

**Town of Sunset Beach
Council
2011-2012 Budget Work Session
June 13, 2011**

Members Present: Mayor Ronald Klein, Mayor Pro-Tem Lou DeVita, Councilman Bob Bobinski, Councilwoman Karen Joseph, Councilwoman Carol Scott, and Councilman Wilson Sherrill.

Members absent: None

Staff Present: Gary Parker, Town Administrator; Donna Rogers, Finance Director; Dustin Graham, Public Works Department Director; Sandy Wood, Chief Building Inspector; Chris Barbee, Fire Chief; Lisa Massey, Police Chief and Lisa Anglin, Town Clerk.

Mayor Klein called the Budget Work Session to order at 9:00 am.

Gary Parker and Donna Rogers provided the following information at the request of Councilwoman Scott:

1. Cell Phone Cost

Donna Rogers explained that the current cell phone contract is with ATMC-AT&T. Blackberry phones are provided for Gary Parker, Chris Barbee, Scott Bookout, Lisa Massey, Police Detective team, Dustin Graham and Sandy Wood at a cost of \$64 per month. All other employees are provided with a basic cell phone containing texting and phone capabilities only at a cost of \$17 per month.

2. Vehicles Driven Home

Gary Parker advised that the following employees drive Town vehicles home:

Police Chief	Deputy Police Chief	Detective
Deputy Police Chief of Patrol	Chief Building Inspector	Public Works Director
Fire Chief	Assistant Fire Chief	

Gary Parker advised that this policy was put in place many years ago due to these positions constant “on call” status. The prior administration and Council implemented this policy so when the employee was called in they could report directly to the scene without having to stop at Town Hall first. Councilwoman Scott questioned the Chief Building Inspector and Public Works Director as to the number of times they are called in after hours and on weekends. Both gave numerous examples of when called back in.

3. Inspections Department Service Contracts

Donna Rogers advised that the Inspections Department Service Contract Budget line item contains the following:

\$2,800 – Computer	\$2,900 – Software	\$240 - Printer
\$360 – Copier (BID portion)	\$200 – Pest (BID portion)	\$885 – Generator (BID portion)
\$277 – Postage Lease (BID portion)	\$2000 – Miscellaneous services/supplies related to the contracts	

4. Pay Scale Adjustments

Gary Parker reviewed Maintenance I and II pay ranges gathered from municipalities with like size populations with the Council. Gary Parker advised that an in depth review of the pay scale for the lowest paid positions is underway and Council will be provided with the results and a recommendation at the June 21, 2011 Work Session.

General Fund Expense Budget

Revenue Consultants

Councilman Bobinski asked if the Town has considered contracting with a consultant to review the revenue sources to determine if additional revenue could be found. Gary Parker advised that most revenue is generated from state appropriations and taxation. Gary Parker advised that Staff is very conscience and diligent in ensuring that the revenue stream is watched very closely.

Code Enforcement

Gary Parker advised the Council of a request from Bob Tone, Code Enforcement Supervisor, to increase the Code Enforcement employees pay from \$10 to \$10.25 per hour and the Code Enforcement Supervisor pay from \$13.25 to \$13.59 per hour resulting in a budget increase of \$322.70. The Council reached a consensus to discuss the Code Enforcement pay increase during the July Work Session.

Part-Time Administrative Assistant

Gary Parker advised the Council of a request from several Department Heads to hire Mary Barton as a permanent part-time administrative assistant at a total cost of \$8,144. Ms. Barton has been serving in this capacity through the United Way Senior Aid Program; however the program has been reduced due to budget cuts beginning June 19th and will more than likely be discontinued completely in the coming months. The memo outlined the need for the assistance in the Clerk, Finance, Customer Service and Building Inspections Departments.

COUNCILMAN SHERRILL MADE A MOTION TO HIRE MARY BARTON AS A PERMANENT PART-TIME ADMINISTRATIVE ASSISTANT EFFECTIVE IMMEDIATELY. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The cost of \$8,144 for this position will be added to the Administration (4120) Budget line item.

Donations to Organizations

Gary Parker advised that Brunswick Family Assistance has provided the Town with a current financial statement and \$1,000 has been added to the Donations for Organizations Budget.

Chamber of Commerce donations

Donna Rogers advised that contact was made with the surrounding municipalities concerning the amount of Chamber of Commerce donations being made: Shallotte - \$3,000; Carolina Shores - \$500; Calabash - \$100 and Ocean Isle Beach - \$10,000.

