



KURE BEACH TOWN COUNCIL
RETREAT WITH DEPARTMENT HEADS
February 6, 2008

MINUTES

COUNCIL MEMBERS PRESENT:

Mayor	Mac Montgomery
Mayor Pro Tem	Jim Dugan
Commissioner	Dean Lambeth
Commissioner	Barry Nelder
Commissioner	Jim Vatr

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Town Administrator	Michelle James
Building Inspector	John Batson
Finance Officer	Susan Suggs
Police Chief	Dennis Cooper
Fire Chief	Harold Heglar
Public Works	Sonny Beeker
Town Clerk	Nancy Avery

Town Attorney A. A. Canoutas was in attendance. Chuck Keener, chairman of the Shoreline Access and Parking committee was present. A quorum of the Town Council was present.

The Kure Beach Town Council held an all day retreat with department heads on Wednesday, February 6, 2008 for the purpose of discussing projects and goal for fiscal year 2008-2009.

Mayor Montgomery opened the retreat at 9:05am and welcomed Council and staff members. Town Administrator James facilitated and each department head provided a list of goals for the upcoming fiscal year.

Building/Code enforcement

Building Inspector Batson stated:

- The biggest improvement in the department the past year was the purchase of new software that tracks inspections, permits issued, letters of violations, etc and updates daily, so that information is real time
- An estimated \$2,335.00 was generated in additional revenue in the building inspection department in 2007
- number of CAMA permits issued was lower – only 16
- number of building permits issued was lower than usual – only 84
- total fees collected since July 2007 to current were
 - \$24,879 - building permit fees

- \$ 575 - demolition
 - \$54,790 – sewer taps/renovations plan review, storm water fees
 - \$1,600 - CAMA permits
 - \$ 600 - fence, sign and landscape permits
 - Homeowner's recovery fee - \$10 fee for each new home - \$9 goes to the state/\$1 to the Town (protection for homeowner)
- Code enforcement
 - most complaints stem from excess trash particularly for weekly rental properties – sent 19 violation letters
 - real estate signs – one of largest complaints in town – started placing big orange violation stickers on the signs instead of physically removing sign and having to store –this has worked really well
 - overgrown lots are another complaint received fairly frequently – has send 22 violation letters

Building Inspector Batson listed department goals as:–

- continue staff education – ultimate goal to become certified
- utilize and improve programs implemented in 2007
- increase understanding and proficiency in application of Universal storm water ordinance
- increase communication and response time with contractors and public
- continue utilization of software to assure quality of record keeping
- modify procedures in office to allow for better organization (filing system)
- to be the best, most efficient department it can be

Building Inspector Batson said there is an interlocal agreement with the county for commercial building inspection and he sits for the test in March 2008. After that test, he wants to renew the interlocal agreement at a different level until he acquires full certification.

ACTION - Consensus – Building and Public Works work together to send letters to rental companies (and create list) reminding them of additional trash pick up to deter excess trash from vacation rentals. Also put notice in next newsletter.

Fire Department

Chief Heglar stated his department goals are:

- Improve ISO grade which is currently at 7 and needs to go to 5. This would save homeowners some money on insurance. Inspection date is set for 2nd week in August 2008
- Acquire a grant for turn out gear – wants 27 sets at \$2,200 each for total of \$59,400
- Purchase 2 new All Terrain Vehicles for lifeguards at \$4,400 each for total of \$8,800 + tax. Current one needs to be replaced

- Continue firefighter 1&2 classes/training on going – there are 3 firefighters and lifeguards enrolled in EMT classes
- New fire station – would like it to be phase II of the renovation instead of phase III as is currently drawn

Chief Heglar stated:

- Council needs to discuss whether they want more lifeguards on the beach – if so, it will require more funding.

ACTION - Consensus – Commissioner Dugan to set up a meeting and determine who needs to attend to review and explore lifeguard program as a whole and determine future needs and expansion and determine total request for TDA funds.

