



**TOWN OF SOUTHERN SHORES
TOWN COUNCIL REGULAR MEETING**

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

PITTS CENTER

Tuesday, December 07, 2021 at 5:30 PM

AGENDA

Call Meeting to Order

Pledge of Allegiance

Moment of Silence

Amendments to / Approval of Agenda

Consent Agenda

1. Minutes-Emailed
2. Pickups and Releases
3. Municipal Records Retention and Disposition Schedule (NC Department of Natural and Cultural Resources 2021 update)

Presentations

4. Southern Shores Police Department Recognition-Dare County Motorcycle Toy Run-Terry Gray

Recognition of Outgoing Council Members & Remarks

Mayor Tom Bennett

Council Member Jim Conners

Oath of Office Administered to Incoming Members

- o Remarks by Mayor Morey
- o Remarks by Council Member Sherlock

5. Organization of Council and 2022 Meetings

Election of Mayor Pro Tempore

County & Regional Council Committee Appointments

- o Dare County Gov-Ed Access Channel Committee
- o Albemarle Rural Planning Organization (ARPO)

6. 2022 Council Meeting Schedule-Resolution #2021-12-01

7. Consideration and/or Discussion of Council Vacancy

Staff Reports

General Public Comment (Limit: 3 minutes per speaker.)

Old Business

New Business

- [8.](#) Budget Amendment #15-Funds for DCTB Tourism Impact Grant

General Public Comment (Limit: 3 minutes per speaker.)

Council Business

Adjourn

**TOWN OF SOUTHERN SHORES
TAX DEPARTMENT**

12/7/2021

PICKUPS

RELEASES

August Real	\$	25.84
September Real	\$	281.00

TOTAL **\$0.00**

\$ 306.84



AGENDA ITEM SUMMARY

MEETING DATE: December 7, 2021

ITEM TITLE: Municipal Records Retention and Disposition Schedule (NC Department of Natural and Cultural Resources 2021 update)

ITEM SUMMARY: N.C.G.S 121-5 (c) and 132-8 direct local government to adopt and adhere to records retention and disposition schedules that are created and managed by the NC Department of Cultural Resources (NC DCS). These schedules serve as an agreement between the local government office/department and NC DCS and provide guidance on the types of records to be maintained and for how long.

The 2021 Program Records Schedule for Local Government Agencies is a new retention schedule created from the former County Management (last updated in 2013) and Municipal (last updated in 2012) retention schedules. This schedule contains specific functions of government at the county and municipal level. Items listed with **administrative value/agency policy** have been given a **three-year retention period** (carryover from 2012).

The General Schedule includes items that any kind of local agency may create, such as budgets, personnel files, correspondence, etc.

The Program Records Schedule includes items specific county and municipality management.

Most local government records retention schedules have a section titled “Program Records,” which includes those records unique to the creating agency’s mission.

For municipalities, there are two additional standards in the Program Records Schedule:

- Law Enforcement
- Tax Records

You can find the 2021 schedule updates at the links below:

[2021 General Records Schedule: Local Government Agencies](#)

[2021 Program Records Schedule: Local Government Agencies](#)

STAFF RECOMMENDATION: Staff recommends the Council approve the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies issued by NC DCS to ensure compliance with statutory guidelines. (Resolution #2021-12-02)

REQUESTED ACTION: As part of the consent agenda, Staff request the Council approve the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies issued by NC DCS to ensure compliance with statutory guidelines. (Resolution #2021-12-02)

**RESOLUTION OF THE TOWN OF SOUTHERN SHORES
ACCEPTING RECORDS RETENTION AND DISPOSITION SCHEDULE
UPDATED OCTOBER 1, 2021**

WHEREAS, “Public Record” means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency in North Carolina government or its subdivisions; and,

WHEREAS, without a retention program, public records can accumulate, causing the need for additional storage space; and,

WHEREAS, the Municipal Records Retention and Disposition Schedule is endorsed by the Division of Archives and History and the Department of Cultural Resources; and,

WHEREAS, the Town of Southern Shores currently uses this system for records retention and disposal; and,

WHEREAS, the Municipal Records Retention and Disposition Schedule was updated on October 1, 2021; and,

WHEREAS, the Town of Southern Shores recognizes that the new update requires a specific Agency Policy date for records to be discarded “when Administrative value ends/agency policy;” and,

WHEREAS, the Town of Southern Shores regards three (3) years as a valuable time for any records to be retained, save those records that are required to be kept longer per said schedule.

