Wrightsville Beach Board of Aldermen
Regular Meeting

5:30 p.m. WEDNESDAY, JUNE 8, 2016
Wrightsville Beach Town Hall Council Chambers
321 Causeway Drive, Wrightsville Beach, NC

AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Invocation**
4. **Public Comments**

Notes on Comment Period: Each speaker is asked to limit comments to **3-5 minutes.** Citizens should sign up at Town Hall by 5:00 p.m. the day of the meeting. The Board is interested in hearing your concerns, but speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town officials or staff and may be scheduled for a future agenda.

5. **Consent Agenda**

Notes on Consent Agenda: All items on the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

a. Approval of regular meeting minutes of March 10, 2016 and budget work session minutes of March 23, 2016.

b. Approval of special event permits as follows:

1) Mauli Ola Foundation Surf Experience Day *(50 participants)*
Thursday, August 18, 2016 *(9:00 am – 1:00 pm)*
Location: Oceanic Street

2) WB Wahine Classic Surf Competition for Surf Dreams Foundation *(<200 per day)*
Saturday & Sunday, August 20-21, 2016 *(8:00 am – 8:00 pm) (set up begins at 6:00 am)*
Location: Access 37 - 38

3) Surfers Healing *(300 participants throughout each day; includes volunteers)*
Monday & Tuesday, August 22-23, 2016 *(9:00 am – 3:00 pm) (set up at 7:00 am)*
Location: Between Birmingham & Stone Street

4) Walk for American Foundation for Suicide Prevention *(500 participants)*
Sunday, November 6, 2016 *(10:00 am – 5:00 pm) (walk at 12:30)*
Location: WB Park and Loop

5) Wrightsville United Methodist Church Picnic *(275 participants)*
Sunday, September 18, 2016 *(3:30 – 6:30 pm)*
Location: WB Park Shelters and Event Stage

6) Quintiles Wrightsville Beach Marathon *(3,000-3,500 participants)*
Saturday, March 25, 2017 *(5:00 am – 11:00 am) ((race starts at 6:40 am)*
Location: WB Park and Loop

c. Acknowledge previously approved special events for July.

d. Acknowledge departmental quarterly reports covering the months of January, February and March, 2016 for the Fire Department, Police Department, Ocean Rescue, Information Technology and General Administration.

e. Adoption of Resolution No. (2016) 1986 adopting the 2016 Hurricane Operations Plan.

f. Adoption of Budget Ordinance No. (2016) 433-B for end of year cleanup items.

g. Approval of Revised 2016 Wrightsville Beach Marketing Advisory Committee Meeting Schedule to change the June meeting from June 14th to June 21st.

h. Approval of revised 2016 Board of Adjustment Meeting Schedule to cancel the June 23rd meeting.

REQUESTED ACTION: Motion to APPROVE Consent Agenda.

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6. PUBLIC HEARINGS

a. Public Hearing to receive input on FY 2016-2017 Budget and to consider adoption of Ordinance No. (2016) 1761 to amend water and sewer rates and charges, Budget Ordinance No. (2016) 434-B to adopt the proposed FY2016-2017 Budget and to set the tax rate for the Town.

REQUESTED ACTION: 1) Consider adopting Ordinance No. (2016) 1761 to amend water rates and charges as presented (change in maintenance charges and 10% late penalty); 2) Consider adopting Budget Ordinance No, (2016) 434-B and the Budget in its entirety as proposed; and 3) Consider approving the Authorized Permanent Positions by Pay Range for FY16/17.

b. Public hearing consideration of a conditional use permit application for 216/218 Causeway Drive to operate a commercial parking lot consisting of 13 spaces for use by the customers of Poe's Tavern.

REQUESTED ACTION: Open and continue the public hearing to July 14, 2016 at 5:30 p.m. in Council Chambers of Town Hall.

7. REGULAR AGENDA

a. Discussion and Consideration of the FY2016-2017 Marketing Budget as recommended by the Wrightsville Beach Marketing Advisory Committee.

REQUESTED ACTION: Consider approving FY16/17 Marketing Budget and Spending Plan.

b. Consideration of request from the developers of Spartina, located on Allen's Lane, for a Drainage Easement across the Town's property (Well 11).

REQUESTED ACTION: If the Board is in general agreement with the request, the Board can ask that the applicant submit the above materials for review and consideration by the Board at a future meeting and add other conditions at the Board's discretion.

c. Consideration of the Unified Mitigation Hazard Assistance Grant Program. (Resolution. Resolution No. (2016) 1985)

REQUESTED ACTION: Discuss and give direction to staff.

d. Consideration and approval of SEPI Engineering for engineering and survey work associated with the Coral Drive Sidewalk Project and allow staff to negotiate a Scope of Work and Fee for the project.

REQUESTED ACTION: Authorize the Town Manager and Town Planner to move forward with drafting a contract and scope of work for preliminary engineering services from SEPI Engineering and Construction. Staff will bring this matter back to the Board once a contractual agreement and scope of work have been drafted and reviewed by the Town Attorney and once permission to proceed has been granted by NCDOT.

e. Consideration of filing an Amicus Brief with the NC Supreme Court to support Emerald Isle in a case that could have significant impacts on access to ocean beaches in North Carolina.

REQUESTED ACTION: Consider formally pledging $2,000 to have the Town named in an Amicus Brief in support of the position that Emerald Isle is taking that the dry sand portion of the beach should continue to be open to the public and under local government regulatory authority; and request that the Finance Officer proceed with processing the request and allocate the funds from the FY15/16 budget.

f. Consideration of the purchase of a brush chipper by the Public Works Department; radios by the Fire Department; and a personal watercraft by Ocean Rescue from the FY15-16 Budget. Budget Ordinance No. (2016) 432-B.

REQUESTED ACTION: 1) Consider approving the request to purchase a PWC and 4 portable radios at an estimated cost of $33,000; 2) Consider approving the request to purchase a chipper at an estimated price of $37,000; 3) Consider approving Budget Ordinance No. (2016) 432-B allocating the funds for the purchase of the above items; and 4) Allow the Town Attorney and Town Staff to review any contracts required for the purchases and execute the contracts.

g. Update on new inclusive playground and invitation to attend the Ribbon Cutting on Thursday, June 16, 2016 at 5:00 p.m.

REQUESTED ACTION: None.

8. OTHER ITEMS AND REPORTS

a. Mayor
b. Board of Aldermen
c. Town Attorney
d. Town Manager
e. Town Clerk

CITIZENS WITH DISABILITIES REQUIRING SPECIAL NEEDS TO ACCESS THE SERVICES OR PUBLIC MEETINGS OF WRIGHTSVILLE BEACH GOVERNMENT SHOULD CONTACT THE TOWN MANAGER'S OFFICE FIVE DAYS PRIOR TO THE MEETING BY CALLING (910) 256-7900.

MINUTES
BOARD OF ALDERMEN
MARCH 10, 2016

Mayor Blair called the meeting to order at 5:30 p.m. in Council Chambers of Town Hall.

Attendance: Mayor William J. Blair III, Mayor Pro Tem Darryl Mills, Alderman Elizabeth King, Alderman Henry E. Miller III, and Alderman Lisa Weeks; together with Town Attorney John C. Wessell III, Town Manager Timothy W. Owens and Town Clerk Sylvia J. Holleman.

Pledge of Allegiance

Invocation by Rev. Doug Lain, Wrightsville United Methodist Church

PUBLIC COMMENTS: REVEREND DOUG LAIN AND MIKE EDMONDS – CHURCH PARKING LOTS.

Reverend Doug Lain, Wrightsville United Methodist Church, referenced the item on the agenda regarding church parking for donations in the summer and expressed concern with that being restricted. He said he did not feel the churches were competing with the Town for funds by asking for donations because they only do it three times each year when all the parking spaces are full: 1) Memorial Day Weekend, 2) Fourth of July, and 3) Labor Day Weekend. He said he thought having more parking during those peak times made it more attractive for people to come to Wrightsville Beach. Reverend Lain stated that the money collected from donations were used for youth missions. He said they were planning two trips this summer; rural Appalachia for the middle school and a native Indian reservation for the high school. He expressed concern with restricting their youth and said he hoped the Board would not restrict the churches for those three weekends.

Mr. Mike Edmonds, 601 North Channel Drive, said he would like to speak for Wrightsville Baptist Church as the Vice-Chairman of Deacons and the Co-Chair of the Missions Committee. He agreed with Reverend Lain and said, "We do not intend to compete with the Town; we take exception to that. Everyone that lives here knows every spot is full by 10:00 a.m. on those holidays. We do not actively seek donations for parking; if folks do not care to help with our Mission funds, we do not turn them away – and it's the same with the other churches. If we were not there, those areas would be chaos on those weekends. Our church has committed $8,000 to sponsor a camp in Moldova; we have a designated fund for these donations and we use it strictly for missions. Last year, we had all the Town staff over for lunch and we pressure washed some of the businesses. When it comes time to discuss that item, please give the churches consideration."

CONSENT AGENDA APPROVED UNANIMOUSLY BY MOTION OF MAYOR PRO TEM MILLS AND SECOND BY ALDERMAN MILLER.

a. Approved Closed Session Minutes of December 10, 2015 and Board Retreat Minutes of January 12, 2016.

b. Approved special event permits as follows:

   1. Community Sunrise Service – WB Churches (1,500 participants)
      Sunday, March 27, 2016 (6:00 – 8:30 am)
      Location: Beach strand at public access #19 (Oxford Street)

2. First Presbyterian Church Easter Sunrise Worship Service (200 participants)
   Sunday, March 27, 2016 (6:45-7:45 am)
   Location: Beach Strand at public access #34 (Taylor Street)
3. Pine Valley Church of Christ – Easter Sunrise Service (30 participants)
   Sunday, March 27, 2016 (6:45-7:30 am)
   Location: Beach Strand at public access #43 (Jack Parker Blvd.)
4. Wrightsville United Methodist Church Son Run 5k (150 participants)
   Saturday, October 8, 2016 (8:00 am Kids Run, 8:30 am Adult Run) (Setup 5 am)
   Location: Wrightsville Beach Park, John Nesbitt Loop and N. Channel Drive

c. Acknowledged previously approved special events for April.

d. Adopted Resolution No. (2016) 1971 to adopt an updated Local Water Supply Plan.

e. Adopted Budget Ordinance No. (2016) 431-B to add additional sewer main on Bahama Drive.

f. Adopted Budget Ordinance No. (2016) 430-B for Boardroom renovations.

g. Approved revised 2016 Board of Adjustment Meeting Schedule to cancel the March 24th meeting.

h. Set public hearing for Thursday, April 14, 2016 at 5:30 p.m., or as soon thereafter as possible, for consideration of a text amendment to Section 155.6.4 Table of Permitted Uses of the Code of Ordinances to amend Boat Rental Facility as a permitted use in the Commercial III Zoning District.

PUBLIC HEARING TO RECEIVE INPUT INTO THE FY16/17 BUDGET PROCESS AND TO SCHEDULE UPCOMING BUDGET WORKSHOPS.

Mr. Owens explained that each year, at the beginning of the budget process, a public hearing is held to receive input from the public.

Mayor Blair opened the public hearing at 5:37 p.m. There being no one wishing to speak on the subject, the public hearing was closed at 5:37 p.m.

Mr. Owens stated that the Board would hold another public hearing when the draft budget is done. He also expressed the need to set budget workshop dates. Following a brief discussion there was Board consensus to schedule the workshops at 4:00 p.m. on March 23rd, April 5th, April 12th, April 19th and May 5th.

CONSIDERATION OF RESOLUTION NO. (2016) 1972 TO ADOPT THE SOUTHEASTERN NC REGIONAL HAZARD MITIGATION PLAN.

Mr. Wilson stated that the Town is required by FEMA to update our Hazard Mitigation Plan every five years. He said the Board of Aldermen voted to be part of the Southeastern North Carolina Hazard Mitigation Plan and that saved over $15,000. He reported that the final public meeting had been held at Carolina Beach in February and all of the participating jurisdictions have to pass this resolution. Mr. Wilson stated that Resolution No. (2016) 1972 would adopt this Hazard Mitigation Plan Update. Mayor Pro Tem Mills made the motion to adopt Resolution No. (2016) 1972. The motion was seconded by Alderman Weeks and unanimously approved.

CONSIDERATION OF RESOLUTION NO. (2016) 1970 APPROVING AN INTERLOCAL AGREEMENT WITH THE NEW HANOVER COUNTY SHERIFF'S OFFICE FOR DOCKING SPACE AT THE TOWN'S JOINT USE MUNICIPAL PIER.

Chief House explained that several years ago, Wilmington and Wrightsville Beach went in together to build a joint-use pier. He said Wilmington has decided to retire their vessel and that has left a space open. He stated that the Sheriff's Office approached us and asked if they could dock their vessel there. Chief House said Mr. Wessell talked to the City of Wilmington and they did not have a problem with it and the Sheriff's Office said they could get that space back if they needed it. He said if the Board did not have an issue with it, he would like for them to approve the request.

Mr. Wessell said, "This has not been approved by the County Commissioners yet. If we need to make minor, non-substantive adjustments, you could approve this and let the Town Manager approve those." Mayor Blair asked if there was a hold harmless in the agreement and Mr. Wessell said there was. Mayor Pro Tem Mills asked if we should put language under the "Obligation to Repair" provision, such as modifying language like "prompt repair" or something other than just "repair" which gives them an open end to take whatever time they want? Mr. Wessell replied, "I have no problem with that; that's certainly an appropriate suggestion. We took that language out of the agreement with the City because the City basically paid for doing that pier. We said 'you build it and we'll fix it if it breaks after that.' But I can certainly amend that." Alderman Weeks asked if we could add that they need to take the vessel out of the water with an impending storm. Mr. Wessell said that could be added. Mayor Pro Tem Mills made the motion to approve Resolution No. (2016) 1970; to authorize the Town Manager and the Town Attorney to make the changes that he and Alderman Weeks had proposed and to make any other non-substantive changes that may be necessary. The motion was seconded by Alderman Weeks and unanimously approved.

DISCUSSION AND DIRECTION ON THE HIRING OF A LANDSCAPE ARCHITECT AND OTHER PROFESSIONALS TO BEGIN THE PLANNING AND DESIGN PROCESS FOR A MULTIUSE PATH BETWEEN SALISBURY STREET AND CAUSEWAY DRIVE ON TOWN HALL PROPERTY; SET DATE FOR SPECIAL PUBLIC MEETING TO PRESENT THE PARTF GRANT PROJECT; AND DISCUSSION OF A FUTURE GRANT APPLICATION PROCESS.

Mr. Owens said, "We want to move forward with a landscape architect to do some preplanning and cost estimates for the multi-use path that's going to run along the marsh line. We will also need to hire an environmental consultant to come in and flag wetlands as well as do some survey work in order to get to the process where we can actually have an engineer site plan. And Ms. Ryan would like to schedule an open house on April 18th at 6:00 p.m. in Town Hall. What I'm asking you to consider is, 1) adopt Budget Ordinance No. (2016) 429-B in the amount of $11,500 to begin the project; 2) hire Scott Stewart to do the work on the project and I'll move forward with the environmental work and survey work. There is a draft contract in your packet; I'm asking that you approve that, too, with amendments that may be needed following review; and 3) authorize Ms. Ryan to hold an open house to receive input on a future NCPARTF grant and on elements of the multi-use path being considered." A brief discussion followed regarding the need to get all encroachments and easement agreements with the NCDOT in place before proceeding.

Mr. Wessell said he had not seen a plan so he did not know how close we would be to NCDOT and Shore Acres' property, so we may need an agreement from both of them. Mr. Owens said we wouldn't know for sure until we survey.

Alderman Weeks made the motion to adopt Budget Ordinance No. (2016) 429-B in the amount of $11,500, to hold the April 18th open house meeting, to hire Scott Stewart as the Landscape Architect, and to allow the Town Manager to execute a contract with the Town Attorney's review. The motion was seconded by Mayor Pro Tem Mills and unanimously approved.

DISCUSSION AND DIRECTION ON MOVING FORWARD WITH MODELING OF THE TOWN'S WATER SYSTEM AND INTERCONNECTION WITH CAPE FEAR PUBLIC UTILITY AUTHORITY.

Mr. Owens said, "This is one of two processes I think we need to go through to figure out what we need to do long term: one is the modeling of the system to determine what happens when you turn the valve and the water comes this way both from a pressure standpoint and a chemical standpoint. I think the modeling part of it with just the pressures and trying to see what happens with all of that probably would have been under $50,000; but we added a chemical component to it; water makeup, what happens when you mix waters with certain types of pipes, I think that's driving up the cost a little. We went out with an RFP to three different firms and only one responded back because only one had the capabilities to do it in-house and their price was $125,000. What that means is if we want to move forward, we'll have to go through an RFQ process and select the most qualified firm and then we can start negotiating the price. You don't get the price up front but you know who the firm is and if they've done something like this before. The second phase that would tie into this would be a system assessment where we would go in and look at our full system and try to determine where the weaknesses and strengths are and the values of property and that type of thing. That's not in this RFP."

Mayor Blair asked, "If we were not considering the Cape Fear Public Utility Authority as an option, would we be doing the modeling anyway?" Mr. Owens replied, "I think you have to because we're going to need another water source potentially whether we're purchasing water from Cape Fear or whatever it might be. We can't make any more wells. If we did RO (reverse osmosis), we'd probably still have to model the system because that plan has implications on the system. So, I would say yes." Mayor Blair said, "We have a valve on the bridge so there's water that could be cut on right now without any modeling?" Mr. Owens replied, "We tested it this past year but the water didn't come this way. It connects in with our Well #11 and connects under the Intracoastal Waterway into the Town." Mayor Blair asked why we haven't done this before and Mr. Owens said, "They did model it, according to Tunstall, they modeled the hydraulics of it about ten years ago when they put the interconnection in. You might be able to build on to it but it wouldn't be applicable to today."

Mayor Blair asked if there was any benefit in rolling the RFP and the evaluation and the modeling out as one contract. Mr. Owens said we could do that and do it in stages. Mayor Blair said he would be in favor of doing them all in one. Mr. Owens said it would also expedite all the things that we have to do so we don't have to go through that process again.

Following a brief discussion regarding creation of an RFP specific to that umbrella, Mayor Blair asked if this would affect our budget process. Mr. Owens stated that it would probably have to come out of this year's budget. He said he would craft the RFP with Mr. Wessell's help and give a copy to the Board before it goes out.

DISCUSSION AND DIRECTION REGARDING LOCAL CHURCHES CHARGING OR TAKING DONATIONS FOR PUBLIC BEACH PARKING AND REGARDING CONSIDERATION OF AN ORDINANCE FOR EVENTS ON COMMERCIAL PROPERTY.

Mr. Owens stated that the Board had discussed this item at the last meeting when they talked about parking. He said the Board could either have the Town Attorney draft an ordinance and bring it back to the Board and have a public hearing in April, or they could vet it through the Planning Board and bring it back in May.

There was Board consensus that there was no need to send it to the Planning Board. Mr. Wessell stated that it would depend on what the Board wants to do. He said the current ordinance was part of the conditional use process and that it would have to go through the zoning ordinance. He said it may be possible to write an ordinance to go with the parking subject to conditions. Alderman Weeks referenced the businesses with conditional use permits that had conditions imposed and said she thought some of the criteria that the Board required on those was relevant here.

Mayor Blair stated that he didn't have a problem with the three holiday weekends but he felt it should be permitted so the Town Manager could keep up with it. Mr. Wessell noted that if problems were to develop, it would be easier for the Town to deal with them through a conditional use permit. He said, "If the Town wants to permit this, it really has to do it in this fashion or, otherwise, it really can't enforce everybody on the beach using their parking lot as a public lot." Mayor Blair asked if it would be appropriate for the Board to discuss the conditions that were imposed on the businesses and come up with some things and give those to Mr. Wessell and let him craft something. Mr. Wessell said he thought that would be appropriate. When asked what he thought, he replied, "I think when issues develop, it's easier to regulate or deal with issues with a conditional use permit because this Town has some authority to address them that it may not have in straight, permitted use situations. It involves a bit more activity on the church's part to confirm it, but once they get it, it's done. The ordinance could say that the churches could take donations on those certain holidays; they could then do it on all of those holidays, some of those holidays, or none of those holidays." Mr. Owens said, "It wouldn't be in place by Memorial Day because they wouldn't be able to get through the conditional use process and ordinance process in time." Mayor Pro Tem Mills stated that we could start the process, let Memorial Day be as it has been, and start it in June.

Mayor Blair said, "The only thing that I would ask is for some consideration that the time by which the churches start holding out their donation signs, that it be a little later in the day and not say the beach is full at nine o'clock in the morning. That's where all the complaints came from last year. It needs to be a standard time so the parking people know what's going on. We could say 11:00 a.m. and make it standard." Mr. Wessell expressed the need to know what conditions the Board would like included in the ordinance. Mr. Owens sounded like the Board was saying summer holidays; 11:00 a.m. to 6:00 p.m. would be the timeframe; and probably something about signage.

Alderman Weeks said, "We say the commercial lots can't charge less than what our daily rate is but they're just taking donations; they're not setting a rate. I don't want to dictate what they collect. That's the difference between the two scenarios."

Mr. Wessell asked about the commercial lots' condition of requiring an attendant on site. There was consensus to include that condition since the churches would have to have someone there taking donations. Mr. Wessell referenced the conditions regarding trashcans and "no tailgating" and the Board agreed to keep both of those in.

Mayor Blair stated that another problem last year was the fact that some of the churches roped off their lots during the week to keep people out while some of the other churches didn't. He asked if that was an issue. Mr. Mike Edmonds stated that the Baptist Church has three AA meetings during the week and other activities but they never rope it off except for funerals.

Mayor Blair said some people were concerned with random people parking in the church lots and not giving donations. Rev. Patrick Rabun, Little Chapel on the Boardwalk, said, "During the week, we let them. But not on the weekend."

Alderman Weeks stated that that some of the neighbors had expressed concern with some of the activities going on in the parking lots like tailgating with no attendants during the week. Mr. Edmonds said, "Year before last, we had neighbors on Coral Drive that complained but we really improved our trash policing since then." Mr. Wessell noted that the proposed ordinance would only speak to three weekends.

Mayor Blair expressed the need to put it back on the churches to monitor all of that weekly activity because if it becomes a nuisance or a problem, the Town would have to deal with it. Alderman Weeks said she thought Little Chapel roped their parking lot off. Rev. Rabun said, "We do, especially if we have events on the weekend. We started roping off on Friday nights because we've got folks coming in there that were causing some problems." Mayor Blair said the Catholic Church also ropes their lot off.

When asked for a summary of the conditions thus far, Mr. Wessell said, "As I understand it, what you are proposing is that we prepare an ordinance that would permit parking at the churches on the three major holiday weekends if the church secures a conditional use permit from the Town. And the conditions applicable to the conditional use permit would include: 1) they can't start parking cars before 11:00 a.m. and it does not matter when they stop; 2) it's only available on July Fourth, and Friday, Saturday and Sunday on Memorial Day Weekend and Labor Day Weekend; 3) we're not going to have any restrictions on the donation amount; 4) they will have to have an attendant on site; 5) they will have to have trashcans sufficient to accommodate the trash; 6) and no tailgating." When Mr. Owens asked about signage, Mr. Wessell suggested saying that they could put up temporary, removable signs to let people know where to park.

Alderman Weeks questioned the 11:00 a.m. start time because she felt on those holidays, Town parking was full by 9:00 a.m. Mayor Blair said he felt 11:00 a.m. was reasonable because he didn't think the beach was full at 10:30 a.m. on those days. He noted that if it turns out to be a problem, the Board can look at it again.

Mr. Wessell stated that he would craft the ordinance and then send it to the Planning Board; then it would come to the Board of Aldermen.

A brief discussion developed regarding the amount of the one-time fee to be charged for the conditional use permit. Mr. Wessell said he thought it would be unwise to waive the fee and each church would have to apply individually for a conditional use permit. When asked if there was any way around having to pay the fee, Mr. Wessell said, "I think not in this circumstance."

Mayor Blair said, "Why don't we go ahead and craft the ordinance with the basics that we have and let's figure out if there is a way to help them with the cost of the permit." The pastors agreed that they were okay with the one-time cost.

Dr. Powell, 10 Crane Street, stated that he had a theoretical question about the Board's dictation of the hours. He said, "The adage that there is supposed to be a separation of church and state; what does the Town of Wrightsville Beach have the right to do – to dictate to the churches about what hours?" Mr. Wessell replied, "I would say that the Town has the right to do it because the Town is regulating parking within the Town, and the ability of the Town to regulate parking, in my view, is the same for the church as it is for anybody. It is essentially a commercial activity that they want to carry on, they may call it donations but I view it as a commercial activity and I think it's subject to regulation."

Mayor Blair said, "If the pastors are okay with the one-time conditional use fee, we will move forward on crafting that ordinance for the Planning Board and then back to us in May."

DISCUSSION AND DIRECTION REGARDING CONSIDERATION OF AN ORDINANCE FOR EVENTS ON COMMERCIAL PROPERTY.

Mr. Owens stated that there were a number of private business establishments in the Town that have private events that are open to the public. He said these events can sometimes create large crowds, noise, parking impacts, traffic impacts and can create situations whereby the Town should probably be aware of. He expressed the possible need for an ordinance to create a permit process where permits could be issued for a nominal fee and conditions could be placed on the events regarding the number of events, whether food trucks are allowed, whether bands are allowed, etc. Mr. Owens said the main intent of a permit process would be to keep track of these types of functions and to raise the awareness of Police, Fire and Public Works that the event would be occurring. He noted that it would only apply to commercial property.

When asked if this would apply to clubs, Mr. Wessell explained that they have a separate zoning district. He said it was probably alright if they bring a food truck and do it as part of the club activity and give out food to the members but they could not sell to the public.

Alderman Weeks stated that she had a fundamental issue with this because it would be on private property. She said as a courtesy, like for the Taste of Wrightsville Beach, the Town is contacted and there is a partnership there. But not dictating on private property. She said she felt we already had ordinances with controls in place.

Mayor Blair asked if any of these activities would conflict with conditions imposed on businesses through a conditional use permit. Mr. Owens said there was nothing in their conditions that would say they couldn't do that. He said he could see this becoming a common occurrence and he just wanted to bring it to the Board's attention. Mayor Blair said this was new to the Board and he would recommend that they take more time to review it and let staff bring it back at a later date. Alderman Weeks asked if the Town Manager could make a list of events that would potentially be applicable to this. Mayor Blair asked staff to put this on the next agenda.

CONSIDERATION OF REQUEST TO APPLY FOR A CAMA PLANNING GRANT TO UPDATE THE TOWN'S CAMA LAND USE PLAN.

Mr. Wilson said, "We have an opportunity to apply for a CAMA Land Use Plan Grant. This is available for our twenty-county coastal area. The last time our CAMA Land Use Plan was updated was in 2005. The funding source is a matching contribution; it must be at least 25% of the total project. The maximum request is $15,000. In our CIP Fund, we have approximately $20,000 and, hopefully, we'll request another $5,000 to that. The complete plan may cost between $40,000 and $45,000 once we do it. I think this is a good opportunity to possibly get $15,000 if the Board gives us direction to apply for it. April 1st is the deadline to apply." The Board, by consensus, gave direction to move forward with applying for the grant.

DISCUSSION AND DIRECTION ON LIFEGUARD STAND SPONSORSHIP PROGRAM.

Mr. Owens said, "This program was started in 2006-07. When we went out through a process and asked someone to design our lifeguard stands, we took donations to cover the cost of it and in return you got a plaque on the back of the stand. I've already got some interest – probably about three so far. I think we need to have the Town Attorney create some kind of guidance. I'm looking at $2,500 or $3,000 and then have maybe a five-year lifespan language in a document where people can sign saying they understand the terms of it and that it is not forever. The next time we replace stands, we will do it again. We're replacing eight stands this year and hope to do another six stands next year. The stands that we're replacing this year include: 1) stand #1 just south of the Shell Island Resort; 2) stand #2 which is at the L-shaped lot; 3) stand #3 which is right beside the Holiday Inn; 4) stand #4 which is Mallard Street; 5) stand #5 which is at Shearwater; 6) stand #8 which is at Stone Street; 7) stand #12 which is at the Oceanic; and 8) stand #13 which is at Wright and Corbett Streets."

Alderman Miller asked if we would sell two spots on one sign. Mr. Owens replied, "We'll sell one spot. I suppose, if somebody wanted to split it, that we could do something like that, too. The stands are about $3,700 apiece (we bid that out this year) and the signs are roughly $300 or so. Whatever we do, we need to spell it out in some type of contract so everybody knows what the terms are." Mayor Blair asked if the sponsorships would be payable to some form of tax deductible entity. Mr. Wessell said it would be a donation to the Town but he didn't know if a donation to the Town is tax deductible. When asked if it had gone through the Volunteer Firefighter's Association the last time, Mr. Owens said the last time we did it, it was all through the Town. Alderman Weeks stated that the Volunteer Firefighter's Association was a 501c and that would be a good way for them to raise money. A brief discussion developed regarding deductibility and the need to get the program going before the stands go up.

Alderman Miller stated that he did not want the Town to be obligated if a storm takes a stand out. Alderman Weeks suggested charging $5,000 per stand and run it through the Volunteer Firefighter's Association, then they could keep $1,000 for each stand and pay the Town the balance to cover the cost of the signs and the stands. Mayor Blair asked staff to bring back a program showing cost and deductibility for the Board's review in April.

MAYOR BLAIR: REPORTS AND COMMENTS.

- Mayor Blair stated that he was interested in sponsoring a stand on his end of the beach if staff could come up with a good program.
- TDA: Pots of money are being looked at that deal with beach re-nourishment and marketing. We are all trying to make sure that we don't lose what we have.

ALDERMAN WEEKS: REPORTS AND COMMENTS.

- The Marketing Committee met this week; the agency was brainstorming on the possibility of doing a share with the other three beach communities on a Wilmington and Area Beaches strategy on marketing the brand. There was a discussion about everyone contributing a portion of their marketing dollars into this fund to market the region. It will be all or none. The Marketing Committee would like to meet with the Board at some point – maybe in the fall.

ALDERMAN MILLER: REPORTS AND COMMENTS.

- The MPO elected new officers: Commissioner Gary Doetsch of Carolina Beach is the new chairman and Frank Williams of Brunswick County is vice chair.
- The sidewalks look good. Thanks to whoever cleaned them.

MAYOR PRO TEM MILLS: REPORTS AND COMMENTS.

- Will be meeting with the Ports and Waterway to figure out how to re-nourish our beaches with no federal money. Also met with Congressman Rouzer but nothing solid to report because nothing is settled.

ALDERMAN KING: REPORTS AND COMMENTS.

- When Former Mayor Avery Roberts passed away in January, the family requested that no flowers be sent. In lieu of flowers, the Board donated a brick in Harbor Way Gardens in memory of Mayor Roberts.

MR. OWENS: REPORTS AND COMMENTS.

- Employee Health Fair will be held tomorrow from 8:30 am to 1:30 pm.
- We have a vacancy on the Historic Landmark Commission. One of the recently appointed members had conflicts and could not accept the appointment.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 6:45 P.M.

Respectfully submitted,

Sylvia J. Holleman

Sylvia J. Holleman
Town Clerk

MINUTES
BOARD OF ALDERMEN
BUDGET WORK SESSION
MARCH 23, 2016

Mayor Blair called the meeting to order at 4:00 p.m. in Council Chambers of Town Hall.

Attendance: Mayor William J. Blair III, Mayor Pro Tem Darryl Mills, Alderman Elizabeth King, Alderman Henry E. Miller III, and Alderman Lisa Weeks; together with Town Manager Timothy W. Owens and Town Clerk Sylvia J. Holleman. Departmental representation: Finance Director Erica Walters, IT Manager Raquel Ivins, Planning and Parks Director Tony Wilson, Police Chief Daniel House, Interim Public Works Director Jonathan Babin, Recreation Program Supervisor Katie Ryan, and Parks Maintenance Supervisor Evan Morigerato.

TOWN MANAGER'S HIGH OVERVIEW OF EACH DEPARTMENT.

Mr. Owens: "There's 2% Cola and 1% Merit in both budgets. We're a million dollars from being balanced without using reserve funds. We have $1.45 million in this budget proposed to go into future CIP. General Fund reserve amounts include $7.5 million fund balance and $2.23 million in the CIP fund. Water and Sewer proposed funds for CIP: $335,900. Water and Sewer basically breaks even for operations and we do not have much in the Capital account; we may have to look at rates this year. There is some money in this budget for valve installation and we are still paying NEI debt service at about $250,000 per year."

REVENUES

Mr. Owens" "There are some revenues that can be looked at and adjusted like building permits and sales tax. We will look at actuals and try to come up with numbers that are conservative but not overly conservative." When asked about the utility franchise fees, Mr. Owens said now that the formula had been tweaked, we know what that is and it should stay the same unless changed by the General Assembly. When asked why civil citations had been trending downward, he explained that the Police Department had experienced personnel issues but he thought the projected $60,000 was reasonable since they are now fully staffed.

GOVERNING BODY (104100) (FY16-17 $705,402) (FY 15-16 $606,022)

Mr. Owens: "The biggest change is the $100,000 for the sand fund. A brief discussion developed regarding $37,500 that had been added last year and how that was reflected in the budget."

GENERAL ADMINISTRATION (104200) (FY16-17 $679,117) (FY15-16 $627,285)

Mr. Owens: "Major changes: the Personnel Policy Update ($12,000), the Operations Audit ($25,000) and the Pay and Classification Study ($15,000)."

INFORMATION TECHNOLOGY (104500) (FY16-17 $353,382) (FY15-16 $406,780)

Mrs. Ivins: "This year, we got the website up and running; Facebook is live; we're rolling out the office software taking us from the 2007 to the 2016 version; the financial software is in full swing right now and we will be working on that through October of this year; and the increase in laptop replacement is for the MDTs in the Police Department ($3,000 apiece with hardware)."

When asked if the financial software maintenance agreement was in line with the contract, Mrs. Ivins said it was. Mayor Blair asked why the Police Department laptops were in the IT budget. Mrs. Ivins replied, "Because I maintain them. In the past, they've been coming through with grants and they've been paying for them themselves." Mr. Owens explained that most of the computer stuff and all of the IT stuff basically goes through this department. When asked if capital costs should be in each department, Mrs. Walters replied, "The only benefit to doing that is that things that are water and sewer would be charged to that department instead of general fund." Mr. Owens said, "I like it all in the same department because you can see all the IT items right there. We can detail it more for you." When asked why copiers were in this department but copier maintenance was in other departments, Mrs. Ivins replied, "My budget pays for the copier lease or copier purchase but the individual departments pay for things like toner and maintenance." Alderman King stated that it would be easier to have all of that in one budget. Mayor Blair asked why the copier in the parking office was in our IT budget. Mrs. Ivins stated that we supply all of their equipment. Mayor Blair pointed out that our contract is based on expenses and that would be skewed if their expenses are under our IT Department. He said he felt they should be in charge of their own copiers and expenses. He expressed the need to review our contract and to look at that going forward in order to incentivize them to control their expenses. Mayor Blair asked if parking had other IT items that we do for them. Mrs. Ivins replied, "Computers." Mayor Blair: "Let's review that; it could be real money. Future Boards need to know what they're negotiating." Mr. Owens stated that he would provide the Board with a copy of the original contract with Lanier Parking and a list of their items in the budget.

PLANNING AND INSPECTIONS (104900) (FY16-17 $396,728) (FY15-16 $376,829)

Mr. Wilson: "This year's budget includes a request for a temporary employee for $15,600; I feel the department should have had that three years ago. Revenue collected so far in this budget is $230,000. I don't think we'll get to the $350,000 like we did last year but there may be another $30,000 to $40,000 in there. The copier maintenance has gone up a little. We're putting $10,000 into the CIP Fund – $5,000 for the CAMA LUP and another $5,000 for the Pierhead Line Survey. We applied for a grant for the CAMA Land Use Plan so that may happen next year and we'll get some money for that. Revenues collected have been strong; we're busy. I think with the temporary employee (we used to have a full time employee in there in 2007 and 2008) that would help our department with grants and applications."

FLEET MAINTENANCE (105001) (FY16-17 $274,549) (FY15-16 $301,806)

Mr. Babin: "Gas prices fluctuate so much, we're getting it at about $1.50 a gallon now; I kept it at $3.50 in case there's movement in that price. Garage expansion in the CIP, we put another $5,000 in there; the service vehicle for the 2002, I propose to start putting some money in for that for the future."

POLICE DEPARTMENT (105100) (FY16-17 $2,894,421) (FY15-16 $2,729,674)

Chief House said, "Training incentive program. We spent about $40,000 to hire people when we normally spend about $23,000-$25,000 so we're off almost 50% in training.

We're looking at inexpensive programs to try to help retain people. The officers doing the training are in that car for 16 weeks; they have to do extra reports and they've got to do evaluations and personnel so for the time period while they are doing that, they are taking on a supervisory role. What we're proposing is when they're physically training somebody, they would get a 5% bump during that training period. So, if they had one trainee here for those 16 weeks, they'd get a 5% bump for that, then they'd go back to their regular salary. The $15,000 figure is probably high; that's based on this year when we had 10 people leave; an average year, I think we would probably spend only about $5,000-$7,000. It's a very minuscule amount of money to keep people and make them feel like they're appreciated and the extra work they do is appreciated. I'm getting close to my guys getting extremely burned out and where they're going to say they're not training anymore – and I can't blame them. It is a small amount of money that would go a long way with retention."

Mayor Blair said, "Last year, we did a budget on salaries and wages for a full staff; we also added a guy. That budget number was $1.232 million. Now we have $150,000 more in this coming year; where is that coming from?" Chief House: "The merit and COLA is part of that number ($37,000)." Mayor Blair: "I'm kind of looking at $120,000 – just looking at the difference between requested 2017 and budgeted in 2016. Let's detail that number because we didn't change the number of people." Mr. Owens stated that he was going to go through the budget line item by line item. Chief House: "It's just wrong." Mayor Blair: "You all can figure it out and let us know. I'm assuming the Training Incentive Program is a new line item." Chief House: "Yes, it's a new thing. One other thing that I need to discuss with you was, we're trying to make a decision – we did not anticipate Captain Burdette leaving when he did; it kind of put a hole in the department. Valerie Blanton and Jason Bishop really stepped up with some other staff to fill that vacancy. What we have talked about doing was taking that position and actually reallocating it to a patrol position and it would also augment the downtown program and the beach program. The reality is, that's how we're operating now. The difference is we have two positions to fill – it's a captain's position and a detective's position. The direction I need from you guys is do we want to go with another captain's position and a detective's position or would you rather see that reallocated to an officer's position and a detective's position? That would give us extra manpower downtown and would create a power shift that would guarantee us five people all the time and when the beach patrol came out, it would be augmented with another one in the mix. I think it's the way to go." Mayor Blair: "What would help you the most?" Chief House: "I think this would help us the most; it would make both Lieutenant Blanton and Lieutenant Bishop division commanders, so it would change them just a little bit; but reallocate that other person. It's a little bit of a savings because of the salary difference between a captain and a police officer. I think it would take care of everything administratively and you would get more out of the people." Mr. Owens: "We will have to make that formal because that would be a change to the structure and job descriptions." Chief House: "It wouldn't be because we already have those positions in our structure; it's just a matter of putting them in that position and making that official." Mr. Owens: "We can make a decision at the April meeting. He has it planned out – we will get you a dollar amount."

Mayor Blair asked if the new LED lighting was helping. Chief House: "The only thing I've heard is people would like to see more LED lighting around Town Hall."

Chief House: "One thing in the CIP was the replacement of some radios. It's not only us in this boat; it's also going to be Ocean Rescue and the Fire Department. The current radios that we're using are no longer being made and they will no longer be making any parts or maintenance or anything for them in 2019. It doesn't necessarily mean that none of them will be useable in 2019, but when you go to purchase them, you want the same operability among all the radios. A lot of times, they'll offer a trade-in so we don't know what that number is going to be. Just the Police Department has about $70,000 worth of radios. That's why we put $20,000 in this year so by the time we get to 2019, we'll have enough put back that it won't be a huge hit. This year, we are hoping to replace two vehicles and we have three that will be auctioned off."

Alderman Weeks asked about the debt service and the interest rate. Mrs. Walters said the last payment would be January 2024 and the interest rate is 3.39.

PARKING MANAGEMENT (105102) (FY16-17 $518,500) (FY15-16 $507,105)

Mr. Owens: "We had $10,000 in CIP last year for pay stations; we put in $20,000 this year. We plan to give you their detailed budget and we will get you a detailed list of things we pay for that they don't."

FIRE DEPARTMENT (105300) (FY16-17 $1,775,565) (FY15-16 $1,534,350)

The main changes are in capital: we're purchasing an EMS vehicle; there's a fire chief vehicle in there but that may or may not stay; there's $100,000 in there for an aerial pumper that needs to be replaced in five years.

EMERGENCY PREPAREDNESS (105301) (FY16-17 $11,025) (FY15-16 $5,725)

The main reason for a higher budget is that every other year, we hire Johnson Environmental to come and redo our Plans. Mayor Pro Tem Mills: "Under professional services, last year, there was $500 because we didn't hire anybody." Mr. Owens: "Each year we do the review of our emergency plan; they probably helped with some of that; there's some expense there under professional services. In FY12/13 we budgeted $1,000; in FY13/14 we budgeted $1,000; in FY14/15 we budgeted $600; and in FY15/16 we budgeted $600." Mayor Pro Tem Mills: "It was $1,000 in 2013 and $1,000 in 2014 – did we pay two years in a row?" Mr. Owens: "I will give you details at the next meeting."

