



TOWN OF SPRING LAKE, NC

FISCAL YEAR 2024-2025
MANAGER RECOMMENDED
BUDGET

Adopted June 24, 2024

**TOWN OF SPRING LAKE, NC
FISCAL YEAR 2024-2025
MANAGER RECOMMENDED BUDGET
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STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

**Town of Spring Lake
Budget Hearing and Proposed Fiscal Year 2025 Budget**

The Local Government Commission (LGC) assumed control of the financial affairs of the Town of Spring Lake and is therefore vested with the authority to adopt the Town's budget pursuant to:

[G.S. 159-181. Enforcement of Chapter.](#)

(c) [...]When the Commission takes action under this section, the Commission is vested with all of the powers of the governing board as to the levy of taxes, expenditure of money, adoption of budgets, and all other financial powers conferred upon the governing board by law. [...]

The LGC will conduct a public hearing to accept comment on the proposed fiscal year 2025 budget to comply with the requirements of:

[G.S. 159-12. Filing and publication of the budget; budget hearings.](#)

(b) Before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear.

The budget hearing is scheduled for:

Date: June 10, 2024

Time: 7:00 p.m.

Location: Spring Lake Town Hall

And is also available virtually via the link available on the [Department of State Treasurer's website](#).

The budget, the budget message, information on the public hearing, and information on LGC adoption of the budget is available on the [Department of State Treasurer's website](#).



NORTH CAROLINA DEPARTMENT OF STATE TREASURER

STATE AND LOCAL GOVERNMENT FINANCE DIVISION AND THE LOCAL GOVERNMENT COMMISSION

Public Comments

- Citizens or elected officials wishing to make comment on the proposed budget may participate in the public hearing **in person** at Town Hall. Those participating in person are asked to email SLGFD@nctreasurer.com no later than by 4:00pm the day of the public hearing to sign up to speak but may also sign up to speak during the public hearing.
- Citizens or elected officials wishing to make comment on the proposed budget and participating in the public hearing **virtually** must email SLGFD@nctreasurer.com no later than 4:00pm the day of the public hearing to sign up to speak.
- Comments provided via the virtual meeting chat feature **will not be accepted**. Participants who communicate comments via the chat feature will be notified that all comments must be made verbally or submitted to SLGFD@nctreasurer.com by 5:00pm the day after the meeting.

During the Meeting

- The meeting will be called to order by the Chair of the LGC, State Treasurer Dale Folwell, who will speak briefly and then request that LGC Staff present the proposed budget.
- LGC staff will present the budget.
- The Chair will then open the meeting for public comment.

During the Commenting Period

- Speakers should wait to be formally recognized by the Chair then provide their name and address for the record before commenting.
- Public comment is limited to 3 minutes per speaker.
- The purpose of the hearing is to fulfill the requirement of [G.S. 159-12](#) and allow “any persons who wish to be heard on the budget ...[to] appear”; therefore, comments should be limited to the proposed budget.
- Speakers should not expect LGC members or staff to respond to their comments during the meeting. The Chair may, however, request that the LGC Staff follow up with a speaker after the meeting or provide additional information to the Commission at a later date.
- In effort to maintain decorum, we ask that your comments remain courteous, mannerly and respectful.

After the Meeting

- Comments may be submitted in writing until 5:00 p.m. the day after the meeting by email to SLGFD@nctreasurer.com.
- The proposed budget will be finalized and presented to the LGC for adoption at a special meeting on Monday, June 24 at 1:30pm. The meeting is available virtually via a link on the [LGC's webpage](#).



STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

N O T I C E

A MEETING OF THE

NORTH CAROLINA LOCAL GOVERNMENT COMMISSION

WILL BE HELD ON MONDAY, JUNE 10, 2024 AT 7:00 P.M. EDT

AT WHICH TIME A PUBLIC HEARING TO RECEIVE
COMMENTS ON THE PROPOSED BUDGET FOR FISCAL YEAR 2025 FOR
THE TOWN OF SPRING LAKE
WILL BE HELD

ALL INTERESTED PARTIES ARE WELCOME TO ATTEND VIA INTERNET
AT <https://attendeegotowebinar.com/register/6019857387332815447>

MEMBERS OF THE PUBLIC WHO WISH TO PROVIDE COMMENTS MAY DO SO BY ATTENDING THE
PUBLIC HEARING AT THE SPRING LAKE TOWN HALL OR VIRTUALLY ONLINE.

