

CAROLINA BEACH

Town Council Workshop

Tuesday, April 26, 2022 – 9:00 AM

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



AGENDA

CALL TO ORDER

DISCUSSION ITEMS

- [1.](#) Parking Update by Pivot Parking
- [2.](#) Canal Drive Presentation by Staff
- [3.](#) Budget Presentations
- [4.](#) Discussion on Portable Restrooms
- [5.](#) Discussion on Citizen Advisory Committee Missions
- [6.](#) Resolutions of Support to Apply for NC Division of Water Infrastructure Grants

COUNCIL COMMENTS

- [7.](#) Discuss Agenda Items for May Council Meeting

CLOSED SESSION

- [8.](#) Closed Session - Personnel

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 4/26/2022

SUBJECT: Parking Update by Pivot Parking

BACKGROUND:

Pivot Parking will give an update on the 2022 season.

Carolina Beach Parking 2022 Q1 Update

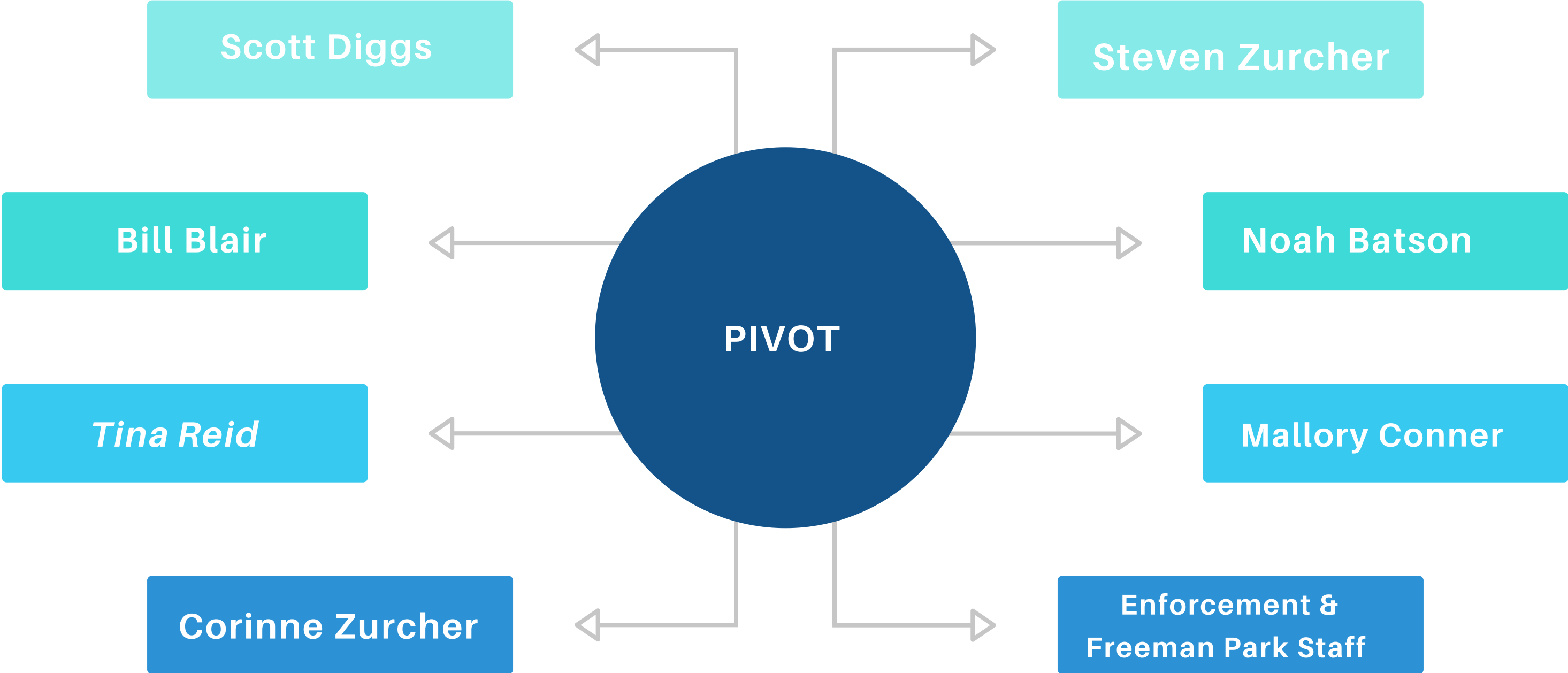


Pivot Parking

NOV 2021- MAR 2022



Pivot Parking Carolina Beach Team



TRANSITION PERIOD OVERVIEW

Parkeon Pay Stations

- Parkeon rep completed onsite paystation assessment .
- Replaced two broken face plates at the Palm Lot.
- Replaced three printers that were in-operable.
- The town has a spare pay station at the parking garage that Pivot also fixed and is operational.
- Currently we have two spare printers, two credit card readers, a main board and a spare faceplate in inventory. Any other R&M parts we may need Parkeon will overnight to Pivot.

Mackay Meters

- New Face plates ordered.
- Spare parts inventoried.
- Extra Batteries ordered and on charge in the parking office.
- All meters assessed by parking staff and MacKay rep & updated before season began
- All meters numbered for easier customer assistance.
- Informational decals ordered indicating payments available via Text 2 park.

Text 2 Park

- 23 Parking codes (Pcodes) established.
- Signage replacements with T2P info.
- Intergration with the IPS enforcement system completed.
- Meter areas condensed to Text to Park only.

PARKEON PAY STATIONS

- 36650001 FISHERMAN LOT
- 36650002 HARBOR MASTER LOT
- 36650003 MARINA LOT
- 36650004 ALABAMA LOT
- 36650005 SANDPIPER LOT
- 36650006 SHELL LOT
- 36650007 SURF SIDE EAST LOT
- 36650008 ALABAMA WEST LOT
- 36650009 TOWN HALL LOT
- 36650010 PALM (RIGHT SIDE)
- 36650011 FREEMAN PARK LOT
- 36650012 NORTH PIER LOT
- 36650013 CANAL DRIVE
- 36650014 WEEKS LOT
- 36650015 PALM LOT 1 (LEFT SIDE)
- 36650016 SPARE PART IN GARAGE
- 36650017 SURFSIDE WEST LOT
- 36650018 TENNESSEE LOT
- 36650019 OCEAN LOT

Text 2 Park "PCODES"

Item 1.

- CBBAMA1
- CBBAMA2
- CBATLANTA
- CBCANAL
- CBFISHER
- CBHAMLET
- CBHARBOR
- CBMARINA
- CBNPIER
- CBOCEAN
- CBPALM
- CBSAND
- CBSHELL1
- CBSHELL2
- CBSPART
- CBSURFE
- CBSURFW
- CBTEN
- CBTOWN
- CBWEEKS
- CBMETER
- CBBEACH
- CBCENTER



NEW SIGN DESIGN

PAY STATION SIGNS

LEASED LOT SIGNS

Item 1.

PAY TO PARK



Enforced 7 Days a Week

8:00am-8:00pm
March 1st through October 31st
\$5/HOUR • \$25/ALL DAY

9:00am-5:00pm
November 1st through February 28th
\$2/HOUR • \$10/ALL DAY

Payment Options:

1 Text 2 Park
Text CBEACH to 25023
or use QR code
processing fees may apply

OR

2 Pay at Kiosk
MUST enter license plate
processing fees may apply

Assistance with parking please call 910-458-4614

TOWN PASSES ACCEPTED
You are at Palms Lot

ADDITIONAL SIGNAGE

PAY TO PARK



Enforced 7 Days a Week

8:00am-8:00pm
March 1st through October 31st
\$5/HOUR • \$25/ALL DAY

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Town Passes NOT Accepted
You are at Surfside West



Home Check Status Login Register Forgot Password

NOTIFICATION

- You must REGISTER in order to purchase a parking pass, re-entry decal, or golf cart permit.
- Once you register, CHECK YOUR EMAIL for the VERIFICATION LINK.
- Parking passes are digital and assigned to your vehicle license plate number.
- Re-entry and golf cart permits may be picked up in person or mailed.

