

**MINUTES
VILLAGE OF LAKE PARK BUDGET WORKSHOP
3801 LAKE PARK ROAD, LAKE PARK, NC
6:30 PM**

May 21, 2020

ATTENDING: Mayor David Cleveland
Mayor Pro Tem Pam Jack
Council Members: Bruce Barton, James Record, Jeremy Russell and Joe Scaldara
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett

PLEASE NOTE: This meeting was conducted in compliance with Governor Roy Cooper’s directives regarding group meetings and social distancing as is necessary due to the Covid-19 virus pandemic. The meeting was conducted on a zoom format which, in addition to the regular meeting notice previously posted, was posted on all social media accounts of the Village. The Mayor and one staff member were present in the Council Chambers and the public was allowed entry to attend and view the meeting subject to compliance with the orders from our Governor. All votes on motions were taken by having each council member state their name and then orally state their position on the motion- i.e., for or against.

CALL TO ORDER: Mayor David Cleveland called the May 21, 2020 Budget Workshop to order.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: There was no public comment.

BUDGET: Cheryl Bennett shared the proposed 2020 – 2021 budget with Council. Council discussed Revenue projections due to COVID-19 and the impact on the budget.

General Fund	Jul '19 - Apr 20	Budget	% of Budget	Proposed 20-21
Revenue				
Property Taxes				
Ad valorem current year	600,669.60	595,058.00	101%	595,657
Utility ad valorem	6,563.62	7,215.00	91%	6,563
Motor vehicle tax	65,945.72	89,209.00	74%	87,921
Ad valorem prior years	7,650.88	2,000.00	383%	1,600
Penalties and interest	3,350.22	1,800.00	186%	1,800
Total Property Taxes	684,180.04	695,282.00	98%	693,541
Other Taxes				

Stormwater Fees- current year	62,720.00	62,137.00	101%	62,137
Stormwater fees - prior years	<u>270.88</u>	<u>250.00</u>	<u>108%</u>	<u>250</u>
Total Other Taxes	62,990.88	62,387.00	101%	62,387
State Shared Revenues				
Alcoholic Beverage Tax	0.00	16,200.00	0%	15,900
Sales and use tax	139,072.02	210,000.00	66%	200,000
Telecom. Sales Tax	788.88	1,700.00	46%	1,280
Elec. Sales Tax	49,675.84	102,000.00	49%	93,435
Video Prog. Sales Tax	8,744.35	19,000.00	46%	18,970
Piped Gas Sales Tax	3,503.91	7,100.00	49%	11,921
Solid Waste Disposal Tax	<u>2,103.64</u>	<u>3,800.00</u>	<u>55%</u>	<u>2,511</u>
Total State Shared Revenues	203,888.64	359,800.00	57%	344,017
Parks & Recreation Revenue				
Program Fees-Fishing Licenses	1,744.00	1,500.00	116%	1,500
Facility Rentals	4,209.00	3,000.00	140%	1,500
Daily swim fees	10,718.00	12,000.00	89%	6,000
Season pass pool fees	<u>1,100.00</u>	<u>50,000.00</u>	<u>2%</u>	<u>25,000</u>
Total Parks & Recreation Revenue	17,771.00	66,500.00	27%	34,000
Other revenues				
Zoning Permits	910.00	1,500.00	61%	1,500
Approp. Fund Balance	0.00	45,986.00	0%	43,325
Civil Penalties	225.00	600.00	38%	600
Investment revenue	7,058.93	8,000.00	88%	4,000
Miscellaneous	<u>18,237.14</u>	<u>22,360.00</u>	<u>82%</u>	<u>2,000</u>
Total Other revenues	26,431.07	78,446.00	34%	51,425
Total Revenues	995,261.63	1,262,415.00	79%	1,185,370
Expense				
General Government				
Other Expenditures				
Economic Development	0.00	0.00	0%	0
Contingency	0.00	3,000.00	0%	10,000
Stormwater Expense				
Advertising	0.00	100.00	0%	100
Dues and Permits	750.00	750.00	100%	750
Prof. Fees - Engineering	3,260.00	18,000.00	18%	18,000
Repairs & Maint. Services	<u>13,527.66</u>	<u>43,537.00</u>	<u>31%</u>	<u>43,537</u>
Total Stormwater Expense	17,537.66	62,387.00	28%	62,387
Total Other Expenditures	17,537.66	65,387.00	27%	72,387
Planning and Zoning				
Zoning Admin. Services	11,326.60	13,592.00	83%	13,592
Code Enforcement Services	0.00	600.00	0%	600

