CITY OF SOUTHPORT
BOARD OF ALDERMEN
SPECIAL BUDGET WORKSHOP AND CLOSED SESSION AGENDA

223 E. BAY STREET
April 29, 2024
9:00 AM

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. The Board of Aldermen reserve the right to make changes to this policy, as needed to help prevent the spread of the Coronavirus.

If you are not able to attend the Board of Aldermen meetings in person, the meeting will be available for you to watch via live-stream on the City of Southport website (https://cityofsouthport.com/board-of-aldermen-meetings/), Facebook page, and YouTube channel.

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Approval of Agenda

E. Agenda

1. Fire Department and EMS/Rescue (Chief C. Drew) **pgs 3-6**
2. Administration (D. Dutton, Assistant City Manager and B. Therrien, City Manager)
    a. Administration **pgs 7-13**
    b. Board of Aldermen
    c. Public Information Officer/Communications (C. Ketchum, PIO/Communications)
    d. Human Resources (P. Fortuna, Human Resources Director and L. Flint, Finance Director) **pgs 14-26**
        A. Job Study Overview
        B. Health Benefits Overview
3. Finance Department (L. Flint, Finance Director) **pgs 27-36**
4. Miscellaneous and Revenues (L. Flint, Finance Director) **pg 37**

F. Manager's Comments

G. Mayor's Comments

H. Board Comments

I. Closed Session per NCGS 143-318.11 (a) (6). To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an

individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

J. Adjourn

CITY OF SOUTHPORT

FIRE DEPARTMENT

BUDGET HEARING

APRIL 29, 2024 9AM

FROM THE DESK OF FIRE CHIEF CHARLES A. DREW

2024/2025 Budget Information

FIRE REVENUES

Designation	Amount
Fire Fee Southport District	1,666,393.00
Fire Fee Yaupon/Caswell District	312,540.00
Donation – Duke Progress	50,000.00
Fire Response Fees	10,000.00
Fire Inspections	40,000.00
Sell of Surplus Vehicles	160,000.00
Total Revenue	2,238,933.00

CURRENT STAFFING LEVELS

<table>
<tr><td colspan="2">3 – 24-hour shifts (A, B, & C Shifts)
Current Shifts, 24 hours on, 48 hours off. Employee works 2756 hours a year. Anything over 106 hours is considered OVERTIME. Each 24-hour employee has 14 hours of OT every other pay period. Additionally, training and mandatory meetings can cause OT also.</td></tr>
<tr><td>Southport HQ's</td><td>Caswell Beach Substation</td></tr>
<tr><td>Fire Captain (Fulltime)
Career Firefighter (Fulltime)
24 hours a day</td><td>Career Firefighter (Fulltime)
Volunteer Firefighter (Stipend 125.00 for 12 hours)
24 hours a day</td></tr>
<tr><td colspan="2">For the 2024/2025 Budget I would like to hire 3 additional Fulltime Firefighter's. This will eliminate the Volunteer Sign up slot. There is 109,500.00 in the part-time salary line that could be moved to the full-time salary line to help offset the cost of these additional employees. This would give us a Captain and 3 Fulltime Firefighters on each shift.</td></tr>
</table>

"How many firefighters are needed to fight a 2000 square foot residential structure fire?"

Request for Additional Fire & EMS Full-Time Staff
FY2025 Budget

Three New Firefighter Positions

	Hours	Rate	Cost
Regular	2,756	$17.00	$46,852
Overtime	230	$25.50	$5,865
Worked Time	2,986		$52,717
Christmas Bonus			$541
Holiday Bonus			$75
Total Pay			**$53,333**
Payroll Taxes			$4,080
401(k)			$2,667
Retirement			$7,253
Healthcare			$9,444
Total Cost per Firefighter			**$76,777**
Gross Cost of 3 New Firefighters			**$230,332**

Offsetting Reductions

	Count	Rate	Cost
Volunteer Shifts	(278)	$125.00	($34,750)
	(133)	$25.00	($3,325)
Total Pay Savings			($38,075)
Payroll Taxes			($2,913)
Total Offsetting Reductions			**($40,988)**

