

MALABAR TOWN COUNCIL BUDGET WORKSHOP
AUGUST 2, 2007 7:30 PM

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road.

A. CALL TO ORDER:

The meeting was called to order at 7:30 pm by Mayor Eschenberg. The prayer and pledge were led by Council Member McClelland.

B. ROLL CALL:

MAYOR/CHAIR

VICE-CHAIR:

COUNCIL MEMBERS:

TOM ESCHENBERG

CHUCK McCLELLAND

NANCY BORTON

BRIAN VAIL (excused)

BOBBI MOCCIA (excused)

PAT DEZMAN

TOWN ADMINISTRATOR:

BONILYN WILBANKS-FREE

TOWN CLERK/TREASURER:

SUSAN KABANA

DEPUTY TOWN CLERK:

CINDI KELLEY

C. ADDITIONS/DELETIONS/CHANGES:

D. DISCUSSION OF PROPOSED 2007/2008 BUDGET

Mayor – would like the Administrator to begin with the revenues. Wilbanks-Free reviewed the method used to gather the information as well as the format of the proposed budget then she reviewed the revenues. She budgets conservatively. Wilbanks-Free continued reviewing the revenues. The grand total is \$1,591,274. Mayor – so this is an unbalanced budget with the revenues exceeding the expense by about \$100,000. Wilbanks-Free – and that is a good thing. Notes that the salary adjustments have not been added to the budget yet.

She continued with the revenue for the Special Revenue Funds. Wilbanks-Free – notes that some revenues are budgeted for that don't have specific projects so some of the revenues in the special revenue funds may end up changing.

Wilbanks-Free continued with the Special Revenue funds and then went on to the Enterprise Fund. Notes that we will be using Check 21, which will eliminate the need to make bank deposits.

Wilbanks-Free notes that there is a definition sheet behind each revenue for explanation.

Wilbanks-Free begins review of the expenses. This is where Council will see the most change in the look of the budget. We are now using all the titles from the Uniform Accounting Method book.

Mayor – is not sure the line items for the Council and the Mayor are all here, he will research.

Wilbanks-Free continued on and began reviewing expenses for the Town Administrator. Notes that we were able to increase the benefits for the employees for the dental, long and short term disability, and life insurance but decrease the cost not only to the Town but also to the employee. Continues reviewing the Town Administrator's budget. Notes that several computers in the Town need to be replaced and one is for her Assistant.

Wilbanks-Free – reviews the Clerk's budget. This budget contains part of the Check 21 which will be a great asset for the Town.

Kabana – finished reviewing the Clerk's budget. She is asking to attend the IIMC Conference this next year as opposed to the FACC Conference, Kelley will attend that. Wilbanks-Free – notes that we will be replacing a computer in Kabana's office and Kabana's old computer will be used for the Check 21 equipment.

Wilbanks-Free reviews the Administrative and the Legal Budget. We reduced the Legal budget by \$10,000 but the attorney asked for a rate increase to \$125 from \$115 per hour. For Code Enforcement we will have to have a Special Magistrate. Discussion of Code Enforcement and who represents who.

The next budget is the Comprehensive Planning budget and Wilbanks-Free added in the name of the new Planning firm. Mayor – notes that we may need to increase the number depending on the amendments needed.

Wilbanks-Free – went on to overview the General Government budget. Borton – asks if the Eagle Corp is still necessary with the Sheriff Department? Wilbanks-Free – they are a different type of group and are a real asset to the Town. They called in when they saw ATV's and the Sheriff showed up. Borton – then they sound like a good thing.

Wilbanks-Free – began reviewing the Fire Department budget. Notes that pay-per-calls are expected to increase due to the numerous calls we get, especially for mutual aid. She continued reviewing the Fire Department budget.

McClelland – is very concerned about the 800 mhz amount, is not sure this is enough money for the new radios. Wilbanks-Free – will double check the amount.

McClelland – should we be paying for the cleaning of the building? Moccia – feels it is a good expenditure, Mayor agrees.

Wilbanks-Free – continued reviewing the Fire Department budget. Notes that we are having problems because the cell phones do not reach everywhere.

McClelland – wants to make sure the SCVA's are worth less than the asset amount.

Wilbanks-Free – wants to make sure to give credit to Kelley for her effort on the budget, she worked every line item and knows this budget process very well. Kabana worked on the revenues and Franklin was valuable in working on the building department budget.

