

BUDGET WORKSHOP MEETING MINUTES

April 5, 2018 - 6:00 P.M.

A budget workshop was held on April 5th, at 6:00 p.m. in the conference room of the Village Hall. Present at the meeting were Mayor Mark Baker, Mayor Pro Tem Myron Marion, Councilor Lori Shore-Smith, and Administrator Dan Corder. Absent were Council members Lee Ault and Boyce Shore. Attendance was 4 . No members of the press or public were in attendance.

Mayor Baker called the meeting to order and asked Administrator Corder to update the Council on the progress of the 2018-2019 Village budget. The revenue and expense estimates for each department were then reviewed. There should be approximately \$575,211 of revenue prior to appropriations available in the next budget for 2018-2019. This number would not include any grant money received or Powell Bill revenue. Expense estimates are currently at \$589,398. Some small appropriations would be necessary from fund balance in order to balance next year's budget. The Council then discussed items from the review.

Items that came forward during this discussion were as follows:

- The website re-design proposal from Rich's Web Design was discussed. The updated proposal includes a new estimate to reflect an increase in hourly rates. The proposal cost was \$3,373. After discussing the cost and the proposal, the Council agreed that it would be best if we used the money in the current budget for the website and begin work on it by May. If the project is unable to be completed prior to fiscal year end, then money would be carried to the next budget.
- An additional welcome sign and cost were discussed. There is money put in the budget for repainting the existing sign at Reynolda Road. We must first find a location on Doral Drive in order to place another permanent sign there. Administrator Corder was asked to look at the area near Spectrum Cable for an easement.
- The garbage and recycling costs for 2018-2019 were reviewed. Factoring in a growth factor of 15 houses and a CPI increase which is contractually guaranteed, the contract number for next year would be \$157,779.
- Money is allotted in the Technology line item for computer upgrade for the Village Clerks office.
- The Village needs to replace the golf cart we have and perhaps purchase another tractor more suitable to increased use to maintain the additional land that has been purchased. If revenue becomes available for maintaining the Park from Powell Bill money through legislative action, the budget will be amended accordingly. No funds are allowed for this purpose until the legislation is considered. In the meantime, the Village will buy a bush hog to put on the current tractor.

- Parking lot repairs are being delayed for the same reason as the tractor and cart purchases.
- There is money budgeted for temp labor for this summer due to the increased demands on our 1 full time park employee to do all the necessary mowing and grounds maintenance.
- Salary line items were discussed for both the Park Departments and the Administrative Departments. Administrator Corder will provide salary recommendations to Council concerning each employee at the next workshop. The intention for the funds in the budgeted line items would be to allow the Council to consider salary rates as well as end of year bonus and reimbursement for employee state health care premiums paid by the employee.
- Health care premiums are reduced dramatically due to moving to the State Health Care Plan.
- Liability and property insurance costs will be less than last year.

A motion to adjourn was made by Councilor Shore-Smith and seconded by Mayor Pro Tem Marion. The vote was unanimous and the meeting adjourned at 6:50 p.m.

Minutes Prepared By:

Dan Corder, Administrator

3/27/18

To: Mayor and Council

From: Dan Corder

Subject: Budget 2018-2019

I have went through the estimates of where the Village will finish financially for June 30th of 2018 and provided you estimates of revenues and expenses for 2018-2019. My comments regarding revenues and expenditures are summarized as follows:

Revenues

After looking at the League projections for revenue and the economy, as well as current receipts and trends, I believe the Village should plan on receiving at least \$575,211 worth of revenue for the next fiscal year. The big difference between last year and the upcoming one is the lack of Powell Bill Funds. Since it is hard to predict the legislative action on the Powell Bill I did not budget to receive these funds. We should be able to get about \$575,211 prior to appropriations. Interest receipts are up somewhat as well as ad valorem. The one revenue which is likely to decline would be your utility revenues with the mild winter and the telecommunication tax which continues to decline as more people move to mobile only phone usage. I also listed a line item for the possibility of receiving a PARTF Land Grant, but left the amount blank.

Expenses

Council Department - I added enough funds to continue website development and training. We do need to look at repainting the welcome sign at Reynolda Road. That sign installation cost us in excess of \$5000 when we installed it. If we want another one we will need to find a spot first, and additional funds may be needed as I only budgeted \$3,000. There is no election cost this year for the Village as there is no municipal election. I have received communication from the League about our Liability insurance and this cost is not expected to be too much different. Minimum liability limits will increase for all municipalities, but this is not due to performance, more due to the litigious nature of the times and the fact that we may need more coverage than a minimum limit.

Administrative Department - Medical insurance costs have been reduced due to the change to the state health care system. At Mr. Marion's request I increased the technology line to include a computer for the clerk's office. Salary numbers reflect the possibility of a 2% employee increase, a 1% Christmas bonus, and reimbursement of deduction for state health care premium.

Park Budget – I have placed two line items that are somewhat dependent on Powell Bill legislative action in this budget. However there is no money attached to the line item. The Village is in need of a tractor upgrade as well as a golf cart or multipurpose cart. Doug Hood and I have been looking at tractors and carts and we can get a John

Deer gator or tractor from our local dealer at the state contract price. The gator the way we need it with larger dump bed and cab and windshield is \$10,554 plus tax which puts it out the door at \$11,267. After looking at tractors we felt that we needed to look at a tractor that would last us for some time and would be capable of doing not only what we use if for now, but also for mowing the field we just bought. The price of a compact 3033r on state contract price is \$28,384. This would include a drive on mowing deck, a quick attach loader with more capacity, and more horsepower than the tractor we currently have which has about 2250 hours on it. The tractor we have can be surplused and sold for \$8,000 or more bringing the cost of the new tractor down to \$20,684. With the purchase of the gator straight out, the Village would be in good shape going forward for quite some time. The current golf cart could be retained or surplused. It is a 2003 EZ Go and is probably worth about \$750. Since state contract is already bid, there would not have to be any bids taken. I have also added a line item for some tennis court repairs and temporary labor which will be necessary during the mowing season. I deliberately waited on parking lot repairs unless absolutely necessary in anticipation of action regarding Powell Bill funds. Salaries in the park reflect similar possibilities of an increase to employees mentioned earlier in this document.

Services – The garbage line item goes up due to an increase that is contractual according to the CPI index. With growth factors, the number is \$157,779. Village residents now pay for approximately 63% of garbage costs when compare with ad valorem tax revenue. The remaining 37% is subsidized by other revenue. Other costs in services remain constant.

Capital Projects – Payment on the Village Hall is \$34,629 this year. This is the only budgeted capital expenditure in this department.