

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
June 18, 2018-----6PM
RECESSED MEETING BUDGET WORKSHOP

MEMBERS PRESENT

Mayor Martin L. Jones, Commissioner Jeremy George, Commissioner Paul Pirro, Commissioner Wayne Mosley, Commissioner Peggy Raymes and Commissioner Jordan Stewart

STAFF PRESENT

Town Clerk Christy Horne, Administrative Assistant Rebecca Johnson and Maintenance Supervisor Doug Nunnery

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Peggy Raymes led the Invocation and the Pledge of Allegiance.

NEW BUSINESS

- a. Consider Proposed 2018-2019 Budget Ordinance, Fee Schedule and Personnel Policy – The Mayor, Board and Town Clerk discussed the 2018-2019 Budget Ordinance that includes new equipment for the Maintenance Department. Salary increases for Town Staff was also discussed. The Board was given salary increase increments at the 2%, 3% and 5% levels for review. After discussion, the Board approved a 3% salary increase be added to the proposed budget for all employees. There was discussion concerning the Powell Bill Fund Allocation and Fund Balance for storm drainage projects and a street repaving project. The Board estimates spending \$30,000 on storm drainage projects for the year and possibly \$40,000 to repave Town streets in the Rosewood subdivision.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report – None
- b. Chief of Police Report – None
- c. Stedman Fire Department – None
- d. Planners Report – None
- e. Mayor and Board of Commissioners – The Mayor and Commissioners discussed the status of the vacant police chief position. They will each look at the applicants and decide who to interview. The interviews will take place on June 28, 2018 at the Town Hall prior to the public hearing scheduled at 7:00PM. The Town Clerk will arrange the interviews after receiving feedback from the Mayor and the Board.

Meeting Recessed – Commissioner George made a motion to recess the meeting at 7:22PM until the June 28, 2018 public hearing at 7:00PM. Commissioner Pirro seconded the motion and was carried unanimously by the Board.



Town of Stedman

BUDGET MESSAGE

TO: Honorable Mayor Jones
Town Board of Commissioners

DATE: June 18, 2018

FY 2018-2019 Budget Message

Submitted herewith are the estimated revenues and expenditures for the fiscal year July 1, 2018 through June 30, 2019. The highlight of this budget year is to maintain our current services and continue positive growth. As our Town continues to develop, a vision should be maintained as to how the community will grow while maintaining the quality of life expected by its citizens. This vision should include quality services, programs that address the needs of citizens, economic development in keeping with our community, and adequate infrastructure to meet the requirements of our growing Town. The FY 2018-2019 proposed budget is designed to meet these needs during the next year. Highlights of the FY 2018-2019 budget are as follows:

REVENUES - GENERAL FUND

- A. Ad Valorem Taxes: Figures are based on a 99.62% collection rate with an approximate tax base of \$99,348,994.00 and a tax rate of \$.32 per \$100 valuation (no tax increase).
- B. State Revenues: The state-shared revenues are estimated based on previous years' collections.
- C. Fund Balance: \$42,873 has been appropriated from Fund Balance. This reflects more expenditures than revenue. This budget includes the purchase of new maintenance equipment, to include lawn mower, tractor and excavator; however, the cost is only an estimate and there will be a considerable trade in allowance. Once the purchase of the maintenance equipment is approved and final cost are known an amendment can be made to the budget, if needed. While the Town's fund balance remains in a strong position, the Board should consider alternate sources of revenue in adopting future budgets. Salary increases for all employees have been figured at 2%, 3% and 5% rates. No salary adjustments have been made to the proposed budget pending Board approval.

POWELL FUND

- A. Powell Bill Allocation: Revenue should stay around the same as last year, due to no additions/deletions to the Town owned and maintained streets.
- B. Fund Balance: No appropriation has been made from the Fund Balance at this time. This reflects the unknown cost of street drainage projects that will hopefully be commenced during this fiscal year. Further information on this project is needed from the Board and a fund balance appropriation may be included as part of the official budget before its' final adoption.

REVENUES – WATER/SEWER FUND

The rates and fees for this fiscal year are still being reviewed at the time of the proposed budget submission. If rates/fees need to be changed they may be included as part of the official budget before its' final adoption.

