



CAPITAL IMPROVEMENT PROGRAM (CIP) WORKSHOP TUESDAY, MARCH 19, 2019

Call to order - The Board recessed from the March 6, 2019 Board of Commissioners meeting; Mayor Cahoon called the workshop to order at 9:00 a.m. The Board approved the workshop agenda as presented.

CIP PROJECTS

Town Manager's Office

Agenda Management Software – Due to the recent implementation of the new Town website, Munis administrative modules, Planning building permit software, staff postponed this request until next fiscal year.

Unmanned aircraft system – Police Sgt. Greg South is certified; one firefighter is in the process of completing certification requirements; Staff was directed to have a Planning staff member certified and to contact Dare County to see if they currently use a drone for videoing after-storm events and if it's something they would consider doing for the Town; staff is also to research the cost of contracting this task. Board members asked for this item to return with a list of specific tasks the drone would be used for.

Planning

Pedestrian Plan implementation - The proposed Pedestrian Plan is still on track and is to be bid in fall 2019; the project was put in last year's CIP for this year; staff has already received a grant from DCTB and funding is also expected from Parks and Path. The stormwater component of the pedestrian path (in the area of Pompano Street in Nags Head Cove) is to come from stormwater funds.

Short-term rental tracking/registration software - To offset the cost of obtaining a company to research all rentals in the Town, staff is looking into a minimal registration fee such as \$25 or \$50. Board members spoke of those that would voluntarily register (for guest safety) and staff mentioned the possibility of requesting a company to obtain a specific type of report. Board members spoke of a campaign to request rental registration information from those renting their properties maybe through the Town's spring newsletter. It was Board consensus that the Town is not ready at this time for this Short-term rental tracking/registration software; it is to be reconsidered next year. If the ordinance is adopted, staff is to set up a registration process and report back to the Board on the success of registration without the software.

Public Works

Fuel Tank Conversion – Staff is to look into the possibility of raising the tank; it was noted that there will be substantial cost whether a new tank is purchased or the existing one is raised. Staff is to look into financing 75/25 from the Water Fund.

Dowdy Park lighting/deck – Board concurred with Dowdy Park lighting/deck utilizing a standard solar lighting fixture that can be replicated for other Town projects. Staff is to schedule the Dowdy Park Restroom ribbon cutting ceremony to take place during the day so school kids can be present.

Islington Street beach access parking - This item is moving forward – apply for CAMA Grant.

Beach access 14-yard collection truck - The beach access 14-yard collection truck is requested to remove trash cans off the beach as necessary. It was Board consensus that while acknowledging staff's concerns, they would like to keep trash cans on the beach for the public's use and not purchase the truck.

Excavator / Ten-ton trailer / Jay St beach access parking / Epstein bath house architectural design / replacement – The Board concurred with these projects.

Public Works - Sanitation

Replacement residential truck / Replacement front load truck / Replacement commercial truck
These replacement trucks are being requested because parts are not being made for them anymore.

Police Dept

Replacement of 800 MHZ radios - Update costs increase each year - 2021, 2022, and 2023

Fire Dept

Physical agility test equipment - Approved last year for this year.

Replacement of 800 MHZ radios - Update costs increase each year.

Pumper/Quint - A rotation schedule for fire apparatus has been developed. Generally, at 10 years equipment moves to backup and at 20 years it is replaced; the Board approved for inclusion on the CIP list but it is to return as a new item for consideration next year. Staff is to provide further information on a typical rotation/replacement schedule.

Ocean Rescue

Replacement of 800 MHZ radios - Update costs increase each year.

Water Operations

Mobile 6" dry prime pump – Staff is to explore resiliency funding from the State or a possible mitigation grant.

Eighth Street and S Nags Head water towers rehabilitation - Five-year rotation for maintenance was explained.

Liquid chlorine conversion - Not an emergency at this time; chlorine amount depends on water quality.

One million gallon treatment train - If the Town goes over a certain threshold it is responsible for the train upgrade/replacement. Board members also asked if the Town can produce its own water from Fresh Pond for its own use. Staff is to provide a copy of the water contract (Dare Co/NH/KDH) to Board members.

Water Distribution

Barnes Street asbestos cement pipe replacement – Staff is to look into putting a liner inside the 8" A/C pipe instead of installing new pipe.

Deering Street to Soundside Road waterline extension - Multi-use path construction has moved this item up; the Board agreed to add this item to the CIP list for FY 20.

Soundside Road to Hollowell waterline extension - The Board agreed to add this item to the CIP list for FY 20.

Asbestos cement pipe water main replacements - Leave in place for now.

Gulf Street pump station improvements - The Board concurred with the upgrade to a variable speed drive.

Update to water system master plan - To be updated every five years; Staff is to move forward on this item and is to look into updating with a GIS layer for the water system - to be added to the Town website.

Hydroseeding machine - The Board moved this item forward for FY 20.

Beach Nourishment Project – perpetual beach nourishment easements – Cost listed per Attorney Leidy.

RECESS FOR LUNCH - The Board recessed for lunch at 11:55 a.m. and reconvened at 12:30 p.m.