VIRTUAL ATTENDEES MUST SIGN UP NO LATER THAN 4:00 P.M. EDT JUNE 10, 2024 AT
SLGFD@nctreasurer.com.

PLEASE INCLUDE YOUR NAME AND THAT YOU WISH TO SPEAK ON THE SPRING LAKE BUDGET
HEARING.

WRITTEN COMMENTS WILL ALSO BE ACCEPTED IF RECEIVED BY JUNE 11, 2024 AT 5:00 P.M. EDT
AT SLGFD@nctreasurer.com.

A COPY OF THE BUDGET HAS BEEN SUBMITTED TO THE LOCAL GOVERNMENT COMMISSION AND IS
AVAILABLE FOR PUBLIC INSPECTION

AT

Spring Lake Town Hall
300 Ruth Street, Spring Lake, NC 28390

AND IS ALSO AVAILABLE AT

<https://www.nctreasurer.com/links/state-and-local-government-finance/lgc/units-under-financial-control-lgc>

Should you have any questions, please contact SLGFD@nctreasurer.com.

Town of Spring Lake

Manager's Budget Message FY 2024-25

May 28, 2024

Members of the Local Government Commission, Mayor Kia Anthony, Members of the Board of Alderman; residents of Town of Spring Lake:

Pursuant to the North Carolina Local Government Budget and Fiscal Control Act, I am pleased to present the proposed Town of Spring Lake budget (hereinafter referred to as the "Town") for the fiscal year (FY) beginning July 1, 2024, and ending June 30, 2025, for your review and consideration. It identifies estimated revenues and appropriations for the fiscal year 2025 with the goal of ensuring the continued provision of the Town's core governmental services. It embodies the results of discussions between citizens, the Town's Mayor, the Governing Board, Town staff and LGC staff.

The recommended budget is inclusive of all annual financial obligations. Revenues and appropriations are conservatively and realistically projected.

The Town's General Fund budget for fiscal year 2025 is presented in the amount of \$8,959,006. The proposed budget takes the most recent valuation data compiled by Cumberland County to determine the Town's tax base of assessed valuation is \$425,474,854. One Cent on the tax rate generates \$41,697 at a 98% collection rate. The proposed tax rate is at \$0.741 per \$100 valuation. Using a tax collection rate of 98%, the Town can expect to collect, and has budgeted, \$3,130,994 in property and personal tax revenue.

In addition to the increase in property taxes, we have budgeted less than a 2% increase in our local option sales tax revenue. The projected increase is a conservative approach related to the potential loss in sales tax revenue when Cumberland County changes to Ad-valorem distribution method beginning July 1, 2025.

The FY 2024-25 proposed budget takes a conservative, but realistic approach to projecting our other revenues as well. Specifically, I am recommending an increase to our building permit fees to cover more of our expenses associated with building Code Inspections. Although difficult to predict, the goal is to reduce the General Fund subsidy to less than 10% of the total program costs associated with Building Code Inspections and Enforcement.

The Board of Alderman identified six “strategic Planning Paths”

1. Build a competent, qualified, and ethical workforce who are committed to achieving goals and objectives.
2. Governance: Continue to understand and respect roles and responsibilities in the Council/Manager form of government
3. Create a financial management system and workplace that meets all mandated requirements as well as creates a culture of transparency and accountability.
4. Update and Create policies, practices and procedures that are consistent with the law and best practices.
5. Create a network of partners and stakeholders committed to working together in a collaborative and cooperative manner.
6. Create the necessary infrastructure and develop opportunities to expand the tax base and generate new jobs.

