



City of Boiling Spring Lakes

9 East Boiling Spring Road

Boiling Spring Lakes, NC 28461

NOTICE OF SPECIAL MEETING

Mayor Winecoff and the BOC have called for a special meeting/workshop of the following Boards and Committees:

Board of Commissioners

Planning Board

Community Appearance Commission

Parks and Recreation Advisory Board

Special Events

Library Commission

Grants Committee

The workshop will take place on Thursday, February 16, 2023 at 6:00 p.m. and be about upcoming plans and projects in the coming year. The workshop will take place at City Hall, 9 East Boiling Spring Road, Boiling Spring Lakes, NC.

Date: 2/9/2023



Mayor Jeff Winecoff



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

**Board of Commissioners
Planning Board, Community Appearance
Parks and Recreation, Special Events
Library Commission, Grants Committee
February 16, 2023 at 6:00 PM
WORKSHOP AGENDA**

1. Call to Order – Mayor Winecoff
2. Pledge of Allegiance
3. Approval of Workshop Agenda
4. Opening Statement by Mayor Winecoff
5. Boards and Committees Presentations
 - a. Planning Board
 - b. Parks and Recreation Advisory Board
 - c. Community Appearance Commission
 - d. Grants Committee
 - e. Special Events Committee
 - f. Library Commission
6. Department Presentations
 - a. Public Works
 - b. Planning and Zoning
 - c. Inspections and Code Enforcement
 - d. Parks and Recreation
 - e. City Clerk
 - f. Police
7. Project Reports Not Covered during Above Presentations
8. Closing discussion
9. Adjournment

BOARDS AND COMMITTEES PRESENTATIONS



City of Boiling Spring Lakes

9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date:

February 16, 2023

Title:

Planning Vision 2023

Committee/Board:

Planning Board

Background Information:

Various inputs from Citizens indicate that items of concern for the Planning Board are:

- (1) Developing a plan for the City Center
- (2) The need of a Grocery Store

Financial Impact:

Costs for consulting Support for the City Center Master Plan in addition to or hopefully in lieu of possible grant funds if any are received. Any costs (if any) which may appear in the effort to consolidate and facilitate properties within the defined City Center Plan or development of a grocery store.

Committee/Board Recommendation:

- Consolidate results of City Center Workshop : Define Location of City Center...Review and determine current permitted uses and take action as to changes needed. Consider accessibility for pedestrian safety and inclusiveness.
- Review current set back requirements/building design, etc.as currently allowed in UDO
- Maintain dialog with NCDOT on NC87 development to be consistent with City Center objectives

- Continue communication/efforts to obtain a grocery store for our citizens
- Determine if board is responsible for updating Comprehensive Land Use Plan.
- Consider integrating Venus Fly Traps into any of our Planning



City of Boiling Spring Lakes

9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date:

February 16, 2023

Title:

Planning Vision 2023

Committee/Board:

Parks and Recreation Advisory Board

Background Information:

The Parks and Recreation Advisory Board is comprised of eight members which includes a liaison from the BSL Board of Commissioners. Officers include a chair, vice chair and secretary. The Board of Commissioners appoints members who serve for a 3-year term. Members are eligible for reappointment. Meetings are held monthly, though special meetings may be called. The election of officers is held annually at the July meeting.

Financial Impact:

- BSL Founders Day, 2023: Budget needed: Approximately \$8000.00.
- Parks and Recreation Master Plan: Funding varies based on individual items in the master plan (property, additional staff, equipment, facilities, etc.)
- Alternative Sources of Funding: no funding needed; specific grants will be explored.

Committee/Board Recommendation:

The primary focus of the advisory board over the next 12-18 months lies in three areas:

- **BSL Founders Day:** Because Founders Day is scheduled for April 1, 2023, it is a top priority for this board. Efforts will be made to secure donations from businesses and individuals to fund the 3-day festival. The Parks and Recreation Advisory Board will assist in the planning and realization of this event.

- **Parks and Recreation Master Plan:** A master plan was formally adopted by the Parks and Recreation Advisory Board on June 20, 2018 and formally adopted by the BSL Board of Commissioners on August 7, 2018. Unfortunately, due to Hurricane Florence in September, 2018 and the arrival of COVID-19 in early 2020, little progress has been made on it. However, because the process and recommendations made in the plan are still relevant, it was determined by the City Manager and the Director of Parks and Recreation that there is no need to develop a new master plan, thus saving the city thousands of dollars. The Director of Parks and Recreation has assembled a sub-committee of Parks and Recreation Advisory Board members to assist in prioritizing the recommendations made in the plan. This will be completed and ready for the City Manager to review by the end of March, 2023.
- **Alternate Sources of Funding:** The Parks and Recreation Department has many needs, most of which are addressed in the master plan. However, there are other needs that may be served by grants. These could include things like providing equipment and supplies for existing and new programs and opportunities for both youth and adults. Examples include (but are not limited to) exercise and fitness classes; sports leagues; nature and outdoor education programs including field trips, float trips, fishing trips and guided hikes; overnight family campouts; bicycle, water and boating safety; providing handicapped access at parks and lakes; kayak launches; additional floating docks; development of a dog park; and lighting at parks.

The playground equipment at existing parks will also need to be replaced over time. In some cases, this equipment should have already been replaced. Additional pieces of equipment could also be included in the redevelopment.

Currently, the vast majority of the programs offered by the Parks and Recreation Department are filled to capacity with a waiting list. In most cases, participant numbers are capped by facility, equipment, transportation and/or staffing limitations. Because interest in programming has increased and the city of BSL is growing rapidly, more funding is needed. Much of this will need to come from the city in the form of budget increases, though there are many opportunities for small grants relevant to our programming goals which the Parks and Recreation Advisory Board will pursue.

Attachments:

[please attach any supporting documentation if available]



City of Boiling Spring Lakes

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Boiling Spring Lakes, NC 28461

910.363-0025 • Fax: 910.363-0029 • E-mail: CityHall@cityofbsl.org • Web page: www.cityofbsl.org

Community Appearance Committee 18 Month Plan

0-6 Months

Election of officers. Develop, initiate and promote a program of community beautification, i.e. Best Residential Property, Best Commercial Property, etc.

Begin familiarization of the city nuisance ordinances and UDO landscaping and architectural requirements.

Develop policies and procedures for performing the duties assigned. i.e. Have members assigned to Technical Review Committee to review and comment on development plans, participate and assist with City Center plans etc.

6-12 Months

Recommend and promote the adoption of the Minimum Housing Code Regulations.

Assist other agencies in the beautification of the City of Boiling Spring Lakes, i.e. Parks and Rec. Public Works, Nuisance Enforcement, Planning and Zoning.

Continue familiarization with UDO.

12-18 Months

Continue to assist commercial and residential property owners with any needs concerning property beautification, along with any city property that needs attention.

Additional items to be determine as Commission members coalesce.



City of Boiling Spring Lakes

9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date: February 16, 2023

Title: Planning Vision 2023

Committee/Board: Grants Committee

Background Information:

The Grants Committee (GC) is currently fully staffed with 5 active members.

The committee is charged to seek funding for only specific city needs as directed by the BOC. Currently those needs are related to stormwater issues, the City Center Master Plan, engineering designs for parts of the Pedestrian Plan (PP), studies and plans to support the Pedestrian Plan, and a request from the City Manager for a non-matching grant to purchase land behind Muse Park for additional parking. In addition, the committee routinely looks for funds for the Parks and Recreation Department, however those grants routinely require a match and we have been told there are no match funds available in the city budget at this time. The following table summarizes the status of each of these issues.

Item	Status
Stormwater issues	A proposal to Golden Leaf for a Ditch Maintenance Plan has been substantially completed by the committee. Submission is pending required information from city staff and McGill, multiple, specific requests for this information have been made.
City Center Master Plan and Engineering Designs for PP	Reconnecting Communities Pilot (RCP) Discretionary Grant was submitted 10/13/2022 for 80% grant funds, 20% City matching funds – decision pending within weeks.
NC DOT Feasibility Study for PP	This request for funding was denied.
Land for Additional Parking	Research underway, no result to date.
Parks and Recreation	Research underway for non-matching funds, no result to date.

Financial Impact: None for committee activities.

Committee/Board Recommendation:

The Grants Committee recommends city departments vested in the committee's work provide detailed descriptions about their needs to the committee. For example, "stormwater issues" is a very broad topic and information of exactly what the city is planning, or desires, to do would be helpful in finding funding.

