



# TOWN COUNCIL AGENDA

REGULAR MEETING

January 17, 2017 @ 6:30 p.m.

**\*Asterisks indicate documentation is included in agenda packet**

Call to Order – Mayor Swearingen

Invocation & Pledge of Allegiance – Rev. Thomas Williams, Lay Pastor

## AWARDS AND RECOGNITION

\*Ken and Paula Withrow – Certificates of Appreciation (Swearingen)

## APPROVAL OF CONSENT AGENDA ITEMS

1. \*Consideration of authorization of expenditures over the next three fiscal years, beginning in FY16-17, in the amount of \$2,768 each year for a three year total of \$8,304 for Assistant Fire Chief Kennedy to complete his Masters degree in Business Administration
2. \*Approve contract and engagement letter with the auditing firm of Bernard Robinson & Company, LLP, in the amount of \$17,900 for FY16-17
3. \*Approve Application for Funding from NHC TDA, totaling \$164,288.08 for lifeguard services for summer 2016
4. \*Approve Application for Funding from NHC TDA, totaling \$8,800 for Pleasure Island Chamber of Commerce concerts held during the summer of 2016
5. \*Accept Kathleen Zielinski's resignation from the Community Center Committee
6. \*Appoint Mary Ann McConnell as regular member on the Community Center Committee
7. \*Surplus Property Report – July through December 2016
8. \*Fire Department Report – December 2016
9. \*Building Inspections Report – November & December 2016
10. \*YTD Finance Report Meeting
11. Minutes:
  - \*December 20, 2016 regular
  - \*December 20, 2016 closed session (sealed)

*Consent agenda items are voted on as one item. If a member of Council wishes to discuss an individual item, a motion must be made and approved to move the item to the agenda.*

## ADOPTION OF THE AGENDA

## DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

1. Allison Snell, NHC Tax Administrator – Tax Revaluation

## DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. George Turner, 521 S. 5<sup>th</sup> Avenue – \*Ocean Front Park restroom hours

## DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Board of Adjustment



# TOWN COUNCIL AGENDA

## REGULAR MEETING

January 17, 2017 @ 6:30 p.m.

2. Community Center Committee
  - a. 2016 Accomplishments and 2017 Goals
3. Marketing Committee
  - a. \*Council Approval of Rollover Budget
  - b. 2016 Accomplishments and 2017 Goals
4. Parks & Recreation Advisory Board
  - a. 2016 Accomplishments and 2017 Goals
5. Planning & Zoning Commission
  - a. \*2016 Accomplishments and 2017 Goals
6. Shoreline Access, Beach Protection and Parking Committee
  - b. 2016 Accomplishments and 2017 Goals
7. 70<sup>th</sup> Anniversary Committee Update

## DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation
2. Finance Department
  - a. \*FY 17-18 Budget Planning Calendar
3. Building Department
  - a. Proposal for Kure Beach Development Line
4. Fire Department
5. Police Department
6. Public Works Department

## DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. \*Revisit proposed parking spaces to be remarked by DOT
2. \*Focus Group Survey Update (Heglar)

## DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. \*Short-term Rental Monitoring with iCompass (Swearingen)

MAYOR UPDATES (no action required)

COMMISSIONER ITEMS (no action required)

CLOSED SESSION, if needed

ADJOURNMENT

# *Certificate of Appreciation*

*Presented to*

*Ken Withrow*

*for his dedicated and selfless volunteer service throughout the years  
as a chairperson and member of various Town committees*

*January 17, 2017*



*Signed* \_\_\_\_\_

*Mayor Emilie Swearingen*

# *Certificate of Appreciation*

*Presented to*

*Paula Withrow*

*for her dedicated and selfless volunteer service throughout the years  
as a chairperson and member of various Town committees*

*January 17, 2017*




*Signed* \_\_\_\_\_

*Mayor Emilie Swearingen*



# MEMO

TO: Town Council  
FROM: Nancy Avery, Town Clerk   
RE: Consent Agenda item # 1  
DATE: 1/10/17

## *Background*

On April 21, 2015, the Town Council adopted the attached policy regarding on the job training and certification. As per the policy, in the event a Department Head determines reasonable and adequate on the job training programs are not available, and/or believes there is a benefit to the Town for the employee to obtain a college or master's degree, a petition may be put before Council for payment of the expenses related to obtaining a degree. The petition must be approved by Council prior to remittal of town funds and Council shall determine the extent and range of the expenditures to be paid.

The Fire Chief is submitting a petition (attached) for the Assistant Fire Chief Ed Kennedy to complete obtaining his Masters in Business Administration. The petition is requesting the following:

Over the next 3 years, authorization of town funds in the amount of \$2,768 per year for:

- tuition per semester of approximately \$1,134
- textbook and testing fees \$ 250
- Total tuition, textbook and fees for 2 semesters a year = \$2,768
- Grand total for 3 years is \$8,304

Also, as per policy, the employee will be required to sign an agreement to remain in full employment with the town for a period of 2 years after the receipt of the degree or reimburse the town for associated expenses.

## *Action requested by staff*

Consideration of authorization of expenditure over the next 3 fiscal years, beginning with FY16-17 in the amount of \$8,304 for the Assistant Fire Chief, Ed Kennedy, to complete his Masters in Business Administration degree.

## *Funding required*

Expenditures currently budgeted in FY16-17 and will be included in budget submissions for FY17-18 and FY18-19.

## *Comments for consideration*

Petition as submitted is in compliance with town policy as referenced above.

## **Article 9. EDUCATION AND TRAINING**

### ***Section 9.01 On-The-Job Training and Certification***

Adopted 04/21/2015

The Town will pay all registration fees, course material and travel expenses, as designated in Article 5-06 of the Policy Manual, for seminars, workshops, certifications and renewal, attendance at conferences and training directly related to the performance of duties and responsibilities of the employee's position.

In the event that the Department Head determines reasonable and adequate On-The-Job Training programs are not available, and/or believes there is benefit to the Town for the employee to obtain a college or master's degree, a petition may be put before Town Council for payment of the expenses related to obtaining a degree. This petition needs to be approved by Town Council prior to any remittal of Town funds. The Town Council shall determine the extent and range of the expenditures to be paid.

Should the Town Council approve the petition, the employee will be required to sign an agreement to remain in full-time employment with the Town for a period of two (2) years after the receipt of the degree. In the event an employee leaves before the completion of the two (2) year period, he/she must reimburse the Town for the expense associated with receiving the degree.

Courses taken for cultural and personal enrichment are not eligible under the definition of On-The-Job training and must be taken outside of normal working hours at the employee's expense.

(Reference Article VI, Employee Benefits, for assistance with tuition reimbursement.)

Dear Council,

Recognizing the importance of higher education, especially in our up and coming leaders, we have a request regarding Assistant Fire Chief Ed Kennedy. He has expressed great interest in the Masters of Business Administration Degree Program, and has shown the potential and current return on investment that this course has to offer not just to our Fire Department, but to the Town of Kure Beach. He has 7 classes remaining in the Masters in Business Administration Degree Program. Under the current policy, the employee is eligible for up to \$1200 reimbursement per year, but the Masters in Business Administration is not an eligible program. Under his current workload with the Fire Department and the Ocean Rescue Program, along with his involvement in the Executive Fire Officer Program with the National Fire Academy, we feel that him taking one class per semester, at a cost of \$1134, plus a textbook, and other testing fees, usually totaling an additional \$250 is reasonable. This would make an annual cost of the program around \$2700 for the next three years. We are requesting that council approve the total program, to prevent repeat requests with new council members. Furthermore, we are requesting that the Town approve funds before the class, as opposed to a reimbursement style policy. Ed Kennedy understands that the policy states he must sign a contract that states he will stay with the Town for an additional 2 years after the degree is received, or be required to pay all funds back to the Town. He states that this does not deter him from the program as his intentions with this degree are aligned with his long term vision of the Fire Department and Kure Beach employee.

Fire Chief Harold Heglar





“The upper echelon in most of the fire companies around the country sees the value and they promote it,”

-Charlie Crowther on Masters Degree Programs

This report is a justification for Ed Kennedy, the Assistant Fire Chief of the Kure Beach Fire Department to take a Master’s in Business Administration.

#### **Masters in Business Administration Benefits**

A Master’s in Business Administration offers you the chance to develop a wide range of general business knowledge and a broad base of technical skills in a relatively short period of time, as opposed to the years-long trial-and-error process that tends to characterize knowledge and skill gained from on-the-job learning.

#### **Key Knowledge obtained from a MBA and Its Relation to the Kure Beach Fire Department**

##### **Operational Skills**

In the MBA program, you learn many operational skills that are used on the job. Skills consist of evaluation of past, current, and future operations. Operational skills also allow you to supervise and integrate business operations. By obtaining this skillset, firefighter can make critical decision on which way to take the fire department.

##### **Financial Skills**

The MBA gives you a wide array of technical skills in the finance area. These skill usually consist of evaluating all areas of finance no matter who you work for. One can take the skills learned in the finance area to the fire department to make critical decisions on costs of programs, costs of employees, budgeting, and cost efficiency.

##### **Marketing Skills**



The MBA program gives the student a wide array of technical skills and gives you a thorough understanding of creating marketing plans. This skill is particularly important in a volunteer fire department, through the processes of recruitment and retainment. It is also extremely important for a marketing plan to be implemented and stay strong for the Ocean Rescue Program, fundraisers conducted by both the ocean rescue program and fire department, and recruitment of volunteers.

### **Management Skills**

The MBA program gives the student a wide array of leadership skills, risk management skills, interpersonal and public speaking skills, time management and project management skills. The student also learns many theories and types of management personalities, which can be used in any workplace setting. Management skills also include writing and evaluating organizational policies.

### **Human Resources Skills**

The MBA gives the student a wide array of human resources skills. The student learns theories and practices techniques involved in the proper selection of employees that they can bring to any workplace.

