



TOWN OF RICHLANDS
Town Board Meeting
July 9, 2024
6:00 PM
AGENDA

I. Meeting Called to Order by Mayor McKinley Smith

II. Pledge of Allegiance

III. Invocation

IV. Adoption of the Agenda

V. Adoption of the Minutes

1. June 2024 Meeting Minutes

VI. Public Comment

VII. Public Hearings

1. Public Hearing - Zoning Text Amendment

VIII. Old Business

IX. New Business

1. Ordinance 2024-06 (Zoning Text Amendment)
2. Bodycam Contract Extension (Motorola)
3. Personnel Policy Update

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. June 2024 Police Report

XII. Board Member Concerns and Committee Updates

XIII. Personnel

XIV. Closed Session

XV. Adjourn



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item V. - 1.
June 2024 Meeting Minutes

Description:

June 11, 2024 Meeting Minutes.

Review:

Attached are the minutes for the June 11, 2024 Regular Meeting of the Richlands Board of Aldermen and the minutes to the June 26, 2024 Special Call Meeting.

Action Needed:

Review and adopt the June meeting minutes.

ATTACHMENTS:

Description

- ☐ June 11, 2024 Meeting Minutes
- ☐ June 26, 2024 Meeting Minutes

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax
townclerk@richlandsc.gov

Mailing Address:
P.O. Box 245
Richlands, N.C. 28574



The Richlands Board of Aldermen met in Regular Session on June 11, 2024, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Alderman Kent Painter
Mayor Pro-Tem Tom Brown
Mayor McKinley Smith

Alderman Marilyn Bunce
Alderman Paul Conner
Alderman Kandy Koonce

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
William A Horne, Chief of Police

John T. Carter, III, Town Attorney
Johnathan Jarman, Public Works Director

There were 9 citizens present.

I. MEETING CALLED TO ORDER:

Mayor McKinley Smith called the meeting to order at 6:00 pm.

II. PLEDGE OF ALLEGIANCE: Alderman Marilyn Bunce

III. INVOCATION: Mayor McKinley Smith

IV. ADOPTION OF AGENDA:

Gregg Whitehead, Town Administrator, presented the agenda to the Board.

A **motion** was made by Alderman Kandy Koonce seconded by Alderman Marilyn Bunce to adopt the agenda as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (May 21, 2024):

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to approve the Regular Board Meeting Minutes of May 21, 2024. The motion was unanimously carried.

VI. PUBLIC COMMENT:

Jason Smith, 227 Maidstone Dr, thanked Public Services for all they do for the town and commented that it does not go unnoticed.

VII. PUBLIC HEARING: None

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. PRESENTATION OF THE PROPOSED FISCAL YEAR 2024-2025 BUDGET:

Mr. Whitehead presented the proposed budget for FY 2024-2025 and noted that a public hearing will need to be scheduled and a budget ordinance adopted prior to July 1, 2024. He stated that the budget includes what was discussed at the budget workshop in April. He also highlighted on the following:

- Includes the \$330,00.00 in reimbursement grant funds for park improvements.
- Health insurance costs will be decreasing.
- Tax rates will stay the same.
- Includes \$100,000.00 in capital equipment to include a new vehicle for the police department and a new Ventrac machine for the public works department.

After some discussion it was agreed to schedule a public hearing for the proposed FY 2024-2025 budget on June 26th at 9:00 am.

2. BUDGET AMENDMENT #6 (PUBLIC SAFETY):

Mr. Whitehead presented Budget Amendment # 6, which accounts for the reimbursement of \$1,222.05 from the Governors Crime Commission Grant for the purchase of microphones for the new handheld radios as well as accounting for \$113.12 in seized narcotic funds.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce, to adopt Budget Amendment # 6. The motion was unanimously carried.

3. RESOLUTION 2024-02 (SUPPORT FOR RVFD FUNDING REQUEST):

Mr. Whitehead presented Resolution 2024-02 in support of the Richlands Volunteer Fire Department and their efforts in the necessary funding from the NC General Assembly to purchase a new rescue and service truck to better serve the area. If state funding becomes available, then the town would agree to purchase the truck with the proceeds and donate the truck back to the Richlands Volunteer Fire Department.

