

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, June 14, 2022 – 6:00 PM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



AGENDA

CALL TO ORDER

INVOCATION BY PASTOR CATHY CHESTER OF SHORELINE CHURCH, FOLLOWED BY THE PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA

CONSENT AGENDA

1. Annual Write-off of Outstanding Accounts Receivables
2. Budget Amendments/Transfers
3. Approval of Council Meeting Minutes from April 26, May 3, 10, and 24, 2022

SPECIAL PRESENTATIONS

4. Marketing Advisory Committee Budget Presentation
5. Manager's Update

PUBLIC COMMENT

Public Comment allows the public the opportunity to address Town Council. Please direct your comments to Council only. Speakers should restrict comments to no more than three minutes. Items or questions presented during this time will not be discussed by Council. However, the topic may be deferred to Town staff or a Town committee for follow-up. Please be sure to state your name and address, and speak directly into the microphone for those watching online.

PUBLIC HEARINGS

6. Hearing on preliminary assessment resolution to improve the 1000 block S. Second Street.
7. Public Hearing and Vote on the Proposed FY2022-23 Budget

ITEMS OF BUSINESS

8. Amend Capital Project Fund for ARP Unassigned Funds
9. Amend Capital Project Fund for Lake Dredging SERDRF Grant

[10.](#) Create Capital Project Fund for Ocean Sidewalk & CBAN Improvements

[11.](#) Create Capital Project Fund for Lake Park Recreation Project

[12.](#) Annual Committee Appointments

COUNCIL COMMENTS

CLOSED SESSION

[13.](#) Closed Session – Real Estate Parcel ID# R08814-001-007-000

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 6/14/2022

SUBJECT: Annual Write-off of Outstanding Accounts Receivables

BACKGROUND:

Council adopted a Utility Debt Write-off Policy on November 15, 2011. Per the policy, debt which has exceeded three years should be written off of the Town's financial accounting records. The legal obligation to pay the debt will still remain with the debtor even after an account has been written off. Debt of at least \$50 will be submitted to the Department of Revenue for debt set-off proceedings to continue collection efforts.

A copy of the Policy and the utility accounts which need to be written off are attached for your review as well as a Resolution which authorizes the write-off of these accounts.

ACTION REQUESTD:

Approve Resolution #22-2265 to authorize the writing-off of uncollected utility accounts for a total write-off of \$22,619.43.



Resolution # 22-2265

**Town of Carolina Beach to Write-Off
Certain Uncollectible Utility Accounts**

WHEREAS, The Town of Carolina Beach has adopted a policy to review and write off uncollectible accounts; and

WHEREAS, The Finance Officer has determined that a list of utility accounts totaling \$22,619.43 which is attached hereto and made a part hereof by reference should be written off as bad debt; and

WHEREAS, diligent efforts have already been made to collect the amounts shown on the attached list; however, said accounts are uncollected and further efforts at collect are not possible either due to statutory limits or not being cost effective and

WHEREAS, the Finance Director and Town Manager met and reviewed the listing and recommends writing off said accounts as bad debt; and

WHEREAS, continuing to include such amounts in the financial records of the Town could result in a distorted balance sheet;

NOW THEREFORE, BE IT HEREBY RESOLVED THAT:

The Town of Carolina Beach direct the Finance Director to write off the accounts shown on the attached list totaling \$22,619.43 as uncollectible bad debts in the financial records of the Town of Carolina Beach.

The Town does not waive any rights it may have to collect any of the attached accounts receivable in the future.

Adopted by the Town of Carolina Beach Town Council on the 14th day of June, 2022.

Clerk

Mayor

Annual Write-Offs of Outstanding Accounts Receivables

Account Num	Service Address	Acct Status	Balance
001-0000070-7	209 CAR BCH AVE N	Balance	\$80.58
001-0000160-3	234 CAR BCH AVE N (1st METER)	Balance	\$442.92
001-0000170-3	235 CAR BCH AVE N	Balance	\$801.45
001-0000180-1	234 CAR BCH AVE N (2nd METER)	Balance	\$1,033.35
001-0000200-3	236 CAR BCH AVE N	Balance	\$209.90
001-0000220-3	300 CAR BCH AVE N	Balance	\$321.42
001-0002310-2	1419 CAR BCH AVE N	Balance	\$19.99
001-0002510-1	SUNSKIPPER E11	Balance	\$101.39
001-0003060-1	SUNSKIPPER C5	Balance	\$6.42
001-0003336-2	1602 A CAR BCH AVE N	Balance	\$100.15
001-0003620-7	1705 A CAR BCH AVE N	Balance	\$49.38
002-0000014-3	313 CANAL DR	Balance	\$3,810.89
002-0000014-4	313 CANAL DR	Balance	\$165.02
002-0000365-6	1311 B CANAL DR.	Balance	\$349.11
002-0000680-7	215 GEORGIA AVE.	Balance	\$113.44
002-0000690-1	221 GEORGIA AVE.	Balance	\$1,449.03
002-0001085-2	1412 A CANAL DR.	Balance	\$95.65
002-0001175-4	1216 A CANAL DR.	Balance	\$313.04
002-0001575-2	504 CANAL DR.	Balance	\$39.88
003-0000076-2	305 B CAR BCH AVE S	Balance	\$9.06
003-0000104-4	102 CAPE FEAR BLVD - LOT	Balance	\$48.64
003-0000390-10	108 B GREENVILLE AVENUE	Balance	\$50.06
003-0000456-1	208 LAKE DR.	Balance	\$2.90
003-0000705-5	104 A (103A) CAPE FEAR BLVD.	Balance	\$919.19
003-0000860-3	802 CAR BCH AVE S	Balance	\$347.84
003-0001025-1	703 CAROLINA SANDS DR.	Balance	\$526.11
003-0001356-2	918 A WHITE CAPS LANE	Balance	\$206.10
003-0001436-3	932 TIDEWATER LANE	Balance	\$130.44
003-0001456-1	932 RIPTIDE LANE	Balance	\$337.71
003-0001645-1	919 COASTWALK LANE	Balance	\$37.39
004-0000180-10	204 CAPE FEAR BLVD.	Balance	\$465.33
004-0000220-1	307 CAPE FEAR BLVD.	Balance	\$85.57
004-0000415-1	10 N 7TH ST	Balance	\$57.95
004-0000675-5	404 RALEIGH AVENUE	Balance	\$301.78
004-0000725-2	308 RALEIGH AVENUE	Balance	\$5.61
004-0000980-3	413 MONROE AVENUE	Balance	\$253.97
004-0001285-1	615 TARBORO AVENUE	Balance	\$130.44
004-0001410-4	400 N 7TH ST	Balance	\$217.40
004-0001725-2	304 N 3RD ST.	Balance	\$0.74
004-0001795-2	203 FLORENCE AVENUE	Balance	\$67.18
005-0000121-2	503 N 3RD ST.	Balance	\$131.74
005-0000185-1	306 N LAKE PARK BLVD	InActive	\$569.99
005-0000265-2	300 D GOLDSBORO AVENUE	Balance	\$238.14
005-0000525-5	716 N LAKE PARK BLVD #2S	Balance	\$410.84
005-0000735-3	1206 N LAKE PARK BLVD UNIT G	Balance	\$9.74

Annual Write-Offs of Outstanding Accounts Receivables

Account Num	Service Address	Acct Status	Balance
005-0001200-2	1601 BERTRAM DRIVE	Balance	\$268.02
005-0004712-1	703 ELTON AVE UNIT 2	InActive	\$188.28
005-0004785-7	805 B BLANCHE AVENUE	Balance	\$109.17
005-0005875-2	913 COLONIAL CIRCLE	Balance	\$63.48
005-0011575-5	203 HAMLET AVENUE	Balance	\$26.09
005-1018107-1	1018 N LAKE PARK BLVD - UNIT 107	Balance	\$209.10
006-0000090-9	305 A S 3RD ST.	Balance	\$434.72
006-0000130-2	306 FAYETTEVILLE AVENUE	Balance	\$42.91
006-0000512-8	219 ATLANTA AVE UNIT 1B	Balance	\$82.18
006-0000810-1	512 CLARENDON BLVD.	Balance	\$173.94
006-0001405-4	800 S 3RD ST.	Balance	\$67.40
006-0001685-7	312 SPARTANBURG AVENUE	Balance	\$249.53
006-0001810-6	305 A GREENVILLE AVENUE	Balance	\$43.48
006-0001826-2	405 GREENVILLE AVE	Balance	\$34.78
006-0001832-1	416 B GREENVILLE AVENUE	Balance	\$417.10
006-0001885-2	605 GREENVILLE AVENUE	Balance	\$157.34
007-0000153-7	200 A SPENCER FARLOW	Balance	\$43.48
007-0000276-6	1536 ISLAND MARINA DR.	Balance	\$338.73
007-0000342-5	211 SILVER SLOOP WAY	Balance	\$46.10
007-0000431-4	238 SILVER SLOOP WAY	Balance	\$104.35
007-0001586-9	510 LEWIS DRIVE	Balance	\$176.10
007-0001727-5	209 OAK OUTLOOK WAY	Balance	\$43.48
007-0001960-4	108 SUMMER SALT LANE	Balance	\$159.83
007-0002393-4	102 SUGARLOAF COURT	Balance	\$30.44
008-0001123-1	1231 CROAKER LANE	Balance	\$826.34
008-0002189-8	1414 A BOWFIN LANE	Balance	\$200.89
008-0002551-1	1513 BOWFIN LN	Balance	\$923.61
008-0002988-1	1622 BOWFIN LN	Balance	\$249.10
008-0003031-6	404 B ALABAMA	Balance	\$97.84
008-0003591-8	1408 B SNAPPER LANE	Balance	\$183.07
008-0003730-2	307 B NORTH CAROLINA AVENUE	Balance	\$96.97
008-0004019-6	500 B TENNESSEE AVE	Balance	\$26.09
008-0004024-9	1113 A MACKEREL LANE	Balance	\$14.77
008-0004200-4	505 A TENNESSEE	Balance	\$94.98
008-0006351-8	1608 BONITO LANE	Balance	\$101.74
008-0006526-12	1520 BONITO LANE	Balance	\$427.17
008-0006575-3	1517 BONITO LANE	Balance	\$112.75
008-0007030-2	1216 MACKEREL LANE	Balance	\$20.84
008-0007076-1	1408 MACKEREL LANE	Balance	\$434.80
008-0007403-1	904 SOUTH CAROLINA AVE	Balance	\$57.92
008-0008910-2	1315 SEARAY LANE - DOMESTIC AND IRRIGATION	Balance	\$43.97
008-0009100-2	1407 SPOT LANE	Balance	\$14.78
008-0009350-5	502 OCEAN BLVD	Balance	\$113.05
008-0015061-2	1313 BONITO LN - IRRIGATION	Balance	\$3.85
	Total		\$22,619.43

Joel Macon
Mayor

Lonnie Lashley
Councilman

Bob Lewis
Councilman



Pat Efird
Mayor Pro Tem

Dan Wilcox
Councilman

Timothy Owens
Town Manager

Item 1.

Town of Carolina Beach Policy for Write-Off of Uncollectible Accounts Receivables

Purpose:

This policy's purpose is to establish uniform guidelines for determining delinquent accounts receivable which should be considered as ultimately uncollectible debts and to establish proper authorization for accounting entries to remove such receivables from Town assets. The desired end result is to have a fairly presented valuation of accounts receivable in the Town of Carolina Beaches' financial statements.

Scope:

This policy applies to all accounts receivables of the Town of Carolina Beach excluding special assessments. Write-offs of assessments are governed by state statute.

Criteria:

The Finance Department is responsible for ensuring that all requests for the write off of uncollectible accounts receivable are compliant with this policy. Documentation will be maintained by the Finance Department and will be readily available for audit. Once the list is prepared it is submitted to the Manager for presentation to Town Council for approval at an official meeting, preferably annually.

The Town of Carolina Beach recommends that uncollectible accounts receivable be written off the Town's financial accounting records when all collection procedures allowed by law have been conducted without results or if the Town deems an account receivable to be uncollectible when one or more of the following circumstances exists.

1. Expired statute of limitations: Debt has exceeded three-years or other applicable statutory limitation
2. Bankruptcy: Account has been discharged through bankruptcy court
3. Deceased: Debtor is deceased with no estate
4. Court Refuses Judgment: The debt cannot be substantiated in court
5. Unjustifiable Cost: Amount of uncollectible debt is less than \$50 or the cost of collection would exceed recoverable amount

6. Untraceable: Where customer has provided false identification, left the country, or otherwise cannot be located and/or a correct identity cannot be established

Accounts receivables due from individuals of at least \$50 will be submitted to the Department of Revenue for debt setoff debt proceedings at least once prior to write off. After an accounts receivable (or account) has been written off, continued collection efforts shall supplement G.S. 105A Setoff Debt collection for a period equivalent to the statute of limitations.

Uncollectible accounts receivables will be written off the Town's financial accounting records and no longer be recognized as collectible for financial reporting purposes; however, the legal obligation to pay the debt will still remain. The record of the debt will be retained in the customer information database until the amount owing has been collected. The names of all new customers applying for service with the Town will be researched and any customers found to be owing past due amounts, whether currently outstanding or written off in the past, must remit in full before new service will be established.

Once the list is approved by Town Council the Finance Department will make the necessary adjusting journal entries to write off the uncollectible balance, with notices given to effected departments with regards to future collection of debt by existing customers.

11/15/2011
Policy Adoption Date



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 6/14/2022

SUBJECT: Budget Amendments/Transfers

BACKGROUND:

I have received several budget amendments and/or transfer requests. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendments and/or transfers. I have also attached a copy of the supporting documentation for the appropriations.

Appropriations:

Appropriate \$1,100,000 to revenue account 10-346-000 Occupancy Tax and expense account 10-630-074 Beach Maintenance Capital over \$10,000 to record carryover funds received and used for the purchase of 300+/- acres of real property at Freeman Park.

Appropriate \$13,175 from the Sale of Fixed Asset: \$11,950 to account 10-510-074 Police Capital Over \$10,000 to cover lease payments for Police vehicles and \$1,225 to account 10-510-017 Police M&O Repair-Vehicles to cover expenses for fleet maintenance and repairs.

Transfers:

Transfer \$4,000 from account 10-510-014 Police Travel & Training to account 10-510-017 Police M&O Repair-Vehicles to cover expenses for fleet maintenance and repairs.

Transfer \$11,500; \$2,500 from 10-420-022 Executive M&O Computer Equipment; \$5,000 from 10-430-012 Clerk Printing & Publishing; \$2,000 from 10-430-023 Clerk M&O Software; \$2,000 from 10-430-014 Clerk Travel & Training to account 10-570-046 Parking Professional Service to transfer two year of unpaid citation data from T2 software to IPS software.

Transfer \$17,387 from 10-580-045 Environmental Contract Services to 10-630-046 Beach Maintenance Professional Services to cover unanticipated costs related to Freeman Park management.

Transfer \$705 from 10-420-045 Executive Contract Services to account 10-420-011 Executive Communications to cover expenses for the remainder of the fiscal year.

Transfer \$199,346 from account 10-580-045 Environmental Contract Services to account 10-570-046 Parking Professional Services to cover unexpected expenses related to parking management.

Transfer \$42,268 from account 10-580-045 Environmental Contract Services to account 10-410-046 Legislative Professional Services to cover unplanned legal expenses.

Transfer \$2,750 from account 10-440-036 Finance Bank Charges to account 10-440-045 Finance Contract Services to cover tax collection fees for the remainder of the fiscal year.

Transfer \$179,440.03 from account 27-003-090 Marina Phase III Contingency to 27-003-074 Marina Phase III Capital Over \$10,000 to cover construction and repair costs.

Transfer \$5,000 from account 10-565-017 GF Fleet M&O Vehicles and \$5,000 from account 10-565-021 GF Fleet M&O Tires to account 10-565-030 GF Fleet Gas & Diesel Fuel to cover increase in fuel costs.

Transfer \$2,700 from account 30-811-013 WWC Electric to account 30-813-016 WWC M&O Tires to cover increase in tire costs.

Transfer \$20,000 from account 30-811-026 WWC M&O Material and \$50,000 from account 30-811-013 WWC Electric to account 30-811-045 WWC Contract Services to cover costs of contractors performing utility work.

Transfer \$30,000 from account 30-812-046 Water Professional Services and \$15,000 from Water Chemical & Lab Fees to account 30-813-030 UF Fleet Gas & Diesel Fuel to cover increase in fuel costs.

Transfer \$50,000 from account WWC M&O Street Repairs and \$57,000 from account 30-811-020 WWC M&O Infrastructure to account 30-812-026 Water M&O Infrastructure to cover costs of materials for water system meters, brass components and MTU's.

Transfer \$2,000 from account 30-811-016 WWC M&O Equip to account 30-810-033 WWTP Supplies to cover increase in daily supplies cost.

Transfer \$24,000 from account 30-812-015 WWC M&O Buildings to account 30-810-047 WWTP Plant Renovations to cover increase cost in planned plant repairs.

Transfer \$15,000 from account 30-811-016 WWC M&O Equip to account 30-810-032 WWTP Chemical & Lab Fees to cover additional chlorine and sulfur dioxide.

Transfer \$10,500 from account 30-811-014 WWC Travel & Training to account 30-813-016 UF Fleet M&O Equip to cover increase repair costs.

Annual Transfer:

A journal entry has been prepared for the annual budgeted transfer from the Utility Fund to the General Fund in the amount of \$400,000.

ACTION REQUESTED:

Approve the budget amendments and/or transfers as presented by the Finance Director.

Invoice Date	Invoice Number	Invoice Description	Invoice Amount
04/08/2022	033122...	ROT FUNDS APPROVED 033122 FOR FREEMAN PARK GL-40090500 - 790030	\$1,100,000.00

BCH 74

10-630-074

ROT Funds for PP purchase

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
9691	TOWN OF CAROLINA BEACH	00123370	04/13/2022	\$1,100,000.00

Wilmington and Beaches Convention & Visitors Bureau

Vendor Number: 9691
 Check Date: 04/13/2022
 Check Number: 00123370
 BB & T: 66-112/531

VOID 90 DAYS FROM DATE OF ISSUE

\$1,100,000.00

Pay *One Million One Hundred Thousand Dollars and 00 Cents*

To the Order Of TOWN OF CAROLINA BEACH
 1121 N LAKE PARK BLVD
 CAROLINA BEACH, NC 28428

Kim Whigham
 Authorized Signature MP

THIS CHECK IS PRINTED WITH A COLOR BACKGROUND. VOID PASTED OVER. MICRO-PRINTING AND AN ARTIFICIAL WATERMARK ARE VISIBLE ON THE BACK.

PROVISION FOR THE PAYMENT OF THIS CHECK HAS BEEN MADE BY AN APPROPRIATION DULY MADE OR BONDS OR NOTES DULY AUTHORIZED PURSUANT TO THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.



CAROLINA BEACH POLICE DEPARTMENT

1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2540
Fax: (910) 458-2988



Item 2.

TO: Debbie Hall, Finance Director
Bruce Oakley, Town Manager

FROM: Chief C.V. Ward *C. V. Ward*

DATE: June 6, 2022

RE: Budget Transfer Request

On March 3, 2022, the Police Department sold two vehicles at auction. Checks totaling \$13,175 were deposited into the surplus account, 10-383-000. I would like to request that \$13,175 be transferred as follows:

\$11,950.00

From 10-383-000 Surplus
To 10-510-074 Capital Projects – to cover current budget deficit and payments for May/June for currently leased vehicles

\$1,225.00

From 10-383-000 Surplus
To 10-510-017 Maintenance & Repair - Vehicles – to cover expenses for fleet maintenance and repairs

In addition, I would like to request an additional budget transfer of:

\$4,000.00

From 10-510-014 Training
To 10-510-017 Maintenance & Repair - Vehicles – to cover expenses for fleet maintenance and repairs

Thank you for your consideration.

From: Sheila Nicholson
Sent: Thursday, May 12, 2022 2:57 PM
To: Debbie Hall
Cc: Bruce Oakley; Kim Ward
Subject: Budget Transfer Request to pay for export of outstanding citations from T2 to IPS

Debbie,
Please transfer monies from accounts below to 10-570-04~~8~~⁶:

- 10-420-022 \$2,500
- 10-430-012 \$5,000
- 10-430-023 \$2,000
- 10-430-014 \$2,000

These funds will cover the cost of \$11,500 to transfer two (2) years of unpaid citations from T2 software to IPS software.