Posted Date : 03/01/2022

Contact Us

Support/Video Tutorials

Privacy Policy

In using this tool, I confirm that the information entered above is from my personal billing statement. If it is not, I confirm that I am authorized by the account holder to complete this form on their behalf.

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PIVOT OPERATIONAL UPDATES Item 1.



CITATION INFORMATION

TOWN OF CAROLINA BEACH, NC
FAILURE TO PAY FINE OR TO APPEAL WITHIN 7 DAYS OF THE TICKET'S ISSUE DATE WILL LEAD TO ADDITIONAL PENALTIES.

PAYMENT INSTRUCTIONS

- PAY ONLINE:**
<http://carolinabeach.citationportal.com/>



- PAY BY MAIL: **DO NOT MAIL CASH****
Write ticket number & license plate number on the front of your check or money order to ensure proper credit.

Pay & Mail to:
Town of Carolina Beach
Parking Office
1708 Canal Dr.
Carolina Beach, NC 28428

- PAY IN PERSON:** 9:00 am to 5:00 pm Mon-Sun. Accepted forms of payment: cash, check, money order, Visa, Mastercard, or Discover at: Parking Office, 1708 Canal Dr., Carolina Beach, NC 28428.

- DROP-OFF PAYMENTS:** A payment box is available for drop-off payments 24/7 at the Parking Office parking lot Exit.

APPEAL INSTRUCTIONS

All appeals must be submitted within 7 days of the ticket's issue date.

Appeal Online:
<http://carolinabeach.citationportal.com/>

Appeal by Mail:
Town of Carolina Beach
Parking Office
1708 Canal Dr.
Carolina Beach, NC 28428

Submit your reason for appeal along with supporting documentation. Appeal Review Committee decisions are final.

Please direct any questions to:
910-458-4614

VIOLATION



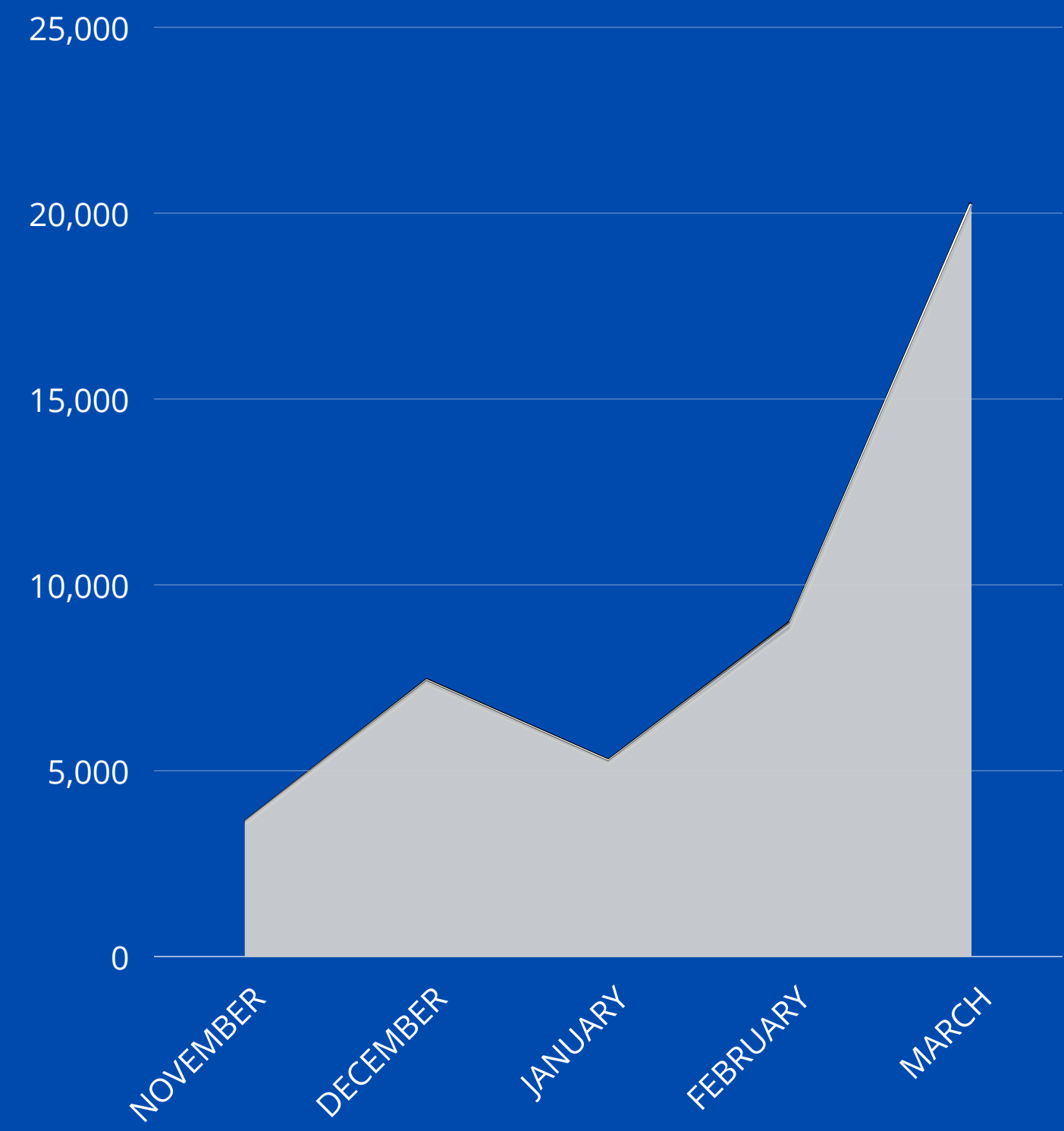
REVENUE SUMMARY & DATA

- **FREEMAN PARK CAMPING**
- **FREEMAN PARK ANNUAL SALES**
- **PAYSTATIONS/ TEXT2PARK/CITATIONS/METER**
- **RESIDENTIAL SALES**



FREEMAN PARK CAMPING REVENUE

- **November 57 Reservations - \$3,592.00**
- **December 84 Reservations - \$7,340.00**
- **January 53 Reservations - \$5,210.00**
- **February 169 Reservations - \$8,803.00**
- **March 209 Reservations - \$20,015.00**



Camping reservations pause from end of May through early September

FREEMAN PARK SALES

WELCOME TO FREEMAN PARK

PAY HERE IN ADVANCE

DAY PASS
IN SEASON: \$50
April 1st - September 30th
Off Season: \$30
October 1st - March 31st

