



PROPOSED AGENDA
Bermuda Run Town Council Meeting
Tuesday, May 12, 2020
Town Hall – 6:00PM

Mission: "The Town of Bermuda Run exists to provide core public services that enhance the quality of life for its residents and an environment for the business community to thrive".

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Moment of Silence**

"It is the intent of the Town Council to solemnize the proceedings of this meeting and the business brought before the governing board, to offer the opportunity for a reflective moment of silence."

4. **Adoption of the Agenda**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

5. **Approval of the March 10, 2020 Town Council Meeting Minutes (April 14 Meeting Cancelled)**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

6. **Public Comments**

7. **Remote Meeting Rules of Procedure**

North Carolina State Senate Bill 704, Sessions Law 2020-03, provides for remote public meetings that apply only when there is a declaration of a state of emergency by the Governor or the General Assembly under GS 166A-90.2. It is recommended that the Town Council affirm the Remote Meeting Rules of Procedure as now allowed by law.

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

8. **Overview of Manager's Proposed 2020-2021 Budget**

Town Manager, Lee Rollins, presented his proposed budget for Council Review on April 28. A public hearing on the budget has been set for Tuesday, June 9, 2020 at 6:00pm at Town Hall. The Manager's proposed budget and message has been placed on the Town of Bermuda Run web site for review.

9. **Mayor and Town Council Comments**

10. **Town Manager Comments**

11. **Adjourn**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

Town of Bermuda Run

Town Council Meeting Minutes

March 10, 2020 – 6:00 PM

The Town Council of Bermuda Run held its scheduled meeting on Tuesday, March 10, 2020 at 6:00 PM. The meeting was held at Bermuda Run Town Hall.

Council Members Present: Mayor Rick Cross, Heather Coleman, Curtis Capps, Mike Ernst, and Chris Fowler

Council Members Absent: Ken Peacock

Also Present: Lee Rollins, Town Manager; Brian Williams, Attorney; Cindy Poe, Town Clerk

Call to Order Mayor Rick Cross called the meeting to order.

Pledge of Allegiance

Moment of Silence

It is the intent of the Town Council to solemnize the proceedings of this meeting and the business brought before the governing board, to offer the opportunity for a reflective moment of silence.

Adoption of the Agenda

Council Member Curtis Capps made a motion to approve the agenda. Council Member Mike Ernst seconded the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Approval of the February 11, 2020 Town Council Meeting Minutes

Council Member Chris Fowler made a motion to approve the February 11, 2020 meeting minutes. Council Member Heather Coleman seconded the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Public Comments - NONE

Public Hearing: ZTA 2020-01 Uses in Gateway Corridor Overlay

The purpose of the proposed text amendment is to clarify that the underlying zoning district shall dictate uses rather than an overlay district. The Planning Board heard the text amendment at their February 19th meeting and voted unanimously to recommend approval.

- **Mayor Cross Opened the Public Hearing**
- **No Public Comments**
- **Mayor Cross Closed the Public Hearing**
- **Possible Town Council Action**

Following review of the proposed text amendments and after the close of the public hearing, the Town Council took the following action:

Council Member Mike Ernst made the motion to approve - The Town Council finds that the amendment is consistent with the Town of Bermuda Run Comprehensive Plan and considers the action to be reasonable and in the public interest. Council Member Curtis Capps seconded the motion, with the motion unanimously approved.

Planning Board Member Appointments

It is recommended that the Town Council consider action to appoint Alternate Member, Tom Brady, to fill the unexpired term of Dr. Ken Peacock's Regular Member position and appoint Erin Hege to fill Tom Brady's unexpired Alternate Member position.

Council Member Heather Coleman made a motion to approve the proposed appointments, with Council Member Curtis Capps seconding the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Presentation – New Davie County Park

Paul Moore, CPRP – Recreation and Parks Director presented information regarding the park at the location of the old Davie High School on Salisbury Rd. in Mocksville.

Town Manager Comments – Town Manager Lee Rollins spoke of the recent Piedmont Triad Regional Council (PTRC) meeting regarding their bike plan, saying it aligns with what Mr. Moore presented tonight regarding the Davie Park.

Council/ Mayor Comments

Curtis Capps – No further comment.

Heather Coleman – Thanked Paul Moore for his presentation and his enthusiasm for the project.

Chris Fowler – Also thanked Paul Moore, saying his presentation was very informative.