The city has adopted various plans or master plans (e.g., land use, stormwater, pedestrian, P&R master plan, etc.) which appear to be awaiting implementation. Some of these plans relate to or could relate to the GC's work. A comprehensive vision, from city leadership, which clearly specifically delineates the city's priorities and goals would provide valuable guidance in support of the GC's work.

The US DOT administers the funds from the recently passed Bipartisan Infrastructure Law (BIL) and the GC Chair attended a webinar about applying for these funds. A local government can apply directly to the US DOT for some of the BIL programs, however, one of the crucial steps for approval is having the proposed projects listed on the STIP. The GC strongly recommends that the BOC looks into and follows through with the COG to assure that all of our priority projects are listed on the STIP. Time is of the essence for this, as the submissions to the STIP are due soon and will then close to submissions for two years.

Attachments:

N/A

Respectfully submitted,
Annette Flanders, Grants Committee Chair



City of Boiling Spring Lakes

9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date:

February 16, 2023

Title:

Planning Vision 2023

Committee/Board:

Special Events Committee

Background Information:

1. Currently looking into Tree Trimming, All About Trees, Estimate \$200-\$300.00
2. April 8th, 2023, Saturday, Planning the Easter Eggstravaganza at Spring Lake. Big Easter egg hunt, games, prizes, pictures with the Easter Bunny.
3. May- We plan to do the Ribbons and Bows and banner again for South Brunswick HS Seniors
4. August- Planning on holding the Mayors Cup Golf Tournament. Date to be determined. Also, we will go around town again and get sponsors. We will keep you posted on the date.
5. October- The Fall Festival to kick off the Holiday season, Planning on Saturday Oct 21st on the grounds of the Community Center. Also holding the Haunted trail with prizes awarded for best scary scene.
6. December 1st Friday- Tentative date. We will keep you posted when we get the date from the BSL Fire Dept. Tree lighting, Santa's Christmas Parade with the Fire Dept. arts, crafts, hot coco, Police Dept to hand out ornaments to the children.

Future ideas: The committee will be discussing the possibility of adding other events. We will keep you informed.

Financial Impact:

As of now we do not know how much our budget is for the year. In the past years we always had a breakdown. We would appreciate a breakdown for the year 2023 to help us budget.

Potential expenses for future events TBD

Committee/Board Recommendation:

We would like to have the City Christmas Tree trimmed. The cost is \$200-\$300 from All About Trees. We would greatly appreciate for the city pay this expense.

Attachments:

None.

Thank you,

Brenda Hogan
Chairperson Special Events Committee



City of Boiling Spring Lakes

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STAFF REPORT

Agenda Date:

February 16, 2023

Title:

Planning Vision 2023

Committee/Board:

Library Commission

Background Information:

The Board of Commissioners created the Library Commission in 2014-2015 for fostering library services for city residents. The approved Mission Statement is: "The Library Commission seeks to bring a Public Library into the City of Boiling Spring Lakes providing adults and children the opportunity to read for pleasure and to grow their potential through the use of books, information technology and other means."

Financial Impact:

- Currently all library duties are handled by volunteers.
- 2022-23 Budget \$3,000.00.
- An outdoor waterproof metal book return is desired, with cost around \$5,000-\$6,000.
- A full-service library will require fixtures and furnishings. A retired Library Director with expertise in design and setup of public libraries offered to assist with equipment acquisition, purchases, and collection fulfillment as needed. She will step up when architectural plans are available.
- The BSL Grant Committee can apply for equipment and book collection grants at state and national levels

Committee/Board Recommendation:

The library room and lobby display in City Hall, while much appreciated, are inadequate for our growing collection. We are pursuing space in the old Police Department building when it is vacated so we can grow our book collection, provide adult and children's areas, a citizen's computer center, and a library storage/work area.

Attachments:

N/A

DEPARTMENTS PRESENTATIONS



City of Boiling Spring Lakes

9 East Boiling Spring Road
Southport, NC 28461

February 6, 2023

STAFF REPORT

PUBLIC WORKS 12-18 MONTH LOOKAHEAD

The intention of this report is to present the departments perspective goals both current and projected.

▪ General Work

Both the Public Works and Building & Grounds division's workloads are expected to increase in a linear progression with the growth of the city. The department has managed to increase work production over the last 10 months given that the manpower remains at 3 employees for each of the 2 divisions (Public Works and Buildings & Grounds). We intend to continue to increase efficiency through equipment operation cross-training giving more employee flexibility.

Road and ditch maintenance is expected to remain consistent and possibly show some gains through employee cross training.

We have implemented the routine of scouting followed by patching Potholes throughout the city. Initially we operated on a 2-week rotation in an effort to catch up on pothole repair. We have since extended to a 3-week rotation and feel that we are in a position to better manage pothole repairs which will allow those man-hours to be used elsewhere.

The Maintenance of the city's vehicles and equipment is managed by 1 mechanic. The workload is demanding at best. In an effort to ease the mechanics workload I have made available the seasonal part-time ROW mower as an assistant as the payroll budget allows. I have covered this in more detail in the attached **Public Works Assessment**.

▪ Current and Up-Coming Projects

- 1) We have 2 road cross-pipe change out/ installs on the board.
 - Polaris Road – 18" x 40' (approx. material cost of 900.00)
 - Cottage Lane – 15" x 40' (approx. material cost of 700.00)

- 2) There are 2 buildings on the Public Works yard that are in disrepair and are slated for demolition in-house. These 2 buildings are included in the **Public Works Assessment** and are depicted on the S3 site plan. The first is a 12' x 24' shed located on the north east corner of the

site. The shed is in disrepair and has ground contact water damage. The second is the original Public Works Office that is connected to the Maintenance Shop and also has water damage with mold. The roof of this building ties into the side of the maintenance shop causing the Maintenance Shop siding to rot. The cost to make repairs to the Maintenance Shop cannot be assessed until the original building is removed. The Maintenance Shop is also in need of painting to help ward off further weather damage. The Maintenance shop roof had been repaired/replaced this past year.

3) There is a 470' section of Meadowood road that trees have grown over and partially undeveloped making it all but impassable. A citizen had reported that 2 emergency vehicles responding to a call had to detour around this section and take Fieldcrest to the opposite end of Meadowood Rd. It will require approx. 235 tons of stone to complete this work. The cost to the city will be approx. 6400.00 in stone. The city has a fixed contract in place for stone delivery at 27.00/ton. The Geo-Textile fabric required for the road bed stabilization had been donated to the city this past year. The clearing and grade work is to be completed by Public Works.

▪ **Lake Bed Vegetation Management**

The Lake Bed Mowing continues on Pine Lake with the Excavator and on Patricia Lake with a conventional bush-hog where and when possible. The Pine Lake mowing is approximately 80 percent complete. North Lake will follow with the completion of Pine Lake mowing and then proceed to Patricia Lake. The progress of the excavator has as expected extended into the lake bed far enough to make it impractical to track the machine to and from the service truck for fuel and routine maintenance not to exclude the safety aspect of personnel physically carrying supplies into the field. The eventual need of a UTV was discussed with David Andrews and is presented in the attached **UTV Staff Report**.

▪ **Future Project Oversight**

In addition to the city's day to day tasks additional oversight will be required for multiple other sites.

- The Highlands storm water drainage
- The Holly, Walnut & Redwood Storm Water Project
- Extensive Dam Repairs at multiple locations. I believe the city and myself would be better served if my position were to be changed from hourly to salaried to cover the additional hour needed to cover this work.

There are several drainage projects that were scheduled as in-house tasks prior to my stepping into my current position. I submitted an estimate for the material needed for these projects. The board had agreed to purchase these materials for the amount of 61,154.94. The PO was generated, the material was ordered June 2022 but has yet to be delivered reportedly due to supply chain and volume issues. There are 3 projects that will require a level of expertise working in the proximity of buried utilities and also working with difficult pipe grades. They may also require engineering input and recommend looking into contracting this work.

- **New Equipment**

There are 2 pieces of older equipment budgeted for replacement this fiscal year. The exact cost has yet to be determined.