This is related to the Kure Beach Fire Department by Ed Kennedy being in charge of the hiring of Ocean Rescue personnel. He is also highly involved in the process and selection of proper candidates for volunteering at the Fire Department.

### **List of Skills Obtained**

- Leadership Skills
- Marketing Skills
- Management Skills
- Financial Skills
- Human Resource Skills
- Operations Management Skills
- Working with municipal budgets
- Policy writing
- Public Speaking
- Program implementation
- Program evaluation
- Goal Setting skills
- Time management skills
- project management skills
- knowledge of business law
- accounting skills
- investment management skills

CONTRACT TO AUDIT ACCOUNTS

Of Town of Kure Beach, North Carolina  
Primary Governmental Unit  
N/A

Discretely Presented Component Unit (DPCU) if applicable

On this 20th day of December, 2016

Auditor: Bernard Robinson & Company, LLP Auditor Mailing Address: 1501 Highwoods Blvd., Suite 300

Greensboro, North Carolina 27410 Hereinafter referred to as The Auditor

and Town Council (Governing Board(s)) of Town of Kure Beach, North Carolina  
(Primary Government)

and N/A: hereinafter referred to as the Governmental Unit(s), agree as follows:  
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Primary Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

*Auditing Standards.* The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

***SIGNATURE PAGES FOLLOW***

Contract to Audit Accounts (cont.) Town of Kure Beach, North Carolina  
 Primary Governmental Unit N/A  
 Discretely Presented Component Units (DPCU) if applicable

Town of Kure Beach, North Carolina - FEES  
 Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] N/A

Audit \$13,900  
 Preparation of the annual financial Statements \$4,000

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.  
 The 75% cap for interim invoice approval for this audit contract is \$ \$13,425  
 \*\* NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.  
 Audit Firm Signature:  
Bernard Robinson & Company, LLP  
 Name of Audit Firm  
 By Victor Blackburn  
 Authorized Audit firm representative name: Type or print  
Victor Blackburn  
Digitally signed by Victor Blackburn; DN: cn=Victor Blackburn, o=Bernard Robinson and Company, LLP, email=rob@brccpa.com, c=US, Date: 2016.12.20 09:57:43 -0500  
 Signature of authorized audit firm representative  
 Date December 20, 2016  
vblackburn@brccpa.com  
 Email Address of Audit Firm

Town of Kure Beach, North Carolina  
**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**  
 This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Arlen Copenhaver  
**Primary Governmental Unit Finance Officer:**  
 Type or print name  
Arlen Copenhaver  
 Primary Government Finance Officer Signature  
 Date 12/30/16  
 (Pre-audit Certificate must be dated.)

**Governmental Unit Signatures:**  
Town of Kure Beach, North Carolina  
 Name of Primary Government  
 By Emilie Swearingen, Mayor  
 Mayor/ Chairperson: Type or print name and title  
Emilie Swearingen  
 Signature of Mayor/Chairperson of governing board  
 Date N/A

acopenhaver@townofkurebeach.org  
 Email Address of Finance Officer

By N/A  
 Chair of Audit Committee - Type or print name

**Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a )**

Signature of Audit Committee Chairperson \*\*  
 Date N/A

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

Contract to Audit Accounts (cont.) Town of Kure Beach, North Carolina  
Primary Governmental Unit  
N/A  
Discretely Presented Component Units (DPCU) if applicable

**\*\* This page to only be completed by Discretely Presented Component Units \*\***

N/A FEES  
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_

Audit \_\_\_\_\_

Preparation of the annual financial Statements \_\_\_\_\_

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ \_\_\_\_\_  
\*\* NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

\_\_\_\_\_  
Name of Discretely Presented Component Unit

By \_\_\_\_\_  
DPCU Board Chairperson: Type or print name and title

\_\_\_\_\_  
Signature of Chairperson of DPCU governing board

Date \_\_\_\_\_

By \_\_\_\_\_  
Chair of Audit Committee - Type or print name

\_\_\_\_\_  
Signature of Audit Committee Chairperson

Date \_\_\_\_\_

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)  
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By \_\_\_\_\_  
DPCU Finance Officer:  
Type or print name

\_\_\_\_\_  
DPCU Finance Officer Signature

Date \_\_\_\_\_  
(Pre-audit Certificate **must be dated.**)

\_\_\_\_\_  
Email Address of Finance Officer

\_\_\_\_\_  
Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

**Steps to Completing the Audit Contract**

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government’s audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slgl/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – NEW: It is now expected that an engagement letter will be attached to the contract. Has the engagement letter been attached to the contract submitted to the SLGFD?
  - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *“In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control.”*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year’s total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year’s actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slgl/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.  
Please call or email Darrus Cofield at 919-814-4299 [darrus.cofield@nctreasurer.com](mailto:darrus.cofield@nctreasurer.com) if you have any questions about the fees on this list.
  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?



N/A

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
  - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
  9. Please place the date the Unit’s Governing Board and the DPCU’s governing Board (if applicable) approved the audit contract in the space provided.
    - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
    - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
    - c. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?
  10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
  11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
  12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer’s web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
  13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new “Amended LGC-205” form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

December 20, 2016

Town of Kure Beach, North Carolina  
Arlen Copenhaver  
117 Settlers Lane  
Kure Beach, North Carolina 28449

We are pleased to confirm our understanding of the services we are to provide the Town of Kure Beach, North Carolina for the year ending June 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Kure Beach, North Carolina as of and for the year ending June 30, 2017. Accounting standards generally accepted in the United States of America (“GAAP”) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the Town of Kure Beach, North Carolina’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Kure Beach, North Carolina’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management’s Discussion and Analysis.
- Law Enforcement Officers’ Special Separation Allowance – Schedule of Funding Progress
- Other Postemployment Benefits – Schedule of Finding Progress.
- Other Postemployment Benefits – Schedule of Employer Contributions.
- Schedule of the Proportionate Share of Net Pension Assets – Local Government Employee’s Retirement System
- Schedule of Contributions – Local Government Employee’s Retirement System

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Kure Beach, North Carolina's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Budgetary comparison of the general fund and water and sewer fund.
- Schedule of Ad Valorem Taxes Receivable
- Analysis of Current Year Levy

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Kure Beach, North Carolina's financial statements. Our report will be addressed to the Honorable Mayor and Members of the Town Council of the Town of Kure Beach, North Carolina. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America.

In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from the Town about the financial statements and related matters.

#### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Kure Beach, North Carolina's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

#### **Other Services**

We will also assist in preparing the financial statements, related notes, and supplementary information of the Town of Kure Beach, North Carolina in conformity with accounting principles generally accepted in the United States of America based on information provided by you, and we will perform general bookkeeping, account analysis and reconciliations, and adjustments outside of proposed entries as part of the nonattest services you have requested. The other services are limited to the financial statement services, and the performance of the general bookkeeping, account analysis and reconciliations, and adjustments outside of proposed entries previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities relating to the financial statements and related notes, supplementary information, performance of the general bookkeeping, account analysis and reconciliations, and adjustments outside of proposed entries, and any other nonattest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, supplementary information, performance of the general bookkeeping, account analysis and reconciliations, and adjustments outside of proposed entries, and that you have reviewed and approved the financial statements and related notes, and supplementary information prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Bernard Robinson & Company, L.L.P. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the North Carolina Local Government Commission or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bernard Robinson & Company, L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Town.

Victor Blackburn is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Bernard Robinson & Company, L.L.P.'s independence is not impaired under the *AICPA Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$17,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. The Town of Kure Beach, North Carolina will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to Town of Kure Beach, North Carolina and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Bernard Robinson & Company, L.L.P.*

BERNARD ROBINSON & COMPANY, L.L.P.

**RESPONSE:**

This letter correctly sets forth the understanding of the Town of Kure Beach, North Carolina.

Management signature/Title: *Allen Copenhagen, Finance & Budget Officer*

Date: *12/30/16*

Governance signature/Title: *Ernie Swarniga, Mayor*

Date: *12/30/16*

**NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY**  
**APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES**

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane, Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: acopenhaver@townofkurebeach.org

Date Approved by Governing Body: January 17, 2017

---

Date Project/ Activity Will Begin: Completed      Will be Completed: Requested Annually

Total Cost of Project/Activity: \$164,288.08      Amount Requested: \$164,288.08

Description of Project/ Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

The Town of Kure Beach respectfully requests funding for expenditures for lifeguard services for the summer of 2016. The requested funds include expenditures for two budget years, 2015 – 2016 and 2016 – 2017. The expenses to be reimbursed are calculated as follows:

Total Lifeguard Expenses Incurred FY 2015/2016	\$185,314.65
Less: Lifeguard Expenses Included on 01/19/16	
TDA Request	<u>\$102,280.47</u>
FY 2015/2016 Remaining To Be Reimbursed	\$ 83,034.18
FY 2016/2017 Lifeguard Expenses Incurred From 7/1/16 – 12/31/16	<u>\$ 81,253.90</u>
Amount of This Request	<u>\$164,288.08</u>

This program is directly related to tourism as it acts to protect vacationers and visitors from harm as they swim and enjoy the beach strand in the incorporated Town limits of Kure Beach. Visitors are attracted to beaches that offer lifeguard services, particularly those with young children and older adults. Kure Beach has always been on the cutting edge of oceanfront safety. We have a proven track record of placing a high priority on protection of our visitors. The Kure Beach Lifeguard Program budget is attached to this request indicating amounts previously received and the amount of this request.

Your consideration of this funding is appreciated.

If approved, please remit payment to the attention of Arlen Copenhaver.

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 01/17/2017

**Return Application To:**  
*Cape Fear Coast Convention and Visitors Bureau*  
*Attention: Kim Hufham, Pres/ CEO*  
*505 Nutt Street, Unit A*  
*Wilmington, NC 28401*  
*(910) 341-4030*



**NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY**  
**APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES**

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: [acopenhaver@townofkurebeach.org](mailto:acopenhaver@townofkurebeach.org)

Date Approved by Governing Body: January 17, 2017

---

Date Project/ Activity Will Begin: Completed Will be Completed: Requested Annually

Total Cost of Project/Activity: \$8,800.00 Amount Requested: \$8,800.00

Description of Project/ Activity *(include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination):*

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for the Pleasure Island Chamber of Commerce Free Summer Concerts held during the summer of 2016 (Fiscal Year 2016/2017).

