented the budget has remained within the twelve million dollar range for the last five years due to minimal growth.

The Board reviewed the following Departments' budgets items:

Governing Body/Administration/Elections

Commissioner Bellflowers recommended a 1.5% Cost of Living Allowance (COLA) for Town employees. Finance Director Holland commented the proposed budget recommends a 1.29% COLA based on the North Carolina League of Municipalities recommendation based on population.

Commissioner Legge was in agreement with Commissioner Bellflowers as he believes cost of living continues to increase and it is a means to retain employees.

Motion made by Commissioner Bellflowers, seconded by Commissioner Legge and carried unanimously, to increase the (COLA) Cost of Living Allowance to 1.5% for the 2018-2019 fiscal year budget.

Discussion pursued regarding our current test phase of televising Board of Commissioners meetings on Fayetteville Government Access Channel (FAYTV) Channel 7.

Commissioner Legge commented he has not heard any feedback, negative or positive, and questioned whether it is worth continuing televising meetings at a cost of \$15,264.00 after July 1. Commissioner Legge commented the funds could be used towards the Cost of Living Allowance increase.

Mayor Warner commented the Town does not pay to use Youtube to air our meetings and we post them on our website and Administration Department's Facebook page.

Motion made by Commissioner Bellflowers, seconded by Mayor Pro Tem Mitchell and carried unanimously, to remove televising with the Fayetteville Government Access Channel (FAYTV) at a cost of \$15,264.00 from the fiscal year 2018-2019 budget.

Expenditures/Finance

Commissioner Bellflowers inquired what the \$1,500.00 under noncapital equipment covered. Finance Director Holland responded \$1,000.00 is for a computer system as the Town is doing a five year computer replacement program for all departments. The remaining \$500.00 is for a raised desk.

Mayor Pro Tem Mitchell inquired if the cost of the audit included the Comprehensive Annual Financial Report (CAFR). Finance Director Holland responded he performs the CAFR.

Planning & Zoning

Commissioner Bellflowers inquired whether contract services at a budgeted cost of \$5,000.00 were for advertising. Finance Director Holland responded the Hope Mills Food Truck Rodeos are handled through our Planning Department. The \$5,000.00 budgeted is to cover entertainment and other various expenses for the Food Truck Rodeos.

Town Manager Adams commented Town staff is working on securing sponsorships to offset the costs of the Food Truck Rodeos and Parks & Recreation Events.

Buildings & Grounds

Commissioner Bellflowers inquired of the \$456,000.00 taken out of the budget that is FEMA reimbursable. Finance Director Holland responded the \$456,000.00 was the amount left over from the current year's budget to be carried over for the continuation of an ongoing Hurricane Matthew cleanup with FEMA.

Commissioner Legge inquired if safety equipment is replaced on a regular basis. Finance Director Holland responded steel toe boots are replaced each year.

Public Works

Commissioner Larson commented on the cost (\$35,000.00) associated with the keyless entry system the Board originally approved to be added to the budget during the Budget Retreat in March. Commissioner Larson suggested the Town lessen the number of entry doors per building in an effort to lower the cost. Finance Director Holland responded the Town would need another quote from the company.

Mayor Warner suggested the Board start a prioritized list of items we can't fund at the moment but would like for the future such as new carpeting in Town Hall and the phone system.

Mayor Pro Tem Mitchell noted Public Works Director Hector Cruz requested a new heating and air system at a cost of \$80,000.00 but the item was not budgeted for the upcoming fiscal year. Finance Director Holland commented the Town hoped to get another year out of the current HVAC system before replacing it as we have a service contract with Bass Heating and Air.

Commissioner Bellflowers inquired the age of the current heating and air system. Town Manager Adams responded the system is original to the building that was constructed in the 1980's.

Commissioner Bellflowers commented a new HVAC system is a priority and should be replaced.

Discussion pursued regarding finding the funds for a new heating and air system.

Mayor Warner commented she would place the HVAC item to the side to add into the budget if the Board were able to cut other items to fund the project.

