



Town Council

Budget Workshop

1121 N Lake Park Blvd
Carolina Beach, NC 28428
<http://www.carolinabeach.org/>

~ Minutes ~

Kim Ward
9104582999

Thursday, April 23, 2015

9:00 AM

Council Chambers

I. Call to Order

Attendee Name	Title	Status	Arrived
Dan Wilcox	Mayor	Present	
LeAnn Pierce	Mayor Pro Tem	Present	
Steve Shuttleworth	Council Member	Excused	
Sarah Friede	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

1. Agenda Item (ID # 1598)

Parks And Recreation Budget Presentation

Parks and Recreation Budget presentation for FY 2015/2016

Personnel & Benefits	\$370,970.00
Maintenance & Operations	\$127,475.00
<u>Capital Outlay</u>	<u>\$96,200.00</u>
Total Budget	\$594,645.00

Staff = 6 Full Time, 1 Part Time, 1 Seasonal

Highlights

- Management of Farmers Market
- 2016-2021 Parks, Recreation, and Open Space Plan

Capital Outlay

-Recreation Center Improvements	\$88,200.00
• Gymnasium Floor	\$75,000.00
• Weight Room Equipment	\$10,000.00
• Youth Lounge	\$3,200.00

-Water Fountains at Mike Chappell Park \$8000.00

N/A

BUDGET IMPACT:

N/A

COMMENTS - Current Meeting:

Mr. Cramer opened the meeting explaining that department heads will be presenting a 30 minutes budget presentation.

Eric Jelinski, Parks and Recreation Director presented his FY 15/16 budget request.

Council Member Doetsch - Have you come up with a plan to rotate those fields at Mike Chapell Park?

Mr. Jelinski - After the fall season we are going lights out. We are not going to let people use those fields until spring. I also spoke to our landscaper about rejuvenating that field. It is certainly a concern.

MPT Pierce - What is the life of the new gym floor?

Mr. Jelinski - I would say at least 20 years but probably more. We definitely want to get out and do our homework. I want to go out and visit places with these floors.

Council Member Friede - I am thrilled about the revenue increase. I am certainly excited about a new gym floor. My kids have come home from basketball games with imprints of the floor on them. It is so unforgiving.

Mayor Wilcox - I would like to see the numbers tightened up on the water fountains. We put new water fountains at the boardwalk for \$600. I would love to see a new gym floor.

MPT Pierce - If we are going to do the gym floor, let's do it right.

Mayor Wilcox - How much has the membership increased?

Mr. Jelinski - I can get those numbers to you. Right now, it's hard to say because we just switched over to the new Rec Desk program but I will get you the current number of members.

Mayor Wilcox - We have a men's league that help us maintain the fields and we charge them a fee to play on them and we don't charge anyone else.

Council Member Doetsch - Are you going to enforce rules on not wearing certain types of shoes on the new gym floor?

Mr. Jelinski - Definitely. We try to do that now but we are a little relaxed on this one. They also make a cover for the floor if we need it.

Mayor Wilcox - Any other questions for Eric? None here. Thank you Eric.

2. Agenda Item (ID # 1596)

Police Department Budget Presentation

Police Budget presentation for FY 2015/2016

Personnel & Benefits	\$ 2,113,345.00
Maintenance & Operations	\$ 751,380.00
<u>Capital Outlay</u>	<u>\$ 341,240.00</u>
Total Budget	\$ 3,205,965.00

Staff = 28 Full Time + Reserve Officers
N/A

BUDGET IMPACT:

N/A

COMMENTS - Current Meeting:

Mr. Cramer announced that he will present the Police Department budget.

One of the additions we have is, we are recommending changing the part time receptionist position to a full time police records specialist.

Council Member Doetsch - Couldn't we just put a kiosk out front where maybe the customer can come in and pull their own report?

Mr. Cramer - Certainly we could do that but we would have to change the software that we currently use.

Council Member Doetsch - I'm ok with it now but I would hope we would explore opportunities to become more technologically advanced.