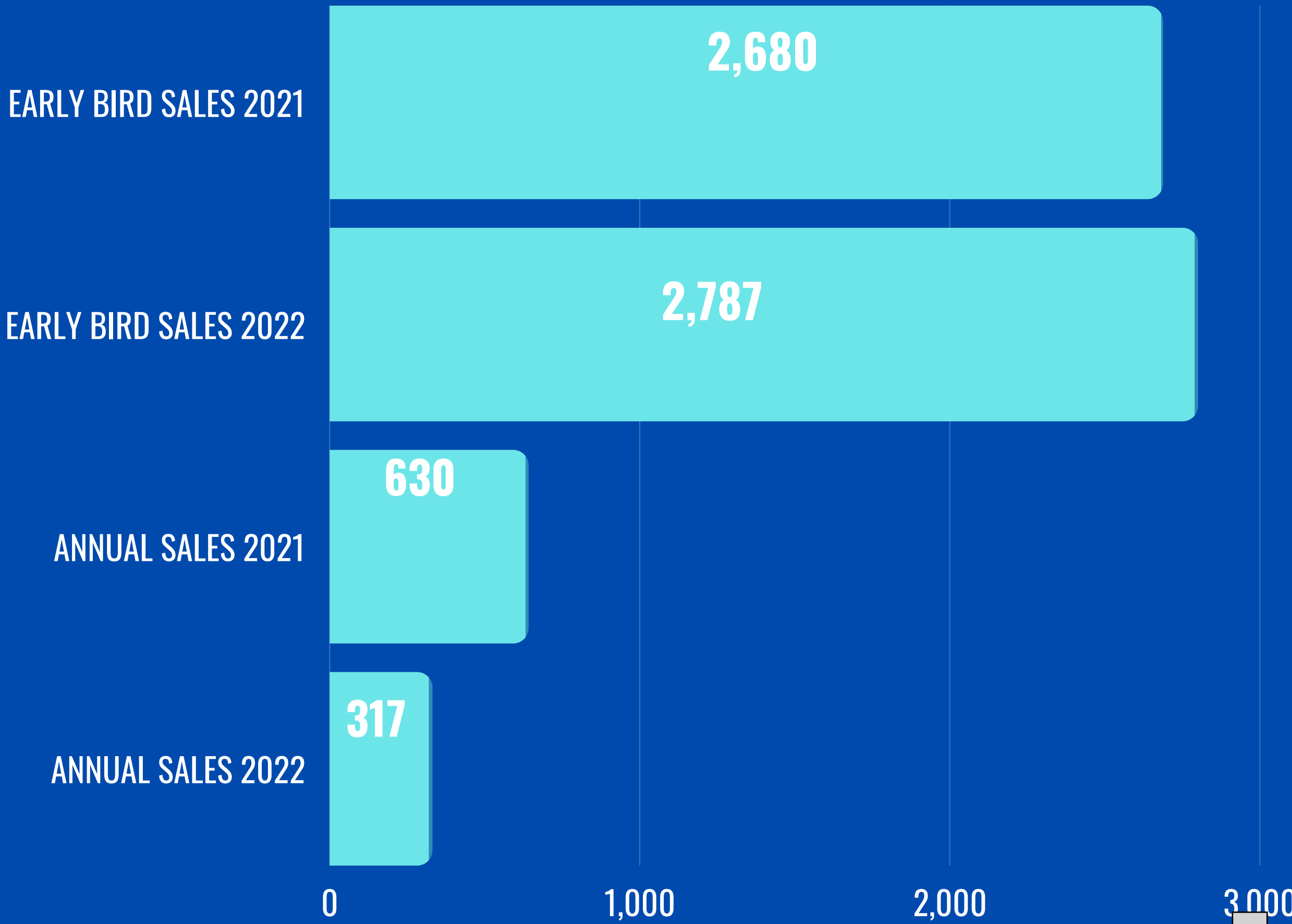


MACHINE ACCEPTS BILLS/CC
 Take printer receipt and place face up on drivers side dash board
PONGO EL RECIBO EN LA TABLERA DE SU CARRO

NO CHANGE GIVEN

Parking Office 910-458-4614
 For additional information visit www.carolinabeach.org

Daily or annual pass required at all times
 7 days a week, 24 hours a day, 365 days a year



FREEMAN PARK ANNUAL PASS SALES

DECEMBER

EARLY BIRD
2,787 TOTAL

NET TOTAL:
\$288,477.40

JANUARY

ANNUAL DECAL
53 TOTAL

NET TOTAL:
\$11,418.85

FEBRUARY

ANNUAL DECAL
211 TOTAL

NET TOTAL:
\$45,359.63

MARCH

ANNUAL DECAL
53 TOTAL

NET TOTAL:
\$11,207.56

TOCB RESIDENT - 427 DECALS
 NON RESIDENT - 2,677 DECALS

TOTALS: 3,104 DECALS
\$356,463.44

PAYSTATIONS

FREEMAN PARK- DAILY

NOVEMBER - \$6,240.00

DECEMBER - \$4,240.00

JANUARY - \$3,100

FEBRUARY - \$5,370.00

MARCH - \$14,728.00

TOTAL TRANSACTIONS - 631

TOTAL REVENUE - \$33,678.00

BEACH ACCESS/LOTS

MARCH - \$35,310.00

TOTAL TRANSACTIONS - 401

19 PAY STATIONS TOTAL

TEXT2PARK | METER | CITATION

TEXT2PARK

1

\$76,855.25
3,926
TRANSACTIONS

PAID CITATIONS

2

\$22,450.00
209 PAID IN FULL
\$100.00 - 181
\$150.00 - 25
\$200.00 - 3

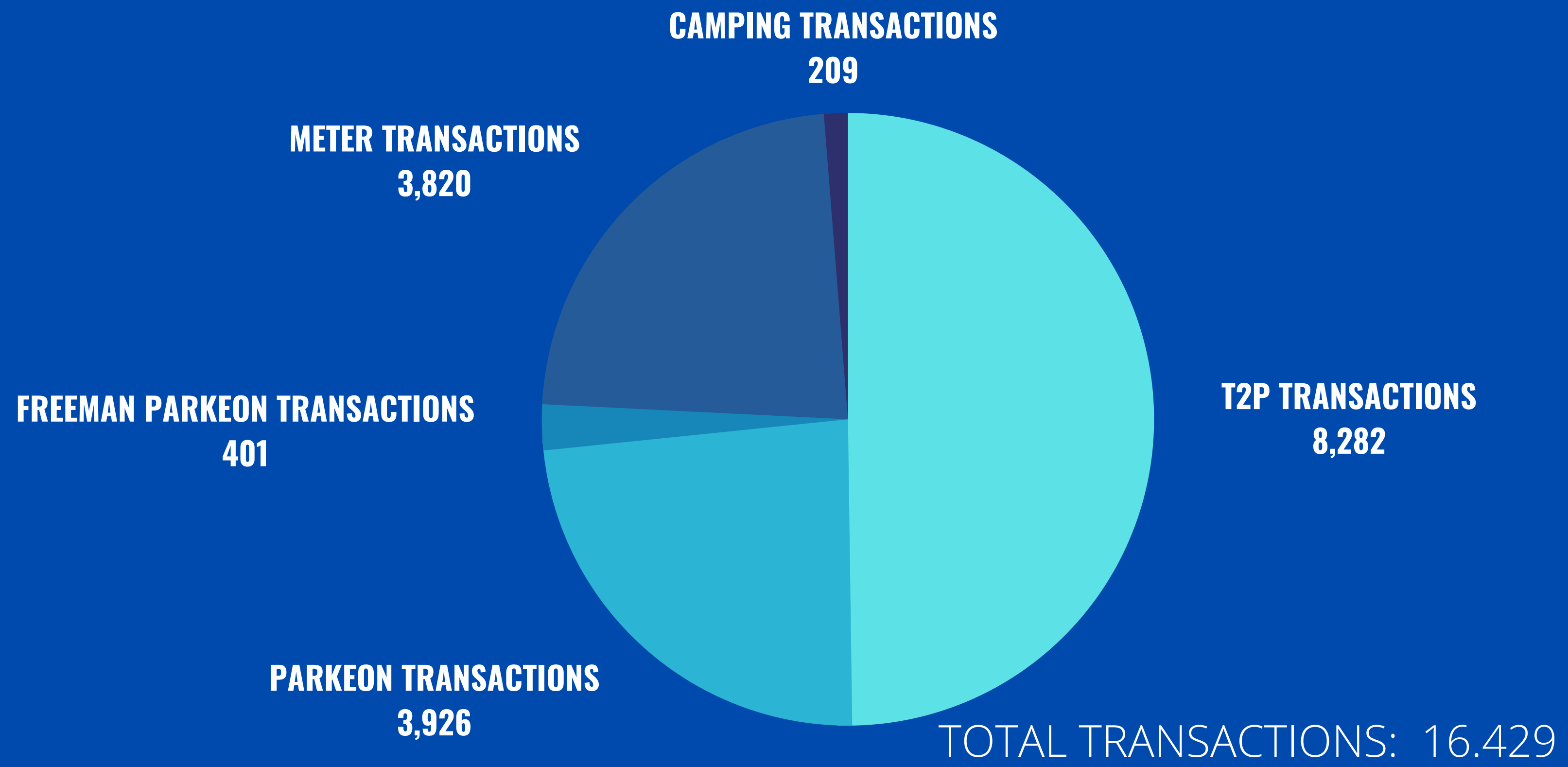
METERS

3

\$16,180.65
3,820
TRANSACTIONS

REVENUE MARCH 2022

REVENUE TRANSACTIONS MARCH 2022



TOTAL PARKING REVENUE COMPARISONS

March 2021

(inclusive of Meter | Paystation | PBP)