If you have any questions, just let me know.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

DISCLAIMER:

E-mail correspondence to and from this address may be confidential and/or subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 3:36 PM
To: Debbie Hall
Cc: Bruce Oakley; Brian Stanberry; Ed Parvin
Subject: Budget Transfer Request-10-630-046 Freeman Park management fees

Debbie,
Please transfer \$17,387.00 from 10-580-045 to 10-630-046 to cover unanticipated costs related to FY 21/22 Freeman Park management including new contractor set up expenses, software fees, and increased monthly management rates. If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 2:47 PM
To: Debbie Hall
Cc: Bruce Oakley
Subject: Budget Transfer Request to cover year end shortages 10-420-011

Debbie,
Please transfer \$705.00 from 10-420-045 to 10-420-011 to cover expenses for remainder of FY 21/22. If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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From: Sheila Nicholson
Sent: Tuesday, May 24, 2022 3:44 PM
To: Debbie Hall
Cc: Bruce Oakley; Brian Stanberry; Ed Parvin
Subject: REVISED-FW: Budget Transfer Request-10-570-046 (Parking Contract fees)

Debbie,
We discovered that the first invoice from IPS, #68527 for, for permits sold in January '22, was never paid. Therefore, I must revise my original request for a transfer of funds and ask that \$199,346 be transferred from 10-580-045 to 10-570-046. This new total includes the amount for the unpaid invoice. If you have any questions, please let me know.

Thanks!

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 3:26 PM
To: Debbie Hall <debbie.hall@carolinabeach.org>
Cc: Bruce Oakley <Bruce.Oakley@carolinabeach.org>; Brian Stanberry <brian.stanberry@carolinabeach.org>; Ed Parvin <ed.parvin@carolinabeach.org>
Subject: Budget Transfer Request-10-570-046 (Parking Contract fees)

Debbie,
Please transfer \$195,592.00 from 10-580-045 to 10-570-046 to cover unexpected expenses related to FY 21/22 parking management fees including new contractor startup costs, equipment purchases, permit/citation software setup and licensing fees, and increased monthly management costs.

If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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From: Sheila Nicholson
Sent: Wednesday, May 18, 2022 4:40 PM
To: Debbie Hall
Subject: Budget Transfer Request-10-410-046-legal fees

Debbie,
Please transfer \$42,268.00 from 10-580-045 to 10-410-046 to cover unplanned legal expenses for FY 21/22. If you have any questions, please let me know.

Thank you,

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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From: Sheila Nicholson
Sent: Wednesday, May 25, 2022 5:04 PM
To: Debbie Hall
Cc: Bruce Oakley
Subject: Budget transfer request 27-003-074-Marina repairs

Please transfer \$179,440.03 from 27-003-090 to 27-003-074 to cover the cost/contract price to make marina repairs per contract with Evans and Sons Contracting.

Please let me k now if you have any questions.

Thank you!

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 10,000

From: 10-565-017 (Maint and Repair Vehicles) \$5,000

10-565-021 (maint and Repair Tires) \$5,000

To: 10-565-030 (^{fleet}WWC - Gas and Diesel)

Explanation: To cover the increase in fuel charges

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 2,700

From: 30-811-013 (WWC Electric)

To: 30-813-016 (WWC – (Maint and Repair Tires))

Explanation: Additional budget needed to cover (increase) in Tire costs

Mark Meyer

A handwritten signature in black ink, appearing to read "Mark Meyer", with a long horizontal line extending to the right.

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 70,000

From: 30-811-026 (WWC – Maint and Repair Material) \$20,000

30-811-013 (WWC Electric) \$50,000

To: 30-811-045 (WWC Contract Services)

Explanation: Additional budget needed to cover (increase) in costs contractors doing utility work.

Mark Meyer

Director of Public Utilities, Town of Carolina Beach

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay Healy
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 45,000

From: 30-812-046 (Water Professional Services) \$30,000

30-812-032 (Water Chemical and Lab Fees) \$15,000

To: 30-813-030 (Fleet Fuel)

Explanation: Additional budget needed to cover (increase) in Fuel costs

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Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 107,000

From: 30-811-019 (WWC Maint and Repair Streets) \$50,000

30-811-020 (WWC Maint and Repair Infrastructure) 57,000

To: 30-812-026 (^{Water}~~WWC~~ – Maint and Repair Infrastructure)

Explanation: Additional budget needed to cover (increase) in costs of Materials for water system Meters, Brass components and MTU’S and everything else.

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Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 2,000

From: 30-811-016 (WWC – Maint and Repair Equip)

To: 30-810-033 (WWT supplies)

Explanation: Additional budget needed to cover daily supplies (increase)

Mark Meyer

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Director of Public Utilities, Town of Carolina Beach

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1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 24,000

From: 30-812-015 (WWC – Maint and Repair Buildings)

To: 30-810-⁰⁴⁷~~033~~ (WWT Plant Renovations)

Explanation: Additional budget needed to cover (increase) in costs planned repairs to plant

Mark Meyer

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Council Member



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Town Manager

TOWN OF CAROLINA BEACH
1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 15,000

From: 30-811-016 (WWC – Maint and Repair Equip)

To: 30-810-032 (WWT Chemical and Lab fees)

Explanation: Additional budget needed to cover chlorine and sulfur dioxide

Mark Meyer

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1121 N. Lake Park Boulevard
Carolina Beach, North Carolina 28428

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: June 2, 2022

Budget transfer amount: \$ 10,500

From: 30-811-014 (WWC Travel and Training)

To: 30-813-016 (WWC – Maint and Repair Equipment)

Explanation: Additional budget needed to cover (increase) in Equipment costs

Mark Meyer

A handwritten signature in black ink, appearing to read 'Mark Meyer', with a long horizontal line extending to the right.

Director of Public Utilities, Town of Carolina Beach

GENERAL JOURNAL ENTRIES

JE#	Date	DESCRIPTION	GL #	DEBIT	CREDIT
65	6/14/2022	Record Annual Transfer from W/S fund to the	10-101-001	400,000.00	
		General Fund	10-397-003		400,000.00
			30-800-080	400,000.00	
			30-101-001		400,000.00
		Total		800,000.00	800,000.00

GL Budget vs Actual

Fund Or Attrib / Type		Dept Desc	Diap Acct	Budget	Enc Amt	YTD	Variance
10 General Fund Revenues			10-359-000 Refuse Collection Fees	\$1,804,229.00	\$0.00	\$1,734,294.33	(\$69,934.67)
10 General Fund Revenues			10-370-000 Freeman Park Citations	\$5,000.00	\$0.00	\$1,511.68	(\$3,488.32)
10 General Fund Revenues			10-371-000 Freeman Prk Annual Fee	\$439,981.00	\$0.00	\$382,696.93	(\$57,284.07)
10 General Fund Revenues			10-372-000 Freeman Prk Daily Fee	\$505,305.00	\$0.00	\$318,521.75	(\$186,783.25)
10 General Fund Revenues			10-373-000 Freeman Park Camping Fees	\$48,818.00	\$0.00	\$77,750.25	\$28,932.25
10 General Fund Revenues			10-380-001 Carolina Beach Market	\$12,512.00	\$0.00	\$23,875.00	\$11,363.00
10 General Fund Revenues			10-380-002 Events	\$3,000.00	\$0.00	\$5,735.00	\$2,735.00
10 General Fund Revenues			10-383-000 Sale of Fixed Assets	\$1,000.00	\$0.00	\$36,935.71	\$35,935.71
10 General Fund Revenues			10-387-000 Grant- Police Body Cameras	\$24,500.00	\$0.00	\$0.00	(\$24,500.00)
10 General Fund Revenues			10-387-010 Grant - Recycling Receipts	\$0.00	\$0.00	\$12,150.00	\$12,150.00
10 General Fund Revenues			10-387-020 ABC Law Enforcement Grant	\$0.00	\$0.00	\$50,000.00	\$50,000.00
10 General Fund Revenues			10-395-000 Interest on Assessments	\$3,000.00	\$0.00	\$1,227.62	(\$1,772.38)
10 General Fund Revenues			10-396-003 Donations - Boardwalk Fish Tiles/Benches	\$5,500.00	\$0.00	\$12,000.00	\$6,500.00
10 General Fund Revenues			10-397-000 T/F from other fund	\$0.00	\$0.00	\$260.00	\$260.00
10 General Fund Revenues			10-397-002 Parks & Rec. Fees	\$200,000.00	\$0.00	\$215,885.65	\$15,885.65
10 General Fund Revenues			10-397-003 Reimbursement from W&S Fund	\$400,000.00	\$0.00	\$0.00	(\$400,000.00)
10 General Fund Revenues			10-399-000 Appropriated Fund Balance	\$3,216,734.53	\$0.00	\$0.00	(\$3,216,734.53)
10 General Fund Revenues			10-399-002 APP FUND BAL-POWELL BILL	\$17,654.00	\$0.00	\$0.00	(\$17,654.00)
				\$19,770,918.53	\$0.00	\$17,875,775.31	(\$1,895,143.22)
				\$19,770,918.53	\$0.00	\$17,875,775.31	(\$1,895,143.22)

GL Budget vs Actual

Fund Or Attrib / Type		Dept Desc	Diap Acct	Budget	Enc Amt	YTD	Variance
30 Utilities Fund Expenses	W&S Administrative		30-800-003 Overtime Pay	\$9,566.00	\$0.00	\$2,856.11	\$6,709.89
30 Utilities Fund Expenses	W&S Administrative		30-800-004 C.O.L.A./Merit	\$805.27	\$0.00	\$0.00	\$805.27
30 Utilities Fund Expenses	W&S Administrative		30-800-005 FICA Taxes	\$24,732.00	\$0.00	\$23,382.21	\$1,349.79
30 Utilities Fund Expenses	W&S Administrative		30-800-006 Medical Insurance	\$46,692.00	\$0.00	\$41,688.40	\$5,003.60
30 Utilities Fund Expenses	W&S Administrative		30-800-007 Retirement	\$36,694.00	\$0.00	\$34,976.87	\$1,717.13
30 Utilities Fund Expenses	W&S Administrative		30-800-009 Workmans Compensation	\$2,950.00	\$0.00	\$2,950.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-011 Communications-Phone/Cell/Data	\$3,000.00	\$172.00	\$1,856.30	\$971.70
30 Utilities Fund Expenses	W&S Administrative		30-800-012 Printing & Publishing	\$2,500.00	\$675.00	\$1,217.30	\$607.70
30 Utilities Fund Expenses	W&S Administrative		30-800-014 Travel & Training	\$9,000.00	\$0.00	\$2,031.66	\$6,968.34
30 Utilities Fund Expenses	W&S Administrative		30-800-016 Maintenance & Repair - Equipment	\$5,000.00	\$0.00	\$105.00	\$4,895.00
30 Utilities Fund Expenses	W&S Administrative		30-800-023 Maintenance & Repair - Software	\$1,900.00	\$0.00	\$0.00	\$1,900.00
30 Utilities Fund Expenses	W&S Administrative		30-800-024 Uniforms	\$4,250.00	\$65.50	\$592.40	\$3,592.10
30 Utilities Fund Expenses	W&S Administrative		30-800-025 401K Match Program	\$9,699.00	\$0.00	\$6,806.08	\$2,892.92
30 Utilities Fund Expenses	W&S Administrative		30-800-033 Supplies	\$12,000.00	\$400.00	\$6,851.73	\$4,748.27
30 Utilities Fund Expenses	W&S Administrative		30-800-037 On-Line Credit Check	\$2,500.00	\$220.00	\$873.72	\$1,406.28
30 Utilities Fund Expenses	W&S Administrative		30-800-045 Contract Services	\$23,220.00	\$208.08	\$12,268.36	\$10,743.56
30 Utilities Fund Expenses	W&S Administrative		30-800-046 Professional Services	\$14,500.00	\$0.00	\$14,500.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-049 Postage	\$43,250.00	\$0.00	\$20,783.57	\$22,466.43
30 Utilities Fund Expenses	W&S Administrative		30-800-053 Dues & Subscriptions	\$650.00	\$0.00	\$394.00	\$256.00
30 Utilities Fund Expenses	W&S Administrative		30-800-057 Miscellaneous	\$300,000.00	\$0.00	\$300,000.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-059 Longevity Pay Plan	\$1,150.00	\$0.00	\$1,150.00	\$0.00
30 Utilities Fund Expenses	W&S Administrative		30-800-090 Reimbursement to General Fund	\$400,000.00	\$0.00	\$0.00	\$400,000.00



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Meeting 6/14/2022

SUBJECT: Approval of Council Meeting Minutes from April 26, May 3, 10, and 24, 2022

BACKGROUND:

Attached are the meeting minutes from April 26, May 3, 10, and 24, 2022.

ACTION REQUESTED:

Review and consider approving under the consent agenda.

CAROLINA BEACH

Town Council Workshop

Tuesday, April 26, 2022 - 9:00 AM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 9:00 AM.

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Town Clerk Kim Ward

Town Attorney Noel Fox

DISCUSSION ITEMS

1. Parking Update by Pivot Parking

Scott Diggs and Tina Reid of Pivot Parking gave an update on the 2022 season. Pivot has been working with the Town since November 1.

Ms. Reid gave an overview of the transition period, which included updates on Parkeon pay stations, MacKay Meters, and Text2Park. She said Pivot did an inventory of equipment early in the process. New sign designs were also implemented to give more clarity of rules and payment options, and Pivot has gotten positive feedback about this, Ms. Reid said.

Operational updates included information about the new online permit system, new citation platform, re-entry decals, staff uniforms, and signage painting.

Revenue summary and data focused on Freeman Park camping and annual sales, pay stations, Text2Park, citations, meters, and residential sales. Since November, March has been the biggest month for Freeman Parking camping in terms of number of reservations (209) and revenue (\$20,015). Freeman Park early bird sales were up from 2021 to 2022, but annual sales outside of the early bird period were down in 2022. Ms. Reid said this was due to the early bird cutoff in early March this year. From December to March, the total number of Freeman Park annual passes sold was 3,104, generating \$356,463.44.

Daily pay station revenue for Freeman Park was \$33,678 for November through March. During the month of March, other revenue was as follows:

- Beach access/lots pay stations: \$35,310
- Text2Park: \$76,855.25
- Paid citations: \$22,450
- Meters: \$16,180.65

Total parking revenue is up from \$79,245.12 in March 2021 to \$128,345.90 in March 2022. The March 2022 average revenue per space is \$218.63.

Residential revenue for February and March 2022 was as follows:

- Residential permits: \$188,980
- Golf cart permits: \$31,360
- Low-speed vehicle (LSV) residential permits: \$15,740 (LSV non-residential permits: \$4,140)
- Business/employee permits: \$14,300

Citation data for March 2022 was as follows:

- Warning citations: 635 (issued during the first week of the season)
- Written citations: 631 (issued beginning March 9)
- Citations paid: 211
- Residential parkers in public spaces: 223

Ms. Reid also reviewed 2022 season start modifications, issues, and corrections. She detailed some of the glitches that occurred at the beginning of the season with pay stations, meters, and data entry for permits.

Space modifications for 2022 were as follows:

- 30-minute free spaces added to encourage quick in-and-out patronage at businesses
- Updating golf-cart-only space painting along Cape Fear Boulevard
- Removal of old Duncan meters and installing Text2Park decals

Ms. Reid said the Town added 73 parking spaces for a total of 1,235, including 34 handicap spaces and 41 golf cart spaces.

Mayor Pro Tem Healy asked if the Town is looking for more handicap spaces. Town Manager Bruce Oakley said there will be an upcoming workshop to discuss an accessibility plan for the Town.

Council Member Benson asked what reducing the citation fine from \$100 to \$50 would do to Pivot's commission. Ms. Reid said they would have to run the numbers, but this move could affect the commission. She said \$100 is a steep fine but usually results in a change of behavior and future compliance.

Mayor Barbee praised Pivot's work and said these efforts are why the Town changed parking companies. He said the data allows Council to have a clearer understanding of metrics, resulting in better management.

Mayor Pro Tem Healy also commended Pivot for a thorough presentation.

Council Member Hoffer asked if every meter has a two-hour limit. Ms. Reid said yes. Mayor Barbee asked Ms. Reid to check to be sure every meter has a sign on the actual display indicating this. Council Member Hoffer said he is concerned about residents with permits who are not feeding the meters and therefore not interfacing with the display.

Council Member LeCompte asked about free handicap parking. She said the Americans with Disabilities Act (ADA) does not require free handicap parking, but Council decided to offer this for those with a handicap placard parking in a designated handicap space. She said language on the website may imply there is free handicap parking in any metered space. Mr. Oakley said he will get this clarified.

2. Canal Drive Presentation by Staff

This item was removed from the agenda.

3. Budget Presentations

Staff presented department budget highlights to Council.

Mr. Oakley began with an overview of the departmental breakdown for 2022/2023. He said what he is presenting includes a 7% cost-of-living adjustment (COLA) for staff, but since development of this draft neighboring local government entities have implemented larger staff increases. Mr. Oakley said one of the goals in the Town's strategic plan is recruitment/retention, so he would like Council to consider a tiered COLA system for staff: 8% for department heads, 9% for mid-grade staff, and 10% for lower-paid employees. He said he is requesting that Council act quickly on this to ensure the Town doesn't lose employees.

Mayor Barbee said he would rather approve this with the budget but is worried that waiting could result in two months of other organizations poaching Town employees.

Council Member Hoffer said he would like to focus on salary increases for lower-paid employees first.

Mr. Oakley presented the proposed Executive/Marina and Legislative 2022/2023 budgets.

Executive/Marina

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$594,881	\$654,991	\$777,141	+\$122,150
Maintenance & Operations	\$685,794	\$656,592	\$714,463	+\$57,871
Capital Outlay	\$20,000	\$14,000	\$14,000	\$0
Total Budget	\$1,290,675	\$1,325,583	\$1,505,604	+\$180,021

Highlights

- Personnel & Benefits includes addition of Communications Coordinator position, COLA, and cost of benefits for all staff
- Travel and training resume for staff
- Increases in cost of general Maintenance & Operations line items
- Purchase boat for marina/mooring field management

2022/2023 initiatives: Executive

- Hire Communications Coordinator
- Explore alternative IT support options

2022/2023 initiatives: Marina

- Purchase boat for marina/mooring field management

Legislative

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$95,794	\$95,801	\$96,971	+\$1,170
Maintenance & Operations	\$166,405	\$347,077	\$232,314	-\$114,763
Capital Outlay	\$0	\$0	\$7,000	+\$7,000
Total Budget	\$262,199	\$442,878	\$336,285	-\$106,593

Highlights/Cost

- Relocate A/V equipment outside of Council Chambers: \$7,000
- Removed contingency line item from FY 2021/2022: \$115,000

Mr. Oakley said there will be another budget workshop next week, where he will provide revenue projections with total requests. He said there will be a budget open house on May 3.

Finance Director Debbie Hall presented the proposed Finance and Debt Service 2022/2023 budgets. She began by reviewing an organizational task chart that showed a request for a new Finance & Budget Analyst position. Ms. Hall said this role would help alleviate some of the burden regarding tracking of American Rescue Plan projects and be part of a succession plan for when Ms. Hall retires.

Finance

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel	\$273,882	\$293,393	\$423,083	+\$129,690
Maintenance & Operations	\$126,815	\$116,075	\$130,827	+\$14,752
Capital Outlay	-	-	-	-
Total Budget	\$400,697	\$400,698	\$553,910	\$144,442

Takeaway points

- Requesting new Finance & Budget Analyst position
 - Wages and benefits for new position: \$100,087
 - Desk and supplies for new position: \$1,500
- \$10,000 increase for New Hanover tax collection fees due to new property values and growth

- 7% COLA

Mayor Barbee said the conversation about the need for a Finance & Budget Analyst position has been going on for years. He said he doesn't like adding it but thinks it's necessary for Council to bite the bullet at some point.

Debt Service General Fund

	FY 20/21	FY 21/22	FY 22/23	Change
Total	\$861,961	\$864,572	\$1,323,212	+\$458,640

Takeaway points

- Freeman Park Loan 4/11/22 (\$7,000,000/10 years): \$399,750 (Ms. Hall said the Town is hoping for grants to do away with this debt.)
- Two new loans requested in FY 2022/2023
 - Rescue fire apparatus (\$638,810/10 years): \$73,557
 - F-450 (\$189,000/5 years): \$40,776 (replaces Hummer and 5-ton)

Mayor Barbee asked about a scenario in which the Town doesn't get the grant for Freeman Park. Ms. Hall said in this case, the Town would use the Sand Fund and not the General Fund for those debt service payments.

Debt Service Utility Fund

	FY 20/21	FY 21/22	FY 22/23	Change
Total	\$2,580,229	\$2,525,699	\$2,515,328	-\$10,371

Takeaway points

- Net changes due to decrease in revenue bond debt service for FY 2022/2023
- No new request for debt for FY 2022/2023

Town Clerk Kim Ward presented the proposed Clerk 2022/2023 budget.

