



TOWN COUNCIL AGENDA

 ORIGINAL

REGULAR MEETING

February 17, 2015 @ 6:30 p.m., or
soon thereafter

* Asterisks indicate documentation in packet

CALL TO ORDER – Mayor Lambeth

INVOCATION – Pastor Dan Keck, Kure Memorial Lutheran Church

PLEDGE OF ALLEGIANCE – Mayor Lambeth

APPROVAL OF CONSENT AGENDA ITEMS

1. *Accept Tony Gonsalves' resignation from the Parks and Recreation Advisory Board.
2. Accept Dolores Coe's resignation from the Board of Adjustment (*verbal resignation given to Building Inspections assistant*).
3. Accept Al Sharp's resignation from the WMPO Bike/Pedestrian committee
4. *Appoint Sarah Smith as an alternate member on the Shoreline Access, Beach Protection and Parking Committee.
5. *Approve travel for Mayor Lambeth, Mayor Pro Tem Bloszinsky and Commissioners Swearingen and Pagley to attend the 2015 NC Coastal Local Governments Annual Meeting in Pine Knoll Shores on March 16 & 17, 2015, at the estimated cost of \$918.
6. *Approve travel for Mayor Lambeth, Mayor Pro Tem Bloszinsky and Commissioners Swearingen and Pagley to attend the NCLM 2015 Town Hall Day in Raleigh on March 18, 2015, at the estimated cost of \$1,303.
7. Dissolve the Annual Street Festival committee.
8. *Board of Adjustment 2014 Annual Report
9. *Building Inspections Report – January 2015
10. YTD Finance Report
11. Approve Meeting Minutes:
 - *January 20, 2015, public hearing and regular
 - *January 26 & 27, 2015, Council retreat
 - *January 27, 2015, Closed session

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Gail McCloskey, PI Chamber of Commerce request for funding

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Board of Adjustment
2. Community Center Committee
3. Marketing Committee
4. Parks & Recreation Advisory Board
5. Planning & Zoning Commission



TOWN COUNCIL AGENDA

REGULAR MEETING

February 17, 2015 @ 6:30 p.m., or soon thereafter

6. Shoreline Access, Beach Protection & Parking Committee
7. Other – Cape Fear Disabilities Commission Applicant Interviews
 - *Amy Bloszinsky and *Deborah McKenna *and *Dennis Moore*

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration & Finance
 - a. *Proposed FY15-16 Budget Planning Calendar (Copenhaver)
Requires vote to adopt and publish FY15-16 Budget calendar as presented or with changes.
 - b. Clarification regarding salary study actions (Copenhaver)
 - c. Authorization to pay \$450 invoice for survey of corral from the Shoreline Access, Beach Protection and Parking committee budget. (Copenhaver)
2. Building Department
3. Fire Department
 - a. *Employee tuition payment (Heglar)
 - b. *Letter of recommendation for Assistant Fire Chief Kennedy to attend the Executive Fire Officer Program
Need vote approving letter of recommendation as presented
4. Police Department
5. Public Works Department

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. *Move March meeting to different date – see calendar (Swearingen)
Requires vote to change March meeting date
2. *Presentation of proposed Organizational Chart and Job Descriptions for a separate Finance Department (Avery)
Requesting vote deciding whether to create Finance Department separate from Administration Department with FO Copenhaver as Department Head.
3. *Sandman Lane - Town Property*
If separate Finance Department approved, need vote to adopt proposed organization chart and revised job descriptions for Town Clerk and Finance Officer. A Council liaison for Finance Department will also need to be determined.

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. ~~*TDA distribution status (Lambeth)~~ *removed*
2. ~~Update on status of paving 421 (Lambeth)~~

CLOSED SESSION (if necessary)

ADJOURNMENT

**SIGN IN SHEET
TO ADDRESS KURE BEACH TOWN COUNCIL**

MEETING TYPE & DATE Regular Council - Feb 17, 2015

NAME	ADDRESS	TOPIC OF CONCERN
① Gail McCloskey	PT Chamber	Request for funding
② John Ellen	181 Sea Watch Way ↙	Mayor's Safety Challenge
③		
④		
⑤		

Jan. 28, 2015

TO:

Kure Beach Town Council -

From: Tony Goncalves

Effective immediately, I resign
from the Parks and Recreation
Committee.

Anthony Goncalves

Rec'd 1/28/15

Nancy Day
Town Clerk

Subject: Resignation from Bike/ Pedestrian Committee

From: A R Sharp <arsharp@aol.com>

Date: 2/8/2015 6:39 PM

To: frontdesk@townofkurebeach.org

Please convey to the Mayor and Council that it was my pleasure to represent Kure Beach on the WMPO's Bike and Pedestrian Committee. Over the last several years working with our neighbors, it was possible to develop a set of long-range bike and pedestrian improvement plan recommendations for the Transportation 2040 Plan. The committee was conscientious and hard working and was well supported by the MPO staff.

The reason for my resignation is that I have sold my home in Kure Beach and move into Wilmington. I would be happy to answer any questions from Council or provide *liaison* to the new representative.

Cordially,
Al Sharp



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT

Board/Commission/Committees

CC: Tony Gonsalves
ORIG-Book

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

Request for Appointment to: SHORELINE ACCESS, BEACH PROTECTION & PARKING

Name SARA P. SMITH

Address 665 SETTLERS LANE

Telephone 828 489 7765 cell _____

Email sara.ml.smith@gmail.com (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 1 yr 7 mo full time; 10 yrs p-t

Employment Retired

Job Title Former Vice Chancellor for Student Services & Special Ass't to the President

Professional Activities
None at the present time.

Volunteer Activities PISTP, Island Women, Dragon Boat Regatta/Festival, Island Arts & Cultural Alliance, PIFRF

Other committee work, past or present KB Parks & Recreation Advisory Board

What is your understanding of the purpose of this committee?
Beach access, parking & shoreline access/protection

Why are you interested in serving on this committee?
Interested in beach protection, visitor & resident parking rules/regs and shoreline access and protection.

What specific concerns or areas are you interested in?
Beach renourishment, parking, general ocean/shoreline protection

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

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

Signature Sara P. Smith

Date January 29, 2015

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

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

		Town Use Only			
Date Received	<u>1/30/15</u>	Initials	<u>MSH</u>	Utilities Current	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Interview Date	<u>2/3/15</u>	(If applicable)		Appointment Date	<u>2/17/15</u>
Term Length	_____			Term Expiration	_____

2015 NC COASTAL LOCAL GVTS ANNUAL MEETING
PINE KNOLL SHORES

3/16-3/17/15	Amount	Quantity	Total
Registration Fee*	\$95	4	\$380
Hotel 3/16 @ \$70/nt	\$70	3	\$210
Meals Per Diem (1B,2D)	\$67	3	\$201
Gas Allow: 220 miles, roundtrip @ .575/mile	\$127	1	\$127
TOTAL ESTIMATED COST			\$918

Dean, Craig, Emilie and Steve attending

***Registration fee includes one breakfast and two lunches**

Steve is paying for his own hotel room, per diem meals and gas



2015 NC Coastal Local Governments Annual Meeting

Presented by NCBIWA as a service for its
Coastal Local Government members / affiliates

Advance Registration Form

Monday, March 16 (10-5)
Tuesday, March 17 (8:00 - 4:00)

NC Aquarium
Pine Knoll Shores

Mayor Dean Lambeth
Mayor Pro Tem Craig Bloszinsky
Commissioner Emilie Swearingen
Commissioner David Pagley

Town of Kure Beach
Organization Name

117 Settlers Lane
Mailing Address

Kure Beach, NC 28449
City, State Zip

910-458-8216 - NancyHewitt
Phone Number

frontdesk@tokb.org
E-mail (Required for newsletter, alerts & updates)

Advance registrations: postmarked by Tuesday, March 10, 2015 or faxed /emailed by Friday, March 13, 2015

Advance registration **\$95 per person** (includes most meals and all breaks)

Registration after March 13 will only be available at the door (\$115)

Please make checks payable to "NCBIWA" or use: Visa MasterCard Amex Amount \$ 380

Name on Credit / Debit Card _____

Credit Card # _____ Expiration Date ____/____

Card Billing Address _____ 3 or 4 digit CVV/CID code from your card ____
(if different from above)

Signature _____

MAIL your check or **MAIL** or **FAX** / **EMAIL** credit card info, with this form, to:
NCBIWA, Post Office Box 1317, Oak Island, NC 28465
Toll-free Fax number 1-800-967-0816 / Email ncbiwa@ncbiwa.org

Nearby Accommodations:

Clam Digger Inn (formerly Ramada), Pine Knoll Shores, Phone: (252) 247-4155
Doubletree by Hilton, Atlantic Beach, Phone: (252) 240-1155
Hampton Inn & Suites, Atlantic Beach, Phone: (252) 247-5118

Nancy Hewitt

From: Harry Simmons, NCBIWA <harry.simmons@ncbiwa.org>
nt: Tuesday, January 13, 2015 8:44 AM
To: LocalGovts@ncbiwa.org
Subject: 2015 NC Coastal Local Governments Registration Form Now ONLINE; Top Sponsorships Remain Available

Importance: High

North Carolina's Coastal Local Governments will be meeting together again at **NC Aquarium in Pine Knoll Shores on Monday & Tuesday, March 16 & 17, 2015**. This two-decade tradition is critical to coastal governments working together for the betterment of all.

This annual meeting was started to give local governments an opportunity to discuss and be educated on issues of particular importance to them prior to the start of the next tourism season.

SOME OF THE ISSUES THAT MAY BE DISCUSSED INCLUDE:

- Coastal Homeowners & Wind Insurance Rates*
- Flood Insurance & New Flood Maps*
- Coastal Resources Commission Activities incl Sea Level Rise Report & AECs*
- Increased Dredging Windows and the Impact on Safety and Costs*
- NC Shore Protection Efforts incl those along Hatteras Island and the Outer Banks*
- Oregon Inlet & Bonner Bridge Actions and Status*
- Statewide shallow draft waterway planning, funding, and legislative needs*
- Endangered Species Act issues; critical habitat designations*
- Improving Engagement with State & Federal Government Interests*

and more!

Registration form, with hotel info, is online now at:
<http://www.ncbiwa.org/15LocGovtRegister.pdf>

Email ncbiwa@ncbiwa.org if you need more information or have questions.

Save The Dates

2015 NC Coastal

Local Governments

Annual Meeting

Mon & Tue, March 16 & 17

NC Aquarium

Pine Knoll Shores

Remaining Sponsorship opportunities:

<http://www.ncbiwa.org/15LocGovtSponsOpps.pdf>

2015 TOWN HALL DAY
RALEIGH, NC

03/18/2015	Amount	Quantity	Total
Registration Fee	\$50	4	\$200
Hotel 3/17-3/19/15 @ \$126/nt	\$252	3	\$756
Breakfast on 3/18 & 3/19 @ \$9 each per diem	\$18	3	\$54
Lunch on 3/18 @ \$13 each per diem	\$13	3	\$39
*Dinner 3/17 @ \$29 each per diem	\$29	3	\$87
Gas Allow: 290 miles, roundtrip @ .575/mile	\$167	1	\$167
TOTAL ESTIMATED COST			\$1,303

- Dean, Craig, Emilie and Steve attending.
- Steve is paying for his own hotel room, per diem meals and gas.
- Dean, Craig & Emilie driving together.
- *Sullivans Steakhouse is 3/18/15 dinner (unable to estimate cost)

From: NCLM Town Hall Day Event Staff <events@nclm.org>
Sent: Wednesday, January 28, 2015 2:50 PM
To: Craig Bloszinsky
Cc: frontdesk@townofkurebeach.org
Subject: You're Invited to the 2015 Town Hall Day!

2015 Town Hall Day

Town Hall Day is organized by the League as the premier opportunity each year for city and town leaders to come to Raleigh to share their views on key municipal issues with legislators and executive branch officials. The day allows municipal officials from around the state to become a visible presence at the Legislative Building, sending a strong message about the importance of vibrant, healthy cities and towns. Town Hall Day is organized on behalf of the 540 municipalities represented by the League so that local officials can have coordinated meetings with key decision-makers. These meetings help legislators and state leaders understand that the League is working on behalf of all cities and towns, and help to continue the dialogue between municipal and state officials.

The day will include:

- A legislative briefing from the League's Governmental Affairs team.
- Meetings with House and Senate leadership.
- Individual meetings with district legislators.
- Discussions with representatives from state agencies.
- Opportunities to attend legislative committee meetings and floor sessions of the House and Senate.
- An evening reception with legislators and key state leaders.

We encourage you to come to Raleigh as much as possible, but if you can only make it one day this year, Town Hall Day is the day to be here. Don't miss this chance to join your fellow municipal officials from around the state to meet with the people whose decisions affect your

community. **Click here for details or "Register Today"**

WHEN

Wednesday, March 18, 2015

Where

LGFCU Conference Center
Quorum Center
323 W Jones St, Raleigh NC 27603

RSVP

Wednesday, March 11, 2015



Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:
<http://www.cvent.com/d/nuOR4vTja0yGI5iEJ9I0qA/172d/P1/1Q?>

If you no longer want to receive emails from NCLM Town Hall Day Event Staff please click the link below.
[Opt-Out](#)



Town Hall Agenda

MORNING SESSIONS

8:00 Registration opens at Quorum Center

9:00 NCLM Issues Briefings* Quorum Center

9:45 *Continuous Shuttle Service (until 7:30 pm)*

10:15 NCLM Issues Briefings* Quorum Center

Seating limited to 250 per briefing. Please arrive early for your session.

12:00 Lunch on your own

AFTERNOON SESSIONS

1:00 Legislative Leadership Session
At the General Assembly

2:00 House and Senate Convene (Subject to Change)

4:30 State Agencies Panel Discussions
NC Museum of History Auditorium
5 East Edenton Street, Raleigh, NC 27601

5:30 Legislative Reception
NC Museum of History
5 East Edenton St | Raleigh, NC 27601

7:00 Reception ends



TO: Kure Beach Town Council
FROM: Kure Beach Board of Adjustment
DATE: January 27, 2015
SUBJECT: 2014 ANNUAL ORGANIZATIONAL MEETING

As required by the Board of Adjustment (BOA) Rules of Procedure, Section VII, the following information is provided.

TERMS AND POSITIONS:

1. Member Peter Boulter was elected Chairman and Member Dolores Coe was elected Vice Chair
2. Town Council approved Bryan Bass (previously an alternate member) to fill the vacancy left from resignation of Sandra Whaley - Oath of Office pending.
3. The BOA stands at five (5) members and two (2) open alternate positions

CASES:

No cases were submitted to the BOA for hearing during 2014.

TRAINING:

The BOA scheduled one training sessions during 201 which was presented by Allen Serkin, Director of the Cape Fear Council of Government on April 22nd

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Peter Boulter", is written over a horizontal line.

Peter Boulter
Chairman – Board of Adjustment

Kure Beach Inspections Dept.-Building Permits Issue Date: 1/1/2015 - 1/31/2015

PermitNo	Issue Date	Owner	Project Addr	Descript	Fee
Building					
New Construction					
5648	1/13/2015	HYLER EDDIE F JR CYNTHIA H	504 N FORT FISHER BLV	New SFD	\$11,610.00
5654	1/28/2015	LIBERTY COASTAL INC	313 S FOURTH AVE	UNIT A Townhome	\$10,860.00
5655	1/28/2015	LIBERTY COASTAL INC	313 S FOURTH AVE	UNIT B Townhome	\$6,660.00
5651	1/21/2015	THOMPSON JOHN RUFUS	1709 SWORDFISH LN	New 8x26 porch	\$150.00
5653	1/27/2015	HYLER EDDIE CYNTHIA	213 THIRD AVE S	New SFD	\$11,195.00
Total New Construction 5					\$40,475.00
Replacement					
5649	1/14/2015	RIGGINS HOA INC	1437 FORT FISHER BLV S	Unit K-2, H-2, and O-3 Deck Replacemen	
5650	1/16/2015	SORRELL GLENN L	613 FORT FISHER BLV S	Window replacement	\$25.00
Total Replacement 2					\$25.00
Total Building 7					\$40,500.00
Total Permits: 7					\$40,500.00

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT JANUARY, 2015

DATE	PURPOSE
01/04/15	EMS
01/05/15	MUTUAL AID Cbfd
01/05/15	DRILL
01/10/15	POWER POLE
01/19/15	ELEVATOR
01/19/15	CPR CLASS
01/23/15	EMS
01/23/15	ELEVATOR
01/24/15	EMS
01/24/15	ELEVATOR
01/25/15	FALSE ALARM
01/26/15	STRUCTURE FIRE
01/26/15	DRILL
01/28/15	EMS

All equipment checked and found to be in working order

Harold Heglar
Chief

**REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2014 TO FEBRUARY 10, 2015**

REVENUES

	2015 Initial Bud.	2015 Amend. Bud.	Actual 02/10/2015	% Collected
GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,100,250	\$ 2,100,250	\$ 2,035,946	96.9%
Local Option Sales Tax	\$ 713,000	\$ 713,000	\$ 451,048	63.3%
Franchise & Utility Tax	\$ 142,250	\$ 142,250	\$ 86,939	61.1%
TDA Funds	\$ 198,651	\$ 198,651	\$ -	0.0%
Garbage & Recycling	\$ 338,700	\$ 338,700	\$ 200,584	59.2%
ABC Revenue	\$ 10,175	\$ 10,175	\$ 9,316	91.6%
Bldg Permit, Impact Fees & CAMIA	\$ 44,700	\$ 44,700	\$ 42,035	94.0%
Communication Tower Rent	\$ 84,769	\$ 84,769	\$ 56,330	66.5%
Motor Vehicle Tags	\$ 7,500	\$ 7,500	\$ 4,105	54.7%
Com Ctr/Parks & Rec/St Festival	\$ 27,450	\$ 27,450	\$ 12,802	46.6%
Town Facility Rentals	\$ 10,000	\$ 10,000	\$ 5,223	52.2%
Beer & Wine Tax	\$ 8,500	\$ 8,500	\$ -	0.0%
OFF - Bluefish Purchases	\$ 7,920	\$ 7,920	\$ 5,720	72.2%
All Other Revenues	\$ 31,426	\$ 35,850	\$ 58,538	163.3%
Appropriate Fund Balance	\$ 4,125	\$ 4,125	\$ -	0.0%
Other Financing Sources	\$ 64,000	\$ 64,000	\$ -	0.0%
Total Revenues	\$ 3,793,416	\$ 3,797,840	\$ 2,968,586	78.2%