Brian Kelly, the consultant that is helping the Richlands Volunteer Fire Department with their new building, addressed the Board and offered to answer any questions they have.

After a brief discussion, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter, to approve Resolution 2024-02. The motion was unanimously carried.

4. **COMMUNITY BUILDING REPAIR QUOTES:**

The town has received three quotes for the repairs to the Community Building caused by a fallen tree back in April. The lowest quote is from Rufus Murray Commercial Roofing in the amount of \$21,773.00. RestorePro Reconstruction quoted \$28,291.52 and Paul Davis of the Carolina Coast quoted \$72,531.54.

After a discussion, a **motion** made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to accept the lowest bid. The motion was unanimously carried.

5. **SCHEDULE PUBLIC HEARING (ZONING TEXT AMENDMENT):**

Mr. Whitehead presented proposed Ordinance 2024-05 which addresses the ongoing proliferation of vape and tobacco stores in Richlands and the surrounding areas. A public hearing needs to be scheduled concerning the ordinance.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to schedule a public hearing for the next monthly meeting. The motion was unanimously carried.

6. **ZONING BOARD OF ADJUSTMENT REAPPOINTMENT:**

The Zoning Board of Adjustment term for Mr. John Tripp (102 Nan St) will expire on June 14, 2024. Mr. Tripp has expressed his desire to be reappointed. If the Board reappoints Mr. Tripp, the new term will be for three years.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to reappoint Mr. John Tripp to the Zoning Board of Adjustment. The motion was unanimously carried.

X. **ADMINISTRATOR NOTES AND UPDATES:**

The Town Administrator, Gregg Whitehead, presented a copy of notes and updates to the Board which is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- Town staff is currently in the process of pursuing financing options for the street improvement project. The choice between a USDA loan and private lending will ultimately decide the scope of the final project.
- Erin Juhls, Town Clerk/Finance Officer would like to move the ARPA funds that are now ours to use, and the town has set aside for the street improvement project, into an account with North Carolina Capital Management Trust to earn some additional funds until it is needed.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to move the funds to the NCCMT account. The motion was unanimously carried.

XI. POLICE REPORT:

Chief William A. Horne presented a copy of the Activity Report for May 2024 and is incorporated by reference and hereby made part of these minutes. Chief Horne also reported on the following:

- BLET candidate Lessner, passed the state exam and started training with Sandoval.
- Attended a regional task force in Pender County last month and there will be one in Surf City and Swansboro this month.
- Officer Mace worked this past weekend and attended the Summer Kick Off for reading at the library.
- Officer Pool will be attending a Family Fun Day at City Harvest Church on Saturday.
- Received the reimbursement for the laptops from the Governor’s Crime Commission Grant.
- Called the Dodge dealership in High Point, talked to a sales representative and they have added the town to a waitlist for a new Durango.
- Will hopefully be picking up the new vehicle in about a week.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: Hopes everyone has a safe and Happy 4th of July.

Alderman Paul Conner: Spoke with Frankie Howard from ONWASA regarding coming to a board meeting to give an overview of what is going on at ONWASA.

Mayor Pro-Tem Tom Brown: Concerned about businesses on the highway that have multiple items out front that are blocking the view of the building. Would like the town to look into this and see if there are any options for managing this.

Town Administrator, Gregg Whitehead will investigate any possibilities.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to adjourn the meeting at 6:49 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Erin Juhls, Town Clerk

Mayor McKinley Smith

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax



Mailing Address
P.O. Box 245
Richlands, N.C.
28574

The Richlands' Board of Alderman met for a Special Call Meeting on Wednesday, June 26, 2024 at 9:00 am at the Richlands Town Hall. The purpose of the meeting was to hold a public hearing on the proposed FY 2024/2025 Budget Ordinance, to adopt the FY 2024/2025 Budget Ordinance and to approve existing year-end 2023/2024 budget amendments.

Present for the meeting were:

Mayor McKinley D. Smith
Alderman Marilyn Bunce

Alderman Kandy Koonce
Alderman Tom Brown

Also present were:

Gregg Whitehead, Town Administrator

Erin Juhls, Town Clerk

There were no citizens present.