Clerk

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$106,707	\$110,562	\$127,561	+\$16,999
Maintenance & Operations	\$52,545	\$51,555	\$51,555	\$0
Capital Outlay	\$0	\$0	\$0	-
Total Budget	\$159,252	\$162,117	\$179,116	+\$16,999

Highlights/Cost

- Personnel & Benefits includes 7% COLA and increase in cost of benefits: \$16,999

Mayor Barbee asked if the proposed Communications Coordinator position would act as a backup for Ms. Ward, who has no assistant, unlike many other neighboring municipalities. Mr. Oakley said the proposed Human Resources administrative position may assist Ms. Ward with clerical duties and the proposed Communications Coordinator position may help with running cameras for meetings.

Human Resources Director Holly Brooks presented the proposed Human Resources 2022/2023 budget.

Human Resources & Retirees

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits/Retirees	\$384,626	\$396,050	\$470,083	+8.4%
Maintenance & Operations	\$133,350	\$159,670	\$174,228	+9.2%
Capital Outlay	\$0	\$0	\$0	-
Total Budget	\$517,976	\$555,720	\$644,311	+8.6%

Highlights/Cost

- Add administrative staff member/Personnel & Benefits + Maintenance & Operations: \$70,322
- Retiree insurance for 30+ retirees: \$171,000

Ms. Brooks said during the last payday, Human Resources ran 139 checks. She said the department will onboard another 50 employees within the next 30 days and serves as the contact point for all retirees who have questions about benefits. Ms. Brooks said the two existing employees need help and that there has not been an addition to the department's staff in 15 to 20 years. She said the proposed administrative position could also fill in for the Town Clerk and Front Desk Receptionist.

Planning Director Jeremy Hardison presented the proposed Planning & Development 2022/2023 budget.

Planning & Development

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$576,765	\$576,300	\$608,903	\$664,273	+9%
Maintenance & Ops	\$52,935	\$43,425	\$67,800	\$134,850	+98.8%
Capital Outlay	\$27,000	\$0	\$8,800	\$0	-100%
Total Budget	\$656,700	\$619,725	\$685,503	\$799,123	+16.5%

Maintenance & Operations/Cost

- Unified Development Ordinance (UDO): \$70,000
- Configuration Financial Management System (FMS)/Cityworks: \$20,000

Mr. Hardison said to soften the cost of the two proposed big-ticket Maintenance & Operations items, he has made reductions in other areas, such as no capital outlay expenses, including requests for vehicles. He said the last rewrite of the UDO was 22 years ago, so a review to determine if this is meeting the needs of how the Town lives and works today is important. Mr. Hardison said the purpose of the integration between the FMS and Cityworks is to ensure they are talking to each other to maximize efficiency. He said billing staff is now manually entering building permit information, and 804 permits were issued in 2021. The integration would eliminate this.

Parks and Recreation Director Eric Jelinski presented the proposed Parks and Recreation 2022/2023 budget.

Parks and Recreation

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$492,276	\$558,979	\$599,887	+7.1%
Maintenance & Operations	\$323,875	\$474,870	\$533,615	+11.65%
Capital Outlay	\$20,000	\$183,800	\$205,000	+11.34%
Total Budget	\$836,151	\$1,217,649	\$1,338,502	+9.46%

Highlights/Cost

Fireworks, music, Family Night, and Christmas by the Sea – room occupancy tax (ROT): \$181,000

Parks, Recreation and Open Space Master Plan: \$25,000

Remaining payment on Mike Chappell Park restroom: \$205,000 (capital outlay)

Mr. Jelinski said the Maintenance & Operations increases are mostly from the ROT programs, especially fireworks, which are now \$4,000 per weekly show instead of \$2,750. He said the cost of the Fourth of July fireworks also went up by about 35%.

Mr. Jelinski said Parks and Recreation is a revenue generator for the Town and will bring in about \$300,000 vs. \$60,000 when he started nine years ago.

2022/2023 initiatives

- Update the Parks and Recreation Master Plan
- Complete new restroom at Mike Chappell Park
Construct playground and restroom at Lake Park (total grant funding of \$1,175,000 with no Town match)

Mayor Pro Tem Healy noted that Parks and Recreation has taken on more responsibility while keeping staffing at the same level. He asked why the department is not asking for another person. Mr. Jelinski said Parks and Recreation is operating with five full-time employees, but one is retiring. He said although seasonal staff has been increased, it is becoming a challenge. Mr. Jelinski said the community always steps up, so there are a lot of volunteers.

Police Chief Vic Ward presented the proposed Police Department 2022/2023 budgets.

Police Department (510)

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$2,368,433	\$2,542,874	\$2,762,620	+8.64%
Maintenance & Operations	\$312,426	\$388,427	\$487,824	+25.59%
Capital Outlay	\$54,195	\$10,000	\$18,000	+80%
Total Budget	\$2,735,054	\$2,941,301	\$3,268,444	+11.12%

Highlights/Cost

- Equipment and upfit for two new vehicles, including K9: \$18,000
- Technology upgrade phasing (in-car computers, radios): \$40,000
- Rapid Response Unit phasing (annually for 3 years): \$25,000

- Equipment for implementation of selective traffic enforcement program (grant funding): \$50,000

Police Department (630) (beach budget)

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$295,735	\$304,180	\$326,249	+7.26%
Maintenance & Operations	\$0	\$0	\$0	-
Capital Outlay	\$0	\$25,000	\$0	-100%
Total Budget	\$295,735	\$329,180	\$326,249	-0.89%

2022/2023 initiatives

- Recruiting, staffing, retention
 - Overall grade and salary increases
 - Sign-on bonuses for experience
 - Educational incentives
 - Shift differential
 - Overtime pay for special projects (CB AIDE, selective traffic enforcement, community policing initiatives)

Chief Ward said compensation is his top priority because of competition with other agencies. He said he is not seeking a raise for himself but wants to offer an incentive for young people to make a career out of working for the Town and be part of the community.

Council Member Benson said employee retention is critical.

Council Member LeCompte said the Town has lost out on recruiting seasoned officers over a few thousand dollars.

Public Works Director Brian Stanberry presented the proposed Public Works 2022/2023 budgets.

Environmental

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel	\$716,237	\$857,718	\$875,338	+\$17,620
Maintenance & Operations	\$2,468,559	\$2,778,426	\$2,867,771	+\$89,345
Capital Outlay	\$40,350	\$63,250	\$3,000	-\$60,250
Total	\$3,225,146	\$3,699,394	\$3,746,109	+\$46,715

Highlights/Cost

- Modifications to Town Hall office space: \$50,000
- Police Department Officer break area modifications: \$10,000
- Spartanburg pedestrian crosswalk: \$20,000
- GFL waste contract (5.6% CPI increase): \$1,964,821

Stormwater

	FY 20/21	FY 21/22	FY 22/23	Change

Personnel	\$527,989	\$613,414	\$659,942	+\$46,528
Maintenance & Operations	\$518,900	\$582,800	\$881,500	+\$298,700
Capital Outlay	\$10,000	\$22,000	\$52,000	+\$30,000
Total	\$1,056,889	\$1,218,214	\$1,593,442	+\$375,228

Highlights

- Starfish street end stormwater: \$75,000
- Saint Joseph pipe replacement: \$80,000
- 104 Alabama Avenue stormwater: \$80,000
- Marina backflow improvement: \$75,000
- 400 block of Monroe Avenue stormwater improvement: \$70,000
- Henniker's Ditch maintenance: \$30,000

Powell Bill

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel	\$0	\$0	\$0	-
Maintenance & Operations	\$183,867	\$185,000	\$863,420	+\$678,420
Capital Outlay	\$0	\$0	\$0	-
Total	\$183,867	\$185,000	\$863,420	+\$678,420

Highlights/Cost

- Annual State Powell Bill allotment: \$213,420
- Powell Bill reserve fund draw: \$550,000
- 2022 paving project based on PCI study: \$700,000
- ADA transitional plan improvements: \$10,000

Beach Maintenance

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel	\$297,735	\$304,180	\$326,249	+\$22,069
Maintenance & Operations	\$625,500	\$645,245	\$447,741	-\$197,504
Capital Outlay	\$6,300	\$25,000	\$7,500	-\$17,500
Total	\$927,535	\$954,425	\$781,490	-\$172,935

Highlights/Cost

- Starfish street end water access: \$75,000
- Scotch Bonnet bulkhead \$40,000
- Beach access repairs: \$75,000
- Repair/replacement of dumpsters for Freeman Park: \$25,000
- Inlet dredging payment: \$23,587

Mayor Barbee said Beach Maintenance is not growing its staff despite the season starting earlier and making it difficult to keep up with emptying trash cans, etc. He asked if seasonal staffing would begin earlier and result in increased costs. Mr. Stanberry said no, it's within the operating budget and is just a

matter of scheduling. He said there are three seasonal workers for the Boardwalk area, and the weather is a determining factor for how early the busy season will start.

Public Utilities Director Mark Meyer presented the proposed Public Utilities 2022/2023 budgets.

Public Utilities

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel	\$1,674,465	\$1,752,914	\$1,809,545	+\$56,631
Maintenance & Operations	\$3,420,320	\$3,540,848	\$3,888,345	+\$347,497
Capital Outlay	\$13,000	\$68,000	\$273,500	+\$205,500
Total	\$5,107,785	\$5,361,762	\$5,971,390	+\$609,628

Highlights/Cost

- Increases of materials, chemicals, and services: \$347,497
- Permitting for Phase 1 of water study: \$250,000
- Skid steer: \$23,500

Mr. Meyer said he would love to have more staff and will maybe explore this in the future, but he is trying to stay the course for now. He said the projected cost increase for materials and chemicals in the upcoming year is significant.

Enterprise Fleet

	FY 20/21	FY 21/22	FY 22/23	Change
Maintenance/Repair	\$118,000	\$120,700	\$147,000	+\$26,300
Maintenance/Tires	\$21,000	\$22,000	\$26,000	+\$4,000
Fuel	\$80,000	\$80,000	\$130,000	+\$50,000
Total	\$219,000	\$222,700	\$303,000	+\$80,300

Highlights/Cost

- Increase across the board: \$80,300

General Fleet

	FY 20/21	FY 21/22	FY 22/23	Change
Maintenance/Repair	\$106,750	\$111,750	\$115,750	+\$4,000
Maintenance/Tires	\$19,500	\$19,500	\$19,500	\$0
Fuel	\$100,000	\$140,000	\$200,000	+\$60,000
Total	\$226,250	\$271,250	\$335,250	+\$64,000

Highlights/Cost

- Increase across the board: \$64,000

Proposed projects/cost

Wastewater treatment plant (WWTP) headworks: \$3.3 million

Water expansion (Phase 1): \$8 million (Military Ocean Terminal Sunny Point approval needed)

~~Water extension 7th Street to Dow Road: \$70,000-\$100,000 (next year)~~

~~WWTP drying bed renovation: \$200,000~~ (next year finding better solution)
Possible 2022/2023 replace two package plant lift stations: \$200,000 (looking for other possible financing solutions)

Mayor Barbee said the headworks and water expansion are the most important infrastructure items. He said staff is working on funding options such as grants, but he encouraged both staff and elected officials to be vocal about the Town's need for helping with funding these large projects.

Mr. Oakley asked Council to resume the earlier discussion about staff compensation. He said department heads in all departments are being actively recruited to leave, adding that at some point money will talk. Mr. Oakley is proposing a tiered COLA system for staff: 8% for department heads, 9% for mid-grade staff, and 10% for lower-paid employees.

Mayor Barbee asked what the impact to the current budget would be if Council approved these increases now. Mr. Oakley said it should be OK to start effective June 1. Mayor Barbee said his recommendation is to start the increases for everyone below department heads on June 1 and then implement the COLA for department heads on July 1.

Because the 8% tier may include some higher-wage employees that are not department heads, Mr. Oakley suggested holding off on that entire tier, regardless of department head status, until July 1.

Mayor Pro Tem Healy said lots of surrounding local government entities are doing increases, so this makes sense for retention.

ACTION: Motion that effective June 1, 2022, employees in pay grades 12-17 will receive a 10% pay increase and pay grades 18-26 will receive a 9% increase; staff in pay grades 27 and above will receive an 8% increase effective July 1, 2022

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Council Member LeCompte said everybody is having to increase pay to retain good people, and retention is one of the Town's highest priorities.

4. Discussion on Portable Restrooms

Council discussed adding portable restrooms at certain beach accesses. Council Member Benson said the recent decision at a budget retreat to give staff guidance to pull three portable restrooms had resulted in some negative feedback. He said the large lots in the old Wilmington Beach area – including Tennessee Avenue, Ocean Boulevard, and Texas Avenue – should have services such as parking and restrooms.

Mr. Oakley said the Town can provide these portable restrooms at a cheaper price than a contractor, but it's still a big cost and comes with safety concerns regarding staff maintenance.

Mr. Meyer said portable restrooms are a temporary fix rather than a permanent solution, so he would like to see the Town put money toward permanent fixtures. He said accessibility issues and other hazards create a dangerous scenario for staff maintenance of the portable restrooms that were recently removed.

Mayor Barbee said the Town already has more permanent bathrooms than neighboring beach towns. He said he is unsure what's driving the need for restroom facilities in Wilmington Beach. Mr. Meyer said people going to the beach in that area were used to the portable restrooms that were recently removed.

Mr. Meyer said there could be issues with putting a permanent structure near the dunes, so staff will have to figure out what's possible. He said he is looking at every possible option.

Mayor Barbee said he has concerns that residents will request portable restrooms at every beach access. He said he would like to leave things as they are now following the vote in February to remove the portable restrooms and offered a motion, but Council Member Hoffer and Council Member LeCompte said they were hoping for a discussion and not a vote. Mayor Barbee retracted his motion.

Council Member Hoffer said every decision by Council should make lives easier, cheaper, and less complicated. He said he is still thinking about what would be best in terms of restrooms and wants to ensure whatever is done this summer is easier, cheaper, and less complicated than what was done in summer 2021.

Mayor Pro Tem Healy said the Boardwalk area has a greater need for portable restrooms than other areas being discussed. He said the permanent facility there often has long lines.

Council Member LeCompte said she is not a fan of portable restrooms and would like to seek a permanent solution to the issue. She said the Town should look into what the costs are for putting permanent facilities where the Town offers large parking lots and also take a look at whether the Boardwalk facility is adequate. She said Council should be looking forward and considering sustainability and efficiency.

Mayor Pro Tem Healy said he agrees that Council should look at the long term.

Mayor Barbee said permanent structures are the answer if there is an identified need for portable restrooms in certain areas, but he thinks more research is necessary. He said Council should not change anything now but may start thinking about the process for long-range plans.

5. Discussion on Citizen Advisory Committee Missions

Staff and Council discussed the missions of citizen advisory committees. Mr. Oakley said a recent discussion about the Operations Advisory Committee led to discovery of the need for a review of missions and goals for all committees. This item came before Council earlier this year, and Council directed staff to revise some of the missions and goals and come up with recommendations. Mr.

Oakley presented these recommendations, and Town Attorney Noel Fox explained that most of the proposed changes are clarification of wording to reflect that committees are advisory in nature to Council and not staff. She said committee members' interactions with Town staff should be limited. Mr. Oakley said staff will be reaching out to committees to discuss changes and offer training.

Several Council Members suggested increasing the frequency of reviewing committees and hearing from members. Mayor Barbee said there have been specific issues with the Operations Advisory Committee, such as members launching a Facebook war against Council to try to affect policy. He said he is willing to give the committee another chance with the proposed changes but does not want the same problems to continue every year. Mayor Barbee suggested having an update from one committee at every Council workshop.

6. Resolutions of Support to Apply for N.C. Division of Water Infrastructure Grants

Mr. Hardison presented Resolutions 22-2261 and 22-2262 in support of applying for grants through the N.C. Division of Water Infrastructure. He said approval of these resolutions would authorize Mr. Oakley to apply for funds for water and sewer projects such as the WWTP headworks, and if the Town receives funding the issue will come back before Council.

ACTION: Motion to adopt the resolutions to direct the Town Manager to apply for N.C. Division of Water Infrastructure grants

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

COUNCIL COMMENTS

7. Discuss Agenda Items for May Council Meeting

Council Member Benson asked about the best way to proceed if Council is interested in creating an advisory committee for the recent purchase of Freeman Park. Ms. Fox said there is a grant application pending and the Town should hear back by early fall, so the best time to form a committee would be after news of the grant because if awarded, there could be conditions.

Council Member Hoffer said he thinks Council should start now by considering the vision and makeup of such a committee. Other Council Members said they agreed. Mayor Barbee said Council will need to determine a mission before advertising for committee members and suggested one or two Council Members get together to work on that in the near future. Ms. Fox said this is an appropriate step at this time, and the Council Member or two may report back to the rest of Council with a proposed plan of action and mission statement. Mayor Pro Tem Healy and Council Member Benson will begin this process.

Mayor Barbee asked about the Town's ADA plan. Mr. Oakley said this will be discussed at an upcoming workshop.

Council Member Hoffer said he hopes there will be some news to report after staff meets with the N.C. Department of Transportation (DOT) on May 9. Mr. Oakley said he will report back during his Manager's Update at the May 10 regular meeting. He said he would like to do another open house so the DOT can promote what it's doing and answer questions from citizens.

Mayor Barbee said Council wants to hear any update on the lake dredge.

CLOSED SESSION

8. Closed Session – Personnel

ACTION: Motion to go into closed session to discuss a personnel matter pursuant to North Carolina General Statute 143-318.11(6)

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Mayor Barbee called the meeting back to order.

ACTION: Motion to amend the Town Manager's contract to include the use of a leased vehicle for business and incidental use that will be maintained by the Town.

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

ADJOURNMENT

ACTION: Motion to adjourn

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

The meeting adjourned at 11:45 AM.

CAROLINA BEACH

Town Council Budget Workshop

Tuesday, May 3, 2022 - 9:00 AM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 9:00 AM.

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Town Clerk Kim Ward

BUDGET DISCUSSION

1. Fire Department Budget Presentation and Discussion

Fire Chief Alan Griffin presented the proposed Fire Department and Ocean Rescue 2022/2023 budgets.

Fire

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$1,246,148	\$1,336,714	\$1,707,543	+\$370,829
Maintenance & Operations	\$181,092	\$316,550	\$296,700	-\$19,850
Capital Outlay	\$3,556	\$33,000	\$76,000	+\$43,000
Total Budget	\$1,430,807	\$1,686,264	\$2,080,243	+\$393,979

Highlights/Cost

- Additional three shift personnel, volunteer incentives, and cost of living adjustment (COLA): \$370,829
- Decrease in communications budget: \$19,850
- Self-contained breathing apparatus (SCBA) upgrade and new apparatus equipment: \$43,000

Personnel Need

Call volume steadily increasing

- 1995: 76 calls
- 2005: 515 calls

- 2015: 619 calls
- 2021: 1,029 calls (135 overlapping calls)
- 2022: 20 calls ahead of 2021 (14 overlapping calls)

Proposing going to five personnel

- Engine three personnel
- Ladder truck with two personnel

Future needs

- Engine three personnel
- Ladder truck with three personnel

Mayor Barbee asked Chief Griffin to explain the types of calls the Fire Department services. Chief Griffin said there is a running joke that if 911 can't determine which agency to assign a call to, it goes to the Fire Department. He said in addition to fires and fire alarms, the Fire Department responds to car wrecks, some medical emergencies, water rescues, and hazardous material situations. Chief Griffin said some of his staff recently helped someone load a pet into a vehicle for a trip to the vet.

Chief Griffin said having additional personnel would be important for the Town's Insurance Services Office (ISO) rating. He said the Town is currently a Class 2, which is considered a great achievement for a municipality of this size, so ensuring an optimal level of staff would help solidify this rating and therefore save taxpayers money through better insurance rates.

Council Member LeCompte asked how many volunteers the Fire Department has. Chief Griffin said there are about 15, but many of them have full-time jobs and are limited on the times they are available to respond to calls.

Council Member Hoffer asked where vehicles are in the budget if not in Capital Outlay. Chief Griffin said Finance Director Debbie Hall included these types of items in her previous budget presentation. He said this includes debt service for the building, engines, and boats.

Council Member Hoffer asked for more information about the ISO rating. Chief Griffin said this number can range from Class 1 to Class 10, with Class 1 being the highest rating possible. He said only a small percentage of departments in the state and even the nation achieve a Class 2 or better. Chief Griffin said the Town was previously a Class 5, then a 3, and now a 2, so the rating has continually improved since the mid-2000s. Mayor Pro Tem Healy asked if the Town could ever be a Class 1. Chief Griffin said he would hate to commit to that because it could be hard to maintain, but it's possible. He said the Town is now a strong Class 2.

