

BOARD OF COMMISSIONERS  
 BUDGET WORK SESSION MEETING  
 MAY 11, 2022  
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**PRESENT:** Mayor William L. Lewis, Jr.; Commissioners Jim Kohr, Josh Kohr, Brenda Wilson, Karen Lewis and Danny Walsh

**STAFF**

**PRESENT:** City Manager Chris McGee; Assistant City Manager/City Clerk Cindy Morgan; Parks & Recreation Director Travis Adams; IT Director Chad Ives; Police Chief Chris Morning; Planning Director Katrina Marshall; Finance Director Lee Tillman; Fire Chief Tom Dorn; Public Works Director Patrick Lee; Public Utilities Director Rick Day; TEC Sales Manager Pam Holder; Human Resources Manager Angie Hall; and Deputy City Clerk Mary Weigl

Mayor Will Lewis called the recessed budget work session meeting of the Havelock Board of Commissioners to order at 6:02 p.m. on May 11, 2022 at the Havelock Tourist & Event Center with a quorum present.

**BUDGET ISSUE PAPERS**

**General Fund – Parks & Recreation**

**Appearance Commission Funding**

*Requested: \$7,715*

*Budgeted: \$0*

*Impact on Tax Rate: \$0.1000*

CITY OF HAVELOCK					
BUDGET ISSUE FORM					
FISCAL YEAR 2022-2023					
FUND and Department:	GF:Parks and Recreation	REQUESTED:			
		\$7,715			
		BUDGETED:	\$7,715		
ISSUE:	Appearance Commission	IMPACT ON TAX RATE:	0.1000		
<b>DESCRIPTION:</b>					
<u>Event/Item</u>	<u>Requested</u>				<u>Recommended</u>
Yard of the Month	\$125.00				\$125.00
Plant Swap	\$250.00				\$250.00
Salute The Boot Sign	\$65				\$65
Trunk or Treat	\$500.00				\$500.00
Decorations	\$4,250.00				\$4,000.00
Tree Lighting Jubilee	\$2,100.00				\$2,100.00
Make Havelock Shine	\$425.00				\$425.00
T-shirts as needed for Committee members	\$0.00				\$250.00
Total Funds Requested:	\$7,715.00	Total Budget:	\$7,715.00		

Parks & Recreation Director Travis Adams explained that the Appearance Commission is seeking a \$250 adjustment in their operating budget to allow for the purchase of t-shirts for their committee members. The Appearance Commission is also seeking \$4,000 for additional decorations, such as a \$5,000 fourteen foot Christmas tree and a large deer for the east end of the City. Commissioner Jim Kohr pointed out that he appreciates all that the Appearance Commission does; however, he said that the City already has a very well decorated City Park, and that the Public Works Department spends days installing the decorations. He asked “at what point are we going to get so cumbersome on that department trying to set up all of these decorations?” After a lengthy discussion, it was decided to cut the decorations budget to zero, and increase the tree lighting jubilee budget to \$2,885 to hopefully be spent on a new tree and decorations in Santa’s workshop. The Appearance Commission’s total budget will be \$4,500 for FY 2022-23.

**General Fund - Distribution**

**Three (3) Firefighter/EMT’s**

*Requested: \$145,902*

*Budgeted: \$0*

*Impact on Tax Rate: \$1.83*

Fire Chief Tom Dorn requested three (3) additional personnel (3 – FF/ EMT’s) to assist with

46 the increasing call volume. The three personnel would allow for 1 more person per shift. This  
47 would increase shift staffing from 6 to 7 personnel. Additional staff divided between the two  
48 stations would allow for better fire and EMS coverage. The department currently utilizes a  
49 cross staffing method to cover fire, EMS, and rescue needs.  
50

51 As explained at the Planning Retreat, the department had zero resources available to answer  
52 additional calls for service a total of 594 times in 2021. This occurs when staff are already  
53 assigned to other calls. Furthermore, there were 400 occurrences of mutual aid requests made  
54 by the City to neighboring departments during these periods of zero resources. The need for  
55 mutual aid assistance should be the exception not the norm. Finally, it should be noted that the  
56 City is losing EMS revenue by not answering its own calls.  
57

58 One other point of emphasis that should be noted is the identified turnover of paid staff due to  
59 low staffing levels. Paid staff suffer from a heavy workload not experienced in neighboring  
60 departments. This creates difficulties in recruitment and retention of personnel. Additionally,  
61 the mental stress that is placed on personnel has been a documented reason for turnover. Paid  
62 staff have expressed conditions of burnout, mental stress, and fatigue of answering high acuity  
63 EMS and fire calls without the support and assistance provided at other departments.  
64