Police Department

Chief Cooper stated his department and officers:

- are unique and focus on culture and branding
- are personable and compassionate toward public
- work at problem solving with no limits
- strictly enforce criminal law
- have high morale & team dynamics and extreme pride in organization & material resources such as night vision, thermal, undercover equipment for surveillance
- have reputation in law enforcement community
- have core values that are really important
- consist of 10 full time sworn officers – long term on staff
- 3 part time sworn officers
- 1 administrative assistant – non sworn
- are experienced personnel, properly trained with high morals
- have individually assigned vehicles
- implemented software “police pak” which provides excellent data management
- have 3 K-9s
- carry first responder equipment

Goals:

- May need additional full time personnel, equipment, training, and space as demands increase – thinks 12 officers
- Retention of quality staff with pay, benefits, opportunity
- Maintaining quality working environment
- Get maximum use of software
- Utilize Web Site for education and awareness and get in house access
- Implement E-watch for crime prevention and quality of life issues
- Work with Homeowners Associations on problem solving

Challenges:

- Magistrate and jail system is a time consuming process for officers
- Policy and procedure revisions
- Preparation for national accreditation
- Committee demands
- State mandates 80 hours a year of training.

Chief Cooper stated he feels expectations are growing and he can meet them but staff will need to be added and that will need funding.

Chief Cooper also stated that general patrolling is done from Ft. Fisher to the boat ramp, but no reporting is done and no formal request has been made of his department– the sheriff's office is brought into it. Kure Beach Police have authority 1 mile outside of town limits as dictated by the state.

Public Works Department

Director Becker stated:

- there are 15 employees responsible for streets, sanitation, water, sewer, storm water and building and grounds
- the state requires operators to hold various degrees and certification for handling of water, wastewater and sewer collection and distribution an his department is well certified
- the road system is in good shape – recently resurfaced E, F, G, H, I, J, S 3rd, 4th, 5th, 6th and 7th along with L&M Avenues on the east side of Fort Fisher Blvd North
- streets that may need attention in the next few years are Atlantic Ave, the remaining 50 feet on Searay, Pinfish, Bonito, Swordfish and President Davis
- a free trash pick up day will be scheduled in April
- Thursday is special trash pick up day (no tires, batteries, asbestos, paint, pesticides and household hazardous materials)
- garbage collection for residential is Monday and Tuesday
- 1,983 tons of garbage/trash was hauled to the landfill for 2006-07
- water is pumped from 5 wells – there will soon be 6 wells
- the 12 hour pumping capacity is 662,400 gallon a day
- the 2007 average daily usage was 391,329 gallons a day
- when N Avenue and Assembly Avenue wells are on line, daily capacity will be 1,094,400 gallons which is well above state requirements
- the new water tower has increased storage capacity by 300,000 gallons
- most of the water distribution lines are considered new by industry standards
- water lines south of E Avenue and north of N Avenue should service town for many years
- some water lines between E and N Avenues will need some attention in future
- his department is replacing water meters as an on-going project changing out meters to those with touch pad technology - FY08-09 will complete this project. Next replacement scheduled for 2016

- his department has software that plots water and sewer lines, mains, fire hydrants, individual taps and meter specs and locations, also map generating capability
- the Town is allocated 727,784 gallons a day at the Carolina Beach treatment facility – 2007-2008 to date, we have sent 121,730 gallons daily, 44,861,500 annually. 2006-2007 was 268,811 gallons daily/98,393,000 gallons annual – amount sent has been significantly reduced in last two years due to recent sewer rehab and less rain
- the Town's treatment facility has a capacity of 285,000 gallons a day, serves south of N Avenue including Beachwalk to Dow Avenue. We are currently treating 50,000 gallons a day or 17% capacity and have the capacity to increase sewer flow by installing sewer by pass from main lift station at H Avenue to treatment plants - this will be a future project

Goals

- rehabilitation of the sewer on Fort Fisher Blvd from E to N Avenues and Atlantic Avenue to complete the Town's capital sewer project started several years ago
- meter replacement – continue 2007 project
- valve insertion in some of the mains – estimated cost \$10,000
- replace meter work on some of the wells – estimated cost \$8,000
- repair John Deere riding mower – estimated cost \$2,000
- move recycling dumpster to another location – need to determine location
- re-evaluate Waste Management contract on services and fees
- maintenance of all public facilities – need to determine if Public Works is to do and if so, he will need additional funding and staff

Finance Department

Finance Officer Suggs outlined current projects and goals for FY08-09 as follows:

Current projects

- payroll interface – outsourced w/ BB&T and this will allow capability to update to general ledger electronically
- Move to ICS (current financial software) for Water and Sewer billing

GOALS for Fiscal Year 2008-09

- Streamline operations
 - Oversight of FY08-09 budget by Town Administrator
- Set up distinct accounts receivable (AR) and accounts payable (AP) areas
 - Jennifer Watson– AP
 - Pat Fortier – AR
- Develop policies and procedures
 - Improve internal controls

- Improve billing practices
- Improve tracking of projects and grants
 - Town Administrator will coordinate
- provide training for staff and management to keep up with statute changes
- provide better oversight and analytical review

Finance Officer Suggs stated that as different duties are re-assigned, there may be some changes to invoicing, procurement policy, etc that may have an impact on individual departments.