Mr. Cramer - We also have an increase in our cell phone line item, we would like to add approximately 4 cell phones for our corporals. They are currently using their personal cell phones to conduct town business.

We are also looking at increasing the training budget. The reason for that is, we would like to develop and succession plan for officers to receive quality training to move up in the ranks within the department as they become available.

Another increase is in our contracted services. I came up with questions of my own when I looked over the line items. I do not believe that this one is accurate. There's a \$12,000 difference in there. There are a few things in there that are discrepancies. In general, the contracted fees deal with things that are directly related to our computer systems that we use. You'll most likely see a change in those.

Mayor Wilcox - said I assume that there will be a reduction in the line item.

Mr. Cramer - My estimate is that it will change by about \$12,000.

Mayor Wilcox - I would like to see a more comprehensive plan for CALEA. I see that we have a \$5,500 line item for CALEA but I'm sure there are things in other line items that are for CALEA. When Council makes a decision on a program, we need to know the entire cost of that program and how it overlaps other areas of the budget.

Mr. Cramer - Normally I would agree. Unless you go through all of the policies and the standards and do an evaluation of what you are doing now, you don't know what you have to change. The costs may be different from what others have paid for the same program. There is a comparison issue there.

Mayor Wilcox - We kind of need to know these things to a certain degree.

MPT Pierce - I don't see the details here. All we have are the numbers. Anytime we have a 14% increase in a line item, we need to see the detail.

Mr. Cramer - The presentation is just summary information. The spreadsheet that I sent out to you has all the details in each line item.

Mayor Wilcox - We were under the impression that these numbers were going to be updated so we did not bring those spreadsheets.

Mr. Cramer - I don't think there were significant changes in what was in the spreadsheets I gave you and what you're seeing here.

MPT Pierce - But that's not what we have in the presentation. So the uniform expense is not \$25,000 it is \$34,000.

Mr. Cramer - Right now \$32,625 was this year's current budget for uniforms and next year it is \$34,000.

MPT Pierce - Right here it says \$25,000.

Mr. Cramer - The spreadsheet I gave you was \$25,000 as the baseline budget, but there have been changes to the budget since then. The total budget is what you're given here.

MPT - Do we buy new uniforms every year?

Mr. Cramer - We don't buy new uniforms every year. We do replace our existing uniforms on a regular basis. In this case, for police, you'll see that they rotate through various climates and various activities. This amount also includes things like body armor.

Mayor Wilcox - All I'm saying is that given when this originated and the concerns that have

risen, I would like you go back and look at these numbers.

Mr. Cramer reviewed the capital line items in the over \$10,000 category which include: In-car cameras, body cameras, marked patrol vehicles, radio upgrades.

Council Member Doetsch - Are we allowed to purchase materials for the police through the state purchase plan?

Mr. Cramer - Virtually everything we purchase is through the state purchase plan.

He also reviewed the 4 items in the under \$10,000 category which include: A new camera system for the interview room, property room upgrades, taser replacements and weapon replacement.

Mayor Wilcox - These numbers concern me. We are a 6,000 person community. Even if we stayed revenue neutral, these are numbers aren't going to work.

Mr. Cramer - I haven't seen anything on this that is a wish-list type item. They are needs that we haven't been maintaining over years.

Mayor Wilcox - To our citizens, they are looking at a major impact with this budget.

Mr. Cramer - Currently, the budget that I've sent out to you all is revenue neutral.

Mayor Wilcox - What are the transfers?

Mr. Cramer - Estimate, 1.5.

Mayor Wilcox - That is not revenue neutral.

Council Member Doetsch - I certain feel we need to be frugal but when it comes to health and safety I tend to err on the side of making sure we have what we need.

Mr. Cramer reviewed the marina budget. The only increase is the professional services. The Harbor Commission would like to move the boat storage for police boat. They would like to move it closer to the north end near Delaware Avenue. The increase would cover the cost of a feasibility study.

Council Member Doetsch - Being that I serve on the Harbor Commission we are looking at several different locations.

