

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

June 25, 2019, at 1:00 p.m.

The Seabrook Island Town Council held a 2020 pre-budget workshop on June 25, 2019, at 1:00 p.m. to discuss priorities for the upcoming 2020 budget. Mayor Ciancio, Councilmembers Crane, Finke, Gregg and Wells, Town Administrator Cronin and Town Clerk Allbritton attended the meeting.

Town Administrator Cronin began the meeting by reviewing the 2020 budget calendar with Council. The Town Administrator and Town Clerk will prepare a draft budget that will be submitted to Mayor Ciancio by July 24, 2019. The Mayor will review and make modifications and distribute to Council by August 1, 2019. The 2020 draft budget will then be reviewed by Council at budget workshops scheduled for August 15, August 22 and September 12, 2019. All three workshops may not be necessary. It is anticipated that first reading of the 2020 budget ordinance will take place on September 24, 2019, and the public hearing and second reading will be held on October 22, 2019. This process has been moved up from the previous year so that the budget can be adopted prior to the election of the Mayor and Councilmembers in November.

Before beginning on the 2020 budget priorities, Town Administrator Cronin reviewed some of the larger projects and purchases that had been budgeted for 2019 and their status:

- Suggested drainage improvements resulting from the drainage study that ESP Associates is doing for the Town Hall and the Seabrook Island Road area between the crosswalk and the traffic circle are expected to be received before the end of the current year.
- The Town will probably begin the design work for the garage for Town vehicles in 2019 but construction will not take place until improvements are made to the drainage in the area of the Town Hall.
- The work budgeted in 2019 for PLB Group to do a comprehensive rewrite of the Development Standards Ordinance (DSO) will begin in 2019 but the work will continue into 2020 and the Town will budget accordingly for the 2020 portion of the work.
- The Town's two new vehicles – 2019 Chevrolet Tahoe and 2019 Chevrolet Colorado – have been purchased and delivered.
- The drainage work along Seabrook Island Road done by Triad Construction has been completed. The roadway signage will be addressed by ESP Associates.
- Within the next 30 to 60 days, an RFP should go out for a landscape contractor and it is anticipated that the bid will be awarded before the end of the year.
- Within the next 60 days, a Town auditor should be selected and in place.
- The process has begun to obtain bids to replace the front door at the Town Hall and it is anticipated that this work will be completed in 2019.

- There is money in the 2019 budget for window treatments for the Council Chambers but will not be done until the cabinet work is completed (expected completion in 2019).
- Work has begun on an RFP for the exterior repairs and painting of the Town Hall and it is anticipated that this work will be completed this year.
- The process has begun to obtain bids to resurface and restripe the front parking lot at the Town Hall and it is anticipated that this work should start soon.

PRIORITIES FOR 2020

Town Administrator:

- Discussed personnel matters and how that might affect the budget for 2020.
- Would like to replace the table in Council Chambers.
- Would like to wire in audio equipment in Council Chambers.
- Would like to replace carpet in Town Hall.
- Will work with ESP to determine possible locations and designs for Town signs. If the Town sign at the entrance to the island is kept in the same location, the Mayor commented that an easement from Atlantic Partners will be required.
- Would like to consider improvements to drainage for the Town Hall and Seabrook Island Road that are recommended by ESP from studies done in 2019.
- Will submit applications to the Accommodations Tax Advisory Committee for State Accommodations Tax funds for the same purposes and similar amounts as in 2019 and factor those into the 2020 budget.

Mayor:

- Would need to decide if the Town should put money in the budget to raise Seabrook Island Road from the crosswalk to the traffic circle
- Would need to determine if a third lane going toward the security gate would solve the problem of traffic backup. If so, the Town would need to participate with the Property Owners Association in some way.
- Determine the number of hours to employ beach patrol and the sources of the money to cover the costs. Councilman Gregg reminded Council that the beach patrol is enforcing the Town's beach regulations; and, if that is not done, it could influence whether the "cut" could be done in the future.
- Would need to fund the completion of the Development Standards Ordinance rewrite.
- Would need to factor in increases in State retirement and benefit increases when determining salary figures for Town employees.
- Would need to consider whether Council should adopt an ordinance allowing Council to be paid a salary and whether a change should be made from two (2) year to four (4) year terms. The Town Administrator reminded Council that an ordinance would have to be adopted before the election in November for that Council to benefit from the salary and that filing for Mayor/Council would begin in early August. Pros and cons for four (4) year terms and salaries for Mayor and Council were discussed.
- Would like to consider purchasing quality speaker phones for the conference room and council chambers.

- Would like to consider whether the Town should help with funding for the Neighbor to Neighbor Program (Seabrook Island Village). This program is an undertaking to aid residents so that they can safely stay in their homes longer but might need help with things such as transportation to the doctor's office or to the grocery store, miscellaneous household chores, etc. The organizers would solicit volunteers, who could provide such services, and would connect these volunteers with subscribers to the service. A fee to the subscriber of \$350 per year would offset the cost to do the administrative work and the insurance for providing the volunteers. The organizers are expecting to begin their regular operation in 2020 and the Mayor stated that the group needs money to help get the program started. Council discussed whether this would go against the Town's policy of not making donations.

Councilmember Finke:

- Stated that someone had asked her if the Town had ever considered advertising at the Airport. The Mayor explained that the Town had joined in an advertising effort with the Club and the POA for a few years but had eventually decided that the Town could use their money more wisely for the beach patrol.

Councilman Gregg:

- Would like to keep the Emergency Preparedness line item the same amount as in 2019 (\$35,300).
- Would be willing to host Disaster Awareness Day at Seabrook Island Club again in 2020.

Councilman Crane:

- Would like to consider Michelle Evans' offer to handle the Town's social media updates for \$650 month. A discussion followed as to whether this service would be considered a professional service.

Town Administrator Cronin stated that revenue for 2019 seems to be on target and, unless there is a sudden downturn, he does not anticipate any dramatic changes for 2020. He commented that he would like to restructure the Town's fund balances. By doing this, money would be set aside each year for vehicle replacement, major capital projects, drainage improvements, etc. In a couple of months, the Town Administrator will submit a suggested recommendation to Council pertaining to fund balances and establishing a fund balance policy. Mayor Ciancio added that Council should decide if the balance in the Emergency Fund (\$2,000,000) is enough or if additional funds should be set aside.

The meeting was adjourned at 2:25 p.m.

Date: July 23, 2019



Town Clerk