



CAROLINA BEACH
Regular Town Council Meeting Agenda
Tuesday, February 11, 2020 @ 6:30 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

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1. CALL MEETING TO ORDER WITH INVOCATION AND PLEDGE OF ALLEGIANCE	
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AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Kim Ward

Department: Clerk

Consider Setting a Public Hearing for March 10, 2020 to Hear Funding Requests from Non-Profits - General Fund

BACKGROUND:

Consider setting a public hearing for non-profit organizations to present a request for funding out of the General Fund.

ACTION REQUESTED:

Set public hearing date for March 10, 2020.



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020
Prepared By: Miles Murphy
Department: Planning

Consider Setting a Public Hearing for March 10, 2020 to Hear A CUP: 1230 LPBN - Business PUD - Bryant Real Estate

BACKGROUND: Consider Setting a Public Hearing for March 10, 2020 to Hear A CUP: 1230 LPBN - Business PUD - Bryant Real Estate

ACTION REQUESTED: Set public hearing date for March 10, 2020.



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Miles Murphy

Department: Planning

Consider Setting a Public Hearing for March 10, 2020 to Hear A CUP: 1012 LPBS - Business PUD - Ralph Roof

BACKGROUND:

Consider Setting a Public Hearing for March 10, 2020 to Hear A CUP: 1012 LPBS - Business PUD - Ralph Roof

ACTION REQUESTED:

Set a date for a public hearing



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Kim Ward

Department: Clerk

Approve NCDOT Ordinance to Reduce Speed Limit on South Lake Park Blvd.

BACKGROUND:

On January 14, 2020 Town Council approved Resolution 20-2214 reducing the speed limit on South Lake Park Boulevard. The Resolution was approved by NCDOT. They are requesting Council approve the State Ordinance Numbers 1077224, 1031878, and 1068407 (attached).

ATTACHMENTS:

[2020-1-29 US 421 \(Lake Park Blvd\) Municipal Certificate Letter](#)
[2020-1-29 US 421 \(Lake Park Blvd\) Enact Ordinance #1077224](#)
[2020-1-29 US 421 \(Lake Park Blvd\) Repeal Ordinance #1031878](#)
[2020-1-29 US 421 \(Lake Park Blvd\) Repeal Ordinance #1068407](#)



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

January 29, 2020

Kim Ward
Town Clerk
Town of Carolina Beach
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

Dear Ms. Ward,

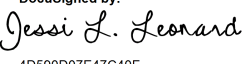
This letter is in regard to speed limit ordinances on US 421 (Lake Park Boulevard) within the Town of Carolina Beach limits. We received a resolution from the Town to extend the 25mph speed zone. Based on the field review and since the Town has documented their intentions to enforce the 25mph speed limit in the supplied resolution, we are in approval of this request.

This will require the repeal of the existing 25mph ordinance #1068407 and enactment of the longer 25mph speed limit ordinance #1077224. The ordinance wording for the new 25mph speed zone on US 421 is: (Lake Park Boulevard) from Sumter Avenue (non-system) to Saint Joseph Street (non-system). During our review of these ordinances for this area, it was also identified that an old ordinance was still in our system and needs to be repealed as well. This is ordinance #1031878 and is written for SR 1537 (Fourth Avenue), which became part of US 421 many years ago so this is no longer valid.

Please put this matter on a Town Council meeting agenda for adoption of concurring ordinances or resolutions by the Council. We have included the original Certification of Municipal Declaration forms, on watermarked bond paper. When adopted, please complete the form, certify and seal it and return it by mail to my attention at the below address. There can be no changes or corrections made on the certificate.

You may contact me or Bob Hammond, Traffic Engineering Technician, at 910.341.2200 if you have any questions or need additional information.

Sincerely,

DocuSigned by:

4D590D07E47C40F...
Jessi Leonard, PE
Division Traffic Engineer

JLL/

Attachments

cc: Jeremy Hardison – Carolina Beach Planning Director
File

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
5504 BARBADOS BOULEVARD
CASTLE HAYNE, NC 28429

Telephone: (910) 341-2200
Fax: (910) 602-7079
Customer Service: 1-877-368-4968
Website: www.ncdot.gov

Location:
TRAFFIC SERVICES
5504 BARBADOS BOULEVARD
CASTLE HAYNE, NC 28429

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1077224

Division: 3 **County:** NEW HANOVER **Municipality:** CAROLINA BEACH

Type: Municipal Speed Zones

Road: US 421 **Car:** 25 MPH **Truck:** 25 MPH

Description: (Lake Park Boulevard) between Alabama Avenue (non-system) and Saint Joseph Street (non-system).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1031878

Division: 3 **County:** NEW HANOVER **Municipality:** CAROLINA BEACH

Type: Municipal Speed Zones

Road: SR 1537 **Car:** 25 MPH **Truck:** 25 MPH

Description: Fourth Avenue (SR 1537) from Atlanta Avenue (SR 1538) to Harper Avenue (SR 1535).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1068407

Division: 3 **County:** NEW HANOVER **Municipality:** CAROLINA BEACH

Type: Municipal Speed Zones

Road: US 421 **Car:** 25 MPH **Truck:** 25 MPH

Description: (Lake Park Boulevard) from Sumter Avenue (non-system) to Saint Joseph Street (non-system) in Carolina Beach.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Debbie Hall

Department: Finance

Approve Contract for Auditing Service for the Fiscal Period Ending June 30, 2020

BACKGROUND: G.S 159-34(a) requires approval of the annual financial audit contract by the primary government governing body. Copies of the LGC Contract and Engagement Letter for Bernard Robinson & Company L.L.P. are attached for your review.

Fees for Audit Services for period ending June 30, 2020:

Audit Services -----	\$25,350
Writing Financial Statements -----	\$ 3,000
Each Single Audit (Federal or State) -----	\$ 2,000

ACTION REQUESTED: The Finance Director recommends approval of the contract for auditing services.

ATTACHMENTS: [Audit Engagement Letter FY20](#)
[Audit Contract FY20](#)



Bernard Robinson & Company, L.L.P.

Office: 1501 Highwoods Blvd., Suite 300 ~ Greensboro, NC 27410 ~ Phone (336) 294-4494 ~ Fax (336) 294-4495

Memo

To: The Town Council
Mr. Joe Benson and Ms. Debbie Hall
Town of Carolina Beach, North Carolina

From: Victor Blackburn

Subject: Audit Engagement Letter and LGC Contract

Date: January 23, 2020

To the Town Council,

Attached, please find two copies of the engagement letter for the audit of the financial statements for the following:

- Town of Carolina Beach, North Carolina - Audit and REAC engagement letters – Year Ending June 30, 2020
- LGC Contract.– Year Ending June 30, 2020

Please review, sign, and return one copy of the engagement letter and LGC Contract in the enclosed return prepaid envelope. The second copies are for your records.

Thank you.



Bernard Robinson & Company, L.L.P.

