

**Town of Sunset Beach  
Monthly Council Work Session  
May 21, 2013  
9:00 am**

**Members Present:** Mayor Richard Cerrato, Mayor Pro-Tem Lou DeVita, Councilman Wilson Sherrill, Councilwoman Karen Joseph, Councilman Mike Williams, and Councilwoman Carol Scott.

**Members absent:** None

**Attorney & Staff Present:** Gary Parker, Town Administrator; Donna Rogers, Finance Director; Cindi Stephenson, Deputy Finance Officer; Sandy Wood, Building Inspector; Dustin Graham, Public Works Director; Kevin Dempsey, Fire Chief; Richard Childres, Assistant Fire Chief; Lisa Massey, Police Chief; and Lisa Anglin, Town Clerk.

Mayor Cerrato called the Work Session to order. Mayor Cerrato stated “Does any member of the Council have a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda, and if so, please state so at this time?” No one spoke. Mayor Cerrato requested the Memorial Day Ceremony location discussion be added to the agenda. The Council agreed.

**Public Comments**

None

**Memorial Day Ceremony Location Discussion**

Chief Massey advised Council that the Park site was selected for this year’s Memorial Day Ceremony due to the number of complaints heard last year about the heat because the ceremony was held in the Town Hall parking lot. The majority of the Council agreed to hold the Ceremony in the Park.

**Town Administrator Replacement Process Preliminary Discussion**

The Council briefly discussed the attributes desired in the next Town Administrator, requested Staff to draft an advertisement for the position, and email it to Council. The Council briefly discussed the Mayor/Council and Council/Manager Forms of Government.

**Determination of Cost Method Concerning the Streetscape Lighting Cost**

The Council discussed the options provided by BEMC concerning the Streetscape lighting which includes 22 light poles with 26 fixtures, and banner brackets. The options included:

- One-time payment of \$79,000 w/10 banner brackets, the monthly rate per pole is \$12.50,
- One-time payment of \$81,250 w/20 banner brackets, the monthly rate per pole is \$12.50,
- One-time payment of \$66,000 w/10 banner brackets, the monthly rate per pole is \$20.55,
- One-time payment of \$68,500 w/20 banner brackets, the monthly rate per pole is \$20.55,
- No down payment the monthly rate per pole is \$68.85.

**Determination of Cost Method Concerning the Streetscape Lighting Cost (Cont.)**

Additional Town cost is \$100 installation fee per pole, a \$35 removal fee per pole, and boring under driveways as needed at \$20 per foot. The Council discussed the number of banner brackets needed and agreed that only 13 were needed.

MAYOR PRO-TEM DEVITA MADE A MOTION TO CHOOSE THE BEMC OPTION THAT IS A ONETIME PAYMENT OF \$79,000 W/10 BANNER BRACKETS PLUS THREE (3) ADDITIONAL BANNER BRACKETS. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

**Proposed 2013/2014 Budget Discussion**

**General Fund Revenue Budget**

Page 1 of 3

No changes were made. Gary Parker advised that 10-3234-351 & 10-3235-351 contain zeros due to the NC General Assembly eliminating these state shared revenues.

Page 2 of 3

No changes were made.

Page 3 of 3

The Council reached a consensus to reduce 10-3831-491 to \$1,000 due to the upcoming projects that will reduce the amount of revenue that normally generates interest income.

**General Fund Expense Budget**

Page 1 of 30 – Governing Body (4110)

The Council reached a consensus to reduce 10-4110-220 to 0.

Pages 2 – 4 of 30 – Administration (4120)

The Council reached a consensus to increase 10-4120-325 to \$5,000 due to upcoming assessment invoice mailings. The Council reached a consensus to decrease 10-4120-440 to \$16,500 and requested all staff to only make color copies if absolutely necessary. The Council discussed departmental salaries and the proposed 2% COLA increase and 1% longevity bonus.

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE A 1.5% COLA INCREASE AND A 1% LONGEVITY BONUS THAT WOULD BE ELIMINATED AFTER THIS BUDGET CYCLE. MAYOR CERRATO CALLED FOR A SECOND. WITH NO SECOND HEARD, THE MOTION FAILED.

The Council recessed for lunch at 12:20 pm and reconvened at 1:20 pm.

The departmental salaries and various COLA and longevity percentage scenarios were discussed including eliminating the longevity bonus as a percentage and approving a specified amount to be paid as an annual bonus.

**General Fund Expense Budget (Cont.)**

Pages 2 – 4 of 30 – Administration (4120) (Cont.)

COUNCILMAN WILLIAMS MADE A MOTION TO APPROVE A 2% COLA INCREASE AND A \$500 ANNUAL BONUS PER EMPLOYEE. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR DISCUSSION.

Councilwoman Scott stated that unless specified the COLA increase would adjust the salary ranges.