- 1) John Deere Side Arm Mower (Demo Scheduled)
- 2) Bobcat Mini Excavator

- **Attachments:**

Public Works Assessment
S3 Public Works Layout
UTV Staff Report

Aaron Harward
Public Works Superintendent



City of Boiling Spring Lakes ***Public Works***

117 Garage Road
Boiling Spring Lakes, NC 28461

• E-mail: aharward@cityofbsl.org • Web page: www.cityofbsl.org

Public Works Assessment

Over the last months as the Superintendent of Public Works I've have had the opportunity to assess current and future needs of the Public Works Shop and Yard. I have made several determinations to include considerations for Personnel, Facility Design, Growth and most importantly Safety.

-Personnel

Presently the Public Works Department has 8 employees including myself. Three in Public Works, Three in Building and Grounds, One Mechanic excluding seasonal/temporary help. The Current Building was constructed in 2006 for the combined department. When fully staffed, the head count has remained consistent through-out. The limited space for the conference/ lunchroom even then was less than adequate to accommodate the staff. The Majority of the employees opt to eat lunch and break in the shop area because of the lack of space. The shop can be very hot in the summer and likewise cold in the winter.

The ability to accommodate the city's continuing growth will require the department to assess its manpower requirements moving forward. This, in my opinion should include an additional employee for Public Works, another for Building and Grounds and an additional mechanic over the next three years.

Last month I began tracking the mechanic's work load. Surprisingly he manages to service and or repair over 30 vehicles for the city's combined departments (Police, Animal Control, Community Center, Public Works, Code enforcement, Planning, Inspections and City Manager's vehicle). He also manages to service Public Works Heavy Equipment, Tractors and Mowers as well as the hand-held power equipment. As the seasonal mowing winds down the current temporary employee will assist the mechanic in a part time position as the budget allows.

-Facility Design

The current Public Works building is in good condition and the Maintenance Shop being older needs some attention. The roof of the Maintenance shop was replaced this summer. The original Public Works building between the PW and Maintenance buildings is to be demoed and possibly replaced with additional maintenance bays. The equipment pole barn is leaning and has sections where the roof is missing. The pole barn should be demoed and possibly be placed elsewhere. There are also several out buildings that should be demoed or moved and the space better utilized. The fence partitioning the PW lot and the Laydown Yard could be removed affording the advantage of connectivity between the two. The current fuel containment is in disrepair and is all but non-functional and should be reconstructed possibly in a better location.

-Growth

The Public Works Parking/ Storage area is typically congested with PW department Vehicles, Heavy Equipment (Dump Trucks, Excavator, Backhoes, ROW Mowers and Trailers), Storm Water Drain Pipe, Police Department vehicles and associated towable equipment, Animal Control vehicles and equipment to include the permanent containment also PW Employee parking.

To expand the footprint of the PW site would be optimal for the growth of the department allowing for the future needs of the city.

There are four contiguous lots that back up to the PW building with frontage on West BSL Rd. These lots are owned by a single individual. I have spoken with the individual that owns the properties. He had inherited the properties and had never visited them. I asked if he would consider parting with the property and the reply was that he'd rather Public Works get the land rather than someone else. This would increase the PW footprint by approximately one acre. He asked that the city make him an offer. I have his contact information if the city wishes to pursue this endeavor.

This acquisition would allow for the relocation of a pole barn and additional equipment parking along with material storage (Storm Water Drain Pipe, etc.). Also, this could potentially accommodate an office capable of

providing the staff with adequate space for staff meetings, training, lunch, etc. in a controlled environment.

The existing PW office would be used by the mechanic and future staff. Currently the PW Mechanic has his desk and files set up in the garage because of mold and general disrepair of the original PW office.

-Safety

An access to West BSL road through the properties at the rear of the PW property line would allow PW traffic safe entry and exit into and from the Hwy 87 and BSL road intersection. There have been multiple occasions where traffic traveling North on Hwy 87 have passed a slower PW machine on the left through the intersection as the operator, even with the machines turn signal and flashers on, attempts to turn left onto Garage Road. The results typically have the passing vehicle hitting the side of the road while avoiding a collision. Like myself, while traveling north on Hwy 87 returning to the PW shop in a backhoe was passed by a semi-truck. As the semi was meeting oncoming traffic, the truck cut me off and hit the front of the tractor. The semi did not stop and continued north on Hwy 87.

Aaron Harward
Public Works Superintendent
November 2022

DURHAM POLARIS
 QUALITY MOWER & SAW EQUIP. INC.
 106 STALLINGS RD
 DURHAM, NC 27703
 (919) 596-9468

Date.....: 12-09-22 15:16:44
 Invoice #....: Q12918, Page 1
 Customer #...: 3630025
 Salesperson.: TP
 P.O. #.....:

BILL TO: 3630025
 CITY OF BOILING SPRINGS LAKES
 9 EAST BOILING SPRING RD
 BOILING SPRING LAKES, NC 28461

SHIP TO:
 CITY OF BOILING SPRINGS LAKES
 9 EAST BOILING SPRING RD
 BOILING SPRING LAKES, NC 28461

- INVOICE -

----- QUOTE -----

MFR	PART/MODEL #	DESCRIPTION	QTY SLD	QTY B/O	PRICE	NET	TOTAL	T X	S O
POL	R23T6E99AP	RGR 1K CREW SP BLUE	1	0	21394.00	18828.66	18828.66	T	
POL	2889223	CREW XP POLY ROOF	1	0	699.99	629.99	629.99	T	
POL	2883300	FULL WS POLY HC XP	1	0	569.99	512.99	512.99	T	
****	INSTALL ACCYS		1	0	79.00	79.00	79.00	T	

STATE CONTRACT 515B PRICING
 ESTIMATED UNIT LEAD TIME 60-90 DAYS

ABSOLUTELY NO RETURNS, NO REFUNDS WITHOUT PRIOR WRITTEN CONSENT ...
 NO RETURN ON SPECIAL ORDER OR ELECTRICAL/20% RESTOCK CHARGE ON APPROVED RETURNS

SUBTOTAL	20050.64
TAX	1503.79
INVOICE TOTAL	21554.43
AMOUNT PAID	0.00
BALANCE DUE	



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BSL Public Works

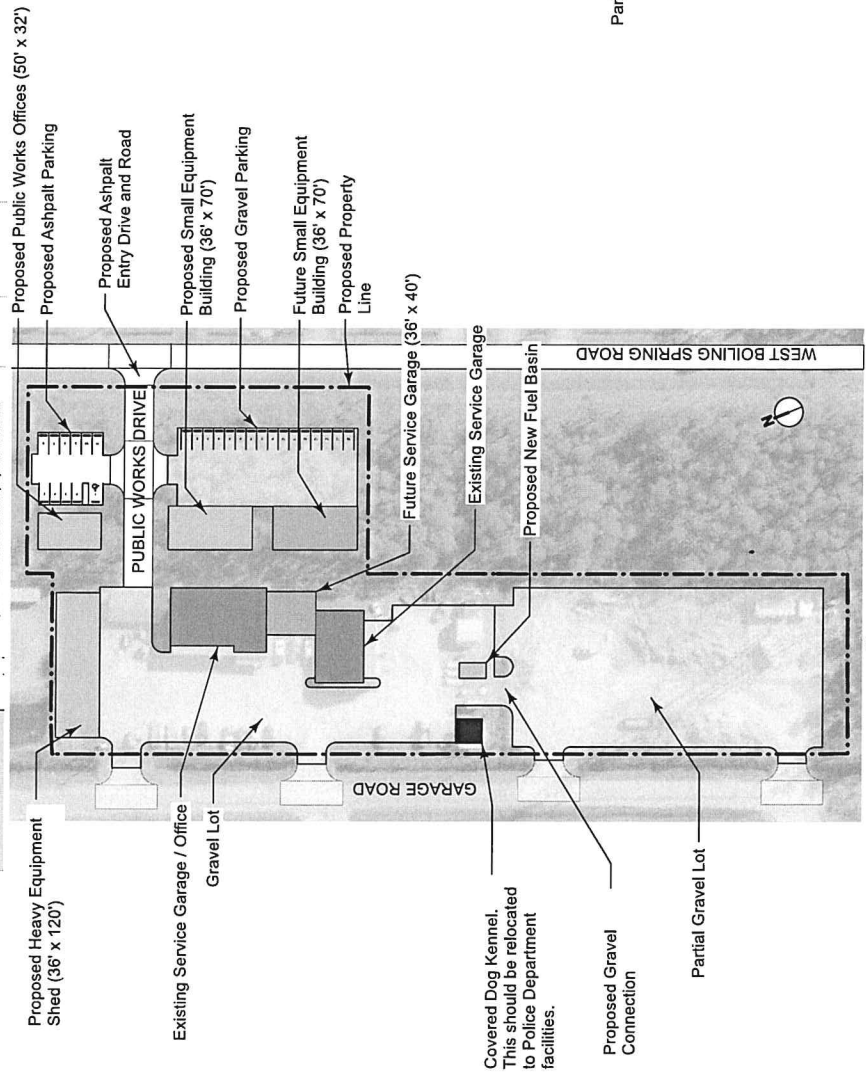
117 Garage Road
Boiling Spring Lakes, NC 28461