WATER & SEWER FUND

Water Charges	\$ 625,000	\$ 625,000	\$ 379,832	60.8%
Sewer Charges	\$ 905,000	\$ 905,000	\$ 547,853	60.5%
Tap, Connect & Reconnect Fees	\$ 28,500	\$ 28,500	\$ 45,300	158.9%
All Other Revenues	\$ 41,656	\$ 85,622	\$ 36,056	42.1%
Total Revenues	\$ 1,600,156	\$ 1,644,122	\$ 1,009,041	61.4%

STORM WATER FUND

Total Revenues	\$ 287,370	\$ 287,370	\$ 183,818	64.0%
-----------------------	-------------------	-------------------	-------------------	--------------

POWELL BILL FUND

Total Revenues	\$ 62,030	\$ 62,030	\$ 65,420	105.5%
-----------------------	------------------	------------------	------------------	---------------

SEWER EXPANSION RESERVE FUND (SERF)

Total Revenues	\$ 22,640	\$ 22,640	\$ 40,081	177.0%
-----------------------	------------------	------------------	------------------	---------------

BEACH PROTECTION FUND

Total Revenues	\$ 103,000	\$ 103,000	\$ 103,000	100.0%
-----------------------	-------------------	-------------------	-------------------	---------------

FEDERAL ASSET FORFEITURE FUND

Total Revenues	\$ 50,000	\$ 50,000	\$ -	0.0%
-----------------------	------------------	------------------	-------------	-------------

EXPENDITURES

	2015 Initial Bud.	2015 Amend. Bud.	Actual 02/10/2015	% Spent
GENERAL FUND				
Governing Body	\$ 39,167	\$ 39,167	\$ 32,701	83.5%
Committees	\$ 7,500	\$ 7,500	\$ 35	0.5%
Administration/Finance	\$ 455,208	\$ 581,958	\$ 411,323	70.7%
Community Center	\$ 14,650	\$ 14,650	\$ 7,050	48.1%
Emergency Management	\$ 300	\$ 300	\$ 5	1.7%
Tax Collections	\$ 25,000	\$ 25,000	\$ 2,031	8.1%
Legal	\$ 24,000	\$ 24,000	\$ 12,958	54.0%
Police Department	\$ 1,133,547	\$ 1,133,547	\$ 694,249	61.2%
Fire Department	\$ 423,138	\$ 423,138	\$ 252,235	59.6%
Lifeguards	\$ 186,575	\$ 190,999	\$ 101,548	53.2%
Parks & Recreation	\$ 132,018	\$ 132,018	\$ 64,432	48.8%
Bldg Inspection/Code Enforcement	\$ 118,135	\$ 118,135	\$ 64,556	54.6%
Streets & Sanitation	\$ 695,206	\$ 695,206	\$ 423,629	60.9%
Debt Service	\$ 255,372	\$ 255,372	\$ 221,708	86.8%
Transfer to Other Funds	\$ 103,000	\$ 103,000	\$ 103,000	100.0%
Contingency	\$ 180,600	\$ 53,850	\$ -	0.0%
Total Expenses	\$ 3,793,416	\$ 3,797,840	\$ 2,391,460	63.0%

WATER & SEWER FUND

Governing Body	\$ 14,967	\$ 14,967	\$ 8,550	57.1%
Legal	\$ 24,000	\$ 24,000	\$ 12,958	54.0%
Administration/Finance	\$ 357,750	\$ 369,500	\$ 234,770	63.5%
Operations	\$ 1,203,439	\$ 1,235,655	\$ 621,128	50.3%
Total Expenses	\$ 1,600,156	\$ 1,644,122	\$ 877,406	53.4%

STORM WATER FUND

Total Expenses	\$ 287,370	\$ 287,370	\$ 110,614	38.5%
-----------------------	-------------------	-------------------	-------------------	--------------

POWELL BILL FUND

Total Expenses	\$ 62,030	\$ 62,030	\$ 7,054	11.4%
-----------------------	------------------	------------------	-----------------	--------------

SEWER EXPANSION RESERVE FUND (SERF)

Total Expenses	\$ 22,640	\$ 22,640	\$ -	0.0%
-----------------------	------------------	------------------	-------------	-------------

BEACH PROTECTION FUND

Total Expenses	\$ 103,000	\$ 103,000	\$ -	0.0%
-----------------------	-------------------	-------------------	-------------	-------------

FEDERAL ASSET FORFEITURE FUND

Total Expenses	\$ 50,000	\$ 50,000	\$ 15,378	30.8%
-----------------------	------------------	------------------	------------------	--------------

**TOWN OF KURE BEACH
CASH AND INVESTMENTS
AS OF JANUARY 31, 2015**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$2,268,204	\$340,748	\$2,608,952
Water/Sewer	\$1,225,136	\$583,108	\$1,808,244
Storm Water	\$654,351	\$239,595	\$893,946
SERF	\$232,886	\$90,985	\$323,871
Federal Asset Forfeiture	\$161,349	\$0	\$161,349
Powell Bill	\$252,002	\$19,866	\$271,868
Beach Protection	\$186,640	\$0	\$186,640
TOTAL	\$4,980,568	\$1,274,302	\$6,254,870
BB&T	\$4,980,568	\$0	
First Bank - Certificates of Deposit	\$0	\$959,876	
Bank of America - Certificate of Deposit	\$0	\$258,386	
NCCMT Term Portfolio	\$0	\$50,225	
NCCMT Cash Portfolio	\$0	\$5,815	
TOTAL	\$4,980,568	\$1,274,302	

**TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2014 - 02/10/2015**

CONTINGENCY FUND

Fiscal Year 2015 Budget	\$180,600.00
Less:	
Budget Amendment - Transfer of funds for purchase of vacant lot - Resolution R14-09	\$115,000.00
Budget Amendment - Transfer of funds for addition of a full-time Finance employee (50% from the General Fund) - Resolution R15-01	\$11,750.00
	<u>\$53,850.00</u>
Remaining Budget as of 02/10/2015	<u>\$53,850.00</u>

COMMITTEE (Shoreline Access, Beach Protection & Parking) EXPENDITURES

Fiscal Year 2015 Budget	\$7,500.00
Less Expenditures:	
LifeGuard Tower Sign for new Tower #9	<u>\$34.73</u>
Total Expenditures	\$34.73
Projects Approved By Council But Not Yet Expended:	
Banner	\$25.00
Beach Sweep Supplies	\$116.00
Sea Oats	<u>\$1,650.00</u>
Total Approved, Not Expended	<u>\$1,791.00</u>
Remaining Budget as of 02/10/2015	<u>\$5,674.27</u>

**TOWN OF KURE BEACH
DISBURSING
FEBRUARY 17, 2015**

<u>LOAN PURPOSE/DESCRIPTION</u>	<u>FUND</u>	<u>LENDER</u>	<u>DATE OF LOAN</u>	<u>AMOUNT FINANCED</u>	<u>INTEREST RATE</u>	<u>LOAN TERM (YRS)</u>	<u>DATE PAID OFF</u>	<u>BALANCE AT 02/17/15</u>	<u>PAYMENT FREQUENCY</u>	<u>PAYMENT AMOUNT</u>	<u>NEXT PAY DATE</u>	<u>INT. EXPENSE LIFE OF LOAN</u>
Sewer Rehabilitation Project (a)	W/S	Fed Gov	05/01/2010	\$432,660	0.00%	20	05/01/2030	\$168,891.47	Annual	\$10,555.72	05/01/2015	\$0.00
Ocean Front Park (development)	G	BB&T	07/12/2011	\$947,000	4.39%	17	07/12/2028	\$285,764.72	Annual	\$32,956.83	07/12/2015	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$843,750.13	Annual	\$101,016.37	12/19/2015	\$690,135.16
Water Tower & Well House & Town Hall Expansion (b)	G, W/S	BB&T	04/11/2007	\$1,187,187	3.92%	15	05/07/2022	\$679,402.26	Semi-annual	\$52,716.71	05/07/2015	\$394,314.33
Cutter Court Drainage Project	SW	B of A	07/23/2005	\$875,000	4.40%	15	06/23/2020	\$384,957.80	Monthly	\$6,677.76	02/23/2015	\$326,995.49
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	2.19%	4	10/24/2018	\$32,216.00	Annual	\$8,499.73	10/24/2015	\$1,782.92
Downtown Improvement Project	G	BB&T	01/17/2014	\$117,000	1.95%	4.5	06/17/2018	\$94,539.10	Annual	\$24,719.00	01/17/2016	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	01/15/2014	\$32,000	2.18%	4	01/15/2018	\$24,256.90	Annual	\$8,440.70	01/15/2016	\$1,762.80
2013 Ford Police Utility	G	BB&T	06/28/2013	\$29,836	2.17%	4	06/28/2017	\$22,615.45	Annual	\$7,867.99	06/28/2015	\$1,635.96
2011 International Garbage Truck	G	BB&T	09/16/2011	\$152,152	1.81%	5	09/16/2016	\$62,503.02	Annual	\$32,102.53	09/16/2015	\$8,360.65
2 Police Cars - 2010 Crown Vic.	G	BB&T	03/11/2011	\$53,168	2.69%	4	03/11/2015	\$13,825.83	Annual	\$14,197.75	03/11/2015	\$3,623.00

FUND CODES

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

TOTAL OUTSTANDING DEBT AT 02/17/2015:

General Fund	\$ 1,496,723.65
Water/Sewer Fund	\$ 731,041.23
Storm Water Fund	\$ 384,957.80
Total	<u>\$ 2,612,722.68</u>

NOTES

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

LOAN PAYMENTS DUE (Next 12 Months):

02/18/2015 - 03/31/2015	\$ 27,553.27
04/01/2015 - 06/30/2015	\$ 91,173.70
07/01/2015 - 09/30/2015	\$ 85,092.64
10/01/2015 - 02/17/2016	\$ 222,103.55
Total	<u>\$ 425,923.16</u>



TOWN COUNCIL MINUTES

REGULAR MEETING

January 20, 2015 @ 6:30 p.m., or soon thereafter

The Kure Beach Town Council held their regular meeting on Tuesday, January 20, 2015 at 6:30 p.m. The Town Attorney was present and there was a quorum of Council present.

COUNCIL MEMBERS PRESENT

Mayor Dean Lambeth
Mayor Pro Tem Craig Bloszinsky
Commissioner Emilie Swearingen
Commissioner David Heglar

COUNCIL MEMBERS ABSENT

Commissioner Steve Pagley

STAFF PRESENT

Finance Officer Arlen Copenhaver, Building Inspector John Batson, Town Clerk Nancy Avery, Deputy Town Clerk Nancy Hewitt

CALL TO ORDER AND WELCOME

Mayor Lambeth called the meeting to order at 6:30 p.m., delivered the invocation and led everyone in the Pledge of Allegiance.

MOTION TO EXCUSE COMMISSIONER PAGLEY FROM MEETING

MOTION – Commissioner Heglar made the motion to excuse Commissioner Pagley from the meeting.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

OPENING OF PUBLIC HEARING

Mayor Lambeth called the public hearing to order at 6:32 p.m. stating that, per N.C.G.S. 160A-20, it was being held to receive public comments on the filing of an application for approval of a financing agreement to finance costs associated with the purchase of real property located at 402 and 406 H Avenues and 334 S. 4th Avenue, for the purpose of future expansion of Town facilities/operations to better serve the needs of the Town's population. Financing is for 10 years and the amount will not exceed \$425,000. He said that, at the December 16, 2014 regular Council meeting, Council voted to adopt Resolution 14-12, authorizing the filing of the application, as well as to hold this hearing. Notice of the hearing was posted on the Town's website and at Town Hall on December 19, 2014 and published in the Island Gazette newspaper on January 7, 2015.

PUBLIC COMMENTS

None

ADJOURNMENT OF PUBLIC HEARING

As no one signed up to address Council, nor indicated their intent to speak, the Mayor asked for a motion to adjourn the public hearing at 6:32 p.m.



TOWN COUNCIL MINUTES

REGULAR MEETING

January 20, 2015 @ 6:30 p.m., or
soon thereafter

MOTION – Commissioner Heglar made the motion to adjourn the public hearing.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

APPROVAL OF CONSENT AGENDA ITEMS

1. Accept Tom Theisen's resignation from the Planning and Zoning Commission, effective February 5, 2015, and authorize Town Clerk to advertise vacancy.
2. Accept Harriet Owsley's resignation from the Street Festival Committee.
3. Accept Dick Graham's resignation from the Cape Fear Disability Commission (*verbal resignation given to Town Clerk in December*)
4. Approve Resolution 15-01, transferring \$11,750 from Contingency line item to Administration/Finance FY14-15 Budget for addition of a full-time Finance employee.
5. Approve Budget Amendment 15-04, to transfer \$11,750 from the General Fund Contingency and \$11,750 from the Water/Sewer Fund balance for a full-time Finance position (the position will be charged 50% to the General Fund and 50% to the Water/Sewer Fund) for a total estimated cost for FY2015 of \$23,500.
6. Approve Application for Funding from NHC TDA for \$173,045.47 for lifeguard services for the summer of 2014.
7. ~~Approve travel for Mayor Lambeth, Mayor Pro Tem Bloszinsky and Commissioner Swearingen to attend the Water Resources Congress in Washington DC from March 9 to 11, 2015, at an estimated total cost of \$2,746.~~
8. Building Inspections Report – November & December 2014
9. Fire Department Report – December 2014
10. YTD Finance Report
11. Approve Meeting Minutes:
 - December 16, 2014, regular

Mayor Lambeth asked that Item 7 be moved from the Consent Agenda to Old Business as Item 2, for further discussion and consideration.

MOTION – Commissioner Heglar made the motion to move Item 7 of the Consent Agenda to Item 2 under Old Business, for further discussion and consideration.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

MOTION – Commissioner Swearingen made the motion to approve the Consent Agenda Items, as amended.

SECOND – Commissioner Heglar

VOTE – Unanimous



TOWN COUNCIL MINUTES

REGULAR MEETING

January 20, 2015 @ 6:30 p.m., or
soon thereafter

Resolution 15-01 and Budget Amendment 15-04 are herein incorporated as part of these minutes.

ADOPTION OF THE AGENDA

Mayor Pro Tem Bloszinsky asked to add Update on Port, Waterway and Beach Commission meeting as Item 1 under New Business.

MOTION – Commissioner Heglar made the motion to adopt the agenda, amended to add Update on Port, Waterway and Beach Commission Meeting as Item 1 under New Business.

SECOND – Commissioner Swearingen

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Parks & Recreation Advisory Board

a. Little Free Library

Sarah Smith, member of Island Women, requested permission to install two Little Free Libraries on Kure Beach Town property:

- The libraries resemble a house and contain books that may be borrowed and returned by the public.
- One would be installed at the Community Center and one at Joe Eakes Park.
- Cost to build, install and maintain will be handled by Island Women and Island Men.
- Information was provided to the Public Works Director.
- Approval was received from the Community Center and the Parks and Recreation Advisory Board.
- The books will be of good content.

Public Works Director Beeker said he would like to be there when they start the installation.

MOTION – Commissioner Heglar made the motion to approve two Little Free Libraries be installed at the Community Center and Joe Eakes Park, as presented.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

2. Shoreline Access, Beach Protection and Parking Committee

Tony Gonsalves, Chairperson, asked Council to approve the following expenditures needed for the Beach Sweep to be held on April 11th and for the Sea Oats Planting to be held on April 18th. A total of \$1,792.75 will be needed to purchase supplies, to be taken out of the Committee Budget, as follows:

- \$26.75 purchase of a banner patch from Southern Sign Company
- \$1,650 to purchase 3,000 Sea Oats plants



TOWN COUNCIL MINUTES

REGULAR MEETING

January 20, 2015 @ 6:30 p.m., or
soon thereafter

- \$116 to purchase gloves, bags, snacks and water for volunteers

Mr. Gonsalves said that the committee decided to hold the beach sweep themselves this year, rather than to do it jointly with the Keep America Beautiful campaign.

MOTION – Commissioner Heglar made the motion to approve the three expenditures for a total of \$1,792.75, to be paid out of the Committee Budget.

SECOND – Commissioner Swearingen

VOTE – Unanimous

3. Replacement of Town Representative on the Cape Fear Disability Commission

Town Clerk Avery stated Dick Graham resigned from the commission for personal reasons. She said he wanted to relay to Council that there wasn't a lot for him to do on the committee since very little was related to Kure Beach, stating it was focused more on Wilmington transportation needs.

CONSENSUS – Council instructed the Town Clerk to advertise the vacancy for a committee replacement to represent the Town.

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration, Finance and Recreation

- a. Council approval of Resolution 15-02, approving financing terms with BB&T for the purchase of real property located at 402 and 406 H Avenues and 334 S. 4th Avenue, at a rate of 2.49 percent for 10 years, not to exceed \$425,000.

