



**CAROLINA BEACH**  
**Regular Town Council Meeting Agenda**  
**Tuesday, May 14, 2019 @ 6:30 PM**  
**Council Chambers**  
**1121 N. Lake Park Boulevard**  
**Carolina Beach, NC 28428**

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## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Jeremy Hardison

Department: Planning

**Consider setting a Public Hearing for June 11, 2019 at 6:30 PM to consider a Conditional Use Permit for Superior Automotive to add three automotive bays located at 109 Sumter Ave, 107 Sumter Ave and 105 S. Second St. Applicant: Maltba Inc, Mike Maltba**



## AGENDA ITEM

Meeting: Regular Town Council - 14 May 2019

Prepared By: Debbie Hall

Department: Finance

### Budget Amendments and/or Transfers

#### BACKGROUND:

I have received several budget amendments and/or transfer request. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendments and/or transfers. I have also attached a copy of the supporting documentation for the appropriations and/or transfers.

#### Transfers:

Transfer \$2,300 from account 10-580-046 (Professional Services) to account 10-580-080 (PPE & Safety Equipment) for purchase of necessary safety gear and personal protective equipment for summer work.

Transfer \$1,500 from account 10-630-081 (Inlet Dredging) to account 10-410-046 (Professional Services) to cover cost of property appraisals at 601 Carolina Sands Drive and 310 Canal Drive.

Transfer \$1,375 from account 10-630-081 (Inlet Dredging) to account 10-630-016 (Maintenance & Repair-Fish Tiles)

Transfer \$25,000 from account 27-002-090 (Marina Contingency) to account 27-002-074 (Marina Capital over \$10,000) to cover final costs for the contractor.

Transfer \$500 from account 10-410-014 (Travel & Training) to account 10-410-016 (Maintenance & Repair Equipment) to replace microphones in the Council Chambers.

Transfer \$26,874.08 from account 10-491-002 (Wages) to 10-420-002 (Wage)s; \$9,588.48 from account 10-491-005 (FICA) to account 10-420-005 (FICA); \$2,082.72 from account 10-491-007 (Retirement) to account 10-420-007 (Retirement); and \$806.20 from account 10-491-025 (401(k) Match) to account 10-420-025 (401(k) Match) to cover transfer of Assistant Town Manager and Grant Writer from the Planning Department to the Executive Department.

Transfer \$830.20 from account 10-430-002 (Wages) to 10-491-002 (Wages); \$630.15 from account 10-430-005 (FICA) to account 10-491-005 (FICA); \$1,237.20 from account 10-430-007 (Retirement) to account 10-491-007 (Retirement); and \$249.60 from account 10-430-025 (401(k) Match) to account 10-491-025 (401(k) Match) to cover transfer of Administrative Assistant from the Clerk Department to the Planning Department.

Transfer \$44,696.35 from account 10-630-002 (Wages) to 10-420-002 (Wages); \$1,767.10 from account 10-630-002 (Wages) to account 10-420-005 (FICA); and \$1,237.32 from account 10-630-002 (Wages) to account 10-420-007 (Retirement) to cover the Town Managers wages, benefits and travel reimbursement costs.

Transfer \$1,500 from account 30-811-044 WWC Temps to account 30-810-003 WWTP Overtime Pay to cover line item shortage.

Transfer \$3,000 from account 30-811-044 WWC Temps and \$1,320 from account 30-812-003 Water Overtime Pay to account 30-800-044 W&S Temps to cover the cost of temporary billing representative.

Transfer \$500 from account 30-811-044 WWC Temps to account 30-810-035 WWTP Small Tools to cover purchase of small tools needed for the Wastewater Treatment Plant.

Transfer \$500 from account 30-811-044 WWC Temps to account 30-800-014 W&S Travel & Training to cover training for the new Project Manager.

Transfer \$4,500 from account 30-811-044 WWC Temps to account 30-812-044 Water Temps to cover the ORC contract for the water system.

Transfer \$5,500 from account 30-812-003 Water Overtime Pay to account 30-800-003 W&S Admin Overtime Pay to cover overtime which resulted from the loss of two W&S Administration employees.

Transfer \$600 from account 10-493-045 Public Works Contract Services to account 10-493-006 Public Works Medical Insurance line item shortage.

Transfer \$4,000 from account 10-580-018 Environmental M&O Grounds to account 10-580-015 Environmental M&O Buildings to cover bathroom renovations and repairs.

Transfer \$2,000 from account 10-580-046 Environmental Professional

Services to account 10-580-080 Environmental PPE & Safety  
Equipment for rain jackets with pants and safety rated jackets.

**BUDGET IMPACT:** No Budget Impact

**ACTION REQUESTED:** Approve budget amendments and/or transfers as presented by the  
Finance Director.

**ATTACHMENTS:** [Budget Transfers 5.14.19](#)  
[Budget Transfer 5.14.19 \(2\)](#)

**Debbie Hall**

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**From:** Alisa Perry  
**Sent:** Tuesday, April 9, 2019 3:33 PM  
**To:** Debbie Hall  
**Cc:** Brian Stanberry  
**Subject:** Budget Transfer Request

Good afternoon,

Please make the following budget transfer.

Date: April 9, 2019

Department: Operations (Environmental)

Department Code Transferred From: 10-580-046

Department Code Transferred To: 10-580-080

Amount of Transfer: \$2,300.00

Justification: Purchase of necessary safety gear/ personal protective equipment for summer work, including those for seasonal employees

*Alisa D. Perry*  
Accounts Payable Technician



(910)-458-0786  
[alisa.perry@carolinabeach.org](mailto:alisa.perry@carolinabeach.org)

**Debbie Hall**

---

**From:** Ed Parvin  
**Sent:** Monday, April 29, 2019 1:17 PM  
**To:** Debbie Hall; Kim Ward; Jerry Haire  
**Cc:** Lucky Narain  
**Subject:** budget transfer - confidential real estate

Debbie and Kim,

Request for Transfer of \$1,500

FROM: Beach Services 10-630-081    Inlet Dredging  
TO:    Legislative    10-410-046    Professional Services

The transfer is to accommodate Town Council's request for property appraisals.

1. 601 Carolina Sands Drive
2. 310 Canal Drive

Jerry,

Please move forward with PO's for both.

V/R,

Ed H. Parvin  
Assistant Manager  
Town of Carolina Beach NC  
910 465 2766



**From:** Debbie Hall  
**Sent:** Tuesday, May 7, 2019 10:01 AM  
**To:** Eric Jelinski <eric.jelinski@carolinabeach.org>; Linsey Manning <linsey.manning@carolinabeach.org>  
**Cc:** Tim Murphy <tim.murphy@carolinabeach.org>  
**Subject:** RE: Fish Tiles

Eric,

We can transfer \$1,375 from account 10-630-081 Inlet Dredging to account 10-630-016 Maintenance & Repair Fish Tiles to cover the cost for the remainder of the fiscal year.

Regards,

*Debbie Hall*, Finance Director  
Town of Carolina Beach  
1121 N Lake Park Blvd  
Carolina Beach NC 28428  
(910) 458-5495  
(910) 458-2997 Fax  
[debbie.hall@carolinabeach.org](mailto:debbie.hall@carolinabeach.org)

Notice: Email correspondence to and from this address is subject to NC Public Records Law and is considered public information.

**Debbie Hall**

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**From:** Ed Parvin  
**Sent:** Wednesday, May 1, 2019 4:52 PM  
**To:** Debbie Hall  
**Cc:** Alisa Perry; Mark Meyer; Ben Meister; Lucky Narain; Brian Stanberry; Andrea Deopp-Norris  
**Subject:** Town Marina budget transfer

Debbie,

Respectfully request transfer of \$25,000:

FROM: 27-002-090 Contingency  
TO: 27-002-074 Capital over \$10,000

This will cover the final costs for the contractor, Donn Evans.

V/R,

Ed H. Parvin  
Assistant Manager  
Town of Carolina Beach NC  
910 465 2766

**Debbie Hall**

---

**From:** Kim Ward  
**Sent:** Friday, May 3, 2019 10:59 AM  
**To:** Debbie Hall; Linsey Manning  
**Subject:** Budget Transfer Request

Debbie,

Please transfer \$500:

To - 10-410-016 (M&R Equipment)  
From – 10-410-014 (Travel and Training)

This request is to cover the cost of replacing the microphones in the Council Chambers.

Thank you!

Kim Ward  
Town Clerk  
Town of Carolina Beach  
1121 N Lake Park Blvd  
Carolina Beach, NC 28428  
Phone 910/458-2992



	Assist Manager	Grant Writer	Manager	Communications
Wages	15965.48	10908.6	44699.35	8320
FICA	1222.16	8366.32	1767.1	630.15
RET	1237.32	845.4	1237.32	1237.2
401(k) Match	478.96	327.24		249.6

		Debit	Credit
10-420-002	Wages	26,874.08	
10-491-002			26,874.08
10-420-005	FICA	9,588.48	
10-491-005			9,588.48
10-420-007	Retirement	2,082.72	
10-491-007			2,082.72
10-420-025	401(K) Match	806.20	
10-491-025			806.20
10-491-002	Wages	830.20	
10-430-002			830.20
10-491-005	FICA	630.15	
10-430-005			630.15
10-491-007	Retirement	1,237.20	
10-430-007			1,237.20
10-491-025	401(K) Match	249.60	
10-430-025			249.60
10-420-002	Wages	44,696.35	
10-630-002			44,696.35
10-420-005	FICA	1,767.10	
10-630-002			1,767.10
10-420-007	Retirement	1,237.32	
10-630-002			1,237.32

Move wage an benefit line items to cover departmental transfers

Joe Benson  
*Mayor*

Steve Shuttleworth  
*Council Member*

LeAnn Pierce  
*Council Member*



Tom Bridges  
*Mayor Pro Tem*

JoDan Garza  
*Council Member*

Michael Cramer  
*Town Manager*

**Town of Carolina Beach**  
1121 N. Lake Park Blvd.  
Carolina Beach, NC 28428  
Tel: (910) 458-2999  
Fax: (910) 458-2997

To: Debbie Hall  
From: Mark Meyer  
Re: Budget transfer  
Date: May 8<sup>th</sup>, 2019

Budget transfer \$ 1,500

From: 30-811-044 (Wastewater Collections Temp)  
To: 30-810-003 (Wastewater Overtime Pay)

Explanation: This transfer is to cover the overtime for the employees during multiple projects that were going on at the treatment plant where an employee had to be present to help facilitate, as well as emergencies.

Joe Benson  
*Mayor*

Steve Shuttleworth  
*Council Member*

LeAnn Pierce  
*Council Member*



Tom Bridges  
*Mayor Pro Tem*

JoDan Garza  
*Council Member*

Michael Cramer  
*Town Manager*

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To: Debbie Hall  
From: Mark Meyer  
Re: Budget transfer  
Date: May 8<sup>th</sup>, 2019

Budget transfer \$ 4,320

From: 30-811-044 (Wastewater Collections Temp) \$3,000  
30-812-003 (Water Overtime Pay) 1,320

To: 30-800-044 (W&S Admin Temp)

Explanation: This transfer is to cover the temp at the Billing Window , while we are in the hiring process  
(6 weeks)

Joe Benson  
*Mayor*

Steve Shuttleworth  
*Council Member*

LeAnn Pierce  
*Council Member*



Tom Bridges  
*Mayor Pro Tem*

JoDan Garza  
*Council Member*

Michael Cramer  
*Town Manager*

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To: Debbie Hall  
From: Mark Meyer  
Re: Budget transfer  
Date: May 8<sup>th</sup>, 2019

Budget transfer \$ 500

From: 30-811-044 (Wastewater Collections Temp)  
To: 30-810-035 (Wastewater Small Tools)

Explanation: This transfer is to cover Purchase of small tools needed for Wastewater treatment plant.

Joe Benson  
*Mayor*

Steve Shuttleworth  
*Council Member*

LeAnn Pierce  
*Council Member*



Tom Bridges  
*Mayor Pro Tem*

JoDan Garza  
*Council Member*

Michael Cramer  
*Town Manager*

**Town of Carolina Beach**  
1121 N. Lake Park Blvd.  
Carolina Beach, NC 28428  
Tel: (910) 458-2999  
Fax: (910) 458-2997

To: Debbie Hall  
From: Mark Meyer  
Re: Budget transfer  
Date: May 8<sup>th</sup>, 2019

Budget transfer \$ 500

From: 30-811-044 (Wastewater Collections Temp)  
To: 30-800-<sup>014</sup>~~012~~ (W&S Admin Travel and Training)

Explanation: This transfer is to cover the training for the new Project Manager



Joe Benson  
*Mayor*

Steve Shuttleworth  
*Council Member*

LeAnn Pierce  
*Council Member*



Tom Bridges  
*Mayor Pro Tem*

JoDan Garza  
*Council Member*

Michael Cramer  
*Town Manager*

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Carolina Beach, NC 28428  
Tel: (910) 458-2999  
Fax: (910) 458-2997

To: Debbie Hall  
From: Mark Meyer  
Re: Budget transfer  
Date: May 8<sup>th</sup>, 2019

Budget transfer \$ 4,500

From: 30-811-044 (Wastewater Collections Temp)

To: 30-812-<sup>044</sup>032 (Water Temps)

Explanation: This transfer is to cover the cost of the ORC contract for the water system.

Joe Benson  
*Mayor*

Steve Shuttleworth  
*Council Member*

LeAnn Pierce  
*Council Member*



Tom Bridges  
*Mayor Pro Tem*

JoDan Garza  
*Council Member*

Michael Cramer  
*Town Manager*

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Tel: (910) 458-2999  
Fax: (910) 458-2997

To: Debbie Hall  
From: Mark Meyer  
Re: Budget transfer  
Date: May 8<sup>th</sup>, 2019

Budget transfer 5,500  
From: 30-812-003 (Water Overtime Pay)  
To: 30-800-003 (W&S Admin Overtime Pay)

Explanation: This transfer is to cover the overtime that has been used for the billing department to complete work with the loss of the two employees who left. This was to pay the one employee that had to work overtime to meet the deadlines during the interim.

**Debbie Hall**

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**From:** Alisa Perry  
**Sent:** Wednesday, May 8, 2019 3:27 PM  
**To:** Debbie Hall  
**Subject:** Budget Transfer Requests

Debbie,

Please make the following transfers, and let me know if I need to make any adjustments.

**Operations Budget Transfer Requests 5/8/2019**

Transfer from	Transfer to	Amount	Justification
10-493-045	10-493-006	\$600.00	Cover shortage in line item
10-580-018	10-580-015	\$4,000.00	Various Town bathroom renovations and repairs
10-580-046	10-580-080	\$2,000.00	Rain Jackets & Pants, Safety Rated Jackets

Thank you,

*Alisa D. Perry*  
Admin Support Specialist, Operations



(910)-458-0786  
[alisa.perry@carolinabeach.org](mailto:alisa.perry@carolinabeach.org)

## CAROLINA BEACH

Regular Town Council Minutes  
 Monday, April 8, 2019 @ 6:30 PM  
 Council Chambers  
 1121 N. Lake Park Boulevard  
 Carolina Beach, NC 28428

### ASSEMBLY

The Town of Carolina Beach Regular Town Council was held on Monday, April 8, 2019 at 6:30 PM at Council Chambers.

**PRESENT:** Mayor Joe Benson, Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, Council Member Steve Shuttleworth, and Council Member JoDan Garza

**ABSENT:**

**ALSO PRESENT:** Town Manager Lucky Narain, Finance Director Debbie Hall, Town Clerk Kim Ward, and Town Attorney Noel Fox

**1. MEETING CALLED TO ORDER WITH INVOCATION GIVEN BY PASTOR SHAWN BLACKWELDER WITH ST. PAUL'S UNITED METHODIST CHURCH, FOLLOWED BY THE PLEDGE OF ALLEGIANCE**

**2. ADOPT THE AGENDA**

**ACTION:** Motion to adopt the agenda.

Motion: Joe Benson

Vote: UNANIMOUS

**3. CONSENT AGENDA**

a. Approval of the Consent Agenda

Items approved on the Consent Agenda include:

Budget amendments and transfers as presented by the Finance Director.

