



The Town of Manteo Board of Commissioners will meet in Regular Session in the Manteo Town Hall meeting room, 407 Budleigh Street on Wednesday, March 4, 2020 at 6:30 p.m. to hear and act upon the following:

Town Of Manteo
March 4, 2020
Regular Board of Commissioners Meeting

PROPOSED AGENDA

1. CALL TO ORDER-MOMENT OF SILENT MEDITATION
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF AGENDA AS PRESENTED OR AMENDED
4. CONSENT AGENDA (attachment #1)
 - A. Approval of Minutes Regular Meeting February 5, 2020
 - B. Approval of Minutes Recessed Workshop and Closed Session February 19, 2020
 - C. Approval of Letter of Support for a USDOT INFRA Grant Application by NCDOT
 - D. Approval of amending Town Manager's Employment Agreement
 - E. Approval of GEACC 2020-2021 Budget
5. PRESENTATION by Dare County employees Donna Creef, Planner and Dorothy Hester, PIO on 2020 Census
6. PUBLIC COMMENT *Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please come forward to the podium and identify yourself so that your statements can be recorded.*
7. NEW BUSINESS
 - A. Discussion and Consideration of Recycling Contract Amendment
8. MAYOR/COMMISSIONERS COMMENTS
9. ADJOURN/RECESS

MINUTES

The Town of Manteo Board of Commissioners held their Regular February 5, 2020 session in the Manteo Town Hall meeting room 407 Budleigh Street at 6:30 p.m.

The following members were present:

- Mayor Bobby Owens
- Commissioner Darrell Collins
- Commissioner Christine Walker
- Commissioner Eddie Mann
- Commissioner Richie Burke
- Commissioner Betty Selby
- Commissioner Jason Borland

The following members were absent:

Also present at the meeting were:

- Town Manager James Ayers
- Asst. Town Mgr. /Finance Shannon Twiddy
- Town Clerk Becky Breiholz
- Planner Melissa Dickerson

Mayor Owens called the meeting to order 6:30 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: Commissioner Mann seconded by Commissioner Borland to approve the agenda as presented was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

SUBJECT: Adoption of the items on the Consent Agenda as presented or amended.

MOTION: Commissioner Collins seconded by Commissioner Mann to approve the January 15, 2020 minutes; Resolution 2020-01 Designating Applicant's Agent; 4th of July Fireworks contract on consent agenda as presented was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

PUBLIC COMMENTS

Bob Keeney-Fernando St. thanked the Board for actions taken regarding the dredging contract and knows that there were some personnel issues and would like to know what happened to the dirt. He would like to request the Board periodically update the citizens with what is going on and for them to do an update plan at their mid-month meeting. He also suggested as a compromise the workshop meeting be held at 5:00 pm. He also thought the videoing of the regular meeting was a success and suggested that the Board televise the mid-month meeting as well as the Planning and Zoning Board meetings.

Tim Teeple-Fernando St. thanked the Board for videoing the meetings and that it was one year ago that it started. He thinks the Board should also televise the workshop meeting and the Planning Board meeting as well with all the changes that are coming up.

Malcom Fearing-Manteo-commented that there is a lot of scuttlebutt in the Town about the Board and staff regarding the dredging audit. There has been a loss of presumption of innocence; accusations have been made and he is not here to say they are guilty or innocent. He read an email that will be made a part of these minutes. Staff and previous Board members have been accused of wrongdoing; they have served the Town, and do they not deserve your time to find out what is true and not true. This Board has the authority to find the truth whether innocent of guilty. There is also forgiveness and redemption.

Public comments closed at 6:40 pm

OLD BUSINESS

SUBJECT: Discussion and consideration of changing the workshop meeting time to 6:30 pm. Mayor Owens commented he does not have any objection to both meetings being at 6:30. Commissioner Burke asked if anyone asked the employees and Town Manager James Ayers commented yes and that they will do what the Board requests. Commissioner Walker commented that the workshop is an informal meeting and is an opportunity to come together with staff and thinks it should be left the way it is. Commissioner Borland is struggling with this and wondered how it impacts the staff and sees the value of having staff here and we can also start televising the workshop meeting. Commissioner Walker thought televising would help get the information out and the time will not be convenient for everyone. Commissioner Mann thinks 6:30 is better and would probably work better for the citizens. Commissioner Selby thinks the citizens should have a choice. Mayor Owens commented that we have a great staff but does not think the employees should tell them when they work. Commissioner Collins stated the Town employees make the Board look good and would like to keep it at 4 pm and start videoing the workshop meeting and the Planning Board meeting. Commissioner Burke commented that we can compromise for 5:00 pm.