January 23, 2020

To the Town Council
 Town of Carolina Beach, North Carolina
 1121 N. Lake Park Blvd
 Carolina Beach, North Carolina 28428

We are pleased to confirm our understanding of the services we are to provide the Town of Carolina Beach, North Carolina for the year ending June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, 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 Carolina Beach, North Carolina as of and for the year ending June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Carolina 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 Carolina 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 accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Local Government Employees' Retirement System
- 3) Other Post-Employment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Carolina 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 we will provide an opinion on it in relation to the financial statements as a whole:

1501 Highwoods Blvd., Ste. 300 (27410)
 P.O. Box 19608 | Greensboro, NC 27419
 P: 336-294-4494 • F: 336-294-4495

brccpa.com

Town of Carolina Beach, North Carolina
 January 23, 2020
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- 1) General Fund - Schedule of Revenue, Expenditures and Changes in Fund Balance - Budget and Actual
- 2) Combining Balance Sheet
- 3) Combining Statement of Revenues, Expenditures and Changes in Fund Balance (if applicable)
- 4) Grant Fund – Budget and Actual
- 5) Motsu Project Fund – Budget and Actual
- 6) Annie Drive Paving and Drainage – Budget and Actual
- 7) Operations Center – Budget and Actual
- 8) Boardwalk Improvement – Budget and Actual
- 9) Island Greenway Improvement – Budget and Actual
- 10) Utility Fund – Budget and Actual
- 11) Water Project – Budget and Actual
- 12) Stormwater Improvement – Budget and Actual
- 13) Water and Sewer Capital Project Fund – Budget and Actual
- 14) Schedule of Ad Valorem Taxes Receivable – Budget and Actual
- 15) Analysis of Current Year Levy – Budget and Actual

Audit Objectives

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 accounting principles generally accepted in the United States of America 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 the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Carolina Beach, North Carolina 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 Carolina Beach, North Carolina's financial statements. Our report will be addressed to the Town Council of the Town of Carolina 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 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 issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Government's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Government's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose.

Town of Carolina Beach, North Carolina
January 23, 2020
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If during our audit we become aware that the Town of Carolina Beach, North Carolina is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

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 the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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 and *Government Auditing Standards*. 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, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to 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 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 you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Town of Carolina Beach, North Carolina
January 23, 2020
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Audit Procedures—Internal Control

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. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. 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 and *Government Auditing 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 Carolina Beach, North Carolina's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes, and supplementary information of the Town of Carolina Beach, North Carolina in conformity with accounting principles generally accepted in the United States of America based on information provided by you. In addition, we will perform cash basis to accrual basis accounting adjustments. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes, and supplementary information, and performing of cash basis to accrual basis accounting adjustments 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, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported.

Town of Carolina Beach, North Carolina
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Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

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 for confirming to us in the written 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, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

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 written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (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.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter.

Town of Carolina Beach, North Carolina
January 23, 2020
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This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the Organization's website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

If applicable, the use of any portal set up by Bernard Robinson & Company, L.L.P. is designed for the secure exchange of information, rather than the storage of information. Management is responsible for providing its own data backup for business continuity and disaster recovery, and our copies of any information maintained by Bernard Robinson & Company, L.L.P. are not to be used for these purposes. Any information uploaded to the portal will be deleted after 270 days.

You agree to assume all management responsibilities relating to the financial statements and related notes, and supplementary information, performing of cash basis to accrual basis accounting adjustments, and any other nonaudit 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, performing of cash basis to accrual basis accounting adjustments, and that you have reviewed and approved the financial statements and related notes 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. Our audit of the financial statements does not relieve management or those charged with governance of your responsibilities.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our report to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

Town of Carolina Beach, North Carolina
January 23, 2020
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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 in a timely manner to North Carolina Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. 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's release date or for any additional period requested by the regulatory agencies, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Victor Blackburn is the engagement partner and is responsible for supervising the engagement and signing the report, or authorizing another individual to sign it. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

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 fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, word processing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of personnel assigned. Our fees are based on anticipated cooperation from the Organization's personnel, timely completion of all requested items, and the assumption that unexpected circumstances will not be encountered during the engagement. If circumstances occur and additional time is necessary to complete the audit, we will discuss this with management promptly to arrive at a new estimate before we incur the additional costs. The time related to any additional services we are required to perform in order to complete the audit will be billed separately. Our fees for the audit services for the year ending June 30, 2020 will be \$28,350. Our invoices for these fees will be rendered throughout the engagement as work progresses and are payable on presentation. All costs relating to collection of these fees will also be the responsibility of the Town of Carolina Beach, North Carolina including, but not limited to, attorney fees and collection agency fees. Invoiced fees outstanding past 60 days will be subject to a 1½% monthly finance charge.

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.

Town of Carolina Beach, North Carolina
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You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services, will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to the Town of Carolina 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 a copy and return it to us.

Sincerely,

Bernard Robinson & Company, L.L.P.

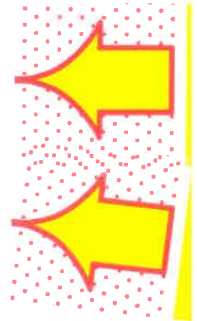
BERNARD ROBINSON & COMPANY, L.L.P.

RESPONSE:

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

Management signature/Title: _____

Governance signature/Title: _____





Report on the Firms' System of Quality Control

November 15, 2017

To the Partners of Bernard Robinson & Company, L.L.P. and the Peer Review Committee of the NCACPA,

We have reviewed the system of quality control for the accounting and auditing practice of Bernard Robinson & Company, L.L.P. (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary (<http://aicpa.org/summary>). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included audits under *Government Auditing Standards*, compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bernard Robinson & Company, L.L.P. in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency, or fail. Bernard Robinson & Company, L.L.P. has received a peer review rating of pass.

Potter & Company, P.A.

106 Welton Way ■ Mooresville, NC 28117 ■ 704.662.3146 ■ 704.662.8435 fax ■ www.gotopotter.com

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The	Governing Board Town Council
of	Primary Government Unit (or charter holder) The Town of Carolina Beach
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Bernard Robinson & Company, LLP
	Auditor Address 1501 Highwoods Blvd. Suite 300 Greensboro, NC 27410

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20
-----	--------------------------------	-----------------------------------

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). 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 shall 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 GAAS. 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 requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

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 State Board).

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3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall 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 unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. 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*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) 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 U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
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 LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') 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 shall 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/her findings, together with his recommendations for improvement. That written report shall 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 (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) 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 shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

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the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs 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. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. 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(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) 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 upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final 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 LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). 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 for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.
15. 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

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Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. 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 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. 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 shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. 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.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. 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.

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26. 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.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. 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).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

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FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
<input type="text" value="Debbie Hall"/>	<input type="text" value="Finance Director"/>	<input type="text" value="debbie.hall@carolinabeach.org"/>

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. 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 below. 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 billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	The Town of Carolina Beach
Audit Fee	\$ 25350
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 2000
Writing Financial Statements	\$ 3000
All Other Non-Attest Services	\$ 0
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 21,262.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$


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SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Bernard Robinson & Company, LLP	
Authorized Firm Representative (typed or printed)* Victor Blackburn	Signature* 
Date* 1/27/20	Email Address* vblackburn@brccpa.com

GOVERNMENTAL UNIT

Governmental Unit* The Town of Carolina Beach	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* Joe Benson	Signature*
Date	Email Address joe.benson@carolinabeach.org

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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.

Primary Governmental Unit Finance Officer* (typed or printed) Debbie Hall	Signature*
Date of Pre-Audit Certificate*	Email Address* debbie.hall@carolinabeach.org

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**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Kim Ward

Department: Clerk

Approve Meeting Minutes

BACKGROUND:

Attached are the draft meeting minutes from the following meetings:

January 9, 2020 special meeting (closed session)

January 9, 2020 joint meeting with Planning and Zoning

January 14, 2020 special meeting (closed session)

The January 14, 2020 regular meeting minutes are still being transcribed and will be sent out once they are complete.

