



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
SPECIAL BUDGET WORKSHOP AGENDA
113 E. MOORE STREET
April 30, 2024
9:00 AM**

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. The Board of Aldermen reserve the right to make changes to this policy, as needed to help prevent the spread of the Coronavirus.

If you are not able to attend the Board of Aldermen meetings in person, the meeting will be available for you to watch via live-stream on the City of Southport website (<https://cityofsouthport.com/board-of-aldermen-meetings/>), Facebook page, and YouTube channel.

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Approval of Agenda

E. Agenda

1. HICAPS Presentation-Results of the Environmental Assessment of the Historic Courthouse (Dave Smith and Jonathan Layton, HICAPS)
2. Public Services and Electric Department (T. Stanley, Director of Public Services and E. Pittenger/L. Ditton, Electrical Superintendents) **pgs 2-8**
3. Parks and Recreation (H. Hemphill, Parks and Recreation Director) **pgs 9-20**
4. Outstanding Issues (Board of Aldermen to the Staff)

F. Manager's Comments

G. Mayor's Comments

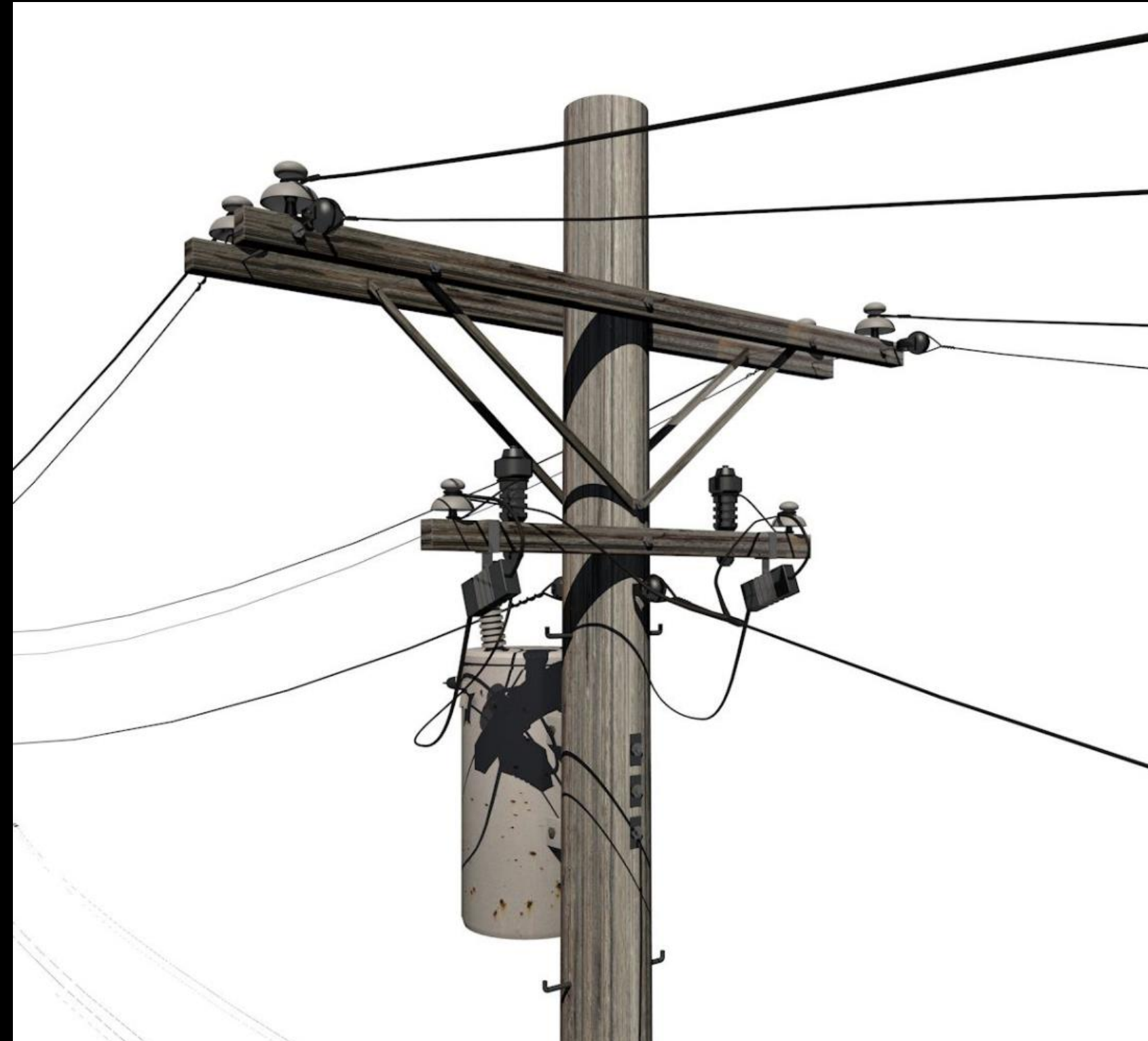
H. Board Comments

I. Adjourn



FY 2024-25 Proposed Budget

Public Services - Electric





FY 2024-25 Proposed Budget

Important City Resource

- **Operation and Maintenance**
 - **Capital Improvements**
- **Increase System Reliability**
- **Increase System Capacity**
 - **Improve City Services**



FY 2024-25 Proposed Budget

Operation and Maintenance

- Personnel Costs
 - \$104,029
- Non-Personnel
 - \$7,935,996
- Capital
 - \$220,000
- Total Electrical
 - \$1,754,549



FY 2024-25 Proposed Budget

Increase Reliability (Capital)

- Overhead to Underground Conversion
 - \$1,500,000
- Pole Replacement
 - \$50,000
- Sectionalization/Mitigation
 - \$75,000



FY 2024-25 Proposed Budget

Increase Capacity (Capital)

- **Second Electrical Point of Delivery**
 - **\$1,750,000**



FY 2024-25 Proposed Budget

Improve Services (Capital)

- **Electric Vehicle Charging Stations**
 - **\$40,000**



FY 2024-25 Proposed Budget

Questions





FY 24-25 Proposed Budget

Overview

