



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
SPECIAL MEETING AGENDA
223 E. BAY STREET
February 12, 2024
9:00 AM**

Agenda

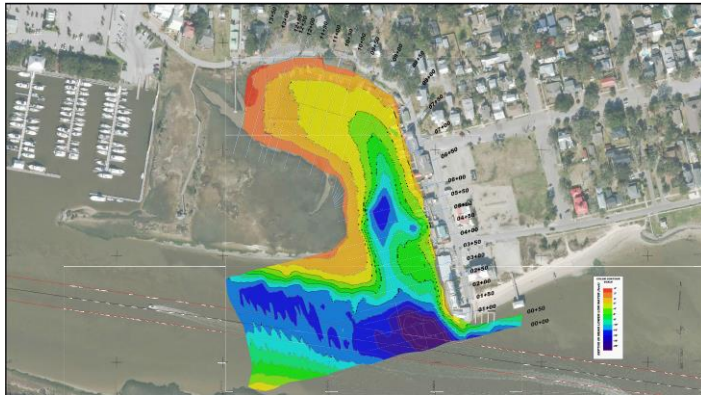
Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. The Board of Aldermen reserve the right to make changes to this policy, as needed to help prevent the spread of the Coronavirus.

If you are not able to attend the Board of Aldermen meetings in person, the meeting will be available for you to watch via live-stream on the City of Southport website (<https://cityofsouthport.com/board-of-aldermen-meetings/>), Facebook page, and YouTube channel.

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Approval of Agenda**
- E. Department Presentations**
 - 1. Parks and Recreations
 - 2. Community Relations and Community Building
 - 3. Finance Department
 - 4. Fire/EMS Department
 - 5. Human Resources
 - 6. Public Information/Communications
 - 7. Planning Services
 - 8. Police Department
 - 9. Public Services
- F. Mayor's Comments**
- G. Board Comments**
- H. Adjourn**

PARKS & RECREATION/ENGINEERING - MAJOR PROJECTS



STAFF SUMMARIES

HEATHER HEMPHILL, CPRE, CPSI

SOUTHPORT PARKS AND RECREATION DIRECTOR

- BS Parks, Recreation, and Tourism Management NC State University
- 28 years in the Parks and Recreation Field
- 25 years with the City of Southport Parks and Recreation Department
- 21 years as the Director of the Southport Parks and Recreation Department
- Certified Parks and Recreation Executive (CPRE)
- Certified Playground Safety Inspector (CPSI)



ROBERT JARVIS, P.E.

SOUTHPORT CITY ENGINEER

- BS Civil and Environmental Engineering, Clarkson University
- 30+ years, Consulting Engineering in NY, CT and CO – Land Development and Municipal Infrastructure Engineering
- 12 years as Town Engineer and Director of Public Works, Windsor, CT
- 10 months, City Engineer, Southport, NC
- Focus on project management, Capital Improvement Program, RFP/RFQ preparation, negotiating consultant contracts, Active Projects List updates.

