

**TOWN OF SEABROOK ISLAND
TOWN COUNCIL BUDGET WORKSHOP**

August 22, 2019, 1:30 p.m.

Town Administrator Cronin began the August 22 Town Council Budget Workshop at 1:30 p.m. The Town Administrator stated that \$11,800 had been cut from expenditures at the last meeting and that Account 6051 - Council & Committee Expense was the next item up for discussion.

- 6051 – Council & Committee Expense – \$2,500 – This account includes continuing education classes for Town boards and commissions, food and refreshments for meetings and miscellaneous expenses that might come up. Since there is also Account 6285 – Travel & Training, it was decided to move \$1,000 for continuing education for board/commission members to that account and Account 6051 – Council & Committee Expense will be left with a budget of \$1,500.
- 6401 – Court Expenses - \$4,700 – This line item is for the Judge’s salary (\$4,200) and for his continuing education expense (\$500). This comes out of the court account, not the operating account.
- 6205 – Election Expenses – There will not be a Town election in 2020 and nothing is budgeted for this account. If there should be a need for a special election, the expenses could be charged to 6290 – Contingency.
- 6151- Emergency Communication - \$10,720 – The expenses taken from this account are the quarterly fees paid to Charleston County for the Town’s 800 MHz radios (\$6,000), replacement of satellite phones (\$2,400), monthly fee for satellite phones (\$1,800) and miscellaneous supplies/services (\$510). Councilman Gregg questioned whether the satellite phones should be replaced. Mayor Ciancio remarked that the Town did not ever want to be in the position of not being able to communicate with the Charleston County Sheriff’s office and the St. Johns Fire District. This item will stay in the budget for now.
- 6220 – Emergency Preparedness - \$37,000 – Expenditures taken from this line item include: Atlantic Business Continuity Services (Scott Cave), insurance on the lot for storing post-disaster debris, Disaster Awareness Day, Mail Chimp, Onsolve (Code Red), Flood Booklets (printing and postage), Hurricane Guides, Emergency Food Rations and miscellaneous emergency related expenses. Town Administrator Cronin said he was still waiting to hear back from the Town of Kiawah Island to see if they want Seabrook Island to host Disaster Awareness Day next year. Most of the expenses for Disaster Awareness Day is for catering the luncheon. The Town Administrator suggested leaving \$5,000 in the budget on the assumption that we would host the event. Councilman Gregg suggested that, judging from this year’s attendance, we might drop the guaranteed count to around 150. The Town Administrator explained that the expiration date of the emergency food rations is expiring soon, and money has been budgeted to replace those.
- 6235 – Equipment Rentals - \$6,000 – This account includes the lease contracts for the copier and the postage equipment.
- 6101 – Furniture & Equipment - \$6,500 – Expenditure included in this line item are: miscellaneous furniture and equipment, art and photography for the Town Hall and Zoll AED Plus Package. This account would mostly be spent for ongoing upgrades to Town Hall and the remainder for replacing the second AED unit, which will be kept at the Town Hall. The Mayor suggested that the Town Administrator might schedule a brief AED training session at the Town Hall after the election in November. Some of the upgrades to Town Hall were scheduled for 2019 but may not get completed until 2020.
- 5161-5165 – Insurance Line Items – Town Administrator Cronin reported that pretty much all the Town’s insurance premiums (auto, inland marine, business interruption, tort liability, worker’s comp, etc.) will be going up 15-25% over the 2019 figures. Other than the price increase, the

coverage remains the same. Mayor Ciancio suggested that perhaps someone from the State could come and give the new Town Council an overview of the Town's insurance coverage after the November election.