Ocean Rescue

	FY 20/21	FY 21/22	FY 22/23	Change
Personnel & Benefits	\$413,832	\$439,129	\$539,145	+\$100,016
Maintenance & Operations	\$31,674	\$63,100	\$62,100	-\$1,000
Capital Outlay	\$11,727	\$27,500	\$32,500	+\$5,000
Total Budget	\$457,232	\$529,729	\$633,745	+\$104,016

Highlights/Cost

Payroll increase: \$100,216

Maintain current: \$1,000

Additional radios: \$5,000

Mayor Barbee asked how lifeguard recruiting is going. Chief Griffin said there are now about 40 to 42 lifeguards, which is the bare minimum. He said he is seeing more lifeguards seeking part-time hours than in past, so there will have to be a core group that wants to work a lot or the Town will need to run more trials. Chief Griffin said the Town has struggled with lifeguard recruitment in the past couple of years due to competition from other job opportunities.

Council Member Hoffer asked what the optimal number of lifeguards is. Griffin said the minimum is 40, but if a lot of those are part-time then the number would need to be more like 45.

Council Member Benson asked about flying a drone to look for rip currents. Chief Griffin said this has been done in the past and they are revisiting the program. He said there is still a drone available for use, but this requires a lot more training than in the past so they are working to get some staff back up to speed on that.

2. Budget Discussion

Town Manager Bruce Oakley reviewed the overall initial 2022/2023 budget proposal. He went over upcoming key milestones, including an open house, public hearing, and budget message. Budget adoption is scheduled for June 14.

Council Goals

Infrastructure

- Water engineering report/permitting: \$250,000
- Lake Park retention and stabilization (already funded via grants, with more details coming on at the next Council meeting)
- Wastewater treatment plant (WWTP) headworks (seeking grant from N.C. Division of Water Infrastructure)

Communication

- Now seeking a Communications Coordinator position rather than Public Information Officer (Mr. Oakley said staff has reviewed roles across the state and thinks this title more accurately reflects the overall need the Town has for someone to manage all communications, including social media, press, coordinating with Council and staff, and helping with audio/video needs.)
- Community room enhancements
 - Audio/video upgrades
 - Remodel of Town Hall lobby

Quality of life

- Pedestrian plan

- Focus on family beach
 - Brandy Myers playground and Lake Park improvements (State budget funding)
- Parks and Recreation master plan: \$25,000

Fiscal responsibility

- Fund balance: \$150,000 for contingency fund
- Grants
- Taxes (no increase currently proposed)

Mr. Oakley said the current draft of the budget reflects a shortage of \$105,808 in the General Fund, so staff will need to do further review of expenses. He said a balanced budget is attainable.

Mr. Oakley said the biggest issue is the Utilities Fund, which is short \$918,435 in the current draft of the budget, which includes a 2% rate increase. He said most of this is inflationary, and rates can't keep up. Mr. Oakley said he is looking at various options to help soften that and limit what will need to be transferred from the Utilities Reserve Fund.

Mayor Barbee asked Mr. Oakley to do whatever is possible to minimize the utilities rate increase. He said a 10% increase, which is more like what it would take to balance the Utilities Fund budget without any other options, would be tough for some residents.

Council Member LeCompte said a 10 percent utilities rate increase would be tough for all residents.

Mr. Oakley said if money must be transferred from reserves, the intent would be for this to be a one-time measure that would no longer be necessary when inflation goes back down. He said the Utilities Fund is supposed to operate like a business and fund itself.

Mayor Barbee pointed out that no property tax increase is being proposed. He said this didn't happen by accident and is a result of funding sources such as the parking program. He gave praise to Mr. Oakley, other staff members, and past Council Members, including Steve Shuttleworth, for executing a plan to hold the line on property taxes.

Mayor Barbee said he's not sure what the best route is for the Utilities Fund shortage. He said any increase, especially a double-digit increase, would be bad. Mayor Barbee asked Mr. Oakley to look at all possible sources.

Council Member LeCompte said when department heads have made budget presentations, some of them are showing the difference between the current fiscal year and the proposed next fiscal year as a percentage while others are showing the dollar amount. She said she would like to see both. Council Member LeCompte also said she wants benefits and payroll for proposed new positions broken out as two separate line items.

Council Member Benson asked where the Town is with the U.S. Army Corps of Engineers on resubmitting for the permit to dredge. Mr. Oakley said he should be getting an update this week and will present details at the next Council meeting.

Mayor Pro Tem Healy asked if there will be portable restrooms at Mike Chappell Park during the time between the demolition of the current restroom facility in early June and the completion of the new facility in July. Mr. Oakley said he will get with the Parks and Recreation Department to work out a plan.

COUNCIL COMMENTS

Council Member LeCompte presented the official logo for the Town's centennial celebration.

Council Member Hoffer said due to inflation, the Town should look at making purchases and doing some projects, such as the Ocean Boulevard sidewalk, sooner rather than later. He said money for these items is not going to be worth as much next year.

Mayor Barbee said this logic applies to most of the Town's projects. He said there should be a sense of urgency, and Council and staff should be constantly pushing these endeavors.

Council Member Benson asked about additional parking spaces. He said Pivot Parking had identified 73 additional spots, but he thought that number was going to be 105. Mr. Oakley said some changes were necessary.

Council Member LeCompte asked for clarification about how Pivot Parking arrived at the figure of \$218.63 for the March average revenue per parking space.

Mayor Pro Tem Healy asked about scheduling meeting with the new colonel from Military Ocean Terminal Sunny Point (MOTSU) to begin creating a relationship. He said he is eager to do this soon.

Mayor Pro Tem Healy asked if there is a program for volunteer parking passes. Mr. Oakley said he has been granting these for non-profit organizations via case-by-case request. He said staff is working on a way to handle volunteer passes for fireworks and other activities. Mr. Oakley said the Town has most recently been using a laminated placard that sits on a vehicle's dashboard.

Council Member Hoffer asked what other municipalities the staff uses for comparisons with the Town. Mr. Oakley said while the Town is unique, staff often looks to Oak Island, Emerald Isle, Atlantic Beach, and towns in the Outer Banks. Council Member Hoffer asked if Leland is comparable. Mr. Oakley said there are some key differences, but the Town does look to Leland for ideas. He said the main difference is that Leland has a static population, while the Town's fluctuates widely.

Mayor Barbee said it was difficult to determine a population figure to use for the Town at any given time.

Mayor Barbee said he wanted to apologize to Council Member Benson for being too aggressive during the discussion about portable restrooms at the last workshop.

Council Member LeCompte said she has some interesting research on comparisons with other beach towns that she will share in the future.

Council Member LeCompte asked for an update about the Freeman Park grant. Mr. Oakley said staff met with a representative from the grant organization and gave him a tour of Freeman Park. He said the representative gave feedback and shared that he was optimistic about the Town's chances for some funding.

Council Member LeCompte said she hopes everyone will come to the budget open house later today.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 10:07 AM.

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, May 10, 2022 - 6:00 PM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 6:00 PM, followed by the invocation by Pastor Gayle Tabor of Church at the Boardwalk and Pledge of Allegiance.

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Town Clerk Kim Ward

Town Attorney Noel Fox

ADOPT THE AGENDA

ACTION: Motion to adopt the agenda

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

CONSENT AGENDA

1. Approve Kure Beach and N.C. Aquarium Sewer Rates
2. Budget Amendments/Transfers
3. Approve Resolution 22-2263 Setting a Public Hearing for June 14, 2022, for the Financing Terms of the Second Street Paving Assessment
4. Approve Citizen Advisory Committee Missions
5. Approval of Minutes from March 22 and April 12, 2022

ACTION: Motion to adopt the consent agenda

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

SPECIAL PRESENTATIONS

6. Events Update by Tim Murphy

Tim Murphy, Recreation Programs Superintendent/Community Events Coordinator, reviewed upcoming special events:

- Flock of Food Trucks – May 14 at Carolina Beach Lake
- Surf Dog Experience – May 14 at Pelican Access
- Beach Wrestling Nationals – May 20-21 on the beach strand behind the Boardwalk
- Double Sprint Triathlon – May 22 (Dow Road from Ocean Boulevard to Kure Beach closed 6:00-10:00 AM)
- Fancy Pants Croquet Tournament – May 22 at Mike Chappell Park
- Beach Music Festival – June 4 on the beach strand behind the Boardwalk
- Irreverent Warriors Silkie Hike – June 11 at Good Hops Brewery (start/end)
- Bingo – begins on May 25 at Boardwalk Gazebo
- Fireworks/music – begins on May 27 at Boardwalk Gazebo

Mr. Murphy said Whomporama, which takes places at the Hamlet Avenue beach access, is requesting to use the Boardwalk Gazebo after the event to award prizes, etc. He said organizers are not asking to serve alcohol here.

Council Member Hoffer said this year's Whomporama event is raising money for Friends of CB Parks & Greenways specifically for expansion of the Skate Park.

ACTION: Motion to approve the Whomporama use of the Gazebo

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Council Member Benson asked if there is a rain date for this weekend's events. Mr. Murphy said they are working on this, but for the Flock of Food Trucks it would most likely be in June.

Mayor Pro Tem Healy said 30 teams have already entered the Fancy Pants Croquet Tournament. He asked for specifics about the wrestling event. Mr. Murphy said participants are ages 8-18 from all over the state.

7. Proclamation for Safe Boating Week – May 21-27, 2022

The local United States Power Squadron chapter is asking Council to support National Safe Boating Week by issuing a proclamation recognizing May 21-27, 2022, as Safe Boating Week. Mayor Barbee read Proclamation No. 22-2259. Cape Fear Sail & Power Squadron members Otis White, Mike Cramer, and David Parker addressed Council.

Mayor Barbee reminded everyone that the Carolina Beach Inlet is not in good shape and to use caution until dredging can be done.

Council Member LeCompte said boaters should go around and use Masonboro Inlet until dredging is complete.

8. Proclamation for Tourette Syndrome Awareness

Council Member LeCompte read Proclamation No. 22-2256, which recognizes June 4, 2022, as Tourette Syndrome Awareness Day.

9. Proclamation for Building Safety Month

Mayor Pro Tem Healy read Proclamation No. 22-2260, which recognizes May as Building Safety Month. Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our local code officials, who assure us of safe, sustainable, and affordable buildings that are essential to our prosperity.

10. Proclamation for I Love My State Parks Week

Friends of Pleasure Island State Parks is asking Council to issue a proclamation recognizing May 8-15, 2022, as I Love My State Parks Week. Mayor Barbee read Proclamation No. 22-2264.

ACTION: Motion to approve the four proclamations as read

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

11. Canal Drive Presentation by Staff

Planning Director Jeremy Hardison, Assistant Town Manager Ed Parvin, and Public Works Director Brian Stanberry gave a presentation about Canal Drive. It covered the history of monitoring water levels in the area, planning efforts, and projects now and in the future.

Mr. Stanberry said for the upcoming year, the Town will spend about \$910,000 trying to reduce some of the flooding that happens along Canal Drive. Some of the money from these projects will come from funding sources such as grants, the American Rescue Plan, etc.

Council Members praised staff for their work on this issue. Mayor Barbee said this was the most in-depth presentation he's seen about anything since serving on Council.

Mayor Barbee said a good future workshop item might be getting someone to explain recent changes in flood insurance ratings. He said this would be a good public service because the issue can be confusing.

Mayor Barbee recognized former Council Member Steve Shuttleworth in the audience.

12. Manager's Update

Town Manager Bruce Oakley gave an update on various projects and events. He said the internet connection at Town Hall went down a couple of hours before the meeting, so he praised Town Clerk Kim Ward, Executive Assistant Sheila Nicholson, Mr. Parvin, and Mr. Hardison for getting presentations done at home or with WiFi hotspots.

N.C. Department of Transportation (DOT) Projects

- Lake Park Boulevard Paving – scheduled for 2025
- Dow Road Turn Lane – funded and will start after Labor Day
- Hamlet Avenue Traffic Signal – late summer/fall 2023 due to delays with obtaining poles
- Beautification Project on Snow's Cut Bridge – seeking ideas, such as trees or wildflowers
- Traffic Signals at Cape Fear Boulevard and Harper Avenue – awaiting feedback about timing issues
- Carolina Beach Avenue North Paving – money is allocated and verification forthcoming

Lake Park Project

Engineers have taken surveys and are trying to determine how much fill can be removed and reused. The Town is working with the U.S. Army Corps of Engineers to get an updated permit.

Marina

The first phase (south end) is underway and ahead of schedule; it should be complete by October, if not earlier. Then work will begin on the second phase (east side), which will take longer.

Ocean Boulevard Sidewalk

The Town has funding and is ready to keep moving forward. Staff will look to Council for direction in the future and seek input from the Bike/Pedestrian Committee.

Americans with Disabilities Act (ADA) Plan Open House

This is scheduled for May 17 at 6:00 PM and will cover handicap parking spaces, sidewalk accessibility, etc. The public will have a chance to see proposed changes and make comments.

Beach Mats – Ocean Cure

These will go out on May 22, and Ocean Cure is seeking volunteers.

Weekly Updates

Residents can find most of the items in the Manager's Update and others in the Weekly Updates section of the Town's website.

Council Member Hoffer asked about Spartanburg Avenue. Mr. Oakley said he is waiting for some additional data to justify the request.

Mr. Oakley said DOT representatives have mentioned that Snow's Cut Bridge is approaching 60 years old, so the Town will eventually need to start planning for its replacement.

PUBLIC COMMENT

Lynn Conto of 707 Magnolia Avenue said she wanted to voice opposition to Town support for Wave's RideMICRO virtual stop service. She said she has cost and safety concerns and questions whether it does anything to help tourists or residents.

Bob Ponzoni of 1201 Canal Drive commended staff for a good presentation on Canal Drive. He expressed concerns about possible health issues from flooding and encouraged the Town to look at smaller fixes.

Jaci Ponzoni of 1201 Canal Drive thanked Council and staff for their attention to Canal Drive. She said she is hopeful the problem can be addressed and looks forward to a better future for the area.

Greg Higgins of 1101 Canal Drive said the Canal Drive presentation was informative but did not address long-term issues. He said the only solution is a comprehensive program to raze bulkheads all the way down the basin.

Olin Furr of 440 Oceana Way said he agrees that flooding is an issue on Canal Drive but thinks this should not preclude the need for paving. He said the road is in bad shape.

PUBLIC HEARINGS

13. Public Hearing to Receive Public Input on the 2022/2023 Budget

ACTION: Motion to open the public hearing

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Council Member LeCompte asked if she could read an email from a citizen during the public hearing. Town Attorney Noel Fox said the Town's policy is to not read emails as part of the public hearing, but Council is welcome to read any emails personally and consider them in making decisions. Mayor Barbee said Council did make an exception to this policy for a brief period during the COVID-19 pandemic state of emergency.

Mr. Oakley went over key calendar dates for the budget process, which began in January with a strategic planning retreat and is scheduled to end with budget adoption in June. He presented a draft of a balanced budget for 2022/2023 that reflects increases in spending and revenue. Mr. Oakley said since last week's presentation, he made some cuts to balance the General Fund and implemented adjustments to rates and fees to help balance the Utilities Fund, which will also require a transfer from reserves.

General Fund revenue increases

- Property tax: \$139,000
- Parking: \$842,000
- Sales tax: \$586,000
- Room occupancy tax (ROT): \$167,000

General Fund expenses

- Personnel
 - Communications Coordinator
 - Financial Analyst
 - Human Resources Administrative Support
 - 3 firefighters
- Projects
 - 4.5 miles of paving
- Fund balance addition
 - \$150,000

Mr. Oakley said the current draft of the budget has no proposed property tax increase.

Mr. Oakley said a \$190,000 line item for contract services in the Legislative budget should result in leftover money because the Town has resolved some lawsuits and this should reduce the figure.

Utilities Fund revenues and expenses

- 4% water/sewer rate increase
- Permit fee increases
- Phase 1 of water study
 - Preliminary engineering report – permitting
- Stormwater projects
- \$238,506 transferred from Utilities Fund Balance

Mr. Oakley said the previous shortage for the Utilities Fund is due to inflation. He said it's not fair to pass all of these costs to the public, so the Town is seeking some extra money from new development and will transfer the rest from reserves.

Mayor Barbee asked Mr. Oakley to explain the difference between the General Fund and the Utilities Fund. Mr. Oakley said the General Fund must be covered by taxes and other revenue, but the Utilities Fund should be funded on a pay-as-you-go basis. He said the latter is the only thing in government that should be run like a business as much as possible. Mr. Oakley said there have been major increases in the prices for chemicals and materials.

Council Member LeCompte said she wants detail for the following budget items: \$3.645 million in contract services and \$725,000 for professional services.

Council Member LeCompte expressed concern about the utilities rate increase, especially sewer because it is already twice as much as water. She asked if the Town will look at lowering the minimum charge for sewer or make the rate increase less than 4% for the sewer portion.

Council Member LeCompte asked Mr. Oakley to explain the \$750,000 amount that is paid from the Utilities Fund to the General Fund. Mr. Oakley said this is to reimburse the Town for staff and other resources that are used to operate the Utilities Fund. Council Member LeCompte said this just seems to be a moving around of numbers when you factor in what has to be transferred from reserves for the Utilities Fund shortfall, but Mr. Oakley said these are supposed to be separate accounts that take of themselves.

Council Member Benson asked if additional money, such as leftover funds from the 2016 revenue bonds for the lake, can later help to offset the utilities rate increase. Mr. Oakley said if the Town finds money to result in lowering rates during the course of the fiscal year, rates can be changed.

Council Member Benson said he thought there had been discussion of communications duties being added to an existing position with some increased compensation. Mr. Oakley said his direction was to compile research and make a proposal for a new position. Council Member Hoffer said he also thought the communications role was not quite a full-time position. Mr. Oakley said changing the proposal from a Public Information Officer to a Communications Coordinator would encompass all of the Town's messaging, including work with the CodeRED system, as well as filming of meetings and other technological needs.

Council Member Hoffer said he doesn't think the Town should tinker with minimum charges for utilities. He said many of those paying the minimum are out-of-town people who own condos and other vacation property here, so this move would only help a small amount of people who really need it. Mr. Oakley said the minimum is basically a charge for accessing the system.

Mayor Barbee said he trusts Mr. Oakley's explanation for the need for new staff positions, but he doesn't want the Town to hire people and then realize it can't afford the additions. Mr. Oakley said he is proposing a staggered plan to hire some of the new staff on July 1 and others during the following quarter so the Town can monitor the budget and overall economy and make delays or changes as necessary with Council guidance.

Council Member Hoffer said he is worried about how inflation may affect the budget.

Council Member Benson said he has concerns about the liability of adding more personnel to a staff that has grown significantly in the past nine years.

Mayor Barbee asked if anyone from the public wanted to speak about the proposed budget.

Paul Levy of 1606 Mackerel Lane said the budget information presented via the provided web link was neither informative nor transparent. He said he was happy to hear more detailed information tonight but thinks it should've been provided with the web link. Mr. Levy said he would like to see a more complete explanation of this budget.

No one else requested to speak.

ACTION: Motion to close the public hearing

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Council Member Hoffer said he is still not clear on many aspects of the budget.

Mayor Pro Tem Healy said only three people plus the press showed up for the budget open house on May 3.

Mayor Barbee said staff members put a lot of work into preparing for the open house and what they did is important regardless of attendance.

ITEMS OF BUSINESS

14. Saint Joseph Street Project

On March 24, the Town along with Kimley-Horn held a public input meeting to present an overview of three possible alternatives for a feasible bike path project on Saint Joseph Street. On April 18, Kimley-Horn presented a summary and overview of comments that were received to the Bike/Ped Committee. The committee took a vote and proceeded by drafting a resolution of a recommendation.

Mr. Parvin presented the details and introduced Jonathan Guy of Kimley-Horn, who gave a project overview and next steps. He said 65 residents showed up on March 24, and this resulted in the collection of 22 comment cards. Mr. Guy said safety is the key motivator for residents wanting improvements in the corridor, but he also saw feedback indicating concerns about flooding and speeding. He said of the three alternatives presented, Alternative 3 was preferred among those at the public input meeting.

Mr. Guy said the next steps are as follows:

- Procure design firm for engineering
- Update DOT on project
- Notify public of preferred design option

Several Council Members said they preferred Alternative 3.

Mayor Barbee said safety is the whole purpose of the project.

Council Member LeCompte said she likes the raised pedestrian crosswalks and thinks the Town should do that with every crosswalk.

Council Member Hoffer said this project must get people off the road and needs to focus on calming traffic.