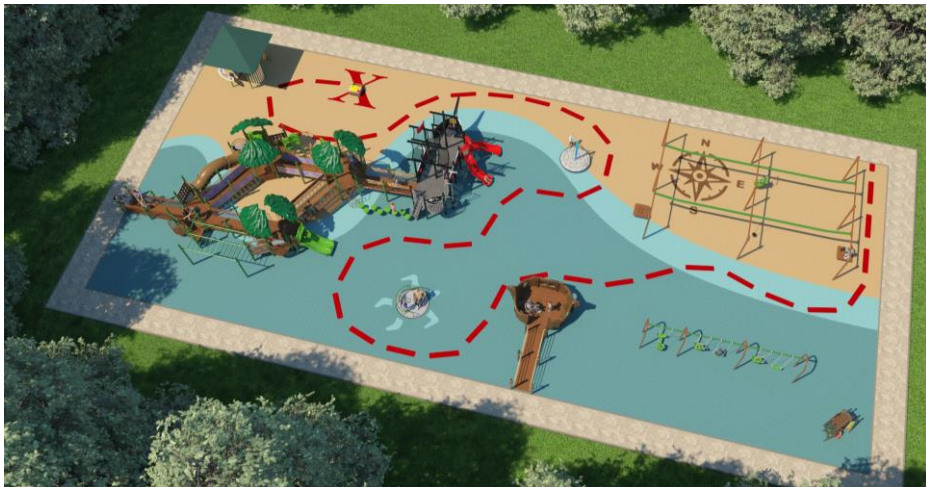


PARKS & RECREATION –MAJOR PROJECT SUMMARIES

TAYLOR FIELD INCLUSIVE PLAYGROUND

- **TFIP Mission Statement:** “We believe that recreation and recreational opportunities are every person’s right. This playground will be a place where all the children and adults are accepted for who they are not what they can and cannot do. This playground will break down barriers and bring people of all ages and abilities to come together to create a sense of community where everyone feels nurtured, valued, encouraged, and respected. We are healthier together when we are all inclusive.”.
- Will be one of the only inclusive playgrounds in Brunswick County.
- Staff working with Unlimited Play, a non-profit organization, to develop project concepts and renderings, and assist in funding efforts.
- Expectations are that funding will be provided by grants and private contributions

TAYLOR FIELD INCLUSIVE PLAYGROUND



PARKS & RECREATION/ENGINEERING -MAJOR PROJECT SUMMARIES

KINGSLEY PARK PIER REPAIR

- Kingsley Park Pier suffered catastrophic damage during Hurricanes Isaias and Dorian
- Repair funding from FEMA; \$220,000 appropriated
- Construction Started January 2024.
- Completion set for early spring 2024.

PHASE 3 CITY DOCK SLIP INSTALLATION

- Finger piers and slips damaged during Hurricane Isaias 2020
- Installation of 9 slips for transient boaters and Government/Rescue/First Responder boats.
- BOA voted to replace only 10 slips for transient boaters and Government boats
- Repair funding from FEMA



PARKS & RECREATION/ENGINEERING -MAJOR PROJECT SUMMARIES

YACHT BASIN DREDGING

- The project will restore safe harbor anchorage in the Southport Yacht Basin.
- Yacht Basin also has significant economic benefit to the Southport downtown area.
- Hydrographic survey, material sampling, coordination efforts with DEQ, USACE, etc. completed.
- Permitting, grant applications, construction documents and cost estimates underway.
- Grant funding through the *Shallow Draft Navigation Channel Dredging and Aquatic Weed Fund* - 75/25 state match.
- Current cost estimate - \$2.8MM



PARKS & RECREATION/ENGINEERING -MAJOR PROJECT SUMMARIES

SHORELINE STABILIZATION

- Southport/Cape Fear River shorefront erosion due to wave action from wind, boat and ship traffic, and sea level rise.
- Planning began 2018/2019 - “Site Conditions and Analysis for Shoreline Improvement Project” report.
- Consultant engaged in January 2023 - Topographic/hydrographic survey and cultural resources survey.
- Workshop with BOA in 2023 - discuss options/seek consensus for project phasing and prioritization.
- Ongoing work - reevaluating stabilization options, refine design scope and cost estimate, selection of design alternative, and State/Federal permitting.
- \$5M grant funding provided through *State Emergency Response and Disaster Relief Fund*. Grant expires June 30, 2026.

PARKS & RECREATION/ENGINEERING -MAJOR PROJECT SUMMARIES

KAYAK LAUNCH

- Constructing kayak launch in the City has been identified as a priority by the BOA.
- Sale of City property to Southport Marina, Inc. included granting easements for access to Cottage Creek for kayak launch and other public uses.
- \$141,000 awarded through the *NC DEQ Public Beach & Coastal Waterfront Access Program*
- City has obligated \$13,000, Morningstar Marina committed another \$25,000 toward the project.
- Permitting and final easement preparation is underway.
- Construction expected to begin in Spring '24 and be completed in early summer.



OTHER INITIATIVES

Capital Improvements Program

- City of Southport adopted its first-ever long-range Capital Improvement Program (CIP) in 2023.
- Capital projects include; land acquisitions, major improvements to public buildings, recreation areas, roads and utilities, and acquisition of large equipment such as fire trucks.
- The CIP provides for coordinating and prioritizing the capital projects, balancing city priorities with financial capacity to fund projects.
- CIP document includes project description, cost estimate, financing method, and schedule of implementation.
- The CIP is evaluated and adopted during the yearly budget process



Consultant Evaluation Procedure

A Consultant Performance Evaluation form developed and distributed to City Departments.

