



**City of Boiling Spring Lakes  
Board of Commissioners ~ Budget Workshop  
Fiscal Year 2018/19  
April 20, 2018  
City Hall – 9:00 am**

**PLEASE TURN OFF CELL PHONES**

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**1. Call to Order ~ Mayor Craig Caster**

The Board of Commissioners Meeting was called to order at 9:00 am.

**2. Attendance ~ in attendance at the meeting were ~**

Mayor Craig Caster  
Commissioner Mark Stewart  
City Manager Jeff Repp  
Finance Manager Karen Thompson

Commissioner Steve Barger  
Commissioner Guy Auger  
City Clerk Jane McMinn

**Department Heads Present ~**

Buildings and Grounds ~ Ernie Siriani  
Chief of Police ~ Brad Shirley  
Building Inspections/Code Enforcement ~ Ruth Bek  
Public Works ~ Brian Cavanaugh  
Parks & Recreation ~ Mary Green

**Introduction ~ Jeff Repp, City Manager ~**

Mr. Repp explained we are here to review the proposed budget required by State law; the budget needs to be adopted by June 30, 2018, which will take affect by July 1, 2018. In the past, the BOC has met in the month of April to review the budget, provide their input on things the Board would like to see or change. Proposed draft changes to the budget, will be modified, and a copy will be provided to the public the following week. A public hearing will be held in May. The public hearing gives the citizens the opportunity to comment on the proposed budget. We make changes to the budget in the month of May; a budget ordinance is prepared for adoption in June.

The budget today is a proposed budget with the department heads input. Mr. Repp explained the proposed budget document shows the input of the department head. My recommendation to the Board is the budget to be balanced as we move forward.

Mr. Repp reviewed the sales tax revenue, which is the city's largest source of revenue and a large percentage of our general fund. The city tax rate proposed remains the same at \$0.21 cents per \$100. Brunswick County has elected to have a tax reevaluation every five years. The next reevaluation will be in the fiscal year 2020.

### ***Expenditure ~***

The BOC questioned why the COLA was reduced from 3% to 2.5%. Mr. Repp explained most municipalities were looking at a 2.5%; I will be receiving a breakdown in May, which will show the actual percentage of the COLA increase for NC municipalities. The Board of Commissioners agreed to a COLA of 3%.

### ***General Fund Expenditures ~***

Mr. Repp stated the city currently has 33 full-time employees. The area of largest concern is Inspection/Code Enforcement. Commissioner Stewart commented with the growth of the city the demand will rise for services. Commissioner Stewart also stated at this time we need to find a public works director. Brian Cavanaugh is the Supervisor of Public Works currently. Mr. Repp informed the BOC the need for another equipment operator is there, however when we start talking about adding personnel we are then talking about a tax increase. The additional money must come from somewhere, if we decide to go with another building inspector or code enforcement officer that will effect a tax increase. Commissioner Stewart reiterated, if we expect to keep growing as we are we need to be prepared. He believes that buildings and grounds should be under parks and recreation. Mayor Caster discussed public works as another department they could be under.

### ***Powell Bill Fund ~***

Mr. Repp recommended adding a Municipal Vehicle Tax of up to \$30 per vehicle to assist in road paving in the city. Road paving was one of four established goals by the Board in their January retreat. There are 5,711 registered vehicles in the city limits; this revenue would generate \$142,000 per year giving us the ability to pave and/or resurface roads. These funds would be dedicated for this specific service.

### ***Project Funds / Transfers from Fund Balance ~***

Mr. Repp reviewed the Special Assessment District, which was approved by the BOC for the design and installation of a sewer system in the Fifty Lakes/Goldsboro area. The city has transferred \$375,000 from the fund balance for this project. It is anticipated in the FY 2019 that \$123,000 for the special assessment will be collected and returned back into the fund balance.

Sanford Dam/Spillway Project reflects a transfer in the FY 2019 of \$289,000 to match the county funds as a local match for the Spillway Project, with a federal share of \$1,732,500 totaling \$2,097,074 for the entire project.

### ***Administration ~***

Mr. Repp explained the non-capital outlay would be used for updated and better software replacing the current software for human resources and accounting.