MOTION: Commissioner Borland seconded by Commissioner Burke to start the recessed workshop meeting at 5:00 pm, that they be televised and that the Planning Board meetings be televised also was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None

NEW BUSINESS:

SUBJECT: Discussion and consideration of Audit Contract

The Town of Manteo issued a Request for Proposals (RFP) for the provision of audit services on December 20, 2019. Five proposals were received by the due date on January 22, 2020. The proposals were responsive to the RFP and the prospective firms offered appropriate qualifications. Proposals were evaluated by the Town Manager and Finance Director in accordance with the evaluation criteria listed in the RFP, including governmental audit

experience, education, technical qualifications & expectations, audit approach, and cost. Here is the rank order of the prospective firms with the highest-rated firm listed as #1:

1. Thompson, Price, Scott, Adams & Co. P.A. (Wilmington, NC)
2. Mauldin & Jenkins, LLC (Atlanta, GA)
3. Martin Starnes & Associates, CPAs, P.A. (Hickory, NC)
4. Rives & Associates, LLP (Raleigh, NC)
5. S. Preston Douglas & Associates, LLP (Lumberton, NC)

The proposed action is for the Board of Commissioners to authorize the following:

- The Town Manager is to negotiate a contract with the highest-rated firm.
- In the event contract negotiations are unsuccessful with the highest-rated firm, the Town Manager is to negotiate with the second highest-rated firm and so on until a contract is successfully negotiated; and
- The Mayor or Town Manager, whichever is required to be signatory by the Local Government Commission, is to sign the contract.

Commissioner Burke asked if there were no local firms to apply and was informed no. Commissioner Selby thought we should wait and research more. Commissioner Burke thought this needed to be done as soon as possible.

MOTION: Commissioner Burke seconded by Commissioner Mann for staff to negotiate and execute of the audit contract was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker and Borland. Noes: Selby. Absent: None

MAYOR'S/COMMISSIONERS COMMENTS

Mayor Owens would like to see this Board work with the County on affordable housing. The County has property at Bowsertown, and we are the only municipality in the County that has enough land and the Town could help with zoning and water and sewer and would like the Town Manager to handle this.

Commissioner Selby commented on having an audit done for the last 5 years and suggested that Mr. Ayers get price quotes for the audit. She also would like to know where the sand went. Mayor Owens commented that there was a lot more involved in the dredging and thinks the State Audit was unfair and a lot they did not want to hear.

Commissioner Walker commented on the dredging and audit was discussed in closed session and not sure how Mr. Fearing knows people were supportive or not, they were audited because of an anonymous letter sent to the State.

Commissioner Collins commented that he has been invited to speak to the first-grade class at Manteo Elementary School; also on the 15th of the month the Pea Island Preservation Society will be doing a presentation at the N.C. Aquarium at 12 pm and 2 pm.

Commissioner Mann thinks a forensic audit should be done of all financial areas of the Town and not leave any stone unturned. Possibly contact a neutral third-party investigator to do an independent audit.

Commissioner Burke agrees with the Mayor on affordable housing and would like the Town Manager to contact the County Manager and let them know we will help them but not financially. Mr. Ayers commented that discussions have already started with the County.

Mayor Owens commented he appreciates everyone coming out and participating and this is a small town and there are going to be rumors and gossip and would like the citizens ideas and thoughts.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Mann seconded by Commissioner Mann the meeting was recessed at 7:10 pm until February 19, 2020 at 5:00 pm was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None

This the 5th day of February 2020

ATTEST:

Bobby Owens, Mayor

Becky Breiholz, Town Clerk

MINUTES

The Town of Manteo Board of Commissioners held their Recessed February 5, 2020 on February 19, 2020 at the Town Hall, 407 Budleigh Street, Manteo, NC at 5:00 pm

The following members were present:

- Mayor Bobby Owens
- Commissioner Darrell Collins
- Commissioner Eddie Mann
- Commissioner Christine Walker
- Commissioner Richie Burke
- Commissioner Betty Selby
- Commissioner Jason Borland

The following members were absent:

Also present at the meeting were: Town Manager-James Ayers; Assistant Town Manager-Finance Officer Shannon Twiddy; Becky Breiholz, Town Clerk; Department Heads: Frankie Woodley, Interim Director, Public Works; Josh O'Brien, Water and Sewer; Chief Vance Haskett, Police; Carl Woody, IT; Carl Jordan, Dock Master; Barry Wickre, Maritime Museum; Melissa Dickerson, Planner.

INTRODUCTION OF NEW EMPLOYEE

Town Manager James Ayers introduced the Town's new Program Manager for the Downtown Association Community Program, Special Events and Public Information Officer Michele Bunce. Mrs. Bunce has over 20 years of local and state government experience. She has won an award for wedding events, the Award of Excellence at the NC Aquarium and Jennette's Pier and served as Ambassador for the Outer Banks Chamber of Commerce.

DEPARTMENT HEAD REPORTS:

Josh O'Brien-Water and Sewer Superintendent went over his report of operations, maintenance, inspections and billing statistics. Slide show of the sewer system maintenance that has been done was shown. Maintenance at the Wastewater Treatment Plant included replacement of bearings, sludge haul; over 260,000 gallons of sludge were hauled off; Staff cleaned the tank of the water system. Maintenance to the pipes under the Cora Mae Basnight bridge was done Also, fire hydrant replacement has been done and they removed a hydrant that was 40 years old.

Carl Jordan-Dockmaster Waterfront Marina reported that one of the larger clubs, the Hampton Yacht Club will be coming in June and July. He updated the AED batteries. Set

up a daily manual for the free docks which will keep track of boats at anchor or docking at the free pier, this will allow them to explain the Town's docking and mooring regulations.

Barry Wickre-Maritime Museum reported they are in the fix up mode for the summer season; the shad boat will be going to the Beaufort Maritime Museum for repairs. The youth sailing program has 12 kids signed up for sailing schools all from out of state who did not make housing reservations until they signed were sure that their kids got into the class.