- Provides means to assess the quality of a consultant's performance.
- Will enhance the quality of Consultants work by;
 - Providing a uniform rating system to measure a consultant's conformance with City of Southport expectations,
 - Creating a record of the consultant's performance for the City's future use, and
- Will provide consultant's management team valuable performance information .



The Department of
**COMMUNITY
RELATIONS**

DEPARTMENT INTRO

The Community Relations Department, formerly known as the Tourism Department, stands as a dynamic bridge connecting our city to its community partners. Our primary focus is on fostering strong relationships with both the local community and the City of Southport. To achieve this overarching goal, our multifaceted responsibilities span a wide spectrum, ranging from event planning and strategic marketing to the efficient management of key landmarks like the visitors' center and museum and community building.

WHY WAS THIS DEPARTMENT FORMED?

THE SHORT ANSWER: OCCUPANCY TAX COLLECTION

- While some communities allocate their revenue entirely to destination promotion, others may divide it between promotion and tourism-related development.
- The majority of counties and municipalities have legislation stipulating that at least two-thirds of revenue must be invested in destination promotion. The other third may be used as general fund expenditures.
- Examples of tourism-related expenditures include cultural infrastructure, and destination enhancement projects.

SO, HOW DO WE MEET THAT GOAL?

- Ft. Johnston Museum/Visitors Center
- NC Fourth of July Administrator
- City of Southport Newsletter
- Special City Projects (Banners, Christmas, Signs)
- Festival Planning
- Event Planning
- Staff Member of Cemetery Committee
- Liason: Southport Historical Society
- Liason: Downtown Southport Inc.
- Southport Community Building
- Indian Trail Meeting Hall
- Marketing of the City as a Destination
- Filming
- Event Execution
- Staff Member of Beautification Committee
- Liason: Center for Creative Arts, Spt
- Back-up Public Information Officer

Director of Community Relations

Special City Projects (Banners, Christmas, Signs)