General Fund Initiatives

Our mission continues to be to provide the highest level of professional service in a cost-effective manner. The FY 2024-25 budget includes initiatives/projects that improve or preserves the character of our town, invests in our facility maintenance, invests in technology upgrades, and invests in our workforce to attract high quality employees as an employer of choice instead of an employer of last resort. The following initiatives/projects are proposed for FY 2024-25:

- The Fire Department will acquire two (2) thermal imaging cameras (\$13,000)
- Budgeted funds for continued lease of Police Vehicles (\$188,899)
- Based on the LGC Fiscal Accountability Agreement, the town will recruit and hire five (5) full-time Finance positions to replace outsource contractors. (\$468,828)
- Recruit and hire a full-time Human Resources Specialist. (\$85,030)
- Recruit Building Inspector or outsource building inspections to third parties to take advantage of economy of scale. (\$86,273)
- Recommend approval of a Pay Classification System to enhance our competitiveness by placing us in the top 50% of entry level salary rates based upon NCLM Salary Survey Data. All non-sworn town employees will be paid a minimum hourly rate of \$14.81/hr.
- Provide a 3% COLA or flat market rate adjustment for all General Fund employees except Public Safety (PD Salaries have been adjusted by 20% or ~\$311,000 Annually)

- Provide a \$2,000 flat market rate adjustment for all Fire Department employees with the rank of Asst. Chief or below. (\$67,901)
- Invest in general building repairs – HVAC, Office Space, Security, etc. (\$50,000)
- Invest in IT desktop upgrades. (\$9,000)
- The town will continue its partnership with the Cumberland County Joint Planning Department and Metropolitan Planning Organization (\$38,863)
- The town will transition to new computer system and financial management software with grant proceeds from NC Grants and the Regional Economic Development Reserve. (\$250,000)
- The town will fund an approximately \$250,000 shortage of funding for the Manchester Fire District to provide additional staffing for the Town of Spring Lake City limits.

WATER AND SEWER FUND

The Town's Water and Sewer Fund budget for fiscal year 2025 is presented in the amount of \$4,883,176. The proposed budget recommends a 5% increase in the Water and Sewer tier rates and similar increases to the Water and Sewer flat rates. The rate increase is estimated to generate ~\$371,682 in additional revenues.

Water and Sewer Fund Initiatives

Our mission continues to provide the highest level of professional service in a cost-effective manner. The FY 2024-25 budget includes initiatives/projects that improve or preserves the character of our town, invests in our facility maintenance, invests in technology upgrades, and invests in our workforce to attract high quality employees as an employer of choice instead of an employer of last resort. The following initiatives/projects are proposed for FY 2024-25:

- Recommend approval of a Pay Classification System to enhance our competitiveness by placing us in the top 50% of entry level salary rates based upon NCLM Salary Survey Data. All non-sworn town employees will be paid a minimum hourly rate of \$14.81/hr.
- Provide a 3% COLA or flat market rate adjustment for all Water and Sewer fund employees.
- Fund principal and interest debt service payments totaling (\$238,446)
- Capital Truck and Jetter replacement (\$190,000)
- Invest in system repairs and maintenance at Wastewater Treatment Plant. (\$125,000)

SANITATION FUND

The Town's Sanitation Fund budget for fiscal year 2025 is presented in the amount of \$883,764. The proposed budget recommends a \$77 increase from the current annual rate of \$307 to a new annual rate of \$384 for all residential and commercial customers. The budget also proposes an annual \$12 "Litter Control Fee" to subsidize clean-up efforts throughout the year.

Sanitation Fund Initiatives

Our mission continues to provide the highest level of professional service in a cost-effective manner. The FY 2024-25 budget includes initiatives/projects that improve or preserves the character of our town, invests in our facility maintenance, invests in technology upgrades, and invests in our workforce to attract high quality employees as an employer of choice instead of an employer of last resort. The following initiatives/projects are proposed for FY 2024-25

- Recommend approval of a Pay Classification System to enhance our competitiveness by placing us in the top 50% of entry level salary rates based upon NCLM Salary Survey Data. All non-sworn town employees will be paid a minimum hourly rate of \$14.81/hr.
- Provide a 3% COLA or flat market rate adjustment for all Sanitation Fund employees
- Fund the GFL Residential Collection contract. (\$418,409) including a 25% (\$68,409) rate increase effective July 1, 2024

STORMWATER FUND

The Town's Stormwater Fund budget for fiscal year 2025 is presented in the amount of \$311,822. The proposed budget recommends an increase in the 2007 Stormwater Fee from \$33 per year to \$48 per year for residential customers and an increase in the 2007 Stormwater Fee from \$45 per year to \$60 per year for commercial customers.