ATTACHMENTS:

[January 9 2020 - Council Minutes](#)

[January 9, 2020 Special Meeting Closed Session](#)

[January 14, 2020 Special Meeting](#)

CAROLINA BEACH

Planning and Zoning Commission and Town Council Joint Meeting Minutes
 Thursday, January 9, 2020 @ 6:30 PM
 Council Chambers
 1121 N. Lake Park Boulevard
 Carolina Beach, NC 28428

ASSEMBLY

A Joint Meeting of the Town of Carolina Beach Planning and Zoning Commission and the Town Council was held on Thursday, January 9, 2020, at 6:30 PM at Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Lynn Barbee, Council Member Steve Shuttleworth, Council Member JoDan Garza, P&Z Chairman Keith Bloemendaal, P&Z Commissioner Mike Hoffer, P&Z Commissioner Wayne Rouse, P&Z Commissioner Melanie Boswell, P&Z Commissioner Deb LeCompte, and P&Z Commissioner John Ittu

ALSO PRESENT: Interim Town Manager Ed Parvin, Town Clerk Kim Ward, and Town Attorney Noel Fox

1. MAYOR PIERCE CALLED THE MEETING TO ORDER

2. APPROVAL OF MINUTES

a. Planning and Zoning – 12 Dec 2019 – Minutes

ACTION: Motion to approve minutes.

Motion: Commissioner Rouse

Vote: UNANIMOUS

3. PUBLIC DISCUSSION

a. CAMA Land Use Plan Update

Town Director of Planning and Development Jeremy Hardison introduced the meeting's purpose and attendees and recognized the Town's Ad-Hoc Land Use Plan Steering Committee. He also gave background information on the Land Use Plan, which is regarded as a community blueprint for growth, not an ordinance, and looks at the future and vision of the area. It is a requirement of the 1974 Coastal Area Management Act (CAMA) and is meant to provide forethought in addressing coastal resources regarding new development and redevelopment.

Jay McLeod, a land use planner with Stewart who specializes in assisting small and mid-size governments, gave a more detailed presentation of the Land Use Plan, including details about the plan update process, public engagement, plan development, and next steps. He said the endeavor kicked off in October 2018 with a stakeholders meeting followed by the first Steering Committee meeting in November 2018. Since then, the Steering Committee has met at least every month and also held open houses and other outreach to get public feedback and input, including a survey that generated 494 responses in three weeks. He said a Land Use Plan is required in the 20 coastal counties of North Carolina for the review and issuance of CAMA permits. It is a guide and a series of recommendations but doesn't tie hands and isn't zoning, although it is considered when zoning decisions are made. The proposed draft of a future land

January 9, 2020

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use map covers residential, commercial/mixed use, and employment/special areas. The overview of policy recommendations takes the following into consideration: CAMA plan format, public access, land use compatibility, infrastructure-carrying capacity, natural hazard areas, water quality, and specific local concerns. He said the next step is for the Planning and Zoning Commission to recommend approval of the proposed Land Use Plan to Town Council for approval.

Chairman Bloemendaal opened the floor for public comment.

Thomas O. Tucker of 707 Harper Avenue, a Carolina Beach resident for over seven decades who has owned Tucker Bros. Realty Co. since 1973, said a report generated via an inquiry by Cape Fear Realtors brought up some issues that the Town needs to take into account when considering the Land Use Plan. His main concern is the implication that the Land Use Plan is superior to the zoning ordinance, which could result in zoning ordinances having to be changed to match the Land Use Plan within a certain time. He said in the past the Land Use Plan has been a mirror image of zoning and should stay that way. Mr. Tucker said he doesn't think property owners understand the ramifications of this. He said retirees and other homeowners may have to bear the burden of more taxes to keep revenue unchanged if the Land Use Plan results in a smaller business district. Mr. Tucker said there are potential pitfalls in the process.

Maura Kropke of 104 Tennessee Ave. said this is the third or fourth meeting in which she has expressed the same concern about the possibility of her and her neighbors living next to a commercial development under the proposed Land Use Plan. She said she didn't see any benefit to residents or property owners and asked for removal of this new designation.

Greg Vernon of 1123 S. Lake Park Blvd. and owner of Sea Ranch Motel who has lived in the area since he was 3 said some of the changes in the Land Use Plan are going to create problems and change the character of certain areas. He said the Town has a commercial district for a reason and the area where the motel is shouldn't be one.

Greg Reynolds of 709 Canal Drive said he had concerns about the Land Use Plan changing Canal Drive to low intensity when it is currently high intensity. He said he is worried that everything will have to be rezoned and existing structures will become nonconforming based on the proposed Land Use Plan. Mr. Reynolds said the Land Use Plan would only allow one residence on properties where there are currently nine, for example. He said it is too drastic of a jump and worries about future devaluing of properties.

Julie Damron of 1601 Carolina Beach Ave. N. said she took inventory of the dwellings on Canal Drive and Carolina Beach Avenue North and counted an astronomical number of high-density buildings in those areas. She said even if we don't want more we need to embrace what we have because we make much more property tax revenue on high density than single family and the Town would possibly be giving up a lot of money and funding for infrastructure. She also said high-density dwellings provide affordable housing and that she would like to keep things the way they are. She said the survey reiterated that residents don't want major changes.

Cynthia Remahl of 1506 Canal Drive said she was concerned about the proposed Land Use Plan's ramifications for the north end. She said some of the proposed changes take away from people's personal property rights and could create nonconforming uses that may prevent

lenders from offering financing on properties. She said the changes could devalue property, increase taxes, and result in people going into foreclosure if they can't sell. She said approval of the Land Use Plan as it is would hurt many citizens due to downzoning, and the Town needs to look at things parcel by parcel and section by section.

There were no further public comments.

Commissioner Rouse said he was concerned about the idea that eventually zoning will need to be brought into compliance with the approved Land Use Plan. He said although zoning isn't being changed initially, it seems like it's the first step toward that. Mr. Rouse added that one of the requirements in considering a request for a conditional-use permit request is that it must be in conformity with the Land Use Plan.

Chairman Bloemendaal said language in the Land Use Plan about rezoning seems to contradict itself and he has brought this up multiple times but never received clarification.

Mr. McLeod said the Land Use Plan doesn't require any rezoning or create nonconformities. He said those are created by Town code, which is known for being lenient, and the Land Use Plan doesn't change that. Mr. McLeod said the Land Use Plan does not require the Town to bring zoning into conformity with the Land Use Plan but is a vision of an ideal future that may not ever come to fruition.

Council Member Shuttleworth said he shares some of the community's concerns and thinks the Land Use Plan labels for Canal Drive and Carolina Beach Avenue North are not descriptive of the current state of that area. He said he likes the idea of the corridor but isn't sure about requiring parking in the back. He thinks that should be a free market decision. He would like to hear more from the Steering Committee about how some of those decisions were made. He thinks the Land Use Plan could be setting up conflict.

Chairman Bloemendaal said he agreed and thinks many elements of the Land Use Plan could create problems for the Planning and Zoning Commission and Town Council.

Commissioner Rouse said he is on the Steering Committee and that a vote was never taken on the current draft of the Land Use Plan. He said the Town needs to be careful when it comes to decisions that affect people's property.

Council Member Garza said all issues of concern should be addressed before any further action is taken. He asked that this take place in the next seven days due to the need for rapid answers.

