

**MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
BUDGET WORKSHOP**

7:00 P.M.

APRIL 24, 2012

ATTENDING: Mayor Kendall Spence
Council Members: David Cleveland, Sandy Coughlin, John Barnes, Mark Phillips and Royetta Trull
Finance Officer – Cheryl Bennett
Village Clerk/Tax Collector – Cheri Clark

CALL TO ORDER: Mayor Kendall Spence called the Village of Lake Park Budget Workshop to order.

PLEDGE OF ALLEGIANCE: Mayor Kendall Spence led the Pledge of Allegiance.

PUBLIC COMMENT: Ann Haegele spoke on behalf of the SAGES requesting that Council enlarge the Community Center. For a town the size of Lake Park, a Community Center meeting room that holds a maximum of 40 people is too small. The Village needs to be budgeting to enlarge.

PROPOSED BUDGET DISCUSSION: Cheryl Bennett stated that the proposed budget is based on the same tax rate - \$0.23 per \$100 of evaluation, a 99% collection rate of both real and personal property, a 90% collection rate for motor vehicle and \$146,000 Sales and Use Tax.

	Actual Exp. Jul '11 - Mar 12	2011-2012 Budget	Proposed 2012-13
General Fund			
Revenue			
Property Taxes			
Ad valorem current year	533,127	529,414	531,902
Ad valorem prior years	4,096	3,500	3,000
Motor vehicle tax	43,285	46,519	51,347
Penalties and interest	1,820	1,400	1,200
Utility ad valorem	7,819	7,300	7,800
Total Property Taxes	590,147	588,133	595,249
Other Taxes			
Stormwater Fees	42,915	42,600	43,130
Cable franchise-from Time Warner	1,452	2,700	2,800

Total Other Taxes	44,367	45,300	<u>45,930</u>
State Shared Revenues			
Solid Waste Disposal Tax	1,756	2,200	2,400
Telecom. Franchise	1,195	1,800	2,400
Piped Gas	3,474	5,400	8,800
Elec. franchise tax	38,271	66,000	66,000
Video Prog. (Cable from State)	12,040	21,900	22,000
Sales and use tax	76,632	132,000	146,000
Total State Shared Revenues	<u>133,368</u>	<u>229,300</u>	<u>247,600</u>
Parks & Recreation Revenue			
Swim Team Donations	145	500	
Swim Team Registrations Fees	0	4,000	
Swim Team Conces & Tshirt Sales	1,509	1,200	
Program Fees	1,390	1,900	1,800
Facility Rentals	2,145	3,000	3,000
Daily swim fees	3,119	7,000	7,000
Season pass pool fees	1,257	47,000	48,000
Total Parks & Recreation Revenue	<u>9,565</u>	<u>64,600</u>	<u>59,800</u>
Other revenues			
Commercial Waste Coll. Extras	1,350	1,800	1,800
Approp. Fund Balance	0	127,084	46,721
Civil Penalties	495	1,000	700
Investment revenue	505	1,000	700
Miscellaneous	1,936	1,000	1,500
Total Other revenues	<u>4,286</u>	<u>131,884</u>	<u>51,421</u>
Total Revenues	<u>781,732</u>	<u>1,059,217</u>	<u>1,000,000</u>
Expense			
General Government Operating Costs			
Personal Services-General Administrative Expenses			
Adm Assistant	243	500	500
Clerk/Tax Collector	39,848	53,530	53,530
Council	7,459	11,330	11,330
Finance Officer	10,506	14,008	14,008
Mayor	3,090	4,120	4,120
Payroll Expenses	4,678	6,600	6,600
Total Personal Services	<u>65,823</u>	<u>90,088</u>	<u>90,088</u>

Professional Fees			
Accountant Auditing Services	4,600	4,600	4,700
Legal Counsel Services	8,550	15,500	15,500
Total Professional Fees	13,150	20,100	20,200
Supplies and Materials			
Office	2,382	3,000	3,000
Services			
Advertising	0	500	500
Association Membership and dues	3,327	3,750	3,750
Bank charges	365	500	500
Elections	3,082	4,050	700
Insurance/bonds	7,320	7,307	7,400
Communications - website	1,731	2,920	300
Printing & Delivering (newsletter)			2,600
Postage	165	500	500
Tax collection	1,362	1,400	1,600
Telephone	2,020	2,800	3,000
Travel	643	1,000	1,000
Training	0	800	800
Miscellaneous oper. exp.	24	393	400
Total Services	20,040	25,920	23,050
Capital Outlay			
Capital Outlay Expense	37,653	39,000	2,000
Website Software Package			4,000
Reserve for Capital Replacement	0	10,000	10,000
Total Capital Outlay	37,653	49,000	16,000
Total General Government	139,047	188,108	152,338
Parks & Recreation			
Supplies and Materials			
Janitorial/Cleaning Supplies			2,000
Food / Provisions (events) Events, Rec. Programs	1,208	1,300	800
NNO Food/supplies			1,000
Pool Supplies			1,000
Park Materials and Supplies			1,000
Benches, Tables, Etc.			8,000
Total Supplies and Materials	1,208	1,300	13,800