The six free summer concerts, held at the Fort Fisher Military Recreation Area, attract tourists to Kure Beach by providing an enjoyable and affordable entertainment venue. The expenditures for Fiscal Year 2016/2017 total \$8,800 and are supported by documentation attached to this request.

Your consideration of this funding is appreciated.

If approved, please remit payment to the attention of Arlen Copenhaver.

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 1/17/17

**Return Application To:**  
*Cape Fear Coast Convention and Visitors Bureau*  
*Attention: Kim Hufham, Pres/ CEO*  
*505 Nutt Street, Unit A*  
*Wilmington, NC 28401*  
*(910) 341-4030*

Kathleen Zielinski  
714 Settlers Lane  
Kure Beach, NC 28449

January 4, 2017

Robin Sack, Chairperson  
Kure Beach Community Center Committee  
118 N. 3<sup>rd</sup> Ave.  
Kure Beach, NC 28449

Dear Robin;

While I have enjoyed working with you and the rest of the Kure Beach Community Center Committee these past two years, my new position with the Town of Kure Beach prohibits my participation on any committee. Therefore, it is with deep regret that I must submit my resignation. You have accomplished so much since I joined the Committee and I am sure you will continue with great success in my absence.

Thank for the opportunity to have served with you.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Zielinski". The signature is written in black ink and is positioned above the printed name.

Kathleen Zielinski



TOWN OF KURE BEACH  
REQUEST FOR APPOINTMENT  
 Board/Commission/Committees

MUST BE A FULL-TIME RESIDENT TO SERVE ON TOWN COMMITTEES

Request for Appointment to: KB Community Ctr  
 Name Mary Ann McCannell  
 Address 421 N 4th Ave Kure Beach NC 28449  
 Telephone \_\_\_\_\_ Cell 919-451-2521  
 Email mmccannell777@gmail.com (You will receive the majority of correspondence via email)  
 Length of permanent residence in Kure Beach 4 yrs  
 Employment homemaker  
 Job Title \_\_\_\_\_

Professional Activities 10+ yrs Accty / Business ~~activity~~ employment

Volunteer Activities Island Women

Other committee work, past or present Island Women bay committee, Library committee, IW Martha's kitchen committee, IW MPIP committee

What is your understanding of the purpose of this committee?  
to improve the lives of KB residents via activities @ the comm CN

Why are you interested in serving on this committee?  
improve life for KB residents

What specific concerns or areas are you interested in?  
activities for all → young adults, children, seniors, etc

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?  
NO

Any misrepresentation of fact on this application will subject the applicant to legal proceedings as prescribed by law.

Signature M McCannell Date 1/10/17

Thank you for your interest in serving the Town of Kure Beach

Please return ORIGINAL to: Town Clerk - Town of Kure Beach 117 Settlers Lane, Kure Beach, NC 28449

<b>Town Use Only</b>			
Date Received	<u>1/10/17</u>	Initials	<u>MSH</u>
Interview Date	<u>1/10/17</u>	(If applicable)	Utilities Current <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Term Length	_____	Appointment Date	<u>1/17/17</u>
		Term Expiration	_____

REPORT OF SURPLUS ITEMS JULY TO DECEMBER 2016

Item Description	Department	Make	Model#	VIN #	Serial#	Working Yes/No	Market Value	Condition	Declared Surplus	Comments
Shotgun	Police	Remington	870		AB306724M	Yes	\$140.00	Good	12/20/16	NC State law prevents guns from being sold to the public
Shotgun	Police	Remington	870		AB308426M	Yes	\$140.00	Good	12/20/16	NC State law prevents guns from being sold to the public
Shotgun	Police	Remington	870		AB308459M	Yes	\$140.00	Good	12/20/16	NC State law prevents guns from being sold to the public
Shotgun	Police	Remington	870		AB406747M	Yes	\$140	Good	12/20/16	NC State law prevents guns from being sold to the public
Shotgun	Police	Remington	870		AB308414M	Yes	\$140	Good	12/20/16	NC State law prevents guns from being sold to the public
Printer	Admin	Dell				No	\$0			Recycled

As per Ordinance 2-164, the Town Clerk is to provide a report to Council on or before the first day of February for items declared surplus from July to December of the previous year and on the first day of August for items declared surplus from January through June. Per the same ordinance, the Town Clerk is authorized to declare surplus property with a market value of less than \$5,000

Submitted to Town Council January 17, 2017

Nancy Avery, Town Clerk





## **Kure Beach Police Department**

114 N 7<sup>th</sup> Avenue, Kure Beach, NC 28449  
910-458-7586 (T) 910-458-9882 (F)

**On this day, December 21, 2016, 5 shotguns were transferred to the following officers:**

**Ed Palmeter – Remington 870, Serial #AB306724M**

**Jamie King –Remington 870, Serial #AB308426M**

**Keith Ryan –Remington 870, Serial #AB308459M**

**Dennis Cooper –Remington 870, Serial #AB306747M & Remington 870  
#AB308414M**

**The officers have all paid in full.**

**Michael P. Bowden**

A handwritten signature in black ink, appearing to read "Michael P. Bowden".

**Chief of Police**

**Kure Beach Police Department**

# KURE BEACH FIRE DEPARTMENT

## FIRE CHIEF'S REPORT DECEMBER, 2016

DATE	PURPOSE
12/02/16	EMS
12/03/16	SMOKE SMELL
12/05/15	DRILL
12/06/16	EMS
12/07/16	EMS
12/10/16	EMS
12/11/16	ASSIST PUBLIC
12/12/16	HAZARDOUS CONDITION
12/12/16	DRILL
12/17/16	EMS
12/18/16	EMS
12/19/16	AUTO ACCIDENT
12/19/16	EMS
12/26/16	EMS
12/31/16	EMS

All equipment checked and found to be in working order

Harold Heglar  
Chief

**Kure Beach Inspections Dept.-Building Permits Issue Date: 11/1/2016 - 11/30/2016**

PermitNo	Issue Date	Owner	Project Addr	Descript	Fee
<b>Building</b>					
<b>Deck</b>					
160112	11/14/2016	BARHAM JOHN M SARAH L	457 N FORT FISHER BLV	Deck Additlons	\$150.00
<b>Total Deck 1</b>					<b>\$150.00</b>
<b>New Construction</b>					
160113	11/23/2016	HUTHWAITE DOUGLAS R PATRICI	525 FIFTH AVE S	Close in existing porch	\$200.00
160110	11/3/2016	HYLER EDDIE CYNTHIA	437 FORT FISHER BLV S	New SFD	\$2,835.00
160108	11/3/2016	HYLER EDDIE CYNTHIA	441 FORT FISHER BLV S	New SFD	\$12,185.00
160111	11/8/2016	LINQUIST RANDY E MARSHA L	744 GULF STREAM DR	New SFD	\$12,470.00
<b>Total New Construction 4</b>					<b>\$27,690.00</b>
<b>pool</b>					
160109	11/3/2016	HYLER EDDIE CYNTHIA	441 FORT FISHER BLV S	New Pool	\$300.00
<b>Total pool 1</b>					<b>\$300.00</b>
<b>Total Building 6</b>					<b>\$28,140.00</b>
<b>Total Permits: 6</b>					<b>\$28,140.00</b>

**Kure Beach Inspections Dept.-Building Permits Issue Date: 12/1/2016 - 12/31/2016**

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee	
<b>Building</b>							
<b>New Construction</b>							
<b>Active</b>							
160116	12/14/2016	THOMPSON REUBIN CLIFTON JR	107 MYRTLE AVE	R09205-011-020-000	\$40,000.00	\$300.00	
		Addition					
160115	12/13/2016	GUYTON WILLIAM T MOIRA D	435 ANCHOR WAY	R09200-001-002-048	\$500,000.00	\$9,860.00	
		New SFD					
<b>Total New Construction</b>					<b>2</b>	<b>\$540,000.00</b>	<b>\$10,160.00</b>
<b>pool</b>							
<b>Active</b>							
160117	12/22/2016	HYLER EDDIE CYNTHIA	205 FORT FISHER BLV S	R09217-008-009-000	\$36,000.00	\$300.00	
		New Pool					
<b>Total pool</b>					<b>1</b>	<b>\$36,000.00</b>	<b>\$300.00</b>
<b>Replacement</b>							
<b>Active</b>							
160114	12/13/2016	HOLMAN LARUA I	1230 S FORT FISHER BLV	R09316-003-010-000	\$28,000.00	\$25.00	
		Window and door replacement					
<b>Total Replacement</b>					<b>1</b>	<b>\$28,000.00</b>	<b>\$25.00</b>
<b>Total Building</b>					<b>4</b>	<b>\$604,000.00</b>	<b>\$10,485.00</b>
<b>Total Permits:</b>					<b>4</b>	<b>\$604,000.00</b>	<b>\$10,485.00</b>