I. MEETING CALLED TO ORDER:

Mayor McKinley D. Smith called the meeting to order at 9:02 am.

II. MEETING BUSINESS:

1. Public Hearing – FY2024-2025 General Fund Budget

Mayor McKinley Smith opened the public hearing to receive public comment regarding the FY 2024-2025 General Fund Budget.

With no comments, Mayor Smith closed the public hearing.

2. 2023-2024 Fiscal Year Ending Budget Amendments #7 thru #11:

Gregg Whitehead, Town Administrator presented the 2023/2024 fiscal year ending budget amendments to the Board for their review.

After a brief discussion, a **motion** was made by Alderman Tom Brown seconded by Alderman Kandy Koonce to approve FY 2023/2024 ending budget amendments #7 thru #11. The motion was unanimously carried.

3. Fiscal Year 2024-2025 Budget Ordinance:

Now that the required public hearing has been held, the Board deliberated and voted on the FY 2024-2025 Budget Ordinance (Ordinance 2024-07)

Town Administrator, Gregg Whitehead presented two Budget Ordinances, one giving the Town Administrator authority to make budget amendments to lines items within a department and the authority to approve expenditures up to and including \$2,500.00, the second giving authority to make budget amendments to lines items within a department and the authority to approve expenditures up to and including \$5,000.00.

After review, a **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to adopt the Fiscal Year 2024-2025 Budget Ordinance (Ordinance 2024-07) with the \$5,000.00 authority. The motion was unanimously carried.

III. ADJOURN:

With no further business, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown to adjourn the meeting at 9:09 am. The motion was unanimously carried.

Respectfully Submitted,

ATTEST
Erin Juhls, Town Clerk

Mayor McKinley D. Smith



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item VII. - 1.
Public Hearing - Zoning Text Amendment

Description:

Public Hearing - Zoning Text Amendment.

Review:

The Board needs to hold a public hearing in order to hear public comment on various proposed text amendments to Chapter 153 (Zoning) of the Town of Richlands Code of Ordinances that address vape, tobacco and similar retail establishments. The various zoning text changes are listed in the attached ordinance.

Action Needed:

Hold the public hearing.

ATTACHMENTS:

Description

- ▣ Ordinance 2024-06

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2024-06

Ordinance Amending Official Richlands Zoning Regulations

Introduced: June 11, 2024
Adopted: _____, 2024

WHEREAS, the Town of Richlands (hereinafter Town), seeks to address the recent proliferation of hookah, vape and tobacco stores throughout Onslow County by creating Section 153.122 and amending the Table of Permissible Uses of Chapter 153 ZONING of the Richlands Code of Ordinances; and

WHEREAS, the proposed Text Amendments have been reviewed and deemed appropriate by the Richlands Planning Board; and

WHEREAS, the Richlands Board of Aldermen has posted the required notice and a public hearing for the proposed Text Amendments was held on July 9, 2024; and

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. That the Richlands Board of Aldermen amends Title XV, by adding Section 153.122, Hookah, Tobacco, Vape and Similar Establishments with the following language:

§ 153.121 Hookah, Tobacco, Vape and Similar Establishments

Hookah, Tobacco, Vape and Similar Establishments shall comply with the following standards:

- (A) Shall not be located within 400 feet, measured property line to property line, from any residential zoning districts.
- (B) Shall not be located within 1,500 feet, measured property line to property line, from a school (public or private), daycare facility, youth facility, community center, town park or hospital.
- (C) Shall not be located within 2,000 Feet, measured property line to property line, from another Hookah, Tobacco, Vape or Similar Establishment. If an establishment is being proposed within 2,000 feet of a location where a previous establishment has closed, a permit cannot be issued for the new location until after the previous establishment has been discontinued or abandoned in accordance with § 153.036 ABANDONMENT AND DISCONTINUANCE OF NON-CONFORMING SITUATIONS.
- (D) All federal, state, and local laws, rules, and regulations must be adhered to in the operation of such establishments. This includes regulations pertaining to advertisements, age restrictions, and the legality of products sold.
- (E) Hookah, Tobacco, Vape and Similar Establishments that are legally existing on the effective date of the enacting ordinance codified in this section may continue to

operate/expand/renovate in accordance with § 153.031 CONTINUATION OF NON-CONFORMING SITUATIONS AND COMPLETION OF NON-CONFORMING PROJECTS.

