

**MINUTES  
PAWLEYS ISLAND  
BUDGET WORKSHOP**

DATE/PLACE:       October 16, 2018  
                          Pawleys Island Chapel

PRESENT:            Mayor Jimmy Braswell, Ashley Carter, Rocky Holliday & Sarah Zimmerman

ABSENT:            Guerry Green

PUBLIC COMMENT:

No one signed up to speak.

APPROVE FUNDS FOR NEW TOWN HALL LANDSCAPING

Mayor Braswell stated that it was discussed to have the open house around Thanksgiving so we will need to get at least a minimal amount of landscaping done which would be to install sod. Waccamaw Landscaping will give us a \$5,000 donation toward this project. The estimate was for approximately \$17,000 but it was decided at the last council meeting to hold off in getting this done now. Waccamaw's quote for sod is \$3,000. **Sarah Zimmerman made a motion to approve landscaping around the new Town Hall not to exceed \$5,000. Rocky Holliday seconded. All in favor.**

APPROVE FUNDS FOR NEW TOWN HALL OFFICE FURNITURE

**Sarah Zimmerman made a motion to approve office furniture for the new Town Hall conference room not to exceed \$6,500. Rocky Holliday seconded. All in favor.**

WORK SESSION

- FY 2019 Budget Work Session – Town Accountant, Stacy Moree was in attendance to help explain the Town's budget process and the different segments within. The way the budget was done in the past was that all funds were put together in basically one single fund but now we are going to do the budget in a fund form. To think of each fund as it's own separate entity with it's own set of accounting books. Transfers need to be budgeted in and out of funds. Rocky Holliday would like to see the extraordinary expenses budgeted separately with a bottom line with the day to day expenses and a bottom line with the extraordinary expenses. Stacy Moree stated that it is very common for Town's to budget for contingency and emergency reserves. This will be done moving forward.
- The combined income statement for governmental funds is on the modified accrual basis of accounting. There is a balance sheet that combines these funds then take statements that is our starting point to do the accrual basis entries to show a combined statement on a full accrual basis of accounting that doesn't show much detail but it shows where the money comes from and it shows the type of revenue we received. In the past we were able to have just one set of financial statements but the push to change the way we did accounting was because it didn't give a full picture of an enterprise basis of running a true business due to a lot of accruals, assets, depreciation and certain liabilities of debt that were missing from the statements. This is why we had to start issuing two different sets of financial statements. Stacy Moree stated that the current software we have is not made for fund accounting and that most municipalities use a fund basis accounting software but it is very expensive.
- We now pay for Sage software which approximately \$1100. Per year. The fund basis accounting software cost will be researched but they guess it to be approximately \$15,000 to \$20,000.

- State A-tax fund – What we get for State A-tax less what we spend for tourism, less what we give out for grant fund applications and whatever we are short we make up the different with

a transfer from the General Fund that we don't expect to recoup. The 20% from the local A-tax fund goes to the State A-tax fund to help off-set the deficit owed the from the General Fund.

- The 2019 projection is slightly less than what is expected for 2018 as in the administration side there are no major purchases planned – just routine expenses. Judicial is broken out this year. The court and police department had always been lumped together in the past. Now that we have a new Town Hall we will have expenses that we never had before such as equipment which is for the generator or contracts for maintenance on the elevator, insurance, office cleaning, pest control, etc.; this will be part of “Facilities”. “Public Works” will be a combination of streets and sanitation. Rocky Holliday questioned why storm drain maintenance was budgeted at \$18,000 for 2018 and it was reduced to \$5,000 for 2019 and read an article from a Charleston paper basically stating that it is unknown who to contact regarding repeated street flooding so a So. Carolina Flood Water Commission consisting of State Department Heads, Coastal Mayors and other appointed officials will be established to look at this problem and will have the first meeting this month. Ryan Fabbri stated that the \$18,000 was for the televising and mapping of the storm drains and the \$5,000 is for the basic cleaning of the drains. Storm drainage qualifies to use State A-tax funding.
- Chief Fanning stated that our policies and procedures are not organized and would like to have a company called Lexipol consolidate the Town's policies and procedures.
- Chief Fanning stated that all the tickets, crime reports and incident reporting is currently done by hand. The Court Clerk currently uses a company called Adgicent to report our incidents to SLED and to the FBI which cost us approximately \$1,200 a year however, that company will no longer support this program and the program that replaces it will cost us just under \$7,000 for all of the hardware and software and hosting then \$2,234 annually however the current cost of \$1,200 would be eliminated. This new program will be used by the officers via a computer in their cars by entering all ticket information in their cars and the information can be printed out in the office as needed and much more efficient than the current mode we are now using. The State has mandated that we submit our data through this computerized program as they will not accept our hand written documents any longer.
- Chief Fanning would like to update the existing cameras we have and add a camera at the bird's nest area and one at the Third Street beach access; would like new professional forms; new office printer; would like a few marine radios.
- Chief Fanning stated that he would like a salary increase for the PD to be comparable with the starting salaries that the Georgetown Sheriff's officers get to begin January 1. The proposed yearly increase would be \$20,785 yearly.

Chief Fanning was asked to prioritize these items as to importance. Salary was #1, Lexipol is #2. The other computerized reporting is mandatory by the State.

**Sarah Zimmerman made a motion to adjourn. Rocky Holliday seconded. All in favor.**

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**APPROVED**

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**DATE**

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**ATTEST**

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**DATE**