OCEAN RESCUE (105302) (FY16-17 $444,980) (FY15-16 $420,732)

Mr. Baker: "A twenty-five cents increase is included in lifeguard salaries; it's been since 2013-14 budget that they've received any type of compensation increase. We do have in the budget the unemployment insurance at $12,500 which, actually, is better now with how we're filing that and terminating them at the end of the season. In 2015, it was $4,400; prior to that it was before we knew exactly how the Unemployment Commission wanted it, so that number could go down to $5,000 – a savings of $7,500 that could go towards the lifeguard's increase. A lengthy discussion developed regarding how part time people are eligible for unemployment and the fact that the Town does not pay unemployment insurance; we pay out of pocket. Mr. Baker said, "We feel we have a really good grasp on it and $5,000 is a solid number going forward."

Mr. Baker: "In the 74 account, we budgeted for six new stands for 2015-16. David James and Company came in under budget so I asked them to build two more which was still under budget; so we got eight. I'm hoping they will bid next year for the remainder of the stands. We will probably come in $10,000 under that 77 account; so it will be $25,000 instead of $35,000." Mayor Blair: "What is the cost of a stand? Mr. Baker: "We budgeted $5,000 but it came in at $3,800 and change so $3,900. Since he built them, he may come in at $4,000 or higher on this go around." Mayor Blair: "How are we coming on sponsorships?" Mr. Owens: "That will be on your agenda at the next budget meeting. Mr. Wessell is creating a policy where the sponsor can see the terms and sign off on them." Mr. Baker: "I'm getting inquiries also with people wanting to sponsor; there are people who really want to be a part of that. And also, people are wanting to buy the old stands that come off. So, you're going to make money on both sides because people want to repurpose the wood and build furniture or put something in their home. It should come out as a wash and/or making money for the stands."

Mr. Baker: "And, just like Chief House was discussing, the radios will become inoperable soon and we're trying to get ahead of that by replacing two per year and then putting some away in the CIP and looking at it, with the Fire Department, for a possible grant but everyone's in the same boat throughout New Hanover County with the inoperability that's coming up."

PUBLIC WORKS ADMINISTRATION (105550) (FY16-17 $284,512) (FY15-16 $279,416)

Mr. Owens: "Nothing new being proposed; the salaries budget is based on last year's salaries." Mayor Blair: "How did this department get stuck with maintenance on their copier." Mr. Babin: "The IT department pays the lease and we pay the maintenance." Mr. Owens: "Everybody pays the maintenance." Alderman Weeks: "Do you expect an increase in overtime?" Mr. Babin: "That was something that Mike put in there before he left and I left it." Mr. Owens: "Pat has been having to pull a little extra with manpower down."

BUILDING MAINTENANCE (105559) (FY16-17 $771,847) (FY15-16 $391,209)

Mr. Owens: "Under maintenance and repair of public buildings, there's a tennis court bathroom connection to coincide with our Trillium grant; the wood siding on the recreation center needs to be replaced; replacement of the rec center HVAC unit will probably go away; the eaves on the recreation building are falling apart." Mr. Babin: "The engineered floor plans – that is for the disaster plan – should be a decrease in insurance." Mr. Owens: "Replacement of the fleet maintenance HVAC may go away; municipal complex to renovate the Board Room – we have $25,000 to replace the chairs for the audience and we also want to replace the Board's chairs; Salisbury parking – we have money in the CIP to do that but we still have to coordinate with NCDOT and we still do not know what the long term look will be; $95,273 to resurface the L-shaped lot. In the CIP: pave recreation parking area; Public Works shower; Public Works Administration generator replacement; walkover replacements – we need to decide what to do about those." Alderman King: "I thought we'd already decided." Alderman Miller: "I thought we were going to take them out." Mr. Owens: "This is just general planning – it has nothing to do with Northridge or Southridge." Mayor Blair: "We said if it doesn't support public parking we should tear them out."

Mr. Owens: "We'll let it ride one more season then tear it out. Any questions about Building Maintenance?" Alderman King: "With the shower, we talked about them using the shower in the trailer but they said they didn't want to." Mr. Owens: "Mainly because they would still have to get in their car and drive over there. I think we need to let the next Public Works Director decide on what direction we want to go."

PUBLIC WORKS – STREETS (105600) (FY16-17 $628,659) (FY15-16 $601,672)

Mr. Owens: "The main difference is that we have some resurfacing – Keel Street, Short Street and Jasmine Place." Mayor Blair asked if this would be covered by Powell Bill funds. Mr. Owens: "We only get $69,000 in Powell Bill money. Short and Keel Streets have some drainage issues that need to be addressed. There are two items in the CIP: truck replacement and a walk-behind loader."

SANITATION (105601) (FY16-17 $1,182,006) (FY15-16 $1,082,761)

Mr. Owens: "Under Contracted Services, $6,000 for a hazardous household waste day if we want to do it." When Alderman King asked if the County does that every year, Mr. Owens said staff would check with the County to see if they are planning a hazardous household waste day. CIP: dump truck replacement and a front end loader.

PARKS AND REC. PROGRAMS (106200) (FY16-17 $366,235) (FY15-16 $364,378)

Ms. Ryan: "We added the Valentine 10k Race last year – it was very successful this year and more than paid for our concerts in park; we added a couple of youth athletic programs a couple of months ago and those are doing well; we also plan to add a course working with the Police Department for older adults who refuse to be a victim." Mr. Owens: "There was some discussion at the Board level about looking at fees; we will bring those back to the Board for review."

PARKS AND REC. PARK MAINT. (106201) (FY16-17 $314,327) (FY15-16 $298,972)

Mr. Morigerato: "The price increase from last year to this year are just the numbers that are in the CIP: we added more money towards the brush chipper; 2006 truck replacement; 2011 mower replacement; then resurfacing the tennis and basketball courts. We also added a couple of thousand dollars for beach strand maintenance." Mr. Owens: "WRAR is helping us this year with planting and sand fencing."

WATER & SEWER: WATER (306100) (FY16-17 $1,698,627) (FY15-16 $1,099,960)

Mr. Owens: "There is a shortfall between this year's and last year's budget; we will look at the projected revenues versus actual and tweak. Account 21 needs to be raised from $1,500 to $3,000 for Well 8 rent. We talked about potentially doing $200,000 a year in meters; I have $150,000 in there. Under contracted services, the valve installation for $100,000 is something we need to do. We talked about redoing waterlines on several streets; this is a continuation of our $300,000 per year." Mr. Babin: "I think we can trim that up; we still have to do the engineering but I have a good enough crew; we can put these things in." Mr. Owens: "Capital reserve: general waterline replacement; install new wells at Public Works (we still don't know what is finalized and what we are going to do); replacement vehicle; and water meter replacement (may go away)."

WATER & SEWER: STORM WATER (306101) (FY16-17 $139,922) (FY15-16 $92,106)

Mr. Owens: "The biggest difference from last year's budget is the duck valves for Channel Avenue in Account 33. Mr. Babin: "I met with the contractor; it's a situation where we have to buy all four or none at all because of the way the system is."

WATER & SEWER: SEWER (306110) (FY16-17 $1,793,697) (FY15-16 $1,478,766)

Mr. Owens: "Under contracted services, the transmission charges fluctuate each year. The SCADA components – a lot of that can probably come out. Lift Station 5 upgrade, we're doing the design now. Mr. Wessell is looking to make sure we can expand where we need to expand to make sure we can legally do that. So, we've kind of halted the design at this point until we can get that cleared up. We're waiting for Mr. Wessell to tell us if we can put it where we want to put it." Mr. Owens reviewed other items that there was not enough money in the budget to do. He said, "These are all numbers from all departments without me taking anything out. What you will see at the next meeting is a close to balanced budget."

NEXT BUDGET WORK SESSION APRIL 5TH AT 4:00 P.M.

Mr. Owens noted that the next budget work session was scheduled for April 5th at 4:00 p.m. in Council Chambers.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING WAS ADJOURNED AT 5:55 P.M.

Respectfully submitted,

Sylvia J. Holleman

Sylvia J. Holleman
Town Clerk

TOWN OF WRIGHTSVILLE BEACH
PARKS & RECREATION

1 BOB SAWYER DRIVE • P. O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480
(910) 256-7925 • FAX (910) 256-7926 • www.towb.org

MEMORANDUM

To: Mayor Blair and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor Katie

Subject: Special Event Permit Applications

Date: June 3, 2016

Attached are the following special event permit applications that require Board of Aldermen approval:

1) **Mauli Ola Foundation Surf Experience Day**
   Thursday, August 18, 9:00 am – 1:00 pm
   Location: Oceanic Street
   Participants: ~50
   This event gives children with cystic fibrosis an opportunity to surf with the goal being to experience the natural therapies of the ocean water for their lungs.

2) **Wrightsville Beach Wahine Classic Surf Competition for Surf Dreams Foundation**
   Saturday & Sunday, August 20-21, 8:00 am – 8:00 pm (set up begins at 6:00 am)
   Location: Access 37 - 38
   Participants: <200 per day
   No change to this event from previous years.

3) **Surfers Healing**
   Monday & Tuesday, August 22-23, 9:00 am – 3:00 pm (set up at 7:00 am)
   Location: Between Birmingham & Stone Street
   Participants: ~300 throughout each day (includes volunteers)
   This event gives children with autism an opportunity to surf with skilled volunteers assisting them.

4) **Walk for American Foundation for Suicide Prevention**
   Sunday, November 6, 10:00 am – 5:00 pm (walk at 12:30)
   Location: WB Park and Loop
   Participants: ~500
   No change to this event from previous years.

5) **Wrightsville United Methodist Church Picnic**
Sunday, September 18, 3:30 – 6:30 pm
Location: WB Park Shelters and Event Stage
Participants: ~275
Facility reservations require a special event permit when participation numbers exceed 200. The "event" is a facility reservation for church members and not an event open to the public or held for fund-raising purposes.

6) **Quintiles Wrightsville Beach Marathon**
Saturday, March 25, 2017, 5:00 am – 11:00 am (race starts at 6:40 am)
Location: WB Park and Loop
Participants: 3,000 – 3,500
There are two significant changes to the 2017 permit application: 1) Proposal is to move the event from a Sunday morning to a Saturday morning, 2) the full marathoners on their return to the beach will run North Channel to Coral for additional distance needed for the race route.

REQUESTED ACTION: Approve special event permit applications as presented.

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

___ New Event
✓ Recurring Event

Fee Per Day:

Participants	Fee
1 - 25	$125.00
✓ 26 - 100	$175.00
101 - 199	$225.00
200 - 400	$350.00
401 - 600	$450.00
601 - 1,000	$500.00
1,001 - 2,000	$600.00
2,001 - 3,000	$700.00
3,001 - 4,000	$800.00
4,001 +	$1,000.00

ck # 1909

Non-profit organization? (Yes) No

Tax Exempt ID: ___

Time between 8 am & 10 pm? Yes

Number of Hours 4

Rain date necessary? Yes (No)

Park Facility Used? N/A

Reservation Obtained? Yes No (Not Required)

Reservation Fees: ___

Portable toilets needed? Yes No (Not Required)

Number of trash carts needed ___
X $25.00 per cart
Amount due = ___

Health Department permit obtained? Yes No (Not Required)

1. **Description of event:** Mauli Ola Foundation Surf Experience Day

2. **Event Date:** Aug 18 2016 **Time:** 9 (am) / pm **to** 1 am / (pm)
(Events must occur between 8:00 a.m. and 10:00 p.m.)

3. **Estimated number of participants (including spectators):** 50 or less

4. **Location:** Oceanic street access #28

5. **Individual making request:** Jack Viorel Ted Navarro
Complete Mailing Address: 8935 Tuxedo Dr Wilm 28411
Phone Number: (910) 274-3565 E-mail: jvsurf21@gmail.com

6. **Individual who will be on site and in charge of activity:** Jack Viorel / Ted Navar.
Complete Mailing address: "
Phone Number: " E-mail: "

7. **Sponsoring organization/corporation (if applicable):** Mauli Ola Foundation
Contact: "
Complete Mailing Address: "
Phone Number: " E-mail: "

8. **Briefly describe provisions for the following:**
Toilet facilities Public
Trash disposal own trash will remove
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking Public
Electrical power needs Ø
Water needs Ø

9. **Will food be served?** NO **If yes, has permit from Health Dept. been obtained?** ___
Describe types of containers, cooking equipment, etc. to be used ___

FOR OFFICE USE ONLY

Site plan included?
(Yes) No Not Required

Permit(s) needed for vehicle on the beach? (Yes) No
Number needed: 1

Vehicle permit issued to:
Jack Viorel

Vendors requested?
Yes (No)

Police support required?
Yes No (Not Required)

PD Comments:

Fire Dept. support required?
Yes No Not Required

FD Comments:

Ocean Rescue support required?
Yes No Not Required

OR Comments:

EMS support required?
Yes No Not Required

Other staff Comments?

Certificate of insurance obtained?
Yes No Not Required
To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? portable P.A. and banners

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: periodic announcements, speaker under tent directed toward ocean

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? yes

If so, what company is providing the equipment? Mauli Ola / Indo Jax

Describe equipment in detail and provide a sketched plan: 3 10x10 tents 3 banners / tables / surf equipment

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? ____

If so, describe in detail: NO

13. Is police assistance necessary? NO Are you requesting the closing of any streets? NO

If so, please specify: ____

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less a $15 administrative fee.

See attached memo for additional stipulations.

Signature: [signature] Date: 4-18-16

This application is hereby approved, this the _____ day of _____, 20_____.

_____
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

Revised 9/11/15

2016 JURY EXPERIENCE DAY SITE MAP

WATER LINE

WATER LINE

100 Feet

10 X 10 Tents

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

___ New Event

✓ Recurring Event

Fee Per Day:

	Participants	Fee
___	1 - 25	$125.00
___	26 - 100	$175.00
2x ✓	101 - 199	$225.00
___	200 - 400	$350.00
___	401 - 600	$450.00
___	601 - 1,000	$500.00
___	1,001 - 2,000	$600.00
___	2,001 - 3,000	$700.00
___	3,001 - 4,000	$800.00
___	4,001 +	$1,000.00

pd $450 #90101

Non-profit organization? (Yes) No

Tax Exempt ID: Benefits Surf Dreams Foundation

Time between 8 am & 10 pm? Set up at 6:00 am

Number of Hours 14/day

Rain date necessary? Yes (No)

Park Facility Used? N/A

Reservation Obtained? Yes No ~~Not Required~~

Reservation Fees:

Portable toilets needed? (Yes) No Not Required

Number of trash carts needed ___
X $25.00 per cart
Amount due = ___

Health Department permit obtained? Yes No (Not Required)

1. Description of event: female surfing contest
Wrightsville Beach Wahine Classic benefits Surf Dreams Foundation

2. Event Date: Aug 20, 21/2016 **Time:** 8:00 (am) / pm **to** 8:00 am / (pm)
(Events must occur between 8:00 a.m. and 10:00 p.m.) Set up at 6:00 am

3. Estimated number of participants (including spectators): 100 – 199

4. Location: Wrightsville Beach, south end
Public accesses 37 & 38

5. Individual making request: Jo Pickett

Complete Mailing Address: 4921 Pine St, Wilmington NC 28403

Phone Number: 910 465 9638 E-mail: jopickettcrystalsouthsurf@gmail.com

6. Individual who will be on site and in charge of activity: Jo Pickett

Complete Mailing address: 4921 Pine St, Wilmington NC 28403

Phone Number: 910 465 9638 E-mail: jopickettcrystalsouthsurf@gmail.com

7. Sponsoring organization/corporation (if applicable): Wrightsville Beach Wahine Classic

Contact: Jo Pickett

Complete Mailing Address: 4921 Pine St, Wilmington NC 28403

Phone Number: 910 465 9638 E-mail: jopickettcrystalsouthsurf@gmail.com

8. Briefly describe provisions for the following:

Toilet facilities 1 port-a-john @ access 38

Trash disposal Contest organizers will remove trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking public lot across from Oceanic Restaurant

Electrical power needs Organizers provide generators

Water needs organizers provide water

9. Will food be served? _____ **If yes, has permit from Health Dept. been obtained?** _____

Describe types of containers, cooking equipment, etc. to be used N A

- COI
- Check scaffolding Fri 8/19
- See attached 2015 Info

FOR OFFICE USE ONLY

Site plan included?
(Yes) No Not Required

Permit(s) needed for vehicle on the beach? (Yes) No
Number needed: 2

Vehicle permit issued to:
Jo Pickett

Vendors requested?
(Yes) No
Bob King
Jolyn Swimwear
Marine Warehouse

Police support required?
Yes No (Not Required)

PD Comments:

Fire Dept. support required?
Yes No (Not Required)

FD Comments:

Ocean Rescue support required?
Yes No Not Required

OR Comments:

EMS support required?
Yes No Not Required

Other staff Comments?

Certificate of Insurance obtained?
Yes No Not Required
To provide insurance prior to the event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? PA for announcements, music intermittently

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: PA and music source will be located at scaffolding site

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? yes

If so, what company is providing the equipment? Sunbelt

Describe equipment in detail and provide a sketched plan: scaffolding of one tier (level) to serve as a platform for judges and announcer

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? ____

If so, describe in detail: vendors will sell T shirts

13. Is police assistance necessary? no Are you requesting the closing of any streets? no

If so, please specify: ____

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

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I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less a $15 administrative fee.

See attached memo for additional stipulations.

Signature: J Pickett Date: 5/3/2016

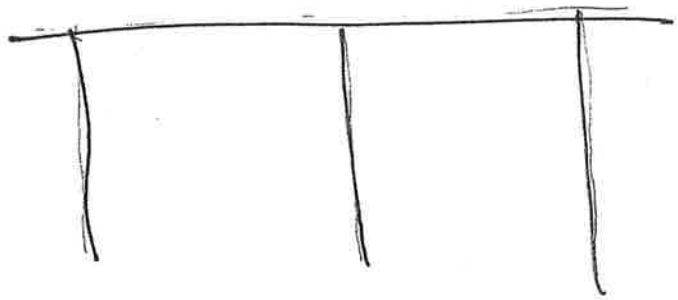
This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

Ocean

Beach

Scaffolding



Access
37

Vendors
Bob Kins
Jolyn swimwear
Marine Warehouse

Access
38

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

___ New Event
✓ Recurring Event

Fee Per Day:

Participants	Fee
___ 1 - 25	$125.00
___ 26 - 100	$175.00
___ 101 - 199	$225.00
✓✓ 200 - 400	$350.00
___ 401 - 600	$450.00
___ 601 - 1,000	$500.00
___ 1,001 - 2,000	$600.00
___ 2,001 - 3,000	$700.00
___ 3,001 - 4,000	$800.00
___ 4,001 +	$1,000.00

ck #289 $700

Non-profit organization? (Yes) No

Tax Exempt ID: ___

Time between 8 am & 10 pm? Set Up @ 7am

Number of Hours 8/day

Rain date necessary? Yes (No)

Park Facility Used? ___

Reservation Obtained? Yes No (Not Required)

Reservation Fees: ___

Portable toilets needed? (Yes) No Not Required

Number of trash carts needed ___
X $25.00 per cart
Amount due = ___

Health Department permit obtained? Yes No (Not Required)

1. Description of event: Surfers healing

2. Event Date: Aug 22 / 23, 2016 **Time:** 9:00 **am / pm to** 3:00 **am / pm**
(Events must occur between 8:00 a.m. and 10:00 p.m.) Set up 7am

3. Estimated number of participants (including spectators): 300 each day

4. Location: Birmingham → Stone Access 27-29

5. Individual making request: John Pike

Complete Mailing Address: 415 Knollwood dr. Hampstead NC

Phone Number: 910 471 7452 E-mail: John@easternskatesupply.com

6. Individual who will be on site and in charge of activity: John Pike

Complete Mailing address: ↑ same

Phone Number: 910 471 7452 E-mail: same above

7. Sponsoring organization/corporation (if applicable): Surfershealing.org

Contact: same above

Complete Mailing Address: ___

Phone Number: ___ E-mail: ___

8. Briefly describe provisions for the following:

Toilet facilities 2 Porta Potties

Trash disposal N/A
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking Trolly shuttle off Beach

Electrical power needs NO

Water needs NO

9. Will food be served? N/A **If yes, has permit from Health Dept. been obtained?** ___

Describe types of containers, cooking equipment, etc. to be used ___

N/A

- COI
- Sand wheelchairs

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach? Yes No
Number needed: 2

Vehicle permit issued to:
John Pike

Vendors requested?
Yes No

Police support required?
Yes No Not Required

PD Comments:

Fire Dept. support required?
Yes No Not Required

FD Comments:

Ocean Rescue support required?
Yes No Not Required

OR Comments:

EMS support required?
Yes No Not Required

Other staff Comments?

Certificate of Insurance obtained?
Yes No Not Required
To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Bull horn

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration:

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity?

If so, what company is providing the equipment? See map

Describe equipment in detail and provide a sketched plan: table / ice up
Tents

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: Golf Bags for campers

13. Is police assistance necessary? No Are you requesting the closing of any streets? No

If so, please specify:

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

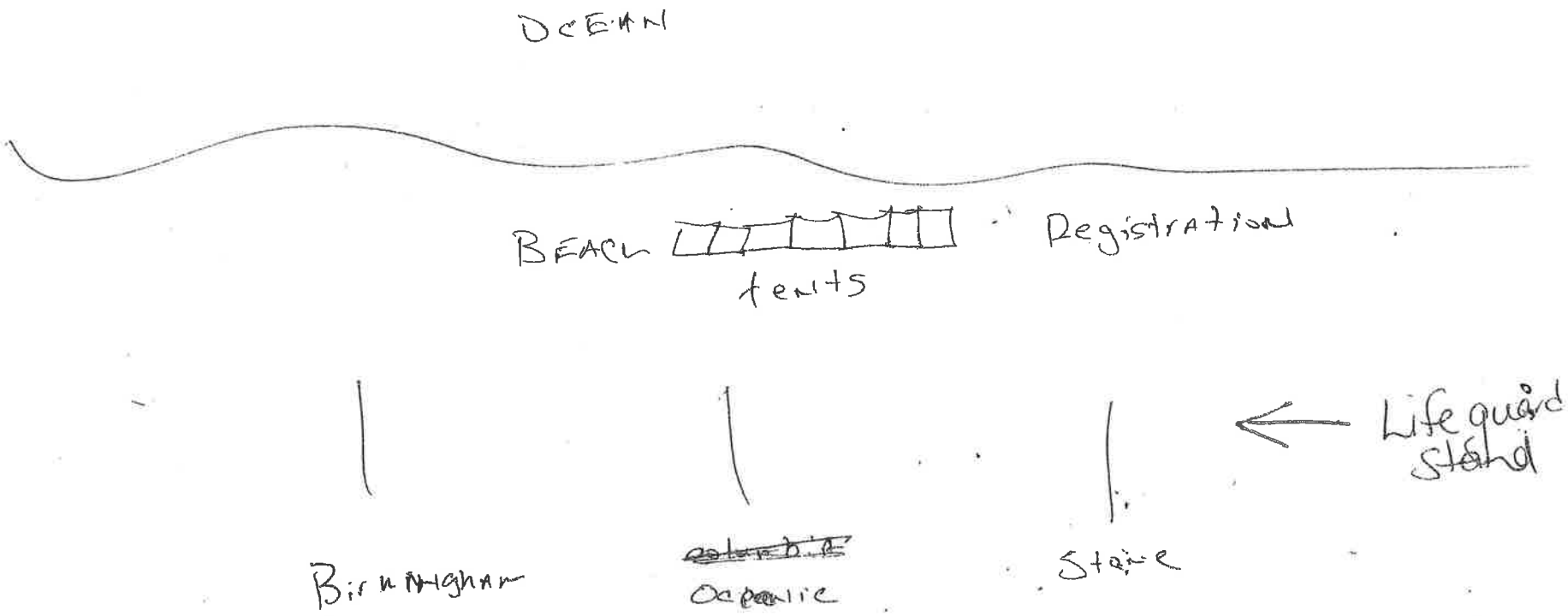
I understand that if the event is cancelled, I will receive a refund of my application fee less a $15 administrative fee.

See attached memo for additional stipulations.

Signature: Date: 5/9/16

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina



Jonathan Pike

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

___ New Event
✓ Recurring Event

Fee Per Day:

	Participants	Fee
___	1 - 25	$125.00
___	26 - 100	$175.00
___	101 - 199	$225.00
___	200 - 400	$350.00
✓	401 - 600	$450.00
___	601 - 1,000	$500.00
___	1,001 - 2,000	$600.00
___	2,001 - 3,000	$700.00
___	3,001 - 4,000	$800.00
___	4,001 +	$1,000.00

Non-profit organization? (Yes) No

Tax Exempt ID: ___

Time between 8 am & 10 pm? Yes

Number of Hours 7

Rain date necessary? Yes (No)

Park Facility Used? Yes

Reservation Obtained? (Yes) No Not Required

Reservation Fees:
Open Area @ Town Hall
* 140 plus *50 SD

Portable toilets needed? (Yes) No Not Required

Number of trash carts needed *
X $25.00 per cart
Amount due = ___

Health Department permit obtained? Yes No (Not Required)

1. Description of event: Walk for Suicide Prevention

2. Event Date: November 6th, 2016 **Time:** 10:00 am **am / pm to** 5:00 pm **am / pm**
(Events must occur between 8:00 a.m. and 10:00 p.m.) Walk at 12:30

3. Estimated number of participants (including spectators): 500

4. Location: Area in front of the town hall

5. Individual making request: Louise Rippy Lane

Complete Mailing Address: 641 Tanbridge Rd Wilmington NC, 28405

Phone Number: 9104719393 E-mail: LWR4132@ALUM.UNCW.Edu

6. Individual who will be on site and in charge of activity: Louise Rippy Lane

Complete Mailing address: 641 Tanbridge Rd Wilmington NC, 28405

Phone Number: 9104719393 E-mail: LWR4132@ALUM.UNCW.Edu

7. Sponsoring organization/corporation (if applicable): American Foundation for Suicide Prevention

Contact: Betsy Rhodes

Complete Mailing Address: 120 wall street 29th floor New York, NY 10005

Phone Number: 9193562488 E-mail: BRhodes@AFSP.org

8. Briefly describe provisions for the following:

Toilet facilities will Rent port a johns

Trash disposal * Will dispose of trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking Parking Will be needed for participants

Electrical power needs will need power for D.J.

Water needs None

9. Will food be served? No **If yes, has permit from Health Dept. been obtained?** ___

Describe types of containers, cooking equipment, etc. to be used ___

- COI
- SEP *450
Resv 140

FOR OFFICE USE ONLY

Site plan included?
Yes No (Not Required)

Permit(s) needed for vehicle on the beach? Yes (No)
Number needed: _____

Vehicle permit issued to:

_____

Vendors requested?
Yes (No)

_____

_____

_____

Police support required?
Yes No (Not Required)

PD Comments:

_____

_____

Fire Dept. support required?
Yes No (Not Required)

FD Comments:

_____

_____

Ocean Rescue support required?
Yes No (Not Required)

OR Comments:

_____

_____

EMS support required?
Yes No (Not Required)

_____

_____

Other staff Comments?

_____

_____

_____

Certificate of Insurance obtained?
Yes No Not Required
To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____

D.J. playing music from 12:30pm - 4pm guest Speakers

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: appropriate family friendly music and guest speakers. low noise level

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment? self

Describe equipment in detail and provide a sketched plan: Tents & chairs

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? Yes

If so, describe in detail: sale of AFSP merchandise (t shirts, magnets, apparel) 100% of sales goes to AFSP

13. Is police assistance necessary? No Are you requesting the closing of any streets? No

If so, please specify: _____

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less a $15 administrative fee.

**** See attached memo for additional stipulations.****

Signature: Lana Rogers Lane Date: May 5, 2016

This application is hereby approved, this the _____ day of _____, 20_____.

_____
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

Revised 9/11/15

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

* New Event

___ Recurring Event

Fee Per Day:

Participants	Fee
___ 1 - 25	$125.00
___ 26 - 100	$175.00
___ 101 - 199	$225.00
✓ 200 - 400	$350.00
___ 401 - 600	$450.00
___ 601 - 1,000	$500.00
___ 1,001 - 2,000	$600.00
___ 2,001 - 3,000	$700.00
___ 3,001 - 4,000	$800.00
___ 4,001 +	$1,000.00

pd $350 #15656

Non-profit organization? Yes (circled) No

Tax Exempt ID: _____

Time between 8 am & 10 pm? Yes

Number of Hours 3

Rain date necessary? Yes (No circled)

Park Facility Used? Yes

Shelters, stage,

Reservation Obtained? Yes (circled) No Not Required

Reservation Fees: $390 ($75 SD) $465 paid

Portable toilets needed? Yes No Not Required

Number of trash carts needed * X $25.00 per cart
Amount due = _____

Health Department permit obtained? Yes No Not Required (circled)

1. **Description of event:** Family fun day @ the Park
*(private facility reservation over 200)

2. **Event Date:** 9/18/16 **Time:** 3:30 am / pm (pm circled) to 6:30 am / pm (pm circled)
(Events must occur between 8:00 a.m. and 10:00 p.m.)

3. **Estimated number of participants (including spectators):** 275

4. **Location:** Event stage, two picnic shelters, ballfield

5. **Individual making request:** Donna Pinckney
Complete Mailing Address: PO Box 748, WB, NC 28480
Phone Number: 910-256-4471 E-mail: donna@wrightsvilleumc.org

6. **Individual who will be on site and in charge of activity:** Donna Pinckney
Complete Mailing address: same
Phone Number: _____ E-mail: _____

7. **Sponsoring organization/corporation (if applicable):** Wrightsville UMC
Contact: Donna Pinckney
Complete Mailing Address: same
Phone Number: _____ E-mail: _____

8. **Briefly describe provisions for the following:**

Toilet facilities park *Must remove trash or contract add'l cart

Trash disposal park + add'l trash bags/cans if needed
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking park (will use Church parking + shuttle if necessary)

Electrical power needs only for small amp on stage

Water needs —

9. **Will food be served?** Yes **If yes, has permit from Health Dept. been obtained?** —

Describe types of containers, cooking equipment, etc. to be used
No cooking - snacks only + snow cone vender, etc.

Trash
Parking

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach? Yes No
Number needed: _____

Vehicle permit issued to:

Vendors requested?
Yes No

Police support required?
Yes No Not Required

PD Comments:

Fire Dept. support required?
Yes No Not Required

FD Comments:

Ocean Rescue support required?
Yes No Not Required

OR Comments:

EMS support required?
Yes No Not Required

Other staff Comments?

Certificate of Insurance obtained?
Yes No Not Required

To provide prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? There will be music provided by a quartet

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: The quartet will perform on the event stage with minor amplification

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? yes

If so, what company is providing the equipment? —

Describe equipment in detail and provide a sketched plan: 2 vertical free standing banners only - Church will assemble to direct folks to location @ event stage

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? NO

If so, describe in detail: _____

13. Is police assistance necessary? NO Are you requesting the closing of any streets? NO

If so, please specify: _____

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

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I understand that if the event is cancelled, I will receive a refund of my application fee less a $15 administrative fee.

**** See attached memo for additional stipulations.****

Signature: [signature] Date: 5/3/16

This application is hereby approved, this the _____ day of _____, _____, 20 16.

_____ _____
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

Revised 9/11/15

TOWN OF WRIGHTSVILLE BEACH
RESERVATION FORM FOR PARK AREAS & RECREATION FACILITIES
P. O. Box 626, Wrightsville Beach, NC 28480 Phone: 256-7925
(approved copy to accompany applicant during reservation)

NO BALLOONS

PLEASE PRINT

RESERVATION DATE: 9/18/16 **HOURS:** 3:30 to 6:30

AREA RESERVED: Event stage, both picnic shelters, ball field

YOUR NAME: Donna Pinckney

EMAIL ADDRESS: donna@wrightsvilleumc.org

SPONSORING ORGANIZATION: Wrightsville United Methodist Church

PHONE NUMBER: (day) 910-256-4471 (night) 910-798-0136

MAILING ADDRESS: PO Box 748, WB **ZIP CODE:** 28480

IS THIS A CHARITABLE NON-PROFIT ORGANIZATION? ✓ YES ____ NO

DESCRIPTION OF ACTIVITY (picnic/child's party, etc.): Kickball + Music Family Day

ESTIMATED NUMBER OF PARTICIPANTS: <275

WILL FOOD BE SERVED? X YES ____ NO Snacks only + food vendors

IF YES, WILL YOU BE USING THE PARK'S CHARCOAL GRILLS? ____ YES X NO
(use of other cooking equipment requires approval from the Parks and Recreation Department)

WILL THERE BE ANY MUSIC OR OTHER LOUD ACTIVITIES IN CONNECTION WITH THIS ACTIVITY?
X YES ____ NO **IF YES, PLEASE DESCRIBE** small musical quartet

WILL THERE BE ANY TENTS, TABLES, BANNERS, OR STAGES BROUGHT IN FOR YOUR ACTIVITY? ✓ YES ____ NO
IF YES, WHO WILL BE PROVIDING AND INSTALLING IT? Freestanding banners
two small vertical banners - Donna Pinckney will set up
****MUST COORDINATE TENT WITH PARKS & RECREATION DEPT.!****

FULL REFUND OF RENTAL FEE (LESS $5.00 PROCESSING FEE) will be made, if:
1. requested at least two weeks prior to the reservation, -or-
2. if weather conditions prohibit utilization of outdoor facilities.

X RETURN SECURITY DEPOSIT
____ DESTROY SECURITY DEPOSIT

If requested less than two weeks prior to the reservation, 40% will be retained as an administration cost.

I hereby certify that I am the authorized and responsible representative of the above group; that I have received and read a copy of the Reservation and Rental Procedures for Park Areas and Recreation Facilities; and that my group will comply with the regulations, policies and fee schedule governing use of the reserved area/facility. **I further agree that I will remove any trash that will not fit in available trash carts.**

REFUNDABLE SECURITY DEPOSIT: $ 75.00 **RENTAL FEE:** $ 390.00 pd $465 #15656 5-16-16

There will be a $25 charge for checks returned by the bank

YOUR SIGNATURE: Donna S. Pinckney **DATE:** 5/3/16

RECREATION DEPT. APPROVAL: Kelly R **DATE:** 5/17/16

***** OFFICE USE ONLY *****

REQUIRES KEY? ____ **SPECIAL ELECTRICITY NEEDS?** ____ **OVERFLOW PARKING?** ____

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

___ New Event
✓ Recurring Event

Fee Per Day:

Participants	Fee
___ 1 - 25	$125.00
___ 26 - 100	$175.00
___ 101 - 199	$225.00
___ 200 - 400	$350.00
___ 401 - 600	$450.00
___ 601 - 1,000	$500.00
___ 1,001 - 2,000	$600.00
___ 2,001 - 3,000	$700.00
✓ 3,001 - 4,000	$800.00
___ 4,001 +	$1,000.00

Paid: ck #1573 $990.00

*Events requiring a complete road closure must pay a fee of $0.50 per race finisher due within 14 days of event.

Non-profit organization? (Yes) No

Tax Exempt ID: ___

Time between 8 am & 10 pm? Prior to 8am

Number of Hours 6

Rain date necessary? Yes (No)

Park Facility Reserved? (Yes) No Not Required

Facility reserved & fee: Area @ Town Hall #140 SD $50

Portable toilets needed? (Yes) No Not Required

Number of trash carts needed ___
X $25.00 per cart
Amount due = ___

Health Department permit obtained? Yes No (Not Required)

1. **Description of event:** QUINTILES WRIGHTSVILLE BEACH MARATHON RUNNING ROAD RACE

2. **Event Date:** 3/25/17 **Time:** 5:00 **am / pm to** 10:45 **am / pm**
(Events must occur between 8:00 a.m. and 10:00 p.m.) 6:40 start - all runners through narrow gate

3. **Estimated number of participants (including spectators):** ~ 3,000 - 3,500

4. **Location:** TOWN HALL, WB PARK, WB LOOP

5. **Individual making request:** TOM CLIFFORD
Complete Mailing Address: 423 PUTNAM DR. WILMINGTON, NC 28411
Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

6. **Individual who will be on site and in charge of activity:** TOM CLIFFORD
Complete Mailing address: Same
Phone Number: Same E-mail: Same

7. **Sponsoring organization/corporation (if applicable):** PROACTIVE LIFESTYLE EVENTS
Contact: TOM CLIFFORD
Complete Mailing Address: 31 N. 3rd St. WILMINGTON, NC 28401
Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

8. **Briefly describe provisions for the following:**
Toilet facilities 65 TOILETS LINED UP IN WB PARK
Trash disposal SEVERAL TRASH RECEPTACLES WILL BE DISTRIBUTED
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking TOWN PARK + GLASS LOT
Electrical power needs YES
Water needs NO

9. **Will food be served?** NO **If yes, has permit from Health Dept. been obtained?** ___
Describe types of containers, cooking equipment, etc. to be used ___

- Post event per finisher fee
- COI
- Route, event mgmnt review

FOR OFFICE USE ONLY

Site plan included?
(Yes) No Not Required

Permit(s) needed for vehicle on the beach? Yes (No)
Number needed: _____

Vehicle permit issued to:

_____

Vendors requested?
Yes (No)

_____

_____

*Full road closure required?
(Yes) No
Salisbury
(N. Lumina 10 minutes)

Police support required?
(Yes) No Not Required

PD Comments:

_____

_____

Fire Dept. support required?
Yes No (Not Required)

FD Comments:

_____

_____

Ocean Rescue support required?
Yes No (Not Required)

OR Comments:

_____

_____

EMS support required?
Yes No (Not Required)

_____

_____

Certificate of Insurance obtained?
Yes No Not Required
To provide COI prior to event

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? YES

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: NOISE WILL BE CONTAINED ON SEAWATCH LN.

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? YES

If so, what company is providing the equipment? DJ PROF, EZ AV SOUND EQUIPT.

Describe equipment in detail and provide a sketched plan: SEE ATTACH

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? _____

If so, describe in detail: NO

13. Is police assistance necessary? YES *Are you requesting the closing of any streets? YES

If so, please specify: SALISBURY DR.

*Events requiring a complete road closure must pay a fee of $0.50 per race finisher. Amount will be submitted with a statement attesting to the number of finishers. Payment is due within fourteen (14) days of the event.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department. Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of $0.50 per race finisher. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

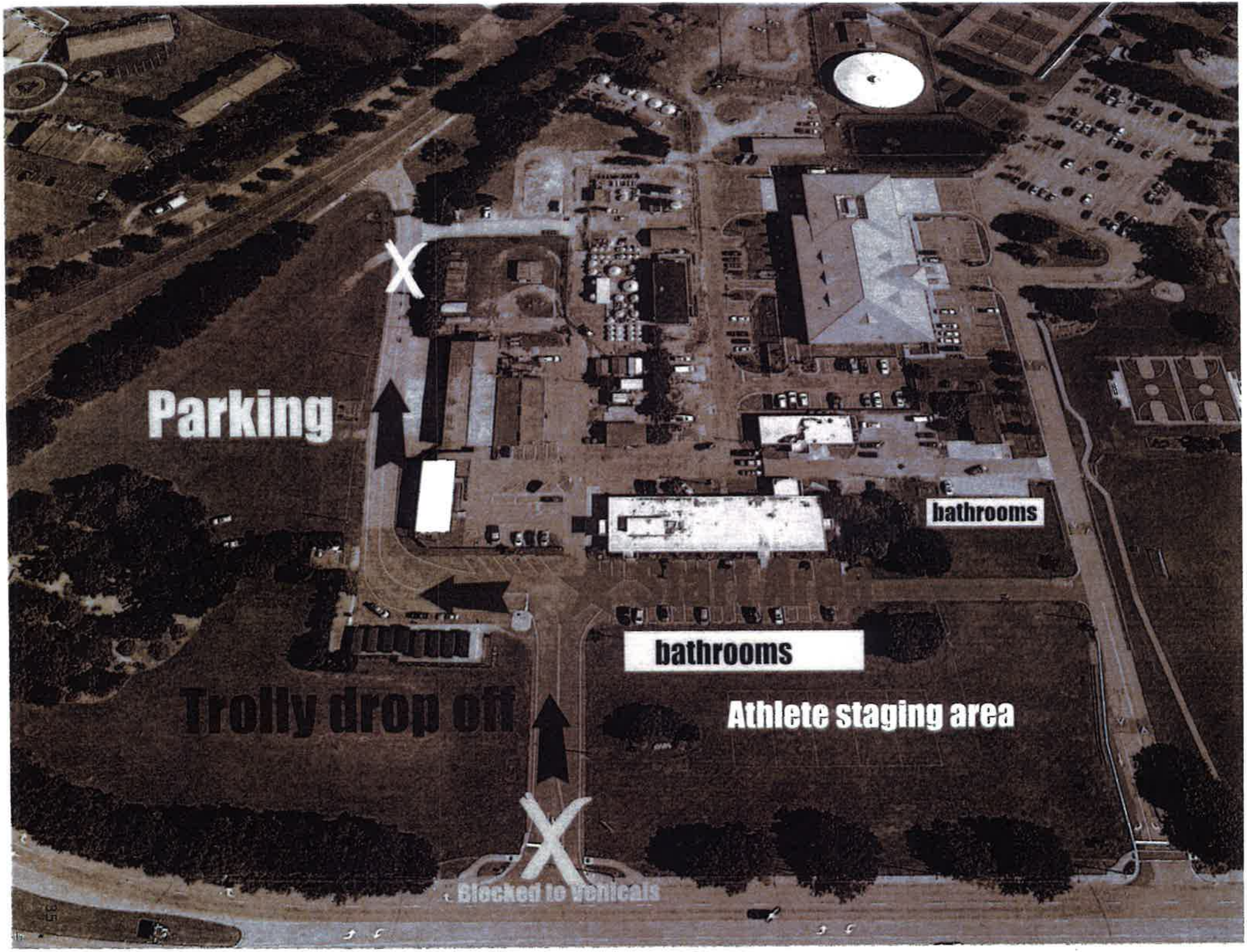
I understand that if the event is cancelled, I will receive a refund of my application fee less a $15 administrative fee.