MPT Pierce - Do we need a service for that, or would the Police Chief and the Fire Chief be able to decide knowing their community and their costs better what would be the best location.

Mr. Cramer - As an unbiased opinion, I would suggest you get an outside source to do that. If you believe that it is a Management decision, than it can be done in-house.

Mr. Parvin - The Harbor Commission met last night and there are several locations that we are researching. We are also looking into grants from CAMA that would support this.

Mr. Cramer reviewed the bulkhead replacement and a potential loan installment payment plan.

Council Member Doetsch - I suggest we hold off on any decisions on this until we have a better idea of the costs.

Council Member Friede - Is this the kind of thing that would eligible for CAMA grants?

Mr. Parvin - If you're increasing access or adding things, then it is, if you are just doing repairs then it is not.

Mr. Cramer reviewed the aspect of changing the location of the emergency services dock. If there is a need to build infrastructure it would be about \$30,000. If not, the costs would be much less, but it would need to be reviewed by an outside source to determine what is needed.

Mr. Cramer reviewed the replace the mooring buoy that was lost.

Council Member Friede - Is there any recourse against the company that dumped them off the barge and caused them to be inoperable?

Mr. Parvin - I think there is a weak point in the design of the shackle that connects the large chain that's connected to the concrete block to the smaller chain. It wasn't wired correctly.

Mayor Wilcox - Is it a design flaw?

Mr. Parvin - I believe it is.

Council Member Friede - We should hold the engineer responsible if it is a design flaw or improper installation. We should not be paying for this.

Mayor Wilcox - I agree with Sarah. I would reach out to the engineering company and see

our options and we could always send legal notice if we have to but I would try to contact them first.

Council Member Doetsch - There's a bit of a problem here because the chain that is hooked to the concrete that is such big lengths, like the anchor chain on a ship. When the mooring ball came off of, it went down in multiple feet of silt. I don't know of anyone that could go in and retrieve that. I think we would have to retrieve the one that we lost to determine if it was a design flaw.

Council Member Friede - We need to pull the contract and give Noel a quick call.

Council Member Doetsch - Would we like to give some clear direction on how we would like to handle this?

MPT Pierce - I think you should call the company first.

Mayor Wilcox - What I would do in my business is call the engineer and tell them there is an issue, and it may be an engineering issue.

Council Member Friede - We need to know the date that this was discovered and the statute of limitations on the problem. It would be something Noel needs to be involved in.

Mr. Cramer reviewed the beach maintenance account.

There is a 12% increase. The major change is in uniforms and adding a vehicle for Freeman Park.

Council Member Friede - Is that because we are going to have more officers out there patrolling or the existing uniforms need to be replaced?

Mr. Cramer - The idea is to expand the number of officers that are uniformed for the beach so that we can have more officers out there if need-be.

Mr. Cramer reviewed the truck that needs to be replaced for beach patrol.

Council Member Friede - This is a separate truck from the Harbor Master's truck?

Mr. Cramer - Yes.

Council Member Friede - I assume that the trucks that go out there sustain a lot of damage from the saltwater. Can we sell those? Do we get anything for those on the secondary market?

Mr. Cramer - Yes, it depends on the condition of the vehicles, but we have gotten several thousands of dollars for those.

Mr. Cramer reviewed the parking budget.

Mr. Cramer - We have cut a lot out of this budget. A lot of the costs that we used to budget for are included in our contract with SP Plus.

Mayor Wilcox - They are getting their own vehicles repaired? Are these our vehicles?

Mr. Cramer - They are our vehicles and we budget our vehicles, including theirs, through our existing contractors.

Council Member Friede - Talk to us about the attendant staffing up at Freeman Park, which is through SP Plus.

Mr. Cramer explained the additional staff at Freeman Park.

Council Member Friede - You said Monday through Friday they are 8:00-8:00. What about weekends?

Mr. Cramer - Weekends they are trying to go from 6:00 to 10:00. Some of that depends on the time of year.