Chairman Bloemendaal said he is not a fan of sweeping changes, especially in the Central Business District, and he would like to see smaller changes in the Land Use Plan. He said he also wants clarification in the Land Use Plan verbiage about rezoning and requests that the Town Attorney give input on this matter.

ACTION: Motion to bring the Land Use Plan as it's written to the Planning & Zoning Commission for its February meeting and ask Town staff to reach out to Steering Committee members so they can be in the audience.

January 9, 2020

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Motion: Commissioner Rouse
Vote: UNANIMOUS

4. ADJOURNMENT

The meeting adjourned at 8:00 PM.

CAROLINA BEACH

Town Council Workshop Minutes
Thursday, January 9, 2020 @ 2:00 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Thursday, January 9, 2020 at 2:00 PM at Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Steve Shuttleworth, Council Member JoDan Garza, and Council Member Lynn Barbee

ABSENT:

ALSO PRESENT: Town Clerk Kim Ward and Town Attorney Noel Fox

1. MAYOR PIERCE CALLED THE MEETING TO ORDER AT 2:00 PM

2. CLOSED SESSION TO DISCUSS A PERSONNEL MATTER IN ACCORDANCE TO NCGS 143-318.11(a)(6)

- a. Mayor Pierce made a motion to go into closed session to discuss a personnel matter in accordance to NCGS 143-318.11(a)(6). Motion carried unanimously.

3. MEETING RECESSED

- a. Mayor Pierce called the meeting back to order at 6:45 p.m. stating that no action was taken during closed session.

Mayor Pierce made a motion to recess the meeting until Tuesday, January 14, 2020 at 5:30 p.m. Motion carried unanimously.

Adopted at a regular meeting on February 11, 2020.

Recorded by Kimberlee Ward, Town Clerk

CAROLINA BEACH

Town Council Workshop Minutes
Tuesday, January 14, 2020 @ 5:30 PM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, January 14, 2020 at 5:30 PM at Council Chambers.

PRESENT: Mayor LeAnn Pierce, Mayor Pro Tem Jay Healy, Council Member Steve Shuttleworth, Council Member JoDan Garza, and Council Member Lynn Barbee

ABSENT:

ALSO PRESENT: Interim Town Manager Ed Parvin, Town Clerk Kim Ward, and Town Attorney Noel Fox

1. MAYOR PIERCE CALLED THE MEETING TO ORDER AT 5:30 PM

a. Council Member Shuttleworth arrived at 6:00 pm.

2. CLOSED SESSION TO DISCUSS A PERSONNEL MATTER IN ACCORDANCE TO NCGS 143-318.11(A)(6)

Mayor Pierce made a motion to go into closed session to discuss a personnel matter in accordance to NCGS 143.318-11(a)(6). Motion carried unanimously.

3. RETURN TO OPEN SESSION

Mayor Pierce called the meeting back into open session.

Mayor Pierce made a motion to enter into a contract with Bruce Oakley to serve as Town Manager for a salary of \$120,000 and a start date of February 18, 2020. Motion carried unanimously.

4. ADJOURNMENT

a. Mayor Pierce made a motion to adjourn at 6:15 p.m.

Approved on February 11, 2020.

Recorded by Kimberlee Ward, Town Clerk



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Kim Ward

Department: Clerk

2020 Census Update from Town Representative Joe Benson

BACKGROUND:

Joe Benson will give an update on the 2020 Census Project.



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Tim Murphy

Department: Parks and Recreation

Events Update

BACKGROUND:

John Rivenbark from Set Up Events will propose for approval of Carolina Beach Double Sprint Triathlon. The Events committee had concerns over the closing of roads and the traffic impact. The committee's recommendation is to deny the event on the requested date.

ATTACHMENTS:

[council events powerpoint 2.11.20](#)



Special Events

FEBRUARY/MARCH



STEVE HAYDU LO TIDE RUN

MARCH 14TH 2020



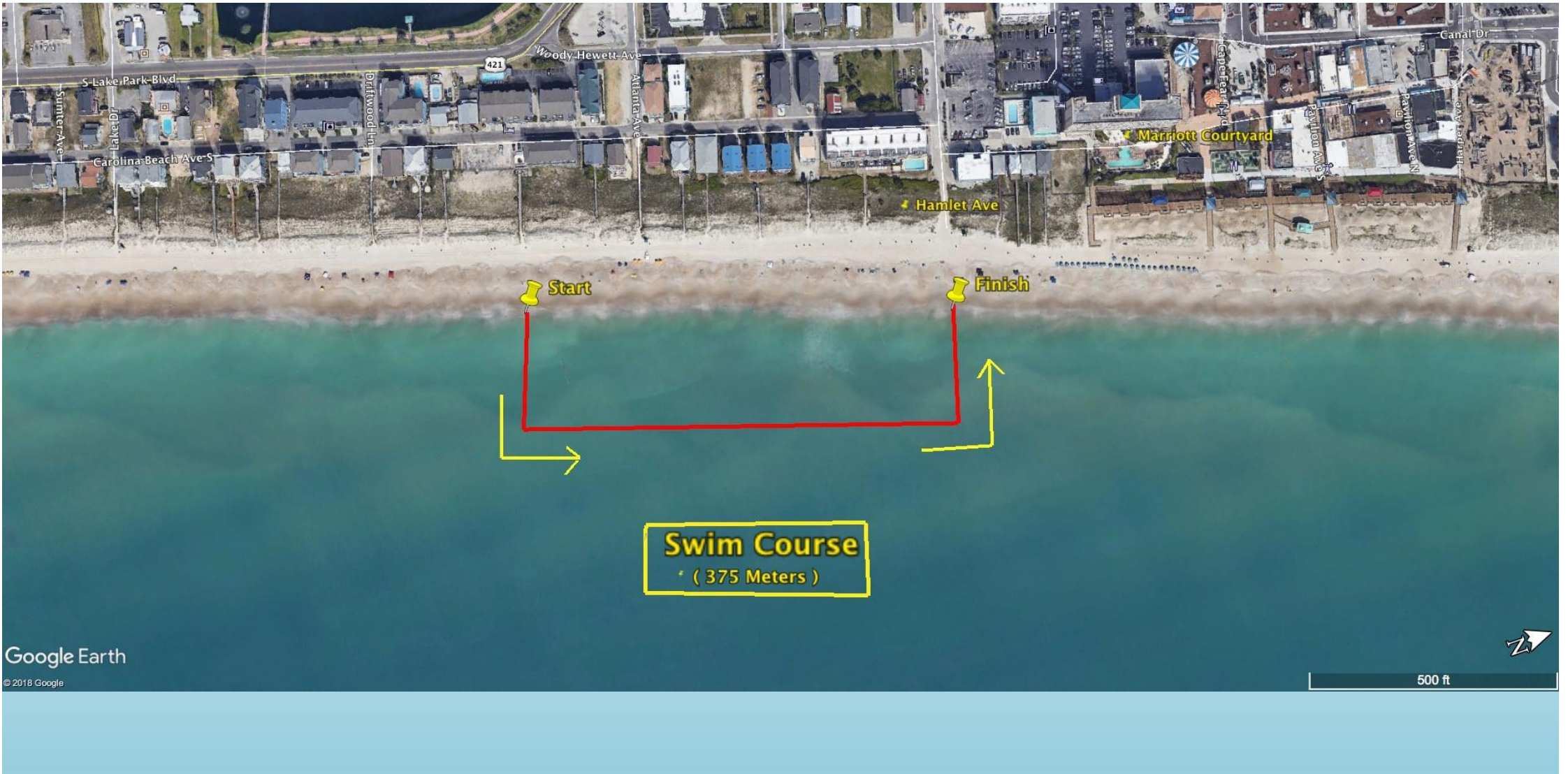
CAROLINA BEACH DOUBLE SPRINT TRIATHLON

JUNE 13, 2020





Google Earth
© 2018 Google



Google Earth

© 2018 Google

500 ft



QUESTIONS?