See attached memo for additional stipulations.

Signature: _____ Date: 5-16-16

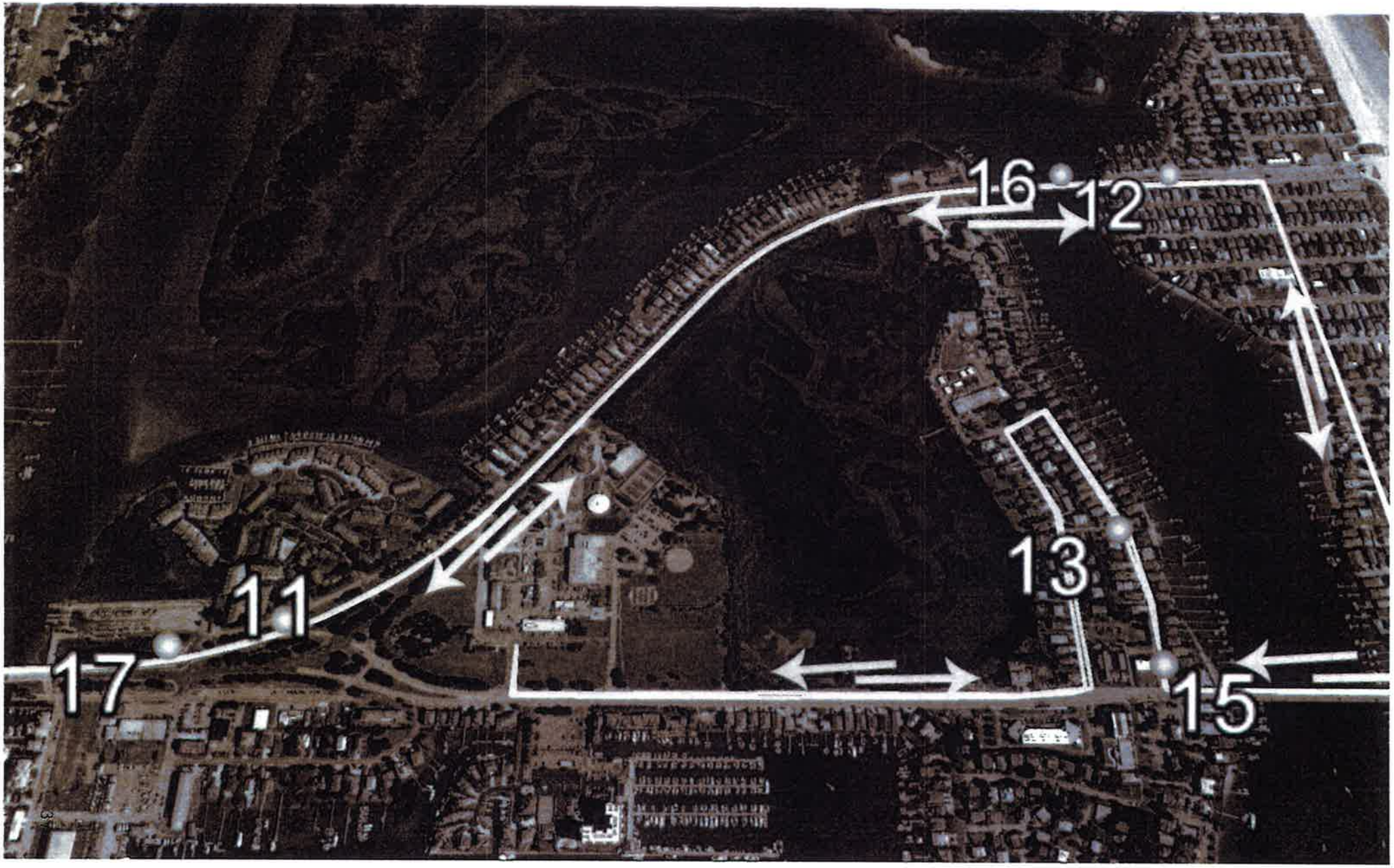
This application is hereby approved, this the _____ day of _____, 20_____.

_____
Special Events Coordinator, Town of Wrightsville Beach, North Carolina


Parking
bathrooms
bathrooms
Trolly drop off
Athlete staging area
Blocked to Vehicals

1
2

WB. The full marathon only. Approx. 800 runners spread out. Would do an out and ba
around the loop. Turn around location would be near or at the park. We would utilize
residence can enter and exit their home. We would conservatively estimate 10:30-1(
vould be cleaned up on the beach



APPROVED SPECIAL EVENTS
July 2016

Distribution List:

Dave Baker, Ocean Rescue
Robert Pugh, WBFD
Daniel House, WBPD
Diana Zeunen, WBPD
Jason Bishop, WBPD
Greg Gowin, WBPD
Joe Newberry, WBPD
Jimmy Rich, WBPD
Jordan Smith, WBPD
Tim Owens, Town Manager
William Squires, Public Works
Bill Bailey, Public Works
David Clodfelter, Public Works
Tony Wilson, Planning & Parks
Katie Ryan, Parks and Recreation
Shannon Slocum, Park Ranger
Evan Morigerato, Parks Maintenance
Sylvia Holleman, Town Clerk
Wrightsville Beach Museum
Bryant Sykes, Lanier Parking
Matt Amor, Lanier Parking
Tiffany Rice, General Admin
Board of Aldermen
Ted Wilgis, NC Coastal Federation

FOR PARKING PURPOSES: Highlighted Events are reservations/events in WB Park.
Bold print indicates event is pending approval

EVENT DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach and Parking Permit
Sat 7/2	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sat 7/2	9:00 am - 11:00 am	20	Meeting	Lookout Harbor HOA	Fran Russ Recreation Center After School Room	
Sat 7/2	11:00 am - 1:00 pm	25	Wedding	Lizardo	Beach strand at access 3	
Sat 7/2	4:00 pm - 6:00 pm	50	Wedding Vow Renewal	Carr	Beach strand at access 2	
Sun 7/3	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Mon 7/4	6:00 am - 8:00 am	9	Wedding	Hubbard	Beach strand at access 3	
Mon 7/4	8:00 am - 1:00 pm	~300	Farmers' Market	WBPR	WB Municipal Grounds - in front of old fire station.	
Tue-Th 7/5-7	5:30 pm - 8:30 pm	~50	Basketball League	WBPR	WB Park Basketball Court	
Tue 7/5	6:00 pm - 7:00 pm	150	Beach Sweep	Robinson	Beach strand at accesses 4, 16, & 36	
Thurs 7/7	3:00 pm - 6:00 pm	70	Wedding	Wood	Beach strand at Shell Island Resort	
Thurs 7/7	6:30 pm - 8:00 pm	400	Sounds of Summer Concert	WBPR	WB Park Event Stage "Selah Dubb"	
Sat 7/9	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sat 7/9	9:00 am - 5:00 pm	20	Boating Safety Class	Sinclair	Fran Russ Recreation Center	
Sat 7/9	9:30 am - 12:30 pm	12	Knockerball Party	Moore	WB Park Soccer Field	

APPROVED SPECIAL EVENTS
July 2016

Sat 7/9	3:30 pm - 6:30 pm	60	Wedding	Leach	Beach strand at Shell Island Resort	
Sat 7/9	3:30 pm - 6:30 pm	30	Wedding	Stott	Beach strand at access 43	*
Sat 7/9	4:30 pm - 7:30 pm	50	Wedding	Walker	Beach strand at access 7	
Sun 7/10	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Mon 7/11	8:00 am - 1:00 pm	~300	Farmers' Market	WBPR	WB Municipal Grounds - in front of old fire station.	
Mon 7/11	3:30 pm - 6:30 pm	70	Wedding	Halenkamp	Beach strand at Shell Island Resort	
Mon-Th 7/11-14	5:30 pm - 8:30 pm	~50	Basketball League	WBPR	WB Park Basketball Court	
Wed 7/13	9:00 am - 1:00 pm	50	Wedding	Perotta	Beach strand at Shell Island Resort	
Thurs 7/14	6:30 pm - 8:00 pm	400	Sounds of Summer Concert	WBPR	WB Park Event Stage "Jack Jack 180"	
Fri 7/15	8:00 am - 5:00 pm	1000	O'Neill/Sweetwater Pro Am Surf Fest	Beach	Beach strand accesses 24-28	2
Sat 7/16	8:00 am - 5:00 pm	2000	O'Neill/Sweetwater Pro Am Surf Fest	Beach	Beach strand accesses 24-28	2
Sat 7/16	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sat 7/16	3:00 pm - 10:00 pm	350	O'Neill/Sweetwater Music & Art Fest	Beach	WB Park	
Sat 7/16	4:00 pm - 7:00 pm	100	Wedding	Woodford	Beach strand at access 8	
Sun 7/17	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sun 7/17	8:00 am - 5:00 pm	1000	O'Neill/Sweetwater Pro Am Surf Fest	Beach	Beach strand accesses 24-28	2
Mon 7/18	8:00 am - 1:00 pm	~300	Farmers' Market	WBPR	WB Municipal Grounds - in front of old fire station.	
Mon-Th 7/18-21	5:30 pm - 8:30 pm	~50	Basketball League	WBPR	WB Park Basketball Court	
Thurs 7/21	9:00 am - 11:00 am	17	Wedding	Tomarchio	Beach strand at access 43	
Thurs 7/21	6:30 pm - 8:00 pm	400	Sounds of Summer Concert	WBPR	WB Park Event Stage "Machine Gun Band"	
Sat 7/23	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	

APPROVED SPECIAL EVENTS
July 2016

Sat 7/23	8:30 am - 11:30 am	75	Wedding	Glover	Beach strand at Shell Island Resort	
~~Sat 7/23~~	~~3:30 pm - 6:30 pm~~	~~125~~	~~Wedding~~	~~O'Hare~~	~~Beach strand at Shell Island Resort~~	~~EVENT CANCELLED~~
Sat 7/23	5:30 pm - 8:30 pm	25	Wedding	Lee	Beach strand at access 4	
Sun 7/24	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sun 7/24	3:00 pm - 7:00 pm	100	Wedding	Hernandez	Beach strand at Shell Island Resort	
Mon 7/25	8:00 am - 1:00 pm	~300	Farmers' Market	WBPR	WB Municipal Grounds - in front of old fire station.	
Mon-Th 7/25-28	5:30 pm - 8:30 pm	~50	Basketball League	WBPR	WB Park Basketball Court	
Thurs 7/28	6:30 pm - 8:00 pm	400	Sounds of Summer Concert	WBPR	WB Park Event Stage "Bantum Rooster"	
Sat 7/30	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	
Sat 7/30	9:00 am - 1:00 pm	100	Wedding	Moss	Beach strand at access 36	
Sun 7/31	8:00 am - 6:00 pm	~25/game	Wilmington Softball Association	Toby Baccante	WBP Softball Field	

* indicates vehicle on beach permit issued to L&L Tent Rentals, Beach Side Occasions, ETC. Party Rentals or Sweet Water Bamboo

WRIGHTSVILLE BEACH POLICE DEPARTMENT

3rd Quarter Report
January/February/March 2016

Presented by:

Chief Daniel L. House

Wrightsville Beach Police Department

Quarterly Report Executive Summary
Third Quarter
FY 2015-2016
(January, February & March 2016)

Crime Report

During the third quarter of FY 2015-2016, the Town of Wrightsville beach saw a slight decrease in Part One crime from the same quarter last year in 2015 (approximately an 8% decrease). The major area for the decrease this quarter was Burglary and Assault.

During the third quarter, we saw a decrease in Part Two crimes compared to last year during the same time period (approximately a 47% decrease). The largest decreases in Part Two crimes this quarter are vandalism, drug offenses and driving while impaired.

During this quarter, we had a significant increase in town ordinances violations (approximately 65% increase). This is mainly in the area of animal violations on the beach, alcohol violations and human waste violations.

As we move into the final quarter of the budget year, we are already seeing a significant increase in reported crime. I would forecast an increase in both part one and part two crimes during the next quarter.

Community Concerns

During the last Chat with the Chief, there were no major issues voiced by the community. The major topic of discussion was the police department's plan for summer operations. With current staffing the police department will be implementing a mid-shift officer (power shift) to address issues on the beach strand in the late afternoon and address quality of life issues in the central business district until bar closing. We will also have two beach officers addressing issues on the beach strand during daylight hours.

Progress Report

At this time the police department is fully staffed. The final two officers are slated to start in early June after completing Basic Law Enforcement Training.

Attachments:

- *WBPD Uniform Crime Report*
- *TOWB General Ordinance Violations Report*

WBPD Uniform Crime Report (UCR)

		Previous Years								Last Four	Previous Year Same Quarter
		Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar		Jan-Mar
		2012	2013	2014	2015	2015	2015	2015	2016	TOTAL	2015
PART I CRIMES											
0120	CRIMINAL HOMICIDE (Manslaughter by negligence)	0	0	0	0	0	0	0	0	0	0
0200	ASSULT-SEXUAL/FORCIBLE RAPE	2	5	1	3	2	1	0	1	4	0
0300	ROBBERY	1	1	1	0	0	0	0	0	0	0
0400	ASSAULT-AGGRAVATED OR WITH WEAPON	17	5	5	10	3	3	2	0	8	2
0500	BURGLARY	56	49	34	43	16	14	6	4	40	7
0600	LARCENY-THEFT	218	210	154	152	55	54	15	29	153	28
0700	MOTOR VEHICLE THEFT	5	3	0	4	1	2	1	0	4	0
0900	ARSON	3	0	1	0	0	0	0	0	0	0
Part 1 Crime Total		**302**	**273**	**196**	**212**	**77**	**74**	**24**	**34**	**209**	**37**
PART 2 CRIMES											
0800	ASSAULT-SIMPLE	65	69	43	63	26	21	7	3	57	9
1000	FORGERGY AND COUNTERFEITING	4	4	3	7	0	4	1	2	7	2
1100	FRAUD	29	43	42	44	20	11	5	10	46	8
1200	EMBEZZLEMENT	1	0	3	0	0	0	0	0	0	0
1300	STOLEN PROPERTY	6	5	2	1	0	0	0	0	0	1
1400	VANDALISM	82	77	52	90	35	25	11	13	84	19
1500	WEAPON OFFENSES	12	11	4	8	1	2	0	0	3	5
1600	PROSTITUTION/VICE OFFENSES	0	2	1	0	0	0	0	1	1	0
1700	ALL OTHER SEX OFFENSES	6	3	0	2	1	0	1	2	4	0
1800	DRUG ABUSE VIOLATIONS	110	99	45	56	22	9	0	3	34	25
1900	GAMBLING	0	0	0	0	0	0	0	0	0	0
2000	OFFENSES AGAINST THE FAMILY OR CHILDREN	5	1	1	0	0	0	0	1	1	0
2100	DRIVING WHILE IMPAIRED	111	89	39	47	13	5	8	9	35	21
2200	LIQUOR LAW VIOLATIONS	57	25	10	8	3	3	0	3	9	2
2400	DISORDERLY CONDUCT	52	49	14	57	34	7	4	7	52	12
2500	OBSECENE MATERIAL/PORNOGRAPHY	0	0	0	0	0	0	0	0	0	0
4000	ALL TRAFFIC (EXCEPT DWI), SUICIDE (THE DECEASED IS THE VITIM), NON-NEGLIGENT TRAFFIC DEATH, NON-CRIMINAL DETINMENT (INVOLUNTARY COMMITMENT)	92	153	64	95	32	14	9	14	69	40
8000	MISSING PERSONS	2	0	0	2	0	0	0	2	2	2
9900	CALLS FOR SERVICE	51	30	32	38	18	13	3	8	42	4
Part 2 Crime Total		**685**	**660**	**355**	**518**	**205**	**114**	**49**	**78**	**446**	**150**
OTHER MISCELLANEOUS CRIMES											
2600	1) Contempt of Court, 2) Resist Arrest, 3) Parole Violations, 4) Traspassing, 5) Ordinance Violations (on a criminal citation - not civil), 6) All Other Offenses.	210	128	69	62	23	20	7	11	61	12
Miscellaneous Total		210	128	69	62	23	20	7	11	61	12
	GRAND TOTAL	**1197**	**1061**	**620**	**792**	**305**	**208**	**80**	**123**	**716**	**199**

TOWB General Ordinance Violations

		Previous Years									Previous Year Same Quarter
		Jan-Dec	Jan-Dec	Jan-Dec	Jan-Dec	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Last Four	Jan-Mar
		2012	2013	2014	2015	2015	2015	2015	2016	TOTAL	2015
TRAFFIC CODE: CHAPTER 74											
74.02	Obstructing passage of other vehicles	3	18	6	37	3	10	9	8	13	15
ANIMALS: CHAPTER 91											
91.11	Dogs running at large prohibited	90	82	156	88	42	26	20	21	68	
91.08	Animal Waste	19	8	0	3	0	0	0	1	0	3
91.08	Failure to License	1	3	1	18	6	2	3	5	8	7
91.13	Confinement of female dogs in heat	1	0	3	0	0	0	0	0	0	0
BEACH AND SHORE REGULATIONS: CHAPTER 92											
92.02	Littering beaches prohibited	5	1	11	6	0	3	3	2	3	0
92.03	Glass on Beach/Containers for food and drink	357	285	317	198	90	99	7	1	189	2
92.12	Use of surfboard or ski-board restricted	24	15	17	10	4	3	3	4	7	0
92.18	Use of vehicles on beach prohibited	7	9	1	2	0	1	1	5	1	0
	Miscellaneous Beach Regulations	0	18	0	0	0	0	0	1	0	0
HEALTH AND SANITATION: CHAPTER 96											
96.01	Litter	11	11	15	9	8	1	0	0	9	0
96.3	Human wastes	74	64	88	115	50	50	12	14	100	3
	Miscellaneous	0	3	8	14	0	14	0	0	14	0
NOISE: CHAPTER 97											
97.01	Loud, disturbing noises generally	82	24	26	23	14	5	4	1	19	0
97.02	Noises declared unreasonably loud and disturbing	0	19	0	2	0	0	0	0	0	2
STREETS AND SIDEWALKS: CHAPTER 99											
99.01	Assembling on sidewalks	0	0	0	0	0	0	0	0	0	0
BUSINESS REGULATIONS: CHAPTER 114											
114.02	Vehicle for hire license requirements	0	0	0	1	0	0	1	0	0	0
114.12	Refusal to pay charges	0	0	0	0	0	0	0		0	0
OFFENSES AGAINST PUBLIC PEACE & SAFETY: CHAPTER 130											
130.03	Consumption and possession of malt beverages, unfortified wine and alcoholic beverages	1262	789	520	228	87	135	4	12	222	2
OFFENSES AGAINST MORALS											
132.2	Profane and boisterous language	0	0	0	0		0	0	0	0	0
MISC VIOLATIONS											
	Miscellaneous Other	40	26	31	9	3	0	0	3	3	6
ND TOTAL		**1976**	**1375**	**1200**	**763**	**307**	**349**	**67**	**78**	**656**	**40**

Wrightsville Beach Fire Department

Quarterly Report

CHIEF'S SIGNATURE

January- March 2016

WRIGHTSVILLEBEACH

Station Roster List (Modified)

All Applicable Records

Andersen, Scott
Arthur, Adlai
Baker, David
Brown, Adam
Callahan, William
Dankanich, Bryan
Fink, Adam
Freeman, Tanner
Garner, Michael
Griffith, Matthew
Hardy, Thomas
Holland, Matt
Jordan, Sara
Kenny, Zachary
Kling, Kyle
Konrady, Tanner
Long, Thomas
Mauney, Jonathon
McQueen, William
Miess, Kyle
Owens, Jeremy
Powell, Sterling
Proffitt, Sam
Pugh, Robert
Reid, Daniel
Rogers, Glen
Scull, John
Smith, Gordon
Stewart, Austin
Tackett, Matthew
Thompson, Ray
Turner, Kenneth
Vankirk, Caleb
Williams, Jeffrey

WRIGHTSVILLEBEACH

Fire Incident Listing

Alarm Date Between {1/1/2016} And {3/31/2016}

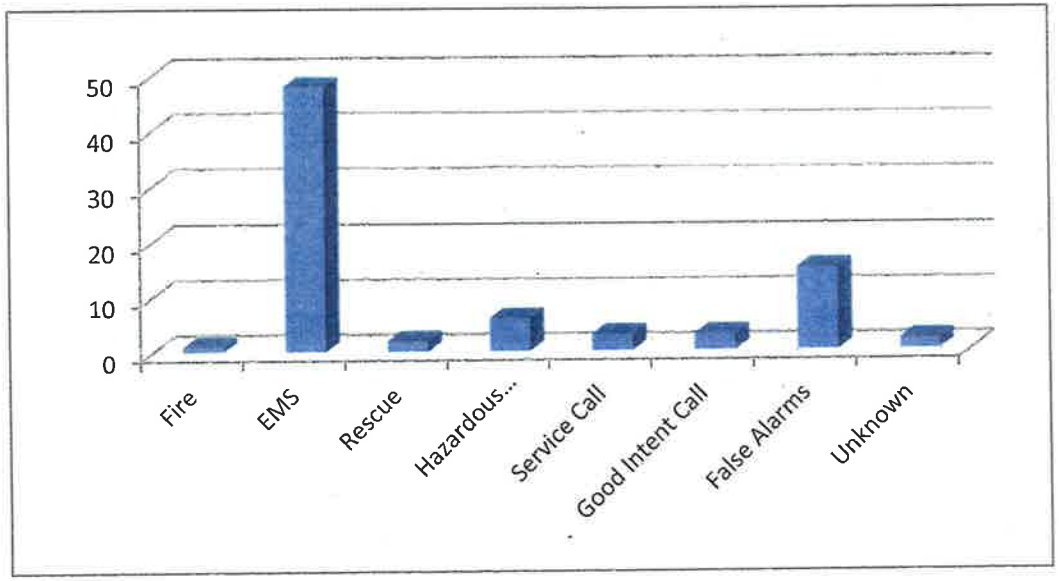
Date	Time	Scene Address	Description
01/01/2016	23:46:56	314 WAYNICK BLVD	Detector activation, no fire - unintentional
01/02/2016	01:07:00	324 S LUMINA AVE	Service Call, other
01/06/2016	23:17:18	W HENDERSON ST	Power line down
01/07/2016	04:09:04	2514 N LUMINA AVE	Smoke detector activation due to malfunction
01/07/2016	19:37:00	275 WAYNICK BLVD	Alarm system activation, no fire - unintentiona
01/15/2016	10:04:43	2700 N LUMINA AVE	Smoke detector activation, no fire -
01/15/2016	22:19:44	718 S LUMINA AVE	Electrical wiring/equipment problem, Other
01/21/2016	15:06:32	2514 N LUMINA AVE	Water or steam leak
01/24/2016	12:17:51	220 CAUSEWAY DR	Heat from short circuit (wiring), defective/wor
01/29/2016	11:48:24	2400 N LUMINA AVE	Alarm system activation, no fire - unintentiona
01/31/2016	01:55:40	5 N LUMINA AVE	Smoke detector activation, no fire -
01/31/2016	15:17:45	102 CIRCLE DR	Chemical hazard (no spill or leak)
02/04/2016	09:28:09	3 S RIDGE LN	Smoke detector activation, no fire -
02/08/2016	22:48:35	96 W SALISBURY ST	Water vehicle fire
02/09/2016	11:54:56	275 WAYNICK BLVD	Detector activation, no fire - unintentional
02/12/2016	17:12:52	19 E Columbia ST	Carbon monoxide detector activation, no CO
02/15/2016	11:34:12	401 S LUMINA AVE	False alarm or false call, Other
02/19/2016	13:58:58	2700 N LUMINA AVE	Sprinkler activation, no fire - unintentional
02/23/2016	11:11:46	104 S LUMINA AVE	Alarm system activation, no fire - unintentiona
03/07/2016	11:39:59	2 SEAGULL ST	
03/10/2016	09:37:50	16 WB BEACH ACCESS	Steam, vapor, fog or dust thought to be smoke
03/18/2016	18:21:39	82 PELICAN DR	Alarm system activation, no fire - unintentiona
03/21/2016	14:38:04	216 CAUSEWAY DR	Arcing, shorted electrical equipment
03/21/2016	14:52:15	316 CAUSEWAY DR	Arcing, shorted electrical equipment
03/21/2016	16:18:48	101 SEAPATH ESTATES DR	Assist invalid
03/23/2016	07:52:32	2514 N LUMINA AVE	Smoke scare, odor of smoke
03/23/2016	14:02:13	8651 STEPHENS CHURCH RD	Dispatched & cancelled en route
03/23/2016	14:22:50	1706 N LUMINA AVE	Alarm system activation, no fire - unintentiona
03/29/2016	19:36:03	3 PARMELE BLVD	False alarm or false call, Other
03/30/2016	19:12:54	99 E SALISBURY ST	

Wrightsville Beach Fire Department

Quarterly Incident Reports

Janurary - March

Incident Type	Incidents
Fire	1
EMS	48
Rescue	2
Hazardous Conditions	6
Service Call	3
Good Intent Call	3
False Alarms	15
Unknown	2



WRIGHTSVILLEBEACH

Dollar Value Saved & Loss Analysis

Alarm Date Between {1/1/2016} And {3/31/2016} a

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
441 Heat from short circuit	1	$250,000	$5,000	$245,000	2.00%	98.00%
Grand Totals	**1**	**$250,000**	**$5,000**	**$245,000**		

Total Percent Lost: 2.00%

Total Percent Saved: 98.00%

WRIGHTSVILLEBEACH

EMS Incident List

Alarm Date Between {1/1/2016} And {3/31/2016}

Date	Time	Scene Address	Reason for Call
01/03/2016	07:04:15	20 E ASHEVILLE ST	Sick Person
01/03/2016	09:49:03	601 CAUSEWAY DR	Unconscious
01/07/2016	11:56:53	2606 N LUMINA AVE	Psychiatric
01/08/2016	21:32:15	912 WATER ST	Unconscious
01/10/2016	00:04:14	N LUMINA AVE & W Columbia ST	Unconscious
01/12/2016	01:23:05	7246 WRIGHTSVILLE AV /222	Unknown Problem
01/13/2016	19:36:57	208 CORAL DR	Unknown Problem
01/14/2016	20:10:01	5 W HENDERSON ST	Overdose
01/20/2016	08:13:18	322 CAUSEWAY DR /1105	Dizziness
01/23/2016	13:21:40	275 WAYNICK BLVD	Cold Exposure
01/29/2016	10:02:03	2035 EASTWOOD RD	Unconscious
01/31/2016	10:12:08	2 W FAYETTEVILLE ST	Fainting
01/31/2016	02:06:57	35 N LUMINA AVE	Assault
02/06/2016	01:09:49	1 OCEANIC ST	Fall
02/08/2016	07:49:28	2400 N LUMINA AVE	Assist Another Agency
02/10/2016	18:29:54	1704 N LUMINA AVE	Cardiac Arrest
02/10/2016	19:08:14	1704 N LUMINA AVE	Other Not Listed
02/14/2016	16:14:43	1704 N LUMINA AVE /9-B	Fall
02/14/2016	17:28:23	6 MALLARD ST	Breathing Problems
02/15/2016	22:13:02	300 W SALISBURY ST	Traffic Accident
02/16/2016	17:40:08	100 CAUSEWAY DR	Traffic Accident
02/19/2016	01:58:47	7111 WRIGHTSVILLE AV	Fall
02/20/2016	23:46:16	7246 WRIGHTSVILLE AV	Overdose
02/21/2016	00:35:54	350 CAUSEWAY DR	Unconscious
02/22/2016	10:16:49	23 E SALISBURY ST	Unknown Problem
02/23/2016	10:50:39	2 W FAYETTEVILLE ST	Unconscious
02/28/2016	04:11:01	7 E ASHEVILLE ST	Stroke (CVA)
03/01/2016	08:36:02	2614 N LUMINA AVE	Breathing Problems
03/03/2016	13:07:08	66 W PELICAN DR	Sick Person
03/04/2016	15:07:51	25 E SALISBURY ST	Breathing Problems
03/07/2016	22:54:52	2609 N LUMINA AVE	Traffic Accident
03/08/2016	09:07:13	308 CORAL DR	Fall
03/08/2016	17:08:23	26 WB Beach Access	Other Not Listed
03/12/2016	14:39:16	2 PELICAN DR	Unknown Problem
03/12/2016	15:43:10	99 DOCK DR	Unknown Problem
03/13/2016	19:12:51	105 CIRCLE DR	Other Not Listed
03/14/2016	02:03:53	1706 N LUMINA AVE	Breathing Problems
03/16/2016	18:12:11	220 CAUSEWAY DR	Seizures
03/17/2016	03:20:47	38 N LUMINA AVE	Other Not Listed
03/18/2016	02:55:05	E ASHEVILLE ST	Assault
03/22/2016	19:49:30	1 OCEANIC ST	Overdose
03/23/2016	12:23:28	2398 N LUMINA AVE	Hemorrhage
03/23/2016	12:00:28	1706 N LUMINA AVE	Seizures
03/27/2016	08:36:45	100 WATER ST	Chest Pain

WRIGHTSVILLEBEACH

EMS Incident List

Alarm Date Between {1/1/2016} And {3/31/2016}

Date	Time	Scene Address	Reason for Call
03/29/2016	00:05:11	95 S LUMINA AVE	Psychiatric
03/30/2016	11:04:04	275 WAYNICK	Unknown Problem
03/30/2016	15:44:23	2700 N LUMINA AVE	Other Not Listed
03/30/2016	16:02:14	38 N LUMINA AVE	Unconscious
03/31/2016	16:35:08	200 S CHANNEL DR	Fall

Quarterly Mileage Report

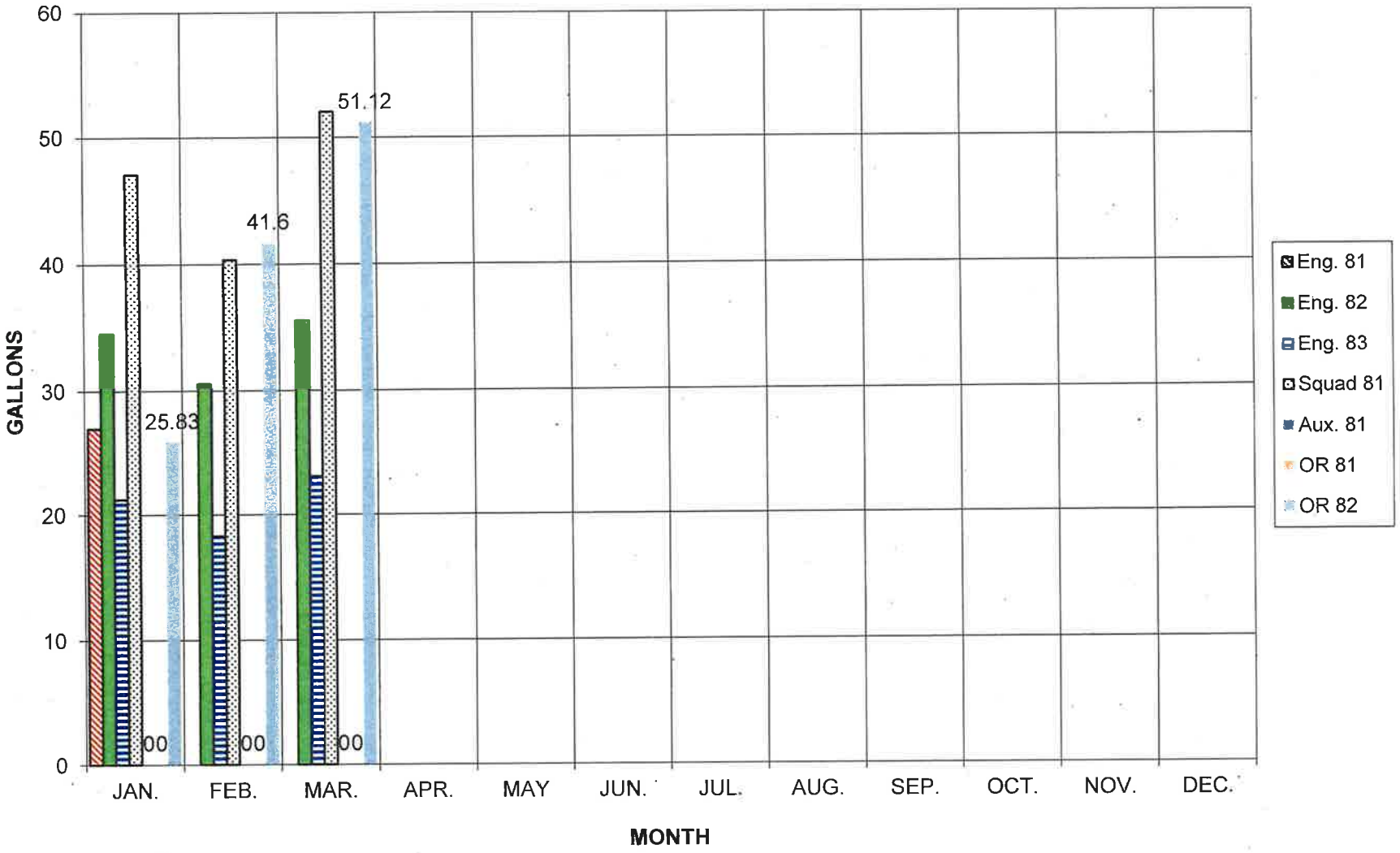
1st Quarter 2016

	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours	Total Mileage	Total Hours
Engine 1	33191	33245	2752.0	2756.0	54	4.0
Engine 2	2388	2651	276.0	372.0	263	96.0
Engine 3	15969	16137	1666.0	1685.0	168	19.0
Squad 1	42106	42570	no meter		464	
				Totals	949	119

WBFD Fuel 2015

	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL		%
ENGINE 81	26.99	0	0												#DIV/0!
ENGINE 82	34.6	30.6	35.56												#DIV/0!
ENGINE 83	21.22	18.3	23.06												#DIV/0!
SQUAD 81	47.07	40.35	52.04												#DIV/0!
Aux 81	0	0	0												#DIV/0!
OR 81	0	0	0												#DIV/0!
OR 82	25.83	41.6	51.12												#DIV/0!
Other*	0	0	0	0	0	0	0	0	0	0	0	0	0		#DIV/0!
													0		#DIV/0!
													0		#DIV/0!
													0		#DIV/0!
TOTAL	155.71	130.85	161.78	0	0	0	0	0	0	0	0	0	0		
%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			

WBFD Fuel Consumption 2016



WRIGHTSVILLEBEACH

Training Class List

Class Date Between {1/1/2016} And {3/31/2016}

Date	Time	Class Description	Category	Hours
01/06/2016	08:00	Fire Officer I	Other	39:00
01/06/2016	19:00	Chimney Fires	Drill	03:00
01/07/2016	21:45	Squad 81 & EMS Gear	Other	01:30
01/08/2016	08:00	FIRE COMPANY OFFICER LEVEL II	Other	13:00
01/09/2016	08:00	FIRE COMPANY OFFICER LEVEL II	Other	09:00
01/09/2016	08:00	Fire Pumps Operations & Theory	Other	15:00
01/10/2016	08:00	FIRE COMPANY OFFICER LEVEL II	Other	05:00
01/12/2016	14:00	Territory Study	Crew Training	01:00
01/12/2016	14:00	Pre-Fire Planning	Crew Training	01:30
01/13/2016	19:00	Fire Department Orientation	Drill	03:00
01/18/2016	19:45	Strategy & Tactics	Crew Training	01:00
01/20/2016	10:00	NIMS 200	Other	04:00
01/20/2016	16:00	NIMS 100	Other	04:00
01/27/2016	19:00	SCBA	Drill	03:00
01/28/2016	10:00	Monthly Pump Test	Crew Training	01:00
01/28/2016	14:00	Driving skills	Crew Training	01:00
01/28/2016	16:00	Hydraulics	Crew Training	01:00
02/03/2016	19:00	Procedures & Protocols	Drill	03:00
02/10/2016	19:00	Hose Deployment	Drill	03:00
02/17/2016	14:30	Pre-Fire Planning	Crew Training	01:30
02/18/2016	18:00	Fire Prevention	Crew Training	01:00
02/24/2016	19:00	Thermal Imaging Camera	Drill	03:00
02/25/2016	10:00	Monthly Pump Test	Crew Training	01:00
02/25/2016	13:30	Hurricane Preparedness	Crew Training	01:00
03/02/2016	19:00	Mayday Procedures	Drill	03:00
03/05/2016	08:00	Agility Test	Drill	05:00
03/09/2016	19:00	Mayday Procedures	Drill	02:00
03/14/2016	12:30	Fire Inspector Continuing Education	Other	04:00
03/14/2016	16:00	Scope of Practice	Crew Training	01:00
03/15/2016	08:00	Fire Inspector Continuing Education	Other	08:30
03/15/2016	14:00	Pre-Fire Planning	Crew Training	01:30
03/16/2016	08:00	Fire Inspector Continuing Education	Other	07:30
03/17/2016	08:00	Fire Inspector Continuing Education	Other	11:30
03/17/2016	08:00	Staff Meeting	Other	01:30
03/17/2016	14:00	Territory Study	Crew Training	01:00
03/18/2016	08:00	Fire Inspector Continuing Education	Other	03:30
03/22/2016	12:00	Patient Assesment - RAD 57 Training	EMS Training	01:00
03/23/2016	19:00	Rapid Intervention Teams	Drill	03:00
03/26/2016	09:00	Forcible Entry	Crew Training	01:00
03/26/2016	15:00	Apparatus Familiarzation	Crew Training	01:00
03/28/2016	17:00	Building Familiarzation	Crew Training	01:00

WRIGHTSVILLEBEACH

Training Class List

Class Date Between {1/1/2016} And {3/31/2016}

Date	Time	Class Description	Category	Hours
03/30/2016	19:00	Rapid Intervention Teams	Drill	03:00
03/31/2016	10:00	Monthly Pump Test	Crew Training	01:30

Total Classes: 43

Grand Totals: 181:0

WRIGHTSVILLEBEACH

Fire & Life Safety Education Activity (Summary)

Date Between {1/1/2016} And {3/31/2016}

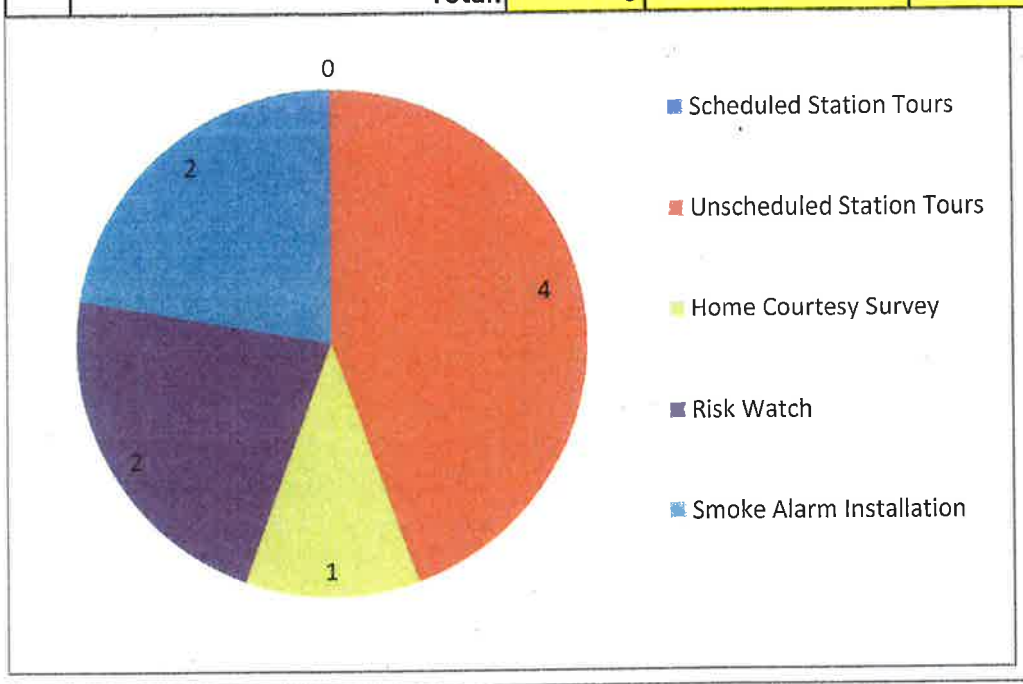
Activity Code	Count	Total Hrs	Pct Hrs
0612 Unscheduled Station Tours	4	02:30	23.80%
062 Home Courtesy Survey	1	02:00	19.04%
0661 Risk Watch	2	02:00	19.04%
0691 Smoke Detector delivery/installation/service	2	04:00	38.09%
	9	**10:30**	