Net Cost of 3 New Firefighters	**$189,344**

Three New EMS Positions

	Hours	Rate	Cost
Regular	2,756	$20.00	$55,120
Overtime	180	$30.00	$5,400
Worked Time	2,936		$60,520
Christmas Bonus			$541
Holiday Bonus			$75
Total Pay			**$61,136**
Payroll Taxes			$4,677
401(k)			$3,057
Retirement			$8,315
Healthcare			$9,444
Total Cost per EMS			**$86,629**
Gross Cost of 3 New EMS			**$259,888**

Offsetting Reductions

	Count	Rate	Cost
Volunteer Shifts	(447)	$125.00	($55,875)
			($55,875)
Payroll Taxes			($4,274)
			($60,149)

Net Cost of 3 New EMS	**$199,739**

Total Additional Budget Request Fire & Rescue	**$389,084**

2024/2025 Budget Considerations

Fire Department

Capital Equipment Expenses –

1. 10 complete sets of Turn out gear, Helmet, Hood, Coat, Bunker Pants, Boots, Gloves, and gear bag, turnout gear has a life expectancy of 10 years. Much of our gear is expiring in 2024. We replaced 15 sets last year, and with the 10 this year, we should be able to drop it to replace 5 next year. 50k
2. Water supply hose, 5000 feet of hose, 10k.
3. Fire nozzles have a life expectancy of 10 years, some of the nozzles on the first out fire engines are in need of replacement, 10k.

4. The department is phasing out our gas-powered ejection fans, they cause you to blow carbon monoxide and other dangerous gases into a structure, in this budget I am requesting to purchase 2 battery powered ejection fans 10k.
5. I have budgeted money to purchase 2 new thermal imaging cameras to replace aging equipment at 25k.

Total Capital Equipment 105,000.00

"What is the MINIMUM response required by NC Department of Insurance on a commercial Structure fire in the Southport Fire District?"

EMS Department

EMS REVENUES

Transport Fees - $370,000.00

CURRENT STAFFING LEVELS

3 – 24-hour shifts (A, B, & C Shifts) Current Shifts, 24 hours on, 48 hours off. Employee works 2756 hours a year. Anything over 106 hours is considered OVERTIME. Each 24-hour employee has 14 hours of OT every other pay period. Additionally, training and mandatory meetings can cause OT also.
Southport HQ's EMS Captain (Fulltime) 2 Paramedics (Fulltime) 1 Fulltime EMS 24 hours a day in the Quick Response Vehicle The Ambulance is staffed by 2 volunteer EMS Members that sign up for 12-hour shifts. EMS Volunteers – Paid 125.00 for 12-hour shift, and $25 for each transport
For the 2024/2025 Budget I would like to hire 3 additional Fulltime EMT's. This will eliminate 1 24 hour Volunteer Sign up slot. There is 109,500.00 in the part-time salary line that could be moved to the full-time salary line to help offset the cost of these additional employees. This would give us a Paramedic & EMT on every shift, and an additional EMT Volunteer could still sign up to help cover.

Capital Outlay Equipment

1. I have proposed to purchase an additional cardiac monitor 35k.
2. LUCAS device 15k.

TOTAL CAPITAL EMS – 50,000.00

City of Southport
Administration

Administration Budget Overview

April 29, 2024

Included in Administration:

- Board of Aldermen
- City Manager/Assistant City Manager
- City Clerk/Deputy City Clerk
- Human Resources
- Public Information Officer/Communications
- One of the part-time Engineers
- IT Department

(some Departments have separate line items)

- This year, Administration salaries are not supplemented by the Water/Sewer Fund.

- The Electric, General Fund, and Inspections/Permitting Departments are contributing towards some of the Administrative salaries.

- This is the first year there is funding requested for the Safety Committee. This OSHA mandated committee has representatives from each Department and assists the Manager and City staff with OSHA Compliance. This year, $16,000 will be used to add AED units to Parks and Recreation facilities and parks.

Included in the proposed FY24-25 Budget for Administration:

- All of the professional membership fees for the Administration Department including the North Carolina League of Municipalities, Cape Fear Council of Governments, International City and County Managers' Association and UNC Fellow. The UNC Fellow is the intern from the League which will be a first time for the City.