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN OF SOUTHERN SHORES COUNCIL accepts the revised Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Records Service Branch, dated October 1, 2021; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT THE TOWN OF SOUTHERN SHORES COUNCIL deems the appropriate time to retain all records to be discarded “when Administrative value ends/agency policy” as a period of no less than three (3) years.

Adopted this the 7th day of December 2021.

ATTEST:

Mayor

Town Clerk



AGENDA ITEM SUMMARY FORM

MEETING DATE: December 7, 2021

ITEM TITLE: Organization of Council and 2022 Meetings

ITEM SUMMARY: Organization of Council and 2022 Meetings

After each election the newly elected (or re-elected) members must qualify for office by taking and subscribing the oath of office. In addition, the governing board must organize itself. The meeting at which these events take place is known as the organizational meeting.

Election of Mayor Pro Tempore: 160A-70. Mayor pro tempore; disability of mayor.

At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the pleasure of the council. A councilman serving as mayor pro tempore shall be entitled to vote on all matters and shall be considered a councilman for all purposes, including the determination of whether a quorum is present. During the absence of the mayor, the council may confer upon the mayor pro tempore any of the powers and duties of the mayor. If the mayor should become physically or mentally incapable of performing the duties of his office, the council may by unanimous vote declare that he is incapacitated and confer any of his powers and duties on the mayor pro tempore. Upon the mayor's declaration that he is no longer incapacitated, and with the concurrence of a majority of the council, the mayor shall resume the exercise of his powers and duties. In the event both the mayor and the mayor pro tempore are absent from a meeting, the council may elect from its members a temporary chairman to preside in such absence.

County & Regional Council Committee Appointments

Dare County Gov-Ed Access Channel Committee: CURRENTtv is a collaboration to provide quality informational programming through two channels, the CURRENTtv Government and the CURRENT TV-Education. It is supported by the towns of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head and Manteo, as well as Dare County Government, Dare County Schools, UNC Coastal Studies Institute and College of The Albemarle.

The channels are operated by the Government Education Access Channels Committee, which is composed of a representative from each participating entity.

[Interlocal Shared Use Agreement Among Participating Agencies](#)

Albemarle Rural Planning Organization (ARPO): The Albemarle Rural Planning Organization (ARPO) serves Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington counties.

Rural Planning Organizations were formed, by the North Carolina General Assembly, in order to involve rural county and municipal governments as well as the public in transportation issues in their regions.

Committees-The ARPO is made up of of RPO administrative staff and two Boards; the Rural Transportation Advisory Committee (RTAC) and the Rural Transportation Coordinating Committee (RTCC).

The RTAC consists of one elected official from each County, one elected official from each municipality and NCDOT staff. The TAC is the policy making body of the RPO and is currently chaired by Pasquotank County Commissioner Lloyd Griffin.

The RTCC is made up of one planner or county manager from each county and one planner or municipal government manager from each municipality. The TCC is the advisory committee to the TAC. The TCC is currently chaired by Columbia Town Manager Rhett White

Transportation Planning in Rural Areas-The Albemarle Commission has served as the lead planning agency for the ARPO since May 2002. Since that time, the RPO has been working cooperatively with the NC Department of Transportation, local officials and citizens to enhance transportation planning opportunities for rural areas in the ten county region.

The ARPO is responsible for:

- Developing long-range transportation plans for the region
- Providing transportation-related data to local governments
- Developing and prioritizing projects for the Transportation Improvement Program (TIP)
- Providing a forum for public involvement in the transportation planning process.
- Participating in the merger process.