\$79,245.12

March 2022

(inclusive of Meter | Paystation | T2P)



\$128,345.90

March 2022 avg. revenue per space = \$218.63 per space

RESIDENTIAL REVENUE

**FEBRUARY
&
MARCH
2022**

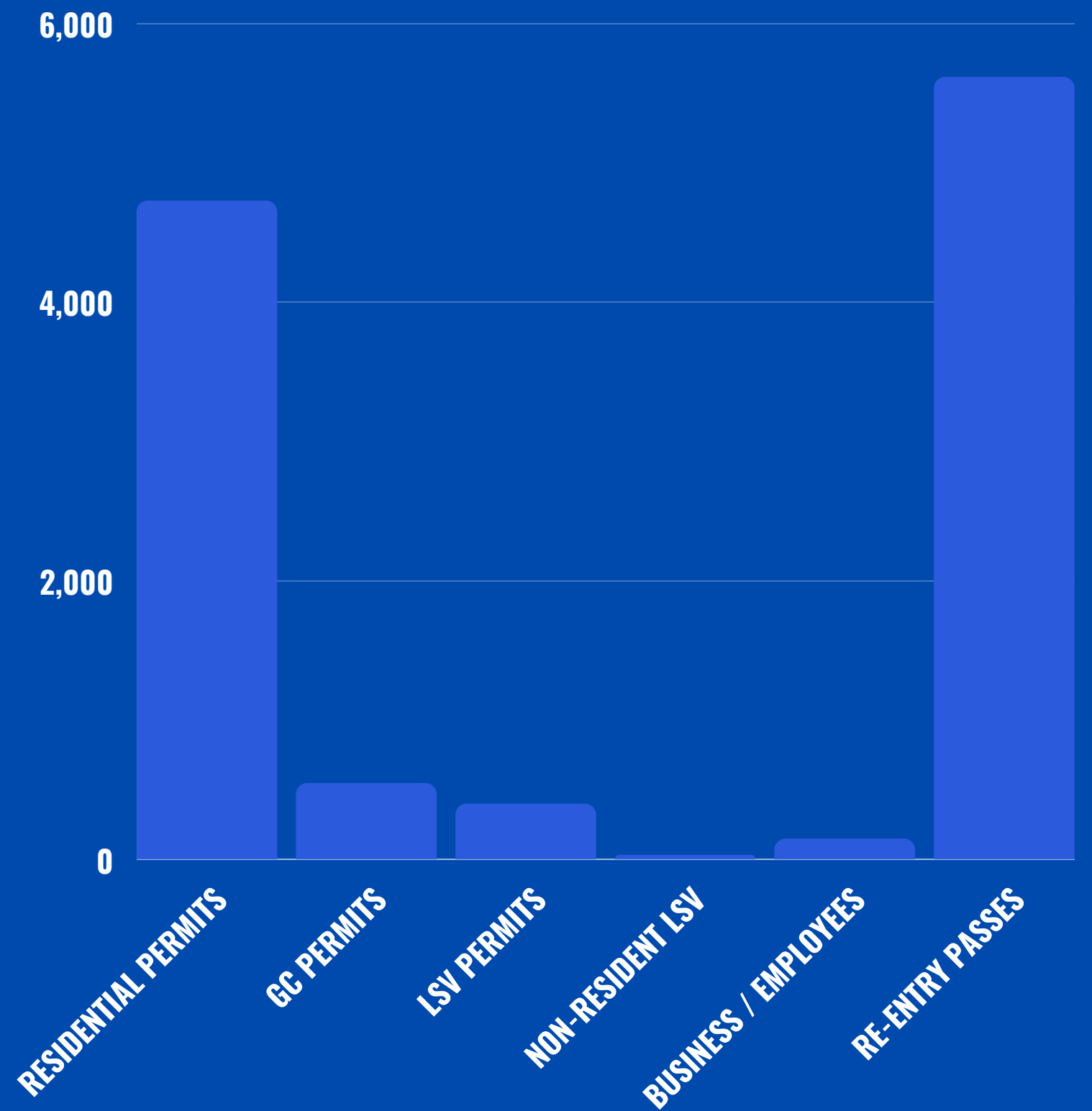
1	RESIDENTIAL PERMITS	\$ 188,980.00
2	GOLF CART PERMITS	\$ 31,360.00
3	LSV RESIDENTIAL PERMITS	\$ 15,740.00
4	BUSINESS/EMPLOYEE PERMITS	\$ 14,300.00
5	LSV NON RESIDENT PERMIT	\$ 4,140.00

PERMIT SALES

- RESIDENTIAL PERMITS 4,724
- GOLFCART PERMITS 542
- LSV PERMITS 394
- NON-RESIDENT LSV PERMITS 26
- REENTRY DECALS - 5,612
- BUSINESS / EMPLOYEE REGISTRATION 143

TOTAL RESIDENTS REGISTERED
3,294

February 10th - March 31st



CITATION DATA - MARCH 2022

WRITTEN CITATIONS

631

LIVE CITATIONS WERE
ISSUED 3/9/2022

**WARNING
CITATIONS**

635

WARNINGS WERE ISSUED
FIRST WEEK OF SEASON

CITATIONS PAID

211

FULL PAYMENTS RECEIVED
WITHOUT FINES
INCREASING

**RESIDENTIAL
PARKERS IN PUBLIC
SPACES**

223

ACTIVE PERMITS THAT
WERE SCANNED BY
ENFORCERS

2022 SEASON START MODIFICATIONS/ISSUES/CORRECTIONS

Season Timeline

NOVEMBER - MARCH 1ST

- Pivot staff orientation & training completed.
- New uniforms ordered.
- New signage designs created, approved by town staff and installed by Pivot staff.
- November 5th - Bagged all equipment in the field.
- February 25th Un-bagged all equipment to prepare for testing & start of season
- Equipment started with Pivot as the merchant of record and then switched to TOCB being merchant in February.

MARCH 2ND

- A software update was pushed on the the Parkeon pay stations which caused all the current printers and credit card readers to become inoperable
- Pivot worked with Parkeon support and were able to get all pay stations back online and operating within the day with the exception of 5.
- Those 5 were switched over to accept payment, without providing a receipt.
- As Pivot's request, Parkeon overnighted replacement equipment to fix the remaining issues. Paystations were considered to be under manufacturer warranty.

MARCH 4TH

- Mackay meters had a banking issue with their credit center gateway provider that resulted in the meters not being able to accept credit cards.
- Pivot alerted the town and the vendor of the issues immediately.
- The Town issued a social media blast notifying the public of the issues and informing customers to utilize T2P.
- Pivot requested the vendor to reprogram the meters to display the instructions to pay by Text2park.
- March 7th - Vendor corrected gateway issue and meters were reprogrammed to accept credit cards.

MARCH 5TH

- Pivot received a total of 4 complaints about Residents receiving a WARNING CITATION.
- Upon further investigation, we discovered license plates were entered manually incorrectly with a hyphen in the middle of the plate.
- Pivot filtered through 8.000 license plates to make corrections within 24 hour period.