Finance Officer Copenhagen requested Council approve Resolution 15-02, as presented. He said the best rate received as a result of the Request for Proposal was from BB&T.

MOTION – Commissioner Heglar made the motion to adopt Resolution 15-02, as presented.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – The motion CARRIED with a vote of three to one, as follows: Mayor Lambeth, Mayor Pro Tem Bloszinsky and Commissioner Heglar FOR; Commissioner Swearingen AGAINST.

Resolution 15-02 is herein incorporated as part of these minutes.

b. Street Festival

Event Coordinator, Nikki Keely, said the Town will hold the Street Festival this year on the last Saturday in April from 11:00 a.m. to 7:00 p.m., and requested approval of the following:

- Close Atlantic Avenue between K and L Avenues
- Allow craft and food vendors



TOWN COUNCIL MINUTES

REGULAR MEETING

January 20, 2015 @ 6:30 p.m., or
soon thereafter

- Allow beer and wine to be sold by 3rd party vendor

MOTION – Commissioner Heglar made the motion to approve the Street Festival, as presented, with the closure of Atlantic Avenue, from K to L Avenues, for the last Saturday in April.

SECOND – Commissioner Swearingen

VOTE – Unanimous

2. Building Department

Inspector Batson stated:

- A new home is being built at 205 Settlers Lane, bordering along MOTSU land.
- The owner would like to build a deck that would encroach upon a 25-foot utility easement by six feet.
- The wooden deck, supported by wooden posts, could be easily removed.
- He received Public Works Director Beeker's approval to encroach on the easement.

MOTION – Commissioner Swearingen made the motion to approve the request for the owners of 205 Settlers Lane to build a wooden deck, as shown in the plans.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Sandman Property Update

Commissioner Heglar reviewed the issue of the Town's property on Sandman Lane, stating:

- He and the Mayor met with Beach Walk and Kure Village HOA representatives.
- He doesn't see a short term resolution to this complex issue.
- The openness from the HOA representatives was appreciated, and each group had a number of concerns.
- He will send his notes from the meeting to the HOA participants.

Commissioner Swearingen thanked Commissioner Heglar for his work and facilitation of the meeting. She said this is the first time the Town brought the groups together for an honest, open discussion.

2. Water Resources Congress Travel

Mayor Lambeth said Commissioner Swearingen has decided not to attend the Water Resources Congress meeting in Washington, DC in March. Only he and Mayor Pro Tem Bloszinsky will attend which reduces the travel estimate from \$2,746 to \$1,754. He requested that Council approve the travel.



TOWN COUNCIL MINUTES

REGULAR MEETING

**January 20, 2015 @ 6:30 p.m., or
soon thereafter**

MOTION – Commissioner Heglar made the motion for Mayor Lambeth and Mayor Pro Tem Bloszinsky to attend the Water Resources Congress from March 9– 11th, at an estimated cost of \$1,754.

SECOND – Commissioner Swearingen

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Port, Waterway and Beach Commission Meeting

Mayor Pro Tem Bloszinsky stated negotiations with U.S. Fish and Wildlife are complete and permits are almost ready for the next beach nourishment. He said that this is the first time the Town's beach will be under the Federal Endangered Species Act, protecting the sea turtle population. He said that, when the permit is ready, we will find out the requirements under the new rules and regulations. He said Federal funding is in place, the State has a portion of their funding, but we need to obtain the rest for beach nourishment.

Commissioner Swearingen asked if the March 17th Council meeting could be rescheduled due to conflicts with a meeting taking place in Pine Knoll Shores that certain Council members want to attend on March 16th & 17th, and this year's NCLM Town Hall Day is occurring on March 18th.

CONSENSUS – Council asked that this item be added to the February Council meeting agenda.

ADJOURNMENT

MOTION – Commissioner Heglar made the motion to adjourn.

SECOND – Commissioner Swearingen

VOTE – Unanimous

The meeting adjourned at 7:06 p.m.

Dean Lambeth, Mayor

ATTEST: Nancy Hewitt, Deputy Town Clerk

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



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

The Kure Beach Town Council held a Council Retreat on Monday and Tuesday, January 26 and 27, 2015; both days beginning at 8:00 a.m.

COUNCIL MEMBERS PRESENT

Mayor Pro Tem Craig Bloszinsky
Commissioner Emilie Swearingen
Commissioner David Heglar
Commissioner Steve Pagley

COUNCIL MEMBERS ABSENT

Mayor Dean Lambeth

STAFF PRESENT

Town Clerk (TC) Nancy Avery, Finance Officer (FO) Arlen Copenhaver, Public Works Director Sonny Beeker, Police Chief Dennis Cooper, Fire Chief Harold Heglar, Deputy Town Clerk Nancy Hewitt, Building Inspector John Batson (on 1/26/15 only), Police Captain Mike Bowden (on 1/26/15 only), Assistant Fire Chief Ed Kennedy (on 1/26/15 only), and Event Coordinator Nikki Keely (on 1/27/15 only).

CALL TO ORDER

Mayor Pro Tem Bloszinsky called the meeting to order at 8:00 a.m. on Monday, January 26, 2015. The Town Attorney was present and there was a quorum of Council present.

MOTION – Mayor Pro Tem Bloszinsky made the motion to excuse Mayor Lambeth from the meeting.

SECOND – Commissioner Pagley

VOTE – Unanimous

1. Mid-Year Financial Review

The Finance Officer presented Council with a mid-year Financial Review for the July 1 through December 31, 2014 time period. The following important points were made:

- Currently, the Town is at about 58% of the budget on General Fund revenue.
- There has been a steady growth in the General Fund Balance each year and, since 2011, we've increased the General Fund balance by \$1.1 million.
- The Storm Water fund is in a good position for any potential projects.
- There has been a decrease in Water/Sewer usage, so Council should consider if they want to increase the fees in order to make up for it.

Commissioner Heglar asked Director Beeker to look at what projects Public Works has done in Beachwalk and Kure Dunes since 2011, since more discussion may have to take place about storm water at the February or March Council meeting.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

Answering questions from Council, Director Beeker said the following:

- He has a priority list for resurfacing certain streets that can be paid out of the Powell Bill fund.
- The water towers should be good for another 20-30 years to provide water to the Town, but he's not sure they would support putting out fires if the Town grows too much, building-wise.
- He said there is a plan to replace a lift station and do a by-pass for the sewer system.

The Finance Officer summarized that the Minimum Fund Balance Policy is to maintain an Unrestricted fund balance in Governmental Funds of no less than 32% of the total projected expenditures. He said that at the end of 2014, the Town was at 60.9%. He said that the Unassigned balance is at 39.4%.

Commissioner Heglar stated that Council may need to change the policy to increase the percent of Unrestricted Fund Balance because the Town is way above the policy. He said it makes it look like the Town has too much money and can afford to pay for its own beach nourishment.

Commissioner Swearingen said that the money is to pay our expenses in the Town for emergency situations. She said there's a beach town in Brunswick County whose reserve is set at 96%, which seems outrageous; but beach towns need to be higher because we have different types of emergencies.

The Finance Officer said that, when the Citizens Finance and Budget Committee was in place, the Town was well below 32 percent; it helped that we had a few tax increases.

CONSENSUS: Council asked the Finance Officer to look at other towns to see at what percent their minimum Unrestricted Fund Balance is set. He is to recommend to Council either what percentage the policy should be revised to, and then Council should vote to revise the percent or revise the policy from "Unrestricted" to "Unassigned" funds. The revised policy should be voted on sometime in the spring.

2. Five-Year Capital Plan

FO Copenhaver showed Council the Capital Projects submitted by the Department Heads of Public Works, the Fire Department and the Police Department.

Fire Chief Heglar explained that the old Castle Hayne Volunteer Fire Department donated air packs to Kure Beach which saved his department \$86,000. He said that they will need to buy a lot of 5-inch hose to replace the hose they've been using since 1976,



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

but the trucks should be good for about 20 more years, if the next Chief will take care of them.

Commissioner Swearingen asked Director Beeker if there was any way to divert storm water runoff coming parallel to Cutter Court on Bluefish; to which he responded that some of the storm water runoff goes to an existing pond, but he would shoot some grades to see if there is anything else he can do.

FO Copenhaver said he projected Revenue versus Expenses from 2015 to 2020 and, if things continue in the current vein, the General Fund will be at a negative \$362,027 of net recurring revenue by 2020, the Water/Sewer Fund will be at a negative \$165,871 by 2020 and the Storm Water Fund will be at a negative \$47,398 by 2020.

Commissioner Heglar said it shows that, by about 2017, there's going to need to be another tax increase and, if Council doesn't want to address taxes, then he and Director Beeker need to look at the Water/Sewer fees this year.

When asked for information on projected building over the next two to five years that could affect the Finance Officer's estimates, Inspector Batson said the following:

- There are 15 houses that will be built on the corner of Kure Beach Village and Fort Fisher Boulevard this fiscal year and another 4 before the year is out.
- About 15-20 percent of the vacant lots will be built upon and another 400 to 500 small houses could be torn down and rebuilt, possibly, as larger homes.
- If you put a house on a lot, you may be looking at about \$1,000 revenue extra, per year.

Commissioner Heglar said that expansion will never cover the costs in Kure Beach because there's not enough expansion that can be done.

FO Copenhaver projected the outstanding debt from 2014 to 2020 for the General, Water/Sewer and Storm Water Funds saying the biggest debt, which won't be paid off until 2028, is for the Ocean Front Park, since the Town owes about \$900,000 for the land and \$300,000 for construction over and above all of the grant funds received.

A 15 minute break was taken at 9:20 a.m.

FO Copenhaver reviewed the positives and the concerns for FY15-16, as follows:
POSITIVES FOR REVENUE

- Expect a continued high tax collection rate



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

- Maintain higher collection rate for vehicle taxes due to Tag & Tax together program
- Revenue sources relating to the Ocean Front Park
- July-September 2014 electricity sales tax was \$8,100 greater than franchise tax (HB 998).

POSITIVES FOR EXPENDITURES

- Reduction in the cost of fuel
- Initial funding of unemployment insurance reserve is complete

CONCERNS FOR REVENUE

- Limited new revenue opportunities
- Loss of privilege license revenue
- Limited availability of grants
- Continued low investment returns
- The impact on the sale tax distribution when another town in the county raises its property tax rate.

CONCERNS FOR EXPENDITURES

- Beach nourishment (what is the funding source)
- Future funding requests for Carolina Beach inlet dredging projects
- Increases in day-to-day operating costs
- Funding future capital projects

3. Mid-Year Status of Council Goals for FY14-15

FO Copenhaver reviewed the status of the six, current Council Goals, as follows:

- **COMPLETED:** The litigation on the Ocean Front Park is completed.
- **IN PROGRESS:** Develop a long term plan for funding beach nourishment including three new funding streams independent of property taxes.
- **IN PROGRESS:** Review opportunities for dune infiltration systems. Director Beeker said that there wasn't enough room for Seawatch to install one, even if they purchased the property next to the pond; but he can start looking at the top five smaller projects.
- **COMPLETED:** Maintain the current tax rate, if possible.
- **IN PROGRESS:** Determine the storage and office space needs for the next five years for each Town department.
- **COMPLETED:** Investigate the "live-in program" for the Fire Department which was implemented in August 2014. As of 12/31/14, the actual expenses total \$7,383 and the Town should be on budget for \$15,000. The benefit is considered taxable income to the recipients.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

4. Adoption of FY 2015-2016 Budget Calendar
FO Copenhaver presented his proposed budget calendar.

COUNCIL CONSENSUS – Council directed FO Copenhaver to email Council and the Department Heads the proposed calendar so they can check their calendars, and then he is to present it to Council at their February meeting for further discussion and consideration.

A 10-minute break was taken at 10:00 a.m.

5. Salary Study Results

Town Clerk Avery listed the data sources she and the Finance Officer used to determine the recommended salaries. She listed the conditions they considered when doing the study and the 13 summer resort towns used in the data gathering which have similar populations and services. She said the current pay grade/classification table adopted in 2001 has 32 pay grades, but the 39 FTE for the Town are assigned to only 12 of them. Comparisons were made with the average salary for each position for all towns, excluding Wilmington, to come up with a “Benchmark” recommendation. Additional averages were calculated that included Wilmington, and also included the statewide average for 2013.

Commissioner Heglar asked for the Finance Officer to determine what rank Kure Beach is compared to the 13 towns, pay-wise, and he asked the Department Heads which of the three sets of data they feel should be used: Benchmark averages, averages that include Wilmington, or the 2013 statewide averages.

Police Chief Cooper said that Council has always been the one to decide what salary the employee gets, whether it went along with the current salary grid or not, so Council needs to set a benchmark and stick to it.

Discussion ensued about the right course to take and comments were, as follows:

- If there's not a problem getting or keeping employees with the current pay scale, then maybe it doesn't need to be fixed. (Heglar)
- Averages can be dangerous because they can be too low or too high. (Bloszinsky)
- Benefits packages should also be considered in the determination of salaries. (Bloszinsky)
- Council should make sure the leadership hiring salaries are adequate to replace outgoing Department Heads in order to get quality leaders. (Swearingen)
- If an employee is making a salary at the top of their salary range, the supervisor can always give the employee a bonus rather than a raise. (Pagley)



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

Town Clerk Avery said that Kure Beach department heads tend to be more hands-on than Carolina Beach due to the lower number of employees in each department. She said that, if Council wants a more in depth study, they may have to hire a professional firm to do it.

Commissioner Heglar said Council just needs the data sheet that was used to determine the Benchmark so they can look at it.

FO Copenhaver said he'd like to know from Council what they would like for a calculation so he doesn't have to tailor their data five separate ways.

The Town Clerk asked Council what they wanted their pay philosophy to be: to lag behind the market, to meet the market or to exceed the market. She said that 25 of the 39 salaries are below the Benchmark and 14 are above the Benchmark. She said it would take a total amount of \$104,424 additional money to bring the 25 employees up to the Benchmark; inequities are most likely due to no COLA raises in 2009, 2010 and 2011. She said that more recent hires were probably hired in closer to the market rate and pointed out that 34 of the 39 Town employees have 10 years or less service.

Commissioner Swearingen said she'd like to see exit interviews performed before an employee leaves, to which the Town Clerk responded that could be done if Council wanted it.

FO Copenhaver's grid showed that the current minimums and maximums on all pay grades is lower than the Benchmark minimums and maximums.

Commissioner Heglar said he'd like the Finance Officer to provide him with the names of those employees who would be below or above the minimum range and below or above the maximum range, if Council were to move the recommended range.

The Town Clerk and Finance Officer proposed the use of salary bands rather than pay grades, and the Town Clerk reviewed the benefits of the band structure.

Commissioner Heglar said that the problem with the band system is that a large range of employees are put together in one band. He proposed that, within the bands, there needs to be a break-out of the jobs, and the employees outside of the salary bands need to be flagged.

Mayor Pro Tem Bloszinsky and Commissioner Swearingen agreed that there needs to be job codes within the bands.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

CONSENSUS – Council asked the Finance Officer to tell them the cost to bring all employees up to minus five percent below or above the Benchmark, and to gather from the Department Heads whether employee pay has created a retention or recruiting issue within their departments; the information is to be forwarded to Council as he gets it.

Commissioner Heglar said he asked the Town Clerk to add an Elected Officials Salary Comparison to the salary study and asked if the lower salary, compared to other town councils has something to do with people not running for Kure Beach Town Council.

Comments made were, as follows:

- Council salaries shouldn't be adjusted this year. (Swearingen)
- Salary wasn't considered when running for Council. (Bloszinsky)
- Things have been going smoothly in Kure Beach which may be why people aren't putting themselves in the race. (Cooper)
- A lot of people move to Kure Beach to retire. (Pagley)

A 20-minute lunch break was taken at 12:05 p.m.

6. Review of Land Use Plan excerpts

The Town Clerk presented excerpts of the plan to Council to allow for discussion on whether or not they still applied to Kure Beach, currently. Topics that sparked large discussions were, as follows:

- Parking and traffic, especially on Route 421 and around vacation rental properties and intersections.
- Burying additional power lines over the next few years.
- Ways to manage crowds and pay for summertime services.

A 10-minute break was taken at 1:25 p.m.

7. Staffing Levels

The following comments were made:

- Police Department: No additional staff needed, but may need in FY16-17, depending what impact the Ocean Front Park has on the department.
- Public Works: No additional staff needed, but may need in FY16-17, depending what impact the Ocean Front Park and downtown has on the department.
- Building Inspections: No additional staff needed.
- Fire Department: No additional staff needed, as long as the department retains its 24 volunteers.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

- Administration/Finance/Recreation: No additional staff needed, unless Council makes any changes during the discussion tomorrow about making Recreation a separate department.

The Town Clerk said Boogie in the Park will be scaled back to the first and third Sundays this year. She asked Council if they would support not letting a popular band perform on the July 4th holiday in order to minimize congestion downtown.

CONSENSUS – Council will support the Town Clerk’s recommendation to not book a popular band on the July 4th weekend.

Commissioner Heglar suggested that there should be no band at all on July 4th, since the town is already maxed out that weekend.

8. Facility needs

The following comments were made about facility needs over the next 5 to 10 years:

- Police Building: Chief Cooper said he had an architect look into adding space onto the west side of his building, but the cost per square foot wasn’t feasible; he may look at doing something jointly with Town Hall. He needs about 1,000 square feet additional space.
- Building Inspections: No facility needs.
- Fire Department: Chief Heglar said he needed a new firehouse with six bays. The kitchen, offices and quarters can all be upstairs.
- Administration/Finance/Recreation: The Town Clerk said she needs another office, another file room and another vault.
- Public Works: No facility needs, although there may be some storage needs in the future if MOTSU runs Public Works entirely off their land.

