



## *City of Boiling Spring Lakes*

Board of Commissioners Budget Workshop Minutes  
April 10, 2013 @ 10:00 AM ~ City Hall

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**Purpose:** The purpose of this workshop was for the Board of Commissioners to discuss the 2013-2014 Budget.

**Attendance:** In attendance were Mayor White, Commissioner Carroll, Commissioner Caster, Commissioner Forte and Commissioner Glidden. Also in attendance were City Manager Jeff Repp, City Clerk Pamela Bellina, Finance Director Karen Thompson, Public Works Director Larry Modlin, Police Chief Bradford Shirley, Building Inspector James Nicholas, Parks & Recreation Director Mary Green, and Building & Grounds Director Ernie Siriani.

The Mayor stated that they will go through the budget page by page. He asked The City Manager if there was anything missing. The City Manager stated the only thing that is not included is a request from the Fire Department for a thermal camera in the amount of \$10,694 which would be their third camera. A written request was submitted along with a quote.

**Page 2** – Commissioner Forte asked if the City was caught up with tax collection. He saw that the City was off by 10% off in collection this year from previous years. The City Manager stated that number comes from my monthly manager's report which is a month behind and did not include February. The City is at 93% and by July the number historically should be at 95%.

**Page 3** – Commissioner Carroll stated the tax rate is 17¢, revenue neutral tax rate of 17.2¢ that would be if we adopted the budget as is. That may appear to be revenue neutral but people get confused. Revenue neutral is obviously us but in reality to the citizens it is a tax increase. The City Manager replied it is but to get the same amount of revenue this year as last year you would need to increase the rate to 17.2% which we are not. We are leaving it at 17¢. We will be receiving slightly less property tax revenue next year because we are keeping the tax rate the same. The Mayor thought we should have more tax revenue because of new homes to be built. Jim Nicholas stated he did not know how long it takes to get houses on the tax rolls. The Mayor stated when a new resident buys a house, they prepay that tax and it is pro-rated. He asked how many houses have been built since July. Jim Nicholas stated approximately 16 houses. The City Manager stated 15 are reflected in budget, 3 more permits came in yesterday so there will be 18 total houses constructed but those numbers are not included in the budget. The County maintains the assessment roll and does not tell us when properties go on. In the case this year, the number of exemptions went from \$ 61,000,000 to \$ 66,000,000 so for properties we gain on tax roll, if somebody goes over and gets theirs taken off the tax roll, then we lose that property. The Mayor stated we have not had a re-evaluation so I am not sure why tax revenue would drop. The City Manager stated it could be nature preserved property. We do not have breakdown.

**Page 4** – There were no questions or discussions.



**Page 5** – The City Manager remarked about a typo in the narrative under General Fund Revenues. It should state an increase of \$254,000. Commissioner Glidden clarified, according to the City Manager's email, change the words "less than" to "greater than," change "8" to "10" and "612,000" to "265,246." The Mayor asked about the "No use of Fund Balance reserves." This budget does not reflect a draw from our Fund Balance. The City Manager replied it shows a positive balance of \$53,000.

**Page 6** – Commissioner Glidden commented that we all have to remember that our citizens have experienced a drop in their income and the additional federal taxes incurred. We must take into consideration the economy as far as everybody is concerned and it is the citizens who pay for it. The health insurance may go up 9%. We have to remember that we will be paying taxes on our insurance benefits which again takes away from residents' income.

Commissioner Carroll commented about the 2% COLA and 3% merit increase. If you do it across the board, it is not a merit increase, it would be a 5% increase. The City Manager replied it is a 2% COLA and the 3% would be based upon evaluation. Not everyone would receive 3%. Some may receive 2%, some may receive 1% and some may not receive any increase. Evaluations will be made and based on the evaluation, determination would be made as to the percentage of the increase but the most it would be would be 3%.

Commissioner Carroll stated he realized the need to stay competitive. The reason for a raise is you would not want your employees, even if they love their job, to leave because they can make more money elsewhere because they need to feed their families. The City went several years without raises and some of our employees went from a low salary to close to the poverty level. He looked for ways to save money but still recognizes the need for raises. Commissioner Carroll recommends a 4% increase for employees who earn under \$33,000, and a 1% increase for employees who earn more than \$33,000. He stated this will bring the lower end salaries higher but the higher end salaries received a bigger raise during the last increase. It would also save the City, if you take in benefits, \$39,065.

Commissioner Caster stated there are reasons for being on the top end and the low end. Schooling, experience, job title and responsibilities. He felt the increase should be an across the board.