Consulting Fees	206.25	4,000.00	5%	13,500
Supplies	0.00	300.00	0%	300
Training	710.00	800.00	89%	800
Total Planning and Zoning	12,242.85	19,292.00	63%	28,792
Gen. Govt. Personal Services				
Adm Assistant	10,359.39	13,650.00	76%	13,650
Clerk/Tax Collector	59,603.40	71,524.00	83%	71,524
Council	8,521.01	12,806.00	67%	12,806
Finance Officer	15,747.50	18,897.00	83%	18,897
Mayor	3,939.75	5,253.00	75%	5,253
Payroll Expenses	8,419.14	10,400.00	81%	10,383
Total Gen. Govt. Personal Services	106,590.19	132,530.00	80%	132,513
Professional Fees				
Auditing Services	4,620.00	4,820.00	96%	4,620
Legal Services	10,928.00	18,000.00	61%	18,000
Total Professional Fees	15,548.00	22,820.00	68%	22,620
Supplies and Materials				
Office	3,351.56	7,100.00	47%	7,500
Total Supplies and Materials	3,351.56	7,100.00	47%	7,500
Services				
Communications/Newsletter	1,939.86	4,900.00	40%	3,500
Advertising	124.38	400.00	31%	400
Membership and dues	5,197.00	5,400.00	96%	5,310
Bank charges	527.74	950.00	56%	680
Elections	2,992.02	3,110.00	96%	0
Insurance/bonds	9,339.21	9,931.00	94%	9,730
Miscellaneous oper. exp.	432.88	500.00	87%	500
Website/flyers	1,300.00	1,500.00	87%	1,400
Postage	427.70	800.00	53%	700
Property Tax	247.30	400.00	62%	300
Tax collection	2,100.48	2,000.00	105%	2,400
Telephone	4,664.17	5,900.00	79%	6,200
Training	43.11	1,000.00	4%	600
Travel	721.74	1,200.00	60%	1,000
Total Services	30,057.59	37,991.00	79%	32,720
Capital Outlay				
Furniture/Office	0.00	7,000.00	0%	0
Sidewalk repairs	0.00	15,000.00	0%	10,000
Total Capital Outlay	0.00	22,000.00	0%	10,000
Total General Government	185,327.85	307,120.00	60%	306,532
Parks & Recreation				

Parks/Rec. Supplies & Materials				
Flags	847.48	3,500.00	24%	2,000
Janitorial /Cleaning Supplies	54.23	250.00	22%	250
Food/Provisions - events	944.26	3,500.00	27%	3,000
Pool Supplies	0.00	2,100.00	0%	2,600
Total Parks/Rec. Supplies & Materials	1,845.97	9,350.00	20%	7,850
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	0%	0
Pool management fee	28,939.50	57,550.00	50%	46,000
Pool Operations	3,297.29	7,100.00	46%	6,100
Comm. center maintenance	7,050.12	27,150.00	26%	8,150
Seasonal Decorations	13,855.21	16,500.00	84%	15,000
Events Services	3,406.00	4,000.00	85%	1,750
Water/Sewer	4,622.28	6,000.00	77%	7,000
Natural Gas	645.39	700.00	92%	750
Total Parks/Rec Services	61,815.79	119,000.00	52%	84,750
Maintenance of Common Areas				
Landscaping	131,279.60	155,615.00	84%	155,616
Park maintenance	35,649.78	60,750.00	59%	57,200
Pond maintenance	15,266.50	19,600.00	78%	19,600
Electric Maintenance	3,549.17	9,500.00	37%	8,500
Repairs of Common Areas	5,403.27	7,240.00	75%	2,000
Total Maintenance of Common Areas	191,148.32	252,705.00	76%	242,916
Parks/Rec Capital Outlay				
Reserve for Tennis Court	0.00	10,000.00	0%	10,000
Reserve for Playground	0.00	5,000.00	0%	5,000
Pool Lighting	8,105.34	25,000.00	32%	0
Benches, Tables etc.	1,371.60	2,000.00	69%	2,000
Total Parks/Rec Capital Outlay	9,476.94	42,000.00	23%	17,000
Total Parks & Recreation	264,287.02	423,055.00	62%	352,516
Public Services/Safety				
CapitalOutlay-ADA parking space	0.00	10,000.00	0%	0
Electric bills	85,836.41	116,800.00	73%	116,800
Street Signs	2,453.20	7,500.00	33%	7,500
Waste Collection	149,452.98	199,740.00	75%	199,740
Law enforcement	148,634.46	198,200.00	75%	202,282
Total Public Services/Safety	386,377.05	532,240.00	73%	526,322
Total Expense	835,991.92	1,262,415.00	66%	1,185,370
Net General Fund Powell Bill	159,269.71	0.00	100%	0

