

**SPECIAL MEETING MINUTES  
TOWN OF MONCK'S CORNER  
BUDGET WORKSHOP  
AUGUST 5, 2015  
6:00 P.M.**

**PRESENT:** MICHAEL A. LOCKLIEAR, MAYOR

DAVID A. DENNIS, JR., MAYOR PRO-TEM

**COUNCIL:** JOHNA T. BILTON CHARLOTTE CRUPPENINK  
CHADWICK D. SWEATMAN DR. TONIA AIKEN-TAYLOR

**STAFF:** ROLAND WINDHAM, INTERIM ADMINISTRATOR  
MARILYN BAKER, CLERK-TREASURER  
LISA HANCOCK, ACCOUNTANT  
JESSICA MORGAN, ACCOUNTS PAYABLE/PAYROLL CLERK  
ALISON SIMMONS, PLANNING DIRECTOR  
CHAD CALDWELL, POLICE CHIEF  
NOEL THOMAS, POLICE ADMINISTRATIVE ASSISTANT  
DAVID A. MILLER, FIRE CHIEF  
BUTCH SVAGERKO, PUBLIC SERVICE DIRECTOR  
RALPH JONES, RECREATION DIRECTOR

**ABSENT:** LAURA M. PERDUE, COUNCIL MEMBER  
JOHN S. WEST, ATTORNEY  
REBECCA BROWN, CHIEF BUILDING OFFICIAL

**Call To Order:**

Mayor Lockliear called the meeting to order at 6:03 p.m.

**Invocation:**

Councilwoman Dr. Tonia A. Taylor gave the invocation.

Mayor Lockliear thanked Interim Administrator Windham for all of his hard work on the budget. He added that he worked very closely each Department Head to present a very conservative budget. Right now the Town is at 73% of budgeted expenses and 92.5% of budgeted revenues. The Town is in great financial shape. We have the Town's best interest at heart. He added that he is proud of the Council we have in place and are looking forward to moving forward. He turned the meeting over to Interim Administrator Windham.

Interim Administrator Windham responded that the Town is so fortunate to have the Department Heads that we have. They realize the fiscal restraints that the Town is under. He added that they were very conservative in their requests. It made his job so much easier. Moncks Corner is a growing, progressive Town. The Budget presented before Council is a reflection of what we need to continue to make Moncks Corner such a wonderful Town to live, work and play in. He congratulated Council for providing guidance to the department heads and himself during his 8 months with the Town and allowing staff to do what is needed to do to provide services to the residents. He considers those services to be very good. He added that the budget presented

before Council tonight will help staff continue to move the Town forward in the direction Council wants it to.

### **Fiscal Year 2016 Budget Discussion:**

Council received an executive memorandum from Interim Town Administrator Roland Windham addressing significant items in the FY 2016 recommended Budget. The following items were discussed:

#### **General Fund**

##### **Revenues:**

- Business License Revenues is conservatively budgeted at \$1,600,000. Interim Administrator Windham reported that he did not feel that it was necessary to do a business license audit this year; however, Council may want to consider one next Fiscal Year.
- Building Permits receipts are at 196% at this time and Plan Review receipts are at 250%. Staff is doing a good job staying on top of new construction. The Town is growing and policies are being enforced. This is being reflected in the amount of revenues collected.
- Local Option Sales Tax Revenue Collections for FY 2016 proposed budget is as follows:
  - Local Option Sales Tax Total Budget = \$1,090,000.
  - \$675,000 will be used for property tax relief.
  - \$306,000 will be used for general operating purposes.
  - \$109,000 (10%) will be used for Capital items.
- Property Tax Revenues are \$1,672,528 based on Berkeley County's Assessed Values. Operating tax millage will remain unchanged at 56.4 mills.
- Franchise Fees are budgeted at \$613,000.
- Berkeley County School District Resource Officer Grant has been approved for \$147,860.
- A FEMA Grant in the amount of \$161,428 was applied for to obtain self-contained breathing apparatus.
- SC State Accommodations Tax Funds in the amount of \$25,750 will be used for general operating purposes as allowed by the State.

Councilman Sweatman questioned why there was not any recreation revenues reflected in the General Operating Fund and with the new Complex being opened. Administrator Windham responded that total projected revenues of \$164,000 are being reflected in the Moncks Corner Regional Recreation Fund this year. It is broken down as recreation fees of \$92,000, concession receipts of \$65,000, vendor fees of \$5,000 and retail sales of \$2,000. Councilman Sweatman asked if there were any revenue forecast projected for travel ball. Administrator Windham asked Recreation Director Ralph Jones to respond. Director Jones responded that it is unknown at this time what to expect since this unknown territory for us. He did an impact study while the facility was being built. It is projected that there will be an economic impact of approximately \$800,000 for the area for 12 weekend ball tournaments. The projection of revenues for just the tournaments includes 50% of gate funds and 100% of concessions during that time. The Town will have to provide two laborers for the tournaments but do not pay any bills for officials etc. Revenues should be on the positive side. Administrator Windham added that the Town may not see a lot of revenue from the tournaments

but it should have a positive impact for the area businesses, downtown and hotels.