2022 Council Meeting Schedule-Resolution #2021-12-01

[§ 143-318.12. Public notice of official meetings](#)

[§ 160A-71. Regular and special meetings; recessed and adjourned meetings; procedure.](#)

Consideration and/or Discussion of Council Vacancy

As a result of this year's election, a vacancy will be created on the Town Council when Mayor-Elect Morey is sworn into the Mayor's seat. The new Town Council will have to decide how that vacancy is appointed.

Per North Carolina General Statute 160A-63, "A vacancy that occurs in an elective office of a city shall be filled by appointment of the city council". The new Town Council will determine the process they use to identify potential candidates to fill the vacancy and the procedure for choosing the right person to fill the vacancy. There are numerous ways they can go about doing this. Discussions and decisions on these matters by the Town Council will be made in open session of a Town Meeting, and the Council will discuss the process for selecting potential candidates as well as establishing the rules of procedure to govern the appointment. There is no requirement for when this all must take place. The Council could take action at that time, or they could give direction and instruction to staff on how they would like to proceed.



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949
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COUNCIL MEETING SCHEDULE 2022

[NCGS §160A-71 and §143-318.12; Section 6. Rules of Procedure of Town Council]

Resolution #2021-12-01

WHEREAS, the Town Council of Southern Shores hereby resolves to notice and implement the following meeting schedule for calendar year 2022, and;

WHEREAS, all Regular and Special Meetings of the Council are scheduled to be held in the Kern P. Pitts Center of the Town Hall complex at the address above.

BE IT RESOLVED that the monthly Regular Meetings of the Town of Southern Shores Town Council will take place on the dates and times as follows:

- Tuesday, January 4, 2022, 5:30 p.m.
- Tuesday, February 1, 2022, 5:30 p.m.
- Tuesday, March 1, 2022, 5:30 p.m.
- Tuesday, April 5, 2022, 5:30 p.m.
- Tuesday, May 3, 2022, 5:30 p.m.
- Tuesday, June 7, 2022, 5:30 p.m.
- Tuesday, July 5, 2022, 5:30 p.m.
- Tuesday, August 2, 2022, 5:30 p.m.
- Tuesday, September 6, 2022, 5:30 p.m.
- Tuesday, October 4, 2022, 5:30 p.m.
- Tuesday, November 1, 2022, 5:30 p.m.
- Tuesday, December 6, 2022, 5:30 p.m.

BE IT RESOLVED that Workshop Meetings of the Town of Southern Shores Town Council will take place as needed on the third Tuesday of each month at 9:00 a.m.

BE IT FURTHER RESOLVED that pursuant to North Carolina General Statute §143-318.10, each “official meeting” of the Council shall be open to the public regardless of whether such meeting is a “regular”, “special”, or “emergency” meeting, and regardless of whether any meeting is described informally as a “retreat”, “forum”, “session” or “workshop”; and pursuant to North Carolina General Statute §143-318.11, the Council may hold a “closed session” and exclude the public only when such closed session is required by law as enumerated in the referenced statute.

BE IT FURTHER RESOLVED that to process routine actions in an expeditious manner, a consent agenda will be utilized and administered as part of Council’s regular meeting agenda.

BE IT FURTHER RESOLVED, allowance of public comment will be placed on the agenda for each Regular Meeting of the Council, pursuant to NCGS §160A-81.1 and consistent with Section 17 of the Rules of Procedure of Town Council, for any citizen to address the Council on any matter not noticed on the agenda for a public hearing; as the meeting presiding officer, the Mayor is authorized to establish Rules for any public comment period.

Adopted this 7th day of December 2021

S E A L

Elizabeth Morey, Mayor

ATTEST:

Sheila Kane, Town Clerk



AGENDA ITEM SUMMARY

MEETING DATE: December 7, 2021

ITEM TITLE: Budget Amendment #15 – Funds for DCTB Tourism Impact Grant

ITEM SUMMARY: The Dare County Tourism Bureau, with approval of the Dare County Board of Commissioners, has awarded the Town \$30,260 of the \$35,600 contract amount to purchase traffic data software to summarize traffic patterns and vehicle use of residential streets for cut-through purposes. The guidelines for the Tourism Impact Grant do not require there to be a match for projects at a cost below \$50,000. However, due to limited funds as compared to fund requested for grant applicants, our project was not able to be fully funded.