Meeting minutes from February 12 and 26, 2019.

Set a public hearing for May 14, 2019 to allow the public an opportunity to give feedback on the FY19/20 budget.

Council Member Garza asked about the \$30,000 being transferred. He asked where this money was coming from.

Mark Meyer said that staff has been performing jobs in house that has saved money versus contracting out the work.

Council Member Garza asked about the tsunami camera. Council said they do not remember

discussing this purchase. Chief Spivey said that this is an item that was requested last budget year but was cut out.

Attorney Fox suggested pulling this item off the consent agenda and discussing it during Items of Business.

Council Member Shuttleworth asked staff to advertise the public hearing for the budget next month.

**ACTION:** Motion to approve the consent agenda with the exception of the \$9,000 budget transfer for a Tsunami camera. That item will be pulled for further discussion.

Vote: UNANIMOUS

#### 4. SPECIAL PRESENTATIONS

##### a. Special Events

Brenda Butler presented the events for April and May.

Mayor Benson asked if the Jeep Go Topless event is still scheduled.

Ms. Butler said that it is scheduled for May 18 but since it is not a Town sponsored event, they do not advertise it.

Council Member Shuttleworth asked that the Jeep go Topless event come back to Council for discussion.

Council Member Garza mentioned that the Farmer's Market has changed to the Market so they can expand to other vendors.

Council Member Pierce said that this was the first she had heard about it and felt that this change should have come through Council.

Council Member Shuttleworth explained that the Parks and Rec Department was having trouble finding true farmer's for the market so they agreed to change the restrictions and call it a market.

Brenda Butler said that there is a new request for a 5k/10k event on Sunday, September 22, 2019 7 am - 12 noon. They want to run it exactly like the Steve Haydu Lo Tide Run. The applicant was not in attendance to present their request.

Council asked to Ms. Butler to bring this back to the workshop so they can see the route and what the run is about.

##### b. Manager's Update

Mr. Narain mentioned the pilot program that was rolled out last week to make staff more available to the media by dedicating an hour slot on Tuesday afternoons.

Last week he rolled out the first bi-weekly report.

Council Member Shuttleworth asked that the police department continue to report their crime statistics weekly. The Island Gazette has expressed an interest in receiving this on Mondays.

Mr. Narain mentioned that he is putting together an update from the committees and that will come out soon.

He explained the concerns regarding the water billing issues. If staff notices there is a spike in someone's usage, they will contact the owner and give them an opportunity to find the leak and correct the issue. They are allowed one adjustment per year.

He addressed the complaints about having to pay to park at night. Mayor Benson asked how much revenue the Town would gain by having the extra hours. Mr. Larain replied that it is \$35,000.

He mentioned that Henniker's Ditch passed the MOTSU inspection today.

Brian Stanberry added that the Town had all the vegetation removed. The total cost was \$45,000. Next year they will remove the sedimentation.

Mr. Narain said there was a question about providing a discount on Town parking decals for veterans. He said staff would research and get back to Council.

Council Member Pierce asked about golf cart parking. Lanier parking was going to look at adding golf cart spaces. Mr. Narain said he would get with Lanier and get back to Council.

Mr. Narain informed Council about the upcoming pay study. The police department pay study has already been completed. Funds are allocated in this current budget year for the studies.

Staff is researching automated time keeping software. They have looked into ADP and other solutions. He hopes to have an update next month.

Staff members are also working on a new website and Facebook design. There should be an update on that in the next 30 days.

Mr. Narain explained the Town's use of the electronic billboard located at 1401 North Lake Park Boulevard. The Town is allocated one ad for 8 seconds that displays every 56 seconds. He reviewed the signs that are currently being displayed on the board. You can have as many ads that you would like in that one, eight second spot.

Council Member Garza said he would like to go back to the water billing issue. He asked if there was anything that shows huge spikes that Town staff could see and notify the property owner.

Public Utilities Director Mark Meyer replied that the Town gets a notification and staff will contact the property owner to advise them of the spike in usage.

Council Member Shuttleworth asked if the Town's side of the water system ever breaks or if the equipment is ever faulty. He said he had a hard time understanding how someone's water bill could jump to \$800 from a simple toilet leak.

Mr. Meyer said it is a mechanical meter and in 5 years, he has only seen one break.

Council Member Shuttleworth asked if these high bills are truly issues in the home.

Mr. Meyer said that it is and that they notify the owner and if they get it fixed, their account can be credited.

Council Member Pierce asked Council Member Shuttleworth if he would ask the marketing committee to fund more ads on the billboard. Council Member Shuttleworth said they are not going to spend MAC dollars on an additional ad on the billboard.

Mr. Narain said it would cost \$1,300 per month for an additional ad.

c. Update on the Land Use Plan

Jay McLeod with Stewart gave an update on the land use planning process. They started in October and plan to be wrapped up in July. They will be hosting another public open house on July 16, 2019 to review the final draft of the plan. The online public survey received 494 respondents over 3 weeks. There is a website: [www.carolinabeachcamaupdate.com](http://www.carolinabeachcamaupdate.com) that you can find the current status of the plan.

Council Member Shuttleworth asked for clarification on the purpose of the Land Use Plan. When the Land Use Plan is adopted and someone wants to do something that is contrary to the Plan, do they have to amend the entire plan?

Mr. McLeod replied that is the way it used to be but the law has changed.

Council Member Shuttleworth asked if the plan is considering some zoning changes.

Mr. McLeod said there is a lot of respect for the existing development pattern but it does show some dialing back and ratcheting up in some areas.

Ms. Fox reminded Council that this is just a plan.

Council Member Shuttleworth cautioned staff and Council that if you start changing the use of people's property, you may want to contact them now to give them a heads up.

Council Member Shuttleworth mentioned a specific property at Carolina Beach Avenue North and Pelican Lane. He asked that they look at that particular property. He also asked that Council be educated on how the process will work moving forward.

Ms. Fox said that she would put something together.

**5. PUBLIC COMMENT**

- a. Kevin Fritzingler said he has sent the Town several emails about the sail boat in the bay and has not received a response. He asked for a status on the boat being removed. It has been 2 months since he reported it.

Council Member Garza gave an update that the Town is working on it and the USCG was here last month and explained their limitations. He asked staff to include Mr. Fritzingler on future correspondence regarding this vessel.

**6. PUBLIC HEARINGS**

- a. Non-profit Funding Request from CBDI

Council Member Garza stated that the deadline for receiving requests for ROT dollars was back in January. Town staff reached out to CBDI several times asking for their documentation and did not receive a response.

Mr. Wilcox replied that CBDI members were not as fortunate as others were during Hurricane Florence and have not had the time to work on their request. He presented their request for \$32,875.

**Mayor Benson made a motion to open the public hearing. Motion carried unanimously.**

No one spoke.

**Mayor Benson made a motion to close the public hearing.**

**Council Member Shuttleworth made a motion to approve \$32,875 for CBDI events. Motion carried unanimously.**

- b. Conditional Use Permit - Consider a Conditional Use Permit for Wake N Bake to serve alcohol located at 1401 N. Lake Park Blvd. unit 46. Applicant: Daniel Tangredi

Mayor Benson asked anyone planning to speak to get sworn in by the Town Clerk. The following were sworn in:

Applicant Daniel Tangredi

Attorney Ned Barnes

Planning Director Jeremy Hardison

Attorney Noel Fox gave an explanation of how the evidentiary hearing process works and that Council will only hear facts and not opinions. She asked if anyone on Council had any partiality to disclose or recusal to offer.

Council Member Garza stated that he works for the company and feels that it would be best if he removed himself and asked Council to vote to excuse him from this public hearing.

**Mayor Benson made a motion to recuse Council Member Garza from the hearing.**



**Motion carried unanimously.**

Ms. Fox asked if any member of Council had an ex parte to disclose. No one spoke.

Ms. Fox asked Council Member Garza to wait in the conference room.

Mr. Hardison presented the request for a Conditional Use Permit from Wake and Bake located at 1401 North Lake Park Boulevard.

Mr. Hardison:

They currently have a permit from the Town as an eating establishment. If a bar is approved for this location, it does allow them to serve alcohol. According to the Carolina Beach Ordinance, if you serve alcohol, you are classified as a bar, restaurant, or a brewery. The adjacent uses in the Food Lion Shopping Center are restaurants, a library, and services. The plan is to sell beer that is paired with donuts and to serve alcohol infused donuts. They are in the highway business which is zoned for services. There will not be any changes to their floor plan other than adding coolers. The desired future land use continued use as a highway business corridor. Commercial uses shall primarily include retail, office, restaurant, entertainment, and service. There are requirements on the impact on bars for adjacent uses. No new bars shall be permitted within 200 feet of an established church, school, or residential district. The proposal meets this criteria. The applicant has met the 7 specific standards and the 4 general conditions. The action must be consistent with these findings or denial must be related to one or more of the findings. You would have to state specifically which one. Planning and Zoning did recommend approval at their last meeting. Staff agrees that it meets all of the required conditions.

Council Member Pierce: Because the current business is not a restaurant, that's why you are saying it would be classified as a bar.

Mr. Hardison: Correct, it is under ABC regulations. They have specific criteria that if you are issued a permit for a standard restaurant you have to have a certain number of indoor seats and a certain type of kitchen facilities.

Council Member Pierce: So if the current owner leaves, it can continue to be a bar?

Mr. Hardison: That is correct. A bar could come in and they would not have to sell a single food item.

Council Member Shuttleworth: What is the State's definition of a restaurant and Carolina Beach's definition of an eating establishment? Why do they not meet the criteria for a restaurant?

Mr. Hardison: They are the same definition.

Council Member Shuttleworth: So why can't they be considered a restaurant?

Mr. Hardison: Because you have to have 36 indoor seats and specific kitchen equipment.

Mayor Benson: The applicant may now come up and present their request.

Attorney Ned Barnes: The applicant meets the four general conditions and the seven specific standards. He distributed a letter from the property owner Matt Yates approving the request. The owner of the buildings have very tight restrictive covenants and advised the applicant to meet with the owner to discuss his intentions and they came back with a letter dated January 24, 2019 stating that in no event shall alcohol sales exceed twenty-five percent of the business conducted therein nor shall Tenant sell packaged beer for off-premises consumption. The Tenant's catering business is excluded from said restriction.

MPT Bridges: The letter from Food Lion states "single serving sizes", it doesn't address multiple single servings. Does that mean they can only have one?

Applicant Daniel Tangredi: (Inaudible)

Council Member Pierce: I'm sure Food Lion has a team of attorneys that looked at this.

Council Member Shuttleworth: Explain to us how you're going to run the business.

Mr. Tangredi: We are a donut shop. It's a growing trend. I follow several donuts shops across the states and pairings are becoming popular with pastries. There are a lot of events that revolve around alcohol and sugary desserts. For the last four years, we have been partnering with local breweries, restaurants, and bottle houses. We have been providing donuts to them for their events and my effort was to find out how we throw those events here. Not sure if this market is going to make it or not but it's something we want to try out. It's a cool date night to try four different pastries and pair them with four different beers that are designed for those. It's similar to coffee shops adding certain foods to their menu. We would be having events where we sell tickets to come to the pairings.

Council Member Pierce: So if you infuse a pastry and someone buys it to go, is that legal?

Mr. Tangredi: I would assume there would be some things that we could not sell "to go" but we would have to get with the ABC to iron out those details. We intend to follow all the rules.

Mayor Benson: We are here to approve or deny the Conditional Use Permit, post that you plan to pursue your ABC liquor license?

Mr. Tangredi: Exactly.

**Mayor Benson made a motion to open the public hearing. Motion carried unanimously.**

No one spoke.

**Mayor Benson made a motion to close the public hearing. Motion carried unanimously.**

Council Member Shuttleworth: If the landlord is ok with it. Ultimately it makes it a bar but the landlord has additional restrictions. He's in the donut business not the bar business.

Council Member Pierce: I agree with Steve. The restrictions from the landlord are more restrictive than the Town's. Whatever your business model is, is not really my business on whether it's going to work for you or not, the market will dictate that.

Council Member Bridges: I don't drink so I won't participate but one thing that's not in the realm of this is the number of small places that we have on the Island that serve alcohol and the number of DUI's that we have here. If you ever go to the AA meeting, you can forget about parking anywhere around that block. Those are concerns that are outside this decision. The concept just described to me is different than what I thought when I saw the public hearing. I'm glad you explained it.

**ACTION:** Motion to serve alcohol at 1401 N. Lake Park Blvd unit 46. The use meets all required conditions and specifications. The location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

(1) That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved by issuance of the C.U.P.

(2) That the use meets all required conditions and specifications;

(3) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and

(4) That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the town Land Use Plan and policies.

Also consider if request is consistent with the Land Use Plan, and approval subject to meeting all 7 required findings, general conditions 1-4.

Motion: Joe Benson

Vote: UNANIMOUS

- c. Text Amendment: Consider amending Chapter 4 - Animals and Fowl, Sec. 4-2. - Harboring and keeping of animals and fowl; to not include Miniature Vietnamese pigs as common accepted domestic animals in town.

Council Member Shuttleworth asked why this was coming to Council because they just discussed chickens last year.

Mr. Hardison replied that Planning and Zoning had requested this item come to Council. He presented the request to remove Vietnamese pigs as common accepted domestic animals in the

Town Code.

**Mayor Benson made a motion to open the public hearing.**

Sandy 104 #2 N Carolina Avenue spoke about her pet pig, Rudy. She said it is a pet and not livestock. She requested that Council not restrict pigs on Carolina Beach.

Fred Grady 608 Cape Fear Blvd. asked Council to look into the vaccinations that are required for pigs.

**Mayor Benson made a motion to close the public hearing.**

Council agreed that no action would be taken.

**7. ITEMS OF BUSINESS**

- a. Presentation on "Be a Looker" Bicycle-Pedestrian Safety Campaign

Nick Gannon the transportation manager with the WMPO presented the new "Be a Looker" campaign that they will be running for six months.

- b. Update on Town & NCDOT Coordination & Activities

Brian Stanberry presented an update from the meetings with NCDOT. We proposed an east/west crosswalk at Publix. DOT supported the idea but said they did not have the budget for it. They would support the Town funding it.

Council Member Pierce suggested talking with Publix about assisting with the cost.

Mr. Stanberry continued to say that DOT denied the request to put a crosswalk at Winner and Lake Park. They will conduct further traffic counts this summer.

Lake Park and Hamlet - DOT was not opposed but the Town would have to maintain it. They actually suggested having a fully operational traffic signal at this location.

Lake Park and Atlanta - They had some concerns at this location with turning movements. They will continue to evaluate this.

Ocean Blvd and the Greenway Trail crossing - They are not opposed but we would need an encroachment agreement.

South Lake Park Boulevard - Staff suggested removing the existing parking spaces on the west side and installing a bike-ped path. DOT was fine with that recommendation. Town staff will continue to evaluate.

Tennessee, Carolina Sands, Ocean, and Alabama crosswalks - DOT was not opposed. There is an encroachment request in process.

Dow Road and Harper - Staff suggested a center refuge island and double mounting of beacons and signs. DOT will consider the island further. They were supportive of double mounting but this would need an encroachment agreement.

Lake Park Boulevard and Cape Fear Boulevard - DOT evaluated this location and had some possible solutions but said they could not confirm anything at this point but would get back to the Town on their recommendations.

c. Request from Fire Chief to Take Over Inspection of Fire Works Shows

Chief Griffin explained the request from New Hanover County. Currently New Hanover County conducts the inspections of pyrotechnic shows in Carolina Beach. They have asked the Carolina Beach Fire Chief to take over this responsibility. The County will draft a resolution to delegate authority to issue permits within the corporate limits. They will vote on this at their April 15, 2019 Commissioners meeting.

**ACTION:** Motion to allow the Carolina Beach Fire Department to assume responsibility for the inspection of pyrotechnic shows in Carolina Beach and adding a line item in the budget for pyrotechnic permitting fees.

Motion: Joe Benson

Vote: UNANIMOUS

d. Presentation by Chief Griffin Regarding the Replacement Ocean Rescue Vehicle

Chief Griffin presented a request to replace the 2008 F-250 that was sold at auction in February.

