

VILLAGE OF WESLEY CHAPEL
SPECIAL COUNCIL MEETING MINUTES
WESLEY CHAPEL TOWN HALL
6490 Weddington Road, Wesley Chapel, NC 28104
May 15, 2014 – 6:00 P. M.

The Village Council of Wesley Chapel, North Carolina, met in the Town Hall at 6490 Weddington Road, Wesley Chapel, North Carolina.

Present: Mayor Horvath, Mayor Pro Tem Como, Council Members Kenary, Plyler and Rosoff

Others Present:

Clerk/Finance Officer Cheryl Bennett

Citizens Present: Carol Mullis, Bill Meyer

Meeting was called to order at 7:00 PM and a quorum was present.

1. PLEDGE OF ALLEGIANCE / INVOCATION

Mayor Horvath led the Pledge of Allegiance and Council Member Rosoff gave the invocation.

2. REVIEW OF 2014-15 PROPOSED BUDGET

Finance Officer Bennett reviewed proposed revenues. No fund balance is being appropriated; if donations are received they will be budgeted as received. With a tax rate of 1.65 cents we anticipate current year property tax as \$146,376, and motor vehicle tax as \$9,058. Assessed values come from the County. Mayor Horvath noted one cent of property tax equals \$94,203 of revenue; it is only one third of our revenues. Fees and Licenses revenues were reviewed; Council increased annexation expense reimbursements to \$100. Revenue sharing revenues come through the State, the last quarterly payment for the fiscal year arrives in September. There were some changes to the way electric and piped natural gas taxes, but the State has promised they should be revenue neutral. The NC League of Municipalities publishes a guide each year to help the finance officers estimate the revenues. Total estimated revenues with the \$100 change are \$584,794.

Expenditures were reviewed next. Contingency can be budgeted at up to 5% of all expenditures less contingency; the amount was increased to \$20,000. Electronic communications went up because the phone is \$385 monthly, plus the website and renew domain, email. Liability insurance was decreased to \$12,500 based on the just received quote from the League. Land Maintenance includes funds for mowing, \$400 for watering, and \$2000 for dry pond maintenance, per the engineer's estimate. Town office maintenance services includes cleaning \$2400, pest control \$800, fire and alarm monitoring \$491, and Carbonite \$114. Miscellaneous town office maintenance supplies was broken out into two accounts; \$4000 for seasonal decorations and \$1000 for other supplies. Office expense will be renamed "Office Supplies." Utilities for town hall include Duke Energy at \$600 monthly, Piedmont Gas at \$300 monthly, water at \$50 monthly, and trash collection at \$60 quarterly. Youth Council Committee requested \$5,000; Council Member Kenary broke the amount into \$2800 for a community race, \$400 for a community youth event (\$250 entertainment, \$150 miscellaneous expense), and \$1800 to attend

the Youth Legislative Assembly. She said the registration is due in January and they would know then if they can attend, but at this point the youth would like to go. For the race, portajohns are \$100 each with a minimum of four; deputies at \$25/hour for three hours minimum would run from \$625 to \$900 and disposable garbage cans would be \$10 each, or up to \$200. Finance Officer Bennett had some concerns about the town running a 5k; comments on the finance officer's list serv indicated other towns were only involved for publicity and not charging event fees; there are some organizations who handle running 5k's.

General government salaries is the next section. An administrative assistant was budgeted for 10 hours weekly at \$15 per hour. Council Member Plyler said we should have more people in the building and wanted a person for 16 hours per week. Mayor Horvath did not want to add people just to fill offices. Discussion was held on adding an administrative assistant. Administrator Bennett said the position could do Parks and Rec meetings and minutes, and privilege licenses, but did not feel we had enough work to keep someone busy 16 hours per week. She felt what we need is someone flexible and to have less set hours, but the person be able to fill in, for example when she is at a meeting or on vacation. Council increased the budget for the position to \$11,700, which is 15 hours per week at \$15. Finance Officer/Administrator Bennett noted that as an exempt employee per Federal Labor Standards Act her own position should be on a salary basis to avoid problems with not paying overtime. Discussion was held on whether the office should be open as many hours as it is, noting other towns have fewer public hours so there is additional time during which staff can do work un-interrupted. Payroll taxes will have to be adjusted, in accordance with salaries budgeted. Finance Officer Bennett suggested we change life insurance provided to a flat \$50,000 instead of one times salary; this would simplify payroll. The health insurance has gone up 13.1%; dental, vision and life rates have stayed the same.

