



COUNCIL WORKSHOP
OCTOBER 20, 2020

OCTOBER 20, 2020 MINUTES: Council Workshop

COUNCIL MEMBERS PRESENT: Mayor Bennett, Mayor pro tem Elizabeth Morey, and Council Members Jim Conners, Leo Holland and Matt Neal

COUNCIL MEMBERS PARTICIPATING ELECTRONICALLY: None

OTHERS PRESENT: Town Manager Cliff Ogburn, Finance Officer Bonnie Swain, Deputy Town Manager/Planning Director Wes Haskett, Police Chief David Kole, and Town Clerk Sheila Kane.

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 9:00 A.M., led the Pledge of Allegiance, and held a moment of silence.

ADOPTION OF AGENDA

Councilman Holland moved to approve the agenda as presented. The motion was seconded by Mayor pro tem Morey. The motion passed unanimously (5-0).

PUBLIC COMMENT

Mayor Bennett called for comment, hearing no citizen wishing to speak he closed public comment.

ACTIONS ITEMS

Staff proposed Council consider amending the present fiscal year's budget at a future meeting to include items that were previously cut due to less than anticipated revenues losses due to COVID-19. Expenditures removed from the FY 19-20 Budget include building upgrades, street improvements on Sea Oats Trail and Hillcrest Drive from Hickory Tr to the SSCA tennis courts and one of two requested Police Officers. Additional Expenditures for FY 20-21 that were not previously discussed include website improvements, initiating funding for SSVFD radio replacements, funding the Capital Reserve Fund for the beach nourishment project and amending the current fund balance policy to increase the reserve amount from \$1,750,000 to \$3,000,000 over a five-year period.

Staff asked the Town Council to consider Capital Improvement Planning, directions of a more involved, strategically focused planning process that produces a guiding document combining future land use, development, and infrastructure improvements. The CIP was presented as an introductory draft that is meant to serve as the basis for its implementation. [Exhibit A]

Fund Balance Policy- The LGC recommends municipalities maintain a minimal 8% fund balance. Southern Shores currently has a fund balance policy of 1.75 million, well above the LGC recommendation. The Town has maintained a minimum 3-million-dollar fund balance by choice but has not been policy. Doing so should present a commitment on the Town's behalf to continue its strong financial position and conservative approach to managing its revenue and expenditures while allowing the Town Council to exercise its discretion in prioritizing its spending above the minimum amount. A \$3 million dollar minimum is generally 50 percent of the Town's annual operating budget which will help ensure the town is prepared to handle the inevitable emergency circumstance.

This money is held by policy only, and that policy can be adjusted by Council direction.

By Consensus of all Council, the amendment to the Unreserved Fund Balance Policy is to increase from 1.75 million to 3 million with modification to the hurricane policy. [policy wording is to be presented for approval at the November 4th Council meeting] The amendment to the Unreserved Fund Policy is to do two things:

- 1- Increase the minimum unassigned fund balance from \$1.75 million to \$3 million dollars, and
- 2-Include language to make clear that the primary use of these funds is for emergency purposes.

Building Upgrades- In 2019 Council approved a needs assessment that Oakley Collier presented and from that, Florez Design put together a set of drawings addressing code deficiencies (money was budgeted for building upgrades and \$190,000 was left unspent in previous fiscal year budget). Staff is ready to take the drawings to bid which would address the code upgrades (Pitts Center, Town Hall, and Public Works.) Once bids are received, Council could then address doing all, some, or none of the building upgrades.

By Consensus of all Council, staff is to put drawings out to bid and bring back to Council for a decision.

CAPITAL IMPROVEMNTS-ROAD IMPROVEMENTS- Accordingly, Sea Oats Trail and Hillcrest Dr. were next in line for road improvement per the road improvement priority list, but Council held off funding due to the pandemic. Council can choose to move forward for a spring road project or wait until the CIIP Committee can meet in November and reevaluate.

Council discussed road improvements and the CIIP Committee's purpose. Council agreed the following needed to be addressed:

- Citizen input on street improvement historically has held value, keep a road improvement committee.
- Redefine the purpose and objective of the CIIP committee; sole focus on street improvement priorities & stand-alone storm water projects.
- Amount allocated annually to road improvements currently is too little. The number of miles of streets that need to be done at the current rate of improvements, is clear proof that not enough money is being allocated toward road improvement projects.