Commissioner Heglar said that he and the Finance Officer should be able to take the plans and estimates made in 2006 and estimate the new cost to present to Council in a separate meeting for further discussion.

Town Clerk Avery suggested building the firehouse, and then the Police and Town Hall staff can branch out into the vacant areas left behind, to which Commissioner Heglar said he can’t see how the Town could finance a new firehouse in the next three years.

Commissioner Swearingen said the Town should get an estimate on building a new firehouse anyway because it still needs to go on the plan for the future. She said just talking about it every day won’t make it happen. She suggested Commissioner Heglar, the Finance Officer and the Building Inspector get together and come up with current



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

estimates on building new and expanding the old, so that Council can have a serious discussion and not just keep putting it off.

Commissioner Heglar said he thought Town Council should meet separately to talk about how much they are willing to support a large capital expansion for space, to which Commissioner Swearingen asked him to set a date for the meeting so the planning could begin.

FO Copenhaver said he could work on the estimated costs, but he doesn't even know how to put a dollar amount to some of the suggestions.

COUNCIL CONSENSUS: The 2006 plan estimates will be updated with current numbers by Commissioner Heglar, the Finance Officer and the Building Inspector, and those estimates will be discussed during the budget planning sessions.

9. Other departmental needs/projects not included in 5-year Capital Plan
- Public Works: Possibly replace the water meters with new technology.
 - Finance/Administration/Recreation: None
 - Fire Department: None
 - Police Department: None
 - Building Inspections: None

10. Parking on Fort Fisher Boulevard and elsewhere

Mayor Pro Tem Bloszinsky gave a review of the discussion Council members had with City of Beaufort, NC, officials on their paid parking, as follows: their total expense for the first year was \$25K, and total revenue after expenses was \$47K with a projected revenue of \$100,000 next season; they are renting 12 solar parking kiosks on a 5-year trial lease; the kiosks need to be emptied twice a week with labor provided by their Police department. He said that this shows there is a real-time solution for paid parking in Kure Beach, but he doesn't see it being implemented this year.

Commissioner Swearingen added that Beaufort employees are not supposed to park in the areas with kiosks, so that the spaces are used by visitors which has pleased the business owners by increasing business.

A 10-minute break was taken at 2:30 p.m.

11. Council determination their FY15-16 goals, as follows:
1. Resolution of outstanding issues relating to the Sandman properties
 2. Develop a short-term and long-term space plan for Town departments



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

3. Maintain the current tax rate, if possible
4. Develop a long-term plan for funding beach nourishment, including one new funding stream independent of property taxes
5. Prioritize potential dune infiltration system projects
6. Review, decide and implement the salary study and any potential salary adjustments
7. Monitor potential revenue shortfalls that may occur in future years

MOTION TO CONTINUE RETREAT

MOTION – At 3:00 p.m., Commissioner Heglar made the motion to continue the retreat at 8:00 a.m. on Tuesday, January 27, 2015.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

Mayor Pro Tem Bloszinsky resumed the meeting on Tuesday, January 27, 2015 at 8:00 a.m.

12. Succession Planning/Discussion with Department Heads

Mayor Pro Tem Bloszinsky stated that Council will talk with the following Department Heads about Succession Planning in this order: Director Beeker, Chief Heglar, Chief Cooper and Town Clerk Avery.

Commissioner Heglar said that there are three stakeholders that Council needs to consider during the discussions: Kure Beach citizens, Town employees who report to the Department Heads and Town Council as a whole; and there's a fourth stakeholder for the Fire Department. He said that there are two things to look for in filling the jobs that will be vacated: 1) the required piece of the job needed before an application is even considered, including legal and critical requirements; and 2) the desired person who will be important to stakeholders. He said that, if anyone wants to recommend and discuss an internal person to take their place upon their retirement, it would be considered a confidential personnel matter and the Department Heads could request a Closed Session; this was the consensus.

Mayor Pro Tem Bloszinsky said, before going into Closed Session, he'd like the Department Heads to consider whether there will be employee "fallout" in their departments with the replacement they are planning to recommend.

MOTION – At 8:10 a.m., Commissioner Heglar made the motion to go into Closed Session, per G.S. 143-318.11(a)(6), for personnel reasons.

SECOND – Commissioner Pagley

VOTE – Unanimous



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

MOTION – At 10:15 a.m., Commissioner Heglar made the motion to return to Open Session.

SECOND – Commissioner Pagley

VOTE – Unanimous

A 10-minute break was taken at 10:15 a.m.

13. Discussion and Consideration of a separate Finance Department

Mayor Pro Tem Bloszinsky said that he and Commissioner Heglar have spent a lot of time discussing the topic with the Town Clerk.

The Town Clerk gave an overview on the topic. She said she is not a finance person, but she can go into the Finance software to see if things have been done and deadlines have been met; but she said that the Finance Officer usually doesn't need her to do that.

FO Copenhagen said he used to have fifty people under his supervision at his previous job. He said he would like to grow in his job, and he's done a lot to improve Finance since coming to work at Town Hall.

Points made about the establishment of a separate Finance department are, as follows:

- There was weakness in the Finance department a few years ago which is why it merged with the Administration department. (Avery)
- As long as we have good people like our current Finance Officer, it will be good to have Finance as a separate department. (Swearingen)
- Council didn't do a good job overseeing the Finance department previously and we will need to directly oversee it again if we vote to make it a separate department. If Council is going to oversee this, we need to figure out who the Council liaison should be. The reason for a separate Finance Department should be to move someone up and for the future good of the Town. (Heglar)
- The Town has great audits now because everything is organized, ready and correct. (Bloszinsky)
- If we make the Finance Officer a Department Head, I don't see a raise in it right away. Let's give him a title and move on. (Pagley)

Discussion ensued on employees reporting to their respective departments and whether there would be territorial disputes between any future Department Heads in the two separate departments; but, currently the working relationship between the Town Clerk and Finance Officer is a good one.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

Town Clerk Avery recommended splitting the departments stating that she never wanted to be over Finance since she isn't qualified, and she would ultimately be responsible for anything that could go wrong by having it under her as a responsibility.

Mayor Pro Tem Bloszinsky said he has heard from two people who are extremely important to this Town, who take responsibility off of Council, and they've both said they'd like to have separate departments; so his expectation is that it should work seamlessly and, if it doesn't, Council will look at it again. He pointed out that immediate compensation to the Finance Officer would not be realized at this time.

The Town Clerk said the Finance Officer should get some immediate compensation since he's taking on more responsibility.

Commissoner Pagley asked to see how the Organization Chart would look with the separate department.

Commissioner Heglar said that there may be some additional money, depending on how the budget plays out, pointing out that the Finance Officer is a little below the Town Clerk, salary-wise, but he's even more below the Benchmark.

The Finance Officer said that he knows more than anybody that it will take some time to adjust his salary in this process.

CONSENSUS – Job descriptions and a proposed Organizational Chart will be presented to Council at their February meeting for further discussion and consideration before any decisions are made.

14. Discussion and Consideration of a separate Recreation department

Points made about the establishment of a separate Recreation department were, as follows:

- It should stay under Administration as a division where whoever is the coordinator is responsible for interns and volunteers, and the Town Clerk shouldn't have to get involved in the day-to-day work. (Swearingen)
- Doesn't think it warrants a separate department. (Bloszinsky)
- It should stay under Town Clerk Avery. (Pagley)
- If we make it a separate department, it says to the Town that we're growing recreation, and he's not sure that's where the Town should be going. We're not going to increase taxes to bring in more bands. (Heglar)



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

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

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

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

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

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

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

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

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

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

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

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



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

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

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

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

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

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

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

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

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

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

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



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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

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

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

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

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

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

SECOND – Commissioner Pagley

VOTE – Unanimous

ADJOURNMENT

MOTION – Commissioner Heglar made the motion to adjourn.

SECOND – Commissioner Pagley

VOTE – Unanimous

The meeting adjourned at 1:11 pm.

Craig Bloszinsky, Mayor Pro Tem

ATTEST: Nancy Hewitt, Deputy Town Clerk

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

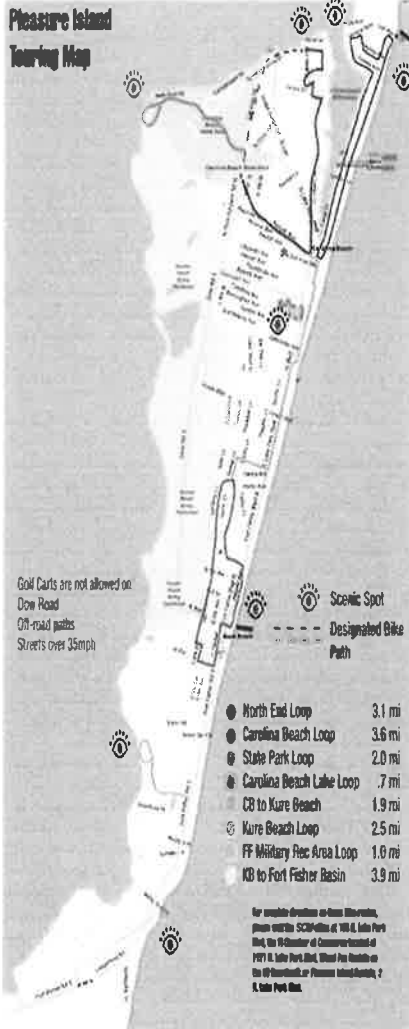
Street Legal Golf Cart Requirements

Golf carts must be tagged and licensed, just like any other vehicle, to be legal in Kure Beach. Carts must also be driven by a licensed, legally of age individual.

According to Federal Motor Vehicle Safety Standard No. 500 (49 CFR 571.500) the list below defines the standard features of street legal golf carts:



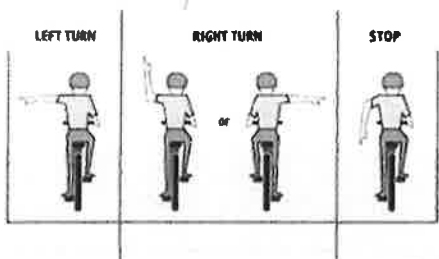
- Headlights and tail lights with turn signals and brake lights
- Third brake light
- License plate light
- Four sets of seatbelts
- Speedometer
- Horn
- DOT Approved Tires
- DOT Approved Windshield
- Windshield Wiper
- Amber reflectors on all corners of the vehicle
- Minimum speed of at least 21 mph
- Maximum speed of 25 mph
- One drivers side external mirror
- One internal mirror
- 17-digit Vehicle Identification Number, V.I.N.



WELCOME
 We Care About
 You and Your
 Safety



KURE BEACH BICYCLE SAFETY



North Carolina Traffic Law Requires Bikers to:

- ◆ Ride on the right with the flow of traffic
- ◆ Obey all traffic signs and signals
- ◆ Use hand signals for stops and turns
- ◆ Use of helmet for riders under 16 years old
- ◆ Night riding requires a white light in the front visible by at least 300 feet and a red light or reflector in the rear visible by at least 200 feet
- ◆ Only one person on a bike unless the bike is equipped for dual use; or when an adult rider is accompanied by a toddler (under 40 lbs.) in an approved, attached bicycle seat or trailer



Kure Beach Law Requires Bikers to:

- ◆ Ride on the right
- ◆ Attach a bell to the front handle bars
- ◆ Riders are *not* to use whistles
- ◆ No riding on handle bars
- ◆ No riding on the sidewalk

1st offense \$25
2nd offense \$50

Safety Recommendations:

- ◆ Wear bright colored clothing
- ◆ Wear a helmet
- ◆ Use marked bike lanes
- ◆ Ride defensively, persons in cars are not expecting bikers
- ◆ Ride in single file when group riding
- ◆ Do not use headphones while riding a bike
- ◆ Do not ride while intoxicated
- ◆ Be careful of pedestrians

Kure Beach Shoreline Access,
Beach Protection and Parking
Committee

WATCH FOR ME - NC

watchformenc.org

Tips for Being a Safe Pedestrian



Cross Safely When Exiting the Bus



Watch for Turning Cars



Pull the Plug and Pay Attention



Be Careful in Parking Lots & Crosswalks



Tony Gonsalves <tonyibew164@gmail.com>

Fw: You have a new Staples Copy & Print Quote!

1 message

Garrigans Gmail <kagmbg@gmail.com>
To: tonyibew164@gmail.com

Tue, Feb 17, 2015 at 10:07 AM

----- Original Message -----

From: webadmin@staplescopycenter.com

To: KAGMBG@GMAIL.COM

Sent: Monday, February 16, 2015 9:21 AM

Subject: You have a new Staples Copy & Print Quote!



copy&print

Quote Provided To:

Date: 02/16/2015

M Garrigan

Phone: (910) 512-8657

Here's your quote to review.

Thanks for choosing Staples® Copy & Print. The details of your quote are below, but if you have any changes, just let us know. We look forward to working with you.

Quote Confirmation

Quote Number: 2047390239

Quote Expire On: 03/18/2015

Quote Provided By:

Staples Store #: 1824

5613 Carolina Beach Rd Ste 140

Wilmington, NC,

Phone #: (910) 313-3160

Hours

Sunday: 12:00 PM - 06:00 PM

Mon-Fri: 09:00 AM - 07:00 PM

Saturday: 10:00 AM - 07:00 PM

Service 1 Custom Copy & Print**# Of Sets: 3000****# Of Original Impressions: 2****Price Per Set: 0.498**

Products	Quantity	Unit Price	Extended Price
2001-5000 CLR2 32LB PREM	3000	\$0.478	\$1,434.00
MACHINE FOLDING	3000	\$0.020	\$60.00

Sub-Total	\$1,494.00
------------------	-------------------

BDP Discount	\$150.00
---------------------	-----------------

Total	\$1,344.00
--------------	-------------------

Plus, you will receive \$67.20 in Staples Rewards on this purchase. Its like paying \$1276.80

For online orders, please have a valid ID along with a copy of this order confirmation. Once your online order is produced, your credit card will be charged and you will receive a "Ready for Pickup" notification email. If the Rush selection or any part of your order cannot be fulfilled, your online order will be canceled and you still have the option to pick up your order and pay for it in store.

Tax will be calculated during checkout at the store if applicable. Coupons are accepted at the store upon pickup. Any alterations to this quote's specifications will require a re-quote to be provided. Visit staples.com/copyandprint for more great offers.

By requesting this quote, you authorize Staples to follow up with you by phone to clarify and/or finalize the scope and details of the quote.

Sign

SOUTHERN COMPANY

CUSTOM SIGNS, BANNERS, DESIGN & MORE

Estimate #12472

2/16/2015

Prepared For:

Town of Kure Beach
 Kerry Garrigan
 117 Settlers Lane
 Kure Beach, NC 28449

Phone: 910-458-8216 Fax: 910-458-7421
 Alt. Phone:
 E-Mail: frontdesk@townofkurebeach.org

Prepared By:

Clark Wilson
 Southern Sign Company
 PO Box 16626
 Wilmington, NC 28408
 USA

Phone: 910-794-8243 Fax: 910-794-8244
 Alt. Phone:
 E-Mail: info@southernsigncompany.com

Description:

2015 Beach Protection Committee: Tri Fold Brochure

Quantity	Description	Each	Total	Taxable
1	Tri-Fold Brochure - (3000) - 2-sided, full color, folded, design NOT included	585.00	\$585.00	✓
		Subtotal	\$585.00	
		Sales Tax	\$40.95	
		Total	\$625.95	

Terms:

This estimate good for 30 days. Full payment due when signs are picked up.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by	Date	Amt. Paid Today
------------------	-------------	------------------------



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT

Board/Commission/Committees

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

Request for Appointment to: Cape Fear Disabilities Commission
Name: Amy Blozinski
Address: 809 N Fort Fisher Blvd, Kure Beach, 28449
Telephone: 910 458 9885 Cell: /
Email: juniper8878@yahoo.com
Length of permanent residence in Kure Beach: 2.5 yrs
Employment: N/A
Job Title:

Professional Activities: Certified Substance Abuse Counselor w/ NCSAPPB since 2006, member of NAADAC since 2000

Volunteer Activities: Worked in Food Pantry @ HIV+ Alliance, participated in multiple fundraisers, participated in health fairs

Other committee work, past or present:

What is your understanding of the purpose of this committee?
Helping the disabled to have access to and become part of the community

Why are you interested in serving on this committee?
I have a background in SA/MH services as well as personal experience

What specific concerns or areas are you interested in?

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

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

Signature: Amy Blozinski Date: 1/27/15
Thank you for your interest in serving the Town of Kure Beach

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

Town Use Only
Date Received: 1/30/15 Initials: MBH Utilities Current: [X] YES [] NO
Interview Date: (If applicable) Appointment Date:
Term Length: Term Expiration:

email: dldinatale@aol.com



Town of Kure Beach
Request for appointment
Board/Commission/Committees

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

Request for Appointment to: Cape Fear Disability Commission

Name: Deborah L McKenna

*208 Seawatch Way
458-8685*

Professional Activities: Master's Degree in Special Education. Advocate for students with disabilities. Exceptional Children's Teacher for students with cognitive and physical disabilities (11 years). Participant in Council Exceptional Children. Former Program Manager for Lucent Technologies in Data and Voice System Installation, Supervisor for Production Control and Manufacturing.

Volunteer Activities: Adult Literacy Programs, Rockingham County Reading Association, Rockingham County Reading Fair.

Other committee work, past or present Professional Committees for students with disabilities, School Improvement Committees, Process Improvement Committees.

What is your understanding of the purpose of this committee? To improve/educate public perception regarding capabilities and civil rights of persons with disabilities, assist persons with disabilities in acquisition of employment, housing, and necessary transportation.