(F) The required site plan shall meet all applicable town standards to include all land uses within 2,500 feet, measured property line to property line, from the parcel proposed for a Hookah, Tobacco, Vape and Similar Establishment use.

(G) All street level windows shall be visually permeable between a height of three feet and eight feet above the walkway grade.

SECTION 2. That the Richlands Board of Aldermen amends Title XV, Section 153.013, Definitions and Interpretations of the Richlands Code of Ordinances by adding the following:

Hookah, Vape, Tobacco & Similar Retail Establishments

A specialized retail establishment use primarily used for the sale or storage of tobacco products, electronic smoking/vaping devices, Kratom, CBD, Hemp derived Delta-8 and related accessories. These products may include, but are not limited to, cigarettes, cigars, pipe tobacco, smokeless tobacco, vaping devices, e-liquids, and vaping accessories. An area may also be included whereby patrons share the tobacco or nontobacco products, or products from a communal hookah, water pipe, or similar device.

SECTION 3. That the Richlands Board of Aldermen amends Section 153.080, Table of Permitted Uses by amending the following:

Hookah, Tobacco, Vape and Similar Establishments are listed as a special use in the C-2 Commercial District.

“Tobacco Shop” is removed from the Table of Permitted Uses.

SECTION 4. That the Richlands Board of Aldermen recognize and fully concur with the findings and recommendation of the Comprehensive Land Use Plan Consistency Statement provided by the Richlands Planning Board dated June 26, 2024.

SECTION 5. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 6. This ordinance shall be effective immediately upon its adoption.

Adopted at a Regular Board Meeting on _____, 2024.

McKinley Smith, Mayor

ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney

DRAFT



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 1.

Ordinance 2024-06 (Zoning Text Amendment)

Description:

Ordinance 2024-06 (Zoning Text Amendment).

Review:

Now that the appropriate public hearing has been held, the Board may deliberate and vote on the matter. The ordinance will formally address vape and tobacco stores by regulating their location, the separation required between existing and new stores as well as some aesthetic requirements. The attached ordinance and Land Use Plan Consistency Statement will need to be adopted in order to officially amend the zoning text. The Planning Board has reviewed the request and unanimously recommended approval.

Action Needed:

Approve the ordinance if desired.

ATTACHMENTS:

Description

- ☐ Ordinance 2024-06
- ☐ Land Use Plan Consistency Statement

STATE OF NORTH CAROLINA
TOWN OF RICHLANDS

ORDINANCE
2024-06

Ordinance Amending Official Richlands Zoning Regulations

Introduced: June 11, 2024
Adopted: _____, 2024

WHEREAS, the Town of Richlands (hereinafter Town), seeks to address the recent proliferation of hookah, vape and tobacco stores throughout Onslow County by creating Section 153.122 and amending the Table of Permissible Uses of Chapter 153 ZONING of the Richlands Code of Ordinances; and

WHEREAS, the proposed Text Amendments have been reviewed and deemed appropriate by the Richlands Planning Board; and

WHEREAS, the Richlands Board of Aldermen has posted the required notice and a public hearing for the proposed Text Amendments was held on July 9, 2024; and

NOW, THEREFORE, BE IT ORDAINED:

SECTION 1. That the Richlands Board of Aldermen amends Title XV, by adding Section 153.122, Hookah, Tobacco, Vape and Similar Establishments with the following language:

§ 153.121 Hookah, Tobacco, Vape and Similar Establishments

Hookah, Tobacco, Vape and Similar Establishments shall comply with the following standards:

- (A) Shall not be located within 400 feet, measured property line to property line, from any residential zoning districts.
- (B) Shall not be located within 1,500 feet, measured property line to property line, from a school (public or private), daycare facility, youth facility, community center, town park or hospital.
- (C) Shall not be located within 2,000 Feet, measured property line to property line, from another Hookah, Tobacco, Vape or Similar Establishment. If an establishment is being proposed within 2,000 feet of a location where a previous establishment has closed, a permit cannot be issued for the new location until after the previous establishment has been discontinued or abandoned in accordance with § 153.036 ABANDONMENT AND DISCONTINUANCE OF NON-CONFORMING SITUATIONS.
- (D) All federal, state, and local laws, rules, and regulations must be adhered to in the operation of such establishments. This includes regulations pertaining to advertisements, age restrictions, and the legality of products sold.
- (E) Hookah, Tobacco, Vape and Similar Establishments that are legally existing on the effective date of the enacting ordinance codified in this section may continue to

operate/expand/renovate in accordance with § 153.031 CONTINUATION OF NON-CONFORMING SITUATIONS AND COMPLETION OF NON-CONFORMING PROJECTS.

