

Ways and Means Committee
5:45 p.m., Tuesday, March 16, 2010

The regular meeting of the Ways and Means Committee was held at 5:45 p.m. on Tuesday, March 10, 2010 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bergwerf, Bettelli, Buckhannon, Duffy, Loftus, Piening, Stone and Thomas, Mayor Cronin, City Administrator Tucker, City Treasurer Suggs, Assistant to the Administrator Dziuban and City Clerk Copeland. There was a quorum present to conduct business.

1. Mayor Cronin called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Approval of Previous Meeting's Minutes**

MOTION: Councilmember Duffy moved to approve the minutes of the regular meeting of February 16, 2010 as submitted; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments - None**

4. **Financial Statement – Treasurer Debbie Suggs**

A. February 2010 Financial Statement

Treasurer Suggs noted that the financial statement for discussion was through the month of February. The Treasurer reported that, since the end of February, the City has received the final December property tax payment from Charleston County in the amount of nine hundred nine thousand dollars (\$909,000); with this receipt, the General Fund revenue is at sixty-six percent (66%) of budget. She directed attention to page 17, Revenues; she noted that Property Tax Revenue is at eighty-five percent (85%) of budget with the March payment, so that budget line should be met. Local Option Sales Tax is at fifty percent (50%) of budget; these revenues are tracking only two percent (2%) behind FY09 actual. In addition, Treasurer Suggs reported that February had been a very good month for Business Licenses, and she now believes that that budget is attainable as well

On the expenditure side, the General Fund overall is at sixty-four percent (64%) of budget when the February target is sixty-seven percent (67%). All Departments are at or below budget, except General Government that has made the annual principal and bi-annual interest payment on the Public Safety Building.

The Treasurer said that interest rates continue to be very low, i.e. 0.4% at BB&T and 0.3467% at LGIP. Through March 12, 2010, cash available was at thirty-five percent (35%) of annual General Fund Expenses.

B. Tourism Schedules

No change has occurred in State Accommodations Taxes since last month; Municipal Accommodations Fee collections are only a couple of hundred dollars behind those of FY 09. On the contrary, Hospitality Tax Collections are off twelve percent (12%) from last year.

C Projects Status

For both the Beach Restoration Project and the Public Safety Building, nominal activity took place during the month, and Committee members had no questions regarding the projects.

5. Old Business - None

6. New Business

A. Recommendation from the Public Works Committee to Amend the Contract with Civil Site Environmental in the Amount of \$20,800 to include Preparation of the bid Package and Technical Support During Construction of the 54th-57th Avenue Drainage Project.

MOTION: Councilmember Duffy moved to Amend the Contract with Civil Site Environmental as stated; Councilmember Bergwerf seconded and the motion PASSED UNANIMOUSLY.

B. Recommendation for Award of Contract for 41st Avenue and Palm Boulevard Intersection

Administrator Tucker reported that the goal is to complete this project prior to Memorial Day; the bid was opened earlier today with hopes of awarding a contract at the March 23 Council meeting for work to begin by April 1. Mark Yodice and Jeff Ingham of Thomas and Hutton were present; they have reviewed the seven (7) bid documents and recommend awarding the contract to Sanders Brothers as the low responsive bidder with a base bid of forty thousand eighty-nine dollars and seventy cents (\$40,089.70). There were two (2) alternates with the bid package; Alternate 1 called for widening the travel lane two (2) feet as a vehicle makes the left turn through the intersection traveling west, and Alternate 2 called for an extension of the asphalt overlay area. The bids from Sanders Brothers for the alternates were twelve thousand nine hundred fifty dollars (\$12,950) and five thousand two hundred forty dollars (\$5,240), respectively making the total package cost fifty-eight thousand two hundred seventy-nine dollars and seventy cents (\$58,279.70). The Administrator reported that, in a meeting held just before the Committee meeting, she and the Mayor had discussed extending the overlay through the curve on Palm Boulevard to fill a depression in the pavement rather than widening the two feet (2 ft) in Alternate 1, but limit the cost to that quoted for Alternate 1.

The Administrator noted that, should the Committee decide to award the contract, the source(s) of funding must also be determined since this is an unbudgeted expense. After conferring with the Treasurer and studying the FY10 budget, two (2) line items were located for projects that have not been done; therefore, the funds could be re-directed to this project. There is fifty-five hundred dollars (\$5,500) in the Tree Fund for Beautification that could be used for the landscaping, and there is seventy-five hundred dollars (\$7,500) earmarked to refurbish some of the street print that could be used for the crosswalks. The balance of forty-five thousand two hundred seventy-nine dollars and seventy cents (\$45,279.70) is recommended to be funded from the Municipal Accommodations Fund Balance that is projected to have a year-end balance in excess of eight hundred thousand dollars (\$800,000).

Councilmember Stone asked for clarification on the purpose of Alternate 1; Mr. Ingham stated that it would provide a bigger turning radius for large trucks. Councilmember Stone followed up by asking if the Fire and Police Departments had reviewed the layout and whether the Fire Department had requested the additional turning space. Administrator Tucker responded that both Chiefs had been involved in the planning process with the Thomas and Hutton; she indicated that the two feet (2 ft) were added to provide as much rolling space as possible, but it is not absolutely essential.

In response to Councilmember Stone's concerns over the expense to repave the entire area, Mr. Ingham stated that part of the reason was aesthetics. He noted that a large amount of thermoplastic was in the intersection and that it would be difficult to make it attractive without the overlay. He added that he did not know of any problems with the asphalt in the area, but the overlay would add to the structural integrity.

Councilmember Duffy recalled that 41st Avenue had been in Charleston County's repaving schedule; Administrator Tucker reminded the Committee that, because the IOP Water and Sewer Commission was going to be tearing up 41st Avenue to lay new piping, the repaving of 41st Avenue had been taken off Charleston County's list and probably would not come around for two (2) years.

MOTION: Councilmember Bettelli moved to recommend awarding the contract to Sanders Brothers in the amount of \$40,089.70 for the base project for the 41st Avenue and Palm Boulevard Intersection Improvements to be funded with \$5,500 from the Tree Fund, \$7,500 from Refurbish Street Print and the remaining \$27,089.70 from Municipal Accommodations Fee Fund Balance; Councilmember Duffy seconded.

Councilmember Bettelli noted that the City is in a tough budget year, and, although he would like to see the alternates accomplished, he thought the City should pursue the least costly method.

When Councilmember Thomas asked how much work time was involved in the project, Mark Yodice of Thomas and Hutton stepped forward and responded that actually paving would take one (1) day and that there would probably be ten (10) full working days on site. He commented that the thermoplastic that Mr. Ingham had referenced was like a tape that was used to mark the lines and arrows, and, when it was pulled up, it did not come up entirely, so the overlay was to cover the scar left by the thermoplastic.

VOTE: The motion PASSED on a vote of 8 to 1 with Councilmember Stone casting the dissenting vote.

C. Review of FY 2010-2011 Operating Budgets

Administrator Tucker stated that she would be concentrating on budget line items that have increased. She noted that, when she, the Treasurer and Department Managers work on budgets, they use multiple sources of information, such as expenditures to-date, contractual obligations, bond schedules and prior year-end numbers of recent years, as well as endeavors

Council has tasked the staff to undertake and those endeavors that have been completed, in an effort to make the most accurate calculations possible. As progress is made with the budget, discussions will expand to the accommodations tax budgets, and in April the revenue projections will be available for comparison to the expenditures. Preliminary foreshadowing of revenues by the Administrator indicated that they will be flat or lower than FY 10; assuming that is the case, City Council will have three (3) choices, i.e. (1) find alternate revenues, (2) cut spending, or (3) do some reallocations of spending from fund to fund to achieve the goals of the budget.

General Fund

Mayor and Council

Meetings and seminars	\$13,600
Increase due to travel to and attendance at CALEA conference assuming the Police Department is considered for re-accreditation.	
Insurance	2,093
Although lower than FY 10, the employee bond for the Mayor has been included	

Councilman Buckhannon noted that there had been no movement on Council's part to acquire laptops in this fiscal year and that the money set aside for laptops was being re-budgeted for FY11.

MOTION: Councilman Buckhannon moved to use the \$8,000 from the FY10 budget toward the 41st Avenue and Palm Boulevard Intersection Improvement Project; Councilmember Stone seconded.

VOTE: The motion PASSED UNANIMOUSLY.

Councilmember Buckhannon recommended that the amount on this line item not be retained in the FY11 budget except leaving five hundred dollars (\$500) in the Non-capital Tools and Equipment line for the replacement of radios/pagers.

