

**MINUTES OF THE SPECIAL MEETING
OF THE TOWN COUNCIL
TOWN OF CAROLINA BEACH**

February 4, 2008

The Town Council of the Town of Carolina Beach held a special/budget workshop meeting on February 4, 2008 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, Dan Wilcox, Councilwoman, Pat Efird; Councilman, Alan Gilbert; and Councilman, Jerry Johnson. Also present was Town Manager, Tim Owens and all of the department heads and some supervisory staff. Sara Hartman recorded the minutes in the absence of Town Clerk, Lynn Prusa.

Mayor Macon called the meeting to order.

Representatives from Engineering Services began by giving a report on the status of existing projects and future projects, to include: Lift Station No. 1, water system improvements, Wilmington Beach streets, Stormwater Study, ASR Phase I & II, and they discussed the economic outlook and recommendations for moving forward (*Exhibit 1*).

Following the presentation, Mayor Macon called for a break.

The meeting reconvened, and each department was asked to present their accomplishments for the last fiscal year and their goals FY 08/09.

The first to speak was the Operations Director, Paul Parker. Mr. Parker identified the accomplishments for each division within the operations department. He also identified each divisions' requests for FY 08/09 and some future needs for Council's consideration: Fleet (*Exhibit 2*), Electric (*Exhibit 3*), Environmental (*Exhibit 4*), Stormwater (*Exhibit 5*), Water (*Exhibit 6*), Waste Water (*Exhibit 7*), Waste Water Treatment (*Exhibit 8*), Operations (*Exhibit 9*), Powell Bill (*Exhibit 10*).

Chief Younginer presented the police departments' accomplishments and their requests for FY 08/09 and future needs, including other divisions under that department to include lifeguard, marina, parking, and beach maintenance (*all identified as Exhibit 11*).

Next to present was Fire Chief, Bob Weeks. Chief Weeks also talked about departmental accomplishments and he outlined the fire department's goals, requests and future needs (*Exhibit 12*).

The town's Parks and Recreation Director, Ted Lashley, gave Council an overview of departmental accomplishments and presented his requests for FY 08/09 and future issues as identified herein (*Exhibit 13*).

Sarah Archibald, the town's Human Resources Officer, presented the department's accomplishments and her requests for FY 08/09 and department initiatives (*Exhibit 14*).

Planning and Development Director, Gary Ferguson, outlined the departmental accomplishments and discussed the goals for FY 08/09 (*Exhibit 15*).

In the absence of the town clerk, the town manager presented the accomplishments of the clerk's department and went over the goals for FY 08/09 (*Exhibit 16*).

The Finance Director, Dawn Johnson, went over the department's accomplishments and presented goals for the upcoming fiscal year (*Exhibit 17*).

Mrs. Johnson then presented an outline of projections for the proposed General Fund (*Exhibit 18*), Water/Sewer Fund (*Exhibit 19*), and Tourism Fund (*Exhibit 20*). She also presented the unreserved fund balance history from 2004 to December 2007 (*Exhibit 21*) and tax values for the period 1999-2007 (*Exhibit 22*).

In conclusion, the town manager talked about the goals for the upcoming budget year. Mr. Owens said he would like to determine specific goals, projects and cost cutting measures from the Town Council regarding the upcoming FY 08/09 Budget. At the goal setting workshop he would like to know what are the Council's expectations for the upcoming budget year. He will continue to work with the finance officer to project future budgets based on prior year trends and current trends and look at long term planning from 2 to 5 years out. With direction from Council he will proceed with projects and begin planning other future projects. Pre-planning, architectural fees and engineering fees will have to be budgeted for most projects that have been identified. Specific projects will need to be identified and the impact on the budget. He said we will need to work to secure grants on projects identified by Council using a variety of sources such as engineering services grant writing, department heads, and lobbying state and federal officials. We will work toward securing funds and completing specific projects (LS1, complete ASR Study, 3MGD ground storage tank, lift station 1, Wilmington Beach, Fire Station and Aerial, EQ basin). He will work with the department heads to determine ways of cutting operational costs where feasible. He will also work with the Budget Committee on review of the budget.

The town manager then went over the various budget challenges for each fund (*Exhibit 23*).

Mr. Owens presented a list of specific projects and potential long term budget impacts (*Exhibit 24*).

The town manager also gave a status report of the following projects: Lift Station #1, the 3 million gallon ground storage, well upgrades and new wells, repair of existing wastewater treatment EQ Basin, 12" loop around system, fire hydrant additions and waterline upgrades, system improvements to reach 3+ mg per day, sewer treatment expansion, operations building, complete mapping and GPS of water and sewer (valves,

manholes, meters, etc.), fire truck and fire station project, purchase of land for fire station project, Wilmington Beach paving and drainage project, Carolina Beach Lake dredging, parking deck in CBD, drainage improvements to Myrtle Grove Sound, miscellaneous park improvements, paths sidewalks, resurfacing and drainage on Carolina Beach Avenue North, library and senior center, purchase of wetland property around the Carolina Beach Lake to expand the park area, downtown revitalization, infrastructure and streetscape improvements to the CBD following the CBD Master Plan, beach access, water access and parking plan, sidewalk improvements around the Carolina Beach Elementary School, replacement of town Boardwalk located on the oceanfront, parking improvements and bathhouse in Tennessee right-of-way, parking improvements on both side of Cape Fear Blvd., expansion of marina, installation of transient slips, total pump out system, replace docking, purchase of land for additional off-street parking, expansion of Recreation Center, small park on the corner of Cape Fear and Canal, create a transient boat slip facility in the SW corner of marina basin, and beach nourishment and inlet dredging.

As a point of interest, the town manager provided Council with a copy of the town's 1976-77 report. It addressed some of the challenges and goals during that time. He thought Council might be interested.

There being no further business, the meeting adjourn at approximately 5:30 p.m.

Respectfully submitted,

Lynn N. Prusa
Town Clerk

Approved: _____