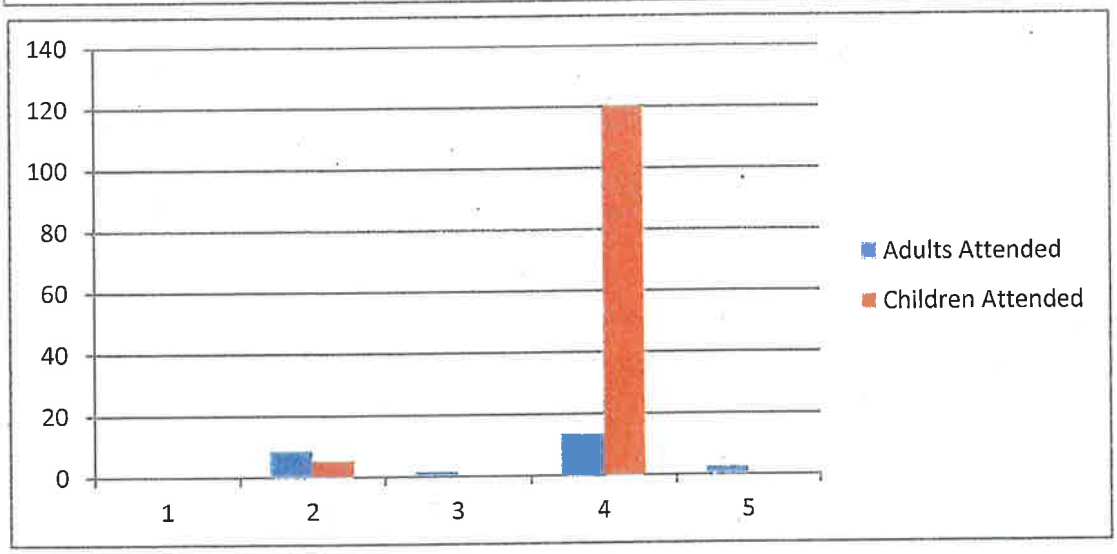
Wrightsville Beach Fire Department

Quarterly FLSE Activities

Janurary - March

	Activity Type	Activities	Adults Attended	Children Attended
1	Scheduled Station Tours	0	0	0
2	Unscheduled Station Tours	4	8	5
3	Home Courtesy Survey	1	1	0
5	Risk Watch	2	13	120
7	Smoke Alarm Installation	2	2	0
	Total:	9	24	125





Wrightsville Beach Ocean Rescue
Quarterly Report
April - May 20, 2016

TOTAL NUMBER OF WATER RESCUES 17

Water Rescues by Location:

Stand 1	0	Stand 6	8	Stand 11	0
Stand 2	0	Stand 7	0	Stand 12	0
Stand 3	0	Stand 8	0	Stand 13	5
Stand 4	3	Stand 9	0		
Stand 5	0	Stand 10	0	Jet Ski	1

TOTAL NUMBER OF MEDICAL RESPONSES 19

First Aid Cases 9 **EMS Dispatch via 911** 10

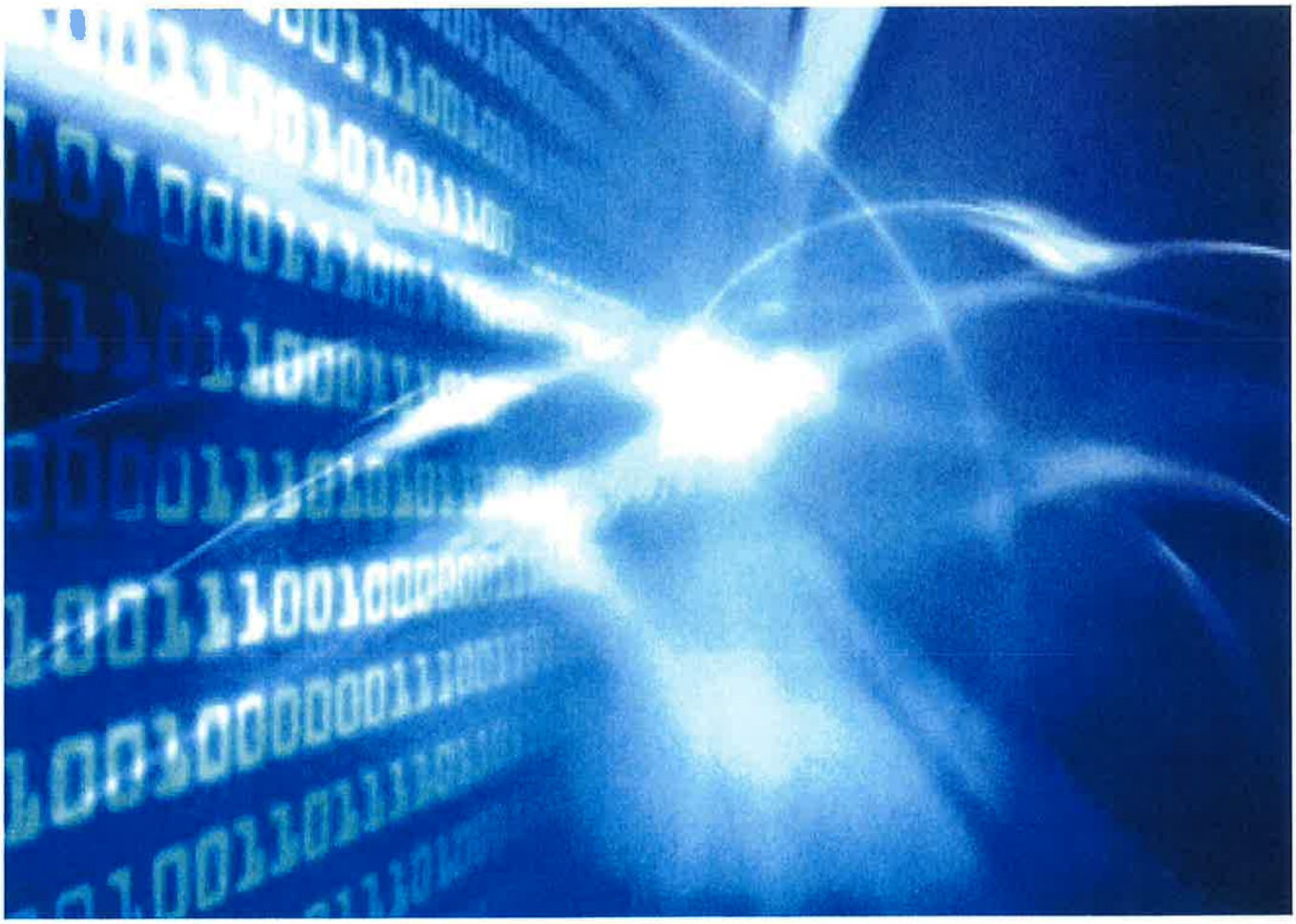
First Aid by Location:

Stand 1	0	Stand 6	3	Stand 11	0
Stand 2	0	Stand 7	0	Stand 12	0
Stand 3	0	Stand 8	5	Stand 13	1
Stand 4	0	Stand 9	0		
Stand 5	0	Stand 10	0		

TOTAL NUMBER OF MISSING PERSON SEARCHES 2
TOTAL NUMBER OF MISSING SWIMMER SEARCHES 0

YEAR TO DATE TOTALS

Total Water Rescues 2016 Season to Date:	17
Total Medical Responses, 2016Season to Date:	19
Total Missing Person Searches, 2016 Season to Date:	2
Total Missing Swimmer Searches, 2016 Season to Date:	0
Total Incidents, 2016 Season to Date:	36



INFORMATION TECHNOLOGY

QUARTERLY REPORT

JANUARY - MARCH 2016

EXECUTIVE SUMMARY

In the third quarter of this fiscal year, the Information Technology Department continued to stay busy. We finished up work on the website redesign, our Facebook page was launched, and the financial software project is in full swing and the Microsoft Office 2016 product is being rolled out.

The website redesign project has been completed. We are still fixing some bugs here and there, but the website officially went live on March 1, 2016. The website design staff worked diligently on their department pages and produced a much improved Town website.

The Town Facebook page went live in February. We will be promoting town meetings, events in the park, public notices, etc. to keep the page engaging and up to date.

As previously predicted, the financial software project is now in full swing. Bo Aina, Implentation Consultant from Tyler Technologies is working on-site during March and April. He meets with each of us periodically to help with the software configuration. We have access to some online tutorials and the instructor led training will be scheduled soon.

The Microsoft Office 2016 product was rolled out. Town Hall, Parks and Recreation, and Fire were the first to get the new software. The Police department is getting rolled out now and Parking will be next. Planning and Public Works are unable to upgrade due to compatibility issues with their current department software. Both departments have new software in the proposed budget. If approved, they will get the MS Office 2016 then.

In March we saw a steady increase in the number of visits to our website due to the rollout of our new website. The most popular pages viewed were our jobs and parking pages.

The issues with video streaming our meetings has been addressed. We had to back down the quality of the video to get a stable stream.

EXECUTIVE SUMMARY

We saw an increase in the number of incoming phone calls, typical of this time of year. The Police Department and Town Hall shared the top honors on incoming phone calls.

Next quarter will continue to be busy. We hope to finish up work on the Microsoft Office roll outs, go live on the payroll portion of the financial management project, finish up the budget process, and begin testing our Board IPads with the Agenda Free application.

INFORMATION TECHNOLOGY

	JAN	FEB	MAR
Network Infrastructure			
% Network Uptime	100	100	100
% Server Up Time	100	100	100
# of Support Tickets Submitted	48	54	36
# of Emails Received	873	967	799
# of Phone Calls	386	528	348
Dept. with highest ticket count	POLICE	Town Hall	POLICE
Website			
Total Visits	10,042	8,458	14,308
Total Page Views	19,096	16,339	36,755
Average Session Duration	00:01:21	0:01:24	0:02:38
New Visitors	7,382	5,794	14,308
Returning Visitors	2,660	2,664	2,159
Most Viewed Page	HOME	HOME	HOME
2nd Most Viewed Page	EMPLOYMENT	EMPLOYMENT	JOBS
3rd Most Viewed Page	STAFF LISTING	STAFF LISTING	PARKING
Most Popular Browser Used	CHROME	CHROME	CHROME
Most Popular Device Used	DESKTOP	DESKTOP	DESKTOP
Most Popular Visitor Location	WILMINGTON	WILMINGTON	WILMINGTON
Video Streaming			
Livestream Followers	77	78	79
Vimeo Followers	0	0	0
Board Meeting Live Views	53	27	24
Board Meeting Archive Views	16	1	10
Planning Bd Mtg Live Views	5	7	0
Planning Bd Mtg Archive Views	5	0	3
Telephone System			
Total # of Incoming Calls	7,613	9,113	10,841
Total # of Voicemails Received	1,786	1,938	2,337
Dept. with Highest Call Count	TOWN HALL	PUBLIC WORKS	PARKING
Dept. with 2nd Highest Call Count	POLICE	POLICE	TOWN HALL
Email			
# of Mailboxes Maintained	80	79	77
Avg # of Emails Received	24,506	26,081	28,123
Email Content Filtered	2,341	1,922	2,630
# of Malware Detected	39	138	223
% Email tagged as SPAM	16,485	20,851	7,369
Malware Threats			
# of Protected PCs	75	76	76
# of Malware Threats	2	4	7

FACEBOOK			
Likes	360	547	616
Comments	1	12	0
Shares	1	4	4
Messages	1	1	4
Page Views	157	235	111
Website Clicks	0	0	1
POLICE DEPARTMENT FACEBOOK			
Likes	34	72	86
Comments	0	7	0
Shares	0	19	6
Page Views	52	135	84
Website Clicks	0	0	1

TOWN OF WRIGHTSVILLE BEACH
GENERAL ADMINISTRATION DEPARTMENT
PO BOX 626
WRIGHTSVILLE BEACH, NC 28480
(910) 256-7900

June 8, 2016

TO: Mayor Blair and Board of Aldermen

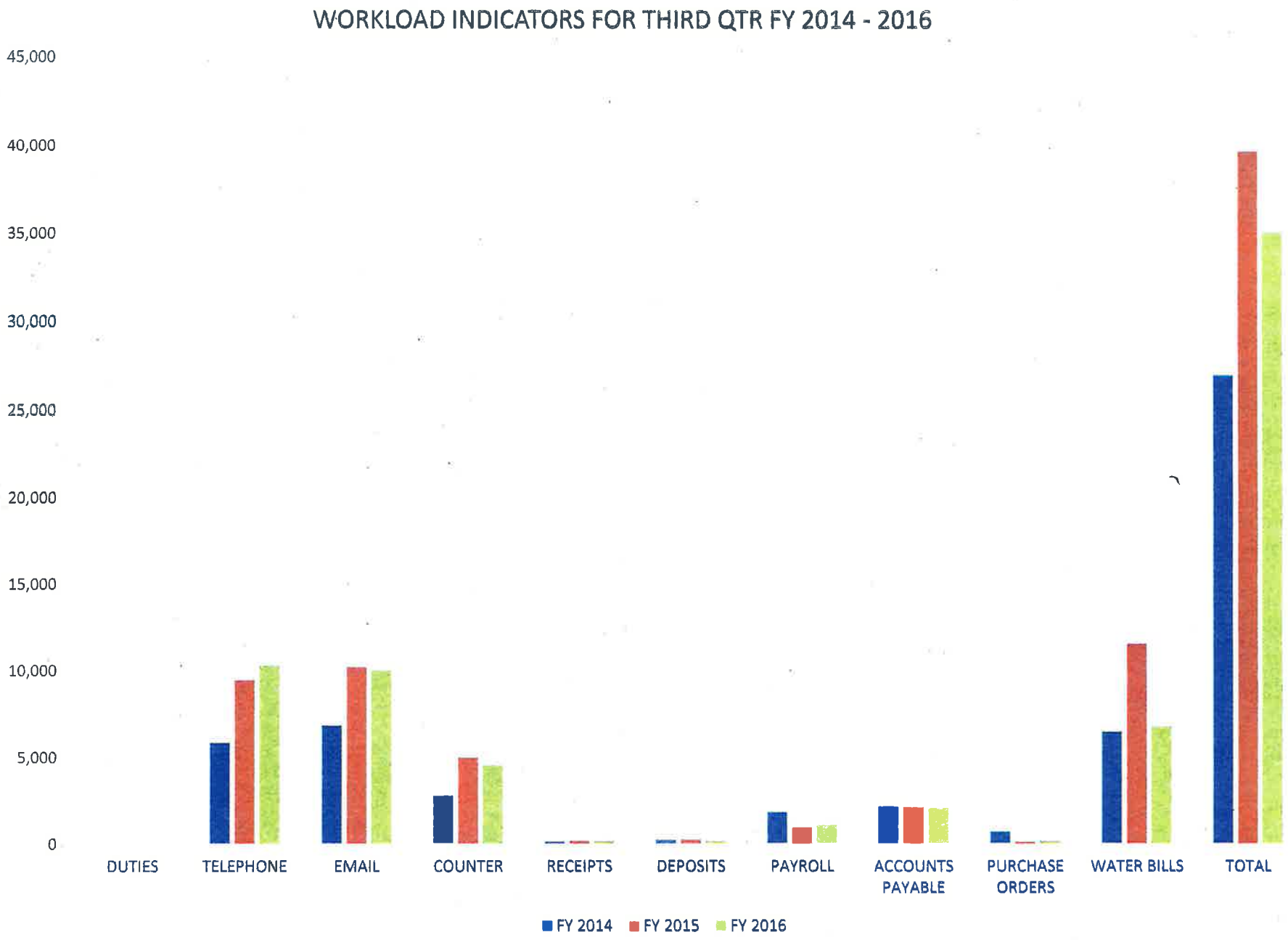
FROM: Erica Walters
Finance Officer

RE: General Administration Third Quarter Report

The third quarter workload indicators report for the General Administration Department is presented for your review. Public contacts (including telephone, email, counter, and receipt categories) have increased by 0.70% compared to the third quarter of FY 2015.

During this quarter 24,911 public contacts were processed. Staff collected $48,008.80 in violations relating to beach regulations and animal citations.

If you have any questions regarding General Administration's quarterly report, please do not hesitate to contact me.


WORKLOAD INDICATORS FOR THIRD QTR FY 2014 - 2016
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
DUTIES
TELEPHONE
EMAIL
COUNTER
RECEIPTS
DEPOSITS
PAYROLL
ACCOUNTS PAYABLE
PURCHASE ORDERS
WATER BILLS
TOTAL
FY 2014
FY 2015
FY 2016

DUTIES	FY 2014	FY 2015	FY 2016
TELEPHONE	**5,854**	**9,406**	**10,274**
EMAIL	**6,821**	**10,162**	**9,973**
COUNTER	**2,744**	**4,983**	**4,521**
RECEIPTS	**120**	**187**	**143**
DEPOSITS	**215**	**269**	**147**
PAYROLL	**1,801**	**954**	**1,072**
ACCOUNTS PAYABLE	**2,114**	**2,073**	**2,010**
PURCHASE ORDERS	**679**	**131**	**139**
WATER BILLS	**6,426**	**11,422**	**6,710**
TOTAL	**26,774**	**39,587**	**34,989**

Public Contacts	15,539	24,738	24,911
% chg from prior yr - Public Cont		59.20%	0.70%
% chg from FY 2014 - Public Cont			60.31%
% chg TOTAL from FY 2015			-11.61%

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman

Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

June 8, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Resolution Approving Changes to the Hurricane Preparedness Plan

Agenda Item

Attached is a resolution approving changes and readopting the Town's Hurricane Preparedness Plan. There were no meaningful logistical plan changes. Most changes were to update plan contacts.

Action

1. Consider approving Resolution No. (2016) 1986

RESOLUTION NO. (2016) 1986

Board of Aldermen
Town of Wrightsville Beach
Date: June 8, 2016

A RESOLUTION OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ADOPTING 2016 HURRICANE OPERATIONS PLAN
FOR THE TOWN OF WRIGHTSVILLE BEACH

WHEREAS, a State of Emergency may be deemed to exist during times of great public crisis, disaster, or catastrophe; and

WHEREAS, from time to time, the Town may be threatened by tropical weather; and

WHEREAS, in the event of such an existing or threatened State of Emergency endangering the health or welfare of the people within the Town or threatening damage to or destruction of property, it is necessary for the Town to respond in a manner which will mitigate public injury or loss of property; and

WHEREAS, a Hurricane Operations Plan is a document to implement a course of action and to designate responsibilities during such emergencies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina that the Town Manager is hereby authorized to prepare and update the Hurricane Operations Plan and to follow such plan during periods of public emergency.

BE IT FURTHER RESOLVED that the June 2016 Updated Hurricane Operations Plan, including amendments, a copy of which is on file in the Clerk's office and incorporated herein by reference, is hereby officially adopted by the Board of Aldermen.

This Resolution adopted this 8th day of June, 2016.

_____
William J. Blair III, Mayor

ATTEST:

_____
Sylvia J. Holleman, Town Clerk

Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, NC 28480
910-256-7900

To: Mayor Blair and Board of Aldermen

From: Erica Walters, Finance Officer

Subject: Ordinance (2016) 433-B

Date: June 8, 2016

Background: At the end of every fiscal year, a budget amendment must be done so that each department stays within their allotted budget for the audit. The following Budget Amendment is being done so that no department exceeds its' budget for the year.

Requested Action: Approve Ordinance (2016) 433-B.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA

ORDINANCE NO. (2016) 433-B

FISCAL YEAR 2015/2016

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2016. The Town's General Fund (Fund 10) accounts are to be amended as follows:

Account No.	Debit	Credit
10-4100-4500 Contracted Services	15,000	
10-4500-7400 Equipment		59,002
10-4500-9841 Transfer to Fund 41	59,002	
10-5102-1150 Operating Expenses	68,000	
10-3290-0000 Interest on Investments		6,400
10-3350-0900 Gifts in Kind		2,500
10-3520-0200 Civil Penalty – Other than Alcohol		15,000
10-3550-0100 Building Permits		41,600
10-3833-0000 Life Guard Stand Sponsorship		17,500

Section II. To amend the IT Capital Project Fund (Fund 41) for unanticipated/unbudgeted expenses during FY 2016. The Town's IT Capital Project Fund (Fund 41) accounts are to be amended as follows:

Account No.	Debit	Credit
41-4500-7450 Financial Software	59,002	
41-3970-1000 Transfer from Fund 10		59,002

Section III. Copies of this Budget Ordinance No. (2016) 433-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 8th day of June 2016.

WILLIAM J. BLAIR, III
Mayor

ATTEST:

SYLVIA J. HOLLEMAN
Town Clerk

Seal

Town of
Wrightsville Beach

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

PUBLIC NOTICE

2016 Marketing Committee Meeting Schedule

The public will take notice that the regular meeting schedule for the Wrightsville Beach Marketing Committee for 2016 will be as follows; and that this is a true copy of the schedule kept on file in the office of the Town Clerk, as required by G.S. 143-318.12:

Tuesday, January 12, 2016 – at 12:00 Noon *(changed from 4:00 p.m.)*
Tuesday, February 9, 2016 – at 3:00 p.m. *(changed from 4:00 p.m.)*
Tuesday, March 8, 2016
Tuesday, April 19, 2016 – 3:00 p.m. (changed from April 12th)
Tuesday, May 10, 2016
Tuesday, June 21, 2016 – (changed from June 14th)
Tuesday, July 12, 2016
Tuesday, August 9, 2016
Tuesday, September 13, 2016
Tuesday, October 11, 2016
Tuesday, November 8, 2016
Tuesday, December 13, 2016

All meetings will commence at **4:00 p.m.** unless otherwise noted above, in the Conference Room of Town Hall, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Sylvia Holleman
Town Clerk

06/08/16

Planning and Inspections

TOWN OF WRIGHTSVILLE BEACH

PLANNING AND INSPECTIONS • 321 CAUSEWAY DRIVE • P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

MEMORANDUM

To: Mayor Blair and Members of the Board of Aldermen
From: Tony Wilson, Planning and Parks Director TW
Re: **Consent Agenda: Cancellation of the June 23, 2016 Board of Adjustment Meeting**
Date: **June 1, 2016**
Cc: Tim Owens, Town Manager

Staff respectfully requests that the following meeting be cancelled due to the lack of agenda items.

- To cancel the June 23, 2016 Board of Adjustment Meeting at 5:00 pm.

Requested Action:
Cancel the June 23, 2016 Board of Adjustment Meeting.

Town of
Wrightsville Beach

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

PUBLIC NOTICE

2016 Board of Adjustment Meeting Schedule

The public will take notice that the regular meeting schedule for the Wrightsville Beach Board of Adjustment for 2016 will be as follows; and that this is a true copy of the schedule kept on file in the office of the Town Clerk, as required by G.S. 143-318.12:

~~Thursday, January 28, 2016~~ – Cancelled
~~Thursday, February 25, 2016~~ – Cancelled
~~Thursday, March 24, 2016~~ – Cancelled
~~Thursday, April 28, 2016~~ – Cancelled
~~Thursday, May 26, 2016~~ – Cancelled
~~Thursday, June 23, 2016~~ – Cancelled
Thursday, July 28, 2016
Thursday, August 25, 2016
Thursday, September 22, 2016
Thursday, October 27, 2016
Thursday, November 17, 2016
Thursday, December 15, 2016

All meetings will commence at 5:00 p.m., unless otherwise noted above, in Council Chambers of Town Hall, 321 Causeway Drive, Wrightsville Beach, North Carolina.

Sylvia Holleman
Town Clerk

06/08/16

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman

Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

June 8, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Public Hearing to receive input on the FY 2016/2017 Budget and to consider the adoption of Ordinance No. (2016)1761 to amend water and sewer rates and charges, Budget Ordinance No. (2016)434-B to adopt the proposed FY2016/2017 Budget and to set the tax rate for the town, and to approve Authorized Permanent Positions by Pay Range for FY 2016/2017.

Agenda Item

On May 27th, the Board was given the proposed FY16/17 Budget document. This marks the 4th budget that I have been involved with the Town. I appreciate all of the hard work by the Board and Staff that went into the completion of the document.

At your upcoming meeting, I will have a more detailed powerpoint presentation covering the elements of the budget. The highlights of the budget are:

- The Town remains in good financial standing
- The General Fund budget is proposed at $10, 580,410
- The Water and Sewer Budget is proposed at $2,983,290
- The Tax rate is proposed at $.133 per $100 of valuation which represents no increase. The total assessed valuation is $2,491,940,000.

- The water rate is being proposed at $1.52 per unit with the standard sewer rate at $2.65 per unit which represents no change over the current year. Maintenance charges for all ¾ and 1 inch meters (water and sewer service) are proposed to rise to $16 per month. This represents a $10 per month increase for the average account and a $9 per month increase for irrigation meters. Larger meters have been proposed to be increased by approximately 50% above FY15/16 rates. The budget also proposes a 10% penalty on all water and sewer bills not paid within 30 days.
- There is no General Fund-Fund Balance appropriation used to balance the budget. There is a Water and Sewer Fund reserve appropriation of $103,790 to balance the budget.
- The budget proposes a 1% Cost of Living Adjustment for all permanent employees with a merit program to be considered later in the budget year.
- The Fund Balance and Reserve Estimated at the end of FY15/16 are:
    - General Fund Fund Balance $8,031,293
    - Water and Sewer Reserve Fund $2,197,417
    - General Fund CIP fund $2,235,274
    - Water and Sewer fund CIP $449,038
    - SSWWTP $3,203,659
    - NE#2 $421,840

Future budget challenges include:

- The potential for more local involvement in CSDR projects
- Continuing to fund the Town's CIP at effective levels given that all other expenditures are rising and revenues remain relatively constant.
- The future cost of water and sewer infrastructure improvement needs

ACTION

1. Discuss the Budget and Ask Questions
2. Open the Meeting up to a public hearing to receive comments on the proposed FY16/17 budget.
3. Close the public hearing and further discussion
4. Consider adopting Ordinance No. (2016)1761 to amend water rates and charges as presented (change in maintenance charges and 10% late penalty)
5. Consider adopting Budget Ordinance (2016)434-B and the Budget in its entirety as proposed.
6. Consider approving the Authorized Permanent Positions by Pay Range for FY16/17.

Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, NC 28480
910-256-7900

To: Mayor Blair and Board of Aldermen

From: Erica Walters, Finance Officer

Subject: Utility Billing

Date: June 8, 2016

Background: We are currently in the process of converting our software from Southern Software to Tyler Incode 10. Our financial software will have a "go live" date of July 2016. However, the utility side will not have a "go live" date until October 2016. During the conversion process, we will be switching from the postcard bills to sealed full-size letter bills. Due to the change of moving to full-size letter bills, we will be outsourcing our printing and mailing of utility bills. This will make the process of sending our utility bills much more cost and time efficient. We are currently in the process of discussing this process with a vendor and will bring an agreement for Board approval at a later date.

We currently send out a second notice to all customers with a balance at least two weeks before cutoffs are done. However, I would propose that we stop this process beginning with the first billing cycle in FY 2017. Not only does this process take man hours (1,320 sent out over the past year), but there are costs for the notices and postage to mail the notices. Most towns have moved away from this process and do not provide a second notice to delinquent accounts.

Lastly, in order to encourage customers to pay promptly, I would suggest creating a Late Penalty beginning in FY 2017. We don't currently charge anything for those customers that do not pay on time, while most local governments and authorities do. Based on second notices sent out the past year, that's approximately $28,600 in revenues we would receive if we charged a 10% penalty as most other local governments do. The 10% late penalty would be applied to all active accounts with a balance 30 days after the bill date.

Requested Action:
-Discuss second notice policy.
-Discuss enforcing late penalties in FY 2017.

ORDINANCE NO. (2016) 1761

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: June 8, 2016

AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING § 50.080 OF THE CODE OF ORDINANCES,
TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA

The Board of Aldermen of the Town of Wrightsville Beach, North Carolina, doth ordain:

1. That § 50.080, subsection (C) of the Code of Ordinances, Town of Wrightsville Beach, is hereby amended to read as follows:

§ 50.080 SCHEDULE OF CONNECTION CHARGES; USAGE RATES.

(C) (1) The following fees are hereby established by the Board of Aldermen:

Essential Water and Sewer Fees							
Meter Size	Water Tap Fee	Water Utility System Impact Fee	Sewer Tap Size	Sewer Tap Fee	Sewer Utility System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	$2,400	4"	The greater of $1,000 or Actual Cost + 15%	$2,500	$16	$25
1"	The greater of $700 or Actual Cost + 15%	2,400	4"	The greater of $1,000 or Actual Cost + 15%	2,500	16	25
1-1/2"	The greater of $2,200 or Actual Cost + 15%	8,240	4"	The greater of $1,000 or Actual Cost + 15%	2,500	54	93
2"	The greater of $2,200 or Actual Cost + 15%	14,645	6"	The greater of $1,000 or Actual Cost + 15%	4,500	127	195
3"	The greater of $2,200 or Actual Cost + 15%	30,205	6"	The greater of $1,000 or Actual Cost + 15%	4,500	210	325

Essential Water and Sewer Fees - Continued							
Meter Size	Water Tap Fee	Water Utility System Impact Fee	Sewer Tap Size	Sewer Tap Fee	Sewer Utility System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
4"	The greater of $2,200 or Actual Cost + 15%	50,345	8"	The greater of $2,200 or Actual Cost + 15%	25,635	450	729
6"	The greater of $2,200 or Actual Cost + 15%	146,460	8"	The greater of $2,200 or Actual Cost + 15%	25,635	739	1,162
Non-Essential Water Fees							
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	$2,400	N/A	N/A	N/A	16	N/A
1"	The greater of $700 or Actual Cost + 15%	2,400	N/A	N/A	N/A	16	N/A
1-1/2"	The greater of $2,200 or Actual Cost + 15%	8,240	N/A	N/A	N/A	54	N/A
2"	The greater of $2,200 or Actual Cost + 15%	14,645	N/A	N/A	N/A	127	N/A

(2) Areas within the municipal boundaries of the Town which lie west of the Atlantic Intracoastal Waterway are provided wastewater collection and treatment service through a system owned and operated by Cape Fear Public Utility Authority. In these areas the following fees shall apply, and are hereby established by the Board of Aldermen:

Essential Water Fees – Mainland						
Meter Size	Water Tap Fee	Sewer Tap Size	Sewer Tap Fee	Water Utility System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	N/A	N/A	$2,400	$16	N/A
1"	The greater of $700 or Actual Cost + 15%	N/A	N/A	2,400	16	N/A
1-1/2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	8,240	54	N/A
2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	14,645	127	N/A
3"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	30,205	210	N/A
4"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	50,345	450	N/A
6"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	146,460	739	N/A

Non-Essential Water Fees – Mainland						
Meter Size	Water Tap Fee	Sewer Tap Size	Sewer Tap Fee	Water Utility System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	N/A	N/A	2,400	16	N/A
1"	The greater of $700 or Actual Cost + 15%	N/A	N/A	2,400	16	N/A
1-1/2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	8,240	54	N/A
2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	14,645	127	N/A

(3) A utility system impact fee for water taps for piers and irrigation systems which shall not be connected to the town's wastewater system shall be charged as specified in § 50.080(C)(1) and (2).

(4) In order to equitably distribute the cost of water and sewer service among all residents, it is the policy of the Town to charge system maintenance charges for water and sewer service to customers who temporarily discontinue water and sewer service. Therefore, fees shall be charged as follows in the event water and sewer service is discontinued at the request of a customer:

(a) Water and sewer during the entire time service is discontinued shall be charged fees only as specified in § 50.082.

(b) Customers who do not pay the system maintenance charges for water and sewer during any time service is discontinued shall be charged a disconnect fee as specified in § 50.082. Such customers shall also pay the then existing Utility System Impact Fee at the time service is restored.

(c) Water and Sewer Usage Charges

Water – Essential	$1.52 per 100 cubic feet
Water – Non- essential	$2.65 per 100 cubic feet (0-4,000 cubic feet)
	$3.20 per 100 cubic feet (>4,000-10,000 cubic feet)
	$5.00 per 100 cubic feet (>10,000 cubic feet)
Sewer	$2.65 per 100 cubic feet
Jetting pilings	$25.00 per piling
Bulk water	$2.40 per 100 cubic feet with a minimum $25 charge

(5) Water usage charges for customers outside the Town limits shall be double the charges set forth above.

(6) Billing charges shall be based on metered water usage at the established water rate, sewer usage (based on 100% of water use) at the established rate, water system maintenance charge and sewer system maintenance charge.

(7) Special charges:

(a) Meter testing - $25 if meter is found to be within AWWA standards.

(b) Water cut on/off - $30 each during working hours.

(c) Water cut on/off - $50 each after hours, weekends, holidays.

(d) Read meter request (except for property changes) $10 each.

(e) Late fee is 10% of the bill after 30 days.

(8) Tap fees (based upon meter, or user, connection size) shall include actual construction costs, permitting costs and engineering costs plus a 15% additional charge. However, for taps 2" and larger, water or sewer, owner/developer may choose to have the tap(s) installed privately only if such work meets the requirements and specifications of the Town and other agencies as may be involved.

(9) Minimum commercial sewer tap size in 6".

(10) Tap upgrade installations shall be the actual cost of the change plus the difference between impact fees.

(11) Tap installation planning cycle: The Town requires a minimum of three weeks from the receipt of an order for installation until completion. However, for taps that may involve engineering, permitting or other agencies, the time to completion may be considerably longer.

(12) All persons, firms, or corporations which construct buildings for which building permits are issued after July 1, 2009, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are connected to the utility system shall not be charged a utility system impact fee.

(D) All new construction and renovations of existing buildings in excess of 50% of the building's physical value shall be required to install taps and meters of the size required by the Town in accordance with § 50.018.

(E) (1) Utility system impact fees as set forth in division (C) of this section will be charged for all new structures connecting to the utility system for which building permits are issued after December 16, 1986. Structures, the use of which is modified after December 16, 1986 so that a larger water tap is required, will be charged the tap fees for the larger water and sewer taps plus the difference between the utility system impact fee for the existing water tap size and the impact fee for the larger tap size required for the new use.

(2) In instances where owners of existing buildings or the Town install a larger tap and meter size to meet current Town standards and the installation of such larger tap and meter size is not the result of a change in use or expansion in use, there will be no charge made for the utility system impact fee or tap fees.

(3) When an existing building is replaced with a new building on the same lot (and such lot is directly served by an existing water and sewer tap) and there is no change in use or expansion of use which requires a larger tap or meter size, there will be no charge made for the utility system impact fee or tap fees.

(F) All persons, firms, or corporations which construct buildings for which building are permits issued after December 16, 1986, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are not otherwise required by the North Carolina State Building Code, shall receive credit for the actual cost of the sprinkler and/or standpipe system up to 25% of the utility system impact fee, but in no case shall the credit be less than $1,500.

2. If this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.

3. Any ordinance or any part of the ordinance in conflict with this Ordinance, to the extent of such conflict, is hereby repealed.

4. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of the Town of Wrightsville Beach, North Carolina, and shall be in full force and effect from and after its adoption.

This Ordinance adopted this 8th day of June, 2016.

_____
William J. Blair III, Mayor

ATTEST:

_____
Sylvia J. Holleman, Town Clerk

(SEAL)

APPROVED AS TO FORM:

_____
Town Attorney

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA

ORDINANCE NO. (2016) 434-B

FISCAL YEAR 2016/2017

BE IT ORDAINED by the Board of Alderman of the Town of Wrightsville Beach, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2016, and ending June 30, 2017, in accordance with the chart of accounts heretofore established for this Town:

Governing Body	$ 705,402
General Administration	608,817
Information Technology	350,682
Planning & Inspections	361,828
Public Works – Fleet Maintenance	257,670
Police	2,712,071
Parking	508,500
Fire	1,627,520
Fire – Emergency Preparedness	11,025
Fire – Ocean Rescue	417,990
Public Works – Administration	276,066
Public Works – Building Maintenance	650,139
Public Works – Streets	496,169
Public Works – Sanitation	933,812
Parks & Rec – Programs	361,633
Parks & Rec - Maintenance	301,086
Total Appropriations	**$10,580,410**

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017:

Current Year - Real Property Taxes	$ 3,210,264
Prior Year - Real Property Taxes	10,000
Current Year - Motor Vehicle Taxes	40,000
Interlocal Agreement – City of Wilmington	7,200
Dog Licenses	1,000
Penalties & Interest on Taxes	6,500
Auto Licenses	8,000
Parking Meters	2,300,000
Residential Parking Pass	65,000
Commercial 1 Parking Pass	14,000
Commercial 2 Parking Pass	6,000
Contractor Parking Pass	2,500
Business on Beach Permit	2,000
Interest Earned on Investments	1,000
Rent – Town Owned Buildings	58,000
Miscellaneous Revenue	10,000
Insurance Claims/Refunds	2,500
Variance and Rezone Fees	5,500
CAMA Permit Reimbursement	1,500
Farmers' Market Manager	7,000
Fire Alarm Citations	1,000

Utilities Franchise Tax	325,000
Cable TV Fee	83,000
Beer & Wine Tax	11,000
Powell Bill Allocation	69,500
Local Sales Tax	550,000
Half Cent Sales Tax, Art. 40	200,000
Half Cent Sales Tax, Art. 42	275,000
Sales Tax – Hold Harmless	129,000
Room Occupancy Tax	553,101
ABC Net Revenues	375,000
Mixed Drink Surcharge	80,000
Court Fees	3,100
Parking Meter Civil Penalties	260,000
Civil Penalty	15,000
Animal Citations	13,000
Civil Citations – Alcohol	60,000
Building Permits	250,000
State Building Permit Fee	100
Building Permits – Zoning Compliance	4,000
Refuse Collection Charges	975,000
Solid Waste Disposal Tax	1,500
Recreation Revenues	250,000
Recreation Contributions	1,000
Recreation Contributions–Movies/Concerts	4,000
Sale of Assets	2,500
Transfer from Water & Sewer Fund	179,800
Transfer from General – CIP Fund	151,845
Appropriated Fund Balance	0
Total Estimated Revenues	**$10,580,410**

Section 3: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2016, and ending June 30, 2017, in accordance with the chart of accounts heretofore approved for the Town:

Water	$ 1,450,347
Stormwater	99,922
Sewer	1,433,021
Total Appropriations	**$ 2,983,290**

Section 4: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017:

Water Charges – Essential	$ 375,000
Water Charges – Non-essential	300,000
Sewer Charges	580,000
System Maintenance Water	620,000
System Maintenance Sewer	750,000
Stormwater Fees	111,000
Appropriated Surplus	103,790
Other Revenues	143,500
Total Estimated Revenues	**$ 2,983,290**

Section 5: The following amounts are hereby appropriated in the General - CIP Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017 in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Future Expenditures	$ 825,405
Transfer to General Fund	151,845
	$ 977,250

Section 6: It is estimated that the following revenues will be available in the General - CIP Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017:

Interest Earned	$ 1,000
Transfer from General Fund	976,250
	$ 977,250

Section 7: The following amounts are hereby appropriated in the Water and Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017 in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Future Expenditures	$ 20,600
Transfer to Water/Sewer	50,000
	$ 70,600

Section 8: It is estimated that the following revenues will be available in the Water and Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017:

Interest on Investments	$ 600
Unit Use Fees	10,000
Transfer from Water/Sewer	10,000
Appropriated Fund Balance	50,000
	$ 70,600

Section 9: There is hereby levied a tax at the rate of 13.30 cents per $100 valuation of property as listed for taxes as of January 1, 2016, for the purpose of raising the revenue listed "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purposes of taxation of $2,485,035,000 and an estimated rate of collection of 98.5%. The estimated rate of collection is based on the FY 2015 collection rate of 99.48%.

Section 10: The Town Manager or a designee is hereby authorized to transfer appropriations as contained herein under the following conditions:

a. Transfers between line item expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.

b. Transfers up to $1,000 between departments, including contingency appropriations, within the same fund. The budget officer must make an official report on such transfers at the next regular meeting of the Board of Aldermen.

c. All transfers between funds require prior approval by the Board of Aldermen in an amendment to the Budget Ordinance.

Section 11: The Town Manager or a designee may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Aldermen. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.

Section 12: Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Aldermen and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 13: The attached "Exhibit A" listing the Consolidated Schedule of Fees for Specified Departments is hereby incorporated into the Budget Ordinance.

Section 14: The attached "Exhibit B" Pay Plan for the Town of Wrightsville Beach is hereby incorporated into the Budget Ordinance.

Adopted this 8th day of June 2016.

_____
William J. Blair III, Mayor

ATTEST:

_____
Sylvia J. Holleman, Town Clerk

EXHIBIT A

Consolidated Schedule of Fees for Specified Departments

July 1, 2016

All fees will remain in effect as published below unless amended by the Board of Aldermen

Public Works Department

Special Pickups and Charges

Residential Rollout Curbside Container	$ 22.50 per cart/per dwelling unit/month
Rollback Fee for Carts in Violation	$ 15.00 per cart per incident
New Cart Service	$ 65.00 per cart
Cart Replacement (loss/fire/damage)	$ 65.00 per cart
Lot Cleaning/Clearing	Actual costs
Surcharge for Building Materials	$ 25.00 per cubic yard
Clean Vegetative Debris	$ 25.00 up to 2 cubic yards $ 10.00 per cubic yard after 2 cu yards
Appliances	$ 25.00 per appliance
Furniture	$ 15.00 per item (couch/chair/dresser)
Miscellaneous	$ 25.00 per cubic yard minimum
Carts for Special Events	$ 25.00 per cart per pickup
Dumpster Damage Repair	$300.00 per repair/painting
Special Clean-up Services	Time and materials costs

Monthly Dumpster Sanitation Fees

BOX SIZE	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS	6 DAYS	7 DAYS	EXTRA PICKUP
2 Yard	$72	$144	$216	$288	$360	$432	$504	$60
4 Yard	$114	$228	$342	$456	$570	$684	$798	$60
6 Yard	$172	$344	$516	$688	$860	$1,032	$1,204	$75
8 Yard	$229	$458	$687	$916	$1,145	$1,374	$1,603	$75
6 C	$339	$678	$1,017	$1,356	$1,695	$2,034	$2,373	$80

Special Cleaning Charges

OFF SEASON DUMPSTER CLEANING	CART	2 YARD	4 YARD	6 YARD	8 YARD	6 C
	$16	$50	$60	$70	$80	$80

Cleaning services will be scheduled by the Department of Public Works during the off-season (November – March 15th). Requests for this service during other times will be billed at double the listed rate.