Commissioner Forte commented that there was a lot of room to cut other items but take care of the employees. It has been a while since they received an increase that was decent or respectable. Cuts needs to be made somewhere else to provide this 2% and 3% increase. Average a 4% increase.

The City Manager stated the COLA increase cost is \$20,409; and if everyone received the 3% merit increase, it would cost \$31,205.

Commissioner Glidden asked why some departments look like they are getting a 5% raise and some departments look like they are getting a 2% raise. The City Manager replied it may be the number of hours worked in that department, but I would have to look at it individually.

Commissioner Caster remarked that no one is guaranteed a merit raise and the City Manager replied there is a process to get the merit raise and not everyone is guaranteed a merit raise. Commissioner Caster thought if we left the merit raise out, the employees would be happy to receive the 2% raise.

The Mayor said this budget reflects a total 5% raise for each employee which effects four line items. The total cost to the City projected would be \$61,757. The Mayor agrees with Commissioner Carroll's recommendation because those employees need it the most because there is a lot of turnover there and we do not want that. If we do the 4% and 1%, it would be \$22,692 making a \$40,000+ savings.

The City Manager clarified that the numbers reflected for 2014 show a 2% COLA and a 3% merit increase.

Commissioner Glidden asked if the City Manager can project how many people would get the 3% before our next workshop. The City Manager replied he could not because it would depend upon evaluations, which have not been done. If approved, when we go through the evaluation process, there would be no surprises because the money would be in the budget. The balance of funds not used would then go to the Fund balance. Commissioner Glidden requested that for the next meeting we use Commissioner Carroll's numbers so we know where we stand and how many people are over \$33,000 and how many are under \$33,000.

Commissioner Forte commented that an employee making \$50,000 a year, the 1% increase is \$500. I would like to see something a little more equitable. At 2%, at least they get enough to cover their property taxes for the year or close to it. 1% is not significant enough to do anything for them. I would like to see them get at least 2%.

Commissioner Glidden asked Commissioner Forte for clarification. Commissioner Forte stated 2% for salaries over \$33,000 and 4% for salaries under \$33,000.

The Mayor stated the majority would like to see the 4% and 1% figures worked up for the next meeting.

**Page 7** – Commissioner Forte asked if there was ever a traffic survey done on how often the roads on the list are used. The City Manager stated he was not aware of a traffic count survey and deferred to Larry Modlin. Larry stated vehicle counts were done on some roads for repaving purposes based on life expectancy situations. The first qualifier for unpaved roads is a 30% build-out. Then we look at other factors such as traffic, safety, how many times the road has had to be re-graded, etc. Prospect is a through-road and is in the middle of a long block. Juniper, which does not contain any houses, is like a highway.

Commissioner Forte asked where The City would get the most benefit from the \$150,000 budgeted for road paving. Let's get the most benefit for the money.

Commissioner Carroll stated that the through-roads require constant maintenance and that needs to be taken into consideration. Larry replied that they start with the qualifier because they want



to serve as many taxpayers as possible but they cannot forget people who actually use the road. He suggested doing a traffic count instead of a blanket approval of the roads. The City Manager asked if they had the capability of doing a traffic count. Larry replied that they did it manually but counters can be obtained from the DOT. They are good if you count for over a week.

The City Manager stated it has to be counted one to two weeks. He further stated the list of roads was prepared based on criteria the Board had accepted. The City has \$150,000 to use from the Powell Bill.

Commissioner Carroll stated the streets can always be changed but the money is there. Commissioner Carroll and Forte agreed with the budget. Commissioner Glidden asked if the \$150,000 is Powell Bill money and if a problem exists or if something is found to be a problem, the road paving list can be added to. The City Manager replied there is a significant undesignated fund balance that can be withdrawn from.

The Mayor asked the City Manager to leave the road paving in the budget.

Commissioner Caster asked about the \$28,200 for Schneider's Park. He questioned what the \$28,200 was for. The City Manager replied there is a proposal in the package to back up that dollar figure. Commissioner Forte asked about the difference between replacing the \$6,000 merry-go-round and the \$28,200 in the budget. The City Manager replied the \$6,000 was to replace that one piece of equipment. There is now a swing set and play structure that need to be replaced. The \$28,200 does not reflect just the one piece of equipment.

Commissioner Carroll commented that the park does not have a lot of traffic and he would like to see more than one estimate. The City Manager stated the quote was provided as a comfort level for the basis of the dollar figure in the budget. That will not be the only proposal.

