

**BUDGET ORDINANCE  
TOWN OF SPRING LAKE, NORTH CAROLINA  
2011-2012**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF SPRING LAKE, NORTH CAROLINA**, that the following ordinance establishing revenues and setting expense appropriations is hereby adopted and effective July 1, 2011, through June 30, 2012.

Section 1. The following General Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 2, herein.

Category	Amount
Taxes – Ad Valorem	
Property Taxes – Real	2,611,046
Property Taxes – Penalties and interest	12,500
Property Taxes – Vehicles	193,521
Property Taxes – Rental vehicles	14,500
Other Taxes and Licenses	
Motor vehicle tax	35,300
Local option sales tax	2,070,542
Privilege licenses	80,000
Cablevision franchise tax	12,727
Intergovernmental Revenues – Federal	
Mid Carolina COG	12,000
Intergovernmental Revenues – Non-Federal	
Powell Bill	278,265
Miscellaneous drug forfeitures	200
Beer and wine tax	58,000
Telecommunications sales tax	100,099
Electricity sales tax	248,167
Cable and satellite sales tax	121,701
Interlocal agreement revenue	268,966
Manchester fire tax	90,436
County recreation tax	39,900
Service Charges	
Police Department fees	5,000
Fire Department fees	22,200
Inspection Department fees	34,610

Category	Amount
Street Department fees	7,500
Transportation Department fees	15,000
Planning Department fees	1,600
Recreation Department fees	28,450
Miscellaneous Revenue	
Investment earnings	2,200
NCLM Grant	3,750
Miscellaneous revenue	4,000
Non-Revenue Receipts	
Interfund transfers	434,350
Employee cost sharing	51,073
Total General Fund Revenue	6,857,603

Section 2. The following General Fund expenses are hereby appropriated for fiscal year 2011-2012 and are to be funded by the revenues made available through Section 1, herein.

Department	Amount
Non-Departmental	365,746
Governing Body	137,151
Administration	268,322
Finance	271,625
Tax Collections	43,003
Legal	29,000
Elections	3,100
Human Resources	97,253
Public Works	216,233
Fleet Maintenance	127,636
Public Buildings	187,231
Police	2,054,423
Fire	1,034,186
Inspections	225,729
Street	446,152
Public Transportation	158,513
Planning	36,001
Recreation / Senior Enrichment	704,835
Capital Outlay	18,477
Debt Service	346,743
Interfund Transfers	58,678

Department	Amount
Contingency	27,566
Total General Fund Expenses	6,857,603

Section 3. The following Spring Fling Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 4, herein.

Category	Amount
Vendor fees	200
Contribution Proceeds	13,935
Total Spring Fling Fund Revenues	14,135

Section 4. The following Spring Fling Fund expenses are hereby appropriated for fiscal year 2011-2012 and are to be funded by the revenues made available through Section 3, herein.

Department	Amount
Spring Fling	14,135

Section 5. The following Water and Sewer Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 6, herein.

Category	Amount
Investment Earnings	
Interest income	500
Basic Service Charges	
Revenue – water	1,518,790
Revenue – sewer	1,358,402
Special Charges	
Septic hauler fees	45,000
New account / transfer fee	24,000
Interest / Penalties	

Category	Amount
Returned check fee	3,450
Late fees	110,000
Miscellaneous Income	
Rent income – water tank	17,000
Non-Revenue Receipts	
Proceeds from debt	81,105
Employee cost sharing	6,010
Total Water and Sewer Fund Revenue	3,164,257

Section 6. The following Water and Sewer Fund expenses are hereby appropriated for fiscal year 2011-2012 and are to be funded by the revenues made available through Section 5, herein.

Department	Amount
Non-Departmental	772,680
Revenue Collection	157,408
Revenue Billing	259,654
Water and Sewer Operations	759,869
Waste Water Treatment Plant	550,145
Debt Service	254,683
Interfund Transfers	400,808
For Budgetary Accounting Only	9,010
Total Water and Sewer Fund Expenses	3,164,257

Section 7. The following Stormwater Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 8, herein.

Category	Amount
Investment Earnings	
Interest income	250
Basic Service Charges	
Stormwater fee	260,633

Category	Amount
Interest / Penalties	
Stormwater fee – interest	150
Non-Revenue Receipts	
Interfund transfers	24,376
Total Stormwater Revenues	285,409

Section 8. The following Stormwater Fund expenses are hereby appropriated for fiscal year 2011-2012 and are to be funded by the revenues made available through Section 7, herein.

Department	Amount
Non-Departmental	30,235
Administration	183,640
Interfund Transfers	58,090
For Budgetary Accounting Only	13,444
Total Stormwater Fund Expenses	285,409

Section 9. The following Sanitation Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 10, herein.