(F) The required site plan shall meet all applicable town standards to include all land uses within 2,500 feet, measured property line to property line, from the parcel proposed for a Hookah, Tobacco, Vape and Similar Establishment use.

(G) All street level windows shall be visually permeable between a height of three feet and eight feet above the walkway grade.

SECTION 2. That the Richlands Board of Aldermen amends Title XV, Section 153.013, Definitions and Interpretations of the Richlands Code of Ordinances by adding the following:

Hookah, Vape, Tobacco & Similar Retail Establishments

A specialized retail establishment use primarily used for the sale or storage of tobacco products, electronic smoking/vaping devices, Kratom, CBD, Hemp derived Delta-8 and related accessories. These products may include, but are not limited to, cigarettes, cigars, pipe tobacco, smokeless tobacco, vaping devices, e-liquids, and vaping accessories. An area may also be included whereby patrons share the tobacco or nontobacco products, or products from a communal hookah, water pipe, or similar device.

SECTION 3. That the Richlands Board of Aldermen amends Section 153.080, Table of Permitted Uses by amending the following:

Hookah, Tobacco, Vape and Similar Establishments are listed as a special use in the C-2 Commercial District.

“Tobacco Shop” is removed from the Table of Permitted Uses.

SECTION 4. That the Richlands Board of Aldermen recognize and fully concur with the findings and recommendation of the Comprehensive Land Use Plan Consistency Statement provided by the Richlands Planning Board dated June 26, 2024.

SECTION 5. If any section, subsection, paragraph, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 6. This ordinance shall be effective immediately upon its adoption.

Adopted at a Regular Board Meeting on _____, 2024.

McKinley Smith, Mayor

ATTEST:

Approved as to form:

Erin Juhls, Town Clerk

Town Attorney

DRAFT

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Administrator
(910) 324-3301
(910) 324-2324 fax

Mailing Address
P.O. Box 245
Richlands, N.C.
28574



June 26, 2024

Land Use Plan Consistency Statement
Richlands Planning Board

RE: Various Text Amendments.

The Richlands Planning Board finds the action to amend the Town's Zoning Regulations by adopting the various zoning text amendments listed below to be consistent with the adopted 2009 CAMA Land Use Plan. The proposed text amendments are as follows:

Amends Title XV, by adding Section 153.122, Hookah, Tobacco, Vape and Similar Establishments with the following language:

§ 153.121 Hookah, Tobacco, Vape and Similar Establishments

Hookah, Tobacco, Vape and Similar Establishments shall comply with the following standards:

- (A) Shall not be located within 400 feet, measured property line to property line, from any residential zoning districts.
- (B) Shall not be located within 1,500 feet, measured property line to property line, from a school (public or private), daycare facility, youth facility, community center, town park or hospital.
- (C) Shall not be located within 2,000 Feet, measured property line to property line, from another Hookah, Tobacco, Vape or Similar Establishment. If an establishment is being proposed within 2,000 feet of a location where a previous establishment has closed, a permit cannot be issued for the new location until after the previous establishment has been discontinued or abandoned in accordance with § 153.036 ABANDONMENT AND DISCONTINUANCE OF NON-CONFORMING SITUATIONS.
- (D) All federal, state, and local laws, rules, and regulations must be adhered to in the operation of such establishments. This includes regulations pertaining to advertisements, age restrictions, and the legality of products sold.
- (E) Hookah, Tobacco, Vape and Similar Establishments that are legally existing on the effective date of the enacting ordinance codified in this section may continue to operate/expand/renovate in accordance with § 153.031 CONTINUATION OF NON-CONFORMING SITUATIONS AND COMPLETION OF NON-CONFORMING PROJECTS.