Chief Cooper suggested finance have a meeting with each department head to review monthly numbers to move from putting out fires to being current and accurate on numbers.

ACTION – Mayor Pro Tem Dugan MADE THE MOTION to schedule a public hearing for 3/18 at 6pm for the purpose of receiving funding requests for the FY08-09 budget. Seconded by Commissioner Lambeth. THE VOTE OF APPROVAL WAS UNANIMOUS

Administration Department

Town Clerk Avery outlined current projects and goals for FY08-09 as follows

Benefits:

- Determine pros/cons of participating in State Health Plan for active employees and retirees
- Consider opt-out payment to employees using health insurance plans – possibly by increase in amount Town funds on flex card.

Personnel:

- Update personnel policy – many areas aren't addressed or need to be brought current. Once updated, needs to be distributed to all staff.
- Consider changing 18 salary increments for each position to a salary range consisting of a minimum and maximum amount.
- Readdress requirement that merit only be in increments of 2.5% and 5% to allow better motivation for staff
- Revisit retirement criteria to qualify for medical benefits

Policy

- Develop uniform policy and procedures manual for use by all departments.
Develop procedures manual for Council

Record retention:

- Expand permanent record storage to include both closets located in finance officer's office – smaller closet needs fireproof door

IT Technology

- Relocate all cables and wires from under counter top in reception area to closet off of conference room to provide better security
- Upgrade web host/email provider to reduce or eliminate spam email

Town Hall Facility

- Move loveseat and chair out of lobby into corridor between police and town hall
- Add additional seating in same corridor to provide more areas for smaller meetings
- Purchase rocking chairs for lobby to update look and provide more seating

Town Administrator James led a discussion on existing projects to determine lead staff person, commissioner role, timeframe, financial allocation, committee assignment and identify obstacles and resources.

PROJECTS

1. Project -Atlantic Avenue Boardwalk

Summary – install boardwalk 6 inches above ground 3 feet from road on Atlantic Avenue between L and N Avenues - trash cans to be placed at each crossover

Lead staff - John Batson was assigned to work with John Sawyer Architects and the contractor to review specifications, oversee the project, and coordinate with other committees and departments as needed, submit approved bills to finance for payment and ensure Town Clerk receives contracts and other documents for Town records.

Commissioners role – none assigned

Timeframe - may need to wait until September depending on specs (due 2/19) and timeline for bidding – estimated completion date - June 12th, 2008

Financial allocation - CAMA grant awarded for \$222,356 with a cash match from Tourist Development Authority Room Occupancy Tax funds of \$73,019 (TDA approved) with in kind requirement of \$1100

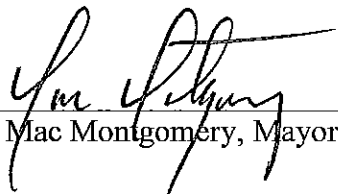
Committee assignment - Chuck Keener/SLAP and Ken Withrow/Beautification

Identify obstacles and resources – needs redesign - needs to come back to Council for approval

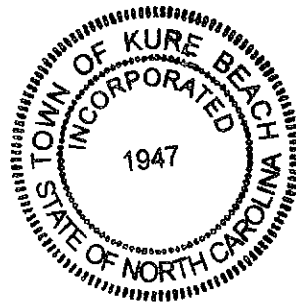
ACTION - Consensus – full authority delegated to Building Inspector Batson as lead staff member to decide timeline and proceed with project as he deems necessary and report once a month to council in the agenda packet.

ACTION - Consensus – next retreat date is February 20th from 9-4pm to continue discussion of projects. Town Administrator to let everyone know the location.

ACTION – Commissioner Dugan MADE THE MOTION to adjourn at 3:09pm. Commissioner Varrt seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.



Mac Montgomery, Mayor



ATTEST:



Nancy Avery, Town Clerk