STAFF RECOMMENDATION: Staff recommends approval of Budget Amendment #15

REQUESTED ACTION: A motion to approve Budget Amendment #15

ATTACHMENTS: Budget Amendment #15

StreetLight InSight® Subscription Order Form

This StreetLight InSight® Subscription Order Document (the “Subscription Order” or “Order”) and the corresponding StreetLight Data Master Data Access Agreement (the “Agreement”) between StreetLight Data, Inc. (“StreetLight”) and Customer (as defined below) is entered into as of the date of last signature below (“Effective Date”) and governs Customer’s access to and use of the Data Products. Undefined capitalized terms used in this Subscription Order will have the meanings set forth in the Agreement.

<p>Customer Legal Name: Town of Southern Shores</p> <p>Entity Type: municipal corporation</p> <p>State of Incorporation NC</p> <p>Billing Contact Name: Cliff Ogburn</p> <p>Billing Address Southern Shores Town Hall 5375 N. Virginia Dare Trail Southern Shores, North Carolina 27949 United States</p> <p>Billing Email: cogburn@southernshores-nc.gov</p>	<p>Main Contact Name: Cliff Ogburn</p> <p>Main Contact Title: Town Manager</p> <p>Main Contact Phone: (252) 261-2394</p> <p>Main Contact Email: cogburn@southernshores-nc.gov</p>
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Under the terms of the Agreement, accessible at <https://streetlightdata.egnyte.com/dl/vdrJaCmj0v> of which this Subscription Order is a part, Customer agrees to license and StreetLight agrees to provide access to the following Data Products in the indicated quantity and at the indicated pricing in U.S. Dollars:

Subscription Services

INCLUDED	Price
✓ ESSENTIALS - ALL MODES (1 - 50 ZONES)	\$9,600.00
✓ STREETLIGHT INSIGHT® METRICS (described in the attached SOW)	\$26,000.00
✓ TOTAL	\$35,600.00

StreetLight InSight® supports two types of zones, polygon and line zones. A polygon zone is the area comprising of finite chain of line segments closing in a loop to form a polygon. A line zone is a finite chain of points forming a line segment.

New Zones will count against the # of zones in Customer’s Order the first time it is used in a project. Subsequent project runs with the same zone will not count against the zone quota. Any changes such as moving, adding, deleting points that change the spatial characteristics will be considered a new zone. Zones copied and re-uploaded without changing the spatial characteristics, or Zones with modified properties such as zone name, direction, pass-through, calibration information will not be considered new zones.

Product Special Terms

StreetLight acknowledges that the Subscribed Output will be used for governmental transportation research and analyses. StreetLight will deliver the StreetLight InSight® Metrics described in the attached Scope of Work (SOW).

Customer Input Files

Customer will provide input Zones containing the boundaries of the Zones and directionality designation (if necessary) either via spatial files or via the StreetLight InSight® Web Application. A Zone can be a road

segment, a TAZ or any other geospatial shape as defined by Customer. StreetLight may modify Zones to improve Metric results.

Delivery

Delivery via StreetLight InSight® Web Application and .csv file. Delivery dates in the (SOW) are estimates only and assume the Customer will provide inputs to StreetLight within 5 business days. If any inputs or clarifications to the scope are missing then the delivery date is subject to change.

Term

As of the Effective Date for a period of one year.

Payment Terms

Payment due within 30 days of the Effective Date. Payment is accepted by check or ACH/EFT.