- All of the livestreaming, media services including Boxcast, Archive Social, CodeRed, FreshySites, Canva, Zoom, and Buffer.

- ReciteMe makes the website accessible. POLCO is hosting all the community surveys.

- CivicClerk software, codification services, and minutes management

- Contingency for salary adjustments based on the Pay Study. This is a Board goal.

- Attorney’s Fees are included, but the City Manager is proposing reduce this expense in the upcoming year. (Since July 1, 2023, we have spent $64,842.50 with the City Attorney.)

- Training for Board members

- Property appraisals (if needed)

- Donation provision (Southport Elementary School)

- Emergency Preparedness funding

- Continue using NeoGov software for Human Resources

- Project continuation of digitizing City records

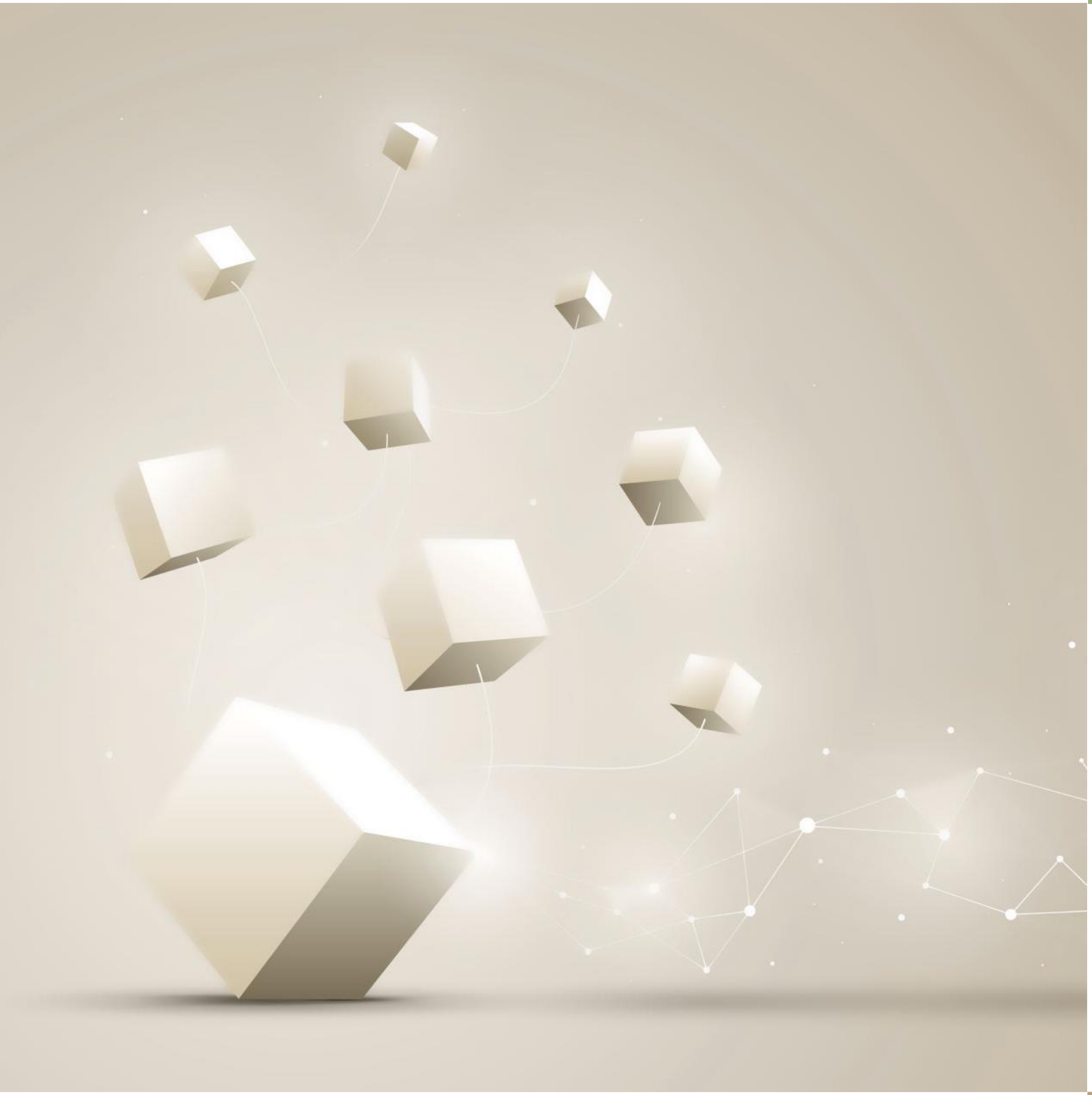
- Audio-visual improvements to the Community Building and Indian Trail Meeting Hall (Capital $50,000)

