



# TOWN COUNCIL MINUTES

## REGULAR MEETING

July 17, 2018 @ 6:30 p.m.

The Kure Beach Town Council held its regular meeting on Tuesday, July 17, 2018. A quorum of Council was present along with the Town Attorney.

### CALL TO ORDER

Mayor Bloszinsky called the meeting to order at 6:30 pm. Pastor Chris Howell, Kure Beach First Baptist Church, delivered the invocation & Pledge of Allegiance.

### COUNCIL MEMBERS PRESENT

Mayor Craig Bloszinsky  
Mayor Pro Tem (MPT) David Heglar  
Commissioner Joseph Whitley  
Commissioner Allen Oliver  
Commissioner John Ellen

### COUNCIL MEMBERS ABSENT

None

### STAFF PRESENT

Town Clerk – Nancy Avery  
Finance Officer – Arlen Copenhaver  
Deputy Town Clerk – Mandy Sanders  
Building Inspector – John Batson  
Fire Chief – Ed Kennedy  
Police Chief – Mike Bowden  
Public Works Director – Jimmy Mesimer

### APPROVAL OF CONSENT AGENDA ITEMS

1. Resolution 18-07 opposing possible state legislation for firefighter special separation allowance
2. Revisions to Uniform Guidance Procurement Policy to reflect increase in bid thresholds per OMB guidelines:
  - o Micro purchase from \$3,500 to \$10,000
  - o Simplified acquisition from \$150,000 to \$250,000
3. Minutes
  - o June 18, 2018 special meeting
  - o June 18, 2018 closed session
  - o June 19, 2018 public hearing flood ordinance
  - o June 19, 2018 regular meeting
  - o June 19, 2018 closed session
  - o June 25, 2018 closed session

MOTION - MPT Heglar made the motion to adopt the consent agenda, as presented

SECOND – Commissioner Oliver

VOTE - Unanimous



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## REGULAR MEETING

July 17, 2018 @ 6:30 p.m.

### ADOPTION OF THE AGENDA

Commissioner Ellen added under committee business, non- committee reports, for the new member Jonathan Perratto, to speak.

MOTION – Commissioner Whitley made the motion to adopt the agenda, as modified

SECOND – MPT Heglar

VOTE - Unanimous

### DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Megan Garrett, 133 Settlers Lane, stated:

- She is here on behalf of the Beachwalk HOA about Article VI parking restrictions
- The neighborhood has no on street parking, only some spaces in a common area
- Restricting on street parking may encourage others that are not residents to park in their common area
- The HOA is concerned that residents won't have the ability to use common area for parking
- She did not realize this at the previous meeting
- She does not think enough notice was given

2. Gail Morris, 511 Surf Drive, said

- She has an issue with article VI parking restrictions on the street
- She has space for only two additional vehicles in her yard
- Her handicapped friends will have to park two to three blocks away
- They cannot park on the grass because of the irrigation system
- Council should consider extending passes to residents for visitors to park on street

### DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Community Center Committee

Linda Brett-Kell, co-chair said

- Last month she brought up the process to rename the center for the lady instrumental in beginning it
- The committee opted to buy a park bench with a plaque honoring this person instead
- August 18 from 4 – 8 pm is the BBQ fundraiser at \$9 per plate
- They could use volunteers for a couple of hours that day
- Eric Keely, acoustic guitarist, will provide music



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### 2. Non-town Committee Reports

Jonathan Perrotto, the Town's representative on the WMPO Bike/Pedestrian committee reported:

- He has attended two meetings for a total of 6 hours
- The committee is working on the 2040 plan to wordsmith and rank projects
- The committee plans for safety, health and wellness, ease of mobility and continuity for walking, strolling, biking and any transportation not using a car
- 400 old projects are being re-prioritized
- Let him know if you have project ideas
- He has taken it upon himself to clean bike paths on the island to be of service

## DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

### 1. Finance Department

Finance Officer Copenhagen presented resolution R18-08 approving financing terms with BB&T for 2018 GMC Sierra 2500 for \$40,400 at 3.86% for four years for Public Works service truck and asked Council to approve.