- A. Water & Sewer Sales: Water & Sewer rates will remain the same this year.
- B. Water & Sewer Tap Fees: Water & Sewer tap fee deposits will remain the same.
- C. Water & Sewer Facility Investment Fees (FIF): Water & Sewer FIF fees will remain the same.
- D. Equity Retained Earnings: \$58,184 reflects more expenditures than revenue. This figure does not take into account deprecation; however, depreciation is included during the audit process.

EXPENDITURES – GENERAL FUND

- A. All capital items have been appropriated at this time.
- B. This budget includes funds for contacting with nonprofit organizations in the amount of \$3000.00.
- C. This budget includes funds for Cumberland County Sheriff's Department to provide police coverage and fuel cost.
- D. All debt service requirements have been appropriated in this budget to meet our debt obligations. They are as follows:
 - Town Maintenance Truck
 - Town Police Vehicle

EXPENDITURES – WATER/SEWER FUND

- A. All debt service requirements have been obligated in the FY 2018-2019 budget. They are as follows:
 - Principal & Interest on \$85,000 water loan (outstanding balance \$52,100.00 payoff 2033)
 - Principal & Interest on \$860,000 sewer loan (outstanding balance \$690,000 payoff 2040)
- B. PWC Water Rates
 - PWC Bulk Water @ \$2.9123/1000 gallons
 - PWC Bulk Sewer @ \$4.1785/1000 gallons

OTHER HIGHLIGHTS

This budget is intended to be a balanced budget with the expenditures not exceeding the funds appropriated. There will be no increase in the tax rate, the water and sewer rates or any other town fees. At this time no increases are shown in our salary schedule and no capital expenditures are designated. However, these issues may be revisited at a later time.

BUDGET HEARING

- On the same day that the budget is presented to the governing body, a copy shall be filed in the office of the Town Clerk for public inspection and schedule a public hearing. *Said hearing is scheduled for Thursday, June 28, 2018 at 7:00 p.m.* The date of the public hearing is being published as required by general statutes. NCGS 159-13 specifies that no earlier than 10 days after the budget is presented to the governing body and not later than July 1st, the governing body shall adopt a budget ordinance.

Please review the information and should you have questions, please let me know.

Respectfully submitted,

Christy Horne

Christy Horne
Town Clerk/Finance Officer

**PROPOSED TOWN OF STEDMAN BUDGET
FY 2018-2019**

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this Town:

DEPARTMENT	2017-2018	2018-2019
ADMINISTRATION	\$193,853	\$180,000
POLICE	210,483	220,647
FIRE	90,452	90,452
STREET	75,320	103,173
SANITATION	34,557	43,477
PARK & RECREATION	1,100	3,100
SPECIAL APPROPRIATIONS	3,000	3,000
CONTINGENCY	-0-	-0-
TOTAL	\$ 608,765	\$643,849

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

REVENUES	2017-2018	2018-2019
TAXES, CURRENT YEAR	\$319,136	\$320,000
TAXES, PRIOR YEAR	1,028	911
TAX PENALTIES & INTEREST	700	820
CITY AUTO LICENSES	4,000	4,845
INTEREST ON INVESTMENTS	200	1,200
MISCELLANEOUS REVENUE	400	500
UTILITY FRANCHISE	55,000	62,000
SOLID WASTE DISPOSAL TAX	625	700
LOCAL OPTION SALES TAX	182,000	210,000
FUND BAL. APPROPRIATED	45,676	42,873
TOTAL	\$608,765	\$643,849

Section 3. The following amounts are hereby appropriated in the Water/Sewer Fund for the operation of the water/sewer utilities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the Town:

EXPENDITURES	2017-2018	2018-2019
SPECIAL APPROPRIATIONS	\$59,503	\$56,729
WATER ADMINISTRATION	53,939	54,800
WATER OPERATIONS	176,181	177,000
WASTEWATER OPERATIONS	256,800	256,800
CONTINGENCY	-0-	-0-
TOTAL	\$546,453	\$545,329

Section 4. It is estimated that the following revenues will be available in the Water/Sewer Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

REVENUES	2017-2018	2018-2019
INTEREST ON INVESTMENTS	\$1,620	\$1,620
CHARGES FOR WATER	210,000	210,000
CHARGES FOR SEWER	260,000	260,000
WATER/SEWER TAPS	-0-	-0-
UTILITIES PENALTIES	4,500	525
FIF CHARGES	10,000	15,000
MISCELLANEOUS REVENUE	300	-0-
INSPECTION FEE	-0-	-0-
EQUITY RET EARNINGS	60,033	58,184
TRANSFER FROM CAP RES	-0-	
TOTAL	\$546,453	\$545,329