**ACTION:** Motion to approve \$34,000 from the general fund into the 10-520-074 account with the intention of having it reimbursed by ROT funds.

Motion: Steve Shuttleworth

Vote: UNANIMOUS

e. Council Member Shuttleworth asked if we make our requests for ROT dollars quarterly or annually.

Council Member Pierce said every three months they are asking for money and she felt that it used to be one annual request. She said she would rather make one request per year.

Council Member Shuttleworth asked Lucky to follow up with what's allowed and what's reimbursable.

**8. NON-AGENDA ITEMS**

a. Council Member Shuttleworth mentioned that he will be out of town on the 22nd and 23rd. He also mentioned that Council has not met with the new manager to lay out expectations.

Council Member Shuttleworth asked the Town Manager to look into a 2% open space tax.

Ms. Fox reminded Council that the Harris Teeter/Publix/Carolina Beach matter will be heard at the

Court of Appeals in Raleigh on Wednesday at 9:30 am if anyone wants to attend.

**9. CLOSED SESSION**

- a. Closed Session to Discuss a Real Estate and Personnel Matter

**ACTION:** Motion to go into closed session to discuss a real estate and personnel matter in accordance to NCGS 143.318.11(a)(5) and (6). The properties being discussed include 601 Carolina Sands Drive for the purpose of access and 310 Canal Drive for the purpose of parking.

Motion: Joe Benson

Vote: UNANIMOUS

**10. ADJOURNMENT**

**ACTION:** Motion to adjourn at 10:05 p.m.

Motion: Joe Benson

Vote: UNANIMOUS

Adopted at a regular meeting on May 14, 2019.

Recorded by Kimberlee Ward, Town Clerk

## CAROLINA BEACH

Town Council Workshop Minutes  
 Tuesday, April 23, 2019 @ 9:00 AM  
 Council Chambers  
 1121 N. Lake Park Boulevard  
 Carolina Beach, NC 28428

### ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, April 23, 2019 at 9:00 AM at Council Chambers.

**PRESENT:** Mayor Joe Benson, Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, and Council Member JoDan Garza

**ABSENT:** Council Member Steve Shuttleworth

**ALSO PRESENT:** Assistant Town Manager Ed Parvin, Finance Director Debbie Hall, Town Clerk Kim Ward, and Town Manager Lucky Narain

### 1. MAYOR BENSON CALLED THE MEETING TO ORDER AT 9:00 AM

### 2. DISCUSSION ITEMS

#### a. Budget Presentation from the Fire Department

Chief Alan Griffin presented the budget overview for the fire department.

He highlighted the following changes in the budget from FY 18/19:

There has been a \$29,059 increase in personnel and benefits due to a proposed 2% COLA and 2% Merit.

Maintenance and Operations has decreased by \$6,700.

Capital Outlay has increased by \$25,000 due to the request to replace 2 HVAC units and upgrade the workout room equipment.

Staff is requesting to apply for the FEMA Assistance to Firefighter Grant (AFG) for 3 full-time firefighter positions. The grant will be awarded or denied in October, 2019.

Chief explained the unfunded capital need to replace a fire engine in the next fiscal year. He requested that the engine committee move forward with specs and create a RFP that will go to bid in October, 2019. Staff will present the findings at the November Council meeting.

Chief Griffin moved into the Ocean Rescue budget presentation.

Ocean Rescue personnel increased \$13,604.

The maintenance and operations line decreased \$3,200.  
Capital outlay decreased \$40,000. They are budgeting to replace two 4-wheelers.

Chief mentioned that he did not add the cost to run the lifeguard program through October. There will not be guards sitting stands after Labor Day. They will evaluate the rip current situation and the weather after Labor Day and consider having a few roaming guards if needed.

Council Member Pierce asked what other beach towns do as far as the time frame for keeping guards on the beach.

Chief Griffin replied that Pleasure Island runs Memorial Day through Labor Day. Wrightsville Beach staffs their stands from April to the end of October.

Council Member Pierce asked if Ocean Rescue has trouble with staffing after students go back to college.

Chief Griffin responded that they do. The student take a couple of weeks off before going back to school mid August. UNCW and CFCC students will work the weekends. On weekdays there may only be 10-12 guards.

Council Member Pierce suggested advertising the location of stands that be manned during the late season.

Council Member Garza asked how much the ROT reimbursed the lifeguard budget.

Sheila Nicholson said that the lifeguard program is 100% reimbursed by ROT funds.

Council Member Garza asked about doing a lease program for the 4-wheelers.

Chief Griffin said that he is interested in looking into it but he doesn't think the company would be interested given the wear and tear that is put on them.

Chief mentioned that staff is working with engineers and an architect to develop a site plan and conceptional drawings for the bathrooms/sub-station on Hamlet Avenue.

Council Member Pierce inquired about when the lease for the substation at the boardwalk expires.

Sheila Nicholson responded that the lease ends on 2/28/2020 and the cost is \$14,500 per year.

Council Member Pierce stated that she does not want to lease property. She would rather the Town own the property. She referenced the property the Town had leased at the Federal Point Shopping Center and if that property had sold while the Town was occupying that space, it would have put the Town in a bind. She recommended not getting into that situation again.

Chief Griffin said that the Hamlet access is the perfect location for a sub-station.



Council Member Pierce asked staff to make this a priority and bring back numbers sooner than later. She emphasized that she does want to renew the lease.

Chief Griffin recommended building the last two new lifeguard stands the same as the current design. If you build them much bigger, Ops will not be able to move the stands off the beach.

Council Member Garza inquired about allowing the community to paint the lifeguard stands. He mentioned there was a huge interest on Facebook from the residents to do this.

Chief Griffin mentioned that he works for the Manager and the Manager works for Council and he will do what he is asked but it is not the desire of staff to paint them different colors. He wants patrons to be able to clearly see the number on the stand for identification purposes. It is a safety issue to keep them uniform.

Council Member Garza and Pierce said they understand the safety aspect of that and will look at other options for the community to get involved.

Council Member Pierce asked about having the street names on the stands.

Chief Griffin explained how the numbers correlate with the streets and the street names will be on the land side of the stands. He also explained how police and fire are looking into changing the Freeman Park markers to letters to avoid confusion with stand numbers.

Chief Griffin asked Council if they object to building the last two stands the same as the other 18?

Council did not object.

Chief Griffin summarized that Fire had a total budget increase of \$47,359 mainly because of COLA and merit and Ocean Rescue had a total budget decrease of \$29,596.

He then reviewed the line items that were handed out.

Council Member Pierce said that she wanted to see the line item detail. She did not care about seeing the lump sums. She asked if the Merit and COLA were included in the proposed budget and asked why the numbers are lower.

Chief Griffin explained that the volunteer staffing numbers are lower. The three new proposed grant positions are in the grant line item not in the salary line.

Mayor Benson said that he wants to dive into the line items on his own time and not during meeting time.

Council Member Pierce mentioned that citizens expect Council to look into the details of where tax dollars are being spent.

Council Member Garza asked Chief Griffin what he would cut from his budget if the 2% tax increase

was not approved.

Chief Griffin replied that the only thing that increased in his budget was capital. He added that he can't continue to decrease the operational budget as the Town continues to grow.

MPT Bridges said that the Town has been good about not raising taxes and that it is not reasonable to continue that especially with public safety. Most citizens have said they would rather raise taxes than continue to raise fees.

Mayor Benson made the following concluding comments:

He likes the Hamlet Avenue property idea.

Residents may be interested in assisting lifeguards in identifying rip currents and marine life.

Volunteer firefighters have decreased statewide so there is a defensible push to hire more staff.

Room Occupancy Tax dollars are impossible to predict.

The Emergency Operations Plan Open House was great a great success last week.

He likes seeing the overall personnel, M&O, and Capital budget snapshot.

He understands that the Manager's priority is personnel and benefits for staff recruitment and retention.

Council Member Garza said that he would like to see renderings of the Hamlet Avenue building by the end of the fiscal year.

b. Budget Presentation from the Parks and Rec Department

Parks and Recreation Director Eric Jelinski presented the budget for the Parks and Recreation Department.

He mentioned that there is a blank canvas at the Rec Center if citizens want to be creative and paint there versus the lifeguard stands. Coastal Christian High School has a mural that they have designed.

There is a continued increase in Recreation Center memberships and program participation. Revenue is up 10.4% from FY 17/18. Overall there is a 33.59% increase in the total budget.

There are currently 1,800 members, 64 of which are Town employees.

Mr. Jelinski reviewed the immediate funding requests that include:

Ball fields need work - sod/grass

Lighting

Fencing

Bathrooms - there are only two functional toilets at Mike Chappell Park

Playground equipment

Youth volleyball - free clinics for local youth

Short Term Needs:

Lake Park Master Plan

Architectural drawings for park bathroom, concessions, meeting space, and storage  
 Future land acquisition  
 Storage for beach wheelchairs  
 Sand volleyball courts \$61,500

Looking Into the Future - Unfunded Capital Needs:  
 Joint community center, senior center, aquatics facility  
 Flagship beach front community park with band shell  
 Lease agreement with MOTSU to extend Mike Chappell Park for play space, ball fields, etc.

Summary:  
 The overall budget has a 33.59% increase or \$279,247.

Council Member Pierce asked Mr. Jelinski what capital items he would remove if he had to cut his budget.

Mr. Jelinski replied that the Lake Park playground is priority number 1 for staff and the P&R Advisory Committee.

MPT Bridges mentioned that the LED lights would save energy and would pay off in the long run.

Mr. Jelinski agreed that they save a considerable amount of energy and could be a 3-5 year return on investment. Not only could it be a cost savings but it is a safety issue.

Council Member Garza mentioned that they have not increased their budget in the last four years. He stated that the residents want these items and he is 100% in favor of every single request.

Council Member Pierce said that she wants to re-do the whole block on Cape Fear and doesn't want to spend \$61,000 on the sand volleyball court now if it is going to be reworked later.

Council Member Garza said that everything for the volleyball court can be moved.

Council Member Pierce asked about a budget for Ryder Lewis Park.

Mr. Jelinski said that there are funds in this current budget year for the bridge. There is a landscape company in there now cleaning it up. He suggested getting the Friends of Fort Fisher group involved in the maintenance of the park.

Council Member Garza asked if they were going to do benches and fish tiles at Ryder Lewis Park.

Mr. Jelinski said that they are going to explore that once the bridge goes in.

Council Member Pierce suggested giving all things Boardwalk to Parks and Rec. Items such as coves, fish tiles, and the band stand.

Mr. Jelinski mentioned that they recently took over the fish tile program. Margaret is all on board

with routing the fish, they are just trying to be creative on putting them in a place where they will last.

Council Member Garza suggested moving the \$150,000 for Lake Park to next budget year since there is not a definite plan for the lake yet.

MPT Bridges mentioned that Eric's goal was to raise funds and he has done that and feels that these purchases will increase income. He added that staff can decide which projects get cut if needed.

Mr. Narain stated that the strategy for this budget was to present the overview and decide where to cut. The focus on this budget is health, safety and welfare. A proposed 2% tax increase was to address the health, safety and welfare.

Council Member Pierce stated that a lot of Eric's items can be grant and ROT funded.

Mayor Benson made the following observations in regard to the Parks and Rec budget:

The requests identify public health and safety.

There are not enough bathrooms at Mike Chappell Park.

There is a need to rejuvenate the ball fields.

He would like to address extending the land use with MOTSU during the joint land use study.

The M&O is approximately a 1% tax increase.

c. Budget Presentation from the Planning Department

Jeremy Hardison presented the budget for the Planning Department. He thanked Council, Mr. Narain, and Mr. Parvin for trusting him with the opportunity to serve as Planning Director.

He reviewed the permit activity for the past four years.

He gave an overview of the budget which had a 4.4% increase for a total of \$36,998.

They have reorganized the department to include communications. That will encompass social media, website management, and outreach/press releases.

They are requesting a fellowship intern at \$15,000.

He reviewed Citiworks, the new interactive permitting and mapping software.

Council Member Pierce asked if there was a full time GIS person that enters this data and if the intern do this.

Mr. Hardison replied that the intern could assist with Citiworks.

He mentioned that a new website design is being explored and they should hear more on that soon as well as a more innovative Facebook page.

Council Member Garza asked that every season police and fire post educational videos and tie them into the Town's Facebook page.

The Capital budget is increasing by \$38,000 due to the request to replace two vehicles.

They have also added \$15,000 in M&O to cover the cost of a fellowship intern.

Council Member Pierce asked why there was overtime in the planning budget and who works overtime in planning.

Mr. Hardison replied that the code enforcement officer and the building inspector may occasionally have to come in on the weekend.

Council Member Pierce suggested having the code enforcement officer and the building inspector adjust their hours to include after normal business hours and weekends. She mentioned that staff is not out on weekends writing violations. She added that Council has requested this for years.

Council Member Garza reminded Council that Mark Meyer said that people are on call on the weekends to respond to complaints.

Council Member Pierce did not feel that was sufficient.

Council Member Pierce asked why the travel and training budget is higher than the current fiscal year.

Mr. Hardison said that the building inspector is required to attend certain certification courses and some of them would be reimbursed.

Council Member Pierce asked why there was a uniform line item and which employees are issued uniforms.

Mr. Hardison replied that the building inspector and code enforcement officer wear uniforms.

Council Member Pierce asked why the contract services line doubled.

Mr. Hardison said that was the Land Use Plan contract. There are also some miscellaneous items that are not identified that come up throughout the year.

Council Member Pierce said she understands that you don't always use all of your budget money and requested to see the final numbers at the end of this current fiscal year.

Mr. Narain said that staff will come to Council and ask for specific things so there is not an over inflated budget number.

Mr. Narain explained that the training budgets have increased in every budget because he supports providing training for staff.

MPT Bridges mentioned that he also would like to compare what was budgeted for this current fiscal year and what is actually spent.

Council Member Pierce asked if Ed Parvin's salary is listed in planning's budget.

Mr. Parvin said that it is now in the executive budget.

Mayor Benson provided the following comments regarding the planning budget:

Remember his brand "Slow Down, your Already Here", but site the source.

He asked if the Town received the \$55,000 that was lost in permit fees as a result of Hurricane Florence.

Mrs. Hall said that the Town has not yet received that.

He asked to pursue the FEMA pre-disaster mitigation grant. Senator Peterson read it and liked it.

### 3. NON-AGENDA ITEMS

#### a. Council Member Garza:

He asked staff to know what your budget is and work within those lines.

He agrees with Council Member Pierce and is concerned that they didn't have the budget numbers prior to this meeting.

He still does not know the revenue projections.

He feels that the budget was presented backwards like it was last year and Council had asked that it not be presented that way this year. (Council Member Pierce agreed).

He stated that he understands budget transfers are not voted on but he wants to know the total amount because there were large transfer requests last meeting. He also understands that there is fluff but wants to see it spelled out.

He said that he is a huge proponent of purchasing open space and staff needs to move toward that. Now is the time to purchase land and it needs to be communicated to the residents.

MPT Bridges:

The Island Greenway looks excellent. He received a recommendation to put the cross-street names on the Greenway so visitors will have a landmark to identify.

There is a damaged area in the fencing on the Greenway. The Town needs to maintain the fence and possibly put padlocks where needed.

Council Member Garza suggested painting the street name on the trail if new signs are not an option.

Council Member Pierce:

She agrees with what JoDan said about the budget presentation. She has a hard time with fluff. She wants direct numbers that are easily explained to the public. She does not want all the extra bells and whistles.

She mentioned that she has received 2 complaints regarding the boardwalk. The planters are becoming cigarette containers and the benches and swings are in bad shape. She suggested removing the planters.

Brian Stanberry said that they will be maintained.

MPT Bridges mentioned that he had a lot of experience in government budgeting and that he understood why budget transfers exist when emergencies occur. It is a conscious decision by staff and Council should allow them to make those decisions.

Council Member Pierce replied that she understood but it's her nature to ask.

Mr. Narain mentioned that he is aware that Council Member Shuttleworth is opposed to purchasing more vehicles for staff. When department heads ask for vehicles, he has to assess the need knowing Council wants to increase the general fund. He may suggest a golf cart over a new vehicle. Those are some of the strategies to minimize budget fluff or contingencies.