65 In conclusion, the department requested the Board's consideration in funding these positions to  
66 provide for mission critical staffing to provide adequate fire, rescue, and EMS services.  
67

68 After little discussion, the Board agreed to fund the request from the General Fund – Fund  
69 Balance.  
70

71 **General Fund – Distribution**  
72 **10 – Year Master Plan**

73 *Requested: \$50,000*

74 *Budgeted: \$0*

75 *Impact on Bill: \$0.63*  
76

77 The City of Havelock recognized the need for a Comprehensive Parks and Recreation Master  
78 Plan in April 2005. Parks & Recreation Director Travis Adams explained that the current  
79 Master Plan covers the City of Havelock's needs in terms of parks and recreation activities, as  
80 well as the facilities that go with them, throughout 2020. The City's current Master Plan was  
81 adopted in September 2007 – 15 years ago. The February 2021 amendment was an addition of  
82 Fort Macon as a potential recreation site. In 2005, the following needs/desires were identified:  
83 Walking Bike Trails, West Side Recreation Complex, Water Access Facilities/Fishing, Picnic  
84 Facilities, Summer Programs, Aerobics, Frisbee, Dog Park, Incorporation of History and  
85 Tourism into P&R, and additional Open Green Space. The goals moving forward are to re-  
86 examine all existing properties and facilities to maximize effectiveness, strengthen partnerships  
87 with the county and schools to increase opportunities, review the recommendations of the last  
88 Master Plan and to initiate a Comprehensive Recreation Master Plan in FY 2022-23.  
89

90 After extensive discussion, it was decided that the City would pursue searching for grant  
91 opportunities to fund a 10 Year Master Plan. The options include:  
92

- 93 • AFP (Accessibility for Parks) Grant Program
- 94 • PARTF (Parks and Recreation Trust Fund) Grant
- 95 • Kubota's Hometown Proud Grant  
96

97 Assistant City Manager Cindy Morgan mentioned that she believes ECU students developed  
98 Craven County's 10-Year Master Plan. Commissioner Wilson also suggested reaching out to  
99 Craven County Manager Jack Veit, to look at their 10-year Master Plan, and all agreed.  
100 Overall, the Board was supportive of a master plan but decided to receive information from  
101 upcoming listening sessions first.  
102

103 **General Fund – Capital Outlay**  
104 **Vehicle and Equipment**

105 *Requested: \$1,094,700*

106 *Budgeted: \$0*

107 *Impact on Bill: \$13.75*

DESCRIPTION: Over the past several years, a need has arisen to replace various vehicles and equipment that have exceeded their original life expectancy. Staff has compiled a list of proposed items that are candidates for replacement as well as a few new items that are being requested. If the Board so chooses, these items are asked to be funded from the General Fund-Fund Balance.

2023	FORD	F550 DMP	\$125,000
2023	FORD	F350 EXT SVB	\$80,000
2023	FORD	F350 CC SVB	\$75,000
2023	FORD	F350 CC SVB	\$75,000
2023	CUBCAD	72"	\$13,500
2023	CUBCAD	72"	\$13,500
2023	CUBCAD	72"	\$13,500
2023	CUBCAD	61"	\$12,500
2023	GENERAC	100KW	\$100,000
2023	GENIE	GS3246 (32')	\$33,000
2023	FORD	F150 EXT	\$35,000
2023	ELECTRIC	ELECTRIC	\$40,000
2023	FORD	F150 EXT	\$35,000
2023	FORD	F450 CHASIS	\$70,000
2023	FORD	BRONCO	\$45,000
Replacement	NEW	TEC DISHWASHER	\$12,000
Replacement	NEW	TEC CHAIRS	\$85,000
NEW	NEW	USED PARKS AND REC SHUTTLES	\$80,000
NEW	NEW	EV CHARGER	\$90,000
NEW	NEW	"FASTER" GARAGE PROGRAM	\$36,700
Replacement	NEW	COMPUTER HARDWARE	\$25,000
<b>TOTAL</b>			<b>\$1,094,700</b>

Option 1: Fund all items as requested.

Option 2: Fund select items agreed upon by the Board.

Option 3: Do not fund any items.