## **General Fund Expenditures:**

### **Department-Wide Expenditures**

- Employer health premiums are expected to increase 3.40% beginning January, 2016. Administrator Windham added that increases in health coverage is unavoidable. He does not recommend changing health plans. The State has the best coverage for our employees at this time.
- Employer retirement contribution base rates are expected to increase .16% for SCRS and .33% for PORS for FY 2016. Employees will see an increase in their contribution rates as well. Their rates will increase .16% for SCRS and .33% for PORS.

### **Administration**

- **Audit Services**
  - Business License Audit - Did not recommend. Administrator Windham did not feel it was a necessity to do an audit this year but may want to look at it again next year. Staff is doing a great job staying on top of collections at this time.
- **Professional Services**
  - Architectural fees for Foxbank Fire Station - \$60,000 - Recommended
- **Equipment**
  - New Telephones - \$8,500 - Administrator Windham explained that the new system is Voice Over Internet Protocol. Mayor Locklear and Council expressed concerns over changing systems without having more information. They would like to know what the impact would be on Home Telephone as well. After some further discussion, Administrator Windham will have the Town's Computer Technician come and give Council a presentation to explain the benefits.
- **Capital**
  - Final Installment on 105 White Street - \$64,000
  - Four Door Sedan - \$18,500 - Recommended
- **Computer Expense**
  - I-Point Support (30hrs/month)-\$27,000 - Recommended
  - I-Point E-mail Hosting & Disaster Recovery-\$23,494 - Recommended
  - INCODE Financial Software subscriptions (23 Users) - \$30,680 - Recommended
  - Web-Filter - \$4,428 - Recommended
- **Contingency**
  - A 2% merit increase is budgeted in the Administration Department Contingency Account. Additional \$30,000 (includes taxes and retirement) for salary increases in April, 2016. Administrator Windham recommended that Council consider changing this to a 2% Cost of Living increase to keep up with the pay scales with the fair market value of what we should be paying our employees. This will help attract quality employees. He added that he is a firm believer in merit increases. He asked Council to consider including a merit increase in the FY 2016 Budget for employees at the end of the budget process. Administrator Windham added that there were some employees that have had their salaries adjusted for one reason or another during the current year. For those

employees, you may want to only award a cost of living. He asked Council to keep that in mind.

- \$70,000 is budgeted for unexpected expenses. Expenditures from this account will require prior approval of the Mayor and Town Council.

#### **Building Department Expenditures**

- **Personnel**

- Building Official's current salary to increase \$4.30 hr. This proposed amount is \$4.61 less than the previous Building Official's rate. - This was not recommended at this time. The consensus was to consider a merit raise in addition to the cost of living in the FY 2016 Fiscal Year if merit raises are awarded.
- Building Clerk's title, grade, salary and duties to change from a Grade N-8 to a Building & Planning Administrative Assistant, Grade N-11 with a wage increase of \$2.17 hour. Administrator Windham explained that the Planner needs some administrative help. If approved, then the Administrative Assistant will assume additional duties. The increase was approved. Council recommended that this position also receive the cost of living when those are awarded next year.
- Full-time Code Enforcement/Ordinance Officer Grade N-18 approved in last Fiscal Year's budget. Annual salary \$53,479 (includes benefits). Ms. Brown was promoted to Building Official and this position was not refilled. Not Recommended.

- **Capital**

- Nissan Frontier Pick-Up Truck, State Contract - \$16,134 - Not Recommended.

#### **Municipal Court Department**

- **Personnel**

- Salary for Municipal Court Judge includes cost of health care benefits that are no longer covered by PEBA. This amount is offset in the health insurance expense account. Administrator Windham also announced that Administrative Judge Elisabeth Hoover will be leaving the Town in October to take a position with Berkeley County Family Court. Mayor Locklear will be searching for a replacement for her position.

- **Computer Expense**

- Upgrade Sound System in Courtroom - \$4,000 - Recommended

#### **Fire Department**

- **Capital**

- Thermal Imaging Camera - \$5,500 - Not Recommended. Will purchase in this year's current budget.
- Chevy Tahoe with emergency package - \$34,000 - Recommended

- **Contractual Agreements**

- Contractual Agreements have not been finalized with Whitesville and Moncks Corner Rural Fire Departments. Fire fees may increase \$10 per residential unit if Berkeley County approves increase in August. Fees were estimated at \$52,000 at this time. - Chief Miller updated Council and explained that County Council increased fees from \$75 to \$80. He went back and refigured fees with the additional properties that were annexed into the Town. The total costs to pay both agreements is a total of \$54,306.

Whitesville \$33,965 and \$20,341 for Moncks Corner Rural. Increase Approved

**Lease Payments**

- 2012 Loan- Fire Squad 1 (Payoff Date 10/2016) \$31,240

**Planning Department**

• **Professional Services**

- COG to assist with the 5 year Comprehensive Plan Review-\$17,500. Recommended \$12,000. Planning Director Alison Simmons requested that Council allocate \$5,000 for the Downtown Revitalization Project. Council recommended that the \$5,000 be allocated out of Contingency.
- Councilwoman Cruppenink requested an increase in the Planning Commissions per meeting compensation. Director Simmons explained that the Commission Members are currently receiving \$25 per meeting. Councilwoman Bilton asked if we have researched other jurisdictions to see what they are paying. Director Simmons responded that she had not but considered providing meals during the meetings in lieu of payment. Council recommended that staff come back to them with a recommendation for consideration.

**Police Department**

• **Personnel**

- Staff requested additional Detective Grade N-15, \$51,943 (includes benefits)- Not Recommended
- Staff requested additional Drug Investigator Grade N-15, \$51,943 (includes benefits) - Not Recommended
- Staff requested four additional patrol officers for an additional \$47,826 each (includes benefits) - Recommendation was to hire two additional officers. After some discussion, Council recommended approval to hire the two additional officers for patrol and add one more patrol officer @ \$47,826 (to include benefits) for patrol and to assist with drug enforcement. Chief stated that he did not need any additional vehicles with this position added.

• **Utilities**

- Utilities include an additional \$18,000 for 18 traffic signals. This was included in in the FY 2015 budget, but the study was not done, therefore the project was not complete. Chief Caldwell explained that the SCDOT is still studying the project; however installation is expected to be done sometime in FY 2016. If not, we will carry the funding over to the next fiscal year.

• **Equipment & Maintenance**

- Twenty Body Cameras - \$12,800 - Not recommended at this time. Chief Caldwell explained that he would like to study the body cameras a little longer before we purchase these. He also reported that there may be some Federal Funding available in the near future for body cameras. In the meantime he is working on a policy for the body cameras and sending staff to training to keep up with the cameras.
- Three Intersection Cameras - \$5,000 - Recommended
- Five Ticket Printers & Scanners - \$10,000 - Not Recommended. Chief Caldwell explained that they are still waiting on the Highway Patrol to work out the bugs in the system.

- **Capital**
  - Two Unmarked Vehicles (Includes Equipment) \$67,000 - Recommended only one unmarked vehicle.
  - Three Marked Vehicle,(Includes Equipment) \$128,400 - Recommended two marked vehicles.
  - Body Camera Server - \$6,800 - Not Recommended since we will not be purchasing body cameras at this time.
  - Requested four 800 Dual Band Radios - \$23,000 - Recommended only two Dual Band Radios.
  - Two Mounted License Plate Readers - \$12,000 - Recommended only one license plate reader.
- **Computer Expense**
  - Two Desktops with Monitors - \$1,710 - Recommended
  - Six Laptops - \$7,200 - Recommended

**School Resource Officers**

- **Personnel**
  - Berkeley County District Grant approved for \$147,860

**Police Administration**

- **Personnel**
  - Administrative Assistant Grade N-11 to be promoted to Agency Tac/Admin Grade N-15 with a wage increase of \$1.93 per hour as duties has increased. Council approved, however, position will receive a cost of living next year but not a merit increase.

**Public Service Department**

- **Personnel**
  - Additional full-time Equipment Operator Grade N-9 \$43,833 (includes benefits) - Council requested that they come back later to this.
- **Contract Labor**
  - Two full time Contract Laborers - \$55,181 - Provided as information. Already have these in place.
- **Capital**
  - Utility Vehicle - \$8,000 - Recommended
  - New Truck for Director \$28,000 - Public Service Director Svagerko explained that the 1996 Ford needs to be replaced. He will shift his vehicle down once the new one is purchased. - Recommended
  - Zero Turn 60" Discharge Mower - \$14,200 - Council will come back to this.

**Depot Visitor Center Fund**

**Revenues:**

- Ending Fund Balance is estimated at \$40,000
- Depot Rental Revenues and other revenues are expected to be \$17,810.
- Sixty-five percent of SC State Accommodations is used to help operate the Depot Visitor Center and is budgeted at \$13,000 for FY 2016.
- Alcohol Permit Revenues are estimated at \$19,000 and will be used for Town Special Events.

**Expenditures:**

- **Personnel**
  - Request part time Events Coordinator to be changed to a full time position - \$45,952 (includes benefits) - Recommended to begin April 1, 2016. Administrator Windham added that she will be

assuming more duties coordinating the Farmer's Market, Barbeque Festival etc.

- **Building Maintenance**
  - Pipes under Depot need to be insulated. Recommended
- **Special Events**
  - Halloween Festival - \$500
  - Christmas Celebration including Santa pictures, sound system, parade trophies and decorations - \$1,600
  - Santee Cooper's Celebrate the Season - \$5,000
  - Santee Cooper's Shucking in the Park - \$500
  - Berkeley Heritage Museum - \$1,000
  - 4<sup>th</sup> of July Celebration including fireworks, street dance and stage rental - \$11,400
  - Festival Banners - \$3,000
  - Easter Festival - \$500
  - Other Events - \$2,000
  - Council asked where funds were budgeted to put on the Barbeque Festival. Ms. Hancock responded that this is budgeted under Special Events in the Regional Recreation Complex Fund.
- **Depot Rental Discussion For Off Duty Officers:**
  - Recreation Director Jones reported that Lieutenant Mark Fields made a request to him to add to the rental policy that Police Officers working off duty for Depot rentals be paid a minimum of \$100 (4 hours) to make it worth their while. He added that officers are required when alcohol is being served by the renters. This fee is paid by the renters when alcohol is being served. Council approved.

#### **Regional Recreation Complex Fund**

Note: The Recreation Department and the Recreation Complex have been combined to improve the management of all recreation activities.

#### **Revenues:**

- Ending Fund Balance is estimated at \$20,000 assuming all project costs have been disbursed.
- Local Accommodations and Local Hospitality Taxes (including penalties) are expected to be \$822,600.
- Anticipated Recreation, Concession, Vendor and Retail receipts are estimated at \$164,000. Administrator Windham explained that these figures are estimated conservatively.
- Donations in the amount of \$53,000 are anticipated with \$50,000 to be used for a new playground.
- Transfer of \$300,000 from the General Fund will need to be made to assist in operating expenses.

#### **Expenditures:**

- **Personnel**
  - Additional three full time Maintenance Techs Grade N-8 - \$47,039 each (includes benefits)= \$141,117 - Recommended
  - Additional three part time Concession Workers Grade N-4 - \$3,183 each (includes benefits)= \$9,549 - Recommended
  - Additional two part time Athletic Facilitators Grade N-6 - \$3,022 each (includes benefits)= \$9,066 - Recommended
- **Capital**
  - Ex-Mark Lazer Z Riding Mower 60" - \$9,600 - Recommended

- Ford Focus SE for Director to replace 2002 Dodge with 132,000 miles. State Contract - \$18,000 - Not Recommended. Administrator Windham responded that some vehicles can be shifted around to replace this vehicle.
- Ford F-150 to replace 1996 Ford Truck \$24,000 - Not Recommended. Chief Miller will shift one of the Fire Department's vehicles to the Recreation Department.
- John Deere 1200 A Bunker & Field Rake - \$12,560 - Recommended
- John Deere Gator TS - \$6,965 - Recommended
- **Projects**
  - Farmer's Market \$50,000 - Administrator Windham added that Lennar Builders are ready to get started. We have received a \$50,000 donation yesterday for construction.
  - Playground - \$50,000 - Will be funded through donations.
- **Grants**
  - \$15,000 PARD Grant to be applied for with a match of 20%
- **Transfers**
  - Transfer to Community Recreation Complex (CRC) Debt Reserve Fund in the amount of \$432,000 for debt payments on the Revenue Bond Series 2010.

**VICTIMS ADVOCATE FUND**

**Revenues:**

- Fund Balance at Fiscal Year End 2015 is estimated at \$6,200
- Fees collected through the Municipal Court for Victim's Rights are expected to be \$32,000 for FY 2016.
- Transfer from General Fund in the amount of \$12,000 is needed to assist with operating expenses.

**Expenditures:**

- Salary for Victim's Advocate and Operating Expenses - \$49,154.

Mayor Locklear requested that Clerk-Treasurer Baker schedule another Budget Workshop next week for Council to go over the changes to the FY 2016 Budget.

**Public Input:**

Patricia Whaley thanked Council for their participation in the budget workshop and notifying the public. She added that it was good to see how their tax dollars was being spent. Mayor Locklear responded that he intended to have an open door policy when he took over as Mayor. He invited anyone that had any concerns or anything to discuss to contact him or Administrator Windham.

**Adjourn:**

Motion was made by Mayor Pro-Tem Dennis to adjourn the meeting. Motion was seconded by Councilwoman Bilton and was unanimously approved. The meeting was adjourned at 8:22 p.m.

**MINUTES APPROVED**

**DATE: August 18, 2015**

**Marilyn M. Baker, Clerk/Treasurer**