REQUEST FOR BOARD ACTION

ITEM NO. 16.

DATE OF REQUEST: February 23, 2009

REQUESTED BY: Rick Benton, County Manager

SHORT TITLE: Resolution Adopting 2009-2011 Board of Commissioners Action Plan

BACKGROUND: A two-year action plan has been developed outlining a multitude of projects and program objectives to be completed over the next two years. The work plan addresses major projects or programs important to the Board of Commissioners and to Pender County. The plan has been developed with Board and staff input. The plan can be amended as new objectives and priorities are established. The objectives touch every department and function of Pender County government, and will be used to guide budget preparation and as a measure of performance and accomplishment for the Board and staff.

This action plan will eventually become incorporated into an overall county-wide "strategic" plan to be developed as we move forward. We will be discussing the potential scope and process for developing a strategic plan in the near future.

SPECIFIC ACTION REQUESTED: To adopt a resolution adopting the 2009-2011 Action Plan as attached or as amended.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

TAB
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Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

The 2009-2011 Board of Commissioner Action Plan be adopted and implemented, as presented or as amended by the Board.

AMENDMENTS:

MOVED_____ SECONDED_____

APPROVED_____ DENIED_____UNANIMOUS

YEA VOTES: Tate___ Brown ___ Blanchard ___ Rivenbark ___ Williams ___

_____ _____
Jimmy T. Tate, Chairman Date

_____ _____
ATTEST Date

Pender County
Board of Commissioner Action Plan
2009-2011

DRAFT

	Responsibility	Implementation	Status/Completion
Health & Human Services			
▪ Evaluate/implement the most effective structure for animal control services.	Dr. Griffith/Sheriff	July 1, 2009	
▪ Initiate dental/pediatric clinic renovations in health department building.	Dr. Griffith	Cont. on funding	
▪ Initiate planning/design for new DSS facilities.	Dr. Shiver	Cont. on funding	
▪ Procure modular units to address immediate DSS space needs.	Dr. Shiver	Immediate	
▪ Support implementation of strategic programming efforts by Health and DSS.	Dr. Shiver/Griffith	On-going	
Housing & Community Development			
▪ Initiate program development to address affordable/workforce housing; senior and transitional housing.	Angela Keith	On-going	
▪ Initiate efforts to convert reuse of former hosiery mill in Penderlea for meeting housing needs.	Angela Keith	Immediate	
▪ Complete FY 08 CDBG Scattered Site Grant Program.	Patrick Davenport	December 31, 2009	
▪ Pursue Housing Finance Agency, CDBG, and other housing revitalization funds.	Davenport/Keith	On-going	
Parks & Recreation, Library			
▪ Complete PARTF projects at Pender Memorial and Kiwanis Parks.	Dee Turner	June 30, 2009	
▪ Facilitate with Planning/Development identification/reservation of new park space.	Dee Turner	On-going	
▪ Identify need and develop programs/ funding to address summer and after-school programming for underserved populations.	Dee Turner	On-going	
▪ Facilitate location and development of Black River Public Access.	Dee Turner	December 31, 2009	
▪ Preserve/evaluate the Miller Pond site for future park/educational development.	BOCC/Turner	On-going	
▪ Facilitate acquisition and development of the Hampstead Public Access.	Rick Benton	On-going	
▪ Identify and procure new Hampstead Library Site.	Mike Taylor	June 30, 2009	
▪ Select architect and initiate design for new Hampstead Library.	Mike Taylor	Cont. on funding	
Planning & Growth Management			
▪ Adopt and implement unified development ordinances.	Patrick Davenport	March 1, 2010	
▪ Adopt and implement comprehensive planning document.	Patrick Davenport	March 1, 2010	
▪ Adopt and implement Rocky Point Area Plan, US 421 Corridor Plan, and Hampstead Area Plan.	Patrick Davenport	March 1, 2010	
▪ Facilitate County/NCDOT planning/coordination for the US 17 By-Pass.	Patrick Davenport	On-going	
▪ Facilitate rail-to-trail project development with developers, NCDOT, non-profits.	Patrick Davenport	On-going	
▪ Ensure equitable enforcement and legal follow-through of county ordinances.	Davenport/Attorney	On-going	
▪ Facilitate 2010 Census process with US Census Bureau.	Patrick Davenport	On-going	
Administration, Tax & Finance			
▪ Enhance and expand public access and government services on-line.	Eric Harvey	On-going	
▪ Continue to upgrade and enhance technology in county functions.	Eric Harvey	On-going	
▪ Ensure FY 08/09 & FY 09/10 revenue shortfalls are balanced by reduced expenditures.	Dave McCole	On-going	