The Town shall have the exclusive right and privilege of operating garbage and trash collection and disposal service within the Town. No individual, corporation, partnership, or any other entity shall be allowed to engage in the business of collecting, hauling, transporting, and disposing of garbage and trash in and from the Town except as otherwise permitted by the Town. (Code of Ordinances: Section 95.10)

WATER AND SEWER RATES FY16/17

The following fees are hereby established by the Board of Aldermen:

Essential Water and Sewer Fees							
Meter Size	Water Tap Fee	Water Utility System Impact Fee	Sewer Tap Size	Sewer Tap Fee	Sewer Utility System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	$2,400	4"	The greater of $1,000 or Actual Cost + 15%	$2,500	$16	$25
1"	The greater of $700 or Actual Cost + 15%	2,400	4"	The greater of $1,000 or Actual Cost + 15%	2,500	16	25
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6"	The greater of $2,200 or Actual Cost + 15%	146,460	8"	The greater of $2,200 or Actual Cost + 15%	25,635	739	1,162

Non-Essential Water Fees							
Meter Size	Water Tap Fee	Water System Impact Fee	Sewer Tap Size	Sewer Tap Fee	Sewer System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	$2,400	N/A	N/A	N/A	16	N/A
1"	The greater of $700 or Actual Cost + 15%	2,400	N/A	N/A	N/A	16	N/A
1-1/2"	The greater of $2,200 or Actual Cost + 15%	8,240	N/A	N/A	N/A	54	N/A
2"	The greater of $2,200 or Actual Cost + 15%	14,645	N/A	N/A	N/A	127	N/A

Areas within the municipal boundaries of the town which lie west of the Atlantic Intracoastal Waterway are provided wastewater collection and treatment service through a system owned and operated by Cape Fear Public Utility Authority. In these areas the following fees shall apply, and are hereby established by the Board of Aldermen:

Essential Water Fees - Mainland						
Meter Size	**Water Tap Fee**	**Sewer Tap Size**	Sewer Tap Fee	Water Utility System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	N/A	N/A	$2,400	$16	N/A
1"	The greater of $700 or Actual Cost + 15%	N/A	N/A	2,400	16	N/A
1-1/2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	8,240	54	N/A
2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	14,645	127	N/A
3"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	30,205	210	N/A
4"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	50,345	450	N/A
6"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	146,460	739	N/A

Non-Essential Water Fees - Mainland						
Meter Size	Water Tap Fee	Sewer Tap Size	Sewer Tap Fee	Water Utility System Impact Fee	Water Fixed Monthly System Maintenance Charge	Sewer Fixed Monthly System Maintenance Charge
3/4" x 5/8"	The greater of $550 or Actual Cost + 15%	N/A	N/A	2,400	16	N/A
1"	The greater of $700 or Actual Cost + 15%	N/A	N/A	2,400	16	N/A
1-1/2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	8,240	54	N/A
2"	The greater of $2,200 or Actual Cost + 15%	N/A	N/A	14,645	127	N/A

A utility system impact fee for water taps for piers and irrigation systems which shall not be connected to the town's wastewater system shall be charged as specified in this fee schedule.

In order to equitably distribute the cost of water and sewer service among all residents, it is the policy of the town to charge system maintenance charges for water and sewer service to customers who temporarily discontinue water and sewer service. Therefore, fees shall be charged as follows in the event water and sewer service is discontinued at the request of a customer:

Water and sewer during the entire time service is discontinued shall be charged fees only as specified in this fee schedule.

Customers who do not pay the system maintenance charges for water and sewer during any time service is discontinued shall be charged a disconnect fee as specified in this fee schedule. Such customers shall also pay the then existing Utility System Impact Fee at the time service is restored.

Water and Sewer Usage Charges

Water - Essential	$1.52 per 100 cubic feet
Water - Non- essential	$2.65 per 100 cubic feet (0-4,000 cubic feet)
	$3.20 per 100 cubic feet (>4,000-10,000 cubic feet)
	$5.00 per 100 cubic feet (>10,000 cubic feet)
Sewer	$2.65 per 100 cubic feet
Jetting pilings	$25.00 per piling
Bulk water	$2.40 per 100 cubic feet with a minimum $25 charge

Water usage charges for customers outside the town limits shall be double the charges set forth above.

Billing charges shall be based on metered water usage at the established water rate, sewer usage (based on 100% of water use) at the established rate, water system maintenance charge and sewer system maintenance charge.

Special charges:

(a) Meter testing - $25 if meter is found to be within AWWA standards.
(b) Water cut on/off - $30 each during working hours.
(c) Water cut on/off - $50 each after hours, weekends, holidays.
(d) Read meter request (except for property changes) - $10 each.
(e) Late Fee is 10% of the bill after 30 days

Tap fees (based upon meter, or user, connection size) shall include actual construction costs, permitting costs and engineering costs plus a 15% additional charge. However, for taps 2" and larger, water or sewer, owner/developer may choose to have the tap(s) installed privately only if such work meets the requirements and specifications of the town and other agencies as may be involved.

Minimum commercial sewer tap size is 6".

Tap upgrade installations shall be the actual cost of the change plus the difference between impact fees.

Tap installation planning cycle: The town requires a minimum of three weeks from the receipt of an order for installation until completion. However, for taps that may involve engineering, permitting or other agencies, the time to completion may be considerably longer.

All persons, firms, or corporations which construct buildings for which building permits are issued after July 1, 2009, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are connected to the utility system shall not be charged a utility system impact fee.

All new construction and renovations of existing buildings in excess of 50% of the building's physical value shall be required to install taps and meters of the size required by the town in accordance with this fee schedule.

Utility system impact fees as set forth in division (C) of this section will be charged for all new structures connecting to the utility system for which building permits are issued after December 16, 1986. Structures, the use of which is modified after December 16, 1986 so that a larger water tap is required, will be charged the tap fees for the larger water and sewer taps plus the difference between the utility system impact fee for the existing water tap size and the impact fee for the larger tap size required for the new use.

In instances where owners of existing buildings or the town install a larger tap and meter size to meet current town standards and the installation of such larger tap and meter size is not the result of a change in use or expansion in use, there will be no charge made for the utility system impact fee or tap fees.

When an existing building is replaced with a new building on the same lot (and such lot is directly served by an existing water and sewer tap) and there is no change in use or expansion of use which requires a larger tap or meter size, there will be no charge made for the utility system impact fee or tap fees.

All persons, firms, or corporations which construct buildings for which building permits are issued after December 16, 1986, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are not otherwise required by the North Carolina State Building Code, shall receive credit for the actual cost of the sprinkler and/or standpipe system up to 25% of the utility system impact fee, but in no case shall the credit be less than $1,500.

Police Department

Fingerprinting	$ 5.00 per 2 cards $ 2.00 for each card after the initial two
Outside Contract Services Patrol Car	$35.00/ hr/officer with a 4 hr. minimum $25.00 per hour

Fire Department

Fire Code enforced by New Hanover County ordinance. Per Section 94.99, penalty is a misdemeanor.	
Regulation of Automatic Fire Alarm Systems: $75, $150, and $400 to follow an order of warning and compliance succession.	
Outside Contract Services	$30.00/ hr/firefighter or lifeguard with 4 hr. min $35.00/hr per personal watercraft with 4 hr. min.

Planning and Inspections Fees

SERVICE	FEE
Appeal Application	$500
Beachfront Business Application:	
Non-Profit and School Groups	$100
Wrightsville Beach-based For-Profit Businesses	$100
Non-Wrightsville Beach-based For-Profit Businesses	$200
CAMA Permit Application	$100
Conceptual Review	$300
Conditional Use Permit Application	$400
Conditional Use Permit Application: Commercial Parking Lots	$400
Conditional Use Permit Application: Mixed Use	$800
Driveways – New & Resurfacing	$ 75
Encroachment Agreement Application	$400
Exception Request	$500
Exception Request – Pier and Dock	$500
Historical Landmark	$500
N C Homeowners Recovery Fund	$ 10
Re-inspection Fee	$ 50
Rezone Base Fee	$400
Signs	$ 75
Storm Water Permit Fee	$ 15
Text Amendment Petition	$300
Tree Permit Fee	$ 50
Variance Application	$500
Working without a permit - fee per day	$100
Zoning Verification Documentation	$ 75
Zoning Permit (Existing Use)	$ 75
Zoning Permit (Change of Use)	$ 75
Zoning Compliance (Existing Use)	$ 75
Zoning Compliance (New Development)	$100
SERVICE	**FEE**
Building Permit Fee Schedule	
Cost of Work: $ 0.00 to $ 199.00	$ 50
$ 200.00 to $ 2,000.00	$ 75
$ 2,001.00 to $ 4,000.00	$100
$ 4,001.00 to $ 6,000.00	$125
$ 6,001.00 to $ 8,000.00	$150
$ 8,001.00 to $10,000.00	$225
$10,001.00 to $15,000.00	$225
$15,001.00 to $20,000.00	$225
$20,001.00 to $25,000.00	$300
$25,001.00 to $30,000.00	$325
$30,001.00 to UNLIMITED	$325 *plus $15 per $1,000 (or any portion thereof) in excess of $30,001*

Construction Work Hours

8:00 am – 6:00 pm ....Monday thru Saturday (No work conducted on Sunday)

Filming Fees

SERVICE or EQUIPMENT	FEE
Impact Fees	
Low Impact (Minimal use of public property)	$200 per day
Med. Impact (Includes intermittent traffic control)	$400 per day
High Impact (Includes closing of public street)	$600 per day
Personnel Fees (Hourly rates require a minimum of four-hour billing)	
Police	$35 per hour
Fire	$30 per hour
Fire (Paid On-Call Staff)	$30 per hour
Sanitation	$30 per hour
Streets	$30 per hour
Water and Sewer	$32 per hour
General Administration	$30 per hour
Facilities	
Rental of public building/land per site	$50 per day
Equipment (All equipment rented on per-day (8 hours) basis. No credit for partial day.)	
Patrol Car ($25.00 per hour)	$200 per day
Traffic Cones	$2 each
Barricades	$10 each
Parking Meters/Spaces	$12 per day
Placement of police vehicle *(labor not included)*	$50 per day
Sanitation (Public Works Director shall determine the number of carts/pickups needed at time of application. Two cart minimum required for recyclable materials and one for regular trash.)	
Trash pickup (per cart – per pickup)	$22.50 each

Parking Passes, Fees and Fines

SERVICE or EQUIPMENT	FEE
Commercial 1 Pass	$550 per year
Commercial 2 Pass	$150 per year
Contractor Pass (Monday-Friday)	$8 per day
Daily Parking Pass	$15 per day
Parking Meters and Pay Stations	$2.50 per hour
Residential Parking Permit	$35 per year
Weekly Parking Pass	$75 per week
Fee to Remove Wheel Lock per Section 74.55 (B)	$50
Fine for Parking on the Grass per Section 74.15 (I)	$50

Schedule IV of Chapter 76 of the Code of Ordinances – Violations

Violation	If paid within 72 hours commencing with issuance of ticket	If paid after 72 hours but within 10-day period commencing with issuance of ticket	If paid after 10 days following issuance of ticket
Parking overtime in a metered space or time limited area	$35.00	$45.00	$65.00
All other violations of the parking ordinances or parking Schedules in Chapter 76 except as otherwise provided in this Schedule IV or elsewhere in the Town Code	$35.00	$45.00	$65.00
Violation of § 74.23, HANDICAPPED PARKING	$250.00	$250.00	$250.00
Violations of § 74.37(B), OPERATION OF METERS	$100.00	$100.00	$100.00
Violation of § 74.25, DESIGNATED LIFEGUARD PARKING	$250.00	$250.00	$250.00
Violation of § 74.45 – 74.47, HARBOR ISLAND RESIDENTIAL PARKING DISTRICT RESTRICTIONS	$35.00	$45.00	$65.00
Violations of § 74.46(B) and (C) and § 74.48(A)(2) and (B); parking trailers on Pelican Drive, Old Causeway Drive, Keel Street and Marina Street.	$100.00	$100.00	$100.00
Parking in violation of the provisions of Subsection (L) of Schedule I of Chapter 76 for the Commercial II Parking Lot	$150.00	$150.00	$150.00

RECREATION DEPARTMENT – 2016 - 2017 Program Fee Schedule

ACTIVITY	DATES HELD	RESIDENT	OTHER	COMMENTS
Aerobics/Toning	Year Round	$ 4.00	$ 5.00	Per Class (Max fee/mo. $40 WBR / $50 NR)
After School Program	School Year	$ 75.00	$ 94.00	5 days per week
		$ 48.00	$ 60.00	3 days per week
		$ 45.00	$ 55.00	Registration Fee
		$ 15.00	$ 20.00	Late payment fee (after Monday)
		$ 5.00	$ 6.00	Late fee for pickup 6:00 p.m. - 6:05 p.m. Then $1.00 per minute
Art Camps	June – Aug.	$ 160.00	$ 195.00	1 week; 15 hrs; youth
		$ 270.00	$ 300.00	1 week; 15 hrs; parent & child
Art Classes for Youth	Sept. – June	$ 30.00	$ 40.00	2.5 hour session
Babysitter Training	Year Round	$ 85.00	$ 100.00	1 day; 6 hrs; youth
Basketball Camp	June - August	$ 140.00	$ 175.00	1 week; 15 hrs; youth
Basketball Instructional League	Sept. - June	$ 85.00	$ 100.00	6 week session; 9 hrs; youth
Basketball League	June-August	$ 500.00	$ 500.00	Per team; 10 games; single elim. tourn.
Beach Bound Boot Camp	Year Round	$ 200.00	$ 240.00	10 week session; 2x/week; 20 hrs
Bridge Lessons	Year Round	$ 80.00	$ 100.00	5 week session; 10 hours
Bridge Workshops	Year Round	$ 25.00	$ 35.00	2 hour session
Cotillion (Ages 8-12)	Year Round	$ 120.00	$ 150.00	6 week session; 6 hours
Pre-Cotillion (Ages 3-7)	Year Round	$ 100.00	$ 125.00	5 week session; 3.75 hours
Cotillion Camp	June - August	$ 140.00	$ 175.00	1 week; 15 hours
Fitness Classes: Cycling, Barre	Year Round	$ 6.00	$ 8.00	Adults 1 hr.; purchase of 5 or more tokens
Fit, Boot Camp, Pilates, Yoga, Zumba		$ 10.00	$ 12.00	1 class token purchase fee (1 token/class)
Flag Football	Feb. - May	$ 560.00	$ 560.00	Per team; 10-12 games; Single elim. tourn.
Flag Football – Youth	Sept. - May	$ 140.00	$ 168.00	10 week session; 10 hrs
Kids' Cooking Class	Year Round	$ 84.00	$ 102.00	6 week session; 9 hrs
		$ 98.00	$ 119.00	7 week session; 10.5 hrs
		$ 112.00	$ 136.00	8 week session; 12 hrs
Kids' Cooking Camp	June - August	$ 160.00	$ 190.00	1 week; 15 hours; youth
Junior Lifeguard	June - August	$ 180.00	$ 220.00	1 week; 10 hours; youth
Lacrosse Camp	June - August	$ 140.00	$ 175.00	1 week; 15 hours; youth
Line Dancing	Year Round	$ 20.00	$ 25.00	2 hour session
		$ 35.00	$ 45.00	4-week session; 4 hours
Performance Club Elf Patrol	Oct. – Nov.	$ 70.00	$ 85.00	5 day session; 1 hr/day
Performance Club	Sept. - May	$ 120.00	$ 144.00	8 week session; 8 hours; youth
		$ 135.00	$ 162.00	9 week session; 9 hours; youth
		$ 140.00	$ 170.00	10 week session; 10 hours; youth
		$ 154.00	$ 187.00	11 week session; 11 hrs; youth (added 10/23/15)
		$ 168.00	$ 204.00	12 week session; 12 hours; youth
Performance Camp	June - August	$ 115.00	$ 140.00	4-day summer camp; 12 hours; youth
		$ 140.00	$ 175.00	5-day summer camp; 15 hours; youth
		$ 280.00	$ 350.00	2-week summer camp; 30 hours; youth
Refuse to be a Victim	Year Round	$ 20.00	$ 25.00	4.5 hours per 1 day session
Shag Lessons	Year Round	$ 40.00	$ 50.00	4 weeks; 1 class/wk; 1 hr/class
Soccer Camp	June - August	$ 115.00	$ 140.00	5 day sessions; 3 hours/day
Soccer Skills Instruction	Sept. - May	$ 100.00	$ 125.00	6 weeks; 1 hour/day
Tennis Camp for Youth	June - August	$ 80.00	$ 100.00	4 day session; 2 hours/day
		$ 50.00	$ 60.00	5-day session; 1 hour/day
Tennis & Pickleball Lessons	Year Round	$ 60.00	$ 75.00	6 hrs per session; youth and adult group
		$ 40.00	$ 50.00	4 hrs per session; youth and adults group
Tennis & Pickleball Ladders	May – Sept.	$ 20.00	$ 25.00	Per Player/Team; adult
WB Valentine 10k	February	$ 40.00	$ 40.00	Late registration $45

RECREATION DEPARTMENT – 2016 - 2017 Reservation and Permit Fee Schedule

FACILITY	WRIGHTSVILLE BEACH RESIDENTS AND ALL NON-PROFIT GROUPS		NON-RESIDENTS		ALL GROUPS 200+ PEOPLE EXCEPT FOR-PROFIT GROUPS	ALL FOR-PROFIT GROUPS	COMMENTS (Applies to Everyone)
	UNDER 50 PEOPLE	50-199 PEOPLE	UNDER 50 PEOPLE	50-199 PEOPLE			
Picnic Shelters (2) (Fee/shelter)	$20 3 hrs	$40 3 hrs	$40 3 hrs	$75 3 hrs	$125 3 hrs	$150 3 hrs	$25 Deposit Refundable
Event Stage	$35 3 hrs	$70 3 hrs	$70 3 hrs	$140 3 hrs	$200 3 hrs	$400 3 hrs	$100 Deposit Refundable
Pickleball Net	N/A	N/A	$5/day $10/weekend	N/A	N/A	N/A	ID Required
Sand Wheelchair	No Fee	N/A	No Fee	N/A	N/A	N/A	ID Required
Recreation Center Large Classroom	$30 / hr	$50 / hr (Limit 138 people w/chairs; 65 w/tables & chairs.)	$45 / hr	$65 / hr (Limit 138 people w/chairs; 65 w/tables & chairs.)	Not Available	$100 / hr (Limit 138 people w/chairs; 65 w/tables & chairs.)	$100 Deposit Refundable
Recreation Center Small Meeting Room	$20 / hr (Limit 15 people)	Not Available	$30 / hr (Limit 15 people)	Not Available	Not Available	Not Available	$100 Deposit Refundable Ltd Availability
Softball & Soccer Fields, Basketball, Misc Open Areas	$20 3 hrs -or- $40 / day	$35 3 hrs -or- $70 / day	$30 3 hrs -or- $60 / day	$60 3 hrs -or- $120 / day	$80 3 hrs -or- $140 / day	$100 3 hrs -or- $200 / day	$50 Refundable Deposit
Volleyball Pits (Limit 2 Pits)	$10 / ct 3 hrs -or- $20/ct/day	$20 / ct 3 hrs -or- $30/ct /day	$25 / ct 3 hrs -or- $45/ct/day	$35 / ct 3 hrs -or- $60/ct/day	Not Available	$50 / ct 3 hrs -or- $90/ct/day	$25 Refundable Deposit
Harbor Way Gardens Area***		1 - 25 people $100 / hour	26 – 50 people $150 / hour	51 – 100 people $200 / hour	101 – 150 people $250 / hour	150 maximum number of participants. Refundable security deposit $250	
SPECIAL EVENTS PERMITS***		1-25 People $125	26-100 People $175	101-199 People $225	200-400 People $350	401-600 People $450	601 – 1,000 People $500
SPECIAL EVENTS PERMITS***		1,001 – 2,000 People $600	2,001 – 3,000 People $700	3,001 – 4,000 People $800	4,001 + People $1,000		

*** This is in addition to rental fee for use of areas in W B Park if groups have 200 or more participants or are open to the public.

FARMERS' MARKET FEES	New Vendor Application $25	Annual Vendor Participation Fee $50	Monthly Market Fee $60	Daily Market Fee $20
PERMIT TO CONDUCT OCEAN-RELATED BUSINESS ON THE BEACH		Non-Profits and School Groups $200	WB For-Profit Businesses $200	Other For-Profit Businesses $400
*** ROAD CLOSURE FEE $.50 per race finisher		TRASH CARTS	$25.00 per cart per disposal	

EXHIBIT B

TOWN OF WRIGHTSVILLE BEACH

PAY SCALE 2016 - 2017

GRADE	HIRING	MINIMUM	MIDPOINT	MAXIMUM
5	20,358	21,376	25,997	31,636
6	21,376	22,445	27,298	33,220
7	22,476	23,600	28,678	34,880
8	23,567	24,746	30,096	36,624
9	24,745	25,982	31,599	38,454
10	25,982	27,281	33,179	40,376
11	27,281	28,645	34,837	42,394
12	28,645	30,078	36,580	44,514
13	30,078	31,582	38,409	46,741
14	31,582	33,161	40,331	49,079
15	33,161	34,819	42,347	51,533
16	34,819	36,560	44,464	54,109
17	36,560	38,388	46,687	56,814
18	38,388	40,308	49,022	59,656
19	40,308	42,324	51,474	62,639
20	42,324	44,440	54,048	65,772
21	44,441	46,663	56,751	69,062

GRADE	HIRING	MINIMUM	MIDPOINT	MAXIMUM
22	46,663	48,997	59,589	72,515
23	48,996	51,446	62,568	76,139
24	51,446	54,018	65,696	79,947
25	54,018	56,719	68,981	83,944
26	56,719	59,555	72,430	88,142
27	59,555	62,533	76,052	92,549
28	62,533	65,660	79,854	97,176
29	65,660	68,943	83,848	102,036
30	68,943	72,391	88,040	107,137
31	72,390	76,010	92,443	112,496
32	76,011	79,811	97,065	118,119
33	79,811	83,801	101,918	124,026
34	83,801	87,991	107,015	130,228
35	87,992	92,391	112,366	136,739
39	92,391	97,011	117,984	143,577
37	97,012	101,862	123,883	150,754

TOWN OF WRIGHTSVILLE BEACH

AUTHORIZED PERMANENT POSITONS BY PAY RANGE

EFFECTIVE JULY 1, 2017

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPITON	No. of Positions	Range
GENERAL ADMINISTRATION	Town Manager	1	Unclassified
10.4200.0100	Finance Director/General Administration Director	1	25
	Town Clerk/Executive Assistant	1	20
	Human Resources Officer/Safety Officer	1	19
	Accounting Technician I/II	1	14-15
	Administrative Support Assistant-Utility Billing Tech	1	13
Information Technology 10.4500.0100	Information Technology Manager	1	17
PLANNING, PARKS & RECREATION			
PLANNING	Planning and Parks Director	1	25
10.4900.0100	Planner I - Code Enforcement	1	16
	Building Code Administrator	1	16
	Park Ranger/Animal Control Officer	1	15
RECREATION PROGRAMS	Recreation Program Supervisor	1	17
10.6200.0100	Administrative Support Assistant	1	13
PARKS MAINTENANCE	Parks Maintenance Supervisor	1	17
10.6201.0100	Park Maintenance Crew Leader	1	12
	Park Maintenance Worker	2	8
POLICE	Police Chief	1	25
10.5100.0100	Police Captain	2	21
	Police Patrol Sergeant	4	19
	Police Investigative Sergeant	1	19
	Police Corporal	4	17
	Power Shift Officer	2	15/16
	Police Investigator	2	15/16
	Police Officers (POI, POII, & MPO)	8	15/16
	Beach Patrol Officer	1	15
	Executive Assistant to the Chief	1	15
	Adminstrative Support Assistant	1	13
	School Crossing Guard (Part-time)	0.5	Unclassified

5/14/2016

TOWN OF WRIGHTSVILLE BEACH

AUTHORIZED PERMANENT POSITONS BY PAY RANGE

EFFECTIVE JULY 1, 2017

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPITON	No. of Positions	Range
FIRE	Fire Chief	1	25
10.5300.0100	Fire Captain	4	19
	Fire Equipment Operator (Lead)	3	16
	Fire Equipment Operator	3	14
	Fire Fighter/Ocean Rescue Director	1	18
	Fire Fighter/Lifeguard Captain	1	16
PUBLIC WORKS			
ADMINISTRATION	Public Works Director	1	26
10.5550.0100	Assistant Public Works Director	1	24
	Administrative Support Specialist-Public Works	1	14
FLEET	Fleet Maintenance Supervisor	1	18
10.5001.0100	Fleet Mechanic	2	15
STREETS /FACILITIES	Streets/Facilities Maintenance Supervisor	1	18
10.5600.0100	Streets/Facilities Maintenance Specialist (Senior)	1	14
	Streets/Facilities Maintenance Specialist	1	11
	Streets/Facilities Maintenance Mechanic	2	10
SANITATION	Sanitation Superintendent	1	18
10.5601.0100	Sanitation Crew Leader (Senior)	1	14
	Sanitation Crew Leader	2	11
	Sanitation Equipment Operator	3	10
WATER & SEWER	Utility System Superintendent	1	18
30.6100.001	Utility System Operator	2	16
	Utility System Specialist (Senior)	2	14
	Utility System Specialist	2	12
	Utility Maintenance Mechanic	1	11
	TOTAL NUMBER OF POSTIONS	83.5	

Planning and Inspections

TOWN OF WRIGHTSVILLE BEACH

PLANNING AND INSPECTIONS • 321 CAUSEWAY DRIVE • P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

MEMORANDUM

To: Mayor Blair and Members of the Board of Aldermen
From: Tony Wilson, Planning and Parks Director TW
Re: **Public Hearing: Consideration of a Conditional Use Permit for 216/218 Causeway Drive to operate a Commercial Parking Lot**
Date: **June 1, 2016**
Cc: Tim Owens, Town Manager

Staff respectfully requests that the following agenda item be open and continue until the July 14, 2016 meeting at 5:30 pm.

- To open and continue the Public Hearing to consider a Conditional Use Permit for 216/218 Causeway Drive until July 14, 2016 at 5:30 pm.

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman

Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

June 8, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Discussion and Consideration of the Proposed FY16/17 Wrightsville Beach Marketing and Advisory Budget

Agenda Item

The WBMAC voted to recommend approval of the attached Budget. The total budget recommendation is $506,157. A copy of the marketing strategy has been attached for your review.

Action

1. Discuss the item
2. Consider approving the FY16/17 Marketing Budget and Spending Plan

Wrightsville Beach Budget Allocations FY 16-17

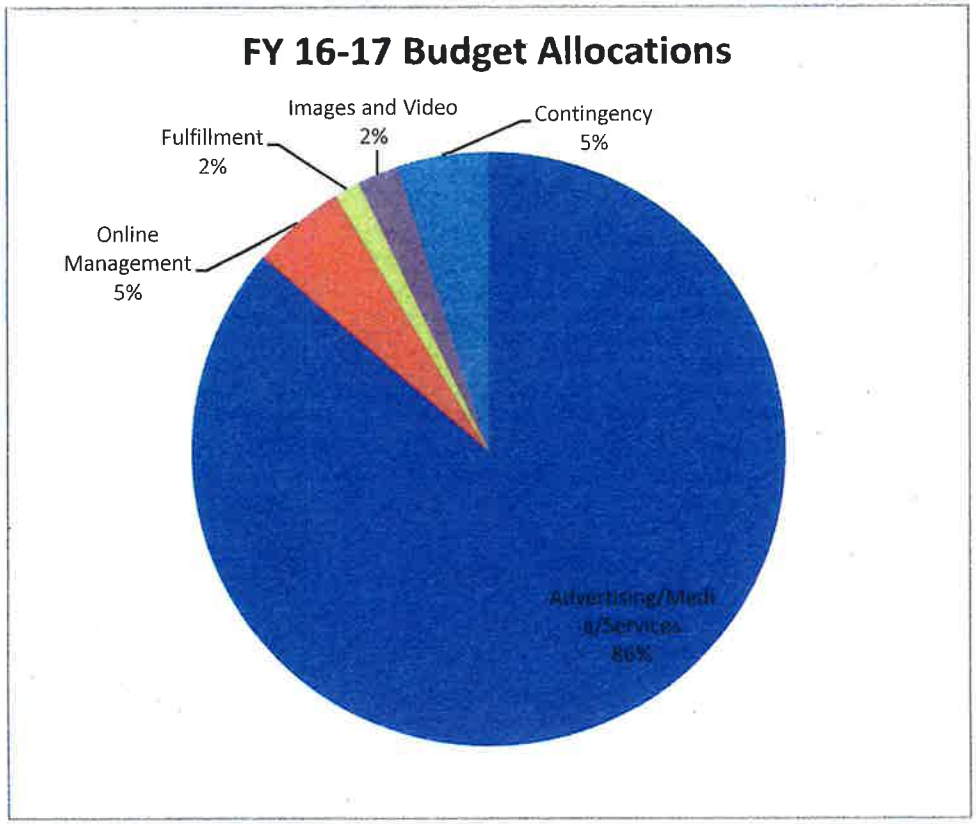
DRAFT May 2016

ADVERTISING/MEDIA/SERVICES		
Media	Print	$68,000.00
	Network Display (Multiple Partners)	$25,000.00
	Publisher Display (Trip Advisor, WRAL.com, Weatherbug)	$25,000.00
	Online Video	$20,000.00
	Billboards	$20,000.00
	Direct Response eBlasts	$15,000.00
	Native Content Media (Taboola & Madden Media)	$20,000.00
	Paid Search	$45,000.00
	Paid Social Media	$30,000.00
	VisitNC	$10,000.00
	Promotional Giveaways	$500.00
Public Relations	Public Relations	$28,050.00
	Press Trips	$3,000.00
	Social Media/Postings/Strategy/Promotions/	$25,500.00
Account Management	Agency Retainer/Project Management/Meetings	$33,990.00
Strategic Planning	Agency Research/Analysis	$13,670.00
Creative Development	Print/Online/eBlasts/Native Content/Video/Billboards	$54,150.00
ADVERTISING/MEDIA/SERVICES TOTAL		**$436,860.00**
ONLINE MANAGEMENT		
Account Management	Account Management	$5,000.00
	Analytics Licensing	$625.00
	Tracking Redirects	$75.00
Hosting Management	Hosting	$300.00
	Domain Renewals	$370.00
Email Marketing	Especials Distribution (8)	$6,400.00
	Especials Responsive Redesign	$800.00
	Especials Reengagement/Clean Up List	$800.00
	Especials Content Analysis	$500.00
	Exact Target Integration	$150.00
Search Marketing	SEO	$6,000.00
Site Development	Maintenance/Updates/General Improvements	$3,500.00
	CMS Modules Licensing	$1,200.00
ONLINE MANAGEMENT TOTAL		**$25,720.00**
FULFILLMENT		
	Postage	$4,000.00
	Handling/Service Fees	$2,500.00
	Storage Fees	$600.00
FULFILLMENT TOTAL		**$7,100.00**

IMAGES & VIDEO		
	Video	$4,000.00
	Beach Cam	$3,000.00
	Photography (Images, Usage Rights, Talent)	$4,500.00
Images & Video Total		**$11,500.00**
Total		**$481,180.00**
Contingency		**$24,977.00**
FY Budget Total		**$506,157.00**

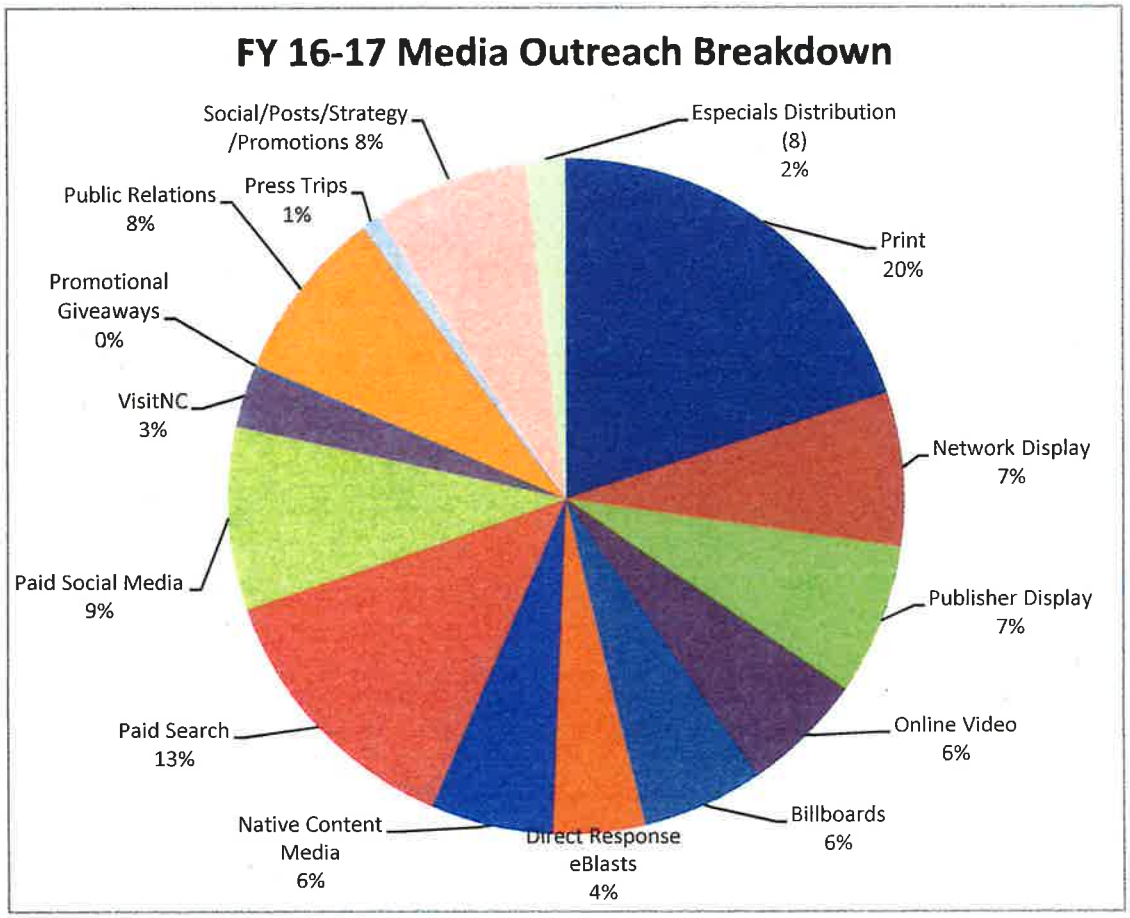
FY 16-17 Budget Allocations

Advertising/Media/Services	$436,860.00
Online Management	$25,720.00
Fulfillment	$7,100.00
Images and Video	$11,500.00
Contingency	$24,977.00



FY '16-17 Media Outreach Breakdown

Print	$68,000.00
Network Display	$25,000.00
Publisher Display	$25,000.00
Online Video	$20,000.00
Billboards	$20,000.00
Direct Response eBlasts	$15,000.00
Native Content Media	$20,000.00
Paid Search	$45,000.00
Paid Social Media	$30,000.00
VisitNC	$10,000.00
Promotional Giveaways	$500.00
Public Relations	$28,050.00
Press Trips	$3,000.00
Social Media/Postings/Strategy/Promotions	$25,500.00
Especials Distribution (8)	$6,400.00



Wrightsville Beach · NC

FY 2016-2017 connections planning

april meeting

agenda

- connection strategy
- connection ideas
- budget recap

connection strategy

2015-16 recap

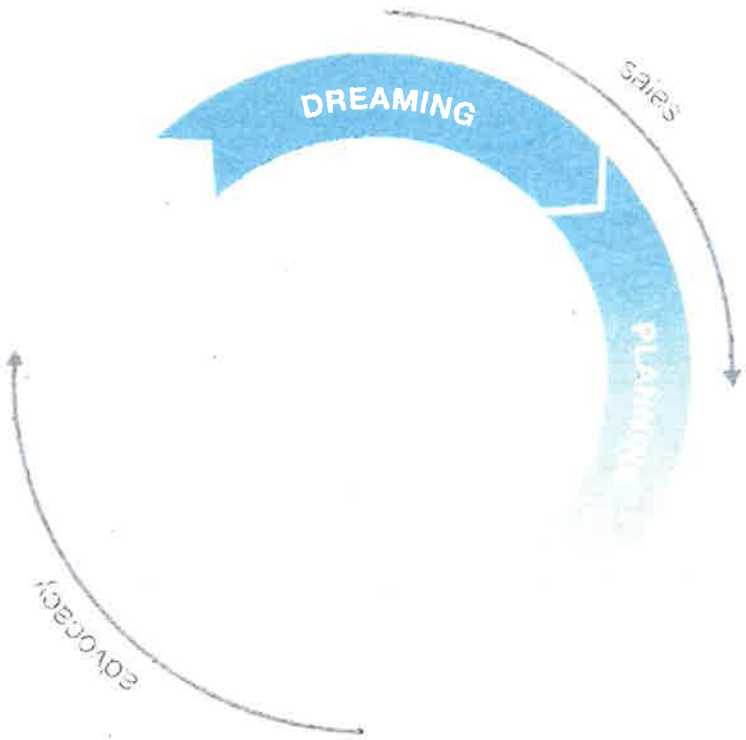
- shift to a more consistent year-round approach through paid search and select digital/social channels.
- focus efforts on top-of-the funnel, awareness-driving vehicles.
- reduce spend levels during the shoulder seasons for a more consistent presence in the marketplace, as budget permits.
- implement new metrics for evaluating success.

strategic approach

next fiscal year ...

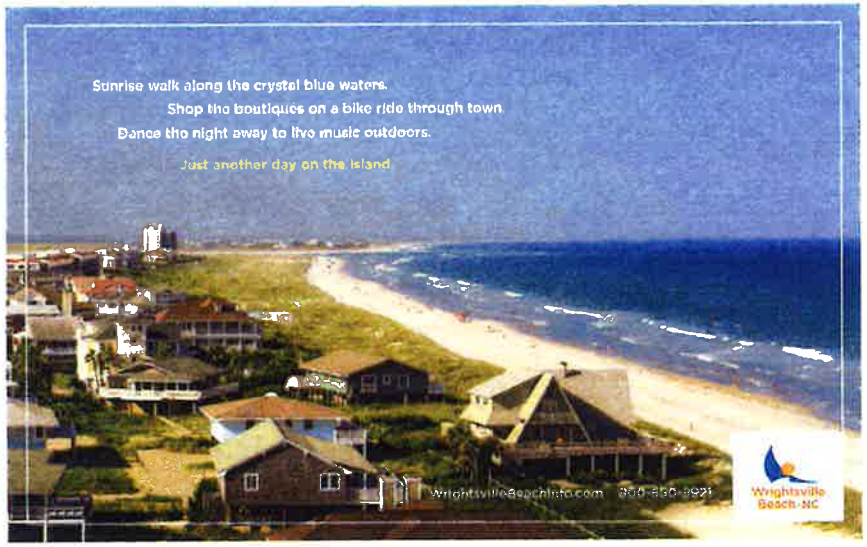
- continue to support key periods in the spring and fall, while maintaining a year-round presence through cost efficient paid search and digital channels.
- continue to leverage broad, awareness-driving vehicles.
- increase focus on content creation and native-type placements.
- explore new ways to measure overall engagement.

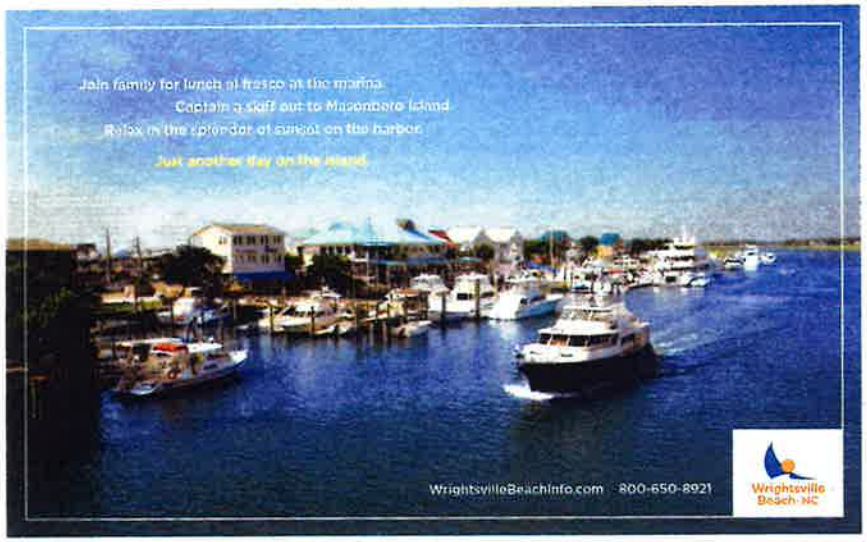
connections - dreaming & planning

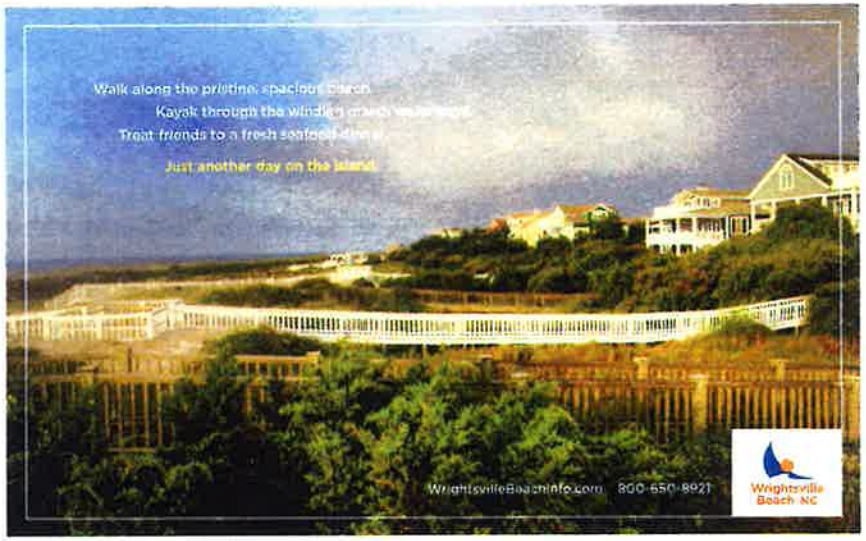


- **what visitors are doing:** thinking about the possibility of a vacation, passively absorbing relevant messaging, and taking the first steps in planning their trip.
- **strategic approach:** maintain high levels of awareness among the desired audience using broad reach vehicles, while zeroing in on those interested in planning a trip to the North Carolina coast with more targeted channels.

current campaign







timing & seasonality

- **year-round presence:** maintained through paid search, social and VisitNC efforts.