- Have the CIIP Committee meet and come up with a longer-range plan (10 years), which includes funding.
- Big ticket items, such as buildings, and bridges are costs that need to be looked at closely and possible available funding.

By Consensus of all Council, Council directed the Town Manager to redefine the charge of the CIIP Committee. The CIIP Committee is to focus on streets improvement prioritization and selection, and standalone storm water projects. The committee is to be referenced as the Street Improvement Committee and charged with coming up with a 10-year plan, with associated expense. The Town Manager is to provide a bridge list spreadsheet containing dollar figures and dates to Council in November.

Additional Police Officer – Previously the Council had considered funding an additional Police Officer but delayed the decision due to concerns of lost revenue from the impacts of the Coronavirus. The Town Manager is now requesting hiring an additional Police Officer. Police Chief David Kole presented his reasons for this department’s need [PowerPoint Exhibit B].

By Consensus of all Council, an additional Police Officer is needed. Staff is to prepare a budget amendment to cover the cost of a Police Officer for the remaining fiscal year for approval at the November 4th Council meeting.

Council adjourned for a brief recess; the time was 10:34 a.m.
Council reconvened at 10:43 a.m.

Town Website Upgrade – The last website upgrade was in 2011. Staff is requesting funding for upgrades to the Town website. Among other things, these improvements will:

- Redesign and modernize the website.
- Reorganize website content and pages into the new navigation system.
- Modernize website special features & components.
- Relocate the website search feature to make it easier to see and use.
- Update the site structure for search optimization.
- Upgrade the website server to enhance performance and security.

By Consensus of all Council, staff is to prepare a budget amendment for approval at the November 4th Council meeting for website upgrades.

SSVFD RADIOS-Radios to be paid for over a three-year period. Grant funds may be available and is a recommended request prior to disbursement of funds to the Fire Department.

By Consensus of all Council, staff is to prepare a budget amendment transferring \$51,000 to the SSVFD for radios. In addition, the Fire Department is to seek a grant that would also pay for funding of the radios.

Establish Beach Fund in Capital Reserve Fund – approval will transfer \$250,000 from the General Fund to the Capital Reserve Fund to establish a line item for beach nourishment related expenses. Finance Officer Bonnie Swain stated this fund will need to be established to get financing for beach nourishment through the LGC.

By Consensus of all Council, a creation of a separate line item “beach fund” within the Capital Improvement Fund for beach nourishment related expenses.

Creation of New Position-Permit Tech-Planning Director Wes Haskett briefed Council on the possible future need of an addition to the planning and permit department. With the growth and requirements on the current Permit Officer position, a need may arise to split some duties, and or support duties required of the Permit Officer. This position is projected to be placed in the 21-22 budget but can moved to the following year.

Council took no action at this time.

Land Use Plan- Next fiscal year when the new census data is available, an update to the Town’s Land Use Plan will be proposed. Town Planning Director Wes Haskett recommends hiring a consultant.

By Consensus of all Council, staff should also seek a grant for the Land Use Plan.

Summary of directed budget amendments to be prepared for Council:

1. Additional Police Officer
2. Town website upgrade
3. SSVFD radios
4. Beach fund

COUNCIL COMMENTS

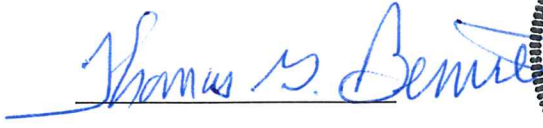
Mayor pro tem Morey asked everyone to do their part to limit the spread of the virus. We are all in this together.

ADJOURN

Hearing no other business, Mayor Bennett called for a motion to adjourn.

MOTION: Councilman Holland moved to adjourn the meeting. The motion was seconded by Councilman Neal. The motion passed unanimously (5-0). The time was 11:17 a.m.

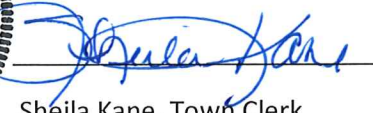
ATTEST:



Thomas G. Bennett, Mayor



Respectfully submitted,



Sheila Kane, Town Clerk

<u>Department</u>	<u>Total</u>		<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>
Police									
License Plate Reader's (LPR)	30,000	GF/grant		30,000					-
Police Base Radios	28,000	GF/grant				28,000			-
Police Mobile Radios	58,815	GF/grant		19,605	19,605	19,605			-
Police Port Radios	55,575	GF/grant		18,525	18,525	18,525			-
Additional Police Officer		GF							
Mobile Data Terminals (MDT's)	12,000	GF/grant				4,000	4,000	4,000	-
Total	184,390		0	68,130	38,130	70,130	4,000	4,000	0
Planning									
New position- Permit Coordinator	70,000	GF		70,000					
File Storage Room		GF							
2012 LUP Update	40,000	GF/grant		40,000					
Total	110,000		0	110,000	0	0	0	0	
(3) Streets									
Chicahauk Trail	472,029	GF	-	472,029					
Hillcrest Drive (Sea Oats Intersection-NC 12)	132,687	GF	-	132,687					
Trinitie Trail	25,000	GF	-	25,000					
Wax Myrtle Trail (E. Dorwood Tr. To end)	476,762	GF	-		476,762				
Include Dolphin Run	71,865	GF	-		71,865				
Include Porpoise Run	74,494	GF	-		74,494				
Ginguite Trail- southern segment	350,560	GF				350,560			
Total	1,603,397		0	629,716	623,121	350,560	0		
Bridges									
Tall Pine Bridge									
North Marina Bridge									
Dick White Bridge									
Trinitie Trail/Juniper Tr. Culvert						1,000,000			
Total			-			1,000,000			
Canals									
Canal Dredging and Maintenance		CRF							
Total									
Bulkheads									
Bulkhead Maintenance									
Total									
Sidewalk/Paths									
Sidewalk/Path Maintenance									
Total									
TOTAL			2,248,602	2,727,341	2,500,046	3,209,485	1,792,795	1,542,795	

(1) Fire Department Debt Service = 25 years, 3.71% interest payment of \$314,020/year

(2) not amount funded annually

(3) plan as adopted & 9/2020

EXHIBIT B



Proposal Two Patrol Officers On-Duty

24/7

2020-2021





MISSION STATEMENT

The Police Department supports the core of Community Policing, and accepts its definition as both a philosophy and an organizational strategy that will allow the police and the community to work closely together. Together, we will work to establish and maintain mutual trust among all entities to improve the quality of life while enforcing the law.

VISION STATEMENT

The Southern Shores Police Department is committed to being a leading community-oriented department.

We are committed to being recognized as leaders in our profession by providing quality, customer focused, problem solving services in partnership with the community we serve.

Our goal as a Community Police Department is to ensure that police and the community share the responsibility for finding workable solutions to problems that detract from community safety and security.

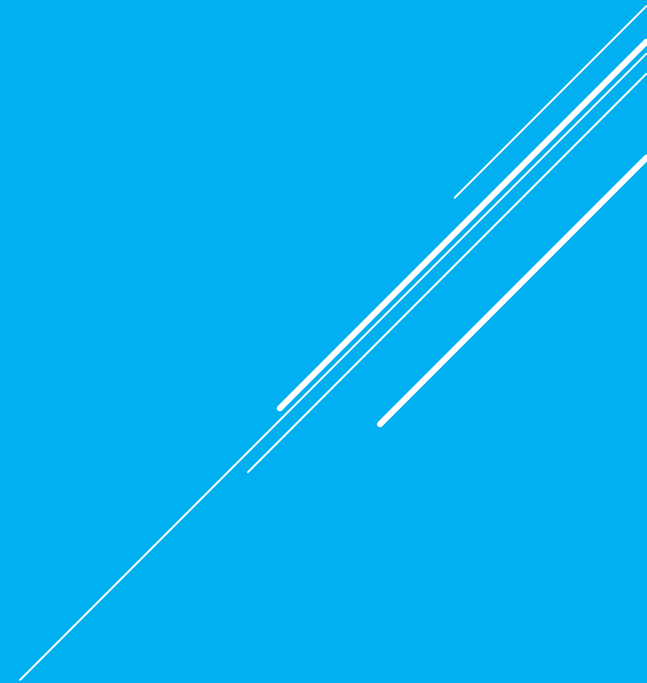
We are committed to have open and honest communications both internally and externally.

We are committed to making sure that with each contact with the public, we treat each person with dignity and a sense of professionalism.

We are committed to excellence in all professional endeavors, maintaining high ethics, and striving to be the best in all we do.