Mayor Benson made the following comments:

One of his five items that he requested was to have a tighter projection of revenues.

The Harbor Commission meeting is tentatively scheduled for May 15th.

Thanks for pointing out the desire to increase taxes. He is in favor because some of the defensible items are going to require that. As a result of that, he is going to hold another Town Hall in a couple of weeks. He wants to lay out his suggestion of a 3% tax increase mainly because of the police pay study. That alone is about 1%. Parks and Recreation's requests are another 1%. He asked how it would affect a \$300k/\$400k home.

Council Member Garza asked the Mayor to be very cautious talking tax increases in a Town Hall meeting.

Council Member Pierce added that a tax increase would have to be voted on and it may not happen. Council may only be open to a land purchase tax increase.

Mayor Benson mentioned that he will address an option for the lake dredge funding.

He thanked those that volunteered for the Seafood Blues and Jazz Festival.

Mr. Narain said that he would get today's budget presentations to Council this afternoon. He will also send out next week's presentations to Council by close of business Friday.

He mentioned that the Town is operating on a 0 based budget, starting with nothing and increasing as needed. The priorities are health, safety and welfare. A sub-component of welfare is providing a workforce with competitive salaries.

Council Member Garza asked what message content the fire department digital message board can display. It would be a good resource for education but he recalls the Fire Chief saying it can only display certain content due to the grant requirements.

Council Member Pierce asked staff to continue to look at a digital sign for Town Hall to get away from using banners.

Council Member Garza asked when the lights for Spartanburg Avenue would be in for the Greenway.

Mr. Stanberry said they are here and should be installed around the 14th.

Mr. Narain informed Council that he is looking into painting the front of the Town Hall building. It will be a shade of blue to match the Town logo.

**4. ADJOURNMENT**

Adopted at a regular meeting on May 14, 2019.

Recorded by Kimberlee Ward, Town Clerk



## CAROLINA BEACH

Town Council Workshop Minutes  
 Tuesday, April 30, 2019 @ 9:00 AM  
 Council Chambers  
 1121 N. Lake Park Boulevard  
 Carolina Beach, NC 28428

### ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, April 30, 2019 at 9:00 AM at Council Chambers.

**PRESENT:** Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, and Council Member Steve Shuttleworth

**ABSENT:** Mayor Joe Benson and Council Member JoDan Garza

**ALSO PRESENT:** Town Manager Lucky Narain, Assistant Town Manager Ed Parvin, Finance Director Debbie Hall, and Town Clerk Kim Ward

#### 1. MPT BRIDGES CALLED THE MEETING TO ORDER AT 9:05 AM

#### 2. BUDGET PRESENTATIONS FROM POLICE, PUBLIC WORKS, PUBLIC UTILITIES, AND EXECUTIVE

- a. Lucky Narain explained that the strategy of this budget is to start with a 0 based budget. The focus is on health, safety, and welfare. The welfare includes taking care of the employees. The executive staff is requesting a 2% COLA and up to a 2% merit allowance for employees.

Chief Chris Spivey presented the police department budget.

They are requesting to split the Administrative Assistant position into two separate positions. One will be specific to records management. The total budget request would be an increase of \$233,017, \$65,683 of that is COLA and Merit.

Council Member Shuttleworth asked about having an IT person that could do the records management for the police department and help with Town IT. He asked the Manager to research this and bring back options to Council.

Council Member Shuttleworth asked the Manager to get with the Wrightsville Beach Mayor about their 2,4,6,8 year bonus strategy for retention.

Mr. Narain said that he is not in favor of doing 2,4,6,8 year bonuses and that he prefers evaluating employees every year.

MPT Bridges said that employees also leave when they do not get recognized for their efforts. Sometimes it's how you treat them, not just pay.

Council Member Pierce asked Chief Spivey for clarification if they are down three officers on the street.

Chief Spivey confirmed that they are down three on the street but they are in the process of hiring two.

Council Member Shuttleworth asked if vehicles were being recycled and passed down to other departments. He would like to understand the replacement and recycle program.

Council Member Pierce asked the Manager to look into leasing vehicles.

Mr. Narain said that he is looking into Smart cars and golf carts to reduce the carbon foot print.

Council Member Shuttleworth asked Chief Spivey if he felt he needed the pay study implemented for recruitment and retention.

Chief Spivey replied that he did.

Chief Spivey reviewed the department goals:

Enhance recruitment and retention

Continue professional development

Enhance internal plan for succession

Continue Citizens Academy

Complete Phase II of the police department structural enhancement and expansion

Council Member Shuttleworth asked about the cameras at the bridge and marina.

Chief Spivey said the cameras are now at the Town Hall campus and there are 10 cameras on the boardwalk. He is working on cameras at the marina. They are also exploring public safety grant opportunities to upgrade existing cameras.

Council Member Shuttleworth asked about the Tsunami (name brand) cameras.

Chief Spivey said that those are 360 degree cameras that run off cellular service and they are mobile.

Council Member Shuttleworth asked about the cost of the cameras.

Ed Parvin said that they are about \$5,000 per camera.

Council Member Pierce asked if the camera project was sent out for bid.

Mr. Parvin said that they sent it out for bid several years ago but has not been back out for bid since.

Council Member Pierce mentioned that she has 7 cameras and she paid \$3,500 for all of them. She

asked the Manager to look into the price.

Chief Spivey reviewed his unfunded capital needs that include:

Vehicle rotation program

Video surveillance program

Police officer buyout program

LEXIPOL policy management program

Chief Spivey presented the Beach Maintenance budget overview:

This account will decrease \$112,699 due to the elimination of two beach officer positions.

Council Member Pierce said that she would like to see the breakdown for COLA, Merit, and the 1% 401k match for each department.

Mr. Narain said he would get that information to Council.

Public Works Director Brian Stanberry presented the Public Works budget.

He is proposing an overall budget decrease of \$271,635 or 5%. There is no increase to the solid waste service this year.

Mr. Parvin mentioned that Green for Life (GFL) bought out Waste Industries about a month ago and you may start seeing lime green trucks on the Island. They are the new solid waste contractor.

They are requesting to replace two trucks (vehicles 458 and 75).

Council Member Shuttleworth asked if staff could look at installing an air machine at 1708 Canal Drive for vehicles that deflate their tire pressure to go onto Freeman Park.

Council Member Pierce said that Council Member Garza asked her to have staff look at the option recycling at the north end.

Mr. Stanberry said he could look into it.

Mr. Stanberry mentioned that the Island Cottage building is owned by the Town and he is requesting \$3,000 to repair the roof and windows.

Council Member Pierce said she does not want Island Cottage hiring contractors to do the work that the Town should be managing that.

Council Member Pierce asked Mr. Stanberry if he wanted to replace or eliminate the planters on the boardwalk. She said they are becoming cigarette containers.

Council Member Shuttleworth asked if the Town was better off contracting out projects like planters and walkways.

Mr. Stanberry explained that he does contract projects that are too big for staff but sometimes it is more cost effective for staff to complete these projects.

Mr. Stanberry said that there is a 2% budget increase in Environmental.

Council Member Pierce thanked Mr. Stanberry and his staff for the hard work they are doing.

Mr. Stanberry presented the Stormwater budget which totals \$1,441,457. That is a \$328,426 (19%) decrease from FY18/19. He is asking for a new position which would be a Building Construction Review Technician.

Council Member Shuttleworth asked why someone in the planning department can't do that job.

Mr. Parvin said he could not think of one employee that could add that to their duties.

Mr. Stanberry added that they are requesting a Jet-Vac to replace the one that has only worked about 15 days this year.

Council Member Shuttleworth asked if the Attorney was working on easements for Henniker's Ditch.

Mr. Stanberry said that Noel is working on it.

Council Member Pierce said that she does not see any frills in this budget.

Mr. Stanberry presented the Public Works Administration budget:

The total request is \$113,626, a decrease of \$7,786 (6.8%).

The expenditures for the Powell Bill Fund decreased to \$186,000, a decrease of \$34,482.

Council Member Shuttleworth asked if staff plans to spend the entire Powell Bill money. He wanted to know if the Town will receive more than \$186,000.

The request for the Beach Maintenance fund is \$86,000. That is an increase of \$30,000 from FY18/19.

Mr. Stanberry reviewed the entire budget summary which is a decrease of \$271,635.

Mark Meyer, Public Utilities Director introduced himself and thanked Council for the opportunity to serve in this position. He was recently promoted to this position.

Council Member Shuttleworth asked Mr. Meyer how many vehicles he would be asking for.

Mr. Meyer said that he is asking for one vehicle.

The total budget request is \$8,063,732 a decrease of \$472,670 most of which is a reduction in capital.

Mr. Meyer continued his presentation and reviewed the highlights for Water & Sewer Administration. They should be able to transfer to \$725,000 to the General Fund.

There will be a decrease in personnel wages with the retirement of the director and the project manager.

The Wastewater Treatment Plant will have a decrease of \$424,199 bringing their budget to \$824,557.

Staff is anticipating having a substantial capital outlay next year. They were able to cut a lot of expenses this current fiscal year because of employees doing work versus calling in contractors.

Council Member Shuttleworth asked the Manager if they should put some funds in the budget so it does not jump dramatically next year.

Mr. Narain said that he would look into that.

The Waste Water Collection department's total budget is \$1,709,787 a decrease of \$91,003. They are requesting one replacement truck.

Water Distribution's budget came in at \$1,343,834, a decrease of \$157,423. There are 2 employees that maintain the water quality by doing water testing. They have created ways to cut the cost of producing water.

The Water and Sewer Fleet budget came in at \$264,000 an increase of \$42,410. They have been trending an increase in the cost of maintaining vehicles.

Council Member Pierce asked why the Town is in the port-o-john business and would like the Manager to look at what that costs.

Council Member Shuttleworth agreed and said it would save a lot of money if the Town got rid of some port-o-johns.

Mr. Narain said that he will get those numbers to Council.

The General Fleet budget is \$285,400 a \$600 decrease.

The Utility Fund Debt Service is at \$2,703,134.

Council Member Pierce asked Mr. Narain to prepare an update for an upcoming workshop on the bonds and CBP3.

The Public Utility Fund is \$8,063,732, a decrease of \$815,833 (including stormwater).

Council Member Shuttleworth asked about fleet maintenance and if Mark Meyer was in charge of all of it.

Mr. Meyer said that he was over fleet for Police, Fire, and Operations.

Council Member Pierce asked Mr. Meyer to meet with the Town Manager to discuss fleet efficiency.

Council Member Shuttleworth asked Mr. Meyer what he envisioned for water plant 2.

Mr. Meyer said his goal is to produce more water.

Council Member Shuttleworth asked if the Town is short on water.

Mr. Meyer replied that the Town is not short but it takes longer to produce it, adding that they are choking down wells and it is taking longer to fill them.

Council Member Shuttleworth said that he hears complaints about water quality and mentioned that if you put good water through bad pipes, you get bad water.

Council Member Pierce added that Council promised residents better water and they bought the property on Dow Road to work toward that but the Town has not done anything with that.

Council Member Shuttleworth said that Council would like to hear a 3-5 year plan on water. He said that of all the things the Town could ask for from MOTSU, the water plant would benefit everyone.

Council Member Pierce would like to see the numbers on what it will cost to implement the water system.

MPT Bridges mentioned that there was a discussion of having a split system.

Mr. Meyer explained the importance of distributing evenly.

Mr. Narain presented the Administration budget.

He stated the focus on this year's budget is health, safety, and welfare of the residents while striving to reach a 30% fund balance. A public hearing on the budget is scheduled for May 14th. May 28th will be the final discussion and June 11th will be the final budget presentation that will go before Council for a vote.

The projected revenue is \$15,482,609 with a .02 tax increase with the potential of another increase next year.

Non-Department Budget Overview:

The total increased by \$9,668. This increase is due to the cost of the 2019 municipal elections and the addition of four new non-profit funding requests.

Debt Service dropped \$98,043 because the 2008 Rosenbauer platform truck was paid off in March, 2019.

Legislative Maintenance:

Hurricane Florence cost the Town \$1,669,882. We should see at least \$1,490,956 in FEMA reimbursements and possibly more for mitigation projects.

**Executive Budget Overview:**

This account increased by \$74,563 due to the increase in personnel and benefits for the transfer of staff members.

**Clerk Budget Overview:**

This account decreased by \$40,664 due to the transfer of the Administrative Support Specialist from the Clerk's Department to the Planning Department.

The Finance Department had a reduction of \$3,780 due to a reduction in audit costs.

The Human Resources Department had an increase of \$76,601 for recruiting, insurance and benefits.

The Marina Budget increase by \$13,112 to establish new mooring field management and the increased costs for repairs and utilities.

Parking decreased by \$85,850 as a result of bringing in a new parking vendor – Lanier.

Beach Maintenance decreased by \$240,570 due to eliminating the 1.5 beach ranger positions.

The overall General Fund Budget is up \$92,570 from last year. The projected revenues are \$15,482,609 which is \$90,756 away from a balanced budget with a .02 tax increase.

Council Member Shuttleworth asked for projected revenues from previous years.

**3. NON-AGENDA ITEMS**

- a. Council Member Shuttleworth mentioned that the Cabana is having trouble getting an electrical permit and asked staff to find out what is going on.

Council Member Pierce asked why the new 5k event coordinator was told they could not present at the May meeting.

Council Member Shuttleworth said that they can come to the May meeting. They were just told not to bring the Steve Haydu map, to bring their own.

Mr. Parvin had a request from Council Member Garza:

He asked about the sprinklers on Cape Fear Blvd and if they are being used.

Mr. Stanberry said that the main is broke but they are working on a solution.

Council Member Garza also asked Mr. Parvin to mention that some dog owner's received tickets for dogs on the beach during the dog surfing event.

Chief Spivey said that he is addressing those issues.

Council Member Garza would like staff to work with Lanier Parking to evaluate having compact

parking between Cape Fear Boulevard and the Lake on Lake Park Boulevard.

Mr. Narain said that he received a complaint about the lack of enforcement for dogs on the beach.

Council Member Pierce mentioned looking into the beach ambassadors program. The Police Advisory Committee will discuss this at their May 6th meeting.

Mr. Narain stated that he and Chief Spivey are exploring the portable Tsunami camera.

Council Member Pierce said that Council Member Garza wanted staff to look into what it would cost to give residents free parking.

Mayor Benson had suggested having free parking from 6-7 pm on Thursdays. He asked staff how much is being made from the parking meters.

Mr. Narain replied that this is the first year that the Town has increased parking rates like this and that he would need to establish a base number to see if it could be reduced.

Council Member Shuttleworth said that he is in favor of leaving the parking alone. You need a year or two to evaluate. He added that Council is asking the Manager to increase the general fund balance and then asking to reduce parking fees.

#### **4. MPT BRIDGES ADJOURNED THE MEETING AT 12:30 PM**

Adopted at a regular meeting on May 14, 2019.