Stormwater Fund Initiatives

Our mission continues to provide the highest level of professional service in a cost-effective manner. The FY 2024-25 budget includes initiatives/projects that improve or preserves the character of our town, invests in our facility maintenance, invests in technology upgrades, and invests in our workforce to attract high quality employees as an employer of choice instead of an employer of last resort. The following initiatives/projects are proposed for FY 2024-25:

- We are required by permitting standards to maintain adequate funding and staffing to implement and manage the provisions of the SWMP.
- Maintain and repair stormwater infrastructure throughout the town. Costs have dramatically increased since the stormwater fee was enacted in 2007. Revenues are restricted for use in the stormwater fund.
- Enacting and collecting fines to encourage compliance from private SCM owners, and residents who let pollutants, litter, and contaminants get into stormwater system.
- Establish a matching grants fund to have resources available to apply for grants for repairs to the current aged system infrastructure.
- Recommend approval of a Pay Classification System to enhance our competitiveness by placing us in the top 50% of entry level salary rates based upon NCLM Salary Survey Data. All non-sworn town employees will be paid a minimum hourly rate of \$14.81/hr.
- Provide a 3% COLA or flat market rate adjustment for all Sanitation Fund employees
- The Stormwater Fund will replace a pick-up Truck (\$35,000)

As required by the North Carolina General Statutes the proposed budget is balanced, with total revenues equal to total expenditures. I have presented a budget that recommends an ad valorem tax rate of \$0.741 per \$100 valuation for the General Fund. The North Carolina General Statutes specify that the budget ordinance and tax rate be adopted by July 1, 2024. Also, General Statute 159-12 (b) requires the Town's governing body, which under current circumstances is the Local Government Commission, to hold a public hearing on the budget prior to adoption. On June 10, 2024, at 7:00 pm, the Local Government Commission will hold a public hearing on the proposed FY2025 budget for the Town of Spring Lake. The budget, the budget message, information on the public hearing, and information on LGC adoption of the budget is available on the [Department of State Treasurer's website](#).

This budget is respectfully submitted this the 1st day of June 2024.

Jonathan N. Rorie, Town Manager



LOCAL GOVERNMENT COMMISSION
STATE AND LOCAL GOVERNMENT FINANCE DIVISION

**TOWN OF SPRING LAKE
PROPOSED BUDGET ORDINANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2025
PRESENTED FOR ADOPTION ON JUNE 24, 2024**

BE IT ORDAINED BY THE by the North Carolina Local Government Commission acting in place of the Town of Spring Lake, North Carolina pursuant to General Statute 159-181(c):

Section 1. The following amounts are hereby appropriated in the town of Spring Lake General Fund for the operation of the town and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Department	Amount
Non-Departmental	\$ 473,749
Governing Body	100,726
Administration	350,428
Finance	722,635
Tax Collections	65,630
Legal	57,000
Human Resources	96,716
IT/Communications	239,562
Public Buildings	480,261
Police	2,829,809
Fire	1,378,893
Fire – Manchester	586,760
Inspections	291,576



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STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

Streets-Non-Powell Bill	633,123
Streets-Powell Bill	18,000
Planning	38,863
Public Safety-Leases	203,806
Debt Service	336,764
Trust and Agency	<u>54,705</u>
Total General Fund Expenses	<u>\$ 8,959,006</u>

Section 2. The following revenues are estimated to be available in the Town of Spring Lake General Fund for the operation of the town and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Category	Amount
Taxes – Ad Valorem	
Property Taxes – Real	\$ 3,130,994
Property Taxes – Penalties and Interest	20,000
Property Taxes – Vehicles	290,000
Property Taxes – Rental vehicles	10,000
Other Taxes and Licenses	
Motor Vehicle Tax	18,500
Local Option Sales Tax	3,488,295
Intergovernmental Revenues	
Powell Bill	320,000
Beer and Wine Tax	53,000
Telecommunications Sales Tax	35,000
Electricity Sales Tax	390,000
Cable and Satellite Sales Tax	67,000
Interlocal Agreement Revenue	150,000
Manchester Fire Tax	78,994
Manchester Additional Funding Operations	250,133
Manchester Fire County Grant	82,500
Manchester Additional Funding Debt	23,407
Fay-Cumberland Arts Grant	3,000



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AND THE LOCAL GOVERNMENT COMMISSION

Service Charges

Police Department Fees	5,691
NCLM Police Grant	2,500
Fire Department Fees	52,334
Inspection Department Fees	116,080
Street Department Fees	16,088
Planning Department Fees	5,150