Filming

Event Planning

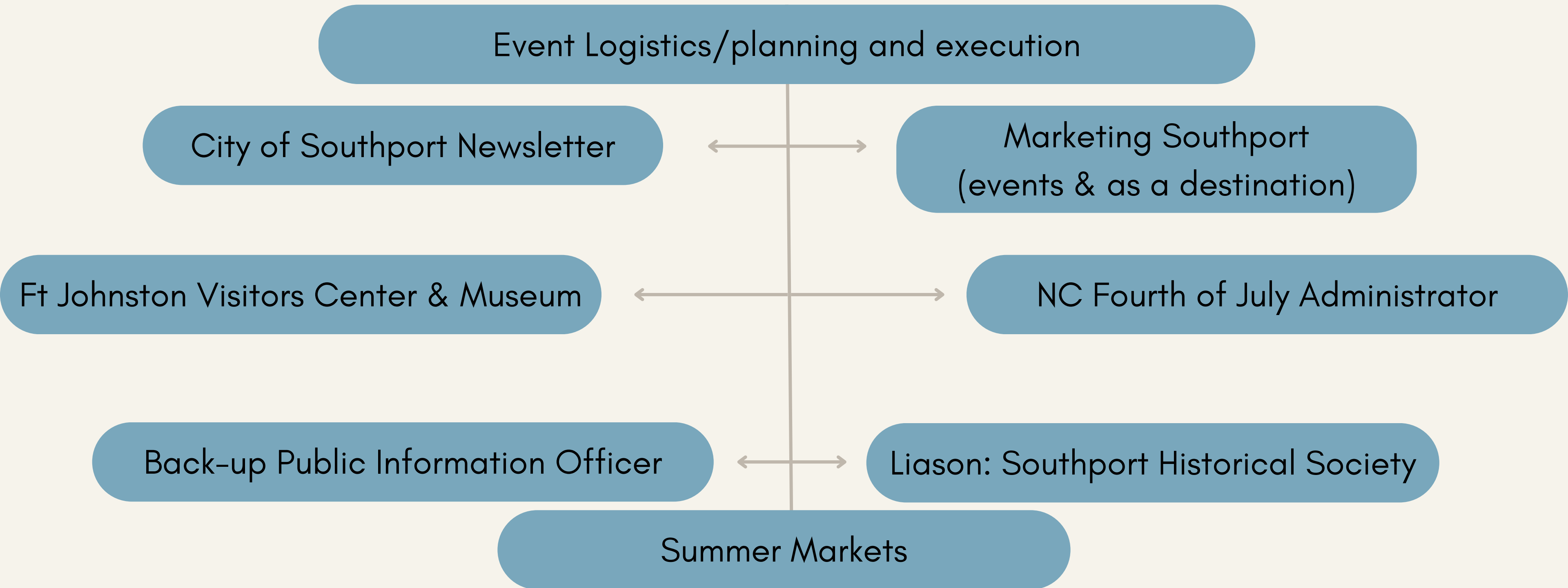
Liason: Center for Creative Arts, Spt

Liason: Downtown Southport Inc.

Staff Member of Cemetery Committee

Staff Member of Beautification Committee

Assistant Director of Community Relations



Community Building Manager

Community Building

- Contracts
- Calendar of Events
- Sponsorship Forms
- Scheduling PT Employees
- Maintenance of Facility