COUNCILWOMAN SCOTT MADE A MOTION TO AMEND THE MOTION TO APPROVE A 2% COLA INCREASE THAT WOULD NOT ADJUST THE SALARY RANGES AND A \$500 ANNUAL BONUS PER EMPLOYEE. MAYOR PRO-TEM DEVITA SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE. COUNCILWOMAN JOSEPH, COUNCILMAN WILLIAMS, COUNCILWOMAN SCOTT AND COUNCILMAN SHERRILL VOTED NO. MAYOR PRO-TEM DEVITA VOTED YES. THE SUBSTITUTE MOTION FAILED.

MAYOR CERRATO CALLED FOR A VOTE ON THE PRIMARY MOTION. MAYOR PRO-TEM DEVITA, COUNCILMAN SHERRILL, COUNCILWOMAN JOSEPH AND COUNCILMAN WILLIAMS VOTED YES. COUNCILWOMAN SCOTT VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

Page 5 & 6 of 30 – Finance (4130)

Donna Rogers advised the Council that the person that has performed the Town audit for the past few years, while employed by S. Preston Douglas, has opened his own firm and has submitted a proposal for the Council to consider. Donna Rogers advised that she is waiting for the proposal from S. Preston Douglas & Associates and will be bringing both proposals to Council during the June 3, 2013 Regular Meeting for consideration. Donna Rogers advised that 10-4130-191 can be reduced to \$20,000. 10-4130-260 was reduced to \$2,000.

Page 7 of 30 – Tax (4140)

No changes were made.

Page 8 of 30 – Legal (4150)

No changes were made.

Page 9 of 30 – Elections (4170)

No changes were made.

Page 10 of 30 – Public Buildings (4190)

10-4190-332 was increased to \$15,000 to account for the increase in landscaping and irrigation. 10-4190-351 was increased to \$56,000 to account for contracting with a maintenance company to handle the landscaping needs for all Town-owned properties. 10-4190-580 was increased to \$30,000 to account for the Space Needs Study.

**General Fund Expense Budget (Cont.)**

**Pages 11 – 13 of 30 – Police (4310)**

The Council reviewed 10-4310-266 and the requested supplies (Projector-\$500; Camera-\$700; Tables/Chairs-\$900) and reached a consensus for the purchase of the camera only. 10-4310-266 was reduced to \$7,100. The Council approved the request to purchase two (2) police cars and, therefore, reduced 10-4310-353 to \$9,500. The Council approved the request to purchase tasers and increased 10-4310-540 to \$9,612.

**Pages 14 – 17 of 30 – Fire (4340)**

10-4340-260 was reduced to \$2,000 due to the amount of current expenditures. 10-4340-352 was reduced to \$14,000 as requested and 10-4340-353 was reduced to \$30,000 as requested. The Council reviewed 10-4340-510 including the request to purchase furnishings (chairs, recliners, bunk beds) and reached a consensus to purchase only what was necessary. 10-4340-510 was reduced to \$3,300. 10-4340-550 was reduced to 0.

**Pages 18 – 20 of 30 – Building Inspections (4350)**

10-4350-353 was reduced to \$3,000 as requested.

**Pages 21 – 23 of 30 – Streets (4510)**

10-4510-352 was reduced to \$3,000 as requested. The Council reached a consensus to purchase a new vehicle to replace the 1997 work truck and, therefore, 10-4510-353 was reduced to \$2,000.

**Page 24 of 30 – Sanitation (4710)**

10-4710-540 was increased to \$18,300 to continue the solar trash can conversion program since the Town received a grant.

**Page 25 of 30 – Environmental Protection (4730)**

No changes were made.

**Page 26 of 30 – Planning/Zoning (4910)**

10-4910-266 was reduced to \$1,500 as requested.

**Page 27 & 28 of 30 – Economic Development (4920)**

10-4920-495 was increased to \$3,000 to account for benches, signs, kiosk, and lighting to be added to the bird walk. 10-4920-496 was increased to \$15,000 to account for the dredging of Jinx Creek. 10-4920-499 was increased to \$50,000 to assist the Merchants Association with its advertising budget once developed.

**Page 28 of 30 – Cultural Resources (4930)**

No changes were made.

**Page 30 of 30 – Human Services (5160)**

The Council reviewed the list of non-profit organizations requesting funding in 10-5160-699 and discussed the documentation each organization provided with its request.

**General Fund Expense Budget (Cont.)**

Page 30 of 30 – Human Services (5160) (Cont.)

COUNCILMAN SHERRILL MADE A MOTION TO REQUIRE EACH NON-PROFIT ORGANIZATION REQUESTING FUNDING FROM THE TOWN TO BE REQUIRED TO SUBMIT A PROPOSED BUDGET AND THE PRIOR YEAR'S AUDIT WITH ITS REQUEST. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council reached a consensus to review the documentation provided with this year's request from each organization and to continue this discussion at the May 28, 2013 Budget Work Session.

COUNCILWOMAN SCOTT MADE A MOTION TO ADJOURN THE MAY 21, 2013 BUDGET WORK SESSION. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach

*Richard Cerrato, Mayor*

Submitted by:

*Lisa Anglin, Town Clerk*

\*The May 21, 2013 Work Session Minutes were approved by Council during the June 24, 2013 meeting.