- **spring activity:** heavy up running february through early may.
  - broad awareness vehicles
  - mix of print, digital and billboards
  - reach visitors in dreaming phase for spring and summer vacations

- **fall activity:** focused effort in september/october timeframe.
  - targeted approach
  - mix of digital and select print
  - reach visitors traveling without children, planning a beach getaway

audience

multi-generational families

- target audience in the spring
- women 35-64, with kids, $75k+ HHI
- interested in beach vacations

couples without children

- target audience in the fall
- women 35-64, no kids, $75k+ HHI
- interested in beach getaways

geography

primary

- north carolina: raleigh-durham, charlotte & the triad

secondary

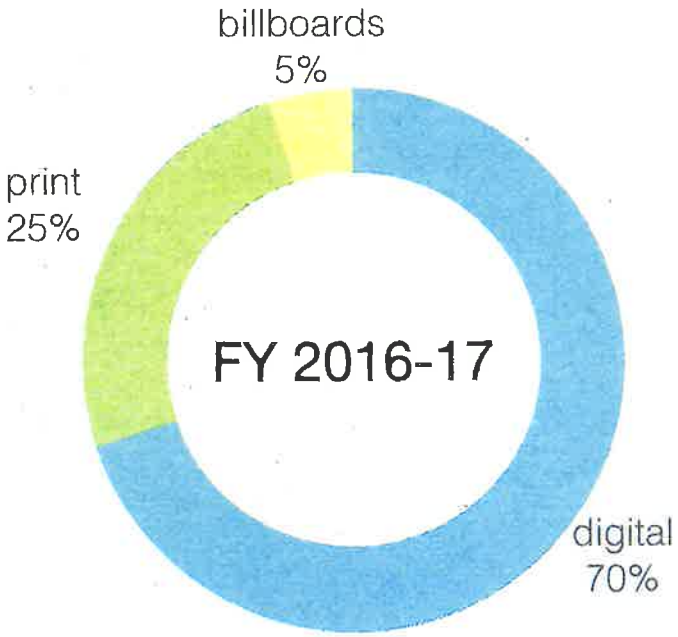
- virginia: richmond, northern virginia
- pennsylvania: pittsburgh, philadelphia
- ohio: columbus, cincinnati
- south carolina: columbia, greenville
- georgia: atlanta
- new york: *market is prohibitively expensive to make impact*

*expanded geography in spring

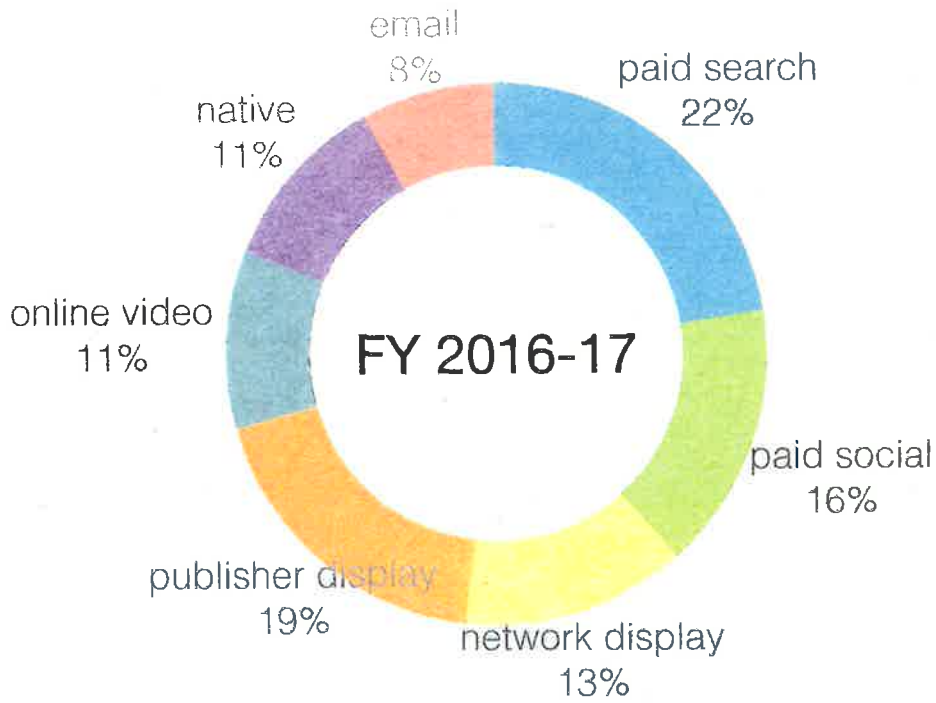
top states for bookings: north carolina, virginia, south carolina, pennsylvania, ohio, georgia

connection ideas

recommended spend by channel



media mix



digital mix

Print

Our State
NORTH CAROLINA

Southern Living

COASTAL LIVING

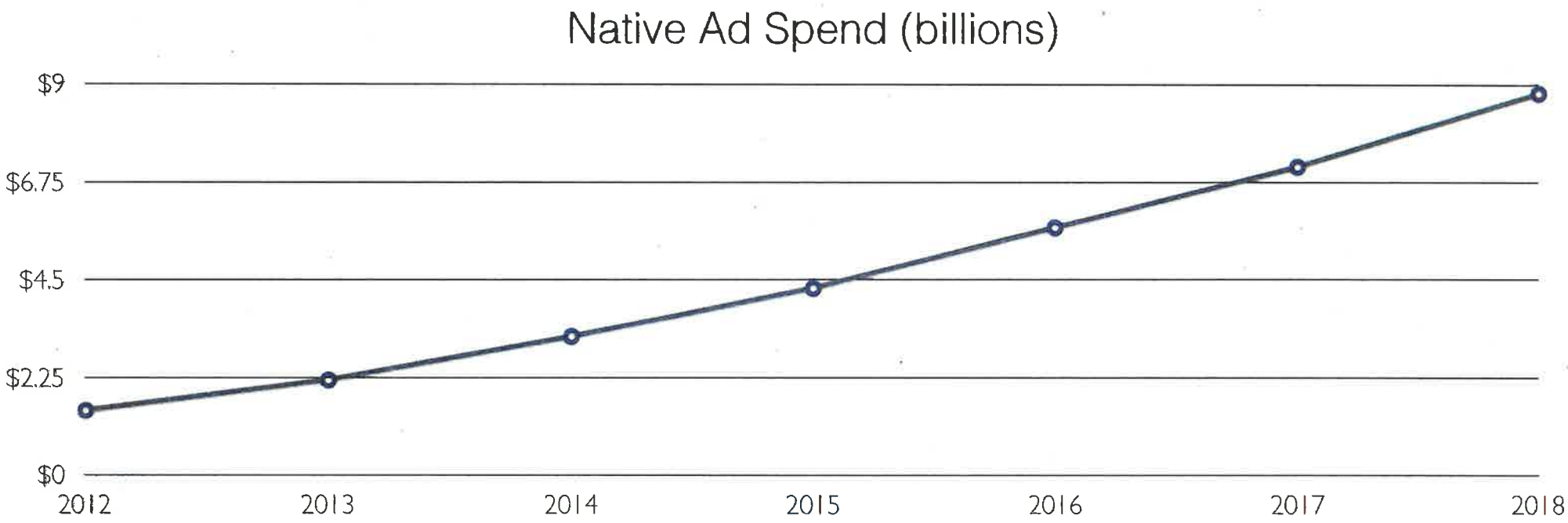
- **approach:** leverage the broad reach of Our State magazine to drive awareness within the primary in-state geography, and regional buys of well known national publications to canvas the greater footprint. use only full page ads to provide maximum impact.
- **timing:** select periods in the spring and fall months
- **channel mix:** print magazines & digital e-newsletters
- **budget:** $68,000

connections

Out-of-Home

- **approach:** maintain consistent market presence through key billboard placements in select in-state markets (triangle, charlotte & triad).
- **timing:** spring
- **channel mix:** billboards (vinyl, digital)
- **budget:** $20,000

native media



there has been a rapid increase in demand for more engaging native advertising in the digital space.

statista.com Native Ad Spend Forecast (US)

Native Content

Taboola

madden media
connecting people to places

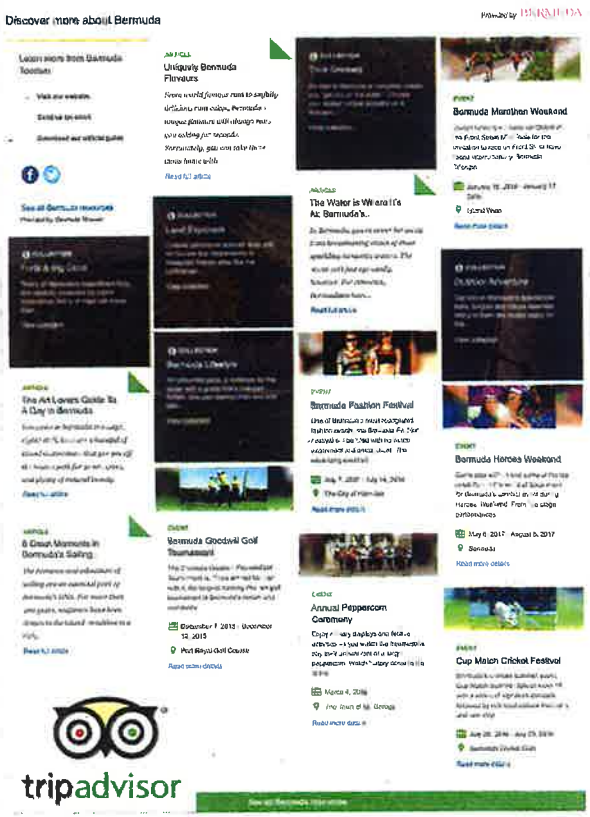
- **approach:** continue to utilize top performing partners to help generate and drive traffic to engaging custom content on the website.
- **timing:** spring
- **channel mix:** content creation & online display
- **budget:** $20,000

connections

publisher display

- **approach:** maintain a digital presence on trusted partner sites as they relate to endemic travel, weather-related, and market-specific content.
- **timing:** spring & fall months
- **channel mix:** online display and native content (desktop & mobile)
- **budget:** $25,000

connections



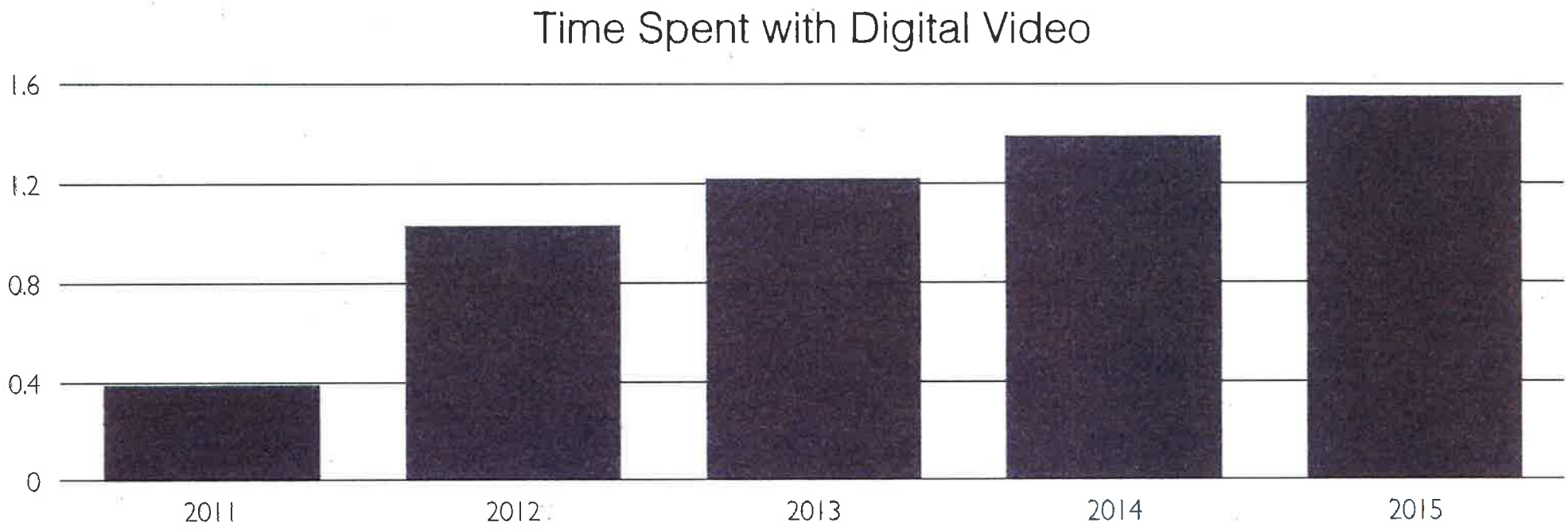
Premium Destination Partnership

- tourism sponsorship page will be redesigned and rebranded as a Premium Destination Partnership, or PDP.
  - carries more emphasis on content creation
  - prevents competitive ads from appearing on page
- supplement the PDP with a targeted Wrightsville Beach display campaign across TripAdvisor.
- annual cost of securing Wrightsville's PDP page
  - $7,650

network display

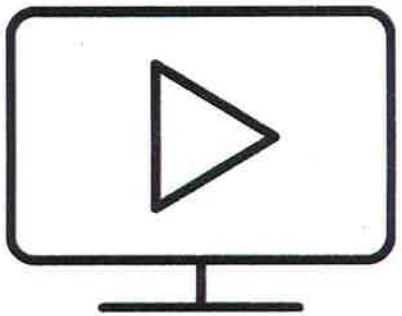
- **approach:** provide scale and efficiency via partner display companies targeted to those interested in taking a beach vacation.
- **timing:** spring & fall months
- **channel mix:** online (desktop & display)
- **budget:** $25,000

online video



consumption of digital video is on a similar trajectory, having increased each year since 2011, accounting for almost two hours a day for adults in the U.S.

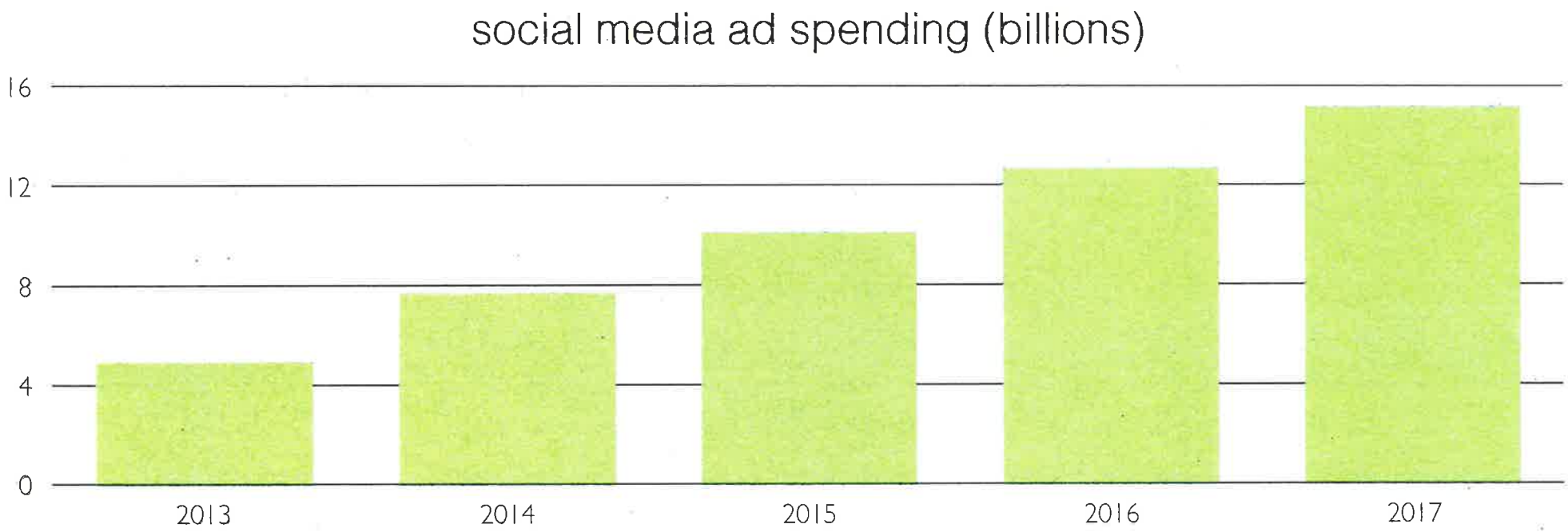
eMarketer (April, 2015)



Online Video

- **approach:** continue to leverage online pre-roll video as a primary awareness driver, targeting women in the dreaming phase of beach vacation travel.
- **timing:** spring
- **channel mix:** online, cross-platform (desktop, mobile)
- **budget:** $20,000

paid social



advertisers continue to increase their annual spend in paid social platforms

eMarketer (April, 2015)

Paid Social

- **approach:** increase the overall spend in paid social channels like facebook and instagram, including facebook leads, promoted posts, newsfeed display and instagram carousel ads.
- **timing:** spring & fall months
- **channel mix:** display and rich media (desktop and mobile)
- **budget:** $30,000

direct response email

- **approach:** drive interest and visitation to the website through highly targeted eblasts to the desired target in select geographic areas. those reached via email have demonstrated an interest in beach vacations.
- **timing:** spring & fall months
- **channel mix:** targeted email
- **budget:** $15,000

Visit NC

- **approach:** focus on enhanced listing, standard display and homepage sweeps.
- **timing:** year-round
- **channel mix:** online
- **budget:** $10,000

Google

paid search

- **approach:** provide continuity with targeted PPC ads on leading search engines. increase overall spend to combat a possible increase in competitive keyword bidding due to the removal of right-hand rail ads.
- **timing:** year-round
- **channel mix:** online (desktop & mobile)
- **budget:** $45,000

measurement

Key Performance Metrics

video completion rate

cost per inquiry

engagement rate

total impressions

total click-throughs, page views

downstream partner clicks

email/visitor guide sign-ups

budget recap

budget recap

Print	$68k
Out of Home (Billboards)	$20k
Online Display - publisher	$25k
Online Display - partner	$25k
Online Video	$20k
Paid Social	$30k
Direct Response Email	$15k
Native Content	$20k
VisitNC.com	$10k
Paid Search	$45k
TOTAL	**$278k**

cleandesign

FY 16-17 strategic objectives, pr & social media

objectives

- increase awareness for WB as a destination, and its offerings
- target visitors that align with our target audiences and geos for the highest conversion potential
- motivate visitation

FWV

target markets

- in-state (priority)
- regional (priority): Ohio, Pennsylvania, Virginia, Georgia, Maryland, New York, South Carolina, Tennessee
- national (select)

FWV

public relations

new strategies

- ramp up media outreach efforts to focus on regional coverage/opportunities
- integrate earned media efforts into the destination content marketing strategy, when relevant

FWV

new strategies

- additional focus on groups traveling without kids in the fall – i.e., empty nesters, retirees, millennials, couples, etc.

Example:
"Top Things to do for Seniors in the Fall at WB"

FWV

new strategies

- zone in on top cities within out-of-state markets

VA	OH	GA	PA
Richmond	Columbus	Atlanta	Pittsburgh
Ashburn	Cincinnati		Philadelphia

SC	NY	TN	MD
Columbia	NYC	Nashville	Baltimore
Greenville	Brooklyn	Knoxville	Bethesda

FWV

strategies

- promote WB as a standalone destination to in-state media outlets; package together with WILM for out-of-state and national outlets, upon request
- continue select national outreach
- continue working with partners to host select media for press trips

FWV

social media

channel mix

- Facebook and Instagram = primary
- Twitter and Pinterest = secondary
- YouTube = functional

FWV

content shifts

- more opportunistic, real-time posts
- amplify harvested/mined User Generated Content (UGC) through enhanced platform capabilities
- utilize multi-media content whenever possible
- continue integrated campaigns

FWV

new strategies

- ramp up efforts on Instagram; scale back efforts on Twitter
- develop more video content, specifically content that represents the seasons

FWV

new strategies

- utilize social media to promote short term bookings driven by good weather, specifically in fall/winter
- integrate social media efforts into the destination content marketing strategy, when relevant

FWV

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman

Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

June 8, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Consideration of a request for the developers of Spartina, located on Allen's Lane, for a Drainage Easement across the Town's Well Property (Well 11)

Agenda Item

The tract that the Town owns for Well 11 is at a low point on a portion Allen's Lane. Historically, surface drainage from the area around the well and from the old dirt road drained across the property towards the back of the property and onto the Lumina Station Shopping Center Property. This historical drainage area/pattern is in the locations that the easements are being requested. The paving of the road and stormwater overflow not contained on-site for the new developments around the well site are now directed towards the well 11 tract.

If you will recall, the Board approved a drainage easement across the front of the Well 11 tract that the Town owns for the new Wrightsville Manor (Sweyer) development. Drainage improvements to the easement are ongoing and the new drainage feature now conveys water from a portion of the newly paved road and from any overflow not captured on the Wrightsville Manor Property.

The developers of the Spartina Project are now requesting a drainage easement between the Spartina Project's retaining wall adjacent to the Well site. Approximately 1 foot of the drainage easement will be on Spartina Property and the developer is requesting an additional 9 to 10 feet along the property line with a slightly larger easement area where the outfall enters onto the Town's property adjacent to Allen's Lane. If approved, the new drainage feature would convey stormwater from another section of the newly paved Allen's Lane and any overflow stormwater not contained on-site for the next phase of

Spartina. If granted, the easement would be conveyed to the City of Wilmington for future maintenance given that the main stormwater contributor would be from Allen's Lane.

The piecemeal requests are a function of the tracts being developed at separate times, under separate ownership, and by not taking a holistic look at the entire area around the well site. The Town does not review the stormwater plans or development plans in the area and had limited input until the plans were approved and the developments under construction.

The 2 easements should have limited impact on the functioning of the well site. The owners of Spartina have also agreed to do some earthwork around the ground water tank to limit any stormwater issues to the tank. If the well site were to be sold for redevelopment at any point, it would appear that the entire drainage area could potentially be re-routed around the front and side of the well tract. This future stormwater redirection would have to be designed, approved by multiple layers of government and it is still unclear what if anything (other improvements or easements) would be needed from the Lumina Station Development since all of the stormwater would enter onto their property.

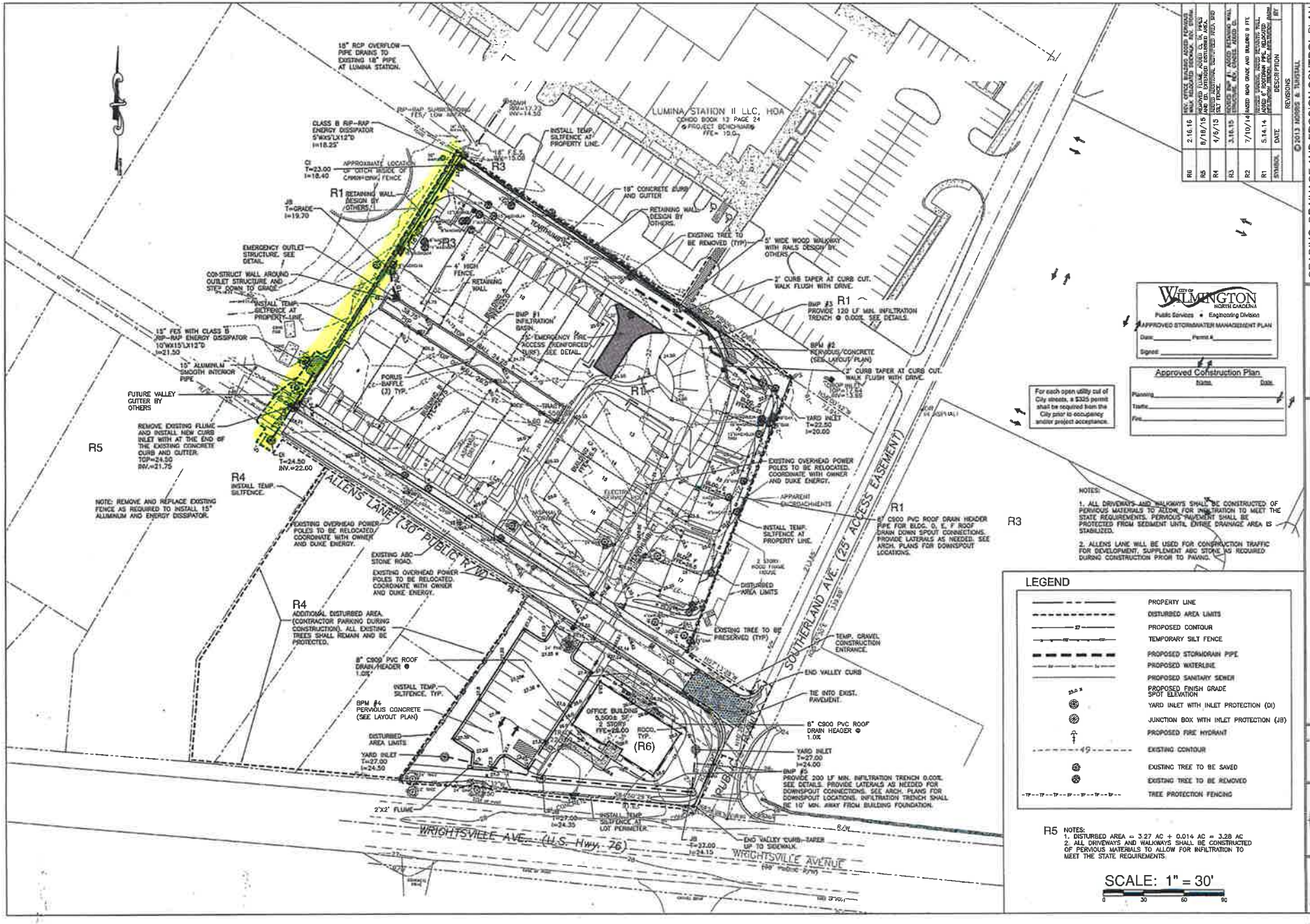
If the Board is in general agreement of granting the easement, I recommend the following:

1. That the easement area be surveyed and shown on a plan submitted to the Town by the Applicant.
2. That the applicant request an engineer show the drainage area on the plan (current and future development) and provide stormwater calculations proving (with the Town's concurrence and possible independent review) that the new drainage easement will not impact the Town's facilities.
3. That the applicant or the City of Wilmington provide the Town with a formal easement agreement for the Town's review and approval.
4. That the City of Wilmington also approves the plan and easement.

NOTE – This item is still developing and I will have more to report at your meeting

Action

1. Consider the request and ask questions
2. If the Board is in general agreement with the request, the Board can ask that the applicant submit the above materials for review and consideration by the Board at a future meeting and add other conditions at the Board's discretion.



SYMBOL	DATE	DESCRIPTION	BY
R6	2.16.16	REV. OFFICE BUILDING ADDED, REPLACED WALK, RELOCATED SIDEWALK, REV. GRDNG.	
R5	8/18/15	REPLACED FLUME, ADDED CL. D, R, FRES, ADDED FLUME, ADDED DISTURBED AREA, ADDED TURNS ADDITIONAL SUPPORTED AREA, ADD SILT FENCE.	
R4	4/6/15	REVISED BMP #1, ADDED RETAINING WALL, REV. GRDNG.	
R3	3.16.15	REVISED BMP #1, ADDED RETAINING WALL, REV. GRDNG.	
R2	7/10/14	RAISED ROAD GRADE AND BUILDING 9 FFE	
R1	5.14.14	REVISED GRADING, REPOSITION BUILDING, ADDED RETAINING WALL, ADDED DISTURBED AREA, ADDED SILT FENCE, REVISED DRAINAGE, REV. WATERLINE, REV. SANITARY SEWER, REV. GRADING	

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GRADING, DRAINAGE AND EROSION CONTROL PLAN

SPARTINA AT LUMINA STATION - 2011 ALLENS LANE
ALLENS LANE/WRIGHTSVILLE AVE.
WILMINGTON, NORTH CAROLINA

WILMINGTON NORTH CAROLINA
Public Services • Engineering Division
APPROVED STORMWATER MANAGEMENT PLAN
Date: _____ Permit #: _____
Signed: _____

Approved Construction Plan
Name: _____ Date: _____
Planning _____
Traffic _____
Fire _____

For each open utility cut of City streets, a $325 permit shall be required from the City prior to occupancy and/or project acceptance.

NOTES:

1. ALL DRIVEWAYS AND WALKWAYS SHALL BE CONSTRUCTED OF PERVIOUS MATERIALS TO ALLOW FOR INFILTRATION TO MEET THE STATE REQUIREMENTS. PERVIOUS PAVEMENT SHALL BE PROTECTED FROM SEDIMENT UNTIL ENTIRE DRAINAGE AREA IS STABILIZED.
2. ALLENS LANE WILL BE USED FOR CONSTRUCTION TRAFFIC FOR DEVELOPMENT. SUPPLEMENT ABC STONE AS REQUIRED DURING CONSTRUCTION PRIOR TO PAVING.

LEGEND

- PROPERTY LINE
- DISTURBED AREA LIMITS
- PROPOSED CONTOUR
- TEMPORARY SILT FENCE
- PROPOSED STORMDRAIN PIPE
- PROPOSED WATERLINE
- PROPOSED SANITARY SEWER
- PROPOSED FINISH GRADE SPOT ELEVATION
- YARD INLET WITH INLET PROTECTION (DI)
- JUNCTION BOX WITH INLET PROTECTION (JB)
- PROPOSED FIRE HYDRANT
- EXISTING CONTOUR
- EXISTING TREE TO BE SAVED
- EXISTING TREE TO BE REMOVED
- TREE PROTECTION FENCING

R5 NOTES:
1. DISTURBED AREA = 3.27 AC + 0.014 AC = 3.28 AC
2. ALL DRIVEWAYS AND WALKWAYS SHALL BE CONSTRUCTED OF PERVIOUS MATERIALS TO ALLOW FOR INFILTRATION TO MEET THE STATE REQUIREMENTS.

SCALE: 1" = 30'
0 30 60 90

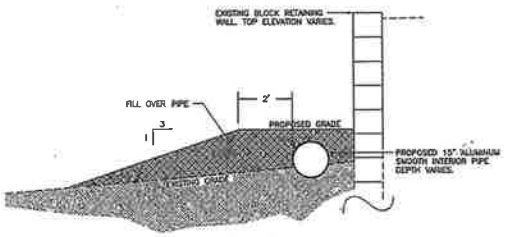
OWNER/DEVELOPER
LUMINA STATION II, LLC
JAMES E. WALLACE, JR.
MEMBER/MANAGER
1902 EASTWOOD ROAD
WILMINGTON, NC 28403
910 3091921

NORRIS & TUNSTALL
CONSULTING ENGINEERS, P.C.
1127 FLORAL PARKWAY
SUITE 400
WILMINGTON, NC 28403
PHONE (910) 343-8853
FAX (910) 343-9604
office@nt-eng.com
licence #C-3641

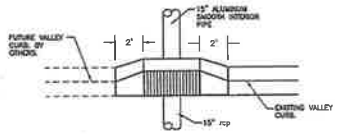
13082
DES. JST
DWN. JPN
DESN. NKS
DATE 4/3/14

NORTH CAROLINA PROFESSIONAL SEAL ENGINEER JOHN S. TUNSTALL

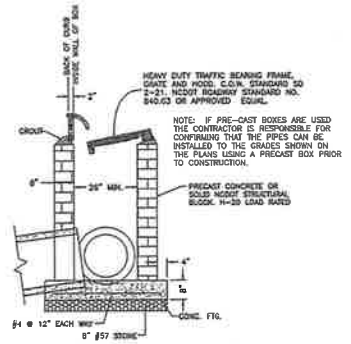
C1



SECTION A-A



CURB INLET/VALLEY CURB DETAIL
DIS



MUST COMPLY WITH CITY OF WILMINGTON STANDARDS

CATCH BASIN DETAIL
NOT TO SCALE

SYMBOL	DATE	DESCRIPTION	BY
		REVISIONS	

©2013 NORRIS & TUNSTALL

NOTES AND DETAILS

SPARTINA AT LUMINA STATION - 2011 ALLENS LANE
ALLENS LANE/WRIGHTSVILLE AVE.
WILMINGTON, NORTH CAROLINA

OWNER/DEVELOPER
ALLENS LANE PARTNERS, LLC
JAMES E. WALLACE, JR.
MEMBER/MANAGER
1908 SANDWOOD ROAD
WILMINGTON, NC 28403
910 5091921

NORRIS & TUNSTALL
CONSULTING ENGINEERS, P.C.
1127 FLORAL PARKWAY
SUITE 400
WILMINGTON, NC 28403
PHONE (910) 343-9653
FAX (910) 343-9604
(Licensed in North Carolina)
(License No. C-0541)

13082

DES.	JST
DRD.	JPN
DRWN.	NKS
DATE	8/18/15

NORTH CAROLINA PROFESSIONAL SEAL WEST 29653 ENGINEER STEPHEN J. TUNSTALL

C6

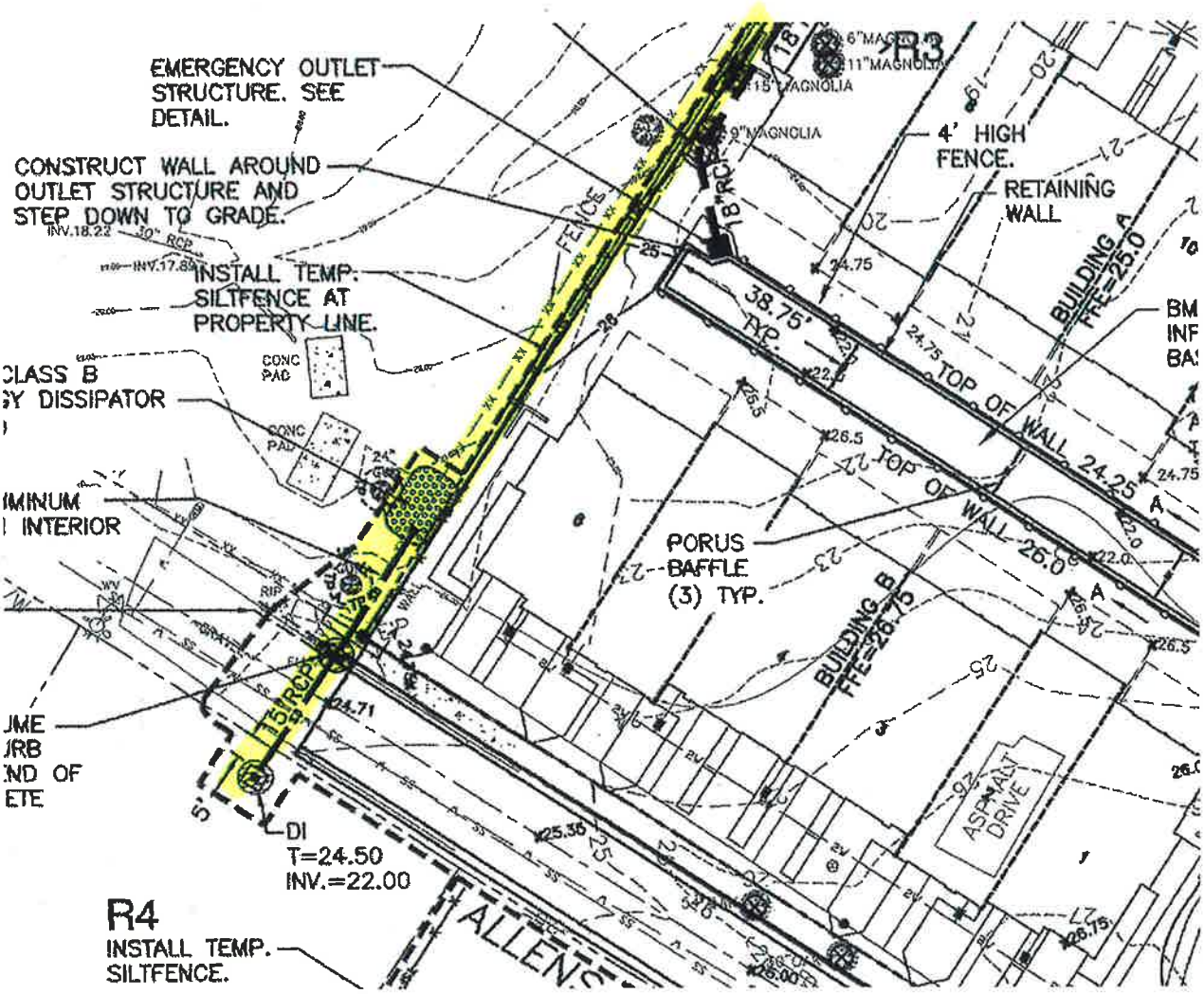
CITY OF WILMINGTON NORTH CAROLINA
Public Services ★ Engineering Division
APPROVED STORMWATER MANAGEMENT PLAN
Date:_____ Permit #:_____
Signed: _____

For each open utility cut of City streets, a $325 permit shall be required from the City prior to occupancy and/or project acceptance.

Approved Construction Plan

	Name	Date
Planning		
Traffic		
Fire		

NCDENR PWSS WATER PERMIT #:	
WATER CAPACITY:	GPD
DWQ SEWER PERMIT #:	
SEWER CAPACITY:	GPD
SEWER SHED # AND PLANT:	
SEWER TO FLOW THROUGH MH:	YES or NO (CIRCLE ONE)


EMERGENCY OUTLET STRUCTURE. SEE DETAIL.
CONSTRUCT WALL AROUND OUTLET STRUCTURE AND STEP DOWN TO GRADE.
INV.18.22
30" RCP
INV.17.8
INSTALL TEMP. SILTFENCE AT PROPERTY LINE.
CONC PAD
CLASS B
GY DISSIPATOR
IMINUM
INTERIOR
JME
JRB
ND OF
ETE
DI
T=24.50
INV.=22.00
R4
INSTALL TEMP. SILTFENCE.
R3
6"MAGNOLIA
11"MAGNOLIA
15"MAGNOLIA
9"MAGNOLIA
4' HIGH FENCE.
RETAINING WALL
BUILDING A
FFE=25.0
38.75' TYP.
TOP OF WALL 24.25
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PORUS BAFFLE (3) TYP.
BUILDING B
FFE=26.75
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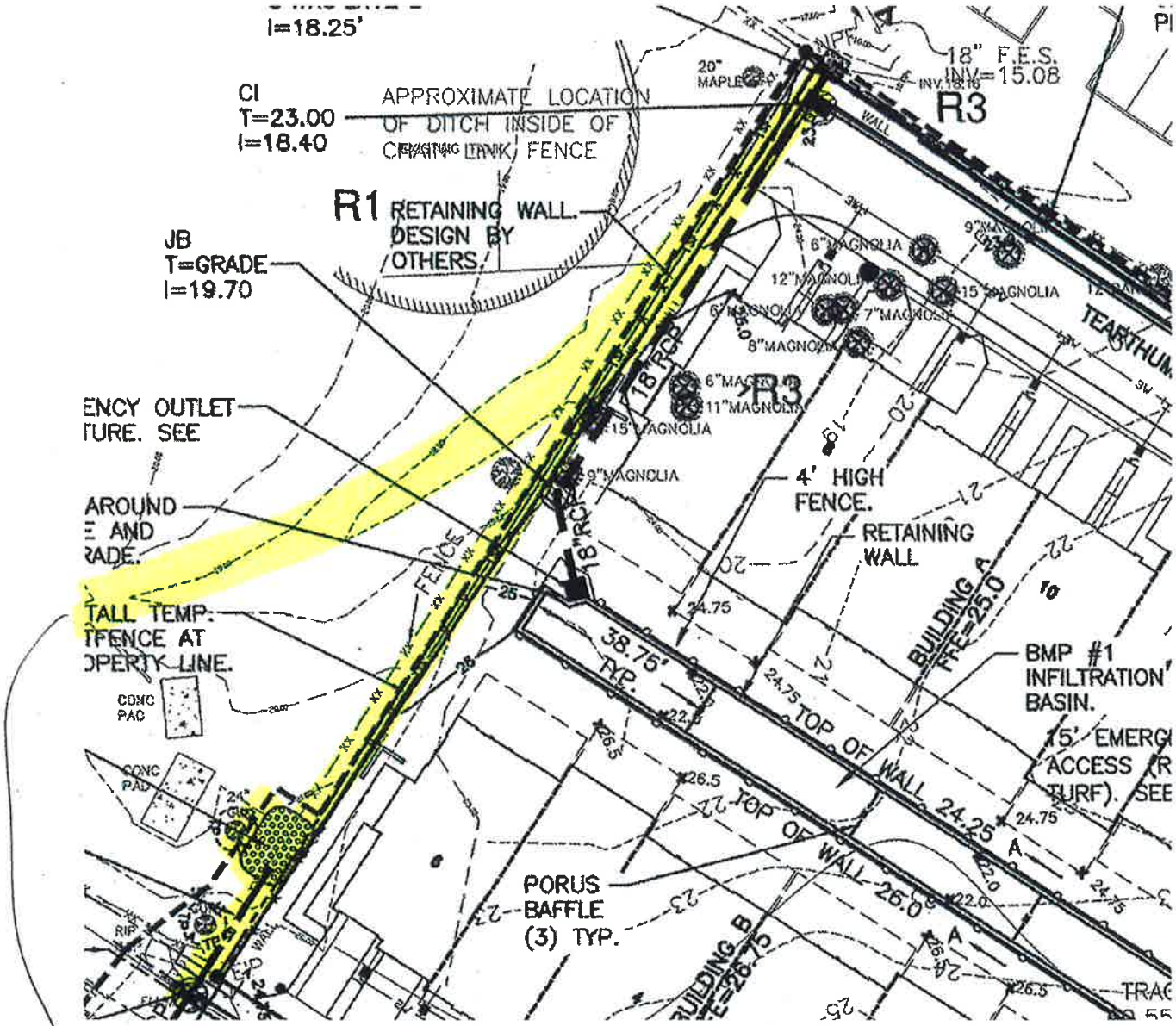


existing drainage swale

Planning and Inspections

TOWN OF WRIGHTSVILLE BEACH

PLANNING AND INSPECTIONS • 321 CAUSEWAY DRIVE • P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

MEMORANDUM

To: Mayor Blair and Board Members
From: Tony Wilson, Director of Planning and Parks TW
Subject: UMHA Grant Program
Date: June 2, 2016
CC: Tim Owens, Town Manager

Background:

The Unified Mitigation Hazard Assistance Programs (UMHA) makes grants available to state and local governments to implement cost-effective and long-term mitigation measures. The elevation grant program assists states and communities in reducing flood damages to insured properties that have one or more claims to the National Flood Insurance Program (NFIP). Therefore, every community that is vulnerable to natural hazards should consider applying for these grants.