Why are you interested in serving on this committee? I've worked with persons with disabilities and understand their capabilities and skills are often underestimated. I hope to assist in eliminating this perception, place persons with disabilities in meaningful employment, engage and interact with CFCC with continuing education/life skills, and place individuals in housing (assisted or otherwise) to ensure appropriate independence.

What specific concerns or areas are you interested in? Maintaining the rights of persons with disabilities, minimizing barriers, engaging persons with disabilities during formative years, providing support and education to families with disabled members, encouraging independence, employment placement, and improving self-perception and confidence for persons with disabilities.

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
Tuesday, Wednesday, Thursday from 2:00 until 4:45

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

Signature Deborah L McKenna Date February 4, 2015_____

Thank you for your interest in serving the Town of Kure Beach
Please return ORIGINAL to: Town Clerk - Town of Kure Beach 117 Settlers Lane, Kure Beach, and NC 28449

Town Use Only		
Date Received <u>2/6/15</u>	Initials <u>NSH</u>	Utilities Current <input type="checkbox"/> YES <input type="checkbox"/> NO
Interview Date	(If applicable)	Appointment Date _____
Term Length		Term Expiration



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

cc Council
 ORIG → Book

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

Request for Appointment to: CF Disability Commission
 Name Dennis Moore
 Address 1203 North Fort Fisher Blvd.
 Telephone 706-347-6324 Cell SAME
 Email dennismoore368@gmail.com (You will receive the majority of correspondence via email)
 Length of permanent residence in Kure Beach 1yr.
 Employment Disabled
 Job Title was self employed, Plumbing & Construction Contractor
 Professional Activities Construction, plumbing, pool maintenance
And repair.

Volunteer Activities None in this area yet. I used to be involved in
Religious education, prison ministry, Senior outreach, food pantry.

Other committee work, past or present Church committees and activities, school
committees. Anything to help bring people together in a community.

What is your understanding of the purpose of this committee?
To help the city understand limitations that people with disabilities have

Why are you interested in serving on this committee?
To help serve the community and help disabled citizens enjoy
life to the fullest in our community.

What specific concerns or areas are you interested in?
Easier access for disabled people of all ages and types of
limitations. To get our community more involved.

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
Early mornings during summer I work till around 9am.

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

Signature Dennis Moore Date 2-7-15

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

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

Town Use Only		
Date Received <u>2/16/15</u>	Initials <u>MSH</u>	Utilities Current <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Interview Date <u>2/17/15</u>	(If applicable)	Appointment Date _____
Term Length _____		Term Expiration _____

TOWN OF KURE BEACH
PROPOSED BUDGET CALENDAR
FY 2015/2016

DATE	DESCRIPTION OF ACTIVITY
Friday Feb. 20, 2015	Outside Agency Funding Request Application made available to outside agencies via Town website
Thursday Mar. 5, 2015	Provide budget guidance and worksheets to Department Heads
Thursday Mar. 5, 2015	Solicit budget requests from Town Committees
Thursday Mar. 12, 2015	Deadline for Outside Agency Funding Request Applications (12 PM)
Thursday Mar. 26, 2015	Departmental budgets and Town Committee requests due to Budget Officer
Thursday Apr. 9, 2015	8:00 AM - Budget Workshop (Town Hall) – Review initial departmental budgets, committee requests and funding requests from outside agencies
Thursday Apr. 23, 2015	8:00 AM - Budget Workshop (Town Hall) – Review draft budget
Tuesday May 19, 2015	Regular Council meeting – Draft budget and budget message provided to Council and copy of budget filed with Town Clerk for public inspection
Thursday June 4, 2015	6:30 PM Public Hearing
Tuesday June 16, 2015	Adoption of FY 2015/2016 Budget (at regular Council meeting)

Section 10. Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses up to a total of five hundred dollars (\$500) per fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Head prior to course registration and are subject to the review and approval of Town Commissioners.

Dean Lambeth
Mayor
Emilie Swearingen
Commissioner
Steve Pagley
Commissioner



Craig Bloszinsky
Mayor Pro Tem
David Heglar
Commissioner
Nancy Avery
Town Clerk

Town of Kure Beach

117 Settlers Lane • Kure Beach, NC 28449
(910) 458-8216 • (910) 458-7421 Fax
www.townofkurebeach.org

February 17, 2015

Letter of recommendation for Assistant Fire Chief Ed Kennedy to attend the Executive Fire Officer Program

To whom it may concern,

The Town Council of the Town of Kure Beach, N. C. voted on February 17, 2015 to provide Town support for Assistant Fire Chief Ed Kennedy to apply to attend the prestigious Executive Fire Officer Program.

In his time with the Town, he has proven himself to be a remarkable young man. He is smart, conscientious, hardworking and loyal to the Town, Fire Department and to the Fire Service. He strives to bring a professional level not only to his performance, but to those around him.

Assistant Fire Chief Kennedy is a 'born leader', someone that automatically steps-up when needed without having to be asked and inspires the same level of commitment in those associated with him. Other firefighters on staff look to him for counsel, guidance, knowledge and support. They know when he says he will do something, he will, and in a professional, thorough, well thought out manner. They also know they can depend on him and trust him.

Assistant Fire Chief Kennedy has obtained a degree in both business and Fire Service, while working full time. The Town Council believes this type of initiative should be encouraged as it demonstrates his desire to learn and grow.

For all of the above reasons, the Town Council strongly and whole heartedly recommends your consideration of Mr. Kennedy as a candidate for the Executive Fire Officer Program. We believe he will make us all proud, if given the opportunity to attend and that the Town citizens will benefit from the valuable knowledge he will gain from the program.

Sincerely,

Dean Lambeth
Mayor



Dear Council,

I am wanting to take the Executive Fire Officer Program, which is the highest academic honor a firefighter can receive. Only a fraction of the Fire Officer's around the nation hold this certification, and is considered the best fire curriculum in the world. In order to be considered, you have to complete many requirements, mostly related to academic experience and on the job experience. It is a program mainly geared for Fire Chief's, but in 1998 the NFA began allowing Assistant Chief's, Company Officers and other key leadership positions. It is extremely hard to gain admissions, but I believe with my experience and academic history that I have a fairly good chance. In this course, a large amount of research is split into four courses: executive development, executive analysis of community risk reduction, executive analysis of fire service operations in Emergency Management, and executive leadership. Each course is two weeks in length in Emmitsburg, Maryland, and is held at the world renown National Fire Academy. The actual course last one year after the two week in class session, as finished with a applied research paper that is analyzed by the top fire officers in the nation. Research gathered is oriented towards your department, and is recommended to be directly applied. I believe this program will have an amazing amount of benefits to our unique community, considering:

1. We have a combination department consisting of full time, part time, and volunteer staff.
2. We have a community unique with the risks of major hurricanes in which many jurisdictions are involved.
3. We have a community faced with many other risks, including: elderly citizens, working with multiple jurisdictions on major events, aging volunteer demographic, volunteerism dropping across the nation, including Kure Beach.

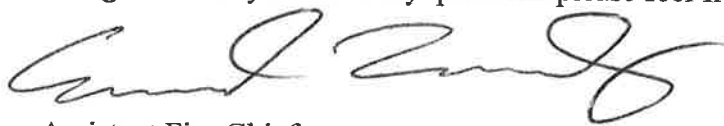
Not only do I believe this program will help in enhancing professional development in these areas, but I also strongly believe that it will help in applying research in risks not yet realized by our unique community.

In order to gain admission you must have:

- 1.) Hold a Bachelor's Degree. I currently hold a degree in Business Administration and and Associates Degree in Fire Science.
- 2.) Received a minimum of 60 credit hours not including Bachelor's Degree. I currently have taken 82 additional
- 3.) Short essay describing organization fully in terms of functions or services provided and its annual budget.

- 4.) Short essay describing duties and responsibilities within the organization at an executive level, the number of employees I supervise, and to whom I report.
- 5.) Short essay describing substantial professional achievement and why I view it as such.
- 6.) Short essay on goals I expect to realize by participating in the Executive Fire Officer Program and how might achieving those goals enhance your career.
- 7.) Short essay and how I expect my background, experience, and capabilities will contribute to the Program and to your fellow participants.
- 8.) Short essay briefly describing the two most challenging management problems facing you on your job, explaining how they affect attainment of your organizational goals.
- 9.) A letter from myself requesting admission to the EFOP, specifying eligibility, commitment to complete the entire program, complete the applied research projects, along with my perceived expectations of the program.
- 10.) Documentation that support how I meet the Service and Academic Requirements
- 11.) An organizational chart that shows my position.
- 12.) A letter of recommendation from your jurisdictional head (Mayor, City Manager, Chief of Department, etc.) The letter should include a statement from the sponsor of organizational commitment to support you in completing both courses and applied research.

While I can take care of items 1-11, item #12 requests a letter from you that you will support me through the process in completing both the courses and applied research. I strongly recommend that I have your support and recommendation to take this program, and it will provide valuable qualities for many years to come. While I do understand gaining admission is extremely difficult and competitive, I believe I have a good chance. Thank you for your consideration and I have attached a few extra items for reading and background. If you have any questions please feel free to contact me at (910) 409-9398.



Assistant Fire Chief
Kure Beach Fire Department
Ed Kennedy



U.S. Fire Administration/National Fire Academy

Executive Fire Officer Program

Celebrating Excellence in Fire/Emergency Services
Executive Education: 1985-2014



FEMA

The Executive Fire Officer Program

YEAR 1

"Executive Development" (ED)

The first year course attempts to establish the reality that leadership is not about position but is actually a behavior. There is great confusion globally regarding authority and leadership, and ED reinforces a framework for understanding the differences between technical (known solutions and practices) problems and the much more difficult adaptive ones (problems that require change of belief systems and behaviors). There is a significant module dealing with developing and conducting applied research, a cornerstone of the Executive Fire Officer Program (EFOP). Applied research is analogous to dealing with and then attempting to resolve primarily adaptive problems. Participants receive feedback from multirater assessment instruments so that self-awareness of perceived leadership effectiveness is offered and available.

YEAR 2

"Executive Analysis of Community Risk Reduction" (EACRR)

The U.S. Fire Administration (USFA) believes that a primary role of the senior fire executive is to exercise leadership through risk analysis and mitigation. EFOP students build a demographic and risk profile of their home community. They examine social, cultural, economic and environmental trends that impact community risk. EACRR provides a process for the student to lead community risk-reduction efforts by developing a draft plan for a local risk-reduction initiative and applying change management models. Organizational and community politics are assessed. The ultimate goal of the course is to develop fire service leaders who are committed in word and deed to comprehensive multihazard community risk reduction.

YEAR 3

"Executive Analysis of Fire Service Operations in Emergency Management" (EAFSOEM)

EAFSOEM prepares senior staff officers in the administrative functions necessary to effectively manage the operational component of a fire/rescue department. Some of the areas covered are risk assessment, incident documentation, media/political considerations, standards, legal mandates, capability assessment, damage assessment, emergency operations, Integrated Emergency Management System, and Multiagency Coordination Systems, including the Emergency Operations Center. Throughout the course, participants are presented with a series of senior-staff-level issues that require extensive analysis and action. The course is very intense and uses lecture, case study, simulation, scenario and student participation as instructional media.

YEAR 4

"Executive Leadership" (EL)

The final year EFOP course provides an opportunity to extend the learning experienced in prior courses so that future opportunities to exercise leadership are moved to a practice. Participants are required to share actual contemporary cases that contain adaptive problems. Case studies offer further analysis and application opportunities. A personal plan is created, and each participant receives feedback regarding his or her introspection and efforts to strategize post-EFOP experiences. As in ED, participants in EL receive feedback from a similar battery of multirater assessment instruments. A one-day field trip is offered to the Gettysburg National Military Park where frameworks of leadership presented throughout the EFOP courses and research are discussed, further analyzed, and applied in light of this historic 1863 event.

Following each course, an Applied Research Project (ARP) must be completed. The ARP identifies a problem or issue that presently exists within the participant's organization and/or jurisdiction that has significance to the course just completed. ARPs are due within six months and are evaluated by contract reviewers.

A minimum grade of 2.0 (based on a 4.0 academic scale) is required for each of the 10 ARP sections. ARPs must be completed according to the USFA/National Fire Academy (NFA) guidelines and the American Psychological Association style format. For examples of ARPs go to http://www.usfa.fema.gov/nfa/efop/applied_research/index.shtm.



The EFOP is an initiative of the USFA/NFA designed to provide senior officers with a broad perspective on various facets of fire and emergency services administration. The EFOP curriculum and research framework examine how senior authority figures can exercise leadership when dealing with difficult, adaptive problems within their jurisdictions.

EFOP participants enhance their professional development through a unique series of four resident graduate-level and upper-level college-equivalent courses and the completion of an ARP for each course. The EFOP spans a four-year period and consists of four "core" courses. Each course is two weeks in length.

A Certificate of Completion for the entire EFOP is awarded only after the successful completion of the final ARP.

History of the Executive Fire Officer Program

EFOP began as a three-year professional development program in 1985, expanding to its current length of four years in 1988. The post-course ARP component was implemented in 1990, and many of these ARPs are now archived and available to the public through the National Emergency Training Center's Learning Resource Center. USFA/NFA is nearing a threshold of 300 EFOP alumni and a completion rate of ARPs in the thousands. Together, EFOP alumni and their research have resulted in significant changes to fire/emergency services organizations and their communities in the U.S. and internationally. Academically, there are a number of higher education institutions that have created degree programs that recognize EFOP courses and research, some doing so at the graduate level. EFOP is recognized both within the Fire and Emergency Services Higher Education Model and the Chief Fire Officer Designation criteria.

Selection Criteria for the Executive Fire Officer Program

Admission to the EFOP is limited to the following individuals:

Service Requirement:

- Chiefs of departments or equivalents.
- Chief officers or equivalents who head major bureaus or divisions within a fire department/Emergency Medical Services organization. Examples of functions include suppression, emergency medical, prevention, emergency management, training, etc.
- Battalion-level chief officers from "International Association of Fire Chiefs/National Fire Protection Association metro-size" fire organizations also will be considered. (By current definition, a metro fire department contains minimum staffing of 400 paid/career members.)
- The Key Leading Program: Other individuals who are serving in key positions whereby leadership has been exercised. (The Key Leading Program focuses on people who are not yet senior officers but are serving in authority positions, such as a Company Officer, within their fire or emergency services organization and have shown outstanding leadership in their agency or community.)

Note: Firefighters or firefighter/paramedics **will not** be considered eligible as candidates for the EFOP.

Academic Requirement:

Applicants must have attained a bachelor's degree from nationally and regionally accredited institutions recognized by the U.S. Department of Education. Verification must be submitted at the time of application. No exceptions will be made to this requirement.

How to Apply:

Note: Qualified applicants may submit an application package at any time during the year. However, there

is a cutoff date of June 15 for each fiscal year. Applications postmarked after June 15 will be held until the following June 15 for consideration. Application packages will be reviewed on an individual basis and require the following seven separate items.

1. A Federal Emergency Management Agency (FEMA) Form 119-25-1 General Admissions Application Form. In block 9a, please specify "Executive Fire Officer Program."
2. A FEMA 95-22 EFOP short essay response form. Both forms can be found at the Department of Homeland Security/FEMA/USFA/NFA website.
3. A letter from the applicant requesting admission to the EFOP. This letter should specify the applicant's qualification (see eligibility section), commitment to complete the entire program — including the ARPs — and the applicant's perceived expectation(s) of the program.
4. A resume of the applicant.
5. A letter of recommendation from the applicant's jurisdictional head (mayor, city manager, chief of department, etc.), including the organizational commitment to allow and support the applicant to complete the required courses and research.
6. A photocopy of the applicant's academic diploma certificate.
7. An organizational chart that shows the applicant's position.

The application package must be sent to:

National Emergency Training Center
16825 South Seton Ave.
Office of Admissions, Building I
Emmitsburg, MD 21727



Fire Chief Ray Michael Garcia,
Aurora, CO Fire Department

"The NFA's EFOP experience was exceptional! The opportunity to network with exemplary fire officers throughout the country, along with the cutting edge curriculum prepared me for the challenges of being selected as Aurora's new fire chief in 2007. More importantly, the EFOP provided the interpersonal skills and confidence to reinforce organizational servitude leadership; create a strong 'no excuses' commitment towards firefighter safety; and provide our community with exceptional customer service. I strongly recommend the EFOP, which is unique and second to no other program."



Deputy Fire Chief Ruth Obadal,
Central Pierce Fire & Rescue Department,
Tacoma, WA

"I am asked sometimes if the benefit of EFOP is worth the time commitment. My answer is always 'Yes, absolutely!'"

The concepts I learned and continue to build on, the professional relationships I have developed, and the ongoing resources of this program have repaid that investment many times over."



Deputy Chief Officer Steven Warrington,
State Operations, County Fire Authority Victoria Australia

"There is no doubt that the academic learning resulting from the applied research papers is a key EFOP outcome. However

there were three other significant outcomes for me that were of equal value which benefited both our organization and my individual, personal development: The sharing and learning with people from different cultures; the extended network of like minded career officers to share ideas with; and a degree of personal confidence that I developed to constructively contribute on the international stage."



Fire Chief Willie Patrick,
City of Wilmington, DE
Fire Department

"As a graduate of the Executive Fire Officer program I have gained a broader perspective on the difficult task of leading in an ever changing

environment. Information obtained through instruction and networking with other fire service leaders has allowed me to be better prepared in addressing complex problems and managing these changes effectively."