Indian Trail Meeting Hall

- Contracts
- Calendar of Events
- Maintenance of Facility



CB Custodian_{PT}

- Set up / Break Down building in between events
- Clean building

CB Facilitator_{PT}

- Perform Walk-throughs with interested clients
- Watch building during events

Finance & Utilities

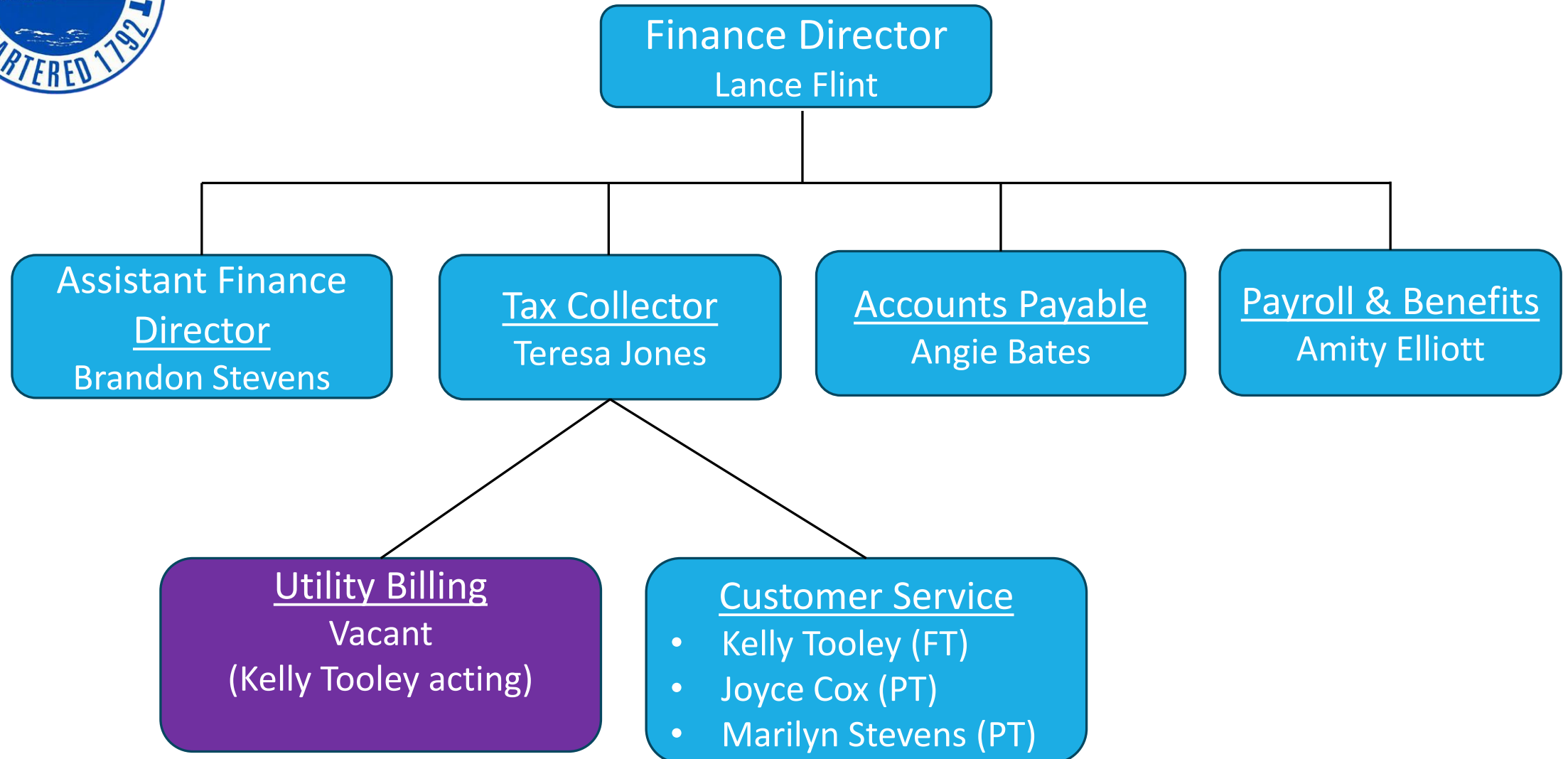
Board of Aldermen Introduction

February 12, 2024





Finance Department Staff



Core Functions



- Manage and safeguard the City's financial assets
- Account for all financial transactions
- Coordinate annual financial audit
- Prepare annual budget and budget documents
- Review and approve all purchase orders
- Pay vendor invoices weekly
- Balance and process payroll bi-weekly
- Maintain employee benefits and deduction choices
- Maintain employee records in state retirement system
- FEMA grant reporting and management
- Collect and manage all revenue
- Bill and collect for utilities monthly
- Identify potential utility leaks/issues and create work orders to investigate
- Staff City Hall customer window, take payments, answer phones, interact with and assist customers

Challenges



Staffing

- Department is single-threaded and any turnover is disruptive to operations
- Anticipate key retirements in next two years
- **Succession planning** is vital and will require funding for overlap with current staff

Culture

- Expectations and standards are evolving around execution of routine duties, audit results, financial and managerial reporting, budgeting and forecasting
- Future staffing issues coupled with greater expectations would be disruptive to operations

Technology

- Replacing Financial Systems will be disruptive
- Risk of unanticipated consequences of change

Funding

- Must identify long-term replacement revenue for loss of Water-Sewer fund
- Significant funding to repair, renovate, or replace the City's buildings and infrastructure must be secured

Current Projects

Water & Sewer Merger

Perform due diligence and financial analysis to ensure City's interests are protected:

- Identify assets involved in merger
- Project Customer Savings
- Identify funding needs and identify potential sources
- Reconcile fund balance accounts
- Explore options for using/preserving cash

Revise Budget Process & Documents

- Provide easy-to-use budget templates to users
- Increase the level of information available to users in the budget templates to improve budgeting
- Develop a companion narrative document that describes what the citizens are receiving for their investment in City services
- Work towards a budget document that will earn a GFOA Budget Award

Replace Springbrook Financial Software

- Working towards acquiring Black Mountain Software through an NCLM grant at a tremendous savings for the City.
- Implementation expected summer of 2025
- Participate in NCLM's "Catch-up/Clean-up" accounting assistance program

Complete Paylocity Integration

- Correct how information is classified in Paylocity
- Integrate transactions from Paylocity into Financial System
- Simplify State Retirement System (ORBIT) reporting



Meet.....

Lance Flint – Finance Director

What I do for Southport

- Manage Finance staff
- Manage and protect the City's cash/financial assets
- Establish and enforce financial management policies
- Lead budget effort
- Lead grants management
- Review and approve purchase orders
- Participate in projects

Why I like serving Southport

- Southport has wonderful people, both its citizens and the City staff.
- Maintaining Southport's small Southern town charm and welcoming atmosphere is important, and I am privileged to help the City, in a small way, to work towards this goal.

Prior Experience

- Director of Finance, Wave Transit, Wilmington, 2022-23
- Director Capital Budget, WMATA, Washington DC, 2014-22
- Sr. Director FP&A, Amtrak, Washington DC, 2006-14
- Director Retail FP&A, Smithsonian Institution, Washington DC, 2005-06
- Director of Productivity, Saks Dept Stores Group, Birmingham, AL 2003-05
- VP Finance, Books-A-Million, Birmingham, AL 1998-2003
- Accounting Manager, May Dept Stores, Arlington, VA 1986-98

A little about me

- My wife Eileen and I moved to the area in October 2022
- I have two grown daughters and three granddaughters aged 4 months to 4 years
- I enjoy history, particularly military history (WWII, Civil War)
- I try to attend Cactus League spring training games in Arizona every year
- I prefer to be left alone on Sunday afternoons during NASCAR season

Meet.....