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**Public Works**

**Mini Dump Truck #27 Replacement**

*Requested: \$125,000*

*Budgeted: \$0.00*

Truck #27 was identified as a 2007 GMC 3500 with approximately 80,000 miles that is used primarily for smaller projects around the City such as drainage projects, street repair, pulls trailers, sign replacement, etc. which needs replacement. The truck could be replaced with a 2023 Ford F550 DMP at a cost of \$125,000. The Board concurred to place this request on the "parking lot" for further discussions.

**Public Works**

**Garage Truck #39 Replacement**

*Requested: \$80,000*

*Budgeted: \$0.00*

Truck # 39 is identified as a 2005 F150 with approximately 120,000 miles that is used by garage staff to troubleshoot vehicle and equipment issues in the field. This vehicle does not have adequate setup for this purpose. The vehicle also has mechanical issues that are starting to compile and needs replacement. The truck could be replaced with a 2023 Ford F350 Ext SVB at an approximate cost of \$80,000 and this includes service body, storage, fuel tanks, etc. The Board concurred to place this request on the "parking lot" for further discussions.

**Public Works**

**Crew Cab #45 and #48 Replacement**

*Requested: \$150,000*

*Budgeted: \$0.00*

138 Truck #45 and Truck #48 are identified as two 2008 Model GMC 3500's and they are used for  
139 hauling equipment, tools, trailers and staff around the City to perform various jobs. Because  
140 they are used around the City and sit idle, they have what is described as hard miles on them  
141 and in need of replacement. The trucks could be replaced with two 2023 Ford F350 Crew Cab  
142 SVB's at an approximate cost of \$150,000 total to replace both vehicles. The Board concurred  
143 to place this request on the "parking lot" for further discussions.  
144

145 **Public Works**

146 **Mowers #393, #394, #397 and #408 Replacement**

147 *Requested: \$66,500*

148 *Budgeted: \$0.00*  
149

150 Mowers #393, #394, #397 and #408 are identified as 2017 and 2018 Model Scag mowers that  
151 are used for the mowing of right-of-way's, City owned lots and parks. These mowers run  
152 Monday through Thursday, all day long. It was explained that these mowers have over 1,000  
153 hours on them. They are typically replaced on a 4 year cycle and are currently in need of  
154 replacement. These still have some life left in them and could be sold on GovDeals or handed  
155 down to a department that would use them only once a week or so. The approximate cost to  
156 replace with four 2023 Cub Cadet mowers totaling \$66,500 total. The Board concurred to place  
157 this request on the "parking lot" for further discussions.  
158

159 **East End Public Safety**

160 **Generator Replacement**

161 *Requested: \$100,000*

162 *Budgeted: \$0.00*  
163

164 The 2003 100KW ONAN generator is used at the Emergency Operations Center on the east  
165 end of the City and needs replacement. It is proposed to replace with new natural gas 2023  
166 100KW Generac generator with an approximate cost to replace of \$100,000. The Board  
167 concurred to place this request on the "parking lot" for further discussions.  
168

169 **Parks & Recreation**

170 **Truck #34 Replacement**

171 *Requested: \$35,000*

172 *Budgeted: \$0.00*  
173

174 Truck #34 is identified as a 2005 Ford F150 in need of being replaced because the transmission  
175 blew and repair costs were more than the value of the vehicle. This vehicle has already been  
176 sold on GovDeals. To replace this with a similar, 2023 Ford Ext cab vehicle will cost  
177 approximately \$35,000. The Board concurred to place this request on the "parking lot" for  
178 further discussions.  
179

180 **Planning & Inspections**

181 **Car #41 Replacement**

182 *Requested: \$40,000*

183 *Budgeted: \$0.00*  
184

185 Car #41 is identified as a 2001 Ford Taurus with approximately 80,000 miles and needs  
186 replacement. The proposed replacement is a 2023 electric vehicle at an approximate cost of  
187 \$40,000. The Board concurred to place this request on the "parking lot" for further discussions.  
188

189 **Planning & Inspections**

190 **Truck #42 Replacement**

191 *Requested: \$35,000*

192 *Budgeted: \$0.00*  
193

194 Truck #42 is identified as a 2002 Chevy 1500 with approximately 100,000 miles on it that  
195 needs replacement. Numerous parts have been replaced over the years to include the water  
196 pump, and alternator, and it currently experiences oil leak issues. The approximate  
197 replacement cost of a similar, 2023 Ford F150 Ext cab truck is \$35,000. The Board concurred  
198 to place this request on the "parking lot" for further discussions.  
199

