

***MINUTES OF THE SPECIAL MEETING/BUDGET WORKSHOP  
OF THE TOWN COUNCIL  
TOWN OF CAROLINA BEACH***

***February 26, 2009***

The Town Council of the Town of Carolina Beach met in special meeting/budget workshop on February 26, 2009 at 9:00 a.m. in the training room at the Municipal Administration Building, 1121 N. Lake Park Blvd., Carolina Beach, North Carolina. The following were present: Mayor Joel Macon; Mayor Pro Tem (MPT) Dan Wilcox; Councilwoman Pat Efird; Councilman Jerry Johnson; and Councilman Alan Gilbert. Also present were Town Manager, Tim Owens; Finance Director, Dawn Johnson; Town Clerk, Lynn Prusa, and all department heads.

Mayor Macon called the meeting to order.

The purpose of the meeting is an opportunity for each department head to present his/her departmental line item budget for FY 2009/2010, and to go over accomplishments in FY 2008/2009 and goals for FY 2009/2010.

The first to present was the town's Human Resources Officer, Sheila Mallard. She went over the following accomplishments that were made in FY 2008/2009:

- Trained and transferred HR functions to HRO and Administrative Assistant
- Developed (SOP) procedure manuals for payroll and HR processes
- Developed and implement new administrative procedures
- Developed open communications with town employees
- Professional development training and wellness programs
- Substantial savings by eliminating one FTE in department
- Changed bank wire procedure reducing expenses by \$1200/yr
- All HR, payroll and benefits functions are now electronic

Goals and objectives for FY 2009/2010 were identified as follows:

- Web based training to meet safety and health requirement
- Professional development training courses
- Improve current evaluation process
- Skill based pay
- Promote and grow wellness program
- Balancing work life programs
- Develop an electronic file storage system for personnel files
- Training for new Citipak upgrade

The town manager gave an overview of the budget process to date, the proposed budget timeline, budget expectations, projects update (Exhibit 1), economic stimulus funds, grants and appropriations, large town projects under review or being considered (Exhibit 2), other employee programs.

The town manager went over the following fiscal year goals:

- Continue to carry out the goals and policies of the Town Council.
- Continue to work with department heads to make positive improvements to the town.
- Continue to review the budget for negative financial trends and make changes to the budget as needed.
- Continue to work with our engineer to get projects to a position where they can be bid and considered.
- Continue to seek grants and other forms of funding for projects.
- Work with department heads to continue to improve upon current programs, projects and services.
- Continue to work with the Council to promote the town and to encourage positive growth in our community.
- Continue to work with Council to insure that the town will be able to continue Beach Nourishment following the last cycle in 2014.
- Continue to work with Council to lobby our state and federal officials for support and assistance on a variety of issues.

Following, Chief Rorie presented the fire department's 08/09 organizational goals and objectives (Exhibit 3) and line item budget. Large projects include: (1) Upgrading/modifications of existing Fire Station with new apparatus bay doors, roof ventilators, traffic pre-emption device, brick exterior façade and landscaping, (2) Construct new apparatus bays at corner of Dow Road and Cape Fear Blvd., and (3) Replace unit currently used as brush fire unit for ocean rescue operations. The unit is an old Hummer Army surplus unit and it is becoming more difficult to find repair parts. This year the unit was down for approximately 6 weeks to make repairs.

Next to present was Police Chief Younginer. He went over the current personnel structure and future needs. Following, he presented a comparison of various citations issued in 2007 to 2008 to include speed citations, NOL, accidents, driving during revocation, DWI's, property damage, and larceny from motor vehicles.

Chief Younginer went over some of the vehicles/equipment that they picked-up over the year through grants or surplus such as bullet proof vests (grant), Hum-V (donated), traffic trailer (grant), 5-ton truck (law enforcement surplus), boat (grant), Chevrolet Blazer for lifeguards (law enforcement surplus), and cabinets for storage (law enforcement surplus).

He said they upgraded some street ends and spent about \$9,000 this past year. They have expanded the marina and are working on picnic area now; to date spent about \$32,000 and about \$9,000. About \$13,000 has been spent on the sewer pump out, and that will be put in soon.

He identified some the police department's operation accomplishments to include a part time officer to take care of property and some polygraph testing. Also this year the department established a golf cart ordinance. Their Boardwalk patrolling has been successful; success in vehicle break and entering and robbery arrests.

Future plans and needs – grant proposals for two officers. They would like to host the 2009 dog trials to be held in October.

The marina has been expanded; we received a grant for the mooring field. He included in the CIP a request for a boat lift at the marina. They are currently working on a web site: [www.Carolinabeachharbor.com](http://www.Carolinabeachharbor.com). They are in the process of upgrading the signage at the marina.

Next the Chief presented requests for the lifeguard budget. The lifeguards would like the town to consider buying a jet ski.

In the past the lifeguards have had access to a 4-wheel drive vehicle for transporting people. This year they probably will not have a vehicle, so the lifeguards will have to transport them to the nearest beach access for EMS to pick-up. They would like a Rhino with a basket on it to help with moving people off of the beach to EMS.