**TOWN OF KURE BEACH  
REVENUE AND EXPENDITURE SUMMARY  
JULY 1, 2016 TO JANUARY 10, 2017**

**REVENUES**

**EXPENDITURES**

	2017 Initial Bud.	2017 Amend. Bud.	Actual 01/10/2017	% Collected	2017 Initial Bud.	2017 Amend. Bud.	Actual 01/10/2017	% Spent
<b>GENERAL FUND</b>								
Property Taxes (Cur. & PY)	\$ 2,328,500	\$ 2,328,500	\$ 1,837,807	78.9%	\$ 35,517	\$ 35,517	\$ 27,640	77.8%
Local Option Sales Tax	\$ 800,075	\$ 800,075	\$ 418,722	52.3%	\$ 4,300	\$ 12,280	\$ 11,505	93.7%
Franchise & Utility Tax	\$ 249,000	\$ 249,000	\$ 120,612	48.4%	\$ 151,889	\$ 151,889	\$ 93,559	61.6%
TDA Funds	\$ 204,517	\$ 204,517	\$ -	0.0%	\$ 397,192	\$ 397,192	\$ 219,015	55.1%
Garbage & Recycling	\$ 343,375	\$ 343,375	\$ 180,693	52.6%	\$ 23,300	\$ 23,300	\$ 7,499	32.2%
ABC Revenue	\$ 12,300	\$ 12,300	\$ 10,293	83.7%	\$ 100	\$ 100	\$ 7	7.0%
Bldg. Permit & Fire Inspect. Fees	\$ 56,800	\$ 56,800	\$ 49,175	86.6%	\$ 25,000	\$ 25,000	\$ 10,352	41.4%
Communication Tower Rent	\$ 77,408	\$ 77,408	\$ 45,668	59.0%	\$ 28,900	\$ 28,900	\$ 14,121	48.9%
Motor Vehicle Tags	\$ 12,000	\$ 12,000	\$ 6,570	54.8%	\$ 1,265,716	\$ 1,265,716	\$ 622,432	49.2%
Com Ctr/Parks & Rec/St Festival	\$ 26,350	\$ 26,350	\$ 10,828	41.1%	\$ 685,845	\$ 685,845	\$ 310,212	45.2%
Town Facility Rentals	\$ 11,000	\$ 11,000	\$ 7,145	65.0%	\$ 192,217	\$ 192,217	\$ 81,921	42.6%
Beer & Wine Tax	\$ 10,000	\$ 10,000	\$ -	0.0%	\$ 146,114	\$ 146,114	\$ 67,120	45.9%
OFF - Bluefish Purchases	\$ 13,200	\$ 13,200	\$ 5,160	39.1%	\$ 124,763	\$ 124,763	\$ 57,318	45.9%
Sales Tax Refund	\$ 47,500	\$ 47,500	\$ 48,902	103.0%	\$ 988,011	\$ 988,011	\$ 599,976	60.7%
CAMA & Impact Fees	\$ 3,200	\$ 3,200	\$ 2,015	63.0%	\$ 316,626	\$ 316,626	\$ 234,276	74.0%
All Other Revenues	\$ 3,145	\$ 61,125	\$ 46,955	76.8%	\$ 50,000	\$ 100,000	\$ 100,000	100.0%
Other Financing Sources	\$ 290,000	\$ 290,000	\$ 280,123	96.6%	\$ 52,880	\$ 52,880	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 4,488,370</b>	<b>\$ 4,546,350</b>	<b>\$ 3,070,668</b>	<b>67.5%</b>	<b>\$ 4,488,370</b>	<b>\$ 4,546,350</b>	<b>\$ 2,456,953</b>	<b>54.0%</b>
<b>WATER &amp; SEWER FUND</b>								
Water Charges	\$ 791,800	\$ 791,800	\$ 457,593	57.8%	\$ 15,017	\$ 15,017	\$ 8,508	56.7%
Sewer Charges	\$ 1,110,100	\$ 1,110,100	\$ 636,209	57.3%	\$ 28,900	\$ 28,900	\$ 14,121	48.9%
Tap, Connect & Reconnect Fees	\$ 27,900	\$ 27,900	\$ 42,780	153.3%	\$ 178,238	\$ 178,238	\$ 96,735	54.3%
All Other Revenues	\$ 187,375	\$ 187,375	\$ 184,496	98.5%	\$ 248,806	\$ 248,806	\$ 160,139	64.4%
Other Financing Sources	\$ 102,500	\$ 102,500	\$ 52,637	51.4%	\$ 1,748,714	\$ 1,748,714	\$ 969,207	55.4%
<b>Total Revenues</b>	<b>\$ 2,219,675</b>	<b>\$ 2,219,675</b>	<b>\$ 1,373,715</b>	<b>61.9%</b>	<b>\$ 2,219,675</b>	<b>\$ 2,219,675</b>	<b>\$ 1,248,710</b>	<b>56.3%</b>
<b>STORM WATER FUND</b>								
<b>Total Revenues</b>	<b>\$ 690,373</b>	<b>\$ 690,373</b>	<b>\$ 204,974</b>	<b>29.7%</b>	<b>\$ 690,373</b>	<b>\$ 690,373</b>	<b>\$ 207,662</b>	<b>30.1%</b>
<b>POWELL BILL FUND</b>								
<b>Total Revenues</b>	<b>\$ 65,050</b>	<b>\$ 65,050</b>	<b>\$ 65,114</b>	<b>100.1%</b>	<b>\$ 65,050</b>	<b>\$ 65,050</b>	<b>\$ 9,682</b>	<b>14.9%</b>
<b>SEWER EXPANSION RESERVE FUND (SERF)</b>								
<b>Total Revenues</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 27,660</b>	<b>15.4%</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>100.0%</b>
<b>BEACH PROTECTION FUND</b>								
<b>Total Revenues</b>	<b>\$ 50,440</b>	<b>\$ 50,440</b>	<b>\$ 50,307</b>	<b>99.7%</b>	<b>\$ 50,440</b>	<b>\$ 50,440</b>	<b>\$ -</b>	<b>0.0%</b>
<b>FEDERAL ASSET FORFEITURE FUND</b>								
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 1,145</b>	<b>2.3%</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 35,206</b>	<b>70.4%</b>

**TOWN OF KURE BEACH  
CASH AND INVESTMENTS  
AS OF DECEMBER 31, 2016**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH &amp; INVESTMENTS</u>
General	\$2,806,457	\$342,371	\$3,148,828
Water/Sewer	\$1,592,266	\$585,781	\$2,178,047
Storm Water	\$727,355	\$240,693	\$968,048
SERF	\$177,886	\$91,403	\$269,289
Powell Bill	\$290,729	\$19,957	\$310,686
Beach Protection	\$111,640	\$175,599	\$287,239
Federal Asset Forfeiture	\$62,747	\$0	\$62,747
Capital Project Funds	\$42,175	\$0	\$42,175
TOTAL	<u>\$5,811,255</u>	<u>\$1,455,804</u>	<u>\$7,267,059</u>
<u>INSTITUTION</u>			
BB&T	\$5,811,255	\$0	
First Bank - Certificates of Deposit	\$0	\$963,663	
NCCMT Term Portfolio	\$0	\$482,795	
NCCMT Cash Portfolio	\$0	\$9,346	
TOTAL	<u>\$5,811,255</u>	<u>\$1,455,804</u>	

**TOWN OF KURE BEACH**  
**SUMMARY OF CONTINGENCY FUND AND COMMITTEE**  
**EXPENDITURE ACTIVITY**  
**07/01/2016 - 01/10/2017**

**CONTINGENCY FUND**

Fiscal Year 2017 Budget	\$52,880.00
Less:	
No activity	<u>\$0.00</u>
Remaining Budget as of 01/10/2017	<u><u>\$52,880.00</u></u>

**COMMITTEE (Shoreline Access, Beach Protection & Parking) EXPENDITURES**

Amended Fiscal Year 2017 Budget	\$12,280.00
Less Expenditures:	
Grant Writer Fees (E & I Avenue)	\$525.00
H Ave. Beach Access Solar Lighting	\$7,980.00
E Ave. Parking 60% of Design & Eng.	\$1,500.00
I Ave. Parking 60% of Design & Eng.	<u>\$1,500.00</u>
Total Expenditures	\$11,505.00
Projects Approved By Council But Not Yet Expended:	
No activity	<u>\$0.00</u>
Total Approved, Not Expended	<u>\$0.00</u>
Remaining Budget as of 01/10/2017	<u><u>\$775.00</u></u>

**TOWN OF KURE BEACH  
DEBT LISTING  
JANUARY 17, 2017**

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 01/17/17	PAYMENT FREQUENCY	PAYMENT AMOUNT	NEXT PAY DATE	INT. EXPENSE LIFE OF LOAN
Sewer Rehabilitation Project (a)	W/S	Fed Gov	05/01/2010	\$432,660	0.00%	20	05/01/2030	\$147,780.03	Annual	\$10,555.72	05/01/2017	\$0.00
Ocean Front Park (development)	G	BB&T	07/12/2011	\$347,000	4.39%	17	07/12/2028	\$244,941.20	Annual	\$31,164.68	07/12/2017	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$713,942.41	Annual	\$95,460.60	12/19/2017	\$690,135.16
334 S. 4th, 402 H & 406 H Ave.	G	BB&T	03/12/2015	\$409,471	2.49%	10	03/12/2025	\$368,524.03	Annual	\$51,142.95	03/12/2017	\$56,077.07
Water Tower & Well House & Town Hall Expansion (b)	G, W/S	BB&T	04/11/2007	\$1,187,187	3.92%	15	05/07/2022	\$517,106.22	Semi-annual	\$52,716.71	05/07/2017	\$394,314.33
2016 John Deere Backhoe (c)	W/S, SW	BB&T	11/09/2016	\$105,273	1.87%	5	11/09/2021	\$105,273.00	Annual	\$22,250.35	11/09/2017	\$5,978.75
2017 Freightliner Garbage Truck	G	1st Bank	08/23/2016	\$179,756	1.70%	5	08/23/2021	\$179,756.00	Annual	\$37,805.31	08/23/2017	\$9,270.57
(2) 2016 Police Dodge Chargers	G	1st Bank	11/09/2016	\$63,500	1.60%	4	11/09/2020	\$63,500.00	Annual	\$16,515.04	11/09/2017	\$2,560.16
O'Brien 7065 Hydroletter (g)	W/S, SW	1st Bank	08/13/2015	\$81,485	1.70%	5	08/13/2020	\$65,732.71	Annual	\$17,149.28	08/13/2017	\$4,202.44
2016 Chevrolet Silverado	G	1st Bank	07/26/2016	\$36,867	1.60%	4	07/26/2020	\$36,867.00	Annual	\$9,593.55	07/26/2017	\$1,486.39
Cutter Court Drainage Project	SW	B of A	07/23/2005	\$875,000	4.40%	15	06/23/2020	\$253,529.08	Monthly	\$6,677.76	02/23/2017	\$326,995.49
FY 2016 Equipment & Vehicles (d)	G, W/S	BB&T	09/14/2015	\$186,000	2.01%	4	09/14/2019	\$140,878.73	Annual	\$48,859.87	09/14/2017	\$9,439.48
(2) 2015 Police Cars	G	BB&T	03/27/2015	\$48,359	2.19%	4	03/27/2019	\$36,659.23	Annual	\$12,758.83	03/27/2017	\$2,676.33
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	2.19%	4	10/24/2018	\$16,456.90	Annual	\$8,499.73	10/24/2017	\$1,782.92
Downtown Improvement Project	G	BB&T	01/17/2014	\$117,000	1.93%	4.5	06/17/2018	\$48,308.45	Annual	\$24,719.00	01/17/2018	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	01/15/2014	\$32,000	2.18%	4	01/15/2018	\$8,260.62	Annual	\$8,440.70	01/15/2018	\$1,762.80
2013 Ford Police Utility	G	BB&T	06/28/2013	\$29,836	2.17%	4	06/28/2017	\$7,700.88	Annual	\$7,867.99	06/28/2017	\$1,635.96