MOTION – MPT Heglar made the motion to approve resolution R18-08 for previously budgeted truck for public works

SECOND – Commissioner Whitley

VOTE - Unanimous

### 2. Building Department

Building Inspector Batson said:

- The water line at Settlers Lane was excavated today and was not where it was supposed to be
- Contractor had to order additional material to connect and there may be a longer delay on the road closure
- Landscaping is not part of the scope of the construction project budget
- The contractor said at today's meeting that he does not have a vendor to lay irrigation sleeving

Commissioner Oliver requested a sign at the intersection at Surf and Settlers to help with traffic. He also said he would get started on a landscaper for the sleeving.

### 3. Police Department

Police Chief Bowden said that when the Town buried the utilities underground, we omitted marking a handicapped spot on the south side of pier, east of Atlantic Avenue. This is a requirement per the Code of Ordinances.

CONSENSUS – Public Works to re-stripe that spot as ADA



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### 4. Public Works Department

Public Works Director Jimmy Mesimer presented preliminary drawings for an ADA ramp at beach access 1004 ½ at Oceanview, stating:

- It will encroach three feet north on the viewing area side
- Existing crossover will have to be torn down to put an ADA access here
- He is asking Council to review the preliminary drawing and give him direction

## DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Proposed amendments to Chapter 19 (Zoning) of the Code of Ordinances, Section 339 (Minimum parking requirements), Subsections 1 (Any residential use) and 2 (Multiple Family) regarding number of vehicles that may be parked on a property at any one time

Building Inspector Batson stated:

- He thought these amendments applied to all properties in town
- How it is written, it could be applied either way
- This would be a general citation and not up to the Police to issue
- It would be complaint driven only
- He offered an alternative to Planning and Zoning (P&Z) to how to regulate the number of cars parked at a short term rental to write the code so that you can only park in the driveway and give a good strong definition of what a driveway is

### Council discussion highlights

- How will this be enforced and what is the citation
- Whoever enforces would have to know how many bedrooms in each house
- This is to target habitual properties with too many cars
- Some are advertising to put as many people in a rental as you can for one price
- This causes problems for neighbors of these properties also
- The issue is there are multiple complaints about high volume properties that are packing in cars everywhere
- If complaint driven and someone has too many cars, and neighbors are complaining, it is an issue to the resident
- What is the underlying problem with too many cars, is it noise, beer cans in the yards or just too many cars
- We are not a community of high rise hotels but we are a community of room occupancy tax with up to 4000 square foot homes that are really mini-hotels
- Willing to discuss how to manage parking in short term rental properties, but not for everyone and that includes residents
- Think there should be only eight vehicles for each property
- The Building Inspector would have to work weekends to enforce, if not the Police
- Aesthetics are bad with too many cars parking at a property



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- Thought this applied only to new construction

### Audience comments

Extension of this is someone parking on my lot and going to the beach. If enforcement is by the Town, I am not going to wait. If it is parked on my property, I want to take care of it by towing that vehicle, but I understand I carry liability for the person's car I tow.

Chief Bowden said if a vehicle is parked on your private property, the Police could not have it towed. If you call in for trespassing, then the Police may tow, or take the person to jail or issue a ticket.

MOTION – Commissioner Oliver made the motion to send the proposed amendments back to P&Z for clear direction on:

- What problem is this solving
- Is this complaint driven
- Does it apply throughout town on all properties and if not, then where
- Does this apply only to new construction
- What is the enforcement mechanism and how will that work

SECOND - Commissioner Ellen

VOTE - Unanimous

## 2. Other parking items

Mayor Bloszinsky stated the first item that came out of the meeting with the parking committee was single side parking on roads with up to 26 feet in width with the other side designated as fire lane. The plan is to give it to the Homeowners Associations (HOA) to consider and say whether they approve or not.