Commissioner Carroll remarked he thought that the ADA accessible dock was something they must do. Commissioner Forte thought that it was mandated and had to be done this year. The City Manager replied it is not mandated to be completed this year but the funds are available and will come out of the newly created Capital Improvement Fund of \$150,000. Commissioner Glidden asked about the time limit. The City Manager stated there is a three-year window to make the dock compliant. It does not have to be done this year but will have to be done in the very near future. Commissioner Carroll if it does not have to be done this year, then we do not have to consider it for this budget period.

Commissioner Glidden asked if the City received any feedback about the piece of equipment that was removed. The City Manager stated he did not at City Hall and deferred to Ernie and Mary. Ernie said they were at the Park on quite a few occasions and he heard a lot of complaints. The park is used by a minimum of 15 families and is more heavily used than you think. Mary concurred it is a heavily used park and is not safe. She stated she would be happy to show everyone the unsafe conditions. Commissioner Glidden asked about the vandalism. Ernie stated it has dropped by approximately 80%. Mary stated she would recommend that if the playground is not renovated, it be removed. Ernie has put as many band aids as possible but it is still totally unsafe.



Commissioner Caster stated the \$28,200 is what it will take to renovate the park. That is where we are and the Board will have to make that decision. Commissioner Glidden asked does the park require \$28,000 worth of equipment or can be renovated with only \$12,000 of equipment. Mary replied yes but they really do need the \$28,000 because it is a widely, heavily used park. Ernie reiterated his statement that the park is heavily used, there are a lot of families that live in the area and walk to the park.

The Mayor asked what the Board's recommendation was for the City Manager. Commissioner Forte asked to see two more proposals and the City Manager replied that the quote was only there as a basis for the request. The Mayor suggested we look at the capital outlay and the City Manager replied that that is where the funding is coming from, the capital outlay fund, part of the \$150,000 that will be set aside. Commissioner Glidden thinks there should be a happy medium and would hate to see the whole park gone but maybe only some of the equipment has to be replaced. Commissioner Carroll stated the budget is only for this fiscal year and would like to put off the ADA accessible dock. With respect to the \$28,200, he feels there could be a few things replaced but not everything. Mary stated that it is up to the Board but it is an \$11,000 play unit not \$28,000. The unit at Muse Park was \$30,000 and we are at one-third for the unit at Schneider's Park. She also stated the park needs picnic tables. She asked that the Board look at the individual items and let her know what they want in the park. Commissioner Glidden would like to hold off on the dock and wants to see what is collected from the movie and use that for the dock. Mary believed \$4,000 is a good estimate from the movie people. Commissioner Glidden asked if the Board was qualified to say what equipment should and should not be replaced and asked to get other estimates.

The Mayor stated the majority of the Board wants to keep the dock expenditure. The City Manager asked for clarification of a dollar amount for Schneider's Park. The Mayor said the majority of the Board would like to see an expenditure of \$14,100.

**Page 8** – Commissioner Forte stated that of the 19 municipalities in the County, Boiling Spring Lakes is by far and away in the best shape. He wanted to commend the prior Boards, this Board, and our City Manager. There is no one sitting on \$2,800,000 in the bank. He stated this is a well-run City and he appreciated it. Commissioner Glidden agreed and thinks in our case we lucked out in bonuses that no one knew was there. It could have gone the other way and we could have owed that money and thought they needed to protect what the City has. We are not going to get the franchise money again and the water money from the county. We have to protect what we have.

Commissioner Carroll stated that this is the third budget he has been involved with and is the best put together budget since he became a Commissioner. He also stated the Finance Officer did the same work she always does that the numbers were clear, concise and easy to understand. This was the best budget he has seen. It was easy to read and easy to figure out. He thanked the City Manager and the Finance Manager very much for their efforts.

**Page 9** – The City Manager stated in the General Fund the only significant change is the 3% increase in the sales tax which will be low but he would rather be conservative. Last year we budgeted 3% but are seeing 15%. The City Manager stated he does not expect to see those numbers



next year but is comfortable with the 3%. There are 25 homes projected to be constructed therefore a lot of the fees reflect those 25 homes.

**Page 10** – Commissioner Carroll proposed under Public Safety, the numbers of officers, one full time position, over and above the one Grant officer, at \$45,000 per year, keep the Animal Control officer at \$20,000 and the City would save \$164,075. With respect to the boat, there is \$1,000 in the budget for upkeep. He proposed selling the boat as it has never been used.