200 **EMT**

201 **Medic #235 Chassis Replacement**

202 *Requested: \$70,000*

203 *Budgeted: \$0.00*

204

205 Medic 235 is identified as a 2015 Ford E350 that is due for a chassis replacement. Fire Chief  
206 Tom Dorn explained that when they replace the chassis, the box of the truck is lifted off of the  
207 chassis and placed on a new one. As of today, this vehicle has 201,000 miles on it. The Mayor  
208 explained that there is \$60,000 from the CIP from last year and they need the remaining  
209 \$70,000 funded. **Acknowledging the need, the Board concurred to fund the \$70,000 for**  
210 **EMT Medic 235 Chassis Replacement.**

211

212 **Public Works Director Vehicle**

213 **2020 Ford F150**

214 *Requested: \$45,000*

215 *Budgeted: \$0.00*

216

217 The Public Works director currently drives a 2020 F150 and states that he does not need such a  
218 large vehicle. He proposes to give this vehicle to the current PW Streets Supervisor. His vehicle  
219 would be replaced with a 2023 Ford Bronco at a cost of \$45,000, which could be secured for  
220 about \$30,000 less than a new truck. The Board concurred to place this request on the “parking  
221 lot” for further discussions.

222

223 **PW Streets Supervisor**

224 **Truck #2 Replacement**

225 *Requested: \$0.00*

226 *Budgeted: \$0.00*

227

228 Truck #2 is identified as a 2008 Chevy Silverado 1500. This vehicle would be replaced with  
229 the current PW Directors vehicle (2020 Ford F150) at no cost.

230

231 **PW Contract Specialist**

232 **Truck #311 Replacement**

233 *Requested: \$0.00*

234 *Budgeted: \$0.00*

235

236 Truck #311 is identified as a 2004 Ford Explorer. This vehicle would be replaced with the  
237 current PW Streets Supervisors vehicle (2008 Chevy Silverado) at no cost.

238

239 **Scissor Lift**

240 *Requested: \$33,000.00*

241 *Budgeted: \$0.00*

242

243 The purchase of a scissor lift would allow staff the capability to reach high areas for  
244 maintenance and repair needs at the Tourist & Event Center (TEC). TEC Sales Manager Pam  
245 Holder stated that if they rented a scissor lift each time that they needed to use one, they would  
246 rent one at least once a month. Purchasing our own will alleviate the need to rent the equipment  
247 each time that repairs and maintenance needs to be done. The scissor lift could also be  
248 transported to various locations in the City as needed for repairs and maintenance, but would  
249 primarily be housed at the TEC. The Board concurred to place this request on the “parking lot”  
250 for further discussions.

251

252 **TEC Requests**

253 *Requested: \$85,000.00 Chairs*

254 *Requested: \$12,000.00 Dishwasher*

255 *Budgeted: \$0.00*

256

257 The Tourist & Event Center has recently undergone renovations to the acoustic panels on the  
258 walls and the divider wall in the main hall, changing the color from a mauve/pink color to a  
259 neutral gray color. TEC Manager Pam Holder is requesting funding of \$85,000 to purchase  
260 600 new chairs. If approved, these chairs will match the acoustic panels and will replace the  
261 original chairs from when the TEC was built, 21 years ago.

262

263 In addition, Ms. Holder is also requesting a new dishwasher to replace the current one that is 21

264 years old. After some discussion, Commissioner Walsh made a **motion to approve the**  
265 **allocation of \$15,000 out of TEC existing Capital Funds for the purchase of a new**  
266 **dishwasher**. Commissioner Josh Kohr seconded the motion and it carried. (5-0) The Board  
267 also agreed to fund the remainder of the TEC requests within the upcoming budget.

268  
269 **Parks & Recreation**  
270 **Shuttle Bus Request**

271 *Requested: \$80,000 (for two)*  
272 *Budgeted: \$0.00*

273  
274 Parks & Recreation is requesting \$80,000 for two (2) used shuttle vehicles at a cost of  
275 approximately \$40,000 each. The City Manager explained to the Board that having a vehicle  
276 such as a shuttle bus like this, does not require a driver to carry a CDL endorsement on their  
277 driver license and has the possibility of expanding the summer camp programs that the City  
278 offers to the youth. In addition to being used by the Parks & Recreation department, the City  
279 Manager stated that the shuttle could be used by the Senior Center as well as to transport the  
280 Board to events such as retreats or other events out of town. The Board concurred to place this  
281 request on the “parking lot” for further discussions.

