

# CAROLINA BEACH

Town Council Workshop Minutes  
Tuesday, April 30, 2019 @ 9:00 AM  
Council Chambers  
1121 N. Lake Park Boulevard  
Carolina Beach, NC 28428

## ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, April 30, 2019 at 9:00 AM at Council Chambers.

PRESENT: Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, and Council Member Steve Shuttleworth

ABSENT: Mayor Joe Benson and Council Member JoDan Garza

ALSO PRESENT: Town Manager Lucky Narain, Assistant Town Manager Ed Parvin, Finance Director Debbie Hall, and Town Clerk Kim Ward

### 1. MPT BRIDGES CALLED THE MEETING TO ORDER AT 9:05 AM

### 2. BUDGET PRESENTATIONS FROM POLICE, PUBLIC WORKS, PUBLIC UTILITIES, AND EXECUTIVE

- a. Lucky Narain explained that the strategy of this budget is to start with a 0 based budget. The focus is on health, safety, and welfare. The welfare includes taking care of the employees. The executive staff is requesting a 2% COLA and up to a 2% merit allowance for employees.

Chief Chris Spivey presented the police department budget.

They are requesting to split the Administrative Assistant position into two separate positions. One will be specific to records management. The total budget request would be an increase of \$233,017, \$65,683 of that is COLA and Merit.

Council Member Shuttleworth asked about having an IT person that could do the records management for the police department and help with Town IT. He asked the Manager to research this and bring back options to Council.

Council Member Shuttleworth asked the Manager to get with the Wrightsville Beach Mayor about their 2,4,6,8 year bonus strategy for retention.

Mr. Narain said that he is not in favor of doing 2,4,6,8 year bonuses and that he prefers evaluating employees every year.

MPT Bridges said that employees also leave when they do not get recognized for their efforts. Sometimes it's how you treat them, not just pay.

Council Member Pierce asked Chief Spivey for clarification if they are down three officers on the street.

Chief Spivey confirmed that they are down three on the street but they are in the process of hiring two.

Council Member Shuttleworth asked if vehicles were being recycled and passed down to other departments. He would like to understand the replacement and recycle program.

Council Member Pierce asked the Manager to look into leasing vehicles.

Mr. Narain said that he is looking into Smart cars and golf carts to reduce the carbon foot print.

Council Member Shuttleworth asked Chief Spivey if he felt he needed the pay study implemented for recruitment and retention.

Chief Spivey replied that he did.

Chief Spivey reviewed the department goals:

Enhance recruitment and retention

Continue professional development

Enhance internal plan for succession

Continue Citizens Academy

Complete Phase II of the police department structural enhancement and expansion

Council Member Shuttleworth asked about the cameras at the bridge and marina.

Chief Spivey said the cameras are now at the Town Hall campus and there are 10 cameras on the boardwalk. He is working on cameras at the marina. They are also exploring public safety grant opportunities to upgrade existing cameras.

Council Member Shuttleworth asked about the Tsunami (name brand) cameras.

Chief Spivey said that those are 360 degree cameras that run off cellular service and they are mobile.

Council Member Shuttleworth asked about the cost of the cameras.

Ed Parvin said that they are about \$5,000 per camera.

Council Member Pierce asked if the camera project was sent out for bid.

Mr. Parvin said that they sent it out for bid several years ago but has not been back out for bid since.

Council Member Pierce mentioned that she has 7 cameras and she paid \$3,500 for all of them. She

asked the Manager to look into the price.

Chief Spivey reviewed his unfunded capital needs that include:

Vehicle rotation program

Video surveillance program

Police officer buyout program

LEXIPOL policy management program

Chief Spivey presented the Beach Maintenance budget overview:

This account will decrease \$112,699 due to the elimination of two beach officer positions.

Council Member Pierce said that she would like to see the breakdown for COLA, Merit, and the 1% 401k match for each department.

Mr. Narain said he would get that information to Council.

Public Works Director Brian Stanberry presented the Public Works budget.

He is proposing an overall budget decrease of \$271,635 or 5%. There is no increase to the solid waste service this year.

Mr. Parvin mentioned that Green for Life (GFL) bought out Waste Industries about a month ago and you may start seeing lime green trucks on the Island. They are the new solid waste contractor.

They are requesting to replace two trucks (vehicles 458 and 75).

Council Member Shuttleworth asked if staff could look at installing an air machine at 1708 Canal Drive for vehicles that deflate their tire pressure to go onto Freeman Park.

