

The Plymouth Town Council met in a special meeting Tuesday, May 31, 2011 at 7:00 pm in the Plymouth Town Council Room at the Plymouth Police Department with Mayor Brian Roth presiding. The meeting was called to order. The following were present:

Mayor Brian Roth
Councilmember Vicki Sawyer, Mayor Pro-Tem
Councilmember Edgar Barrow
Councilmember James Arnold
Councilmember Mary Ann Byers
Councilmember Shelton McNair
Councilmember Mary Nixon

Kenneth Creque, Town Manager
Joanne Floyd, Town Clerk

The Town Attorney was not required to attend.

I. Fiscal Year 2011-2012 Proposed Budget Discussion

The Town Manager presented Council with an updated General Fund budget worksheet. He stated the following about the proposed 2011-2012 budget:

- a) \$1,500 increase to the Building and Grounds salary expense line item 10-4260-1210;
- b) Budget includes proposed increase to adjust 6 employees salaries to the adopted pay plan;
- c) Budget includes merit increases in the amount of \$1,500 per employee for 3 employees who have received Associates Degrees;
- d) Budget includes 1.36% COLA increase for all other employees that will not receive pay plan adjustment or merit increases;
- e) \$26,000 in the Administration Department expense line item 10-4120-1895 is for the \$1,000 medical insurance debit cards;
- f) \$85,100.66 in the fund balance revenue line item 10-3991-1000 is restricted for annual and sick leave and accumulated promotion funds;
- g) \$11,000 in the Information Technology Department expense line item 10-4210-5100 is to purchase approximately 10 computers;

- h) \$16,700 in the Information Technology Department expense line item 10-4210-2910 is to purchase software for the computers and annual support payment for CitiPak and Logics;
- i) \$30,000 will be added the General Fund revenues for the Fire Department grant that was received from the Office of the Fire Marshal;
- j) The \$30,000 required match for the Fire Department grant will be used by combining the expense line items in the Fire Department's budget 1) maintenance and repair facility; 2) maintenance and repair trucks; and uniforms; and
- k) Three (3) police vehicles and one (1) fire truck that need to be replaced will be addressed later in the year and with suggestion to appropriate fund balance for these purchases.

Councilmember Byers questioned what employees are included in the Building and Grounds Department.

The Town Manager stated the employee positions are General Service Director and Custodian.

The Mayor explained that the Town Manager will be moving the \$300.00 from the Governing Boards miscellaneous expense line item 10-4110-2990 to the Administration Department.

Councilmember Barrow stated that he would like all employees to receive the same COLA percentage increase.

Councilmember Byers stated that she would like to share the total amount of the proposed pay plan increase, COLA percentage, and merit increase to all employees (proposed total is \$33,574.78). She stated that the COLA increase affects 13 employees merit increase affects 3 employees, and proposed pay plan affects 6 employees in different amounts. She stated that if the total amount is shared then everyone gets something.

The Town Manager explained in order to keep and recruit good personnel the Town has stay competitive with salaries. He stated that the proposed \$1,500 merit increase is for employees who have received their Associates Degree and this entices other employees to further their education.

Various Councilmembers questioned if the merit pay was a onetime payment or increase in salary.

The Town Manager stated that the Personnel Policy defines merit pay as a salary increase.

Councilmember McNair stated that Council needs to consider a salary increase for the Town Manager. He stated that the proposed salary for the Public Works Director is higher than the Town Manager's.

Councilmember Byers stated that she did some research on the nation's salary average and found that it is \$51,000. She shared salary averages from other towns and cities in the nation.

Councilmember Nixon questioned if the employees could receive half the proposed merit pay (\$750) and address the other half later.

Councilmember Sawyer stated that she is not going to vote for the merit pay if it is a salary increase.

Motion to increase all employees' 2010-2011 base salary by 2.4% (2.4% increase totals \$16,505.41) was made by Councilmember Barrow and seconded by Councilmember Byers. Motion passed with a vote 4-2. Members of Council voting in opposition were Arnold and McNair.

After approving the 2.4% base salary increase, Council by consensus directed that the proposed net amount of \$17,069.37 (\$33,574.78 – \$16,505.41) be redistributed) \$4,069 to Tree Removal (10-4510-3580); 2) \$6,500 to Maintenance and Repair Sidewalks (10-4510-3540); and 3) \$6,500 to Maintenance and Repair Streets (10-4510-3560).

Councilmember Sawyer stated that the Town needs to make sure that the Town owns the wall at the new parking lot at the west end of Water Street before the \$15,000 that is budgeted in Building and Grounds is expensed to stucco the wall.

Motion to adjourn was made by Councilmember Byers and seconded by Councilmember Nixon. Motion passed with a vote 6-0.

Town Clerk

Mayor

June 13, 2011
Adopted