- Southport’s Parks and Recreation Department manages the City’s parks and facilities, all City-sponsored community programs at those locations, and the capital projects that improve, repair, or maintain the locations. Parks & Recreation has responsibility for the following parks and facilities:

Franklin Square Park	A.C. Caviness Park	Parks & Rec HQ Building
Taylor Field	Keziah Park	The City Dock
Fort Johnston	Kingsley Park	Jaycee Building
Waterfront Park	Lowe-White Park	Senior Center
Salt Marsh Boardwalk	The City Gym	



Overview

- Community programs delivered by Parks and Recreation include:

Before & After School Program	Capt. Charlie's Fishing Tournament	Easter Egg Hunt
Youth Basketball	Aerobics & Fitness Classes (adult)	Open gym nights
Youth Summer Camps	Various Senior activities	4 th of July children's Games
Farmer's Markets (2024)	Winterfest Activities	Labor Day Crab Derby



Before and After School Program

- The Before and After School program provides children from kindergarten to sixth grade with transportation to and from school, snacks, and an environment to study and complete homework assignments. Transportation is also provided for summer camp excursions. Summer camp (12 weeks) has 40-45 participants Monday-Friday with daily activities and trips.



- The youth basketball program typically enrolls 175-200 participants and hosts around 80 games each year.
- The Farmer's Market is held every Wednesday, May-August with around 80 vendors.
- Two of our oldest programs, Captain Charlie's Kid's Fishing Tournament and the Labor Day Crab Derby bring out generations of participants.
- We provide various Senior Adult activities such as monthly luncheons, weekly cards, crafts, exercise, and morning coffee.
- Our annual Easter Egg Hunt brings out hundreds of children to Franklin Square Park and the Garrison Lawn.
- 4th of July Children's Games, always held on July 3rd, average 250 participants each year.
- The city gym is the only public indoor basketball gym in Brunswick County. We offer open gym play 5 nights a week from 5-9pm.
- We offer weekly fitness classes and martial arts in the Jaycee Building.
- Winterfest activities include Supper with Santa, the movie "Polar Express" on the Garrison Lawn, and Santa's workshop.
- We also offer a concert series in the spring and fall in Franklin Square Park.