Council Member Pierce said that Council Member Garza asked her to have staff look at the option recycling at the north end.

Mr. Stanberry said he could look into it.

Mr. Stanberry mentioned that the Island Cottage building is owned by the Town and he is requesting \$3,000 to repair the roof and windows.

Council Member Pierce said she does not want Island Cottage hiring contractors to do the work that the Town should be managing that.

Council Member Pierce asked Mr. Stanberry if he wanted to replace or eliminate the planters on the boardwalk. She said they are becoming cigarette containers.

Council Member Shuttleworth asked if the Town was better off contracting out projects like planters and walkways.

Mr. Stanberry explained that he does contract projects that are too big for staff but sometimes it is more cost effective for staff to complete these projects.

Mr. Stanberry said that there is a 2% budget increase in Environmental.

Council Member Pierce thanked Mr. Stanberry and his staff for the hard work they are doing.

Mr. Stanberry presented the Stormwater budget which totals \$1,441,457. That is a \$328,426 (19%) decrease from FY18/19. He is asking for a new position which would be a Building Construction Review Technician.

Council Member Shuttleworth asked why someone in the planning department can't do that job.

Mr. Parvin said he could not think of one employee that could add that to their duties.

Mr. Stanberry added that they are requesting a Jet-Vac to replace the one that has only worked about 15 days this year.

Council Member Shuttleworth asked if the Attorney was working on easements for Henniker's Ditch.

Mr. Stanberry said that Noel is working on it.

Council Member Pierce said that she does not see any frills in this budget.

Mr. Stanberry presented the Public Works Administration budget:  
The total request is \$113,626, a decrease of \$7,786 (6.8%).  
The expenditures for the Powell Bill Fund decreased to \$186,000, a decrease of \$34,482.

Council Member Shuttleworth asked if staff plans to spend the entire Powell Bill money. He wanted to know if the Town will receive more than \$186,000.

The request for the Beach Maintenance fund is \$86,000. That is an increase of \$30,000 from FY18/19.

Mr. Stanberry reviewed the entire budget summary which is a decrease of \$271,635.

Mark Meyer, Public Utilities Director introduced himself and thanked Council for the opportunity to serve in this position. He was recently promoted to this position.

Council Member Shuttleworth asked Mr. Meyer how many vehicles he would be asking for.

Mr. Meyer said that he is asking for one vehicle.

The total budget request is \$8,063,732 a decrease of \$472,670 most of which is a reduction in capital.

Mr. Meyer continued his presentation and reviewed the highlights for Water & Sewer Administration. They should be able to transfer to \$725,000 to the General Fund.

There will be a decrease in personnel wages with the retirement of the director and the project manager.

The Wastewater Treatment Plant will have a decrease of \$424,199 bringing their budget to \$824,557.

Staff is anticipating having a substantial capital outlay next year. They were able to cut a lot of expenses this current fiscal year because of employees doing work versus calling in contractors.

Council Member Shuttleworth asked the Manager if they should put some funds in the budget so it does not jump dramatically next year.

Mr. Narain said that he would look into that.

The Waste Water Collection department's total budget is \$1,709,787 a decrease of \$91,003. They are requesting one replacement truck.

Water Distribution's budget came in at \$1,343,834, a decrease of \$157,423. There are 2 employees that maintain the water quality by doing water testing. They have created ways to cut the cost of producing water.

The Water and Sewer Fleet budget came in at \$264,000 an increase of \$42,410. They have been trending an increase in the cost of maintaining vehicles.

Council Member Pierce asked why the Town is in the port-o-john business and would like the Manager to look at what that costs.

Council Member Shuttleworth agreed and said it would save a lot of money if the Town got rid of some port-o-johns.

Mr. Narain said that he will get those numbers to Council.

The General Fleet budget is \$285,400 a \$600 decrease.

The Utility Fund Debt Service is at \$2,703,134.

Council Member Pierce asked Mr. Narain to prepare an update for an upcoming workshop on the bonds and CBP3.

The Public Utility Fund is \$8,063,732, a decrease of \$815,833 (including stormwater).

Council Member Shuttleworth asked about fleet maintenance and if Mark Meyer was in charge of all of it.

Mr. Meyer said that he was over fleet for Police, Fire, and Operations.

Council Member Pierce asked Mr. Meyer to meet with the Town Manager to discuss fleet efficiency.

Council Member Shuttleworth asked Mr. Meyer what he envisioned for water plant 2.

Mr. Meyer said his goal is to produce more water.