### Audience comments:

- In Beachwalk, there is no issue with people parking in the neighborhood to go to the beach. If the Town marks spaces, it will encourage visitors to park there
- What about landscaping and vendors, where do they park
- If concerned about River Road coming in and parking on our streets during the summer, why can't we have marked spaces for residents only. Residents will have stickers in their cars. Spots would have to be designated for residents only. Needs to be Town decision so there is clear ROW
- Confused because concern for someone parking inadvertently when they do not have a sticker seems to be more important than residents having parking. What concerns me is the residents being able to park in front of their homes
- We all have irrigation and do not want to damage that or turn our yards into parking lots. You should be working to make resident parking safe and happy



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- Concerned about contractors and landscaping coming to home and where they will park
- My family has five cars and there is no more room in the driveway for more cars
- How do we as a community allow these vendors without getting a ticket
- Yesterday, a commercial photographer took pictures of a home and got a ticket for parking on the street
- Understand some commercial vendors can park in ROW without designated space, but what about other vendors
- How will they know where they can park
- No one is being ticketed except residents
- Are you going to ticket landscape trucks, pickup trucks, delivery trucks
- A landscaping truck with a trailer will block space more than a single car will do
- We cannot mess with the law. If it is not safe, then we need to comply
- Beach visitors drive this and it is a great idea to target short-term rentals with lots of cars.
- Limiting restrictions on homeowners is the best way to go and understand that not everyone will be happy
- There are families that cannot even have one person visit their home and park.
- We had to rent a spot to store a vehicle because of restrictions
- If nine different HOAs, there will be nine different variances. They don't own the streets
- No confidence in my own HOA to make the decision so prefer the Town to do so
- The point is businesses are being impacted. It will negatively affect the community if businesses come here and get tickets.
- Resident stickers are a great idea for resident parking
- You want to make additional spaces on our streets and anyone can park in them
- Live right next to beach access at N Avenue – lots of cars staying there all night
- There is no place for a semi-trailer truck to unload
- Perhaps there could be consideration for this type of unloading that will take more than 30 minutes. It might mitigate some of the risks involved.
- Where is paid parking on the agenda
- Tax bill charges now for decal

### Council comments:

- 2,600 homes are being built over the bridge and people will be coming here. Council is trying to plan to keep neighborhood safe
- We are open to all ideas
- It is a good idea to get HOA's involved
- Will drive around with Police Chief and Public Works Director and bring anything we do forward for comments



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- If you have four passes for your home, other people see that cars have parked there and will park
- Will look at marking new spaces on 421 (Fort Fisher Boulevard – FFB) and in neighborhoods
- Want HOAs to have input except some HOAs have sent notice, even though the Town has said you can park on Town property, the HOA has restricted it
- We are talking about citizens that want more parking and HOAs may or may not want it
- Any street 26 feet and over may have parking on the street by the fire code
- The Town is restricting because they are not marked and by ordinance may only park on marked spaces on town streets
- Council is open to input and we need to tell HOAs to give input by next meeting and input is:
  - Do you want any parking on streets wider than 26 feet
  - How do you want it laid out and marked with signage
  - These are the streets that are 26 feet wide in each association
- Ok if markings are different in each community based on aesthetics but need to be clear enough for anyone to understand so the Police Department doesn't have a monumental issue to deal with
- The issue is plenty of feedback from citizens and HOAs saying there is a problem and we are trying to address it
- HOAs have restrictions that homeowners agreed to when they bought property
- My HOA was ok with no parking on street until it realized one street is wide enough to have marked spaces and now they don't want it
- Fine with resident only parking in each HOA but it means parking for all residents, not only HOA residents. The Town is not going to mediate that.
- The fear is people will park wherever they see people parking
- It will be harder to protect the neighborhoods as they get closer to the beach
- The road is paved and unpaved ROW, just not enough spaces for the folks
- Many people want to continue with parking as it is, but we can't continue for safety reasons
- Council specifically said you could park on unpaved ROW in front of your home and then a HOA made the decision to restrict parking on unpaved ROW or yard
- Council is open to parking on streets that are wide enough. Great suggestion about restricting to resident parking with town stickers but how do we control it. It is easy for the Police Chief to enforce, but how do we lay it out in the neighborhoods so it can be enforced.
- You can park in the unpaved ROW, and action will only be taken if someone complains. By ordinance, the Police Chief has the right to ticket if he believes there is an obstruction. It will be at the discretion of the Police if they determine there is a problem or if a resident complains.



