

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS SPECIAL MEETING
MONDAY, MAY 20, 2019, 5:00 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 20, 2019 at 5:00 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, Town Clerk Jane Starling, Finance Director Drew Holland, Inspections Ray Reeves, Parks & Recreation Director Lamarco Morrison, Public Works Director Don Sisko, Fire Chief Chuck Hodges, Deputy Fire Chief Steve Lopez, Police Chief Joel Acciaro, Stormwater Administrator Beth Brown, Planning & Development Administrator Chancer McLaughlin and Human Resources Director Laticia Black.

Mayor Warner commented she would turn the workshop over to the Board of Commissioners and asked if they would like to start with questions and concerns.

Commissioner Bellflowers requested that the Board go through each section of the proposed budget and ask questions they may have.

(1) Revenues.

There were no questions.

(2) Debt.

There were no questions.

(3) Governing Body and Administration.

Commissioner Bellflowers asked what the ADA compliant agenda preparation software was. Finance Director Holland replied this was a computer program to make the agenda ADA compliant on the Town's website and will not be purchased this year. Mr. Holland further stated this is not related to the ADA compliance study being done on town properties. Mayor Pro Tem Mitchell questioned if the Strategic Plan will show alternative revenue sources. Mr. Holland responded that there may be some of that and reminded the board of the presentation by Bob Jessup at the planning retreat. MPT Mitchell asked if we track payroll as a percentage of revenue. Mr. Holland answered that we don't but he could put the numbers together if the board wishes. Discussion ensued.

(4) Human Resources.

Commissioner Larson asked how many employees the town has. Finance Director Holland replied around 120 with 30 or more additional part-time and temporary employees. Commissioner Larson commented she would like to confirm that finance takes care of payroll and that human resources doesn't have that job duty. Mr. Holland stated that human resources processes all the payroll paperwork but that finance processes the checks. Commissioner Legge asked how many unfilled positions we have currently. Mr. Holland responded 12 or 13. Mayor Pro Tem Mitchell asked if everyone will be getting their evaluations at the same time now. Town Manager Adams responded that everyone will be evaluated at the same time and that merit increases will be given at the same time. Discussion ensued.

(5) Finance.

There were no questions.

(6) Planning & Zoning.

Commissioner Bellflowers asked why there is six thousand for entertainment in account #490.1270. Finance Director Drew Holland responded that not all of that is entertainment. The description is contract services and includes other items needed for the food truck rodeos. It is funded under Planning because Planning & Development Administrator Chancer McLaughlin coordinates the contracts for the event. Commissioner Legge asked Town Manager Melissa Adams explained that there is a staff "Arts" committee from four different departments who plan and make the decisions for the rodeos and farmers market which includes Parks and Recreation Director Lamarco Morrison among others. These programs are for economic development and was placed under planning. Commissioner Bellflowers commented that these are special events and he would like to see the expense coded as special events and capped at five thousand dollars. Finance Director Holland stated that he would separate the amount and place five thousand dollars in account #490-8033 for special events. Commissioner Bellflowers asked what twelve thousand dollars for a shed was to be used for. Mr. Holland replied that the funding for the shed was cut to ten thousand dollars and it will be used for dual purposes; to house items for special events, and items that Parks and Rec needs to be stored outside but protected. The items in this shed need to kept cleaner than some items used for outdoor maintenance so need to be stored separately. Mayor Pro Tem Mitchell asked if we have closed circuitry on the outside storage buildings. Ms. Adams responded that we are in the process of getting video surveillance set up for all our buildings. Discussion ensued.

(7) Public Works Director.

There were no questions.

(8) Public Buildings & Grounds.

Mayor Pro Tem Mitchell, asked if we had competitive bids on the carpeting for Town Hall. Finance Director Drew Holland stated that the best bid was for \$36,500 and includes moving furniture. Mayor Pro Tem Mitchell asked if the ADA compliance was under capital improvements and who came up with the \$75,000 estimate. Mr. Holland responded that Don Sisko requested \$100,000 but that amount was one of the requests that were reduced in order to balance the budget. However, it does cover the cost of the ADA Study and funds to start some of the projects. Discussion ensued.

(9) Police Department.

Commissioner Legge asked how many cars are unsafe. Finance Director Drew Holland responded that a few years ago the Board agreed to a fleet maintenance vehicle replacement schedule for Police and Fire and hopefully in a few years we will add other departments to the program. Mr. Holland went on to explain that the new safety building would have its own capital project fund and would not be included in the general fund. Discussion ensued.

(10) Fire Department

Commissioner Bellflowers asked if the Town will continue its mutual aid agreements with the local volunteer fire departments. Finance Director Drew Holland replied that we will continue but at a lower payment amount. Discussion ensued.

(11) Inspections.

Commissioner Bellflowers commented this department needs an additional employee. Town Manager Adams responded that there is a trial plan to move an employee into code enforcement for six months to see the impact it will have on the department. This is anticipated to take place in January to minimize the funding impact on the budget. Discussion ensued.

(12) Streets.

Commissioner Bellflowers asked why contract services is going from \$4,100 to \$43,000. Finance Director Drew Holland replied there is a one-time expense for a street paving survey included. Mayor Pro Tem Mitchell inquired why the salary is doubling. Mr. Holland explained that the salary had been listed under the Powell Bill in the past but will be moved under streets as the general fund allows. In the future all employees will gradually be moved under streets. This is so the actual paving and sidewalk projects would be main expenditures from the Powell Bill fund. Mayor Pro Tem Mitchell asked if the backhoe listed is a new piece of equipment. Mr. Holland replied that in the past we have rented backhoes but this will allow us to have the equipment at the staff's disposal whenever it is needed including during emergencies and the cost will be split between the Powell Bill fund and the Stormwater fund, and will not affect the general fund. Discussion ensued.

(13) **Sanitation.**

Commissioner Bellflowers questioned why the Town buys new trash containers every year. Town Manager Melissa Adams replied; new people move in, new subdivisions are built, trash cans get destroyed, run over and people take off with them. Ms. Adams clarified these are yard waste containers. Discussion ensued.

(14) **Parks and Recreation.**

Mayor Pro Tem Mitchell asked why the funds are broken down into three areas. Finance Director Drew Holland responded we formerly had two divisions Parks and Recreation and senior center. We no longer have a senior center so we changed the senior code to programs and events division and added a athletics and field maintenance division code and the administration division retained the Parks and Recreation code. Discussion ensued.

(15) **Stormwater.**

Mayor Pro Tem Mitchell inquired why we are getting a second pole camera. Finance Director Drew Holland replied; the current camera is older and will be transferred to public works. The new camera's technology will allow it to be operated by a single person where the old one requires two people to operate it. Discussion ensued.

Consensus was no further budget workshops are needed.

The Mayor reminded the Board and public that a budget public hearing will be held on June 3rd, 2019 during the 7:00 p.m. regular Board of Commissioners meeting.

Mayor Warner adjourned the meeting at 6:50 p.m.