Architect	Studio Three Architects 321 N. Front Street Wilmington, NC 28401
Drawn By	
Plot Date	1/18/23
Project ID	BSL Public Works
Sheet Title	Site Plan
Sheet No.	S1.1

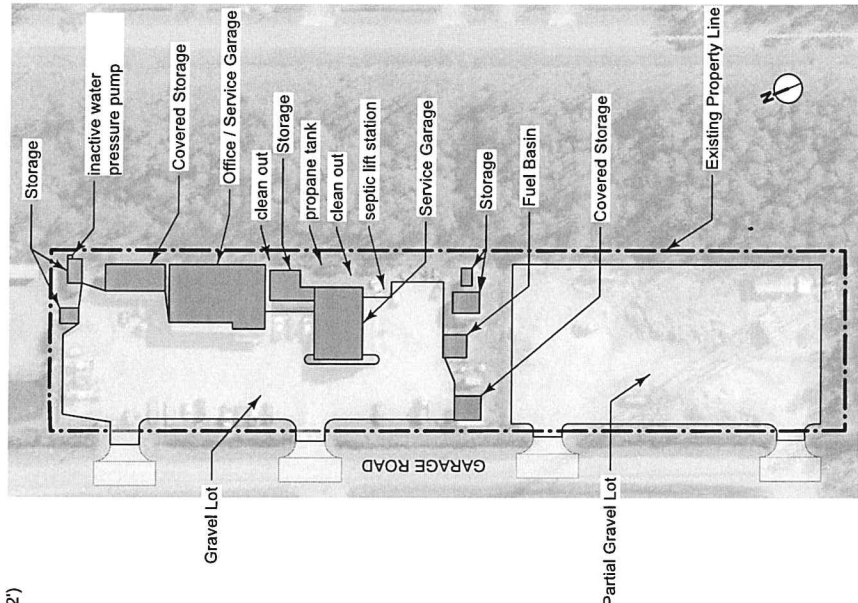
Public Works Master Plan Construction Costs Assumption*

SF	Sub Total	Arch/Eng	Total	By Phase
				Phase 1
Land Acquisition				\$1,589,212
				Phase 2
Heavy Equipment Shed	4,320	\$50	\$216,000	\$10,600
Fuel Basin	280	\$150	\$42,000	\$2,100
Demolition & Site Work	3,000	\$15	\$45,000	\$100,000
Site Work & New Road Paving	5,000	\$20	\$100,000	\$100,000
				Phase 3
New Office Building	1,600	\$150	\$240,000	\$21,600
Small Equipment Building	2,520	\$75	\$189,000	\$9,450
Site Work & Paving	5,500	\$20	\$110,000	\$110,000
				Phase 4
Future Small Equipment Building	2,520	\$65	\$163,800	\$163,800
Future Service Garage Building	1,440	\$120	\$172,800	\$15,552
Site Work & Gravel	5,000	\$18	\$90,000	\$90,000

* These costs are only estimates based on current project data and not



2 Proposed Site Plan
Scale: 1" = 100'-0"



1 Existing Site Plan
Scale: 1" = 100'-0"



City of Boiling Spring Lakes
9 East Boiling Spring Road
Southport, North Carolina 28461

STAFF REPORT FOR BOARDS AND COMMITTEES WORKSHOP – February 3, 2023

From:

Mark Bloomer

Department:

Planning and Zoning Department

Report:

Over the next twelve to eighteen months I will continue to work on trying to bring a City Center to the City of Boiling Spring Lakes. The next step in this process will most likely be focus groups and surveys. The data obtained at the Planning Board Workshop will help to guide me in this endeavor. I will also look at possibly making some changes to the Unified Development Ordinance. These changes will mainly be tweaks to existing ordinances.

I will also continue to work on several site plans. These include: the proposed new Fire Station, the proposed commercial laundry facility, a proposed storage facility, a proposed golf cart sales and rental facility, etc. I will most likely be working on additional site plans as BSL continues to grow. In addition, my department will continue to issue zoning permits for new houses, accessory buildings, fences, etc. As you are aware, we are experiencing tremendous growth. I look for this trend to continue. My department will also continue to issue tree removal permits, sign permits, driveway permits, etc.

We will also continue to assist residents and future residents with zoning questions and other questions. In addition, we will help people with lot recombinations, rezonings, subdivisions, etc. It looks like it will continue to be busy over the next eighteen months.



City of Boiling Spring Lakes

9 East Boiling Spring Road
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Building Permitting & Inspections

18 Month Plan

0-6 Months

Continue doing plan review, issuing permits and performing inspections for construction projects.

Continue improving GovPilot permitting software to improve efficiency in plan review, permit issuance and tracking inspections.

Hold meeting with local contractors for input on services we provide and the software we use.

Budget preparation for the next fiscal year.

6-12 Months

The Chief Codes Enforcement Official will work on obtaining a Building Level III and a Fire Level I certification.

The Code Enforcement Official will continue working on obtaining Level II certifications in two of the following: plumbing, mechanical and electrical trades.

Continue doing issuing permits and performing inspections for construction projects.

Continue improving GovPilot permitting software to improve efficiency in issuance permits and tracking inspections.

Hold meeting with local contractors for input on services we provide and the software we use.

12-18 Months

The Chief Codes Enforcement Official will work on obtaining a Building Level III and a Fire Level I certification.

The Code Enforcement Official will continue working on obtaining Level II certifications in two of the following: plumbing, mechanical and electrical trades.

Continue doing plan reviews, issuing permits and performing inspections for construction projects.

Continue improving GovPilot permitting software to improve efficiency in issuance permits and tracking inspections.

Budget preparation for the next fiscal year.



City of Boiling Spring Lakes

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Building Permitting & Inspection **Year to Date Information**

Since 1 July 2022, the department has:

Issued some 508 permits.

71 for New Home Construction

58 or 81.7% located outside of the Highlands

Each New home permit requires plan review

Performed 1843 inspections

Collected \$125695 in permit and inspection fees

Answered numerous inquiries about permitting, code requirements and inspections.