Planning and Zoning was reviewed next. Council Member Plyler felt we should have a full time planner and that we should include more detail in the budget for the planner, code enforcement, etc. Council discussed providing more detail, and how that would be done. The amount for planning and zoning professional services was computed at our planner for 16 hours per week, plus 8 hours per month for meetings, is a total of 928 hours at \$72.40 or \$67,187. Code violation was figured at 6 hours per month at \$62 or \$4,464. Time for mapping services was computed at 8 maps x 2 hours at \$88 per hour, or \$1,408. The sum of these is \$73,059. Council Member Rosoff noted you pay for more experience, and Bill Duston is very knowledgeable. Also having a contract employee avoids having to pay for dues, seminars, insurance, etc. Planning / Zoning office expense was renamed office supplies and increased to \$900 to provide \$400 for a wide scale printer.

Professional fees were left as is.

Capital outlay was budgeted at \$3100 for potential computer replacements as they are both three years old; \$250 was added for tables and Publisher software to do the newsletter. The shared driveway should be completely paid for before the end of June.

Public services/safety is the next area. Council Member Plyler said there may be new Safety Committee members, and may need new shirts \$300, caps \$125. Also budgeted is dues \$35, plaques \$200, and tents \$350. Supplies for national night out include \$150 for printing, and

\$790 for event supplies (use of generator, lighting, handout items, and other supplies). The amount requested for tables was included in the general capital outlay item above, since they are to be used for various town events. The deputy cost is \$80,743 which is the rate the County charges municipalities.

Discussed last was Parks and Recreation. Mayor Pro Tem Como said there was discussion on whether we should hire a full time person and purchase equipment, or contract out general maintenance. Personal services was budgeted at \$4,400, which at \$10 hourly equals 440 hours per year. The employee would pick up garbage, and open and close the gate. It was suggested the person could also do town hall maintenance. We got an informal quote of \$1,500 monthly for mowing at the park; but there is one acre they are not sure will be grassed or mulched, so we don't have a firm number on mowing.

Park and Rec supplies and materials include \$600 for food at workdays, \$1,200 for janitorial supplies was deleted since the portajohns should include supplies, and the \$600 for office expense was deleted. Grass carp will help with the algae and is budgeted at \$1,000. Pesticide supplies was budgeted at \$300; Finance Officer Bennett had concerns with an employee applying chemicals without a license; Mayor Horvath said it would just be spot treatment.

Parks and Rec services included \$2,000 for liability insurance, this was deleted since we no longer have the house. Maintenance/grounds was budgeted at \$78,000 based on an estimate from Parks and Rec of \$1,500 per week. Pest control at \$1,000 includes a termite contract for bridges, sign and any other wooden surfaces. The detention pond expense was per the engineer's estimate. Trash collection is estimated at \$1,200 and a sanitation contract at \$12,000. Water/sewer was reduced to \$200, since they can pump out of the lake to water plants. Utilities for electricity and gas were budgeted at \$10,800 (park lighting at \$9,600 and electricity at \$1,200).

Park and Rec capital outlay requests was the final section. \$7,000 was requested for two ADA compliant picnic table pads. The first aid kit was reduced from \$500 to \$200, with discussion on what is in it, where it would be and who accesses it; it is principally for events. Tools/equipment was reduced to \$1,000. Other budgeted items were \$500 to post rules and signs, \$1,500 for three pet waste stations, and \$4,500 for six garbage cans at \$750 each. Redbox supplies was budgeted at \$2,000 for the supplies which would be available on an honor basis. The lawn tractor and accessories at \$12,000 and WIFI router/signal amplifier at \$500 were both deleted. The water stand pipe at \$4,000 is a guesstimate to provide potable water. A pond aerator and associated electric supply were budgeted at \$5,000 each. The PA system at \$6,000 was deleted; we have a system that can be used for now. Four sets of 4 folding chairs at \$240 was kept in the budget, but the four folding tables were deleted since they are in general capital outlay. The awning/tents were deleted since we just purchased two, also deleted were the tiller and landscaping plants.

An item that needs follow up is the cost of background checks for volunteers. A monument sign/call box was added for \$8,123, per council consensus after the meeting.

Mayor Pro Tem Como left the meeting.

The proposed budget (after all changes) is incorporated in these minutes as Attachment A..

2014.05.15 minutes

3. ADJOURNMENT

Council Member Rosoff made a motion to adjourn; Council member Kenary seconded the motion.

The motion passed unanimously.

The meeting ended at approximately 10:00 pm.