Councilmember Loftus expressed the opinion that, due to economic conditions and the need to keep expenditures to a minimum, only necessary personnel should attend the CALEA conference. Following brief discussion, Mayor Cronin suggested that the Meetings and seminars line be reduced to ten thousand dollars (\$10,000), and the Committee agreed.

General Government

Administrator Tucker stated that eight percent (8%) of the ten percent (10%) increase in the General Government budget was from scheduled bond payments and two percent (2%) from actual operating expenses.

The Administrator noted that, in the Salaries line for all departments, there was an estimated four percent (4%) pool for performance-based adjustments to be effective January 1, 2011, and that increase affects FICA expense, Retirement expense and LTD insurance.

Salaries	\$320,094
FICA Expense	24,487
Retirement Expense	30,057
Group health insurance	36,478
Provider has foreshadowed increase; have estimated 10%.	
Workers' Compensation	10,243
Based on estimated salaries with a 5% increase from provider.	
Debt service – Principal	378,000
60% of Rec bond, 100% PSB bond, 40% FS#2 bond	
Debt Service - Interest	358,114
60% of Rec bond, 100% PSB bond, 40% FS#2 bond	
Memberships & dues	4,524
Specific memberships/dues were detailed in the budget notes.	
Meetings & seminars	5,200
Increased to include CALEA travel and attendance.	
Medical & lab	800
Increased to reflect actual.	
LTD insurance	1,440
Calculated on full-time salaries.	
Advertising	15,000
Reduced per Council mandate.	
Rents and leases	11,920
Copier lease increased to reflect actual; previously split with Police Dept.	
Employee training	15,000
NIMS training and city-wide Excel/Word training.	
Professional Services	37,552
Primary source of increase is digitization of City's historical records (minutes).	

Councilmember Stone voiced his opinion that “Telephone and Cable” appeared to be quite high for City Hall; Administrator Tucker called on Chief Buckhannon who related that the City had negotiated a new contract for these services at the end of the last budget year and reduced the overall expense to the City by eight hundred dollars (\$800) per month.

Councilman Buckhannon expressed interest in the increase in “Employee Training” between FY 09 and FY 10; Treasurer Suggs explained that the provision for tuition reimbursement was included in this line, and the City has one (1) participant. The Treasurer stated that the expenditure to-date in that line has been seventy-two hundred fifty-two dollars (\$7,252).

Councilman Buckhannon stated that he saw six thousand dollars (\$6,000) as undesignated funds in the General Government budget; he noted that he thought that figure to be high and was interested in knowing if those funds had been spent in the current year’s budget and, if so, how they had been spend. Administrator Tucker said the detail could be obtained for him and explained that those cushions were in the budget each year because it seem impossible to account for everything that could happen in a year.

In addition, Councilmember Buckhannon asked Treasurer Suggs how much had been spent of the three thousand dollars (\$3,000) allocated for “Storm Preparation and Cleanup;” Treasurer Suggs said that forty dollars (\$40) had been charged to that account.

Police Department

Salaries	\$1,312,658
FICA expense	100,418
Retirement expense	143,317
Group health expense	253,892
Workers' compensation	67,563
Meetings and seminars	8,000
Increased for travel and attendance at CALEA.	
Vehicle fuel and oil	90,625
Water and sewer	5,500
Based on annualized actual.	
Non-capital tools and equipment	2,000
Desktop computers that are under the \$1,000 capitalization cap are in this line.	
Maintenance and service contracts	35,580
HVAC previously under warranty and increased Enterpol expense, other items as detailed.	
Cleaning and sanitary supplies	2,000
Increased based on actual.	
LTD insurance	5,907
Calculated on full-time salaries	

In response to Councilmember Stone's inquiry about housekeeping services for the Public Safety Building, the Administrator commented that the expense is included in "Maintenance and service contracts."

Fire Department

Administrator Tucker explained that the extra column had been added to the budget in response to a request from the Public Safety Committee to track the expenses directly attributable to the additional firefighters that were being requested for the Fire Department. She continued that Captain Maibach would make a presentation on the need for those firefighters once she has completed the review of the Department's budget.

