



Minutes
Town of Atlantic Beach, North Carolina
Town Council – Work Session
Thursday, April 19, 2018 – 2:00 p.m.



A regularly scheduled work session of the Atlantic Beach Town Council was held Thursday, April 19, 2018 at 2:00 p.m. in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

Members Present: Mayor A. B. Cooper, III; Mayor Pro Tem Richard Porter; Councilmembers: Harry Archer, Rich Johnson, Danny Navey and Austin Waters

Members Absent: None

Others Present: David Walker, Town Manager; Katrina Tyer, Town Clerk; Sabrina Simpson, Administrative Service Director; Arrington Moore, Mgmt. Asst/Special Events; Michelle Shreve, Planner; Lee Browning, Inspector; Marc Schulze, Public Works Director; Jeff Harvey, Police Chief; Adam Snyder, Fire Chief; Mike Shutak, Carteret News-Times

CALL TO ORDER

Mayor Cooper called the meeting to order at 2:00 p.m.

Councilmember Archer made a motion *to approve* the agenda as presented. Seconded by Mayor Pro Tem Porter. Vote was unanimous, 5-0. Motion carried.

1. Review of Proposed FY18-19 Budget Workshop: Presentation and Round Table Discussion, Questions, Comments

Mr. Walker highlighted the proposed \$7,496,192 budget for all operations.

General Fund:	\$5,992,017
Water Utility:	\$1,274,175
Beach Nourish Reserve Fund:	\$217,007
Stormwater Fund:	\$175,000
Powell Bill Fund:	\$55,000

Revenues:

- Property taxes: \$2,567,000 (Tax base figure of \$1,563,717,000)
- \$0.165 per \$100. Each cent of property tax generates about \$156,000
- Tax base decreased in valuation over 8% in January 2015
- Local sales taxes anticipated to be \$1,100,000 (from \$1,050,000)

Expenditures: (Personnel makes up 65% of expenditures)

Full-time employees: (57)

- Police - 18 (17 sworn) Water - 4
- Fire/EMS - 14 Finance - 3
- Public Works - 11 Inspections - 1
- Admin - 3 Planning - 2

Part Time:

- Police - 23 (seasonal) Summer Lifeguards - 11
- Fire/EMS - 13 Summer Park Attendants -11
- Finance - 2 Inspections – 1

Self-insured insurance program rates are to renew with a 3% to 10% increase. \$548 per employee may rise to \$598. Propose a 2.2% COLA and \$100 increase per each 5 year service bracket after the first year in annual longevity.

Capital Outlay:

- Police Dept.: \$35,000 – 1 vehicle
- Fire Dept.: \$145,447 – Replace Ambulance; \$27,067 - Replace Cardiac Monitor
- Water Dept.: \$40,000 - Generator for Well 2A; \$35,000 – Water Plant Fencing

Stormwater fee proceeds: \$94,000 to pay approx. 1/3 debt

Debt Services: Coral Bay property – 3 more annual payments; payoff is March 2021

Water Utility Fund:

\$1,274,175 est. revenues (changed out over 2,800 meters)
\$0.50 increase for base water rate (\$3.75 per 1,000gal for Nov 1 bills/Oct. usage)

Fund Balances:

General Fund: \$2,364,636	Powell Bill: \$247,827
Beach Nourishment: \$217,007	Utility Fund: \$1,270,412

There was discussion over whether to include a .05 tax increase for future beach nourishment expenses. It was the consensus to wait until next year's tax revaluation figures are released and then discuss again.

Mayor Cooper asked Council to consider what they would like to see as a General Fund percentage. Councilmember Archer reminded everyone to remember we need to be financially prepared for potential hurricanes.

Councilmember Johnson feels we should address and budget for the requests in the recent citizen survey. It is time to hire parks and recreation staff, he feels two full-time staff members are needed. Mayor Pro Tem Porter agrees the parks and recreation aspect is needed, but it will take someone who will recruit, manage and create new programs. Councilmember Archer thinks a director is a great idea, but thinks we are still too small for a full-time position. There was discussion to use internal staff and interns for the rest of this year. Mayor Cooper and the Town Manager will work to create a cost and need analysis and consider creating a separate fund for the park. The pros and cons of keeping the park open year round were mentioned. There was discussion about the current number of town employees and whether to hire or cut positions.

2. Further Discussion of Vacation Rentals Voluntary Deck Inspections Program

Mr. Walker reviewed the proposed Deck Inspection Program again. This program would be completely voluntary. The Town would not monitor or require any documentation. The Town would help promote this program and educate the public, but not mandate it. As presented, the vacation rental companies would manage and monitor the program. The success of the program depends on the rental agencies.

Councilmember Johnson noted again he would like to include VRBO rentals in the program. It was discussed for Mayor Cooper to write his Mayor's article for the next Island Review to help educate the public on this program. It was the consensus for this item to be continued until the next regular meeting for official approval. Mayor Cooper enforced again that the Town is not monitoring or requiring/keeping paperwork. We would perform requested inspections if the rental company, citizen, or guest indicates a safety concern, and would work closely with the rental companies when it is helpful.

3. Duke Energy Water Resources Grant Opportunity

Michelle Shreve, Planner, introduced the potential grant possibility through Duke Energy Water Resources Grant Fund.

It was consensus to wait and possibly submit an application for the next grant cycle, this will allow the Recreational Water Committee time for additional meetings and develop a plan for the grant application.

Mayor Council Comments / Advisory to Staff

None.

There being no further action taken or business before Council the meeting stood adjourned. The time was 3:34 pm.

These minutes were approved at the May 21, 2018 meeting of the Atlantic Beach Town Council.

ATTEST:

(seal)



TOWN OF ATLANTIC BEACH

A. B. Cooper, III - Mayor

Katrina E. Tyer
Katrina Tyer - Town Clerk