Recorded by Kimberlee Ward, Town Clerk





## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Chris Spivey

Department: Police

### **Citizens Academy Graduation**

**BACKGROUND:** Chief Spivey will present certificates to the first Citizens Academy graduates.

**ATTACHMENTS:** [2019 Citizens Academy](#)

# 2019 CITIZENS ACADEMY



Melanie Boswell, PAC Member  
Deb LeCompte, PAC Member  
Jay Healy, PAC Member  
Lou Messina, PAC Member

Jeff Hogan, PAC Member  
Wayne Rouse, PAC Member  
Ken Hodges, PAC Member  
LeAnn Pierce, Council Member

# Proclamation 19-2201

Town of Carolina Beach  
Town Council



## Proclaiming May 18-24, 2019 as National Safe Boating Week

- Whereas, for nearly 100 million Americans, boating continues to be a popular recreational activity; and from coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling and fishing; and
- Whereas, on average, 650 people die each year in boating-related accidents in the U.S., 76% by drowning; and
- Whereas, the vast majority of these accidents are caused by human error or poor judgment, rather than by the boat, equipment or environmental factors; and
- Whereas, many boaters who lose their lives by drowning each year would be alive today had they worn life jackets; and
- Whereas, safe boating begins with preparation; the U.S. Coast Guard estimates that human error accounts for 70% of all boating accidents, and that life jackets could prevent nearly 85% of boating fatalities, such that through basic boating safety procedures – wearing life jackets, carrying lifesaving emergency distress and communications equipment, attending safe boating courses, participating in free boat safety checks, and staying sober – we can help ensure America’s boaters stay safe throughout the season; and
- Whereas, National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so they can have a safer, more fun experience on the water throughout the year;

Now therefore, the Town Council of Carolina Beach, to support the goals of the Safe Boating Campaign, hereby

Town of Carolina Beach  
Proclamation No. 19-2201

1 | Page

# Proclamation 19-2201

Town of Carolina Beach  
Town Council

**Proclaims** May 18-24, 2019 as National Safe Boating Week, and the start of the year-round effort to promote safe boating; and

**Joins** the U.S. Coast Guard, the U.S. Power Squadron, and their federal, state, and local partners, to encourage all boaters to explore and enjoy America’s beautiful waters responsibly; and

**Urges** all those who boat to practice safe boating habits, and to wear a life jacket at all times while boating.

Given under my signature  
and seal at the Town of  
Carolina Beach,  
This 14<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
Joseph Benson, Mayor

\_\_\_\_\_  
Attest: Kimberlee Ward, Town Clerk



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Kim Ward

Department: Clerk

### **Presentation from the US Power Squadron recognizing Safe Boating Week as May 18-24, 2019**

- BACKGROUND:** The US Power Squadron will be in attendance to read Proclamation 19-2201 proclaiming May 18-24, 2019 as National Safe Boating Week.
- ACTION REQUESTED:** Motion to adopt Proclamation 19-2201 proclaiming May 18-24, 2019 as National Safe Boating Week.
- ATTACHMENTS:** [Proclamation 19-2201 Safe Boating Week](#)

# Proclamation 19-2201

Town of Carolina Beach  
Town Council



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Town of Carolina Beach  
Proclamation No. 19-2201

1 | Page

# Proclamation 19-2201

Town of Carolina Beach  
Town Council

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Given under my signature  
and seal at the Town of  
Carolina Beach,  
This 14<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
Joseph Benson, Mayor

\_\_\_\_\_  
Attest: Kimberlee Ward, Town Clerk



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Brenda Butler

Department: Planning

### **Special Events**

**BACKGROUND:** Briefing the special events for May and Jun. Also briefing a new event for approval, Marylynn Hardesy Teal Hearts 5K/10K

**ATTACHMENTS:** [Special Events May](#)





# SPECIAL EVENTS

MAY - JUNE 2019



# Carolina Beach Market

May 11th - September 28th  
2019

Saturdays 8:00 AM to 1:00 PM

Local Growers, Artisans & Crafters



<http://carolinabeachfarmersmarket.com>



# MAY

CB MARKET  
Saturdays 8:00 AM – 1:00 PM



Bingo at the Boardwalk Starts  
Wed May 22<sup>nd</sup> 6:30 PM

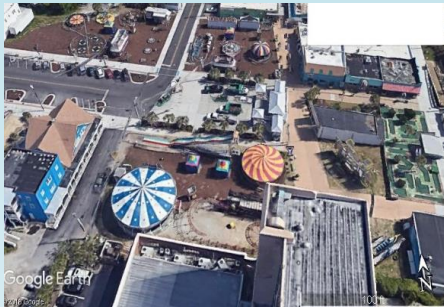


MOVIES AT THE LAKE – CB LAKE -  
EVERY SUNDAY - @ DARK (Around 9:00  
pm)

26<sup>th</sup> - Rack Pack

## CARNIVAL RIDES

Started Setting up Thursday 9<sup>th</sup>  
Will Open sometime in the next week



BEACH WRESTLING – Saturday 18<sup>th</sup>  
– on the beach at the Boardwalk –  
10:00 AM -



BOARDWALK BLAST MUSIC  
Starts Thur May 24<sup>th</sup> 6:30 PM  
&

FIREWORKS Start  
Thur May 24<sup>th</sup> 9:00 PM



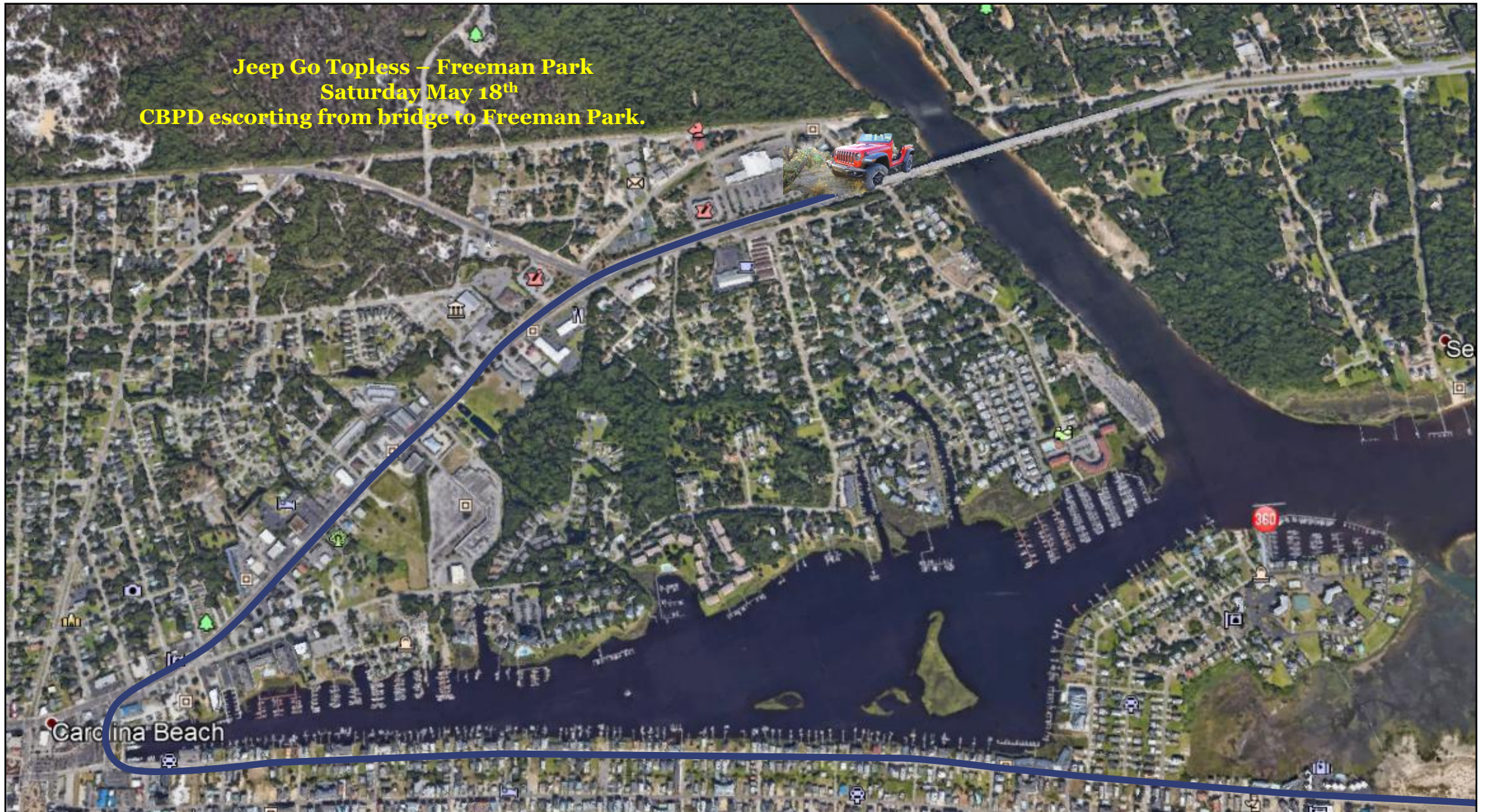
# MAY



**Jeep Go Topless – Freeman Park  
Saturday May 18<sup>th</sup>  
CBPD escorting from bridge to Freeman Park.**



**Jeep Go Topless – Freeman Park  
Saturday May 18<sup>th</sup>  
CBPD escorting from bridge to Freeman Park.**





**Carolina Beach Market**  
**May 11th - September 28th**  
**2019**

**Saturdays 8:00 AM to 1:00 PM**  
**Local Growers, Artisans & Crafters**



<http://carolinabeachfarmersmarket.com>



CB MARKET  
 Saturdays 8:00 AM – 1:00 PM

BEACH MUSIC FEST Sat 1<sup>st</sup> –  
 10:00 AM – 5:00 PM



# JUNE



Bingo at the Boardwalk  
 Wednesdays 6:30 PM



Boardwalk Blast Music Starts  
 Thursdays 6:30 PM  
 &  
 Fireworks Start  
 Thursdays 9:00 PM



MOVIES AT THE LAKE – CB LAKE - EVERY  
 SUNDAY - @ DARK (Around 9:00 pm)

- 2<sup>nd</sup> – DEEP
- 9<sup>th</sup> - HIDDEN FIGURES
- 16<sup>th</sup> – THE LITTLE MERMAID
- 23<sup>rd</sup> – MARY POPPINS RETURNS
- 30<sup>th</sup> - LEGO MOVIE The Second Part



# QUESTIONS??

CONTACT:

BRENDA BUTLER  
COMMUNITY ORGANIZATION OFFICER

910-458-8218  
[brenda.butler@carolinabeach.org](mailto:brenda.butler@carolinabeach.org)



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Brenda Butler

Department: Planning

### **The MaryLynn Hardesty Teal Hearts 5K/10K**

**ATTACHMENTS:**

[Application](#)

[MaryLynn Hardesty Teal Hearts](#)

[Marylynn Hardesty Teal Hearts - Staff](#)



PUBLIC PROPERTY EVENT #

## PUBLIC PROPERTY SPECIAL EVENT APPLICATION

Application **MUST** be submitted at least 30 days prior to your special event.  
Application for an event occurring on a State/Federal Holiday **MUST** be submitted at least 45 days prior to event.

### I. General Information

Type of Event: 5K and 10K Run  
 Event Name: The MaryLynn Hardesty Teal Hearts 5K/10K  
 Event Location: Boardwalk Gazebo and surrounding neighborhood  
 Event Date (s): Sunday, 22 Sep 2014 Inclement Weather Date(s): N/A (Rain/Share)  
 Start Time: 7am End Time: 12pm  
 Set-Up: Date & Time: Sam - 7am Dismantle Date & Time: 11am - 12pm

**Description of Event** (Please briefly describe the event.)

1st Annual 5K < 10K run that will utilize the certified track established by Steve Haydu's St Patrick's Lo Tide Run

Estimated Daily Attendance: 1000

### II. Applicant and/or Sponsoring Organization Information

**Name:** Patrick Hardesty

**Sponsor Status:** If non-profit, are you:  501c (3)  501c (6)  Place of worship

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Day of Event Contact:** (Please provide information for a contact person who will be on-site the day of your event.)

Contact Name: Patrick Hardesty

Mobile Phone: 336-312-3100 Email: pmh4964@gmail.com

### III. Event Details:

Yes  No Is this an annual event?  
 What years have the event taken place? \_\_\_\_\_

Yes  No Does the event involve the **sale or use of alcoholic beverages**?  
 > Provide copy of the ABC permit obtained.  
 >



Yes  No Will there be **musical entertainment** at your event?  
 > Note: Live music shall not exceed 11:00pm and shall not exceed 9:00pm if located within 200 feet of a residential district.

**Signs:** List all temporary signs and their locations to be displayed during the event

Yes  No Will any signs be used for this event?  
 Number of signs: 20-40 Sizes of each sign: VARIOUS SIZES  
 Where sign(s) will be placed: around boardwalk area

**TOWN PROVIDED SERVICES:**

**Crowd/Traffic Control: Detailed Crowd/Traffic Control Plan Required**

Yes  No Carolina Beach Police Officers # Officers required: 3

**Port-A-Johns**

Yes  No #Port-A-Johns needed (sets): \_\_\_\_\_

**Trash & Recycling:**

#Trash barrels needed: 14 #Recyclable barrels needed: 4  
 Town maintain trash receptacles

**Fencing/Cones/Barrels**

Fencing: \_\_\_\_\_ ft  
 # Cones needed: 25 # Barrels needed: 8

**Parking**

Yes  No Do you need parking meters bagged or parking spaces blocked off?  
Note: There is an \$8.00 per space, per day fee for bagging meters or closing parking spaces

**Water**

Yes  No Will you require **access to Town of Carolina Beach water** for the event?

**Electrical needs**

Yes  No Will you require **electrical hookups** for this event?  
 > Note: If service is required during the event it is the APPLICANTS responsibility to contact EWE @ 443-0700. The APPLICANT will be billed directly if called for service during the event.

**Tents**

Yes  No Will there be any **tents, canopies, or temporary structures** in the proposed event site?  
 > Provider of tents: Setup Events # of tents: 1-2  
 > Will any tent exceed 400 sq feet in area?  Yes  No  
Note: Tent permits will be required from Fire Department if exceed 400 Sq ft in area.

**IV. Run/Walk/Parade Route Closure Requests**

- Fill out **Appendix A** if you are applying for a Run/Walk/Parade Permit. Must include written turn by turn directions.

**V. Street Closure Requests**

- Fill out **Appendix B** if you are requesting a street closure as part of your special event.

**VI. Sidewalk Closure Requests**

- Fill out **Appendix C** if you are ONLY requesting for a sidewalk closure as part of your special event.

**Special Information and Conditions of receiving a Special Event Permit:**

**Vulgar Language and Lewd Conduct:**

Applicant agrees to restrict the use vulgar language or lewd behavior by event participants, vendors, or talent that may offend patrons at the event. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

**Event Advertisement**

Do not announce, advertise or promote your event until you have a completed and submitted this application and you have received approval from your Municipal Event Coordinator.

**Street/Event Area Conditions**

No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed within 12 hours of the end of the event.

**Public Safety:**

Police: If in the opinion of the Police Chief or his designee a sworn officer is essential for a special event the applicant will be instructed on the number of officers needed and if security can be provided with on duty staff. If a special event serves alcohol, the *special event will be* required to have at a minimum of one police officer at the event.