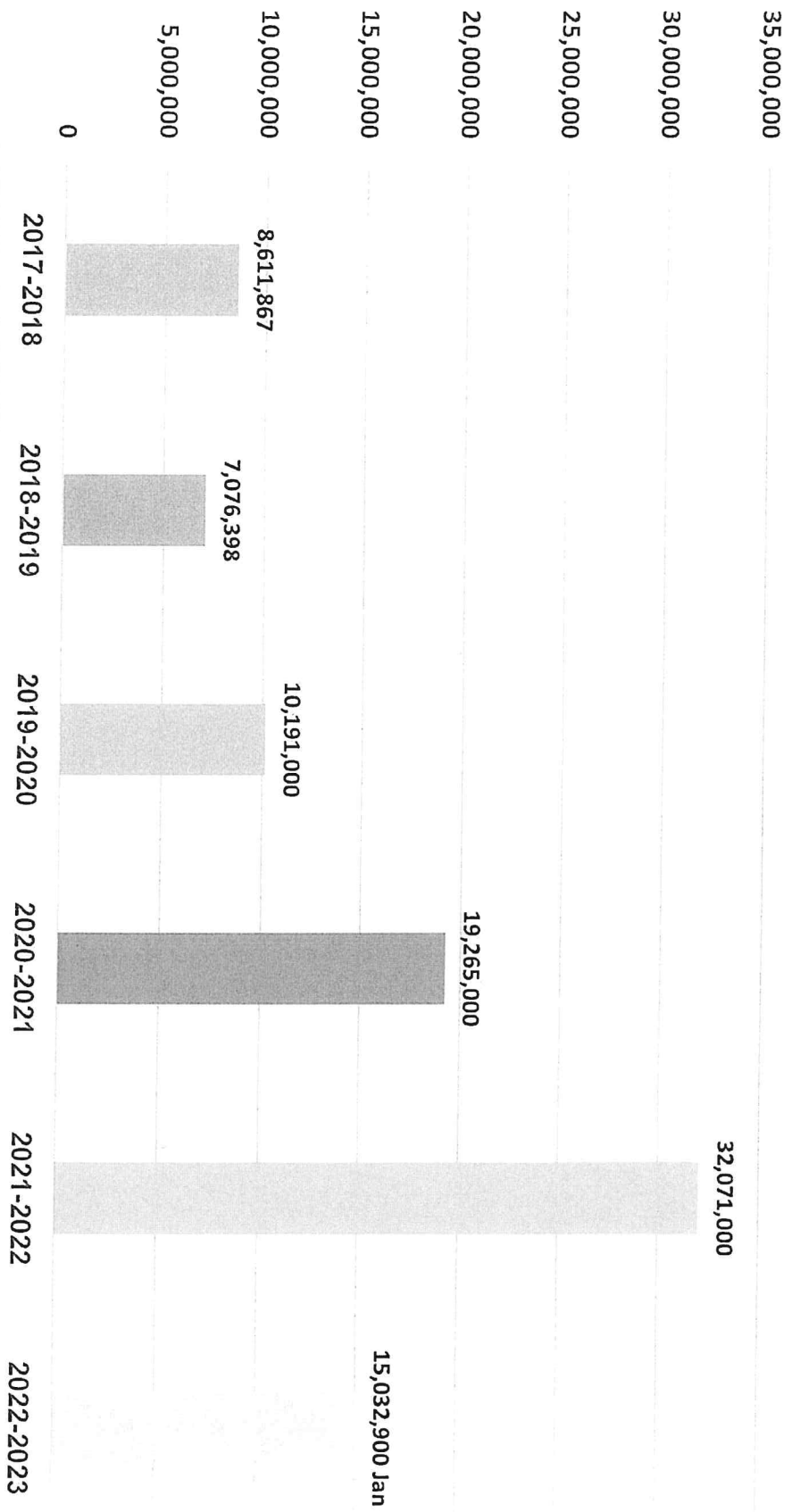
Scott Turbeville, Code Enforcement Official, completed Building Level II successfully passing the exam receiving his Building Level II Standard certification.

Scott completes his six-month probationary period on 17 February 2023.

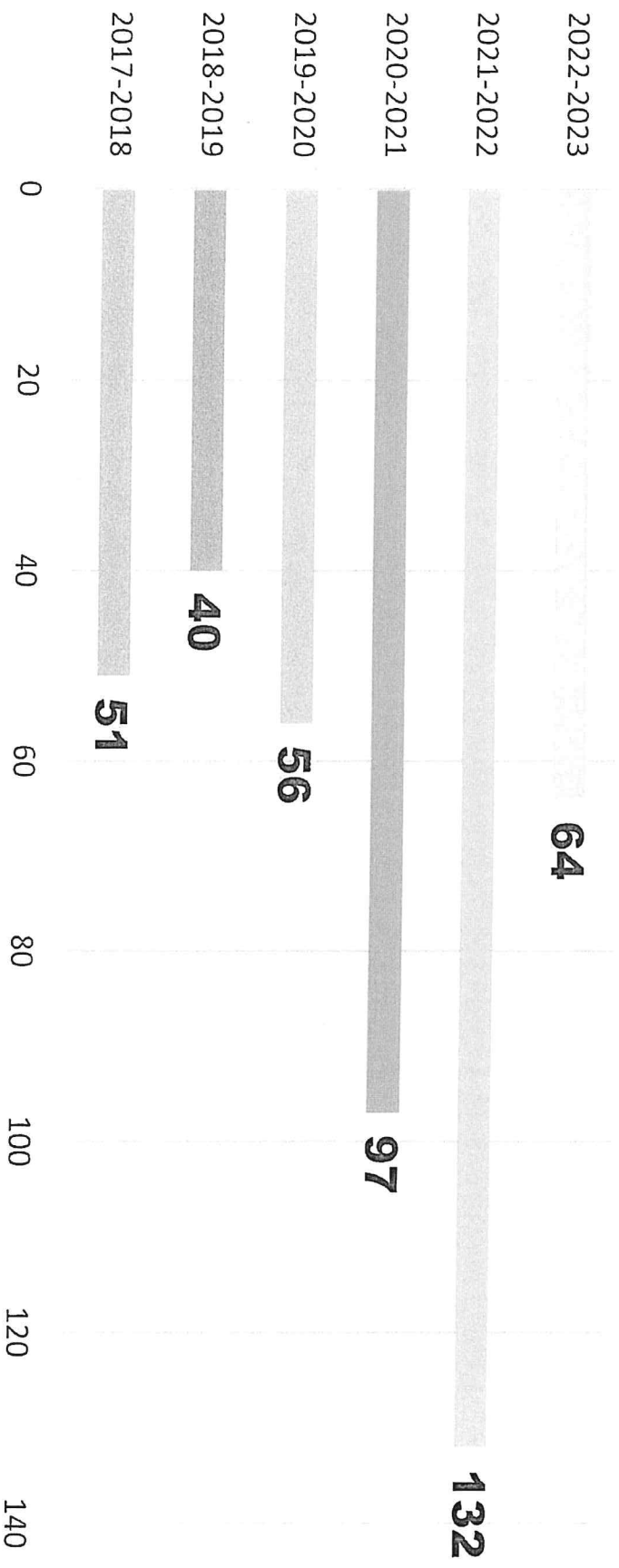
New Home Construction Totals

Fiscal Year	2018-2019		2019-2020		2020-2021			2021-2022			2022-2023		
	Construction Value		Construction Value			Construction Value		Construction Value		Construction Value			
Month		S/B & Mod		Site Built/ Modular	New MFG	Site Built / Modular	New MFG	Site Built / Modular		New MFG	Site Built / Modular		
July	5	\$963,653.00	1	\$250,000.00	0	9	\$1,758,000.00	2	26	\$6,216,000.00	0	10	\$2,498,000.00
August	3	\$636,300.00	7	\$1,735,100.00	0	3	\$557,000.00	0	3	\$624,000.00	1	7	\$1,325,900.00
September	0	\$0.00	5	\$1,074,000.00	1	7	\$1,710,000.00	0	3	\$339,000.00	0	3	\$643,000.00
October	1	\$80,000.00	4	\$879,000.00	1	6	\$1,200,000.00	0	3	\$637,000.00	2	9	\$2,039,000.00
November	2	\$430,000.00	1	\$150,000.00	2	4	\$827,000.00	1	6	\$1,132,000.00	1	12	\$2,819,000.00
December	4	\$689,310.00	4	\$769,900.00	2	13	\$2,570,000.00	0	9	\$2,133,000.00	1	16	\$3,636,000.00
January	3	\$461,100.00	9	\$1,283,000.00	0	6	\$1,089,000.00	0	11	\$3,179,000.00			
February	3	\$616,035.00	5	\$665,000.00	0	11	\$1,624,000.00	0	8	\$2,334,000.00			
March	3	\$350,000.00	7	\$1,475,000.00	1	6	\$1,165,000.00	1	25	\$6,457,000.00			
April	5	\$830,000.00	3	\$585,000.00	0	14	\$2,875,000.00	0	12	\$2,725,000.00			
May	7	\$1,159,000.00	3	\$630,000.00	0	10	\$2,237,000.00	1	15	\$3,541,000.00			
June	4	\$861,000.00	7	\$895,000.00	0	8	\$1,653,000.00	2	11	\$2,754,000.00			
T total New Homes	40	\$7,076,398.00	56	\$10,191,000.00	7	97	\$19,265,000.00	7	132	\$32,071,000.00	5	57	\$12,960,900.00
Homes					104	Total Homes		139	Total Homes		62	Total Homes Fiscal YTD	

New Home Construction Values



New Homes FYs 2018-2023





City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

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Nuisance Code Enforcement Property Compliance

Abated by the city-

Structure Removal – 2

1200 Lexington Rd and 37 Elm Rd

Removal of Debris - 3

1070 Pinecrest Rd

1064 Pinecrest Rd

558 Prospect Rd

Vehicles Abated by the City at no cost - 8

Voluntarily Abated- 89 properties in total

Grass -11 and Debris Removal - 75

Structures Removed - 3

1190 Winston Salem Rd – Singlewide removed; new residence built

1061 Bayside Ln – Double-wide removed replaced with two residences

One complete; one under construction

1049 Greenview Rd– Singlewide removed; plan to build two residences

Average days for voluntary compliance - 45

57 open cases waiting for various abatements

28 Elm Rd – Schedule for debris abatement with contractor

1055 Oakhurst Rd – Hearing scheduled 21 February 2023

1015 Bayside Rd – Owner working on deconstruction currently



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Nuisance Code Enforcement

6-18 Month Plan

0-6 Months

Promote adoption of Minimum Housing Code Regulations as an enforcement tool.