**FUND CODES**

G - General Fund  
W/S - Water/Sewer Fund  
SW - Storm Water Fund

**TOTAL OUTSTANDING DEBT AT 01/17/2017:**

General Fund \$ 1,900,410.88  
Water/Sewer Fund \$ 715,773.67  
Storm Water Fund \$ 339,031.94  
Total \$ 2,955,216.49

**NOTES**

- (a) - Total amount borrowed was \$432,660. As part of ARRA, the unpaid balance was immediately reduced by one-half of the loan amount.
- (b) - 78% of loan is Water/Sewer Fund and 22% is General Fund.
- (c) - 50% of loan is Water/Sewer Fund and 50% is Storm Water Fund.
- (d) - 55.5% of loan is General Fund and 44.5% is Water/Sewer Fund.

**LOAN PAYMENTS DUE (Next 12 Months):**

01/18/2017 - 03/31/2017 \$ 77,257.30  
04/01/2017 - 06/30/2017 \$ 91,173.70  
07/01/2017 - 09/30/2017 \$ 164,605.97  
10/01/2017 - 01/17/2018 \$ 255,313.17  
Total \$ 588,350.14

**TOWN OF KURE BEACH  
BYPASS FORCE MAIN CAPITAL PROJECT BUDGET STATUS  
AS OF 01/10/2017**

	APPROVED BUDGET	REVISED BUDGET (1)	FY 2016 ACTUAL	FY 2017 ACTUAL	TOTAL ACTUAL
<b><u>EXPENDITURES</u></b>					
<b><u>ENGINEERING SERVICES, PA</u></b>					
Land Surveying Fees	\$2,600	\$2,600	\$2,600.00	\$0.00	\$2,600.00
Engineering Design	\$15,800	\$15,800	\$7,900.00	\$7,900.00	\$15,800.00
Informal Bid Assistance	\$2,800	\$2,800	\$0.00	\$2,800.00	\$2,800.00
Construction Administration	\$6,725	\$6,725	\$0.00	\$6,725.00	\$6,725.00
Construction Observation	\$10,400	\$10,400	\$0.00	\$10,400.00	\$10,400.00
Total Engineering Services, PA	\$38,325	\$38,325	\$10,500.00	\$27,825.00	\$38,325.00
<b><u>T&amp;H CONSTRUCTION OF NC</u></b>					
Construction	\$132,494.22	\$189,494.22	\$0.00	\$114,608.11	\$114,608.11
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$170,819.22</b>	<b>\$227,819.22</b>	<b>\$10,500.00</b>	<b>\$142,433.11</b>	<b>\$152,933.11</b>
<b><u>PROJECT REVENUE SOURCES</u></b>					
FY 2016 Water/Sewer Fund Operating Revenue	\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	\$10,500.00
Transfer From Sewer Expansion Reserve Fund to Water/Sewer Fund	\$160,319.22	\$180,000.00	\$0.00	\$180,000.00	\$180,000.00
FY 2017 Water/Sewer Fund Operating Revenue	\$0.00	\$37,319.22	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL PROJECT REVENUE SOURCES</b>	<b>\$170,819.22</b>	<b>\$227,819.22</b>	<b>\$10,500.00</b>	<b>\$180,000.00</b>	<b>\$190,500.00</b>

(1) - Revised budget includes Change Order No. 1 that adds an emergency bypass pump connection totaling \$24,000, Change Order No. 2 adding a vacuum valve & manhole for \$31,000 and Change Order No. 3 adding sewer service conflict work for \$2,000.

TOWN OF KURE BEACH  
H AVENUE LIFT STATION  
CAPITAL PROJECT FUND  
AS OF 01/10/2017

	<u>APPROVED BUDGET</u>	<u>ACTUAL AS OF 01/10/17</u>
<b><u>EXPENDITURES</u></b>		
<b><u>ENGINEERING SERVICES, PA</u></b>		
Land Surveying Fees	\$4,000	\$4,000.00
Engineering Planning	\$5,000	\$0.00
Engineering Design	\$47,000	\$23,500.00
Bidding Assistance	\$6,500	\$0.00
Construction Administration	\$25,000	\$0.00
Construction Inspection	\$28,500	\$0.00
Total Engineering Services, PA	<u>\$116,000</u>	<u>\$27,500.00</u>
<b><u>CONTRACTOR (to be determined)</u></b>		
Construction	<u>\$500,000</u>	<u>\$0.00</u>
<b><u>GRAND TOTAL EXPENDITURES</u></b>	<u><u>\$616,000</u></u>	<u><u>\$27,500.00</u></u>
<b><u>PROJECT REVENUE SOURCES</u></b>		
Transfer From Water/Sewer Fund to H Avenue Lift Station Capital Project Fund	\$50,000	\$50,000.00
Transfer From Sewer Expansion Reserve Fund (SERF) to H Avenue Lift Station Capital Project Fund	\$150,000	\$0.00
Installment Financing	<u>\$416,000</u>	<u>\$0.00</u>
<b><u>GRAND TOTAL PROJECT REVENUE SOURCES</u></b>	<u><u>\$616,000</u></u>	<u><u>\$50,000.00</u></u>

**TOWN OF KURE BEACH**  
**TOWN HALL EXPANSION AND NEW FIRE STATION**  
**CAPITAL PROJECT BUDGET STATUS**  
**AS OF 01/10/2017**

	APPROVED BUDGET	ACTUAL AS OF 01/10/17
<b><u>EXPENDITURES</u></b>		
Architectural Services	\$28,500	\$27,075.00
Topographical Survey & Other Planning Costs	\$21,500	\$3,250.00
Total Expenditures	\$50,000	\$30,325.00
 <b><u>PROJECT FINANCING SOURCES</u></b>		
Transfer From General Fund	\$50,000	\$50,000.00



# TOWN COUNCIL MINUTES

**REGULAR MEETING**

**December 20, 2016**

The Kure Beach Town Council held their regular meeting on Tuesday, December 20, 2016 at 6:30 p.m. The Town Attorney was present and there was a quorum of Council members.

## COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen  
Mayor Pro Tem (MPT) Craig Bloszinsky  
Commissioner David Heglar  
Commissioner Joseph Whitley  
Commissioner Jim Dugan

## STAFF PRESENT

Building Inspector – John Batson  
Police Officer – Jamie King  
Police Officer – Ryan Kennedy  
Town Clerk – Nancy Avery  
Deputy Clerk – Nancy Hewitt

## CALL TO ORDER

Mayor Swearingen called the meeting to order at 6:30 p.m., and Pastor Cathy Chester from Carolina Coast Vineyard Church delivered the opening invocation and led everyone in the Pledge of Allegiance.

## AWARDS

Mayor Swearingen stated that, during the 2016 Pleasure Island Chamber of Commerce Awards, the Town of Kure Beach and the town's Police Department received an award for the chamber's grateful appreciation for continued dedication and support in all events sponsored by the chamber in 2016. She asked the clerk to place the town's award be placed in the Town Hall lobby for the public to see. Police Officers Jamie King and Ryan Kennedy accepted their department's award and asked that their thanks be conveyed to the chamber.

## APPROVAL OF CONSENT AGENDA ITEMS

1. Adopt Capital Project Ordinance for H Avenue Lift Station
2. Accept resignations from the SLABPP Committee: Susan Walters, Priscilla Smith, James Smith, Kerry Garrigan, Ann Hughes, Sara Smith and Pamela O'Quinn
3. Fire Department Report – November 2016
4. YTD Finance Report Meeting
5. Minutes:
  - November 15, 2016 regular meeting
  - November 17, 2016 special meeting

MOTION – Commissioner Heglar moved to approve the Consent Agenda Items, as presented.





# TOWN COUNCIL MINUTES

## REGULAR MEETING

December 20, 2016

SECOND – Commissioner Dugan  
VOTE – Unanimous

### ADOPTION OF THE AGENDA

MOTION – Commissioner Heglar moved to adopt the meeting agenda, as presented.

SECOND – Commissioner Dugan  
VOTE – Unanimous

### DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

#### 1. Marketing Committee

Chairperson Elliott gave a presentation on the marketing campaign for the time period between July 1 and October 31, 2016. She reviewed the advertising methods and results. She said \$44,600 was spent on this campaign, compared to \$32,000 for the 2015 fall campaign. She said that online media continues to be the primary driver of inquiries in both quantity and efficiency.

Mayor Swearingen and MPT Bloszinsky said they were impressed with the results of the marketing campaign.

Ms. Elliott reviewed Marketing's proposal for the rollover budget stating that 60 percent of the budget is to be spent on in-state advertising and 40 percent is to be spent on out-of-state advertising. She reviewed the rollover budget line items which came to a total of \$60,000, in addition to a \$4,588 media contingency, for a grand total rollover budget of \$64,588. She asked Council to approve the use of the rollover funds, as presented.