PB Income				
Interest - Powell Funds	2,474.65	800.00	309%	1,000
Powell Bill Revenue	<u>95,252.41</u>	<u>96,050.00</u>	<u>99%</u>	<u>90,270</u>
Total PB Income	97,727.06	96,850.00	101%	91,270
PB Expense				
Street Exp. - Powell Bill	<u>759.20</u>	<u>96,850.00</u>	<u>1%</u>	<u>91,270</u>
Total PB Expense	759.20	96,850.00	1%	91,270
Net PB Income	<u>96,967.86</u>	<u>0.00</u>	<u>100%</u>	<u>0</u>
Net	<u>256,237.57</u>	<u>0.00</u>	<u>100%</u>	<u>0</u>

Value real & pers. property	240,669,555
Collection rate	0.99
Tax rate	<u>0.25</u>
Ad valorem current year	<u>595,657</u>
Public service value	2,651,700
Collection rate	0.99
Tax rate	<u>0.25</u>
Public service tax	<u>6,563</u>
Motor vehicles value	35,523,707
Collection rate	0.99
Tax rate	<u>0.25</u>
Motor Vehicle Tax	<u>87,921</u>
Total ad valorem tax	<u>690,141</u>
One cent of tax yields	27,606

After reviewing the proposed budget, Council and staff proposed additional changes to the budget including the reduction of prior year ad valorem taxes, stormwater revenues and prior year interest, zoning permits, civil penalties and miscellaneous income.

Jeremy Russell shared that the pedestrian crosswalks on Faith Church Road need additional signage due to the traffic volume created by the closure of Sardis Church Road. Additional signage would cost around \$2,500. Faith Church Road is the only state road in the Village of Lake Park. Council decided to petition NCDOT for additional signage before moving forward with obtaining permission to put up the signage.

CLOSED SESSION: Pam Jack made a motion to go into Closed Session to discuss salaries. James Record seconded the motion. Vote – Unanimous.

Pam Jack made a motion to go into open session. James Record seconded the motion. Vote – Unanimous.

Mayor David Cleveland shared that Council decided to leave the Mayor and Council salaries as is and to increase the Clerk/Tax Collector, Zoning Administrator and Finance Office salaries by 3%. The increase represents both cost of living and performance. The Administrative Assistant/Event Coordinator hourly rate increase from \$19.50 to \$20 per hour. James Record made a motion to approve a 3% increase for salaried employees and a \$0.50 per hour increase for hourly employees. Joe Scaldara seconded the motion. Vote – Unanimous. Council thanked Cheryl Bennett, Angie Figiel and Cheri Clark for all they do for the Village and wished that Council could do more.

James Record made a motion to call for a budget public hearing prior to the June 9th Council Meeting. Pam Jack seconded the motion. Cheryl Bennett will provide a draft budget for the June 9th public hearing and the draft will be posted on the Lake Park website. Vote – Unanimous.

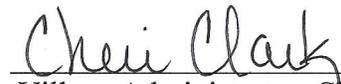
COUNCIL COMMENTS: Council thanked Staff for their dedication to the Village and for all of their work especially during this pandemic.

ADJOURN: James Record made the motion to adjourn. Bruce Barton seconded the motion. Vote – Unanimous.

Respectfully submitted,



Mayor David Cleveland



Village Administrator, Cheri Clark