Begin working with the Community Appearance Committee to explain nuisance ordinances and abatement procedures; and assist members as needed.

Begin a campaign to have house numbers displayed in the appropriate place to assist first responders.

Compile a list of contractors to contact for the upcoming grass-growing season, to call when overgrown properties/lots needed to abate.

6-12 Months

Begin program to document and contact owners of all neglected and abandoned mobile homes, manufactured homes, and stick-built homes, to ensure compliance with Minimum Housing Code Regulations.

Continue abandoned/junk vehicle program to clear city of nuisance vehicles.

Nuisance code enforcement officer to complete ICC Property Maintenance Certification

12-18 Months

Work closely with the Builders/Contractors within the City to assist with possible cleanups and purchase of neglected and abandoned properties for future build sites to improve housing stock within the city limits.

We continue to encourage voluntary removal all nuisance and neglect issues.
We abate locations without voluntary compliance as funds allow.



City of Boiling Spring Lakes

9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date: February 16, 2023

Title: Parks & Rec Update

Department: Parks & Recreation

Background Information:

The **Parks and Recreation Department (hereafter “PRD”) Staffing** is currently full with 5 FT staff members and 6 year-round PT positions (2 bus drivers, 2 desk clerks, and 2 youth assistants). We add additional seasonal help for our summer camp program. We are supplemented by a few great volunteers – the Brunswick County Disc Golf Club provided all of the labor for our recent course renovation and does weekly maintenance to the course also. Our garden volunteers do a fabulous job keeping the community garden managed and attractive to our residents. Our recent Kickoff Meeting brought 16 people out and 5 new residents joined the group. These volunteers do a great service to the PRD but also in eliminating work for Public Works.

PRD Facilities are in pretty good condition, but we do have a considerable amount of work needed throughout our parks system which will be presented in our Capital Budget Strategic Plan. We had some recent successes with the renovations to the Community Center, that we completed last summer, the relocation of the floating dock from North Lake to Spring Lake, and the renovation of Cougar Country Disc Golf Course that is very close to completion. The new shade structure that was funded for the Community Garden will be installed February. Items that need addressing in the near future include:

- Exterior security lighting at the Community Center
- Interior and exterior security cameras with monitoring
- Install a commercial ice machine at the Community Center
- Additional conditioned storage at the Community Center
- Install a kayak launch and kayak storage at Spring Lake
- Permanent bathrooms at Spring Lake and Muse Parks
- Design, renovate, and occupy the old Police Department

Perhaps one of the biggest concerns with PRD is our lack of space. The Community Center, when built, may have been perfectly suited to its use, however now, as a City that is trying to provide

a full scale P&R program for its residents, it is sorely lacking in the space we need for programming. We have to share the one large and one small room, between our youth, adult, arts, and senior programs... not to mention community rentals from local groups. We are limited to only one or two activities in the evening per day, and our daytime use is at full capacity with fitness and senior programs. Our youth are forced to vacate the facility on a mandatory field trip on "out of school days" because the spaces are booked by senior programs. Likewise, our seniors have to relocate all summer because our summer camp needs the spaces. Typically we have used the First Baptist Church for our summer senior programs but we have a possible conflict that may leave us without a senior site this year. We have no means to offer any athletics or sports programming – even our brand new pickleball courts have reached capacity already.

Aside from programs, we also have a serious lack of storage space. We have a mere 110 square feet of conditioned storage in our facility. Our outdoor shed, which is only usable for certain sports and playground gear, is maxed out at its 230 square feet of additional storage. We have to store our tables and chairs in the rooms themselves or in the lobby. Since the 2009 Comprehensive Master Plan, the need for land acquisition for the PRD and a comprehensive, full service multi-purpose P&R facility has been recognized as a need for this community. Despite the horrific impact of Hurricane Florence on our dam systems, we need to acknowledge and pursue the clear needs of our ever-growing City, specifically those indicated for over 13 years. We ask that we begin to take the necessary steps to achieve these two critical elements of our Master Plan.

PRD Programs, as mentioned previously, have historically been rather limited with focus on a few key programs in each division. In 2021 we began to expand our program opportunities despite our crowded spaces, and even expanding outside of our facility:

- Youth – added several kids programs (cooking, arts, movies), parents night out program, After School Lite (3-day program), special field trip outings and more
- Seniors – expanded to add more daytrips, and an overnight trip
- Fitness – added a Fitness on Demand program, and a seated elliptical machine, new dumbbell rack and new paint to the space.
- Community events – expanded the community garden, renovated the disc golf course
- We also added two funding programs for those needing financial assistance – the Dreammakers Fund and the Senior Sunshine Fund.

Our plans for the future is to continue the expansion of the department programs. We will focus on the addition of some outdoor programming (kayaking, fishing, hiking, etc.), disc golf clinics and tournaments, Youth programs will reach out to the "tweens and teens" ages 12 – 16 in particular, and our Senior programs hope to look at a possible expansion of the senior transportation program to include errands and doctor appointments. Since July 2022, the PRD has planned 99 different activities or events for the public. This does not include our senior lunch program or our fitness center use.

The addition of RecDesk to our department is the single best addition to our department this year. It has been great for our staff, our business recordkeeping, and our participants and residents. Just in the month of January 2023 we had 110 new accounts established, bringing our total number of members to 840. Since July our Fitness Memberships have grown from 54 to

196. Our Disc Golf Course, in the month of December alone, received 1525 clicks from people viewing our site posted on Google and 94 people clicked on directions to come to the course. Those are 94 new visitors who did not know where we are. It is clear through every lens that the interest in our facilities and programs here is expanding at a phenomenal rate.

Financial Impact:

Our financial situation in January has our overall budget spent at 57% with a target of 56%. So we are in very good shape on our expenditures. On our revenues, comparison of July- Dec from 2021 to 2022 shows an increase of \$27,372.00 this year. A current budget report shows we have exceeded our annual revenue target of \$77,000 by over \$11,000... and we still have 5 months of revenue to earn in this fiscal year. The growth of our programs and fitness memberships is evident in our revenue report.

One of the key elements of a PRD is to understand that we operate completely different than any other public department. Our business is not static, so our expenses cannot be static either. We will have months of high expenses, and months of low expenses. We will have contractors that are paid based on the activity in their programs, and we will have new activities that we add every month. In order for us to expand programs for our community, it requires us to expense funds on the front side. The revenue is brought in as a result, but you must provide enough financial resources through the budget process to feed the continued growth of programs and investments in capital and non-capital outlays. That being said, I like to challenge my department to try to exceed expectations every year – your expectations and the community's expectations. I would like to have BOC support that you will reinvest in our department. Allow for at least 50% of revenues that we bring in, that exceed our projected and desired budget amount, to be added on our expenditure side for the following budget year. We will then elevate our budget revenue target to be the old amount plus the additional funds that were retained for general fund. This will allow some growth to the general fund, but also give us the additional resources we need to continue the amazing expansion of services we have been able to provide this community. It will also push us to increase our revenue every year.