Council Member Shuttleworth asked if the Town is short on water.

Mr. Meyer replied that the Town is not short but it takes longer to produce it, adding that they are choking down wells and it is taking longer to fill them.

Council Member Shuttleworth said that he hears complaints about water quality and mentioned that if you put good water through bad pipes, you get bad water.

Council Member Pierce added that Council promised residents better water and they bought the property on Dow Road to work toward that but the Town has not done anything with that.

Council Member Shuttleworth said that Council would like to hear a 3-5 year plan on water. He said that of all the things the Town could ask for from MOTSU, the water plant would benefit everyone.

Council Member Pierce would like to see the numbers on what it will cost to implement the water system.

MPT Bridges mentioned that there was a discussion of having a split system.

Mr. Meyer explained the importance of distributing evenly.

Mr. Narain presented the Administration budget.

He stated the focus on this year's budget is health, safety, and welfare of the residents while striving to reach a 30% fund balance. A public hearing on the budget is scheduled for May 14th. May 28th will be the final discussion and June 11th will be the final budget presentation that will go before Council for a vote.

The projected revenue is \$15,482,609 with a .02 tax increase with the potential of another increase next year.

Non-Department Budget Overview:

The total increased by \$9,668. This increase is due to the cost of the 2019 municipal elections and the addition of four new non-profit funding requests.

Debt Service dropped \$98,043 because the 2008 Rosenbauer platform truck was paid off in March, 2019.

Legislative Maintenance:

Hurricane Florence cost the Town \$1,669,882. We should see at least \$1,490,956 in FEMA reimbursements and possibly more for mitigation projects.

Executive Budget Overview:

This account increased by \$74,563 due to the increase in personnel and benefits for the transfer of staff members.

Clerk Budget Overview:

This account decreased by \$40,664 due to the transfer of the Administrative Support Specialist from the Clerk's Department to the Planning Department.

The Finance Department had a reduction of \$3,780 due to a reduction in audit costs.

The Human Resources Department had an increase of \$76,601 for recruiting, insurance and benefits.

The Marina Budget increase by \$13,112 to establish new mooring field management and the increased costs for repairs and utilities.

Parking decreased by \$85,850 as a result of bringing in a new parking vendor – Lanier.

Beach Maintenance decreased by \$240,570 due to eliminating the 1.5 beach ranger positions.

The overall General Fund Budget is up \$92,570 from last year. The projected revenues are \$15,482,609 which is \$90,756 away from a balanced budget with a .02 tax increase.

Council Member Shuttleworth asked for projected revenues from previous years.

### 3. NON-AGENDA ITEMS

- a. Council Member Shuttleworth mentioned that the Cabana is having trouble getting an electrical permit and asked staff to find out what is going on.

Council Member Pierce asked why the new 5k event coordinator was told they could not present at the May meeting.

Council Member Shuttleworth said that they can come to the May meeting. They were just told not to bring the Steve Haydu map, to bring their own.

Mr. Parvin had a request from Council Member Garza:

He asked about the sprinklers on Cape Fear Blvd and if they are being used.

Mr. Stanberry said that the main is broke but they are working on a solution.

Council Member Garza also asked Mr. Parvin to mention that some dog owner's received tickets for dogs on the beach during the dog surfing event.

Chief Spivey said that he is addressing those issues.

Council Member Garza would like staff to work with Lanier Parking to evaluate having compact

parking between Cape Fear Boulevard and the Lake on Lake Park Boulevard.

Mr. Narain said that he received a complaint about the lack of enforcement for dogs on the beach.

Council Member Pierce mentioned looking into the beach ambassadors program. The Police Advisory Committee will discuss this at their May 6th meeting.

Mr. Narain stated that he and Chief Spivey are exploring the portable Tsunami camera.

Council Member Pierce said that Council Member Garza wanted staff to look into what it would cost to give residents free parking.

Mayor Benson had suggested having free parking from 6-7 pm on Thursdays. He asked staff how much is being made from the parking meters.

Mr. Narain replied that this is the first year that the Town has increased parking rates like this and that he would need to establish a base number to see if it could be reduced.

Council Member Shuttleworth said that he is in favor of leaving the parking alone. You need a year or two to evaluate. He added that Council is asking the Manager to increase the general fund balance and then asking to reduce parking fees.

#### **4. MPT BRIDGES ADJOURNED THE MEETING AT 12:30 PM**

Adopted at a regular meeting on May 14, 2019.

Recorded by Kimberlee Ward, Town Clerk