ACTION: Motion to adopt Ordinance No. 22-1175, which will transfer \$114,445 from account 10-410-090 Legislative Contingency to account 41-350-000 General Fund, which is the 20% grant match for Saint Joseph/Lewis Drive bike and pedestrian project, and to approve option number 3 (multi-use path) as recommended by the Bike/Ped Committee and per Kimley-Horn's presentation

Motion made by Council Member Benson

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

15. Bicycle Multi-use Transportation Implementation

Staff is recommending multiple stop signs be modified to be consistent with the vision as described in the Town's long-range bike and pedestrian plans. The Bike/Pedestrian Committee gave a presentation to Council on August 25, 2020, about recommending several modifications to existing stop signs. These modifications will help improve vehicular, bike, and pedestrian movement and safety in the recommended areas.

Mr. Parvin presented the details, including the history of these recommendations.

The recommendations are to amend Sec. 16-205. Schedule B, stop intersections, and Sec. 16-207. Schedule D, through truck/large vehicle streets as follows:

1. Remove the stop signs on 4th Street at the Spartanburg Avenue intersection.
2. Add an all-way stop (three-way stop) on 4th Street and Greenville Avenue.
3. Remove the stop signs on Greenville Avenue at the 5th Street intersection.
4. Remove the stop sign on Clarendon Avenue at the 6th Street intersection.
5. Eliminate Spartanburg Avenue as a truck route.

Council Member LeCompte said it will be necessary to advertise that the four-way stops will be removed because people are used to them. Mr. Parvin said the engineer has also recommended this and there are several options for getting the word out. He said the Town can also ask the Police Department to give warning tickets for an initial period.

ACTION: Motion to adopt Ordinance No. 22-1176 to amend Sections 16-205 and 16-207

Motion made by Council Member Hoffer

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

16. Discussion on the Structure of Council Workshops

Council Member LeCompte requested a discussion about the structure of Council workshops. She said there have been complaints from residents about actions taken in workshops without public input. Council Member LeCompte said the proposed solution is if an item comes up for vote in a workshop, Council will ask Mayor Barbee to open public discussion at that time. She and Mayor Barbee said they are in agreement with this.

Council Member Hoffer said while he doesn't regret the decision about increasing staff pay during the last workshop, looking back it would've been best to move the vote until tonight.

Council Member LeCompte said sometimes there must be immediate action, but the public should have a voice before a vote is taken.

COUNCIL COMMENTS

Council Member Benson said he is working on a revamped proposed mission statement for the Operations Advisory Committee and will submit this for the next workshop.

Council Member Hoffer said Council should get ideas for improvements to Lake Park Boulevard to the DOT by 2023 or 2024 in advance of the 2025 repaving plan.

Mayor Pro Tem Healy said the Town is doing a lot of good things, and Council and staff should be proud.

Mayor Barbee said many of these items take years to get momentum, so he praised past Council Members for their work.

Mayor Barbee said he would like the Town to consider reviewing the ordinance for golf carts and other low-speed vehicles (LSVs) at some point because of recent technical changes to these types of vehicles.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 9:10 PM.

CAROLINA BEACH

Town Council Workshop

Tuesday, May 24, 2022 - 9:00 AM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 9:00 AM.

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Town Clerk Kim Ward

DISCUSSION ITEMS

1. Employee Recognition

Town Manager Bruce Oakley recognized Fire Chief Alan Griffin for 10 years of service with the Fire Department. Mr. Oakley praised Chief Griffin for his hard work, reliability, and efficiency.

2. Manager's Budget Message

Mr. Oakley submitted the 2022/2023 Budget Message, which is required by State law and points out key details in the proposed budget. He said nothing has changed since the last draft of the budget, which was balanced with no property tax increase.

Budget Message 2022/2023

- General Fund: \$19,778,842
- Utilities: \$10,159,155*

*Includes 4% rate increase/\$0.40 stormwater fee increase and \$238,506 from Utilities Fund Balance

General Fund expenses

- Personnel
 - Communications Coordinator
 - Financial Analyst

- Human Resources Administrative Support
- 3 firefighters
- Projects
 - 4.5 miles of paving
- Fund Balance addition
 - \$150,000
- No property tax increase

Utilities Fund revenues and expenses

- 4% water/sewer rate increase
- \$0.40 stormwater fee increase
- Permit fee increases
- Phase I of water study
 - Preliminary engineering report – permitting
- Wastewater headworks
- Stormwater projects
- \$238,506 transferred from Utilities Fund Balance

Council Member Hoffer asked how much longer the Town has to pay CBP3 debt. Finance Director Debbie Hall said she thinks it's at least another seven or eight years.

Council Member Benson asked about timing of the grant submitted for the headworks projects. Mr. Oakley said he is not sure when it will be announced but thinks the Town will get the grant. If not, the budget has included some of the initial costs for that project, he said.

Council Member Benson asked if 40% of the Fund Balance is funds not committed to projects already designated to be undertaken. Mr. Oakley said yes, this is unreserved money, and much of it is the result of cuts at the onset of the COVID-19 pandemic due to economic uncertainty. In addition, he said staff has spent the past two years closely monitoring conditions to ensure revenues exceeded expenses, and money from the American Rescue Plan and State funding has also helped the Town accomplish things while putting back into the Fund Balance.

Council Member Hoffer said he has concerns about adding six new staff positions. He said he'd like to hear a second offer from Mr. Oakley about staffing requirements. Mr. Oakley said he has incorporated staggered hiring for the positions so they can be cut or frozen if there is an economic downturn that affects the budget.

Council Member Hoffer asked Chief Griffin to explain his request for three firefighters. Chief Griffin said the Fire Department has three shifts, so unless staff is added in threes there will be some days that have more coverage than others. He said to staff the ladder truck on a full-time basis, there will need to be three new firefighters added at one time.

Council Member Hoffer asked when the Fire Department last added new staff. Chief Griffin said three firefighters were added two years ago. He said the Occupational Safety and Health Administration (OSHA) requires the Fire Department to have four people on the scene before working a fire, which

was a challenge before the last staff additions. He said the latest request would address the current challenge of getting the ladder truck out the door in a timely manner, which is exacerbated by a declining volunteer force happening all over the nation.

Council Member Hoffer asked how many volunteers the Fire Department currently has. Chief Griffin said there are about 20, and the number fluctuates between 15 and 20 with roughly half living on the island. He said it can be difficult for those living off the island to get to the station in busy summer months when traffic levels are high.

Council Member LeCompte said she thinks Fire and Police are two of the most departments within the Town, but she is unsure about the other three proposed new positions. She said she's not sure that's the direction the Town needs to go now.

Council Member LeCompte asked about the proposed \$21,000 increase in donations to non-profit organizations. Mr. Oakley said this number brings Town contributions back to a normal level after drastically reducing those amounts at the onset of the COVID-19 pandemic due to economic uncertainty. He said the increased amount for the Pleasure Island Chamber of Commerce would be reimbursed with room occupancy tax (ROT) funds. Council Member LeCompte asked for a breakdown of the organizations receiving donations.

Council Member LeCompte asked about the \$35,000 allocation for dredging of the Carolina Beach Inlet. Mr. Oakley said the County bills annually for the Town's portion. He said there is some State funding this year to help with the cost. Council Member LeCompte said the inlet has not been dredged in a long time and it's still uncertain when that will happen. Assistant Town Manager Ed Parvin said it was scheduled to start next week.

Council Member LeCompte asked why grant money and State appropriations for the marina and other projects are not included in the budget. Mr. Oakley said these are capital project ordinances that Council approved separately, so these revenues and expenses are not part of the operating budget.

Council Member LeCompte asked about the \$215,000 amount for computer maintenance and repair. Mr. Oakley said this is part of an off-site computer management contract that will be up for renewal in a year. Mayor Barbee said in his experience, this is cheap for those services.

Council Member LeCompte asked about the \$100,000 interest on investments. Mr. Oakley said this is revenue generated by investing the Fund Balance and reserves.

Council Member Benson said it's going take some hard convincing to get him to see the need for the proposed additional personnel. He asked if the Utilities Fund reserves could be addressed based on what comes out of the bid for the lake dredge. Mr. Oakley said rates and fees can be adjusted throughout the fiscal year if the Town is in a better situation.

Mayor Barbee said the 4% utilities rate increase is well below what is actually needed to balance the budget. He said no one knows when inflation will stop, so he's worried about what the following year

will look like. Mr. Oakley said the Utilities Fund is impacted by inflation more than anything the Town does due to the cost of chemicals and materials.

Mayor Pro Tem Healy said when you have a business that grows, you need more people to run it. He said the Town is not just hiring for now but also for the future, especially regarding the Financial Analyst position. He said it will not be easy to fill Ms. Hall's role right away when she decides to retire, so someone will need to start training for this now.

Mayor Pro Tem Healy asked if the Communications Coordinator position is a 40-hour-per-week job. Mr. Oakley said yes because the position will handle social media, the website, CodeRED, and recording meetings. He said there is a lot more to the role than just information. Mayor Pro Tem Healy said he is all for it because for the past few years Council has heard from the public that messages are not always getting out and there are transparency concerns. He said he'd like to take a look at the responsibilities of that role and use that person somewhere else if the needs don't add up to 40 hours. Mr. Oakley said this would be a flex position that wouldn't have a regular 8:00 AM to 5:00 PM schedule.

Mr. Oakley said the Financial Analyst position is the result of the Town being a victim of its own success. He said the Town has received a lot of grants and State funding, and this comes with a lot of reporting requirements.

Mayor Barbee said he has done an analysis of the Town's staffing over the past 20 years, and the proposed new positions are on par with growth and within reason. He said the Financial Analyst position had been previously identified as a need, and the community has been vocal about the need for improved communications, which was identified in the strategic plan. Mayor Barbee said the only one that caught him off guard was the new Human Resources Administrative Support position, but he did some research and doesn't think people understand the challenges of running a seasonal municipality with lots of seasonal staffing. He said he's trusting Mr. Oakley to accurately convey what his staffing needs are. Mayor Barbee said he appreciates the plan to stagger the new positions because the worst thing would be to hire somebody and then have to lay them off. He said he supports Mr. Oakley's staffing requests.

Council Member Hoffer said he will give the proposed new positions some more thought, but right now they concern him.

Council Member Hoffer asked if ROT spending can be itemized. Mr. Oakley said he provided this at the last meeting, but in summary a big chunk pays for the lifeguard program with other money going to the new Hamlet Avenue Ocean Rescue and bathroom facility, fireworks, and music. Mayor Barbee said there are very specific rules about how to use ROT funds because in general they must generate tourism. He said the uses must be voted on by the New Hanover County Tourism Development Authority (TDA) and are not up to Mr. Oakley. Mr. Oakley said what the Town doesn't use it carries over, and that helped to pay for Freeman Park. Council Member LeCompte told Council Member Hoffer she just sent him a screenshot of the list that breaks down the Town's expenditure of \$901,000 in ROT reimbursement.

Chief Griffin asked to address Council again. He gave some call volume statistics that showed an average of more than five calls per day now, even before the busy Memorial Day weekend has arrived. He said in July the Fire Department can get more than 25 calls in one day or more than one per hour sometimes. Chief Griffin said also on the rise are overlapping calls, when the Fire Department is already on a call and another comes in so volunteers or another agency must respond, and he pointed to a larger population of full-time residents driving more calls all year long, not just during the summer.

Mayor Barbee said the message is clear regarding the need for three new firefighters. He said Chief Griffin has taught him that the Fire Department does much more than just squirt water on fires.

Council Member LeCompte said she wanted to publicly thank the Fire Department staff for quickly responding to her home recently.

3. Operations Advisory Committee Mission Statement Revision

Mr. Oakley presented a revised mission statement for the Operations Advisory Committee. He said he, Council Member Benson, Mr. Parvin, and Town Attorney Noel Fox met and decided this was clear but vague enough to offer opportunities for the committee to work on various projects.

Council Member Benson said the mission statement is ambiguous in places to allow for flexibility because the committee is dynamic by design.

The revised mission statement is as follows:

1. At the direction of Council, committee members will support operations-oriented Town projects; such projects fall under the directors of Utilities and Public Works. Examples could include attend open houses and provide notice of public events.
2. At the direction of Council, through study and analysis, committee members will determine large infrastructure project impacts to residents. The committee will work to determine recommendations on ways to best notify residents, businesses, and visitors about projects.
3. At the direction of Council, committee members will review operational long-range plans, then research and make recommendations to Council on courses of action for project implementation.

Council Member Hoffer said he is comfortable with this mission statement. He said it falls to Council to guide committees and keep them on track.

Council Member Benson said there was a suggestion that prospective committee members acknowledge the committee's mission statement at the time of application, so expectations are clear. Mr. Oakley said putting a committee's mission statement on its applications is a great idea. Mayor LeCompte said this has been done in the past with the Police Advisory Committee. Mr. Oakley said the Town will offer committee training in late June.

Mayor Pro Tem Healy said in the past some committee members have bashed the Town, which he has an issue with personally. He said he is all for freedom of speech but thinks there should be a message that this type of behavior doesn't look good for the community.

Mayor Barbee said a good message is that you have freedom of speech but not freedom from consequences of your speech. He said training is a good idea.

Council Member Hoffer said sometimes freedom of speech is messy. He said he fully supports the committee system, but Council must be prepared to deal with issues.

Council Member LeCompte said as a former committee member who has a history of speaking out when she doesn't see something going right, she thinks those who have something to say should be allowed to say it, especially if they think something is being done improperly. However, she said there are channels, such as going to Council or Mr. Oakley first. Council Member LeCompte said Council Members must have thick skin because they are never going to make everyone happy and somebody is always going to have something negative to say.

Council Member Hoffer said another channel is to run for Council if you are not happy with something.

ACTION: Motion to approve the Operations Advisory Committee mission statement as presented

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Mayor Barbee added a closed session item regarding real estate to the end of the agenda.

COUNCIL COMMENTS

Council Member Benson said he would like to see a portable restroom back at the Ocean Boulevard beach access until there is a permanent facility. Mr. Oakley said it would cost the Town \$3,600 per week to contract this service, which would include maintenance trips, which are \$400 each, once per day on weekdays and two per day on weekends. He said using Town staff to service the restroom is not a good solution due to safety concerns regarding access during crowded times.

Mayor Pro Tem Healy said this is a lot of money. Mr. Oakley said he is trying to find money from the State or other possible sources to build a permanent restroom facility there. Mayor Pro Tem Healy asked where the closest restroom to the Ocean Boulevard beach access is. Mayor Barbee said the nearest facility is at Alabama Avenue, which is 600 yards away.

Mayor Barbee said the Town has been trying to get out of the portable restroom business due not only to safety concerns but also issues with equipment and permits. He said the cost to contract the portable restroom at Ocean Boulevard for the summer season is more than the gross revenue of the parking lot of that beach access during the same time frame.

Mayor Pro Tem Healy asked if the Town can put a permanent structure there. Mr. Oakley said the Town hasn't gotten approvals yet, but he thinks it would be consistent with Coastal Area Management Act (CAMA) regulations.

Mayor Pro Tem Healy said he thinks putting a portable restroom back there is fiscally irresponsible unless there are many people who are asking for it.

Mayor Barbee said this is the third meeting where this has been discussed, and no residents have had any input. He said the majority of the Island Greenway, State Park, and Freeman Park are more than 600 yards from a restroom facility, so he can't figure out what is special about this location. Mayor Barbee said putting a portable restroom back at Ocean Boulevard is a misuse of funds.

Council Member Hoffer said he thinks Council should have conversations to sort this out as many times as necessary.

Mayor Barbee said Council Members keep asking Mr. Oakley the same questions about the restroom situation.

Council Member LeCompte said discussion is how you get to a better decision.

Council Member Benson said it sounds like no one is in favor of putting a portable restroom back at Ocean Boulevard.

Council Member Hoffer said he wants Code Enforcement to remove advertising signage along rights-of-way on the stretch from Snow's Cut Bridge to the stoplight at River Road. Mr. Oakley said staff can look into this to see what can be done, but this area is technically not in the Town's territory.

Council Member LeCompte asked where things stand with parking signage that better indicates the two-hour limit and enforcement times at meters. Mr. Oakley said he will follow up on this right away.

Mayor Barbee said he wants Mr. Oakley to continue looking into the possibility of adding a permanent restroom at Ocean Boulevard. He said he doesn't want the discussion about portable restrooms mixed up with this.

Mayor Barbee asked about the rationale for a sign directing motorists to Kure Beach straight through the heart of the Town instead of turning right on Dow Road. Council Member LeCompte said this is likely a business decision to get people to travel past places where they may stop and spend money. Mayor Barbee said he's not suggesting a change but was curious whether it was a conscious decision and thought it might be worth a question to the N.C. Department of Transportation (DOT).

Mayor Barbee said he had some complaints from residents about using Text2Park and other parking issues and asked staff to look into them.

Mr. Oakley said he was unsure if he properly notified Ms. Fox about the closed session, so he recommended delaying this until the next meeting when she is present. Mayor Barbee removed it from the agenda.

ADJOURNMENT

ACTION: Motion to adjourn

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer,
Council Member LeCompte

Motion passed unanimously

The meeting adjourned at 10:12 AM.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 5/10/2022

SUBJECT: Marketing Advisory Committee Budget Presentation

BACKGROUND:

Jeff Hogan, Chair of the Marketing Advisory Committee will present the 22/23 marketing budget.

ACTION REQUESTED:

Discuss and consider approving the budget as presented.

RECOMMENDED MOTION:

Motion to approve the FY22/23 marketing budget as presented.

RESEARCH SOURCES INFORMING OUR STRATEGIES:

Destination Analysts: 2020 Visitor Profile & Expenditures

- Profile recent area visitors
- Understand visitor demographics, detailed spend information, likelihood to return, visitor perceptions, etc.

Destination Analysts: 2021 New Audience Research

- Identify & profile high potential visitors
- Explore attributes, attractions and elements that motivate visitors
- Understand how to reach and inspire them to grow visitation

Arrivalist Data

- Identify current travellers to area
- Understand origin markets, length of stay, month/day of stay, points of interest, etc.

Additional Research

- Paid media performance
- Social engagement/performance
- Web / Google Analytics
- Secondary research (e.g. COVID tracker)
- and more

LEARNINGS INFORM RECOMMENDATIONS FOR:



**WHO WE
TARGET**



**WHEN WE
MARKET TO
THEM**



**WHAT WE SAY:
MESSAGING**



**HOW WE
REACH THEM:
PAID MEDIA
CHANNELS**



**HOW WE
REACH THEM:
EARNED/OWNED
PR/SOCIAL**

FY 22-23 MARKETING STRATEGIES

Extend Seasonality

A year-round marketing approach will take advantage of longer-lead trip planning, enable increased visibility through peak travel times, and help overcome early June/late August school challenge.

Higher Income Targeting

Focus on higher income target (ideally to attract visitors who may spend more and to 'upgrade' existing visitors who may spend more in summer).

Educate Out-of-State Travelers

Educate and familiarize potential travelers with the Wilmington & Beaches area and offerings.

In-State: Western Focus for Longer Stays

Focus on markets with potential for more overnight visits and longer stays, while maintaining coverage for new residents.

Hybrid Plan (Unified Campaign Complemented with Dedicated Beach Plan)

Differentiate destination personalities and highlight their unique attractions.