- 5305 – Maintenance – Beach - \$8,900 – The Town Administrator stated that, as of now, he does not have anyone to service the trash cans the Town had planned to install on the beach. Island Beach Services will not do it under our current contract. They do a wholesale beach services agreement with Kiawah, under which they rent beach umbrellas, beach chairs, etc., and, if the Town wanted a similar agreement, they might cover this service under that type of contract. Sunburst Landscaping has given the Town Administrator a price of around \$14,000 for servicing the trash cans from Memorial Day through Labor Day. The 2020 budget includes \$5,000 for that service but, if no one can be found to do it for that price, he suggested that we could use the trash cans on the bike path instead of the beach. The Town Administrator also suggested that the Turtle Patrol might be interested in servicing the trash cans and we might be able to hire them. Also included in this line item is debris and animal removal and miscellaneous beach maintenance items. Beach signage, which will be required if the dog ordinance changes, will probably be paid from the 2019 budget.
- 5261 – Maintenance – Seabrook Island Road - \$30,000 – This line item has gone up from 2019 because of work that needs to be done to the bike path because of tree root damage (\$20,000). Work at the entrance to Town Hall will not be done until we get recommendations on the drainage projects for the Town Hall area. The remainder of the budget will be used to do tidal outfall cleaning.
- 5301 – Maintenance – Town Hall - \$23,500 – This line item includes carpet replacement at the Town Hall (\$20,000). The Town Administrator stated that it might be possible to do the carpet replacement in 2019 if money is left in 6290 - Contingency. Also, the fire safety inspections and miscellaneous repairs and maintenance at the Town Hall are included in this line item.
- 5310 – Maintenance – Vehicles - \$1,000 – This amount is included just in case there are any maintenance charges pertaining to the Town vehicles during the year that are not covered under warranty.
- 6210 – Memberships, Dues & Subscriptions - \$20,000 – Membership/subscriptions to Adobe Pro, AirMedCare, Amazon Prime, Costco, Chamber of Commerce, Municipal Association of SC, SC Beach Advocates, Bear Cloud Software, Quickbooks Online, Charleston County Permitting System, ICMA/SCCOMA (Town Administrator) and APA/SCAPA (Town Administrator) are all included in this amount. The Post & Courier subscription will be changed to \$200 rather than \$300 since the Town Administrator will look into getting an online subscription.
- 5361 – Office Materials & Supplies - \$9,800 – This account includes expenditures for: Diamond Springs (water), miscellaneous office supplies, reusable grocery bags, promotional items and Christmas decorations. The Mayor remarked that we also need new July 4th decorations.
- 5365 – Planning & Zoning - \$1,000 – This line item includes charges to record plats at Charleston County and miscellaneous printing costs for maps and surveys. Town Administrator Cronin stated that Charleston County has gone up to \$25 per page to record a plat so the Town might consider increasing their charge for recording plats.
- 5363 – Postage - \$6,000 – The Town Administrator stated that the amount for Pitney Bowes has been increased because we are doing a lot more certified letters, due to variances and other mailouts. He has also put in \$1,000 for postage for a mailer to let everyone know about the Development Standards Ordinance rewrite.
- 5020 – Pre-Employment Expenses - \$1,000 – This account is for miscellaneous expenses pertaining to new employees – background checks, drug testing, etc. The Mayor suggested increasing the amount to \$2,000 to cover at least two employees.

- 5366 – Printing & Screening Services - \$5,500 – This line item includes: DocuSystems for copy overages for the copier, Carolina Office Systems for maintenance contracts on office printers, DSO mailer printing, miscellaneous printing for business cards, brochures, etc.
- 5202 – Professional Services – Accounting - \$14,000 – The charges for the Town’s accountant (Duffy & Basha), ADP (payroll) charges and miscellaneous accounting services are included in this line item.
- 5201 – Professional Services – Auditor - \$20,000 – The RFP for a new auditor should go out within the next few days.
- 5203 – Professional Services – Engineering - \$30,000 – This account includes \$25,000 for design and engineering services for drainage services and \$5,000 for any on-call engineering services. The Town Administrator added that Council might want to increase this amount because of the expenditures relating to the Atlantic Partners Settlement Agreement and on-call engineering services due to the medical building that is being considered for the former Lulu’s location if there are any changes to the encroachment or traffic studies that may need to be done. It was decided to increase on-call engineering services from \$5,000 to \$10,000. There should be revenue to offset some of those charges.
- 5204 – Professional Services – Legal - \$45,000 – This expenditure is for payment of legal services and remains the same as the 2019 budget.
- 5209 – Professional Services – Other - \$50,000 – This expense is for the completion of the Development Standards Ordinance rewrite that was started in 2019.
- 5220- Turtle Patrol - \$1,500 – This amount was paid toward the purchase of t-shirts for the Turtle Patrol in 2019. Mayor Ciancio stated that he had considered that a one-time expenditure and it will not be included in the 2020 budget. Councilmember Finke remarked that changes would have to be made to the Seabrook Island Birders brochure if the dog ordinance is changed. It was suggested that \$1,000 be added to 5366 – Printing to pay toward reprinting those brochures since it is distributed to visitors and to inform them of beach rules.
- 6261 – Special Events - \$9,500 – This line item includes expenditures for the Christmas party (\$6,000) and miscellaneous events and receptions.
- 6302 – Special Projects – Roadway – These charges have been moved to the Road & Drainage Fund.
- 6404 – State Court Assessments - \$2,500 – This is the portion of the court fine that is remitted to the State.
- 5405 – Telecommunications - \$12,000 – This account includes expenditures for Comcast internet, VC3 Voice Advantage, Verizon (cell phones & data plans) and AT&T Mobility (toll free number)
- 6285 – Travel & Training - \$8,750 – This line item includes training for the Town Administrator, office personnel, code enforcement officer, Town Council and committee/commission members. The Mayor encouraged members of Council to participate in the Municipal Association of South Carolina’s training programs. Under Town Council Travel & Training, three members at \$750 (\$2,250) was included but the Mayor suggested changing the total to \$5,000. This would bring the total for 6285 – Travel & Training, including the \$1,000 that had been added for Committee/Commission, to \$11,500.
- 5380 – Uniforms - \$1,250 – This account includes money for Town shirts for staff and Town Council. The Mayor suggested doubling the amount for Town Council since they would need long and short sleeved shirts. The total for this line item would then be \$1,750.
- 5401 – Utilities - \$30,000 - This account includes charges for Seabrook Island Utility Commission (water), Berkeley Electric Cooperative (electricity) and Berkeley Propane (propane for generator).