- Website Overhaul ($50,000)

- New IT Consultant Contract

- Clerk’s Certification Course for the new City Clerk, management conferences, and membership dues for Administrative personnel.

Closing Remark(s)/Questions



Classification & Compensation Study

City of Southport

April 29, 2024

Overview

- Board Goal – Investment in employees
- Evergreen Solutions – National Public Sector Consulting
- Job Analysis Questionnaires
- Pay Plan Comparison
- Appeals Process
- Based on Tenure

Target Markets

Leland	Oak Island	Calabash	Ocean Isle	Wrightsville Beach	New Bern
Emerald Isle	Carolina Beach	Morehead City	Wilmington	Bald Head	Beaufort
Shallotte	Sunset Beach	New Hanover County	Brunswick County	Horry County	Pender County

ADMNSTRATION

CURRENT				PROPOSED				
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Grade	Recommended Minimum	Recommended Midpoint	Recommended Maximum
ASSISTANT CITY MANAGER	$ 81,204.00	$ 96,672.00	$ 116,006.00	ASSISTANT CITY MANAGER	120	$ 101,660.14	$ 129,108.38	$ 156,556.62
PUBLIC INFORMATION OFFICER	$ 41,013.00	$ 48,825.00	$ 58,590.00	PUBLIC INFORMATION OFFICER	112	$ 63,782.83	$ 81,004.20	$ 98,225.56
CITY MANAGER	$ 108,820.00	$ 129,548.00	$ 155,457.00	CITY MANAGER	124	$ 128,343.59	$ 162,996.36	$ 197,649.13
DEPUTY CITY CLERK	$ 39,060.00	$ 46,500.00	$ 55,800.00	DEPUTY CITY CLERK	107	$ 47,662.24	$ 60,531.05	$ 73,399.85
HR DIRECTOR	$ 66,807.00	$ 79,533.00	$ 95,439.00	HR DIRECTOR	116	$ 80,524.36	$ 102,265.93	$ 124,007.51

Total Base Pay Cost: $12,056.97 + FICA ($922.36) + 401K ($602.85) + Retirement ($1,639.75)

Total Cost – $15,221.93

COMMUNITY RELATIONS

CURRENT				PROPOSED			
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
ASSISTANT DIRECTOR OF COMMUNITY RELATIONS	$ 41,013.00	$ 48,825.00	$ 58,590.00	ASSISTANT DIRECTOR OF COMMUNITY RELATIONS	$ 60,172.48	$ 76,419.05	$ 92,665.62
DIRECTOR OF COMMUNITY RELATIONS	$ 63,626.00	$ 75,745.00	$ 90,894.00	DIRECTOR OF COMMUNITY RELATIONS	$ 71,666.39	$ 91,016.31	$ 110,366.24
COMMUNITY BUILDING ADMINISTRATOR	$ 37,200.00	$ 44,287.00	$ 53,144.00	COMMUNITY BUILDING FACILITATOR	$ 40,018.14	$ 50,823.03	$ 61,627.93

Currently recruiting to fill open positions.
No pay adjustments.