282  
283 **Electric Vehicle Charger**

284 *Requested: \$90,000*  
285 *Budgeted: \$0.00*

286  
287 The electric vehicle charger is described as solar powered and has the ability to charge two  
288 vehicles at one time. The electric vehicle charger is portable and wind rated to 120 mph. The  
289 purchase of the electric vehicle charger would be needed with the purchase of an electric  
290 vehicle if that option is chosen to replace Planning & Inspections vehicle #41. The  
291 approximate cost of the charger is \$90,000. The Board concurred to place this request on the  
292 “parking lot” for further discussions.

293  
294 **Garage Software “Faster” Program**

295 *Requested: \$36,700 annually*  
296 *Budgeted: \$0.00*

297  
298 This dedicated garage software program is capable of tracking mileage and service  
299 recommendations. It will assist with maintenance records and will ultimately prolonging the  
300 life of vehicles and equipment. The annual cost of this program is \$36,700. **Acknowledging**  
301 **the need, the Board concurred to fund the \$36,700 annually for Garage Software “Faster**  
302 **Program”.**

303  
304 **IT Computer Hardware**

305 *Requested: \$25,000*  
306 *Budgeted: \$0.00*

307  
308 IT Director Chad Ives explained that 4 or 5 years ago the City began a new PC rotation process,  
309 wherein higher used PC’s are replaced and given to staff with lower PC usage. \$25,000 is what  
310 is budgeted annually for the purchase of new PC’s. **Acknowledging the need, the Board**  
311 **concurred to fund the \$25,000 IT Computer Hardware.**

312  
313 Based on the decisions of the Board, the following is a summarization of budget issue papers as  
314 of May 11, 2022:

<b>BOC ACTION</b>		
<b>GENERAL FUND ITEMS</b>	<b>AMOUNT</b>	<b>NOTES</b>
Appearance Commission Funding	\$7,175.00 Requested	FUND \$4,500.00
Three (3) Firefighter/EMT's	\$145,902.00	FUND
10 - Year Master Plan	\$50,000.00	NOT FUNDED
<b>VEHICLE AND EQUIPMENT ITEMS</b>		
2023 Ford F550 DMP	\$125,000.00	PARKING LOT
2023 Ford F350	\$80,000.00	PARKING LOT
Two (2) 2023 Ford F350 Crew Cab SVB	\$150,000.00	PARKING LOT
2023 Ford F150 Ext Cab	\$35,000.00	PARKING LOT
2023 Ford F150 Ext Cab	\$35,000.00	PARKING LOT
Medic 235 Chassis Replacement	\$70,000.00	FUND
2023 Ford Bronco	\$35,000.00	PARKING LOT
2023 Electric Vehicle	\$40,000.00	PARKING LOT
Electric Vehicle Charger	\$90,000.00	PARKING LOT
Two (2) Shuttle Buses (used)	\$80,000.00	PARKING LOT
Four (4) 2023 Cub Cadet Mowers	\$66,500.00	PARKING LOT
Scissor Lift	\$33,000.00	PARKING LOT
TEC - New Chairs	\$85,000.00	FUND
TEC - Dishwasher	\$15,000.00	FUNDED out of existing 2021-22 Capital Funds
2023 100KW Generac Generator	\$100,000.00	PARKING LOT
Garage Software "Faster" Program	\$36,700.00	FUND
IT Computer Hardware	\$25,000.00	FUND

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**CLOSING**

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319 Mayor Lewis explained that parking lot items need to be prioritized by the Board and staff prior  
320 the next budget session. Mayor Lewis then reminded the Board that the following items will  
321 also be discussed at the next budget session.

322

- 323 • FY 2022-23 Rates and User Fees
- 324 • The Board policy on the 32% Fund Balance
- 325 • The Library Package – Support Continuation?
- 326 • U-3431 Project Update
- 327 • Cunningham/Jaycee Intersection

328

**ADJOURNMENT/RECESS**

329

330  
331 Commissioner Josh Kohr moved **to recess until 6:00 p.m. on Wednesday, May 12, 2022 to**  
332 **continue budget discussions.** Commissioner Lewis seconded and the motion carried  
333 unanimously. (5-0) The meeting adjourned at 9:42 p.m.

334

335 Date approved: \_\_\_\_\_

\_\_\_\_\_  
William L. Lewis, Jr., Mayor

336

337 Attest:

338

339 \_\_\_\_\_

340 Mary C. Weigl  
341 Deputy City Clerk