Commissioner Heglar said that the item wasn't put on the December Council meeting agenda, so they need to have more time to review the proposed rollover budget.

CONSENSUS – Council asked that Marketing's rollover budget be placed on the January Council agenda for further review before approval, and they asked Ms. Elliott to remind them what they asked the Marketing Committee to reserve from last year's rollover budget.

#### 2. Planning & Zoning Commission

Chairperson Ellen stated that Inspector Batson informed the commission of the Development Line concept. He said the commission didn't have a formal position on the subject. He said the commission is still working on a draft ordinance for livestock and exotic animals but isn't ready to present anything to Council yet.

Council asked Mr. Ellen to let them know if there are any county ordinances established regarding the two topics.



# TOWN COUNCIL MINUTES

## REGULAR MEETING

December 20, 2016

Mayor Swearingen asked if livestock or exotic animals would even become an issue in Kure Beach, to which Mr. Ellen and Commissioner Whitley said the commission is planning ahead to have an ordinance in place, just in case.

MPT Bloszinsky said he likes the idea of an individual being required to get a permit for their animal so that Council can be made aware of anything unusual being brought into town.

Mayor Swearingen said that her biggest concern is having ordinances on the books where there may not be enough staff to enforce them.

Commissioner Dugan gave Council a heads-up that Inspector Batson will bring information and material regarding the Development Line proposal to the January Council meeting for a decision.

### 3. Other Committees

Mayor Swearingen asked that the clerk notify the chairpersons of all town committees to attend the January Council meeting to report on their committees. She also asked that the clerk notify the liaisons of the non-town committees to attend the February Council meeting to report on their committees. She added that she would like to hear from the 70<sup>th</sup> Anniversary Committee and Sewer Authority representatives at the February Council meeting.

## DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

### 1. Administration and Recreation

#### a. Consideration of date for 2017 Council Retreat

Town Clerk Avery gave Council a choice of dates to hold their annual retreat.

**MOTION** – Commissioner Heglar moved to schedule a Council Retreat at the KB Community Center on Tuesday, January 24, 2017, to begin at 8:00 a.m.

**SECOND** – Commissioner Whitley

**VOTE** – Unanimous

Town Clerk Avery said she will email Council last year's retreat agenda so they can decide what they want on this year's agenda.

## DISCUSSION AND CONSIDERATION OF OLD BUSINESS

### 1. Focus Group Survey through Survey Monkey

Commissioner Heglar said he met with Susan Sinclair to discuss how to avoid the public from “packing” or “racing” their surveys. He said that “packing” is when a person takes the survey a number of times instead of just once, and “racing” is when a person races through the survey without giving every question serious thought. He said that the survey will have about 35 questions and will be distributed using 1) the town's Notify Me email distribution and 2) the town website's “Polls and Surveys” feature. He said the answers from both survey systems will



# TOWN COUNCIL MINUTES

**REGULAR MEETING**

**December 20, 2016**

be compared to each other to detect if anyone has packed the survey or raced through it. He said there probably needs to be a third person to be an arbiter to work alongside of him and Ms. Sinclair. He said that they'd like to send the survey out in January, once Ms. Sinclair returns from overseas. He asked how long Council wanted the survey to be available to the public.

Commissioner Whitley volunteered to be the third arbiter of the survey results and suggested limiting the survey's availability to 30 days.

Commissioner Heglar agreed that a 30-day timeframe would be good and said he can always extend it, if needed.

Mayor Swearingen asked if the results would be available for review at the February Council meeting, to which Commissioner Heglar said it is possible if they are able to make the survey available to the public the first week of January.

Commissioner Dugan said that, once the survey is available, the town's committee members should be notified to take the survey, possibly taking it during the committee meeting.

Mayor Swearingen asked the clerks to let Council know how many people actually read the emails that are sent out via Notify Me, to which Deputy Clerk Hewitt said she will get the information from the MailChimp reporting system to forward to Council. Mayor Swearingen also asked if there was enough room on the monthly utility bill to put a sentence on it to notify people about the survey, to which Town Clerk Avery said there are only about 25-30 characters allowed on the bill, which may not be enough room to be effective.

## COMMISSIONER ITEMS

Commissioner Dugan thanked Director Beeker and his Public Works crew for their hard work decorating the Ocean Front Park for the annual Christmas show. He also thanked the show organizers and performers for doing a great job. He said he was glad that they were able to use the pavilion this year, rather than the portable stage.

Mayor Swearingen told Council about the new staff person who has taken Josie Fitzgerald's place in the Building Department: Kathleen Zielinski.

## CLOSED SESSION

MOTION – At 7:44 p.m., Commissioner Heglar moved to enter into Closed Session for the purpose of discussing personnel, per N.C.G.S. 143-318.11.(a)(6).

SECOND – Commissioner Dugan

VOTE – Unanimous

MOTION – Commissioner Heglar moved to return to Open Session at 8:13 p.m.



# TOWN COUNCIL MINUTES

## REGULAR MEETING

December 20, 2016

SECOND – Commissioner Whitley

VOTE – Unanimous

Commissioner Heglar said that Council directed Town Clerk Avery to share the Employee Survey results with the department heads, directing them to review the information, and then Council will meet with them sometime in early 2017 to discuss it.

## ADJOURNMENT

MOTION – Commissioner Heglar moved to adjourn.

SECOND – Commissioner Whitley

VOTE – Unanimous

The meeting adjourned at 8:15 p.m.

---

Emilie Swearingen, Mayor

---

ATTEST: Nancy Hewitt, CMC, NCCMC  
Deputy Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting.

**Section 4.04 Ocean Front Park Public Restroom Hours**

Adopted 5/20/13

The hours of operation for the public restroom at the Ocean Front Park are as follows:

March 15th to Thursday before Memorial Day

Hours open: 8:00 am until 5 pm

Public Works will open and Police will lock up at 5 pm

Memorial Day weekend (beginning Friday) – Labor Day Weekend

Hours open: 8:00 am until 9:00 pm

Public Works will open and either Police will lock up or lifeguards before they leave

September (after Labor Day) to November 30<sup>th</sup>

Hours open: 8:00 am until 5 pm

Public Works will open and Police will lock up at 5 pm

December to March 14<sup>th</sup>

Closed

ROLLOVER ADVERTISING/MEDIA/ Media		
Influencer Marketing Program (iExplore)		\$15,000
Programmatic Native Display (Sojern)		\$15,000
Facebook Canvas Display		\$9,000
HomeAway		\$9,000
Extended Planned Media (Social Media, Weather Triggered, Online Video Pre-roll)		\$12,000
<b>ADVERTISING/MEDIA/TOTAL</b>		<b>\$60,000</b>
Media Contingency		\$4,588
<b>Rollover Budget Total</b>		<b>\$64,588</b>



# TOWN COUNCIL MINUTES

2016

## REGULAR MEETING

February 16, 2016

the town has outpaced every other municipality in New Hanover County over the last few years on tourism and ROT growth.

### b. Rollover ROT Funds

Marketing Advisory Committee (MAC) Chairperson, Robin Nalepa, reviewed Marketing's plan and asked for council to approve their recommendations for use of the total rollover of \$47,542 from ROT funds.

Commissioner Heglar asked where the ten percent reserve was located that council had them set aside from last year's budget, to which Ms. Nalepa responded that the ten percent is listed on the spreadsheet as "contingency" in the amount of \$3,042. She reminded council that the only thing for which the money can be used is marketing, so the town is just sitting on those funds and not achieving anything with them.

Discussion ensued about the best time of year to advertise using the majority of the funds that would be most beneficial to Kure Beach businesses.

MOTION – MPT Bloszinsky moved to direct the Marketing Advisory Committee to query the local business owners on the best time of the year to use the marketing advertising funds, and bring their findings back to council.

SECOND – Commissioner Heglar

MOTION – MPT Bloszinsky and Commissioner Heglar removed their motion and second.

MOTION – Commissioner Heglar moved to approve the rollover budget, as presented, and directed the Marketing Committee to build a future budget for 35 percent to go in the reserve and, in the future, council will give the committee clear budget guidance moving forward.

SECOND – Commissioner Whitley

VOTE – Unanimous

### c. Appoint Debbie Elliott as a regular member of the Marketing Committee

MOTION – Commissioner Heglar moved to appoint Debbie Elliott as a regular member on the Marketing Advisory Committee.

SECOND – Commissioner Dugan

VOTE – Unanimous

### d. Approve the addition of an Alternate Member position for the Marketing Committee

MOTION – Commissioner Heglar moved to add one alternate member position to the Marketing Advisory Committee and to direct the clerk to advertise the vacancy.

# Kure Beach Marketing Rollover Recommendations

## Marketing Rollover Recommendations

### Current Media

Online Display	\$5k
Online Video	\$5k

### New Ideas

Facebook Leads	\$10k
budgettravel.com native	\$10k
increased PR Support	\$4.5k
Website Development	\$10k

<b>Total</b>	<b>\$44,500</b>
Unspent/Contingency	\$3,042

KB Rollover Budget **\$47,542**





# TOWN COUNCIL MINUTES

2015

## COUNCIL RETREAT

**January 26 & January 27, 2015**

**@ 8:00 a.m., or soon thereafter**

The Town Clerk asked if Council sees value in more recreation coming to the Town without the committee volunteers doing the work.

Mayor Pro Tem Bloszinsky said the Town has invested in the Ocean Front Park, the baseball field, a disc golf course and other recreational venues, but we have to operate activities within the available resources.

Commissioner Heglar said the Town invested in an employee to handle recreation, and the employee should recommend, through the Town Clerk, how to handle things with her available resources.

Commissioner Swearingen said she'd like the recreation employee to find funding from resources like grants to pay for activities such as after school and summer programs, to which the Town Clerk made the point that staff is needed to submit the grant applications and handle additional programs.

Mayor Pro Tem Bloszinsky said he'd like to hear from Event Coordinator Keely on what is the best utilization of her skills.