StreetLight Data Preferred Payment Method: ACH/EFT Silicon Valley Bank 3003 Tasman Drive, Santa Clara, CA 95045 Bank Routing Number: 121140399 Bank Account Name: Streetlight Data, Inc. Bank Account Number: <u>3302210206</u> Remittance Notification Email: ar@streetlightdata.com	Please remit payment, if by check to: StreetLight Data, Inc. DEPT CH 17111 Palatine IL 60055-7111
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Notices

Any notices under this Agreement will be directed, if to Customer, to the Main Contact listed above, and if to StreetLight, at:

Laura Schewel, Chief Executive Officer,
 StreetLight Data, Inc.
 677 Harrison Street
 San Francisco CA 94107
 Email: orders@streetlightdata.com

CUSTOMER ACKNOWLEDGES THAT IT HAS READ THIS SUBSCRIPTION ORDER DOCUMENT AND THE CORRESPONDING AGREEMENT, AND UNDERSTANDS AND AGREES TO BE LEGALLY BOUND BY THEIR TERMS.

IN WITNESS WHEREOF, this Subscription Order has been executed by the parties through their duly authorized officers.

StreetLight Data, Inc.	Town of Southern Shores
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SIGNATURE:

SIGNATURE:

NAME:

NAME:

TITLE:

TITLE:

DATE:

DATE:

StreetLight InSight® Scope of Work

Town of Southern Shores: Cut-through Study

StreetLight InSight® Metrics: Town of Southern Shores

To: Cliff Ogburn, Town Manager, Town of Southern Shores

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Overview

StreetLight Data, Inc. (“StreetLight”) presents the following scope and quote to the Town of Southern Shores, NC (“Customer”) in support of their cut through traffic study. StreetLight will provide Customer with analytics (“Metrics”), described in this Scope of Work (“SOW”) via dashboard and in CSVs for the Town of Southern Shores.

Subscription

StreetLight provides subscription-based access to Metrics. Use will be subject to a standard Subscription Agreement between StreetLight and Customer.

Data Sources and Data Periods

Metrics will be generated for Customer based on the following data sources:

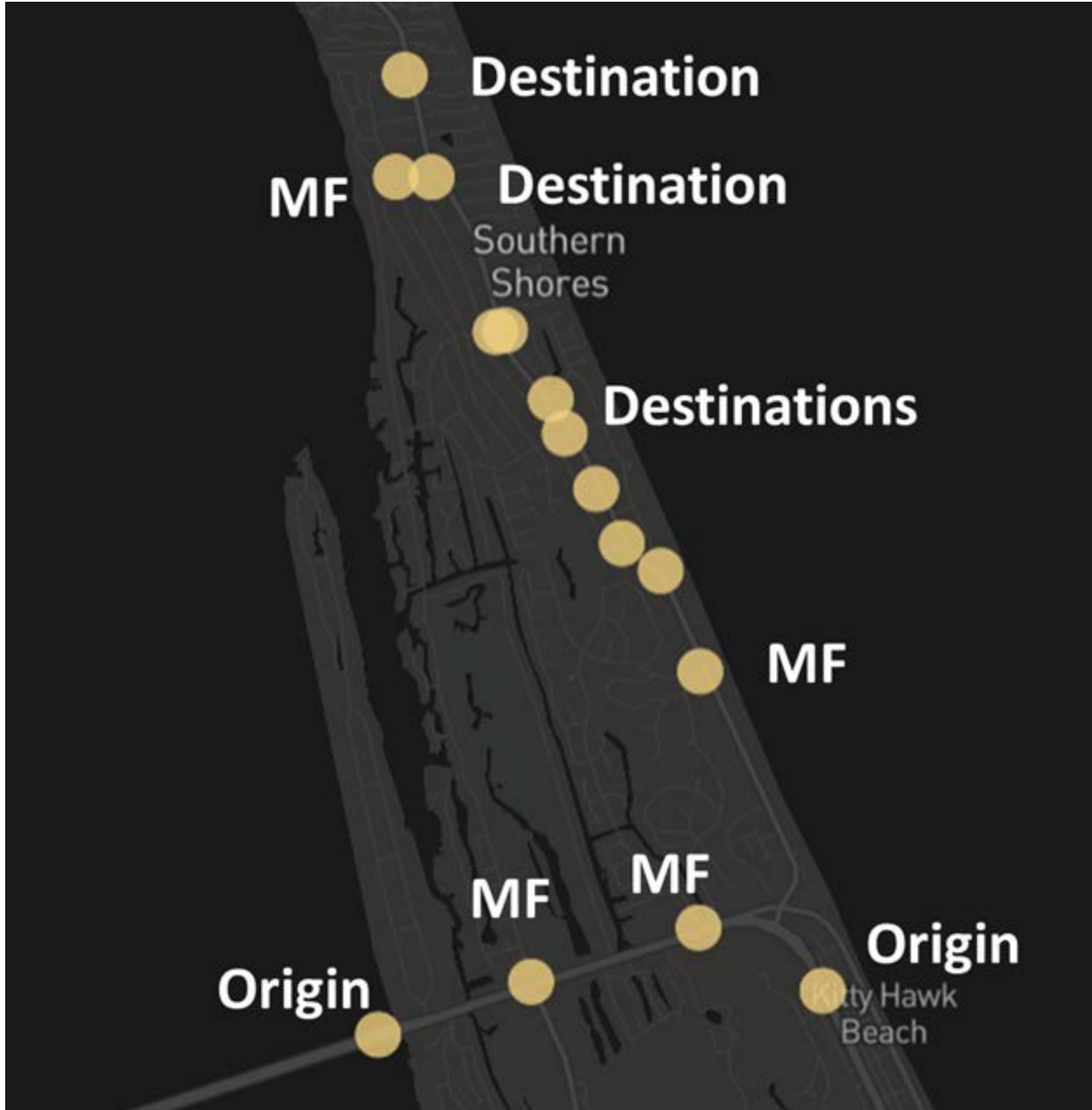
- Location-Based Services (LBS) data for personal vehicles