The Town of Wrightsville Beach as of December 31, 2011, had a total of 514 repetitive loss properties. A total of 84 mitigation corrections were sent in with the 2012 Cycle visit, with the corrections the town has a total of 430 repetitive loss properties. Definitions of repetitive loss property:

- **A severe repetitive loss property** is a structure that:
  (a) Is covered under a contract for flood insurance made available under the NFIP; and
  (b) Has incurred flood related damage-
  (i) for which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding $5,000, and with the cumulative amount of such claims payments exceeding $20,000; or

  (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

- **A repetitive loss property** is a structure covered by a contract for flood insurance made available under the NFIP that:
  (a) Has incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
  (b) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

2014 Grant Application:
In 2014, the Board of Aldermen approved applying for the elevation grant for 12 properties. The application for the elevation grant program was approved but went unfunded.

2015 Grant Application:
In 2015, the Board of Aldermen approved applying for the elevation grant for 10 properties. After reviewing the applications FEMA approve 2 properties and they are still going through the review phase.

2016 Grant Application:
With the approval from the Board, staff would recommend to apply again in 2016 for 12 Properties for the elevation program. Some concerns from last year were about the Town fronting funds for the project. The only loss to the Town would be the minimal amount of interest that the Town would receive from keeping the funds in the bank. See the project steps below:

1. Letter of Interest from the Town (Completed)
2. Send out a letter of inquiry to twelve property owners (completed)
3. Receive inquires back and completed a grant application
4. Board would consider approving grant application
5. Determine if the grant was approved and funded (2017)
6. Board would accept or reject the grant

Repetitive Loss Strategy and Benefits:
Elevating a structure to prevent floodwaters from reaching living areas is an effective and one of the most common mitigation methods. The goal of the elevation process is to raise the lowest floor to or above the required level of protection. By participating in the (UMHA) grant program, the town and residents would benefit from savings on flood insurance premiums and making the structures more marketable.

Requested Action:
Discuss and give direction to Staff.

Attachments:
1. Example letter of interest
2. Resolution (2016) 1985

UNIFIED HAZARD MITIGATION ASSISTANCE GRANT PROGRAM (HMA)
2016
LETTER OF INTEREST

APPLICANT: Town of Wrightsville Beach, NC

COUNTY: New Hanover

POINT OF CONTACT NAME AND TITLE: Tony Wilson, Planning Director

ADDRESS: 321 Causeway Drive, Wrightsville Beach, NC 28480

TELEPHONE: (910) 239-1746

FAX: (910) 256-6848

EMAIL: twilson@towb.org

NAME OF YOUR JURISDICTION'S LOCAL MITIGATION PLAN: Southeast Regional Multi-Jurisdictional Hazard Mitigation Plan

I understand that the **non-Federal share** of HMA project funding may be up to **25%** of total project costs, depending on the funding stream, and I certify that the funding to support this share of costs will be available at the time of funding if a non-federal match is required.

Print Name: Tony Wilson **Title: Planning Director**

Signature: _____ **Date:** _____

Eligible project types include: Mitigation Planning, Acquisition, Elevation, Wind Retrofit, Community Tornado Safe Rooms, and Mitigation Reconstruction, among others that promote long-term resilience to natural hazards. Please see the attached NCEM Notice of Funds Availability and FEMA Fact Sheets for important information pertaining to this funding cycle.
Federal Guidance: www.fema.gov/hazard-mitigation-assistance

1. **Description of problem to be mitigated** ***(If project is an acquisition or elevation, tax cards, .jpeg photos of structure (entire circumference of the structure in 3-4 photos) and elevation certificates (if available) must be provided.) If applying for funding for a Hazard Mitigation Plan, note that only proposals for regional plans will be accepted.***

The Town of Wrightsville Beach is applying to the North Carolina Division of Emergency Management (NCDEM) and the Federal Emergency Management Agency (FEMA) for Flood Mitigation Assistance Program (FMA) funds to elevate approximately twelve (12) residential structures above the 100-year or "base" flood elevation. All of these properties are severely flood-prone, are indicated as repetitive loss properties on the town's 2015 FMA Repetitive Loss List, and have suffered repetitive flood damage from Nor'easters, tropical storms, and hurricanes since Hurricane Diana in 1984. The proposed project is intended primarily to mitigate against future damages from floods, as the entire project area is within the 100-year floodplain. The level of protection provided would be to the 100-year event. The useful mean economic lifetime of structures to be elevated is estimated to be fifty (50) years.

2. **Description of previous damages and/or hazard history specific to the mitigation projects being submitted:** **(Attach additional sheets if necessary):**

Significant Hurricane History Storm Tracks within 75 Miles of New Hanover County (1954–2009)

Name of Storm	Date of Occurrence	Storm Category	Maximum Wind Speed (Knots)
Hazel	10/15/1954	Category 3	110
Connie	08/11/1955	Category 2	90
Diane	08/17/1955	Category 1	75
Ione	09/19/1955	Category 3	100
Not Named	06/09/1957	Tropical Storm	45
Helene	09/27/1958	Category 4	115
Brenda	07/30/1960	Tropical Storm	50
Donna	09/12/2960	Category 2	95
Not Named	09/14/1961	Tropical Storm	35
Alma	08/28/1962	Tropical Storm	50
Ginny	10/26/1963	Category 2	85
Not Named	06/07/1964	Tropical Storm	35
Dora	09/13/1964	Tropical Storm	45
Alma	06/11/1966	Tropical Storm	40
Gladys	10/19/1968	Category 1	75
Dora	08/27/1971	Tropical Storm	55
Ginger	09/30/1971	Category 1	75
Agnes	06/21/1972	Tropical Storm	40
Hallie	10/27/1975	Tropical Storm	45
Dennis	08/20/1981	Tropical Storm	55
Diana	09/12/1984	Category 4	115
Isidore	09/28/1984	Tropical Storm	45
Kate	11/22/1985	Tropical Storm	50
Charley	08/17/1986	Category 1	65
Arthur	06/19/1996	Tropical Storm	40
Bertha	07/12/1996	Category 2	90
Fran	09/05/1996	Category 3	100
Bonnie	08/26/1998	Category 3	100
Dennis	08/30/1999	Category 2	90
Floyd	09/16/1999	Category 2	90
Irene	10/18/1999	Category 1	80
Helene	09/23/2000	Tropical Storm	35
Kyle	10/11/2002	Tropical Storm	35
Alex	08/03/2004	Category 1	70
Charley	08/14/2004	Category 1	65
Ophelia	09/14/2005	Category 1	75
Ernesto	08/31/2006	Tropical Storm	60
Cristobal	07/19/2008	Tropical Storm	45
Hanna	09/06/2008	Tropical Storm	60

Sources: National Hurricane Center, National Climatic Data Center, National Weather Service and NOAA Coastal Services Center

3. **Description of proposed project or mitigation measure:** **(List structures to be protected, including location. Attach additional sheets if necessary.)**

Since Hurricane Diana in 1984, a number of homes in Wrightsville Beach have been damaged by flood waters several times, with the incidence and extent of damage varying significantly based on the vulnerability of the structure and the type, location, and intensity of the various flood

events. This will be the town's third application for HMGP or FMA funds (the town submitted an unsuccessful FY14 FMA application and successfully applied for FY15 FMA funding). The town has a large number of older, very valuable single-family primary and secondary residences located both in V zones and in the AE zone that are extremely vulnerable to flood events. The town is very fortunate that it has not suffered significant hurricane damage since 1996, given the high incidence of Atlantic hurricane activity in recent years. Elevation above BFE to current coastal construction standards would virtually eliminate flood losses for these structures during any storm other than a catastrophic event.

The town has completed a data sort of its current FMA-priority Repetitive Loss list and also reviewed its Severe Repetitive Loss list, and has determined which structures qualify as primary residential units. The town has undertaken citizen outreach for these units and will compile structure data and elevation cost data for individual homeowners as applications/site inventory forms are received. The town is hopeful that approximately twelve (12) SRL/RL units will be approved by NCDEM under the FY16 FMA program. The Town of Wrightsville Beach will deliver all requested detailed information and homeowner applications for units to NCDEM as quickly as possible.

Due to the fact that almost all of the flood damage since 1984 has been repetitive coastal flooding and can be cost-effectively mitigated through the elevation process, the Town of Wrightsville Beach is not pursuing an acquisition alternative at this time. The town prefers the elevation alternative because it preserves the town's tax base, and eliminates the need for the town to maintain small, isolated parcels of land scattered throughout its jurisdiction. The town has identified no practical public use for isolated parcels acquired with HMGP/UHMA funds. If the town identifies a practical public use for properties that have code enforcement issues and are unsuitable for elevation, or identifies a hardship issue making acquisition more preferable to the homeowner, it may pursue a limited acquisition activity in the final application.

The project will take place at scattered locations in the Town of Wrightsville Beach. The implementation of this project will eliminate repetitive flood damage experienced by up to twelve homeowners through elevation of existing finished floor elevations above the Base Flood Elevation as specified by the Town of Wrightsville Beach Flood Damage Prevention Ordinance, and foundation retrofitting as specified by universal engineering design standards and the North Carolina State Residential Building Code. It is expected that this proposed project will provide a significant reduction in post-disaster insurance settlements, direct FEMA payments to homeowners, and temporary displacement, uninsured losses, loss of personal property, and other primary and secondary adverse economic and human impacts resulting from flood damage.

4. Estimated Line Item Budget for Project Costs:

Item Name	Unit Quantity	Unit of Measure	Unit Cost	Total Item Cost
Elevation	12	EA	$ 20,000	$ 240,000
Foundation/Retrofitting	12	EA	$105,000	$ 1,260,000
Site/Elevation Survey	12	EA	$ 1,300	$ 15,600
Asbestos Inspection	12	EA	$ 200	$ 2,400
Elevation Feasibility/Design and Local Code Inspection	12	EA	$ 6,000	$ 72,000
Preparation of Bid Documents	12	EA	$ 2,000	$ 24,000
Preconstruction Interviews	12	EA	$ 2,000	$ 24,000

Resident Inspection	12	EA	$ 8,000	$ 96,000
Temporary Relocation Assistance	12	EA	$ 2,000	$ 24,000
Engineering Review	12	EA	$ 1,000	$ 12,000
Project Management (5%)	1	LS	$ 90,000	$ 90,000
Project Total				**$1,860,000**

5. **Technical Assistance Needed from NCEM:** **(To help us provide you with the best possible level of customer service, please indicate how much support you anticipate needing from NCEM):**

   A. General, ongoing assistance and guidance
   B. Quite a bit of assistance
   C. Substantial hands-on assistance throughout the process

   Please also describe the *type* of support you anticipate needing from NCEM (i.e. navigating FEMA's e-Grants system, providing data to support a Benefit-Cost Analysis, technical writing, etc.)

   The Town of Wrightsville Beach requests that NCDEM staff review each unit's eligibility for assistance based upon revised FMA assistance parameters, and to submit the required e-grants application following receipt of all new homeowner applications and additional information on each unit not previously submitted to the agency for FMA assistance.

6. **NFIP Rep Loss Information**
   If you need a current copy of your community's severe repetitive loss list and/or repetitive loss list, please e-mail hmgrants@ncdps.gov and we will be in touch immediately.

7. **Important Deadlines:**

   A. March 30, 2016 (Close of Business) – Letters of Interest (LOIs) are due. All documents to support a benefit-cost analysis are due. For acquisition and elevation projects, these include tax cards and elevation certificates (if available), as well as loss histories for all properties being mitigated. NCEM will conduct analysis to determine if projects are cost effective, including use of all waivers, and set up e-Grants accounts for eligible applicants (i.e. local governments). **Please note that Mitigation projects require a FEMA-approved and adopted Hazard Mitigation Plan at the time of submittal to FEMA, as well as on FEMA's subsequent award date, if selected.** Note that applications for regional hazard mitigation plans do *not* require a benefit-cost analysis. For technical assistance with these requirements, please contact Nick Burk, Section Manager for Hazard Mitigation Grants at (919) 825-2301 or Sharon Winstead, Hazard Mitigation Supervisor at (919) 825-2356.

   B. April 27, 2016 – For sub-applications selected by NCEM to be submitted to FEMA, a strong first draft of the grant application is due in e-Grants, with all attachments. (NCEM HM staff will provide assistance during this process).

   C. May 16, 2016 – Date final drafts of grant applications are due to NCEM, integrating comments from NCEM Hazard Mitigation staff.

Please return completed LOI electronically to:

HM Grants Branch – Attention: Kathy Brewer
Hazard Mitigation Branch
e-mail: hmgrants@ncdps.gov

RESOLUTION NO. (2016) 1985
DESIGNATION OF APPLICANT'S AGENT
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization):	*Disaster Number:*
Town of Wrightsville Beach	FMA FY16

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):
North Carolina Department of Public Safety

Applicant's Fiscal Year (FY) Start *Month:* *Day:*

Applicant's Federal Employer's Identification Number:
56-6001377

Applicant's Federal Information Processing Standards (FIPS) Number:

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Tony Wilson	*Agent's Name* Zach Steffey
Organization Town of Wrightsville Beach	*Organization* Town of Wrightsville Beach
Official Position Director of Planning and Parks	*Official Position* Planner I
Mailing Address P. O. Box 626	*Mailing Address* P. O. Box 626
City, State, Zip Wrightsville Beach, NC 28480	*City, State, Zip* Wrightsville Beach, NC 28480
Daytime Telephone 910-239-1746	*Daytime Telephone* 910-239-1748
Facsimile Number 910-256-7910	*Facsimile Number* 910-256-7910
Pager or Cellular Number 910-524-7701	*Pager or Cellular Number*

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.

PASSED AND APPROVED THIS _____ DAY OF _____, 2016.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title William J. Blair, Mayor	*Name* Sylvia J. Holleman
Name and Title F. Darryl Mills, Mayor Pro Tem	*Official Position* Town Clerk
Name and Title	*Daytime Telephone* 910-239-1771

CERTIFICATION

I, Sylvia J. Holleman, (Name) duly appointed and Town Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of the Town of Wrightsville Beach, NC (Organization) on the 8th day of June, 2016.

Date: _____ Signature: _____

Rev. 03/04

TOWN OF WRIGHTSVILLE BEACH
DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480

June 1, 2016

MEMORANDUM

To:	Mayor Blair and Board Members
From:	Zachary Steffey, Town Planner ZS
Re:	Consider moving forward with drafting a contract and scope of work for Preliminary Engineering services for the Coral Drive Sidewalk Project
Cc:	Tim Owens, Town Manager

Agenda Item:

The Board provided direction to Town Staff to move forward with the solicitation of preliminary engineering and design services for the Coral Drive Sidewalk Project. The Town released a Request for Letters of Interest on March 24, 2016 with a submission deadline of April 29, 2016. The Town received seven Letters of Interest from NCDOT pre-qualified firms. From the seven firms that submitted letters of interest, three were selected for phone interviews.

Phone interviews were conducted on May 19, 2016 with Ramey Kemp and Associates, Davenport, and SEPI. A panel consisting of myself, Mr. Timothy Owens, and Ms. Beth Doliboa from the WMPO asked each firm a set of pre-determined questions. Each firm was ranked based on the following three categories:

1. Knowledge, familiarity, experience, and past performance with preliminary engineering services (30%)
2. Experience of the firm's staff to perform the types of work required (40%)
3. Firm's understanding of project specific issues and their responsibility in delivering services for the project (30%)

Based on the responses provided during the interviews the panel carefully considered each of the firms based on the selection criteria. The unanimous recommendation of the panel is that the Town move forward with drafting a contract with SEPI. This recommendation is contingent upon the receipt of confirmation from the NCDOT that the firm meets their specifications, standards and criteria.

TOWN OF WRIGHTSVILLE BEACH
DEPARTMENT OF PLANNING & INSPECTIONS

321 CAUSEWAY DRIVE P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480

Requested Action:

The Board is asked to authorize the Town Manager and Town Planner to move forward with drafting a contract and scope of work for preliminary engineering services from SEPI Engineering and Construction. We will bring this matter back to the Board once a contractual agreement and scope of work have been drafted and reviewed by the Town Attorney and once permission to proceed has been granted by NCDOT.

Attachments:

1. Letter of Interest from SEPI Engineering

Celebrating 15 Years

SEPI
ENGINEERING & CONSTRUCTION

1025 Wade Avenue
Raleigh, NC | 27605
919.789.9977

11020 David Taylor Drive | Suite 115
Charlotte, NC | 28262
704.714.4880

5030 New Centre Drive | Suite B
Wilmington, NC
28403 | 910.523.5715

10800 Midlothian Turnpike | Suite 100
Richmond, VA
23235 | 804.594.0181

PO Box 1954
Loveland, CO
80539

CHAPTER 1. INTRODUCTION

April 29, 2016

Timothy Owens
Town Manager
Town of Wrightsville Beach
321 Causeway Drive
Wrightsville Beach, NC 28480

Re: Request for Letters of Interest (LOI) - Coral Drive Sidewalk Project

Dear Mr. Owens,

SEPI Engineering & Construction, Inc. (SEPI) is pleased to submit the attached LOI to provide design and engineering services for the Coral Drive Sidewalk Project.

Expression of SEPI's Interest in the Work

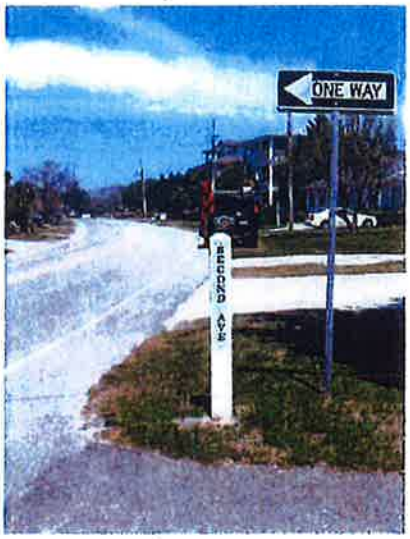
We are excited about this opportunity and have identified the following key reasons why our Team is well-suited for this project:

Local experience | Our designers are familiar with, and are currently working in, the Town of Wrightsville Beach including projects for Shell Island Access #1 and Causeway Parking; Waterline Improvements and Upgrades; and Lift Station #5.

Proven history | SEPI has a proven history of providing quality design and engineering services through reputable, qualified, and licensed engineers since our inception in 2001. We take pride in our support of our clients and our capability to provide qualified, skilled Team members.

Successful relationships | For this project, SEPI has formed an experienced Team based on successful, long standing working relationships, numerous Team members being local to the area, and a successful track record in providing an excellent level of service on similar projects.

Multi-disciplinary approach | Our Team provides a multi-disciplinary approach to complex projects and a diverse skillset, providing the capacity for us to serve the Town with a wide range of tasks. In



Looking between Second Avenue and Fourth Avenue. Notice the topography and private property improvements.

SEPI conducted an initial site visit to understand potential challenges of the project area. Benefit to you: we are prepared for effective solutions for given design constraints.

SEPI

addition, we have the availability to perform the requested services, to begin work immediately on this project, and to maintain the desired schedule.

Registration and Date of Most Recent Qualification

SEPI is properly registered with the Office of the Secretary of State (License No. 0591120) and the North Carolina Board of Registration for Professional Engineers and Land Surveyors. (License No. C-2917).

SEPI submitted our Private Engineering Firm Qualification Package (Form PREQUAL-1) and Private Consulting Firm Questionnaire for renewal to NCDOT on February 25, 2016. Our updated list of prequalified codes was posted to the Connect NCDOT site on April 12, 2016.

Conflict of Interest

SEPI has no known conflict of interest with the Town of Wrightsville Beach or this project.

Availability

SEPI has the available capacity to handle this project in full. Our Project Manager, Ben Crawford, PE and other Team members have the **available capacity** and **expertise** to complete these assessments **accurately** and **on schedule.**

Summation

SEPI covers an extremely wide range of expertise, offering unique combinations of talent to the Town of Wrightsville Beach and NCDOT. SEPI is proud of our reputation of serving NCDOT with qualified staff.

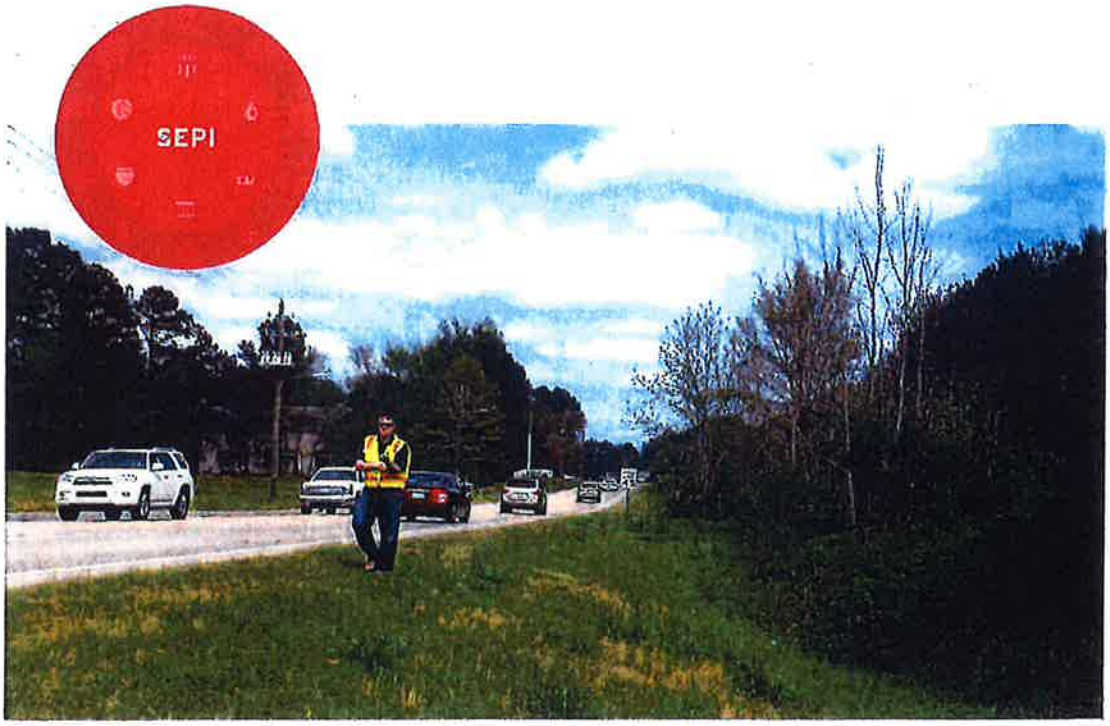
We take pride in our support of the Town of Wrightsville Beach, NCDOT, and our capability to provide qualified personnel to complete the Coral Drive Sidewalk Project.

We ask for your strong consideration as you make your selection. Please do not hesitate to contact me by phone at 919.395.7207 or via email at bcrawford@sepiengineering.com if you have any questions regarding our LOI.

Sincerely,

Ben Crawford

Ben Crawford, PE
Associate | Transportation Division Manager - Roadway Design



Project Manager Benjamin Crawford, PE conducting a project site assessment.

CHAPTER 2. TEAM QUALIFICATIONS

SEPI founded in 2001, is a rapidly growing firm with a staff of more than 225 employees. We are a Woman-Owned Business with five office locations including our headquarters in Raleigh, NC and branch offices in Wilmington and Charlotte, NC, Richmond, VA, and Loveland, CO. The following are several of our relevant projects.

>> Town of Wrightsville Beach, Waterline Improvements and Upgrades, Wrightsville Beach, NC

SEPI has performed multiple waterline upgrades, improvements, and extensions for the Town of Wrightsville Beach.

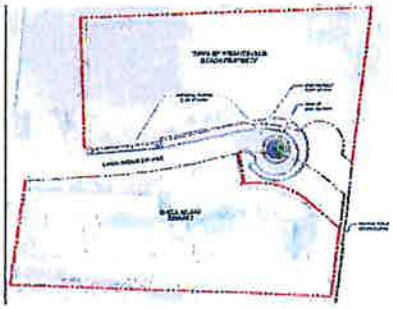
SEPI was responsible for all survey data collection, existing condition mapping, engineering design and permitting for the following streets:

- Waynick Boulevard
- Sunset Avenue
- Lumina Avenue
- Nathan Street
- Oxford Street
- Henderson Street
- Greensboro Street
- Seagull Street
- Shearwater Street
- Meier Street

All surveying, environmental, and engineering services were kept in-house to provide project continuity and efficiency through project completion.

Start/Completion Date: May 2012 - March 2016

Contact: Timothy Owens | 910.239.1770



>> Town of Wrightsville Beach, Shell Island Access #1 and Causeway Parking, Wrightsville Beach, NC

SEPI has performed due diligence phase services and scoping meetings for the Access #1 and Causeway parking expansion projects for this Town of Wrightsville Beach project.

Preliminary Site Plan layouts were developed for the Town to maximize parking areas, while taking into consideration avoidance of environmentally sensitive areas.

Start/Completion Date: February 2016 - Ongoing

Contact: Timothy Owens | 910.239.1770

>> Town of Carolina Beach, Carolina Beach Greenway, Carolina Beach, NC

SEPI was contracted by The Town of Carolina Beach to provide surveying and engineering services to develop plans and specifications for the construction of approximately 6,390-LF of 10 foot wide paved multi-use path. The path extends from Mike Chappell Park to Alabama Ave along the Military Ocean Terminal at Sunny Point (MOTSU).

SEPI also provided professional services to complete environmental investigations and a Programmatic Categorical Exclusion (PCE).

The project is currently active and in progress. Deliverables include permit applications, plans, specifications, and easement maps for the needs of the Town of Carolina Beach and MOTSU.

Start/Completion Date: 2014 - Ongoing

Contact: Jerry Haire | 910.458.8330

>> Town of Winterville, Sidewalk Improvements, Pitt County, NC

SEPI was contracted to provide engineering consulting services for three planned sidewalk projects in the Town of Winterville.

These sidewalks will provide key interconnectivity between residential neighborhoods, schools, and businesses. SEPI coordinated with NCDOT to assess sidewalk construction feasibility, encroachment permit requirements, and potential cost share opportunities.

SEPI also provided the Town with detailed cost estimates outlining preliminary design and construction costs for each of the three sidewalk projects.

Start Date-Completion Date: October 2015 - November 2015

Contact: Travis Welborn | 252.215.2428

>> Town of Louisburg, South Main Street Sidewalks Improvements, Louisburg, NC

SEPI was retained by the Town of Louisburg to provide design services and environmental review for proposed sidewalk improvements on S. Main Street.

The Town received federal funding for the project under the Congestion Mitigation and Air Quality Improvement (CMAQ) program.

The project included the design of an approximately 3,400-LF pedestrian sidewalk extension, which will connect existing sidewalks in the area, linking the commercial districts, downtown Louisburg, and Louisburg College.

In addition, the extension provides a direct connection to the Louisburg Bike/Pedestrian greenway. This project provides significantly safer pedestrian access for residents, visitors, and students in the area.

SEPI's responsibilities included project management, roadway/civil design, utility coordination, permitting, construction cost estimates, surveying, wetland and stream delineations, threatened and endangered species habitat assessment, preparation of a Categorical Exclusion, and traffic management plans.

Start/Completion Date: 2013-2014

Contact: Mark Warren | 919.496.4145

>> Wake County Public School System, Sycamore Creek Elementary School/Leesville Road Improvements, Wake County, NC

SEPI provided services for a roadway widening by an elementary school that serves approximately 900 students in the northwest section of Wake County. Offsite improvements required for this project included the widening and realignment of 3,716-LF of Leesville Road.

SEPI was responsible for traffic and roadway studies, construction plan design, permitting, construction staking, and construction administration. Specific improvements included widening Leesville Road from two to five lanes, traffic signal design for the school entrance and reconfiguring Farless Road and Norwood Drive intersection. In addition, SEPI designed a 1,421 foot offsite sanitary sewer to extend the City of Raleigh's sewer system to the school.

SEPI's environmental division also conducted wetland, stream, and Neuse River buffer delineations for the offsite sanitary sewer extension portion of the project, in addition to the procurement of Section 404/401 permits.

Start/Completion Date: 2006 - 2011

Contact: Sherri Green | 919.508.9030

CHAPTER 3. TEAM EXPERIENCE

***Office proximity.** Our Wilmington office is within close proximity to the Town of Wrightsville Beach and has the ability to mobilize quickly to meet the required time frame for project tasks.*

>> Key Personnel and Unique Qualifications

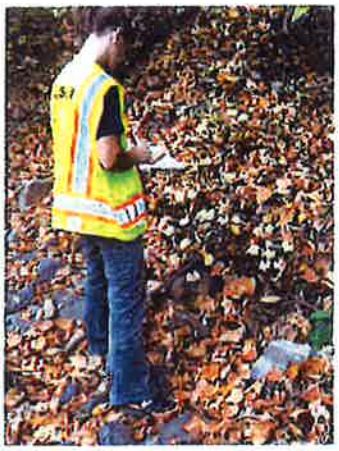
Ben Crawford, PE | Project Manager Mr. Crawford is a Senior Engineer with 14 years of experience. His areas of specialization include roadway design, greenway design, traffic control, utility conflict and relocation, signing and pavement marking, site/civil design, storm drainage design, water distribution and sewer collection design, noise analysis, and traffic surveys. He is also certified by the FHWA for traffic noise models.

Steven L. Scott, PE | Quality Assurance/Quality Control (QA/QC) Manager | Mr. Scott will provide QA/QC services for this project. He brings over 35 years of experience in all areas of transportation engineering from the planning stage through final plans and specifications. He has served as the Project Manager for numerous municipal and NCDOT projects. He is very familiar with processes and procedures used to successfully complete all aspects of a transportation engineering project.

Susan Westberry | Senior Environmental Planner | Ms. Westberry is a Senior Environmental Planner and Project Manager with 16 years of experience conducting investigations to evaluate and permit impacts to terrestrial and aquatic resources. Her responsibilities include stream and wetland delineations, jurisdictional determinations, agency coordination, 401/404 & CAMA permitting, and all aspects of project planning, including NEPA and SEPA documentation for small and large projects of all types. Ms. Westberry has prepared Environmental Impact Statements, Environmental Assessments, Categorical Exclusions, NCDWR Water Quality Certifications, USACE Nationwide and Individual Permits, and CAMA Minor and Major permits.

David Webb, PE, LEED AP | Erosion and Sediment Control Design | Mr. Webb is a Professional Engineer whose work experience includes surveying, planning, design, production of construction plans, and permitting for drainage and erosion control design projects statewide. He has extensive knowledge of NCDOT and NCDEQ design standards utilized for completing stormwater and erosion control plans in coastal areas and he is a NCDOT certified Level III Designer of Erosion and Sediment Control Plans.

Andy Howell, PE, CFM | Erosion and Sediment Control Design | Mr. Howell is a Professional Engineer and Certified Floodplain Manager in North Carolina, with specialized experience in hydraulic and water resources engineering. Specifically, his experience includes hydraulic analysis and design of both urban and rural roadway facilities; sedimentation and erosion control design and permitting; flood modeling and FEMA compliance coordination for floodplain development projects; and stormwater design and permitting of industrial facilities under the NPDES program. He is a NCDOT certified Level III Designer of Erosion and Sediment Control Plans and maintains Rosgen Level II training in the classification of natural channel systems.



Experienced team: SEPI Senior Water Resources Engineer, Andy Howell, PE, CFM and Hydraulic Engineer, Liz DiNatale, PE, working in the field.

Each of our experienced project team members will apply best practices to your project to improve the infrastructure of the local community.

Liz DiNatale, PE | Erosion and Sediment Control Design | Ms. DiNatale has over 10 years of experience in hydrologic and hydraulic modeling and erosion control design. She has experience in roadway drainage design, NCDOT permit packages, project take offs and cost estimations, performing sewer basin studies, and assisting with greenway design. She is also a NCDOT certified Level III Designer of Erosion and Sediment Control Plans.

Jeff Westmoreland, RLA, ASLA | Landscapes and Streetscapes Mr. Westmoreland's professional career began in golf course design and master planning for large-scale residential and resort communities across the United States. Over the last decade, his career has been focused on site development projects throughout the Carolinas, with experience ranging from initial due diligence and site evaluation, master planning and site design, through detailed design and construction observation for residential, commercial, and institutional projects.

BenJetta Johnson, PE | Pavement Marking | Ms. Johnson will provide pavement marking services for this project. Ms. Johnson leads the Traffic Department at SEPI. She has experience working in private and government projects, and overseeing complex, multiphase, and high-profile engineering projects with the ability to address financial constraints and complicated logistics to overcome project challenges. She is recognized for innovative thinking and the ability to construct and implement ideas that improve processes and reduce operating time while collaborating with clients, contactors, and government agencies to meet or exceed design, quality, timeline, and budget expectations.

Steve Miller, PE | Pavement Marking | Mr. Miller will provide pavement marking services for this project. He has over 12 years of experience in roles such as Traffic Control Task Manager, and Civil Engineer for NCDOT Work Zone Traffic Control Unit.

Greg Thompson, PE, PLS | Topographic Survey | Mr. Thompson has design and project management experience with various projects that have included roadway improvements, storm drainage, water and sanitary sewer infrastructure improvements, coastal dredging and beach renourishment. These projects often included easement acquisition for roadway, water, and sewer projects as well as construction access for utilities, dredging, and site development.

Mr. Thompson also has extensive experience with public meetings and presentations, including presentation efforts associated with federal, state and local regulatory agencies, elected officials and boards, property owner, and private organizations. He has worked on several previous projects with the Town of Wrightsville Beach.

Steven Wall, PLS | Topographic Survey | Mr. Wall will provide topographic surveying for this project. He brings a broad knowledge of topographic and boundary work, extensive mapping locations work with GPS, and construction surveying. He has held the responsibility for daily supervision of field crew on numerous projects.

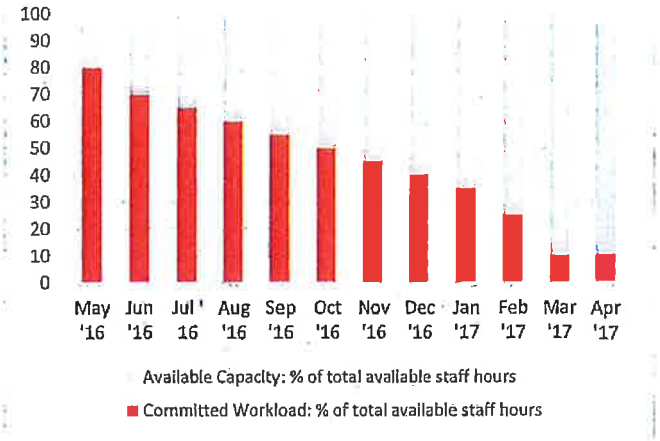
Kelly Hayes, PE | Utility Coordination | Mr. Hayes has over 30 years of design experience with various projects that have included utility coordination, roadway improvements, storm drainage, water, and sanitary sewer infrastructure improvements. These projects often included easement acquisition of roadway, water, and sewer projects with varying degrees of property impacts and property owner question and answer meetings.

Eric Seidel, PE | Multi-Use Trail Design, Survey, and Layout | Mr. Seidel will provide Engineering Design & Layout services. He has 12 years of civil engineering experience and is well versed in water systems, erosion control, and stormwater systems. He has strong project management skills and has successfully developed long term relationships with clients and subconsultants. He has worked on several previous projects with the Town of Wrightsville Beach.

>> Capacity Chart/Available Work Force

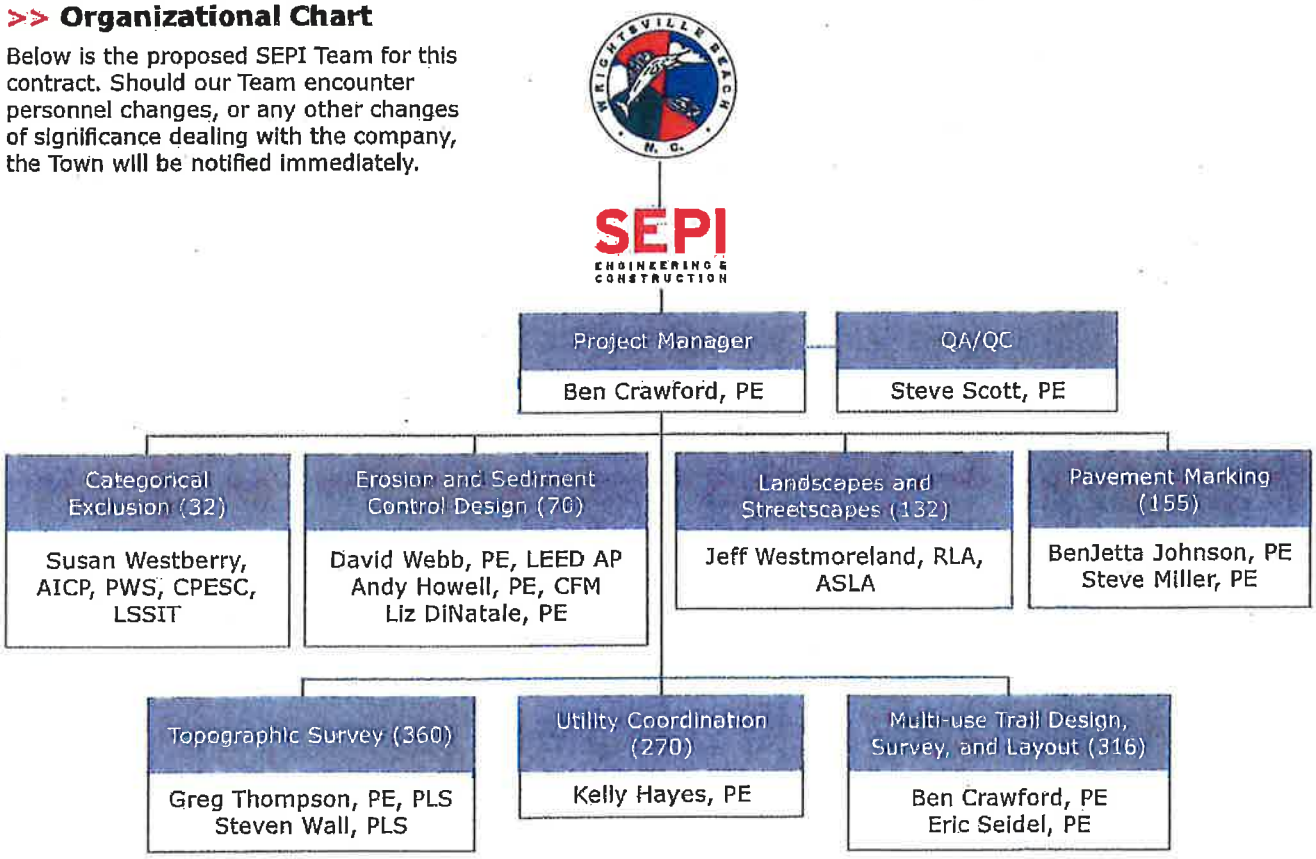
SEPI has sufficient available staff capacity required to provide timely and responsive service to the Town.

SEPI further understands the frequent requirement for performing certain tasks on accelerated schedules and has the ability to mobilize quickly to meet required time frames. SEPI has past experience with these types of contracts and we fully understand and respect the expectations of the Town and NCDOT to meet project schedules.



>> Organizational Chart

Below is the proposed SEPI Team for this contract. Should our Team encounter personnel changes, or any other changes of significance dealing with the company, the Town will be notified immediately.



>> Resumes of Key Personnel

We have included the names, classifications, and location of key employees assigned to the advertised work.