Commissioner Caster asked Chief Shirley if the \$45,000 figure quoted by Commissioner Carroll is accurate and Chief Shirley responded it is in the ballpark but might be a little high. With a new hire there are start-up costs which are one time charges and then down the road there are replacement charges.

Chief Shirley further stated that in the past three years, the calls for service increased 12% which fluctuates but those calls for service define what the community expects from police officers. The Teen Task Force will require more involvement with the community and that call would not be a call put over the radio. A lot of services expected from the Police Department within the community are not necessarily reflected in the monthly report the Board receive based on their reporting system. Chief Shirley is willing over next year to present a workload assessment of the department to clearly define their duties above and beyond what is in their monthly report. Commissioner Carroll asked if his number is fairly accurate. Chief Shirley stated it is close and he has added numbers in the budget to account for ammunition which in the past was underfunded. Chief Shirley is looking at including different ammunition to qualify with which will be a cost savings.

Commissioner Caster stated Chief Shirley requested three officers for a reason but there are two in the budget and now only one is being considered. He asked what would it do to the department if you were approved for only one officer. Chief Shirley stated it would get him a step closer to his goal for the department of having two officers per shift. Officer safety is first and foremost. The Police Department currently depends on Southport and the Sheriff's Department for back up on the night shift and the weekend day shift for help on calls, felony traffic calls. Also, there is a two hour gap when there is only one officer on duty on the night shift. Two officers to a shift, an investigator and a community resource officer is his goal for the department to get us to a level of where the department should be based on the City's population. The City's department is 1.4 officers per thousand. The national average is 2.1 – 2.3. The state average is 2.1 – 2.3. The City is well below the national average if based on population.

Commissioner Caster asked would Chief Shirley be comfortable adding one police officer and keeping animal control where it is at. Chief Bradley stated if that was the wish of the Board, he would make it work. Animal Control can be absorbed into the duties of the police officers. Commissioner Caster further asked if he would need two officers and absorb animal control. The City Manager clarified that the Chief requested three officers but he cut it back to two and also believes officer safety is important. It was the City Manager's understanding that the Police Department could absorb animal control because the City cannot keep animal control as it is because the numbers of hours worked by said employee exceeds the allowed 1,000 hours the state permits before you have to pay retirement on that position. If the Board goes with the full time



position, we have to add retirement back into the position. The City tried animal control as a part-time position but Chief Shirley and the City Manager agree that this was not the most efficient way to do animal control. The City Manager recommends the police officers assuming those duties and contracting with the County for dangerous animals.

Commissioner Caster stated he believes the police should absorb animal control with the addition of two officers. The Mayor stated that recommendation can be made when we discuss the police and animal control budget.

**Page 11** – Commissioner Caster would like to know if the revenue from the Bike Run is accurate. The City Manager stated we already received those funds which were from the Fall bike run. By direction of the Board, we do not budget revenue. The \$1,111 is actual revenue received from the Fall bike run but we have not budgeted any for next year.

**Page 12** – no questions or discussions

**Page 13** – Commissioner Glidden asked to discuss the challenge of the Volunteer Appreciation event. There are a lot of people who volunteer at Parks and Recreation, people who help with the senior lunches, put out the tablecloths, wipe them down, put them away. They are volunteers. We also have those individuals who dedicate themselves to being on boards and committees. The board or committee members are required to be there on the designated day of their meeting. They more or less are committed every year to a certain amount of time. The volunteers, if you are there you help, if you not there, someone takes over your responsibility. Commissioner Glidden recommends \$500 for next year for a luncheon for the board or committee members and then Mary can handle taking care of her volunteers. From what I understand, Mary agreed to chip in to help on the one that will happen in May. She asked if the Board should approve a function for the boards and committee members and then approve a budget for Mary to have a volunteer event at the Community Center.

Commissioner Forte stated he agreed but thought most of her employees were taxed as it is. The Mayor stated he thinks there is a big difference in someone who agrees to fold napkins and put out paper plates and someone who comes twice a month to meetings. Commissioner Forte thinks the City is obligated to do something for its great volunteers in this town and he was all for doing something whether it be a breakfast, lunch or dinner. The Mayor asked if he thought that someone that folds napkins three days a week should be treated the same as someone who is on a committee. Commissioner Forte said yes. Mary suggested the event be called a Thank You to the Board and Committees. Commissioner Glidden stated that was her recommendation and that Mary can have an event for her people. Commissioner Forte asked the City Clerk how many people she had on her list and she replied approximately 68. The Mayor asked the City Clerk what the number is for just board and committee members and she replied approximately 48 without adding in the Mayor and Commissioners. The City Manager stated that is where we got the number 50 from last year. Mary Green asked the City Clerk what is the price per individual and she replied \$7.00 per person for breakfast. Mary Green said she would be happy to pay for her people. Commissioner Caster asked the City Clerk if it was a go with the \$500 figure and a breakfast and she replied she was approximately \$60 over budget. Commissioner Caster suggested going with \$600 and doing a breakfast. The Mayor asked if that was for all 68 people. Commissioner Carroll suggested