MEDIA MIX

Banners/Paid Search/Paid Social/Emails
(across desktop, tablet, mobile)

Magazines Streaming Audio Streaming Video

Base Plan



Similar Base Plan Media Channels

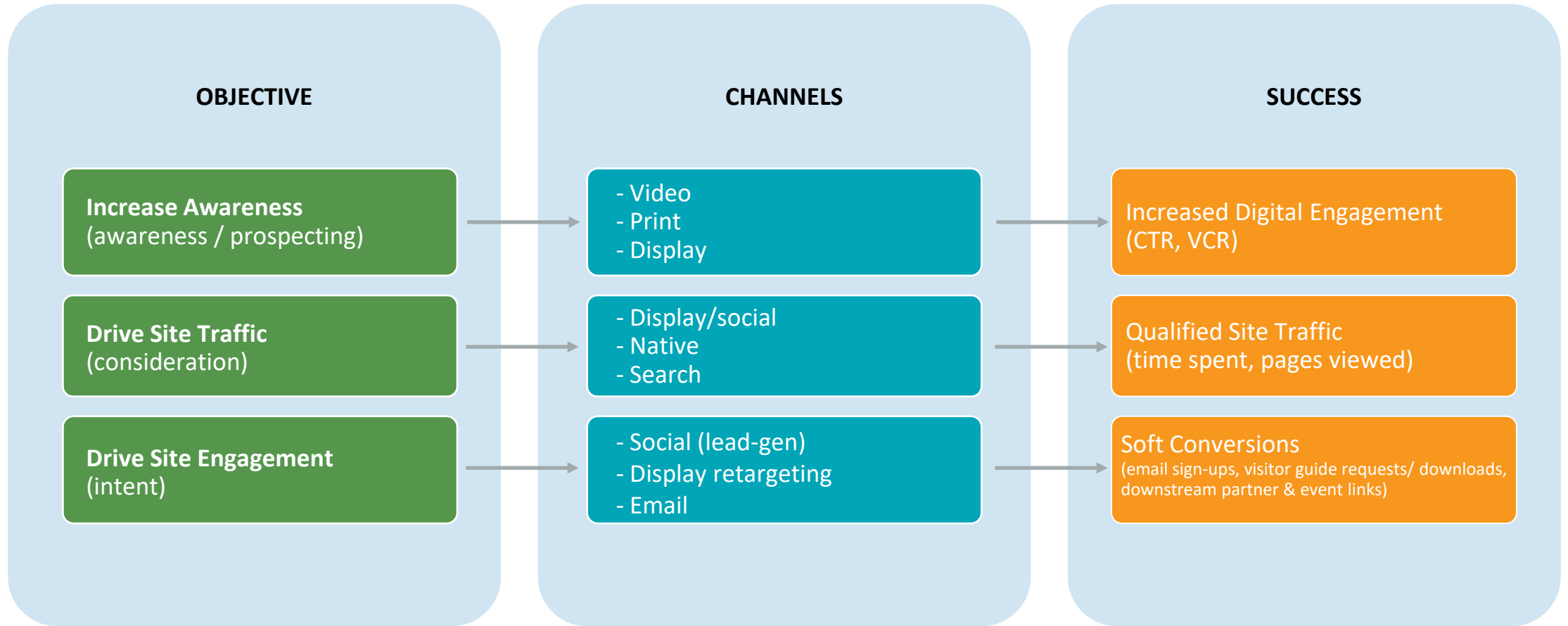
+

Television* Outdoor* Transit*

*Channels under consideration

Out of State Plan



HOW WE WILL TRACK PROGRESS (Media Metrics)



HOW WE WILL TRACK PROGRESS (In-Market Metrics)

Objective	Increase # overnight visits among new and returning visitors	Increase length of stay	Increase spend per visit	Increase familiarity (within priority out-of-state markets)
KPIs	Total # Arrivals	Total time in market	Average spend per day	Awareness, familiarity & consideration (from audience studies) i.e. Why NOT come, 28% don't know enough about it*
	Total # Overnight Stays		Average spend per trip	Out-of-state lift in this metric in heavy-up markets vs base markets
	Repeat visitation			

**Consider evolving study over time to get a clearer reading on familiarity and consideration*

Data Source:  Arrivalist  Destination Analysis / Primary Research

Carolina Beach Budget Allocations FY22-23 DRAFT

Item 4.

ADVERTISING/MEDIA/SERVICES		FY 21-22	FY 22-23	Notes
Unified Media Campaign	*Paid Search (Google, Bing)	\$71,319.00	\$90,000.00	
*Dedicated CB Media Campaign	*Paid Social (FB, Instagram, YouTube)	\$68,326.00	\$100,000.00	
	*Paid Social Amplification		\$45,000.00	Moved up from Social Media
	Travel Audience/Programmatic (Sojern, Dstillery, Adara, Mythic)	\$63,716.00	\$177,765.00	*\$60,000 Dedicated to CB Campaign
	Custom Content (Matador)	\$29,138.00	\$41,081.00	
	Publisher Direct (TripAdvisor, Outside, VRBO)	\$42,053.00	\$61,621.00	
	*eBlasts (Engagement Marketing, Our State)	\$32,133.00	\$45,000.00	
	Out of Home (Billboards, Transit)		\$28,419.00	Charlotte, Greensboro
	Streaming Video (Hulu, Roku, Premion)	\$50,380.00	\$109,549.00	
	Streaming Audio (Pandora, Spotify)	\$29,821.00	\$86,270.00	
	Print (Our State, Southern Living, NC Travel Guide, Better Homes & Gardens, Woman's Day, Parents)	\$30,750.00	\$38,342.00	
	Visit NC Print Co-ops (Garden & Gun, GA/DC/PA/VA/OH/TN lifestyle magazines)		\$15,466.00	
	Visit NC Digital Co-ops	\$24,460.00	\$7,282.00	Broke out Visit NC by channels for FY22-23
		\$442,096.00	\$845,795.00	91% increase
Public Relations & Social Media	Public Relations and Content Development	\$34,178.00	\$44,432.00	
	Press Trips	\$2,500.00	\$5,000.00	
	Content Partnerships		\$10,000.00	Work with local influencers to develop content and share on website, social channels.
	Social Media/Strategy/Content Calendar/Postings	\$39,767.00	\$51,697.00	
	Social Media Content Amplification	\$45,000.00		Moved up to paid media
	Influencer Marketing Campaigns	\$20,000.00	\$30,000.00	due to platform algorithm shifts and extending seasonality
	Social Videos Development	\$7,200.00	\$10,000.00	Increase due to production fees and development of Tik Tok destination video
		\$148,645.00	\$151,129.00	1.7% increase
Account Management	Agency Retainer/Project Management/Meetings	\$9,341.00	\$16,200.00	
Strategic Planning	Agency Research/Analysis	\$4,670.00	\$8,250.00	
Creative Development	Print/Digital	\$25,025.00	\$44,550.00	
	New Logo Design	\$18,000.00	N/A	

Carolina Beach Budget Allocations FY22-23 DRAFT

Item 4.

		\$57,036.00	\$69,000.00	*See notes for increase
ADVERTISING/MEDIA/SERVICES TOTAL		\$647,777.00	\$1,065,924.00	

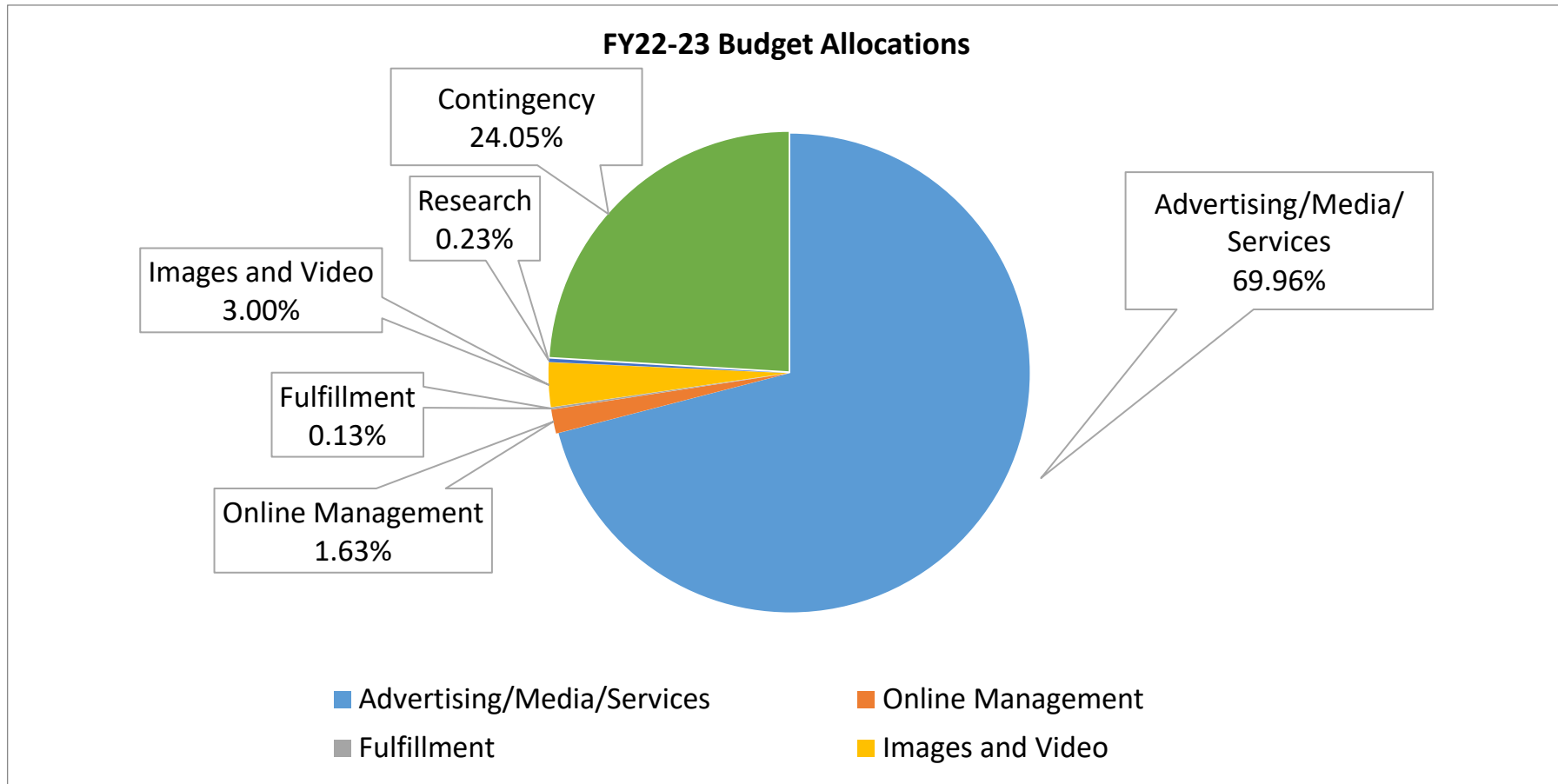
Carolina Beach Budget Allocations FY22-23 DRAFT

Item 4.

RESEARCH				
	Arrival Research	\$2,500.00	\$3,500.00	Increase due to subscription fees and services
RESEARCH TOTAL		\$2,500.00	\$3,500.00	40% increase
ONLINE MANAGEMENT				
Account Management	Account Management/CMS Licensing/Hosting	\$3,000.00	\$3,000.00	
	Domain Renewals	\$250.00	\$250.00	
Email Marketing	Especials Distribution (8)	\$5,235.00	\$5,235.00	
Search Marketing	SEO	\$8,000.00	\$8,000.00	
Site Development	Maintenance/General Improvements	\$3,000.00	\$3,000.00	
	Social Media Aggregator Licensing	\$2,000.00	\$2,500.00	Added CTA links on image to promote UGC engagement, drive website traffic
	CMS Modules Licensing	\$2,755.00	\$2,457.00	Deleted Video Gallery Module and built landing page for better user access and engagement
ONLINE MANAGEMENT TOTAL		\$24,240.00	\$24,442.00	.8% increase
FULFILLMENT				
	Postage	\$3,000.00	\$2,000.00	Decrease due to increase in digital Visitors Guide downloads
FULFILLMENT TOTAL		\$3,000.00	\$2,000.00	33% decrease
IMAGES & VIDEO				
	Videos	\$10,000.00	\$30,000.00	Increase due to production fees and uses of videos
	Photography (Images, Usage Rights, Talent)	\$6,000.00	\$15,000.00	Increase due to photographer and talent fees
IMAGES & VIDEO TOTAL		\$16,000.00	\$45,000.00	181% increase
Total		\$693,517.00	\$1,140,866.00	
Contingency		\$172,690.00	\$361,202.00	*See notes for uses
FY Budget Total		\$866,207.00	\$1,502,068.00	73.4% increase

FY22-23 Budget Allocations

Advertising/Media/Services	\$1,065,924.00
Online Management	\$24,442.00
Fulfillment	\$2,000.00
Images and Video	\$45,000.00
Research	\$3,500.00
Contingency	\$361,202.00





AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council Meeting 6/14/2022

SUBJECT: Manager's Update

BACKGROUND:

Town Manager Bruce Oakley will give an update on current and future projects.



AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Sr Planner

DEPARTMENT: Planning and
Development

MEETING: Town Council – 14 June 2022

SUBJECT: Hearing on preliminary assessment resolution to improve the 1000 block S. Second Street.

BACKGROUND:

On March 21, 2022, the property owners adjacent to the 1000 block of S. Second street submitted a petition to improve the right-of-way to access their lots for development (Attachment 1). S. 2nd Street is paved to Greenville Ave. The S. Second street right-of-way terminates in the 1000 block to private lots in the Carolina Sands Subdivision. The unimproved right-of-way in this area is 80' wide and 290' in length. There are three lots on each side of the right-of-way owned by two different property owners. The properties to the west have 170' of frontage and the properties to the east have 135' frontage. The 1000 block of S. Second St is currently not accessible. It is covered with thick vegetation with an approximately 10' open stormwater ditch. There is a stormwater pump station that is located to the west of the 80' S. Second Street right-of-way that faces Greenville Ave. Wetlands are also present in the area and would need to be delineated and any disturbance would need to be permitted through the Army Corps of Engineers.

During the public hearing the Town Council can hear from all interested persons who appear with respect to any matter covered by the preliminary assessment resolution (Attachment 2) for the street improvements. The Town Council may adopt a final assessment resolution directing that the project or portions thereof be undertaken. The improvements consist of the following to S. Second St. lying between Greenville Ave and Carolina Sands Neighborhood:

- a. Engineered design for the 270' (length) X 20' (width) of pavement to include turnaround emergency access with fire hydrant
- b. Install water and sewer mains
- c. Install storm water management
- d. Wetland mitigation

The preliminary numbers of the improvements totaled \$571,047 (attachment 3). Historically when the Town has paved streets there has been an assessment of two thirds (66.7%) of the total cost of the improvement, to be assessed upon the property receiving the improvements.

If the assessment resolution is approved staff will start the design of the improvements for the 1000 block of S. Second St. Once the project is complete, staff will present the Town Council with the final project

cost at the preliminary assessment roll hearing. At or after the hearing, the Town Council shall annul, modify, or confirm the assessments, in whole or in part, either by confirming the preliminary assessments against any lot, parcel, or tract described in the preliminary assessment roll or by cancelling, increasing, or reducing the assessments as may be proper in compliance with the basis of assessment. If any property is found to be omitted from the preliminary assessment roll, the board may place it on the roll and make the proper assessment. When the board confirms assessments for the project, the clerk shall enter in the minutes of the board the date, hour, and minute of confirmation. From the time of confirmation, each assessment is a lien on the property assessed of the same nature and to the same extent as the lien for county or town property taxes, under the priorities set out in G.S. 153A-200.

ACTION REQUESTED:

Consider approving the preliminary assessment resolution to improve the 1000 block of S. Second Street.

RECOMMENDED MOTION:

Approval – whereas in accordance with the provisions of the NCGS, the Town Council adopts the preliminary assessment resolution and its terms directing that the project to be undertaken.

Denial – whereas in accordance with the provisions of the NCGS, the Town Council does not approve the preliminary assessment resolution for the project to be undertaken.

Attachments

1. Application
2. Preliminary assessment resolution
3. Estimated construction cost



**Town of Carolina Beach, NC
Planning and Development**

1121 N. Lake Park Boulevard
Telephone: (910) 458 8218 FAX: (910) 458 2997
www.carolinabeach.org

STREET IMPROVEMENTS PETITION

Section A. *SUBMITTAL REQUIREMENTS*

PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF). *If any information is missing from the petition package, you will be asked to complete the petition and re-submit, so please check the list below carefully before you submit:*

- NEW HANOVER COUNTY PROPERTY IDENTIFICATION MAP.** The petitioner(s) must obtain a New Hanover County Property map from the Carolina Beach Planning Department showing the existing roadway to be closed and all abutting properties.
 - DESCRIPTION OF THE STREET.** The petitioner(s) must list the description of the street or alley (using the form on Page 3 of this application, and give his / her name, address, city, state, zip code and telephone number.
 - LIST OF PROPERTY OWNERS.** The parcel identification number, names and addresses of the property owners utilizing the street right-of-way should be listed on Page 4&5. The petitioner(s) should obtain the signature of each property owner listed on the petition.
-

STREET IMPROVEMENTS PROCESS:

Once the completed petition has been received, the petition will be reviewed at a Technical Review Committee meeting at least 30 days after the date the petition was submitted. Prior to the Technical Review Committee's examination of the petition, the Town Engineer will submit a preliminary cost estimate of the proposed improvements. After the petition has been approved by the TRC, the Town Administration will make a recommendation to the Town Council. The Council will hold a public hearing, and then decide if the improvements are in the public interest. If they determine that it is, they will pass a resolution for an assessment of the street improvements.

All of the items noted above shall be delivered to town hall or be mailed to:

Carolina Beach Planning Department
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428

Section B.

NOTICE TO PETITIONERS

1. Please read the petition and all other information carefully. It is important that you understand what you are signing and how it will affect you.
2. Find your property on the enclosed map. Each lot is assigned a number and you must sign beside the number that indicates your lot. If you own more than one affected property, you must sign beside each parcel listed that you own.
3. Make sure your deed and the petition map's road frontage correspond with one another. If there is a discrepancy, write the road frontage noted on your deed in the space provided on the petition.
4. Sign the petition as signed on the deed. If there are multiple owners, signatures must be listed in the same manner as on the deed.
5. If you are signing on behalf of a corporation, give your title and place your corporate seal over your signature.

Note: Incorrect signatures are not binding on the petition and may cause delay in processing. If you have any questions call the Planning Department at 910-458-8218.

Section C.

ASSESSMENT

In accordance with Article 10 of Chapter 160A of the General Statutes of North Carolina (G.S. 160A-217 and following sections), the petitioners agree to and request the Town Council to specially assess and charge two thirds (66.7%) of the total cost of proposed improvements.

Section D.
SUMMARY INFORMATION

1. Official street name: Second Street

2. Location of the street or alley: From (name of intersecting street) Greenville Ave extending
(direction) south to Carolina Sands Subdivision

(distance in feet) 295' to (name of intersecting street; if dead in or turnaround, state "termination") _____

3. Two (2) copies of tax maps or subdivision plats drawn to scale (at least 1" = 50') depicting the public street
right-of-way requested to be improved, showing the names of adjacent property owners, and indicating the location in
relation to adjacent intersections and streets.

3. THIS PETITION WAS SUBMITTED BY:

NAME: Julie Damron (on behalf of Second Street Realty, LLC)

MAILING ADDRESS: BlueCoast Realty, 1140 N Lake Park Blvd, Ste H

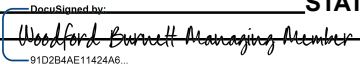
CITY: Carolina Beach STATE: NC ZIP: 28428

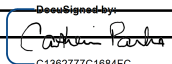
DAYTIME TELEPHONE: 910-274-3277 FAX: _____

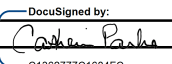
4. TODAY'S DATE: 3/20/22

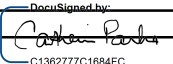
5. NEW HANOVER COUNTY PROPERTY MAP – Attached is a copy of the New Hanover County Property Map which shows the subject street or alley and surrounding properties (Obtain from Carolina Beach Planning Department, 1121 N. Lake Park Blvd.)

WE, THE UNDERSIGNED PROPERTY OWNERS, owning land utilizing the street or alley shown on the attached map, hereby petition the Carolina Beach Town Council to close and withdraw acceptance of dedication of such land for street purposes. The parcel identification numbers below refer to parcels as shown on the attached map dated _____.

PARCEL IDENTIFICATION NUMBER R09014-001-012-000
 MAP ID # 313018.41.0903.000, AKA 1004 Greenville Ave
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Second Street Realty, LLC _____
 MAILING ADDRESS: 7413 Capstone Dr _____
 CITY: Raleigh _____ STATE: NC _____ ZIP: 27513 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Woodford Burnett Managing Member
91D2B4AE11424A6...

PARCEL IDENTIFICATION NUMBER R09014-001-011-000
 MAP ID # 313018.41.1798.000, AKA 1011 Second Street
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Catherine S Parker _____
 MAILING ADDRESS: 105 Greenville Ave _____
 CITY: Carolina Beach _____ STATE: NC _____ ZIP: 28428 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Catherine Parker
C1362777C1684FC...