	<u>w/o additional</u>	<u>w/additional</u>
Salaries	\$1,381,581	\$1,481,439
Salaries – part-time	36,238	36,238
FICA expense	108,463	116,102
Retirement Expense	162,936	174,449
Group health expense	257,733	279,361
Workers' compensation	69,873	74,882
Vehicle fuel and oil	27,500	27,500
Vehicle maintenance	50,000	50,000
Based on 1 PM and 3 routine oil changes per year and on fact that fleet is aging.		
Electricity and gas	22,706	22,706
Based on annualized actual plus 5% estimated SCE&G increase.		
Telephone and cable	36,108	36,208
Internet and cable for both stations.		

Non-capital tools and equipment General equipment needs.	6,500	6,500
Maintenance and service contracts Detailed in budget notes.	28,235	28,235

Councilwoman Bergwerf questioned that both the Fire and Police Departments were budgeting forty-five hundred fifty dollars (\$4,550) for housekeeping; the Administrator confirmed that was correct.

Machinery and equipment repair Increased based on actual; ethanol gas usage impacting small engines/motors	10,000	10,000
LTD insurance	6,217	6,666
Insurance Property, liability, underground fuel tank and flood; estimated 5% increase from provider.	70,468	70,468
Professional Services Increase in annual ladder testing fees and addition of annual backflow testing.	4,160	4,160

Councilmember Loftus questioned Administrator Tucker about increases in FY 10 in “Uniforms” and “Employee Training” when the City has not increased the number of personnel; he asked for justification for not returning to the FY 09 budget figures. The Administrator stated that she and the Treasurer would look at those expense lines to know what has been spent year-to-date and what is anticipated before the end of the year to determine if either, or both, lines can be reduced.

Administrator Tucker shared with the Ways and Means Committee her recommendation to the Public Safety Committee not to fund the three (3) additional firefighters; she stated that her recommendation was not based on need, but on the lack of affordability by the City in this year. She noted that the Committee thought it was important that the entire Council be aware of the need and how it could impact the City.

At this time, Captain Maibach provided the Ways and Means Committee with the information Chief Graham had presented to the Public Safety Committee and the PowerPoint presentation, both of which explain the need for one (1) additional firefighter per shift. These presentations are attached to the historic record of this meeting as Exhibits A and B.

Administrator Tucker commented to the two (2) most significant facts to be gleaned from Captain Maibach’s presentation, from her perspective, as the following:

- If there is an ISO evaluation that re-rates the City, there is a chance that the City’s rating would degrade, based on the standards ISO uses regarding staffing, and there would be an effect on residents’ insurance premiums;
- While there is no doubt that the Fire Department will do all in its power to salvage property and rescue persons in distress in a fire situation, technically there could be a circumstance when they could not enter because there was no backup team.

The Administrator noted that Isle of Palms was most likely not the only municipality to find itself in the position of being unable to staff its Fire Department to the levels that the ISO, NFPA and OSHA would like in these austere economic times. She also emphasized that the addition of three (3) firefighters does not take the City to the 2001 recommended staffing level by ISO.

Councilmember Stone questioned why involvement by the Fire Chief, Fire Inspector or Captain Maibach was not reflected in the scenarios the Captain described; Administrator Tucker responded that, according to ISO standards, the Chief could not participate, because she has overall responsibility. Captain Maibach added that Chief Graham and the Fire Inspector were typically on the island Monday through Friday, 8 am to 5 pm. Incidents that occur after hours and on weekends would create a delay in their participation.

Councilmember Loftus commented that Captain Maibach had not mentioned the part-time firefighters; the Captain stated that the role of the part-time firefighters was to fill in when full-time personnel are sick or on vacation, but they are not generally brought in to supplement the regular staffing positions. Councilmember Loftus asked whether Chief Graham brought in part-time personnel for busy weekends during the tourist season; Captain Maibach confirmed that was correct, but they were only brought in for daytime hours.

Councilmember Bettelli recalled that Chief Graham had been asked to review the use of part-time personnel during the busiest time of the season and to increase the part-time salaries expense line in the proposed FY 11 budget; Administrator Tucker responded that there had not been enough time between the Public Safety meeting and Ways and Means to compile those figures.

Councilmember Piening asked how many mutual aid calls had been run in 2009; Captain Maibach estimated that there had been twenty to thirty (20-30). Mayor Cronin clarified that the number refers to calls coming to the island for assistance, with an additional twenty to thirty (20 to 30) calls for leaving the island to assist other departments.