**Binding Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Carolina Beach rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: Patricia Slattery Date: 04 Mar 2019  
 Organization: N/A, Independently-run

The following documents **MUST** be attached with submitted application:

- Insurance:** Please attach proof of insurance or applicable rider - liability insurance for the business naming the TOWN OF CAROLINA BEACH as the additional insured entity for no less than \$1,000,000
- Appendixes:** A, B and/or C (as required)

**Map of Event:** Provide a scaled site plan showing the driveway cuts, parking areas, planned activity areas, proposed structures, bathrooms, concessions, tents, and any other related activities that will occur or be placed on site

**RETURN COMPLETED APPLICATION TO:**  
 Town of Carolina Beach Community Organizaiton Officer  
 1121 N. Lake Park Blvd, Carolina Beach NC 28428  
 Telephone: (910) 458-8218, Fax: (910) 458-2997  
 Email: [Brenda.butler@carolinabeach.org](mailto:Brenda.butler@carolinabeach.org)

**Appendix A**  
**RUN/WALK/PARADE ROUTE DESCRIPTION**

EVENT NAME: The MaryLynn Hardisty Teal Hearts 5k/10k

EVENT DATE: 22 Sep 2019      EVENT TIME: 7am - 12pm

FORMATION AREA LOCATION: Boardwalk Lazebo

STARTING POINT: Cape Fear Blvd

ENDING POINT: Hamlet Beach Access

**ROUTE: (Please provide a turn-by-turn description of the proposed parade/run/walk route. A map of the route shall also be required.)**

**Route Begins:** See attached maps certified through 31 Dec 2027

**Route Ends:**

## Appendix B STREET CLOSURE REQUEST FORM

EVENT NAME: The MaryLynn Hardesty Teal Hearts SK/OK

EVENT DATE/S: September 22, 2019      EVENT TIME: 7am - 12pm

a. Name of street to be closed: Cape Fear Blvd

Is this a total closure or partial lane closure? Total

Beginning Intersection Point: 7th Street

Ending Intersection Point: 8th Street

Beginning Time: 8:00 am      Ending Time: 9:30 am

b. Name of street to be closed: Harper Ave

Is this a total closure or partial lane closure? Total

Beginning Intersection Point: 7th Street

Ending Intersection Point: 7th Street

Beginning Time: 8:00 am      Ending Time: 9:30 am

c. Name of street to be closed: Lake Park Blvd

Is this a total closure or partial lane closure? Total

Beginning Intersection Point: Hamlet Ave

Ending Intersection Point: Hamlet Ave

Beginning Time: 8:30 am      Ending Time: 10:30 am

**Street Closure Guidelines:**

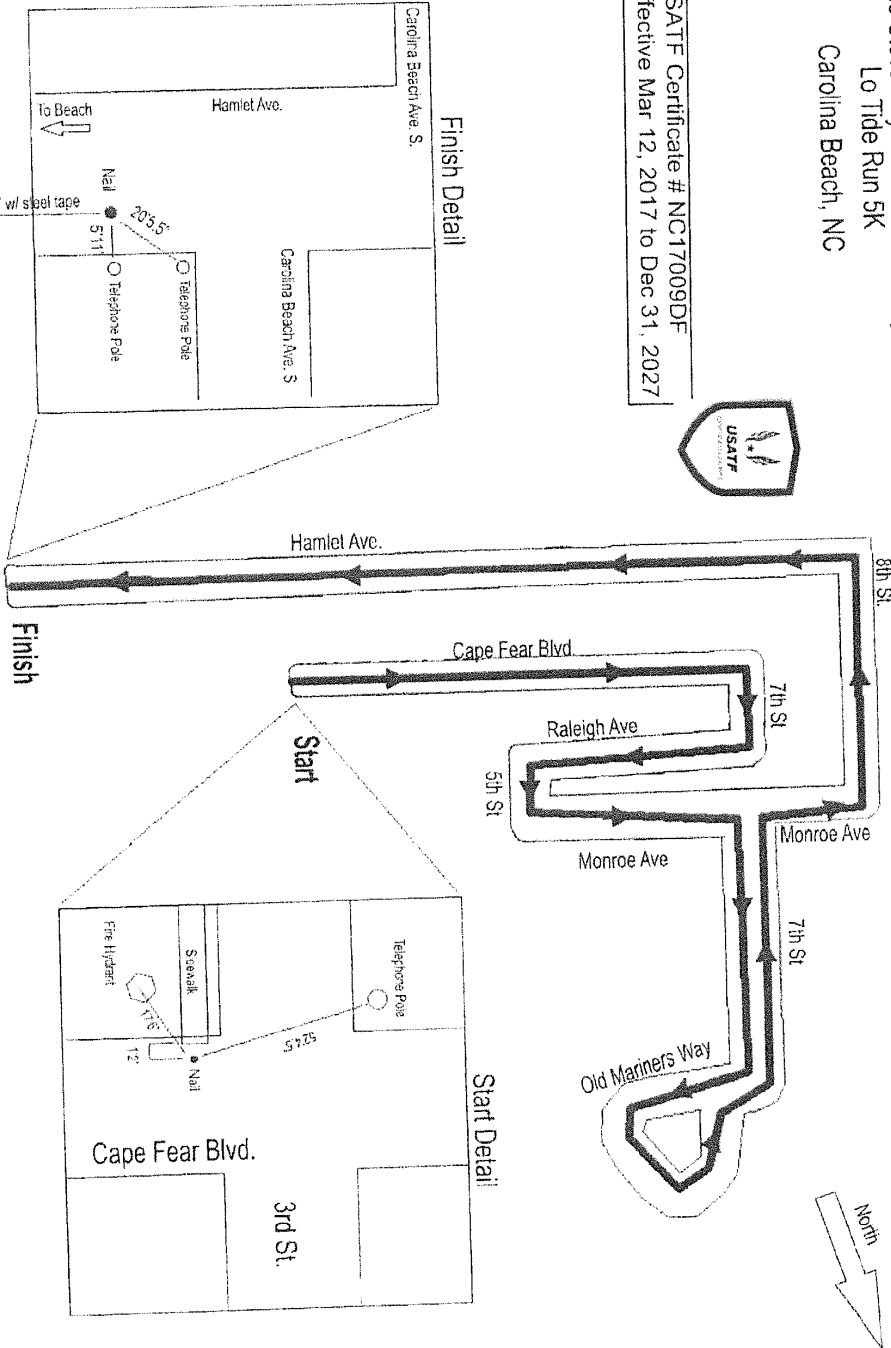
- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.
- Fire Lane: 20' Wide Fire-Lane must be maintained throughout all street closures
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

1/9/2018

USATF - Certified Course Map

### The Steve Haydu St. Patrick's Day Lo Tide Run 5K Carolina Beach, NC

USATF Certificate # NC17009DF  
Effective Mar 12, 2017 to Dec 31, 2027

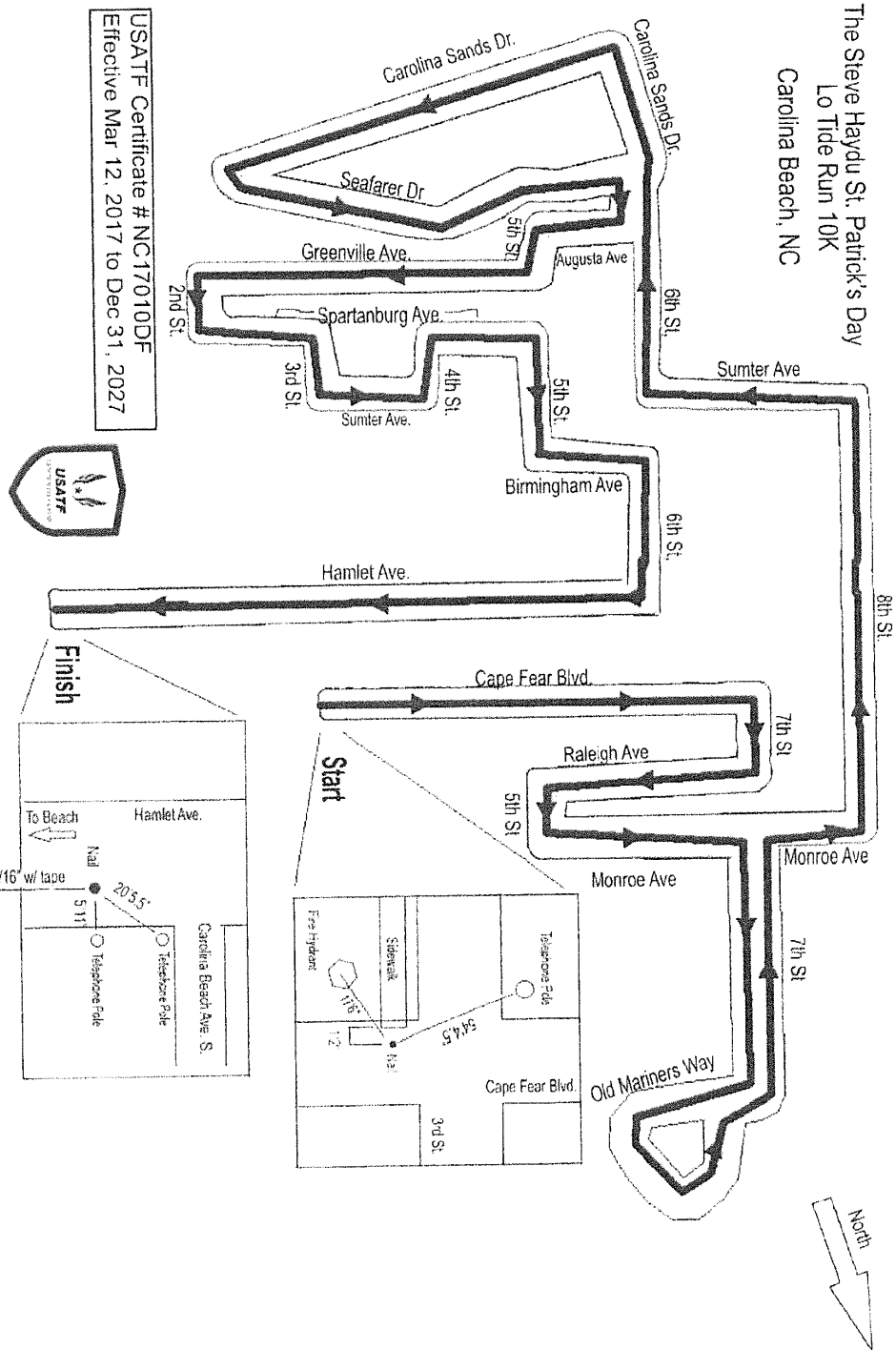


<https://www.usatf.org/events/courses/maps/showMap.asp?courseID=NC17009DF>

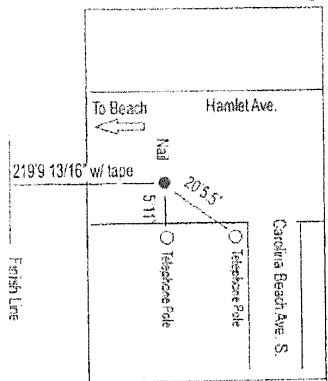
1/9/2018

USATF - Certified Course Map

The Steve Haydu St. Patrick's Day  
Lo Tide Run 10K  
Carolina Beach, NC



USATF Certificate # NC17010DF  
Effective Mar 12, 2017 to Dec 31, 2027



<https://www.usatf.org/events/courses/maps/showMap.asp?courseID=NC17010DF>

1/9/2018

USATF - Certified Course Map



**USATF** *Road Running Technical Council*  
*USA Track & Field*  
**Measurement Certificate**



Name of the course The Steve Haydu St. Patrick's Day Lo Tide Run 10K Distance 10 km

Location (state) North Carolina (city) Carolina Beach

Type of course: road race  calibration course  track

Measuring methods: bicycle  steel tape  electronic distance meter

Measured by (name, address, phone & e-mail) Brian Keith; 209 Lake Ave, Carolina Beach, NC 28428;

910-448-8048; bskeith@gmail.com

Race contact (name, address, phone & e-mail) Brian Keith; 209 Lake Ave, Carolina Beach, NC 28428;

910-448-8048; bskeith@gmail.com

Date(s) when course measured: Feb 11, 2017

Number of measurements of entire course: 2 Course Configuration: partial loop

Elevation (meters above sea level) Start 2 m Finish 2 m Highest 2 m Lowest 1 m

Straight line distance between start & finish 457 m Drop 0 m/km Separation 4.6 %

Type of surface: paved 99 % dirt 1 % gravel 0 % grass 0 % track 0 %

Effective date of certification: Mar 12, 2017 Certification code: NC17010DF

Navigation Data Provided Through Certification Code

<https://www.usatf.org/events/courses/maps/showMap.asp?courseID=NC17010DF>

1/9/2018

USATF - Certified Course Map

INVOICE TO RACE DIRECTOR. Use this Certification Code in all public announcements relating to your race.

## Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

*Verification of Course* — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

*This certification expires on December 31 in the year*

**2027**

**AS NATIONALLY CERTIFIED BY:**



Date:

Mar 13, 2017

Dick Forbis – USATF/RRTC Certifier for North Carolina  
117 W. Carr St., Carrboro, NC 27510 (919) 360-6006 dick\_forbis@unc.edu

20165



CASTING FOR HOPE

PRESENTS

# THE MARYLYNN HARDESTY TEAL HEARTS 5K/10K

SEPTEMBER 22ND, 2019  
*Carolina Beach, NC*



Lead Event Organizer

Dr. Patrick Hardesty, Son

Contributing Organizers

Ms. Kristen Hardesty, Daughter

Mr. Shawn Hardesty, Husband

Main Presenter

Mr. Shawn Hardesty, Husband

PROPOSAL TO THE TOWN OF CAROLINA BEACH BY  
THE HARDESTY FAMILY ON MAY 14, 2019

# Introduction and Purpose

The MaryLynn Hardesty Teal Hearts 5K/10K will be the inaugural non-profit run of an annual series that will benefit Casting for Hope (see next slide). Not enough can be said about MaryLynn and her loving, caring spirit, but I know that so many people in the town of Carolina Beach are willing to share with you portions of her story, their love for her and the profound impact she had on them. This event will be a small tribute to her life and all women affected by gynecological cancers, including their families and friends. MaryLynn's primary goal for her legacy is to raise awareness of the early signs/symptoms of gynecological cancers, so this will be a huge effort included in the purpose of this event.

# Casting for Hope (CfH)

Non-profit organization based in Western North Carolina that provides financial assistance and event/retreat organization to women affected by gynecological cancers. Their most valued and rooted service that they provide is an annual fly-fishing retreat in which they bring women battling gynecological cancers + a loved one on a fly-fishing retreat led by professional fly fishermen. The time spent on this retreat was extraordinarily special for our mother because of the relationships she built with the other women in attendance, but most importantly the long-lasting relationships with the co-founders and leaders of CfH that her family will continue to maintain in her place. When planning this event originally, we kept it a surprise for our mother, but knew immediately that CfH would be her choice non-profit for all donations made in her name. Before she passed, we shared with her the mission of this event and she could not have been more pleased with every detail we have prepared.

Please visit <https://castingforhope.org> for more information and learn more about each of the co-founders and leaders involved in their organization.

# Route/Road Blocks

We are requesting the following police presence for road blocks for this event:

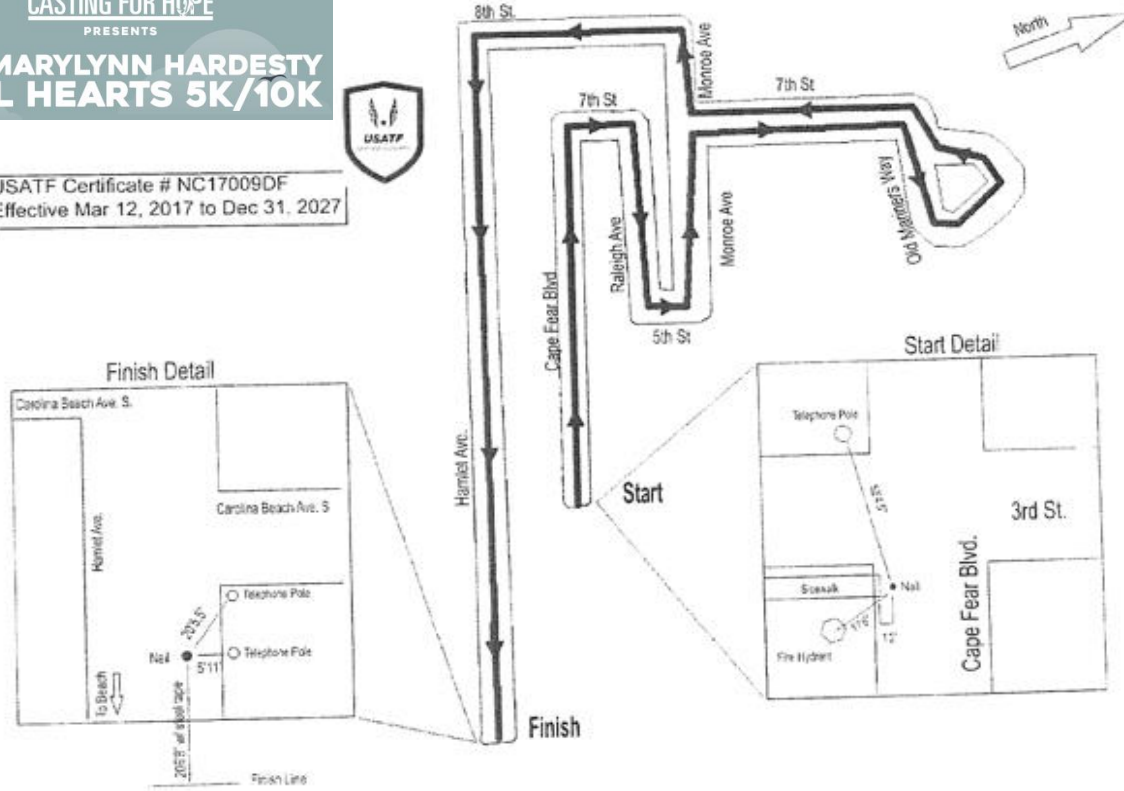
- ▶ Police officer(s) located at each of the following locations as appropriate according to EAP, marked "B" on 10K map included in presentation:
  - ▶ Lake Park Blvd and Hamlet Ave from 0830 until 1030.
  - ▶ Cape Fear Blvd between 7<sup>th</sup> and 8<sup>th</sup> Street from 0800 until 0930.
  - ▶ Harper Ave and 7<sup>th</sup> Street from 0800 until 0930.