Shannon Twiddy-Finance Officer gave the Board a breakdown of the total payments for 2019; 72% of payments were by check, 15% cash, 5% third party checks online and 8% third party credit card online. The number of requests for auto drafts have increased and they continue to work with PNC and research options.

Chief Haskett-Police Department reported that he attended a First Net meeting. Officers Land Currie and Rhoades attended Lidar training and Investigator Steele attended DCI training.

Frankie Woodley-Public Works Interim Director reported they removed all Christmas decorations in the month of January; helped the Maritime Museum adjusting the weather station, cleaned ditches, removed shrubs behind the waterfront condos and replaced steps at the Magnolia Pavilion.

Carl Woody-IT Administrator updated the Board about the website re-design status. He is working on the migration of moving the servers to the Emergency Operations Center. He also gave the Board an update of the Budget visual dashboard.

Melissa Dickerson-Planner talked about floodmaps and floodplain damage prevention ordinance and the adoption process. She reviewed what a flood map is:

"The Federal Emergency Management Agency partners with states, tribes and communities through the Risk Mapping, Assessment, and Planning (Risk MAP) program to identify flood hazards, assess flood risks, and provide guidance to stakeholders in taking effective mitigation actions that result in safer and more resilient communities. This data is incorporated into flood maps, known as Flood Insurance Rate Maps (FIRMs), that support the National Flood Insurance Program (NFIP) and provide the basis for community floodplain management regulations and flood insurance requirements. Through the Risk MAP program, flood maps are developed using the best available science and analyzed by engineering firms. The mapping standards are published, vetted, peer reviewed, and updated continuously to ensure they are aligned with current best practices." -FEMA Fact Sheet August 2017

The Town began participating in the National Flood Insurance Program in 1977. The Town also participates in the Community Rating System (CRS) which is a part of the National

Flood Insurance Program (NFIP). The Community Rating System is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements.

As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the Community Rating System:

1. Reduce flood damage to insurable property.
2. Strengthen and support the insurance aspects of the NFIP, and
3. Encourage a comprehensive approach to floodplain management.

The Town's current Community Rating System score is a 7 which provides a 15% discount on flood insurance rates. This year, we will be conducting a "community assistance visit," where our scoring will be reviewed-the goal is to score a 6 which will earn an additional 5% to a total of 20%.

Important Dates:

- The Current Maps were adopted in 2006
- The Preliminary Maps (the new flood maps) were released on June 30, 2016
- The Letter of Final Determination was received on December 19, 2019 (this begins the 6-month window for adoption of the new maps and Flood Damage Prevention Ordinance.
- Effective maps and Flood Damage Prevention Ordinance on June 19, 2020 Planning Department 14

Required Actions:

- Ordinance revisions must be reviewed by the Planning Board.
- Public hearings required as part of the process. Additional hearings will be held with interest groups and property owners.
- Outreach activities to stress the importance of keeping flood insurance coverage. (includes message on water bills, stakeholder meetings with other municipalities and County, and drop-in information sessions)

3 slides of maps

Impact of Maps:

- Revised maps, when adopted, will be used for flood insurance rating purposes. Policies renewed or enacted after June 19, 2020 will be based on the new maps.
- Potential for decreased flood insurance rates.

- Property owners should talk to their insurance agents about best possible rate for their property when maps are adopted. Planning Department 19 Recommended Response to the Maps

- AE zones-3 feet freeboard above BFE or to a local elevation standard (LES)

- Shaded X or X zones

* Elevated to local elevation standard. Current target is 8 feet, which is consistent with Dare County.

* Requires that the first floor of the living area be elevated at or above 8 feet as if the property was in an AE flood zone.

LES Regulations

- Regulatory flood elevation measured at the bottom of the lowest floor. Utilities must be elevated above the regulatory flood elevation.

- Flood vents required in areas below regulatory flood level.

- Elevation certificates required.

- Lateral additions to existing structures-can be added at the same base elevation in effect at the same time of construction.

- Remodeling (no increase of footprint) can be done at the existing elevation of a structure.

Other suggested changes:

- Non-conversion agreement with a requirement of filing at Dare County Register of Deeds.

- This means that ground floor enclosures cannot be converted to conditioned space unless LES of 8 feet can be maintained.

Flood Damage Prevention Ordinance Adoption Schedule:

- February 11, 2020-Planning and Zoning Board review draft ordinance and schedule public hearing

- March 2-6, 2020-Drop-in information sessions hosted at Town Hall

- March 10, 2020-Planning and Zoning Board hold public hearing and make recommendations to the Board of Commissioners

- April 1, 2020-Board of Commissioners schedule public hearing for May 6, 2020

- May 6, 2020-Board of Commissioners hold public hearing and consider possible adoption with effective date of June 19, 2020

- June 3, 2020-Additional date for Board of Commissioners to consider possible adoption (if necessary)
- June 19, 2020-Flood maps and Flood Damage Prevention Ordinance effective

PRESENTATION: Outer Banks Mountain Bike Trails-Jesse Davis. A brief video was shown of mountain biking. Mr. Davis is here to advocate the building of the bike trails. Four areas on Roanoke Island were shown as possible sites; the old landfill/water tower owned by the County; the California Boat launch area also owned by the County; the Water Treatment Plant and Bowsertown Lot owned by the Town. When he travels, he has an app on his phone that allows him to find mountain bike trails in those areas. Some of the ways to accomplish establishing trails would be for someone to give them property and let them just build it; another way is giving them the resources and help build it or hire someone to build the bike trails.