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- People drive over my unpaved ROW everyday
- There is a temporary solution when your driveway is not large enough. If you want to park there permanently, put in stone for protection. The Police will not stop and ticket every car because they have other things to do.
- We can request input from HOAs only but the answer and decision will be Council's
- HOAs have the authority to be more restrictive than the Town does because you signed off on covenants when you bought property. We cannot override your covenants.
- HOAs can allow businesses to open common parking for businesses and the Town won't monitor who would park there
- Cannot have paid parking until we have control of parking
- Do not have enough spaces to make paid parking an option to make money

The Town Attorney stated that the unpaved ROW belongs to the Town and not the HOA, therefore the HOA cannot restrict.

Mayor Bloszinsky named other issues on the minds of the parking committee:

- Ocean Dunes three public beach access points. We will take look at diagonal parking within 50 feet of the ROW at each of those to protect other ROWs in that area
- Marking new spaces for parking maybe on 421 (FFB) and possibly in the neighborhoods
- There is potential to use the medians on Avenues E, 6 and I by adding bumpers. Need time for staff to mark.
- Restricted spaces. There are homes on FFB south that are older bungalows that do not have off street access via driveways. We should look at allowing them a restricted parking space for that resident only with the authority to call the Police and have someone towed. It would be owner enforced.
- This is a work in progress
- Please keep thinking and bring forth ideas

MPT Heglar recapped:

- Communicate to HOAs for their feedback with an end date of week before the next meeting, August 14 by 5 pm
- Ocean Dunes HOA has asked Council to eliminate parking in the ROW, so we need to work on that. The Mayor will work with the Police Chief and Public Works Director
- New spaces. P&Z member Ken Richardson will start this process for P&Z review
- E, I and 6 Avenues medians. That info goes back to P&Z to make sure in compliance with ordinances
- Residential stickers. We need to understand from the attorney if this is allowed and how this process will work
- Restrictive spaces. The Mayor will get input.





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**REGULAR MEETING**

**July 17, 2018 @ 6:30 p.m.**

ADJOURNMENT

MOTION - MPT Heglar made the motion to adjourn at 8:08 pm

SECOND – Commissioner Ellen

VOTE - Unanimous

ATTEST:

  
Nancy Avery, Town Clerk

  
Craig Bloszinsky, Mayor

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. A recording of the meeting is available on the town's website under government>council.



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### 3. Designation of Council liaison for new Recreation Department

Mayor Bloszinsky designated Commissioner Oliver as liaison for the newly created Recreation Department effective immediately.

### 4. Job description Public Works and Utilities Director

MOTION –MPT Heglar motioned to approve the job description for the Public Works and Utilities Director, as presented

SECOND- JW

VOTE - Unanimous

Said job description is herein incorporated as part of these minutes

### 5. Job description Recreation Director

MOTION – Commissioner Oliver motioned to the job description for the Recreation Director, as presented

SESCOND – JW

VOTE - Unanimous

Said job description is herein incorporated as part of these minutes

## DISCUSSION AND CONSIDERATION OF NEW BUSINESS

### 1. Formulation of a Town Public Building Naming Committee

Mayor Bloszinsky said:

- The Town has a seven to eight page policy on how to name facilities and handle memorials and dedications
- There are individuals that would like to submit benches and other things as memorials
- Need to start the process of naming buildings and accepting contributions
- He is requesting Council views on setting up a naming committee with two Council members, one of which will be him and Council will determine the other
- He suggests two standing members from Council and three members selected by Council

CONSENSUS – Council approved setting up standing committee

## COMMISSIONER ITEMS

Joint Land Use Plan with MOTSU update

Commissioner Whitley explained what the land use plan is about and that a public meeting will be held on Monday, July 30, 2018 from 5 – 7:30 pm at Carolina Beach Town Hall, 1121 N. Lake Park Boulevard.