FINANCE

CURRENT				PROPOSED			
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
DEPUTY FINANCE DIRECTOR	$ 63,626.00	$ 75,745.00	$ 90,894.00	DEPUTY FINANCE DIRECTOR	$ 71,666.39	$ 91,016.31	$ 110,366.24
ACCOUNTING TECHNICIAN	$ 39,060.00	$ 46,500.00	$ 55,800.00	ACCOUNTING TECHNICIAN	$ 42,419.23	$ 53,872.42	$ 65,325.61
ACCOUNTING MANAGER/TAX COLLECTOR	$ 57,710.00	$ 68,703.00	$ 82,443.00	ACCOUNTING MANAGER/TAX COLLECTOR	$ 67,609.80	$ 85,864.45	$ 104,119.09
PAYROLL & BENEFITS TECHNICIAN	$ 39,060.00	$ 46,500.00	$ 55,800.00	PAYROLL & BENEFITS TECHNICIAN	$ 44,964.38	$ 57,104.76	$ 69,245.14
UTILITY DEPT. CUSTOMER SERVICE REPRESENTATIV	$ 39,060.00	$ 46,500.00	$ 55,800.00	UTILITY DEPT. CUSTOMER SERVICE REPRESENTATIVE	$ 40,018.14	$ 50,823.03	$ 61,627.93
FINANCE DIRECTOR	$ 73,654.00	$ 87,684.00	$ 105,221.00	FINANCE DIRECTOR	$ 80,524.36	$ 102,265.93	$ 124,007.51

Total Base Pay Cost ($1,508.37) + FICA ($115.39) + 401K ($75.42) + Retirement ($205.14)

Total Cost – $1,904.32

FIRE

CURRENT				PROPOSED			
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
BATTALION CHIEF	$ 54,962.00	$ 65,432.00	$ 78,518.00	BATTALION CHIEF	$ 67,609.80	$ 85,864.45	$ 104,119.09
FIRE CHIEF	$ 73,654.00	$ 87,684.00	$ 105,221.00	FIRE CHIEF	$ 80,524.36	$ 102,265.93	$ 124,007.51
FIRE CLERK	$ 41,013.00	$ 48,825.00	$ 58,590.00	ADMINISTRATIVE ASSISTANT	$ 40,018.14	$ 50,823.03	$ 61,627.93
FIRE INSPECTOR/ISO OFFICER	$ 43,064.00	$ 51,267.00	$ 61,520.00	FIRE INSPECTOR/ISO OFFICER	$ 50,521.98	$ 64,162.91	$ 77,803.84
FIRE MARSHAL	$ 47,478.00	$ 56,522.00	$ 67,826.00	FIRE MARSHAL	$ 60,172.48	$ 76,419.05	$ 92,665.62
DRIVER/PUMP OPERATOR/ENGINEER	$ 41,013.00	$ 48,825.00	$ 58,590.00	FIREFIGHTER ENGINEER	$ 50,521.97	$ 64,162.91	$ 77,803.84
FIREFIGHTER/PARAMEDIC	$ 41,013.00	$ 48,825.00	$ 58,590.00	FIREFIGHTER/ PARAMEDIC	$ 56,766.49	$ 72,093.44	$ 87,420.39
FIREFIGHTER	$ 41,013.00	$ 48,825.00	$ 58,590.00	FIREFIGHTER	$ 47,662.24	$ 60,531.04	$ 73,399.85
EMS CAPTAIN	$ 41,013.00	$ 48,825.00	$ 58,590.00	EMS CAPTAIN	$ 60,172.48	$ 76,419.05	$ 92,665.62
SHIFT CAPTAIN	$ 52,345.00	$ 62,315.00	$ 74,778.00	SHIFT CAPTAIN	$ 60,172.48	$ 76,419.05	$ 92,665.62

Total Base Pay Cost ($40,571.40) + FICA ($3,103.72) + 401K ($2,028.57) + Retirement ($5,517.71)

Total Cost – $51,221.40

PARKS & REC

CURRENT				PROPOSED			
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
PARKS & RECREATION DIRECTOR	$ 66,807.00	$ 79,533.00	$ 95,439.00	PARKS & RECREATION DIRECTOR	$ 75,966.37	$ 96,477.29	$ 116,988.21
RECREATION PROGRAM SPECIALIST	$ 39,060.00	$ 46,500.00	$ 55,800.00	RECREATION PROGRAM SPECIALIST	$ 42,419.23	$ 53,872.42	$ 65,325.61
RECREATION ASSISTANT	$ 37,200.00	$ 44,287.00	$ 53,144.00	RECREATION ASSISTANT	$ 40,018.14	$ 50,823.03	$ 61,627.93
RECREATION ASSISTANT	$ 37,200.00	$ 44,287.00	$ 53,144.00	RECREATION ASSISTANT	$ 40,018.14	$ 50,823.03	$ 61,627.93