The following slides detail both the 5K and 10K routes, which are certified USATF certified.

CASTING FOR HOPE  
PRESENTS  
**THE MARYLYNN HARDESTY  
TEAL HEARTS 5K/10K**



USATF Certificate # NC17009DF  
Effective Mar 12, 2017 to Dec 31, 2027



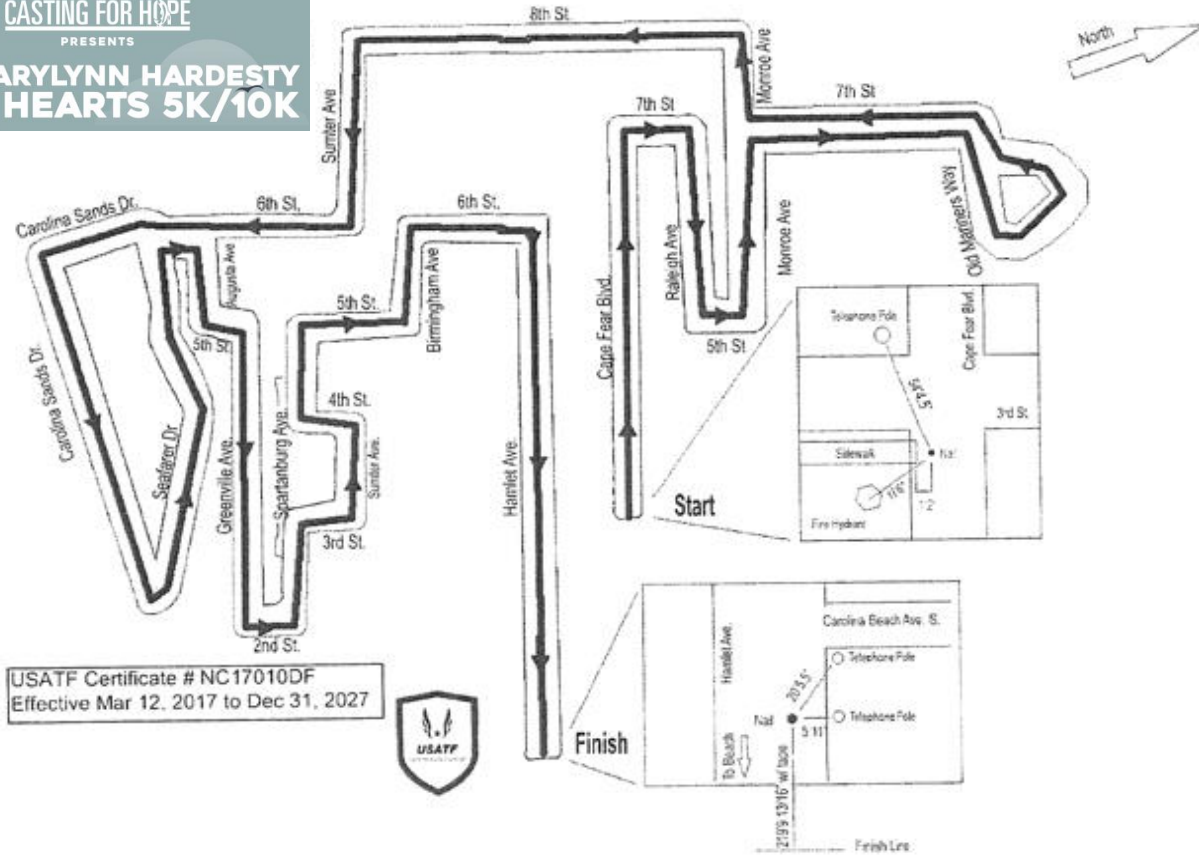


See 10k slide for more details

1/9/2018

USATF - Certified Course Map

CASTING FOR HOPE  
PRESENTS  
**THE MARYLYNN HARDESTY  
TEAL HEARTS 5K/10K**

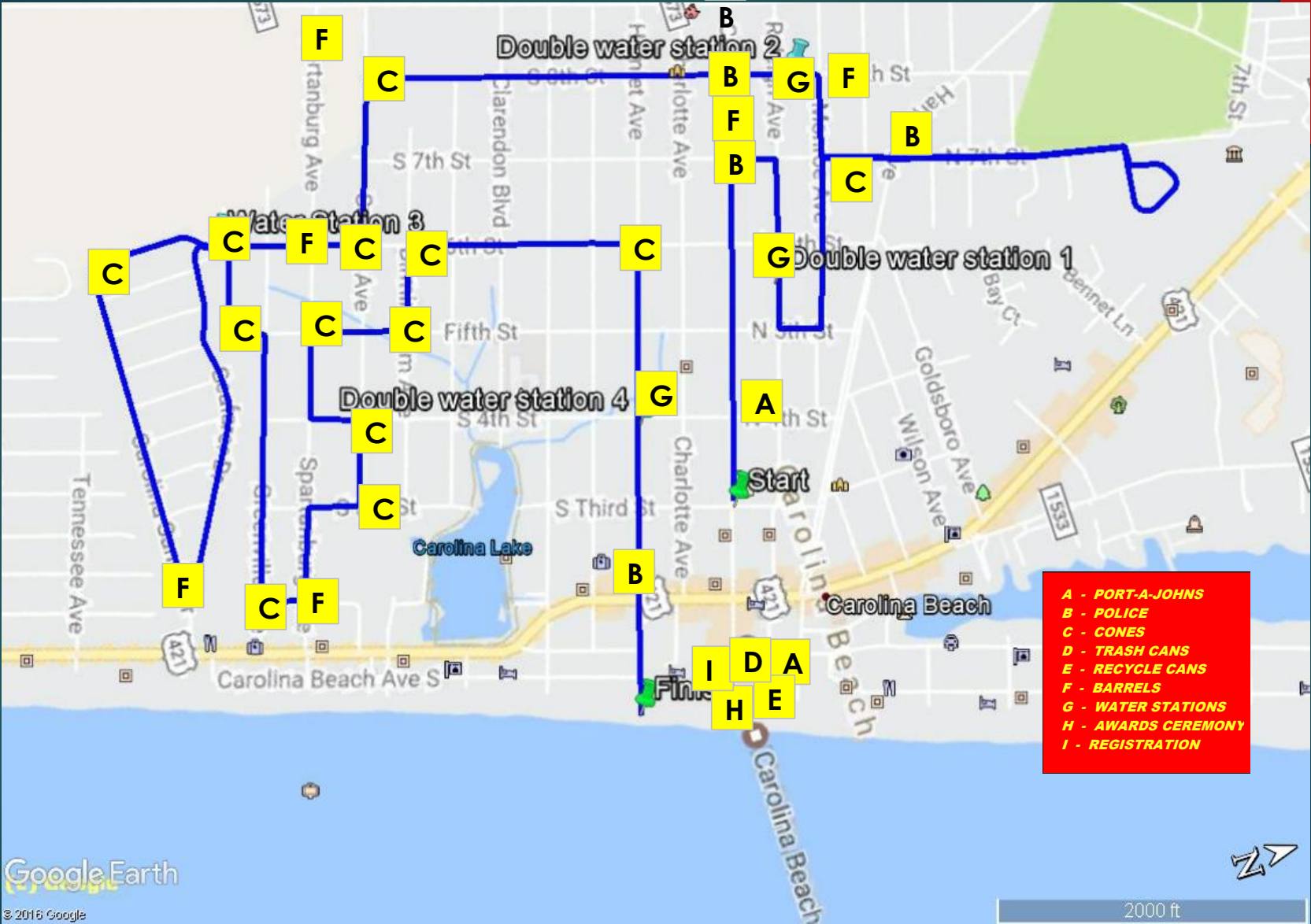


USATF Certificate # NC17010DF  
Effective Mar 12, 2017 to Dec 31, 2027



<https://www.usatf.org/events/courses/maps/showMap.asp?courseID=NC17010DF>

1/3



- A - PORT-A-JOHN'S**
- B - POLICE**
- C - CONES**
- D - TRASH CANS**
- E - RECYCLE CANS**
- F - BARRELS**
- G - WATER STATIONS**
- H - AWARDS CEREMONY**
- I - REGISTRATION**



# Requested Services

As this is a non-profit inaugural event, we appreciate the possibility of any services being donated or any form of assistance that can be offered individually from any town member. The following services are being requested of the town of Carolina Beach:

- ▶ Six (6) police officers
- ▶ 14 trash barrels and 4 recycle barrels **WITH BAGS**, including town maintenance (drop-off and pickup)
- ▶ 25 cones, 8 barrels
- ▶ Electrical hook ups at the gazebo stage

We will utilize the boardwalk gazebo for event set-up, start and finish services for our runners, so we appreciate the opportunity to utilize this space instead of paying to use an outside lot. We will bring ~2 tents on site for this event that are under 400 sq. feet in area each, so no tent permits will be necessary. Mobile bathrooms will be donated for this event and are not planned to be requested from the town. Sets of 6 mobile bathrooms will be placed at each site located on 10K map. If we run into any issues with these donations, we will provide the town with sufficient notice.

# Volunteer Placement

- ▶ Quantity: We will have approximately 30-40 volunteers placed as needed depending on the final enrollment count of participants. We will reassess this number if necessary closer to the event.
- ▶ Placement: Volunteers will be placed at the gazebo for race registration, snack/water tent, t-shirt tent and potentially a tent/area for a vendor from NOCC (National Ovarian Cancer Coalition) or Casting for Hope who will be responsible for spreading awareness of the warning signs of gynecological cancers. Volunteers will also be placed at the start line, finish line, at each road block to assist officers and scattered throughout the tracks to pass out drinks to participants and pick up trash.

# Registration/Set Up/Post Race

As mentioned previously, we will utilize the gazebo area, including the main stage and the space in front of the stage, heavily in place of a “main tent” for registration, as we believe it is a valuable resource for this event. We will set up our registration area in addition to all of our other tables, spaces and tents and other necessary services in this space.

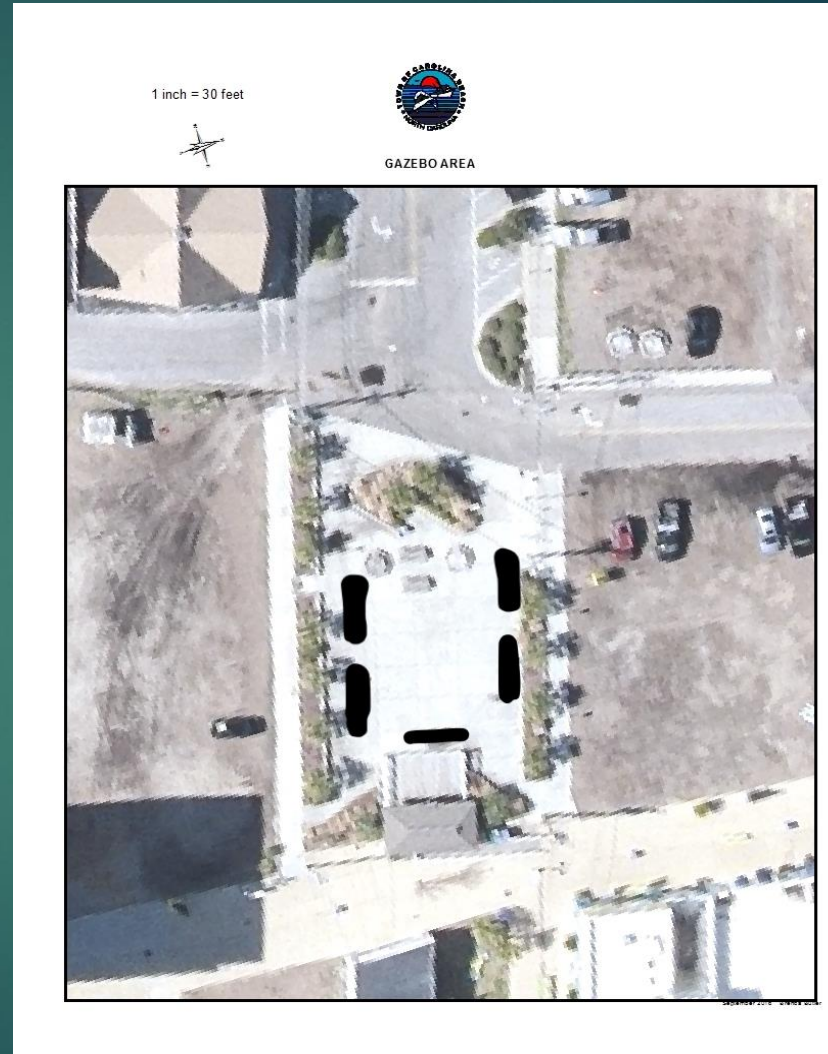
When participants are finished with the run, they will be encouraged and guided to walk from the end of the course **on the beach** accessed via Hamlet Avenue south back to the boardwalk gazebo area.

At the end of the race, we will be providing waters, juices and snacks (carbs and fruits) to all participants. We will also hold an award ceremony, which will include distribution of metals/prizes provided by Casting for Hope and other donators. Post race, the event organizers will also spend some time discussing the purpose of the event and why we are all together that day, in addition to some time set aside to honor all women and families in attendance that have been affected by gynecological cancers.

# Gazebo Area


At maximum, we envision having 5 tables/small tents for use in the gazebo area, in addition to the use of the gazebo itself. Please see the following picture with the 5 black spaces outlined for potential table/tent placement.

Registration will occur in the gazebo and the table in front of the gazebo and other services will take place at other tables.



# Extra

- ▶ Music: will either be a private DJ or the organizer (Patrick) playing music on a boombox to coordinate the awards ceremony. There will not be a live band.
- ▶ In the coming months, at least two months before the event, we will communicate to the local churches affected by our course of our run and welcome their feedback on how we can effectively work together the day of this event.
- ▶ Safety Plan: Since Fire Department is so close and does not have the resources to have someone dedicated to the race, 911 will be utilized.
- ▶ No Crowd Control – police will be at start of race where there will be the biggest crowd when starting the run. Organizer will have access to microphone to announce the awards ceremony and will instruct participants where to stand and congregate post-run.



On behalf of our mother, MaryLynn Hardesty, who passed away on April 16, 2019, we appreciate support from the town of Carolina Beach in planning and implementing this event. Carolina Beach was her second home and favorite place to spend her time with family, and for many reasons, you all as the town council have a large impact on that. Some of her favorite things to do in CB were walking on the beach to the North End Pier, the Veggie Wagon, the new boardwalk, eating New Orleans snowballs and Britt's donuts at the boardwalk, watching the town grow from what she experienced as a child to today and so much more. Her aunt owned what was originally names Mary's, now Bowman's, so she had the pleasure of vacationing in CB at an early age, leading up to raising her own children here as well. Please join our family in lending your volunteer support the day of our event. More specifically, if you or anyone of your friends or loved ones have been affected by gynecological cancers, we welcome you with open arms to be part of this day and celebrate MaryLynn's life along with all women affected and their loved ones. Please reach out to Patrick Hardesty at [pmh9964@gmail.com](mailto:pmh9964@gmail.com) or 336-312-3100 if you are able to contribute in any way.

# The Marylyn Hardesty Teal Hearts

SEPTEMBER 22<sup>ND</sup>

# Proposal

- Offering two routes a 5k and a 10k.
- Currently the town has had 5 races this year.
- Sunday, September 22<sup>nd</sup>
  - Set up from 5am -7am
  - Registration will start from 7am, Gazebo
  - Race begins at 8:00am, 3<sup>rd</sup> and Cape Fear Blvd.
  - Finish at the end of Hamlet Ave
  - Music, drinks and snacks at the gazebo (no alcohol).
  - DJ will be playing at the gazebo
- No other events are planned for the 22<sup>nd</sup>
  - Saturday the 21<sup>st</sup> Dragon Boat Regatta & Festival
- 1,000 attendees





# Resources

- Requesting 25 cones and 8 barrels
- 14 trash barrels, 4 recycle containers
- Electrical services
- 3 Police Officers
- 1 Operations Staff
- Will be providing 6 mobile bathrooms (not town provided)

Parking – no designated parking provided, will utilize existing town parking spaces, right-of-way.