Miscellaneous Revenue

Investment Earnings	300,000
Investment Earning – Powell Bill	22,500

Non-Revenue Receipts

Employee Insurance Premiums	<u>27,840</u>
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Total General Fund Revenues \$ 8,959,006

Section 3. The following amounts are hereby appropriated in the Spring Lake Water Sewer Fund for the operation of the unit and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Department	Amount
Non-Departmental	\$ 362,717
Water Purchases	1,450,000
Revenue Collection	656,226
Revenue Billing	343,045
Water and Sewer Operations	1,025,587
Wastewater Treatment Plant	711,235
Debt Service	238,446
Trust and Agency	11,294
Increase to Fund Balance	<u>84,626</u>
Total Water and Sewer Fund Expenses	<u>\$4,883,176</u>

Section 4. The following revenues are estimated to be available in the Spring Lake Water Sewer Fund for the operation of the Spring Lake and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Category	Amount
Water Sales	\$2,146,274
Sewer Sales	2,136,737
Bulk Water	56,600
Water Tap	2,437



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AND THE LOCAL GOVERNMENT COMMISSION

New Account/Transfer Fees	25,000
Sewer-Overhills	51,000
Investment Earnings	195,242
Credit Card Convenience Fees	30,000
Interest/Penalties	
Returned Check Fees	2,000
Late Fees	233,798
Sale of Materials	4,073
Miscellaneous Income	<u>15</u>
Total Water and Sewer Revenues	<u>\$4,883,176</u>

Section 5. The following amounts are hereby appropriated in the Spring Lake Stormwater Fund for the operation of the unit and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Department	Amount
Non-Departmental	\$ 30,302
Administration	264,854
Fund Balance Increase	<u>16,666</u>
Total Stormwater Fund Expenses	<u>\$ 311,822</u>

Section 6. The following revenues are estimated to be available in the Spring Lake Stormwater Fund for the operation of the Spring Lake and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Category	Amount
Fees and Charges	
Stormwater Fees	\$ 299,331
Investment Earnings	<u>12,491</u>
Total Stormwater Fund Revenues	<u>\$ 311,822</u>



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STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

Section 7. The following amounts are hereby appropriated in the Spring Lake Sanitation Fund for the operation of the unit and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Department	Amount
Non-Departmental	\$494,577
Sanitation	247,568
Increase in Fund Balance	<u>141,619</u>
Total Sanitation Fund Expenses	<u>\$883,764</u>

Section 8. The following revenues are estimated to be available in the Spring Lake Sanitation Fund for the operation of the unit and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Category	Amount
Fees and Charges	
Refuse Collection Fees	\$814,628
Litter Control Fee	\$21,936
Investment Earnings	37,893
Intergovernmental Revenues	
Solid Waste Disposal Tax	<u>9,307</u>
Total Sanitation Fund Revenues	<u>\$883,764</u>

Section 9. The following amounts are hereby appropriated in the Spring Lake Fleet Maintenance Fund for the operation of the unit and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Department	Amount
Fleet Maintenance	<u>\$ 256,143</u>

Section 10. The following revenues are estimated to be available in the Spring Lake Fleet Maintenance Fund for the operation of the Spring Lake and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Category	Amount
Support Service Payments	<u>\$ 256,143</u>



Dale R. Folwell, CPA

STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

Section 11. The following amounts are hereby appropriated in the Spring Lake OPEB and LEO Agency Fund for the operation of the unit and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Department	Amount
OPEB & LEO Appropriations	<u>\$ 68,346</u>

Section 12. The following revenues are estimated to be available in the Spring Lake OPEB and LEO Agency Fund for the operation of the Spring Lake and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Category	Amount
OPEB & LEO Support	<u>\$ 68,346</u>

Section 13: There is hereby levied a tax at the rate of sixty-five cents (\$0.741) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance. The property value is listed as \$425,474,854. This rate is based on an estimated rate of collection of 98%. The estimated rate of collection is based upon the 2023 rate of collection as provided by the Cumberland County Tax Assessor's office.

Section 14. The Town Finance Officer or designee is hereby authorized to transfer appropriations as contained herein:

- a) Transfers between line-item appropriations within a department or function without limitations and without a report to the governing board being required.
- b) Transfers of up to \$5,000 between departments or functions, within the same fund. The finance officer must make an official report on such transfers at the next regular meeting of the governing board.
- c) All transfers between funds require prior approval by the governing board in an amendment to this budget ordinance.