Mike Ernst – Was impressed with Paul Moore's knowledge of the subject matter (Davie Park) and added he felt he was the right person for that job.

Mayor Rick Cross – Thanked the Council for their approval of the Planning Board changes, saying that it was a good move to make by welcoming new talents and experience. He also thanked Paul Moore for his presentation, adding that the "speaker series" at the Council meetings will continue.

He and the Town Manager have recently attended HOA meetings, and they also met with Pat Ivey with the NC DOT and were updated regarding the I-40 project. They also met with the Davie Chamber/NC State Chamber delegates recently as well as the local Emergency Planning Committee regarding "Pandemic Planning".

He thanked the Town Hall staff for their continued work during the recent Early Voting, and the voting volunteers that worked tirelessly during that couple of weeks.

He reminded everyone to watch out for CENSUS information forthcoming and to be counted.

Lastly, he thanked everyone for attending and made special mention of a young Boy Scout by the name of Gage that was there to get a merit badge.

Adjourn

With no further business to discuss, Council Member Curtis Capps made a motion to adjourn. Council Member Chris Fowler seconded the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Approved

Respectfully Submitted

Rick Cross, Mayor

Cindy Poe, Town Clerk



(7.)

Town of Bermuda Run Council Members Remote Meeting Rules of Procedure

As authorized by Senate Bill 704, Session Law 2020-03:

The provisions for remote public meetings became effective on May 4, 2020, and only apply when there is a declaration of a state of emergency by the Governor or General Assembly under GS 166A-90.2.

Remote Meetings – Notwithstanding any other provision of law, upon issuance of a declaration of emergency under G.S. 166A-19.20, any public body within the emergency area may conduct remote meetings in accordance with this section and Article 33C of Chapter 143 of the General Statutes throughout the duration of that declaration of emergency.

Quorum – A majority of the actual membership of the council plus the mayor, excluding vacant seats, shall constitute a quorum.

- (a) A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.
- (b) Any member present by means of simultaneous communication in accordance with G.S. 166A-19.24 shall be counted as present for the purposes of whether a quorum is present only during the period while simultaneous communication is maintained for that member."

Member Identification -Any member of the public body participating by a method of simultaneous communication in which that member cannot be physically seen by the public body must identify himself or herself in each of the following situations:

- (a) When the roll is taken or the remote meeting is commenced.
- (b) Prior to participating in the deliberations, including making motions, proposing amendments, and raising points of order.
- (c) Prior to voting.

Voting by Members of the Public Body – Votes of each member of a public body made during a remote meeting under this section shall be counted as if the member were physically present only during the period while simultaneous communication is maintained for that member.

- (a) All votes shall be roll call; no vote by secret or written ballots, whether by paper or electronic means or in accordance with G.S. 143-318.13(b), may be taken during the remote meeting.
- (b) All chats, instant messages, texts, or other written communications between members of the public body regarding the transaction of the public business during the remote meeting are deemed a public record.



(8.)

Budget Message 2020-2021 Fiscal Year

April 28, 2020

The Honorable Rick Cross, Mayor
Members of the Town Council
Bermuda Run, North Carolina

Pursuant to Section 159-11 of the North Carolina General Statutes, I am pleased to present the recommended budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 for your review and consideration. A public hearing is required to allow town residents an opportunity to provide public comment on the proposed budget, before final adoption by the Town Council no later than June 30, 2020. I recommend a public hearing to consider the proposed budget be set for Tuesday, June 9, 2020 at 6:00PM at Town Hall.

The Town of Bermuda Run operates three funds: The General Fund, the Gate Operations Fund and the Utilities Fund.

The **General Fund**, which is the basic operating fund for Town services, is proposed to be balanced at **\$1,691,300**. This represents an 8% reduction in the current budget of \$1,840,300. The proposed budget reflects the significant reduction in anticipated sales tax revenues due to the COVID-19 pandemic. The tax rate is proposed to remain unchanged at the historic level of fifteen cents per one-hundred dollars of valuation. The Town charter has capped the maximum tax rate at fifteen cents. Therefore, any increase in the tax rate beyond fifteen cents would require a vote of the town residents through a referendum.