PUBLIC COMMENTS

Chris Sawin-Executive Director of Dare County Arts Council and is here to invite the Board to the groundbreaking ceremony for the multi-purpose courtyard at 10 am on March 3. The new courtyard will feature an innovative design and once completed they will have a reception for the opening. This is free event and open to the public.

Brian Brockway-owner of Manteo Cyclery Bike Shop supports the idea of the trails that was presented and knows a lot of people who own and ride bikes here and who would be interested in more bike paths.

Chris Roberts is an avid cyclist and is a strong supporter of this concept. Teenagers have little to do and it is a great opportunity to get kids outside as well as adults.

Public Comments closed at 5:45 pm

MAYOR/COMMISSIONER COMMENTS

Commissioner Selby thanked the Department Heads. Commissioner Collins would like to add discussion of mountain bike trails to the agenda for the planning budget workshop. Commissioner Borland thinks bike trails is a good idea. Commissioner Mann thanked the Board for making all our meetings televised. He would also like to make Manteo accessible to veterans and would like to add reserved parking spaces downtown for them and add some spaces to the Town Common parking area.

SUBJECT: CLOSED SESSION NCGS 143.318.11 (a) 6 consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.

MOTION: Commissioner Collins seconded by Commissioner Walker to enter a closed session was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

SUBJECT: Review of RFP for Town Attorney.

SUBJECT: Information from NC Total Retirement Plans administered by the State Treasurer. No action taken.

SUBJECT: Update on investigation of officials and related items. .

SUBJECT: Performance evaluation of Town Manager. .

MOTION: Commissioner Burke seconded by Commissioner Mann to exit closed session was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

No action was taken when the Board came out of closed session.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Burke seconded by Commissioner Mann the meeting was recessed at 7:30 pm until February 28, 2020 at 8:30 am at the Outer Banks Visitor Bureau for a budget planning workshop was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

This the 19th day of February 2020.

ATTEST:

Bobby Owens, Mayor

Becky Breiholz, Town Clerk



March 4, 2020

Honorable Elaine Chao
U.S. Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Chao:

Please accept this letter of support for the North Carolina Department of Transportation's (NCDOT's) **Future I-87 Resiliency, Innovation, Safety, Economy Project** (the "Future I-87 RISE Project" or "the Project" hereafter) application to the U.S. Department of Transportation's INFRA Program. The Future I-87 RISE Project is the result of a continuous thoughtful and coordinated strategy to support regional and national economic vitality through the deployment of innovative technology and creative infrastructure investments to improve freight mobility, rural access, and infrastructure resiliency specifically in an underserved portion of eastern North Carolina. The Project combines multiple complementary investments selected for their ability to deliver improved corridor performance and system resiliency while increasing the physical and digital connectivity of rural communities in eastern North Carolina. The Project is a large step forward in realizing North Carolina's vision to build out and harden the network of freight distribution/military corridors in eastern North Carolina.

The future I-87 corridor traverses rural eastern North Carolina, connecting Raleigh, NC at its southern terminus and the Hampton Roads-Norfolk region in Virginia at its northern terminus. When fully completed, this corridor will serve as an interstate connection between the Port of Virginia and I-95. This corridor is critical to connecting northeastern North Carolina industries and farms to their best export option through the Port of Virginia and represents concerted cooperation across state lines to realize national economic development opportunities. Improvements along the future I-87 corridor will also capitalize on the \$270M investments in the Carolina Connector Intermodal Rail Terminal (CCX), removing barriers along the transportation route between CCX, the I-95 corridor, and the Port of Virginia. It is projected that activity at CCX will reduce shipping costs by 40% and increase the efficiency of the movement of goods, producing national economic trade benefits. Project investments in this corridor will improve the road to interstate standards from Zebulon to Williamston, make upgrades to several interchanges, and widen the road to six lanes in the vicinity of Zebulon. The Project will make numerous spot improvements to mitigate road flooding in the Princeville area. Collectively, these improvements will offer rural residents a safer and faster travel option to access the Raleigh job market.

Future I-87 and the U.S. 64 extension out to the coast are important evacuation routes. The Project will install fiber optic cable along the entire length of the future I-87 corridor, as well as the extension of U.S. 64 from Williamston to Whalebone. This investment will permit NCDOT to implement state-of-the-art wind and flood monitoring, manage the corridor in a coordinated manner with I-95 and U.S. 70 (future I-42) where fiber is already being installed, prepare for the future implementation of connected and autonomous vehicles, enhance broadband capability in this underserved rural area, and offer the potential for revenue opportunities to NCDOT through the lease of excess fiber capacity. The installation of fiber will also represent a sound investment due to the projected revenue generation the state will see from providing a fiber/broadband “backbone” for additional incremental private investment in network expansion to rural areas.

While the Project addresses multiple evaluation criteria for the INFRA program, improving the economic competitiveness of eastern North Carolina’s rural communities along future I-87 lies at the heart of this project. This INFRA grant, when combined with the significant state investment, would position North Carolina to immediately move forward to improve safety, address key bottlenecks, and further build out the backbone of its eastern freight network while simultaneously improving the resiliency of key evacuation routes used by residents of North Carolina and neighboring states. The Project is a prudent investment that will increase the return on prior federal investments and proactively protect existing transportation assets, thereby preventing future losses.