Stormwater Master Plan Phase IV/Overview of all 13 projects - Board members concurred as follows:

#1 Gallery Row – under construction

#2 Nags Head Acres/Vista Colony Subdivisions – under construction

#3 Village at Nags Head – under construction

#4 Wrightsville Avenue – waiting for additional information re: design options; may occur next year; possible Clean Water Mgmt Trust Fund (CWMTF) grant.

#5 Northridge Subdivision – not enough cost/benefit ratio, waiting for additional information – however, check on cost to replace culverts across bypass in this area – may also benefit to lower elevation of western end of pipe(s)

#6 Old Nags Head Place Subdivision – not enough cost/benefit ratio to move forward

#7 Southridge Subdivision – start with installing swales first

#8 Soundside Road – support – add swales then explore with French drain; check for Resiliency Fund grant

#9 Nags Head Pond Subdivision/Ballfield area – engineer to redesign/revise after further analysis on where to pump water – include in this year's budget.

#10 Nags Head Cove Subdivision – Barracuda Drive near Kipper Court – support option #1

#11 Nags Head Cove Subdivision - along length of Pompano Court – work included in multi-use path plan

#12 S Old Oregon Inlet Road – milepost 19.5 area – Mayors are to meet with NCDOT – will fit into that discussion the shared costs for project (would need written agreement on cost share before moving forward)

#13 S Old Oregon Inlet Road – milepost 18 area – Mayors are to meet with NCDOT - will fit into that discussion the shared costs for project (would need written agreement on cost share before moving forward)

Request for Streets/Stormwater Repair Division - Board members concur with a Stormwater/Streets Division and one dedicated stormwater maintenance technician.

FY 20/FY 21 Stormwater Maintenance and Repair Projects – Drainage/Repair Project Listing distributed to Board members. Summary of recent Pavement Condition Survey (PCS) results and the ratings assigned were provided. Staff also paired possible paving projects with stormwater work; more details on PCS recommendations to be presented at a later date. The top three projects staff are recommending for FY 20:

E Danube Street; Intersection of Barnes Street and Wrightsville Avenue; E Baltic Street

Capital Outlay Items – not in the CIP but provided as staff recommendations:

Public Works/Water

- Using current year funds to light eight crosswalks along the beach road and replace two bollard lights at Town Park - The Board concurred with use of standard solar lighting fixture similar to what is used on NC12 in Southern Shores, Duck, etc.
- LED lighting at Public Works, Station 21, Facilities Maint Shop, Town Hall, BOC room, water plant – The Board concurred
- Station 20 structural evaluation – On back burner for now, use Workforce Housing Feasibility Study to determine potential for relocating Station 20 to OBMC site combined with Ocean Rescue housing.
- Powell Bill/Results of Pavement Condition Survey – Staff is to provide funding options and study results with recommendations.
- Bulkhead or living shoreline at Pond Island and Soundside Road – no estimate received yet/funds in Planning for design; will need to include in next year’s budget – clarify only for Town-owned property
- Jockey’s Ridge soundside beach access replacement – Move crossover access due to storm damage
- Above ground fuel tanks at Public Works – Staff is to look into cost of raising the tanks
- FY 20 financed replacements include an asphalt roller, sweeper, F-550 dump truck
- Town Hall carpet replacement in FY 21 – The Board concurred

Planning

- Skateboard park – The Board agreed with design in 2021 and maintenance in 2022
- Americans with Disability Act (ADA) Study – Required by NCDOT
- Workforce Housing Feasibility Study – The Board concurred
- Staff will review increasing permitting/planning fees/facility fees – Fees to parallel similar-sized towns

Police Dept

Mobile message board – Staff is to apply to Governor’s Safety Fund for new message board.

Beach Nourishment – Request for clarification to use beach nourishment funds towards allowable items per the capital reserve ordinance - These funds could be used for Epstein bath house, or any of the accesses including Jay and Islington - Board had already discussed.

AED replacement Town-wide - the Board requested more information to include rehab cost of existing units.

Recycling

\$187,660 for contract, \$40,250 for tipping fees. Add for recycling sites/beach accesses - the Board concurred.

Pay Plan/Career Progression - The Board responded favorably to the cost of \$286,501 as the proposed total cost of compression, merit, COLA, within-grade increase, as well as health insurance; however 401K was not discussed; for Board discussion after full budget presented.

New position requests

- Deputy Public Works Director – the Board requested additional justification.
- Facilities Maintenance – Streets/Stormwater – the Board concurred with staff’s request.
- Water Operations – the Board concurred with staff’s request.
- Fire Marshal – the Board wanted to hold off on this until the Town has a full-time Fire Chief.

Reorganization of Town’s Information Technology Department - Lisa Ward of Police Dept will be full-time IT person on the second floor until end of 2019; Shoshin Technology will provide vendor service agreement to handle IT. Staff is to bring forward for consideration at the April 2019 Board meeting a new Police Dept Office Manager job description.

Adjournment - The Board adjourned at 5:40 p.m.