splitting it up. Commissioner Forte stated that number is for this year. Commissioner Forte further suggested raising the amount to \$750 to \$1,000 for next year. Commissioner Glidden stated she is afraid we have forgotten a volunteer and would personally hate to see that. The Mayor asked Barbara for a dollar figure and she stated \$500 for board and committees. The Mayor stated when we get to Mary's budget we will talk about a volunteer event for her. Commissioner Caster asked Mary if that was what she wanted and Mary responded whatever the Board thought was good. The Mayor said the majority agrees to \$500 for the board and committee event.

The City Manager stated to the Mayor that the Administration budget is where you would speak about the Fire Department request. The Mayor suggested that we need to see what the total numbers are and what their revenues and expenditures are. We need to take care of City business first.

The budget workshop meeting took a break at 11:25.  
The budget workshop meeting reconvened at 11:40.

**Page 14** – The Mayor asked if the \$5,000 will continue to stay in the budget for animal control if the position is absorbed into the Police Department. The City Manager stated the \$5,000 will stay there to service the vehicle, supplied, etc. Commissioner Forte stated when he and Barbara went to SOG classes, job one of an elected official is public safety. He was in favor of giving the Chief his two officers and those two officers on duty will absorb the duties of animal control. The City Manager stated the \$1,600 is for the calls to the County which is contracted services, the balance is for animal control related items and may never get spent. The Mayor asked if that was two patrol cars also. The City Manager replied there is only one in the budget. The Mayor verified that it is \$90,000 for two officers and \$30,000 for the car which is \$120,000 compared to \$95,000. Commissioner Caster asked if the police department would be using the animal control vehicle. The Mayor replied it would be parked at the Police Department and available if the officers needed to use it. The Mayor asked if the Police Department absorbs animal control, who will monitor the parks. The City Manager stated if you look at page 16, you will see the increase in part-time salaries from \$5,200 to \$14,000 next year. The other items the Chief made in his representation were that they would require part-time officers work a minimum of 16 hours per month and during that time period, we have either a full time officer in the park and part time doing patrol or visa-versa. There would be a uniformed officer in the park instead of the animal control officer.

Commissioner Carroll asked how many reserve officers are there. Chief Bradley stated five. Commissioner Carroll thought the \$5,000 animal control line item needs to stay. He stated a police officer and a car is being added through the grant. Commissioner Carroll proposed one officer and to not do a second. His reason was because the City just bought new cars and we have to buy another car. We have been supportive of the Police Department but we need to step into additional officers and police vehicles. The Mayor stated in essence if the budget were approved, we would be adding three officers in one year including the one with the Grant. The grant officer has to work highway traffic and at the end of three years we have to decide whether we want to fund that officer or do away with that position. The City Manager replied that was where I was eventually looking to go to the third officer. Commissioner Carroll stated if we add two more officers in addition to the grant officer that would be three officers in 12 months and is too big of a step.



Commissioner Glidden stated eventually Route 87 will be our big thoroughfare which will require more police presence, but that is not need now. The Teen Task Force is in the works but she does not see that happening today or tomorrow and cannot justify adding three officers in 12 months. She didn't believe the population yet warrants three officers in 12 months. Two yes, the grant officer and a new officer. If the City gets more businesses next year, come back and we can entertain that.

The City Manager asked Commissioner Glidden what she proposed for animal control. Commissioner Glidden stated she thinks the individual that was handling animal control did not have authority and was relating too much to the kids in the park. She also thinks part of the challenge is the dog fees. The City raised the fees but are now collecting less registrations. It is hard to explain to a citizen why the City has to charge for dog registration. Chief Shirley replied in the past he has had to explain that it is to keep record of pet's vaccinations. The Mayor stated it provides them with a tag and then the police know who the dog owner is. The citizen would not have to pay the county to get their dog back. Commissioner Glidden's other comment was the animal control line item for contracted services, that number could be inflated if things change. The Mayor stated there is not a charge unless the animal is a nuisance. Chief Shirley stated there are private companies that will remove a nuisance animal and you will get charged. Commissioner Carroll stated that what a citizen gets with the tag is verification of an animal having its rabies' shot and because there is a fine associated with you not registering their dog, it generally motivates someone to register. The whole idea is to keep our pets and kids from getting rabies.

