

**BOARD OF ALDERMEN**

**ITEM NO. D(1)**

**AGENDA ITEM ABSTRACT**

**MEETING DATE: June 21, 2011**

**TITLE: Adoption of the FY 2011-12 Budget**

<b>DEPARTMENT: Town Manager</b>	<b>PUBLIC HEARING: YES _ NO <u>X</u></b>
<b>ATTACHMENTS:</b> A. Budget Ordinance FY 2011-12 B. Resolution Adopting FY 2011-12 Pay Plan C. One-Time Lump Sum Payment Resolution D. Miscellaneous Fees and Charges Schedule E. Reimbursement Resolution for FY2011-12 Capital Purchases F. Resolution Approving Contract for Town Attorney	<b>FOR INFORMATION CONTACT:</b> Steve Stewart, Town Manager, 918-7315 Arche McAdoo, 918-7439 Desiree White, 918-7321

**PURPOSE**

By state law, the Board must approve a balanced budget for the Town by July 1<sup>st</sup> of every year. The purpose of this agenda item is to complete budget discussions and adopt the budget ordinance.

**INFORMATION**

The Board of Aldermen held a public hearing on February 22, 2011 to receive community input prior to development of the FY 2011-12 budget. On May 3, 2011 the Town Manager presented to the Board a recommended budget for FY 2011-12 and filed it with the Town Clerk. The budget has remained available in the Town Clerk’s Office for public inspection and notice of its availability was published in local media.

On May 24, 2011 the Board held a public hearing on the Town Manager’s recommended budget. The Town Manager was directed to proceed with preparation of a draft FY 2011-12 budget ordinance for approval by the Board.

***Budget Ordinance***

The attached Budget Ordinance (Attachment A) reflects the Manager’s recommended budget presented on May 3 and appropriates general funds for the operation of the Town and its activities for the fiscal year beginning July 1, 2011. The Ordinance also includes the estimated revenues from major sources that are expected to be available during the fiscal year and establishes the property tax rate at the current rate of 58.94 cents on each \$100 valuation of taxable property.

Along with the Budget Ordinance, the Board needs to formally acknowledge and adopt a number of other resolutions, including adoption of the Town’s Pay Plan, special benefit of lump sum payment resolution, reimbursement resolution related to financing capital equipment and vehicles, resolution

addressing compensation for appointed and elected officials, and the Miscellaneous Fees and Charges Schedule for FY 2011-12.

### ***Pay Plan***

The Board historically approves the Pay Plan each year along with the annual budget ordinance. There have been no changes to the Pay Plan for FY 2011-12 (Attachment B). As with last year, it continues to reflect the Board's adoption of the 2010 pay and classification study conducted by Springsted, Inc. and the hourly rate of the living wage adjustment recommended by the Town Manager. Pay for performance increases are not included in the 2011-12 budget; however, a one-time lump sum payment has been proposed. Annual performance evaluations will continue to be done as usual.

### ***Lump Sum Payment***

In lieu of providing a pay-for-performance increase for 2011-12, permanent full-time and part-time employees will receive a one-time lump sum payment based on their annual performance evaluation rating and whether they are earning below or above the Minimum Housing Wage of \$15.31 per hour. This amount is subject to taxes and retirement costs and will be pro-rated for permanent part-time employees based on the number of hours worked. These special benefits are noted in Attachment C.

### ***Fee Schedule***

The proposed fee schedule (Attachment D), includes the addition of a clean-up fee for the Century Center (p. 7). This fee is \$35 per person/hour, but will not be charged to Customers that remove all trash and food debris following use of the Century Center. The Recreational Facilities payment-in-lieu fee (p. 16) is adjusted each year based on changes in the CPI.

The Planning Department has established two new fees related to its responsibility for buffer calls/stream determinations under the Jordan Lake Rules: 1) Ephemeral Stream Determination fee of \$60; and, 2) Intermittent/Perennial Stream Determination of \$120. These fees are necessary to help offset staff time and other costs associated carrying out this responsibility.

### ***Other Resolutions and Proposed Actions***

A reimbursement resolution approving a list of equipment and vehicles to be financed with installment proceeds is provided in Attachment E and is required to enable the Town to restore general funds that may be used prior to having the financing in place. Attachment F is a resolution to contract for the Town Attorney.

## **RECOMMENDATION**

The Board is requested to take the following actions:

1. Adopt Annual Budget Ordinance for FY 2011-12,
2. Adopt Resolution Adopting Classification and Pay Plan for FY 2011-12,
3. Adopt Resolution Approving One-Time Lump Sum Payment to Employees ,
4. Adopt Resolution Approving Miscellaneous Fees and Charges Schedule,
5. Adopt Reimbursement Resolution, and
6. Adopt Resolution for Town Attorney Contract.