

IDENTITY THEFT DETECTION AND PREVENTION PROGRAM  
USER AGREEMENT

I have read the Identity Theft Detection and Prevention Program for the Town of Kure Beach, North Carolina and understand how to properly manage, maintain, store, and dispose of sensitive and confidential information at the Town of Kure Beach, North Carolina. I will abide by the policy and will handle sensitive and confidential information with prudent care in order to ensure proper security of the information.

In the event of a suspected or actual breach of sensitive and confidential information, I will notify my immediate supervisor without delay and follow the breach response plan.

I understand that negligent handling or inappropriate use of the City's sensitive and confidential information will be subject to disciplinary action up to and including dismissal and may be criminally and civilly prosecuted as allowed by law.

I have read and understand the conditions above.

Printed Name of Employee: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# TROLLEY

# **Pleasure Island Trolley System Request for Proposals**

**DRAFT**

## **Introduction**

The Towns of Carolina and Kure Beach are seeking qualified providers and a cost-analysis to operate a trolley system throughout Pleasure Island.

This Request for Proposal (RFP) is intended to establish the specifications, terms and conditions governing the selection of a trolley service provider. All proposals shall be in the form and format specified in the RFP section entitled "Proposal Form and Content."

## **Background**

The Pleasure Island municipalities of Carolina and Kure Beach are interested in the feasibility of providing trolley services to visitors and residents at a:

- maximum during the peak seasonal months of May, June, July and August, and
- minimum during the holiday weekends of Memorial Day, Fourth of July and Labor Day.

It is estimated that almost one million people visit the Aquarium each year. They arrive from Southport by way of the Fort Fisher Ferry and by Highway 421, otherwise known as Fort Fisher Boulevard. Fort Fisher Boulevard is the main thoroughfare between the Aquarium/Ferry System and the Snow's Cut Bridge. It is highly congested during the peak seasonal months. A trolley system would provide residents and visitors an alternative mode of transportation to travel to the aquarium and to different amenities in both municipalities.

Additionally, there is limited parking in both municipalities and at prominent hotels as well as piers and restaurants.

Furthermore, the trolley system will provide a spirit of cooperativeness between Island businesses and town councils.

## **Scope of Work**

The exact scope of work and performance measures required by Carolina and Kure Beach will be set forth in the agreement between the Towns and the selected trolley system provider.

The scope of work for the Provider shall include, but is not limited to, the following services and tasks:

*1. Establish timed routes between Snow's Cut Bridge and the Aquarium which will include the following drop-off and pick-up points:*

- Food Lion
- Marriott
- Boardwalk
- Specific points of interest in Carolina and Kure Beach
- Specific beach accesses along Fort Fisher Boulevard
- Kure Beach Ocean Front Park
- Kure Beach Pier
- Fort Fisher State Park
- Fort Fisher Museum
- Aquarium
- Ferry system

*2. Provide cost analysis & feasibility of operating trolley service to adequately support Pleasure Island*

*3. Establish reasonable fees: Daily, Weekly and Seasonal Passes*

*4. Create annual operating and maintenance budget*

5. Create annual Marketing Plan and Budget

### **Proposal, Format and Content**

Qualifying proposals must address all of the following points, in the following order:

1. **Cover/Transmittal Letter.** This letter must be signed by a member of the Provider with the authority to commit to a contract on behalf of the company offering the proposal. Please acknowledge the receipt of any addenda received, if applicable.
2. **Scope of Work.** Describe the plan that you intend to use to complete the tasks listed in the Scope of Work to include route, graphs, photos, diagrams and budgets.
3. **Responsible Personnel.** List the principal-in-charge, and others who will be directly involved with the project. Provide a concise statement of qualifications and experience of each person who may be committed to the project.

4. **Marketing Intent.** Provide a brief statement explaining how proposed trolley system may be marketed and blended with existing transportation initiatives.
5. **Related Experience.** Include:
  - a. All current towns or entities Provider is contracting with for similar trolley services or contracts completed in the last five years that are comparable.
  - b. References with names addresses and phone numbers.
6. **Corporate Documentation and Financial Information.** Provide relevant information regarding organizational stability and strength. This includes a statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of director's joint venture partners, etc.), a listing of financial references, a current annual report or audited profit and loss statement and a statement of stability.
7. **Provide amounts and carriers** of both general liability and professional liability insurance.
8. **Provide a statement of the Provider's philosophy** with respect to cost and budget control, demonstrating experience and ability to provide transportation services within a given budget.