Concerning equipment needs, Chief Younginer said he presented to the manager several options for vehicles. He said we need to upgrade some of the cameras in the vehicles. He said we need digital cameras for domestic situations. They would also like to buy a few more tasers, vehicle computers, mobile radios and a file server.

Next to present was the Planning and Development Director, Gary Ferguson. Mr. Ferguson said that planning has reduced its operating budget considerably from the previous year, about 7% from FY 08-09. He said it is important to note that this budget request represents a bare bones budget meaning there is very little room to cut and still maintain current levels of service for the community. Planning is requesting two significant additions to the budget: (1) funding for a complete rewrite of the Zoning Ordinance, and (2) the addition of a full time planner who will fill in duties that have been lost in recent years and help in researching, submitting and implementing grants.

Mr. Ferguson highlighted the departments achievements in FY 08-09:

- Created a more business friendly approach
- Submitted grant applications
- Continued implementation of 2007 CAMA LUP
- Drafted new ordinance for the harbor and mooring field

- Maintained CRS Level 7 certification
- Absorbed responsibilities of the Code Enforcement Officer and Administrative Assistant
- Continued to process building and CAMA minor permits
- Maintained a quality level of service on reduced budget

He then identified the department's goals for FY 09-10:

- Rewrite the Zoning Ordinance to be internally consistent with both the town planning documents and NC General Statutes
- Support the implementation of the CBD Master Development Plan through the Town Council appointed committee
- Enhance the department's training and abilities to utilize GIS
- Work with the P&Z ad-hoc committee to review issues in the table of permitted uses
- Establish better working relationships with all town appointed boards
- Enhance our departmental and interdepartmental relationships
- Create a plan for grant submittals and implementation that is consistent with manager and other department's goals and objectives
- Increase community participation in TRC
- Increase knowledge of CAMA rules and regulations
- Facilitate the Hazard Mitigation Plan update and implementation

Interim Director, Brian Stanberry, presented proposed budgets for Environmental, Stormwater and Public Works Administration.

He identified the following accomplishments in the Public Works Administration for FY 2008-2009:

- Reprioritization of many "job description" tasks to ensure the aesthetic beauty as well as function of Carolina Beach
- Many added improvements and renovations to town facilities
- A year, along with its tourism, holidays, storms, etc. has passed successfully with minimal major issues and with the encouragement of staff to learn from these issues in an attempt to eliminate or reduce the issues in the future

Public Works department goals for FY 09-10:

- Continued reduction of costs and encouragement of staff to aid in these reductions.
- To increase each department's independence, but at the same time, encourage the goal of one common unit with the well-being of Carolina Beach at its core
- To successfully meet each department's responsibilities to the citizens while operating with reduced resources

The Environmental accomplishments in FY 08/09 are as follows:

- Reprioritization of job related duties and an increased focus on aesthetic beauty at Carolina Beach
- Numerous improvement made to town facilities (Hamlet bathhouse, walkways & showers at Boardwalk, etc.)
- Successfully operated through all major events (Chowder Cook Off, Seafood, Blues & Jazz, fireworks, Sunday movies, etc.) with minimum issues
- Increased employee education and involvement in job related tasks in addition to proactive solutions for weekends and special events
- Continued improvements to all town facilities (Town hall, crossovers, boardwalk, parking lots, etc.)
- Continued reduction of clutter and unsightliness along all town right-of-ways (in excess of 100 unneeded signs have been removed to date)
- Continued education of employees on proper work techniques and standards in addition to receptiveness toward employee input
- Improve customer satisfaction through better debris pick up, increased beautification of town and more proactive approach towards weekends, holidays and special events

Environmental request for FY 09-10:

- Continued improvements to all town facilities (Town Hall, crossovers, boardwalk, parking lots, etc.)
- Continued reduction of clutter and unsightliness along all town right-of-ways (in excess of 100 unneeded signs have been removed to date)
- Continued education of employees on proper work techniques and standards in addition to receptiveness toward employee input
- Improve customer satisfaction through better debris pick-up, increased beautification of town and more proactive approach towards weekends, holidays and special events
- 3 pick-up trucks to replace older trucks (1999, 1997, 19992)
- Line laser 3400 striped-paint machine \$3,700
- Various small tools \$2,000
- Maintenance and repair to various small power tools \$2,000

Stormwater accomplishments for FY 08-09:

- Locating, GPS mapping and sampling of all SW outfall pipes in conjunction with water quality study of runoff into CB yacht basin
- Ability to handle 2 tropical rain events in a brief period with minimal flooding issues
- Installation of new 12” pump at CB Lake

- Increased installation and maintenance of SW BMPs throughout town (Alabama bath house, swale at Carolina Beach Lake, erosion control in SW corner of lake, skate park, tec.) as well as public education through distribution of flyers and participation in local events

Stormwater division goals FY 09-10:

- Increased focus on stormwater quality through BMP maintenance and installation (including 8 area retention ponds and lake)
- Minimized flooding issues during rain events
- Continued compliance with all NPDES Phase II requirements and other state and federal stormwater regulations
- Reduction in pollutants through public education, street sweeping, line vactoring and erosion control practices

Stormwater division requests:

- \$9,600 for aquatic dye used to regulate growth of aquatic weeds in lakes and ponds.
- \$3,000 for small tools such as saws, drills, brooms, shovels, pump hoses, etc.