The City Manager asked to review staffing animal control. He stated if we are going to hire someone and have to pay retirement, because we have to limit them to 1,000 hours a year, then we may as well not do it. So the question is are we going to have a part time position and pay retirement or a full time position and pay retirement. We have been trying to avoid paying retirement.

Commissioner Forte commented that the Department Heads and the City Manager did a great job with the budget. This budget works as presented with a \$53,000 surplus at the end of the year. If this is what the Chief is requesting and it covers animal control 24/7, then we can cover all our bases and tweak a few dollars here and there. Commissioner Forte did not think it was necessarily their job to tear apart the budget when the budget works. He further commented there was no tax increase and thought they could give the Chief what he was requesting. There would be back-up for each officer and animal control would be covered. It is costing the City more than last year's budget, but they were able to make it work without raising taxes. Our goal is to not increase taxes.

The Mayor took exception to Commissioner Forte's comment. The Mayor stated he was elected to look after the people's money and to spend it wisely. Commissioner Glidden asked the Chief if the parks and animal control would be covered responsibly by adding only one police officer and increasing the part time reserve. The Chief commented that the grant officer has to cover traffic, animal control has a lot of calls and we maintain a kennel.

Commissioner Glidden asked if it would help if it is decided to increase your part- time reserves to a few more hours. Chief said the part time officers already have full time jobs. Part time with our department has been they fill in when they can which can be problematic. Putting a



requirement on hours to work gives the City a return on their investment because we are putting uniforms on them, buying body armor even if they are part time. If you ask me to choose part time over full time, I will always go with full time because you get more of a return on your investment. The City Manager suggested part time for staffing the park and security can be accomplished but that does not work the same with animal control because you do not know when you will get a call. The intent for two officers was to make sure there were two officers working the shift regardless of whenever the grant officer was working. Therefore, if the Police Department gets an animal control call, there is still one officer patrolling.

The Mayor commented that the police budget was increased \$229,074 from last year's budget and removes the animal control position.

Commissioner Carroll proposed to leave in \$25,500 for animal control because it ties in to other items. He feels they have taken a huge step in officers and believes it to be the right step but they can take another step in the next fiscal year. Commissioner Carroll asked the City Manager for clarification on how many officers are being added and if the part time animal control position was remaining.

The Mayor asked the Board what they proposed. Commissioner Glidden agrees with Commissioner Carroll. Commissioner Forte and Commissioner Caster proposed two officers. Commissioner Caster restated that the animal control position does not have certain hours and calls come in anytime.

The Mayor stated if animal control gets a call and he is not on duty, then the police officers will cover. Chief Shirley stated they do call the Animal Control Officer after hours.

The Mayor proposed to contract with the County based on what was being added to the budget - personnel, vehicle, etc. He feels the City is better off contracting with the County at \$50 per call. The City Manager stated the City could try that for a year.

Commissioner Forte asked how many animal control calls there are per year. The City Manager commented we can budget 200 calls. Chief Shirley stated the animal control figures as at July 2012 through March 2013, animal complaints 229, animals picked up 131, 103 of the 131 were transported to the county. The Mayor stated at the 103 figure, it would be \$5,150.

Commissioner Carroll asked the City Manager what number he believed was correct to estimate calls per year. The City Manager replied to use 200 which is twice the miscellaneous animal control number.

Commissioner Caster commented that the Animal Control Officer patrols the parks too. The City Manager stated the Police Department would be scheduling the part-time officers to cover the parks now.

Commissioner Carroll believed that more than pays for what we do part-time in the parks each year. Commissioner Forte though it was a very viable option.



The Mayor proposed that the City should remove itself from animal control and contract with the County. He asked the City Manager if he thought \$10,000 would be a fair number for the budget. Chief Shirley stated we cannot get out of animal control totally. There has to be some enforcement by way of calls for service that the Board needs to take into consideration and it will still be part of our duties. Larry Modlin added isn't the main argument to enforce dog registration so dogs were tagged and did not end up going to the County. Chief Shirley replied he had a low number of 19 and a high number of 55, so the average would be about 37. He further commented that the City is a dumping ground for dogs.

The Mayor stated we should budget 200 calls which would be \$10,000. The Board members who agreed with the proposal were Commissioner Carroll, Commissioner Glidden, and The Mayor.