City of Boiling Spring Lakes
Statement of Revenue and Expenditures - Operating

Revenue Account Range: 10-365-00 to 10-365-99		to 10-365-99		Include Non-Anticipated: Yes		Year To Date As Of: 01/31/23	
Expend Account Range: 10-630-00 to 10-630-99		to 10-630-99		Include Non-Budget: No		Current Period: 07/01/22 to 01/31/23	
Print Zero YTD Activity: No						Prior Year As Of: 01/31/22	
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
10-365-00	Community Center Rental	1,935.93	3,000.00	2,165.00	2,165.00	835.00-	72
10-365-01	Community Center Memberships	6,345.50	11,000.00	10,441.71	10,441.71	558.29-	95
10-365-02	Community Center Donations	7,310.94	3,000.00	2,403.72	2,403.72	596.28-	80
10-365-03	Community Center Programs	35,838.45	0.00	0.00	0.00	0.00	0
10-365-04	Small Fry Fishing Tournament	600.00	0.00	60.00	60.00	60.00	0
10-365-05	Fitness on Demand	0.00	0.00	225.00	225.00	225.00	0
10-365-06	Brunswick Co Senior Resource Donation	1,828.00	0.00	1,495.75	1,495.75	1,495.75	0
10-365-07	Sponsorships	0.00	0.00	1,088.50	1,088.50	1,088.50	0
10-365-08	DreamMakers Scholarships	0.00	0.00	719.05	719.05	719.05	0
10-365-10	P/R Misc Income, water, maps, copies, etc.	279.75	0.00	817.25	817.25	817.25	0
10-365-20	Adult Programs	0.00	30,000.00	35,806.48	35,806.48	5,806.48	119
10-365-30	Youth Programs	0.00	30,000.00	33,735.19	33,735.19	3,735.19	112
10 GENERAL FUND Revenue Total		54,138.57	77,000.00	88,957.65	88,957.65	11,957.65	110
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance % Used
10-630-00	PARKS & RECREATION:	0.00	0.00	0.00	0.00	0.00	0.00 0
10-630-01	Overtime Wages	0.00	1,000.00	2,653.45	2,653.45	0.00	1,653.45- 265
10-630-02	Salaries	131,079.28	225,500.00	154,338.18	154,338.18	0.00	71,161.82 68
10-630-03	Part Time Salaries	13,777.96	50,000.00	20,300.77	20,300.77	0.00	29,699.23 41
10-630-05	FICA Taxes	10,853.97	21,275.00	13,374.37	13,374.37	0.00	7,900.63 63
10-630-06	Group Insurance Coverage	23,303.71	44,000.00	26,090.10	26,090.10	0.00	17,909.90 59
10-630-07	Retirement Contribution	14,029.08	29,800.00	14,777.20	14,777.20	0.00	15,022.80 50
10-630-08	401(K) Contribution	5,914.07	12,525.00	6,546.75	6,546.75	0.00	5,978.25 52
10-630-10	Retiree Supplemental Insurance	610.75	9,000.00	5,150.00	5,150.00	0.00	3,850.00 57
10-630-11	Telephone & Postage	1,627.81	3,000.00	1,554.30	1,554.30	0.00	1,445.70 52
10-630-13	Electric & Water Utility Charges	6,537.06	15,500.00	7,309.85	7,309.85	0.00	8,190.15 47
10-630-14	Travel & Training	303.24	4,400.00	75.00	75.00	0.00	4,325.00 2
10-630-16	Equipment & Maintenance	1,661.16	4,100.00	2,183.31	2,183.31	0.00	1,916.69 53
10-630-17	Vehicle Maintenance	8,765.97	5,000.00	1,402.25	1,402.25	768.60	2,829.15 43
10-630-18	Park Equipment	1,057.56	5,000.00	3,557.17	3,557.17	0.00	1,442.83 71
10-630-26	Advertising	52.77	1,000.00	0.00	0.00	0.00	1,000.00 0
10-630-31	Gas, Oil & Tires	2,346.54	7,500.00	3,375.33	3,375.33	0.00	4,124.67 45
10-630-32	Office Supplies	1,658.52	3,500.00	1,340.00	1,340.00	0.00	2,160.00 38
10-630-34	Janitorial Supplies	1,665.27	3,000.00	1,683.29	1,683.29	0.00	1,316.71 56
10-630-36	UNIFORM ALLOWANCE	931.27	1,800.00	719.30	719.30	0.00	1,080.70 40

City of Boiling Spring Lakes
Statement of Revenue and Expenditures - Operating

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-630-40	Brunswick Senior Resource Donations Paid	0.00	0.00	783.00	783.00	0.00	783.00-	0
10-630-42	Adult Programs	0.00	30,000.00	22,051.54	22,051.54	1,970.00	5,978.46	80
10-630-43	Youth Programs	0.00	30,500.00	12,912.90	12,912.90	0.00	17,587.10	42
10-630-45	Contracted Services	20,127.62	57,400.00	38,095.42	38,095.42	0.00	19,304.58	66
10-630-50	Grants & Donations	2,617.28	0.00	2,725.00	2,725.00	0.00	2,725.00-	0
10-630-53	Dues & Subscriptions	1,021.90	1,600.00	604.96	604.96	0.00	995.04	38
10-630-57	Miscellaneous Expense	0.00	1,000.00	885.34	885.34	0.00	114.66	89
10-630-72	Non-Capital Outlay	0.00	7,500.00	5,506.70	5,506.70	1,677.04	316.26	96
10-630-74	Capital Outlay	119,248.70	15,000.00	0.00	0.00	10,947.21	4,052.79	73
10-630-77	Programs	27,353.59	0.00	533.92-	533.92-	0.00	533.92	0
	10 GENERAL FUND Expend Total	396,545.08	589,900.00	349,461.56	349,461.56	15,362.85	225,075.59	62

10 GENERAL FUND

	Prior	Current	YTD
Revenues:	54,138.57	88,957.65	88,957.65
Expended:	396,545.08	349,461.56	364,824.41
Net Income:	342,406.51-	260,503.91-	275,866.76-

Grand Totals

	Prior	Current	YTD
Revenues:	54,138.57	88,957.65	88,957.65
Expended:	396,545.08	349,461.56	364,824.41
Net Income:	342,406.51-	260,503.91-	275,866.76-



City of Boiling Spring Lakes
9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date: February 16, 2023

Title:

12-18 month Plan for City Clerk and Governing Board

Department:

City Clerk

Report:

I have been the City Clerk for approximately a year and a half. I note that the agenda management program was not fully utilized until I started. This has allowed the management and publishing of the BOC's agendas and minutes to be more efficient. The use of staff reports, which provide an explanation of the agenda item, give not only the BOC but also citizens the ability to better understand the matter listed. Also, after much dogged follow up, the audio in the chambers has improved but still needs work. Below is a vision for the future to enable the citizens, staff and the BOC to become more informed, while conforming to legal requirements.

1. In the summer/fall the City Manager and I will be scheduling a meeting with all boards and committees, as well as the BOC, to introduce Rules of Procedure for each. We want to make sure the rules of procedure for the city's boards and committees are consistent throughout and that they conform to our ordinances, and both the North Carolina statutes and Robert's Rules.

2. Within the next budget year, I would like to continue to revamp the sound system in the chambers by adding additional microphones. As requested a good quality projector is also needed. If I add a microphone or two at our cost, Port City Sound may still agree to move the ceiling mics back at their cost so they are more directly over the BOC seats. This will greatly enhance the audio for the chambers.

3. I would also request that at some point we consider having our attorney present, or at least available, during some monthly and/or special meetings. With all the new development in the city, we may need to have legal advice available during a meeting. There has been some mention about updating the code of ordinances for some departments and an attorney will be more able

to answer legal questions that may arise both about parliamentary procedure as well as legality of text amendments, etc.

4. Within the next 18-24 months, I would possibly like to formulate a plan to incorporate the UDO into the Municode Library on the website. Right now it is separate, but if incorporated into the Municode Library with the code of ordinances, text amendment revisions may be easier to track. This will also ensure any text amendment is incorporated into the code legally correct and in a timely manner. Municode will also automatically revise all areas of the code where the text amendment is mentioned, in addition to the UDO, when a text amendment requires it. This will, however, require an increase in the fees for Municode.

5. The code of ordinances have not had a recodification or legal review performed for several years. I went back to 2002 and could not find where it has been done, that is 21 years. Recodification or legal review is suggested approximately every 10-15 years. Recodification is an in depth legal review by an attorney well versed in municipal law who will review the code and make recommendations on conflicts and legality. If the UDO was included in the Municode Library that would automatically be recodified as well. The cost for a recodification may be very high and it can take about 12 to 18 months for the full code to be reviewed. A legal review is not as extensive as a recodification. It is a review of the ordinances by legal editors, not attorneys, and is not as in depth. In looking at the history of our code, it seems that supplementation of the ordinances as they are adopted has been performed on a pretty consistent basis for the last several years. But, at the very least a legal review may be needed in the far future.