General Fund Revenue Highlights

Ad Valorem Taxes Collected History: (Percent collected average is 99%)

FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
\$793,359	\$811,935	\$822,354	\$836,701

- **Ad Valorem Tax Revenues are budgeted at \$820,000.** This estimate is based on property tax revenues of \$770,000, and motor vehicle taxes of \$50,000. The anticipated 20% reduction in motor vehicle taxes proposes uncertainty of consistent collection due to COVID-19 and recession issues.
- **Ad Valorem Tax Revenues represent 48% of total projected revenues.**

Sales & Use Tax Revenues History:

FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
\$511,317	\$588,810	\$567,143	\$544,616

- **Sales and Use Tax Revenues are budgeted at \$350,000.** This estimate is based on the hold harmless agreement with Davie County that will provide 20% of sales tax revenues via “per capita” reimbursement formula for the 2020-2021 budget. This estimate assumes an overall 10% reduction in sales tax revenue due to COVID-19 pandemic.
- **Sales and Use Tax represents 21% of total projected revenues.**

Unrestricted Intergovernmental Revenue History:

FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
\$262,845	\$239,684	\$228,940	\$214,109

- **Unrestricted Intergovernmental Revenues are budgeted at \$178,000.** This conservative projection is consistent with the current year end estimate. These state allocated funds are distributed on a quarterly or annual basis.
- **Unrestricted Intergovernmental Revenues** consist of State allocated: Utilities Franchise Tax, Cable Franchise Tax, and Beer & Wine Tax.
- **Unrestricted Intergovernmental Revenue represents 11% of total projected revenues.**

General Fund Expenditure Highlights

- **Street Repairs and Maintenance:** \$520,000 has been designated for on-going street paving maintenance projects, street right-of-way maintenance and snow removal. This investment represents 63% of property tax revenues, which shows the Town Council’s commitment toward focused services.
- **Residential Trash Pickup:** \$205,000 has been designated for trash pickup for Town residents. This increase is due to a CPI rate adjustment by Republic Services of 3.49% effective July 1, 2019, as well as additional residential customers from the new phase of Kinderton Village. Trash pickup represents 12% of budgeted expenditures, or 25% of property tax revenues.
- **Town Streetlights:** \$87,900 has been designated to pay for streetlights. This represents 5% of budgeted expenditures, or 11% of projected property tax revenues.
- **Community Officer:** \$90,000 has been designated for the third year of the Community Officer Program five year agreement to reimburse Davie County Sheriff Department for services rendered.
- **Salaries and Employee Benefits:** \$302,500 has been designated for a total of three full-time employees at Town Hall. A proposed 2.5% cost of living increase for the Town Clerk and Accounting Administrator is included in the proposed budget. This expense represents 18% of the total budget. For many smaller municipalities, this area represents close to 50% of budgeted expenditures.

The Gate Operations Fund:

The Town also administers a **Gate Operations Fund**, as approved by the North Carolina General Assembly. This fund receives revenues from “gate fees” assessed only to parcels of property that lie behind the gated portions of the Town. The Gate Operations Fund is proposed to balance at **\$566,017**. This maintains the current parcel owners and Bermuda Run Country Club assessments, which is located as a line item on the Davie County property tax bill.

Gate Operation Fund Revenue Highlights

- **Property Owner Gate Fees** are projected at \$496,188. This represents a 10% increase in the annual assessment of \$462.00 per parcel. The current annual fee of \$420 has remained consistent for over 10 years.
- **BRCC Entrance Fees** are projected at \$54,829. This represents approximately ten percent (10%) of the total estimated expenses, as agreed upon when the fence assets and operations were deeded over to the Town.

Gate Operation Fund Expenditure Highlights

- **Gate Attendant Services** are projected at \$387,000. This provides for three shifts at twenty-four hours a day, seven days a week. The increase in this line item represents a 95% change over in personnel for the gate houses and with the on-going hourly rate pressure to find quality service. This represents 68% of budgeted expenditures.

The Utilities Fund:

The third fund the Town administers is the **Utilities Fund**. The Utilities Fund is proposed to balance at **\$530,850**. The fund operates and maintains a wastewater treatment plant and sewer collection lines. This system serves residents in the original section of the Bermuda Run Country Club area, as well as residential subdivisions along Bing Crosby Boulevard.

Utilities Fund Revenue Highlights

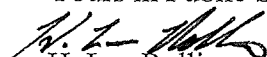
- **Sewer Service Revenues** are projected at \$530,000. This projection is based on mirroring the rates Davie County Public Utilities has set for East Davie sewer customers. Therefore, all Town residents pay the same rates for water and sewer. Due to COVID-19 and recession issues, slow pay in the first quarter of the 2020-2021 budget may take place, but an increase in delinquent accounts is not anticipated.