Section 5. The following amounts are hereby appropriated in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019 in accordance with the chart of accounts heretofore approved for the Town:

EXPENDITURES	2017-2018	2018-2019
TRANSFER TO CAP PROJ	\$ -0-	\$-0-
TOTAL	\$ -0-	\$-0-

Section 6. It is estimated that the following revenues will be available in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

REVENUES	2017-2018	2018-2019
TRANSFER FROM W/S FUND	\$-0-	-0-
INTEREST ON INVESTMENTS	-0-	-0-
FUND BALANCE APPROPRIATED	-0-	-0-
TOTAL	-0-	-0-

Section 7. The following amounts are hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019 in accordance with the chart of accounts heretofore approved for the Town:

EXPENDITURES	2017-2018	2018-2019
POWELL BILL EXPEND.	\$ 37,198	\$31,297

Section 8. It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

REVENUES	2017-2018	2018-2019
INTEREST ON INVESTMENTS	\$ 540	\$540
POWELL BILL ALLOCATION	31,000	30,757
FUND BAL APPROPRIATED	5,658	-0-
TOTAL REVENUES	\$ 37,198	\$31,297

TOWN OF STEDMAN
CURRENT FEE SCHEDULED FOR
 Fiscal Year 2018-2019
 Effective July 1, 2018

ADMINISTRATION

Return Check Fee	\$25.00
Copies	\$.10 per page
Public Records Request*	Per copy charge plus special service fee on all requests that exceed 30 minutes.
Notary Fees per signature	\$3.00 – Town Residents \$5.00 – Non-Town Residents
Election Filing Fee	\$5.00
Fax	\$1.25 per page
Sunshine List	\$10.00 per year
Yard Sale Permit	\$1.00
Privilege License	See attached schedule

**For all Public Records Request that take more than 30 minutes to complete, a Special Service Fee will be charged in 15 minute increments at a rate of the hourly wage of the administrative staff that is completing the request*

UTILITY FUND

WATER RATES

Residential & Commercial

Inside Town Limits	\$17.00 flat rate + \$3.00 per 1000 gallons
Outside Town Limits	\$21.00 flat rate + \$4.00 per 1000 gallons
Bulk Water – Maxwell Water Company	\$4.00 per 1000 gallons

SEWER RATES

Residential & Commercial (based on water consumption)

Inside Town Limits	\$20.50 flat rate + \$4.00 per 1000 gallons
Outside Town Limits	\$27.25 flat rate + \$5.50 per 1000 gallons
Sewer Only (no water connection)	\$60.00 flat rate

UTILITY SERVICE FEES

Utility Deposit	Homeowners – no charge Rentals - \$150.00 Commercial - \$100.00
Late Fee (assessed on the 26 th of the month)	\$5.00
Tampering (cutting on or off by other than town employee – If damage occurs to meter, there will be an additional charge)	\$75.00
Reconnect Fee	\$15.00 during normal working hours \$30.00 after working hours
Payments made after cut-off process begins	\$10.00
Water Meter Box Replacement (Replaced at no cost for normal wear and tear)	\$75.00
Water meter Box to be Raised (Raised at no cost if no more than 1 layer of brick)	Cost of parts plus labor

WATER TAP-FEE

Water Tap Deposit Inside Town Limits	\$500.00
Water Tap Deposit Outside Town Limits	Inside Town limit Rate + 50%
<i>*Water tap fee based upon PWC actual cost plus ten percent (10%). Customer will be required to pay the water tap deposit in advance of work being performed. Balance is due upon completion of work.</i>	

SEWER TAP-FEE

Sewer Tap Deposit Inside Town Limits	\$500.00
Sewer Tap Deposit Outside Town Limits	Inside Town Limit Rate + 50%
<i>*Sewer tap fee based upon PWC actual cost plus ten percent (10%). Customer will be required to pay the sewer tap deposit in advance of work being performed. Balance is due upon completion of work.</i>	

WATER FACILITIES INVESTMENT FEES

Size of Water Meter	Cost per connection
¾"	\$ 625.00
1"	\$ 1 500.00
1 ½"	\$ 3 000.00
2"	\$ 4 687.50
3"	\$10 187.50
4"	\$17 500.00
6"	\$36 250.00
8"	\$52 500.00