Tim Murphy

Recreation Programs Superintendent/Community Events Coordinator

tim.murphy@carolinabeach.org

910.707.2064



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Ed Parvin

Department: Executive

Manager's Update

BACKGROUND:

Ed Parvin will give an update on the current and upcoming projects.



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Ed Parvin

Department: Executive

Public Hearing to Consider Funding Requests from Non-Profit Organizations out of the Room Occupancy Tax Fund

BACKGROUND: Council will hear from the Pleasure Island Chamber of Commerce and the Pleasure Island Revitalization Association regarding their request for Room Occupancy Tax dollars.

ACTION REQUESTED: After each presentation, Mayor Pierce will open the public hearing to receive comments on the requests.

Council will need to take a vote on the Chamber's request due to the timeline of their scheduled events.

ATTACHMENTS: [PIRA 2020-21 ROT Presentation](#)
[2020-2021 ROT Request](#)
[Chamber Request](#)

Pleasure Island
Revitalization Association (PIRA)
d/b/a
Carolina Beach
Downtown Initiative (CBDI)

Room Occupancy Tax Request
For FY 2020/2021



PIRA

Pleasure Island Revitalization Association (PIRA), a 501(c)3 organization, that was formed with the objective to:

“enrich the lives of residents and visitors to Pleasure Island by soliciting public and private contributions to enhance the appearance of public spaces with fresh paint, planters, murals, sculpture, artwork, shade trees, flowering shrubs, comfortable benches, and trash and cigarette receptacles and to utilize members’ talents and resources to:

- further community outreach to provide a safe, healthy environment;
- promote education and cultural expression;
- increase entertainment opportunities;
- promote environmental improvements that will encourage a healthy lifestyle;
- participate actively in the design and implementation of a community master plan to encourage thoughtful development;
- provide a wholesome, secure, stimulating, relaxing home for residents and destination for visitors.”



PIRA

- Since its inception in 2007, PIRA has provided a vehicle for community minded individuals to make a positive impact in the Carolina Beach community.
- Through this time the following programs have operated under the umbrella of the PIRA organization:
 - Pleasure Island Youth Baseball
 - Pleasure Island Athletic Committee
 - Pleasure Island Fire Relief Fund (now the Pleasure Island Disaster Fund)
 - Carolina Beach Downtown Initiative (formerly Boardwalk Makeover Group)
 - Michael McGowan Annual Co-ed Softball Tournament
 - Habitat for Harry (now Pleasure Island Habitat)
 - Island Arts and Cultural Alliance
 - Carolina Beach Farmer’s Market
 - Christmas By the Sea
 - Crawl for Paws
 - Island Greenway
 - Through funds that have been raised through the Bingo program countless other local organizations have also been positively affected by this organization.



2019 Donations

Bingo

Katie B. Hines Senior Center	\$ 8,965
Carolina Beach Ocean Rescue Association	1,000
Carolina Beach Bicycle Rodeo	500
Michael McGowan Softball Tournament	500

Crawl for Paws

Paws Place	9,000
Pleasure Island Paws	3,000

Pleasure Island Disaster Relief Fund

Inland Harbor Fire	9,623
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\$ 32,588



FY 2020/21 ROT Request

Carolina Beach Downtown Initiative Room Occupancy Request Summary 2020/2021

Requested ROT Contribution	Project	Prior ROT requests for CBDI Projects***	
	Capital Purchases	<u>Funding Year</u>	<u>Amount</u>
\$500	Plastic Adirondack chairs	2008/09	\$46,500
	\$500	2009/10	\$40,700
		2010/11	\$45,750
	Summer Music Series	2011/12	\$46,495
\$10,500	Sound & lighting (16 events)	2012/13	\$42,500
\$14,000	Bands (16 events)	2013/14	\$39,500
\$500	Set/store chairs, new locks, etc.	2014/15	\$42,950
	\$25,000	2015/16	\$42,330
		2016/17	\$42,960
	Marketing/Insurance	2017/18	\$33,200
	Advertisement materials, marketing, radio/print	2018/19	\$33,500
	\$7,500 advertisement, Insurance	2019/20	\$33,500
		2020/21	\$33,000
\$33,000 Total ROT monies requested for Fiscal Year 2020/21***			

***Total monies requested do not reflect the actual monies reimbursed



Thank You For
Your Continued Support!!



Questions?

Carolina Beach Downtown Initiative Room Occupancy Request Summary 2020/2021

Requested ROT Contribution	Project	Prior ROT requests for CBDI Projects***	
\$500	Capital Purchases Plastic Adirondack chairs \$500	<u>Funding Year</u>	<u>Amount</u>
		2008/09	\$46,500
		2009/10	\$40,700
		2010/11	\$45,750
		2011/12	\$46,495
\$10,500	Summer Music Series Sound & lighting (16 events)	2012/13	\$42,500
\$14,000	Bands (16 events)	2013/14	\$39,500
\$500	Set/store chairs, new locks, etc.	2014/15	\$42,950
	\$25,000	2015/16	\$42,330
		2016/17	\$42,960
	Marketing/Insurance Advertisement materials, marketing, radio/print	2017/18	\$33,200
	\$7,500 advertisement, Insurance	2018/19	\$33,500
		2019/20	\$33,500
		2020/21 Requested)	\$33,000
\$33,000 Total ROT monies requested for Fiscal Year 2020/21 ***			
***Total monies requested do not reflect the actual monies reimbursed			

Bingo	
Katie B. Hines Senior Center	\$ 8,965
Carolina Beach Ocean Rescue Association	1,000
Carolina Beach Bicycle Rodeo	500
Michael McGowan Softball Tournament	500
Crawl for Paws	
Paws Place	9,000
Pleasure Island Paws	3,000
Pleasure Island Disaster Relief Fund	
Inland Harbor Fire	9,623
	<hr/>
	\$ 32,588



January 28, 2020

To: Mayor, Mayor Pro-Tem and Town Council of the Town of Carolina Beach
 From: Pleasure Island Chamber of Commerce
 Re: Request for Room Occupancy Tax (ROT) Funds

In order to make our Tourist Season the best and brightest of the Coastal communities, The **Pleasure Island Chamber of Commerce** respectfully submits a request to the **Town of Carolina Beach** to consider providing ROT/Event funds (2nd half of the 2nd 3%) in support of the following activities.