The Town of Manteo is the County Seat for Dare County, and our long history as a center of commerce and government in this area informs us of the need for excellent transportation infrastructure to support both community and economic development. Therefore, we are backing this important initiative of the North Carolina Department of Transportation.

For these reasons, we strongly urge you to support the ***Future I-87 Resiliency, Innovation, Safety, Economy Project*** and the NCDOT’s application for federal INFRA grant funding to accelerate its construction.

Sincerely,

Bobby Owens, Mayor
Town of Manteo



Department Head Report Administration

March 4, 2020

Amendment to Town Manager Employment Agreement

The Mayor and Board of Commissioners of the Town of Manteo and its Town Manager entered into the Town Manager Employment Agreement on January 16, 2019. In accordance with Section 10 of that Agreement, the Mayor and Board of Commissioners held a performance evaluation of the Town Manager on February 19, 2020.

Section 3 of the above-referenced Agreement indicates that “the Board may, in its sole discretion, review and adjust the salary” of the Town Manager. The Board of Commissioners communicated its intention to increase the base salary of the Town Manager by 5%, effective as of the date of the performance evaluation, which would be February 19, 2020. In order to amend the Town Manager Employment Agreement with this salary increase, the Board of Commissioners must vote to approve the amendment in open session.

If you have any questions about this agenda item, please call the Town Manager at 473.2133 or the staff member listed below prior to Wednesday Evening.

Name: James Ayers

Telephone: 473-2133

Government Education Access Channels Committee
2020-2021 Proposed Budget

The following item is presented for the Town of Manteo Board of Commissioners review and approval.

Specific Action Requested:

1. Approve the proposed 2020-2021 GEACC Budget.

Budget Summary

The Government Education Access Channels (GEAC) Committee has reviewed and approved the proposed 2020-2021 budget for the operation of the Government and Education Channels. The proposed budget, which would take effect July 1, 2020, must be approved by every participating member entity of the Channels, which includes the towns of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head, Manteo, and Dare County, Dare County Schools, College of The Albemarle, and Coastal Studies Institute - ECU.

The budget as proposed requires no additional funding from the participating entities other than the current annual \$1000 membership fee. The budget is funded from the North Carolina Video Programming Distribution proceeds, which are dispersed quarterly by the State to certified members of the GEACC. These funds must be used for the operation of the two channels and no other purpose. Additionally, the legislation that originally established the video distribution funding required that the proceeds not supplant current funding. Accordingly, the annual \$1000 membership fee that was in place when the program began must remain, or the Channels would lose all video distribution funding from the state.

The GEAC committee recommends the budget, which includes, in part, the following: funding for two full-time staff positions and a Local Programming Development Initiative to assist members in the development of programming for the Government and Education Channels. The funding also includes the continued funding of two regular news magazine shows that highlight each of the participating members of the GEAC on the Education Channel and the Government Channel.

To maintain the fund balance at the recommended level, the proposed budget sets forth a plan to reduce the amount of fund balance being used for operations and strategically focuses budget spending to match yearly revenue. This includes a 50% cut to LPDI funding in the 2020-2021 fiscal year (from \$10,000 to \$5,000 per entity), followed by a gradual 50% cut to Contractual Services over the next 3 years.

**Government Education Access Channels Committee
2020-2021
Proposed Budget**

Executive Summary

Funding comes from the state of North Carolina use tax on cable and satellite fees. Our revenue from this source in 2020-2021 is projected to be a conservative \$270,000.00. In addition, each of the 10 entities pay a \$1000 membership fee annually to participate in the channel's operations. This \$1000 fee is unchanged and is the only impact on each entity's budget. This money that is received from the entities in support of the Government and Education Access Channels must remain in the budget in order for each entity to continue to receive PEG Supplements from the state of North Carolina. This budget is requesting a total of \$25,583.25 be allocated from the fund balance. The fund balance is projected to be \$161,796.00 on June 30, 2020. The proposed total budget for the Government and Education Access Channels Committee for 2020-2021 is \$306,583.25, that includes a 50% cut to LPDI funding as part of a long term plan to bring the fund balance to it's recommended level.

INCOME	PROPOSED 2020-2021	CURRENT 2019-2020
NC PEG Supplemental Video Disbursement (from the state NCDOR) ¹	270,000.00	260,000.00
Member Fees (annual fee paid by participating entities) ²	10,000.00	10,000.00
Interest Income (interest from fund balance) ³	1,000.00	1,000.00
TOTAL INCOME	281,000.00	271,00.00
APPROPRIATED FUND BALANCE⁴	25,583.25	148,961.40
TOTAL REVENUE	306,583.25	419,961.40
EXPENDITURES		
Salaries (2 Full time employees) ⁵	(118,000.00)	(113,000.00)
PT Salary (Internships) ⁶	(0)	(2,000.00)
Merit Pay ⁶	(2,360.00)	(2,260.00)
FICA	(9,027.00)	(8,644.50)
Retirement	(12,059.60)	(9,119.10)
Health Insurance ⁸	(30,850.05)	(29,381.00)
Life Insurance	(224.20)	(214.70)
Retiree Health	(212.40)	(192.10)
Contractual Services (Production of Destination Dare/Ed Awareness) ⁹	(50,000.00)	(50,000.00)
Professional Services ¹⁰	(1,000.00)	(1,500.00)
Equipment - Repair, Replacement, Purchase ¹¹	(5,000.00)	(10,000.00)
Supplies ¹²	(3,500.00)	(5,000.00)
Music Library ¹³	(350.00)	(350.00)
Training	(1,000.00)	(2,500.00)
Travel	(1,000.00)	(2,500.00)
Professional Memberships	(250.00)	(500.00)
Channel Operations ¹⁴	(7,200.00)	(15,000.00)
Marketing ¹⁵	(1,000.00)	(15,000.00)
Miscellaneous	(500.00)	(500.00)
Capital Outlay	(0.00)	(40,000.00)
Contingency (Reserve for unexpected expenses) ¹⁶	(5,000.00)	(5,000.00)
Emergency Contingency (Storm related overtime during activations) ¹⁷	(2,500.00)	(2,500.00)
Vehicle Maintenance ¹⁸	(500.00)	(500.00)
Vehicle Fuel ¹⁹	(2,000.00)	(1,000.00)
Insurance and Bonds ²⁰	(2,900.00)	(2,900.00)
Uniforms ²¹	(250.00)	(750.00)
TOTAL OPERATING EXPENDITURES	(256,583.25)	(319,961.40)
Local Program Development Initiative		

This is money set aside in the budget to foster development of program content by the member entities. Money is awarded on an application and grant basis to participating entities by the Government and Education Access Channel Committee. The money can be used to produce programs, improve the quality of existing programs, or purchase equipment to provide for increased production and/or quality of programs.		
LPDI 1 - Coastal Studies Institute	(5,000.00)	(10,000.00)
LPDI 2 - College of The Albemarle	(5,000.00)	(10,000.00)
LPDI 3 - Dare County Government	(5,000.00)	(10,000.00)
LPDI 4 - Dare County Schools	(5,000.00)	(10,000.00)
LPDI 5 - Duck	(5,000.00)	(10,000.00)
LPDI 6 - Kill Devil Hills	(5,000.00)	(10,000.00)
LPDI 7 - Kitty Hawk	(5,000.00)	(10,000.00)
LPDI 8 - Manteo	(5,000.00)	(10,000.00)
LPDI 9 - Nags Head	(5,000.00)	(10,000.00)
LPDI 10 - Southern Shores	(5,000.00)	(10,000.00)
TOTAL LPDI ²²	(50,000.00)	(100,000.00)
TOTAL LPDI AND OPERATING EXPENDITURES	(306,583.25)	(419,961.40)

**Government and Education Access Channel
Budget Notes for 2020-2021**

Goals and Objectives to be achieved with this budget.

1. Continue to fund the operation of the channel at a level that provides a professional, reliable and quality service to the citizens of Dare County.
2. With the fund balance nearing an appropriate level (currently at \$161,796) implement a plan to strategically focus budget spending to match yearly revenue. Per the guidance of the Committee, staff will work to cut both LPDI and Contractual Services by 50% over the next 3 years.

¹ **NC PEG Supplemental Video Disbursement** - this is revenue that is collected by the state in the form of a use tax on cable and satellite providers. The money is pooled and disbursed to qualifying PEG operations within the state. PEG stands for Public, Education, and Government Access. Dare County has 10 qualifying PEG entities, each is a member of the Government and Education Access Channel Committee. Each quarter, this money is disbursed to the entities by the state, and then the Government and Education Access Channels invoices the entities for this money. These state funds are the main source of funding for the Government and Education Access Channels. There has been no change in revenue between the 2019 and 2020 fiscal years, thusly we have budgeted for an anticipated revenue equal to year 2020.

² **Member Fees** - Each entity member pays an annual membership fee to participate in the Government and Education Channel Access. This money must remain in place in order for each entity to receive the PEG Supplement from the state. There is no change to this amount from last year, so impact on each entity's budget is unchanged.

³ **Interest Income** - This is interest the Government and Education Access Channels Committee receives on the fund balance.

⁴ **Appropriated Fund Balance** - The unappropriated fund balance is projected to be \$161,796.00 on June 30, 2020. The appropriated fund balance is the amount pulled from the unappropriated fund balance to meet the obligations of the budget. **Staff believes that the fund balance is nearing a level where the previous spend down trend should be halted, and the budget's expenditures should be matched to its revenue.**

⁵ **Salaries** - This budget currently funds two full-time positions that are considered to be Dare County employees. Increased due to the possibility of a new hire requiring a higher than projected salary.

⁶ **Part Time Salaries** - Staff suggests cutting this line item as it was not previously utilized.

⁷ **Merit Pay** - 2% of 118,000.00

⁸ **Health Insurance** - Includes an annual employee only cost of \$11,172, and annual family cost of \$19,678 for vacant position. Vacant positions are budgeted at the Family cost.

⁹ **Contractual Services** - This is for the production of Destination Dare and Dare Education Awareness, our two main programming initiatives that highlight interesting aspects of government and education in Dare County. Each entity contributes one segment to each episode. Destination Dare is produced every other month, and Dare Education Awareness is produced in the alternate months.

¹⁰ **Professional Services** - Item to pay for costs associated with talent services such as professional voice over work, acting and hosting fees, and potential production support.

¹¹ **Equipment** - Monies set aside for the purchase and repair of large item video production equipment, such as cameras, editing computers, and lighting equipment.

¹² **Supplies** - This supports the purchase of supplies such as batteries, gaffers tape, lighting gels, accessories, and small equipment items that do not qualify as Capital Outlay or Equipment.

¹³ **Music Library** - Soundstripe: subscription for music & sound effects.

¹⁴ **Channel Operations** - Expenses that support the day to day operation of the channels. This includes:

- \$3,000.00 - OBX Media: for website hosting and maintenance
- \$2,500.00 - Reflect: Streaming Video/VOD for online video streaming service
- \$600.00 - Adobe: Creative Cloud subscription for professional non-linear editing tools
- \$1,100.00 - Gracenote: subscription for E-guide service on Charter Spectrum. Staff recommends ending the contract for this service, which ends in October 2020.

¹⁵ **Marketing** - Expenses to support marketing efforts including paid social media and other local advertising.

¹⁶ **Contingency** - This is for expenses that come up that were either unplanned or unforeseen. Not for use of everyday expenses.

¹⁷ **Emergency Contingency** - This pays for storm related overtime for the hourly employee during Emergency Management activations.

¹⁸ **Vehicle Maintenance** - Car maintenance costs.

¹⁹ **Vehicle Fuel** - Estimated fuel costs for vehicle based on previous budget year use of Dare County's vehicle.

²⁰ **Insurance and Bonds** - Costs that Dare County will be charging Current TV for costs related to insuring equipment and vehicle.

²¹ **Uniforms** - Expenses for embroidered uniform items including several polo shirts and rain jackets. Will require a uniform policy to be established in coordination with Dare County Public Relations department.

²² **TOTAL LPDI** - This expenditure line item has been cut by 50% in accordance with budget reduction plan.

Dare County Complete Count Committee

DARE 
COUNTS

CENSUS
2020

APRIL
1ST

[DARENC.COM/CENSUS](https://darenc.com/census)

*The goal of Census 2020 is to
count everyone once,
only once and
in the right place.*

EVERYONE COUNTS!

NC RESPONSE RATE VS DARE COUNTY

STATE/COUNTY	2000	2010	2020 GOAL
North Carolina	69%	76%	+82%
Dare County	37%	78%	

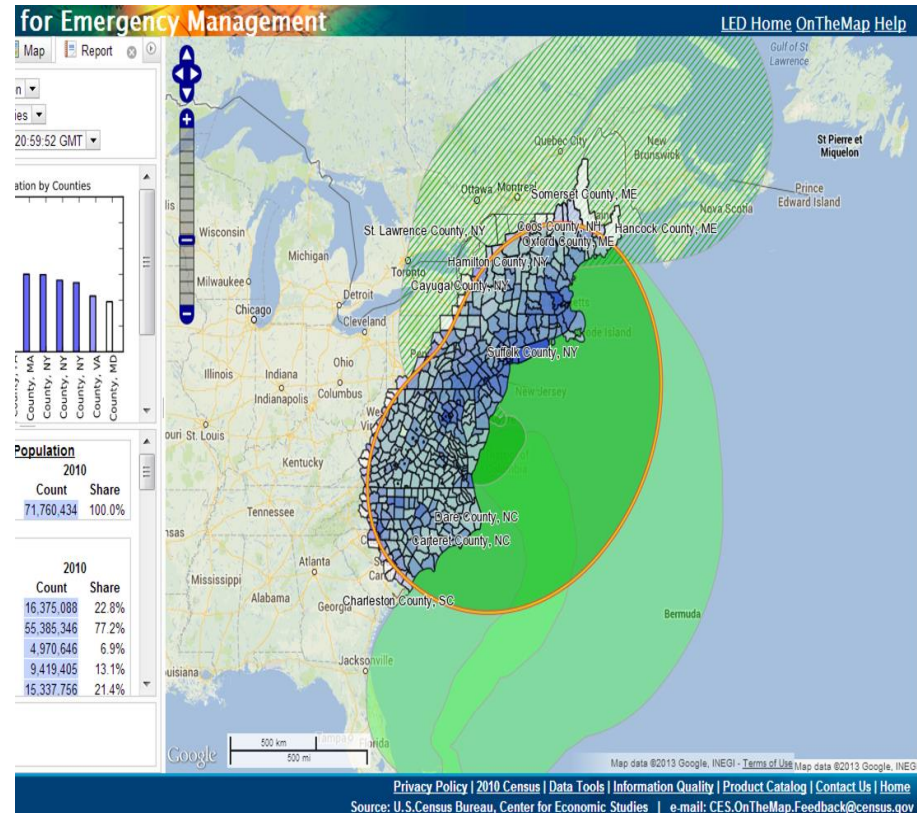
Impacts for DARE Communities

IMPACTS OF CENSUS

- Political Representation
 - Census is constitutionally mandated for re-apportionment of Congress
 - Census results are used for Redistricting at national, state, and local levels.
 - North Carolina may gain a new seat based on 2020 population count.
- Money/Economic Impact
 - Over \$675 Billion/year is distributed to NC and local governments using Census numbers (Over \$4 Trillion over the decade).

Other Ways Census Data Is Used

- Forecasting of future transportation needs
- Assisting tribal, federal, state and local governments in planning, and implementing programs and services in:
 - Education
 - Healthcare
 - Transportation
 - Social Services
 - Emergency response



2020 Census New Ways to Respond

- **On-line by computer or smart phone**
- **By Telephone**
- **By Mail**

- Emphasis on computer-based response.
- Invitations delivered to dwellings.
- Less than 30 minutes to respond.



The goal of the 2020 Census is to count everyone once, only once and in the right place.

Example of Census Invitation to Respond

Census # is Needed to Respond

Dear Resident:

This is your invitation to respond to the **2020 Census**. We need your help to count everyone in the United States by providing basic information about all adults, children, and babies living or staying at this address.

Results from the 2020 Census will be used to:

- Direct billions of dollars in federal funds to local communities for schools, roads, and other public services.
- Help your community prepare to meet transportation and emergency readiness needs.
- Determine the number of seats each state has in the U.S. House of Representatives and your political representation at all levels of government.

Respond by April 1 at [url removed]	Your Census ID is: [Census ID removed]
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The Census Bureau is using the internet to securely collect your information. Responding online helps us conserve natural resources, save taxpayer money, and process data more efficiently. If you are unable to complete your 2020 Census questionnaire online, we will send you a paper questionnaire in a few weeks for you to complete and mail back.

The census is so important that your response is required by law, and your answers are kept completely confidential. If you do not respond, we will need to send a Census Bureau interviewer to your home to collect your answers in person. If you need help completing your 2020 Census questionnaire, please call toll-free [phone number removed].

Thank you for your prompt response.

Sincerely,

Steven D. Dillingham
Director

Privacy and Confidentiality

It is
important
to note
that the
Census
Bureau:

never asks for your full Social Security number;

never asks for money or a donation;

never sends requests on behalf of a political party;

never requests PIN codes, passwords or similar access information for credit cards, banks or other financial accounts.

DARECOUNTS

CENSUS
2020

APRIL
1ST

NATIONAL
CENSUS DAY

[DARENC.COM/CENSUS](https://darenc.com/census)



Department Head Report Administration

March 4, 2020

Recycling Contract Amendment

Background

The Town of Manteo entered into a Recycling Contract with Bay Disposal effective June 13, 2017 through June 30, 2022. The Contract includes the provision of recycling containers, curbside collection of recyclable materials, and transport of materials to an “appropriate recycling materials handling and disposition facility.”

Bay Disposal contacted the Town Planner regarding changes in their handling of recyclable materials as well as the potential for a price increase, including a meeting on January 9, 2020. The North Carolina Department of Environmental Quality (DEQ) issued a letter on January 15, 2020 indicating that they had issued temporary three-month authorization to Bay Disposal to transport recyclables to a waste-to-energy incinerator facility because the materials recovery facility used for recycling in the region was no longer accepting materials.

Proposed Contract Amendments

Bay Disposal’s representative met with the Town Planner and Town Manager on February 18, 2020. Two key issues were raised in this discussion. First, Bay Disposal acknowledged they are not in compliance with Section 1(c) of the Recycling Contract which states “In no case shall Recyclable Materials be disposed of in a landfill or incinerator facility.” They have asked the Town to waive or suspend this contract condition.

Second, Bay Disposal is requiring a 50% increase in the unit costs for the curbside roll cart service. Bay Disposal’s representative indicated they would discontinue their service if this increase is not met. There is no term or condition in the contract that would allow for this unilateral price increase and, further, minutes of the Board of Commissioners meeting on May 17, 2017 indicated it was Bay Disposal that asked for a five-year contract term instead of the two-year term then on the table. When asked for assurance that no further price increases would be required next year, Bay Disposal’s representative indicated no such assurance could be made.

Recommendations

With regard to the request to waive the prohibition of incineration of recyclables, it is recommended that a temporary suspension be granted but only for the length of time authorized by the State Department of Environmental Quality.



Department Head Report Administration

With regard to the requirement to increase the cost of curbside roll cart service, it is recommended that a temporary increase be granted but only until the end of the current fiscal year.

With regard to future recycling activities beyond the temporary measures noted above, there are multiple options to be considered:

- A. Continue curbside recycling service paid by the Town to Bay Disposal
 - a. Preliminary analysis indicates this would initially increase costs between \$15,000-\$20,000 annually, and Bay Disposal indicated more price increases could occur.
- B. Eliminate curbside recycling service
 - a. Preliminary analysis indicates this option would save more than \$10,000 annually in costs, but it would increase the volume of materials going to the landfill and it would go against the desire to offer recycling.
- C. Offer subscription-based recycling service
 - a. This approach was envisioned by the Board back in 2008, but Bay Disposal indicated they would need around 250 customers to sign up to make this service viable.
- D. Offer recycling stations operated by the Town
 - a. The Town could offer recycling stations that would accept cardboard and glass for transport by Public Works to the Dare County transfer station.

Staff's preliminary recommendation would be a combination of Options C & D. In addition, it would be appropriate to engage the community in assessment of the options followed by inclusion of any cost increase or decrease in the proposed FY2020-2021 budget.

If you have any questions about this agenda item, please call the Town Manager at 473.2133 or the staff member listed below prior to Wednesday Evening.

Name: James Ayers

Telephone: 473-2133