



Budget Planning Retreat - Minutes Monday, March 20, 2023

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Mike Gordon, Previous Town Administrator
Kim P. Batten, Assistant Town Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Director/Town Clerk
Joyce Lawhorn, Deputy Clerk

COUNCIL ABSENT:

Council Member Bruton

MEDIA PRESENT:

None

1. WELCOME ~ MAYOR MULHOLLEM

- a) Mayor Mulhollem called continued Budget Planning Retreat to order at 6:41 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present.

2. INVOCATION & PLEDGE OF ALLEGIANCE:

- a) Council Member Purvis offered the invocation.
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- b) Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.
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3. FINANCIAL REPORTS ~ KIM BATTEN

a) **Interim Financial Reports for February 2023**

Ms. Batten shared an interim summary of all funds ending February 28, 2023. She noted that the collection rate for revenues is 69%. Tax collections are at 94% collected. Our revenues are ahead of our expenditures by a little less than \$34,000. The actual net difference between our revenues and expenditures in the general fund is around \$521,000 YTD.

Regarding the Capital Reserve Fund, 95% of investment earnings for the month have been collected.

Regarding the Park Reserve Fund, investment earnings were received as well as the transfer from the General Fund.

Regarding the Public Safety Reserve Fund, investment earnings were received.

There was no update for the Town Park project because of the inclement weather, so not much has been happening. Ms. Batten shared that the playground equipment for the Town Park has been delivered.

When comparing the revenues in February 2023 with February 2022, the Town had \$455,000 more in 2023. When comparing the expenditures in February 2023 with February 2022, the Town had \$359,000 more in 2023. Ms. Batten explained that we have the Parks & Recreation Department now, so that's \$117,000 that we didn't have before. She also explained that we have contracted services for Planning and Zoning, which is \$38,000 that we didn't have before. The revenues have been higher than expenditures both years.

No further comments or discussion.

4. BUDGET OFFICER / TOWN ADMINISTRATOR ~ BRYAN CHADWICK

a) FY2023/2024 Budget Workshop Continued

Mr. Chadwick informed that some of the workshop groups had not met yet to discuss their assigned department budget items prior to the meeting, so he allowed everyone ample time to meet and notate their assigned department budget items or review what had already been discussed.

The assigned teams were as follows:

Council Member Purvis and Ms. Lawhorn:

- Governing Body
- Property Tax

Mayor Mulhollem and Ms. Martin:

- Administration
- Tax Collection

Council Member Bruton and Mr. Chadwick:

- Legal
- Planning and Zoning

Mayor Pro Tem Castleberry and Mr. Gordon:

- Public Buildings
- Public Safety

Council Member Jackson and Mr. Allen:

- Video/PEG Media
- Parks and Recreation

Council Member Wilson and Ms. Batten:

- Public Works
- Debt Service/Fees
- Interfund Transfers

b) The Budget Workshop groups came back together to continue to review and discuss the assigned items for the FY2023-2024 budget.

Budget Recommendations/Suggestions:

- **Governing Body:**
 - Suggested a pay increase for the Town Council Board.
 - Due to inflation costs, increase amount budgeted for:
 - Expense of office supplies.
 - Food and flowers for bereavement/illness and travel.
 - Town Events and any expenses that can occur.
 - Donations for schools or programs that can help with students' expenses for meals.
 - Contracted services, legal advertising, dues and subscriptions, and insurance workers compensation.
 - Small equipment & furnishings.
- **Administration:**
 - Recommended 3% Merit and 6% COLA (Cost of Living).
 - Due to having additional expenses from having added new departments, increase amount budgeted for:

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- Professional fees
 - Training & meetings
 - Dues & subscriptions
 - Insurance property & liability
 - Insurance workers compensation
 - **Tax Collections Fee for NC & Johnston County:**
 - The North Side Fire Department will be requesting a 3% tax increase.
 - **Legal:**
 - Increase the amount budgeted for legal fees.
 - **Public Buildings:**
 - Repairs & maintenance buildings - increase amount budgeted due to the increase of maintenance services.
 - Insurance property & liability - increase amount budgeted, if needed.
 - Capital outlay - increase amount budgeted to get the corner parking lot surveyed.
 - **PEG Media Partners - East Wake TV:**
 - Reduce budgeted amount due to decrease in budgeted amounts over a period of 4 years.
 - **Public Safety:**
 - Increase budgeted amount for Contracted Services - Animal Control due to unexpected circumstances.
 - **Public Works:**
 - Increase amount budgeted for:
 - Street lights
 - Repairs & maintenance
 - Road signs/banners
 - **Planning & Zoning:**
 - Suggested pay increase for Planning Board and Board of Adjustment.
 - Consideration of a full-time salary Town Planner and allow for the transition of our part-time contracted staff to a full-time in-house position.
 - Reduce amount budgeted for:
 - Supplies
 - Contracted services
 - Increase amount budgeted for:
 - Contracted services software
 - Insurance workers compensation
 - **Parks & Recreation:**
 - Suggested an increase for part-time salaries.
 - Increase budget amounts for:
 - Supplies - program materials (new line item)
 - Supplies - parks & rec
 - Gasoline
 - Vehicle maintenance
 - Travel
 - Training & meetings
 - Contracted services - software
 - Dues & subscriptions
 - Insurance property & liability
 - Insurance workers compensation
 - Suggested to look into contracted services and small equipment and furnishings and come back.
 - The Council suggested starting out with flag football first and postponing tackle football until a later time.
 - The Council asked for a breakdown of the cost of each sport.
 - Researching the possibility of getting sponsorships for programs.
 - **Debt Services & Fees:**
 - Principal payments will stay the same as originally budgeted but interest rates will be changing.
 - No closing costs or bank fees known to date.
 - **Interfund Transfers:**
 - Suggested putting \$25,000 back in Capital and Public Safety Reserve.

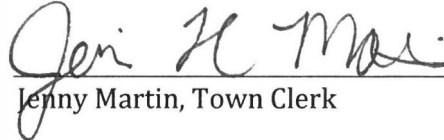
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- Park Reserve will be dependent on the Fire Tax ratio amount.
 - No fee in lieu revenues expected.
 - Transfers to the Town Hall expansion are no longer needed.
 - ARPA and SCIF Grant Funds are no longer getting any transfers.
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5. ADJOURNMENT ~ MAYOR MULHOLLEM

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 9:44 p.m.**
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Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