Brandon Stevens – Assistant Finance Director

What I do for Southport

- Backup and assist Payroll
- Backup and assist Accounts Payable
- Work alongside the Finance Director on Budget and Audit duties.
- Handle Finance Director daily tasks temporarily, when needed.
- Submit reports for state compliance, such as Powell Bill, LGC, and ARPA. Assist other departments with any other compliance reports, as needed.
- Input Journal Entries to account for adjustments, specific transactions, and to properly allocate transactions to its proper fund or project account lines.

Why I like serving Southport

- I'm local to Southport and don't plan to leave the area anytime soon.
- I enjoy working with other staff to maintain daily operations and being able to see from another point of view, on how improvements are being made to better the community.

A little about me

- I graduated from the local University, UNCW.
- I enjoy spending time with family and friends, playing basketball, and reading, when time allows it.
- I've worked in NC local government for over 5 years.

Meet.....

Angie Bates – Accounts Payable Technician

What I do for Southport

- I make sure the city's payable are paid in a timely manner, so that the city can continue to run smoothly.
- I work closely with Department Heads to make sure vendors are set up, invoices are approved, and purchase orders are properly coded.
- After invoices are approved and processed, approximately 35-45 checks are mailed out to vendors weekly.
- Other duties include Utility Sales Tax reports, Processing 1099's, Fireman Funds reports and many other task.

Why I like serving Southport

- Southport is my hometown, I enjoy working for the people and working with my coworkers, to make Southport a great place to visit and live.

A little about me

- I am a true native of Southport. Both my maternal & paternal family, have many ties to Southport.
- In my down time, I love to spend time with my family, where there is always food and laughter.

Meet..... **Teresa Jones** – *Tax Collector/Utilities Billing & Customer Svc Mgr*

What I do for Southport

- Oversee the daily operation of the Utility Department
- Assist with utility billing and adjustments
- Assist with our meter system and leak alerts
- Administer Debt Setoff Program
- Bank Reconciliation
- File Escheat report annually
- **Tax Collector**
 - Assign new addresses
 - Annual tax reporting
 - Maintain Occupancy Tax Spreadsheet
 - Invoice initial taxes for voluntary annexations

Why I like serving Southport

- While not a native, Southport is where I've lived since I was 7 years old. What a great place to grow up!
- I have a lot of family and have made amazing friends in Southport.
- I enjoy working with our residents and my co-workers.
- Southport will always be home to me.

A little about me

- I married my high school sweetheart and we have one daughter.
- My background is in banking, having worked with a local bank for over 26 years.
- I've worked in the finance department with the City of Southport for over 7 years.
- I enjoy reading and horseback riding.

Meet.....

Amity Elliott – Payroll & Benefits Technician

What I do for Southport

- I handle all aspects of payroll & benefits for the City. We currently have 172 active employees which include part time, fulltime, volunteer firefighters & our governing board.
- I also file & balance retirement benefits to NC Treasurer each month.

Why I like serving Southport

- Southport isn't just my job location, it is my home. It is where I have longed to live, work & play. I have my dream.

A little about me

- I formerly was the Utility Billing Clerk for the City
- I am a five-time World Champion Barrel Racer
- I previously owned and operated a restaurant for 5 years

Meet..... **Kelly Tooley** – *Customer Service Rep/Acting Utilities Billing Tech*

What I do for Southport

- Collect and process revenue from utility customers and other City revenue sources daily
- Reconcile daily cash receipts with data entry by revenue account
- Prepares various logs and reports as needed
- Meet with customers to set up new accounts or make changes
- Process customer requests and generates work orders for new services, transfers, upgrades, and disconnections
- Maintain a spreadsheet on occupancy tax revenue collections
- Research customer accounts and credit histories for re-connections
- Tracks customers from one address to another and makes notations in account based on account history.
- Answer inquiries and questions in person and by phone about services, due dates, accounts, bills, payments, credit, extensions and other areas for customers
- Manage customer complaints about billing errors or service problems, and communicating with customers to resolve problems
- I handle all water & sewer billing for the City and make sure the meter software & billing software are communicating correctly.
- I assist Public Services with making sure meters have been installed or removed & that all applicable fees have been applied to each account.
- I also put in service requests for possible leaks & other water/sewer issues.