- (F) The required site plan shall meet all applicable town standards to include all land uses within 2,500 feet, measured property line to property line, from the parcel proposed for a Hookah, Tobacco, Vape and Similar Establishment use.
- (G) All street level windows shall be visually permeable between a height of three feet and eight feet above the walkway grade.

Amends Section 153.013, Definitions and Interpretations of the Richlands Code of Ordinances by adding the following:

Hookah, Vape, Tobacco & Similar Retail Establishments

A specialized retail establishment use primarily used for the sale or storage of tobacco products, electronic smoking/vaping devices, Kratom, CBD, Hemp derived Delta-8 and related accessories. These products may include, but are not limited to, cigarettes, cigars, pipe tobacco, smokeless tobacco, vaping devices, e-liquids, and vaping accessories. An area may also be included whereby patrons share the tobacco or nontobacco products, or products from a communal hookah, water pipe, or similar device.

Amends Section 153.080, Table of Permitted Uses of the Richlands Code of Ordinances by amending the following:

Hookah, Tobacco, Vape and Similar Establishments are listed as a special use in the C-2 Commercial District.

“Tobacco Shop” is removed from the Table of Permitted Uses.

The 2009 CAMA Land Use Plan supports locating highway oriented commercial uses that are clustered along segments of highways and contain land uses which are mutually compatible and supports a wide range of shopping choices and services. The text amendment will not alter any existing zoning districts but rather allow additional services and uses that are traditionally located in a C-2 Commercial District. Therefore, the proposed text amendment is deemed compatible and consistent with the 2009 CAMA Land Use Plan.

The Richlands Planning Board met on May 20, 2024 to review and discuss the proposed zoning text amendments. The Richlands Planning Board unanimously voted to recommend that the proposed zoning text amendment be approved by the Richlands Board of Aldermen.

Sincerely,



Daniel Gray
Chair, Richlands Planning Board



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 2.
Bodycam Contract Extension (Motorola)

Description:

Motorola Bodycam Contract Extension.

Review:

The current contract with Motorola to provide three bodycams to the Richlands Police Department is set to expire in May 2026. Under the terms of the contract we are charged \$147 per month for three (3) bodycams and \$30 per month for the transfer station for a total of \$177 per month or \$2,124 per year. The costs for the same equipment has increased since 2021 and a new contract in 2024 would be \$2,484 annually. Motorola is offering a three year extension of the existing contract at today's prices, with the annual fee of \$2,484 to start in the three extension years, 2027, 2028 and 2029. The existing contract will remain in force.

Action Needed:

Approve the contract extension if desired.

ATTACHMENTS:

Description

- ▢ Motorola Bodycam Contract Extension

06/29/2024

RICHLANDS POLICE DEPARTMENT
PO BOX 245
RICHLANDS, NC 28574

RE: Motorola Quote for Richlands PD - (3 BWCs) VaaS Contract Extension
Dear William Horne,

Motorola Solutions is pleased to present RICHLANDS POLICE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide RICHLANDS POLICE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to William Monegan at Will.Monegan@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

William Monegan

Billing Address:
 RICHLANDS POLICE
 DEPARTMENT
 PO BOX 245
 RICHLANDS, NC 28574
 US

Shipping Address:
 RICHLANDS POLICE
 DEPARTMENT
 RICHLANDS POLICE DEPT
 302 WILMINGTON ST
 RICHLANDS, NC 28574
 US

Quote Date:06/29/2024
 Expiration Date:09/27/2024
 Quote Created By:
 William Monegan
 Will.Monegan@
 motorolasolutions.com
 (312)919-8440

End Customer:
 RICHLANDS POLICE DEPARTMENT
 William Horne
 rpdchief@richlandsnc.gov
 910.324.5777

Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service							
1	AAS-BWC-XYR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - VIDEO-AS-A-SERVICE	3	3 YEAR	\$2,484.00	\$7,452.00	
2	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	3	3 YEAR	Included	Included	
3	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	3		Included	Included	3 YEAR
4	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	3	3 YEAR	Included	Included	
5	SWV07S03593A	SOFTWARE ENHANCEMENTS	3	3 YEAR	Included	Included	