MOTION: Councilmember Loftus moved not to increase staff in the Fire Department at this time; Councilmember Piening seconded.

Councilmember Loftus voiced his opinion that the Fire Department does a terrific job, but the City cannot afford additional personnel at this time. Councilmember Bettelli thanked Captain Maibach for detailing all of the tasks in which the Fire Department's staff are involved.

Councilmember Bergwerf stated that she anticipates the additional firefighters to be cut from the proposed budget; therefore, she believes that the Chief should have more flexibility to use part-time firefighters in the tourist season.

The Fire Department Budget proposed for FY 11 has a nine percent (9%) increase without the new firefighters and a sixteen percent (16%) increase with the additional firefighters; the total cost of the additional firefighters is one hundred forty-six thousand dollars (\$146,000).

Vote: The motion PASSED UNANIMOUSLY.

Councilmember Buckhannon was concerned that the budget contains ten thousand dollars (\$10,000) in general maintenance, between the Fire and Police Departments, for a new building. Mayor Cronin asked that Treasurer Suggs profile the expenses going into these line items.

Councilmember Loftus asked whether the seven thousand dollars (\$7,000) earmarked as "Miscellaneous and Contingency" could be reduced to the FY 09 amount; the Administrator agreed to detail this line item, as well. She added that they would look at the unexpected situations that have been paid from these funds over the past several years.

Public Works Department

Salaries	\$443,754
FICA expense	33,947
Retirement expense	41,669
Group health insurance	87,491
Workers' compensation	30,473
Vehicle fuel and oil	79,688
Electricity and gas	72,906
Water and sewer	3,500
Increase based on most recent 12 months' actual.	
Machinery and equipment repair	5,000
Increased to cover higher number of City-owned drainage pumps.	
LTD insurance	1,997
Professional services	3,000
Underground storage tank testing and added \$2,000 for annual stormwater management fee that was previously in the Building Department budget.	
Temporary labor	162,614
Increased due to minimum wage increase; 50% of expense is offset from Municipal ATAX.	
Contracted Services	37,000
Fee paid for yard debris taken to 4B dumpsite; cost \$74/17 yd truckload; 500 truckloads in last 12 months.	

Councilmember Stone asked what electric and gas the Public Works Department was responsible for that the line item expense is in excess of seventy thousand dollars (\$70,000); Treasurer Suggs responded that the City's streetlights are under Public Works.

The Public Works budget as proposed has an increase of three percent (3%).

Building and Planning Department

Salaries	\$194,334
FICA expense	14,867
Retirement expense	18,248
Group health insurance	37,009
Workers' compensation	6,185
Memberships and dues	1,500
Increase based on actual.	

Vehicle fuel and oil	5,049
FY 10 budget failed to include fuel for Director's vehicle.	
Maintenance and service contracts	5,540
Includes housekeeping and pest control for 6 months in current building and 6 months in City Hall; also HVAC contracts.	
Medical and lab	300
Increase based on actual.	
LTD insurance	875

Councilman Duffy asked how "Professional Services" had decreased so dramatically; the Administrator recalled that the FY 10 budget had included the digitization of records.

Overall, the Building and Planning Department proposed FY 11 budget has an increase of one percent (1%).

Recreation Department

Salaries	\$ 287,397
FICA expense	32,961
Retirement expense	29,057
Group health insurance	50,464
Workers' compensation	10,270
Vehicle fuel and oil	4,938
Electricity and gas	37,277
Telephone and cable	11,100
Increase based on actual; now includes internet access via Nuvox.	
Water and sewer	4,800
Based on last 12 months' actual.	
Maintenance and service contracts	30,000
Increase based on actual; includes expenses related to cardio equip, ball field lights, HVAC, fields and building. Generally aging equipment requires more maintenance.	
Cleaning and sanitary supplies	4,500
Increased slightly based on 12 months' actual; facility hours and usage continue to increase.	
LTD insurance	1,293

When Councilmember Loftus questioned the increase to "Cleaning and sanitary supplies," Administrator Tucker informed him that, for the current fiscal year, the expense line is running over budget, in part because the Recreation Center is open for longer hours.

As proposed, the Recreation Department budget indicates an increase of three percent (3%).