MAYOR PRO-TEM DEVITA MADE A MOTION TO SEND A LETTER ALONG WITH A \$2,500 DONATION TO THE CHAMBER OF COMMERCE EXPRESSING THE COUNCIL'S DISSATISFACTION WITH THE CHAMBER'S REPRESENTATION OF SUNSET BEACH AND EXPLAINING THAT THE DONATION HAS BEEN REDUCED THIS YEAR AND WILL BE FURTHER REDUCED IN THE FUTURE IF THE COUNCIL DISSATISFACTION CONTINUES. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

General Fund Expense Budget (Cont.)

Public Works Department Training

Donna Rogers advised that Brunswick Community College in Supply and Southeastern Community College in Whiteville were contacted concerning training in landscape maintenance for the Public Works Employees. Each college offers a 6 weeks training program (1 night per week) for \$65 plus \$35 book fee per employee. Gary Parker advised the Council that the Brunswick County Cooperative Extension Office will conduct 3 free training sessions beginning next week. The Council discussed the need for a consultant to consolidate the ongoing projects (streetscape, bike/pedestrian path, sewer, parking, gazebo lot, bridge landscaping, etc.) into a project management plan. The plan needs to consists of a timeline of when specific tasks (electrical, plumbing, planting, paving, etc.) for each project needs to be done in order for all projects to be completed in the most cost effective and timely manner. Gary Parker advised that Council will receive the bridge landscaping and gazebo lot plans during the August Work Session.

Fire Department Apparatus Replacement Schedule

Gary Parker advised that due to budget constraints the boat purchase had been delayed since the department has two boats now. However, with the recent damage to one and the ongoing repairs needed for the second, the Council reached a consensus to purchase the new boat at a cost not to exceed \$21,000.

Public Information Computer

Donna Rogers advised that the cost to install a computer in the lobby for public use is \$250 - \$300.

Town Reserves for SR Funds (9840)

The Council discussed the importance and need to fund the special revenue accounts. The Council reached a consensus to fund the following reserve accounts:

- 10-9840-981 Reserve for Beach Erosion - \$10,000
- 10-9840-985 Street Paving - \$150,000
- 10-9840-989 Bike/Walk Path - \$100,000.

Donna Rogers will prepare a Resolution for Council to consider during the June 27, 2011 meeting concerning appropriating no funds for the Reserve for Future Development Account in the 2011/2012 Budget.

Tax Rate

After a brief discussion, the Council reached a consensus to increase the tax rate to 10.5¢ to combat the decrease in property taxes due to the re-evaluation and to reduce the amount taken from fund balance to balance this budget.

MAYOR PRO-TEM DEVITA MADE A MOTION TO INCREASE THE 2011/2012 TAX RATE TO 10.5¢. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Merits/COLA for Staff Members

The Council discussed merit increase systems, COLA allowances and the effects of each on the pay scale minimum/maximum ranges. Councilwoman Joseph advised that Section 7 Merit System Subsection B Merit Salary Increases only addresses merit increases for newly hired or promoted employees but does not address employees that do not fit into either categories which is the majority of Town staff; therefore a personnel policy amendment is needed.

Merits/COLA for Staff Members (Cont.)

COUNCILMAN SHERRILL MADE A MOTION TO APPROVE A MERIT INCREASE OF UP TO 2.5% PER EMPLOYEE BUT THE TOTAL INCREASES ARE NOT TO EXCEED 2.5% OF THE TOTAL GROSS PAYROLL FOR EACH DEPARTMENT. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE. COUNCILMAN SHERRILL AND MAYOR PRO-TEM DEVITA VOTED YES. COUNCILWOMAN SCOTT, COUNCILWOMAN JOSEPH AND COUNCILMAN BOBINSKI VOTED NO. THE MOTION DID NOT PASS.

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE A COLA INCREASE OF 2% PER EMPLOYEE AND THAT A SALARY RANGE STUDY BE CONDUCTED. COUNCILMAN BOBINSKI SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE. COUNCILMAN BOBINSKI, COUNCILWOMAN SCOTT AND COUNCILWOMAN JOSEPH VOTED YES. COUNCILMAN SHERRILL AND MAYOR PRO-TEM DEVITA VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

The meeting adjourned at 12:00 pm.

Town of Sunset Beach

Ronald F. Klein, Mayor

Submitted by:

Lisa H. Anglin, Clerk