

Town of Spring Lake
Board of Aldermen Workshop
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

February 5, 2008

MINUTES

4:00 p.m.

The Spring Lake Board of Aldermen held a workshop in the Grady Howard Conference Room of the Municipal Complex with Mayor Ethel T. Clark presiding.

Board Members Present: Mayor Pro-Tem James O'Garra
Alderwoman Fredricka Sutherland
Alderman Richard Higgins
Alderman Napoleon Hogans
Alderman Jack Vannoy

Others Present: Larry Faison, Town Manager
A.C. Brown, Police Chief
Allen Coats, Finance Director
Paul Hoover, Director of Inspections
Ken Metcalf, Recreation Director
Rhonda Webb, Town Clerk

The purpose for this workshop was to allow some of the department heads to give the Board a pre-retreat briefing on initiatives they would like to accomplish in their departments.

Mr. Faison gave an overview of the objective for this workshop and to help prepare the Board for their goal setting retreat. He stated that some of the initiatives that will be presented are on the horizon and not necessarily immediate projects.

Finance Department, Allen Coats

Mr. Coats gave a brief overview of his initiative to Improve Meter Reading Accuracy and Leak Detection. He stated that this system will eliminate human error when reading meters. All meters in the Town could be read in one day, eliminating the need for three meter readers. This process allows weekly readings to detect leaks whereas under the current system the meters are read once each month. He also advised the Board on an initiative for Internal Controls Enhancement/Expansion of Programs. This initiative is requesting a new position in the finance department. This will help with implementation of the purchasing card program and enhance asset control programs. Mr. Coats showed an estimated cost to implement each initiative.

Recreation Department, Ken Metcalf

Mr. Metcalf 's initiative is Facility Expansion via PARTF Grant Competition. He told the Board that there are three core elements that need to be prioritized: Aquatic Center, Mendoza Park, and the Mutzberg Property. He asked the Board to determine at their retreat which project they wanted to pursue. He also told the Board that it is not feasible to try to proceed with more than one element at a time. He provided the Board with extensive background information and advised them of the estimated costs to implement each element.

Police Department, A.C. Brown

Chief Brown gave an overview of his initiative Advancing Crime Interdiction Efforts. This initiative includes Criminal Inquiries, Telecommunication Supervision, K-9 Unit, SRT Team, Traffic Enforcement Officer, and Robust Training Program. Another initiative he proposed is Modernize Sub-Station which involves re-design and upgrade of the existing building used as the police department sub-station. Chief Brown provided estimated costs for each initiative.

Street Department, Paul Hoover

Mr. Hoover gave an overview of the initiatives in his department: Pedestrian Sidewalk Extension, Annual Street Resurfacing and Relocation of Public Works Facilities. The Pedestrian Sidewalk Extension is a continuation along Highway 87 North and will fill the gaps on the north side of Odell Road. The Annual Street Resurfacing will cost more than expected. Mr. Hoover stated that the annual resurfacing has not kept pace with the demand due to significant costs increase. The Relocation of the Public Works Facilities is an initiative to find a location appropriate for housing the public works department and their equipment. Mr. Hoover advised that there will be hazardous mitigation/demolition once the Board decides to proceed with this initiative. Mr. Hoover provided cost estimates for each initiative.

Governing Board/Administration, Rhonda Webb

Ms. Webb gave an overview of an initiative to Enhance Communications and Responsiveness for Meetings & Queries. There are four core elements incorporated in this initiative: Quick & Efficient Retrieval of Historical Town Data, Recodification/Republication of Code of Ordinances, Enhanced Communications with Citizens and Enhanced Communications & Public Participation at Meetings. Retrieval of Historical Data and Recodification of Code of Ordinances involve scanning the existing minute books, indexing that data and extracting any Ordinance changes to be incorporated into the Ordinance Book and then Republication of the Ordinance Book. The Enhanced Communication with Citizens is a core element to create and publish a town newsletter. The Enhanced Communications and Public Participation at Meetings involve upgrading the sound system in the Conference Room and enhancing the meetings with video capability. A cost estimate for each core element of this initiative

was given.

Mr. Faison summarized each initiative and showed the impact on the budget if implemented. Additionally, he explained an initiative for Organizational Efficiencies involving Department Realignment and Organization, and an initiative for Spring Lake Engagement which involves voluntary and involuntary annexation, purpose and interest for expanding municipal service area, and developing a plan for expanding the municipal service area.

Mr. Faison concluded the workshop by explaining the grand total of budget impact, if all initiatives were approved, by fund: General Fund \$10,900,000 - \$13,000,000
Enterprise Fund \$4,500,000 - \$6,500,000

The meeting was adjourned at 6:55 p.m.

Rhonda D. Webb, CMC
Town Clerk

ATTEST:

Ethel T. Clark
Mayor