Category	Amount
Basic Service Charges	
Refuse collection fees	683,633
Intergovernmental Revenues	
Solid Waste Disposal Tax	7,265
Interest / Penalties	
Refuse collection fees – interest	1,500
Non-Revenue Receipts	
Employee cost sharing	1,803
Total Sanitation Fund Revenues	694,201

Section 10. The following Sanitation Fund expenses are hereby appropriated for fiscal year 2011-2012 and are to be funded by the revenues made available through Section 9, herein.

Department	Amount
Non-Departmental	416,406
Sanitation	233,781
Debt Service	11,701
Interfund Transfers	28,388
For Budgetary Accounting Only	3,925
 Total Sanitation Fund Expenses	 694,201

Section 11. The following Other Post Employment Benefits Fund revenues are hereby raised through fees, charges, and other means and are subject to appropriation as set out in Section 12, herein.

Category	Amount
Non-Revenue Receipts	
Interfund transfers	87,238
 Total OPEB Fund Revenue	 87,238

Section 12. The following Other Post Employment Benefits Fund expenses are hereby appropriated for fiscal year 2011-2012 and are to be funded by the revenues made available through Section 11, herein.

Department	Amount
LEO Separation Allowance	27,118
Post Retirement Insurance	60,120
 Total OPEB Fund Expenses	 87,238

Section 13. The Town Manager, as Budget Officer, under the N. C. Budget and Fiscal Control Act, is authorized to transfer up to 10% of any department's appropriation to any other department within the same fund as needed and as necessary. The Town Manager shall report all such transfers at the next regular meeting of the Board of Aldermen. The Town Manager is not authorized to make interfund transfers except upon authorization by the Board of Aldermen.

Section 14. The Position Classification Plan and the Authorized Employee list, as amended, are presented and included for reference. (See Appendix A and B)

Section 15. Funding is not included in the previously listed sections for a Cost of Living Adjustment to the Position Classification Plan nor is the continuation of the Employee Performance Pay System.

Section 16. Funding is included in the previously listed sections for the continuation of a 2% 401K contribution for all general employees (non-law enforcement).

Section 17. The previously adopted Christmas Bonus as described in the Town of Spring Lake Personnel Policy Article XIV Appendix D is funded for Fiscal Year 2011-2012 and is intended to include elected officials.

Section 18. The current employee and pre-65 retiree medical insurance contribution is hereby continued as set out in the Town of Spring Lake Rate and Fee Schedule. (See Appendix C)

Section 19. The ad valorem tax rate for the Town of Spring Lake is hereby set at \$0.66 per \$100 valuation and is effective July 1, 2011. (See Appendix C)

Section 20. The Stormwater rate for the Town of Spring Lake is hereby retained and set at the amounts listed in the Town of Spring Lake Rate and Fee Schedule and is effective July 1, 2011. (See Appendix C)

Section 21. The Residential Solid Waste Availability and Commercial Solid Waste Collection fee for the Town of Spring Lake is hereby retained and set at the amount listed in the Town of Spring Lake Rate and Fee Schedule and is effective July 1, 2011. (See Appendix C)

Section 22. The Water and Sewer rates for the Town of Spring Lake are hereby amended upward and set at the amounts listed in the Town of Spring Lake Rate and Fee Schedule and are effective July 1, 2011. (See Appendix C)

Section 23. The Motor Vehicle Tax, as prescribed in G.S. 20-97 (b), is hereby retained and set at the amount listed in the Town of Spring Lake Rate and Fee Schedule and is effective July 1, 2011. (See Appendix C)

Section 24. The Motor Vehicle Tax for Transportation, as prescribed in G.S. 20-97 (c), is hereby retained and set at the amount listed in the Town of Spring Lake Rate and Fee Schedule and is effective July 1, 2011. (See Appendix C)

Section 25. The Town of Spring Lake Rate and Fee Schedule, as amended, is hereby adopted by the Board and becomes effective July 1, 2011 until rescinded or modified. (See Appendix C)

Section 26. That while not specifically incorporated herein, three capital project ordinances involving the revenues and expenses of the Water and Sewer Capital Project Fund, Stormwater Capital Project Fund, and Recreation Capital Project Fund are acknowledged and are anticipated to be completed in the course of the coming fiscal year.

Adopted by the Spring Lake Board of Aldermen this 13<sup>th</sup> day of June 2011, by the following vote:

YEAS

NOES

Alderman James Christian  
Alderman Richard Higgins  
Alderwoman Debora Hudson  
Alderwoman Fredricka Sutherland



Ethel T. Clark  
Ethel T. Clark  
Mayor

ATTEST:

Rhonda D. Webb  
Rhonda D. Webb, MMC  
Town Clerk

**APPENDIX A**

**TOWN OF SPRING LAKE  
POSITION CLASSIFICATION PLAN  
July 2011**

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Class Title</u>
4	\$20,549	\$30,824	Custodian Parks and Recreation Maintenance Assistant
6	\$22,655	\$33,983	Administrative Assistant I Community Center Assistant Office Assistant I Water & Sewer Maintenance Technician I
7	\$23,788	\$35,682	Debris Collector Fleet Service Technician / Sweeper Operator Meter Reader Street Maintenance Worker Water & Sewer Maintenance Technician II
8	\$24,977	\$37,466	Maintenance Technician Revenue Customer Service Representative
9	\$26,226	\$39,339	Administrative Aide - Police Community Center Custodian Office Assistant II / Inspections Technician Office Assistant II / Public Works Safety Administrator Water & Sewer Maintenance Technician III Wastewater Treatment Plant Operator I
10	\$27,537	\$41,306	Accounting Technician Debris Collection Supervisor Water & Sewer Maintenance Crew Leader
11	\$28,914	\$43,371	Firefighter I Wastewater Treatment Plant Operator II
12	\$30,360	\$45,540	Building Maintenance Supervisor Parks & Recreation Program Coordinator Stormwater Administrator

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Class Title</u>
13	\$31,878	\$47,817	Firefighter II Revenue Billing Supervisor Revenue Collection Supervisor Senior Fleet Maintenance Mechanic Street Maintenance Supervisor Water and Sewer Operations Supervisor Wastewater Treatment Plant Supervisor
14	\$33,472	\$50,208	Code Enforcement Officer/Animal Control Police Officer Senior Center Supervisor
15	\$35,146	\$52,719	Building Codes/Minimum Housing Inspector Master Firefighter
16	\$36,903	\$55,355	Assistant Parks & Recreation Director/Athletics Director Master Police Officer Police Detective
17	\$38,748	\$58,122	Accounting Supervisor Fire Captain Inspections Supervisor
18	\$40,685	\$61,028	Director of Human Resources Police Sergeant Town Clerk Water Resources Manager
19	\$42,719	\$64,079	Division Chief of Administration - Fire Division Chief of Operations – Fire
20	\$44,855	\$67,283	Assistant Director of Public Works Director of Planning & Economic Development Police Lieutenant
22	\$49,453	\$74,180	Director of Parks and Recreation Fire Chief Police Captain
24	\$54,522	\$81,783	Director of Finance Police Chief Director of Public Works

## APPENDIX B

### TOWN OF SPRING LAKE AUTHORIZED EMPLOYEE POSITIONS July 2011

#### *Administration*

Town Manager	NG
Town Clerk	18
Office Assistant I	6

#### *Finance*

Director of Finance	24
Accounting Supervisor	17
Accounting Technician (2)	10

#### *Human Resources*

Director of Human Resources	18
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\*Duties of Accounting Supervisor are performed by Director of Human Resources in a dual role.

#### *Public Works*

Director of Public Works	24
Assistant Director of Public Works	20
Office Assistant II / Public Works Safety Administrator	9

#### *Fleet Maintenance*

Senior Fleet Maintenance Mechanic	13
Fleet Service Technician / Sweeper Operator	7

#### *Public Buildings*

Maintenance Technician	8
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#### *Police*

Police Chief	24
Police Captain	22
Police Lieutenant (2)	20
Police Sergeant (7)	18
Police Detective (2)	16
Police Officer (13)	14
Administrative Aide	9
Office Assistant I (2)	6
Code Enforcement / Animal Control Officer	14

<b><i>Fire</i></b>	
Fire Chief	22
Division Chief of Administration	19
Captain (3)	17
Firefighter I (8)	11
Fire Fighter I – part time ( <i>various</i> )	
<b><i>Inspection</i></b>	
Inspections Supervisor	17
Office Assistant II / Inspection Technician	9
Building Code / Minimum Housing Inspector	15
<b><i>Street</i></b>	
Street Maintenance Supervisor	13
Street Maintenance Worker (3)	7
Part-time Maintenance Worker ( <i>various</i> )	
<b><i>Recreation/Senior Enrichment</i></b>	
Director of Parks and Recreation	22
Assistant Director of Parks and Recreation / Athletics	16
Parks and Recreation Program Coordinator	12
Senior Center Supervisor	14
Community Center Custodian	9
Maintenance Technician	8
Community Center Assistant	6
Office Assistant I	6
Parks and Recreation Maintenance Assistant	4
Part-time Recreation Center ( <i>various</i> )	
<b><i>Revenue Collection Division</i></b>	
Revenue Collection Supervisor	13
Revenue Customer Service Representative	8
Part-time Revenue Customer Service Representative ( <i>various</i> )	
<b><i>Revenue Billing Division</i></b>	
Revenue Billing Supervisor	13
Meter Reader (2)	7
Full-time Temporary Meter Reader (1)	
<b><i>Water Operations</i></b>	
Water Operations Supervisor	13
Water & Sewer Maintenance Crew Leader	10
W & S Maintenance Technician. I (3)	6

***Waste Water Treatment Plant***

Waste Water Treatment Plant Supervisor	13
Waste Water Treatment Plant Operator (3)	9
Part-time Waste Water Treatment Plant Operator (various)	

***Stormwater Administration***

Water Resources Manager	18
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***Sanitation***

Debris Collection Supervisor	10
Debris Collector (2)	7