Section 15: Salaries are set in accordance with the salary schedule; adjustments to salaries that exceed 5% are not permitted without Governing Board approval. Adjustments to salaries of the town manager, finance officer, police chief, and fire chief shall not be made without prior Governing Board approval.

Section 16: The Finance Officer or a designee may make cash advances between funds for periods not to exceed 60 days without reporting to the Governing Board. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.



Dale R. Folwell, CPA

STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

Section 17: The Secretary of the Local Government Commission and the Finance Officer are hereby authorized to (a) take any actions and to (b) execute and deliver any contract, agreement, and any other document on behalf of the Local Government Commission that may be necessary, appropriate or desirable for the purpose of collecting Town receipts and expending appropriations from all funds.

Section 18: Encumbrances outstanding at June 30, 2024 shall be added to each appropriation to account for the payment in fiscal year ended June 30, 2025.

Section 19: Appropriation and implementation of worker's compensation claims based upon usage to the respective functions, departments, divisions and sections upon adoption of the budget.

Section 20: Appropriation and implementation of Property, General Liability, Professional Liability and Position Bonds based upon usage to the respective functions, departments, divisions and sections upon adoption of the budget.

Section 21: Appropriation and implementation of Interfund Chargeback for services to the respective functions, departments, divisions and sections upon adoption of the budget.

Section 22: Copies of this Budget Ordinance shall be furnished to the Secretary of the Local Government Commission and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

I, Debbie Tomasko, Secretary of the North Carolina Local Government Commission, **CERTIFY** that the foregoing is a true and correct copy of the budget ordinance adopted at a meeting of the North Carolina Local Government Commission duly called and held on June 24, 2024.

WITNESS my hand at Raleigh, this 24th day of June 2024.

Debbie Tomasko, Secretary of the North
Carolina Local Government Commission

**APPENDIX A
TOWN OF SPRING LAKE, NC
POSITION CLASSIFICATION PLAN
MANAGER RECOMMENDED
July 1, 2024
NON-SWORN GRADE/PAY PLAN**

Grade	Minimum	Midpoint	Maximum	Class Title
48	\$ 30,805.50	\$ 38,506.88	\$ 46,208.25	Custodian
49	\$ 32,432.50	\$ 40,540.63	\$ 48,648.75	Administrative Aide
50	\$ 34,054.13	\$ 42,567.66	\$ 51,081.19	Meter Reader
51	\$ 34,860.50	\$ 43,575.63	\$ 52,290.75	Administrative Assistant Customer Service Representative
53	\$ 35,756.38	\$ 44,695.48	\$ 53,634.57	Maintenance Technician Senior Meter Reader Water Sewer Operator
54	\$ 37,543.50	\$ 46,929.38	\$ 56,315.25	Wastewater Treatment Operator Fleet Service Technician Senior Maintenance Technician Revenue Collections Specialist
55	\$ 39,420.67	\$ 49,275.84	\$ 59,131.01	Water/Sewer Crew Leader Executive Assistant Program Assistant Accounting Specialist
56	\$ 41,391.70	\$ 51,739.63	\$ 62,087.55	
57	\$ 43,460.55	\$ 54,325.69	\$ 65,190.55	Streets and Sanitation Supervisor
58	\$ 45,633.50	\$ 57,041.88	\$ 68,450.25	Payroll/HR Specialist
59	\$ 47,915.18	\$ 59,893.98	\$ 71,872.77	Waste Water Treatment Plant Superintendent Storm Water Administrator
60	\$ 50,310.94	\$ 62,888.67	\$ 75,466.41	Revenue Supervisor

**APPENDIX A
TOWN OF SPRING LAKE, NC
POSITION CLASSIFICATION PLAN
MANAGER RECOMMENDED
July 1, 2024
NON-SWORN GRADE/PAY PLAN**

Grade	Minimum	Midpoint	Maximum	Class Title
62	\$ 52,826.49	\$ 66,033.11	\$ 79,239.73	Inspections Supervisor Building Inspector / Minimum Housing Accountant I
63	\$ 58,656.00	\$ 73,320.00	\$ 87,984.00	Town Clerk Human Resources Specialist Accountant II
Executive Band	\$ 85,000.00	\$ 106,250.00	\$ 127,500.00	Finance Director Water Resource Director Director of Streets, Grounds, & Sanitation Fire Chief Police Chief