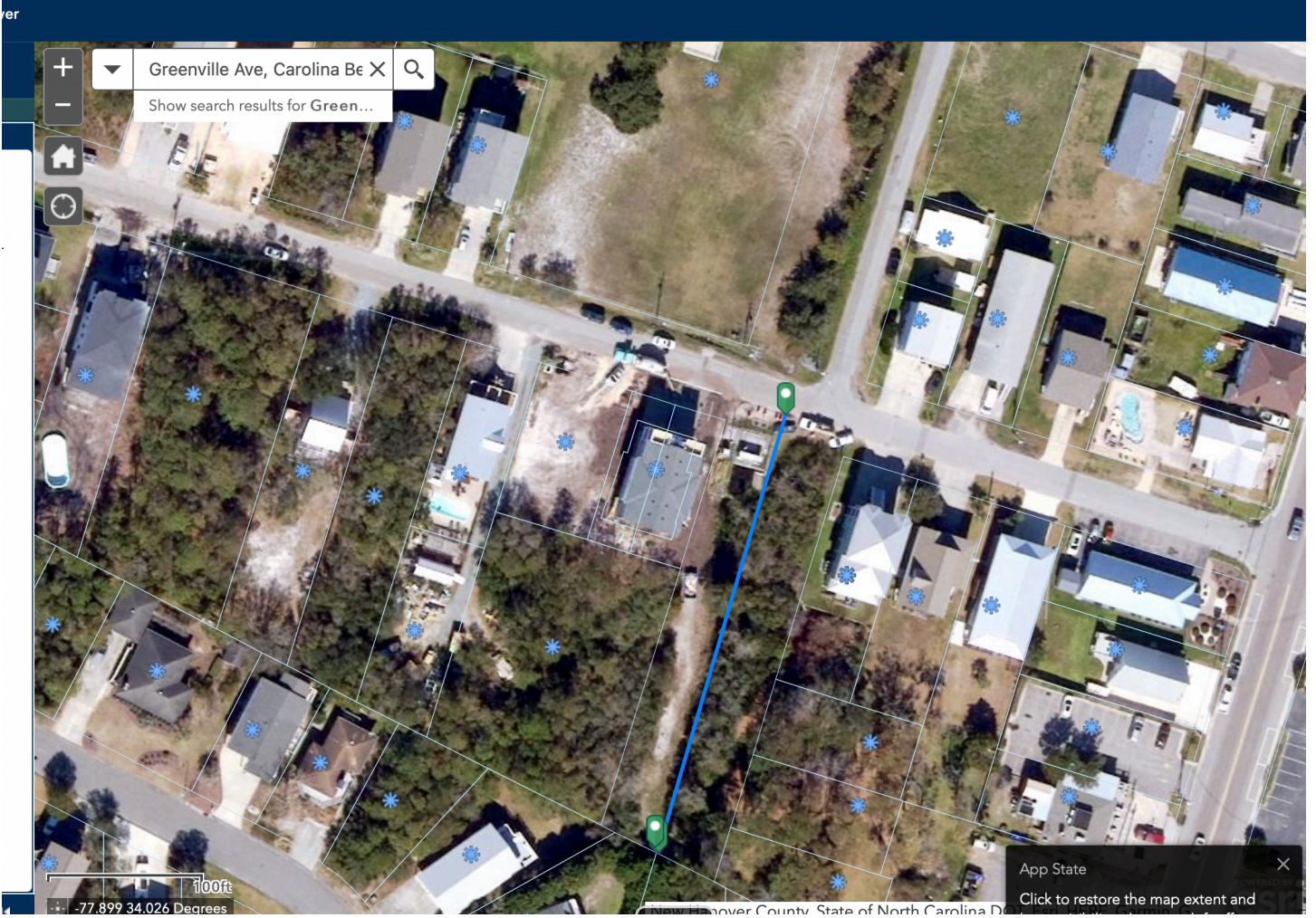
PARCEL IDENTIFICATION NUMBER R09014-001-010-000
 Map ID # 313018.41.2803.000 , AKA 1009 Second Street
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Catherine S Parker _____
 MAILING ADDRESS: 105 Greenville Ave _____
 CITY: Carolina Beach _____ STATE: NC _____ ZIP: 28428 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Catherine Parker
C1362777C1684FC...

PARCEL IDENTIFICATION NUMBER R09014-001-009-000
 MAP ID # 313018.41.2817.000, AKA 1007 SECOND STREET
 ROAD FRONTAGE (from deed) Second Street _____
 PROPERTY OWNER: Catherine S Parker _____
 MAILING ADDRESS: 105 Greenville Ave _____
 CITY: Carolina Beach _____ STATE: NC _____ ZIP: 28428 _____
 SIGNATURE:  3/21/2022
DocuSigned by: Catherine Parker
C1362777C1684FC...

PARCEL IDENTIFICATION NUMBER _____ ROAD FRONTAGE (from deed) _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 SIGNATURE: _____

PARCEL IDENTIFICATION NUMBER _____ ROAD FRONTAGE (from deed) _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 SIGNATURE: _____

PARCEL IDENTIFICATION NUMBER _____ ROAD FRONTAGE (from deed) _____
 PROPERTY OWNER: _____
 MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 SIGNATURE: _____



Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2266

***A Resolution Directing the Street Paving
and Stormwater Management Plan Project
be Undertaken for the 1000 Block of S Second Street***

WHEREAS, on the 21th day of March, 2022, the property owners on the 1000 block of S. Second Street lying between Greenville Ave and Carolina Sands Neighborhood filed with the Town Clerk a petition for improving said street in the following manner:

Street Name	ROW Width	Length of Unpaved Road	#Parcels of effected
2 nd Street	80'	270'	4

WHEREAS, the Town Clerk has certified to this Town Council that; said petition is sufficient in all respects, the same having been duly signed by a majority in number of the owners, whose property represents a majority of all the lineal feet of frontage of the lands abutting upon the street or portion of street hereinabove described; and

WHEREAS, a preliminary assessment resolution has been adopted by the Town Council and a public hearing thereon duly held;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Carolina Beach, North Carolina:

That part of S Second St. lying between Greenville Ave and Carolina Sands Neighborhood be improved in the following manner:

- a. Engineered design for the 270' (length) X 20' (width) of pavement to include turnaround emergency access
- b. Install water and sewer mains
- c. Install storm water management
- d. Wetland mitigation

under and by virtue of Article 10 of Chapter 160A of the General Statutes of North Carolina and the procedure therein established, and that said project is hereby directed to be undertaken.

1. That two thirds (66.7%) of the total cost of said improvement, exclusive of so much of the total cost as is incurred in improving street intersections, be hereafter assessed upon the property receiving the improvements (according to the assessment basis set out in the petition as approved by the Town Council). The boundaries of the benefited area include the below tax parcel numbers.

R09014-001-012-000 1004 S 2nd St
R09014-001-009-000 1007 S 2nd St
R09014-001-010-000 1009 S 2nd St
R09014-001-011-000 1011 S 2nd St

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2266

- 2. That the assessments herein provided for shall be payable in cash or if any property owner shall so elect, such owner shall have the option of paying the assessment in 7 equal annual installments, said installments to bear interest at the rate of 6% per annum;
- 3. A \$500 reduction in the total assessment amount will be granted if the assessment is paid in full within 60 days of the confirmation of the assessment role by resolution.

Adopted this 14th day of June, 2022.

Albert L. Barbee, Mayor

Attest: Kimberlee Ward, Town Clerk

2nd Street Improvements Project
Opinion of Probable Cost
April 25, 2022

Item #	Item Description	Quantity	Units	Unit Price	Cost
1	2" Overlay 20" Wide Asphalt Paving	760	SY	\$ 30.00	\$ 22,800.00
2	8" ABC Stone Base w/Geotextile Fabric	760	SY	\$ 45.00	\$ 34,200.00
3	Earthwork, Clearing and Grubbing	1	LS	\$ 15,000.00	\$ 15,000.00
4	Soils Testing	1	LS	\$ 1,500.00	\$ 1,500.00
5	6" Water Main	500	LF	\$ 75.00	\$ 37,500.00
6	5X5 Catch Basin	2	EA	\$ 9,500.00	\$ 19,000.00
7	Drainage Pipe	100	LF	\$ 250.00	\$ 25,000.00
8	Precast Headwall	2	EA	\$ 15,000.00	\$ 30,000.00
9	Select Backfill	200	CY	\$ 40.00	\$ 8,000.00
10	6" Water Main	500	LF	\$ 75.00	\$ 37,500.00
11	6" Water Main Connections TS&V	2	EA	\$ 5,000.00	\$ 10,000.00
12	Fire Hydrant	1	EA	\$ 7,000.00	\$ 7,000.00
13	Water Services	6	EA	\$ 2,700.00	\$ 16,200.00
14	8" Gravity Sewer Main	250	LF	\$ 100.00	\$ 25,000.00
15	4" Sewer Services	6	EA	\$ 3,500.00	\$ 21,000.00
16	4 ft. Dia. Manholes	2	EA	\$ 5,000.00	\$ 10,000.00
17	#57 or #67 Stone Bedding	550	TN	\$ 50.00	\$ 27,500.00
18	Seeding and Straw	0.5	AC	\$ 3,000.00	\$ 1,500.00
19	Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
20	Mobilization (3%)	1	LS		\$ 10,550.00
21	Bonds & Insurance 2%	1	LS		\$ 7,250.00

Construction Subtotal: \$ 369,500
Plus 10% Contingency \$ 36,950

Construction Total: \$ 406,450

Engineering \$ 48,774

Environmental \$ 12,000

***Wetlands Mitigation Fee \$ 70,000**

Soils Testing \$ 2,500

Survey \$ 6,500

Permit Fee \$ 4,500

Construction Observation \$ 20,323

Total Cost \$ 571,047

*Wetlands Mitigation based on the following:

- a) 0.5 Acre Impact
- b) Freshwater wetlands
- c) Not considered stream
- d) Falls under Nationwide Permit



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 6/14/2022

SUBJECT: Public Hearing on the Proposed FY2022-23 Budget

BACKGROUND:

Town Manager Bruce Oakley will present Budget Ordinance No. 22-1181 for Council’s review and approval.

ACTION REQUESTED:

A public hearing will take place to receive public input on the proposed 2022-23 budget.

RECOMMENDED MOTION:

Motion to approve Ordinance No. 22-1181 adopting the FY2022-23 budget as presented by the Budget Officer Bruce Oakley.



Town of Carolina Beach, North Carolina Fiscal Year 2021/2022 Budget Ordinance

Whereas, the Town of Carolina Beach is directed by the North Carolina General Statutes to prepare, adopt and operate by a fiscal budget, and

Whereas, the Town of Carolina Beach endeavors to operate responsibly and efficiently in order to maximize the benefit of all revenues and comply with Federal, State and Local guidelines regarding operation and expenditures of public funds, and

Whereas, the Town of Carolina Beach recognizes the benefits and returns enjoyed by sound financial planning and management of resources,

Be It Therefore Resolved by the Town Council of the Town of Carolina Beach, North Carolina, that;

Authorization

In a regular Town Council Meeting on this the 14th day of June, 2022, a quorum being present, that the following Budget, for Fiscal Year 2022/2023, including Revenues, Unappropriated Surplus, Investment Instruments, Debt Payments, Departmental Expenditures, and Capital Expenditures, be adopted in accordance with the Generally Accepted Governmental Accounting Principles of this State and the Nation, the North Carolina Budget and Fiscal Control Act, and the requisite restrictions and authorizations required by the same.

Planning and Fiscal Management

The Revenues, Expenditures and Message included in this Budget, in conjunction with the Benefit Plan, and Salary Increases constitute the plans and intentions of the Town for sound fiscal management in FY 22/23. The policies of the Town of Carolina Beach, the actions of this Board, and Staff will carry out the plans and fiscal transactions contained within this Budget in order to meet the goals and objectives of the Town with respect to daily operations, development, and provision of services to the residents of this municipality.

The Finance Officer shall administer this Budget document, and shall insure that all officials and the administration are provided appropriate and timely information regarding the status of the Town’s finances. Further, the Finance Officer shall provide to the Elected Officials all such pertinent information and guidance as is necessary for the daily operation, implementation of this Budget, and advice on handling the financial endeavors (current and future) of the Town.

Rate Summary-Taxes

In accordance with the Budget documents attached, there shall be levied a tax on such taxable property which exists within the municipality. The rate for said tax shall be, as follows, for each one hundred dollars (\$100.00) of valuation of property:

General Fund – For general expenses incident to the operation of all General Fund departments, capital projects and for the payment of interest and principal on outstanding debts. - **\$.215 per \$100**

Rate Summary-Water, Sewer and Stormwater Charges

In accordance with the Budget documents attached, there shall be levied a charge for the use of water and sewer services. The water and sewer rates for said services shall be, as follows, for each one thousand (1,000) gallons of water used after the first 3,000 gallons.

Water – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debt - **A water flat rate charge of \$22.14 for the first 3,000 gallons as identified in the attached schedule of fees then \$6.24 per 1,000 gallons.**

Sewer – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debts - **A sewer flat rate charge of \$40.00 for the first 3,000 gallons as identified in the attached schedule of fees then \$10.59 per 1,000 gallons.**

Stormwater – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debts - **\$17.00 per Equivalent Residential Unit (ERU).**

Other Rates and Fees

Other Rates and Fees will be charged for services as listed and periodically amended in this Budget Document and as included in the Town's Rate and Fee Schedule.

Fiscal Calendar for Revenues and Expenditures/Appropriations

The Revenues and Expenditures detailed in this document shall be available and appropriated for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

Distribution

Copies of this ordinance shall be furnished to the members of the Town Council, the Town Manager, the Finance Officer, and all Department Heads.

Be It Further Resolved by the Town Council of Carolina Beach, NC, that:

The following anticipated Fund Revenues, Departmental Expenditures, and Interfund Transfers are approved and appropriated for the Town of Carolina Beach's operations for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

SECTION I -- General Fund**Revenues:**

Property Taxes	\$6,492,270
Sales Taxes	2,508,705
Freeman Park	911,335
Parking	2,991,157
Solid Waste Fees	1,985,463
ABC Revenue	604,256
Reimbursement from Utility Fund	750,000
Powell Bill	213,400
Grants	74,500
Franchise Fees	682,683
Room Occupancy Tax	906,447
Building Permits	445,887
App Fund Bal Powell Bill	650,020
Other Revenue	562,719
TOTAL GENERAL FUND REVENUES	\$19,778,842

Expenditures:

Non-Departmental	\$266,223
Debt Service	1,425,899
Legislative	416,285
Executive	1,389,010
Clerk	181,354
Finance	510,160
Human Resources	644,659
Planning & Development	804,983
Police Department	3,357,908
Ocean Rescue	633,745
Fire Department	2,080,243
Marina	113,476
Powell Bill	863,420
Fleet Maintenance	335,250
Parking	873,686
Environmental	3,843,749
Parks and Recreation	1,202,134
Beach Maintenance	787,158
Municipal Service District	49,500
TOTAL GENERAL FUND EXPENDITURES	\$19,778,842

SECTION 2 -- Utilities Fund

Revenues:

Water Monthly Service Fees	\$2,413,531
Sewer Monthly Service Fees	4,084,565
Stormwater Monthly Service Fees	1,596,891
Wholesale Sewer Services	223,146
Other Revenue	1,602,516
Appropriated Fund Balance	238,506
TOTAL ESTIMATED UTILITIES FUND REVENUES	\$10,159,155

Expenditures:

Debt Service	\$2,539,647
Administration	1,403,344
Waste Water Treatment	1,009,109
Waste Water Collection	1,776,760
Water Distribution	1,681,146
Water & Sewer Fleet Maintenance	303,000
Stormwater	1,446,149
TOTAL ESTIMATED UTILITIES FUND EXPENDITURES	\$10,159,155

Total For All Funds	\$29,937,997
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SECTION 3 - Ad Valorem Taxes

An Ad Valorem tax rate of \$.215 (twenty-one and 1/2 cents) per hundred (\$100) valuation of taxable property, as listed for taxes as of January 2022 is hereby levied and established as the official tax rate for the Town of Carolina Beach for Fiscal Year 2022-2023. The rate is based upon a total projected valuation of \$3,029,490,000 with an estimated tax collection rate of 99.00%. The purpose of the Ad Valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Carolina Beach.

SECTION 4 -- Documentation

Copies of this ordinance will be kept on file at the Municipal Building and shall be furnished to the Town Clerk and Finance Officer to provide direction in the collection of revenues and disbursement of Town Funds.

SECTION 5 - Special Authorization

- A. The Town Manager shall serve as Budget Officer.
- B. The Budget Officer shall be authorized to make Interdepartmental Transfers, within the same fund, not to exceed 10% of the Departmental allocation being reduced. Notification of all transfers shall be made to the Town Council at the next regular meeting following the transfer.
- C. The Budget Officer may make Interfund Loans not to exceed 10% of the appropriated revenues for a period of no more than sixty (60) days and shall inform the Town Council of the loan at the next regular meeting following the loan of the funds.

SECTION 6 - Restrictions of the Budget Officer

- A. Interfund transfers of monies shall be made only with prior approval of the Town Council.
- B. Capital Reserve funds may not be expended without approval by the Town Council.
- C. A minimum of eight percent (8%) fund balance shall remain in the General Fund.

SECTION 7 - Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allows the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Council must approve all budget amendments.

SECTION 8 - Utilization of Budget and Budget Ordinance

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Carolina Beach during the 2021/2022 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records which are in consonance with the budget and this ordinance and the appropriate statutes of the State of North Carolina.

Ordinance No. 22-1181 for Operating Budget FY 2022/2023

Adopted this the 14th day of June, 2022

Lynn Barbee, Mayor

Attest: Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council – 6/14/2022

SUBJECT: Amend Capital Project Fund for ARP Unassigned Funds

BACKGROUND:

This ordinance will transfer the Unassigned Revenue of \$686.71 from the American Rescue Plan out of the General Fund into the ARP Water, Sewer & Stormwater Capital Project so the funds will be available in the new fiscal year.

ACTION REQUESTED:

Approval of Ordinance No. 22-1177

ORDINANCE NO. 22-1177
A GRANT ORDINANCE TO AMEND THE BUDGET FOR THE
AMERICAN RESCUE PLAN WATER, SEWER & STORMWATER PROJECTS

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the American Rescue Plan Utility Fund Grant Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
35-601-074	Florida Ave	\$ 250,000.00	\$ 250,000.00	+\$.00
35-602-074	Spartanburg Ave	\$ 130,000.00	\$ 130,000.00	+\$.00
35-603-074	Maryland Ave/Virginia Ave	\$100,000.00	\$ 100,000.00	+\$.00
35-604-074	Basin Road	\$ 90,000.00	\$ 90,000.00	+\$.00
35-605-074	Eastern Hamlet	\$ 80,000.00	\$ 80,000.00	+\$.00
35-606-074	Seventh Street	\$ 75,000.00	\$ 75,000.00	+\$.00
35-607-074	Sumter Ave/Seventh St	\$ 74,000.00	\$ 74,000.00	+\$.00
35-608-074	Greenville Ave	\$ 70,000.00	\$ 70,000.00	+\$.00
35-609-074	St Joseph Pipe Replacement	\$.00	\$ 686.71	+\$ 686.71
35-600-005	FICA Tax	\$ 9,565.49	\$ 9,565.49	+\$.00
35-600-007	Retirement	\$ 13,707.11	\$ 13,707.11	+\$.00
35-600-010	(401) Law Enforcement	\$ 1,503.80	\$ 1,503.80	+\$.00
35-600-009	Premium Pay	\$125,039.00	\$125,039.00	+\$.00
TOTAL		\$ 1,018,815.40	\$1,019,672.71	\$ 686.71

SECTION TWO:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the American Rescue Plan by amending the following Utility Fund Grant Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
35-396-000	Transfer ARP Grant Funds From General Fund	\$1,018,815.40	\$1,019,672.71	+\$ 686.71
TOTAL:			\$1,019,672.71	

SECTION THREE:

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 14th day of June, 2022

Lynn Barbee, Mayor

ATTEST:

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council – 6/14/2022

SUBJECT: Amend Capital Project Fund for Lake Dredging SERDRF Grant

BACKGROUND:

This ordinance will Amend the Lake Dredging Project Fund to appropriate the \$2,000,000 SERDRF Grant received from the State.

ACTION REQUESTED:

Approval of Ordinance No. 22-1178

ORDINANCE NO. 22-1178
AN ORDINANCE TO AMEND THE UTILITY FUND BUDGET FOR THE
LAKE DREDGING PROJECT

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the Lake Dredging Capital Project by modifying the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
23-012-046	Professional Service	\$ 449,140.25	\$ 449,140.25	+ \$.00
23-012-074	Capital Over \$10,000	\$2,905,632.37	\$ 4,905,632.37	+ \$2,000,000.00
23-012-090	Contingency	\$ 60,947.30	<u>\$ 60,947.30</u>	+ \$.00
TOTAL			\$5,415,719.92	

SECTION TWO:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the revenues associated with the Lake Dredging Capital Project by modifying the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
23-350-010	Revenue Bond	\$3,415,719.92	\$3,415,719.92	+ \$.00
23-351-010	SERDRF Grant	\$ 0.00	<u>\$2,000,000.00</u>	+ \$2,000,000.00
TOTAL:			\$5,415,719.92	

SECTION THREE:

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 14th day of June, 2022.

 Albert I Barbee, Mayor

ATTEST:

 Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council – 6/14/2022

SUBJECT: Create Capital Project Fund for Ocean Sidewalk & CBAN Improvements

BACKGROUND:

This ordinance will create a Capital Project Fund to appropriate the \$900,000 SCIF Grant received from the State.