SPACE MODIFICATIONS:

- **30 minute free spaces added to encourage quick in and out patronage at businesses**
- **Updating of golf cart only space painting along Cape Fear Blvd.**
- **Removal of old Duncan meters & installing Text 2 Park decals**

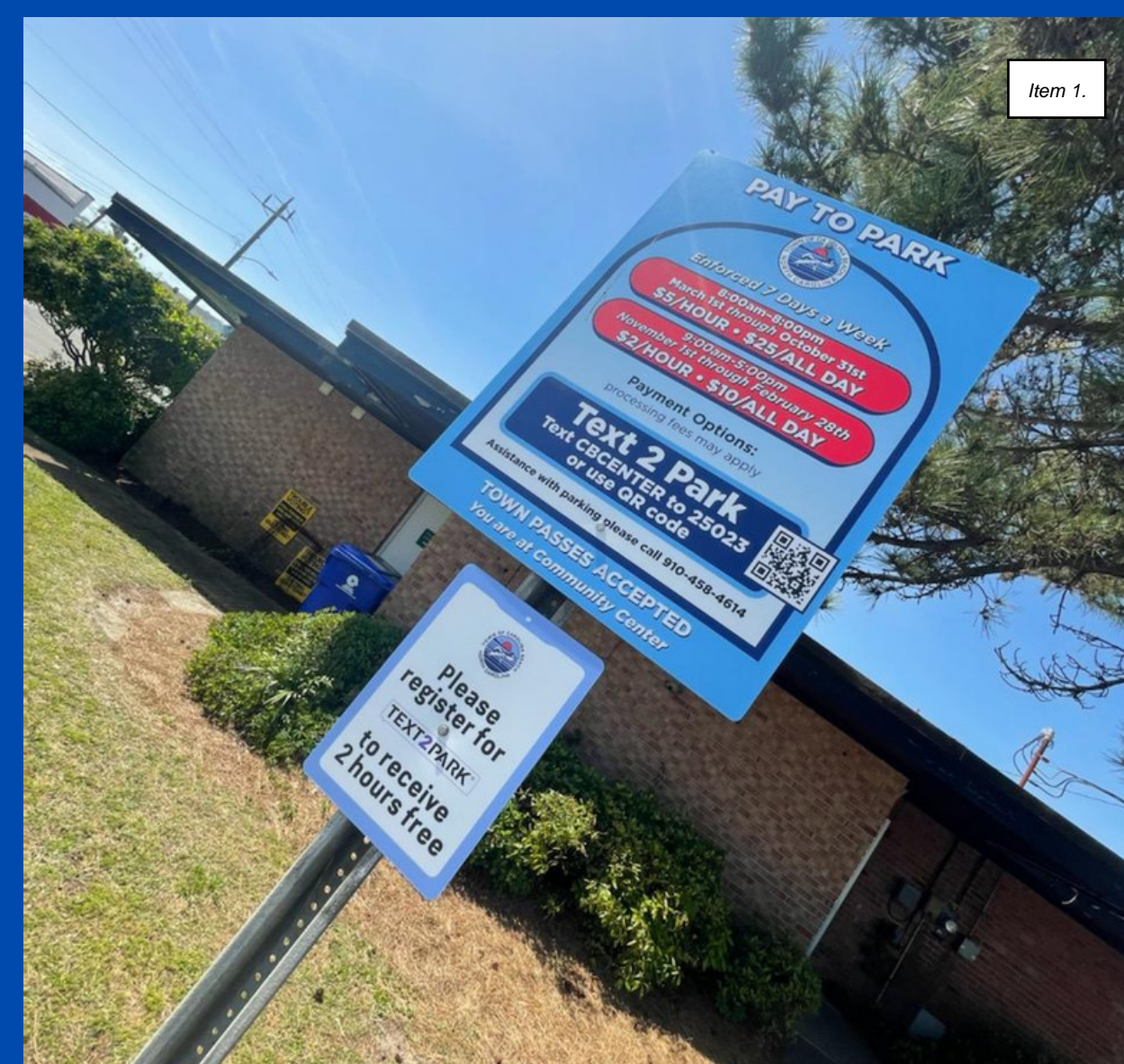
ADDED PARKING SPACES

ADDRESS/ AREA	PCODE	SPACES
Florence Ave (Besides Blue Reef)	CBEACH	3
Harper (By celtic creamery)	CBEACH	10
Lumberton Ave.	CBEACH	6
3rd Street by Raleigh	CBEACH	6
3rd Street (At&T Building)	CBEACH	5
Community Center	CBTOWN	13
Cape Fear (Well Lot)	CBEACH	4
Cape Fear BLVD (Buccaneer Hotel)	CBEACH	2
Woody Hewett	CBEACH	8
Fayetteville Ave	CBEACH	7
Texas Lot	CBLOT	9
ADDITIONAL -TOTAL		73

**TOTAL
PARKING
SPACES 1235**

**HANDICAP
SPACES
34**

**GOLF CART
SPACES 41**



Item 1.



NEW PUBLIC PARKING SPACES





Thank you!

Questions / Concerns / Comments



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 4/26/2022

SUBJECT: Canal Drive Presentation by Staff

BACKGROUND:

Staff will give the history of Canal Drive.

ACTION REQUESTED:

Discussion



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 4/26/2022

SUBJECT: Budget Presentations

BACKGROUND:

Staff will present department budget highlights to Council.

ACTION REQUESTED:

Council will ask questions of staff and discuss items that are being presented.

RECOMMENDED MOTION:

No motion is needed at this time.



Executive/Marina 2022/2023 Budget

Executive Proposed FY 22/23 Budget

Item 3.

	FY20/21	FY21/22	FY22/23	Change FY21/22 to FY22/23
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

Budget Highlights

- P&B 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 M&O line items
- Purchase boat for marina/mooring field management

2022/2023 Initiatives

Executive

- Hire Communications Coordinator
- Explore alternative IT support options

Marina

- Purchase boat for marina/mooring field management





Legislative 2022/2023 Budget

BUDGET WORKSHOP

Legislative Proposed FY 22/23 Budget

	FY20/21	FY21/22	FY22/23	Change FY21/22 to FY22/23
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

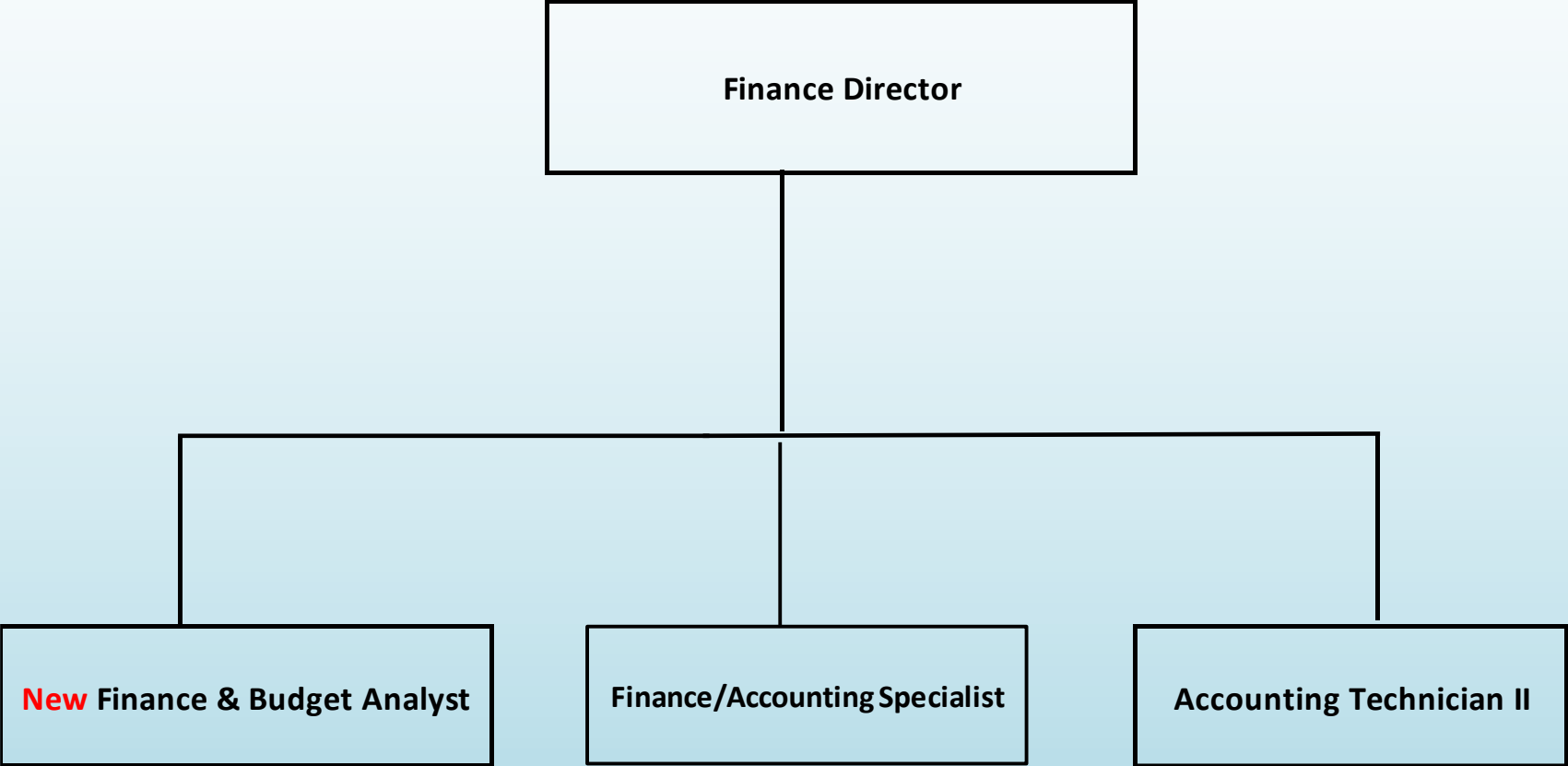
<u>Highlights</u>	<u>Cost</u>
Relocate A/V Equipment Outside of Council Chambers	\$7,000
Removed a \$115,000 Contingency Line Items from FY22	(\$115,000)



