



# Citizen Advisory Committees

13 JULY 2021

### Committees of the Carolina Beach Town Council

Committee	Type of Committee	Number of Members	Meeting Times
Bicycle/Pedestrian	Standing	7	Monthly
Board of Adjustment	Standing	7	Meet as needed
Beautification	Ad-hoc	11	Monthly
Business & Economic Development	Ad-hoc	7	Monthly
Canal Drive Flooding	Ad-hoc	9	Monthly
Freeman Park	Standing	7	Monthly
Marketing	Standing	8	Monthly
Operations Advisory	Standing	9	Monthly
Planning and Zoning	Standing	7	Monthly
Parks and Recreation	Standing	7	Monthly
Policy Advisory	Standing	10	Monthly
Harbor Commission*	N/A		N/A

How to keep 30+ groups informed and working toward Town Council's goals with information flowing correctly?

### Other key groups and CB Liaison

FEMA/EMERGENCY MNGMT	Executive/Finance
LGC	Executive/Finance
Parking	Executive/Finance
MOTSU/ACOE	Executive
Boat Captains	Executive
NC League of Municipalities	Town Clerk
Landscaping	Public Works
Electrical	Public Works
GFL	Public Works
Various contractors	All
Community/Events	All/P&R
Media	All
CBP3	TC / Executive / Finance / Attorney

### Committee

### Council Representative

Cape Fear Council of Governments	Pierce (Oversight by Town Manager)
Carolina/Kure Beach Regional Sewer Authority	Garza/Barbee (Oversight by Finance Director / WWT plant superintendent)
NC Beach, Inlet and Waterway Association	Shuttleworth/Pierce (Oversight by Fire Chief)
New Hanover County Tourism Development Authority	Pierce (Oversight by Executive Assistant to Town Manager)
New Hanover County Transportation Advisory	Pierce (Oversight by project manager/deputy manager)
Port, Waterway and Beach Commission	Shuttleworths (oversight by Manager and Deputy Manager)
WMPO	Pierce (oversight by Manager/deputy Manager)

# Communication Flow

Town Council

Town Manager

Staff Liaison

Council Liaison

Committee



# Forming new Committees - Majority Vote by Town Council.

## QUESTION TOWN COUNCIL MUST ANSWER WHEN FORMING A NEW COMMITTEE:

1. Was this CAC developed solely by the Town and not required by state or federal law?
2. What is the mission, vision, and goals? Have or could these be resolved by staff or reallocated to another responsible party?
3. How many members should be on the CAC?
4. Will there be a staff liaison and/or Town Council liaison?
5. Will the CAC be ad hoc or standing?
6. How many members will be on the CAC?

# Goals of new policy and ordinance

1. Improving productivity and transparency of CACs by laying out clear expectations and reporting requirements
2. Enhance Town Council ability to manage the CACs by streamlining ordinance and policies for creating and modifying CACs

# MOTIONS FOR CONSIDERATION

- Motion to Adopt ordinance number 21-1152
- Motion to Adopt the proposed policy for committees
- Motion to Dissolve:
  1. Canal Drive Committee
  2. Harbor Commission
  3. Freeman Park Committee
- Motion to Combine the Bike/Ped and Operations Advisory Committees
- Motion to have the Town Manager appoint a staff liaison to the MAC

Possible Considerations to restructure the following:

1. **Police Advisory Committee:** Create an auxiliary/volunteer group to augment Blueliners and help with planned activities.
2. **Parks and Recreation:** Create an auxiliary/volunteer group to augment Friends of the Parks.