



**MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
BUDGET WORKSHOP
WEDNESDAY, MAY 27, 2020**

The Nags Head Board of Commissioners met in a Budget Workshop in the Board Room of the Nags Head Municipal Complex located at 5401 S Croatan Highway in Nags Head, North Carolina on Wednesday, May 27, 2020 at 9:00 a.m. The following instructions were provided to the public for meeting participation – in response to the COVID-19 pandemic:

In order to view and listen to the Board meeting remotely, please register here:
https://nagsheadnc.zoom.us/webinar/register/WN_8AopiSbGRe6z1hMvfIK87g

Board members Present: Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Renée Cahoon; Comr. Webb Fuller; and Comr. Kevin Brinkley (all present in the Board Room)

Board members Absent: None

Others present: Town Manager Cliff Ogburn; Andy Garman; Amy Miller; Karen Snyder; and Town Clerk Carolyn F. Morris (all present in the Board Room)

Present Electronically: Registered attendee list via Zoom platform: Michelle Gray and Danielle Puleo

CALL TO ORDER

Mayor Cahoon called the Budget Workshop to order at 9:00 a.m. He stated that this was an opportunity to ask questions/provide comments on the proposed budget.

Town Manager Ogburn explained that the budget reflects the reducing of almost \$1.2 million but that the Town is better off than anticipated. He indicated that staff will leave the list of items cut until there is something specific the Board would like removed from that list.

He distributed an updated budget cut list for the Board's review which is attached to and made a part of these minutes as shown in Addendum "A".

Lifeguards – The Town is only short a few; Comr. Renée Cahoon pointed out that any international lifeguards will have to be quarantined two weeks when they do come into the country.

Budget Cuts - Reduction of \$1.2M

Comr. Renée Cahoon – expressed concern about removing the part-time facilities maintenance employee – bath house cleaning is part of this position; Board members agreed to keep that position filled.

Comr. Fuller – Recommended to not fund the part-time building inspector.

In response to Comr. Renée Cahoon, Ms. Miller said that budget items, after being requested from Department Heads in January, are evaluated again with Department staff before forwarding to the Board. Comr. Renée Cahoon suggested that staff review again in the fall to see if any items can be put back into the budget.

Comr. Fuller confirmed with staff that the proposed budget was able to address critical items. It was agreed that staff include the funds for maintenance of the sanitation truck in this budget.

Comr. Brinkley noted that in the Town Manager Overview that Engineering Technician needs to be removed as the position is now in the Planning Dept.

An initiative of the Town Manager for Town-wide staff meetings needs to be added.

It was requested that Human Resources verify that employees understand the Town's Personnel Policy and that new employees must sign for receipt of the policy.

Comr. Fuller questioned how many employees are working from home – staff response was less than 10 employees.

Comr. Fuller was concerned that an employee had to come back into work to obtain information he requested – information that he felt should have already been formatted but took over 24 hours to be received. Town Manager Ogburn said he would look into this; Comr. Brinkley emphasized that staff has been trying to maintain social distance in order to keep them and everyone else safe from COVID-19.

Organizational Charts – Staff is to correct the inconsistencies in Town Organizational Charts.

Comr. Brinkley

- 1) Computer software/hardware maintenance contract with Shoshin – he questioned if it was working with employees and with the Police Dept who need to have someone readily available. Staff is looking into this.
- 2) Concern about the first Police Dept objective listed in the budget narrative re: carbon footprint. Staff is to re-word the objective.

Comr. Fuller

- 1) Is willing to use funds from the Fund Balance for this year's budget – looking at the numbers and where we are now in the economy, the Town is above our number threshold.
- 2) Feels we may be overstaffed in the Planning Dept compared to other depts – asked staff to propose something different.
- 3) Don't cut Public Works positions – does not want to cut any position actually doing the work.
- 4) Town Engineer vs contracted services; Town Manager Ogburn said he will provide the justification.

Mayor Pro Tem Siers – noted that 50% more was budgeted for postage than what was actually spent. He also expressed concern about approximate cost of \$1,000 per month for advertising and is concerned about efficiency.

Board members spoke in favor of a mid-year check in October 2020.

Comr. Renée Cahoon

- 1) Questioned where the Town is in the GIS platform phase; Dep Town Manager Andy Garman said that staff is discussing.
- 2) In Police Dept, they are actively pursuing battery powered vehicles to save fuel, etc. Expect to see more information on this.
- 3) Organizational Chart - move Dep Town Manager; questioned why Dep Police Chief is not listed under Police Dept.
- 4) Firing Range – Funds contributed by the Town and other entities who pay for maintenance of the Firing Range should not be kept in the General Fund; Comr. Brinkley indicated that these funds should be kept separately. Board members requested a draft policy for consideration at an upcoming meeting.
- 5) Organizational chart for Public Works Dept needs updating; there is a Dep Public Works Director position but it is not funded; new position for Supervisor Mike Norris is not on the organizational chart; Classification and Pay Plan needs to mirror the organizational chart.
- 6) As projects are delayed, amount of work for some departments such as Planning was mentioned; work hours for employees (being paid for 40 but only working 37.5 hours) was also discussed; Comr. Fuller questioned if the payroll system is working and questioned if it is being abused.
- 7) Comr. Renée Cahoon confirmed with Town Manager Ogburn that TTM and THM were the same water chemical and the terms will be used consistently in the future.

ADJOURNMENT

Mayor Cahoon confirmed that there was no other business before the Board; the Board adjourned at 10:50 a.m.

Carolyn F. Morris, Town Clerk

Date Approved: **July 1, 2020** _____

Mayor: _____
Benjamin Cahoon