2022-2023 BUDGET

FINANCE

FINANCE DEPARTMENT ORGANIZATIONAL TASK CHART



Finance Department: Budget Overview

Item 3.

	FY20/21	FY21/22	FY22/23	Change
Personnel	\$273,882	\$293,393	\$423,083	\$129,690
Maintenance/Ops	\$126,815	\$116,075	\$130,827	14,752
Capital Outlay	-	-	-	-
Total	\$400,697	\$400,698	\$553,910	\$144,442

Takeaway Points:

- Requesting a new Financial & Budget Analyst position
 - ❖ Wages & benefits for new position \$100,087
 - ❖ Desk and supplies for new position \$1,500
 - ❖ Increase \$10k for New Hanover tax collection fees due to new property values and growth
 - ❖ Cost of living increase of 7%





2022-2023 BUDGET

DEBT SERVICE

Debt Service General Fund: Budget Overview

Item 3.

	FY20/21	FY21/22	FY22/23	Change
Total	\$861,961	\$864,572	\$1,323,212	\$458,640

Takeaway Points:

- Freeman Park Loan 4/11/22 (7,000,000/10yrs) \$399,750
- Two new loans requested in FY22/23:
 1. Rescue Fire Apparatus (\$638,810/10yrs) \$73,557
 2. F-450 (\$189,000/5yrs) \$40,776 (replaces Hummer and the 5 ton)

General Fund Debt Service						
Loan	Years	Project	Loan Balance	Interest	Principal	Total Payment
Truist Loan 2.53%	15	Wilmington Beach Paving	553,178.00	13,995.40	240,000.00	253,995.40
SunTrust Loan 2.03%	15	Fire Station Renovation	514,285.68	1,440.00	85,714.29	87,154.29
Truist Loan 2.37%	15	Operation Center/ Bridge Barrier	701,804.92	16,632.78	87,725.61	104,358.39
Truist Loan 2.28%	10	2016 Pump Fire Engine	142,500.00	3,249.00	47,500.00	50,749.00
Truist Loan 2.97%	15	Marina Bulkhead	346,666.65	10,296.00	34,666.67	44,962.67
Truist Loan 2.49%	15	Hamlet Ave Facility & 3CBAS	1,040,000.00	25,896.00	80,000.00	105,896.00
Truist Loan 1.56%	5	Knuckle Boom & Can Machine	190,275.49	2,968.30	68,000.00	70,968.30
Truist Loan 2.14%	10	HVAC System Municipal Complex	619,157.70	13,249.97	68,795.30	82,045.27
Truist Loan 2.3%	10	Freeman Park	3,250,000.00	74,750.00	325,000.00	399,750.00
		Totals	7,357,868.44	162,477.45	1,037,401.87	1,199,879.32
Loan	Years	Project	Loan Balance	Interest	Principal	Total Payment
Truist Loan 2.67%	20	CBP3	1,035,336.40	27,643.48	147,905.20	175,548.68

Debt Service Utility Fund: Budget Overview

Item 3.

	FY20/21	FY21/22	FY22/23	Change
Total	\$2,580,229	\$2,525,699	\$2,515,328	-\$10,371

Takeaway Points:

- Net changes in the budget is due to a decrease in the Revenue Bond Debt Service for FY22/23.
- No new request for debt for FY22/23.

Utility Fund Debt Service						
Loan	Years	Project	Loan Balance	Interest	Principal	Total Payment
Revolving Loan 0%	20	Wilm. Beach Stormwater	327,471.24	0.00	40,933.91	40,933.91
Revolving Loan 0%	20	Lake Park Sewer Rehab	164,503.20		20,562.90	20,562.90
Revolving Loan 2.57%	20	I&I	92,731.00	2,383.18	92,731.00	95,114.18
Revolving Loan 0%	20	AMI Project	934,818.00		77,901.50	77,901.50
Truist 3.05%	5	Street Sweeper	60,599.04	1,848.27	60,559.04	62,407.31
US Bank 2.749%	25	Revenue Bonds	21,060,000.00	935,300.00	1,150,000.00	2,085,300.00
Truist 3.28%	10	801 Dow Road	240,000.00	7,872.00	40,000.00	47,872.00
SunTrust 1.995%	5	Vac Con Vactor Truck	163,930.80	3,270.42	81,965.40	85,235.82
		Totals	24,556,953.47	1,007,892.21	1,390,000.88	2,515,327.62

Any Questions?



Clerk 2022/2023 Budget

BUDGET WORKSHOP

Clerk Proposed FY 22/23 Budget

	FY20/21	FY21/22	FY22/23	Change FY21/22 to FY22/23
Personnel & Benefits	\$106,707	\$110,562	\$127,561	+\$16,999
Maintenance & Operations	\$ 52,545	\$ 51,555	\$ 51,555	0
Capital Outlay	\$ 0	\$ 0	\$ 0	0
Total Budget	\$159,252	\$162,117	\$179,116	+16,999

<u>Highlights</u>	<u>Cost</u>
P&B Includes 7% COLA & Increase in Cost of Benefits	\$16,999



Human Resource Department 2022/2023 Budget

BUDGET WORKSHOP

HR & Retirees Proposed FY 22/23 Budget

Item 3.

	FY20/21	FY21/22	FY22/23 proposed	Change (Delta) FY21/22 to FY22/23
Personnel & Benefits/Retiree	\$384,626	\$396,050	\$470,083	8.4%
Maintenance & Operations	\$133,350	\$159,670	\$174,228	9.2%
Capital Outlay	\$0	\$0	\$0	%nil
Total Budget	\$517,976	\$555,720	\$644,311	8.6%

<u>Highlights</u>	<u>Cost</u>
Add HR Administrative Staff Member/ P&B +M&O	\$70,322
Retiree Insurance – 30+ retirees	\$171,000



Planning & Development 2022/2023 Budget

BUDGET WORKSHOP

Planning & Development Proposed FY 22/23 Budget

	FY19/20	FY20/21	FY21/22	FY22/23	Change (Delta) FY21/22 to FY22/23
Personnel & Benefits	\$576,765	\$576,300	\$608,903	664,273	9.0%
Maintenance & Operations	\$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	<u>Cost</u>
Unified Development Ordinance	\$70,000
Configuration FMS/Cityworks	\$20,000

Budget Overview

Item 3.