Data Periods:

- 2019
 - June - Aug (averaged)
- 2020
 - June - Aug (averaged)
- 2021
 - June - Aug (averaged)

Customer Input Files

Customer will provide StreetLight with a shapefile of the Origin, Destination and Middle Filter zones. The Analysis Area is as shown in the Figure below.



Metrics

StreetLight will provide the following Metrics based on an Origin-destination with Middle Filter (OMD) analysis for each data period identified above:

- OMD with home location
- Tourists by State: as percentage of trips from each state. North Carolina is defined as residents outside of Dare and Currituck.
- Residents: Home location inside Dare and Currituck counties.
- Day Type
 - Monday
 - Tuesday

- Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
- Day Part
 - 10:00 AM - 8:00 PM
- Zones (identified in the figure above)
 - Origins: 2
 - Middle Filters: 4
 - Destinations: 10
- Output
 - CSV
 - Shapefile
 - Tableau Dashboard

Expected Subscribed Outputs

StreetLight will provide the above metric outputs in the form of:

- CSV
- Shapefile
- Tableau Dashboard

Caveats and Limitations

StreetLight will use its proprietary data processing engine StreetLight Route Science® and StreetLight InSight® to generate the Metrics.

Customer Input Files and Subscribed Output will be reviewed for privacy and coverage checks, per StreetLight's standard business practices.

The StreetLight sample can contain gaps in the data which can affect the trip definition.

Certain files may be subject to the OpenStreetMap License available [here](#). For more information visit our [webpage](#).

The methodology is subject to change based on findings during the analysis.

The Customer understands the above caveats and limitations.

Pricing Proposal

The One-Year Subscription License Fee will be:

1. Cut-Through Study \$ 26,000

Payment is due within thirty (30) days of the Contract Effective Date.

Plus applicable sales tax.

The estimated quote is in US dollars and valid until November 30, 2021.

Delivery Time Frame

Estimated delivery date of Metrics is within 8 weeks of Contract Effective Date and receipt and confirmation of all Customer Input Files.

Delivery dates assume execution of a contract before the expiration date of this proposal, and

that Customer will provide Customer Input Files to StreetLight within five (5) business days and provide clarifications or answers to questions within two (2) business days.

The delivery schedule is valid until November 19, 2021, but may be subject to change if the Order is placed after this date. Delivery dates in this Scope of Work are estimates only. The final delivery dates will be set once the Order is placed.

Any amendments, additions or modifications to the contents of this SOW must be agreed to in writing, and may result in changes to final delivery dates.