July 1, 2020 thru June 30, 2021

1. **Independence Day Fireworks**
 Celebrate the Independence Day Carolina Beach style on Wednesday, July 3rd where we present the biggest and the best outdoor pyrotechnics show of the season. To continue our tradition, we request **\$12,000.00**. *(No increase)*
2. **Summer Fireworks Extravaganza**
 Every Thursday night during June, July and August, in conjunction with the Boardwalk music event, visitors and local citizens alike head to our CBD beach area for our weekly fireworks extravaganza. Our Thursday nights have become a destination for additional visitors, offer the local population a family evening out and provide a compelling media message. Including the two Fridays of Memorial Day and Labor Day, we are targeting 14 summer dates. We also donate \$2,500.00 to the Carolina Beach Fire Department for their Fireworks Volunteer Support. We request **\$46,400.00** *(\$5,300.00 increase)*
3. **Outdoor Family Summer Movies**
 The Outdoor Family Summer Movies at the Carolina Beach Lake have become one of our most successful initiatives utilizing ROT funding. Starting at 5:30, visitors and local citizens bring their chairs to the lake to "mark their spot" for a good seat. We are scheduling 15 Sunday night movies beginning Memorial Day weekend and ending Labor Day weekend. We anticipate an exciting line-up of current blockbusters and crowd favorites and again promise a great experience for children of all ages. We request **\$23,500.00** *which includes licensing fees, advertising and movie vendor. (\$1,550 increase – one additional show)*
4. **Events Support** (Sponsorship, Advertising, Banners, Infrastructure)
 Every year the Town of Carolina Beach has been generous in sponsoring and supporting the great events that the Pleasure Island Chamber of Commerce brings to the Town. This requests will sponsor the 37th Annual Beach Music Festival and the 27th Annual Seafood Blues & Jazz Festival, along with the Inaugural Taste of Pleasure Island, Inaugural Bark in The Park, 2nd Annual Rock the Beach Festival and the 3rd Annual Casino Night. . Funds requested **\$22,500.00** *(\$5,000.00 increase - Added one additional event)*
5. **Wilmington Sharks "Pleasure Island Day** (Date to be Determined)
 In an effort to 'bridge' the divide between the Island and the mainland, we again request funding to sponsor a Pleasure Island Night at a Home Wilmington Shark game. This allows the Youth baseball participants to be recognized, the Mayor to throw-out the first pitch, the first responders to be recognized and the Island to be put on the map. We request **\$4,000.00** (Same as 2019)

Total Appropriation Request \$ 108,400.00 *(\$11,850.00 increase from 2019-2020)*

2020 -- 2021 Fiscal Year

For budget planning purposes, please take into consideration that the Chamber would like to continue all six exciting events plus adding an additional event for the fiscal year 2020-2021. Thousands of volunteer hours will be provided by the Chamber and/or Business Owners in support of all of our programs. With the Town's support, we truly consider this WIN-WIN, a model joint effort between the Town and the Businesses on the Island. We hope again that the Town agrees that these programs are a responsible investment of ROT/Marketing fund dollars.

Sincerely,
 Board of Directors and Staff of the Pleasure Island Chamber of Commerce

01/22/20								
Pleasure Island Chamber of Commerce								
Proposed January 2020 Budget (0%)								
INCOME	Actual 2020	Proposed 2020	%	Actual 2019	Actual 2018	Actual 2017	Actual 2016	Actual 2015
Advertising - Visitors Guide	\$ -	\$ 27,000	0.00%	\$ 27,721	\$ 24,708	\$ 16,513	\$ 41,340	\$ 21,353
Annual Dinner	\$ -	\$ 4,000	0.00%	\$ 3,945	\$ 2,884	\$ 6,560	\$ 6,560	\$ 3,920
Bark In The Park	\$ -	\$ 22,500	0.00%					
Beach Music Festival	\$ -	\$ 68,000	0.00%	\$ 67,766	\$ 67,970	\$ 72,509	\$ 68,081	\$ 59,286
Casino Night	\$ -	\$ -		\$ 6,974	\$ 9,756	\$ -	\$ -	\$ -
Chamber Connect Luncheon	\$ -	\$ 1,600	0.00%	\$ 220	\$ 595	\$ 712	\$ -	\$ -
Donations	\$ -	\$ 600	0.00%	\$ 600	\$ 600	\$ -	\$ -	\$ 500
Dues Income	\$ -	\$ 50,000	0.00%	\$ 43,070	\$ 60,723	\$ 46,125	\$ 61,885	\$ 45,600
Fireworks Donation (CB)	\$ -	\$ 56,000	0.00%	\$ 53,100	\$ 61,825	\$ 58,000	\$ 58,000	\$ 56,000
Holiday Shopping Spree	\$ -	\$ 1,200	0.00%					
Interest Income	\$ -	\$ -			\$ -	\$ 2	\$ 16	\$ 24
Movie Series Donation	\$ -	\$ 23,000	0.00%	\$ 21,950	\$ 21,100	\$ 21,600	\$ 21,600	\$ 23,040
Other	\$ -	\$ 1,800	0.00%	\$ 1,513	\$ 23,548	\$ 9,496	\$ 3,565	\$ 5,069
Postage Income	\$ -	\$ 1,500	0.00%		\$ -	\$ 248	\$ 1,739	\$ 2,847
Rock The Beach Concert	\$ -	\$ 25,000	0.00%	\$ 2,500	\$ 21,662	\$ -	\$ -	\$ -
SB&J Income-April	\$ -	\$ 97,500	0.00%	\$ 80,960	\$ 13,013	\$ 197,987	\$ 116,958	\$ 165,384
Summer Concerts (KB)	\$ -	\$ 9,800	0.00%	\$ 12,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,500
Taste of Pleasure Island	\$ -	\$ 30,000	0.00%	\$ 27,320	\$ 30,898	\$ -	\$ 27,945	\$ 26,821
Wilmington Sharks "PI Day"	\$ -	\$ 4,000	0.00%	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -
Wedding Planner	\$ -	\$ 1,000	0.00%		\$ -	\$ 1,385	\$ 1,190	\$ 1,290
Total Income		\$ 424,500		\$ 354,439	\$352,082	\$ 439,937	\$ 417,679	\$ 419,634
EXPENSE								
EXPENSE	Actual 2020	Proposed 2020	%	Actual 2019	Actual 2018	Actual 2017	Actual 2016	Actual 2015
Annual Dinner	\$ -	\$ 7,000	0.00%	\$ 6,624	\$ 3,463	\$ 4,099	\$ 9,647	\$ 3,482
Appreciation Lunch for KB/CB	\$ -	\$ 400	0.00%		\$ -	\$ 384	\$ -	\$ -
Bark In The Park	\$ -	\$ 10,000						
Beach Music Festival	\$ -	\$ 20,000	0.00%	\$ 22,688	\$ 19,731	\$ 28,791	\$ 22,579	\$ 23,636
Building Fund (from Net Income year end)	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
Business After Hours	\$ -	\$ -			\$ 38	\$ 13	\$ -	\$ -
Chamber Connect Luncheon	\$ -	\$ 2,000	0.00%	\$ 480	\$ 1,171	\$ 1,064	\$ -	\$ -
Casino Night	\$ -	\$ -		\$ 9,333	\$ 5,018	\$ -	\$ -	\$ -
Donations / Contributions	\$ -	\$ 4,000	0.00%	\$ 2,686	\$ 3,036	\$ 1,936	\$ 3,383	\$ 4,756
Dues & Licensing	\$ -	\$ -			\$ 40	\$ -	\$ 1,190	\$ 78
Event Insurance	\$ -	\$ 4,400	0.00%	\$ 4,377	\$ 4,270	\$ 4,581	\$ 4,539	\$ 4,539
Fireworks	\$ -	\$ 56,750	0.00%	\$ 51,892	\$ 60,216	\$ 54,361	\$ 52,484	\$ 54,504
Healthcare	\$ -	\$ 14,400	0.00%	\$ 8,632	\$ 10,146	\$ -	\$ -	\$ 11,154
Holiday Shopping Spree	\$ -	\$ 600	0.00%					
Insurance	\$ -	\$ 900	0.00%	\$ 854	\$ 1,754	\$ -	\$ -	\$ -
Island Day	\$ -	\$ 10,000	0.00%		\$ -	\$ 1,000	\$ -	\$ -
Marketing	\$ -	\$ 2,350	0.00%	\$ 3,815	\$ 1,434	\$ 4,763	\$ 6,470	\$ 7,159
Merchant Deposit Fees	\$ -	\$ -			\$ -	\$ 76	\$ 261	\$ 1,369
Movie Series	\$ -	\$ 22,600	0.00%	\$ 20,505	\$ 19,086	\$ 21,254	\$ 18,808	\$ 21,372
Non-Chamber Event Support	\$ -	\$ -			\$ -	\$ 500	\$ -	\$ -
Other	\$ -	\$ -		\$ 217	\$ 507	\$ 2,126	\$ 10,876	\$ 4,937
Office Operations	\$ -	\$ 12,000	0.00%	\$ 11,369	\$ 16,179	\$ 16,669	\$ 15,661	\$ 14,366
Payroll	\$ -	\$ 120,000	0.00%	\$ 77,977	\$ 105,085	\$ 129,692	\$ 164,693	\$ 127,298
Payroll Taxes	\$ -	\$ -			\$ -	\$ 67	\$ -	\$ -
Professional Fees	\$ -	\$ 2,000	0.00%	\$ 1,866	\$ 1,453	\$ -	\$ -	\$ -
Rent	\$ -	\$ 3,000	0.00%	\$ 3,000	\$ 3,250	\$ 2,985	\$ 3,000	\$ 2,750
Rock The Beach	\$ -	\$ 18,000	0.00%	\$ 5,455	\$ 22,375	\$ -	\$ -	\$ -
SB&J Expenses	\$ -	\$ 60,000	0.00%	\$ 55,038	\$ 14,221	\$ 227,517	\$ 51,236	\$ 168,886
Storage	\$ -	\$ 3,800	0.00%	\$ 3,690	\$ 3,070	\$ 2,760	\$ 3,000	\$ 2,750
Summer Concerts	\$ -	\$ 9,800	0.00%	\$ 11,750	\$ 9,930	\$ 7,876	\$ 7,980	\$ 7,908
Taste of Pleasure Island	\$ -	\$ 15,000	0.00%	\$ 14,674	\$ 21,394	\$ 205	\$ 16,953	\$ 21,020
Travel & Entertainment	\$ -	\$ 300	0.00%	\$ 288	\$ 129	\$ 126	\$ 287	\$ 1,277
Visitors Guide	\$ -	\$ 20,000	0.00%	\$ 20,167	\$ 19,522	\$ 20,851	\$ 19,856	\$ 21,666
Vision & Views Forum	\$ -	\$ -		\$ 54	\$ -	\$ 250	\$ -	\$ -
Wedding Planner	\$ -	\$ -			\$ -	\$ 16	\$ -	\$ -
Wilming Sharks "PI Day"	\$ -	\$ 4,000	0.00%	\$ 2,500	\$ 4,000	\$ -	\$ -	\$ -
Workshops	\$ -	\$ 1,200	0.00%	\$ 728	\$ 914	\$ 881	\$ 998	\$ 900
Total Expense		\$ 424,500	0.00%	\$ 340,659	\$351,432	\$ 534,843	\$ 413,901	\$ 505,807
0.00%								
Net Income (Loss) (Building Fund)		\$0		\$13,780	\$650	\$94,906	\$3,778	\$86,173