## **Consultant Fees**

Provide a listing of consultant fees. Break down the fee into labor, subcontractor fees, if any, and expenses. Fees shall include all tax, mark-ups, overhead, and profit. The cost estimate should be broken out into the time estimates and costs for each task identified in the scope of work.

## **Proposal Submittals**

Pages in the proposal shall be typed and single sided with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, and table of contents) to be limited to forty pages. Only the specifically requested information shall be submitted.

The Provider shall submit an original, unbound, and seven copies of the proposal in a sealed envelope or box clearly marked Pleasure Island Trolley System.

*The proposals shall be delivered to the Kure Beach Town Hall at the following address not later than 4:00 pm on \_\_\_\_\_.*

*Michelle James, Town Administrator*

*Town of Kure Beach*

*117 Settlers Lane*

*Kure Beach, NC 28449*

**Late proposals will not be accepted.**

Potential applicants are requested to direct question to Michelle James, Town Administrator.

### **Evaluation and Selection**

Proposals will be screened for technical merit by a committee of the Kure Beach and Carolina Beach Town Councils, Town staff and Community Partners prior to interviews being scheduled. The committee will review the written proposals and make recommendations for oral interviews.

The Providers identified by the committee will be invited to attend a meeting at which they will be individually interviewed in random order. The interviews will be conducted in public session; however, the Providers are requested not to be present during the interviews of the other firms.

In addition to the specific factors addressed in the Request for Proposal, the interviews are intended to provide the Towns with information regarding other factors about the Provider important to their decision. These factors include, but are not limited to, its ability to communicate effectively with Council, Town staff, and others who will be involved in the project; its ability to work creatively and cooperatively with the Councils, Town staff, and others who will be involved in the project; and its proposed methods for furnishing the required services to ensure that the project is completed on time, on or under budget, and to the Council's satisfaction.

The Towns shall award a contract to the Provider which presents the proposal that, in the judgment of the Towns, best accomplishes the desired result. The Towns are not obligated to accept any of the proposals submitted or to enter into an agreement with any of the applicants.

## **Schedule of Activities**

The following schedule has been established by the Town for the selection of a Trolley System Provider:

<b>Proposals accepted</b>	Date
<b>Staff/Committee evaluation</b>	Date
<b>Notification of Providers to be Interviewed</b>	Date
<b>Interview of selected Providers</b>	Date
<b>Selection of Provider by Towns</b>	Date

## **Contact Person**

Michelle James, Town Administrator

117 Settlers Lane

Town of Kure Beach

Kure Beach, NC 28449

910.367.9711

NO DISCHARGE



For Council  
packet's  
"No Discharge  
zone"

**Michelle James**

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**From:** Mac Montgomery [macmontgomery@townofkurebeach.org]  
**Sent:** Wednesday, October 01, 2008 12:21 PM  
**To:** Michelle James  
**Subject:** FW: No Discharge Zone

Let's discuss this for the October meeting

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**From:** Eric Vann [mailto:ericvwann@yahoo.com]  
**Sent:** Saturday, September 27, 2008 9:42 PM  
**To:** Mac Montgomery  
**Subject:** Fw: No Discharge Zone

The attachments are documents issued by Wrightsville Beach and New Hanover County. To get Wrightsville Beach classified as a No Discharge Zone the county has to request the classification from the EPA. According to Steve some of the commissioners did not want to do this unless it would be county wide. It would be great that the whole county obtain this classification. Even though it would have a small impact on Kure Beach; I believe it is a good policy for the beach communities to support each other when possible.

----- Forwarded Message -----

**From:** Steve Dellies <SDellies@towb.org>  
**To:** ericvwann@yahoo.com  
**Sent:** Tuesday, September 23, 2008 3:08:26 PM  
**Subject:** No Discharge Zone

Eric,  
Here is the information I was telling you about this morning regarding "No Discharge Zones". Let me know if you have any questions.