Commissioner Caster disagreed with the proposal because there was no thought of repercussions. He felt the Board should discuss the remainder of the budget and revisit the animal control discussion later.

Commissioner Carroll stated at 37 calls per month times 12 months equals 444 calls. That would be \$22,200 which is still less than what is budgeted. Also, if there are 444 calls, there would not be 444 transports.

The Mayor stated to the City Manager that the majority agrees to budget 200 calls.

The Mayor asked the Board what their position was for police officers. Commissioners Forte and Caster would like to see two police officers, Commissioner Glidden and the Mayor one officer.

Replacement Car \$30,000. Commissioner Carroll commented he felt the Chevrolet could be used for another year. Commissioner Forte asked if the Police Department does not get the extra officer, is the vehicle needed. Commissioner Caster felt the Chevrolet would not last six months. Chief Shirley replied the vehicle with the highest mileage is in better shape than the vehicle with lower mileage. If you eliminate the vehicle from the budget, then he would make it work. He went on to state there is a vehicle at the garage they could take parts from. The Mayor stated a vehicle can be purchased if they have to but did not feel one should be budgeted.

Commissioner Carroll proposed to take the \$1,000 out of the budget for the boat. Commissioner Glidden asked Chief Shirley if there would be a problem if the \$1,000 boat line item is removed. The Mayor stated the City already has a boat.

Commissioner Forte asked if the Police Department used it the boat for training. Chief Shirley replied that the boat needed to be overhauled, it has extensive electrical problems and it is not used. Also, he does not have the manpower for the boat. The Mayor stated the Board agreed to take the \$1,000 out of the budget for the boat. Commissioner Carroll stated the City could surplus the boat and the money can go back into the budget.

**Page 15** - The Mayor asked if a plumber was figured into the budget. The City Manager replied no. The Mayor further stated the funds will have to come out of the capital outlay fund when the time comes. The City Manager replied he did not believe it would be that much money.



Commissioner Glidden asked if the \$17,000 was the last estimate received. The City Manager replied that was the most recent estimate but the number may change a little.

**Page 16** – previously discussed

**Page 17** – Commissioners Forte, Caster and Carroll were in agreement with the Building and Grounds budget.

**Page 18** – The City Manager remarked about a typo on this page under Contracted Services at the bottom. The \$3,360 is for two seats, not one. The dollar figure does not change, just the number of seats. Commissioner Glidden asked how the seats were figured. The City Manager replied it was based on each employee who currently has a computer and the figure is to replace just those that we currently have. Commissioner Glidden then asked about supplemental street lighting, the budget for 2013 of \$18,560. Did we spend that this year and where was it spent. The City Manager replied that is the current street lights for the City. Commissioner Glidden asked if the \$24,000 will be used to increase the number of street lights. The City Manager replied yes. Commissioner Glidden asked for clarification that the City does not install the lights but the power company does. She asked why this was not a line item in the past. The City Manager replied because it was built into the electric budget in previous years.

**Page 19** – Commissioners Caster and Carroll were in agreement with the budget for Dams/Lakes. Commissioner Forte asked about the boat maintenance. The Mayor responded that is for the City's public works boat.

**Page 20** – Commissioner Caster is in agreement with the budget for Sanitation. Commissioner Glidden asked that next year the City tag along with the county's free dump week again.

**Page 21** – The Mayor stated the majority of the Board agrees with the Mosquito Control budget.

**Page 22** – Commissioner Caster asked if the proceeds from all of the Bike Runs will go to the Scholarship. Commissioner Carroll stated there was no intention of that right now. Mary seeks approval from the Board before she donates the funds. Commissioner Forte mentioned that Mary rotates the donations. Commissioner Caster questioned whether it is legal for the City to even put taxpayers' money into a scholarship. The City Manager stated public funds have to be used for a public purpose. If the money goes to a Boiling Spring Lakes Police Officer for school for his job related duties, that is permissible. If the funds go to a Police Officer to spend on engineering classes, that is not for public purpose, not related to his job and would not be permissible. Commissioner Carroll stated that from beginning it was stated the funds would go for job specific training for an employee. Commissioner Caster asked why the seed money is not paid back. Whatever funds left over after the seed money is paid back could then be donated to the Police Department, Fire Department and Parks and Recreation. Commissioner Carroll replied that the seed money does not get paid back because we wanted the events to be successful and to be able to donate the funds to City departments.