CALLS FOR SERVICE 2018

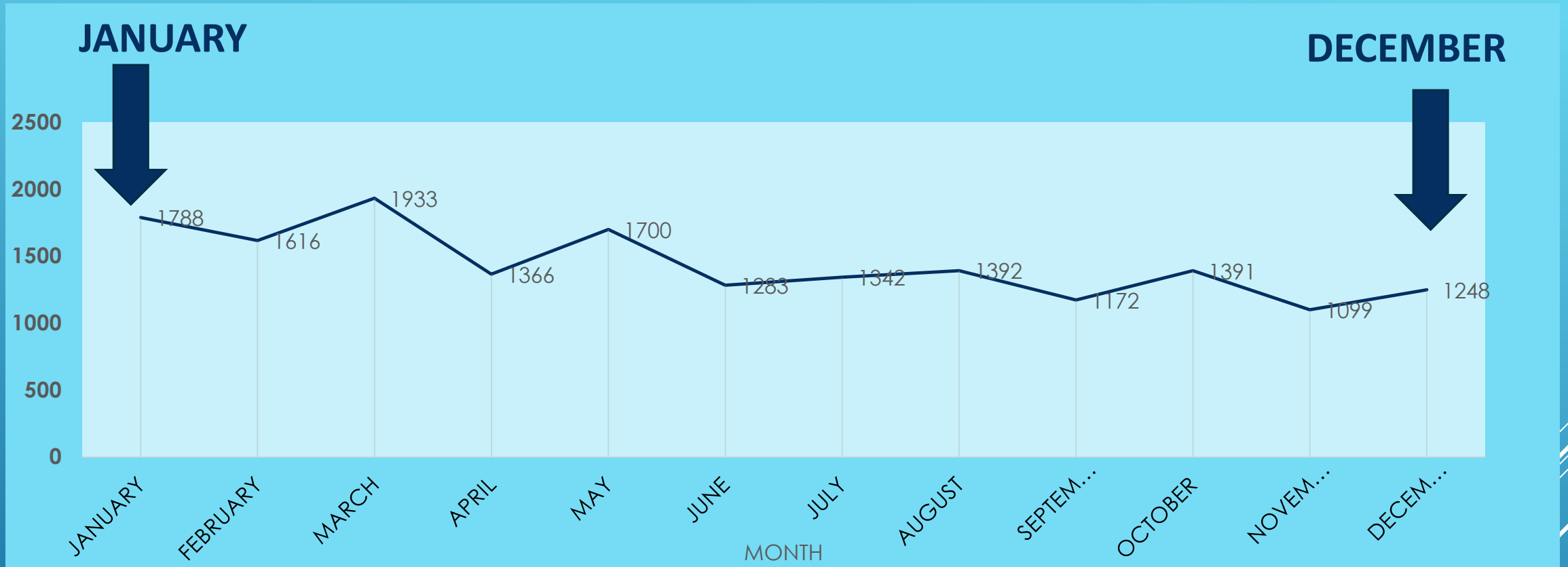
TOTAL CALLS- 17,330
SELF INITIATED-15,670
911- 1660



