

**TOWN OF SEABROOK ISLAND  
BUDGET MEETING**

**August 28, 2018, at 1:30 p.m.**

The Seabrook Island Town Council held a 2019 budget meeting on August 28, 2018, at 1:30 p.m. to discuss their priorities for the upcoming 2019 budget. Mayor Ciancio opened the meeting but asked Town Administrator Cronin to lead the meeting. Councilmembers Finke, Gregg and Wells and Town Clerk Allbritton also attended the meeting.

Town Administrator Cronin reviewed the FY 2019 budget calendar with Council. The Town Administrator and Town Clerk will prepare a draft budget that will be submitted to Mayor Ciancio by September 17, 2018. The Mayor will review and make modifications by October 1 and the 2019 draft budget will be discussed by Council at budget workshops, scheduled for October 11, October 25 and November 13, 2018. All three workshops may not be necessary. First reading of the 2019 budget ordinance will take place on November 27, 2018, and the public hearing and second reading will be held on December 18, 2018.

The Town Administrator then reviewed each section of his list for 2019 budget priorities allowing Council to make suggestions for changes or additions:

**Personnel**

- Consider making part-time code enforcement office a full-time position – or – hire a second part-time employee (especially if amending business license and permitting process).
- Consider making part-time office assistant a full-time position.

**Mayor/Council Suggestions:** Council seemed to prefer to retain the current code enforcement person and add another part-time person, so that someone is patrolling 40 hours per week, if it is determined that more enforcement is necessary. The Mayor also indicated that, when the part-time office assistant was hired, he had indicated to her that the position might eventually be full-time. Mayor Ciancio indicated that he would like to give Council the opportunity to consider the cap that was placed on the employee's health insurance premiums in 2002 and decide what salary/benefit increases employees should be given in 2019.

**Professional Services**

- Complete and adopt the 2019 Comprehensive Plan
- Update Development Standards Ordinance (DSO)
- Update Beach Management Plan
- Complete Seabrook Island Road Master Plan

**Mayor/Council Suggestions:** Mayor Ciancio indicated that he would like for Council to discuss Beach Patrol/PR/Advertising. This year, the Town discontinued spending funds on PR/Advertising and he would like to determine if this is the direction Council wishes to continue following. He would also like to discuss whether Council wants to keep July fireworks at the current level and whether the Town should host a Charleston Symphony performance in 2019. Councilman Gregg also suggested that the budget for legal services may need to be increased because of some issues that could be on the horizon.

### **Maintenance**

- Repair and paint the exterior of Town Hall
- Replace the front door at Town Hall
- Restripe pavement in the Town Hall parking lot.

**Mayor/Council Suggestions:** It was recommended by Council that the parking space behind the flag pole in the Town Hall parking lot should be marked as “Compact” or “No Parking”. Mayor Ciancio also added window treatments for Council Chambers and the conference room, a new sign at the entrance to the Town of Seabrook Island and a new Town Hall sign. Councilman Wells suggested irrigation and lighting along Seabrook Island Road and a routine cleaning and inspection of the storm water system. Councilman Wells also recommended that there might be maintenance that should be done on buoys, markers and signage on the beach.

### **Service Contracts**

- Landscape contractor
- Auditor
- Copier Contract. Town Administrator Cronin stated that the copier contract runs out in April of 2019 and Town Hall employees have already begun to look into which copier will best fit the Town’s needs.

**Mayor/Council Suggestions:** The Mayor suggested that an RFP might not be necessary for choosing an auditor since that would be considered professional services. A few companies could be asked to interview for the position, but this effort should be coordinated with the Seabrook Island Utility Commission since they will be using the same auditor.

### **IT & Software Upgrades**

- Upgrade wi-fi network at Town Hall
- Scan and digitize paper records. Town Administrator Cronin suggested that Heather, the Town’s current part-time employee, could scan and archive records as part of her job responsibilities.
- Convert from QuickBooks Desktop to QuickBooks Online
- Implement STR Helper software (with SIPOA)
- Tie in to Charleston County’s online permitting system

### **Furniture & Equipment**

- Replace the desk and podium in Council Chambers
- Purchase additional shelving to increase capacity in upstairs storage room
- Replace postage machine
- Replace coffee maker

**Mayor/Council Suggestions:** Additional suggestions from Council included – HAM radio upgrades, 800 MHZ Radio replacements (6) and trash cans for the beach.

### **Vehicle Purchases**

- Replace Chevy Tahoe

**Mayor/Council Suggestions:** Councilman Wells suggested spending \$1,500 to \$2,000 on the Town's Jeep to get it in running order. After discussion, the Mayor stated he would like some assurance that the expenditure would extend the life of the Jeep for a reasonable time before any money is spent considering the amount of money already spent on the vehicle.

### **Advertising & Promotion**

- Use paid ads to increase followers on Facebook & Twitter

Mayor Ciancio indicated that each line item on the 2019 draft budget will be examined at the Council budget workshops.

The meeting was adjourned at 1:20 p.m.



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Date: September 25, 2018