MPT Heglar stated the first hurricane preparedness session was held tonight with another one on Saturday, July 21 at 11 am at Town Hall. The presentation will also be available online.

SIGN IN SHEET  
TO ADDRESS KURE BEACH TOWN COUNCIL

MEETING TYPE & DATE  
Regular - Tuesday July 17

NAME	ADDRESS
<del>Jonathan Penick</del> (Breg) <del>WSPFO</del>	<del>506 Ft. <del>Blvd</del> N. <del>SB</del></del>
MEGAN GARRETT	133 SETTLERS LN KURE BEACH
Gail Morris	511 Surf Dr. Kure Beach NC
Eugene Lisewski, Jr.	511 Surf Dr. Kure Beach, NC



## JOB DESCRIPTION – TOWN OF KURE BEACH

<b>IDENTIFYING INFORMATION</b>	
Job Title	PUBLIC WORKS AND UTILITIES DIRECTOR
Department	Public Works
Salary Band	III
Hiring Authority	Town Council
Reports To	Town Council
FMLA Status	Exempt
Work Type	Full Time - Salaried
Work Schedule	Monday to Friday, nights and weekends as needed
Hiring Range	\$59,757.61 to \$105,437.28 with benefits
Effective Date	July 2018

<b>GENERAL OVERVIEW</b>
<p>Performs difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works and public utilities activities including: water and sewer lines; wastewater treatment; well operations; street and drainage system maintenance and repair; building and landscape maintenance and repair; and solid waste collection.</p>

<b>SUPERVISION</b>
<p>Work is performed independently and in coordination with other town officials and under the general direction of the Town Council and is evaluated by review of reports, conference and acceptance of the community. Reports to and advises the Town Council and other officials on public works and public utilities projects and activities.</p>

<b>ESSENTIAL FUNCTIONS</b>
<ul style="list-style-type: none"> <li>- Manages and plans the activities of all public works department staff; ensures coordination of activities with other departments and governmental jurisdictions and agencies.</li> <li>- Researches and recommends long range plans and strategies for meeting citizen service needs; operational changes; strategies for addressing drainage; inflow and infiltration; and other system problems to the Town Council.</li> <li>- Negotiates fees on landfill usage and contracts with solid waste vendors.</li> <li>- Performs recruitment and supervision of department personnel; meets frequently with staff to solve more complex problems; sets priorities and deadlines; and provides guidance and direction.</li> <li>- Supervises and participates in construction and maintenance tasks with crews; makes field inspections of projects to review progress and ensure completion; performs plan review.</li> <li>- Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions; coordinates projects with other departments, contractors, and consulting engineers.</li> <li>- Attends Town Council meetings to represent the department.</li> </ul>
<b>ESSENTIAL FUNCTIONS (cont.)</b>