Commissioner Bellflowers inquired the purpose of the Public Works Department purchasing a boat. Town manager Adams responded the boat will be used to aid in lake maintenance. The \$17,000.00 will cover the boat and trailer.

Commissioner Legge inquired whether the Hope Mills Fire Department could share their boat with Public Works. Finance Director Holland responded the Fire Department's boat is not outfitted for Public Works purpose.

Police Department

Commissioner Bellflowers inquired the number of Police vehicles being replaced per the Capital Improvement Plan. Finance Director Holland responded the Police Chief requested 3 cars be replaced and we were able to budget for 2 vehicles.

Fire Department

Commissioner Bellflowers inquired if the Town will continue paying Full Service and Mutual Aid Contracts at a total cost of \$102,000.00. Fire Chief Chuck Hodges responded the Mutual Aid Contracts continue to renew and have since he was named Fire Chief in 2002. The Full Responder Contract is a five-year contract that increases in price each year based on property tax values that is set to expire in 2019.

Commissioner Legge commented the Town continues to pay the Full Responder Contact with Stoney Point as the Town does not have a substation.

Discussion pursued regarding beginning conversation on how to proceed with both the Mutual Aid and Full Responder Contracts. The county's emergency services operate on a closest responder available protocol potentially eliminating the need for paid contracts. This option would be feasible if local Fire Departments were able to continue with the agreement without the need for payment.

Fire Chief Hodges advised the Town to continue in our agreement with Cotton Fire Department.

The consensus of the Board was to direct the Town Manager and staff to proceed in beginning conversations to end our Mutual Aid Agreements and bring their findings back before the Board.

Inspections

Commissioner Bellflowers inquired why the Inspections Department requested \$60,000.00 under the Code Enforcement Contract and Finance Director Holland budgeted \$35,000.00. Finance Director Holland responded the demolition of dilapidated houses was discussed at the Budget Retreat in March. Currently it is only feasible for the Town to demolish two homes at a cost to demolish of \$10,000.00 each and \$15,000.00 budgeted for Code Enforcement.

Mayor Pro Tem Mitchell commented on the high mileage on the Inspections Department's vehicles. Finance Director Holland commented the Inspections Department will receive a transfer of a vehicle from the Stormwater Department and in turn, Public Works will receive the Inspections Vehicle.

Mayor Pro Tem Mitchell requested his questions and comments to Finance Director Holland via email be included for the record. Questions and answers as follows:

1. Page 6, #10-3500, Report Fees (Revenue) are budgeted at \$10,000 versus zero for last year's budget or actual operations this past year?
 - Reports fees are a new proposed revenue source for next year. \$10 per reports, estimated 1,000 reports
2. Page 6, #10-3625, Commercial Plan Review Fees (Revenue) are budgeted at \$5,000 versus \$1,430 for actual operations this past year?
 - Increase in Plan review fees proposed for next year. This is the estimate based on the proposed changes.
3. Page 8, #10-410-1270, Contract Services (Expense) budget went up about \$6k from actual. Was this due to recording the Town Board Meetings?
 - This amount includes the \$15,254 for televising the Council meetings
4. Page 10, #10-500-1000, Salaries & Wages (Buildings and Grounds) budget went down about \$6k from actual?
 - Employee left and budgeted position for next year is listed at the starting rate for that position.
5. Page 13, #10-560-5000, Fuel (Streets) budget went down about \$18k from actual?
 - Fuel audit concluded a reallocation of departmental fuel budgets.
6. Page 14, #10-620-1230, Professional Services (Parks & Rec) budget went up by about \$44k from actual (> double)?
 - Cost from Parks & Rec Comp Plan (\$33,000) & Golf Course Master Plan (\$45,000)