9:48 AM

Pleasure Island Chamber of Commerce
2019 Profit & Loss
 January through December 2019

Cash Basis

	Jan - Dec 19
Ordinary Income/Expense	
Income	
Advertising	
Visitor Guide Advertising	27,675.00
Total Advertising	27,675.00
Annual Dinner Income	3,944.60
BEACH BACON AND BEER	
Band Endorsed Check	800.00
Beer Sales	5,047.66
Cash Bank Return	7,000.00
Coke Sales	364.00
Food Vendor Application Fee	125.00
Gate Sales	11,273.00
Hat Sales	210.00
Sponsor	2,500.00
Total BEACH BACON AND BEER	27,319.66
Beach Music Festival Income	
Advance Tickets	
Island Tackle Advance Ticket Sa	4,750.00
Olde Salty's Advance Tickets	1,025.00
Silver Dollar Advance Tickets	900.00
Advance Tickets - Other	2,390.00
Total Advance Tickets	9,065.00
Cash Bank Return	2,500.00
Eventbrite (on-line advanced)	27,850.75
Gate Sales	11,950.00
Sponsor	10,600.00
VIP Tent Space	5,800.00
Total Beach Music Festival Income	67,765.75
Casino Night	
Advanced Ticket Sales	968.45
Cash Bank Return	1,000.00
Day of Event Sales	1,735.65
Platinum Sponsor	2,500.00
Raffle Sales	470.00
Casino Night - Other	300.00
Total Casino Night	6,974.10
Chamber Connect Luncheon	220.00
Donation	
CB Wine & Beer Walk	500.00
PI Beauty Association	100.00
Total Donation	600.00
Dues Income	
Business Dues	42,220.00
Local 501(c) 3 Membership	850.00
Total Dues Income	43,070.00
FIREWORKS I	53,100.00
FREE SUMMER CONCERTS DONATION	
KB TDA Funds	9,800.00
Total FREE SUMMER CONCERTS DONATION	9,800.00
Group Healthcare Refund	1,310.50

9:48 AM

**Pleasure Island Chamber of Commerce
2019 Profit & Loss
January through December 2019**

Cash Basis

	Jan - Dec 19
HOLIDAY SHOPPING SPREE	
Partcpant Payment	150.00
Total HOLIDAY SHOPPING SPREE	150.00
License Plates Income	10.00
Marketing Income	42.80
MOVIES AT THE LAKE	
Movies TDA DONATION	21,950.00
Total MOVIES AT THE LAKE	21,950.00
Rock The Beach Festival	
Platinum Sponsor	2,500.00
Total Rock The Beach Festival	2,500.00
SB&J Income	
Crafters	100.00
Sponsors	
Sponsor Donations	15,000.00
Total Sponsors	15,000.00
Total SB&J Income	15,100.00
Seafood Blues & Jazz Festival	
CASH Bank Return	2,950.00
Chamber Advance Ticket Sales	3,450.00
Coke Trailer Soda Sales	200.00
Crafter/Exhibitor	3,120.00
Food Vendor Fees	2,340.00
ON;Line Ticket Sales	38,139.75
Saturday Gate Ticket Sales	2,810.00
SB&J Poster Sales	920.00
Sunday Gate Ticket Sales	2,850.00
Ticket Outlet Sales	4,050.00
Tshirt Sales	3,982.00
Wine Vendor Fees	975.00
Seafood Blues & Jazz Festival - Other	73.50
Total Seafood Blues & Jazz Festival	65,860.25
Summer Concert Series	3,000.00
Visitor Guide Shipping refund	46.01
Wilmington Sharks	4,000.00
Total Income	354,438.67
Gross Profit	354,438.67
Expense	
Annual Dinner	
Catering	4,057.05
Entertainment	1,599.00
Invitations/Labels/Postage	248.73
Meeting Expense	360.39
Town Recognition Plaques	359.20
Total Annual Dinner	6,624.37
AppyCity Expense	1,500.00
Bad Debt Expense	160.50