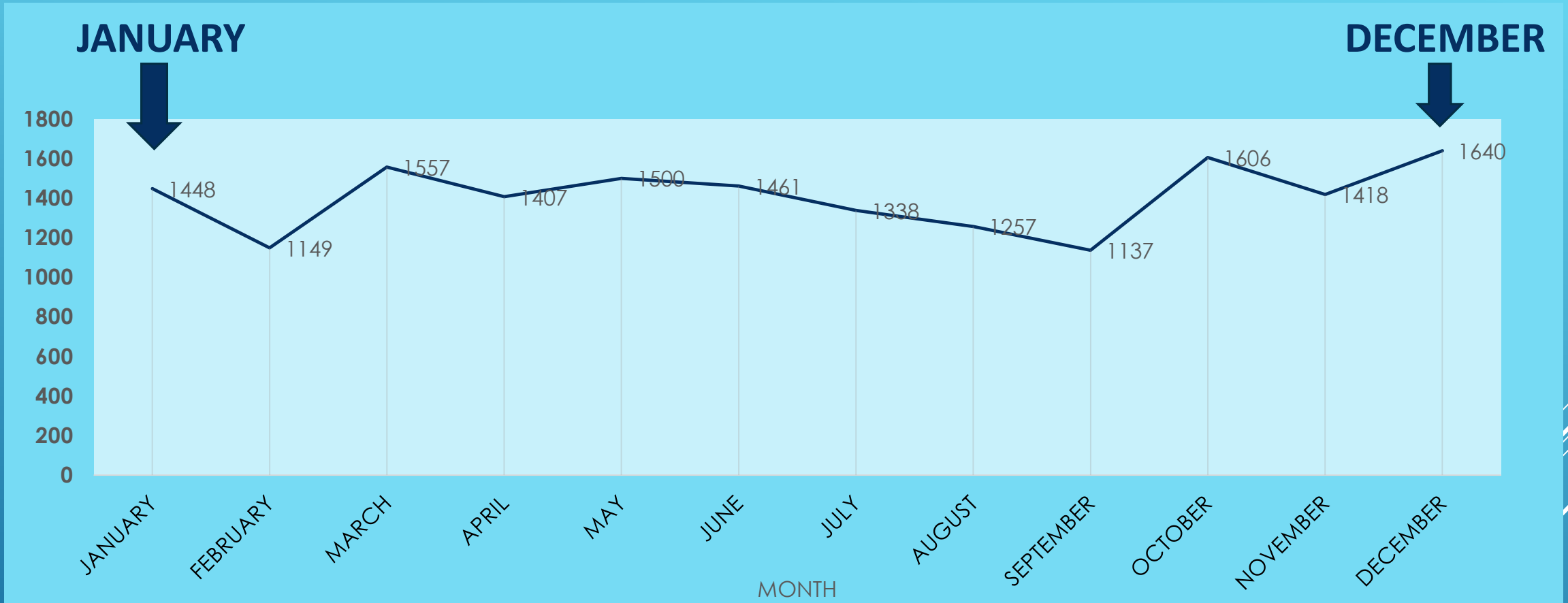
CALLS FOR SERVICE

2019

TOTAL CALLS-	16,918
SELF INITIATED-	15,197
911-	1,721



TOTAL CALLS FOR SERVICE BY MONTH 2018



TOTAL CALLS FOR SERVICE BY MONTH 2019

DOMESTIC VIOLENCE

BANK/BURGLAR ALARM

LARCENY

ASSAULT

DISCHARGE FIREARM

UNLOCK VEHICLES

WILDLIFE CONCERNS