Steve Dellies  
Stormwater Manager  
Town of Wrightsville Beach, NC 28480  
(910)256-7935  
(910)256-7939 (Fax)

## RESOLUTION NO. (2008) 1595

Board of Aldermen  
Town of Wrightsville Beach  
Date: August 14, 2008

A RESOLUTION REQUESTING THE NEW HANOVER COUNTY COMMISSIONERS TO  
PETITION THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND  
NATURAL RESOURCES TO ESTABLISH A NO DISCHARGE ZONE IN THE ESTUARINE  
WATERS WITHIN THE TOWN'S JURISDICTION

**WHEREAS**, The Town of Wrightsville Beach is a barrier island beach community within New Hanover County with public access to the ICWW, marsh areas and estuarine waters surrounding Wrightsville Beach; and

**WHEREAS**, The Town of Wrightsville Beach depends on the recreational use of the surrounding surface waters to attract tourists and derive economic benefit; and

**WHEREAS**, New Hanover County shares these waters and derives similar benefits for the larger population of the County; and

**WHEREAS**, Section 312 of the Clean Water Act allows responsible State agencies to petition the United States Environmental Protection Agency to petition for the designation of No Discharge Zones as an additional tool to address water quality issues associated with sewage contamination; and

**WHEREAS**, The Town of Wrightsville Beach CAMA Land Use Plan supports development of joint programs with County officials to reduce sources of fecal coliform to its estuarine and ocean waters with the goal of opening up all of Wrightsville Beach's waters to shellfishing; and

**THEREFORE BE IT RESOLVED THAT**, the Board of Aldermen of the Town of Wrightsville Beach does encourage the New Hanover County Commissioners to petition the North Carolina Department of Environment and Natural Resources to request establishment of a No Discharge Zone in the estuarine waters within the Town's jurisdiction.

This resolution adopted this 14<sup>th</sup> day of August, 2008.

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Mayor Stephen Whelan.

ATTEST:

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Sylvia J. Holleman, Town Clerk

NEW HANOVER COUNTY BOARD OF COMMISSIONERS

RESOLUTION

TO PETITION THE NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
TO ESTABLISH A NO DISCHARGE ZONE IN THE ESTUARINE WATERS WITHIN  
THE TOWN OF WRIGHTSVILLE BEACH'S JURISDICTION

WHEREAS, the Town of Wrightsville Beach is a barrier island beach community within New Hanover County with public access to the ICWW, marsh areas and estuarine waters surrounding Wrightsville Beach; and

WHEREAS, the Town of Wrightsville Beach depends on the recreational use of the surrounding surface waters to attract tourists and derive economic benefit; and

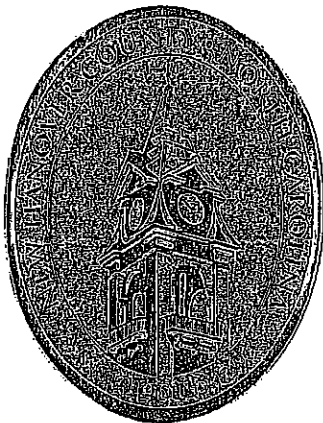
WHEREAS, New Hanover County shares these waters and derives similar benefits for the larger population of the County; and

WHEREAS, Section 312 of the Clean Water Act allows responsible State agencies to petition the United States Environmental Protection Agency to petition for the designation of No Discharge Zones as an additional tool to address water quality issues associated with sewage contamination; and

WHEREAS, the Town of Wrightsville Beach CAMA Land Use Plan supports development of joint programs with County officials to reduce sources of fecal coliform to its estuarine and ocean waters with the goal of opening up all of Wrightsville Beach's waters to shellfishing.

NOW, THEREFORE, BE IT RESOLVED, that the New Hanover County Board of Commissioners does hereby petition the North Carolina Department of Environment and Natural Resources to request establishment of a No Discharge Zone in the estuarine waters within the Town's jurisdiction.

ADOPTED this the 22<sup>nd</sup> day of September, 2008.



NEW HANOVER COUNTY

Handwritten signature of Robert G. Greer in black ink.

Robert G. Greer, Chairman

ATTEST:

Handwritten signature of Sheila L. Schult in black ink.