Commissioner Swearingen said maybe there needs to be a new Council liaison to the Parks and Recreation Advisory Board to beef it up and get the volunteers to participate, and maybe someone else can be found to write the grants.

A 10-minute break was taken at 11:25 a.m.

### **15. Convention and Visitors Bureau (CVB) and Marketing Committee presentation and ROT Rollover Funds**

Mayor Pro Tem Bloszinsky told the Marketing Committee that Council appreciated their service to the Town and proceeded to ask Shawn Braden and Kim Hufham from the Wilmington and Beaches CVB to present their information to Council.

Ms. Hufham reviewed how Room Occupancy Tax (ROT) is distributed, including the amounts distributed to Kure Beach which led to further discussion among the participants about the use of ROT funds.

Commissioner Heglar asked TDA Board and Marketing Committee member, Anne Brodsky, to take back to the TDA Board that Kure Beach Town Council is hanging on to the funds in order to someday be able to use that money for Beach Nourishment. He said that the CVB's ads are almost all about the beaches, and if we don't keep sand on the beaches, there's not going to be a beach to visit.



# TOWN COUNCIL MINUTES

## COUNCIL RETREAT

**January 26 & January 27, 2015  
@ 8:00 a.m., or soon thereafter**

Ms. Brodsky reminded Council that they gave specific questions to the Marketing Committee to be answered at this retreat. She asked Council to patiently listen to the presentation and their questions would be answered.

Ms. Hufham said she understands Council's position on needing beach nourishment, but the legislation has mandated how the ROT funds are to be spent and the CVB's job is to protect the marketing money. She proceeded to show the results of funds used for marketing during different times of the year, how the rollover funds are calculated and fund balances for Kure Beach.

Ms. Braden showed how they measure and track campaigns, and how the marketing campaign was performed in FY13-14.

Commissioner Heglar asked why they were concerned about drawing visitors from Raleigh since they are usually day trippers, and Kure Beach residents and some business owners dislike day trippers.

Ms. Brodsky explained that they're trying to get Kure Beach to grow healthily and, speaking as a business owner, Raleigh is very important to her. She said the CVB and the Marketing Committee do a lot of research and know what marketing works and what doesn't work.

Christine Avery from the Marketing Committee said they've had Raleigh people who stay the entire week, and business is definitely growing in the shoulder season.

Ms. Braden reviewed the volume of website visits due to paid ads, and stated that this demonstrates that there is a limited volume of website visits in the fall if you don't have paid advertising in the shoulder season. She noted there was a large volume of ROT collected during the 150<sup>th</sup> Anniversary of the Battle of Fort Fisher.

Commissioner Heglar said that the amount received during the event didn't cover the amount the Town spent on Fire and Police coverage; it was a net loss for the Town.

Ms. Avery said that it will still have positive repercussions as visitors will most likely come back to Kure Beach in the summer, now that they've seen the area on their visit for the anniversary celebration. She said that, in the long run it is a benefit; not necessarily to be seen now, but to most likely be seen later in increased visitation.

Discussion ensued about the financial benefits and drawbacks of special events that involve Kure Beach resources.



# TOWN COUNCIL MINUTES

## COUNCIL RETREAT

**January 26 & January 27, 2015  
@ 8:00 a.m., or soon thereafter**

Ms. Braden said that she believes she has answered Council's questions and proceeded to say there are looming deadlines that need to be met to spend the rollover money.

Commissioner Bloszinsky said he wants to know if the benefits are growing at the same rate the investments are growing. He said the Town would like to focus some of the extra rollover money toward particular Town events, to which the Marketing Committee pointed out that those funds should come from the Activity fund balance that was shown to Council earlier in the presentation.

Ms. Hufham said they've been mandated by the legislation to spend the rollover money for marketing and we have to live by those rules. She said it's not you against us; we want to work out the best for all of us, but when we're operating out of compliance and breaking the law, if we don't follow the mandate.

Ms. Avery said she's been with the Marketing Committee for a very long time and the Town has been steadily growing in ROT, which means there's more money for everyone. She said that this money could best be used now instead of held for something in the future that may or may not come.

**MOTION – Commissioner Heglar made the motion to approve spending the \$41,100 rollover ROT funds, as presented by the Marketing Committee, with the understanding that Marketing will include beach renourishment in the campaign, however possible.**

**SECOND – Commissioner Pagley**

**VOTE – Unanimous**

## ADJOURNMENT

**MOTION – Commissioner Heglar made the motion to adjourn.**

**SECOND – Commissioner Pagley**

**VOTE – Unanimous**

The meeting adjourned at 1:11 pm.

---

Craig Bloszinsky, Mayor Pro Tem

---

ATTEST: Nancy Hewitt, Deputy Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. Persons wishing to hear the recording of this meeting may request to do so by contacting the Town Clerk.

recommendation

Rollovers: Kure Beach

\$40.3k

\$41.1k

Total cost of ideas presented

Approved rollover budget

**recommendation****FY 2014-15 rollover budget summary**

Channel	Cost	Timing	Commitment Date
Madden Media content-campaign (new)	\$6.0	April (3/30-4/26)	1/28
HomeAway online display campaign (new)	\$10.0	March (3/2-3/29)	2/2
The Weather Channel online display campaign (new)	\$10.0	March (3/2-3/29)	2/2
Our State Carolina Travel e-newsletter sponsorship (new)	\$0.7	March	1/28
YouTube campaign (new)	\$5.0	April (3/30-4/26)	2/23
Southern Living (complement current NC Coast Host co-op campaign in March with the addition of a standalone 1/2 page, April)	\$8.6	April	1/28
<b>Grand Total</b>	<b>\$40.3</b>		

**Kure Beach**  
**Planning and Zoning**  
**2016 Accomplishments & 2017 Goals**

**Planning and Zoning Values**

- **Excellence and Quality in the Delivery of Services**  
We believe that service to the public is our reason for being and strive to deliver quality services in a highly professional and cost-effective manner.
- **Fiscal Responsibility**  
We believe that fiscal responsibility and the prudent stewardship of public funds and town assets is essential if residents are to have confidence in government.
- **Ethics, Integrity and Professionalism**  
We believe that ethics, integrity, and professionalism are the foundation blocks of public trust and confidence and that all meaningful relationships are built on these values.
- **Respect for the Individual**  
We believe in the uniqueness of every individual, and welcome, appreciate, and respect diversity and the differing of opinions.
- **Open, Honest, and Respectful Communication**  
We believe that open, honest, and respectful communication is essential for an informed and involved citizenry and to foster a positive environment for those interacting with our town.
- **Cooperation and Teamwork**  
We believe that the public is best served when all work cooperatively.
- **Visionary Leadership and Planning**  
We believe that the very essence of leadership is to be responsive to current goals and needs, and visionary in planning for the future.

**2016 Accomplishments**

- Resolved issue regarding the use of shipping containers as single family dwellings: new town ordinance
- Resolved issue of keeping (under proper guidelines) chickens as pets: new town ordinance
- Reviewed and amended site plans and granted final approval to the new condo development of Sea View
- Drafted a town Beach Safety and Conservation Standards which was approved by Town Council and codified into a new town ordinance
- Discussed and vigorously debated several issues of interest to the town: parking, vacation rentals, public nuisance, new town development line

**2017 Goals**

- Strong support to town government that is proactive in responding to the community needs and issues by delivering quality public service to all town residents, businesses, property owners, and organizations in a prudent and efficient manner in order to enhance quality of life and economic development.

- Maintain and improve town infrastructure (water distribution, storm water and sewer, roads, parks, lighting, and town facilities).
- Use frugal spending and resourceful financial management to maintain the town's fiscal health.
- Encourage maintenance, redevelopment, and reinvestment of existing properties to improve or enhance the town's tax base.
- Provide planning services with a professional staff that are equipped with the necessary tools and equipment and given necessary direction.
- Facilitate and improve communications to promote effective cooperation between staff, citizens, and Council.

## FY 2017/2018 BUDGET CALENDAR

DATE	DESCRIPTION OF ACTIVITY
Friday Feb. 17, 2017	Outside Agency Funding Request Application made available to outside agencies via Town website
Friday Mar. 3, 2017	Provide budget guidance and worksheets to Department Heads and solicit budget requests from Town Committees
Friday Mar. 10, 2017	Deadline for Outside Agency Funding Request Applications (12 PM)
Friday Mar. 24, 2017	Departmental budgets and Town Committee requests due to Budget Officer
Friday Apr. 7, 2017	9:00 AM – Budget Workshop – Review initial department budgets, committee requests and funding requests from outside agencies (at Community Center)
Friday Apr. 21, 2017	9:00 AM – Budget Workshop – Review draft budget (at Community Center)
Tuesday May 16, 2017	Regular Council meeting – Draft budget and budget message provided to Council and copy of budget filed for public inspection
Tuesday June 6, 2017	6:30 PM – Public Hearing
Tuesday June 20, 2017	Adoption of FY 2017/2018 Budget (at regular Council meeting)



**Nancy Hewitt**

---

**From:** Emilie Swearingen  
**Sent:** Tuesday, December 20, 2016 2:11 PM  
**To:** Craig Bloszinsky; David Heglar; Joseph Whitley; Jim Dugan  
**Cc:** Mike Bowden; Dennis Panicali; Nancy Avery; aa.canoutas@yahoo.com; Nancy Hewitt; Sonny Beeker  
**Subject:** Parking requests during 2016  
**Attachments:** Proposed Parking Spaces 2016.docx

All, please forgive my delay. Attached is a list of all parking spaces presented to the Kure Beach Town Council in 2016. They are divided into those presented in both January and October, those presented only in January, and those presented only in October. After several drive-bys, checks with addresses where the town provides water service, a discussion with our Postmaster, and discussions with our Police Chief, I have provided comments on each site. Please provide any information you may have to the contrary.

Thank you, Emilie

\* See attached memo from Nancy Avery from November Council Mtg.