JUVENILE MATTERS

FIREWORKS

ANIMAL CALL

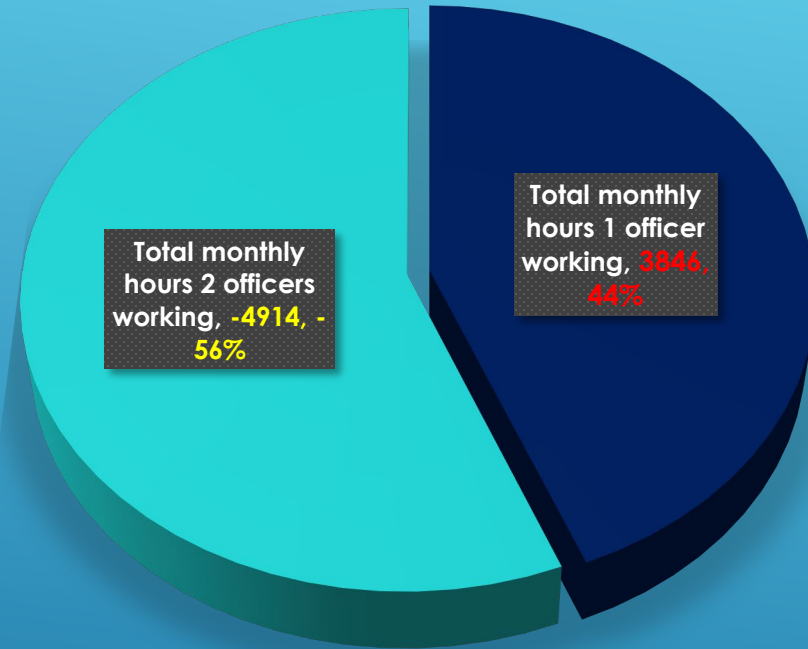
DRUG RELATED CRIMES

MISSING PERSONS

NOISE COMPLAINTS

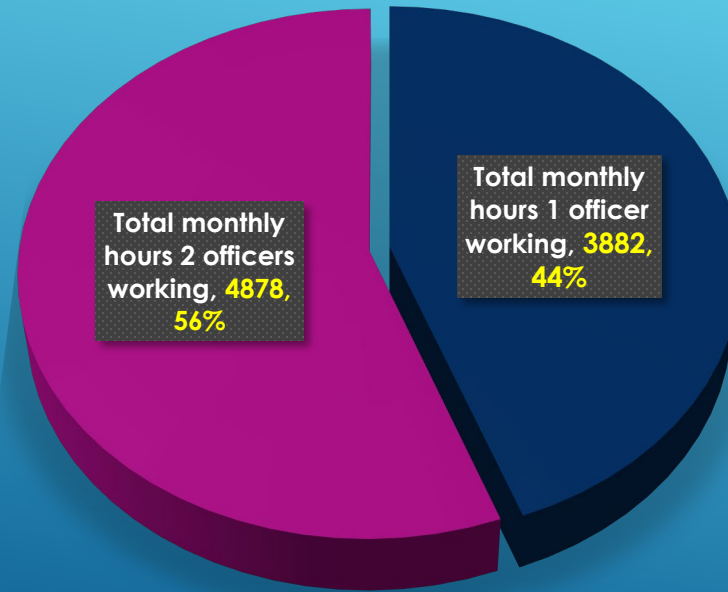


2018



TOTAL HOURS OFFICER'S WORKED
ALONE ON SHIFT

2019



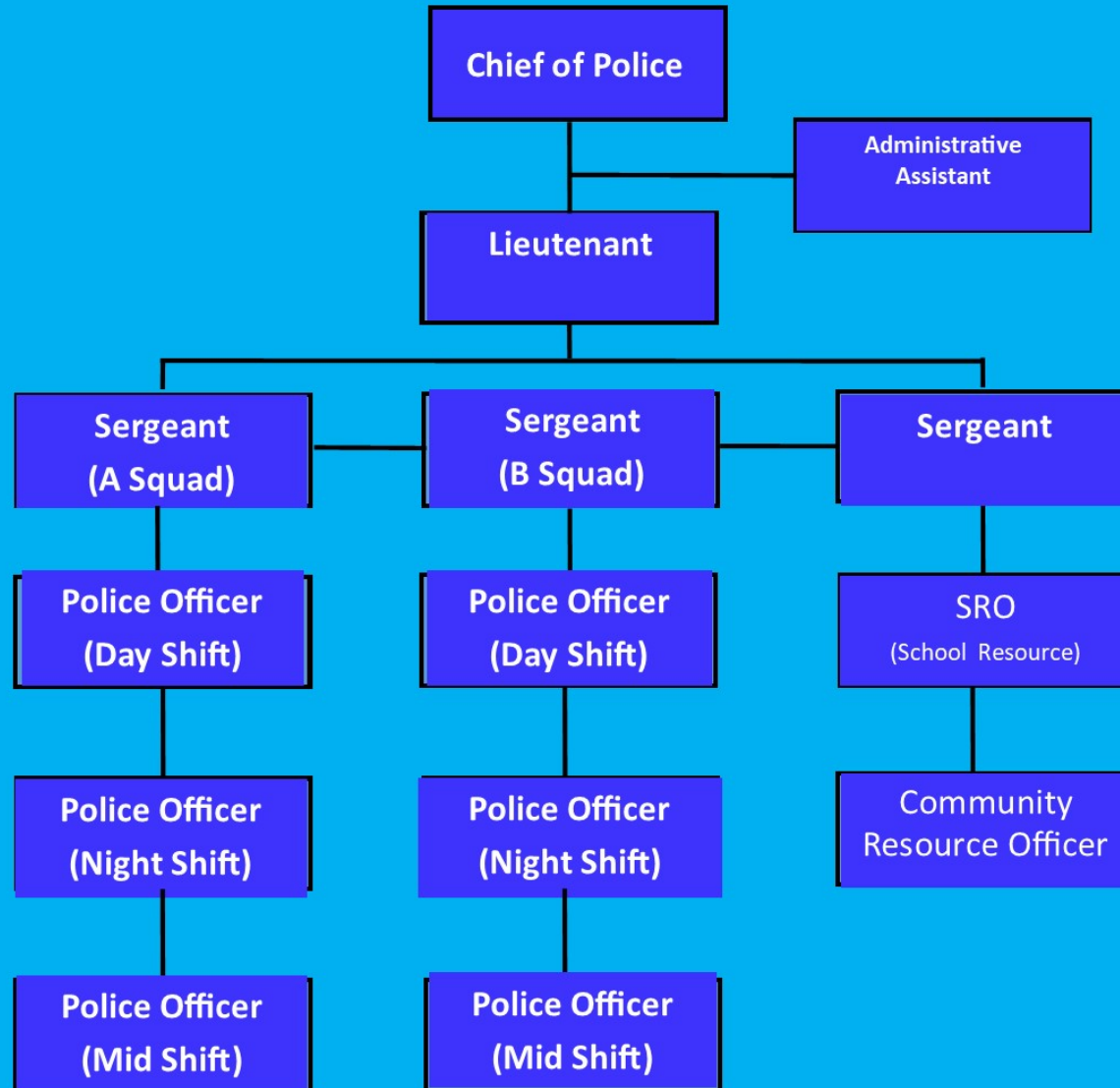
TOTAL HOURS OFFICER'S WORKED ALONE
ON SHIFT