Department Revenue

- The Department charges nominal fees for activities and facility rental. The FY2025 budget includes:

• Facility Rental:	\$12,000
• Before & After School Care and Recreation Programs:	\$40,000
• Donations:	\$2,000



Operating Expenses – Personnel Costs

- The Parks and Recreation Department has only four full-time employees:
 - Parks & Recreation Director (1),
 - Recreation Program Specialist (1),
 - Recreation Assistants (2).
- The Department has eight seasonal or part-time employees:
 - Recreation Assistants (2),
 - Gym Attendant (1),
 - School/Camp Counselors
- The City also uses three referees for Youth Basketball, a scorekeeper, and clock official and pays a per-game fee for their services.
- For FY2025, two Grounds Maintenance positions are being transferred to Parks & Recreation from Public Works. This transfer will focus attention on parks maintenance and begin to complete more tasks with deferred maintenance. These positions are included in the FY2025 Parks & Recreation budget request, not in Public Works. Otherwise, no new positions are being requested. All positions are budgeted for the full year. Each position is budgeted with the following assumptions:
 - **Salaries:** the current salary for each person, plus a 3.5% COLA effective July 1, 2024, plus a Merit increase effective on the anniversary date of each employee.
 - **Overtime:** hours estimated using a 12-month history of actual overtime incurred
 - **Bonuses:** continuation of the annual Christmas and Longevity bonus programs
 - **Healthcare:** the current cost of each employee's current selections, inflated by 9.5%
 - **401(k):** 5% contribution for each eligible employee
 - **Retirement:** 13.6% contribution for each eligible employee as required by statute
 - **FICA:** 7.65% of compensation as required by law
- Part-Time positions do not qualify for Healthcare, Retirement, 401(k), or Longevity Bonuses.



- ◆ **Revisions and Additions to the City of Southport, City of Southport Parks and Recreation Department, and the Parks and Recreation Advisory Board Policies, Rules, Regulations, and Ordinances—** Policies, Rules, Regulations, and Ordinances need to be reviewed and updated on a regular basis. The Policies, Rules, Regulations and Ordinances of the City of Southport, the City of Southport Parks and Recreation Department, and the City of Southport Parks and Recreation Advisory Board need to be reviewed and updated paying particular attention to the policy regarding alcohol on City property during private rentals of the Parks and Recreation Department facilities, areas, and parks and the Parks and Recreation Advisory Board By-Laws.



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POLICY AND PROCEDURE CONSIDERATIONS

PERSONNEL NEEDS FROM 2022 – 2023 FISCAL YEAR TO 2024 – 2025 FISCAL YEAR

- ◆ Creation of a Parks and Recreation Maintenance Division with the City of Southport Parks and Recreation Department will require the following immediate new employees and additions to the existing City of Southport Parks and Recreation Department administrative structure:
 - Facilities and Grounds Maintenance Supervisor—newly created full-time position to serve as the overall Supervisor of the Facilities and Grounds Maintenance Division within the City of Southport Parks and Recreation Department responsible for the maintenance and upkeep of all Department facilities, areas, and parks
 - Facilities and Grounds Maintenance Crew Leader (2)—newly created full-time positions with each position serving as the Crew Leader of a facilities and grounds maintenance crew of 2 – 3 Facilities and Grounds Maintenance Specialists
 - Facilities and Grounds Maintenance Specialist (4)—newly created full-time positions serving as the labor specialists operating within a crew of 2 – 3 Facilities and Grounds Maintenance Specialists
- ◆ The City of Southport Parks and Recreation Department is presently seriously understaffed and needs to have the professional staff immediately increased in order to meet the current and future demand for parks and recreation programs, services, events, camps, activities. This will require the following new employees and additions to the existing City of Southport Parks and Recreation Department administrative structure:
 - Reclassify and rename the existing Recreation Program Specialist position as the Senior Citizen Program Specialist serving as a program specialist providing programs, services, events, camps, and activities for senior citizen participants of the City of Southport Parks and Recreation Department offerings
 - Recreation Program Supervisor—newly created full-time position serving as the supervisor for the Senior Citizen Program Specialist and the Youth and Teen Program Specialist and providing recreation programs, services, events, camps, and activities for all participants of the City of Southport Parks and Recreation Department offerings
 - Youth and Teen Program Specialist—newly created full-time position serving as a program specialist providing specific recreation programs, services, events, camps, and activities for youth and teen participants of the City of Southport Parks and Recreation Department offerings
 - Administrative Assistant and Office Manager—newly created full-time position serving as an Administrative Assistant to the Director of Parks and Recreation and the overall Office Manager for the City of Southport Parks and Recreation Department

