



**City of Boiling Spring Lakes
Board of Commissioners Budget Workshop
April 21, 2017
City Hall – 9:00a.m.**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

The Board of Commissioner Budget Workshop was called to order at 9:00a.m.

2. Attendance ~ in attendance at the meeting were ~

Mayor Craig Caster

Commissioner Mary Stilwell

City Manager Jeff Repp

City Clerk Jane McMinn

Commissioner Mark Stewart

Commissioner David Putnam

Commissioner David Crawford

Finance Manager Karen Thompson

Department Heads Present ~

Ernie Siriani ~ Buildings & Grounds

Brad Shirley ~ Police Chief

Ruth Bek ~ Building Inspections/Code Enforcement

Public Works ~ Brian Cavanaugh

Mary Green ~ Community Center/Parks & Recreation

3. Introduction ~ Jeff Repp, City Manager

Mr. Repp explained the first workshop today will be to review the proposed budget; in approximately two (2) weeks, we will have our public hearing on the proposed budget to reflect any changes we make here today. Mr. Repp also explained two (2) large items that are not reflected in the budget will be treated as separate projects when they are approved; are the police department building and the spillway project. When final numbers and plans are in for each project they will both be dealt with as ordinances, which will be later on in the year.

Mr. Repp reminded the Board many of the projects you see in the budget are from the five (5) top priority projects the Board has established.

Mr. Repp gave an overview of sales tax revenue, assessed valuation property change that was done in 2014 and effective January 1, 2015. The proposed budget does not include any increase of the tax rate of \$0.21 per \$100.00. Mr. Repp reviewed the General Fund Revenues, Fund Expenditures; and Operating Expenses and Capital Outlay. Mr. Repp noted the position of city engineer is not included in this budget, however the position is still in the table of organization but not funded given the difficulty in trying to attract an

engineer for this position, however we do have funds in the budget for engineering services throughout the year.

Administration ~ Commissioner Stewart, liaison to the Fire Department, requested a \$25,000 donation be made to the Fire Department by adding this to the city's budget. A discussion followed by the BOC with the understanding that the fire department is currently operating within their budget, however the new equipment costs and regulations for the equipment change which the fire department always must upgrade the equipment and gear to stay in compliance and meet standards. Commissioner Stewart encouraged the board to approve the requested donation for these reasons. The Board decided they would revisit the donation after the budget review has been completed.

Animal Control ~ no comments

Buildings & Grounds was reviewed with clarification as to which budget, for example, if the parks needed new benches and picnic tables whose budget does that money come from. Mr. Repp commented if it has to do with the community center it would come out of that budget, if it is grounds, funds would then come out of the buildings & grounds budget.

Police Department ~ Chief Shirley explained to the board the need for an additional police officer. Chief Shirley pointed out in his report it shows the increase in costs and service and the increase in population along with the trend we are currently seeing. We try to balance out the shifts between the experienced officers with the new officers that have and are coming onboard. The increase in staff is to grow the agency as our community grows and cover the shifts with two (2) officers and one supervisor. With the addition of the new officer, this will put us in a better position to have two officers on duty most of the time. The board agreed if at any time Chief Shirley feels additional help is needed he is requested to come back to the board and let them know. Mr. Repp pointed out to the board that attached to the budget was an employee justification report prepared by the Chief for their review.

Building Inspections/Code Enforcement ~ Mr. Repp explained there is a part-time position which has been added to the budget. We are making some technology changes that hopefully will help in the area of all the paperwork. I would like to see how this works out and if at this time next year we see the need for a full-time person we can certainly take a look at this again.

Ms. Beck, Director of Building Inspections/Code Enforcement explained she had requested two (2) full-time people but she compromised at one (1) full-time person. The reality of what we really need are two full-time people, one for the field work, especially with the advent of the 311 software, the new employee would be doing the enforcement portion and the writing of the letters. The part-time person will be handling all the zoning permits and assume responsibility for the planning board and board of adjustment meetings. Ms. Bek also advised the board she is reviewing the fee schedule and there will be some changes in the permit fees; I am also taking a hard look at what we charge for variances.

The Board was in agreement that Ms. Bek needs to keep them advised if the part-time position needs to go to a full-time position. The city manager was directed by the board if there is a need to go full-time bring it to the board.

Public Works ~ The Board addressed street paving. Commissioner Stewart has concerns about our roads which is the city's infrastructure. We have a good potential of more business moving in. Commissioner Stewart would like to see Fifty Lakes Dr. paved. Mr. Repp suggested when the bond issue comes up for the police department we can add paving into the bond request. Mr. Repp also stated the city will get a better interest rate in the bond issue than we would by just getting a \$500,000 loan with a higher interest rate. The board agreed to wait to include the funding in the bond issue.

Dams / Lakes ~ no comments

Mosquito Control ~ no comments

Special Events ~ Commissioner Crawford, liaison, has requested their storage building be replaced with a trailer which would allow them to take everything to any of their site events, keeping the contents dry; when not in use the trailer will be stored in the city garage.

Community Center / Parks & Recreation ~ Mary Green explained the staffing needs and the need for an additional full-time position. By eliminating three (3) part-time positions this will allow us to add this full-time position. Ms. Green inquired of the board, do you want to see the Community Center grow with the community, stay where we are now or just maintain and patch what we have. We are looking for direction from the Board. Ms. Green estimated by January or February 2018 we will have a draft of the Master Plan update which will give us a plan on needed facilities and programs to move the Parks & Recreation Department forward. Mr. Repp estimated the additional full-time position would be about \$30,000 but also that there still would need some funds needed for part-time help to staff off hours.. Commissioner Stilwell complimented Ms. Green for the job she does and said the board really needs to take a hard look at everything the Community Center does for our citizens and our Parks & Recreation along with Special Events which our citizens are so much a part of. Ms. Green informed the Board both the tennis and basketball courts need to be replaced at Muse Park. The courts are crumbling, they are approximately 30 years old. Mr. Repp informed the Board he would look to finding the money, which is estimated to be approximately \$60,000 to do both courts.

Library Commission ~

Commissioner Stilwell, liaison, complimented the Library Commission on the fine job they are doing and how hard and dedicated these ladies are.

Appearance Commission ~ Commissioner Putnam, liaison, had requested previously to increase their budget to \$400, Mr. Repp confirmed he will add that line item.

The Board discussed the \$25,000 donation to the Fire Department and agreed upon the donation.

The Board of Commissioner Workshop Budget Meeting adjourned at 10:58a.m.

Craig Caster
Craig Caster, Mayor

ATTEST:

Jane McMinn
Jane McMinn, City Clerk

June 6, 2017
Date