Overtime Issues

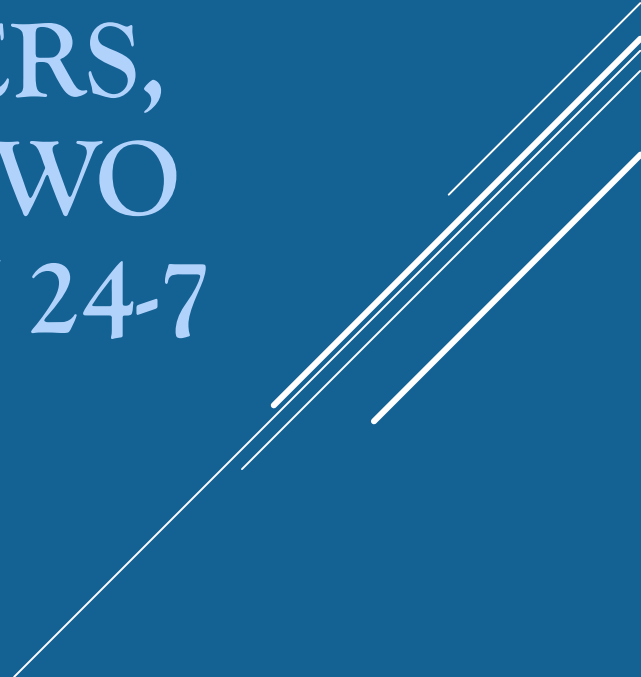
- ▶ A significant amount of OT is offered and is actually not filled due to limited number of officers available, already worked limit of hours, or just burned out from working too much OT already.

Southern Shores Police Department Organization Chart

(Current)