Battalion Chief Spencer Kimura,
Village of Glenview, IL
Fire Department

"Participating in the EFOP provided an opportunity to view issues in the fire service far beyond my prior educational endeavors. During my

EFOP experience, I had the opportunity to exchange ideas and obtain different sets of values that stretched beyond the confines of the United States — a perspective I had not anticipated. No other institution can offer such an exceptional curriculum that brings fire service leaders together to learn, discuss, problem solve, and ultimately, make a difference in their own community."



Executive Administrator Drusilla Martin,
City of Nashville, TN
Fire Department

"My experience in the EFO Program was the best learning experience that I have had in my fire service career. Since

my job is financial management, I learned things in areas previously not explored. Not having engaged in research since college (over 30 years ago), I was somewhat nervous about writing papers. However, the instructions given were clear and concise. I now have three published papers in the NFA's Learning Resource Center and my writing confidence has increased to the extent that I am now in the beginning stages of writing a book."



Fire Chief and Emergency Management Director Mark A. Carr,
City of New Britain, CT
Fire Department

"The EFOP Program provides a unique opportunity to interact with fire service personnel and other professionals from around the world. This program stimulates your intellect and imparts knowledge to help meet the actual and anticipated challenges of today's fire service."



Fire Chief Lori Sunderman,
City of Stuart, FL
Fire Department

"The Executive Fire Officer Program experience is one that supersedes all others. Although the research projects are timely and involved, the

benefits they brought the department and the fire service are invaluable. The requirements of the program increased my writing and research abilities, which in turn improved my knowledge and communication skills. Networking with numerous other officers has allowed me to

develop confidants and allies from all over the country. This network of relationships has guided and assisted me; they continue to play a role in working through many tough decisions confronted on the job every day."



Fire Chief Steve Cover,
City of Virginia Beach, VA
Fire Department

"The Executive Fire Officer Program experience has been one of the most rewarding of my fire service career. I feel the program assisted me on several

levels. Personally, the development and growth opportunity assisted me in moving through the Fire Department ranks. In researching fire service issues, I was able to propose best practices for our department, adopting and building upon the body of research for our future fire service. Finally, the life-long friendships and networking opportunities developed through the program will continue to provide value to me personally and to the fire service as a whole."



Fire Chief R.B. Alley,
City of College Station, TX
Fire Department

"The Executive Fire Officer Program is the foundation and platform for building 'great' fire service leaders for the future. I experienced an

outstanding series of instructors and courses that helped prepare me to meet the demands of a chief fire officer in the 21st century, both professionally and personally. This educational experience changed my thought process, and enabled me to develop skills and acquire knowledge in preparation for the challenges of leading in today's fire service."



Assistant Chief Richard Tobin,
Fire Department of New York, NY

"The EFOP was a defining moment in my career with the FDNY. The curriculum provided me with a toolbox of skills that I have continuously drawn upon since my acceptance into the program as a Captain through my present rank, Assistant Chief of Department within the FDNY. I highly recommend the EFOP to any fire officer wishing to expand his or her horizon."



FEMA

TOWN OF KURE BEACH
PROPOSED BUDGET CALENDAR
FY 2015/2016

DATE	DESCRIPTION OF ACTIVITY
Friday Feb. 20, 2015	Outside Agency Funding Request Application made available to outside agencies via Town website
Thursday Mar. 5, 2015	Provide budget guidance and worksheets to Department Heads
Thursday Mar. 5, 2015	Solicit budget requests from Town Committees
Thursday Mar. 12, 2015	Deadline for Outside Agency Funding Request Applications (12 PM)
Thursday Mar. 26, 2015	Departmental budgets and Town Committee requests due to Budget Officer
Thursday Apr. 9, 2015	8:00 AM - Budget Workshop (Town Hall) – Review initial departmental budgets, committee requests and funding requests from outside agencies
Thursday Apr. 23, 2015	8:00 AM - Budget Workshop (Town Hall) – Review draft budget
Tuesday May 19, 2015	Regular Council meeting – Draft budget and budget message provided to Council and copy of budget filed with Town Clerk for public inspection
Thursday June 4, 2015	6:30 PM Public Hearing
Tuesday June 16, 2015	Adoption of FY 2015/2016 Budget (at regular Council meeting)

EXCERPT FROM TOWN PERSONNEL POLICY

Section 10. Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses up to a total of five hundred dollars (\$500) per fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Head prior to course registration and are subject to the review and approval of Town Commissioners.

Dean Lambeth
Mayor
Emilie Swearingen
Commissioner
Steve Pagley
Commissioner



Craig Bloszinsky
Mayor Pro Tem
David Heglar
Commissioner
Nancy Avery
Town Clerk

Town of Kure Beach

117 Settlers Lane • Kure Beach, NC 28449

(910) 458-8216 • (910) 458-7421 Fax

www.townofkurebeach.org

February 17, 2015

Letter of recommendation for Assistant Fire Chief Ed Kennedy to attend the Executive Fire Officer Program

To whom it may concern,

The Town Council of the Town of Kure Beach, N. C. voted on February 17, 2015 to provide Town support for Assistant Fire Chief Ed Kennedy to apply to attend the prestigious Executive Fire Officer Program.

In his time with the Town, he has proven himself to be a remarkable young man. He is smart, conscientious, hardworking and loyal to the Town, Fire Department and to the Fire Service. He strives to bring a professional level not only to his performance, but to those around him.

Assistant Fire Chief Kennedy is a 'born leader', someone that automatically steps-up when needed without having to be asked and inspires the same level of commitment in those associated with him. Other firefighters on staff look to him for counsel, guidance, knowledge and support. They know when he says he will do something, he will, and in a professional, thorough, well thought out manner. They also know they can depend on him and trust him.

Assistant Fire Chief Kennedy has obtained a degree in both business and Fire Service, while working full time. The Town Council believes this type of initiative should be encouraged as it demonstrates his desire to learn and grow.

For all of the above reasons, the Town Council strongly and whole heartedly recommends your consideration of Mr. Kennedy as a candidate for the Executive Fire Officer Program. We believe he will make us all proud, if given the opportunity to attend and that the Town citizens will benefit from the valuable knowledge he will gain from the program.

Sincerely,

Dean Lambeth
Mayor



Dear Council,

I am wanting to take the Executive Fire Officer Program, which is the highest academic honor a firefighter can receive. Only a fraction of the Fire Officer's around the nation hold this certification, and is considered the best fire curriculum in the world. In order to be considered, you have to complete many requirements, mostly related to academic experience and on the job experience. It is a program mainly geared for Fire Chief's, but in 1998 the NFA began allowing Assistant Chief's, Company Officers and other key leadership positions. It is extremely hard to gain admissions, but I believe with my experience and academic history that I have a fairly good chance. In this course, a large amount of research is split into four courses: executive development, executive analysis of community risk reduction, executive analysis of fire service operations in Emergency Management, and executive leadership. Each course is two weeks in length in Emmitsburg, Maryland, and is held at the world renown National Fire Academy. The actual course last one year after the two week in class session, as finished with a applied research paper that is analyzed by the top fire officers in the nation. Research gathered is oriented towards your department, and is recommended to be directly applied. I believe this program will have an amazing amount of benefits to our unique community, considering:

1. We have a combination department consisting of full time, part time, and volunteer staff.
2. We have a community unique with the risks of major hurricanes in which many jurisdictions are involved.
3. We have a community faced with many other risks, including: elderly citizens, working with multiple jurisdictions on major events, aging volunteer demographic, volunteerism dropping across the nation, including Kure Beach.

Not only do I believe this program will help in enhancing professional development in these areas, but I also strongly believe that it will help in applying research in risks not yet realized by our unique community.

In order to gain admission you must have:

- 1.) Hold a Bachelor's Degree. I currently hold a degree in Business Administration and and Associates Degree in Fire Science.
- 2.) Received a minimum of 60 credit hours not including Bachelor's Degree. I currently have taken 82 additional
- 3.) Short essay describing organization fully in terms of functions or services provided and its annual budget.

- 4.) Short essay describing duties and responsibilities within the organization at an executive level, the number of employees I supervise, and to whom I report.
- 5.) Short essay describing substantial professional achievement and why I view it as such.
- 6.) Short essay on goals I expect to realize by participating in the Executive Fire Officer Program and how might achieving those goals enhance your career.
- 7.) Short essay and how I expect my background, experience, and capabilities will contribute to the Program and to your fellow participants.
- 8.) Short essay briefly describing the two most challenging management problems facing you on your job, explaining how they affect attainment of your organizational goals.
- 9.) A letter from myself requesting admission to the EFOP, specifying eligibility, commitment to complete the entire program, complete the applied research projects, along with my perceived expectations of the program.
- 10.) Documentation that support how I meet the Service and Academic Requirements
- 11.) An organizational chart that shows my position.
- 12.) A letter of recommendation from your jurisdictional head (Mayor, City Manager, Chief of Department, etc.) The letter should include a statement from the sponsor of organizational commitment to support you in completing both courses and applied research.

While I can take care of items 1-11, item #12 requests a letter from you that you will support me through the process in completing both the courses and applied research. I strongly recommend that I have your support and recommendation to take this program, and it will provide valuable qualities for many years to come. While I do understand gaining admission is extremely difficult and competitive, I believe I have a good chance. Thank you for your consideration and I have attached a few extra items for reading and background. If you have any questions please feel free to contact me at (910) 409-9398.



Assistant Fire Chief
Kure Beach Fire Department
Ed Kennedy



U.S. Fire Administration/National Fire Academy

Executive Fire Officer Program

Celebrating Excellence in Fire/Emergency Services
Executive Education: 1985-2014



FEMA

The Executive Fire Officer Program

YEAR 1

“Executive Development” (ED)

The first year course attempts to establish the reality that leadership is not about position but is actually a behavior. There is great confusion globally regarding authority and leadership, and ED reinforces a framework for understanding the differences between technical (known solutions and practices) problems and the much more difficult adaptive ones (problems that require change of belief systems and behaviors). There is a significant module dealing with developing and conducting applied research, a cornerstone of the Executive Fire Officer Program (EFOP). Applied research is analogous to dealing with and then attempting to resolve primarily adaptive problems. Participants receive feedback from multirater assessment instruments so that self-awareness of perceived leadership effectiveness is offered and available.

YEAR 2

“Executive Analysis of Community Risk Reduction” (EACRR)

The U.S. Fire Administration (USFA) believes that a primary role of the senior fire executive is to exercise leadership through risk analysis and mitigation. EFOP students build a demographic and risk profile of their home community. They examine social, cultural, economic and environmental trends that impact community risk. EACRR provides a process for the student to lead community risk-reduction efforts by developing a draft plan for a local risk-reduction initiative and applying change management models. Organizational and community politics are assessed. The ultimate goal of the course is to develop fire service leaders who are committed in word and deed to comprehensive multihazard community risk reduction.

YEAR 3

“Executive Analysis of Fire Service Operations in Emergency Management” (EAFSOEM)

EAFSOEM prepares senior staff officers in the administrative functions necessary to effectively manage the operational component of a fire/rescue department. Some of the areas covered are risk assessment, incident documentation, media/political considerations, standards, legal mandates, capability assessment, damage assessment, emergency operations, Integrated Emergency Management System, and Multiagency Coordination Systems, including the Emergency Operations Center. Throughout the course, participants are presented with a series of senior-staff-level issues that require extensive analysis and action. The course is very intense and uses lecture, case study, simulation, scenario and student participation as instructional media.

YEAR 4

“Executive Leadership” (EL)

The final year EFOP course provides an opportunity to extend the learning experienced in prior courses so that future opportunities to exercise leadership are moved to a practice. Participants are required to share actual contemporary cases that contain adaptive problems. Case studies offer further analysis and application opportunities. A personal plan is created, and each participant receives feedback regarding his or her introspection and efforts to strategize post-EFOP experiences. As in ED, participants in EL receive feedback from a similar battery of multirater assessment instruments. A one-day field trip is offered to the Gettysburg National Military Park where frameworks of leadership presented throughout the EFOP courses and research are discussed, further analyzed, and applied in light of this historic 1863 event.

Following each course, an Applied Research Project (ARP) must be completed. The ARP identifies a problem or issue that presently exists within the participant's organization and/or jurisdiction that has significance to the course just completed. ARPs are due within six months and are evaluated by contract reviewers.

A minimum grade of 2.0 (based on a 4.0 academic scale) is required for each of the 10 ARP sections. ARPs must be completed according to the USFA/National Fire Academy (NFA) guidelines and the American Psychological Association style format. For examples of ARPs go to http://www.usfa.fema.gov/nfa/efop/applied_research/index.shtm.



The EFOP is an initiative of the USFA/NFA designed to provide senior officers with a broad perspective on various facets of fire and emergency services administration. The EFOP curriculum and research framework examine how senior authority figures can exercise leadership when dealing with difficult, adaptive problems within their jurisdictions.

EFOP participants enhance their professional development through a unique series of four resident graduate-level and upper-level college-equivalent courses and the completion of an ARP for each course. The EFOP spans a four-year period and consists of four "core" courses. Each course is two weeks in length.

A Certificate of Completion for the entire EFOP is awarded only after the successful completion of the final ARP.

History of the Executive Fire Officer Program

EFOP began as a three-year professional development program in 1985, expanding to its current length of four years in 1988. The post-course ARP component was implemented in 1990, and many of these ARPs are now archived and available to the public through the National Emergency Training Center's Learning Resource Center. USFA/NFA is nearing a threshold of 300 EFOP alumni and a completion rate of ARPs in the thousands. Together, EFOP alumni and their research have resulted in significant changes to fire/emergency services organizations and their communities in the U.S. and internationally. Academically, there are a number of higher education institutions that have created degree programs that recognize EFOP courses and research, some doing so at the graduate level. EFOP is recognized both within the Fire and Emergency Services Higher Education Model and the Chief Fire Officer Designation criteria.

Selection Criteria for the Executive Fire Officer Program

Admission to the EFOP is limited to the following individuals:

Service Requirement:

- Chiefs of departments or equivalents.
- Chief officers or equivalents who head major bureaus or divisions within a fire department/Emergency Medical Services organization. Examples of functions include suppression, emergency medical, prevention, emergency management, training, etc.
- Battalion-level chief officers from "International Association of Fire Chiefs/National Fire Protection Association metro-size" fire organizations also will be considered. (By current definition, a metro fire department contains minimum staffing of 400 paid/career members.)
- The Key Leading Program: Other individuals who are serving in key positions whereby leadership has been exercised. (The Key Leading Program focuses on people who are not yet senior officers but are serving in authority positions, such as a Company Officer, within their fire or emergency services organization and have shown outstanding leadership in their agency or community.)

Note: Firefighters or firefighter/paramedics **will not** be considered eligible as candidates for the EFOP.

Academic Requirement:

Applicants must have attained a bachelor's degree from nationally and regionally accredited institutions recognized by the U.S. Department of Education. Verification must be submitted at the time of application. No exceptions will be made to this requirement.

How to Apply:

Note: Qualified applicants may submit an application package at any time during the year. However, there

is a cutoff date of June 15 for each fiscal year. Applications postmarked after June 15 will be held until the following June 15 for consideration. Application packages will be reviewed on an individual basis and require the following seven separate items.

1. A Federal Emergency Management Agency (FEMA) Form 119-25-1 General Admissions Application Form. In block 9a, please specify "Executive Fire Officer Program."
2. A FEMA 95-22 EFOP short essay response form. Both forms can be found at the Department of Homeland Security/FEMA/USFA/NFA website.
3. A letter from the applicant requesting admission to the EFOP. This letter should specify the applicant's qualification (see eligibility section), commitment to complete the entire program — including the ARPs — and the applicant's perceived expectation(s) of the program.
4. A resume of the applicant.
5. A letter of recommendation from the applicant's jurisdictional head (mayor, city manager, chief of department, etc.), including the organizational commitment to allow and support the applicant to complete the required courses and research.
6. A photocopy of the applicant's academic diploma certificate.
7. An organizational chart that shows the applicant's position.

The application package must be sent to:

National Emergency Training Center
16825 South Seton Ave.
Office of Admissions, Building I
Emmitsburg, MD 21727



Fire Chief Ray Michael Garcia,
Aurora, CO Fire Department

"The NFA's EFOP experience was exceptional! The opportunity to network with exemplary fire officers throughout the country, along with the cutting edge curriculum prepared me for the challenges of being selected as Aurora's new fire chief in 2007. More importantly, the EFOP provided the interpersonal skills and confidence to reinforce organizational servitude leadership; create a strong 'no excuses' commitment towards firefighter safety; and provide our community with exceptional customer service. I strongly recommend the EFOP, which is unique and second to no other program."



Deputy Fire Chief Ruth Obadal,
Central Pierce Fire & Rescue Department,
Tacoma, WA

"I am asked sometimes if the benefit of EFOP is worth the time commitment. My answer is always 'Yes, absolutely!'"

The concepts I learned and continue to build on, the professional relationships I have developed, and the ongoing resources of this program have repaid that investment many times over."



Deputy Chief Officer Steven Warrington,
State Operations, County Fire Authority Victoria Australia

"There is no doubt that the academic learning resulting from the applied research papers is a key EFOP outcome. However there were three other significant outcomes for me that were of equal value which benefited both our organization and my individual, personal development: The sharing and learning with people from different cultures; the extended network of like minded career officers to share ideas with; and a degree of personal confidence that I developed to constructively contribute on the international stage."



Fire Chief Willie Patrick,
City of Wilmington, DE
Fire Department

"As a graduate of the Executive Fire Officer program I have gained a broader perspective on the difficult task of leading in an ever changing environment. Information obtained through instruction and networking with other fire service leaders has allowed me to be better prepared in addressing complex problems and managing these changes effectively."



