

CAROLINA BEACH

Town Council Workshop Minutes
Wednesday, April 18, 2018 @ 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 Wednesday, April 18, 2018 at 9:00 AM at Council Chambers.

PRESENT: Mayor Joe Benson, Council Member LeAnn Pierce, Council Member Steve Shuttleworth, and Council Member JoDan Garza

ABSENT: Mayor Pro Tem Tom Bridges

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

1. MAYOR BENSON CALLED THE MEETING TO ORDER AT 9:00 AM

- a. Mayor Pro Tem Tom Bridges has an excused absence. He is out of town.

2. DEPARTMENT BUDGET PRESENTATIONS

- a. Manager's Brief

Mr. Cramer gave an overview of the budget process and the software used to manage it.

He is requesting a 2% COLA and up to a 2% Merit. He feels it is important to offer a COLA to stay in line with other competing communities.

He explained that capital items are any asset purchased that is \$5,000 or more.

- b. Parks and Recreation Budget Presentation

Parks and Rec Director Eric Jelinski presented their budget.

The accomplishments for FY 17/18 include:

Opened new youth lounge at the Recreation Center

Installed new lockers in the men's and women's locker rooms

Added new weight plates and tree in weight room

Installed new energy efficient LED lights in the gym through a rebate program with Duke Energy and new basketball backboards and electric winches

Mike Chappell Park: skate park repairs and maintenance, safety netting on field 2, new athletic benches and picnic tables, resurfaced basketball court, added 3 additional pickleball courts, and

adding new playground items and expression swing (May 2018).

2017-2022 Parks, Recreation and Open Space Master Plan was adopted in October 2017.

Successful programs: summer camp, youth special events, family night at the boardwalk, Friday night performing arts, and Christmas by the Sea.

The proposed budget for FY 18/19 includes:

Personnel & Benefits \$439,549.00

Maintenance & Operations \$243,675.00

Capital Outlay \$271,335.00

Total Budget \$954,559.00

Staff = 6 Full Time, 3 Part Time, 2 Seasonal

Highlights

Ryder Lewis Memorial Park – finish phase 1 \$83,600.00

Professional services – design review for parks \$30,000.00

Lake Park playground and design features \$80,000.00

Functional Training Room at Rec. Center \$20,000.00

Expand Parks and Rec. Storage – beach wheelchairs \$35,000.00

Replace Parks and Rec. Vehicle \$26,000.00

John Deere Utility Tractor \$25,731.17

Council Member Shuttleworth and Pierce expressed concern about buying a brand new truck. They would like staff to look at purchasing a used truck.

Council Member Pierce felt that they needed to look at a full sized tractor instead of the over-sized lawn mower that they are proposing.

Council Member Pierce asked about expanding the weight room at the Rec Center. She mentioned that it is always packed. She feels that it has been outgrown.

Council Member Garza asked if the \$80,000 assigned to Lake Park would be used this year or could it be put off.

Mr. Cramer replied that it would begin this fiscal year. This is a best guess on what it would cost to upgrade this facility. Any money not used will go back into fund balance or it can be rolled over to the next fiscal year if the project is not complete.

Council Member Pierce asked Mr. Cramer to provide the amount of money that was rolled into the current fiscal year for each department.

Council Member Shuttleworth asked Mr. Cramer how he wanted Council to respond to budget requests.

Mr. Cramer said that it would be easier on staff if Council agrees with a capital project to say that they want staff to move forward and to move any unused money into fund balance.

Council Member Shuttleworth explained that every year the budget comes in short and the manager requests to fill the gap with fund balance money. Each year, that money is not completely used. He requested that the manager tighten that gap and get better estimates of the shortage.

Council Member Pierce mentioned that if you continue to increase the budget every year, you are going to have to eventually increase taxes.

Council Member Shuttleworth summarized that he hears the manager saying to Council, to either approve or deny the capital request and let staff manage the cost of the project. He feels that is staff's responsibility.

Mr. Cramer confirmed that staff will do their research to find the best bang for the buck.

Mr. Jelinski stated that he has prioritized his projects and that there are some projects that he has requested that may not even happen.

Council Member Shuttleworth suggested using the same procedure that they have used over the past several years. That is, hear all of the department presentations, look at the bottom line, then Council decides how much they want the manager to cut to close the gap. Departments have prioritized their requests and know what they would get rid of if they have to. He stated that he doesn't want to "nit pick" each budget but give the Manager a range that they want to stay in and the Manager work with the department heads to close the gap.

Mayor Benson said that he Mr. Jelinski made a great presentation and it was defensible. If we can defend that these items are good for the community, that is considered being good stewards of tax payer money. He asked if the Parks and Rec Department felt there was a need for a seventh employee.

Mr. Jelinski said that he does not feel they will need one anytime soon. They have taken on more events and responsibility but they have a great group of volunteers and the Parks and Rec Committee does a great job helping with the events. He mentioned that they have contemplated bringing in someone to run the fitness classes that are currently be contracted out but that will be down the road.

Mayor Benson asked if the new truck were to get cut, could Option #1 of the Ryder Lewis Park Project be completed. Mr. Jelinski replied that it could.

Mr. Cramer added that it is helpful to him and staff when Council makes these type of suggestions. He asked Council to rank the projects in order of importance and email them to him.

Council Member Pierce feels that you could do fundraisers to help complete the Ryder Lewis Project. She would like to see Phase 1 complete and would rather see the money go to this project instead of vehicles.

c. Fire Department Budget Presentation

Chief Alan Griffin presented the budget for the fire department.

The 2018 budget goals include:

Apply for FEMA Assist a Firefighter Grant (AFG) (3 Positions) M&O Budget

Improve and increase professional staff development for members.

Continue rotation of aged turnout gear, thus building a rotational inventory to allow for proper care and maintenance while improving firefighter health and safety.

Maintain current equipment in a ready response state.

No new capital requests.

Personnel and Benefits:

Increase of \$48,953.04 to maintain current staffing levels.

Summer Staff Increased \$7,310.04

Increased Overtime Pay \$3,759.00 (Eliminate Kelly Day)

Reclassification of staff \$10,000.00 (Deputy Fire Chief)

Merit and COLA increases \$8,021.00

Increased Insurance cost \$11,501.00

Increased Retirement \$3,953.00

Longevity Pay \$2,750.00 (Moved from HR Budget)

FICA Increase \$1,659.00

Chief Griffin stated they are looking to increase their summer staff levels on Friday, Saturday, and Sunday by adding one additional person. A paid per call volunteer will cover the day shift. They will also have to increase their overtime because they are going to do away with the Kelly Day.

Granger Soward, the Volunteer Deputy Fire Chief retired last year. Chief Griffin stated that he currently does not have a deputy or an assistant chief to help him. He stated that he has delegated some of his responsibilities to a current employee. He is working with Mr. Cramer to reclassify that position into a deputy role. They will have to write a new job description and all of the new responsibilities will be listed in there. Instead of coming to Council and asking for a new position, he wants to reward a current staff member for taking on those additional tasks and to give him the authority to make operational decisions.

Maintenance and Operations:

Line Item Increases (Major)

Communications: Motorola Lease Portables/Mobiles (\$19,600)

M&R Vehicle/Equipment: (\$6,237)

SAFER Grant apply for FEMA AFG Grant (3 Positions) (\$52,500)

Rental Property (\$2,500)

Total Increase to M&O \$84,837.00

Chief Griffin mentioned that this is the last year for a debt service on the ladder truck. There are two pieces of fire equipment that around 18 years old. Purchasing new fire engines take well over a year to build out. He asked that Council keep that in mind during the next budget cycle.

2018 Fire Department Overview:
Personnel & Benefits increase of \$38,953.04
Maintenance & Operations increase of \$84,837.00
Total Budget increase of \$119,791.00

Highlights

Increase summer staff utilizing pay per call firefighters from Memorial Day to Labor Day
SAFER AFG Grant additional 3 personnel
Increase Training Budget: Improve Staff Development
Increase in Building Maintenance
Increase in the Uniform Budget: Upgrade to current gear.

Chief Griffin also presented the 2018 Lifeguard budget. Below are the budget goals for 2018:

Increase seasonal lifeguard pay
Increase in building rental (\$1,000)
Increase in Uniform Budget (\$1,000)
Replacement of two 4 wheelers (\$12,000)
Replacement Vehicle for the Ocean Rescue Director (\$40,000)

Chief Griffin mentioned that they want to stay competitive with the job market. They are increasing the lifeguards salary to \$12.50 per hour. They are planning to extend the season to October 1st this year. You lose a lot of guards when school starts back.

Chief Griffin said they would like to potentially use Hamlet Avenue as a substation for the lifeguards if that building is renovated.

Mr. Cramer said that you renovate and expand the restroom facility, put a substation there where you could park the vehicles underneath, and put a meeting room for the guards up there.

Council Member Shuttleworth asked what the Town is doing with the substation at 1708 Canal Drive.

Mr. Cramer replied that it is not used much because it is not high enough underneath to park vehicles and the rooms upstairs are very small.

Council Member Pierce said she would rather buy a piece of property and discontinue the lease.

Council Member Shuttleworth asked staff to come up with a plan to renovate and expand the Hamlet Avenue location and make it multi-functional.

Lifeguard Budget Overview:
Personnel & Benefits \$ 410,166.00
Maintenance & Operations \$ 46,100.00
Capital Outlay \$ 52,000.00

Total Budget \$ 508,266.00
Staff = 1 Full Time, 40 Part Time
Two new 4 wheelers \$12,000.00
Replacement Vehicle \$40,000.00

Council Member Pierce asked what the TDA pays for regarding lifeguards.

Mr. Cramer replied that it covers salaries and benefits only. You could ask them to cover all expenses but that money is also used for the Chamber and the Carolina Beach Downtown Initiative.

Council Member Shuttleworth said he sees some gap revenue issues and asked Mr. Cramer to close the gap this year.

Council Member Pierce said she would like for her and the Mayor to present the Hamlet Avenue project to the TDA.

d. Police Department Budget Presentation

Chief Chris Spivey presented the FY 18/19 budget.

Personnel and Benefits:

510-000 Separation Allowance \$29,228
510-001 Holiday Pay \$62,928
510-002 Salaries \$1,527,929
510-03 Overtime \$56,185
510-004 COLA/Merit \$30,809
510-005 FICA \$131,261
510-006 Group Insurance \$244,004
510-007 Retirement \$141,196
510-008 Premium Pay \$0
510-009 Worker's Compensation \$61,278
510-010 LEO 401k \$79,101
510-025 401K Match \$50,062
510-059 Longevity Pay \$8,750
Total Personnel and Benefits \$2,422,731
Increasing staff from 36 to 37

Chief Spivey said that they are asking for one new position (Deputy Chief) to take some of the stress off of the current staff. Some of the Sergeants are performing tasks that could be reassigned to the deputy chief. He stated that over the past two years, they have not had a full roster. It's either issues with recruitment and retention. There has been discussion of retention over the past few Council meeting. People are interested in other departments and some are relocating for family purposes. There are currently three openings. The only difference between the organizational chart from this current fiscal year to what is being requested in FY 18/19 is the deputy chief and reclassifying a position to a detective sergeant. The detective sergeant would not be an additional employee but enhancing a

current detective position. They have yet to fill the additional detective position that was approved this current fiscal year.

Council Member Shuttleworth asked if the final numbers were going to come in lower because of the vacant positions.

Mr. Cramer replied that they would and that money would roll into fund balance.

Council Member Shuttleworth asked if the Town changed the 401K match program.

Mr. Cramer said that two years ago there was not a 401k match, last year Council approved a 1% match because a COLA was not approved. This year, there will be a request for an additional 1% for a total of a 2% match.

Council Member Shuttleworth added that he felt it was wonderful that the Town was offering a match for retention purposes.

Mr. Cramer stated that other communities that the Town competes against offers a 5% 401k match and his goal is to eventually get there by added 1% each year.

Council Member Shuttleworth asked if the numbers being presented included the 2% match.

Mr. Cramer replied that it did.

Highlights:

Requested increase in 2017-2018 new hires (two full-time Patrol Officers and one Criminal Detective)

Request increase 2018-2019 new hires (one Admin. Personnel –Deputy Chief) and new position (one Sgt. Detective)

Chief Spivey reviewed the requests for maintenance and repair.

Maintenance and Operations:

- 510-011 Communications \$85,200
- 510-014 Travel and Training \$47,000
- 510-015 Maintenance/Repair Building \$0
- 510-016 Maintenance/Repair Equip. \$59,970
- 510-017 Maintenance/Repair Vehicle \$0
- 510-023 Maintenance/Repair Software\$80,250
- 510-024 Uniforms \$57,990
- 510-033 Supplies \$18,000
- 510-034 Pre-Employment \$500
- 510-040 Comm. Relations/Crime Prev. \$6,500
- 510-045 Contract Services \$64,280
- \$510-048 K9 Maintenance \$4,500
- 510-053 Dues and Subscriptions \$1,460

510-058 Informant Monies \$4,000
510-062 CALEA \$0
510-073 NC Remit \$0
510-078 Licenses & Renewals \$1,600
510-079 Law Enforcement Fund \$0
510-083 Ammunition \$5,000
Total M&O \$436,250

Highlights

011: Third installment on Mandated Radio Upgrade.

014: Increase Training and Travel for Tactical Training, Officer Survival, Professional Development and Management.

016: Next phase of Town Gov. Campus Camera and Door Access System.

045: TSUNAMI 360° Annual Lease, 3 year minimum and initial conceptual process and plans for future police department expansion.

Highlights 510-074 Capital Projects over \$10,000:

1- Replace Existing Vehicle # 83 with Dodge Charger \$38,000

1- Replace Existing Vehicle # 61 with Dodge Durango \$30,950

Total Staff Increase: 1 FTE

Total Budget Increase: \$191,267

Chief Spivey mentioned that they will be seeking a non-paid intern to assist at the front desk. The duties for the Administrative Assistant and the Records Specialist have increased tremendously. He stated that 10 years ago, there were three non-sworn administrative personnel and 6 administrative positions that were sworn. In 2005, there were 4 administrative positions and in 2008 it went down to 2. He feels it is time to bring those numbers back up to help the entire organization.

Council Member Garza said that he missed the clarification for the request of the deputy chief position versus the two admins that are already there.

Chief Spivey responded that it is to help alleviate the workload on the current admin staff. It would also help alleviate the workload on the sergeants. Sergeant Ward does not mind it but he manages the entire fleet and that it a huge responsibility. That's the same mind we need for critical thinking. While he may be able to manage that, there are still areas that they get compounded and the sergeants need to be street ready.

Mr. Cramer summarized that the reason Chief Spivey is requesting a deputy chief is to take the workload off the other officers.

Chief Spivey presented the Beach Maintenance (630) Budget:

630-001 Holiday Pay\$16,841

630-002 Salaries\$291,915

630-003 Overtime \$15,033

630-004 COLA/Merit \$5,956
630-005 FICA \$25,249
630-006 Group Insurance \$61,000
630-007 Retirement \$28,056
630-008 Premium Pay \$0
630-009 Workers Comp \$12,769
630-010 LEO 401K \$16,502
630-025 401 K Match\$9,900
630-059 Longevity Plan \$300
Total Personnel and Benefits \$483,521

Staff increase from 5.5 to 8

Highlights:

Requested increase in 2017-2018 (one and a half full-time Beach Rangers)
Requested increase in 2018-2019 new hires (one full-time and a half-time Beach Patrol Officer and one full-time Beach Patrol Sgt.)
Freeman Park Officers uniforms relocated to the Police 510 Budget
2 Dodge 1500 Truck \$75,160
4 Dell Rugged Laptop Computer \$7,600
Total Staff Increase 2.5 FTE
Total Budget Increase \$311,822

Chief Spivey said that staff is currently at 5 full-time and 1 part-time. They are looking at adding 2 full-time and 2 part-time positions. The reason for this request is a reaction to the January Council meeting where residents packed the room expressing their concerns for enforcement and trash. Civil citations have tripled over last season. Freeman Park officers are on the park 80% of the time. If they make an arrest, that puts them off patrol for 2-3 hours.

Council Member Pierce asked if there was a magistrate at Carolina Beach all the time.

Chief Spivey replied that there was not. The officers take their prisoners directly to the court house or to the jail on Blue Clay Road. They are in the process of reviewing a program that would allow them to go before a magistrate via video. The County has approved this but they are still working on the policy.

Council Member Shuttleworth asked if the additional cost of these requested positions would come out of the Freeman Park gate fees.

Mr. Cramer said that it would.

Council Member Shuttleworth followed up by asking if this would cut into the sand dollar fund.

Mr. Cramer replied that it would cut into the revenue for Freeman Park which could cut into the sand dollars.

Council Member Shuttleworth said that he is not going to support paying \$240,000 more to hire police for a stretch of sand. The Chief said he is having a hard time filling positions as it is. He stated that he would rather see officers doing community policing if they were going to approve that much money.

Council Member Pierce said that she agreed with Council Member Shuttleworth. She does not want to continue to support the increased budget numbers.

Council Member Shuttleworth added that he would rather help the police department with recruitment and retention.

Mr. Cramer said they are working on getting a program that would allow officers to issue citations from a hand held or cell phone device. They found a product that they think will work and will hopefully be unveiling it in the next month.

Council Member Pierce said that she would like to see a budget presentation that included the more efficient programs and does not include more employees.

Council Member Garza said that he agrees with Council Members Pierce and Shuttleworth.

Chief Spivey said that he wanted to mention one final comment. In the next 2-4 years, they will be losing 110 years of administrative staff. A deputy chief could get the department across that bridge when the time comes.

Mayor Benson said he likes the efforts being made toward retention. He asked if they had unmanned aerial vehicles. He would like for them to consider that. He also asked if activity funds from ROT could be used to fund police officers.

Mr. Cramer said that you probably could use them as a tourist activity.

Council Member Shuttleworth added that if you are drawing down from the ROT fund, you are relieving the general fund.

Council Member Garza asked about the fleet maintenance program and if it would be better to set aside a certain number of dollars each year so the department aren't having to ask for that each year.

Mr. Cramer said that it has been done both ways and that would be a decision made by Council if they would rather do it that way. He added that there are pros and cons to both but ultimately Council could decide.

Council Member Shuttleworth asked if the Town uses a broker to purchase vehicles.

Mr. Cramer replied that they have looked at using a broker but found that it is still cheaper to use the state contract.

Council Member Shuttleworth recommended buying used trucks.

Mr. Cramer said that they do try to find used vehicles when possible.

Council Member Shuttleworth asked the Manager to review the revenue projections because they are not adding up correctly on the spreadsheet.

Mr. Cramer said that they are having an issue with transferring the data from the financial software into an Excel spreadsheet but they are working on it.

Council Member Pierce asked for actual numbers for Freeman Park. She would like to see what it costs for providing services versus what it would cost for no services.

Chief Spivey said that he wanted to make one final comment. The police department has physically outgrown the department. There are 12 staff members that share offices and some of those are in closets. He asked that this be put on the radar for the future.

3. ADJOURNMENT

Mayor Benson made a motion to adjourn at 12:00 pm.

Submitted by:
Kimberlee Ward, Town Clerk

Date Approved