	FY18/19	FY19/20	FY 20/21	Proposed FY 21/22
Personnel	\$773,111	\$576,765	\$576,300	\$624,821
Staff	10	8	7	7.5
Maintenance/Ops	\$81,235	\$52,935	\$44,425	\$67,800
Capital Improvements	\$28,000	\$27,000	0	\$8,800
Total	\$882,346	\$656,700	\$619,725	\$701,421

Increases
Insurance COLA/Merit
\$15,600 Research Fellow ADA Plan
ArcGIS Licenses (Admin) \$10,700 Communications (Admin) \$3,500 Surveying * \$8,000
Replacement 2005 Explorer Fleet Vehicle



Parks and Recreation 2022/2023 Budget

BUDGET WORKSHOP

Parks and Recreation Proposed FY 22/23 Budget

	FY20/21	FY21/22	FY22/23	Change (Delta) FY21/22 to FY22/23
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%

Budget Highlights	<u>Cost</u>
Fireworks, Music, Family Night, and CBTS (ROT)	\$181,000
Parks, Recreation and Open Space Master Plan	\$25,000
Remaining Payment on Mike Chappell Park Restroom	\$205,000 (Capital Outlay)



2022/23 Initiative

- 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)





Police Department 2022/2023 Budget

BUDGET WORKSHOP

Police Department (510) Proposed FY 22/23 Budget

	FY20/21	FY21/22	FY22/23	Change FY21/22 to FY22/23
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%

<u>Highlights</u>	<u>Cost</u>
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) Proposed FY 22/23 Budget

	FY20/21	FY21/22	FY22/23	Change FY21/22 to FY22/23
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	(-.89%)



2022/23 INITIATIVE

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)



2022-2023 Budget

PUBLIC WORKS

10-580-000	ENVIRONMENTAL
30-900-000	STORMWATER
10-560-000	POWELL BILL
10-630-000	BEACH MAINTENANCE

Environmental Proposed FY 22/23 Budget

	FY 20/21	FY21/22	FY22/23	Change (Delta)
Personnel	\$716,237	\$857,718	\$875,338	+\$17,620
Maintenance/Ops	\$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 for 2022/2023

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 Proposed FY 22/23 Budget

	FY20/21	FY21/22	FY22/23	Change (Delta)
Personnel	\$527,989	\$613,414	\$659,942	+\$46,528
Maintenance/Ops	\$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 for 2022/2023

Starfish Street end Stormwater	\$ 75,000
St. Joseph Pipe Replacement	\$80,000
104 Alabama Stormwater	\$80,000
Marina Backflow Improvement	\$75,000
400 block of Monroe SW Improvement	\$70,000
Henniker's Ditch Maintenance	\$30,000



Powell Bill Proposed FY 22/23 Budget

	FY20/21	FY21/22	FY22/23	Change (Delta)
Personnel	\$0	\$0	\$0	0
Maintenance/Ops	\$183,867	\$185,000	\$863,420	+\$678,420
Capital Outlay	\$0	\$0	\$0	0
Total	\$183,867	\$185,000	\$863,420	+\$678,420

Highlights for 2022/2023

Annual State PB 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 Proposed FY 22/23 Budget

Item 3.

	FY20/21	FY21/22	FY22/23	Change (Delta)
Personnel	\$297,735	\$304,180	\$326,249	+\$22,069
Maintenance/Ops	\$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 for 2020/2021

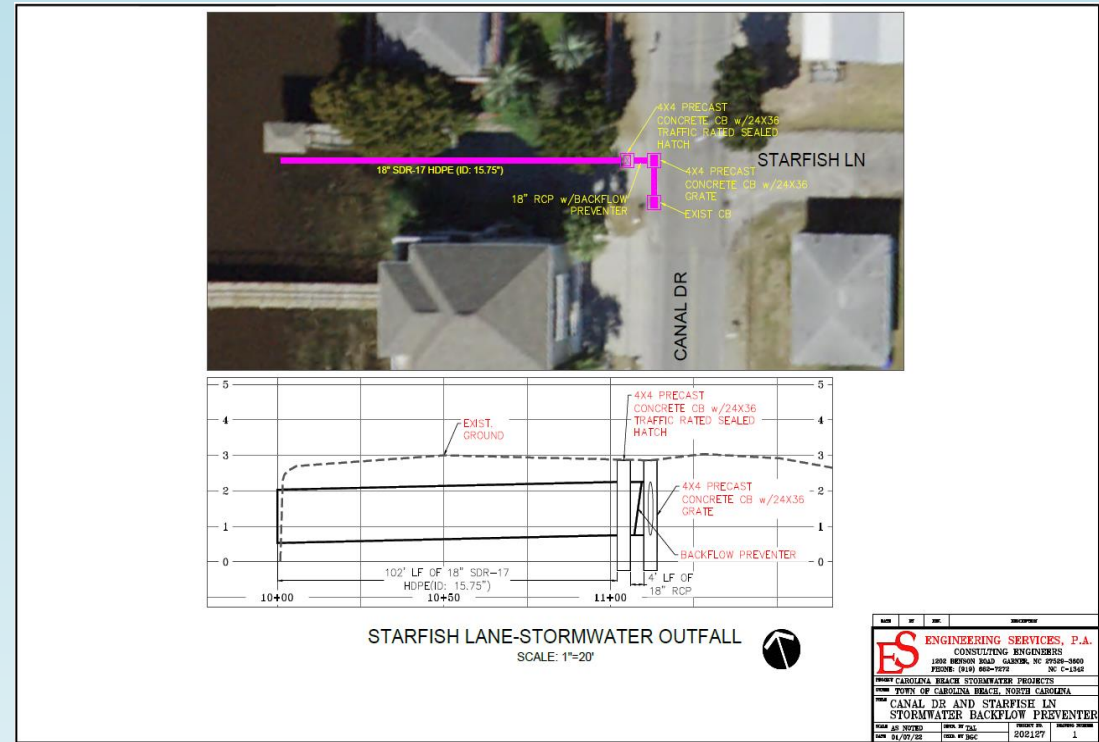
Starfish Street End Water Access	\$ 75,000
Scotch Bonnet Bulkhead	\$ 40,000
Beach Access Repairs	\$ 75,000
Repair/Replacement of Dumpsters for FP	\$ 25,000
Inlet Dredging Payment	\$ 23,587





Public Works 22/23 Focus

Project Title	Scope	Cost
Saint Joseph Pipe Replacement	Replacement of stormwater pipe that conveys water under Saint Joseph and into waterway	\$80,000
104 Alabama Stormwater Installation	Installation of stormwater pipe and basins that will drain water to system on Lake Park Boulevard.	\$80,000
Marina Backflow Improvement	Construction of access box and installation of new backflow valve, south of Marina.	\$75,000
Fourth and Monroe Stormwater Improvement	Installation of SW pipes and basin in 400 block of Monroe to reduce standing water caused by lack of infrastructure	\$70,000



TOWN OF CAROLINA BEACH 2022-23 BUDGET



PUBLIC UTILITIES WATER AND SEWER



PUBLIC UTILITIES PROPOSED FY 22/23 BUDGET

	FY 20/21	FY21/22	FY22/23	Change (Delta)
Personnel	\$1,674,465	\$1,752,914	\$1,809,545	+\$56,631
Maintenance/Ops	\$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 for 2022/2023

- Increases of materials and chemicals and services \$ 347,497
- Permitting for Phase I of Water Study \$ 250,000
- Skid Steer \$ 23,500



ENTERPRISE FLEET PROPOSED FY 22/23 BUDGET

	FY 20/21	FY21/22	FY22/23	Change (Delta)
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 for 2022/2023

Increase across the board \$ 80,300



GENERAL FLEET PROPOSED FY 22/23 BUDGET

	FY 20/21	FY21/22	FY22/23	Change (Delta)
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 for 2022/2023

Increase across the board

\$ 64,000

PUBLIC UTILITIES WATER AND SEWER

Proposed Projects:

WWTP Headworks **\$3.3 Million**

Water Expansion (Phase I) **\$8 Million (MOSTU APPROVAL needed)**

~~Water Extension 7th Street to Dow Rd. **\$70-100K**~~

Next year

~~WWTP Drying Bed Renovation **\$200K**~~

Next year finding better solution

Possible 2022-23 Replace (2) Package Plant Lift stations **\$200K**

Looking for other possible financing solutions

- Questions?