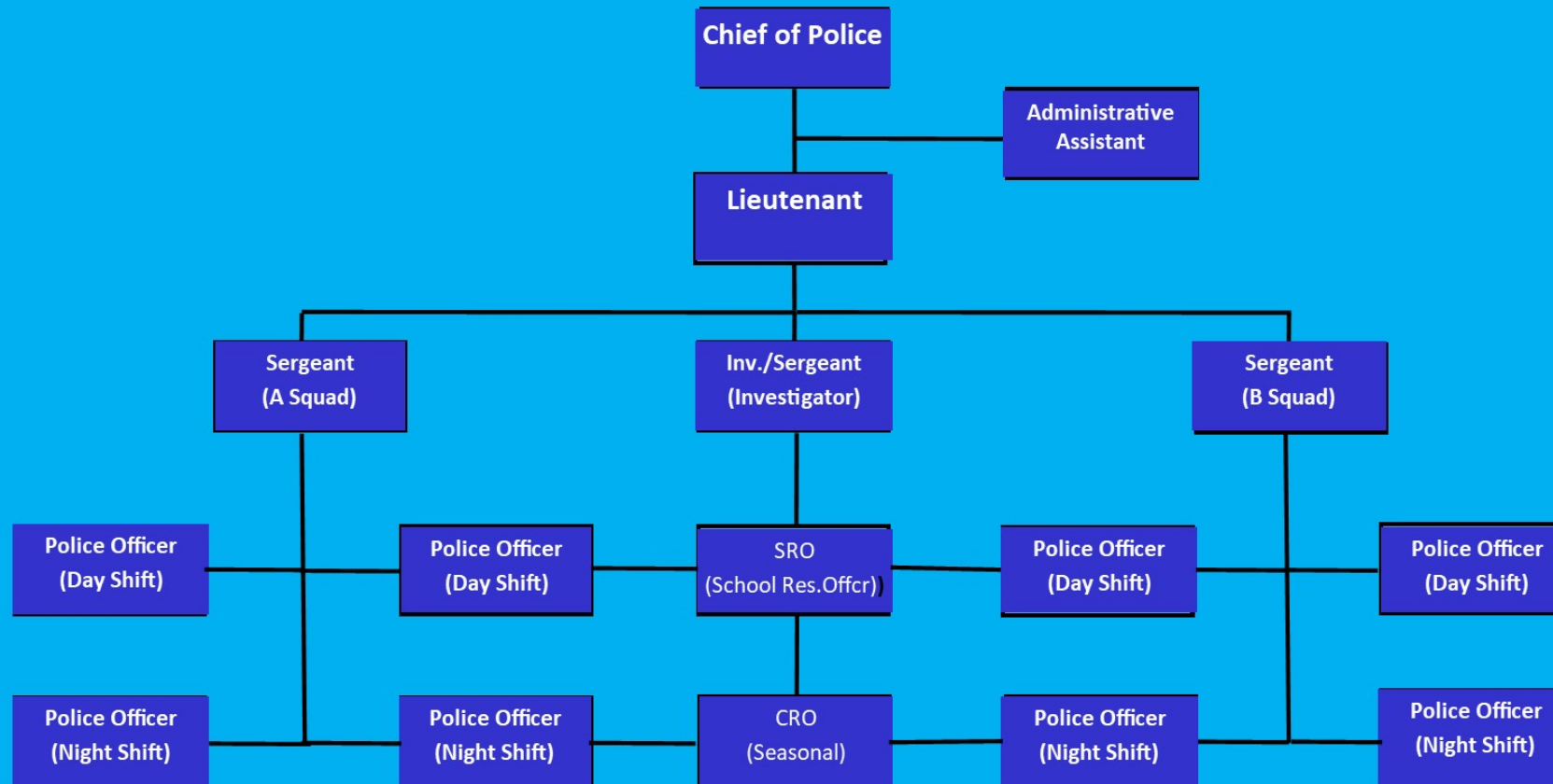
PROPOSAL TO REQUEST HIRING
TWO (2) ADDITIONAL SWORN
OFFICER TO BRING OUR
DEPARTMENT TO 14 OFFICERS,
WHICH WILL ALLOW FOR TWO
PATROL OFFICERS ON DUTY 24-7



Southern Shores Department

Organization Chart

(Proposed 2 Officer Min.)



2 P/O'S ON DUTY 24/7 365=17,520 HOURS

FLSA APPROVES 2,223 HR BEFORE OT

LESS 452 HOURS LEAVES 1,771 AVAILABLE DUTY HOURS

$17,520/1771=9.90$ OFFICERS

MINIMUM HOURS FOR 2 OFFICER
COVERAGE



FACTORS TO ARRIVE @ 452 HOURS

- ▶ **Vacation Leave – 170 Hours**
- ▶ **Sick Leave – 100 Hours**
- ▶ **Training In-house mandated (taser/cpr/scat/dci) – 22 Hours**
- ▶ **Training (State Mandated) – 24 Hours**
- ▶ **Training (Continuing Education-radar/intox/supv.school) – 100 Hours**
- ▶ **Holidays – 0 time, because all non-exempt employees work holidays, although they are compensated for 13 holiday annually at time and a half**
- ▶ **District Court – 0 time, because officers go on days off and receive OT**
- ▶ **Superior Court – 12 Hours**
- ▶ **Grand Jury – 12 Hours**
- ▶ **Special Assignments (Mutual aid, DWI checkpoints, etc.) – 12 Hours**

- ▶ We have already taken the proactive step of scheduling court on officer's days off.
- ▶ Unexpected events that can't be included in this calculation can have a huge impact on two-officer coverage, such as:
 - ▶ FMLA (up to 12 weeks or 513 Hours) 4 officers = 48 weeks off over last 7-8 years.
 - ▶ Funeral Leave (Up to 3 days or 36 Hours per occurrence)
 - ▶ Military Leave for National Guard Members (One weekend per month and one week per year or up to 180 Hours)
 - ▶ Workers Comp Leave (recent occurrence lasted several weeks, over past 10 years some lasted months)
 - ▶ Superior Court Cases (Can last a week plus)
 - ▶ Grand Jury appearances
 - ▶ Physical arrests (minimum 2-4 hrs.) trip to Manteo

**ADDITIONAL TIME OFF
FACTORS TO CONSIDER**

THANK YOU FOR YOUR TIME AND CONSIDERATION

▶ Questions/Comments

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.