SEWER FACILITIES INVESTMENT FEES

Size of Water Meter	Cost per connection
¾"	\$ 875.00
1"	\$ 2 125.00
1 ½"	\$ 4 312.50
2"	\$ 6 875.00
3"	\$ 14 875.00
4"	\$ 25 625.00
6"	\$ 52 625.00
8"	\$ 75 925.00

**Water & Sewer FIF charges are due upon final plat approval for new subdivisions (major or minor) or upon application for a building permit whichever occurs first.*

ENGINEER REVIEW FEES

Reimbursement of costs incurred by the Town of Stedman for the Town's Consulting Engineer to review and provide comments/recommendations on development plans, including, but not limited to (1) Review of site and subdivision plans (whether preliminary or construction plans), (2) attendance at meetings and (3) special projects as required. Reimbursements of actual costs plus 10% administrative costs will be due upon invoice.

WATER/SEWER RELOCATION FEES

Water lateral relocation <12'	\$500.00
Water lateral relocation >12'	PWC Cost for a new tap
Sewer lateral relocation	PWC Cost plus Town Cost

These Certain Privilege License Taxes will remain in effect after July 1, 2015.

1. Municipal vehicle taxes (Cumberland County collects for the Town)
2. Municipal taxicab taxes (We do not currently have any taxicabs)
3. Municipal and county beer and wine taxes (Town is dry, this does not apply)
4. Municipal and county animal taxes will remain (Cumberland County collects for the Town)

All of these taxes arise under statutes not affected by the law that repealed the general privilege license tax ("PLT") authority for local governments.

Part XII of S.L. 2014-3 repeals G.S. 153A-152 and G.S. 160A-211 as of July 1, 2015. Those two statutes authorize counties and cities respectively to levy PLTs. Without those two statutes, counties and cities have no authority to levy PLTs unless they can find authority for such a tax elsewhere.

1. Municipal vehicle taxes for "the use and privileges of the public highways" remain authorized by G.S. 20-97(b) & (c). Every city is authorized to levy a vehicle tax of up to \$5 per vehicle. Cities that operate public transportation systems may levy additional vehicle taxes of \$5 (or up to \$30 with local legislation) to help fund those systems.
2. Similarly, municipal taxicab (and limousine) privilege taxes remain authorized by G.S. 20-97(d). These taxes of \$15 per vehicle may be levied on all taxicabs and limousines operating in the city—in other words, all taxis and limos that pick up or drop off passengers in the city limits. A taxicab company need not have its headquarters in your city to be subject to taxicab taxes in your city.
3. Local beer and wine privilege license taxes are authorized by G.S. 105-113.77 (city) and G.S. 105-113.78 (county) and G.S. 105-113.79 (city wholesaler). Any business in your jurisdiction selling beer or wine for on-premises or off-premises consumption should be paying the applicable local beer and wine tax.
4. Finally, let's not forget Fido and Fluffy. Cities and counties will still be able to levy taxes on the "privilege" of keeping domestic animals under G.S. 153A-153 (counties) and G.S. 160A-212(cities).

**TOWN OF STEDMAN
ANNUAL PERSONNEL POLICY UPDATE FOR SERVICE AWARD & HOLIDAY SCHEDULE FOR
Fiscal Year 2018-2019
Effective July 1, 2018**

This annual personnel policy service award and holiday schedule are included as part of the annual budget process. These items are part of the "Personnel Policy".

Personnel Policy

Article III The Pay Plan

Section 20. Service Award Pay

Years of Service	Amount of Longevity Pay
6 months to 1 year	½ % of year's wages, up to \$50 maximum
1 to 4.9 years	1%
5 to 9.9 years	2%
10 to 14.9 years	3%
15	4%
16 years or more	increased an additional .25% annually

See chart below

Years	%	Years	%	Years	%	Years	%
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16	4.25	23	6	30	7.75	37	9.5
17	4.50	24	6.25	31	8	38	9.75
18	4.75	25	6.5	32	8.25	39	10
19	5	26	6.75	33	8.5		
20	5.25	27	7	34	8.75		
21	5.5	28	7.25	35	9		
22	5.75	29	7.5	36	9.25		

Article VII Holiday & Leaves of Absence

Section 2. Holidays

The Town shall grant holidays as follows; which follow the North Carolina State schedule:

New Year's Day
 Martin Luther King Birthday
 Easter
 Memorial Day
 Independence Day

Labor Day
 Veterans' Day
 Thanksgiving (2 days)
 Christmas (3 days)