Total Base Pay Cost ($20,784.80) + FICA ($1,590.04) + 401K ($1,039.25) + Retirement ($2,826.74)

Total Cost – $26,240.83

PLANNING SERVICES

CURRENT				PROPOSED			
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
BUILDING INSPECTOR	$ 57,710.00	$ 68,703.00	$ 82,443.00	BUILDING INSPECTOR	$ 63,782.83	$ 81,004.20	$ 98,225.56
CODE ENFORCEMENT OFFICER	$ 49,852.00	$ 59,348.00	$ 71,217.00	CODE ENFORCEMENT OFFICER	$ 53,553.30	$ 68,012.69	$ 82,472.07
PERMIT TECHNICIAN	$ 39,060.00	$ 46,500.00	$ 55,800.00	PERMIT TECHNICIAN	$ 42,419.23	$ 53,872.42	$ 65,325.61
BUILDING INSPECTOR	$ 57,710.00	$ 68,703.00	$ 82,443.00	BUILDING INSPECTOR	$ 63,782.83	$ 81,004.20	$ 98,225.56
CITY PLANNER	$ 54,962.00	$ 65,432.00	$ 78,518.00	CITY PLANNER	$ 60,172.48	$ 76,419.05	$ 92,665.62

Total Base Pay Cost ($5,897.17) + FICA ($451.13) + 401K ($294.86) + Retirement ($802.02)

Total Cost – $7,445.18

POLICE

CURRENT				PROPOSED			
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
ADMINISTRATIVE SPECIALIST	$ 39,060.00	$ 46,500.00	$ 55,800.00	ADMINISTRATIVE SPECIALIST	$ 40,018.14	$ 50,823.03	$ 61,627.93
POLICE OFFICER	$ 43,064.00	$ 51,267.00	$ 61,520.00	POLICE OFFICER I	$ 46,350.00	$ 58,864.50	$ 71,379.00
DETECTIVE	$ 47,478.00	$ 56,522.00	$ 67,826.00	DETECTIVE	$ 53,106.00	$ 67,444.62	$ 81,783.24
APS	$ 54,962.00	$ 65,432.00	$ 78,518.00	APS	$ 47,662.24	$ 60,531.05	$ 73,399.85
POLICE CHIEF	$ 73,654.00	$ 87,684.00	$ 105,221.00	POLICE CHIEF	$ 80,524.36	$ 102,265.93	$ 124,007.51
MAJOR	$ 66,807.00	$ 79,533.00	$ 95,439.00	POLICE MAJOR	$ 71,666.39	$ 91,016.31	$ 110,366.24
DETECTIVE SERGEANT	$ 52,345.00	$ 62,315.00	$ 74,778.00	DETECTIVE SERGEANT	$ 56,292.36	$ 71,491.30	$ 86,690.23
POLICE SERGEANT	$ 52,345.00	$ 62,315.00	$ 74,778.00	POLICE SERGEANT	$ 56,292.36	$ 71,491.30	$ 86,690.23
POLICE CADET	$ 41,013.00	$ 48,825.00	$ 58,590.00	POLICE CADET	$ 41,500.00	$ 52,705.00	$ 63,910.00

No pay adjustments.