5K ROUTE



# Committee Recommendation

- The proposal is similar to other previous races.
- Staff can accommodate the requested resources.
- Recommendation:
  - The applicant contact the adjacent churches
  - Monitor the volume of the music, play at end of the race (Sunday Morning)

Employees	DESCRIPTION			Department	HOURS	HOURLY RATE	AMOUNT
6	Police Officer			PD	3	\$38.00	\$684.00
1	25 cones/8 barrels DELIVERED			Ops	1	\$68.00	\$68.00
1	25 cones/ 8 barrels PICK-UP			Ops	1	\$68.00	\$68.00
1	14 trash barrels/4 recyclable DELIVERED			Ops	1	\$68.00	\$68.00
1	14 trash barrels/4 recyclable PICK-UP			Ops	1	\$68.00	\$68.00
1	Employee Work event to do trash			Ops	3	\$34.00	\$102.00
3	Town Police Cars			PD	3	\$25.00	\$225.00
	Permit Fee					\$25.00	\$25.00
1	Electric per event			Ops	1	\$50.00	\$50.00
	Roll of Trash Bags			Ops	1	\$5.00	\$5.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
	\$500 Refundable Fee						\$0.00
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE		Total Hours			TOTAL
\$1,363							\$1,363.00



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Kim Ward

Department: Clerk

### **Marketing Advisory Committee Budget Presentation**

**BACKGROUND:** Miles Bielec will present the budget for the Marketing Advisory Committee.

**ATTACHMENTS:** [MAC Budget Presentation](#)

**Carolina Beach Budget Allocations FY19-20 DRAFT**

ADVERTISING/MEDIA/SERVICES		FY 19-20	FY 18-19	Notes
Media	Print (Our State)	\$18,000.00	\$45,500.00	
	Publisher Direct (WRAL, VisitNC, eBlasts, Hulu, Trip Advisor, You Tube)	\$94,640.00	\$87,570.50	
	Paid Social (Facebook, Instagram)	\$57,460.00	\$72,700.00	*Moved Influencer Marketing to Social Media Plan
	Programmatic (Pre-roll/OTT Video, Weather Triggered, Madden Media)	\$84,500.00	\$50,000.00	
	Paid Search (Search Listings, Display Ads, Display Retargeting)	\$57,460.00	\$35,000.00	
		<b>\$312,060.00</b>	<b>\$290,770.50</b>	
				Can't compare; different vendors, based on channel results
	Promotional Giveaways	\$500.00	\$500.00	No increase
	*Media Contingency TBD	\$49,323.00	\$28,000.00	13% increase in media spend
Public Relations & Social Media	Public Relations and Content Development	\$35,700.00	\$34,000.00	5% increase in agency fee for media relations and blog development
	Press Trips	\$0.00	\$15,000.00	FY18-19 Reserve \$13,405 due to hurricane
	Social Media/Strategy/Content Calendar/Postings	\$34,100.00	\$31,000.00	10% increase in agency fee to manage influencer campaigns, UGC & develop Instagram stories
	Social Media Content Amplification	\$39,200.00	\$13,000.00	Biggest increase due to boosting content now only way for it to be seen and helps drive website traffic
	Influencer Marketing Campaigns	\$16,000.00	\$4,200.00	
		<b>\$125,000.00</b>	<b>\$97,200.00</b>	29% increase due to moving Influencer Marketing campaigns to social media
Account Management	Agency Retainer/Project Management/Meetings	\$23,340.00	\$20,655.00	
Strategic Planning	Agency Research/Analysis	\$12,334.00	\$10,915.00	
Creative Development	Print/Digital	\$40,533.00	\$35,870.00	
		\$76,207.00	\$67,440.00	13% in agency fees based on increase in media spend; more creative and labor intensive creative
<b>ADVERTISING/MEDIA/SERVICES TOTAL</b>		<b>\$563,090.00</b>	<b>\$483,910.50</b>	<b>16% increase</b>
<b>ONLINE MANAGEMENT</b>				
Account Management	Account Management/CMS Licensing/Hosting	\$3,000.00	\$3,000.00	
	Domain Renewals	\$260.00	\$260.00	
Email Marketing	Especials Distribution (8)	\$5,860.00	\$5,860.00	
	Especials Reengagement/Clean Up List	\$1,000.00	\$1,000.00	
Search Marketing	SEO	\$6,000.00	\$6,000.00	
Site Development	Maintenance/General Improvements	\$3,000.00	\$3,000.00	
	Social Media Aggregator Licensing	\$2,000.00	\$1,000.00	Increase for UGC rights management & robust search features
	CMS Modules Licensing	\$2,215.00	\$2,215.00	
<b>ONLINE MANAGEMENT TOTAL</b>		<b>\$23,335.00</b>	<b>\$22,335.00</b>	<b>4.5% increase</b>
<b>FULFILLMENT</b>				
	Postage	\$1,000.00	\$4,000.00	
	Handling/Service Fees	N/A	\$3,000.00	
	Storage Fees	N/A	\$540.00	
<b>FULFILLMENT TOTAL</b>		<b>\$1,000.00</b>	<b>\$7,540.00</b>	<b>Decrease due to moving handling/storage fees to first 3%</b>

**Carolina Beach Budget Allocations FY19-20 DRAFT**

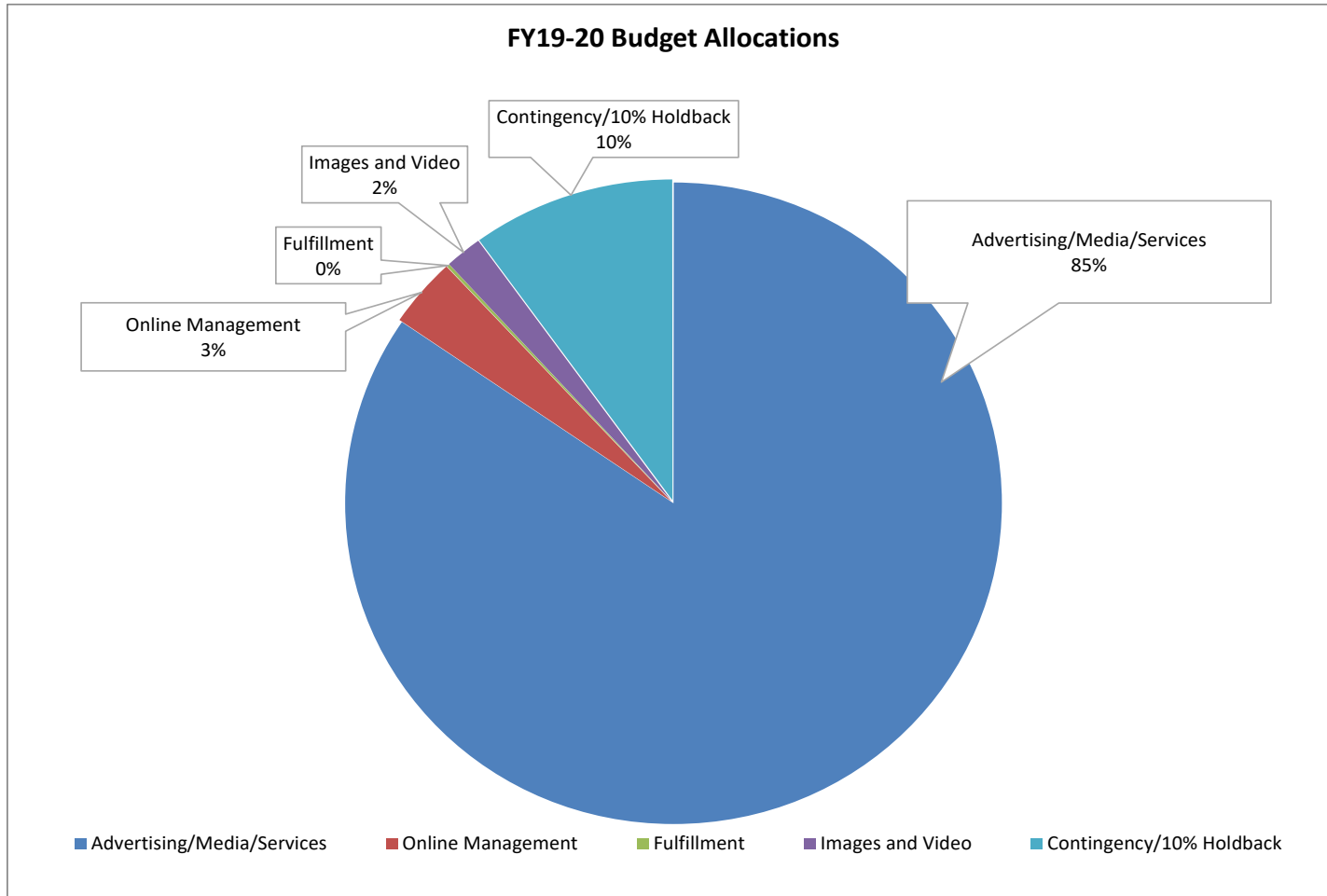
<b>IMAGES &amp; VIDEO</b>				
	Videos	\$8,000.00	\$10,000.00	Decrease due to no SkyNav updates needed
	Photography (Images, Usage Rights, Talent)	\$4,000.00	\$7,000.00	Decrease due to photos captured pre Hurricane
	Visitors Guide Image Rights	\$75.00	\$75.00	
<b>IMAGES &amp; VIDEO TOTAL</b>		<b>\$12,075.00</b>	<b>\$17,075.00</b>	
<b>Total</b>		<b>\$599,500.00</b>	<b>\$530,860.50</b>	
<b>Contingency/10% Holdback</b>		<b>\$66,611.00</b>	<b>\$58,984.50</b>	
<b>FY Budget Total</b>		<b>\$666,111.00</b>	<b>\$589,845.00</b>	<b>12.9% increase</b>



**FY19-20 Budget Allocations**

**Carolina Beach Budget Allocations FY19-20 DRAFT**

Advertising/Media/Services	\$563,090.00
Online Management	\$23,335.00
Fulfillment	\$1,000.00
Images and Video	\$12,075.00
Contingency/10% Holdback	\$66,611.00

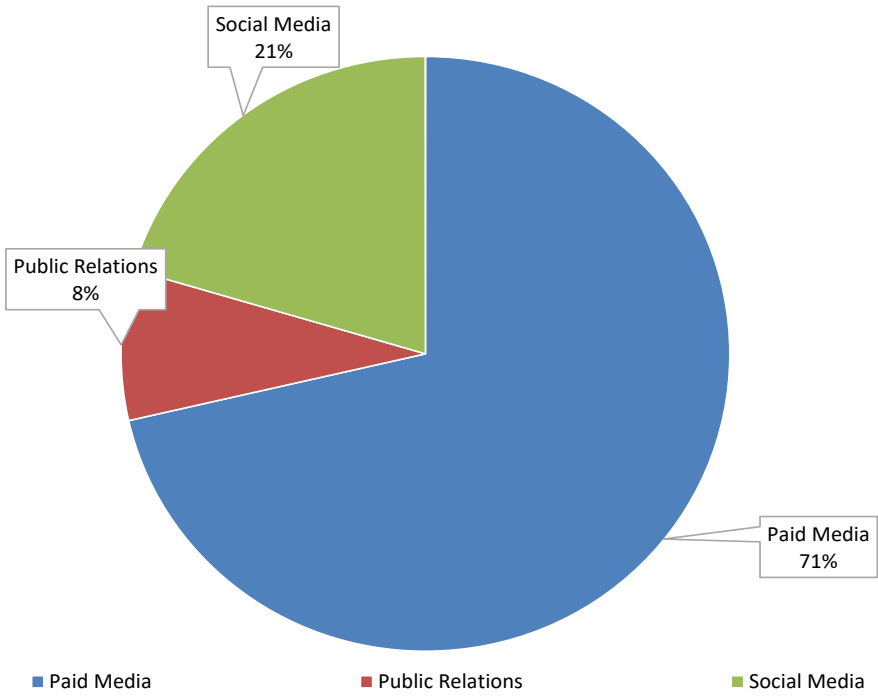


Carolina Beach Budget Allocations FY19-20 DRAFT

FY19-20 Media Outreach  
Breakdown

Paid Media	\$312,060.00
Public Relations	\$35,700.00
Social Media	\$89,300.00

FY19-20 Media Outreach Breakdown





## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Lucky Narain

Department: Executive

### **Manager's Update**

**BACKGROUND:**

The Town Manager will give an update on the following:

Current Projects

MOSTU

FEMA Reimbursements

Budget Status



**AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019  
Prepared By: Sheila Nicholson  
Department: Executive

**Department Updates**

**BACKGROUND:** Staff will provide follow-up information on questions that came up during previous Council meetings.



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Kim Ward

Department: Clerk

### **Public Hearing on the FY2019/2020 Budget**

**ACTION REQUESTED:**

Mayor Benson will open a public hearing for residents to comment on the upcoming FY 2019/2020 budget.



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Chris Spivey

Department: Police

### **Discussion on the Tsunami Camera and the Request to Transfer \$9,000 to Cover the Cost**

**BACKGROUND:**

This item was listed on the April 8, 2019 Consent Agenda. Council requested that this item be pulled from the Consent Agenda and discussed during Items of Discussion. The item was overlooked during the meeting, therefore added to the May 14, 2019 meeting agenda.

**ACTION REQUESTED:**

Motion to approve the request to transfer \$9,000 to cover the cost of a Tsunami camera.



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Noel Fox

Department: Attorney

### **Overview of CBP3, Inc. by Town Attorney Noel Fox**

**BACKGROUND:** Attorney Noel Fox will give a brief history of the Carolina Beach Public Purpose Properties (CBP3, Inc.).

**ATTACHMENTS:** [CBP3 INC](#)

# CBP3, INC



CBP3, Inc. stands for Carolina Beach Public Purpose Properties

Purpose is to assist the Town in carrying out Town public purpose functions through

- a. Acquiring and conveying any form of interest in any form of property
- b. Public purpose is determined exclusively by Town Council.

PURPOSE OF CBP3, INC.

- ▶ 12/8/2009- Resolution No. 09-1001 adopted by Town Council
- ▶ 12/11/2009- Articles of Incorporation filed
- ▶ 12/21/2009-CBP3, Inc. purchased real property held by a bankruptcy Trustee located between the boardwalk area and the Town Marina
- ▶ Intended use of properties was aquarium and pier.

## TIMELINE

- ▶ 12/22/2009- CBP3, Inc. granted Town an Option to purchase properties valid until December 21, 2013.
- ▶ 2/14/2012- CBP3, Inc. extended the option until December 21, 2016.
- ▶ 10/06/2014- CBP3, Inc. sold the hotel properties

## TIMELINE CONTINUED

- ▶ Owns Harbormaster Lot
- ▶ Owns Fisherman Lot

These lots secure debt in the amount of:

- ▶ Approximately \$1.4 million
- ▶ Annual payment of debt approximately \$200,000
- ▶ Offset by revenue from parking lots

CBP3, INC.

- ▶ 3-5 members
- ▶ No more than two directors can be officials of any government entity elected by voting public
- ▶ No director can be an employee of the Town

## BOARD OF DIRECTORS OF CBP3,INC.

- ▶ Steve Shuttleworth
- ▶ LeAnn Pierce
- ▶ Miles Bielec
- ▶ Dennis Barbour
- ▶ Lisa Wills

## CURRENT DIRECTORS



## **AGENDA ITEM**

Meeting: Regular Town Council - 14 May 2019

Prepared By: Ed Parvin

Department: Executive

### **Closed Session to Discuss a Real Estate Matter**

**ACTION REQUESTED:**

Motion to go into closed session to discuss an attorney/client matter and a real estate matter in accordance to NCGS 143.318.11(a)(5). The properties being discussed include 601 Carolina Sands Drive for the purpose of access and 310 Canal Drive for the purpose of parking.