



**CAROLINA BEACH**  
**TOWN COUNCIL MEETING**  
**MINUTES • APRIL 28, 2016**

**Council Chambers**

**Budget Workshop**

**9:00 AM**

**1121 N. LAKE PARK BLVD.**  
**CAROLINA BEACH, NC 28428**

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Dan Wilcox	Mayor	Present	
LeAnn Pierce	Mayor Pro Tem	Present	
Steve Shuttleworth	Council Member	Present	
Tom Bridges	Council Member	Present	
Gary Doetsch	Council Member	Present	
Michael Cramer	Town Manager	Present	
Ed Parvin	Assistant Town Manager	Present	
Debbie Hall	Finance Director	Present	
Kim Ward	Town Clerk	Present	

**II. BUDGET PRESENTATIONS**

a. General Budget Update

*(Requested by Michael Cramer, Town Manager's Office)*

Mr. Cramer gave a brief overview on the general fund budget.

He would like to change COLA from 2% to 1% to stay in line with other communities. Health care increased 1.7%. Dental, vision and life remained the same.

We have changed the way Maintenance and Operations and Capital is handled. In the past, if a project or item was over \$5,000 we put it in Capital. Some of those items should really be maintenance items.

He reviewed the final budget numbers from the departments that would not be making formal presentation. Council requested formal presentations from P&R, Police, Fire and Operations. Mr. Cramer asked how council would like to see the administration budgets.

Mayor Wilcox said he would like to be able to ask questions of the departments that are not making presentations. All council members agreed.

Overall there is a 2% increase in the general fund.

b. Parks and Recreation Budget Presentation

*(Requested by Michael Cramer, Town Manager's Office)*

Parks and Recreation Director Eric Jelinski presented.

Parks and Recreation is looking at a 3% overall increase in their budget.

MPT Pierce asked for details on the farmer's market.

Revenue and memberships increased this year.

PIRA raised money for a new water fountain at the lake through the Michael McGowan foundation.

Mayor Wilcox questioned the 3% increase from FY15/16. He mentioned that there were very large capital projects in the 15/16 budget and if we are going 3% above last year, then that is a huge increase. He would like to see the budgets compared excluding the capital projects from the current fiscal year.

MPT asked about contractors offering fitness classes and how that works.

Mr. Jelinski said that it is a 75/25 split on revenue that they generate. A Zumba instructor may get \$600 a month. MPT Pierce had concerns for the local businesses in the same field. Council is concerned about finding a balance. MPT Pierce asked to see a master plan.

Mr. Jelinski is recommending increasing Saturday hours to 9 p.m. with 2 part time employees working approximately 12 hours per week.

Mayor Wilcox asked for details on the membership numbers. There are 1,042 resident members and 376 non-resident members.

The large ticket items that Parks and Rec is asking for include: 2 part-time employees, youth lounge, Wexer on demand fitness classes, spin bikes, bathroom upgrades, painting of the gym, engineering for the Ryder Lewis Park, fencing on Field One at Mike Chappell Park, a toddler playground and beach wheel chairs.

c. Police Department Budget Presentation

*(Requested by Michael Cramer, Town Manager's Office)*

Chief Spivey presented the police department budget.

There are no requests for new full or part time employees. The department has 29 full time, 1 part time and 6 reserve officer positions.

Council requested more police presence at the boardwalk since they are removing the 3 officers from Freeman Park.

The large ticket items for the police department include: 3 marked police cars, 1 unmarked unit, radars, weapons, cameras and various intelligence software.

Council had questions about who mandates the radio upgrades. They were concerned about the costly mandated upgrades every 10 years.

Council had questions about cameras on the boardwalk. Should we take them down. Staff said that they could but they could possibly be used as a deterrence.

Chief Spivey covered the marina budget. The big ticket items include pile replacement and bulkhead replacement engineering. Council requested a copy of the boat basin assessment which was emailed to them after this meeting.

Beach Maintenance budget dropped as a result of moving three of the Freeman Park officers off of Freeman Park and back on routine patrol. There is no longer a need for 7 officers to be assigned to Freeman Park due to the change in rules which created a more controlled environment. They are asking for one replacement truck out of the Beach Maintenance budget.

d. Fire Department Budget Presentation

*(Requested by Michael Cramer, Town Manager's Office)*

Chief Griffin presented the fire department budget.

The fire department is not requesting any staffing changes.

The large ticket items for fire include: radio upgrades, replacing Squad 22, MDT upgrades, fire prevention materials and a new fire engine.

Chief Griffin also presented the lifeguard budget. The large ticket items for ocean rescue include a fire boat and rescue equipment.

Mayor Wilcox asked where the boat will be housed.

Chief Griffin stated that there are three options; 1) State Park 2) Vacant slips through HOA's 3) Delaware Avenue has potential for docks that could be fenced in. Most of the calls occur in the inlet. We are looking at a 26 - 28' boat with gas twin outboards that will hold a rescue basket. We would need to have pump capability with a mounted nozzle with supply line. Cape Fear Catamarans has given a demo and is very competitively priced.

Mayor asked about co-op with New Hanover County. Maybe Michael should talk to Chris Coudriet and ask him to participate.

Chief Griffin said that the county is debating what to do with their rescue boat. It has no fire fighting capabilities.

### III. ADJOURN

Mr. Cramer gave an overview on what was discussed today and what he heard from council as to what they would like to see.

- 1- Detail on the entire General Fund budget.
- 2- Pull out capital to give a true comparison.
- 3- He will print large copies of entire budget and put them in their mail boxes.

Council Member Shuttleworth said he would like to see:

The total number of current employees and how many for FY17. (Staff is requesting 5 full-time and 2 part-time employees. That would bring the total numbers to 109 full-time employees, 9 part-time employees and 41 seasonal.)

Anticipated Fund Balance for the end of this FY?

List of non budgeted items for this FY, budget adjustments over 10k for this FY, and how many came back in through financing.

Is the \$350,000 for beach fund, is that restricted in our audit? We've talked about capping that. Please report a balance on this.

(Staff reported that there is \$700,000 in this fund. \$350,000 will be added at the end of this year and we have budgeted for another \$350,000 in FY 16/17.)

Total budget number compared to last year. G/F and Enterprise separately.

Where are we spending fund balances without thinking ahead?

Why is the Planning Department not presenting a budget?

(Answers to the above questions were provided to council in an email dated 4/29/2016.)

Meeting adjourned at 11:45 a.m.

Kimberlee Ward  
Kimberlee Ward, Town Clerk

5.10.2016  
Date Approved