PUBLIC WORKS

CURRENT				PROPOSED			
CLASS TITLE	MIN	MID	MAX	Recommended Classification	Recommended Minimum	Recommended Midpoint	Recommended Maximum
FLEET MAINTENANCE SUPERVISOR	$ 49,852.00	$ 59,348.00	$ 71,217.00	FLEET MAINTENANCE SUPERVISOR	$ 53,553.30	$ 68,012.69	$ 82,472.07
ELECTRICAL SUPERINTENDENT	$ 47,478.00	$ 56,522.00	$ 67,826.00	ELECTRICAL SUPERINTENDENT	$ 53,553.30	$ 68,012.69	$ 82,472.07
BUILDING & GROUNDS SUPERVISOR	$ 54,962.00	$ 65,432.00	$ 78,518.00	BUILDING & GROUNDS SUPERVISOR	$ 56,766.49	$ 72,093.45	$ 87,420.40
GROUNDS MAINTENANCE WORKER	$ 32,135.00	$ 38,257.00	$ 45,908.00	GROUNDS MAINTENANCE WORKER	$ 33,600.00	$ 42,672.00	$ 51,744.00
PUBLIC SERVICE DIRECTOR	$ 73,654.00	$ 87,684.00	$ 105,221.00	PUBLIC WORKS DIRECTOR	$ 80,524.36	$ 102,265.93	$ 124,007.51
PUBLIC SERVICE SUPERVISOR	$ 54,962.00	$ 65,432.00	$ 78,518.00	PUBLIC WORKS SUPERVISOR	$ 60,172.48	$ 76,419.05	$ 92,665.62
PUBLIC SERVICES TECH	$ 35,429.00	$ 42,178.00	$ 50,613.00	PUBLIC WORKS TECHNICIAN	$ 37,752.96	$ 47,946.26	$ 58,139.56
FLEET MAINTENANCE TECH	$ 43,064.00	$ 51,267.00	$ 61,520.00	FLEET MAINTENANCE TECH	$ 47,662.24	$ 60,531.05	$ 73,399.85
BUILDING & JANITORIAL SUPERVISOR	$ 47,478.00	$ 56,522.00	$ 67,826.00	BUILDING & JANITORIAL SUPERVISOR	$ 53,553.30	$ 68,012.69	$ 82,472.07
DISTRIBUTION OPERATOR	$ 43,064.00	$ 51,267.00	$ 61,520.00	DISTRIBUTION OPERATOR	$ 50,521.98	$ 64,162.91	$ 77,803.84
ADMINISTRATIVE SPECIALIST	$ 39,060.00	$ 46,500.00	$ 55,800.00	ADMINISTRATIVE SPECIALIST	$ 40,018.14	$ 50,823.03	$ 61,627.93
CUSTODIAN	$ 29,148.00	$ 34,700.00	$ 41,640.00	CUSTODIAN	$ 33,600.00	$ 42,672.00	$ 51,744.00
FACILITIES MAINTENANCE SPECIALIST	$ 49,852.00	$ 59,348.00	$ 71,217.00	FACILITIES MAINTENANCE SPECIALIST	$ 53,553.30	$ 68,012.69	$ 82,472.07
PUBLIC SERVICES TECH/BACKFLOW ORC	$ 39,060.00	$ 46,500.00	$ 55,800.00	PUBLIC WORKS TECH/BACKFLOW ORC	$ 40,018.14	$ 50,823.03	$ 61,627.93

Total Base Pay Cost ($17,889.22) + FICA ($1,368.53) + 401K ($894.46) + Retirement ($2,432.93)

Total Cost – $22,585.14

IMPACT

Total Base Pay Cost: $98,707.93

FICA - $7,551.17

401K - $4,935.41

Retirement - $13,424.29

Total Cost - $124,618.80

BENEFITS SUMMARY
2024/2025

Medical Plan Options

- Base Plan: Aetna with Bay Bridge Gap
- Buy Up Plan: Aetna PPO

Employee Contributions

	EXISTING BUY-UP PLAN	BUY-UP PLAN (CHOOSE TO KEEP)	INCREASE IN COST FOR EMPLOYEES	NEW BASE PLAN WITH BAY BRIDGE GAP
EMPLOYEE ONLY	$0.00	$76.02	$76.02	$0.00
EMPLOYEE AND SPOUSE	$274.00	$382.02	$108.02	$243.68
EMPLOYEE AND CHILDREN	$101.25	$189.27	$88.02	$146.73
EMPLOYEE AND FAMILY	$406.25	$529.77	$123.52	$370.09

Carrier Changes

Dental – Met Life
Basic Life – Mutual of Omaha

Finance

Board of Aldermen Budget Workshop

April 29, 2024

Finance Department Staff

Finance Director

Assistant Finance Director

Payroll & Benefits

Accounts Payable

Tax Collector

Customer Service
- 1 Full-Time Position
- 2 Part-Time Positions

Treasurer & Tax Collector
New Position Request
For Recruiting & Backfill Purposes