McClelland – wants to make sure there is enough money for enclosing the building next year.

Wilbanks-Free – continues with the Protective Inspections. Wants to move Franklin from an Administrative Assistant to Building Department Manager. This position will take her from an hourly employee to a salary employee. She will receive an increase in salary. Wilbanks-Free continues reviewing the Protective Inspections budget. Check 21 will also be paid out of Protective Inspections as well as two new computers.

Wilbanks-Free began reviewing the Public Works budget, will be changing the position name of Beatty to Public Works Manager, he is a manger and should be titled as such. Moccia – does the State let you know when they take local samples of water? Wilbanks-Free – yes. Notes that now Public Works will have now have dial-up internet service. Mayor – we should research DSL for them as opposed to dial-up. Kelly – she had research this and notes that Brighthouse is not available.

Wilbanks-Free continues reviewing the Public Works budget then went on to the Streets and Roads budget. Kabana – notes that the expense for Local Option Gas Tax will need to be increased to meet the revenues. WB – asks about paving. Moccia – some roads were capped and may now need to be paved.

Wilbanks-Free – went to the Parks and Recreation budget and reviewed that. Mayor – does the surveillance system need maintenance? Wilbanks-Free – yes, she will research and get back to Council. Asks if Council is wanting to develop Huggins park more? Mayor – that would be good for Parks and Recreation Board to discuss.

Wilbanks-Free – continued on to the Special Revenue Funds. In the Stormwater Utility Fund we paid about \$11,000 in outfall inventory and we will need to pay more of this next year. Notes that a lot of the NPDES permit has to do with building and construction, Wilbanks-Free had Franklin sit with her during the motoring meeting. In the future we may work on the permit ourselves. Notes that the Council does not have any projects planed for this fund at this time.

Wilbanks-Free – continued reviewing the Special Revenue funds and describes the use of the Debt Service Fund.

Mayor – notes that Council needs to give staff guidance, the first would be any salary increase. McClelland notes that the CPI was just over 4%. Mayor – the County is not giving any raises, asks what McClelland suggests. Asks if Franklin is done? Wilbanks-Free – yes but the Public Works Manager should be raised from \$38,603 to \$40,000 and then give him 4% on that.

Wilbanks-Free – notes that Franklin could get the 4% raise.

Borton – feels that people won't work as hard if they feel that they get the same raise as everyone else. Wilbanks-Free – feels that a merit system is usually the demise of all.

McClelland – feels that if we have no low performers then everyone deserves the same raise. McClelland – give Franklin the promotion and Beatty the increase, then give everyone 4% across the board. McClelland – asks Kabana if there is anyone in her office that needs a promotion? Kabana – her concern is that currently she has a half person working for her that she is about to lose. Wilbanks-Free – feels a task analysis for the Clerk's office would be useful. McClelland – we could look at a person to work both the

Fire Department and the front office. Wilbanks-Free – feels that one person should not have to serve two masters.

Mayor – would like the \$14,000 for the two fire fighters to be doubled. Discussion of a part-time Fire Department secretary. Wilbanks-Free – notes that you don't have a benefit cost with a 20 hour a week job.

McClelland restates the salary issue: the \$14,000 for the two fire fighters will be doubled to \$28,000 and staff is to calculate the FICA accordingly. They will work for \$10/hour, 4 hours/day, 5 days/week. Also, there will be a secretary's position added at the Fire Department that will pay \$8 per hour, 30 hours per week. Franklin will get her promotion and Beatty will get his increase and then all employees will be given a 4% increase across the board (including Franklin and Beatty). Then we will do a task analysis for the Clerk's office.

Wilbanks-Free recommended that the Clerk and the Deputy Clerk complete a 30 day Task Analysis once that analysis has been set up. Council agreed.

Wilbanks-Free – states that those people who get paid cannot volunteer due to the Fair Labor Standards Act. Mayor – would like to have that researched.

McClelland do we need workshop next week? Council – yes.

E. ADJOURNMENT:

MOTION: Moccia/Borton to adjourn. VOTE: All aye.

The meeting adjourned at 10:33pm.

BY:

Mayor Tom Eschenberg, Chair

ATTEST:

Susan Kabana, CMC
Town Clerk/Treasurer

DATE:
