



City of Havelock, North Carolina  
Board of Commissioners

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## WORK SESSION AGENDA COMMUNIQUE

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**TO:** Mayor William L. Lewis, Jr.  
Board of Commissioners  
City Attorney Troy Smith

**FROM:** City Manager Chris McGee  
Assistant City Manager Cindy Morgan

**SUBJECT:** Board of Commissioners Meeting – Monday, February 13, 2023 – 7:00 PM

**DATE:** 2/10/2023

**CC:** Department Heads; Press

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### I. CALL TO ORDER:

Mayor Will Lewis will call the meeting to order.

### II. OPENING PRAYER/MOMENT OF SILENCE:

The Mayor or a Board member shall request a clergy member to offer the opening prayer or the Board shall conduct a moment of silence.

### III. PLEDGE OF ALLEGIANCE:

Mayor Will Lewis will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

*“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”*

### IV. REGULAR & CONSENT AGENDA:

The City Clerk respectfully submits to Board, the Regular Agenda and the below Consent Agenda items, which there is thought to be of general agreement and little public interest or no controversy. These items may be voted on as a single group without Board discussion “or” if so desired, the Board may vote to remove any item(s) from the consent agenda and place same on the regular agenda for discussion and consideration.

<b>Consent Agenda Item A</b>	Minutes of the January 23, 2023 Board of Commissioners Regular Meeting
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**Request:** Commissioners motion and second are being sought as to approving or not, the following agenda matters:

- A. Consent Agenda as presented; and
- B. Regular Agenda as presented.

**City Manager's Opinion:** The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

## V. WORK SESSION AGENDA ITEMS:

### Item #1. BUDGETARY MATTERS:

#### A. Request for Additional Funding: Public Utilities - Collections and Sewer Plant

Due to several factors including the City's aging infrastructure, rising costs for materials and fuel, and labor force attrition, the Public Utilities Department is requesting additional funding to prepare for the final five (5) months of the fiscal year. The Department had two large/unanticipated projects of an urgent nature involving sinking manholes and gravity line breaks. The largest project was the Westbrooke Shopping Center manhole and sewer line repair. Based on several complications and additional work, this project cost escalated to nearly \$100,000. The second large project is located at Stonebridge, and consists of a manhole that was originally installed improperly and resulted in a line breakage. This repair, including the adjacent lift station repairs, was about \$70,000. In addition to these two specific projects, sewer line service repairs and normal point repairs have been completed. Furthermore, higher fuel prices and increased needs in running pumps and trucks in the collections budget have led to a depletion of funds in this line item.

In regards to the Sewer Plant, the increase of fuel prices have been a major factor in higher tipping fees for removal of waste at the plant, resulting in a near depletion of this line item as well. It should be noted that the Sewer Plant also recently lost our most recent operator in charge to a position on base. This will require the City to resume contracting oversight of plant operations until the position is filled.

As a result of the above-described issues, Staff is requesting an additional allocation of \$90,000. Below is a breakdown of amounts by line item:

FUND/LINE ITEM	LINE ITEM AMOUNT	TOTAL AMOUNT
Collections Fund		\$65,000

Fuel	\$25,000	
M&R Lines	\$40,000	
<b>Sewer Plant Fund</b>		<b>\$25,000</b>
Tipping Fee	\$5,000	
ORC Coverage	\$20,000	
<b>TOTAL REQUEST</b>		<b>\$90,000</b>

A Commissioner’s motion and a second is being sought to appropriate \$90,000 from Sewer Fund Retained Earnings to provide funding for the required operations.

**B. Request for Additional Funding: Replacement Hardware/Software for Virtual Server Environment**

The City of Havelock has many software platforms that it uses to run the daily operation for all City services. This hardware and software is maintained by the IT Department and it includes software packages such as Munis, Tyler Cashiering, Computer Aided Dispatch (CAD), Mobile CAD (Police and Fire vehicles), Law Enforcement Records, GIS, Kronos (payroll), Laserfiche (official document storage), Agenda Manager, SMTP Email, File Share Servers and many other applications.

IT has been monitoring the health and status of this system and was planning to prioritize this as a critical item in the FY 2023-24 budget. However, over the last several months the system has been experiencing several hardware issues including storage failures, software crashes and operating system failures. The system experienced another failure on the evening of February 8, 2023 and IT was able to get the system back online but some of the software platforms are operating in an unstable state. This physical hardware is over 6 years old and IT is recommending its immediate replacement. Without these mission critical software systems it would be difficult for Staff to maintain daily operations.

Based upon the above-described need, Staff is seeking a Commissioner's motion and second to authorize the replacement of the physical hardware and software required to run the virtual server environment at a cost not to exceed \$120,000 from General Fund- Fund Balance. The manager supports this request and will include the information in the manager's report at the next televised meeting.

**Item #2. City Travel Policy: *Proposed Revisions***

A general City of Havelock Travel Policy was implemented in 2008 as a City Manager Policy, and further revised in 2012. The purpose of the policy is to set out, in specific terms, travel standards and procedures for elected officials, appointed officials and employees. The revisions brought before the Board this evening include an increase in elected officials’ compensation for half day and full day meeting attendance,

clarification in regards to expenses and reimbursement for spouses and general edits **(Exhibit #2A)**.

The manager is seeking the Board's feedback and/or direction in regards to the suggested changes.

### **Item #3. Craven County Schools - School Resource Officer Options**

During the January 9, 2023 Board of Commissioners Workshop, the Board was briefed on a two-year grant proposal that would provide an opportunity to add a fourth School Resource Officer (SRO) in Havelock. Currently, the Havelock Police Department has three (3) SRO positions with officers located at Tucker Creek Middle School, Havelock Middle School and Havelock High School. The annual cost to fund the SRO program is \$206,979, with the City receiving \$116,925 from Craven County Schools to partially fund the program. The City's portion of the current program is \$90,054.

Based upon the Center for Safer Schools Grant, Craven County Schools proposed utilizing the funding for a fourth SRO position in Havelock. If accepted by the Board, a new SRO Contract with Craven County Schools would need to be approved. Under a new negotiated funding proposal, the City would receive \$54,999 (increased from \$38,975) from the Craven County School System for each SRO position. The total salary/benefit cost to the City would be \$55,736 (not including vehicle/equipment costs).

At the Board's direction, Staff will present several options for the Board's consideration that will include staffing considerations, cost to the City and value to the City **(Exhibit #3A)**.

### **Item #4. BRIEF REPORTS:**

#### **A. Carbon Reduction Grant Opportunity**

On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act into law. This Act authorizes a new Carbon Reduction Program (CRP) to reduce transportation emissions. With more than \$19M available to fund a wide range of projects that reduce emissions, NCDOT's Transportation Planning Division is currently accepting applications to fund projects within the Rural Planning Organizations' boundaries. Eligible activities include: traffic management, truck stop electrification, public transportation, transportation alternatives, advanced transportation, and congestion management technologies, intelligent transportation systems, development of a carbon reduction strategy, travel demand management, efforts to reduce the impacts of freight movement, deployment

of alternative fuel vehicle, diesel engine retrofits, traffic flow improvements that do not involve the construction of new capacity, and projects that reduce transportation emissions at port facilities.

Municipalities, county governments, and public transit agencies are eligible to apply, with an application deadline of March 17, 2023. The Down East Rural Transportation Planning Organization (DERPO) has been permitted a total of twelve (12) submittals; four (4) submittals for communities between 5,000 and 49,999 (Morehead City and Havelock), and eight (8) for communities under 5,000 (all other communities in the region). The minimum project cost is \$100,000, and there will be a 20% local match. The program is a reimbursement program, so funds will need to be available in advance.

Staff is seeking the Board's authorization to submit two (2) sidewalk projects, further identified as the “***Church Road Sidewalk Plan***” to connect to the existing pedestrian route on the Highway 70 Service Road (est. \$176,400); and the “***Webb Boulevard Sidewalk Plan***” to install a new sidewalk along Webb Boulevard to span from the Havelock Boys & Girls Club to Havelock High School (est. \$475,800).

#### **B. NCDOT Request to Abandon State Maintenance: SR 1834 Outer Banks Drive**

North Carolina Department of Transportation (NCDOT) Assistant District Engineer, Dwayne Smith, has inquired about the City’s interest to accept the maintenance on the short section of state-maintained road at the end of Outer Banks Drive. (SR 1834), specifically the portion from the intersection of Shackelford Drive to the cul-de-sac of Outer Banks Drive (**Exhibit #4B.1**). The state wants to abandon that section and asked if the City is interested in taking it over the maintenance. The remainder of Outer Banks Drive is city-maintained.

Staff has prepared the NCDOT Abandonment Petition (**Exhibit #4B.2**) and a draft resolution (**Exhibit #4B.3**) for the Board’s review and discussion. If there are no objections. Staff will proceed with the process and approval at the February 27, 2023 Board meeting.

#### **C. Upcoming Listening Session: Session #2 Economic Development & Growth**

The City will continue the 2023 Community Interactive Listening Sessions with Session #2 Economic Development & Growth. This session will be held at La Casa Del Patron from 7:00 pm - 9:00 pm on Tuesday, February 21, 2023. Various sources of advertising have been utilized to promote this event. In addition, the presentation portion of the session will be recorded and placed on our website, along with being broadcast live on the City's Facebook page.

**D. City/County Funding Partnership Request: Havelock Recreation Complex**

On January 31, 2023, the City submitted a Memorandum of Understanding (MOU) to Craven County seeking a 50/50 funding partnership for a control link lighting system and the replacement of three batting cages at the Recreation Complex **(Exhibit #4D.1)**.

The total estimated costs come in at \$133,331, proposing a County funding commitment of \$66,665.50. With their approval, Staff will include the other half in the upcoming fiscal year budget.

**E. Washington, DC Lobbying Trip**

Daniel Sheehan, Strategic Government Affairs, LLC arranged a recent Washington, DC meeting for Mayor Lewis and the City Manager to brief our representatives on various City projects **(Exhibit #4E.1 - DC Packet)**. The mayor and manager will provide an update to the Board regarding the visit. In a related matter, the manager will also brief the Board on possible negotiation options in reference to the Ft. Macon property.

**F. Yard Waste - Collection Procedures: Proposed Ordinance Revision**

In 2018, the City made extensive revisions to the Garbage & Refuse ordinance. Part of those changes consisted of the required use of biodegradable paper bags or a container for leaf collection outside the season. Currently, residents are allowed to place their leaves in a neat pile off the street pavement from November 1 to January 31 **(Exhibit #4F.1)**.

In reviewing other municipal ordinances, most allow the placement of leaves in a neat pile through the last day of February. Staff is seeking the Board's feedback and/or direction with a similar extension. If there are no Board objections, an ordinance amendment will be prepared and presented for adoption consideration at the February 27, 2023 Board meeting.

**VI. ADJOURNMENT/RECESS**