- Prepares and reviews departmental operation budget; monitors and approves expenditures.
- Serves as Operator in Responsible Charge of the water distribution and sewer collection system.
- Supervises wastewater treatment plant and wells.
- Oversees, researches, recommends and implements strategies to address changes in regulations regarding water distribution, sewage collection, storm water, safety and other related issues.
- Plans, organizes, and monitors a variety of contracted work; coordinates with consulting engineers and contractors; conducts inspections, estimates costs, coordinates grant funding.
- Maintains an Equipment Inventory list and supervises the operation of all major equipment and preventive maintenance; manages purchase of equipment, supplies and parts to keep all equipment in good working order.
- Maintains town buildings and landscaping.
- Performs other duties as assigned.
- Organizes and directs the work of employees engaged in a wide variety of municipal operations and services.
- Serves as Operator in Responsible Charge of the water distribution and sewer collection systems.
- Supervises the operations and maintenance of the wastewater treatment plant and well water system, provides technical advice and assistance to the Town Council in the improvement of water and environmental resources.
- Supervises streets and other infrastructure and ensures that modern, safe, effective and efficient practices are utilized by municipal work crews.
- Manages contracts and citizen issues.
- Administers budget and personnel for the department.
- Represents the town to a wide variety of citizens, developers, state and federal regulatory officials.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- The principles and practices of public works and water and environmental resources administration, planning, operations, maintenance, and construction.
- State and federal laws and regulations and adherence to related Town policies.
- Equipment and materials used in the construction, maintenance and repair of distribution and collection systems, drainage systems, and streets.
- Modern governmental budgeting, personnel and purchasing practices.
- Safety practices such as shoring, construction signing, and confined space entry.
- Civil engineering design principles and engineering practices as applied to departmental functions.

#### **KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

- Principles and practices, laws and regulations relating to supervised functions.
- Supervision of employees including effective communications, motivations, staffing, and coaching.
- Interpretation and preparation of complex and detailed records and reports.
- Maintaining effective working relationships with Town officials, other public officials, employees, contractors and the general public.
- Presentation of ideas effectively in oral and written form.

#### **EDUCATION AND EXPERIENCE**

- Graduate of an accredited college or university with an associate's degree in civil or environmental engineering, public administration, or related field.
- Considerable supervisory experience in the public work or environmental resources field; or an equivalent combination of education and experience.

#### **SPECIAL REQUIREMENTS/CERTIFICATIONS**

- Appropriate distribution, collections system, and wastewater treatment plant operator certifications.
- Possession of a valid North Carolina driver's license.

#### **PHYSICAL/CRITICAL REQUIREMENTS**

##### **Physical Ability**

- Must be able to perform the physical life functions of climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.
- Must be able to Perform medium work exerting up to 50 pound of force occasionally; up to 20 pounds of force frequently and/or up to 10 pounds of force constantly.

##### **Visual Ability**

- Must possess the visual acuity to produce and review written reports and records including mathematical calculations, operation of a computer terminal, analyzation of data, and ability to read maps, schematic drawings and plans.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not create an employment contract, implied or otherwise.



## JOB DESCRIPTION – TOWN OF KURE BEACH

<b>IDENTIFYING INFORMATION</b>	
Job Title	RECREATION DIRECTOR
Department	Recreation
Salary Band	III
Hiring Authority	Town Council
Reports To	Town Council
FMLA Status	Exempt
Work Type	Full Time - Salaried
Work Schedule	Monday to Friday, 9 am to 5 pm, and nights and weekends as needed
Hiring Range	\$59,757.61 to \$105,437.28 with benefits
Effective Date	July 2018

<b>GENERAL OVERVIEW</b>
Coordinate, market, promote and manage all Town educational and recreational programs, events and rental of facilities.

<b>SUPERVISION</b>
Work is performed under supervision of the Town Council and is evaluated through conferences, by review of appropriate records and reports, and accuracy and thoroughness of assigned work.

<b>ESSENTIAL FUNCTIONS</b>
Manage and plan the activities of all recreation department staff. Research and recommend long range plans and strategies for meeting recreation needs.
Perform recruitment and supervision of department personnel; meet frequently with staff to solve more complex problems; sets priorities and deadlines; and provides guidance and direction.
Attend Town Council meetings to represent the department.
Market town facilities to generate rental income to help subsidize costs of programs, events and staff related salaries.
Arrange for facility tours for potential rentals, process and sign rental contracts and collect related fees. Solicit weddings, celebratory events, business meetings and retreats for small groups to fully utilize Town rental facilities.
Create and maintain Town advertising materials and marketing brochures and disburse to the media and public.
Coordinate with the Pleasure Island Chamber of Commerce, the Town of Carolina Beach, Fort Fisher Recreation Center, the Aquarium and other agencies when scheduling events to prevent overbooking and possible traffic issues.
Communicate with and ensure Town departments are informed of upcoming events so they may plan staffing accordingly.