Sheila L. Schult, Clerk to the Board



**TOWN COUNCIL  
TOWN OF KURE BEACH, NC**

**R**ESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF KURE BEACH

PETITIONING NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES TO ESTABLISH A NO DISCHARGE ZONE IN THE ESTUARINE WATERW WITHIN THE TOWN OF KURE BEACH'S JURISDICTION

**WHEREAS:** The Town of Kure Beach, North Carolina, is a barrier island community within New Hanover County with public access to the marsh areas and estuarine waters surrounding Kure Beach; and

**WHEREAS:** the Town of Kure Beach depends on the recreational use of the surrounding surface waters to attract tourists and derive economic benefits; and

**WHEREAS,** New Hanover County shares these waters and derives similar benefits for the larger population of the County; and

**WHEREAS,** Section 312 of the Clean Water Act allows responsible State agencies to petition the United States Environmental Protection Agency to petition for the designation of No Discharge Zones as an additional tool to address water quality issues associated with sewage contamination; and

**WHEREAS,** the Town of Kure Beach CAMA Land Use Plan supports development of joint programs with County officials to reduce sources of fecal coliform to estuarine and ocean waters.

**NOW THEREFORE,** be it resolved that the Kure Beach Town Council encourages the New Hanover County Commissioners to petition the North Carolina Department of Environment and Natural Resources to request establishment of a No Discharge Zone in the estuarine waters within the Town's jurisdiction.

ADOPTED at a regular meeting of the Kure Beach Town Council held on the 21st day of October, 2008.

\_\_\_\_\_  
Mac Montgomery, Mayor

ATTEST: \_\_\_\_\_  
Nancy Avery, Town Clerk

## MEMORANDUM

To: Town Council

From: Jim Vahrt, Finance Commissioner  
Michelle James, Town Administrator  
Susan Suggs, Finance Director

Re: Response to League Recommendations/Economic Crisis

The following message is information of significant interest during this economic downturn. Susan, Michelle and I spoke on a number of topics, and I asked that they keep all of council updated on the following:

1. Safety of town cash positions regarding FDIC guarantees. Susan and I are awaiting BB&T confirmation that the town is 110% guaranteed. Confirmed.
2. Confirmation from outside auditor that the towns audit is on schedule and “problem” free. In progress of confirming.
3. Confirmation to town income stream. Water fund annual (fiscal year) income is running at an estimated four percentage points ahead of prior year. County tax collections, sales tax, etc. will be more clearly tracked and projected during first quarter 2009. Slight reduction in the town Powell income reflects new rate and TDA funds require Chamber of Commerce thinking regarding 2009 economic impact. Susan will provided added detail as she completes her study.
4. Michelle and Susan are auditing the town grant fund details regarding our sewer project. The issue here is whether or not the town is interested in taking on new debit (and at what bank rate) or delaying the sewer project. Michelle will provide timeline options as part of this study. The WW/Water Rehab Project can be deferred from a grant standpoint. Grant monies must be used by 2010. The project will take three to four months to complete once the contract is issued. We are currently awaiting a permit from the NCDOT. The permit may take a while. Once the permit is issued, it is good for two years. The project, according to our engineer, should be completed in conjunction with other projects which will demolish or closed down Atlantic Avenue.

**REVENUE COMPARISONS**

Franchise Tax		1st Qtr	Sales & Use Tax Distribution	1st Qtr	Water/Sewer Revenues
09/11/2007	09/08/2008		2007-2008	2008-2009	2007-2008
26,719.58	27,779.49	July	41,197.89	42,342.17	114,339.00
		Aug	40,077.74	53,345.23	147,252.50
		Sept	43,660.36	58,025.93	133,798.50
		Total	124,935.99	153,713.33	395,390.00
					131,391.50
					141,665.70
					140,752.57
					413,809.77

The above information shows that for now the Town of Kure Beach is collecting revenues within normal range for this period. It is too soon to tell if we will see a reduction due to economic conditions. Information will be more clearly determined after the second quarter collections at that point we should watch closely for downward numbers and watch collection rates for Property Tax in January 2009.

# SIGN UP SHEET TO ADDRESS TOWN COUNCIL

NAME	ADDRESS	SUBJECT
Anthony Gonsalves ✓		SLAP - Restroom
Abold ✓		Fire Evaluation
Gobby ✓		Rec. Programs
Ken Withrow ✓		Atlantic Ave.