9:48 AM

**Pleasure Island Chamber of Commerce
2019 Profit & Loss
January through December 2019**

Cash Basis

	Jan - Dec 19
BEACH BACON & BEER FESTIVAL	
Advertising	788.00
Ale License	26.56
Band	1,600.00
Banners	171.56
Beer Products	1,685.75
CASH BANK	7,000.00
Cash Prizes	900.00
Coke Order	319.05
Equipment Purchase	190.45
Misc. Expenditures	512.14
Security	490.00
Tents, Tables & Chairs	538.85
Trashy People	451.50
Total BEACH BACON & BEER FESTIVAL	14,673.86
BEACH MUSIC FESTIVAL	
Advertising	3,311.00
Badge Holders	29.99
Band Tent	78.12
Cash Bank	2,500.00
Clean Up	810.00
DJ Expense	1,110.74
Entertainment	8,785.87
Event Tent	102.92
Ice Expense	310.30
Lanyards	33.78
Miscellaneous Supplies	55.00
Photography	200.00
Police Security	997.50
Security	868.00
Sound	2,700.00
Sponsor/Volunteers	101.65
Tents/Tables/Chairs	440.30
Tickets	222.69
Volunteer Expense	30.60
Total BEACH MUSIC FESTIVAL	22,688.46
CASINO NIGHT EXPENSE	
Advertising	129.81
Cash Bank	1,000.00
Food - Venue Costs	1,728.00
License Fee	100.00
Vendor Fees	6,375.00
Total CASINO NIGHT EXPENSE	9,332.81
Chamber Connect	480.00
Donation / Contributions	
CB Lifeguard Association	300.00
CBPD Bike Rodeo	500.00
Disabled Fishing Tournament	336.12
Island Women Organization	500.00
Pleasure Island Habitate	150.00
Pleasure Island Sports	200.00
Pleasure Island Youth Baseball	600.00
Donation / Contributions - Other	100.00
Total Donation / Contributions	2,686.12
Event Insurance	4,376.81
FIREWORKS	
CBFD Stipend	2,500.00
Marketing / Promotions	1,250.00

9:48 AM

Pleasure Island Chamber of Commerce
2019 Profit & Loss
 January through December 2019

Cash Basis

	Jan - Dec 19
Miscellaneous	
Lnyards	33.78
Miscellaneous - Other	98.56
Total Miscellaneous	132.34
Vendor Fees	48,010.00
Total FIREWORKS	51,892.34
Healthcare	
Group Healthcare	8,631.92
Total Healthcare	8,631.92
Insurance	
Director's Liability	854.00
Total Insurance	854.00
MARKETING	
Event Signs (2)	406.60
Holiday Shoppong Spree	140.19
Meeting Expense	30.77
Membership Plaques	359.41
Optimization and Maintenance	932.88
Ribbon Cuttings	385.20
Sponsorship Expenses	60.00
Total MARKETING	2,315.05
Meeting Expense	
.Entrepreneur of The Year	86.00
Seminars	20.41
Total Meeting Expense	106.41
MOVIES	
Marketing / Promotions	1,250.00
Marketing/Promotions	160.50
Movie License Fee	5,676.20
Movie Purchase	118.59
Vendor Fees	13,300.00
Total MOVIES	20,505.29
Office Operations	
Cable	608.40
Copiers	2,568.71
Director Badges	14.93
E-mail & Internet Service	2,564.52
Gifts	32.10
Phones & Long Distance	3,028.02
Postage	1,476.83
Printing	57.72
Supplies - Office	827.90
Total Office Operations	11,179.13
Payroll Expenses	
FICA	4,480.99
FUTA	115.64
Medicare	1,047.97
Salary	12,273.80
SUI	58.52
Payroll Expenses - Other	60,000.20
Total Payroll Expenses	77,977.12
Postage Expense	100.00

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Pleasure Island Chamber of Commerce
2019 Profit & Loss
 January through December 2019

Cash Basis

	Jan - Dec 19
Professional Fees	
Accounting	1,866.00
Total Professional Fees	1,866.00
Rent	3,000.00
Rock The Beach	
Advertising	1,678.57
Bands	3,294.60
Signage	53.50
Tents, Tablers, Chairs	267.00
Tickets	161.75
Total Rock The Beach	5,455.42
SB&J Expenses	
Advertising	
Dynamic Digital	300.00
Print Media	1,140.00
Radio	1,402.00
TV	1,161.75
Total Advertising	4,003.75
Beverages	
Ice	556.40
Soft Drinks	389.55
Total Beverages	945.95
Cash Bank Withdrawal	2,950.00
Dumpsters	550.00
Electrical	1,170.00
Equipment Rental	
Light Towers	533.05
Total Equipment Rental	533.05
Ft. Fisher AF Costs	200.00
Golf Cart Expense	75.00
Graphic Design	
Artists Poster	195.00
Total Graphic Design	195.00
Photography	400.00
Port-A-Johns	551.09
Posters	
Poster Contest Winner	200.00
Printing	621.17
Total Posters	821.17
SB&J Band	18,200.00
SB&J Entertainment	
Band Snacks	351.36
Headliner Expense	312.88
Total SB&J Entertainment	664.24
SBJ Banners	235.22
Security	2,692.12
Sound	15,000.00
Sponsor Expense	231.03

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Pleasure Island Chamber of Commerce
2019 Profit & Loss

Cash Basis

January through December 2019

	<u>Jan - Dec 19</u>
T-Shirts	1,536.88
Tents/Tables/Chairs	2,733.85
Trashy People	1,350.00
Total SB&J Expenses	55,038.35
Storage	3,690.00
SUBSCRIPTIONS	89.95
Summer Concerts	
Band	9,300.00
Beer	199.62
Sound	2,250.00
Total Summer Concerts	11,749.62
Travel & Entertainment	
Meals	181.84
Total Travel & Entertainment	181.84
Uncategorized Expenses	55.26
Vision & Views Forum	53.85
Visitor Guide	
Computer-Hardware and Software	1,017.89
Pre-Press Charges	1,200.00
VG Distribution	2,107.26
Visitor Guide Printing	14,807.52
Visitors Guide Shipping	1,033.87
Total Visitor Guide	20,166.54
Wilmington Sharks Baseball	2,500.00
Workshops	
Food	728.32
Total Workshops	728.32
Total Expense	340,659.34
Net Ordinary Income	13,779.33
Net Income	13,779.33



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020

Prepared By: Miles Murphy

Department: Planning

Watershed Plan

BACKGROUND:

Tracy Skrabal of the North Carolina Coastal Federation will be presenting the Watershed Plan which she has been working on with Brian Stanberry. The presentation will provide Town Council with an understanding of the work which NCCF and Operations have undertaken to help Carolina Beach better manage its watersheds and possibly provide stormwater improvements.

BUDGET IMPACT:

No budget impact at this time.



AGENDA ITEM

Meeting: Regular Town Council - 11 Feb 2020
Prepared By: Ed Parvin
Department: Executive

Discussion on a Feasibility Study for a 50 Year Periodic Nourishment Extension

BACKGROUND: Council will consider moving forward with an agreement between the Department of the Army and the Town of Carolina Beach to initiate the Carolina Beach Feasibility Study for a 50 year periodic nourishment extension.