Battalion Chief Spencer Kimura,
Village of Glenview, IL
Fire Department

"Participating in the EFOP provided an opportunity to view issues in the fire service far beyond my prior educational endeavors. During my EFOP experience, I had the opportunity to exchange ideas and obtain different sets of values that stretched beyond the confines of the United States — a perspective I had not anticipated. No other institution can offer such an exceptional curriculum that brings fire service leaders together to learn, discuss, problem solve, and ultimately, make a difference in their own community."



Executive Administrator Drusilla Martin,
City of Nashville, TN
Fire Department

"My experience in the EFO Program was the best learning experience that I have had in my fire service career. Since my job is financial management, I learned things in areas previously not explored. Not having engaged in research since college (over 30 years ago), I was somewhat nervous about writing papers. However, the instructions given were clear and concise. I now have three published papers in the NFA's Learning Resource Center and my writing confidence has increased to the extent that I am now in the beginning stages of writing a book."



Fire Chief and Emergency Management Director Mark A. Carr,
City of New Britain, CT
Fire Department

"The EFOP Program provides a unique opportunity to interact with fire service personnel and other professionals from around the world. This program stimulates your intellect and imparts knowledge to help meet the actual and anticipated challenges of today's fire service."



Fire Chief Lori Sunderman,
City of Stuart, FL
Fire Department

"The Executive Fire Officer Program experience is one that supersedes all others. Although the research projects are timely and involved, the benefits they brought the department and the fire service are invaluable. The requirements of the program increased my writing and research abilities, which in turn improved my knowledge and communication skills. Networking with numerous other officers has allowed me to

develop confidants and allies from all over the country. This network of relationships has guided and assisted me; they continue to play a role in working through many tough decisions confronted on the job every day."



Fire Chief Steve Cover,
City of Virginia Beach, VA
Fire Department

"The Executive Fire Officer Program experience has been one of the most rewarding of my fire service career. I feel the program assisted me on several levels. Personally, the development and growth opportunity assisted me in moving through the Fire Department ranks. In researching fire service issues, I was able to propose best practices for our department, adopting and building upon the body of research for our future fire service. Finally, the life-long friendships and networking opportunities developed through the program will continue to provide value to me personally and to the fire service as a whole."



Fire Chief R.B. Alley,
City of College Station, TX
Fire Department

"The Executive Fire Officer Program is the foundation and platform for building 'great' fire service leaders for the future. I experienced an outstanding series of instructors and courses that helped prepare me to meet the demands of a chief fire officer in the 21st century, both professionally and personally. This educational experience changed my thought process, and enabled me to develop skills and acquire knowledge in preparation for the challenges of leading in today's fire service."



Assistant Chief Richard Tobin,
Fire Department of New York, NY

"The EFOP was a defining moment in my career with the FDNY. The curriculum provided me with a toolbox of skills that I have continuously drawn upon since my acceptance into the program as a Captain through my present rank, Assistant Chief of Department within the FDNY. I highly recommend the EFOP to any fire officer wishing to expand his or her horizon."



FEMA

March 2015

March 2015

April 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

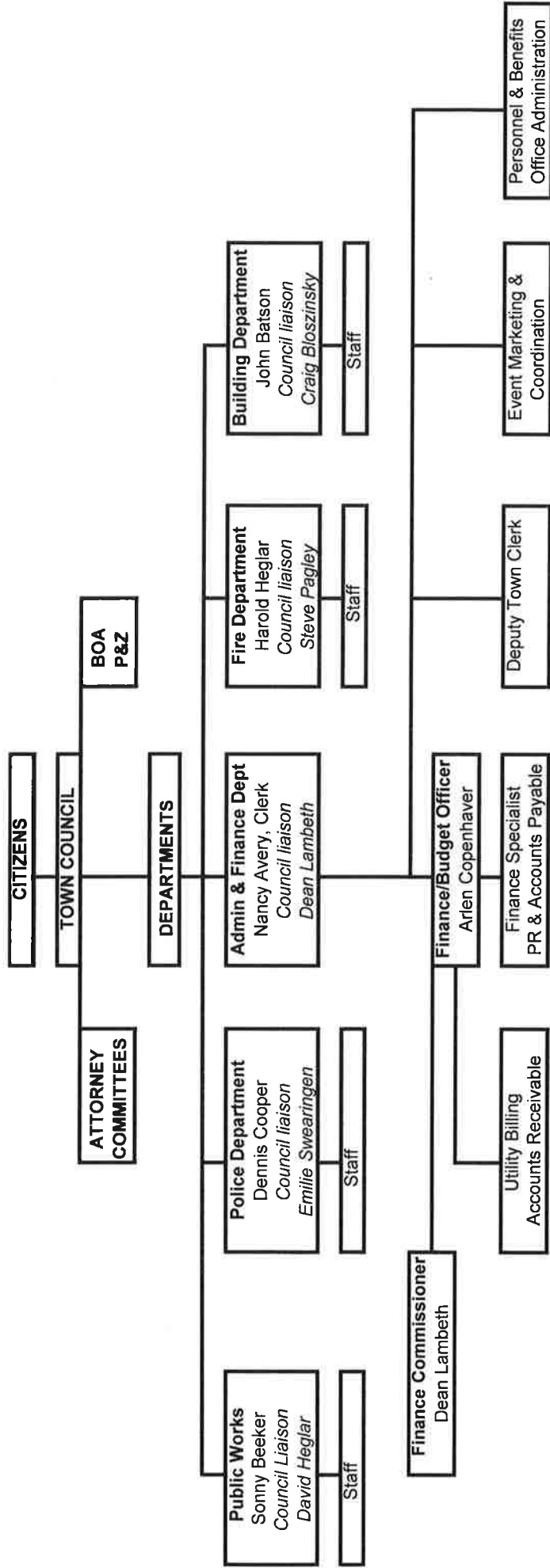
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2 4:00pm NHC Council	3 4:00pm SLAB&P	4 Hewitt Vacation 7:00pm Planning & Zoning	5	6	7 9:00am Coffee w/Mayor
8	9 10:00am Comm Ctr Comtee (Comm Ctr) 4:00pm Parks & Rec 6:30pm CB Council	10	11 10:00am TCC Mtg	12	13	14
15	16 Dean, Craig, Emilie & Steve @ Pine Knoll Shores 9:00am NHC Council	17 6:30pm Town Council	18 Dean, Craig, Emilie @ TH Day Raleigh 10:30am CF Disability Commsh @ Wilm City Hall	19 1:00pm Bike/Ped Mtg	20 Andy @ Atty Conf SOG	21
22	23	24 11:30am Marketing 7:00pm BOA (training)	25 3:00pm TAC Mtg 5:30pm TDA Meeting	26	27	28
29	30	31	Apr 1	2	3	4

CURRENT

Clerk revised 2/6/15 to add show additional Event Mktg position and additional FTE, committees, boards, attorney

Town of Kure Beach Organizational Chart

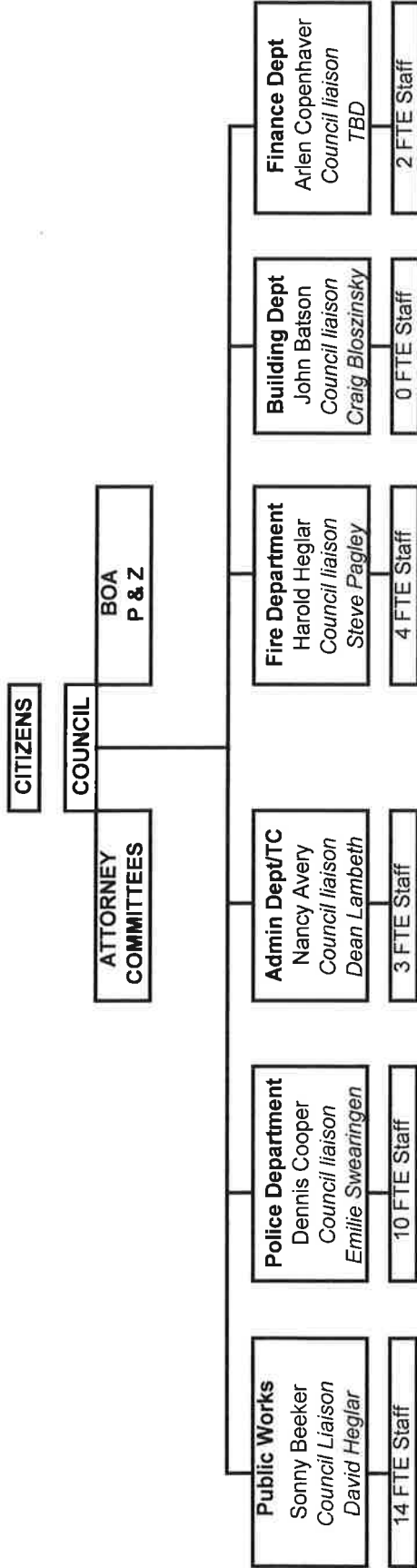


This chart is for informational purposes only and does not override actual Job descriptions.

Adopted by Town Council July 20, 2010
 Council Revised liaisons December 5, 2011
 Council Revised liaisons December 17, 2013

PROPOSED - FINANCE & ADMIN SEPARATE DEPARTMENTS

Town of Kure Beach Organizational chart





DRAFT 2.17.15 JOB DESCRIPTION – TOWN OF KURE BEACH

Title: TOWN CLERK

Department: Administration

Work Type: Full Time, salaried

Pay Grade: 19

Status: Exempt

General Statement of Duties

Perform supervisory and administrative work directing activities including: Town Clerk statutory duties; personnel and benefits for all Town employees; maintenance of the Town Hall facility; and use of all Town facilities and associated events.

Supervision

Work is performed under supervision of the Town Council and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

Duties and Responsibilities

- Plan, organize, supervise and perform administrative operations for the Town.
- Plan, organize and direct departmental operations to include recruitment and supervision of three FTE employees to ensure conformance to Federal and State laws regarding personnel; maintain Town Hall facility; track Town property and maintain inventory to include surplus equipment; provide administrative support for Town Council, boards, committees and departments; oversee rental of Town facilities, Town sponsored programs at the Ocean Front Park pavilion, and special events.
- Administer employee benefits to include vendor selection and associated contracts, monitoring of expenses and making recommendations to the Town Council.
- Serve as Town's Personnel Officer to include custodian of personnel files.
- Negotiate and renew vendor contracts and leases related to administrative operations to include residential curbside recycling, Property, Liability and Workers Compensation insurance, lease of cell tower, and use of property on MOTSU land as directed by Town Council.
- Prepare budget and monitor expenditures for administration department, Town Council, Community Center, Parks & Recreation, Legal, Elections, and Emergency Management.
- Grant administration.
- Serve as Deputy Finance Officer and Town banking signatory.
- Supervise daily financial operations of Town Hall in absence of the Finance/Budget Officer.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of N.C. General Statutes and local ordinances governing municipal practices and procedures and the statutory role of Clerk.
- Knowledge of modern personnel practices and policies and related laws and regulations. Ability to interpret and apply personnel policies, laws and regulations.
- Knowledge of modern supervisory principals of motivation, communication, leadership, performance coaching and evaluation.
- Working knowledge of risk management including employee benefits, workers' compensation, property, casualty, and liability insurance.
- Skill in document production and the accurate preparation of minutes.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Ability to obtain IIMC Certification and North Carolina Municipal Clerk certification.

Training and Experience Requirements

- High School Diploma or General Equivalency Diploma (GED).
- Five years of strong administrative support experience required.
- Bachelor's Degree in Public Administration or Business Administration strongly preferred.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to a hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Hiring salary range is \$41,002 –\$ 65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer.



JOB DESCRIPTION – TOWN OF KURE BEACH REVISIONS TO CURRENT JOB DESCRIPTION

Title: TOWN CLERK and OFFICE MANAGER

Department: Administration and Finance

Work Type: Full Time, salaried

Pay Grade: 19

Status: Exempt

Approved by Town Council

Date: DRAFT 2.17.15

General Statement of Duties

Perform supervisory, administrative, management and statutory work for the Town Council. ~~Manage daily operations of Town Hall for administration and finance. Manage recreation, Town event marketing, rental of Town facilities and Special Events.~~

Supervision

Work is performed under supervision of the Town Council and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

Duties and Responsibilities

- ~~Manage daily administrative operations administration and finance in for Town Hall to include supervision of the Finance/Budget Officer, the Finance Specialist, Utilities Manager and the Deputy Town Clerk positions.~~
- ~~Perform selection, training, counseling and disciplining to include dismissal of department personnel with the exception of the Finance/Budget Officer.~~
- Administer employee benefits to include vendor selection and associated contracts, monitoring of expenses and making recommendations to the Town Council.
- Serve as Town's ~~Perform personnel officer. responsibilities~~ to include custodian and maintenance of employee files.
- Negotiate and renew vendor contracts related to administrative operations of Town Hall to include residential curbside recycling.
- Prepare budget and monitor expenditures for ~~Town Hall~~ administration department.
- Prepare budget and monitor expenditures for Town Council, Community Center, Parks & Recreation, Legal, Elections, and Emergency Management.
- Perform risk management, including maintaining necessary property and casualty insurance, coordinating processing of liability and casualty claims, workers compensation and other risk management tasks. ~~in association with the Finance/Budget Officer.~~
- ~~Perform statutory Town Clerk responsibilities.~~

- ~~Supervise preparation of the Town Council agenda with the Mayor and Deputy Town Clerk along with related materials for Town Council meetings; supervise preparation of Town Council meeting minutes.~~
- ~~Serve as custodian of official Town records and Town historian.~~
- ~~Provide administrative support to the Town Council, including correspondence, research and compilation of information, document production, conference and travel arrangements, and related tasks and track Town Council expenditures and budget.~~
- Prepare ordinances for codification.
- ~~Research and interpret policies and procedure manuals and other Town records to provide information to the Town Council, staff, citizens and others.~~
- ~~Insure vacancies and appointments to Town Council, Board of Adjustments, Planning and Zoning Commission and committees are monitored and kept current.~~
- Administer Oaths of Office as required.
- ~~Serve as a member of the management team.~~
- ~~Coordinate Administrative Hearings for appeal of Civil Citations.~~
- ~~Monitor and oversee third party vendor residential and business curbside recycling service; assist in the renewal and negotiation of vendor contract for recycling services.~~
- ~~Monitor and assist in the negotiation and or renewal of other vendor contracts related to daily operations of Town Hall.~~
- Process and track personal injury claims with insurance provider.
- Serve as Deputy Finance Officer and Town banking signatory.
- ~~Supervise Event Marketing Coordinator and Recreation Coordinator positions.~~
- Plan, organize and direct departmental operations including statutory town clerk responsibilities; personnel and benefits administration; Town Hall facility maintenance; and rental and use of Town facilities.
- Supervise daily financial operations of Town Hall in absence of the Finance/Budget Officer.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures and the statutory role of Clerk.
- Knowledge of modern personnel practices and policies and related laws and regulations.
- Knowledge of modern supervisory principals of motivation, communication, leadership, performance coaching and evaluation.

- Working knowledge of risk management including employee benefits, workers' compensation, property, casualty, and liability insurance.
- Skill in document production including word processing at the desired speed and accuracy, and in the accurate preparation of minutes.
- Ability to interpret and apply personnel policies, laws and regulations.
- Ability to supervise, communicate and motivate staff.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Ability to obtain IIMC Certification and North Carolina Municipal Clerk certification.

Training and Experience Requirements

- High School Diploma or General Equivalency Diploma (GED).
- Five years of strong administrative support experience required.
- Bachelor's Degree in Public Administration or Business Administration strongly preferred.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to a hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Hiring salary range is \$41,002 –\$ 65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer



JOB DESCRIPTION – TOWN OF KURE BEACH

Title: FINANCE/BUDGET OFFICER

Department: Finance

Work Type: Full Time, salaried

Pay Grade: 19

Status: Exempt

Approved by Town Council

Date: DRAFT February 17, 2015

General Statement of Duties

Perform professional duties regarding supervision of financial operations for the Town, assist the Town Council with preparation of the Town's general operating budgets, and monitor revenues and expenditures as specified by statutory law. This position serves as Town Treasurer as per Chapter 2, Article IV, and Division 4 of the Code of Ordinances.

Supervision

Work is performed under the supervision of the Town Council and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

- Plan, organize, supervise and perform fiscal operations for the Town including accounting of municipal funds, general accounting, revenue collection, disbursement processing, budgetary accounting, fixed assets, financial reporting and payroll operations.
- Plan, organize and direct departmental operations to include recruitment and supervision of two FTE employees to perform accounts payable and receivable functions; utility billing and collection; payroll operations, general accounting, and front desk customer service functions.
- Assist the Town Council in preparation of the general operating and capital improvements budgets; research and project revenues; perform research and trend forecasting; track capital project accounts, maintain records and disbursements; prepare and submit budget documents to the Town Council.
- Review and monitor ongoing administration of Town budgets, monitor revenues and expenditures; coordinate activities and changes with Town departments and provide information to them as needed. Monitor cash flow and investment of idle funds.
- Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed.
- Assist the auditors during the annual audit of Town financial records; follow up on findings to improve financial systems.
- Submit to Town Council periodic statements of the financial condition of the Town; work with staff to prepare budget amendments and monitor fiscal liability of the Town.