Judicial and Legal

Salaries	\$ 51,883
FICA expense	5,576
Retirement expense	6,844
Group health insurance	7,209
Workers' compensation	2,051

Memberships and dues	400
Increase based on actual.	
Maintenance and service contracts	4,900
Annual court system update = \$3,800; NRVC printing program = \$600; 2 nd language interpreter = \$500.	

Councilmember Bergwerf asked for additional explanation of the court system update; Administrator Tucker stated that this was software updating for changes to state law in terms of the allocations for fines that ensures that the City remits the proper amounts to the state.

The Judicial and Legal FY 11 budget as proposed has an increase of two percent (2%).

Parking Meter Department

Salaries – part-time	\$ 28,500
Four seasonal full-time Beach Services Officers; 2 funded with Municipal ATAX and 2 funded with Hospitality taxes. Pay rate is \$9.50 per hour.	
FICA expense	2,180
Workers' compensation	967

This budget has a decrease of twenty-six percent (26%).

In total, General Fund expenditures, as presented, have an increase for FY 11 of eight percent (8%).

Marina Fund

Marina Fund Revenues

Administrator Tucker explained that the biggest distinction in this proposed budget is on the line for "Marina Restaurant Lease Income" with a decrease resulting from the recently executed amendment to the lease suspending the additional rent portion of the lease until 2013. She stated that "transfers in" are primarily for debt service. The transfers-in for dredging from State ATAX and Hospitality taxes are re-budget items since nothing was done toward dredging in the present fiscal year.

Marina Store

The Administrator commented that, generally, there were not many changes year to year other than the fluctuations in the marina debt interest. There is a slight increase in the property, liability and flood insurance premiums that re reimbursed to the City by the tenant.

Marina Operations Marina Restaurant

These, too, have little variation year to year; depreciation is some less than FY 10.

Marina Waverunner Operation

The only change is the two hundred dollars (\$200) that is their portion of the insurance.

Councilmember Buckhannon asked what the timeframe was for dredging. Administrator Tucker responded that the old permit has expired and money was allocated in this year's budget for design and permitting, but no work was done; the FY 11 budget reflects a re-budgeting of those funds. The Morgan Creek Association has asked for a meeting with her to discuss the dredging project, and she is hoping that the same process can be repeated that existed for the last project. She recounted that, for the previous project, the City had been the permittee for it and that the Morgan Creek Association had provided the financing. The Administrator did report that the Morgan Creek Association had indicated that they would like some financial participation from the City.

Councilmember Piening questioned that City Council had voted to suspend the Morgan Creek Grill lease by approximately one hundred thousand dollars (\$100,000) in additional rents over three (3) years; Administrator Tucker assured him that Council had approved the action.

Mayor Cronin stated that the operating budgets as presented likely exceeded the City's capabilities, and a budget workshop needed to be scheduled to work through reductions and/or re-allocations. He recalled that the workshop last year had followed the regularly scheduled Ways and Means meeting; the Committee agreed to do the same, so the budget workshop will follow the Ways and Means Committee meeting of April 20.

7. Miscellaneous Business

Mayor Cronin stated that the MASC Elected Officials program will hold a class on basic budgeting at the Council of Governments offices on 6 to 9 p.m. on Thursday, March 25; Councilman Stone is planning to attend, and it is open to all members of Council.

Councilmember Stone voiced his opinion that, contrary to statements made by Councilmember Bergwerf at the meeting of February 23, limiting the occupancy of new short-term rentals would decrease the City's revenues. He reported that he had contacted the seven (7) management companies on the island and learned that, over the last year, twenty-five (25) properties with five (5) bedrooms or greater had left the rental pool. As a result, he was asking for consideration from the Ways and Means Committee for a fiscal impact study to be done to determine where the City would actually be relative to accommodations taxes, hospitality taxes and four percent and six percent (4% and 6%) transition over the next five, ten and twenty years (5, 10, and 20 yrs.).

Mayor Cronin suggested that any decision to follow that course be delayed until after the City Council meeting on Tuesday, March 23.

Councilmember Bettelli urged all citizens to complete the census forms and to get them back in the mail.

Next Meeting Date: 5:45 p.m., Tuesday, April 20, 2010.

8. **Executive Session - None**

9. **Adjourn**

MOTION: Councilmember Duffy moved to adjourn the meeting at 8:16 p.m.;
Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk