

**MINUTES**  
**TOWN OF MONCK'S CORNER**  
**FINANCE MEETING**  
**TUESDAY, SEPTEMBER 15, 2015**  
**6:00 p.m.**

**Present:** Mayor Michael A. Locklear

Mayor Pro-Tem David A. Dennis, Jr.  
**Council Members:** Charlotte A. Cruppenink Laura M. Perdue  
Chadwick D. Sweatman

**Staff**

**Present:** Roland Windham, Interim Town Administrator  
Marilyn M. Baker, Clerk-Treasurer  
John S. West, Town Attorney  
Lisa M. Hancock, Accountant  
Jessica Morgan, Accounts Payable/Payroll Clerk  
Chad Caldwell, Police Chief  
David A. Miller, Fire Chief  
Ralph Jones, Recreation Director  
Butch Svagerko, Public Service Director  
Alison Simmons, Planner  
Chance Price, Chief Building Official

**Absent:** Johna T. Bilton, Council Member  
Dr. Tonia A. Taylor, Council Member

**Call to Order:**

The Finance Meeting was called to order by Mayor Locklear at 6:00 p.m.

**Approval of Minutes:**

Motion was made by Mayor Pro-Tem Dennis to approve the minutes of the August 18, 2015 Finance Meeting. Motion was seconded by Councilwoman Perdue and was unanimously approved.

**Financial Reports:**

Town Accountant Lisa Hancock reported the significant features of the Finance Report for August, 2015 as follows:

**Cash on Hand:**

|                                  |              |
|----------------------------------|--------------|
| General Fund Operating           | \$ 3,439,634 |
| Designated Funds:                |              |
| Accommodations Tax               | 1,218        |
| Capital Improvements Fund        | 46,132       |
| Depot (includes Alcohol Permits) | 56,348       |
| Foxbank Permits                  | 710,446      |
| Victims Advocate                 | 9,843        |
|                                  | <hr/>        |
| Total August 31, 2015            | \$ 4,263,621 |

|                 |              |
|-----------------|--------------|
| August 31, 2014 | \$ 3,184,387 |
| August 31, 2013 | 2,481,674    |

**Revenues to Date:**

|                 |              |
|-----------------|--------------|
| August 31, 2015 | \$ 6,131,706 |
| August 31, 2014 | 5,681,995    |
| August 31, 2013 | 5,165,679    |

**Expenditures to Date:**

|                 |              |
|-----------------|--------------|
| August 31, 2015 | \$ 5,209,249 |
| August 31, 2014 | 5,132,205    |
| August 31, 2013 | 5,115,726    |

**Revenues to Expenditures August 31, 2015:**

|  |                   |
|--|-------------------|
| Revenues                                   | \$ 6,131,706      |
| Expenditures                               | <u>5,209,249</u>  |
| <b>Revenues over (Under) Expenditures:</b> | <b>\$ 922,457</b> |

**Cash on Hand for Special Bank Accounts:**

|  |            |
|--|------------|
| Escrow Account                         | \$ 3,914   |
| I & I Funds                            | \$ 29,311  |
| Fire Discret. Account                  | \$ -       |
| Bond Sinking Fund                      | \$ 86,661  |
| Community Rec Center Fund              | \$ 988,535 |
| Community Rec Center Debt Service Fund | \$ 232,181 |
| 2014 Construction Fund                 | \$ 799,317 |
| Playground Fund                        | \$ 368     |

Ms. Hancock went over the following for the month of August, 2015 as information:

- Cash Flow Summary for the General Fund - Revenues of \$331,173 are under expenditures of \$370,997 by \$39,824. Ending Fund Balance for August, 2015 is \$4,263,621.
- Moncks Corner Regional Recreation Complex Budget - Revenues for the month of August were \$132,321 are under expenditures of \$372,511 for August, 2015 with an Ending Fund Balance \$706,307.

**Business License Study: Eric Budds, MASC Deputy Executive Director**

Administrator Windham explained that the Town contracted with the Municipal Association to do a business license study for the Town. Based on national statistics, a number of businesses will be reclassified. He introduced Eric Budds of the Municipal Association to explain the results of the study.

Mr. Budds explained that all businesses are classified according to the 2012 North American Industrial Classification System (NAICS). When businesses report their income to the IRS, this information is used to compute a profitability index for each major business sector. Seven rate classifications are developed applying even increments of division in order to give an equitable grouping of major sectors. Class eight

contains sectors requiring individual treatment. A proposed rate structure is developed to produce a projected revenue within 2% (+or-) of the amount collected by the Town based upon the last full license years' experience. The result of the study indicated that the Town will have a revenue shortfall in 2016 of \$87,000 if we do not do anything to adjust the rates. Mr. Budds provided Council with four options to adjust the business license rate classification system that will help to alleviate the impact.

**Option#1** - \$0.15 increase in rate per \$1,000 Classes 1-8  
No change to declining scale. Revenue shortage estimated at (\$7,644.00).

**Option#2** - \$0.15 increase in rate per \$1,000 Classes 1-8  
Declining scale capped at 60% > \$4,000,000 in gross. Revenue increase estimated at \$10,545.00.

**Option#3** - \$0.10 increase in rate per \$1,000 Classes 1-8  
Declining scale capped at 60% > \$4,000,000 in gross. Revenue shortage estimated at (\$17,000).

**Option#4** - \$0.10 increase in rate per \$1,000 Classes 1-8  
Declining scale capped at 70% > \$3,000,000 in gross. Revenue increase estimated at \$2,377.00.

Mr. Budds added that they are recommended Option #4 to have the least impact on the majority of the Town's businesses. Out of 1370 businesses, 31 businesses gross over \$3,000,000.

**Note:** Council approved Option #4 during the Regular Meeting of Council under the Finance Committee report.

**Adjourn:** There being no further business; motion to adjourn was made by Mayor Pro-Tem Dennis. Motion was seconded by Councilman Sweatman and was unanimously approved. Meeting adjourned at 6:21 p.m.

*A copy of this meeting's agenda was e-mailed to the Post and Courier, The Berkeley Independent, Channel 4 and Agenda Depository. As required the agenda was posted on the bulletin board at Town Hall at least 24 hours prior to the meeting.*

**Minutes Approved and Adopted:**

Approved by: \_\_\_\_\_  
Marilyn. M. Baker/Clerk-Treasurer

October 20, 2015  
Date