- Maintain financial records for each department and fund; maintain separate accounts for items of appropriation in the budget; monitor expenditures and obligations on accounts.
- Monitor, supervise and direct the reimbursement of all expended Town funds from Grants, Tourism Development Authority, New Hanover County Parks and Recreation Bond Funding, or other funding sources.
- Coordinate the preparation of reports submitted to State Departments/Agencies relating to the Town's cash and investment position, debt service requirements, ad valorem tax assessments and levies, Powell Bill allocations and expenditures, annual financial audit, and other reports as required.
- Negotiate and renew vendor contracts and leases related to financial operations to include banking, payroll, etc.
- Prepare budget and monitor expenditures for the finance department, Town committees, tax collection and debt service.
- Serve as Town banking signatory.
- Supervise the daily administrative operation of Town Hall in the absence of the Town Clerk.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances and policies governing municipal financial practices and procedures.
- Considerable knowledge of the principals and practices of public finance administration and municipal accounting.
- Considerable knowledge of fiscal support activities such as purchasing, fixed assets, liability, payroll, and budget analysis and preparation.
- General knowledge of automated accounting, spreadsheets, and related systems and ability to work with Town staff in handling duties in an automated environment.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records.

Training and Experience Requirements

Graduation with a bachelor's degree in accounting, or business and considerable experience in public finance administration; or an equivalent combination of education and experience.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Special Requirements

Prefer CPA; ability and willingness to obtain Certified Finance Officer status from NC Institute of Government within a time frame required by the Town Board.

Hiring salary range is \$41,002 – \$65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer



JOB DESCRIPTION – TOWN OF KURE BEACH

Title: FINANCE/BUDGET OFFICER

Department: Administration & Finance

Pay Grade: 19

Work Type: Full Time, salaried

Status: Exempt

Approved by Town Council

Date: DRAFT February 17, 2015

General Statement of Duties

Perform professional duties regarding supervision of financial operations for the Town, assist the Town Council with preparation of the Town's general operating budgets, and monitor revenues and expenditures as specified by statutory law. This position serves as Town Treasurer as per Chapter 2, Article IV, and Division 4 of the Code of Ordinances.

Supervision

Work is performed under the general direction of the Town Clerk/Officer-Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

- Plan, organize and supervise fiscal operations for the Town including accounting of municipal funds, revenue collection, financial reporting, journal entries, budgetary accounting, fixed assets, and advising the Town Council on fiscal issues and investments.
- Plan, organize and direct departmental operations that includes recruitment and supervision of two FTE employees to perform accounts payable and receivable; utility billing and collection; payroll operations, and front desk customer service functions.
- ~~Direct the financial performance of the Finance Specialist, Utilities Manager and Deputy Town Clerk positions and insure compliance with division of duties as per statutory requirements.~~
- Perform a variety of financial operations including disbursement and accounting of municipal funds accounts payable, fixed assets, general ledger and budgetary accounting, and preparation of monthly, quarterly, and annual financial reports.
- Assist the Town Council in preparation of the general operating and capital improvements budgets; research and project revenues; perform research and trend forecasting; track capital project accounts, maintain records and disbursements; prepare and submit budget documents to the Town Council.
- Review and monitor ongoing administration of Town budget, monitor revenues and expenditures; coordinate activities and changes with Town departments and provide information to them as needed. Monitor cash flow and investment of idle funds.

- ~~Write checks as needed and sign checks along with approved signatories as per statutory requirements.~~
- Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed.
- Assist the auditors during the annual audit of Town financial records; follow up on findings to improve financial systems.
- Submit to Town Council periodic statements of the financial condition of the Town; work with staff to prepare budget amendments and monitor fiscal liability of the Town.
- ~~Perform risk management, including maintaining necessary property and casualty insurance, coordinate processing of liability and casualty claims, and other risk management tasks along with the Town Clerk/Office Manager.~~
- ~~Perform, direct and supervise the general accounting functions for the Town.~~
- Maintain financial records for each department and fund; maintain separate accounts for items of appropriation in the budget; monitor expenditures and obligations on accounts.
- Monitor, supervise and direct the reimbursement of all expended Town funds from Grants, Tourism Development Authority, New Hanover County Parks and Recreation Bond Funding, Powell Bill Funding or other funding sources.
Coordinate the preparation of reports submitted to State Departments/Agencies relating to the Town's cash an investment position, debt service requirements, ad valorem tax assessments and levies, Powell Bill allocations and expenditures, annual financial audit, and other reports as required.
- Negotiate and renew vendor contracts and leases related to financial operations to include banking, payroll, etc.
- Prepare budget and monitor expenditures for the finance department, Town committees, tax collection and debt service.
- Serve as Town banking signatory.
- ~~Prepare the application and act as contact person for the Tourism Development Authority in collection of Room Occupancy Taxes.~~
- ~~Perform, direct and coordinate the filing and collection of Powell Bill funding.~~
- ~~Contact the Town Clerk/Office Manager when there are problem areas and insure adherence to Town policies and ordinances.~~
- Supervise the daily administrative operation of Town Hall in the absence of the Town Clerk.
- ~~Assist the Town Clerk/Office Manager as needed.~~
- Supervise daily administrative operations of Town Hall in the absence of the Town Clerk.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances and policies governing municipal financial practices and procedures.
- Considerable knowledge of the principals and practices of public finance administration, including principals and practices of municipal accounting.
- Considerable knowledge of fiscal support activities such as purchasing, fixed assets, liability, payroll, and budget analysis and preparation.
- General knowledge of automated accounting, spreadsheets, and related systems and ability to work with Town staff in handling duties in an automated environment.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records.

Training and Experience Requirements

Graduation with a bachelor's degree in accounting, or business and considerable experience in public finance administration; or an equivalent combination of education and experience.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Special Requirements

Prefer CPA; ability and willingness to obtain Certified Finance Officer status from NC Institute of Government within a time frame required by the Town Board.

Hiring salary range is \$41,002 - \$65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer

Old Business
Item 3

Attendees:

Agenda:

1. Introductions
 - a. Town of Kure Beach
 - b. Beachwalk HOA
 - c. Kure Dunes HOA
2. Purpose of Meeting (Heglar)
3. History of the issues from the Town's understanding (Heglar)
 - a. Town's perspective on the land (Heglar)
 - b. Review of Highlights of Retention Pond compiled by Town (Heglar)
 - c. Discussion of the highlights
 - i. Issues missing
 - ii. Errors of fact / Other issues
 - d. Permit modification (Heglar)
4. Kure Dunes perspective
 - a. Review of Communications from (all in the April 24, 2014 email from M. Davenport enclosed)
 - i. March 18, 2011 email
 - ii. March 17, 2014 email
 - iii. April 24, 2014 email
5. Beachwalk perspective
 - a. Beachwalk HOA
6. Path forward

Purpose:

The Town Council wants to determine and document the issues around the undeveloped town property on Sandman Drive that was formerly a retention pond. Issues around this property have occurred numerous times in the past – and the goal of this meeting is to document the issues around this property from the Town’s perspective, the Kure Dunes HOA’s perspective and the Beachwalk HOA’s perspective to allow current and future Town Councils to make decisions regarding this land.

Town's Perspective:

While the council has taken no action on the Sandman property regarding final disposition – discussions at the 2014 retreat initiated by concerns around MOTSU actions highlighted the following:

- The property does not make sense for any public buildings – it is in a residential community removed from all other Town buildings. The town is taking action to ensure that it has adequate town owned property for any future issues on properties adjacent to the existing Public Works building. These actions are not dependent on a quick resolution regarding this property.
- The council discussions saw no future path to making it a town park – with the existence of two parks owned and maintained by the town.
- The StormWater permits that were modified to close the pond and re-route the stormwater – support the sale of this property and conversion of it to residential properties. This would result in sales revenues to the town as well as ongoing tax revenues of the property.
- The Council recognizes that there are concerns from both Beachwalk and Kure Dunes and wants to fully understand the issues to determine if there is a path forward that supports all concerned parties.
- The goal of this meeting is to highlight all facts to all parties and to document the issues for consideration by this or future councils on this property.

Sandman Lot Discussion – 2-19-2015

Attendees:

Agenda:

1. Review of the January meeting position statement – and corrections as necessary
2. Path forward

Purpose:

The Town Council wants to determine and document the issues around the undeveloped town property on Sandman Drive that was formerly a retention pond. Issues around this property have occurred numerous times in the past – and the goal of this meeting is to document the issues around this property from the Town's perspective, the Kure Dunes HOA's perspective and the Beachwalk HOA's perspective to allow current and future Town Councils to make decisions regarding this land.

Town's Perspective:

While the council has taken no action on the Sandman property regarding final disposition – discussions at the 2014 retreat initiated by concerns around MOTSU actions highlighted the following:

- The property does not make sense for any public buildings – it is in a residential community removed from all other Town buildings. The town is taking action to ensure that it has adequate town owned property for any future issues on properties adjacent to the existing Public Works building. These actions are not dependent on a quick resolution regarding this property.
- The council discussions saw no future path to making it a town park – with the existence of two parks owned and maintained by the town.
- The StormWater permits that were modified to close the pond and re-route the stormwater – support the sale of this property and conversion of it to residential properties. This would result in sales revenues to the town as well as ongoing tax revenues of the property.
- The Council recognizes that there are concerns from both Beachwalk and Kure Dunes and wants to fully understand the issues to determine if there is a path forward that supports all concerned parties.
- The goal of this meeting is to highlight all facts to all parties and to document the issues for consideration by this or future councils on this property.

Discussions on Sand Man Positions

1. Town of Kure Beach

- a. Town has a property that it is not clear what uses it can be used for – there is differing opinions as to if the property can be developed or disposed do the history of how the town obtained the property and its previous use as a retention pond. The town wishes to clarify this issue formally for current and future councils.
- b. The town executed a Release dated 15 August 2006 that indemnifies J.C.Hearne, Kure Beach Associates and the Kure Dunes Homeowners Association, Inc. against claims or suits on account of the former stormwater detention pond. This was executed to have the property reconveyed to the town. (see detailed release – attached).

2. Beachwalk

- a. Beachwalk wants to participate being problem solvers.
- b. The sale and development of the property is seen as a potential problem to Beachwalk
 - i. Stormwater runoff from the previous pond represents a significant load on the currently permitted Beachwalk retention pond – which is the responsibility of Beachwalk. An estimate of 50% of the water going through the BW pond is from the previous pond was stated during the January meeting.
 - ii. The State of North Carolina has contacted BeachWalk regarding the BW pond and is requiring significant repairs.
 - iii. BeachWalk highlights that there is no agreement for cost sharing and does not see that this is fair or equitable treatment of the costs for managing the stormwater.
 - iv. Beachwalk property owners are being impacted by the issues with the current system.
 - v. Believe that there are issues with the current lots regarding subsurface water flows – the land may not be buildable based on the fill used to close the detention pond.
- c. If the property is sold – what covenants and restrictions will be placed on the properties – ie Beachwalk is interested in what homeowners association these lots are covered under as an adjacent community.
- d. Stormwater fees in the community but no financial support from Town of Kure Beach on resolving the existing issues.

e. Beachwalk believes that all 3 entities have a stake in resolving the issue.

3. Kure Dunes

- a. Concerned about any liabilities to Beachwalk regarding the sale/development of the properties – highlights that the release executed by the town is in full force.
- b. Wants to ensure that any sale/development would be under the covenants and restrictions of the Kure Dunes Homeowners Association – as the land is in the neighborhood.
- c. Kure Dunes has an interest in the property and wants to be involved in the decisions regarding the property.



TOWN OF KURE BEACH

117 SETTLERS LANE • POST OFFICE BOX 3 • KURE BEACH, NORTH CAROLINA 28449
TELEPHONE (910) 458-8216 • FAX (910) 458-7421

NORTH CAROLINA

RELEASE

NEW HANOVER COUNTY

This release is executed by the Town of Kure Beach, North Carolina, a municipal corporation and established by the General Assembly of the State of North Carolina (hereinafter, "the town") to Joe C. Hearne of Kure Beach Associates.

Whereas, Kure Beach Associates, a N.C. General Partnership has agreed to reconvey certain property to the Town of Kure Beach in exchange for certain cooperation and performance by the Town.

Whereas, a dispute has arisen between Beachwalk Homeowners Association, Inc and Kure Beach Associates/Kure Dunes Homeowners Association, Inc, regarding a detention pond issue.

Whereas, Kure Beach Associates will give the town a replacement deed (first deed lost or misplaced) to detention pond area to the Town of Kure Beach; therefore,

BE IT THERE RESOLVED, that the Town for the receipt of replacement deed to the lots in question from Kure Beach Associates, agrees to indemnify fully Joe C. Hearne, Kure Beach Associates and the Kure Dunes Homeowners Association, Inc., against any and all claims or suits of any nature or description that may in the future be brought by any person or entity on account of the former stormwater detention pond. This indemnity protection shall include all cost litigation; including reasonable attorney's fees, and the payment of any damages rendered by judgment.

This the 15th day of August, 2006

Tim Fuller, Mayor

ATTEST:

Town Clerk

NO REVENUE STAMPS

COPY



FOR REGISTRATION REGISTER OF DEEDS
REBECCA P. SMITH
NEW HANOVER COUNTY, NC
2006 AUG 23 11:03:16 AM
BK:5069 PG:752-755 FEE:\$20.00

INSTRUMENT # 2006047816

Revenue Stamps:

Recording time, book and page

Parcel Identifier No. RD9200-001-113-000
No certification or opinion on title is expressed by the preparer of this deed except as may appear from the preparer's signed certificate or opinion.

Prepared by: W. Talmage Jones
Hogue, Hill, Jones, Nash & Lynch, L.L.P.
P. O. Drawer 2178
Wilmington, NC 28402

Grantee mailing address:
Returned to: A.A. Condit

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

DEED

KNOW ALL MEN BY THESE PRESENTS that **KURE BEACH ASSOCIATES, a North Carolina General Partnership**, (See certificate filed in Book 1305, Page 1007 and First Amendment thereof filed in Book 1311, Page 1816 of the New Hanover County Registry), "GRANTOR;" in consideration of TEN AND NO/100 (\$10.00) DOLLARS and other good and valuable consideration, paid to GRANTOR by The Town of Kure Beach a North Carolina municipal corporation and, "GRANTEE," the receipt of which is hereby acknowledged, by these presents, does give, grant, bargain, sell and convey unto the said GRANTEE, and GRANTEE'S heirs, successors, and assigns, forever, in fee simple, all that certain lot or parcel of land located in the Town of Kure Beach, County of New Hanover, State of North Carolina, and more particularly described as follows:

Containing 0.7439 Acres and being the Storm Water Retention Facility located on the property of Kure Beach Associates (Phase III of Kure Dunes) as more particularly described on attached Exhibit "A" which is incorporated herein by reference as fully as if set forth herein word for word.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging, to the said GRANTEE and said GRANTEE'S heirs, successors, and assigns, forever, in fee simple; The GRANTOR makes absolutely no warranty whatsoever

concerning the status of the title to the herein above described property..

The designation GRANTOR and GRANTEE as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the GRANTOR has caused its individual Partners to hereunto set their hand effective, this the 9th day of December, 2004.

KURE BEACH ASSOCIATES,
A North Carolina General Partnership

By: [Signature]
John B. Harris, Jr. Partner

By: [Signature]
H. Arthur Sandman

By: [Signature]
Charles M. Winston

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

I, a Notary Public of the State and County aforesaid, certify that John B. Harris, Jr., H. Arthur Sandman, and Charles M. Winston personally came before me this day and acknowledged that they are the General Partners of KURE BEACH ASSOCIATES, a North Carolina General Partnership and that they as the General Partners, being authorized to do so, executed the foregoing on behalf of the Partnership.

WITNESS my hand and official seal this the 9th day of December, 2004.



My commission expires:

12-13-05

[Signature]
Notary Public

EXHIBIT A

3777-01
7/21/02

DETENTION POND AREA ON
KURE BEACH ASSOCIATES TRACT

BEGINNING at a corner in the southern line of the Kure Beach Associates Tract recorded in Book 1305, Page 1608, New Hanover County Registry, at the western terminus of the northern line of the 80.0-foot right of way that is located adjacent northward of Blocks 13, 36 and 37, shown on the Official Map of Kure Beach, said point located from the northeastern corner of Lot 7 in Block 37; by courses of north 18 degrees 58 minutes east 81.83 feet as measured on an extension of the western line of Fourth Street and north 88 degrees 17 minutes west 103.00 feet with said southern line of Kure Beach Associates tract running thence from said beginning with said southern line north 71 degrees 02 minutes west 248.73 feet to the southwestern corner of said tract recorded in Book 1308, Page 808, and being the southeastern corner of the Kure Beach Associates Tract recorded in Book 1310, Page 574, New Hanover County Registry; thence with the southern line of last said tract, continuing north 71 degrees 02 minutes west 50.00 feet to its southwestern corner; thence with the western line of said tract north 13 degrees 04 minutes 11 seconds east 100.53 feet to a point; thence south 71 degrees 02 minutes east 80.00 feet to a point in the eastern line of said tract recorded in Book 1310, Page 574 and in the western line of the tract recorded in Book 1305, Page 1608; thence continuing south 71 degrees 02 minutes east 239.38 feet to a point; thence south 07 degrees 50 minutes west 101.82 feet to the point of BEGINNING, containing 0.7498 acres, and being part of the said tracts recorded in Book 1305, Page 1608 and Book 1310, Page 574, New Hanover County Registry.

HENRY VON GEBEN AND ASSOCIATES, INC.
Consulting Engineers & Planners
Wilmington, North Carolina





REBECCA P. SMITH
REGISTER OF DEEDS, NEW HANOVER
216 NORTH SECOND STREET

WILMINGTON, NC 28401

Filed For Registration: 08/23/2006 11:03:16 AM
Book: RE 5069 Page: 752-755
Document No.: 2006047816
DEED 4 PGS \$20.00
Recorder: STORER, MARVIS ANN

State of North Carolina, County of New Hanover

YELLOW PROBATE SHEET IS A VITAL PART OF YOUR RECORDED DOCUMENT.
PLEASE RETAIN WITH ORIGINAL DOCUMENT AND SUBMIT FOR RE-RECORDING.

2006047816

2006047816