Select Statistics (Annually)

- Cash Receipt Transactions Taken: ~ 9,400
- Utility Bills Issued: ~ 42,000
- Invoices Paid: ~ 3,200
- Vendor Checks Issued: ~ 2,150
- Paychecks Issued: ~ 3,500

Personnel Costs

Budget request as presented includes salaries and benefits for the existing 6 Full-Time and 2 Part-Time Finance Staff:

- Request is one FTE less than prior year request due to elimination of the Utility Billing Coordinator position
- Cost for requested new Treasurer & Tax Collector position is not included in request (discussed separately)

Non-Personnel Costs

Most Finance non-personnel costs are for items that are used City-wide:

- Financial Accounting software includes purchasing modules that are used city-wide, and other modules (accounts payable, utility billing, cash receipts, financial accounting) are used in execution of city-wide business
- Saved $9,000 by eliminating unused financial software modules that were being licensed
- Payroll software is used city-wide for timekeeping, compensation, and payroll functions
- Property and motor vehicle tax fees are assessed by Brunswick County for collecting these taxes on behalf of Southport
- Postage machine lease, postage, and mailing supplies are used city-wide

Request for New Position

Summary

- This request is to temporarily add a 7th full-time Finance position to allow for recruitment and job training in advance of an expected retirement of a key staff member between April and June 2025
- Upon the retirement, Finance will revert to 6 full-time positions
- The request is for up to 6 months at 7 full-time positions, but is likely to be less
- This request aligns with the Board of Aldermen priority to "Invest in People (skills, training, compensation, recruitment, and retention)"
- This request also aligns with a publicly stated and discussed Board of Aldermen priority for succession planning among City staff

Request for New Position

Discussion

- Article IV of Southport's City Charter defines five required positions, including Finance Director and Tax Collector (Sections 4.5 and 4.6).
- Southport only directly collects Occupancy Taxes. All other taxes are collected by Brunswick County and distributed to Southport.
- Southport needs the skills of a Treasurer to manage the City's cash, revenue, investments, grants, and potential future bond issuances
- Adding Treasurer to the required Tax Collector job title will attract candidates with the necessary skills more effectively than recruiting with existing job titles

Request for New Position

Discussion, continued

- In the spring of 2025, the Finance Department will be implementing Black Mountain Financial software, developing the FY2026 budget, and preparing for year-end close and audit. The replacement for this vital position must be on-board in time for the incumbent to train.
- This recruitment presents an opportunity to identify a candidate that can be developed as a future Finance Director candidate, furthering the Succession Planning objective.

Request for New Position

Request

- Up to $50,000 for six months of job training and knowledge transfer
- Recruiting efforts to begin in October with the objective of having a Treasurer seated by January 1
- Allow for 4 – 6 months of training and knowledge transfer before reverting back to 6 FTEs

Questions?

GENERAL REVENUE SOURCES

GENERAL REVENUE	PROPOSED FY 24-25 BUDGET	PERCENTAGE OF BUDGET
Ad Valorem Taxes	4,032,503	44.9%
Motor Vehicle Tax Collections	245,728	2.73%
Interest/Penalties	8,886	0.09%
Motor Vehicle Interest	1,762	0.02%
Ad Valorem Tax Prior Years	29,940	0.33%
Local Option Sales Tax	1,876,633	20.9%
Privilege Licenses	1,200	0.01%
Itinerant/Peddler Permit	150	<0.001%
Beer and Wine Tax	19,000	0.21%
Utility Franchise Tax	416,754	4.6%
FEMA Reimbursement	-	-
Cemetery Lot Sales/Fees	800	0.01%
Interest Earned	561,979	6.3%
Donations	1,000	0.01%
Forestry Committee Donations	750	0.01%
Sale of Fixed Assets		
Community Garden	1,500	0.02%
Southport ABC Distribution	572,379	6.4%
Miscellaneous Revenues	6,000	0.06%
Appropriated Fund Balance	1,200,000	13.4%
Totals	**8,976,964**	**100%**