Coordinate private use of Town property for events with department heads, council and other agencies (if required); gather staffing and other requirements from departments for invoicing and ensure payment received in a timely manner.

Supervise one full time staff person and temporary staff, as needed, to staff events to ensure there is a staff representative in attendance at all Town sponsored public events (this does not apply to individual classes). Submit timesheets for payroll processing and resolve any related issues.

**ESSENTIAL FUNCTIONS (cont.)**

Notify Public Works of any maintenance work that needs to be done at the Community Center facility, Ocean Front Park and Pavilion, to include signage in the Ocean Front Park.

Oversee and manage the Bluefish fundraiser campaign; recommend new ways of bringing in revenue to support programming.

Coordinate volunteer efforts for Town events as needed.

Maintain event and rental calendar in house and on the Town website.

Serve as staff liaison for the Community Center Committee and Marketing Committee and keep them updated on upcoming rentals at the Community Center. Provide for Recreation staff attendance at monthly meetings.

Prepare and review departmental operation budget and Community Center budget; monitor and approve expenditures.

Negotiate and sign vendor contracts as needed for performances and events, within budget constraints. Contracts that obligate the Town to more than one year, exceed \$100,000 or are not for budgeted items need to be approved by the council and signed by the mayor.

Supervisor process for rental contracts for Town facilities, track invoicing, rental deposits and payments. Track invoices and payments for Town sponsored entertainment programs at all facilities.

Maintain and keep current information regarding events, facilities and parks on the Town website.

Collaborate with local organizations and New Hanover County Schools to develop educational programming for the Ocean Front Park.

Assist in keeping Town facility equipment and supplies organized, neat and clean.

Assist Community Center Committee with event coordination and advertisement and budget updates.

Monitor Town Facebook account sponsored by Cape Fear Visitors and Convention Bureau and work with their staff to ensure accurate and adequate information is posted.

Monitor and arrange for replacement and lowering of town flags at the Ocean Front Park and Community Center.

**ESSENTIAL FUNCTIONS (cont.)**

Create and maintain written procedures for job duties listed above.

Perform related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**



Must be able to work flexible hours including evening, weekend, and holidays.

Possess or have ability to get current CPR and first aid certification.

Working knowledge of Town policies and ordinances.

Working knowledge of standard operating practices involved in modern office operation and serving the public.

Working knowledge of computer operations to include Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.

Ability to communicate effectively with elected officials, members of the public, vendors, and town employees and must possess the capability to respond in a professional manner.

Ability to create and maintain accurate records, reports, and files in support of a customer oriented operation.

Ability to establish and maintain effective work relationships.

Accuracy and attention to detail in the entry of data and compilation of records.

#### **EDUCATION AND EXPERIENCE**

High School diploma or GED required.

College preferred/recommended. Recreation degree or related field a plus.

Excellent verbal and written skills.

Some experience in a work environment involving public contact.

Multi-tasking and organizational skills.

#### **SPECIAL REQUIREMENTS/CERTIFICATIONS**

None

#### **PHYSICAL/CRITICAL REQUIREMENTS**

##### **Physical Ability**

Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets. Ability to set up and break down tables and chairs, climb stairs, lift 10 pounds and work in an outdoor area during events.

#### **PHYSICAL/CRITICAL REQUIREMENTS (cont.)**

##### **Visual Ability**

Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

##### **Hearing Ability**

Hearing ability sufficient to a hold conversation with other individuals in both person and over a telephone.

**Speaking Ability**

Sufficient to communicate effectively with other individuals in person and over a telephone.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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