Respectfully submitted,

Cheryl Bennett, Clerk

Mayor Brad Horvath

6:54 PM
04/01/14
Accrual Basis

Village of Wesley Chapel
Proposed 2014-15 Budget

Proposed
2014-15

General Fund

Property Tax Income

Current Year Property Tax	146,376	Tax rate	0.0165
Utility Ad Valorem	1,700		
Vehicle Registration	9,058	Prop value	\$896,086,689
Delinquent Property Tax	400		
Prior Year Motor Vehicle Tax	0	99%	\$146,376
Interest/Ad Fee on Taxes	300		
Total Property Tax Income	157,834		

Fees and Licenses

Privilege Licenses	22,800		
Cable Franchise (from Time War	15,200	Motor Veh.	\$57,788,829
Zoning Permit	14,000	95%	\$9,058
Engineering Fees Reimburseme	10,000		
Annexation Exp Reimbursed	100	One cent =	\$94,203
Misc. Fees	200		
National Night Out	60		
Total Fees and Licenses	62,360		

Interest Earned 400

Revenue Sharing

Sales & Use Taxes	41,000
Telecommunications Tax	10,200
Video Programming(State Cablk	91,000
Franchise Tax (Electric Power)	175,000
Excise Tax (Piped Natural Gas)	16,000
Alcoholic Beverage Tax	31,000
Total Revenue Sharing	364,200

584,794

Village of Wesley Chapel Proposed 2014-15 Budget

Proposed 2014-15

Operating Expenditures	
Contingency	20,000
Advertising - Clerk	500
Annexation Expense	100
Annual Retreat	2,000
Bank Charges	400
Books & Literature	200
Dues and Subscriptions	12,100
Election Expense	1,500
Electronic Commun.- Tel.websit	5,370
Insurance - Liability	12,500
Insurance - Workmen's Comp	530
Land Maintenance	7,450
Town office maint.services	3,805
Seasonal Decorations	4,000
Misc. town office supplies	1000
Newsletter	3,000
Office Equipment	300
Office Expense	2,600
Postage and Delivery	1,200
Seminars	2,500
Tax Collection Fee	3,000
Travel & Entertainment	2,800
Utilities- Town Hall	11,640
Youth Council Committee	5,000
Total Operating Expenditures	103,495

Gen. Govt. Salaries	
Admin. Assistant	11,700
Allowance for Salary Adjustment	2,865
Mayor	4,800
Mayor Pro-tem	3,000
Council Salary	7,200
Clerk Salary	51,178
Finance Officer Salary	11,466
Payroll Taxes	7,400
Payroll exp - Unemployment	500
Fringe Benefits - Insurance	10,532
Fringe Benefits - Retirement	4,500
Total Gen. Govt. Salaries	115,141

Village of Wesley Chapel Proposed 2014-15 Budget

Proposed 2014-15

Planning & Zoning	
Professional Services	73,059
Planning & Zoning Board Salary	4,032
Advertising	500
P/Z Office Expense	900
P/Z Travel	500
Total Planning & Zoning	78,991
Professional Fees	
Audit Fees	4,900
Engr. Consulting	14,000
Legal Fees	18,000
Total Professional Fees	36,900
Capital Outlay	3,350
Public Services / Safety	
PS Dues	35
PS Printing	150
PS Other Services	200
PS Clothing	425
PS Event Supplies	790
Law Enforcement Services	80,743
Total Public Services / Safety	82,343
Parks & Recreation	
Parks & Rec Personal Services	
Park Maintenance Worker	4,400
P & R Payroll Tax	343
P&R Insur. Workers Comp	318
P&R Prof Fee - Deputies	900
Total Parks & Recreation Personal Services	5,961
Parks & Rec Supplies & Material	
Gas and oil	300
Food and Provisions	600
Events Supplies	1,200
Stocking of Fish	1,000
Pesticide Supplies	300
Pond maintenance - algae	1,000
Other Supplies and Materials	4,000
Total Parks & Rec Supplies & Material	8,400

Village of Wesley Chapel
 Proposed 2014-15 Budget

Proposed
 2014-15

Parks & Rec Services

Maintenance/Grounds	78,000
Equipment rentals	4,000
Pest Control	1,000
Detention pond	2,750
Trash Collection	1,200
Sanitation Contract (restroom:	12,000
Elec. Communication	1,200
Water/Sewer	200
Utilities-Elec.,Gas	10,800
Total Parks & Recreation Services	111,150

P&R Capital Outlay

Structure Imp./Demolition	7,000	2 ADA picnic table pads
Monument sign-call box	8,123	
First aid kit	200	
Tools/Equipment	1,000	
Public notice board	500	post rules, signs
Pet waste stations	1,500	3 @ \$500
Furnishings	4,500	garbage cans 6 @ 750
Redbox Program	2,000	supplies
Water Stand pipe	4,000	
Pond aerator	5,000	
Pond aerator electric supply	5,000	
Folding Chairs	240	4sets 4 @ 60
Total P&R Capital Outlay	39,063	

Total Parks & Recreation 164,574

Total Expenditures 584,794

Net General Fund 0

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