**TOWN OF KURE BEACHES  
PROPOSED PARKING SPACES BY THE  
SHORELINE ACCESS, BEACH PROTECTION AND PARKING COMMITTEE  
JANUARY – OCTOBER 2016**

Presented to Council in both January and October 2016:

- 213 N. Fort Fisher Boulevard – safety hazard\*
- 214 N. Fort Fisher Boulevard – safety hazard\*
- 510 S. Fort Fisher Boulevard – resident is E.T. Farris, older gentleman, parking space would block his mailbox. According to the Kure Beach Postmaster, “this would negate mail delivery at this address. Mr. Farris would have to make other arrangements for his mail delivery.”

Presented to Council in January 2016 only:

- 207 S. Fort Fisher Boulevard – there is no “207” south or north.
- 306 S. Fort Fisher Boulevard – safety hazard (resident will not be able to see traffic when backing out of their garage).\*
- 621 S. Fort Fisher Boulevard – safety hazard (resident in 617 cannot see traffic when backing out of their garage).\*

Presented to Council in October 2016 only:

- Adjacent to and between 617 and 621 S. Fort Fisher Boulevard – there is a space in front of each property, but NO space exists between these two properties.
- 636 S. Fort Fisher Boulevard – safety hazard (resident in 630 cannot see traffic when backing out of their garage).\*

\*According to the Kure Beach Police Chief, having a parking space in front of these properties creates a safety hazard for the resident of the property and adjacent property residents attempting to leave their driveways.



# MEMO

TO: Town Council  
FROM: Nancy Avery, Town Clerk  
RE: Agenda item under Old Business – parking spaces on FFB  
DATE: 11/9/16

## *Background*

In January 2016, Council approved re-marking parking spaces as follows:

1. Three spaces and extend one on FFB between L and I Avenues  
(Addresses are 213 N FFB, 214 N FFB, 306 S FFB, 202 N FFB)
2. One 20-foot space on South FFB at G Avenue  
(Address is 510 S FFB)
3. One new space on south FFB at F Avenue  
(Address is 621 S FFB)

These spaces were not re-marked after the paving of FFB.

For some reason, since January, DOT has only added the parking spaces at 306 S FFB and 202 N FFB. Parking spaces were never added at 213 N FFB, 214 N FFB, 510 S FFB and 621 S FFB.

At the October Council meeting, the SLABPP committee requested Council approve re-marking parking spaces at the following locations:

1. 213 N FFB
2. 214 N FFB
3. Between 617 & 621 S FFB
4. 510 S FFB
5. 636 S FFB

Items 1, 2 and 3 were approved by Council in January but never done. Items 4 and 5 are new requests.

After reviewing the areas, Police Chief Bowden is not in favor of re-marking parking spaces at any of the above locations (213 N FFB, 214 N FFB, between 617 & 621 S FFB, 510 S FFB or 636 S FFB) due to safety and visibility issues. He particularly is concerned about re-marking spaces at 213 or 214 N FFB. The others are safety issues, but not as much as these two are.

In the 200 block of N FFB, there are already 2 parking spaces. This is also the block where the post office is located.

In the 500 block of S FFB, there are 8 existing parking spaces.

In the 600 block of S FFB, there are 6 existing parking spaces.

*Action requested by staff*

Vote to instruct DOT to not re-mark parking spaces at:

1. 213 N FFB
2. 214 N FFB
3. Between 617 & 621 S FFB
4. 510 S FFB
5. 636 S FFB

A vote to not re-mark parking spaces will override an earlier decision of Council to re-mark them.

*Funding required*

None

*Comments for consideration*

None

**Nancy Hewitt**

---

**From:** Heglar, David W <HeglarDW@Corning.com>  
**Sent:** Thursday, January 12, 2017 9:21 AM  
**To:** Heglar, David W; Nancy Hewitt; aa.canoutas@yahoo.com; Craig Bloszinsky; David Heglar; Emilie Swearingen; Jim Dugan; Joseph Whitley; Nancy Avery  
**Cc:** Susan Sinclair (lachmisr@gmail.com)  
**Subject:** RE: Survey for discussion - Please take ACTION

Just checked – the current settings will not let you take it more than once from the same computer.

David

---

**From:** Heglar, David W [mailto:HeglarDW@Corning.com]  
**Sent:** Thursday, January 12, 2017 9:15 AM  
**To:** Nancy Hewitt; aa.canoutas@yahoo.com; Craig Bloszinsky; David Heglar; Emilie Swearingen; Jim Dugan; Joseph Whitley; Nancy Avery  
**Cc:** Susan Sinclair (lachmisr@gmail.com)  
**Subject:** Survey for discussion - Please take ACTION  
**Importance:** High

All -

Below is the link to the survey that Susan Sinclair has built. Please take some time in the next 3 days (before Monday) to go through it. I will bring it up at the Tuesday night meeting for discussion – and if everyone takes the survey by Monday morning – will be able to show you the data that will come from it. You can take it more than once if you want to review how it goes through Owners vs. Visitors for some of the questions.

[https://www.surveymonkey.com/r/Kure\\_Beach\\_Community\\_Survey\\_2017](https://www.surveymonkey.com/r/Kure_Beach_Community_Survey_2017)

At the meeting – will demo the data and then ask for approval to send out via the two paths that we discussed:

1. Put the link on our website
2. Send out separately to our email distribution list.

Susan – I think it looks great and am asking council for review and input.

David

# Kure Beach Community Survey

**The Town of Kure Beach is gathering opinions on a variety of Town issues, and we value your input. There are 6 parts to this survey. It should take approximately 10 minutes to complete. Your responses will be anonymous.**



Next

Powered by



See how easy it is to [create a survey](#).

## Nancy Hewitt

---

**From:** Emilie Swearingen  
**Sent:** Wednesday, January 11, 2017 4:19 PM  
**To:** Craig Bloszinsky; David Heglar; Jim Dugan; Joseph Whitley  
**Cc:** Nancy Avery  
**Subject:** Follow-up: Short-Term Rentals

All, especially read last paragraph. I'm asking Nancy Hewitt to put it on the agenda for Tues night.  
Emilie

Sent from my iPad

Begin forwarded message:

**From:** "Wurtzbacher, Lisa" <[lwurtzbacher@nhcgov.com](mailto:lwurtzbacher@nhcgov.com)>  
**Date:** January 11, 2017 at 2:49:42 PM EST  
**To:** "Maready, Jennifer" <[jmaready@nhcgov.com](mailto:jmaready@nhcgov.com)>, "Bill Blair ([wjblair3@gmail.com](mailto:wjblair3@gmail.com))" <[wjblair3@gmail.com](mailto:wjblair3@gmail.com)>, Craig Bloszinsky <[craigbloszinsky@townofkurebeach.org](mailto:craigbloszinsky@townofkurebeach.org)>, "[dan.wilcox@carolinabeach.org](mailto:dan.wilcox@carolinabeach.org)" <[dan.wilcox@carolinabeach.org](mailto:dan.wilcox@carolinabeach.org)>, Emilie Swearingen <[emilieswearingen@townofkurebeach.org](mailto:emilieswearingen@townofkurebeach.org)>  
**Cc:** "Pinder, Avril" <[APinder@nhcgov.com](mailto:APinder@nhcgov.com)>  
**Subject:** Short-Term Rentals

Hello Everyone-

I am circling back with you in regards to our discussions with iCompass and the services they provide for monitoring short term rentals. The information that they returned to us shows a total cost of \$155,290 annually for the full range of services they provide. This is broken down into four services:

- Address identification: \$60,503
  - o Up-to-date list of jurisdiction's active STR listings
  - o High resolution screenshots of all active listings (captured weekly)
  - o Full address and contact information for all identifiable STRs in jurisdiction
  - o All available listing and contact information for non-identifiable STRs in jurisdiction
- Compliance monitoring: \$30,251
  - o Ongoing monitoring of STRs for zoning and permit compliance
  - o Pro-active and systematic outreach to unpermitted and/or illegal short-term rental operators (using jurisdiction's form letters)
  - o Monthly staff report on jurisdiction's zoning and permit compliance:
  - o Up-to-date list of STRs operating illegally or without the proper permits
  - o Full case history for non-compliant listings
- Rental activity monitoring and tax collection support: \$40,335
  - o Automatic monitoring of review activity across 15+ STR websites
  - o Weekly screenshots of reviews and calendars for each active listing
  - o Quarterly pro-active, systematic and data-informed outreach to short-term rental operators regarding their tax remittance obligations (using jurisdiction's form letters)
  - o Quarterly staff report on jurisdiction's STR tax compliance
  - o Up-to-date list of short-term rental landlords suspected of under-reporting taxes

- Documentation of information that serves as the foundation for the suspicion of tax under-reporting
- 24/7 Short Term Rental hotline: \$24,201
  - Incidents can be reported by phone or email
  - Full documentation of all reported incidents
  - Digital recordings and written transcripts of all calls
  - Ability for neighbors to include photos, video footage and sound recordings to document complaints
  - Real-time outreach to owners of problem properties (whenever owner's contact info is known)
  - Weekly staff reports containing:
    - The # and types of reported incidents
    - List of properties for which incidents have been reported
  - Custom reports and analysis of hotline related activities

Certainly, if we decided to move forward with this company at all, we would not have to purchase all of the services, but this gives you an idea of what they are offering. Please let me know if given this reduction you are interested in pursuing this option further. If everyone is interested, we can reconvene to discuss. I would like to hear from everyone by the 19<sup>th</sup> so that we can contact the company to let them know whether or not we are interested. If that's not possible, please let me know. Also, I know I have missed some people on this email, but I didn't have everyone's email address. If you could please forward to anyone else who was representing your municipality at the meeting, I would greatly appreciate it. Thanks!

**Lisa Wurtzbacher | Chief Financial Officer**  
Finance  
New Hanover County  
230 Government Center Drive, Suite 165  
Wilmington, NC 28403  
(910) 798-7161 p | (910) 798-7806 f  
[www.nhcgov.com](http://www.nhcgov.com)