7. Page 14, #10-620-4012, Maint & Repair – Golf Course (Parks & Rec) budget is now zero versus \$16,200 last year?
 - Plan is to lease golf course property to acceptable user and they handle maintenance of property.
8. Page 14, #10-620-7300, Museum Project (Parks & Rec) budget is now zero versus \$52,331 last year? Will the upfit be completed by 6/30/18?
 - \$2,700 budgeted for museum software, remainder of museum funds are in General Fund Balance and will be appropriated when ready for project.
9. Page 14, #10-620-8034, Town Appearance (Parks & Rec) budget is up by about \$16k from actual (> double)?
 - \$18,000 Christmas Tree for Lake Park as recommended by Appearance Committee
10. Page 15, #10-621-5550, Program Supplies (Senior Services) budget is up by about \$7k from actual (> double)?
 - Same amount budgeted as last year, new programs expected to begin
11. Page 17, #20-570-1000, Salaries & Wages (Powell Bill) budget is down by about \$20k from actual?
 - Current year estimate is off. Should be \$184,652
12. New HVAC request, \$79,891, for Town Hall per PW Direct Cruz? Didn't see where this was approved.
 - Not proposed in budget. Hoping the current system will last one more year.
13. HMFd request for paving \$100k and 6' fence \$8k? Assumed not approved by my quick review. Should the fencing be done for asset protection? Are these requests being deferred to package with the new public building capital project?
 - \$2,000 budgeted for fencing for protection. Remainder of funds for building deferred due to new building project.
14. Has staff completed their study for charging out-of-town user fees for Parks & Rec? Of seniors, about 75% come from out-of-town; other programs have significant out-of-town resident participation too in my opinion. This needs to come before the commissioners sometime soon.
 - Fee changes are still in progress. Some Parks & Rec fees have already been changed in the fee schedule of the proposed budget

Streets

Commissioner Bellflowers inquired the purpose of the purchase of a Ford F-250 in Powell Bill. Finance Director Holland responded the Ford F-250 was requested in order to pull a tractor when the department performs crack sealing.

Parks & Recreation/Senior Center

Commissioner Bellflowers commented the need for an Assistant Parks & Recreation Director is a priority due to the growth of the Parks & Recreation department.

Town Manager Adams requested the Boards direction on how to come up with the funds. Mayor Pro Tem responded he is in favor of a bond referendum to fund several large debt items coming in the near future.

Discussion pursued regarding seeking funds for an Assistant Parks & Recreation Director at a salary of roughly \$50,000.00 or \$76,450.00 with the inclusion of benefits.

Commissioner Edwards inquired what the Assistant Parks & Recreation Director's primary job will be. Parks & Recreation Director Kenny Bullock responded the Assistant Director will oversee staff, special events, payroll and recreational writing workshops so he may focus on land-use and grants. Mr. Bullock would like to hire someone with Parks & Recreation Management experience.

Motion made by Commissioner Bellflowers, seconded by Mayor Pro Tem Mitchell and carried unanimously, to approve the funding for an Assistant Parks & Recreation Director beginning September 1, 2018 with a projected salary of \$50,000.00.

Commissioner Bellflowers inquired of the \$3,900.00 budgeted for the Hope Mills Youth Association. Parks & Recreation Director Bullock responded we do not pay them; instead the funds cover trophies and uniforms.

Commissioner Bellflowers inquired if Parks & Recreation could hold off the installation of security cameras for one more year. Parks & Recreation Director Bullock responded he did not recommend putting the cameras off another year due to the increase in vandalism and programs taking place at later hours.

The consensus of the Board was to add the heating and air system at a cost of \$80,000.00 back to the fiscal year 2018-2019 budget.

Finance Director Holland commented he will email the proposed fiscal year 2018-2019 budget revision for the Boards review prior to the June 4, 2018 public hearing.

3. ADJOURNMENT.

Motion made by Commissioner Bellflowers, seconded by Mayor Pro Tem Mitchell and carried unanimously, to adjourn the meeting.

Mayor Warner adjourned the meeting at 8:46 p.m.

Jackie Warner, Mayor

ATTEST:

Tiffany Gillstedt
Executive Administrative Assistant/Deputy Town Clerk