RECOMMENDED SWORN POLICE AND FIRE GRADE/PAY PLAN

88	\$ 36,855.58	\$ 46,069.48	\$ 55,283.37	Fire Fighter
90	\$ 48,148.38	\$ 60,185.48	\$ 72,222.57	Police Officer
91	\$ 41,282.13	\$ 51,602.66	\$ 61,923.20	Fire Lieutenant
93	\$ 48,294.00	\$ 60,367.50	\$ 72,441.00	Fire Captain Police Detective
94	\$ 52,908.48	\$ 66,135.60	\$ 79,362.72	Police Sergeant
96	\$ 55,024.48	\$ 68,780.60	\$ 82,536.72	Police Lieutenant Fire Battalion Chief
98	\$ 54,555.28	\$ 68,194.10	\$ 81,832.92	
99	\$ 57,283.28	\$ 71,604.10	\$ 85,924.92	Assistant Fire Chief Fire Inspector

**APPENDIX B
TOWN OF SPRING LAKE, NC
AUTHORIZED EMPLOYEE POSITIONS
MANAGER RECOMMENDED
July 1, 2024
GRADE/CLASS TITLES**

4 FT	<u>Administration</u>	
	Town Manager	NG
	Town Clerk	63
	** Executive Assistant (Frozen/Unfunded for FY 2025)	55
	Administrative Aide	49
5 FT	<u>Finance</u>	
	Director of Finance	Executive Band
	Payroll/HR Specialist	58
	Accountant I	62
	Accountant II(2)	63
1 FT	<u>Human Resources</u>	
	Human Resources Specialist	63
1 FT	<u>Fleet Maintenance</u>	
	Fleet Service Tech	54
4 FT	<u>Public Buildings</u>	
	Building Grounds Director	Executive Band
	Senior Maintenance Technician	54
	** Administrative Assistant (Frozen/Unfilled for FY 2025)	51
	Custodian	48
29 FT	<u>Police</u>	
	Police Chief	Executive Band
	Police Lieutenant (3)	96
	Police Sergeant (7)	94
	Police Detective (4)	93
	** Police Officer (12) (4 Frozen/Unfunded for FY 2025)	90
	Executive Assistant (1)	55
	Administrative Assistant (1)	51
16 FT	<u>Fire</u>	
	Fire Chief	Executive Band
	Assistant Fire Chief	99
	Fire Inspector	99
	Fire Captain (3)	93
	Firefighter (9)	88
	Executive Assistant (1)	55
	Firefighter – part time	

**APPENDIX B
TOWN OF SPRING LAKE, NC
AUTHORIZED EMPLOYEE POSITIONS
MANAGER RECOMMENDED
July 1, 2024
GRADE/CLASS TITLES**

9 FT	<u>Fire Manchester</u>	
	Fire Lieutenants (3)	91
	** Firefighter (6) (3 Frozen/Unfunded for FY 2025)	88
2 FT	<u>Inspections</u>	
	Building Inspector / Minimum Housing	62
	Inspections Supervisor	62
4 FT	<u>Streets Non-Powell Bill</u>	
	Streets and Sanitation Supervisor	57
	Maintenance Technician (3)	53
2 FT	<u>Sanitation</u>	
	Maintenance Technician (2)	53
7 FT	<u>Revenue Division</u>	
	Revenue Supervisor	60
	Revenue Collection Specialist	54
	Customer Service Representative (2)	51
	Part-time Customer Service Representative (various)	
	Meter Reader (2)	50
	Senior Meter Reader	53
	Meter Reader – part time	
5 FT	<u>Water Operations</u>	
	Water Resource Director	Executive Band
	W & S Crew Leader (1)	55
	W & S Operator (3)	53
3 FT	<u>Waste Water Treatment Plant</u>	
	Waste Water Treatment Plant Superintendent	59
	Waste Water Treatment Plant Operator (2)	54
1 FT	<u>Stormwater Administration</u>	
	Stormwater Administrator	59

93 FT	POSITIONS
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** *Positions are unfilled/frozen - not eliminated*