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 4/26/2022

SUBJECT: Discussion on Portable Restrooms

BACKGROUND:

Council will discuss adding portable restrooms at certain beach accesses.

ACTION REQUESTED:

Discuss options and direct staff on how to move forward.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 4/26/2022

SUBJECT: Discussion on Citizen Advisory Committee Missions

BACKGROUND:

Staff and Council will discuss the missions of citizen advisory committees.

ACTION REQUESTED:

Discussion



CAC MISSIONS

Citizen Advisory Committees

- January 25, 2022 – CAC’s reviewed MISSION/VISION/GOALS
- There were issues realized with:
 - Chain of Command
 - Inappropriate activities
 - Confusion on what the overall focus should be for the CAC
- Town Council requested staff review with the attorney and ensure they were in line with how a CAC should operate based on state and local laws
- The following are recommendations for Town Council to consider for the CAC.

Beautification Committee

- As directed by Town Council
 - organize annual town wide activities to promote community pride and involvement through beautification projects.
 - ~~Review proposals and~~ Identify and recommend utilization of financial grants applicable for our community.
 - Form cooperative partnerships with individual volunteers, schools, civic organizations, and town appointed committees, businesses and Town Administration.

Beautification Committee

Under Town Council Direction:

- Review and recommend revisions to the town's tree ordinance and to pursue Tree City USA designation
- Recommend **to Town Council** landscaping standards for commercial and industrial development
- ~~Review~~ **Make recommendations on** proposals for the installation of street furnishings, art, accessories, lights, or other forms of furnishings of an aesthetic nature as to design and cost
- Recommend a master plan for beautification with detailed standards

- **Suggest to Town Council available grant opportunities.** ~~Analyze and research federal, state and/or county programs with financial grants or services that may be available to support the beautification efforts of the town~~
- Organize, publicize and participate in annual town-wide events such as Earth Day, Arbor Day, and various town-clean up or landscaping projects
- Present beautification awards for enhancing the aesthetics of the commercial areas
- **Work at the direction of Town Council on** ~~various town departments, committees, and non-town committees in~~ the planning and development of beautification projects

Operation Advisory Committee

1. Organize volunteers for operational oriented elements associated with challenging Town activities
 2. Evaluate special events and impacts to the citizens
 3. Inform citizens on available Town resources (i.e. set up tent at Town events to inform citizens on what is going on and how to find and report information to the Town.
 4. Upon a majority vote of Town Council review and provide input on specified projects and plans.
- Example events for OAC focus on developing volunteer lists and citizen impacts: Fireworks, Christmas Parade, Flotilla, Parades.

Bike / Ped

Mission/Vision Statement

To advocate for programs that promote biking and walking and projects that provide safe and convenient facilities for bicyclists and pedestrians in Carolina Beach including the recommendations of the Carolina beach Bicycle Multi-Use Plan, the Carolina Beach Pedestrian Plan and other plans and documents as adopted by the Town Council. To form a visible, vocal and effective coalition of pedestrian and bicycle advocates. To support bicycle and pedestrian friendly legislation. To develop and implement bicycle and pedestrian safety education programs for bicyclists, pedestrians and drivers of motor vehicles. To advocate for bicycle and pedestrian friendly facilities throughout Carolina Beach including bicycle lanes and walkways and to promote livable communities and lifestyles by offering alternatives to automobile dependence.

Work with contractors and the town to complete the St Joseph/Lewis Dr bike/ped path. This includes working with the Proximity project to ensure a smooth interface between their proposed bike path and the town bike path.

Work with town ~~and DOT~~ to ensure pedestrian safety is considered when installing the new stop light on Lake Park and Hamlet Ave.

Continue ~~phased implementation~~ recommendations to Town Council on road markings of local streets to implement the Bicycle/Multi-Use Network Plan as listed in the 2011 Carolina Beach Bicycle/Multi-Use Transportation Plan. This also involves changing stop sign configuration on local streets for the safety of Pedestrians and Bikers.

Work with ~~DOT and~~ the town to ensure a sidewalk is installed along Ocean Blvd.

IAW long range plans explore possible improvements to Bike/Ped projects on S Lake Park Blvd from Alabama Ave to Atlanta Ave. This includes one or more new crosswalks installed at Lake Ave and Spartanburg Ave and sidewalks/bike paths along this corridor.

Identify and report to Town Council areas where additional resources allocation is warranted for safety.
~~Work with the town to ensure our current sidewalks and bike paths are maintained to ensure user safety.~~

Volunteer to help Work with the town/ Parks and Rec on the annual bicycle rodeo.

Parks and Recreation

- Make recommendations to Town Council on implementation measures associated with long range plans
- Volunteer to work on Parks and Recreation programming and activities

Police Advisory

Proposed PAC Mission Statement:

The Carolina Beach Police Advisory Committee (PAC) is a volunteer group that brings together the community and police personnel to exchange ideas, promote public safety, and assist in educating our community for a better understanding of the respective responsibilities of our police and citizens.

Proposed PAC Vision Statement:

- The purpose of the committee is to:
- Reinforce relationships between the community and the police.
- Continue communication between the community and the police.
- Promote strong community trust in the Police Department
- To act as an advocacy/liaison group (versus a policy-related group).



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 4/26/2022

SUBJECT: Resolutions of Support to Apply for NC Division of Water Infrastructure Grants

BACKGROUND:

Jeremy Hardison will present Resolution 22-2261 and 22-2262 in support of applying for grants through the NC Division of Water Infrastructure

ACTION REQUESTED:

Approve proposed resolutions

RECOMMENDED MOTION:

Motion to approve Resolution 22-2261 and Resolution 22-2262 as presented.

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2261

RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and studies of a wastewater treatment works, wastewater collection system, and
- WHEREAS, The Town of Carolina Beach has need for and intends to construct a wastewater treatment works system, described as the construction of a New Headworks and abandoning the existing Headworks at the WWTF, and
- WHEREAS, The Town of Carolina Beach intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF CAROLINA BEACH:

That The Town of Carolina Beach, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Carolina Beach to make scheduled repayment of the loan, to withhold from the Town of Carolina Beach any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Bruce Oakley, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2261

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 26th day of April 2022 at The Town of Carolina Beach e), North Carolina.

Bruce Oakley, Town Manager

Mayor Albert L. Barbee

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2261

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Clerk to the Board of the Town of Carolina Beach does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the 26th day of April, 2022, and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of April, 2022.

Kimberlee Ward, Town Clerk

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2262

RESOLUTION IN SUPPORT OF APPLING FOR A GRANTS FROM THE N.C. DIVISION OF WATER INFRASTRUCTURE – ASSET INVENTIORY AND ASSESSMENT GRANT PROGRAM – WATER AND SEWER SYSTEMS

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of conducting water and sewer system asset inventories and assessments, and

WHEREAS, The Town of Carolina Beach has need for and intends to conduct a study of water and sewer system assets described as the Water and Sewer System Resilience Assessment Project to enhance the Town’s asset management program and improve system resilience, and

WHEREAS, The Town of Carolina Beach intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF CAROLINA BEACH:

That the Town of Carolina Beach, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a state grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Carolina Beach to make scheduled repayment of the loan, to withhold from the Town of Carolina Beach any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of the study.

That Bruce Oakley, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the development of asset inventories and condition assessments for the Town’s water and sewer systems as described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2262

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 26th day of April, 2022 at Carolina Beach, North Carolina.

Lynn Barbee, Mayor

Kimberlee Ward, Town Clerk

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 22-2262

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Carolina Beach does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council of the Town of Carolina Beach duly held on the 26th day of April, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of April, 2022.

Kimberlee Ward, Town Clerk



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 4/26/2021

SUBJECT: Discuss Agenda Items for May Council Meeting

ACTION REQUESTED:

Council will discuss items that will be placed on the May 10, 2022 Council agenda.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Council Workshop 4/26/2022

SUBJECT: Closed Session - Personnel

RECOMMENDED MOTION:

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