Some of these items may seem more like budget item requests, but I feel they need to be addressed at some time in the future.



City of Boiling Spring Lakes
9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date:

February 16, 2023

Title:

BOC Staff Report Request (Budget Review)

Department:

Boiling Spring Lakes Police Department

Background Information:

A. Construction of New Police Department-

The Boiling Spring Lakes Police Department is currently working on several projects as we prepare for the 2023-2024 fiscal year. The completion of the new Boiling Spring Lakes Police Department is one of the current projects we are focusing on. According to representatives from SAMET Corporation, the project is still on track to meet the target date that was specified in the contract. With the completion of the police department, we are evaluating the logistics of moving to the new location. Quotes have been obtained for IT infrastructure (data drops), security, and the refurbishment of the existing signage, as we near the completion of the project. The quotes will be submitted for review to the City Manager for approval. The cost of the data drops and the security have been budgeted in the information technology (IT) line of the construction budget. The sign was budgeted from the signage budget for the city. As we move toward the completion of the new police department a constant evaluation will be conducted to foresee any future expenditures that may occur, if any. It is my opinion that most of the logistics during the transition can be handled by staff to reduce impacts to the current budget. A groundbreaking ceremony has been discussed but not finalized. Once finalized, there may be additional costs associated with the ceremony that may impact the current budget.

B. Staff Development/Recruitment and Retention-

The vision for the Boiling Spring Lakes Police Department is a constant endeavor to strive for excellence. As Chief of police, it is my mission to ensure that the citizens are receiving the best professional police services we can provide. To achieve that goal, there are several factors to consider. One of the most important is the development of the men and women who protect and serve our community. Their development helps ensure they are adequately trained and educated to handle a range of encounters while performing their duties.

For this reason, we utilize a career development plan adopted on August 1, 2017. This plan aids the Boiling Spring Lakes Police Department in recruiting and retention of professional law enforcement officers. According to the plan, each officer can identify goals that are conducive to their role within the police department. These goals are clearly outlined within the career development plan. Once the goals are reached, they are eligible to receive a pay increase according to their achievements. The pay increase will impact the budget through the salary increase.

The police department currently has two open positions for police officers. There has been a statewide hiring and recruitment shortage amongst law enforcement, which has prompted many agencies to evaluate their recruiting and retention plans. Most agencies have increased the starting pay for police officers to ensure competitiveness during the recruitment process. For example, The City of Boiling Spring Lakes Police Department's starting pay is \$41,500.00. The Brunswick County Sheriff's Office is \$46,500.00 starting. Southport Police Department is \$45,333.00 starting. Leland Police Department is \$44,600.00. I believe by increasing our starting salary we would become more competitive with our recruitment efforts. Further, many agencies have begun Cadet programs. Captain Brad Shirley and I have evaluated the Cadet Program and feel it may be another useful step in hiring desirable candidates.

C. Equipment Evaluation/ Budget Request-

Over the next 12-18 months, we are evaluating the equipment that is currently issued to our officers. We recently discovered that the TASERS that our officers are issued are becoming obsolete. This poses a great concern for the department because the TASER is an officer's immediate less lethal option. The utilization of a TASER has proven to decrease serious bodily injury to officers as well as combative subjects they encounter. Contact has been made with AXON Enterprises to formulate a plan to provide different options to upgrade our current TASERS and accessories as needed.

A request will be made to replace all TASERS we currently have. This request will be reflected in the 2023-2024 budget request. The TASER program offered by AXON Enterprises will allow the replacement of sixteen TASERS with all accessories included. The initial quote reflected a cost of \$74,140.00. After working with the AXON representative, we have reduced the cost to \$65,596.00. The quote outlines a five-year contract with a yearly cost of \$13,119.44, which would be budgeted each year, starting in 2023 and ending in 2027. This reflects a savings of \$1,708.80 a year. The overall amount saved through the Axon TASER replacement plan is \$8,5444, over the five-year term.

Another area of concern are in-car camera systems for our patrol vehicles. Currently, the police department's patrol vehicles do not have operational in-car systems. This is of concern considering officers may not have time to activate their body cameras during certain encounters. Further, the body camera has a limited field of view. In-car cameras have a larger field of view and are designed to start recording when emergency equipment is activated. A grant has been submitted through the Governor's Crime Commission Block Grant for the 2022-2023 fiscal year. The status of the grant is pending as of this date. Should the grant be awarded, the proceeds will be applied to purchasing the in-car camera system, including installation costs. A grant application has also been submitted for the 2023-2024 budget year. Should we be awarded that grant, we will continue to apply the proceeds towards the in-car camera systems, as well as the components needed for storing large amounts of data.

A request will be made in the 2023-2024 budget for a new patrol vehicle. This vehicle request is to replace the patrol vehicle that was totaled due to water damage. The cost of the vehicle according to the state contract is \$40,673. The tax and registration fees will total \$1,220.00. This is a 20% increase from last year's listed price. The cost of the equipment and installation will be estimated at \$15,000 this includes the purchase of all radio equipment and installation. The graphics to clearly identify the patrol vehicle will be estimated at \$1,200. The equipment and graphic quotes are subject to change depending on current costs at the time of the installation. The estimates provided are from the most recent vehicle installations. This gives a total of \$58,093.00

D. Law Enforcement Risk Assessment

As we discuss the vision of the Boiling Spring Lakes Police Department, I feel it would be beneficial to obtain an evaluation of the police department conducted by a professional entity that is not affiliated with our day-to-day operations. This would allow the entity to identify our strengths and weaknesses. That evaluation would in return allow the staff of the police department to strengthen the development of the current and future services we provide to our community. The North Carolina League of Municipalities offers a program called the Law Enforcement Risk Review. The Law Enforcement Risk Review includes a review of policy, along with a comprehensive agency site-evaluation. The review is conducted by The League of Municipalities Chief's Advisory Committee. The review is supported by the N.C. Association of Chiefs of Police. The risk review is free to members of Property & Casualty Trust.

E. North Carolina Law Enforcement Accreditation

The North Carolina Department of Justice provides a service to allow law enforcement agencies throughout North Carolina the ability to obtain accreditation for their agency. This accreditation process is evaluated by North Carolina Law Enforcement Accreditation (NCLEA). The accreditation evaluation of the Boiling Spring Lakes Police Department will provide a tedious review of all aspects of our agency.

As Chief of Police, I will always strive to improve the professional police services the Boiling Spring Lakes Police Department provides to our community. With that devotion, I will always endeavor to provide the men and women of the Boiling Spring Lakes Department with opportunities to develop them professionally and personally. Not only will it assist in providing our community with professional law enforcement officers who are well trained, it will allow them to leave a legacy for our future law enforcement officers.

Financial Impact:

A. Construction of New Police Department

1. The construction cost and related items have been budgeted and outlined in the construction budget.

B. Staff Development/Recruitment and Retention

1. The financial impact depends on the accomplishment of the goals obtained. The pay increase is outlined within the career development plan.

C. Equipment Evaluation/Budget Request

1. The Tasers from Axon Enterprises will be a total of 65, 596.00. The quote outlines a five-year contract with a yearly cost of 13,119.44. The contract would start in 2023 and end in 2027. The price includes all equipment, maintenance, and vouchers for training.
2. In-car camera systems would be purchased with grant proceeds if rewarded.
3. The vehicle request would be a total price of 53,093. This price includes equipment and tax and registration fees for N.C.DMV.

D. Law Enforcement Risk Assessment

1. There is no financial impact to the budget. The assessment is free of charge and provided by The North Carolina League of Municipalities.

E. North Carolina Law Enforcement Accreditation

2. The financial impact for the accreditation process is minimal. Further conversation will be conducted with representatives of NCLEA to finalize the cost of the process.

Recommendation:

The report submitted is a humble request to consider these budget request and visions for the Boiling spring Lakes Police Department to aid the mission to provide professional law enforcement services to the community.

Attachments:

Quotes and literature relevant to the staff report has been attached for review.

- A. Recent Construction Report for Police Department Project
- B. Copy of Career Development Plan with resolution and example.
- C. Equipment quotes and itemized cost of equipment.
- D. Literature regarding the Law Enforcement Risk Assessment
- E. Literature and example provided by Roxboro Police Department for accreditation process that is provided by North Carolina Law Enforcement Accreditation (NCLEA)