Commissioner Stewart requested keeping the Fire Department Contingency for \$25,000, which would give the Fire Department the opportunity to purchase new turnout gear. The BOC would like to see accountability how the funds are being used. The Board also would like to see the fire chief come to the board meetings.



***Animal Control ~ No Comments were made***

***Buildings & Grounds ~***

Mr. Repp reviewed ~ Capital Outlay has been budgeted for the parks, community center and zero turn mower. These improvements are needed. Mary Green commented that if you create a nice park people will go.

***Police Department ~***

Mr. Repp reviewed ~ two new vehicles were requested, however, budget reflects adding one new vehicle. One new position was requested but not budgeted. A software upgrade was budgeted including report management, jail management, computer and dispatch system, which will work in conjunction with the Brunswick County Sheriff's office. A request for a Radar/Speed/Messaging Trailer was requested and added to the budget.

***Building Inspections & Code Enforcement ~***

Mr. Repp reviewed ~ what is budgeted is taking the current part-time position to a full-time position. The second part-time position will remain as Fire Inspector/Building Inspector to also provide backup for Code Enforcement. The BOC supported the addition of another full-time person to do code enforcement full-time and provide backup for inspections. Funds are budgeted for an additional vehicle for the department. Mrs. Bek asked the BOC since she has funds left over in her budget she would like to add that to Mrs. Nicole Morgan and bring her on full-time on May 1, 2018. The Board agreed and it would be added to the May agenda for approval.

***Public Works ~***

Mr. Cavanaugh requested a full-time position but is willing to accept a part-time person to help with the mowing. Mr. Repp commented the city would put out bids for the new equipment. All agreed the capital outlay for the JCB Backhoe is needed trading in the 1994 or possibly selling the backhoe on GovDeals.

***Dams/Lakes ~***

Mr. Repp informed the BOC this is where we contract service for the spraying of the lakes.

***Mosquito Control ~ No comments were made.***

***Special Events ~***

There was discussion on whether the Special Events committee would continue. There was discussion on who would assume responsibility for the events held by the committee and Commissioner Barger stated that the plan would be that the Parks and Recreation would absorb these events. Mr. Repp explained, if Special Events goes under the Parks & Recreation umbrella, the funds will remain as they are and could be accessed and charged to the event. Possibly next year we may propose something different.

***Community Center/Parks & Recreation ~***

Mr. Repp explained the largest part of the budget is the capital outlay for the Muse Park improvements. Ms. Green, Director of Parks & Rec. suggested possibly putting some extra

funds away for capital improvements, and questioned how the city is going to fund new facilities moving forward, which we all know, will be needed. Mr. Repp explained if the BOC decides the city should have a capital fund for future needs, monies needed would be in the six-figure area; a tax increase would be needed to provide money for that fund for a specific project such as a new police department or community center.

***Library Commission ~***

BOC agreed to continue to support and fund the library.

***Appearance Committee ~***

Commissioner Auger suggested budgeting funds for new Christmas lights; the current lights we have no longer work. If we do not do this, the city will not have Christmas lights this year. Commissioner Stewart suggested the funds belong under Buildings & Grounds. Mr. Repp explained monies budgeted for such things has been under the Buildings & Grounds budget. The Board agreed the city needs to budget this money for the decorations keeping under Buildings & Grounds.

***Debit Service ~ No comments were made.***

***Powell Bill Revenues ~***

Mr. Repp explained as stated before the one item proposed is the Municipal Vehicle Tax of up to \$30 per registered vehicle. At \$25 per vehicle that would generate \$142,000 a year for additional road paving and re-paving. These funds are not in the Powell Bill; however, these additional funds would be budgeted for the paving and re-paving.

***Powell Bill Expenditures ~***

BOC was satisfied with the funds budgeted.

**3. Set Date for Workshop ~**

- Police Department Facility ~
- Lake Regulations ~
- R~5MH Rezoning
- Fiscal Year 2019 Budget

A workshop was set for Wednesday, May 16, 2018 at 6:30 p.m.

**4. The Budget Meeting held on April 20, 2018 was adjourned at 11:50 a.m.**

ATTEST:



  
Jane McMinn, City Clerk

  
Craig Caster, Mayor

  
Date