Ben Crawford, PE | Project Manager | Raleigh, NC

Education: BS, Civil Engineering, NC State University

Registrations: Professional Engineer, NC (#032606)

Relevant Project Experience:

- ***Town of Winterville, Sidewalk Improvements, Pitt County, NC.*** Project Manager responsible for providing engineering consulting services for three planned sidewalk projects in the Town of Winterville. These sidewalks will provide key interconnectivity between residential neighborhoods, schools, and businesses.
- ***Town of Cornelius, Hickory & Gem Street Extensions, Cornelius, NC.*** Task Manager responsible for quality assurance and control. SEPI is providing surveying, roadway design, natural resource investigations, storm drainage design, traffic control design, signing and pavement marking design, construction cost estimating, right-of-way plats, in coordination with agencies including the Town of Cornelius, NCDOT, Mecklenburg County Stormwater Services, property owners, and developers.
- ***City of Raleigh, Six Forks Sidewalk Improvements, Raleigh, NC.*** Project Manager and Lead Designer for the addition of 0.75 miles of sidewalk along Six Forks Road from Wake Forest Road to Coleridge Road. This Locally Administered Project (LAP) included a box culvert extension and several pedestrian crossing improvements along a highly travelled roadway. *(Previous experience)*
- ***Neuse River Trails Greenway, City of Raleigh, NC.*** Lead Trail Designer for the trail, which starts at Horseshoe Farm Park, and travels 19 miles south to the Wake-Johnston County line with 4.5-mile-long connections along both Walnut Creek and Crabtree Creek, NC. This LAP also includes seven pedestrian bridges over the Neuse River, many smaller bridges over tributaries of the Neuse River, more than three miles of boardwalk, and a pedestrian culvert. *(Previous experience)*

Susan Westberry, AICP, PWS, CPESC, LSSIT | Senior Environmental Planner | Wilmington, NC

Education: MS, Botany, NC State University; BS, Wildlife Ecology and Management, University of New Hampshire

Registrations: American Institute of Certified Planners (#026209), Professional Wetland Scientist, NC (#1693), Certified Professional in Erosion & Sediment Control, (#2798), Licensed Soil Scientist in Training

Relevant Project Experience:

- ***Town of Carolina Beach, Carolina Beach Greenway, New Hanover County, NC.*** Environmental Planner responsible for completing the PCE for the project. SEPI was contracted to provide surveying and engineering services to develop plans and specifications for the construction of approximately 6,390-LF of 10' wide paved multi-use path, and approximately 4,500-LF of existing pavement.
- ***NCDOT, U-5729, US 421 Carolina Beach Road Widening, Wilmington, NC.*** Senior Planner responsible for planning efforts associated with the completion of a State Environmental Policy Act (SEPA) Environmental Assessment (EA) and Finding of No Significant Impact (FONSI). Responsibilities include coordination with stakeholders, the public, and state and federal agencies. The environmental document is expected to be completed in the Fall of 2016.
- ***NC Department of Cultural Resources, Fort Anderson - Emergency Shoreline Stabilization, Brunswick County, NC.*** Environmental Planner responsible for the completion SEPA, EA, and FONSI reports for proposed emergency repair measures designed by SEPI to mitigate shoreline erosion of the Brunswick Town and Fort Anderson tidal marsh/ shore line.
- ***NCDOT, Division 2 Planning Bridges, Bridge Group B, Various Counties, NC.*** Environmental Planner responsible for the completion of PCE documents for bridge replacements in Division 2. Functional and preliminary plans are being designed to support the development of the planning documents.

David Webb, PE, LEED AP | Erosion and Sediment | Raleigh, NC

Education: BS, Civil Engineering, NC State University

Registrations: Professional Engineer, NC (#29474), VA (#0402053615), LEED Accredited Professional, (#10710593), Erosion Control Level III, (#3244)

- ***Town of Cornelius, Hickory & Gem Street Extensions, Cornelius, NC.*** Task Manager responsible for stormwater detention investigations, drainage design, and erosion control plans for two roadway extension projects in Cornelius, NC. SEPI is providing surveying, roadway design, natural

resource investigations, storm drainage design, traffic control design, signing and pavement marking design, construction cost estimating, right-of-way plats, in coordination with local agencies.

- ***NCDOT, U-5104 Caldwell Street Widening, City of Brevard, NC.*** Task Manager responsible for oversight of hydraulic and erosion control engineering design of this urban road widening project. SEPI provided staff experienced in all the services required including preparation of the planning document, public involvement, roadway design, water resources, traffic engineering, and utility design.
- ***Toby Creek Greenway, Phase II, Charlotte, NC.*** Project Manager responsible for HEC-RAS floodplain modeling required to determine the extent of floodplain excavation needed to obtain a Floodplain Development Permit from Charlotte-Mecklenburg Storm Water Services for proposed greenway fill and bridge crossings.

Andy Howell, PE, CFM | Erosion and Sediment | Raleigh, NC |

Education: BS, Environmental Engineering, NC State University

Registrations: Certified Floodplain Manager, NC (#NC-09-0255), Professional Engineer, NC (#035621), Erosion Control Level III (#3105)

Relevant Project Experience:

- ***NCDOT, Edgewater Club Road Drainage, New Hanover County, NC.*** Hydraulic Engineer responsible for hydrologic and hydraulic analysis of proposed drainage improvements. SEPI was tasked to provide a recommendation to prevent or minimize the impacts of future flooding events, and specify a proposed roadway elevation in order to keep Edgewater Club Road open to essential services.
- ***Wake County Public School System, H-7 Offsite Improvements, Cary, NC.*** Hydraulic Engineer responsible for drainage design and erosion control. SEPI was responsible for the offsite roadway improvement designs for the H-7 High School Development in Apex, NC. Offsite improvement designs included the addition of turn lanes along Jenks Road and Old Jenks Road at NC 55, and the addition of a turn lane and intersection improvements at High House Road and NC 55. The design required a significant pre and post outfall study due to increased impervious runoff being directed to a pond on private property. Data was compiled for submittal to NCDOT and Wake County Public Schools along with the outfall analysis.

Liz DiNatale, PE | Erosion and Sediment | Raleigh, NC

Education: BS, Environmental Engineering, NC State University

Registrations: Professional Engineer, NC (#040266), Erosion Control Level III (#3480)

Relevant Project Experience:

- ***Toby Creek Greenway, Phase II, Charlotte, NC.*** Hydraulic Designer responsible for stream modeling for pre and post-construction of proposed greenway.
- ***NCDOT, Culvert #20, Richmond County, NC.*** Hydraulic Designer responsible for Bridge Survey Report development assistance and erosion control design.
- ***NCDOT, U-5104, Brevard, NC.*** Assisted with hydraulic and erosion control design plans for roadway drainage utilizing Geopak Drainage for improvements to Caldwell Street from US 64 to SR 1349.

Jeff Westmoreland, RLA, ASLA | Landscape and Streetscapes | Raleigh, NC |

Education: MS, Landscape Architecture, Virginia Polytechnic Institute & State University; BS Agronomy-Turfgrass Management, NC State University

Registrations: Registered Landscape Architect, NC (#1191); Registered Landscape Architect, SC (#1211)

Relevant Project Experience:

- ***Anhut Properties LLC, Buffaloe Road Townhomes, Wake County, NC.*** Project Manager responsible for Preliminary Subdivision Plans for a 55-unit townhome project in the City of Raleigh. SEPI was responsible for site engineering and permitting; layout and grading; erosion control, utility and stormwater plans; and construction administration.
- ***Carmax, Greenville, NC.*** Landscape Architect responsible for landscape planting plans for Site Plan and Construction Drawing review. SEPI was responsible for site engineering and permitting; layout and grading; erosion control; utility design; and construction administration. The permitting was done through the City of Greenville, Greenville Utility Commission, and NCDOT.
- ***Circle K, Idlewild Road, Charlotte, NC.*** Landscape Architect responsible for coordination of landscape planting plans for Site Plan and Construction Drawing review. SEPI was responsible for site engineering and permitting; layout and grading; erosion control; utility and stormwater plans; and construction administration. The permitting was done through the City of Charlotte, Mecklenburg County, and NCDOT.

BenJetta Johnson, PE | Pavement Marking | Raleigh, NC

Education: BS, Civil Engineering, NC State University

Registrations: Professional Engineer, NC (#031598)

Relevant Project Experience:

- ***Wake County Public School System, H-7 Offsite Improvements, Cary, NC.*** Project Manager responsible for assisting in the completion of traffic signal design, traffic management, and pavement marking plans. SEPI was responsible for the offsite roadway improvement designs for the H-7 High School Development in Apex, NC.
- ***NCDOT, FS-1512B I-77 Iredell/SR 1302 (Cornelius Road) Interchange Feasibility Study, Iredell County, NC.*** Supervisor responsible for completion of capacity analysis. SEPI was selected by NCDOT to complete a Feasibility Study (under the 2015 Feasibility Study LSA). SEPI is responsible for the conversion of the existing Cornelius Road grade separated crossing at I-77.
- ***NCDOT, I-5731 TMP I-95, Cumberland County, NC.*** Supervisor responsible for assisting in the completion of traffic management and pavement marking plans. This project is part of a 23 project agreement where SEPI has completed or is working on traffic control plans including interchange design, interstate and urban widening, interchange, rest area, realigning intersections, bridge realignments, onsite detours, and offsite detours for 12 bridge replacements. SEPI is responsible for transportation management plans.

Steve Miller, PE | Pavement Marking | Raleigh, NC

Education: BS, Civil Engineering, Penn State University

Registrations: Professional Engineer, NC (#037026), VA (#0402053871)

Relevant Project Experience:

- ***Town of Louisburg, South Main Street Sidewalks Improvements, Louisburg, NC.*** Design Engineer responsible for leading the design of the traffic control strategy and creating the traffic control plan.
- ***Town of Wake Forest, Ligon Mill Road Widening, Wake Forest, NC.*** Lead Designer responsible for transportation management plans and pavement marking plans. SEPI prepared preliminary plans, right-of-way plans, and construction plans for approximately 0.4 miles of urban widening along Ligon Mill Road.
- ***Town of Cornelius, Hickory & Gem Street Extensions, Cornelius, NC.*** Transportation Engineer responsible for supervising technicians and final traffic control design. SEPI is providing surveying, roadway design, natural resource investigations, storm drainage design, traffic control design, signing and pavement marking design, construction cost estimating, right-of-way plats, in coordination with agencies including the Town of Cornelius, NCDOT, Mecklenburg County Stormwater Services, property owners and developers.
- ***NCDOT, P-5208B Pharr Mill Road, Cabarrus County, NC.*** Designed Transportation Management Plans, including traffic studies, intersection analyses, and traffic planning to NCDOT standards for the construction of a grade separation crossing of NC-49 as well as the closing of railroad crossings at Pharr Mill Road and Shamrock Road.

Greg Thompson, PE, PLS | Topographic Survey | Wilmington, NC

Education: BS, Civil Engineering, UNC Charlotte

Registrations: Professional Engineer, NC (#21155), Professional Land Surveyor, NC (#L-4442)

Relevant Project Experience:

- ***Town of Wrightsville Beach, Waterline Replacement Waynick Blvd., New Hanover County, NC.*** Project Manager responsible for waterline upgrades, improvements, and extensions for the Town of Wrightsville Beach. SEPI was responsible for all survey data collection, existing condition mapping, engineering design and permitting.
- ***Town of Wrightsville Beach, Wrightsville Beach Oxford Paving Project, New Hanover County, NC.*** Project Manager responsible for waterline upgrades, improvements, and extensions for the Town of Wrightsville Beach. SEPI was responsible for all survey data collection, existing condition mapping, engineering design, and permitting.
- ***Town of Carolina Beach, Carolina Beach Greenway, New Hanover County, NC.*** Project Manager responsible for providing surveying and engineering services. SEPI was contracted to provide surveying and engineering services to develop plans and specifications for the construction of approximately 6,390-LF of 10-FT wide paved multi-use path, and approximately 4,500-LF of existing pavement.

Steven Wall, PLS | Topographic Survey | Wilmington, NC

Education: AAS, Surveying Technology, Coastal Carolina Community College, BS, Earth Science, UNC Charlotte

Registrations: Professional Land Surveyor, NC (L-3732)

Relevant Project Experience:

- ***NCDOT, U-5729 US 421 Survey (Carolina Beach Road), New Hanover County, NC.*** Surveyor responsible for project control, pavement DTM, obscure areas, topographic surveying, property location, and hydrographic storm and sewer location.
- ***Town of Wrightsville Beach, Waterline Improvements,* New Hanover County, NC.** Project Surveyor for improvements on the following Town streets: Waynick Blvd., Sunset Ave, Lumina Ave, Nathan, Oxford, Henderson, Greensboro, Seagull, Shearwater, and Meier Street.
- ***Town of Wrightsville Beach, Lift Station #5, New Hanover County, NC.*** Project Surveyor responsible for project control, pavement DTM, obscure areas, hydrographic location, property location, and topographic surveying.

Kelly Hayes, PE | Utility Coordination | Charlotte, NC

Education: BS, Civil Engineering, NC State University

Registrations: Professional Engineer, NC (#020160), GA (#23992), MS (#20644), SC (#25766), Professional Land Surveyor, NC (#L-4280)

Relevant Project Experience:

- ***Town of Cornelius, Hickory & Gem Street Extensions, Cornelius, NC.*** Project Manager responsible for utility coordination. SEPI is providing surveying, roadway design, natural resource investigations, storm drainage design, traffic control design, signing and pavement marking design, construction cost estimating, right-of-way plats, in coordination with local agencies.
- ***NCDOT, Caldwell Street Widening U-5104, Brevard, NC.*** Project Engineer responsible for assisting with schematic hydraulic design. SEPI provided roadway design, traffic control, pavement marking, drainage design, signal design, signing, and utility coordination. All design plans were prepared in accordance with NCDOT Standards and Specifications.
- ***NCDOT, Phase II Cope Creek Road, Jackson County, NC.*** Project Engineer responsible for assisting with schematic hydraulic design. SEPI was the lead design engineer for planning, design, and permitting of a 1.13-mile road widening project.

Eric Seidel, PE | Multi-Use Trail Design, Survey, and Layout | Wilmington, NC

Education: BS, Civil Engineering, NC State University

Registrations: Professional Engineer, NC (#042127)

Relevant Project Experience:

- ***Town of Wrightsville Beach, Waterline Replacement Waynick Blvd., New Hanover County, NC.*** Project Engineer responsible for waterline upgrades, improvements, and extensions for the Town of Wrightsville Beach. SEPI was responsible for all survey data collection, existing condition mapping, engineering design and permitting.
- ***Town of Wrightsville Beach, Waterline Replacement Oxford Street, New Hanover County, NC.*** Project Engineer responsible for waterline upgrades, improvements, and extensions for the Town of Wrightsville Beach. SEPI was responsible for all survey data collection, existing condition mapping, engineering design and permitting.
- ***Town of Carolina Beach, Carolina Beach Greenway, New Hanover County, NC.*** Project Engineer responsible for providing surveying and engineering services to develop plans and specifications for the construction of approximately 6,390 LF of 10' wide paved multi-use path.
- ***Natural Resources Conservation Service, South Darlington Watershed Project, Darlington County, SC.*** Project Engineer responsible for engineering services for rerouting and detention of stormwater in a flood-prone portion of Darlington, SC.

CHAPTER 4. TECHNICAL APPROACH

Project site: Facing South on Coral Drive from Fourth Avenue, Facing South on Coral Drive, and facing North at the intersection of Second Avenue and Coral Drive.

>> Project Understanding

The Coral Drive Sidewalk Project proposes to complete the sidewalk gaps between Causeway Drive and Wrightsville Beach Elementary School at Fourth Avenue. It is expected that the proposed sidewalk will be designed for the eastern side of Coral Drive. The project corridor is residential in nature with the Wrightsville Beach School at the intersection with Fourth Avenue. There is approximately 340 feet of existing sidewalk on the eastern side of Coral Drive along the property of the Wrightsville Beach Baptist Church.

Key Project Challenges | Our Team has visited the project site and determined that potential challenges of completing this project include:

Limiting Property Impacts

As with any project that adds infrastructure, the impact to the adjacent properties are a key concern. While the expectation of this project does not include the need for an additional right-of-way, there may be a need for a temporary easement and there will be impacts to landscaping that encroaches into the existing right-of-way. In the corridor, there are several locations where the existing landscaping or vegetation will need to be removed. There is dense vegetation at the frontage of one property, several trees along the corridor that may be in conflict, and landscaping at the property on the corner of Fourth Avenue and Coral Drive. To the greatest extent possible, our Team will use design techniques to avoid or minimize impacts to resident's property.

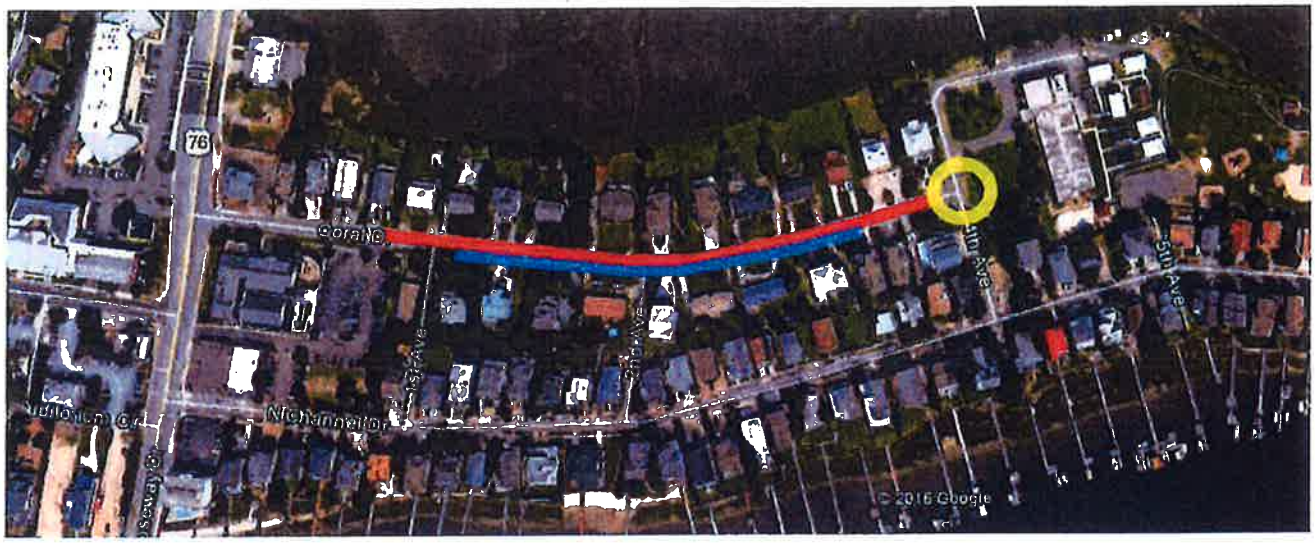
Existing Ditch on Coral Drive

One of the other specific challenges is where to locate the sidewalk along sections that have an existing drainage ditch. Along nearly half of the project corridor, an existing drainage ditch parallels Coral Drive to convey stormwater. The challenge will be to minimize impacts to this ditch and the adjacent property. Typically the sidewalk would be placed outside of the ditch to provide the appropriate separation from the travel lanes for pedestrian safety. In this situation, the design Team will investigate methods to minimize the impacts to the adjacent property, while also providing adequate drainage along the corridor. A solution could be to add curb and gutter; however, the flatness of the topography in this area could be an issue. Another alternative could be similar to what is done in front of the Wrightsville Baptist Church – piping the ditch while providing yard inlets to convey stormwater.

Crossing of Fourth Avenue

One of the main benefits for this project could be to provide a safe walking route to Wrightsville Beach Elementary School. To make that connection, the route will need to cross Fourth Avenue at the end of the project corridor. There is an existing crosswalk across Coral Drive at Fourth Avenue to provide access from the east side to the west side. It would be an additional safety feature to provide a crosswalk across Fourth Avenue on the east side of Coral Drive. This would mean anyone walking to the School would only have one road to cross once they got onto the sidewalk along Coral Drive. This additional feature would require an adjustment on the north side of Fourth Avenue as a new fence and parking have been added. Ideally, a sidewalk could be worked into that area to complete the connection to the School property.

Key Challenges Map | Based on our recent site visit, SEPI developed the map below to illustrate our understanding of potential areas to address along the project corridor including limiting property impacts, the existing ditch on Coral Drive, and the crossing of Fourth Avenue.



Limiting Property Impacts

Property Impacts on Coral Drive facing North

- Impacts to private landscaping improvements are anticipated where they encroach the right-of-way.
- Our design Team will work to mitigate these impacts by using design techniques to avoid or minimize impacts to private property to the greatest extent possible.

Existing Ditch on Coral Drive

Ditch on Coral Drive facing South

- As seen in the photo, there may not be sufficient room to locate a sidewalk between Coral Drive and the existing ditch.
- A potential solution could be installation of curb and gutter or modification of the ditch to a berm with yard inlets.
- The goal for any solution is to provide adequate stormwater collection.

Crossing of Fourth Avenue

Crossing of Fourth Avenue with wooden bollards

- New wooden bollards are visible on the left side of the photo. They may be impacted by a sidewalk installation.
- A painted crosswalk across Fourth Street would provide a final connection point to the School.
- It would be helpful to provide a sidewalk connection along the East side of Fourth Avenue to limit the need for rework.

Existing conditions:

*Looking South along the East side of Coral Drive, just South of Fourth Avenue. Notice the existing ditch, **fire hydrant, and other utilities.***

Looking North on the East side of Coral Drive just North of the church. Notice the yard inlet in relation to the sidewalk. This could be a potential solution for the existing ditch section.

Potential landscaping and topographical challenges at the corner of Coral drive and Fourth Avenue.

>> Project Approach

Design | The first major effort in the project will be the topographical survey. SEPI surveyors will provide location and topographic surveys for the agreed upon route. Once the surveys are complete, the horizontal and vertical design of the proposed sidewalk improvements will begin. Our Team will emphasize meeting the goals of the project, providing for safe pedestrian movement, and minimizing impacts to adjacent properties. The preliminary designs will then be used by our hydraulics designers to design the proposed storm drainage improvements. It will also provide a basis for design for the maintenance of traffic, pedestrians and vehicles, and erosion control.

Any improvements in a residential area can be a challenge. Our Team has experience with the typical design constraints encountered in these environments. If any property is required to complete this project, our Team is familiar with obtaining the Right-of-Way Certification that is required for Locally Administered Projects (LAP).

Finally, our Team will complete the Construction Documents to reflect the Town's project goals with minimal impacts to property and the public. These documents will include necessary information to secure approval from NCDOT and for the contractor to build the proposed improvements. All necessary permitting will be a part of this package.

NEPA Compliance | The SEPI Team is experienced in assessing and documenting the compliance of projects with the National Environmental Policy Act (NEPA), NC State Environmental Policy Act (SEPA), and other environmental regulations that govern transportation planning, design, and implementation. We are skilled in a wide range of environmental services, technologies, and geographies, and are equipped with a capacity to identify linkages between various human and natural environmental resources. Our experience includes not only the preparation of environmental documentation for greenway and sidewalk projects, but also the coordination between numerous agencies that is required for the successful approval of a project.

The SEPI Team recognizes that every project and its surrounding study area is unique, and may necessitate taking a unique approach in the documentation and assessment of notable environmental resources and potential project impacts. SEPI will be objective, clear, and concise in our environmental analysis and documentation, and our deliverables will be technically sound and legally defensible.

Public Involvement | Though not specifically identified within the requested scope of services, if required, SEPI can provide services to help Town staff address any concerns and develop public support for the project. Providing opportunities for citizens to be involved and participate in establishing expectations regarding the project will assist in achieving a highly successful project that is well received by the community.

Establishing a public engagement strategy that allows for presentation of alternatives and reciprocal input will work to achieve those public involvement goals. We have a wealth of experience in engaging the public in various types of outreach forums. We approach projects with a proactive mind set regarding public participation and outreach as a critical component of success.

The need for, and extent of public involvement is different for each project. For a project such as this proposed by the Town, SEPI recommends that outreach occur at the onset of the project. Outreach could range from a newsletter and questionnaire mailed to adjacent property owners, to an open house style public workshop to solicit questions, comments, and suggestions from a larger

Technology at work. For the Gem Street and Hickory Street extension projects, SEPI provided 3D Corridor Modeling, allowing our design team to minimize construction impacts to adjacent properties 'on the fly,' rather than through an iterative design process.

population. It is important to conduct outreach and gather comments prior to project design to help ensure that reasonable suggestions and/or requests can be incorporated into the project. Feedback from school staff and students will be also particularly important to this project.

Potential Impact Assessments, and Impact Permitting | While environmental impacts are not anticipated, SEPI will review relevant site-specific information, including CAMA setback and buffer requirements, New Hanover County Soil Survey maps, and the applicable US Geologic Survey (USGS) topographic quadrangle map. Available New Hanover County topographical maps and aerial photographs will also be utilized. SEPI will then traverse the project area on foot to conduct the field evaluation. Particular attention will be given to drainages shown on the USGS and Soil Survey maps to verify stream features.

Additionally, low lying areas, other topographically indicated drainages, and areas mapped as hydric soils on the soil survey map will be evaluated. This project is located on Harbor Island and is thereby subject to specialized coastal permit requirements administered by the Division of Coastal Management. However, due to the location of the proposed project and the distance from coastal waters, CAMA permitting is not anticipated.

Multi-modal design experience. Our multi-modal projects have ranged from simple functional sidewalks to signature transportation corridors highlighting the area's resources and providing access for several modes of transportation.

Prime Form RS-2 *REV 1/14/08*

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PRIME CONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL

Town of Wrightsville Beach, Coral Drive Sidewalk Project
TIP No. and/or Type of Work (Limited Services)

SEPI Engineering & Construction, Inc. / #56-2254014
Consultant/Firm Name and Federal Tax Id)

SERVICE / ITEM DESCRIPTION	***Anticipated Utilization***
00032 Categorical Exclusion, 00070 Erosion & Sediment, 00132 Landscape & Streetscapes, 00155 Pavement Marking, 00360 Topographic Surveying, 00270 Utility Coordination, 00316 Multi-Use Trail Design, Survey, and Layout	100%
TOTAL UTILIZATION:	**100%**

RECOMMENDED BY:
CONSULTANT:
SEPI Engineering & Construction, Inc.

*BY: Steven L. Scott, PE

TITLE: Senior Vice President, Chief Engineer

SPSF Status:	Yes ☐	No ☒

"PRIME CONCONSULTANT" (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. *Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete "SPSF Status" section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

Subconsultant Form RS-2 *REV 1/15/08*

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL

Town of Wrightsville Beach, Coral Drive Sidewalk Project
TIP No. and/or Type of Work (Limited Services)

SEPI Engineering & Construction, Inc. / #56-2254014
(Consultant/Firm Name and Federal Tax Id)
NONE
(Subconsultant/Firm Name and Federal Tax Id)

SERVICE / ITEM DESCRIPTION		***Anticipated Utilization***
		0%
	TOTAL UTILIZATION:	0%
SUBMITTED BY: SUBCONSULTANT:	**RECOMMENDED BY:** CONSULTANT: SEPI Engineering & Construction, Inc.	
*BY:	*BY: Steven L. Scott, PE	
TITLE:	TITLE: Senior Vice President, Chief Engineer	
SPSF Status: Yes ☐ No ☐		

"SUBCONCONSULTANT" (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both Subconsultant and Prime Consultant **are required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete "SPSF Status" section - Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has no subconsultant, **it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word "None" or the number "ZERO" and signing the form.**

William Blair, III
Mayor

Elizabeth King
Alderman

Lisa Weeks
Alderman

Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

June 8, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Consideration of filing an Amicus Brief with the NC Supreme Court to Support Emerald Isle in a Case that could have significant impacts on Access to Ocean Beaches in North Carolina

Agenda Item

The Town of Emerald Isle is requesting that all coastal communities and coastal counties pledge $2,000, or an amount that the entity is comfortable with, to hire an attorney to file an Amicus Brief that supports the Town of Emerald Isle's position in Nies vs. Town of Emerald Isle. Basically, the NC Supreme Court has granted discretionary review of the case. If the NC Supreme Court rules in favor of the Nies, the implication of the ruling could mean that the dry sand part of the beach is no longer public.

For the most part, the beach in Wrightsville Beach is public and property lines currently do not run down to the Mean High Water. Despite this, beachfront conditions could change in the future and a bad outcome at NC Supreme Court could have huge implications on tourism. If potential visitors are convinced that "all" beaches in NC are essentially private, it is likely that that potential visitor will take their business elsewhere.

Again, the Town is being requested to participate at $2,000 or some other amount at the Board's discretion. If there is high participation, it is likely that a portion of the $2,000 could be returned to the Town. I just recently found out about this as did other beach communities. Due to the quick turn-around, only 2 beach communities in the Outer Banks have formally participated to date.

Action

1. Discuss the Item and Ask Questions
2. Consider formally pledging $2,000 to have the Town named in an Amicus Brief in support of the position that Emerald Isle is taking that the dry sand portion of the beach should continue to be open to the public and under local government regulatory authority.
3. Request that the Finance Officer proceed with processing the request and allocate the funds from the FY15/16 budget.

NIES V. TOWN OF EMERALD ISLE
NO. 409PA15

In 2001, the plaintiffs, Gregory and Diane Nies, acquired an oceanfront lot located in Emerald Isle. According to the deed, their title extended to the mean high water mark, which meant that it included the "dry sand" beach located between the foot of the dunes or first line of vegetation and the mean high tide line.

The plaintiffs filed a lawsuit against the Town of Emerald Isle (the "Town") contending that the public did not have a right to use the dry sand beach to which they held title. In other words, the plaintiffs claim that they have the right to exclude the public from the dry sand beach. The plaintiffs further contend that the public only has the right to use the area seaward of the mean high tide line known as the "wet sand" beach.

The Superior Court of Carteret County granted the Town's motion for summary judgment, which was unanimously affirmed by the North Carolina Court of Appeals. The North Carolina Supreme Court has granted discretionary review, and the Town's brief (and any amicus briefs supporting the Town's position) is currently due June 22. We intend to file an unopposed motion for a thirty-day extension in the near future.

The decision of the North Supreme Court in this case will have vast implications to the State of North Carolina and its citizens. The public beach is our State's most important asset and not only protects valuable investments in property and infrastructure, but provides recreational benefits, enhances habitat for wildlife, and is the foundation that supports our tourism industry and economy.

The custom of the dry sand beaches open to public trust uses has a long history in North Carolina. In deciding in favor of the Town, the North Carolina Court of Appeals recognized "that public right of access to dry sand beaches in North Carolina is so firmly rooted in the custom and history of North Carolina that it has become a part of the public consciousness. Native-born North Carolinians do not generally question whether the public has the right to move freely between the wet and dry sand portions of our ocean beaches."

The public's right to access and use the dry sand beach does not infringe on private property rights. Because of the public's customary use of the dry sand beach, the plaintiffs never had the right to exclude the public from this portion of the beach. Further, the public's rights to use the dry sand beach are limited to "public trust uses" and include sunbathing, fishing, volleyball and even beach driving in some areas. If an activity does not qualify as a public trust use, the public has no right to engage in that activity on the dry sand beach, and the property owner may exclude and stop that activity. Private property landward of the toe of primary dune or the first line of stable, natural vegetation remains private property, including the right to exclude the public.

If the public's rights to access and use the ocean beach is confined to areas seaward of the mean high tide line, this would radically alter the way that North Carolina's citizens and visitors

have used our ocean beaches. Beachfront property owners would potentially have the right to exclude the public from the dry sand beach. Depending on the time of day, on many days, beach walkers would have to walk in the water to be on the "public trust beach." There would be no place where the public could legally put down a blanket or put up a beach umbrella and enjoy the seashore recreational activities. Even at times of low tide, the public might not be able to use all the area of the wet sand beach. If there is a wind pushing the waves up the beach, some or much of the wet sand beach would be the result of wave run up and the area under water might be above the mean high tide line. Because the mean high tide line is not a visible boundary, ordinary citizens and visitors would not be able to tell whether they were on the "public trust beach" or on private dry sand beach and liable for trespassing.

A decision in favor of the plaintiffs' position would not only radically alter the way our beaches may be used, but would have devastating economic impacts on our tourism industry. With the possible exception of beachfront property homes, property values at the coast would significantly decrease. The public would be less likely to visit the coast, and vacation rentals and hotel stays would significantly decrease. Coastal towns and counties rely on occupancy tax revenue to fund and implement shore damage reduction projects, including beach renourishment. If vacation rentals and hotel stays decrease, local governments will receive less revenue from the occupancy tax, which could adversely impact their ability to conduct beach renourishment projects resulting in loss of the public beach and further impacting visitation to our coast and our economy. Further, not only would there likely be less funds to conduct beach renourishment projects, publicly funded beach renourishment projects may not be possible. In Texas, the state took the position that it could not conduct a beach renourishment project because it would be spending public money to benefit private land to which the public would not have access.

The potential implications of this case to the State of North Carolina and its citizens are significant and it is critical that oceanfront counties and municipalities weigh in and sign on to an amicus brief in support of the Town's position that the beaches of North Carolina, including the dry sand portion, are a public resource open to all for public resource uses.

William Blair, III
Mayor

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Lisa Weeks
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Hank Miller
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Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH
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June 8, 2016

MEMORANDUM

To: Mayor Blair and Board Members
From: Tim Owens, Town Manager
Re: Consideration of the Purchase of a Chipper by the Public Works Department; Personal Watercraft for Ocean Rescue and 4 Handheld Radios for the Fire Department from the FY15/16 Budget

Agenda Item

Fire Department Request

Attached is a memorandum from Fire Chief Rogers regarding a request to purchase an additional Lifeguard Personal Watercraft (PWC) and 4 handheld radios. This request is based on his assessment of some of the more important needs of the department. Generally, the preferred method of vetting these type of expenditures is through the budget process. However, Chief Rogers had very little involvement in the budget process and limited assessment of the Department when going through the budget process.

I think these capital items are important components for Ocean Rescue and the Fire Department to upgrade our response and improve safety measures. The Total cost of the PWC is $13,100, trailer $1,500, and Rescue Board and Strap $2,000. The total cost of the 4 radios is approximately $16,000. If approved, all items will be absorbed in the FY15/16 budget.

Public Works Request

Attached is a memorandum from Public Works Director Bill Squires regarding a request to purchase a vegetative debris chipper. This request is based on his assessment of some of the more important needs of the department. Generally, the preferred method of vetting these type of expenditures is through the budget process. However, Public

Works Director Squires had very little involvement in the budget process and limited assessment of the Department when going through the budget process.

I think the purchase of a chipper will ultimately save the Town $5,000 to $10,000 per year and improve the overall efficiency in the department with regard to removing vegetative debris. I also believe that there are other unquantifiable benefits that the purchase will bring that were identified in the memorandum from Mr. Squires. The cost of the equipment can be further justified now that the Town charges for all vegetative debris removal.

The total cost of the chipper is approximately $37,000 through State contract pricing. If approved, the purchase will be absorbed in the FY15/16 budget.

Action

1. Discuss the item and ask questions
2. Consider approving the request to purchase an PWC and 4 portable radios at an estimated cost of $33,000.
3. Consider approving the request to purchase a chipper at an estimated price of $37,000.
4. Consider approving Budget Ordinance No. (2016)432-B allocating the funds for the purchase of the above items.
5. Allow the Town Attorney and Town Staff to review any contracts required for the purchases and execute the contract.

Wrightsville Beach Fire Department

PO Box 626 Wrightsville Beach, NC 28480

Phone 910-256-7920 Fax 910-256-7924 www.towb.org

To: Town Manager Tim Owens

Fr: Chief Rogers

Date: June 2, 2016

Re: Background on Purchases

The Wrightsville Beach Fire Department is submitting a request to purchase 4 Portable Radios and a Jet Ski (Ocean Rescue) from FY16 Funds.

These items are part of a Total Quality Improvement Process that resulted from a SWOT analysis undertaken upon the arrival of the new Fire Chief. The recent incidents at Kings, plane crash, boat fire and the near drowning at the pier have driven the need for improvements. This new vision of creating a more robust and resilient fire and rescue service includes greater community involvement and openness to the community of Wrightsville Beach.

The goal for the portable radios is for each firefighter to have a department issued 2-way radio. This will enhance emergency communications on an emergency scene as well as firefighter safety. Currently many firefighters are operating at an emergency without 2-way radio capabilities. They are not able to be in contact with Incident Command or communicate progress reports. Each radio has a "mayday" button that can be activated when a firefighter becomes endangered. Currently the "mayday" configuration is to the radio not to the firefighter. Individual radios will allow the "mayday" designation to be identified to a specific firefighter.

# of radios currently in inventory –27 additional 4 =31 need is currently 35 bridge the gap with FY17 funds

The purchase of the Jet Ski for Ocean Rescue is an emergency replacement. The GARC has been evaluated for fuel issue at a repair shop. This vendor determined that the integral fuel tank is compromised. The vendor does not have a recommended repair.

Two water rescue craft allow the WBFD and OR to be more robust and resilient in emergency readiness. WBFD and OR are tasked with life protection on the beach strand as well as the sound and ICW. Maintaining a craft ready at Johnnie Mercers Pier at all time is paramount with a second craft able to cover the sound and ICW. Dual craft will also provide the needed back up for those 100 water rescue days and for potential breakdowns and maintenance. Several firefighters are trained to operate rescue craft as well as Ocean Rescue personnel. We also have many dual trained personnel available.

Funding will be from unexpended FY16 monies. Funds were unexpended through the last 2 quarters with the departure of Chief Smith and the arrival of Chief Rogers. The radio purchases became a priority item needing funding. Monies were scrapped together from several line items. The Jet Ski will be funded through unexpended Insurance and Bonding lines in the Fire and Ocean Rescue lines as recommended by the Town Manager.

TOWN OF WRIGHTSVILLE BEACH

PUBLIC WORKS DEPARTMENT - 200 PARMELE BLVD
WRIGHTSVILLE BEACH, NC 28480
910-256-7935 FAX 910-256-7939

MEMORANDUM

To: **Tim Owens, Town Manager**

From: **Bill Squires, Public Works Director**

Subject: **Purchase of Brush Chipper**

Date: **May 24, 2016**

ITEM	ACTION
Brush Chipper	Approval

Included in the 2015/2016 Sanitation Budget is a line item for "upgrade transfer station" at a cost of $37,000.00, this project is no longer viable for our current operation, therefore I am requesting a reallocation of these funds to purchase a brush chipper at a cost of $36,760.00 to be used in our yard debris removal program.

We currently pick up yard debris with our loader and a dump truck, or with a spare loadpacker, or sometimes it is loaded by hand onto a dump truck. These methods are both unsafe and inefficient. The loader in some cases causes property damage and traffic issues on narrow streets. The debris is loaded and transported to our Public Works facility where it is accumulated and hauled off as time permits, this process results in double handling of the material. During this fiscal year we have hauled 208 tons of yard debris to the land fill which translates to approximately 30 trips, 1020 miles, 30 man hours, 170 gallons of fuel and wear and tear on equipment. At this time the landfill accepts brush, yard debris and chips at no charge, in October of this year they will begin charging $11.00 per ton for brush and yard debris, chips will still be accepted at no charge.

By purchasing a chipper our process would be made more efficient and cost effective by towing the chipper behind a dump truck and processing the brush on site, the chips could be used for landscape bedding by our Parks Maintenance department and what is not used would be accepted at the landfill at no charge. We rented a chipper for a week for a trial and were able to reduce 10 loads of debris to 2 loads of reusable chips; Evan was on site to observe and assured us that he would be able to use some of this material for landscape bedding. Parks Maintenance currently hauls their brush to Public Works for disposal; the chipper would be used by both departments to process the material on site.

This new method would allow us to sell the spare loadpacker, eliminate the use of the loader, significantly reduce the number of trips to the landfill and associated costs, save man hours, avoid the $11.00 per ton fee and recycle a waste product into a reusable material.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA

ORDINANCE NO. (2016) 432-B

FISCAL YEAR 2015/2016

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2016. The Town's General Fund (Fund 10) accounts are to be amended as follows:

Account No.	Debit	Credit
10-5601-4500 Contracted Services		37,000
10-5601-7400 Equipment	37,000	
10-5302-7400 Equipment	17,000	
10-5300-0100 Salaries & Wages		8,500
10-5300-0600 Group Insurance		16,500
10-5300-1800 Maint/Repair – Radios	16,000	
10-5300-5400 Insurance & Bonds		8,000

Section II. Copies of this Budget Ordinance No. (2016) 432-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 8th day of June 2016.

WILLIAM J. BLAIR, III
Mayor

ATTEST:

SYLVIA J. HOLLEMAN
Town Clerk

Seal

TOWN OF WRIGHTSVILLE BEACH
PARKS & RECREATION

1 BOB SAWYER DRIVE • P. O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480
(910) 256-7925 • FAX (910) 256-7926 • www.towb.org

MEMORANDUM

To: Mayor Blair and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor

Subject: Wrightsville Beach Park Inclusive Playground Update

Date: June 3, 2016

The new inclusive playground is near completion. We've scheduled a ribbon cutting ceremony with Trillium Health Resources on Thursday, June 16th at 5:00 p.m. which we hope you all can attend. June 16th is also the opening night of our Sounds of Summer Concerts in the Park series with the concert starting at 6:30 pm. Trillium plans to provide refreshments and giveaways for the ribbon cutting event.

The playground equipment construction process went smoothly with no weather delays putting the project ahead of schedule. This added to the lengthy delay in receiving the Liberty Swing left the park without a playground for about 8 weeks. While we could have poured the rubber surface and made the playground available for use adding the Liberty Swing later, the color match would have been difficult on a second pour of the rubber surface. We believe the playground is well worth the wait.

The 2016-17 proposed budget includes installation of equipment to automate the doors to the park restrooms which will be the next phase of the playground project along with additional landscaping around the playground area.