Council Member Friede - I presume that you've had a conversation with SP Plus that the people handling the camping are ambassadors for the Town and are seen as such. They need to have some sort of relationship with the police officers. Does SP Plus need to have some training on that? This is going to be a very specialized position.

Mr. Cramer - We've been working hand-in-hand with SP Plus. We've had a meeting with SP Plus and some of the police officers to talk about different situations and protocols.

Mayor Wilcox - What is the projected revenue for camping fees?

Mr. Cramer - I have no projected revenue at this point. We've only been doing camping for a little over a month. We have approximately 500 reservations. I can use that information, but I don't know how accurate that will be.

Mayor Wilcox - Do we have contracts for these camping services? We have a parking contract. I think we should specifically have a contract for these services.

Mr. Cramer - We are currently using our existing contract, but there is an addendum with a specific scope of services for camping.

MPT Pierce - Do you know how many people they've hired for camping?

Mr. Cramer - No I do not.

MPT Pierce - Did you say that we were increasing our beach patrol on the north end or is that all over the beach?

Mr. Cramer - No, we are using additional officers in our rotation.

MPT Pierce - It seems to me that we would need less people there.

Mr. Cramer - At this point we've only asked them to handle the customer service side not the enforcement. I'm assuming we need as much enforcement staff as we have had.

MPT Pierce - I would think that the park ranger would have to tell someone to leave if they have not reserved the camping spot.

Mr. Cramer - There will be a point where the park ranger handles that to a certain extent and then enforcement would be brought in.

Council Member Doetsch - Do we have some good communication between SP Plus and the enforcement?

Mr. Cramer - Yes, each group has an individual cell phone to make sure they can contact enforcement.

Mr. Cramer summarizes the increases in the budget.

3. Agenda Item (ID # 1597)

Fire Department Budget Presentation

Fire Budget presentation for FY 2015/2016

Personnel & Benefits	\$ 1,230,770.00
Maintenance & Operations	\$ 178,105.00
Capital Outlay	\$ 146,000.00
Total Budget	\$ 1,554,875.00

Staff = 10 Full Time, 4 Part Time, 42 Lifeguards and On-Call Volunteers
N/A

BUDGET IMPACT:

N/A

COMMENTS - Current Meeting:

Fire Chief Alan Griffin presented the fire department budget.

The major changes include - Changing the part time fire inspector position to a full time position, adding 2 part time fire fighters, SCBA upgrade (final phase), upgrade thermal imaging, command vehicle, fire boat, replace fire engine and equipment for new fire engine.

MPT Pierce - Do you store the air packs on the engine?

Chief Griffin - They are set in the seat. There are 4-5 per engine. We don't house any spare, they are all on the engines.

Mayor Wilcox - Are we still paying off that last engine?

Mr. Cramer - Said I believe that was paid off last year.

Chief Griffin - The only debt we have right now is the ladder truck.

Mr. Cramer - We have a platform truck that we purchased in 2008, which will continue until the last payment in 2018-2019.

MPT Pierce- How many trucks do you have? Counting this old truck.

Chief Griffin - We run 3 engines and one ladder truck.

MPT Pierce - The fire boat that you are looking at. I assume that has firefighting capabilities?

Chief Griffin - Yes, Carolina Catamaran is giving us a demo boat to take out. We will continue to look out there for what would be a best used investment. We are working with multiple vendors to get quotes and demo the boats.

MPT Pierce - Where would you keep it? That's going to be an expense.

Chief Griffin - That is what we are looking at now. Whether we utilize what is in the Harbor Commissions budget to build emergency services. We have also talked to different condos about vacancies as well as the state park ramp.

MPT Pierce - Where are most of your calls?

Chief Griffin - The inlet.

Mayor Wilcox expressed a concern with the Town providing resources that will primarily respond to the county district.

Mr. Cramer explained that they are researching whether the grant money for the police boat is a good investment because it is being used more to respond to fire-related incidents. There may be an opportunity to get rid of the police boat and use the money towards funding for fire-related services. They've looked at various options including the type of boat and whether it is the best type of boat for the response locations.