Mr. Stansberry went over the Public Works Administrative division goals:

- Promote employee longevity and a trained, quality work force
- Promote required education in the division as required by the State
- Improve safety standards throughout the town in regards to OSHA requirements
- Improve waiting time for customers to speak with Administration representatives via telephone or walk-in
- Improve maintenance and cleanliness along beach front and throughout town, including all facilities
- Reduce amount of electrical work outsourced to that required by federal and state guidelines
- Ensure proper function of cell phone coverage, fuel card purchasing and uniform leasing
- Aid in purchase of office supplies for public works division to help reduce costs
- Work on continuity manuals and standard of procedure guidelines for administrative tasks

He proposed the following for the Public Works Powell Bill funding:

- Maintain existing streets, street drainage, markings and signage

- Continued progress in the paving of streets in Wilmington Beach
- Survey of all town streets will be conducted in March 2009. This study will prioritize streets in the order that they need improvement.
- Improve upon streets addressed in the ITRE study
- Minimize customer complaints regarding roadways
- Increase the amount of resurfacing from Powell Bill funds
- Resurfacing of portions of Georgia Avenue and Spencer Farlow Drive

Next to present was the town's Finance Director, Dawn Johnson. The 2009/2010 goals of the department are as follows:

- Finish future debt needs schedule
- Look for ways to increase investment earnings
- Improve filing system within the finance department

The accomplishments that were made during FY 2008/2009 were:

- Created history of salary/benefits/CIP expenses for past three years
- Financing agreements for vehicles, equipment and fire truck
- Set up the Identify Protection Plan for the town in accordance with the Federal Trade Commission Fair and Accurate Credit Transactions

Ms. Johnson went over the Unreserved Fund Balance History for budget years 2004-January 2009 (Exhibit 4); they revenue and expenditures from FY 05/06 thru FY 08/09 projections for the General Fund, Tourism Fund and Water/Sewer Fund (Exhibit 5); Debt Payments by Budget Year (Exhibit 6), Debt Payments for Fund (Exhibit 7), 2006/2007 thru 2008/2009 Salary and Benefit Costs by Department (Exhibit 8), and Budget Versus Actual Comparison (Exhibit 9).

The Parks and Recreation Director, Ted Lashley, presented next. The department's accomplishments for FY 08/09 were as follows:

- Increased number of summer camp's from 2 per week to 3 – provided support to the Boardwalk Welcome Center.
- Added special events – Christmas with Santa, indoor soccer, 2 new dances, Mom's Night Out
- Added off season events to attract people to the Island – roller derby, boxing, youth AAU Basketball Tourney

Department goals for FY 09/10 are:

- Renovation of Mike Chappell Park
- Insure we are in compliance with insurance regulations with class and fitness instructors
- Continue effective program projections and not to increase our operations portion of the budget. Look for innovative ways and methods to do business through grant funding and partnerships, low or not cost programs.

The only capital improvement program request was for an outdoor basketball/tot lot to include court, tot lot with safety surfacing and borders, coated fencing, landscape improvements (noise buffer) and irrigation – total cost \$60,000.

The town manager presented the town clerk's budget in her absence. Accomplishments for 2008/2009 were outlined as follows:

- Created contract package and insurance policy to include new construction contract, service/maintenance contract, special event contract, insurance requirements, and tracking system for routing contracts/insurance certificates.
- Cut-cost in department budget (i.e., audited use of Code Books and reduced from 17 to 10), audited use of LaserFische and reduced from 10 to 4 users, reduce mailings/postage, etc.)
- Agendas/Minutes/Meetings (Since 7/1/08 20 meetings were held, 20 agendas and sets of minutes (total of 331 typed pages + exhibits prepared). Anticipate an additional 10 meetings thru the end of the fiscal year for a total of 30 for FY 08/09.

Goals for FY 2009/2010:

- Continue to increase web site information for public knowledge (i.e., update Code Book supplements quarterly instead of yearly, add to web faster and reorganize for easier access, audios are now on website, following each meeting post the agenda with the action take)
- Possible Reorganization of Council (Coordinate with Board of Elections for municipal election in November, assist with filing applications with candidates, transitioning with new Council, plan reception honoring outgoing and incoming following organizational meeting, etc.)
- Perform expected job descriptions and being flexible to meet all the daily and unforeseen requests from public and internal/staff

The final department head to present was the Interim Public Utilities Director, Gene Gurganious. He presented his line item budget and capital improvement projects/equipment requests for FY 2009/2010 (Exhibit 10).

Council said they would like to see the same template showing breakdown of employees for each department.

Councilman Gilbert would like the town to look into the homestead tax exemptions for qualified residents.

There being no further business, a motion was made by Councilwoman Efird to adjourn.  
**MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Lynn N. Prusa  
Town Clerk

Approved: \_\_\_\_\_