Why I like serving Southport

- Although Southport is not my hometown, it is very charming and has a way of making strangers feel at home. I enjoy working with and assisting the residents of the city as well as working alongside a great bunch of city employees.

A little about me

- My significant other and I have a three year old son who happens to be the sweetest little boy in all the land.
- Where there's adventure and food, you'll find me.
- I enjoy reading and binge-watching shows (preferably drama and thrillers).

Meet..... **Marilyn Stevens** – *Customer Service Representative (PT)*

What I do for Southport

- Provide excellent customer service by being polite, helpful, and knowledgeable.
- Answer incoming calls and inquiries regarding customer services, due dates, accounts and payments.
- Direct calls to appropriate staff member.
- Collect and process revenue from utility customers and other City revenue sources daily; take and enter payments by mail and drop box
- Offer general support to the administrative staff as needed.

Why I like serving Southport

- I enjoy working with City staff who are like family
- I enjoy helping the citizens with their problems. I try to always be kind and professional
- I enjoy my job – it's a great place to work!

A little about me

- I grew up in SC and have lived in Southport since 1974
- After retiring from the Sheriff's department, I began working PT for the Southport Police in 2007. I have worked with three chiefs
- I transferred to my current job in 2022
- Altogether, I have 30+ years of customer service experience and always give my best effort to assist our customers
- I enjoy working in the yard and going to the beach

Meet.....

Joyce Cox – *Customer Service Representative (PT)*

What I do for Southport

- Provide excellent customer service by being polite, helpful, and knowledgeable.
- Answer incoming calls and inquiries regarding customer services, due dates, accounts and payments.
- Direct calls to appropriate staff member.
- Collect and process revenue from utility customers and other City revenue sources daily; take and enter payments by mail and drop box
- Offer general support to the administrative staff as needed

Why I like serving Southport

- I enjoy providing customer service to the residents of Southport

A little about me

- I was born and raised in Brunswick County
- I retired from Brunswick County Schools after 29.5 years. During that time, I served as a school bus driver, and in administration, classroom and media roles.
- I have worked with Law Enforcement including the Southport Police Department
- I enjoy yard work and riding horses



Questions?

Tom Zilinek. PE – City Engineer

Retired with 33 Years experience in Municipal Engineering and Public Works

26 Years as the named Municipal Engineer working directly for a City

23 Years as the Public Works Director for a City

Past President of New Jersey Society of Municipal Engineers

NJ Municipal Engineer of the Year 2010

Member Board of Governors NJ Municipal Engineering Institute (taught classes on Construction Inspection, Municipal Engineering)

Board Member NJ Water Association

Adjunct at Rutgers University – Ethics and Municipal Engineering

Bachelor of Engineering degree from Stevens Institute of Technology, Hoboken, NJ

Project working on since starting part time for the City in February 2023

Sewer Projects (Oversee consultants)

1. Sewer Replacement Project – Replace 16,000 LF of clay pipe sewer in downtown area
2. Pump Station Rehabilitation & Reconstruction – 9th Street, Moore St, and Park Ave Lift Stations
3. Infiltration and Inflow Study – Smoke Test and CCTV areas of sanitary sewer system for leaks
4. Find It Fix It – Spot repairs to sanitary sewer system from I/I Study and construction of secondary force main to relieve wear on tear on Central Lift Station & 9th Street Lift Station

Water Lead Service Survey

Building Assessment Surveys – Prepared RFQ. Oversaw Building Assessment Survey consultant. Currently developing plan for repairs and improvements based on surveys.

Stormwater Mapping and Planning – Wrote grant application and received 250K GoldenLeaf Grant to map the City's Stormwater System. Current map is from 1983 and has not been updated since. Prepared RFQ. Oversee consultant. Project will also develop a Capital Improvement Plan for the stormwater system.

System Development Fee Study – Prepared RFQ and oversaw consultant

Developing City Streets Paving Program

Bay Street Emergency Shoreline Protection

Taylor Field Completion and Closeout

Wrote Southport Employee Ethics Policy