Services			
Landscaping	100,485	150,306	137,700
Park maintenance	19,683	34,900	40,000
Pond maintenance	10,711	37,520	47,500
Electric Maintenance	2,624	5,000	5,000
Repairs of Common Areas	871	2,300	2,000
Water/Sewer	2,812	4,000	4,250
Natural Gas	552	1,000	1,000
Comm. center maintenance	5,942	8,800	6,500
Pool management fee	16,887	48,120	48,570
Pool Operations	6,309	12,000	11,500
Seasonal Decorations	10,244	10,777	10,250
Events Services			700
Storage Rental	230	1,380	0
Total Services	177,352	316,103	314,970
Capital Outlay			
Security System /Camera System			3,800
Flags and Banners			3,500
Total Capital Outlay			7,300
Swim Team			
Transfer Swim Club Booster Club	3,637	3,638	
Lifeguard expense	702	700	
Concession costs	653	600	
Coach salaries	650	712	
Payroll Expense	50	228	
Dues	525	550	
Other expenses	836	772	
Total Swim Team	7,053	7,200	
Total Parks & Recreation	185,613	324,603	336,070
Public Services/Safety			
Law enforcement Services	144,406	144,406	154,774
Transportation			
Street Signs	364	2,000	2,000
Electric bills	72,143	100,000	100,000
Total Transportation	72,507	102,000	102,000
Environmental Protection			
Waste Collection Services	134,672	204,000	203,000

Stormwater Expense	8,805	42,600	
Dues and Permits			1,100
Prof. Fees - Engineering			10,000
Repairs and Maintenance Services			29,030
Capital Outlay - Pet Waste Stations			3,000
Total Stormwater Expense	8,805	42,600	43,130
Total Environmental Protection	143,477	246,600	246,130
Econ. & Physical Dev.			
Planning and Zoning	23,040	34,500	
Zoning Admin. Services			15,000
Code Enforcement Services			10,000
Legal Services			2,000
Training			500
Supplies			1,000
Total Planning and Zoning	23,040	34,500	28,500
Economic Development	369	6,000	
Services			5,000
Total Economic Development	369	6,000	5,000
Total Econ. & Physical Development	23,409	40,500	33,500
Contingency	0	13,000	45,000
Total Expense	708,459	1,059,217	967,812
Net General Fund	73,274	0	32,188
Powell Bill			
Powell Bill Revenue			
Fund Bal. from Powell Bill	0	43,000	
Interest - Powell Funds	191	200	200
Powell Bill Revenue	91,778	86,000	90,000
Total Powell Bill Revenue	91,969	129,200	90,200
Powell Bill Expense			
Street Exp. - Powell Bill	36,251	129,200	90,200
Total Powell Bill Expense	36,251	129,200	90,200
Net Powell Bill	55,718	0	0
Net All Funds	128,992	0	

Mark Phillips asked that the line item – Communications – website be increased to \$350. Council went through the budget line by line and discussed the expenditures. There was a 7 1/2% increase in Law Enforcement this year. Under Planning and Zoning if the Village adopts the UDO, we will need a Zoning Administrator and a Code Enforcement Officer. Benchmark would charge the Village \$25,000 to subcontract these functions for the Village. The Board of Adjustments will also need legal Council.

EDC requested a slight decrease in the new budget allocation as the nature of items to be covered include enhancements to commercial district as well as continuing to advance new projects to attract new, and encourage the sustainability of, current, schools, churches and businesses in the village. Though Lake Park did not compete for state Small Towns funds this year, we have learned from the 2011 application process that we are already capable of achieving many of the improvements that other NC communities have not been able to attempt on their own.

David Cleveland made the motion to go into Closed Session to discuss staff salaries. Sandy Coughlin seconded the motion. Vote Unanimous.

Sandy Coughlin made the motion to go back into Budget Workshop. Royetta Trull seconded the motion. Vote – Unanimous.

The Council decided to give staff a 5% increase and themselves a 3.5% increase. The Cost of Living index for the year – 3.6%. David Cleveland shared that on the behalf of Council, they appreciate both Cheri Clark and Cheryl Bennett’s willingness to go above and beyond the call of duty and the personal interest they take in the town.

The new proposed budget for 2012 – 2013:

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PUBLIC COMMENTS: Norris Jeffrey stated that the last time the expansion of the Community Center came up, he was against it. He would like to see the expansion put to a vote by the residents. Norris charged Council with doing their homework on the expansion project.

Margaret Phillips thanked the staff for all of their hard work and felt that they were invaluable to the VOLP.

A public hearing will be scheduled prior to the May Council meeting.

COUNCIL COMMENTS: Mark Phillips thanked the staff and Council for their work on the budget.

Royetta Trull also thanked the staff.

Sandy Coughlin thanked the new Council members for their work on the budget and it is nice working with such a professional group.

David Cleveland thanked the Mayor for his work.

ADJOURN: David Cleveland made the motion to adjourn the meeting. Sandy Coughlin seconded the motion. Vote – Unanimous.

Respectfully submitted,

Mayor Kendall Spence

Village Clerk, Cheri Clark