Utilities Fund Expenditure Highlights

- **Capital Projects** are budgeted at \$229,550. The 2020-2021 budget will see the implementation of constructing a sewer line to tie to the new East Davie Sewer Pump Station and the decommissioning of the more than 30 year old package plant. A Project Ordinance (with projected costs for the project) will be presented to the Town Council for approval when all preliminary engineering and Right-Of-Way certification is complete.

This is my eleventh budget message to the Mayor and Town Council. It continues to be my honor and privilege to assist the Council in ongoing implementation of its plan for the Town's future success.

Yours in Public Service,

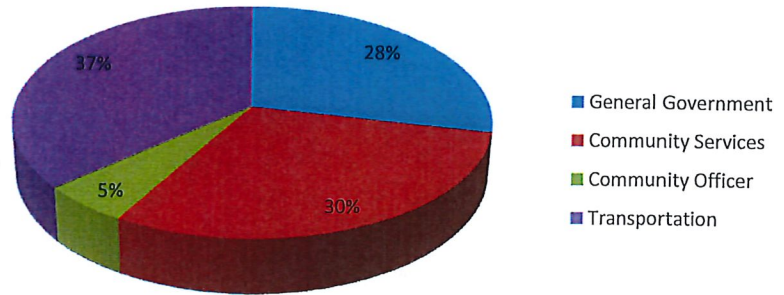

H. Lee Rollins
Town Manager

Town of Bermuda Run General Fund

2020-2021 Proposed Expenses

General Government	\$	478,000	28%
Community Services	\$	505,400	30%
Community Officer	\$	90,000	5%
Transportation	\$	617,900	37%
Total	\$	1,691,300	

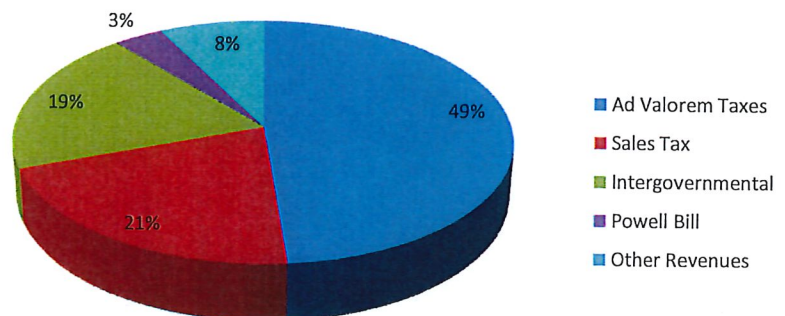
Expense Percent Categories



2020-2021 Proposed Revenues

Ad Valorem Taxes	\$822,000	49%
Sales Tax	\$350,000	21%
Intergovernmental	\$328,000	19%
Powell Bill	\$61,000	3%
Other Revenues	\$130,000	8%
Total	\$1,691,000	

Revenue Percentage Categories

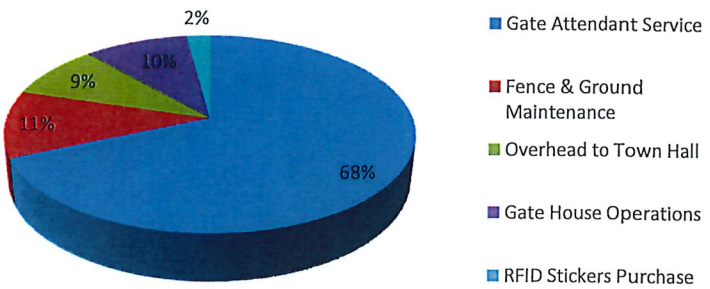


Town of Bermuda Run Gate Operations Fund

2020-2021 Proposed Expenses

Gate Attendant Service	\$387,000	68%
Fence & Ground Maintenance	\$62,000	11%
Overhead to Town Hall	\$50,000	9%
Gate House Operations	\$54,517	10%
RFID Stickers Purchase	\$12,500	2%
Total	\$566,017	

Expense Percent Categories



2020-2021 Proposed Revenues

Property (parcel) Owner Fees	\$496,188	88%
BRCC Fee (10% of expenses)	\$54,829	10%
RFID Stickers	\$15,000	2%
Total	\$566,017	

Revenue Percent Categories

