



# TOWN OF SURF CITY

## August 18, 2023

### WORK SESSION AGENDA

#### *Agenda*

*9:00 AM / Friday, August 18, 2023*

*Surf City Municipal Complex, 214 W. Florence Way*

*Watch Virtually: [www.youtube.com/townofsurfcity](http://www.youtube.com/townofsurfcity)*

**Call to Order** – *Mayor Batts*

**Invocation** -*Councilman Fowler*

**Pledge**- *Mayor Pro Tem Helms*

**Introductions & Welcome** – *Mayor Batts*

#### **Town Council Work Plan Items:**

1. Parks, Recreation & Tourism Department Fee
2. Budget Ordinance Amendment – Earl G. & Inez Batts Recreation Complex
3. Budget Ordinance Amendment – Crane Truck
4. Revision to Section 16-18 (b)

# Agenda Request Form

Name	Jodi Shepard
Department	PRT
Date of Meeting	8/18/23
Agenda Item	Add Fee- New Sponsorship Opportunity for Athletics: Yearly Team Sponsor
Summary	<p>We currently offer: Yearly League Sponsor, Individual Team Sponsor and Banner Sponsor, over that last few seasons we have been monitoring the interest we have from current and potential sponsors when deciding if it would be beneficial to add an additional sponsorship opportunity.</p> <p>By adding the Yearly Team Sponsor it would allow additional youth and teen teams to have sponsors and allow staff an easier renewal process. By adding this we have another option for sponsors and another opportunity for revenue.</p> <p>Cost: \$1000</p> <p>Sponsors' name and logo are placed on the front of team's uniform supplied by Surf City Athletics for 8 different Youth or Teen programs (Indoor or Outdoor) for one year.</p> <p>A 2 x 4 ft. vinyl banner with the Sponsors logo will be displayed in a designated area for Team Sponsors on the athletic fields and in the gymnasium for a year.</p> <p>The Sponsors logo will also be displayed on the Surf City Parks, Recreation, and Tourism website.</p> <p>Programs Included: Youth Soccer, Youth Volleyball, Youth Basketball, Teen Basketball, Youth Futsal, Youth Flag Football, T-Ball/Coach Pitch, Teen volleyball, and Teen Basketball</p>



# *Agenda Request Form*

Name	Jodi Shepard
Department	PRT
Date of Meeting	8.18.23
Agenda Item	Capital Project Ordinance Amendment- Mainland Park
Summary	To amend the Capital Project Fund for Mainland Park known as Earl G. and Inez Batts Recreation Complex - Phase I Construction.





TOWN OF SURF CITY  
CAPITAL PROJECT ORDINANCE AMENDMENT  
September 5, 2023

**BE IT ORDAINED** by the Governing Board of the Town of Surf City, North Carolina, that the following amendments be made to the Capital Project Fund Mainland Park.

**Section 1.** To amend the Capital Project Fund for Mainland Park known as Earl G. and Inez Batts Recreation Complex - Phase I Construction.

**INCREASE BUDGETED REVENUE**

Account Number	Account Description	Amount
	Transfer from Accommodation Fund	\$4,500,000.00

**INCREASE BUDGETED EXPENDITURE**

Account Number	Account Description	Amount
50-630-449-573200	Construction Phase I	\$4,500,000.00

**Section 2.** Copies of these Capital Project Ordinance Amendments shall be furnished to the Clerk, to the Governing Board, to the Town Manger, and the Finance Officer for their direction.

**Adopted** this the 5th day of September 2023.

ATTEST:

\_\_\_\_\_  
Teresa B. Batts, Mayor

\_\_\_\_\_  
Carla P. Citarelli, Town Clerk

(Seal)

# *Agenda Request Form*

Name	
Department	
Date of Meeting	
Agenda Item	
Summary	





TOWN OF SURF CITY  
BUDGET ORDINANCE AMENDMENT  
September 5, 2023

**BE IT ORDAINED** by the Governing Board of the Town of Surf City, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

**Section 1.** To amend the **Enterprise Fund Revenues & Expenditures** for funds to be used to order crane truck that was unfulfilled from FY 22/23.

**INCREASE BUDGETED REVENUE**

Account Number	Account Description	Amount
30-111-461-499900	Appropriated Surplus	\$130,000

**INCREASE BUDGETED EXPENDITURE**

Account Number	Account Description	Amount
30-820-461-573100	Capital Outlay Vehicle	\$130,000

**Section 2.** Copies of these Budget Amendments shall be furnished to the Clerk, to the Governing Board, to the Town Manger, and the Finance Officer for their direction.

**Adopted** this the 5<sup>th</sup> day of September 2023.

ATTEST:

\_\_\_\_\_  
Teresa B. Batts, Mayor

\_\_\_\_\_  
Carla Citarelli, Town Clerk

(Seal)

# *Agenda Request Form*

Name	Amy Kimes/Scott Hitchings
Department	Community Development
Date of Meeting	August 18, 2023
Agenda Item	Revision to Section 16-18 (b)
Summary	<p>During the original process of updating the right-of-way ordinances and providing the ROW policy it was determined that the Citation Appellate Committee (CAC) would review any disputes regarding placement of items in the right-of-way. Based on additional conversations with staff it was determined that a certain level of expertise regarding safety, maintenance, and utility concerns within the right-of-way was needed. Staff is requesting to modify Section 16-18 (b) to remove the review of disputes by the CAC and form an internal committee consisting of at minimum the Director of Streets, Director of Utilities, and Town Manager.</p>



Sec. 16-18. Removal of obstructions and encroachments; notice; failure of owner to act; removal by town.

(a) The notice of violation shall be sent to the property owner via first-class mail. The property owner will have fifteen (15) days upon receipt of violation letter to comply. If the property owner fails to comply within the fifteen (15) day period, the town will proceed to remove the obstruction(s) at the property owner's expense. If said violation letter is returned, the town will proceed to remove the obstruction at the property owner's expense.

(b) Any appeal to this violation should be made within the fifteen (15) day compliance period to the ~~Citation Appellate Committee~~Code Enforcement Officer who will submit the appeal to the Staff Review Committee. The committee shall consist of, at minimum, the Town Manager, Director of Streets, and the Director of Utilities. This committee will consider all appeals as applications for encroachment and will make the final determination upon the conclusion of the Committee meeting which will be held once all citations for non-compliance are issued for the designated section.

(c) The requirements of this section and section 16-17 are intended to apply to any obstruction of any nature, kind and description upon any street, wharf or any other public place in the town.

(Code 1977, § 25-16; Ord. No. 2020-08, § I (part), 8-4-20; Ord. No. 2021-07, § 1 (part), 4-6-2021; Ord. No. 2022-03, § 1 (part), 3-1-2022)

State law reference— Obstructing highways and roads, G.S. 136-90, 136-91.