**Page 23** – Commissioner Glidden stated the van rental is the bus rental for the summer camp as confirmed by the City Manager. Commissioner Carroll thought the part-time salaries number was



higher than last year and asked if that was as a result of summer camp. The City Manager clarified it was five part time and seven seasonal. Mary Green stated she did away with the seasonal line item because it was confusing for Susan and Karen as some employees fall into both categories, part time and seasonal. The Mayor stated the overall budget was down from last year. Commissioner Glidden asked about the difference in the number of summer camp personnel from four to five. Mary stated she will probably not fill that 5<sup>th</sup> position and is there just in case they get more kids than anticipated for summer camp. Commissioner Forte asked if the amount of children increases, does that change the insurance. Mary replied no. Commissioner Carroll stated but another part-time position will have to be added.

Mary Green went on to state there is one issue she has which is safety concerns at night. She has one individual who works alone at night and Mary would like a second person added at night. Commissioner Glidden asked if this was during the winter. Mary stated it depends on the time of year. When it is busy, there are a lot of people in the Community Center and it is not a problem but when it is slow and the employee is there by herself, it is a safety concern. Commissioner Caster was in agreement.

Commissioner Glidden asked about the three seats for IT. Where does Teagen sit. Mary replied she absolutely does need three. Teagen sits in the front office. Commissioner Forte asked Mary what she does with the old treadmills. Mary replied she consigns them with the company she purchases them from.

**Page 24** - no questions or discussions

**Page 25** - no questions or discussions

**Page 26** - no questions or discussions

**Page 27** - no questions or discussions

**Page 28** - The Mayor stated this page is our revenues. He ask the City Manager if he was proposing to take a sum out of that figure. The City Manager replied this reflects the \$150,000 request put in there this year. Flip the page and you will see what is proposed to be spent next year, which reduces the figure down to \$104,000 but that figure will get increased by 12,000 because of Schneider's Park. I will show a line item to see an ongoing fund balance in the revision.

**Page 29** – no questions or discussions

**Summary:** The Mayor summarized the workshop as follows:

Salary:           Increase of 4% for salaries under \$33,000  
                      Increase of 1% for salaries over \$33,000

Schneider's Park: Decrease to \$14,100 from the proposed \$28,200

Floating dock: approved at \$17,260



Animal Control – part-time position removed, contract with the County for 200 calls at \$50/call

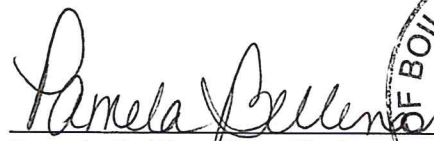
Police Department: 1 officer, no approval on the vehicle, remove the \$1,000 boat line item.

The Mayor stated the revenue line item stays, but the expenditure line item changes. He asked the City Manager when he would be able to get the numbers to the Board. The City Manager replied by the end of next week.

The next budget workshop was set for April 24 at 10 AM. The Mayor asked the City Manager to get the numbers to them before the next meeting so they can study. He stated he would like to be done with the budget at the end of the April 24<sup>th</sup> meeting. The City Manager stated we would advertise the public hearing for the budget for the May 7<sup>th</sup> meeting and would make the final approval hearing for the June 4<sup>th</sup> meeting.

The budget workshop was adjourned at 12:40 PM.

Commissioner Carroll thanked Karen again for her work on the budget.

  
Pamela Bellina, City Clerk



  
Mayor Richard D. White



BRUNSWICK COUNTY  
NORTH CAROLINA

AFFIDAVIT OF PUBLICATION

Before the undersigned, a Notary Public of said County and State,



City of Boiling Spring Lakes  
**PUBLIC NOTICE**  
BUDGET WORKSHOP

The public will take notice that the Board of Commissioners of the City of Boiling Spring Lakes has set a Budget Workshop to be held at City Hall, 9 East Boiling Spring Road. All interested persons are encouraged to attend.

Budget Workshop – Budget Overview  
Wednesday April 24, 2013 at 10:00 AM.

Pamela Bellina  
City Clerk

(4-17)

, qualified and authorized by law to administer appeared MARISA BUNDRICK, who, being poses and says that she is the employee author- affidavit, of The State Port Pilot Inc., engaged of a newspaper known as THE STATE PORT issued and entered as periodicals mail in the said County and State; that the notice or other a true copy of which is attached hereto, was STATE PORT PILOT on the following dates:

4/17

and that said newspaper in which said notice, paper, document or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This the 18th day of April, 2013.

Marisa Bundrick  
(Signature of person making affidavit)

Sworn to and subscribed before me this 18th day of April, 2013.

Janet L. Keyes  
Notary Public