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
6	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	3		Included	Included	

Grand Total

\$7,452.00(USD)



Pricing Summary

		Payment Term	Upfront Sale Price	
Upfront Costs*				
			\$0.00	
Upfront Subscription Fee				
	Video as a Service	Annually	\$2,484.00	
Sub Total:			\$2,484.00	
		Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee				
	Video as a Service	Annually	\$2,484.00	\$2,484.00
Year 3 Subscription Fee				
	Video as a Service	Annually	\$2,484.00	\$2,484.00
Sub Total:			\$4,968.00	
Grand Total System Price (Inclusive of Upfront and Annual Costs)				\$7,452.00

*Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- In the Pricing Summary, "Upfront Costs" correlates to 2026, "Year 2" correlates to 2027, and "Year 3" with 2028.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



VIDEO-AS-A-SERVICE OVERVIEW

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS provides agencies access to high-definition camera systems and the industry's only fully end-to-end digital evidence management ecosystem. Included in this quote is access to CommandCentral Evidence, which includes several applications that enable a single, streamlined workflow.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per-device charge, billed quarterly.





TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
Personnel Policy Update

Description:

Personnel Policy Update (Longevity Bonus).

Review:

This item was discussed and agreed upon during the April 23, 2024 Budget Workshop. The current longevity pay table has not been updated since 2005 and the Board has agreed to replace the existing longevity pay table with a simple \$100 per year of service model for all full-time employees.

Action Needed:

Adopt the policy change.

ATTACHMENTS:

Description

- ▣ Longevity Pay Policy Amendment

**Proposed Amendment to the Town of Richlands Personnel Policy
July 2024**

Article IV of the Richlands Personnel Policy is amended by removing the existing Section 14 and replacing with the following language:

SECTION 14. LONGEVITY PAY

When allowable and funded by the fiscal year budget, all regular full-time employees are eligible to receive longevity pay according to the following schedule:

\$100 per year of service

When allowable, longevity pay will be paid to the eligible employee during a December pay period.



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item X. - 1.
Administrator Notes and Updates

Description:

- I plan on being on vacation the week of July 15.
- The NC Office of State Budget and Management has released the 2022 population municipal estimates. The population of Richlands is now 2,418, a 48 person increase from last year.

Review:

Action Needed:



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item XI. - 1.
June 2024 Police Report

Description:

Attached is the Police Activity Log for the month of June 2024.

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

▣ June 2024 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(06/01/2024 - 06/30/2024)

911 Hang-Up	1	Adminstration Run	34
Alarm Activation	11	Arrest	7
Assault	1	Assist Citizen	31
Assist EMS	5	Assist Other Agency	9
Assist Other RPD Officer	16	Bank Escort	3
Breaking and Entering	6	Business Check	1,985
Business Walk Through	11	Call for Service	415
Careless & Reckless	1	Citation	302
Cite & Release	1	Civil Problem	2
Crash	10	Death	1
Domestic Dispute	6	DWI	2
DWLR	20	Follow up Investigation	8
Foot Patrol	3	Found Property/Safe Keeping	1
Fraud	1	Hit & Run	1
Incident Report	22	Juvenile Problems	4
Larceny	1	Lighting Violation	2
No Insurance	14	NOL	17
Open Door/Windows	6	Patrol Zone 1	56
Patrol Zone 2	55	Patrol Zone 3	56
Patrol Zone 4	48	Patrol Zone 5	59
Patrol Zone 6	61	Possession of Drug Paraphernalia	2
Possession of Marijuana	2	Property Damage	2
Pursuit	1	Registration Violation	123
Residence Check	2	Seatbelt	24
Selective Traffic Enforcement	62	Special Assignment	8
Speeding	60	Stoplight/Sign	7
Supplement to report	9	Suspicious Vehicle/Person/Incident	9
Towed Vehicle	3	Trespassing	3
Unlock Car	4	Vehicle Check After Shift	32
Vehicle Check Before Shift	43	Vehicle Searches	10
Vehicle Stop	316	Verbal Warnings	113
Warning Citation	6	Warrant	1
Window Tint Violation	13		

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(06/01/2024 - 06/30/2024)

Total Number Of Events: 4,150