

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

November 10, 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
Alderman Richard Higgins
Alderman Napoleon Hogans
Alderwoman Nellie McCoy
Alderwoman Fredricka Sutherland

Others Present: Larry Faison, Town Manager
Allen Coats, Finance Director
Debbie Disbrow, Human Resources Officer
Paul Hoover, Inspections Director
Tom Spinks, Planning Director
Rhonda Webb, Town Clerk

The purpose for this workshop was to discuss an energy conservation initiative and the Spring Lake Appearance and nuisance Mitigation.

Energy Conservation Initiative

Mr. Faison gave an overview of what the workshop would address. He explained that if the Board approves the compressed work week, he would like to try it as a pilot program for six months, from January to July 2009 and then assess the cost savings.

Ms. Disbrow explained what the research that she found concerning a compressed work week. She pointed out the pro/cons for both the employer and employee. She also pointed out that there are other governmental agencies that have already gone to a compressed work week. She stated that there are probably at least 30 other municipalities who are researching this initiative.

Mr. Hoover explained that the fleet maintenance, building and grounds, and water operations departments have been working this schedule since July and found that we can decrease utility costs by approximately 11% by closing the building for 4 ½ hours each week. The estimated savings would be approximately \$3,600/quarter. This is savings for heating and air conditioning. The building will be open the same amount of time. We could see potential savings for the cleaning of the Administration part of the building due to the fact that the building will not need to be cleaned one day each week. He also stated that there will be approximately 10% - 12% decrease in fuel

consumption with a compressed work week. Public safety departments and the waste water treatment plant will not have a change in work schedule. He stated that employees have a start up and stop period each day. There will be an extra hour each day for crews to continue to work at a job site which saves on costs of material because they can keep working. Some potential increased customer service will be that the water administration department will open earlier in the morning and stay open later in the evening. This will allow people to conduct business before they have to be at work and after they get off work. He stated that no one has noticed or complained about the departments who are working the compressed work schedule.

The issue was discussed about people moving into town on the weekend and what will you do if someone needed water turned on, would you pay the on call person extra for Friday as it in essence becomes a non work day.

The goal is to have people work 40 hours per week. Time off will be worked in during another day of the week for people who work on Friday or they will work a regular work week. The Finance Department will have to work out a schedule for the window to be open on Fridays.

Alderman Hogans stated that this is an initiative that helps save the citizens money and helps the employees.

Recommendation: approval and implementation of Town Hall schedule for Monday through Thursday 7:30 a.m. to 6:30 p.m. beginning January 1, 2009 or grant authorization to the Town Manager to implement the schedule or variation thereof.

The Board's consensus was to proceed with the initiative and have the Town Manager implement the compressed work week and work out all the details for water customers.

Appearance and Nuisance Mitigation

Mr. Faison stated that he would like the Board's permission to dedicate workshop time each month to go over a section or chapter in the Code. He proposes to get the Board's insights on changes that need to be made to that particular section and work that information through to the creation of an amendment for the Code of Ordinances to bring before the Board for consideration.

Mr. Spinks explained the history of code enforcement in Spring Lake, the staff's capability and how their work day is spent. He gave the Board an overview of General Statutes that allow municipalities to govern appearance.

Mr. Spinks provided the Board with an appearance and nuisance matrix and explained how to read it.

He requested the Board to allow us to allocate their time as outlined in the schedule to discuss various appearance codes. The plan is to discuss the code, make recommended

changes, bring the amended code before the Board for approval and then move to the next appearance topic on the list.

It was stated that the attorney should get more involved with the workshop to make sure that we do not make plans that we can not enforce.

The Board's consensus was to work on the appearance section first. Mayor Clark requested that the Board be provided a draft copy of the appearance ordinance that the Town was working on years back.

Alderman Higgins requested that the Board be provided a report that shows exactly how many nuisance and code violations were abated.

Meeting adjourned at 5:45 p.m.

Rhonda D. Webb, CMC
Town Clerk

ATTEST:

Ethel T. Clark
Mayor