- 6403 & 6402 – Victim’s Advocate Assessment & Surcharge – These charges are associated with court fines and this portion of the fine is sent to Charleston County for their victim’s advocate program.
- 6216 – Website - \$550 – This line item includes an annual renewal fee for hosting the Town website and any miscellaneous website expenses.

The Town Administrator stated that, with changes that have been made so far, there is a surplus of \$8,150 that will be added to Contingency if nothing else is changed. The meeting continued by discussing the Restricted Expenditures.

State Accommodations Tax:

The Town Administrator explained that income from State Accommodations Tax to be used for tourism (65%) is estimated to be \$97,500 in 2020, but the Town will be spending some of the balance left at the end of 2019 as well as current funds received in 2020. The 2020 State A-Tax Fund Expenditure Details sheet of the budget shows that the following amounts were recommended by the Accommodations Tax Advisory Committee for the applicants for those funds:

Bohicket Marina & Market Place – Billfish Tournament	\$10,000
Bohicket Marina Merchants Assoc. – Kick it at Bohicket	15,000
Seabrook Island Club – Alan Fleming Tennis Tournament	12,500
Town of Seabrook Island – Beach Patrol	40,000
Town of Seabrook Island – CACVB Ad	10,000
Town of Seabrook Island – Dolphin Education Program	10,000
Town of Seabrook Island – Fourth of July Celebration	20,000
Women’s SC Golf Assoc. – SC Women’s Open	<u>10,000</u>
Total	\$127,500

The Town Administrator reminded Council that they have the authority to increase or decrease these amounts if they wish. Councilmember Finke stated that the Club is considering doing work on the golf course during the summer months of 2020 and the course might not be open for use during the period of the SC Women’s Open. Council questioned whether this event drew enough visitors to Seabrook Island to warrant contributing. The consensus of Council was not to fund the SC Women’s Open and move that money (\$10,000) to Beach Patrol, making the amount for Beach Patrol to be paid from State Accommodations Tax funds \$50,000.

County Accommodations Tax:

The Town Administrator stated that we are estimating \$50,000 in revenue from Charleston County Accommodations Tax in 2020 and we anticipate using another \$10,000 from our 2019 balance for a total of \$60,000 for Beach Patrol.

Alcohol Tax:

Town Administrator Cronin stated that we had budgeted to spend \$10,000 from the Alcohol Tax for a capital upgrade to our beach signage in 2019 but we have held off because of the possibility of getting an ordinance adopted regarding beach rules. It is estimated that 2020 Alcohol Tax income will be \$5,000 and this amount, plus an additional \$5,000, will be taken from the reserve for a total of \$10,000 to be spent in 2020 for the capital signage project.

Mayor Ciancio asked the Town Administrator to put the Property Owners Association’s (POA) sign request on the agenda for Tuesday’s Town Council meeting. The POA would like to put an electronic sign just past the gate house on the inbound side. The Town Administrator stated that, if the ordinance is

amended, restrictions can be placed on such signs, but they would have to be approved for others, not just the POA.

Council discussed having dogs on a leash at all times in the Camp St. Christopher area and then discussed signage and buoys to mark the area. Mayor Ciancio stated that he would like to have a joint public hearing, with the dog ordinance and the ordinance adopting the Settlement Agreement relating to the encroachment permit, on September 17, He would also like to have first reading on both ordinances following the public hearing at a meeting, beginning at 2:30 p.m., which will be posted as a Special Town Council meeting. Second reading of the dog ordinance could either be held at the regular Town Council meeting on September 24 or at the Town Council meeting in October. Second reading on the Settlement Agreement ordinance will take place on September 24 at the regularly scheduled Town Council meeting. The Mayor stated that he anticipates discussion of the dog ordinance to be held at the August 27 Town Council meeting, at which time he will present Council's suggestions and the timetable for the public hearing and first reading of the ordinance.

There being no further business, the meeting was adjourned at 4:42 p.m.

Date: September 24, 2019



Town Clerk