ACTION REQUESTED:

Approval of Ordinance No. 22-1179

ORDINANCE NO. 22-1179
AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET TO CREATE A PROJECT FUND FOR OCEAN SIDEWALK & CBAN IMPROVEMENTS PROJECTS

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the Ocean Sidewalk & CBAN Improvements Capital Project by establishing the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
46-580-074	Ocean Sidewalk	\$.00	\$ 485,100	+\$485,100
46-581-074	CBAN Improvements	\$.00	<u>\$ 414,900</u>	+\$414,900
TOTAL			\$ 900,000	

SECTION TWO:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the Ocean Sidewalk & CBAN Improvements Capital Project by establishing the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
46-397-000	SCIF Grant	\$.00	<u>\$ 900,000</u>	+\$900,000
TOTAL:			\$ 900,000	

SECTION THREE:

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 14th day of June, 2022.

Albert L Barbee, Mayor

ATTEST:

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council – 6/14/2022

SUBJECT: Create Capital Project Fund for Lake Park Recreation Project

BACKGROUND:

This ordinance will create a Capital Project Fund to appropriate the \$1,000,000 Brandy Myers Grant received from the State and the LWCF Grant for a new playground and other improvements at Lake Park.

ACTION REQUESTED:

Approval of Ordinance No. 22-1180

**ORDINANCE NO. 22-1180
AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET TO CREATE A
PROJECT FUND FOR LAKE PARK RECREATION PROJECT**

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the Lake Park Recreation Capital Project by establishing the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
45-620-074	Capital Over \$10,000	\$.00	<u>\$1,175,000</u>	+\$ 1,175,000
TOTAL			\$1,175,000	

SECTION TWO:

That the Fiscal Year 2021-2022 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the Lake Park Recreation Capital Project by establishing the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
45-396-000	Brandy Myers Grant	\$.00	\$1,000,000	+ \$1,000,000
45-397-000	LWCF Grant	\$.00	<u>\$ 175,000</u>	+ \$ 175,000
TOTAL:			\$1,175,000	

SECTION THREE:

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 14th day of June, 2022.

Albert L Barbee, Mayor

ATTEST:

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward

DEPARTMENT: Clerk

MEETING: Town Council – 6/14/2022

SUBJECT: Annual Committee Appointments

BACKGROUND:

On June 30 of each year, there are several committee members whose terms expire. This year, we have 9 members with expiring terms, six of them are interested in being reappointed.

There are also 6 vacant seats with unexpired terms that will need to be filled.

A copy of the applications can be found at:

https://library.municode.com/nc/carolina_beach/munidocs/munidocs?nodeId=4338a75e76c35

ACTION REQUESTED:

Please review the applications and make your selections on the ballot. The Mayor will receive the final tallies and announce the appointments.

2022 Annual Committee Ballot

Beautification Committee

Please select **ONE**:

- Hope Combs
- Sarah Finn
- Christi Siegel

Board of Adjustment

Please select **ONE**:

- Dorrene Stanley
- Tim Howard – serves on MAC

Marketing Committee

Please select **THREE**:

- Jeff Hogan (Chair of the Committee – serving since 2013)
- Dorrene Stanley
- Rachel Nadeau – serves on Beautification Committee
- Robin Cowie

Operations Committee

Please select **THREE**:

- Cindy Dunn (serving since 12/3/2019)
- Bill Skinner (serving since 7/9/2019)
- Bill Stoll
- Bob Ponzoni
- Dorrene Stanley
- Gerald Taylor
- Robin Cowie
- Stephen Taylor
- Steve Wright
- Tim Howard – serves on MAC

Parks and RecPlease select **ONE**:

- David Marshall
- Dorrene Stanley
- Emily Harding – serves on Beautification Committee
- Jasmine McKee
- John Dismukes
- Matt Shuttleworth – serves on Ops Committee
- Michael Hannan
- Sarah Finn

Planning and ZoningPlease select **ONE**:

- Jeff Hogan (Vice-Chair – serving since 1/14/2020)
- Aaron Smith
- Bill Stoll
- Dan Adams – serves on BOA and Police Advisory
- David Gadalla
- Dorrene Stanley
- JoDan Garza
- Kevin Amyot
- Michael Hannan
- Paul Levy – serves on BOA and Ops
- Quinn Marlow
- Steve Wright

Centennial CommitteePlease select **ONE**:

- Christopher Scharf

Police Advisory Committee

Please select **THREE**:

- Melanie Boswell (Chair – serving since 6/14/2016)
- Frances Reyes (serving since 1/14/2020)
- Bill Skinner – serves on Ops
- Butch LeCompte – serves on Ops
- David Cole – serves on Ops
- Dorrene Stanley
- Fred Grady
- Hope Combs
- John Dismukes
- Matt Shuttleworth – serves on Ops
- Michael Hannan
- Michael Puritis –non-resident, local business owner
- Paul Levy – serves on BOA and Ops
- Pete Green
- Stephen Graybush
- Steve Wright
- Tim Howard – serves on MAC

POLICY AND PROCEDURES FOR APPOINTMENTS AND THE ADMINISTRATION OF THE TOWN'S VOLUNTEER CITIZEN ADVISORY COMMITTEES

SECTION 1. PURPOSE

- A. To establish policy and procedure whereby the Town of Carolina Beach Town Council will make appointments to volunteer boards, commissions, committees, or authorities (hereinafter referred to as "citizen advisory committees" or CAC).
- B. To establish administrative procedures whereby all CAC's shall operate that correspond and further illustrate Town Code.
- C. For statutory mandated CAC's authority and purpose may include reference to applicable General Statutes.
- D. All CAC's shall develop a mission and vision statement consistent with direction given from Town Council. The CAC is expected to update their mission/vision and corresponding goals annually and provide them to Town Council.
- E. Nothing contained in this policy shall be construed to conflict with any state or local law. Should there be an appearance of conflict, the appropriate state or local law shall prevail.
- F. The CAC through its membership and subcommittees, maintains continual contact with representative professional groups, stakeholders' groups, and industry organizations. In this manner, the CAC is kept apprised of current information related to all matters under the jurisdiction of Carolina Beach.

SECTION 2. APPOINTMENTS

- A. All members of CAC serve at the pleasure of Town Council and may be removed at any time by a majority vote of Town Council.
- B. Appointments to CACs will be initiated with a public application process, and recommendations from staff, and/or nominations by the community or professional organizations.
- C. All appointments will be made according to the appointment statute, ordinance, or Town Council vote that created that CAC.
- D. No person may serve in more than two appointed positions of Carolina Beach government, unless exempted by nature of the position he or she may hold in governmental service.
- E. Unless otherwise stated by statute or charter, all terms of office shall be three years. No appointees may serve more than three consecutive terms which shall expire on June 30. However, members of boards and committees may serve until their successors have been appointed. This policy may be waived by the Town Council.

SECTION 4. MEETING ATTENDANCE

- A. The Town Council has an expectation that appointees will be conscious of their attendance of scheduled meetings. Appointees shall attend at least 75% of scheduled meetings on an annual basis from the date of their appointment.
- B. If the appointee does not comply with such attendance or has three consecutive unexcused absences, said appointee's failure to attend shall be reported by the presiding officer of the respective CAC to the Town Council. Such unexcused absences on the part of any appointee may, at the election of the Town Council, be deemed to constitute resignation on the part of the appointee, from such CAC.

- C. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the board on which the appointee is serving. Minutes containing meeting attendance will be submitted to the Town Clerk after each-meeting of said committee.

SECTION 5. RESIGNATION

- A. Resignation occurs when a member fails to meet the attendance policy or when a member submits their resignation to the Town Clerk and carbon copy the Chairman and/or vice chairman.
- B. Upon such resignation and acceptance, the Town Council shall select a replacement from the applications of persons who applied for the last vacancy on such CAC, without further notice, advertisement, or action by the Town Council. The appointee will fill the vacancy for the period of the unexpired term. This is considered a partial term and the individual will be eligible for three additional full terms on the committee.

SECTION 6. PROCEDURES FOR FILLING VACANCIES FOR APPOINTED POSITIONS

- A. Notification of Available Appointments
1. The Town Clerk shall prepare an advertisement to be published on the website, on social media, and/or in the local newspaper. All advertisements must be submitted to the Town Clerk prior to publication.
 2. Sixty (60) days prior to the terms expiring, the secretary of the CAC will email a notice to each person who is eligible for reappointment, requesting information on his or her interest in continuing to serve. If an individual is not eligible for reappointment, he or she will be notified and given reason for being ineligible.
 3. If, because of policy or otherwise, an individual is not reappointed, he or she will receive a letter from the Mayor thanking them for their service.
- B. Selection Process
1. All applications for a particular position will be returned to the Clerk of the Town Council.
 2. All applications will be forwarded to the Town Council with those who are ineligible noted and the reasons for ineligibility given.
 3. The Town Clerk shall place on the agenda the "Appointments" for action at the next meeting of the Town Council.
 4. CAC members may review applications for their respective Committees and render a recommendation to Town Council for consideration. Town Council will consider such recommendation along with other considerations, but no assurances should be offered that Town Council will follow the Committee recommendation. Under no circumstances should any CAC or CAC Member offer an applicant any assurances of appointment.
- C. Notification of Appointment: The Town Clerk shall notify the appointee and copy the affected CAC notifying each of the appointment.
- D. Applications
1. All applications received shall be retained for 12 months. Applications shall be kept on file for all active appointees. All the above data shall be maintained by the Town Clerk.
 2. Applications for committees are considered public record and are available for public inspection.

SECTION 7 ADMINISTRATION

- A. The Town Clerk shall have a binder containing a list of all town appointments with the following data provided:
1. Name of the CAC.
 2. Brief on the functions of each CAC
 3. Ordinance of cause creating CAC
 4. Number of members and terms of office
 5. Current members, addresses, telephone numbers, terms of office, numbers of terms served, and expiration dates
 6. Regular meeting day, time, and location

SECTION 8 MEMBERSHIP

To qualify for an appointment to the CAC, a person shall:

- A. Meet the qualifications for the specific CAC or the statutory requirements for an appointed position.
- B. Uphold Town policies pertaining to the CAC he/she serves.
- C. Be a minimum of 18 years old unless applying under a youth designated position.
- D. Be a permanent resident unless Town Council determines the membership would benefit from outside expertise. Applicants shall have a good reputation for integrity and community service. Ex-officio members may be appointed by the Town Council for the purpose of meeting subject matter expert needs. Ex-officio members are nonvoting members of the CAC.
- E. Not be employed or have immediate family employed by the Town. An appointee will not be considered for any employment vacancy in for the Town, until said appointee resigns his/her seat on the CAC.
- F. Be prepared and committed to participating in CAC work in a manner that enhances relationships between the Town and the community.
- G. Serve the Town Council. As such their role includes their commitment to implementation of Town Council's vision through full participation in committee meetings and activities.

SECTION 9 CHAIR, VICE CHAIR, AND SECRETARY (OFFICER) SELECTION AND RESPONSIBILITIES

- A. The Chair of the CAC is nominated by the CAC.
- B. The Chair and Vice Chair shall serve no more than 3 consecutive one-year terms.
- C. The officers shall assume their role on July 1 of each year. At the first meeting with new officers the CAC Chair shall present members with a copy of the CAC charge, scope, and membership.
- D. The CAC Chair shall serve by meeting the following
 - a. Presiding Officer
 - i. To plan and run meetings in accordance with the Town's mission.
 - ii. To ensure matters are dealt with in an orderly, efficient manner.
 - iii. To bring impartiality and objectivity to meetings and decision-making.
 - b. Managing member
 - i. To be a liaison to the staff and Council representative.
 - ii. To co-ordinate the committee and ensure the purpose of the committee is met.
 - iii. Dissolves or appoints subcommittees subject to CAC approval
 - iv. Assists in development of meeting agendas
 - c. Representative
 - i. To serve as the primary spokesperson for the CAC.
 - ii. To effectively communicate the vision and purpose of the committee.

- iii. To advocate for and represent the committee at Town meetings and events as requested.
- iv. To be aware of current issues that might affect the Town.
- d. Leader
 - i. Helps members with their success
 - ii. Good communication and interpersonal skills.
 - iii. Impartiality, fairness, and the ability to respect others.
 - iv. Ability to ensure decisions are made and reported to the Town Council.
 - v. Good timekeeping.
 - vi. Tact and diplomacy.
 - vii. Understanding of the roles/responsibilities of a Town committee member.
- E. The CAC Vice Chair shall meet the same standards as the Chairman
- F. The CAC Secretary shall serve by meeting the following:
 - a. Administration
 - i. To prepare agendas in consultation with the Chair.
 - ii. To circulate agendas and any supporting documents in a timely manner.
 - iii. To receive agenda items from other committee members.
 - iv. To check that a quorum is present.
 - v. To take meeting minutes and circulate the draft minutes to all committee members.
 - vi. To send approved minutes and agendas to the Town Clerk.
 - vii. To report any membership changes and excessive absences to the Town Clerk.
 - b. Professional Skills
 - i. Good communication and interpersonal skills.
 - ii. Impartiality, fairness, and the ability to respect others.
 - iii. Well organized and an eye for detail.
 - iv. Strong conflict resolution skills / Ability to work well with others
 - v. Documents accomplishments and CAC motions/decisions

SECTION 10 CONFLICT OF INTEREST

- A. In the event an issue comes before a CAC and a member of that CAC has a financial, personal or employment related interest in the outcome of the issue, that member should notify his fellow members that he/she has a potential conflict of interest and request that he/she be excused from voting.
- B. A CAC member that has been recused due to a conflict of interest shall not participate in the discussion or vote on the matter.

SECTION 11 MEETINGS

- A. All meetings shall be open to the public as required by North Carolina General Statutes § 143-318.10
- B. Unless otherwise specified, public meetings will follow the standard rules of procedure defined by the Town Council. The CAC may adopt other operating procedures as needed. In coordination with the staff and Town Council the CAC shall determine the date, time, and place for each meeting.
- C. Special Meetings: A majority of the CAC may call special meetings at any time in accordance with NCGS § 143-318.12 for specific business.
- D. Virtual Meetings or Teleconferences are allowed if the CAC can provide access to the live meeting audio.

- E. Cancellation of Meetings: Whenever there is no business for the CAC, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.
- F. Agenda: The agenda shall provide a description of each item of business so that interested members of the public will be capable of understanding the nature of each agenda item.
- G. As a rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the CAC may discuss so long as no action is taken until a subsequent meeting where the item is placed on the agenda.
- H. Agendas shall be available for members and public at least two (2) days before the meeting.
- I. Minutes: Minutes shall be kept of all CAC meetings and be submitted to the Town Clerk within 45 days of the last meeting.
- J. All recommendations, reports, and motions shall be conveyed on the minutes.

SECTION 12 VOTING AND QUORUM

- A. A quorum for a CAC meeting shall consist of a simple majority of the members unless otherwise specified by state or local laws.
- B. No business may be conducted if a simple majority is not present.
- C. Decisions are reached based on a simple majority vote of those members present unless otherwise required by NC Law.
- D. Only appointed members may vote. Appointed members shall not delegate their vote to others. Voting by proxy is not allowed.
- E. Ex officio members shall not vote.
- F. In the absence of the chairman and vice-chairman where a quorum still exists the CAC may by simple majority vote appoint a member of the CAC to serve as the presiding officer of the meeting.

SECTION 13 GROUND RULES

- A. The Chair shall take necessary action to ensure all policies and procedures are followed during meetings. In general, the following ground rules shall apply:
 - a. Test assumptions and inferences
 - b. Share all relevant information
 - c. Focus on interests, not positions
 - d. Be specific—use examples
 - e. Agree on what important words mean
 - f. Explain the reasons behind your statements, questions, and actions
 - g. Disagree openly with any member of the group
 - h. Make statements, then invite questions
 - i. Jointly design ways of testing disagreements and solutions
 - j. Discuss undiscussable issues
 - k. Keep the discussion focused
 - l. Don't take cheap shots or otherwise distract the group
 - m. All members are expected to participate in all phases of the process
 - n. Exchange relevant information with nongroup members
 - o. Make decisions by consensus
 - p. Do self-critiques

- B. Attendees: The CAC shall ensure attendees maintain meeting etiquette to maintain effectiveness.
- a. Attendees shall not display signs or any similar type of written communication or device that may obstruct the view of citizens, cause injury, or affect the overall presentation of the item at hand.
 - b. Attendees shall not talk to other members of the audience.
 - c. Attendees shall not approach the podium unless invited to do so by the presiding officer.
 - d. Attendees shall not engage in any behavior that is not in keeping with proper and courteous conduct.
 - e. Attendees shall not cheer, jeer, applaud, or express approval or disapproval of comments made by any speakers or any actions taken by the Commission.
 - f. No attendee shall make personal, impertinent, or slanderous remarks, nor otherwise disturb the order of any Commission meeting.

ARTICLE IV. - BOARDS, COMMISSIONS AND AGENCIES

DIVISION 1. - GENERALLY

Secs. 2-114—2-139. - Reserved.

DIVISION 2. CITIZEN ADVISORY COMMITTEES (CAC)

Sec. 2-140 Development of Citizen Advisory Committees. Town Council may develop a citizen advisory committee to:

1. Tap into the expertise of citizens,
2. Engaging citizens as our partners,
3. Gathering information for governing decision making,
4. Enhancing transparency,
5. Improving communication with elected officials and the public, and
6. Expanding knowledge on how local government works.

Sec. 2-141 Types of Citizen Advisory Committees

1. Ad hoc Committees. Town Council may create ad hoc committees to accomplish specific tasks, often on a short-term basis not easily provided for elsewhere in the committee system. Each ad hoc committee has a particular goal to achieve or product to provide. When its task is complete the committee is disbanded.
2. Standing Committee. Town Council may create standing committees when there is an ongoing mission/vision that needs continued oversight to ensure the continued success of the Town Council's goal.

Sec. 2-142 Forming, Modifying and Dissolving Citizen Advisory Committees:

1. All CAC's shall be formed and dissolved by majority vote of Town Council. The Town Council shall consider the following when forming, modifying, or dissolving any CAC:
 - A. Was this CAC developed solely by the Town and not required by state or federal law?
 - B. What is the mission, vision, and goals? Have or could these be resolved by staff or reallocated to another responsible party?
 - C. How many members should be on the CAC?
 - D. Will there be a staff liaison and/or Town Council liaison?
 - E. Will the CAC be ad hoc or standing?
2. TERMS:
 - A. No person may serve in more than two appointed positions of Carolina Beach government, unless exempted by Town Council due to the nature of the position he or she may hold.
 - B. Members whose terms are set to expire shall notify the Town Clerk of their interest in reappointment a minimum of sixty (60) days prior to the end of the term.
 - C. Terms shall be staggered and shall be designed around the fiscal year.
3. Filling positions on a CAC.
 - A. The Town Clerk shall advertise the position on the Town's website.
 - B. All applications shall be returned to the Clerk of the Town Council.
 - C. All received applications shall be retained for twelve (12) months.
 - D. Each CAC shall have leadership positions that are voted on by the CAC (i.e. chairman, vice chairman, secretary).

Sec. 2-143 CAC Procedures

1. The CAC shall submit all recommendations to the Town Council for their consideration prior to taking any action.
2. Should any concern remain unresolved after a response has been received from the CAC, the Town Council may request that the matter be referred to the Town Manager.
3. All CAC's shall be subject to policies as adopted by Town Council.

Sec 2-144 Limitation of Power

- A. Neither the CAC, nor members thereof, shall:
 1. Incur Town expense or obligate the Town in any manner.
 2. Release any written or oral report of any CAC activity to any individual or body other than to the Town Council or office of the Town Manager.
 3. Independently investigate citizen complaints against the Town Council or employees of the Town.
 4. Conduct any activity that might constitute or be construed as establishment of an official government review of a department or employee actions.
 5. Conduct any activity that might constitute or be construed as establishment of department policy.
 6. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
- B. Matters pertaining to discipline shall not be discussed or considered by the CAC. The activities of the CAC shall be conducted in accordance with federal, state, and local laws.
- C. Approval of plans, reports, policies, and/or ordinances shall be reviewed by the following prior to presentation to Town Council:
 - a. Technical Review Committee
 - b. Any other state or local mandated process for adoption (i.e. zoning changes would be required to go through the Planning and Zoning Commission)
 - c. Town's legal counsel



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Council Workshop 6/14/2022

SUBJECT: Closed Session – Attorney/Client and Real Estate Parcel ID# R08814-001-007-000

RECOMMENDED MOTION:

Motion to go into closed session to discuss attorney/client and real estate matters pursuant to North Carolina General Statute 143-318.11(3) and (5). The property being discussed is Parcel ID # R08814-001-007-000. The attorney/client matter being discussed is 19 CVS 4634 Miller vs Town of Carolina Beach.