

Minutes
Town of Atlantic Beach, North Carolina
Town Council Work Session
Monday, May 2, 2005

The regularly scheduled work session of the Atlantic Beach Town Council was held Monday, May 2, 2005 at 6:00 p.m. in the Council Meeting Room.

Members Present: Mayor Eddie Dawkins; Mayor Pro Tem Doug Creech; Council Members Harry Archer, Jim Bailey, Tom Doe and Christie Roberson

Members Absent: None

Others Present: Chuck Cooper, Town Manager; Scott Kilpatrick, Police Chief; Marc Schulze, Public Works Director; Adam Snyder, Fire Chief; Donna Turner, Direction of Inspections; Sabrina Simpson, Business Officer; Leslie H. Eldredge, Town Clerk

CALL TO ORDER AND ROLL CALL

Mayor Dawkins called the meeting to order at 6:03 p.m. All Council members were present.

Although this was a regularly scheduled work session, the only agenda item was the FY 2005/06 budget. The Mayor turned the meeting over to the Town Manager.

The Town Manager provided the Town Council with some updates for their budget working documents. He recently received an updated figure from Carteret County for the Town's property tax base showing that it is now a little over \$860 million, which is now reflected in the revenue figure.

1. Administrative Services

The Administration and Finance Departments were combined into one department, Administrative Services. The water billing clerk is now included under Administrative Services, and some former items that had been allocated to individual departments, such as computer purchases and advertising, are now combined under Administrative Services for better management. A new line item for flags has been included under Governing Body. There is a new line item titled "Printing and Publications," and the quarterly citizen newsletter (*The Ocean Breeze*) has been moved from Community Promotions to this new line item. The telephone system and equipment rental line items have been combined into one line item titled "Equipment Rental."

Four activities are identified under Administrative Services: Finance, Administration, Town Clerk and Governing Body.

Finance

Includes classic activities such as budgeting; budget preparation and control; accounting control; cash receipting; billing and collections; purchasing and accounts payable; payroll and benefits administration; revenue, taxes and fees management; investment management; daily and monthly operational reporting; and annual reports, including the Comprehensive Annual Financial Report (CAFR) and reports to the Local Government Commission (LGC). FTE is 3.5 for this activity. Professional Services relates to the audit.

Administration

FTE is 1.5 for this activity. Includes citizen contact, mail services, personnel administration, event development and management, and general administrative functions.

Town Clerk

Includes legal advertising, Municipal Code Corporation, and printing and publications, among others.

Governing Body

Includes professional services (primarily the Town Attorney), flag line item, and community promotions, among others.

Debt Service

Management of the General Fund debt service.

Equipment and Capital Outlay Needs

Most are for FY 2006/07. Some of the items included are part-time contract services for clerical assistance for the Town Clerk and others, and recodification of the Town Code (which should be performed at least every 10 years; it is estimated that this has not been done since 1991). Councilman Doe and the Town Clerk stressed the importance of archiving minutes, and Councilman Doe asked that quotes be obtained for indexing and archiving minutes.

2. Personal Services

The first page summarized the impacts of the proposed 2.5% COLA, the 401(k) change (all employees now receive a 5% contribution), and health insurance cost increase. This page also shows impacts of other percentage COLA increases (2%, 1.5%, 1% and 0%), and Councilman Doe wondered if it would be a good idea to select a COLA percentage that would take into account the fact that all employees are now receiving a 5% contribution to the 401(k), which resulted in a \$27,000 increase in the contributions. Subsequent sheets showed specific salary adjustment requests made by individual departments (probation increases, promotion

increases, certification increases). Mr. Cooper said these details suggested to him the need for a pay classification and salary study, and Council agreed.

3. Community Promotions

Last year's list was provided, as well as requests for contributions that had been received to date. The Town Council will discuss Community Promotions at a later date.

Councilman Creech suggested that now the Council should review the capital outlay items to see if they could be added to the budget and examine other areas to see if they could be reduced a little. Council agreed it was a good idea.

Mayor Dawkins thanked and commended the Town Clerk for all the work she had done for the Town over the last four years and wished her well in her new job in Raleigh.

4. Adjournment

There being no further business before the Town Council, Councilman Creech made a motion to adjourn the meeting. Councilman Archer seconded, and approval was unanimous, 5-0. It was 6:57 p.m.