MPT Pierce - Is there any part about having the fire boat that would help the insurance rate?

Chief Griffin - It can be a certified watering point. If there was a major fire by the water, or if there was a major storm. It could be used as a watering point.

Chief Griffin presented the ocean rescue budget.

The major changes include increasing the hourly rate for lifeguards from \$9.50 per hour to \$10.00 per hour, replace two 4-wheelers, upgrade water rescue equipment, and replace beach response vehicle.

4. **Agenda Item (ID # 1599)**

Public Works Budget Presentation

Public Works Budget presentation for FY 2015/2016

Personnel & Benefits	\$ 955,590.00
Maintenance & Operations	\$ 2,878,860.00
<u>Capital Outlay</u>	<u>\$ 320,500.00</u>
Total Budget	\$ 4,154,850.00

Staff = 16 Full Time, 2 -5 Seasonal

Capital Outlay

• Replacement of (2) F250 4 x 4 with lift gate	\$89,000
• Utility Dump Bed trailer w/10000 lb. Capacity	\$10,000
• Pressure Washer trailer system	\$11,000
• Replacement for John Deere Gator	\$11,500
• 3 new Tommy Lift Gates for existing trucks	\$18,000
• Police Department Interior Painting	\$10,000
• Replacement of auxiliary 6" pump at Lake	\$50,000
• Replacement F250 4 x 4 with lift gate	\$44,500
• Replacement of Tide Flex valves on Canal Dr	\$15,000
• Replacement of street signage/posts	\$30,000
• Replacement of traffic light at Carl Winner/Canal Dr.	\$20,000
• Water Tower at Glenn Avenue-Fencing	\$11,500

N/A

BUDGET IMPACT:

N/A

COMMENTS - Current Meeting:

Brian Stanberry, Public Works Director presented the Environmental budget proposal.

The major highlights include: improved handling of solid waste, improved services to Freeman Park, boardwalk banners and planters, and new bike racks.

Mayor Wilcox - We've been talking about a steamer for the gum.

Mr. Stanberry - Yes, it is a steamer and a scrubber.

Mr. Cramer - Part of that, it will help us clean up any graffiti.

The capital items include: replace 2 F-150 with lift gates, utility dump bed trailer, pressure washer trailer, replace John Deere Gator, 3 Tommy Lift Gates for existing trucks and painting the interior of the Police Department.

Mr. Stanberry moved on to the Storm Water budget. The major highlights include: Improved water quality, GIS mapping of the Stormwater system.

Mr. Cramer explains the usefulness of the GIS Mapping of the Stormwater System.

Council Member Friede - Is this a software system?

Mr. Stanberry - No we would pay someone to come in and map it.

Council Member Friede - How would they map this?

Mr. Cramer - Typically it is done in different ways. They will take aerial top o-maps and draw out the basin areas so you can tell where the water flows. There will be infrastructure information and as-built plans that will all be taken and put into a comprehensive map.

The capital items include: replace 6" pump at the Lake with silence pump, replace F-250 with lift gate, replace tide flex valves on Canal Drive.

Mayor Wilcox suggested that we recess this budget meeting to the April 28th workshop and start the meeting an hour earlier since we are running behind schedule.

5. Agenda Item (ID # 1600)

Public Utilities Budget Presentation

Public Utilities Budget presentation for FY 2015/2016

Personnel & Benefits	\$ 1,443,110.00
Maintenance & Operations	\$ 2,832,680.00
Capital Outlay	\$ 460,800.00
Debt	\$ 2,482,621.00
Total Budget	\$ 7,219,211.00

Staff = 24 Full Time
N/A

BUDGET IMPACT:

N/A

COMMENTS - Current Meeting:

The Public Utilities presentation will be made at the workshop on the 28th at 5:00 p.m.

III. Adjourn

Mayor Wilcox made a motion to adjourn at 12:00 p.m. Motion carried unanimously.

Kimberly Hlad
Approved 5-12-2015