Operating Expenses – Non-Personnel Costs

- The operating expense requests you see in your Budget book were made by the City Manager after reviewing the Department Head's requests and are detailed on the budget spreadsheet. There are no major changes compared to the approved FY2024 budget.



Capital Expenditures

- Capital expenditure requests of \$100,000 or more per item are included in the CIP. Capital requests under \$100,000 are included in the individual Department budget request. The FY2025 Parks & Recreation budget request contains the following capital items which total \$208,300:
 - Vehicle leases for one SUV and two 15-passenger vans. \$51,050
 - *The passenger vans represent moving from one owned van to two leased vans. One van was leased in FY2024 and the second, which will replace the current van, is expected to be leased in FY2025. Having an extra van will reduce the reliance on the City’s bus, which requires a CDL to operate.*
 - Grounds maintenance equipment for the two transferred employees \$53,000
 - Computers for the two transferred employees \$ 4,000
 - Caviness Park – resurface BB court and construct a cover over stage \$78,000
 - Replacement of trash cans in parks and downtown \$22,250
- In addition to these small capital needs, Parks & Recreation manages several capital projects identified in the CIP budget request. These include the shoreline stabilization, dredging of the old yacht basin, rehabilitation of Franklin Square Park, and longer-term investments contained in the adopted Parks & Recreation Master Plan such as the construction of a new Recreation Center/Athletic Complex and acquisition of additional parkland.





Master Plan

The main goal of FY 25 is to develop and implement a Comprehensive Parks Maintenance Master Plan that identifies and addresses routine and special maintenance for all parks, playgrounds, and park amenities in the City of Southport.

“2023 – 2028 PARKS, RECREATION AND OPEN SPACE MASTER PLAN”

FOR THE
CITY OF SOUTHPORT, NORTH CAROLINA



THE HOME OF SALUBRIOUS BREEZES
“BREEZES FAVORABLE TO OR PROMOTING HEALTH OR WELL-BEING”



CITY OF SOUTHPORT BOARD OF ALDERMEN
CITY OF SOUTHPORT PARKS AND RECREATION ADVISORY BOARD
CITY OF SOUTHPORT PARKS AND RECREATION DEPARTMENT
DR. JAMES H. HERSTINE, Ph.D., Professor Emeritus, UNC Wilmington, Consultant

Formally adopted by the City of Southport Parks and Recreation Advisory Board on November 8, 2022
Formally adopted by the City of Southport Board of Aldermen on January 12, 2023



Master Plan

The main goal of FY 25 is to develop and implement a Comprehensive Parks Maintenance Master Plan that identifies and addresses routine and special maintenance for all parks, playgrounds, and park amenities in the City of Southport.

PARKS, RECREATION AND OPEN SPACE MASTER PLAN

POOR	4%	14
EXCELLENT	4%	13



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✓ INPUT IDENTIFICATION—METHODS FOR RAISING ALL RATINGS TO Q18 TO AT LEAST A "GOOD" RATING

◆ (Q19) Two hundred and six (206) out of a possible 208 individuals responded to the question, "What would it take to raise your rating to the previous question (Q18) to at least "GOOD?". The top responses in priority order are:

- 1) Construct and operate a community swimming pool



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- 2) Construct and operate safe and usable bike lanes, walking lanes, sidewalks, hiking trails, and pedestrian crosswalks
- 3) Offer more programs, services, events, camps, and activities for youth and teens
- 4) Offer more programs, services, events, camps, and activities for young adults ages 18-50
- 5) Provide a multi-purpose Recreation Center with a gymnasium
- 6) Improve and enhance the overall cleanliness, appearance and maintenance of the existing facilities, areas, and parks



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- 7) Improve and enhance the advertising, marketing, and publicity for programs, services, events, camps, activities, facilities, areas, and parks



Questions?