▪ Defer if possible planned 3.5 cents tax increase for FY 09/10 for school bond debt.	McCole/Benton	June 30, 2009
▪ Effect organizational enhancements to provide for critical positions such as Human Resources, Purchasing and Special Projects Coord.	Rick Benton	Cont. on funding
▪ Develop/update county property inventory.	Erik Harvey	June 30, 2009
▪ Complete evaluation of space needs for Howard Holly facility departments.	Paul Parker	June 30, 2009
▪ Complete/implement successful 2011 property tax revaluation process.	Coby Heath	December 31, 2010
▪ Continue to implement measures to ensure equitable tax system.	Coby Heath	On-going
▪ Implement employee performance evaluation system.	Paul Parker	June 30, 2009
▪ Adopt revised/updated personnel policy.	Paul Parker	June 30, 2009
Public Utilities & Environmental Protection		
▪ Complete design, construction and opening of 6 mgd US 421 Water Plant.	Michael Mack	December 31, 2011
▪ Complete design and construction of 13 miles of transmission line from plant to water system.	Michael Mack	December 31, 2011
▪ Complete Rocky Point/Topsail Water Phase V Project.	Michael Mack	June 30, 2009
▪ Complete Scott's Hill Water Project.	Michael Mack	December 31, 2009
▪ Facilitate the Rocky Point to Wallace water line project.	Michael Mack	On-going
▪ Hold sign-up campaign for the Moore's Creek W&S District.	Michael Mack	December 31, 2009
▪ Hold sign-up campaign for the Central Pender W&S District.	Michael Mack	December 31, 2009
▪ Evaluate Columbia-Union W&S District for amending service area and adopt recommended changes.	Michael Mack	June 30, 2009
▪ Procure regional bulk water purchase agreements to meet interim water capacity needs.	Michael Mack	On-going
▪ Complete water system financial analysis and rate study.	Michael Mack	March 30, 2009
▪ Develop options for the provision of public sewer along the US 421 corridor.	Michael Mack	On-going
▪ Evaluate options for the provision of public sewer in the US 17/NC 210 corridor in partnership with Integra Water.	Michael Mack	On-going
▪ Complete the Maple Hill sewer project.	Michael Mack	March 31, 2010
▪ Complete the Pender Packing, elementary school and medical facility public sewer connection in Rocky Point.	Michael Mack	June 30, 2009
▪ Facilitate the Burgaw to Wallace sewer line project when initiated.	Michael Mack	On-going
▪ Complete the Black River Snag & Drag project.	Paul Parker	June 30, 2009
▪ Implement recycling programs in collaboration with county schools.	Melinda Knoerzer	On-going
▪ Hold periodic hazardous waste and electronic waste recycling days.	Melinda Knoerzer	On-going
▪ Upgrade the Burgaw waste convenience site.	Melinda Knoerzer	December 31, 2009
▪ Implement a "pay to dump" for C&D material at the Rocky Point site.	Melinda Knoerzer	Cont. on funding
▪ Evaluate and develop report on the feasibility of a permanent mulch site.	Melinda Knoerzer	June 30, 2009
▪ Adopt a Drainage Management Plan & Policy, Ordinance and short-term CIP.	Paul Parker	March 1, 2009
▪ Adopt a long range drainage management CIP.	Paul Parker	June 30, 2009
Capital Facilities		
▪ Complete space needs study of county facilities/programs.	Paul Parker	June 30, 2009
▪ Develop 25-year CIP to include consolidation of services; "one-stop shop"; and development reservation concepts.	Rick Benton	January 1, 2010

▪ Develop 5 year CIP/finance plan to address immediate facility needs including but not limited to new Hampstead library, current library, jail, DSS, Howard Holly building, courthouse phase II and III, EOC, Health, York.	Rick Benton	March 1, 2010
▪ Continue to maintain/repair current facilities for safety and compliance.	Jimmy Fields	On-going
▪ Facilitate implementation of public school capital facility plans with School Board.	BOCC	On-going
▪ Complete Phase I courthouse improvements (security and safety).	Paul Parker	June 30, 2009
Public Safety & Emergency Management		
▪ Facilitate CIP planning relative to new jail and administrative facility.	Sheriff Smith	On-going
▪ Facilitate courthouse security planning/design.	Sheriff/Parker	On-going
▪ Adopt Debris Management Plan and associated service contracts.	Eddie King	May 30, 2009
▪ Maintain all updated emergency plans as state and federally required.	Eddie King	On-going
▪ Hold one table top and one functional planning exercise this year.	Eddie King	December 31, 2009
▪ Secure funding for crisis management software and emergency warning system.	Eddie King	December 31, 2009
▪ Facilitate funding, design and construction of new EOC in partnership with EMS.	Eddie King	On-going
▪ Develop and implement citizen education plan for emergency management.	Eddie King	December 31, 2009
Economic Development		
▪ Enhance partnership with Wilmington Industrial Development to ensure an aggressive approach to industrial development in Pender County.	Rick Benton	On-going
▪ Complete infrastructure design and rough grade roads for Pender Commerce Park.	Rick Benton	December 31, 2009
▪ Hold ribbon cutting and officially announce and open Pender Commerce Park.	Rick Benton	December 31, 2009
▪ Achieve NC Commerce site certification for the Park	Rick Benton	December 31, 2011
▪ Construct a shell building product at a county industrial park site.	Rick Benton	June 30, 2010
▪ Organize a local economic development team to facilitate client recruitment.	Rick Benton	June 30, 2009
▪ Facilitate development of water and sewer infrastructure county-wide.	Rick Benton	On-going
▪ Develop a tourism related strategic plan incorporating all areas of Pender County, including but not limited to agri-tourism, eco-tourism, beaches, regional and state tourism collaboration.	Monique Baker	July 1, 2009
Partnerships		
▪ Continue funding $100,000 annually for beach nourishment and re-nourishment projects.	BOCC	On-going
▪ Fund $100,000 annually for five year period for Cape Fear CC Surf City campus.	BOCC	On-going
▪ Continue funding support for Cape Fear Community College Burgaw campus.	BOCC	On-going
▪ Fund non-profit & town requests subject to annual evaluation and funding availability.	BOCC	On-going
▪ Develop and implement funding formula for school annual operating and capital outlay needs.	BOCC	June 30, 2009
▪ Involve towns and communities throughout the county in overall community planning and development efforts via community meetings, invitation to serve on committees, etc.	BOCC	On-going
▪ Continue to partner with associate county programs such as Cooperative Extension, Forestry Resources, Public Schools, Rural Fire Departments, EMS, USDA, Southeastern Mental Health and others to develop and make quality programs	BOCC	On-going

and services available to the citizens of Pender County.